

# Town of Stettler

**COUNCIL MEETING**

**JULY 22, 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, JULY 22<sup>nd</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 July 8<sup>th</sup>, 2025 6-14

**4. Citizens Forum**

**5. Delegations**

**6. Administration**

(a) Memo – Fire Department Transition Evaluation 15-19

(b) Memo – Fire Department Policy Review 20-21

1. Policy XVII-1: Fire Services (New) 22-23

2. Policy XVII-1 (a): Fire Service Fees 24-28

3. Policy XVII-1 (b): Emergency Fire Hydrant Access and Use (New) 29-30

(c) Memo – Clearview Invitation to Support the Development of the Rural Return Service Bursary Program 30-31

(d) 2025 Tax A/R Report 32

(e) June Bank Reconciliation 33

(f) June 2025 Interim Budget Summary 34-37

(g) June 2025 Capital Budget 38-40

(h) June CAO Report 41-47

(i) Meeting Dates

- 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.
- Tuesday, September 16, 2025 – Council – 6:30 p.m.
- Tuesday, October 7, 2025 – Council – 6:30 p.m.
- Tuesday, October 14, 2025 – COW – 4:30 p.m.
- Tuesday, October 21, 2025 – Council – 6:30 p.m.

(j) Accounts Payable in the amount of \$568,745.72 48-60

(\$25,721.54 + \$3,804.66 + \$392,681.71 + \$137,680.91 + \$8,855.90)

**7. Council**

(a) Meeting Reports

**8. Minutes**

(a) Heartland Beautification Committee Meeting – July 3, 2025 61-63

**9. Public Hearings** 64-65

(a) Bylaw 2189-25: Advertising Bylaw

(b) Bylaw 2190-25: Land Use Bylaw

**10. Bylaws**

(a) Bylaw 2189-25: Advertising Bylaw 66-69

(b) Bylaw 2190-25: Land Use Bylaw 70-228

(c) Bylaw 2192-25: Fire Bylaw 229-247

(c) Bylaw 2193-25: Rezoning/Land Use Bylaw Amendment Application

248-253

**11. Correspondence**

(a) RCMP Letter

254-255

**12. Items Added**

**13. In-Camera Session**

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

**14. Adjournment**

MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, JULY 8<sup>TH</sup>, 2025 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS

Present:

Mayor S. Nolls

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

CAO L. Graham  
Assistant CAO K. Hymers  
Director of Operations M. Robbins

Media (2)

Absent:

Councillor G. Lawlor

Call to Order:

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

1/2. Agenda Additions/Approval:

Motion 25:07:01

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

MOTION CARRIED  
Unanimous

3. Confirmation of Minutes:

- (a) Minutes of the Regular Meeting of Council held  
June 17<sup>th</sup>, 2025

Motion 25:07:02

Moved by Councillor W. Smith that the Minutes of the  
Regular Meeting of Council held on June 17, 2025  
be accepted as presented.

MOTION CARRIED  
Unanimous

- (b) Business Arising from the June 17<sup>th</sup>, 2025 Minutes

None

4. Delegations:

- (a) 6:35 – Veronika & Joe Knihnitski – New Prairie Junction Owners

Mayor Nolls welcomed V. & J. Knihnitski to the meeting.

V. & J. Knihnitski introduced themselves as the new owners of  
the Prairie Junction campground. They provided an update on  
exciting new upgrades to the campground and detailed  
upcoming events at the site, including hosting Pierre Poilievre  
in the coming weeks.

Mayor Nolls thanked V. & J. Knihnitski for their presentation and  
for updating council on new developments at Prairie Junction.

V. & J. Knihnitski left the meeting at 6:50 p.m.

- (b) 6:50 – Staff Sergeant Cam Russell

Mayor Nolls welcomed S/Sgt. C. Russell to the meeting.

S/Sgt. C. Russell advised council that crime in Stettler remains  
to be low. Staffing was briefly discussed.

S/Sgt. C. Russell spoke about the use of body cameras on the  
officers and showed council how they are used.

Mayor Nolls thanked S/Sgt. C. Russell for his presentation and  
for his ongoing commitment to the community.

S/Sgt. C. Russell left the meeting at 7:02 p.m.

5. **Citizen's Forum:**

(a) None

6. **Administration:**

(a) 2025 Capital Budget – Tender Award of 2025 Sidewalk Replacements

Mayor Nolls welcomed Director of Operations M. Robbins to the Meeting

M Robbins explained that the approved 2025 capital budget includes \$130,000 to replace miscellaneous sections of concrete throughout the town to ensure compliance with Council Policy XV-3(a) – Sidewalk and Pathways Inspection and Maintenance.

A tender was prepared and sent to local contractors out of town contractors. The following tenders were received on June 25, 2025.

Tender prices exclude GST.

- |                               |              |
|-------------------------------|--------------|
| • Olds Concrete Services Inc. | \$71,990.00  |
| • Hadley Concrete             | \$103,135.42 |
| • Jo's Concrete               | \$123,108.00 |

Motion 25:07:03

Moved by Councillor C. Barros that the Town of Stettler Council award the 2025 Sidewalk Replacement tender to Olds Concrete Services Inc. in the amount of \$71,990.00, and approves expenditures up to the budgeted amount of \$130,000, funded through the 2025 Capital Budget.

MOTION CARRIED  
Unanimous

(b) 2025 Captial Budget – Request for Quotations – 82<sup>nd</sup> Street Road Oiling

M. Robbins noted that the annual operating budget includes funds to repair/reconstruct oiled roads in town. This year, the plan is to repair and re-oil 82 Street from Highway 12, north across the tracks as shown below.



This work can all be completed within existing operating budgets. Town staff will be removing the existing oiled surface and providing the town asphalt roller and operator to roll the surface during the work. Town to source and supply gravel for the work from a local company at value of \$8,000.

Two quotations for the work were received.

- |  |             |
|--|-------------|
| 1. Sands Maintenance Asphalt Solutions | \$24,390.00 |
| 2. Read on Roads                       | \$43,250.00 |

Motion 25:07:04

Moved by Councillor S. Pfeiffer that the Town of Stettler Council award the 82 Street Road oiling to Sands Maintainable Asphalt Solutions in the amount of \$24,390.00 with a contingency amount of \$5,000 funded through the 2025 Operating Budget.

MOTION CARRIED

(c) Request for Information – Museum Entrance

M. Robbins noted that the Town Council directed administration to evaluate and bring forward the costs associated with the Stetler Town and Country Museum's request to widen the existing entrance and install a new entrance to their recently acquired west parcel.

Staff met with museum representative to discuss the work and evaluate the request. During museum events, the existing entrance bottlenecks as the existing access/lane can only accommodate one lane of traffic at a time. There is enough space to widen the existing entrance and access lane to the parking lot to fit two lanes of traffic. A second approach is being requested in the center of the recently acquired west parcel.

The following cost evaluation has been prepared:

1. Widen Existing Entrance and Lane to parking lot  
Proposal includes museum staff/volunteers removing existing gate entrance and leaving the surface as gravel, not reinstating asphalt
  - Remove and Replace culvert to accommodate wider entrance - \$960
  - Install crushed gravel to widen entrance and access – \$2,500
  - Town equipment and labour - \$6,000
2. Add a new approach to the west parcel Install a 6m approach to allow for two lanes to enter/exit parcel in the future. Fence removal, gate, etc. to be completed by museum. Leave new access in a gravel surface, not asphalt.
  - Install new culvert - \$960
  - Install crushed gravel for new access – \$950
  - Town equipment and labour - \$2,000

Motion 25:07:05

Moved by Councillor T. Randell that the Town of Stettler Council reviews the information and directs administration to complete the work providing Town forces and equipment in kind, and covering the material costs of \$3,570 through the Community Development fund. Additionally, the museum will approach the County of Stettler to participate.

MOTION CARRIED  
Unanimous

(d) Memo – Request for Decision – Okoppe Way Fixtures

M. Robbins explained that Town Council previously approved an overall plan for Okoppe Way with a project budget of



\$72,000. In 2024, concrete and fencing was installed with the remaining shade structure, signage, furniture and vegetation to be planted. With a remaining budget of \$51,507.39.

1. Program Information Signage \$900

Administration is proposing to utilize Woodcraft Dave (\$300) to etch an information sign that includes the history of the Twin Sister City program. The base of the sign to be constructed by WTS for \$600.

2. Entrance Sign and Gate \$2,000

Administration is planning to have WTS construct an entrance arch with signage as depicted below.

3. Shade Structure \$15,000

The original intent of the committee was to have a permanent shade structure; however, the cost of a permanent structures is not feasible within the existing budget. The committee is proposing two sail shades that will be removed during the winter season to prolong the life of the sails.

Pricing for the shade structure was obtained from the following companies:

Company	Quote	Based in
ShadesailsCanada.com	~\$10,000, plus hardware \$5,000	BC
AdventurePlaysystems.com	~\$US 20,000-\$US 40,000, not including freight	Texas
Shadeview.com	\$48,000 w/ poles & hardware	Ontario
<a href="http://www.playsi.com">www.playsi.com</a> / habitat systems inc.	\$64,500-\$72,000	BC / AB

4. Furniture \$20,000

Providing seating was identified as a need from the committee. Sourcing park furniture that is reflective of the Japanese culture was important, however proved challenging to find.

Sanderson Concrete out of Surrey, BC provides park furniture that the committee is recommending proceeding with. Purchasing two sets of the picnic tables as shown below. Depending on shipping costs, the committee may add several concrete blocks.

5. Plantings \$3000

Two columnar aspens will be planted as anchors at the back of the site, with double flowering plum shrubs representing cherry blossoms planted throughout the site. Washed rock will be installed in all landscaped areas.

M Robbins also posed the potential relocation of the commemorative Okoppe rock explaining that the existing Commemorative Okoppe Rock is located at the entrance of West Stettler Park. If Council desires, the rock could be re-located to Okoppe Way or have it remain where it currently rests.

Motion 25:07:06

Moved by Councillor S. Pfeiffer that the Town of Stettler Council approves the plan as presented and approves the purchases as outlined below for a total budget expenditure of \$51,400 funded through the 2025 Capital Budget:

- 1. Woodcraft Dave (information sign) \$300
- 2. WTS (stand/arch/poles) \$8600

3. Local Company TBD (entrance sign) \$3000
4. Shade Sail Canada (sails and hardware) \$15,000
5. Sanderson Concrete (furniture) \$20,000
6. Blue Grass Nursery (trees/shrubs) \$3,000
7. Misc. supplies sourced locally (concrete, hardware, edging, landscape fabric) \$500
8. Washed rock supplied locally \$1000

MOTION CARRIED  
Unanimous

Mayor Nolls thanked M. Robbins for the excellent job on her presentations

M. Robbins left the meeting at 7: 24 p.m.

(e) Memo – Town of Stettler Policing Committee

Administration noted that following the passing of Bill 6, the Police Amendment Act in 2022 a new requirement for the formation of civilian governance bodied for all municipalities in Alberta was introduced with the expectation of committees being formed by 2025. As a municipality served by the RCMP with a population of under 15,000 the Town of Stettler has two options to fulfill the requirements as outlines in the legislation:

- (1) Municipal Policing Committee: made up of 3-7 member and specific to the Town of Stettler
- (2) Regional Policing Committee: members from other participating communities under 15,000 in population in the entire central Alberta region.

The key responsibility of the committee will be to act as a liaison between the public, elected officials and the local RCMP detachment to help address policing needs and priorities, support community safety, assist in leadership selection and complete annual reports to the Minister of Public Safety and Emergency Services. Given our individual needs and our longstanding working relationship with our local RCMP detachment administration is confident that a Municipal Policing Committee will best serve the Town of Stettler. Further, following a meeting with Jessi Evanoff, Manager of Police Governance and Funding, it was indicated to administration that the majority of the municipalities in the central region have also decided to implement a Municipal Policing Committee instead of gathering to form a Regional Policing Committee.

Motion 25:07:07

Moved by Councillor C. Barros that the Town of Stettler Council makes a motion to establish a Town of Stettler Policing Committee.

MOTION CARRIED  
Unanimous

(a) Memo – Revised Motion: Increased Funding for Alberta's Public Libraries Resolution

Administration advised that on April 15, 2025 Council agreed to partner with the City of Calgary to bring forward a resolution to the Alberta Municipalities Fall Convention. Town of Stettler Council reviewed and approved the resolution on May 20, 2025. The resolution was submitted to Alberta Municipalities on June 2, 2025. Alberta Municipalities reached out to Administration asking that Council makes a revised Motion to be more precise and address that it is the intent of Town of

Stettler Council to bring forward the resolution at the Fall Convention.

The resolution is asking Alberta Municipalities to advocate for the following changes to the provincial funding of Alberta public libraries:

- Use the most recent population statistics of the Alberta Municipal Affairs Population Estimate List; and
- Update per capita funding to \$6.94 per person, an increase of \$1.34 per person to reflect the current inflation rate as noted above.

Motion 25:07:08

Moved by Councillor W. Smith that the Town of Stettler Council motions to accept the resolution as presented with the intent to move the resolution at the Alberta Municipalities Fall Convention asking that Alberta Municipalities advocate for increased funding for Alberta public libraries.

MOTION CARRIED  
Unanimous

(e) May 2025 CAO Report

Motion 25:07:09

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

MOTION CARRIED  
Unanimous

(f) Meeting Dates

- 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.
- Tuesday, September 16, 2025 – Council – 6:30 p.m.

(g) Accounts Payable in the amount of \$404,885.00

(\$87,457.61 + \$96,189.45 + \$220.71 + \$919.42 + \$12,921.46 + \$84,972.10 + \$122,204.25)

Motion 25:07:10

Moved by Councillor C. Barros that the Accounts Payable in the amount of \$404,885.00 be accepted as presented.

MOTION CARRIED  
Unanimous

7. Council:

Councilors outlined highlights of meetings they attended.

(a) Mayor Nolls

- June 18 – Talk of the Town
- June 18 – Stettler Regional Emergency Management Association – Mock Disaster Media Scrum
- June 19 – Met with grade 3 students to tour the town office, talk to all of the staff, show them what every person does and what the responsibilities are as elected officials

June 19 – Economic Development Meeting with a developer group

June 19 – Meeting with Fire Chiefs to discuss fire transition

June 20 – Stettler Waste Management Association Meeting

June 23 – SDAA

June 23 – Parks and Open Spaces

June 24 – Intermunicipal Development Place Public Engagement

June 26 – Stettlerfest Meeting

June 27 – Signed Cheques

July 1 – Town of Stettler Canada Day Festivities

- Pancake Breakfast
- Parade
- Evening Event at West Stettler Park – Met Pierre Poilievre and Damien Kurek

July 3 – Signed cheques and reviewed the council agenda

(b) Councillor Baker

June 19 – Meeting with Fire Chiefs to discuss fire transition

June 20 – Stettler Waste Management Association Meeting

June 23 – Parks & Open Spaces

June 24 – Intermunicipal Development Place Public Engagement

July 1 – Town of Stettler Canada Day Festivities

- Pancake Breakfast
- Parade
- Evening Event at West Stettler Park – Met Pierre Poilievre and Damien Kurek

July 3 – Municipal Planning Commission

(c) Councillor Barros

June 20 – Stettler Waste Management Association Meeting

July 1 – Town of Stettler Canada Day Festivities

- Pancake Breakfast
- Parade
- Museum
- Evening Event at West Stettler Park

July 3 – Municipal Planning Commission Meeting

July 3 – Heartland Beautification Committee Meeting

(d) Councillor Lawlor

To be provided at a later date.

(e) Councillor Pfeiffer

June 24 – Intermunicipal Development Place Public Engagement

July 1 – Town of Stettler Canada Day Festivities

- Pancake Breakfast
- Parade
- Evening Event at West Stettler Park – Spoke with Pierre Poilievre/Damien Kurek

July 3 – Municipal Planning Commission Meeting

(f) Councillor Randell

To be provided at a later date.

(g) Councillor Smith

June 23 – Parks and Open Spaces

June 24 - Intermunicipal Development Place Public Engagement

July 1 – Town of Stettler Canada Day Festivities

- Pancake Breakfast
- Parade
- Evening Event at West Stettler Park – Met Pierre Poilievre and Damien Kurek

July 3 – Municipal Planning Commission Meeting

July 3 – Heartland Beautification Committee Meeting

Motion 25:07:11

Moved by Councillor T. Randell that the Town of Stettler Council accept the Council Reports as presented.

MOTION CARRIED  
Unanimous

8. Minutes:

(a) None

9. Public Hearing:

(a) None

10. Bylaws:

(a) None

11. Correspondence:

(a) Veronica Weber – Thank you for the Invitation – Gracenotes Choir

Motion 25:07:12

Moved by Councillor S. Pfeiffer that the Town of Stettler accept the item (a) as information.

MOTION CARRIED  
Unanimous

12. Items Added:

(a) None

13. In-Camera Session:

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

Motion 25:07:13

Moved by Councillor C. Barros that the Town of Stettler Council enter an In-Camera Session with CAO L. Graham and Assistant CAO K. Hymers present to discuss the In-Camera items.

MOTION CARRIED  
Unanimous at 7:46 p.m.

Motion 25:07:14

Moved by Councillor T. Randell that the Town of Stettler Council return to the regular meeting

MOTION CARRIED  
Unanimous at 8:15 p.m.

14. Adjournment:

Motion 25:07:15

Moved by Councillor W. Smith that this regular meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED  
Unanimous at 8:15 p.m.

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Mayor

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Assistant CAO

## MEMORANDUM

To: Town of Stettler Council

Date: July 16, 2025

From: Leann Graham, CAO

Re: Town of Stettler Fire Transition Evaluation

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### **Background:**

**1981** – The Town and County entered into an agreement where the County would contribute to the fire hall and become a 1/3 partner, while both municipalities retained the autonomy over their own apparatus. The Town and the County entered into agreements with Botha, Gadsby, White Sands and Rochon Sands to jointly provide services to those municipalities

**1991** – The Town and County updated their agreement to set operational cost sharing of Station 1 and joint fire service to 50/50 while still retaining the ownership split of Station 1 (Town 2/3, County 1/3) and each municipality retaining ownership of their own apparatus.

**2005** - Big Valley, Donalda, White Sands, Rochon Sands, the Town and the County all entered into an agreement to establish a Regional Fire Services Committee and engage the Town Fire Chief as a Regional Fire Chief.

The Regional Fire Chief Agreement in 2005 outlined roles that were expected however the expectations changed over the years, rural fire departments and respective fire chiefs were to serve the primary role in station 2, 3 and 4 operations. The expectations shifted over the course of this agreement and found the Regional Chief providing more and more support to the rural stations.

**2011** – Botha, Gadsby, White Sands, Rochon Sands all entered into new agreements with the Stettler Regional Fire Department (Town and County). At this time Donalda and Big Valley joined the regional model by moving their fire assets to the County and entering a fee for service arrangement where the County provided all fire services for a fixed fee.

**2013** – Town and County established a new agreement replacing the 2005 agreement. The intent of the 2013 agreement was the regional service provided from Station 1 and the operation of such, providing service to White Sands, Rochon Sands, Botha and Gadsby. The Town and County retained their autonomy and ownership of their own apparatus except for the jointly owned Rescue 14, 2 incident command squad units and 1 multi purpose squad unit (ambulance).

Over time the Chief and Deputy Chief took on more responsibilities at Stations 2, 3 & 4 and the call loads and workload continued to increase. Time on calls increased from 689 hrs in 2013 to 2,383 hrs in 2022 with a record year of 4,082 hrs in 2021. This level of increase was simply not

manageable with only 2 full time staff on a rotation that required one of them to be on call year-round (24 hours a day, 365 days a year).

**2023** – The Town and the County entered into a Memorandum of Understanding to develop a framework and draft a new agreement, this process included a detailed financial review that determined the Town had contributed input capital costs to Station 1 in the amount of \$1,775,409.95 and the County had contributed \$623,594.17; this valuation became a part of the new agreement and determined that the ownership of Station 1 was 74% Town of Stettler and 26% County.

The Town and County entered into a modernized fire agreement creating a new structure that included a new Regional Manager and, a new County of Stettler Chief with the existing Regional Fire Chief and Regional Deputy Chief roles becoming the Town Fire Chief and Deputy Chief.

Throughout the course of the agreement, we saw several successes including but not limited to improved communication, working relationships, recruitment and training. With the increased labour forces to 4 full-time staff within the department we saw development to reasonably handle the workload and meet the needs of the regional fire department.

There were several matters that caused pressure on the Regional Manager position including but not limited to the vacancy of the County Chief position until July 2024 resulting in more attention required from the manager, issues of the joint agreement invoicing, fair compensation for joint membership training, political pressures and continual reference to past issues or as stated by the Regional Manager “Rearview Mirror Events”, issues around donated assets, meeting exclusions and continual pressures from administrations to meet the needs of both municipalities as well as the joint/regional matters.

**2025** - In March 2025 the Regional Manager resigned indicating that he did not see a successful path forward and urged the Town and County to re-consider the fire department for both municipalities. Stating that “No one person or municipality has caused this but rather it is the combination of all actions taken by all involved”. Following his resignation, the former Regional Manager identified faults within the structure of the agreement and cited concerns around an unwilling partnership.

Discussions and correspondence between the Town and County resulted in the Town proposing a revision of the current agreement as well as a preparation of a Managerial Transition plan to address the concerns and failures of the current agreement. The County rejected the proposal and served official notice to withdraw from the Regional Fire Agreement and establish a Fire Commission.

The Town has spent over 60 years building an advanced fire service and a commission model gives control to decisions on Town operations uncertainty and concern. The Town needs are vastly different than those of the County and smaller villages in the region. Over the years the Town has dedicated significant resources to ensure that our equipment replacement and service needs are meeting the operational and legislative requirements of our municipality and therefore do not support moving in a direction that removes the control of Town assets, planning and staff.



The County does not believe that a fully autonomous fire service can exist within a regional model and therefore has directed County administration to develop a plan to transition to a fire commission. However, a regional model with autonomy has existed in one form or another since 1981 while providing exceptional fire services to our community, and it is the Town's position that we could have continued to do the same.

**Operating Budget Implications:**

**Revenue vs Expenses** – Upon review of the current 2025 budget and developing a revised 2025 budget we will show a net savings of \$41,051.00. As we proceed into the 2026 budget cycle and as a part of the 2025 Strategic Plan, we will continue administrative review of all departments to determine areas that we can find additional savings in expenses and additional increases in revenue.

	<b>Current 2025 Budget Includes Joint Expenses</b>	<b>Revised 2025 Budget Town of Stettler Only</b>	<b>Variance</b>
<b>Revenue</b>	491,301.00	269,992.00	-194,309.00
<b>Expenses</b>	1,250,865.00	1,015,505.00	-235,360.00
<b>Net: Revenue - Expenses</b>	-759,564.00	-718,513.00	<b>\$ 41,051.00</b>

**Motor Vehicle Incidents (MVI) Revenue Summary** - One of the key items that has been identified is the loss in revenue the Town will see regarding MVI's on the highways, this revenue relates specifically to the use of our joint Rescue 14. Below is the breakdown of year over year actual revenue the County and Town of Stettler have received for Rescue 14 attending MVI's:

<b>Year</b>	<b>Total Town and County Revenue 100%</b>	<b>Town Portion of Revenue 50%</b>
2025*		2,701.25
2024		13,372.50
2023	52,125.00	26,062.50
2022	36,890.00	18,445.00
2021	44,572.50	22,286.25
2020	34,350.00	17,175.00
2019	34,901.25	17,450.63
2018	27,168.75	13,584.38
2017	25,401.25	12,700.63

\*2025 - \$2701.25 is the revenue to date as on July 9, 2025.

**Firefighter PPE** – As we transition, there will be a need to ensure we have adequate firefighter PPE such as bunker gear, helmets, coveralls, boots, gloves, and underlayers. To provide context the current price for a full set of Station 1 bunker gear is \$6,929.25 per set and a bullard helmet is \$549.14 plus badging. We currently carry an annual budget for protective clothing, once we have determined the quantity required and what we will retain from our existing inventory we will provide council with a request for decision with options such as purchase new, purchase the County's share of existing inventory, dispose of existing inventory by selling to the County or a combination.

*The current inventory of bunker gear in Station 1 is 60 full sets ranging from 2015 to 2024; there are 49 sets currently assigned to active firefighters (many active members have 2 sets) and 11 currently in our storage inventory.*

**Administration** – The current agreement and relationship around fire is consuming an excessive amount of administrative resources. In accordance with The Town of Stettler's Transition Plan dated June 9, 2025, administration is preparing policy and bylaw updates, plans for the future of the fire department and a comprehensive review of the operating and capital budget implications and key impacts for the Town of Stettler.

Within the Town of Stettler Transition Plan we have identified a need for administrative resources to move the Town through the transition period and into the future. The current time allocations will be reduced as we transition and will allow for more dedicated administrative attention to the development of the Town fire department including but not limited to recruitment, training, policy development, business planning for further reduction in expenses and opportunities for new or increased revenues.

### **Capital Budget Implications:**

**Station 1 Capital Buy Out vs Expansion** – Within the 2023 agreement it was formally established that the Town had contributed input capital costs to Station 1 in the amount of \$1,775,409.95 and the County had contributed \$623,594.17 this valuation became a part of the new agreement and determined that the ownership of Station 1 was 74% Town of Stettler and 26% County.

Recognizing that there will be a capital expenditure for the Town to purchase the County's 26% portion of ownership in Station 1 we have commissioned an appraisal to assist in our negotiations. Although the purchase of the remaining 26% of the fire hall will have an immediate budget implication it will however save us capital expenses in future years.

We are expecting to see a significant decreases in our capital plan of \$70,000 in 2026 and \$1.2 Million in 2027 as the relocation of County apparatus from Station 1 will eliminate the need for an expansion to Station 1 for our replacement engine. Our major fleet replacement has been identified in a capital plan since 2008 with the Town allocating funds annually through our capital budget to a reserve in preparation of the purchases such as the Engine and all other previous and future apparatus replacements.

**Rescue 14** – Up until 2024 the Town and the County agreed to net the revenue minus expenses of Rescue 14 and had set up a reserve account for the difference. The 2023 agreement called for a review and true up of the expenses into the Rescue Unit and following such would result in the settlement of the reserve.

Administrative review of Rescue 14 was prepared by the Town and provided to the County in October 2024, in early July 2025 we received their initial response on the Rescue and the equipment located on it. We will continue to evaluate the rescue and equipment as well as the historical financial contributions to the unit including the reserve account.

The current reserve account as of December 31, 2024, is \$302,461.36

**Fleet Replacement (Engine 13)** – Administration is currently evaluating the engine design to determine if we can add additional storage to create a combination unit of an engine and a heavy rescue. If the engine design can be accommodated as a heavy rescue, we will eliminate the need to replace Rescue 14 in 2031 as identified on our capital plan. This is a decrease in our capital plan of approximately \$1.28 million (based on 2025 pricing).

**Jointly Owned Equipment** – The current agreement requires the establishment of an interim/transition agreement and within the agreement provisions for joint assets. Administration is currently preparing an inventory and historical financial review of all jointly owned equipment.

The Transition Committee has met and discussed some major joint assets such as Rescue 14 and Squad 1 however more details are needed for the minor joint assets that we would typically define as miscellaneous equipment. The Town's Transition Committee will be reviewing the joint assets and work with the County on the division of these assets as we move forward.

## MEMORANDUM

To: Leann Graham, CAO

Date: July 16, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Town of Stettler Fire Policies

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### **Overview:**

As part of the Town of Stettler's Fire Transition Plan Administration has completed a comprehensive review of existing fire-related legislation and operational practices. Following this review, Administration has prepared amendments to the current Fire Service Fees Policy and drafted two new policies Council to consider.

#### **1. Policy XVII-1 Fire Services (New)**

This policy will serve as an overarching document that outlines the operational parameters of the Fire Department and establish a clear and consistent level of service for fire protection within the Town of Stettler and further provides the necessary framework to support operational decision-making. An appendix to the policy includes the Fire Department's Standard Operating Guidelines (SOGs), which further define procedures and expectations for firefighters.

#### **2. Policy XVII-1(a) Fire Service Fees**

The Fire Services Fee Policy was updated based on comparisons with Blackfalds, Edmonton, Ponoka, Red Deer, Spruce Grove, Slave Lake, and Alberta Transportation rates to ensure the Town of Stettler remains current and aligned with accurate fees in municipal fire service delivery. Additional updates were made to the policy which clarify when and how charges are implements and the process for billing those fees.

#### **3. Policy XVII-1(b) Emergency Fire Hydrant Access and Use (New)**

As the Town of Stettler establishes an independent fire department it is crucial that our infrastructure is protected from improper use. As the town will not be responsible for the training of all hydrant users it is important to take steps to prevent any potential damage to our hydrants and water infrastructure. To address this Administration has prepared a new policy for Council to consider that will ensure proper hydrant operation moving forward.

Hydrants have the capacity to draw large volumes of water at once. If water is released or shut off too abruptly, it can trigger a pressure surge, or water hammer, that often results in damages to our underground infrastructure (i.e. water line

breaks). These events result in costly and time-consuming repairs for the Town of Stettler.

This new policy establishes clear procedures for accessing and operating Town-owned hydrants, along with a fee structure and fines to address misuse. This is a proactive step to ensure our water infrastructure is protected and that external emergency response organizations are held accountable when using municipal resources.

**Recommendation:**

Administration respectfully recommends that Council amends Policy XVII-1(a) “Fire Service Fees” as per the attached policy.

AND

That Council adopts Policy XVII-1 “Fire Services” and Policy XVII-1(b) “Emergency Hydrant Access and Use” as per the policies attached.

**Alternative Options:**

Council may make amendments to the policies.

## TOWN OF STETTLER

<u>Prepared by:</u>	Town Administration	<u>Number:</u>	XVII-1
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	2025
		<u>Previous Policy:</u>	
		<u>Current Policy:</u>	2025

Title: **Fire Services**

Purpose: This policy sets out the level of service and operational parameters for the Town of Stettler's Fire Department. It ensures that fire protection services are delivered in a manner that aligns with legislative requirements, community needs, and available resources.

Policy Statement: The Fire Department was created to assist those persons within the Town of Stettler in protecting the overall public safety whenever possible when the emergencies listed arise. This policy recognizes, however, that emergency response cannot be guaranteed for every emergency incident that arises and may not response may not be the same level of service due to limited resources and extenuating circumstances such as, but not limited to adverse weather conditions, simultaneous emergency events, staffing availability or training levels.

This policy applies to all personnel of the Town of Stettler Fire Department, including career, volunteer, and paid on-call, and governs fire protection and emergency response activities within municipal boundaries and through authorized mutual aid agreements.

The Town of Stettler CAO and Fire Chief, or designate thereof, are responsible for implementing this policy and overseeing operational compliance. The Fire Department operates under the authority of the Town of Stettler Fire Bylaw, Town of Stettler Policies, the National Fire Code Alberta Edition, and the Quality Management Plan as approved by Safety Codes Council.

The Town of Stettler Fire Department, in accordance with the Standard Operating Guidelines outlined in Appendix A, shall provide all fire related services including but not limited to:

### **Emergency Response**

#### **Structural and Wildland Fires**

#### **Rescue Calls**

## **Dangerous Good Response**

## **Medical Emergencies**

## **Disaster Services Response**

## **Fire Prevention**

## **Mutual Aid**

Operations of the Town of Stettler Fire Department shall align with the Standard Operating Guidelines outlined in Appendix A. These Standard Operating Guidelines are to be treated as a managerial directive and as such may be updated, amended or changed as seen fit by the Fire Chief without change to this Policy.

## TOWN OF STETTTLER

<u>Prepared by:</u>	Regional Fire Chief	<u>Number:</u>	XVII-1(a)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1993 12 21
		<u>Previous Policy:</u>	<a href="#">2007 09 18</a> <a href="#">2012 03 06</a>
		<u>Current Policy:</u>	<a href="#">2012-03-06</a> <a href="#">2025</a>

Title: **Fire Service Fees**

Purpose: To provide for the levying of a service charge for services provided by the [Town of Stettler Regional Fire Department](#).

Policy Statement: [The Town of Stettler may charge fees for fire services provided in response to incidents as outlined in this policy.](#)

[Fees shall be applied based on the type of incident, the personnel and equipment involved, and the time spent on scene.](#)

[Costs may be recovered from: \(1\) property owners; \(2\) insurance companies \(where applicable\); \(3\) responsible individuals, companies, or agencies; \(4\) Alberta Transportation; \(5\) other municipalities, jurisdictions or persons per mutual aid agreements.](#)

[The Town reserves the right to invoice third-party insurers directly, or require payment in advance for certain types of services.](#)

[The Fire Chief or CAO, or designate, has discretion to waive or reduce fees where circumstanced warrant.](#)

Billing: [Invoices will be issued by the Town of Stettler based on reports provided by the Fire Department and authorized by the Fire Chief and/or CAO.](#)

[Outstanding balances may be subject to interest, collection actions, or recovery through property tax roll as permitted under Section 553 of the \*Municipal Government Act\*.](#)

Fees: [Subject to the exceptions listed, no charge will be made for Fire Department emergency services response to the residents and ratepayers of the Town of Stettler. The following is a list of exceptions: Unless one of the exceptions listed below applies, residents and rate payers of the Town of Stettler will not be charged for emergency response services provided by the Fire Department:](#)

- a) Response to a motor vehicle incident/fire [located on public property and roadways](#);



- b) Response to a fire that has been intentionally set or is presumed to be intentionally set;
- c) Response to a fire when a person is in contravention of the current Fire Services Bylaw; or
- d) Response to a fire monitoring system false alarm.

The fee levied for response to a motor vehicle incident/fire in the Town of Stettler shall be in accordance with the Alberta Transportation fee schedule that is in effect at the time the service is provided. In addition the cost of other equipment and personnel as required.

Item	Fee
Aerial Platform	<del>\$900</del> <del>700</del> per hour
Fire Engine	<del>\$400 per hour</del> <a href="#">Alberta Transportation rates</a>
Heavy Rescue Unit	<del>\$400 per hour</del> <a href="#">Alberta Transportation rates</a>
Command Unit	<del>\$400 per hour</del> <a href="#">Alberta Transportation rates</a>
Equipment other than Fire Department Apparatus	Town of Stettler rates
Personnel other than Fire Department Members	Town of Stettler Rates
Response to Fire Monitoring System False Alarm	1 <sup>st</sup> response – no charge <del>2<sup>nd</sup> response - \$100</del> <del>3<sup>rd</sup> and subsequent response - \$400</del> <del>\$400 for each additional response per calendar year</del>
Burn Permit	No charge
<del>Initial with compliance</del> <del>Initial not compliant</del> <del>Second with compliance</del> <del>Second not compliant</del> <del>Third and subsequent with compliance</del> <del>Third and subsequent not compliant</del> <del>Initial and Final Fire Safety Inspections</del>	No charge <del>\$75</del> <del>No charge</del> <del>\$150</del> <del>No charge</del> <del>\$300</del>
<del>Subsequent Inspections Related to Fire Code violations</del>	<del>\$75 per hour</del>
Annual Permit to Sell Fire Works	<del>\$75</del> <del>100</del> per permit
High Hazard Fire Works Permit	<del>\$50 per permit</del> No charge <del>for non-profit</del>
Occupancy Load Permit <del>Additional rush fee (within 1-3 business days)</del>	\$75 per permit <del>\$100</del> No charge for non-profit
Level 1 Environmental Information Request and Property History Letter	\$100 per property

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<u>Summary Incident Report</u>	<u>\$250</u>
Fire Investigation Report Request <u>(with pictures)</u>	<u>\$100 per hour</u> <u>\$500 per copy</u> <u>Owner no charge</u>
Plans Review	Calculated per Policy VI-1

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Fees of emergency response to incidents outside of the Town of Stettler's municipal boundaries, where a mutual aid or service agreement is in place with another authority, shall be applied in accordance with the terms of that agreement.

The fee for attending an incident in the Villages of Botha, Gadsby and Summer Villages of White Sands and Rochon Sands shall be in accordance with the agreement between the Stettler Regional Fire Department (Operated by the Town and County of Stettler) and the Villages.

The fee for attending an incident within the County of Stettler shall be pursuant to the reciprocal agreement with the County of Stettler.

Where charges are indicated per hour, the rate of charge per unit shall be applied from the recorded Incident Start Time until the recorded Back in Service Time.  
The first hour shall be a full hour and subsequent hours will be rounded and charged out to the next ¼ hour.

At the discretion of the Town CAO or Regional Fire Chief:

- a) The rate of charge levied for responses to other municipalities may be adjusted pursuant to a reciprocal arrangement with that municipality.
- b) The charge levied for responses may be adjusted based on the level of fire suppression or rescue services provided at the incident i.e. charges will reflect the resources used at the incident.
- c) Other costs may be charged for items including but not limited to:
  - ✓ Replacement of firefighting foam
  - ✓ Meals and refreshments
  - ✓ Mileage at \$0.50/km
  - ✓ Replacement of lost or damaged equipment and clothing
  - ✓ Fire investigation expenses
  - ✓ Specialty fire fighting services

## APPENDIX A

This appendix contains Standard Operational Guidelines (SOG), personnel directives and other managerial instructions issued by the Fire Chief to guide the safe and effective delivery of fire services within the Town of Stettler. These documents operate as live documents.

Red A – 010	Right to Refuse Unsafe Work
Red A – 015	Personal Protective Equipment
Red A – 020	Responding to the Fire Hall Station 1
Red A – 030	Responding to the Fire Hall Station 2, 3 and 4
Red A – 040	Responding Personally Owned Vehicles (POV's) and Use of Courtesy Light
Red A – 050	Responding from Station 1
Red A – 055	Station 1 Apparatus Seat Assignment
Red A – 060	Responding from Station 2, 3 and 4
Red A – 070	Scene Traffic Management
Red A – 080	Accountability & BA Control
Red A – 090	Radio Communications
Red A – 095	SUDOT Communications
Red B – 010	Apparatus Operations
Red B – 020	Standard Signals for Moving Fire Apparatus
Red B – 030	Apparatus Placement – Fire Scenes
Red B – 040	Staging Level I and II for Fire Apparatus
Red B – 050	First Arriving Vehicle at the Fire and Water Supply
Red B – 060	Catching the Hydrant
Red B – 070	Fire Arriving Vehicle Operating in Offensive Strategy
Red B – 080	Structure Fire Response – Defensive Strategy
Red B – 085	Aerial Operations
Red B – 090	Wildland Fires
Red C – 005	Vent Enter Isolate Search
Red C – 015	Mayday Declaration
Red C – 020	Rescue of Lost or Trapped Firefighters
Red C – 030	Rapid Intervention Team (RIT) Deployment
Red C – 035	SCOTT RIT-PAK III Air Connections
Red C – 040	Fall Protection
Red C – 050	Response to Medical Calls
Red C – 055	Response to Alarm Calls
Red C – 060	Motor Vehicle Extrication
Red C – 070	Vehicle Fires
Red C – 080	Ice Water Rescue
Red C – 090	Ground Ladders
Red D – 010	Bomb Threats
Red D – 015	Tactical Response to Natural Gas Emergencies
Red D – 020	Response to Confidential Incidents
Red D – 030	Elevator Rescue
Red D – 040	Technical Rope Rescue

Red E – 010	Self Contained Breathing Apparatus
Yellow A – 10	Ground Ladders Maintenance
Yellow A – 20	Management of Traffic on the Incident Scene
Yellow A – 30	Mutual Aid
Yellow A – 40	Emergency Incident Rehabilitation
Yellow A – 50	Water Shuttle Operations
Yellow A – 60	Properties with a Fire Department Connection
Yellow A – 70	Helicopter Landings
Yellow A – 80	Air Monitoring/Reconnaissance
Green A – 010	Fire Investigations
Green A – 020	Code of Conduct
Green A – 030	Social Media
Green A – 040	Probationary Firefighter
Green A – 050	Firefighter Qualifications
Green A – 060	Driver Qualifications
Green A – 070	Firefighter Wages
Green A – 080	Training
Green A – 090	Discipline
Green A – 095	Consumption of Intoxicating Substances
Green A – 100	Health and Safety Standards for Hair and Beards
Green A – 110	Dress Code and Hygiene
Green A – 120	Protective Clothing Inspections
Green A – 130	Personal Equipment
Green A – 140	Vehicle Care and Maintenance

## TOWN OF STETTLER

Prepared by: Town Administration      Number: XVII-(b)  
Adopted by: Town of Stettler Council      Original Policy: 2025  
Previous Policy:  
Current Policy: 2025

Title:      **Emergency Hydrant Access and Use**

Purpose: To establish a consistent and controlled process for granting access to Town-owned fire hydrants for emergency use. This policy ensures the protection of municipal water infrastructure, maintains water quality, prevents unauthorized use, and outlines the associated fees and conditions for hydrant access. It aims to safeguard the integrity of the water distribution system while accommodating water needs during emergencies.

Policy Statement: To regulate and monitor the use of municipal fire hydrants by fire services other than the Town of Stettler Fire Department and Operations Department to ensure responsible and authorized access. Authorized users will be required to pay applicable fees and comply with all operational and safety requirements. Unauthorized hydrant use is strictly prohibited and will result in fines as per the Town of Stettler Fire Bylaw.

Application: Organizations must apply with the attached form on an annual basis per calendar year to become an authorized user of Town of Stettler fire hydrants. Applications will open December 1 for the following year.

Connection: Connections for tender filling shall be made only through the 65 mm (2 ½ inch) outlet nozzles. The 120 mm (5 inch) pumper nozzle shall be used **exclusively** for connecting a Fire Department Engines during firefighting operations. Unauthorized use of the pumper nozzle shall result in a fine.

Reporting: Connections to and disconnection from a fire hydrant must be reported immediately to the Town of Stettler using the following phone number: 403-742-7768.

Fees: The following fees and fines are associated with this policy:

Application to become authorized user	No charge
Connection to hydrant	\$2,500
Charged per incident per hydrant	
Unauthorized use of the pumper nozzle	\$10,000
Operational damage to Hydrant or Hydrant Parts	Cost of repair
Failure to report use of Hydrant immediately	\$4,000

## **MEMORANDUM**

To: Leann Graham, CAO

Date: July 10, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Clearview Invitation to Support the Development of the Rural Return Service Bursary Program

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### **Overview:**

At the March 12, 2025 Local Governance Meeting, Clearview Public Schools discussed the intent to collaborate with municipalities in the district on the development of a rural return to service bursary program. The intent of this initiative is to create a supportive framework and guiding documents that would offer local high school graduates a bursary to aid in the payment of their post-secondary tuition and in return have the students return to the community after completing their post-secondary education.

Clearview is seeking to work with municipal partners at the Town of Stettler and County of Paintearth No.18 over the coming months to develop the necessary documents and have them prepared for Council review and approval by September 2025. Pending approval, Clearview aims to launch the bursary program in November or December later this year, aligning with the academic cycle and scholarship timelines.

In addition to the discussion with Clearview and partners at the Local Governance Meeting, the concept of a return to service bursary or scholarship has been an ongoing discussion within the Health Professionals Attraction and Retention Committee. This committee has expressed similar interest in encouraging local students pursuing healthcare-related education to return to the Stettler area to practice.

At this time, Clearview Public Schools has not made a formal request to the Town of Stettler to participate in the funding of the proposed bursary program. While discussions remain in the early stages, any future requests related to financial contributions or budget considerations will be brought forward by Administration for Council's review and direction.

### **Recommendation:**

Administration respectfully recommends that Council appoints Maddie Standage, Legislative Services Coordinator to collaborate with Clearview on the creation of the necessary documentation and framework for a Rural Return Service Bursary Program.

### **Alternative Options:**

Council may appoint an alternative administrative staff member.

5031 50th Street  
Stettler, AB T0C 2L0  
clearview@clearview.ab.ca

July 3, 2025

**To: County of Paintearth Councilors & Town of Stettler Councilors**

Dear Councilors,

**Subject: Invitation to Support the Development of the Rural Return Service Bursary Program**

At our recent Local Governance Meeting, the Clearview Board of Trustees was pleased to engage in a productive discussion with many of our community partners about the development of a Rural Return Service Bursary Program. This initiative is aimed at encouraging local graduates to return to our communities after completing their post-secondary education.

Following that discussion, Clearview would like to move forward with formalizing this concept into a structured and sustainable program. Based on your support during the meeting, we are inviting both the County of Paintearth and the Town of Stettler to each appoint one administrative representative to collaborate with Clearview on the creation of the necessary documentation and framework.

This working group will be responsible for co-developing *Terms of Reference* for the Return Service Bursary Committee, as well as drafting the guidelines and application forms required to operationalize the bursary. The intent is to complete this foundational work and bring it back to councils by September 2025, enabling the bursary to be launched November/December 2025.

Your participation in this process is valued and essential to ensuring the program reflects the shared goals of our region and serves the needs of our rural communities effectively.

We would appreciate receiving confirmation of your appointed representative by August 11, 2025 so that we may begin planning the initial meetings. Please have your representative connect with Scot Leys, Superintendent of Schools (sleys@clearview.ab.ca).

Thank you for your continued partnership and commitment to our local youth and regional development.

Warm regards,



Guy Neitz  
Chair, Clearview Board of Trustees  
gneitz@clearview.ab.ca

**TOWN OF STETTLER  
TAXES RECEIVABLE  
AS OF JUNE 30, 2025**

<b>STATUS OF PROPERTY</b>	<b>2024 # OF PROPERTIES</b>	<b>2025 # OF PROPERTIES</b>	<b>CURRENT TAXES</b>	<b>ARREARS TAXES</b>	<b>TOTAL TAXES</b>
Property under agreement	3	3	5,412.61	3,308.77	8,721.38
Property Received re post mark	2	0	0.00	0.00	0.00
Tax Forfeiture Properties	1	3	0.00	66,023.99	66,023.99
Property to be offered for sale in 2025	8	4	3,759.31	3,980.57	7,739.88
Property to be offered for sale in 2026	11	10	23,354.76	29,584.46	52,939.22
Installment Plan Property	971	1,029	1,860,279.44	0.00	1,860,279.44
All Other Property	<u>277</u>	<u>295</u>	<u>722,070.49</u>	<u>110,639.63</u>	<u>832,710.12</u>
Sub-total Property Taxes	1273	1344	2,614,876.61	213,537.42	2,828,414.03
Business Taxes	<u>2</u>	<u>3</u>	<u>450.00</u>	<u>0.00</u>	<u>450.00</u>
<b>TOTAL TAXES RECEIVABLE 2025</b>		<b>1347</b>	<b>\$2,615,326.61</b>	<b>\$213,537.42</b>	<b>\$2,828,864.03</b>
TOTAL TAXES RECEIVABLE 2024	1275		\$2,664,091.65	\$290,092.21	\$2,963,728.55

**PERCENTAGE OF CURRENT PROPERTY TAXES OUTSTANDING  
AS OF JUNE 30, 2025**

	<b><u>2024</u></b>	<b><u>2025</u></b>	
Current Taxes Outstanding	\$ 2,664,091.65	\$ 2,615,326.61	0.00
Less Tax Payment Plan	1,689,509.09	1,860,279.44	
Less Annexed Property	0.00	0.00	
Net Current Taxes Outstanding	\$ 974,582.56	\$ 755,047.17	
Property Tax Levy	\$ 9,513,216.33	\$ 10,362,655.49	*includes Business Tax Levy \$6,000

**% of Current Taxes Receivable**

<b>2025=</b>	<b>7.29%</b>	June 30
<b>2024=</b>	<b>10.24%</b>	June 28
<b>2023=</b>	<b>6.33%</b>	June 30

Penalty Schedule

3% Penalty on Current Balance after 4:30 p.m. June 30, 2025  
9% Penalty on Current Balance after 4:30 p.m. July 31, 2025  
12% Penalty on Total Balance after 4:30 p.m. December 31, 2025



**TOWN OF STETTLER**  
**CU BANK RECONCILIATION for Vision Credit Union**  
**AS OF June 30 , 2025**

Net Balance at End of Previous Month	\$ 10,934,768.78
ADD: General Receipts (summarized below)	6,575,998.24
Interest Earned (Prime 7.20% less 2% = 5.20%)	34,016.41
Investments Matured	-
<b>SUBTOTAL</b>	<b>17,544,783.43</b>
LESS: General Disbursements	2,245,681.30
Payroll	333,545.38
Investments	-
Debenture Payments	80,376.70
Returned Cheques	1,840.50
Bank Charges	90,621.26
<b>SUBTOTAL</b>	<b>2,752,065.14</b>
<b>NET BALANCE AT END OF CURRENT MONTH (General Ledger)</b>	<b>\$ 14,792,718.29</b>

Balance at End of Month - Bank	14,458,882.64
ADD: Outstanding Deposits	548,888.76
LESS: Outstanding Cheques	215,053.11
<b>NET BALANCE AT END OF CURRENT MONTH (Bank)</b>	<b>\$ 14,792,718.29</b>

**INVESTMENTS:**

US Bank Account	503,182.53
US Bank Interest	103.39
<b>SUBTOTAL</b>	<b>503,285.92</b>

**TOTAL CASH ON HAND AND ON DEPOSIT** **\$ 15,296,004.21**

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

\_\_\_\_\_  
MAYOR

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

	A	B	C
2	<b>GENERAL RECEIPTS SUMMARY</b>		
3			
4	Apex	Franchise Fee	82,537
5	Atco Electric	Franchise Fee	61,945
6	BOT	SREV	31,958
7	BOT	Grant	90,000
8	County Of Stettler	Airport runway	233,443
9	County Of Stettler	Abulance Station	20,319
10	Grov	GST	19,489
11	Libaray	Srev	16,766
12	Health Unit	Rental	18,106
13	Heartland Youth	Auction	63,755
14	Public Library	SREV	29,795
15	Rec	ICE FEE	15,555
16	SMRWSC	Water	148,496
17	Tax	AR	5,302,659
18	Utility	AR	387,245
19	Other		53,931
20		Total	6,575,998

## 2025 Budget Summary - June 30, 2025

Revenue	2025 Budget	2025 Actual - June 30, 2025	Variance	%	Notes
Administration	\$274,020.00	\$144,141.77	\$129,878.23	52.60%	
Inter Dept Utility Transfer - \$250,000)					
Police	\$748,512.00	\$5,670.31	\$742,841.69	0.76%	MSI Operating - \$104,896
Traffic Fines - Budget - \$60,000 - Actual - \$13,438.79 - 22%					
Provincial Grant - \$347,616					
Community Resource Program - Clearview \$40,000 / County - \$40,000					
Fire	\$491,301.00	\$20,633.50	\$470,667.50	4.20%	
Disaster Services	\$0.00	\$0.00	\$0.00		
Bylaw Enforcement	\$113,700.00	\$120,545.00	-\$6,845.00	106.02%	
Business Licenses Budget - \$90,000 - Actual \$99,000 /Animal License Budget \$21,700 - Actual \$20,745					
Roads, Streets, Walks, Lights	\$286,288.00	\$77,649.88	\$208,638.12	27.12%	
Airport	\$9,800.00	\$9,777.60	\$22.40	99.77%	
Drainage	\$0.00	\$0.00	\$0.00	0.00%	
Water Supply & Distribution	\$3,883,248.00	\$1,505,718.84	\$2,377,529.16	38.77%	
Metered sale of water (Budget - \$2,277,495 - Actual \$826,408.73 = 36% - end of May - 42%)					
Metered out of Town (Budget - \$1,223,350 - Actual \$595,854.37 = 49% - end of May - 42%)					
Bulk water - Budget - \$25,000 - Actual - \$6,648.52 - 27%					
Sewer	\$1,099,945.00	\$407,828.42	\$692,116.58	37.08%	
Sewer Service Charges (Budget - \$1,026,401 - Actual \$406,828.42 = 40% - end of May - 42%)					
Garbage Collection & Disposal	\$984,577.00	\$387,771.98	\$596,805.02	39.38%	SWMA haul rebate - \$26,351
Residential Garbage Revenue (Budget - \$712,320 - Actual \$288,120.94 = 40% - end of May - 42%)					
Recycling Revenue (Budget - \$237,600 - Actual \$98,101.04 = 41% - end of May - 42%)					
FCSS	\$164,220.00	\$82,109.84	\$82,110.16	50.00%	
Cemetery	\$23,600.00	\$15,481.00	\$8,119.00	65.60%	
Planning & Development	\$184,558.00	\$25,391.77	\$159,166.23	13.76%	
Building Permits (Budget - \$30,000 - Actual - \$13,481.79)					
Economic Development - BOT	\$163,670.00	\$189,907.26	-\$26,237.26	116.03%	
Subdivision Land	\$500.00	\$850.00	-\$350.00	170.00%	Subdivision Fees
Land, Housing & Rentals	\$297,617.00	\$161,510.48	\$136,106.52	54.27%	
AE Kennedy Health Unit - \$216,362					
Ambulance Station - \$20,100					
SRC - Library - Budget - \$42,000					
Recreation - General	\$2,500.00	\$580.00	\$1,920.00	23.20%	
Recreation Programs	\$27,300.00	\$15,237.86	\$12,062.14	55.82%	Ball / Soccer
Facilities	\$1,367,625.00	\$413,557.89	\$954,067.11	30.24%	County / Pool / SRC
Community Hall	\$101,000.00	\$12,417.38	\$88,582.62	12.29%	
Senior's Center	\$16,500.00	\$12,537.59	\$3,962.41	75.99%	\$6000 Casino
Parks	\$233,016.00	\$60,434.72	\$172,581.28	25.94%	
Lions Campground - Budget - \$120,000 - actual - \$59,634.72 = 50%					
Operating Contingency	\$42,335.00	\$0.00	\$42,335.00	0.00%	
Taxes / Penalties	\$10,160,756.00	\$10,210,474.56	-\$49,718.56	100.49%	
Other Revenue	\$2,784,589.00	\$1,127,064.94	\$1,657,524.06	40.48%	
Franchise Fee - GAS (Budget - \$1,281,544 - Actual \$577,591.09 = 45% - end of May - 42%)					
Franchise Fee - ELECTRIC (Budget - \$826,645 - Actual \$335,328.36 = 41% - end of May - 42%)					
Return on Investments (Budget - \$600,000 - Actual - \$174,092.19) = 29%					
<b>Total Revenue</b>	<b>\$23,461,177.00</b>	<b>\$15,007,292.59</b>	<b>\$8,453,884.41</b>	<b>63.97%</b>	

Expense	2025 Budget	2025 Actual - June 30, 2025	Variance	%	Notes
Council & Legislative	\$255,080.00	\$110,285.59	\$144,794.41	43.24%	
Council Honorarium (Budget - \$186,080)					
Council per diem - Budget - \$27,000					
Council travel & subsistence - Budget - \$22,000)					
Council membership Conferences (Budget - \$16,000 - Actual \$9,004.95 = 56%)					
Administration	\$1,623,899.00	\$740,699.94	\$883,199.06	45.61%	
Police	\$1,871,491.00	\$578,355.69	\$1,293,135.31	30.90%	
RCMP - Contract Billings \$1,724,841					
Fire	\$1,250,865.00	\$243,626.67	\$1,007,238.33	19.48%	
Disaster Services	\$46,741.00	\$211.89	\$46,529.11	0.45%	
Bylaw Enforcement	\$201,958.00	\$68,694.05	\$133,263.95	34.01%	
Common Services	\$291,364.00	\$169,088.41	\$122,275.59	58.03%	
Roads, Streets, Walks, Lights	\$2,297,419.00	\$979,754.26	\$1,317,664.74	42.65%	
Airport	\$58,228.00	\$11,572.24	\$46,655.76	19.87%	
Water Supply & Distribution	\$3,726,080.00	\$1,380,442.89	\$2,345,637.11	37.05%	
Sewer	\$818,261.00	\$326,721.88	\$491,539.12	39.93%	
Garbage Collection & Disposal	\$848,312.00	\$230,449.74	\$617,862.26	27.17%	
FCSS	\$205,275.00	\$102,637.37	\$102,637.63	50.00%	
Cemetery	\$68,720.00	\$21,777.76	\$46,942.24	31.69%	
Comm Services -Handi Bus	\$25,000.00	\$0.00	\$25,000.00	0.00%	
Planning & Development	\$535,888.00	\$187,152.52	\$348,735.48	34.92%	
Economic Development	\$53,950.00	\$105,600.34	-\$51,650.34	195.74%	
BOT	\$546,711.00	\$236,724.29			
Subdivision Land	\$53,690.00	\$21,657.27	\$32,032.73	40.34%	
Land, Housing & Rentals	\$49,870.00	\$23,382.21	\$26,487.79	46.89%	
Recreation - General	\$133,750.00	\$72,868.84	\$60,881.16	54.48%	
Recreation Programs	\$65,500.00	\$63,826.30	\$1,673.70	97.44%	
Facilities	\$3,081,898.00	\$1,177,397.23	\$1,904,500.77	38.20%	
Culture	\$348,987.00	\$198,204.83	\$150,782.17	56.79%	Parkland, Library, Museum
Community Hall	\$167,460.00	\$54,625.04	\$112,834.96	32.62%	
Senior's Center	\$7,690.00	\$6,540.99	\$1,149.01	85.06%	
Parks	\$842,940.00	\$276,663.34	\$566,276.66	32.82%	
Operating Contingency	-\$191,000.00	\$0.00	-\$191,000.00	0.00%	WTP Gross Recovery, Tran to Res
WTP gross recovery - (\$191,000) (JE made at end of year prior to Audit)					
Available for Capital from 2024 Operating Budget for 2024 Capital Budget - \$1,009,449 (Water \$157,168+ Utility \$393,949 (sewer, waste, recycling) + Total Available for Capital - \$458,332)					
Requisitions	\$3,041,347.00	\$1,459,900.82	\$1,581,446.18	48.00%	
ASFF (Budget - \$2,485,929 - Actual - \$1,094,320.39 - 44%)					
ASFF Separate School (Budget - \$181,934 - Actual - \$85,467.43 - 47%)					
County of Stettler Senior Lodges (Budget - \$373,484 - Actual - \$280,113.00 - 75%)					
<b>Total Expense</b>	<b>\$22,327,374.00</b>	<b>\$8,848,862.40</b>	<b>\$13,168,524.89</b>	<b>39.63%</b>	
<b>Surplus / Deficit</b>	<b>\$1,133,803.00</b>	<b>\$6,158,430.19</b>			

2025 Budget Summary - June 30, 2025

Revenue	2025 Budget	2025 Actual - June 30, 2025	Variance	%	Notes
Administration	\$274,020.00	\$144,141.77	\$129,878.23	52.60%	
Inter Dept Utility Transfer - \$250,000)					
Police	\$748,512.00	\$5,670.31	\$742,841.69	0.76%	MSI Operating - \$104,896
Traffic Fines - Budget - \$60,000 - Actual - \$13,438.79 - 22%					
Provincial Grant - \$347,616					
Community Resource Program - Clearview \$40,000 / County - \$40,000					
Fire	\$491,301.00	\$20,633.50	\$470,667.50	4.20%	
Disaster Services	\$0.00	\$0.00	\$0.00		
Bylaw Enforcement	\$113,700.00	\$120,545.00	-\$6,845.00	106.02%	
Business Licenses Budget - \$90,000 - Actual \$99,000 / Animal License Budget \$21,700 - Actual \$20,745					
Roads, Streets, Walks, Lights	\$286,288.00	\$77,649.88	\$208,638.12	27.12%	
Airport	\$9,800.00	\$9,777.60	\$22.40	99.77%	
Drainage	\$0.00	\$0.00	\$0.00	0.00%	
Water Supply & Distribution	\$3,883,248.00	\$1,505,718.84	\$2,377,529.16	38.77%	
Metered sale of water (Budget - \$2,277,495 - Actual \$826,408.73 = 36% - end of May - 42%)					
Metered out of Town (Budget - \$1,223,350 - Actual \$595,854.37 = 49% - end of May - 42%)					
Bulk water - Budget - \$25,000 - Actual - \$6,648.52 - 27%					
Sewer	\$1,099,945.00	\$407,828.42	\$692,116.58	37.08%	
Sewer Service Charges (Budget - \$1,026,401 - Actual \$406,828.42 = 40% - end of May - 42%)					
Garbage Collection & Disposal	\$984,577.00	\$387,771.98	\$596,805.02	39.38%	SWMA haul rebate - \$26,351
Residential Garbage Revenue (Budget - \$712,320 - Actual \$288,120.94 = 40% - end of May - 42%)					
Recycling Revenue (Budget - \$237,600 - Actual \$98,101.04 = 41% - end of May - 42%)					
FCSS	\$164,220.00	\$82,109.84	\$82,110.16	50.00%	
Cemetery	\$23,600.00	\$15,481.00	\$8,119.00	65.60%	
Planning & Development	\$184,558.00	\$25,391.77	\$159,166.23	13.76%	
Building Permits (Budget - \$30,000 - Actual - \$13,481.79)					
Economic Development - BOT	\$163,670.00	\$189,907.26	-\$26,237.26	116.03%	
Subdivision Land	\$500.00	\$850.00	-\$350.00	170.00%	Subdivision Fees
Land, Housing & Rentals	\$297,617.00	\$161,510.48	\$136,106.52	54.27%	
AE Kennedy Health Unit - \$216,362					
Ambulance Station - \$20,100					
SRC - Library - Budget - \$42,000					
Recreation - General	\$2,500.00	\$580.00	\$1,920.00	23.20%	
Recreation Programs	\$27,300.00	\$15,237.86	\$12,062.14	55.82%	Ball / Soccer
Facilities	\$1,367,625.00	\$413,557.89	\$954,067.11	30.24%	County / Pool / SRC
Community Hall	\$101,000.00	\$12,417.38	\$88,582.62	12.29%	
Senior's Center	\$16,500.00	\$12,537.59	\$3,962.41	75.99%	\$6000 Casino
Parks	\$233,016.00	\$60,434.72	\$172,581.28	25.94%	
Lions Campground - Budget - \$120,000 - actual - \$59,634.72 = 50%					
Operating Contingency	\$42,335.00	\$0.00	\$42,335.00	0.00%	
Taxes / Penalties	\$10,160,756.00	\$10,210,474.56	-\$49,718.56	100.49%	
Other Revenue	\$2,784,589.00	\$1,127,064.94	\$1,657,524.06	40.48%	
Franchise Fee - GAS (Budget - \$1,281,544 - Actual \$577,591.09 = 45% - end of May - 42%)					
Franchise Fee - ELECTRIC (Budget - \$826,645 - Actual \$335,328.36 = 41% - end of May - 42%)					
Return on Investments (Budget - \$600,000 - Actual - \$174,092.19) = 29%					
<b>Total Revenue</b>	<b>\$23,461,177.00</b>	<b>\$15,007,292.59</b>	<b>\$8,453,884.41</b>	<b>63.97%</b>	

Expense	2025 Budget	2025 Actual - June 30, 2025	Variance	%	Notes
Council & Legislative	\$255,080.00	\$110,285.59	\$144,794.41	43.24%	
Council Honorarium (Budget - \$186,080)					
Council per diem - Budget - \$27,000					
Council travel & subsistence - Budget - \$22,000)					
Council membership Conferences (Budget - \$16,000 - Actual \$9,004.95 = 56%)					
Administration	\$1,623,899.00	\$740,699.94	\$883,199.06	45.61%	
Police	\$1,871,491.00	\$578,355.69	\$1,293,135.31	30.90%	
RCMP - Contract Billings \$1,724,841					
Fire	\$1,250,865.00	\$243,626.67	\$1,007,238.33	19.48%	
Disaster Services	\$46,741.00	\$211.89	\$46,529.11	0.45%	
Bylaw Enforcement	\$201,958.00	\$68,694.05	\$133,263.95	34.01%	
Common Services	\$291,364.00	\$169,088.41	\$122,275.59	58.03%	
Roads, Streets, Walks, Lights	\$2,297,419.00	\$979,754.26	\$1,317,664.74	42.65%	
Airport	\$58,228.00	\$11,572.24	\$46,655.76	19.87%	
Water Supply & Distribution	\$3,726,080.00	\$1,380,442.89	\$2,345,637.11	37.05%	
Sewer	\$818,261.00	\$326,721.88	\$491,539.12	39.93%	
Garbage Collection & Disposal	\$848,312.00	\$230,449.74	\$617,862.26	27.17%	
FCSS	\$205,275.00	\$102,637.37	\$102,637.63	50.00%	
Cemetery	\$68,720.00	\$21,777.76	\$46,942.24	31.69%	
Comm Services -Handi Bus	\$25,000.00	\$0.00	\$25,000.00	0.00%	
Planning & Development	\$535,888.00	\$187,152.52	\$348,735.48	34.92%	
Economic Development	\$53,950.00	\$105,600.34	-\$51,650.34	195.74%	
BOT	\$546,711.00	\$236,724.29			
Subdivision Land	\$53,690.00	\$21,657.27	\$32,032.73	40.34%	
Land, Housing & Rentals	\$49,870.00	\$23,382.21	\$26,487.79	46.89%	
Recreation - General	\$133,750.00	\$72,868.84	\$60,881.16	54.48%	
Recreation Programs	\$65,500.00	\$63,826.30	\$1,673.70	97.44%	
Facilities	\$3,081,898.00	\$1,177,397.23	\$1,904,500.77	38.20%	
Culture	\$348,987.00	\$198,204.83	\$150,782.17	56.79%	Parkland, Library, Museum
Community Hall	\$167,460.00	\$54,625.04	\$112,834.96	32.62%	
Senior's Center	\$7,690.00	\$6,540.99	\$1,149.01	85.06%	
Parks	\$842,940.00	\$276,663.34	\$566,276.66	32.82%	
Operating Contingency	-\$191,000.00	\$0.00	-\$191,000.00	0.00%	WTP Gross Recovery, Tran to Res
WTP gross recovery - (\$191,000) (JE made at end of year prior to Audit)					
Available for Capital from 2024 Operating Budget for 2024 Capital Budget - \$1,009,449 (Water \$157,168+ Utility \$393,949 (sewer, waste, recycling) + Total Available for Capital - \$458,332)					
Requisitions	\$3,041,347.00	\$1,459,900.82	\$1,581,446.18	48.00%	
ASFF (Budget - \$2,485,929 - Actual - \$1,094,320.39 - 44%)					
ASFF Separate School (Budget - \$181,934 - Actual - \$85,467.43 - 47%)					
County of Stettler Senior Lodges (Budget - \$373,484 - Actual - \$280,113.00 - 75%)					
<b>Total Expense</b>	<b>\$22,327,374.00</b>	<b>\$8,848,862.40</b>	<b>\$13,168,524.89</b>	<b>39.63%</b>	
<b>Surplus / Deficit</b>	<b>\$1,133,803.00</b>	<b>\$6,158,430.19</b>			

Town of Stettler  
2025 Capital Budget Summary

G/L	Project	Actual Project Complete Cost / Council Tender Cost / Budget cost	2025 Budget Expense - Approved by Council	Difference between Actual and Budget Amount	Actual - Project Expenses June 30, 2025
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Operating Capital Projects included in 2025 Interim Operating Budget - 1-32-99-91-00-920 / 2-32-99-91-00-764 - Transfer to/from operating reserve

Op-tran 2-32-09-00-03-244	Pathway rehab (2017 council direction)		Operating Budget		
Op-tran 2-32-09-00-00-244	Sidewalk replacement program (yearly)		Operating Budget		

2025 Capital Budget - Operational Projects (non TCA)

FIRE 2-23-99-92-00-762	Deputy Fire Truck Replace		\$64,992		
Op-tran 2-32-09-00-01-244	Sidewalk replacement program (yearly)		\$55,000		
Op-fire 2-23-99-92-00-762	2001 Fire engine replace-2026-\$1M		\$200,000		
Op-tran 2-32-21-00-03-536	Pavement patching		\$150,000		
Sanitary 2-42-16-00-00-263	Lift Station A & B Pre-Design Engineering		\$30,000		\$1,245.24
WTP 2-41-01-00-04-252	Desludge waste water Ponds w/ applied product		\$135,000		\$151,423.43
WTP 2-41-01-00-07-252	Turbidity Meter/Analyzer Replacement		\$125,000		
Arena 2-73-11-02-04-239	Compressor Overhaul & Condensor Maintenance		\$63,000		\$62,585.00
Pool 2-73-13-03-03-252	Stage 2 Slide for Pool Replacement		\$35,000		
Fitness 2-73-12-05-00-239	Fitness Equipment Replace		\$10,000		\$11,538.20
2-73-11-02-05-239	Hub Round Table Replacement		\$5,000		\$4,319.80
2-73-11-02-07-239	SRC Sidewalk Replace-Entryway to 44 Ave		\$18,000		
2-77-82-00-01-519	Ball Diamond Backstop Fence Replacements (1 Diamond)		\$5,000		\$3,830.00
2-77-99-92-00-762	West Stettler Spray Park Upgrade (Year 2 of 3)		\$100,000		
Comm 2-74-14-00-02-252	Entry buffet area, kitchen flooring replacement		\$35,000		
Comm 2-74-14-00-03-252	Plastic Round Tables		\$7,000		
ADM 2-61-05-00-00-252	Computer Replacement Program		\$14,000		
Op-culture 2-74-99-91-00-764	Culture reserve account		\$15,000		

2025 Capital Budget - Operational Projects (non TCA)	\$0.00	\$1,066,992.00		\$234,941.67
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2025 Capital Budget - Capital Projects (TCA)

ADM 6-61-05-00-03-630	Office Printer		\$25,000		\$21,134.00
6-12-02-00-30-630	Back up Generator for Town Building		\$107,165		
6-23-00-30-04-630	Back up Generator for Fire Hall		\$79,500		
6-23-00-30-05-630	4595 Litre Double Wall 70/30 split fuel tank		\$19,500		
Road 6-32-21-00-10-610	Rehab 47 Ave from 46-48 Street		\$500,000		\$25,961.58
Water 6-41-11-10-10-610	Watermain Replace 50 Ave Between 50 - 51 Street		\$225,000		\$22,040.09
Water 6-41-11-10-11-610	Watermain Replace 50 Ave Between 51-52 Street		\$265,000		\$4,734.59
Equip 6-31-11-30-03-630	Bucket Broom for Municipal Sidewalk Tractor		\$10,000		
Equip 6-31-11-00-35-630	Cold planer for Municipal Sidewalk Tractor		\$30,000		
Equip 6-31-11-30-02-630	Street Sweeper		\$500,000		
Gen 6-73-11-00-31-630	Floor Scrubber		\$12,000		\$12,509.00
Equip 6-31-11-50-01-650	3/4 Ton truck		\$70,000		\$67,121.51
6-77-02-30-03-630	Chipper		\$70,000		\$73,630.96

2025 Capital Budget - Capital Projects (TCA)	\$0.00	\$1,913,165.00		\$227,131.73
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2025 Total Capital Budget	\$0.00	\$2,980,157.00		\$462,073.40
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Council Motion -	\$0.00	#DIV/0!
2025 Capital Additions	\$0.00	
Total 2025 Capital Budget	\$0.00	
Difference (Actual vs Council Budget)	\$0	

		2024 Carry Forward			
			Brought forward from 2024 Budget Carry Forward	2024 Approved Amount (with tender amount updates)	Difference between Actual and Budget Amount
		2024 Carry Forward - Projects not Completed			Actual - Project Expenses January 1, 2025
2024 Carry Forward - Operational Projects (non TCA)					
2-31-00-00-01-252	Asset Mgmt Program - Carry Forward (\$60,000 \$37,524.99) \$22,475.01 Balance to 2025 - Melissa			\$22,475.00	\$14,316.66
2-41-01-00-10-252	PCL (programmable logic control) - Carry Forward - \$109,532.73 - Melissa - Jan 9, 2024 - Carry Forward (109,533 - \$103, 530) \$6,003 balance to 2025 - Melissa			\$6,003.00	
2-42-00-00-02-583	Receiving water body quality assessment - Carry Forward - \$50,000 - Melissa - Jan 9, 2024 - Carry Forward (\$50,000 - \$40,205.44) \$9,794.56 to 2025 - Melissa			\$9,795.00	\$7,330.00
2-42-00-00-06-252	Lift Station A Pump Replace - Carry Forward (\$20,000 - \$10,251.26) \$9,748.74 Balance to 2025 - Melissa			\$9,749.00	\$8,958.06
2-61-02-00-06-239	SE ASP (\$200,000 regional grant with County) - carry forward project (\$200,000 - \$54,649.06 = \$145,350.94) to 2023 - Leann Dec 19, 2022 - Carry Forward (\$145,351 - \$19,292.83) \$126,058.17 balance to 2025 - Angela			\$126,058.00	\$7,272.50
2-73-11-02-09-239	Domestic Hot Water Holding Tank - Carry forward \$33,000 balance to 2025 - Brad			\$33,000.00	
2-73-11-02-10-239	Ice Resurfacing Holding Tank - Carry Forward \$35,000 balance to 2025 - Brad			\$35,000.00	
2-77-02-00-05-252	Open Spaces Master Planning - Carry Forward (\$35,579 - \$28,363.30) \$7,215.70 balance to 2025 - Brad			\$7,216.00	
2024 Carry Forward - Operational Projects (non TCA)			\$0.00	\$249,296.00	\$37,877.22
2024 Carry Forward - Capital Projects (TCA)					
6-23-00-00-52-650	2025 Fire Engine (1.2 Million US \$)			\$1,700,000.00	
6-23-00-20-02-620	Fire Station Renovation Drawings - Carry Forward (\$15,000 - \$7, 936) \$7,064 balance to 2025 - Ivan			\$7,064.00	
6-31-01-20-05-620	Cold Storage Shed - Carry Forward (\$400,000 - \$136,749.05) \$263,250.95 balance to 20025 - Melissa			\$263,250.00	\$250,306.14
6-32-09-00-10-610	Pathway Connection of Homesteader Park - Carry Forward \$20,000 balance to 2025 - Melissa			\$20,000.00	
6-32-21-10-04-610	Health Unit Parking Lot - Carry Forward \$10,000 to 2025 for warranty Period - Melissa			\$10,000.00	
6-32-21-00-16-610	Spruce Drive-Hwy 56 to 61 Street - Carry Forward \$10,000 balance to 2025 for warranty Period - Melissa			\$10,000.00	
6-41-11-10-07-610	Watermain on 47 Ave - 46 to 48 Street - Carry Forward \$10,000 balance to 2025 for warranty period - Melissa			\$10,000.00	
6-31-11-30-51-650	Tandem - Carry Forward \$255,000 balance to 2025 - Melissa			\$255,000.00	
6-32-21-10-16-610	Okoppe Walkway - Carry forward (\$72,000 - \$19,880.94) \$52,119.06 balance to 2025 - Melissa			\$52,119.00	
6-33-00-00-10-610	Airport Runway - (2024) - Secure STIP funding - \$1,976,000 - \$1,482,000 STIP - Town - \$247,000/County \$247,000 -Carry Forward \$1,932,085.92 - Melissa - Jan 9, 2024 - Carry Forward \$10,000 balance to 2025 for Warranty Purposes - Melissa			\$10,000.00	

	Water Reservoir Pump Upgrades - (Melissa Dec 30/19 - carry forward balance - \$150,000 - \$210.00 = \$149,790) - Melissa January 4, 2021 carry forward balance - \$149,490 (\$149,700 - \$210) - January 10, 2022 - Carry forward balance - Melissa - \$149,490 - 2023 - Funding (\$136,620.21 = \$149,490-\$12,869.79) used to fund Reservoir in 2023 - Melissa - Dec 22, 2022 - Melissa Jan 9, 2024 carry forward balance \$761,612.86 - Carry forward (\$761,613-\$74,772.56) \$686,840.44 balance to 2025 - Melissa		\$686,840.00		\$637,430.72
6-41-14-20-01-620					
<b>2024 Carry Forward - Capital Projects (TCA)</b>		\$0.00	\$3,024,273.00		\$887,736.86
<b>2024 Total Carry Forwards</b>		\$0.00	\$3,273,569.00		\$1,387,687.48
<b>2025 Total Capital Budget (including Carry Forwards)</b>		\$0.00	\$6,253,726.00		#DIV/0!
<b>2025 Total Capital Budget Difference From Budget to Actual</b>			-\$6,253,726.00		



TO: Town of Stettler Council

DATE: 2025 07 22

FROM: Leann Graham  
CAO

**CHIEF ADMINISTRATIVE OFFICER'S REPORT – JUNE 2025**

CAO – LEANN GRAHAM

1. Meetings Attended:

May:

- Town Council
- Committee of the Whole
- Staff and Department Head
- Daily Office Meetings
- Weekly Meetings with Mayor Nolls
- Weekly Fire Staff Meetings
- General Administrative Staff Meetings
- JHSC Meeting
- Canada Day and StettlerFEST Town Operations Planning
- Fire Department Officers Meeting
- IDP Administrative Meeting
- Board of Trade Administrative Meeting
- AHS Zone Directors Meeting
- SREMA Tabletop Exercise
- Attended CLGM Education and Conference
- Economic Development Meeting
- IDP Committee Meetings
- RCMP Meeting
- SVRS Meeting
- SRO Meeting
- HP A&R Committee Meeting
- Policy Review Meetings
- Performing Arts Centre Funding Meeting
- Sonia Dodd Retirement Luncheon

June

- Town Council
- Committee of the Whole
- Staff and Department Head
- Daily Office Meetings
- Weekly Meetings with Mayor Nools
- Weekly Fire Staff Meetings
- General Administrative Staff Meetings
- Board of Trade Administrative Meeting
- Central Alberta District Regional Policing Committee Meeting
- Stettler Independent Meeting
- IT Planning and Operations Meeting
- Fire Transition and Committee Prep Meeting

- Fire Transition Committee Meeting
- Alberta Municipalities Summer Leadership Caucus
- Clearview Administrative Meeting
- County of Stettler Fire Administrative Meeting
- SREMA Full Scale Disaster Exercise
- Parks and Open Spaces Meeting

#### ASSISTANT CAO – KIM HYMERS

##### 1. Meetings attended included:

- Council
- Staff
- Department Head
- Committee of the Whole
- Clean Energy Improvement Check-ins
- Central AB District Reg Policing Committee
- IT Meeting
- Fire Transition Committee Prep Meeting
- Fire Transition Committee Meeting with County
- Fire Transition Administration Meeting
- AM Muni's Summer Caucus
- Front Staff Meeting
- Fire Hall Appraisal
- Citywide Upload Meeting
- Central Square transition options
- Full Scale Emergency Disaster Exercise
- Pancake Breakfast
- PLS BBQ & Safety Meeting
- IDP Prep
- Various Staff Meetings

##### 2. Projects worked on included:

- Monthly Financial Report analysis
- Month End Financial Reporting
- Capital Account Reconciliations
- SRO Review and Billing
- Bank Reconciliation Review
- Tangible Capital Asset Spreadsheet
- Journal Entries Review
- F9 Reports Update
- Fire Analysis and Costing
- Clean and Organize Reports
- Continued training with Manager of Accounting & Financial Services

#### DIRECTOR OF OPERATIONS – MELISSA ROBBINS

- Finalizing Asset Management info for upload to Citywide
- Vacation June 9-13<sup>th</sup>

- Met with Museum to discuss entrance concerns
- Full scale disaster mock exercise
- Okoppe Way
- Receiving Water Body Study update
- Circular Materials webinar
- Discussions with Landowner for new sidewalk install on 47 Avenue
- Airport fuel spill remediation and clean up
- Water Reservoir – project almost complete, final clean up occurring
- Lift Station A and B Pre-design
- Parade Route updates with Board of Trade
- IDP Public Engagement Session at Farmer's market
- Town Safety Meeting
- Advertise opening for Transportation Operator opening
- Sidewalk Tender and Award
- Used Equipment Sale preparations
- Airport hangar lease inquiries
- Stettler Triathlon Road closures
- ATCO streetlight replacements
- 2025 Road Paving Tender and Award
- Red Willow Creek Beaver dam removal requests
- Trouble shooting landowner concerns with drainage, sewer, etc.

#### TRANSPORTATION – SARAH MCCRINDLE

- To be provided at a later date.

#### DIRECTOR OF PARKS & LEISURE SERVICES – BRAD ROBBINS

- Finalizing Department Work Plan Development
- Department Head Meetings
- Full Time Staff General Meeting
- Ongoing P & L Leadership Team Meetings
- Fitness Centre Operational Meeting
- Meetings and preparation of 6-month department forecast
- Canada Day Celebration and Wrap Up Meetings
- Heartland Beautification Meetings
- Family Resource Network SRC Tour
- Joint Health and Safety Committee Meetings
- Aquatics Manager Transitioning Meetings
- Campground and Parks Bylaw finalization and council approval.
- Meeting with Library Manager regarding finalizing Spray Park concession proposal for council approval
- Meeting with Parkworks regarding new spray park design options
- Participated in community disaster exercise
- Attending the Central Alberta Rec Associations AGM
- Parks and Open Spaces Committee Meeting
- SRC Evacuation Drill Planning
- Meeting with Hometown Productions regarding promotional plan for Canada Day and Music in the Park.
- Meeting with AHS during spray park inspection.

- Start of Music in the Park Summer Concert Series
- Worked with provider regarding current campground wifi set up and new solution options
- Meeting with foreman to review needs at community gardens, orchard and Homesteaders Park
- Sent SRC rinkboard and in ice logo letters to sponsors and potential sponsors
- Dealt with a variety of issues around noxious weeds on private property
- Working to identify solution for ongoing rodent challenges at cemetery and sports fields.

## PLANNING & DEVELOPMENT SERVICES – ANGELA STORMOEN

### 1. Building Permit Activity to Date

	2025 Permits June 30, 2025	2024 Permits to June 30, 2024
Institutional	\$0.00	\$0.00
Industrial	\$22,609.00	\$0.00
Commercial	\$1,584,506.00	\$47,000.00
Residential	\$2,135,310.00	\$962,074.00
Total	\$3,655,627.00	\$1,009,074.00

### 2. Projects:

- Land Sale(s)
- Economic Development Committee Initiative
- AE Kennedy Maintenance
- Bylaw Property Inspections and Enforcement
- Planning & Development Inquiries
- Intermunicipal Development Plan
- Subdivision Applications
- Leasehold Agreements
- Okoppe Way
- Housing

### 3. Meetings:

- Intermunicipal Development Plan
- Compliance Property Meetings
- Bylaw Inspection Meetings
- Development Inquiry Meetings
- Staff and Department Head
- Health Unit
- Municipal Planning Commission
- Economic Development
- Circle of Services/Habitat for Humanity
- Okoppe Way

## WATER – GRANT MCQUAY

- Rounds, readings and locates
- Dig site maintenance
- Weekly cleaning of WTS sanitary tank's
- CL17 analyzer bottles changed out.
- Cleaned Screen at Lagoons MH#2
- Flushed grease mat at A lift station weekly
- Curbstop repairs
- Turning off CC's for plumbing repairs/non payment
- Weekly water distribution sampling for bacti and chlorine residuals.
- Weekly testing for lift station emergency system.
- Sewer backups and responding to customers
- Sewer service repairs
- Water Service leak repairs
- Weekly Wastewater sampling.
- Weekly Wastewater treatment.
- Water Meter changes.
- Aeration system monitored quality of treatment
- Sewer Main flushing program
- Cleaned shop, washed equipment
- Installed Aspirator for pump at 6 lagoons
- East end lift issues
- Profile sampling our wastewater at lagoons and wetlands
- Flushed and sampled our dead end water main lines
- Airport remediation work
- Drag lagoon areas to smooth out mole/gopher hills for mowing

## PARKS & LEISURE FOREMAN – DESIRAE PERRY

### 1. Meetings:

- Weekly Parks and Leisure Leadership Meetings
- Town Wide Safety Meeting

### 2. Projects and such:

- Clean up after Girls Softball Tournament
- Planted Flowers
- Cleaned Snack Shack at Spray Park for Summer Opening
- Playground Inspections
- Scheduled Ice Plant Start Up and Maintenance
- Planted New Trees in the Community Orchard and Memorial Tree Park
- Put out concrete benches to 3 respected locations
- Graffiti Removal
- Building Inspections
- Weekly Garbage Runs

- Daily Diamond Maintenance
- Weekly filling of the water tanks
- Put tarp up at the West Stettler Park Gazebo
- Took loads of mulch to the community gardens
- Mulch beds and above ground planters
- Tree removals and maintenance
- Changed Canada and Alberta flags
- Hosted staff BBQ
- Prepared for Canada day festivities
- Daily upkeep of green spaces, sports fields and parks

#### TOWN OF STETTLER FIRE CHIEF – MARK DENNIS

- To be provided at a later date

#### WATER TREATMENT PLANT SUPERVISOR - CHRIS SAUNDERS

- Particle counters maintenance and certification completed. 2 out of 4 particle counters could not be recertified. Expensive repairs need to be made. These particle counters are old and have been discontinued by Hach. Quotes are being received for replacement analyzers. At the same time an application has been submitted to AEP to have particle counters removed from our license as the limits have already been removed previously. Red Deer Water Plant has already had particle counters removed from their license.
- The waste ponds have been scanned and we have received the sludge depth report from the vendor. We have started dosing the ponds with the sludge removal product.
- We have received two algae reports from the lab and our algae counts are down substantially in the raw water reservoir.
- Both settling tanks have been drained and cleaned with yearly maintenance performed.
- The new sodium hypochlorite pump has shipped and we should receive it soon.
- Chris Saunders and Tyler Nelson attended the Full Scale Disaster Scenario Training at the Stettler County Shop.
- Traded a smaller riding mower for a larger one from Parks which is working out well for us.
- Routine monthly plant maintenance carried out.

#### DIRECTOR OF INFORMATION SERVICES – GRAHAM SCOTT

##### 1. Meetings:

- June 3<sup>rd</sup> – AB Muni committee meeting
- June 5<sup>th</sup> – Okoppe Way meeting
- June 9<sup>th</sup> – Trinus IT monthly ticket meeting
- June 11<sup>th</sup> – Canada Water Portal meeting
- June 12<sup>th</sup> – Network Assessment meeting with Trinus

- June 16<sup>th</sup> – Office alarm tests
- June 17<sup>th</sup> – Central Square migration call
- June 17<sup>th</sup> – Economic Development meeting
- June 17<sup>th</sup> – Clearview election meeting
- June 18<sup>th</sup> – SREMA exercise
- June 19<sup>th</sup> – Okoppe Way follow-up meeting
- June 27<sup>th</sup> – Safety meeting
- Staff & Department Head meetings
- Daily office meetings

2. Projects of note include:

- Transfer of asset management data to contractor
- Working with contractor on future direction for email, office software
- Quotes and clarification communication for Okoppe Way project
- Preparing hardware for used equipment sale
- Election agreements
- Submitting IT tickets
  - For June this resulted in 43.25 hours of work by Trinus that was included in the contract
- Ordering hardware (computer, printer replacement) and software
- Fulfilling mapping/printing requests from Town staff and external agencies
- Mapping and database updates (paper, electronic and webmap)



Leann Graham  
CAO

Ranges: From:

To:

Vendor ID First

Last

Vendor Name First

Last

Cheque Date First

Last

From:

Chequebook ID CU GENERAL

Cheque Number ONL000920

To:

CU GENERAL

ONL000922

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Land Titles	ONL000920	2025-07-02	\$30.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Bylaw & P&D - Searches	2025.05.31	\$30.00	
-----			
Collabria Payment Processing	ONL000921	2025-07-02	\$24,074.43
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
P&D - Visa	2025.06.12.627	\$194.68	
P&L - Visa	2025.06.12.765	\$1,069.23	
BOT - Visa	2025.06.12.BOT	\$1,316.14	
Fitness - Visa	2025.06.12.751	\$351.63	
WTP - Visa	2025.06.12.001	\$2,736.00	
P&L - Visa	2025.06.12.104	\$2,106.84	
Fire - Visa	2025.06.12.753	\$1,251.88	
Computer - Visa	2025.06.12.290	\$1,733.91	
Water - Visa	2025.06.12.763	\$142.04	
P&L - Visa	2025.06.12.764	\$71.94	
Shop - Visa	2025.06.12.826	\$2,356.06	
Admin -Visa	2025.06.12.244	\$197.90	
Admin -Visa	2025.06.12.038	\$1,529.56	
Admin -Visa	2025.06.12.665	\$2,042.72	
Fire - Visa	2025.06.12.755	\$498.29	
Office - Visa	2025.06.12.766	\$171.90	
Office - Visa	2025.06.12.726	\$2,079.92	
Trans - Visa	2025.06.12.762	\$3,469.82	
Pool - Visa	2025.06.12.756	\$481.56	
Visa - Fees	2025.06.12	\$272.41	
-----			
Poulin's Professional Pest Con	ONL000922	2025-07-02	\$1,617.11
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Office - Pest Control	1789563	\$90.72	
WTP - Pest Control	1789551	\$198.45	
SRC - Pest and Weed	1789559	\$156.49	
WTP - Flylight Bulbs	1784116	\$104.96	
Cemetery - Gopher Control	1791843	\$937.13	
Cemetery - Gopher Control	1791844	\$129.36	
-----			
Total Cheques		\$25,721.54	
=====			



Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	ONL000923
Cheque Date	First	Last		ONL000924

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Telus Communications	ONL000923	2025-07-17	\$2,453.26
Invoice Description	Invoice Number	Invoice Amount	
-----			
Telus - June Comminocations	2025.06.23	\$2,453.26	
=====			
Telus Mobility Inc.	ONL000924	2025-07-17	\$1,351.40
Invoice Description	Invoice Number	Invoice Amount	
-----			
Telus - June Mobility	2025.06.21	\$1,351.40	
Total Cheques			-----
			\$3,804.66
			=====

Ranges: From:

To:

From:

To:

Vendor ID First

Last

Chequebook ID CU GENERAL

CU GENERAL

Vendor Name First

Last

Cheque Number EFT0009254

EFT0009312

Cheque Date First

Last

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Accu-Flo Meter Service Ltd.	EFT0009254	2025-07-21	\$3,460.80
Invoice Description	Invoice Number	Invoice Amount	
Water - 1.5" Water Meters	119457	\$3,460.80	
Alberta Animal Services	EFT0009255	2025-07-21	\$15,739.24
Invoice Description	Invoice Number	Invoice Amount	
Bylaw - Enforcment Contract	11343	\$15,739.24	
APEX Supplementary Pension Pla	EFT0009256	2025-07-21	\$382.36
Invoice Description	Invoice Number	Invoice Amount	
AO- Pension Plan Remit	PP14-25	\$382.36	
Barnes, Roger	EFT0009257	2025-07-21	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
SRC - Phone Allowance	2025.07.01	\$25.00	
Stettler Regional Board of Tra	EFT0009258	2025-07-21	\$500.00
Invoice Description	Invoice Number	Invoice Amount	
HBC - Rain Barrell Rebate	3092	\$500.00	
Bobcat of Red Deer	EFT0009259	2025-07-21	\$2,293.20
Invoice Description	Invoice Number	Invoice Amount	
Trans - Planer Bits	33002713P	\$2,293.20	
Brennan, Maya	EFT0009260	2025-07-21	\$200.00
Invoice Description	Invoice Number	Invoice Amount	
Office - Travel & Phone	2025.06.01	\$100.00	
Office - Travel & Phone	2025.07.01	\$100.00	
Canadian Union of Public Emplo	EFT0009261	2025-07-21	\$660.00
Invoice Description	Invoice Number	Invoice Amount	
Union Dues	PP14-25	\$660.00	
Canoe Procurement Group of Can	EFT0009262	2025-07-21	\$11,550.02
Invoice Description	Invoice Number	Invoice Amount	
Fuel - June	PF-12641-12673	\$11,550.02	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Capital Power	EFT0009263	2025-07-21	\$81,434.22
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
June - Power	5196337	\$74,919.07	
Affiliates - Capital power	5193607	\$6,515.15	
=====			
Caro Analytical Services	EFT0009264	2025-07-21	\$1,219.58
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
WTP - Water Analysis	IC2516107	\$973.35	
WTP - Water Analysis	IC2516154	\$246.23	
=====			
Clearview Public Schools	EFT0009265	2025-07-21	\$246.47
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Office - Joint Expenses	7524	\$246.47	
=====			
Comtec Overhead Door Experts	EFT0009266	2025-07-21	\$2,056.95
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Shop - Door Opener	3294-1	\$2,056.95	
=====			
Contact Safety Service Ltd.	EFT0009267	2025-07-21	\$219.45
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
SRC - Fire Supression Inspect	17074	\$219.45	
=====			
Dean's Machine Inc.	EFT0009268	2025-07-21	\$65.63
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Trans - Bushing	49890	\$65.63	
=====			
Diverse Signs	EFT0009269	2025-07-21	\$301.16
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
P&L - Map Signage	12696	\$114.26	
Pakrs - Bucket Truck Rental	12733	\$186.90	
=====			
Dolan, Lori	EFT0009270	2025-07-21	\$25.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Pool - Phone Allowance	2025.07.01	\$25.00	
=====			
Duff, Kendra	EFT0009271	2025-07-21	\$150.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
P&D - Travel Allowance	2025.07.01	\$150.00	
=====			
Stettler FCSS	EFT0009272	2025-07-21	\$51,318.62
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
RCSS - 3rd Qtr Req	2025.07.01	\$51,318.62	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Graham, Leann	EFT0009273	2025-07-21	\$375.00
Invoice Description	Invoice Number	Invoice Amount	
-----			
Admin - Travel & Phone Allow	2025.07.01	\$375.00	
=====			
Gyro Ag Ltd.	EFT0009274	2025-07-21	\$783.88
Invoice Description	Invoice Number	Invoice Amount	
-----			
Park - Mower Blades	4942	\$783.88	
=====			
Heartland Express	EFT0009275	2025-07-21	\$48.33
Invoice Description	Invoice Number	Invoice Amount	
-----			
Trans - Freight	17131	\$48.33	
=====			
Hitch to Headlights	EFT0009276	2025-07-21	\$50.40
Invoice Description	Invoice Number	Invoice Amount	
-----			
Shop - Template	7190	\$50.40	
=====			
Hymers, Kim	EFT0009277	2025-07-21	\$2,723.16
Invoice Description	Invoice Number	Invoice Amount	
-----			
Admin - Travel & Phone	2025.07.01	\$100.00	
Admin - Travel & Sub	2025.04.07	\$2,623.16	
=====			
Jeremy Verhoven Trucking	EFT0009278	2025-07-21	\$2,425.50
Invoice Description	Invoice Number	Invoice Amount	
-----			
Roads - Hired Trcuk	2321	\$2,425.50	
=====			
KaizenLAB Inc.	EFT0009279	2025-07-21	\$1,082.56
Invoice Description	Invoice Number	Invoice Amount	
-----			
Water - Sampling Lagoons	INV0102892	\$439.95	
Water - Sampling Lagoons	INV0103034	\$258.83	
Water - Sampling Lagoons	INV0103205	\$258.83	
Water - Sampling Lagoons	INV0102891	\$124.95	
=====			
Keiths Refrigeration	EFT0009280	2025-07-21	\$841.16
Invoice Description	Invoice Number	Invoice Amount	
-----			
SRC - Consession Equip Repair	25182	\$841.16	
=====			
Klearwater Equipment & Technol	EFT0009281	2025-07-21	\$42,834.70
Invoice Description	Invoice Number	Invoice Amount	
-----			
WTP - Supplies	251440	\$5,805.50	
WTP - Sofloc 90	251596	\$37,029.20	
=====			
Local Authorities Pension Plan	EFT0009282	2025-07-21	\$31,310.37
Invoice Description	Invoice Number	Invoice Amount	
-----			

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
LAPP Contribution	PP14-25		\$31,196.66
LAPP Contribution	PP14A-25		\$113.71
=====			
Leckie, Neil	EFT0009283	2025-07-21	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - Phone Allowance	2025.07.01	\$25.00	
=====			
Linde Canada	EFT0009284	2025-07-21	\$383.92
Invoice Description	Invoice Number	Invoice Amount	
Pool - Chemical	50403953	\$383.92	
=====			
Lifesaving Society	EFT0009285	2025-07-21	\$1,530.38
Invoice Description	Invoice Number	Invoice Amount	
Pool - Supply	35394	\$1,530.38	
=====			
Municipal Property Consultants	EFT0009286	2025-07-21	\$7,174.85
Invoice Description	Invoice Number	Invoice Amount	
Assessor - July	17195	\$7,174.85	
=====			
Northstar Trucking Ltd.	EFT0009287	2025-07-21	\$11,295.74
Invoice Description	Invoice Number	Invoice Amount	
Water - Washed Rock	327073	\$11,295.74	
=====			
Parkland Regional Library	EFT0009288	2025-07-21	\$14,665.34
Invoice Description	Invoice Number	Invoice Amount	
Library - 3rd Qtr Req	2025.07.01	\$14,665.34	
=====			
Pederson, Brendan	EFT0009289	2025-07-21	\$40.00
Invoice Description	Invoice Number	Invoice Amount	
Shop - Tool Allowance	2025.07.01	\$40.00	
=====			
Perry, Desirae	EFT0009290	2025-07-21	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
P&L - Phone Allowance	2025.07.01	\$50.00	
=====			
Peterson, Chase	EFT0009291	2025-07-21	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - Phone Allowance	2025.07.01	\$50.00	
=====			
Peterson, Jacqui	EFT0009292	2025-07-21	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
P&L - Phone Allowance	2025.07.01	\$25.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Pfeiffer House of Music	EFT0009293	2025-07-21	\$1,976.07
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
SRC - Sound	062525	\$1,976.07	
=====			
Rally Rentals	EFT0009294	2025-07-21	\$1,178.16
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Shop - Welding Cable	9318	\$200.61	
Airport - Rental to Dig soil	9270	\$882.00	
Airport- Rental to cut asphalt	9245	\$95.55	
=====			
Raw Tools Ltd.	EFT0009295	2025-07-21	\$272.90
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Trans - Ear Buds	71763	\$272.90	
=====			
Roadway Traffic Products	EFT0009296	2025-07-21	\$6,195.68
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Signs - Materials	1485	\$6,195.68	
=====			
Robbins, Brad	EFT0009297	2025-07-21	\$150.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
P&L - Travel Allowance	2025.07.01	\$150.00	
=====			
Rollies Vac Systems	EFT0009298	2025-07-21	\$315.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Comm Hall - Grease Trap	23939	\$315.00	
=====			
Standage, Maddie	EFT0009299	2025-07-21	\$150.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
P&D - Travel Allowance	2025.07.01	\$150.00	
=====			
Stettler Dads Services	EFT0009300	2025-07-21	\$1,500.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Water Billing - Meter reader	2025-06	\$1,500.00	
=====			
Stettler Public Library	EFT0009301	2025-07-21	\$63,899.50
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Library - 3rd Qtr Req	2025.07.01	\$63,899.50	
=====			
Stettler Telephone Answering S	EFT0009302	2025-07-21	\$157.50
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
WTP - Working Alone	188	\$157.50	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Stettler Tool & Hardware	EFT0009303	2025-07-21	\$852.50
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Equip - Tools	10023315	\$657.22	
Shop - Battery	10024032	\$195.28	
=====			
Stormoen, Angela	EFT0009304	2025-07-21	\$175.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
P&D - Travel & Phone	2025.07.01	\$175.00	
=====			
Summit Truck Equipment	EFT0009305	2025-07-21	\$2,425.73
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Water - Hydrovac Tubes	010P31173.02	\$1,278.49	
Water - Tubes for Rival Truck	010P31173	\$1,147.24	
=====			
Tomkow, Joe	EFT0009306	2025-07-21	\$70.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Shop - Tool Allowance	2025.07.01	\$70.00	
=====			
Trinus Technologies Inc	EFT0009307	2025-07-21	\$7,248.79
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Computer - Software Maintenance	10602	\$7,248.79	
=====			
Tundra Process Solutions Ltd.	EFT0009308	2025-07-21	\$804.30
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
WTP - ABB Spare Parts	2025220006326	\$804.30	
=====			
Wally's Backhoe Services Ltd.	EFT0009309	2025-07-21	\$9,450.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Water - Clay in Yard	2618	\$9,450.00	
=====			
Wheels On	EFT0009310	2025-07-21	\$336.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Trans - Fall Courses	102602	\$336.00	
=====			
White Ice (1995) Ltd.	EFT0009311	2025-07-21	\$3,711.59
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
SRC - Ice Paint	IN-2025-30387	\$3,711.59	
=====			
Yost, Dustin & Maria Cristine	EFT0009312	2025-07-21	\$2,250.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Comm Hall - Janitor	2025.07.01	\$2,250.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
			-----
Total Cheques			\$392,681.71
			=====



Ranges: From:

To:

Vendor ID First

Last

Vendor Name First

Last

Cheque Date First

Last

From:

Chequebook ID CU GENERAL

Cheque Number 77864

To:

CU GENERAL

77872

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Battle,Presley	77864	2025-06-30	\$400.00
Invoice Description	Invoice Number	Invoice Amount	
Music in the Park - Jul 16	2025.07.16	\$400.00	
Brandt Tractor Ltd.	77865	2025-06-30	\$1,046.18
Invoice Description	Invoice Number	Invoice Amount	
Street Clean - Blades	05 4543036	\$209.48	
Snow Removal - Blades	05 4544729	\$836.70	
Canada Post Corporation	77866	2025-06-30	\$1,554.97
Invoice Description	Invoice Number	Invoice Amount	
Water - Billing	996123578	\$1,554.97	
Hometown Productions & Media	77867	2025-06-30	\$228.38
Invoice Description	Invoice Number	Invoice Amount	
Canada Day - Ads	456	\$228.38	
Inspiring Minds	77868	2025-06-30	\$210.00
Invoice Description	Invoice Number	Invoice Amount	
P&D - Conflict Training	3243	\$210.00	
New West Truck Centres	77869	2025-06-30	\$4,727.89
Invoice Description	Invoice Number	Invoice Amount	
Sewer - Equip Repair	X108079712:02	\$243.50	
Sewer - Equip Repair	X108074309:01	\$766.78	
Sewer - Equip Repair	X108073781:01	\$3,897.34	
Nozzle Ninja	77870	2025-06-30	\$21.63
Invoice Description	Invoice Number	Invoice Amount	
Trans - Water Hose	P005317S	\$21.63	
Szabo, Michael	77871	2025-06-30	\$400.00
Invoice Description	Invoice Number	Invoice Amount	
Music in the Park - July 9	2025.07.09.	\$400.00	
Town of Stettler - Petty Cash	77872	2025-06-30	\$266.85
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
-----			
Town - Petty Cash		2025.07.02	\$266.85
-----			
Total Cheques			\$8,855.90
=====			

Ranges: From:

To:

Vendor ID First

Last

Vendor Name First

Last

Cheque Date First

Last

From:

Chequebook ID CU GENERAL

Cheque Number 77873

To:

CU GENERAL

77885

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
AccessSMT Holdings Ltd.	77873	2025-07-17	\$262.50
Invoice Description	Invoice Number	Invoice Amount	
SRC - Bathroom Stall Doors	SI36993	\$262.50	
Active Network	77874	2025-07-17	\$12,692.20
Invoice Description	Invoice Number	Invoice Amount	
P&L - Software	4200013136	\$12,692.20	
Aspen Ford Sales Ltd.	77875	2025-07-17	\$46.19
Invoice Description	Invoice Number	Invoice Amount	
Water - Wiper Switch	331337	\$46.19	
Babco Sales Ltd.	77876	2025-07-17	\$6,901.13
Invoice Description	Invoice Number	Invoice Amount	
Shop - Rolling Hoist	I119800	\$6,901.13	
Burns, Natahsa	77877	2025-07-17	\$371.86
Invoice Description	Invoice Number	Invoice Amount	
Tax - Refund Overpayment	2025.07.04	\$371.86	
Ecklund, Lorne	77878	2025-07-17	\$95.00
Invoice Description	Invoice Number	Invoice Amount	
Park - Chainsaw Repair	36	\$95.00	
Elsasser, Ross	77879	2025-07-17	\$14,000.00
Invoice Description	Invoice Number	Invoice Amount	
Canada Day - Fireworks	2502	\$14,000.00	
Fabco Plastics	77880	2025-07-17	\$2,901.03
Invoice Description	Invoice Number	Invoice Amount	
WTP - PVC Degrassing	30159307-00	\$2,901.03	
Greg Patterson	77881	2025-07-17	\$3,150.00
Invoice Description	Invoice Number	Invoice Amount	
Shop - Repair Concrete	723590	\$3,150.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Guaranteed Great Baking	77882	2025-07-17	\$1,224.25
Invoice Description	Invoice Number	Invoice Amount	
-----			
Canada Day - Cupcakes	2.	\$1,224.25	
=====			
Receiver General for Canada	77883	2025-07-17	\$79,518.90
Invoice Description	Invoice Number	Invoice Amount	
-----			
Town Tax Remittance	PP14A-25	\$1,273.37	
BOT - Tax Remittance	PP14A-25.BOT	\$5,793.14	
Town Tax Remittance	PP14-25	\$56,157.06	
Town Tax Remittance	PP14-25.	\$7,779.31	
BOT Tax Remittance	PP14-25.BOT	\$3,975.35	
Library Tax Remittance	PP14.25.LIBRAR	\$4,540.67	
=====			
The Rick Moore Swing Trio	77884	2025-07-17	\$750.00
Invoice Description	Invoice Number	Invoice Amount	
-----			
Music in the Park - July 23	2025.07.23	\$750.00	
=====			
Van Electric	77885	2025-07-17	\$15,767.85
Invoice Description	Invoice Number	Invoice Amount	
-----			
Sewer - Hired Equipment	1028	\$14,469.00	
Sewer - Fab Materials	1020	\$1,298.85	
Total Cheques		-----	
			\$137,680.91
		=====	

MINUTES OF THE HEARTLAND BEAUTIFICATION COMMITTEE MEETING  
July 3, 2025

Present: Councilor C. Barros, Councilor W. Smith, Chairperson G. Fix, J. Byers, L. Norman, T. Wilson, B. Robbins, J. Peterson, L. Philips

Call to Order: Chairperson G. Fix called the meeting to order at 12:03pm

1. Additions/Agenda Approval

Moved by J. Byers that the agenda be approved as presented.

MOTION CARRIED  
Unanimous

2. Confirmation of April 3, 2025 HBC Meeting Minutes

Moved by T. Wilson that the Minutes from June 5, 2025 Heartland Beautification Committee Meeting be approved as presented.

MOTION CARRIED  
Unanimous

3. Statement of Revenues & Expenses

W. Smith moved to accept the Statement of Revenue and Expenses to June 30, 2025

MOTION CARRIED  
Unanimous

4. Reports

A. General  
No report

B. Green Spaces

Community Gardens

- Green My City grant \$3000 – Inauguration Event
  - July 11, 3 p.m. at the Central Gardens; 15 minutes
- G. Fix asked for attendance from anyone who can make it

- L. Norman proposed that we partner with the Stettler Friendship Group to do a pollinator garden to recognize Truth and Reconciliation
- Good idea if the group contributes with maintaining. Wait for their input.
- Possibly tie it in with accessible raised beds, decide how many beds to do and figure out pathway to beds
- Laura will follow up with the group

#### Community Orchard

- Need to decide if we use our 2025 budget to pay for fencing for orchard or pay out of reserves. Will be installed next week
- Tom and Linda doing a great job of watering the orchard
- Linda noted that twice now someone has messed with the hoses
- A pedestal needs to be built to hang the hose off of
- Brad will arrange for Roger to meet with Tom and Linda to change so that the hose does not need to be pulled through the raspberry bushes.

#### Masons

- \$645.00 left. Brad is working with them on a location and will be concrete. Possibly Homesteaders Park

#### Container Contest

- 5 participants and 5 planted by HBC. Aug 9<sup>th</sup> will be judging by parks staff

#### Beautiful Yard

- 1 sign left. Still at Rec Centre

### C. Green Action

#### Idle Free sign

- For now we will hang on to it incase we need a replacement

#### Rain barrel rebate

- 2 rebates have been issued so far

Repair café

- Possibly in October upstairs. Grace will coordinate with Jacqui on a date

Spray Park water

- Recycling the water is not favorable due to the cost of treating the water as we would have to build a water treatment facility for it.
- Talked about possibly reserving water for watering trees and flowers

Tree planting

- Brad will be looking at created a tree replacement budget.

#### D. Heritage Conservation

- 11,000 to paint the Stettler Hotel sign. If Kim from the hotel gets back to Laura regarding cost sharing, we can decide if we will continue with project
- Animal plaques will be up by the end of the month at West Stettler Park

5. Next Meeting- Aug 12, 2025

6. Adjournment- 12:59pm

Proposed Bylaws:

Bylaw 2189-25 Advertising/Public Notification Bylaw

Bylaw 2190-25 Proposed Repeal and Replace of Land Use Bylaw 2060-15

Tuesday, July 22, 2025 @ 7:00 p.m.

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1. Call to Order – Sean

- 1.1. Mayor to chair this Public Hearing.
- 1.2. The Chair declares the meeting open, noting the time.

2. Introductions – Sean

- 2.1. The Chair welcomes all participants and introduces the Councillors and officials in attendance.

3. Purpose of Public Hearing – Leann

- 3.1. The CAO declares the purpose of the Public Hearing is to allow all interested parties to address Council on the following bylaws:
  - 3.1.1. Bylaw 2189-25 Advertising/Public Notification Bylaw
  - 3.1.2. Bylaw 2190-25 Proposed Replace and Repeal of Land Use Bylaw 2060-15
- 3.2. Both Bylaws were Advertised June 26 & July 3, 2025

4. Public Hearing Procedure – Sean

- 4.1. The Chair will state the Rules of conduct that will be followed during the Public Hearing.
  - a) Written submission(s) shall be tabled first and read into record.
  - b) The public hearing is the opportunity for the public to comment to the proposed bylaw only.
  - c) Participants wishing to speak to this bylaw must give their name for the record.
  - d) Anyone wishing to support or oppose the amendment will be given the opportunity to speak up to 5 minutes.
  - e) Councillors may wish to ask questions of the speakers after each presentation for clarification purposes, or direct questions to other presenters.
  - f) There will be no debating between participants / presenters allowed.
  - g) During question period, any questions from the floor shall be addressed through the Chair.



5. Written Submissions – Bylaw 2189-25 – Angela

5.1. The Chair will call for any written submissions;

- in support of the proposed bylaw, and
- in opposition of the proposed bylaw.

6. Verbal Presentation – Bylaw 2189-25 – Angela

6.1. The Chair will call for any verbal presentations (up to 5 minutes per speaker):

- in support of the proposed bylaw, and
- in opposition of the proposed bylaw.

7. Question Period – Bylaw 2189-25 – Sean

7.1. The Chair asks if there are any questions from the Councillors and the general public.

8. Written Submissions – Bylaw 2190-25 – Angela

8.1. The Chair will call for any written submissions;

- in support of the proposed bylaw, and
- in opposition of the proposed bylaw.

9. Verbal Presentation – Bylaw 2190-25 – Angela

9.1. The Chair will call for any verbal presentations (up to 5 minutes per speaker):

- in support of the proposed bylaw, and
- in opposition of the proposed bylaw.

10. Question Period – Bylaw 2190-25 – Sean

10.1. The Chair asks if there are any questions from the Councillors and the general public.

11. Adjourn Public Hearing – Sean

11.1. The Chair declares the public hearing closed, noting the times.

## REQUEST FOR DECISION

To: Leann Graham, CAO

Date: July 15, 2025

From: Angela Stormoen, Development Officer

Re: Advertising / Public Notification Bylaw 2189-25

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### **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**

<b>2022</b>		<b>2023</b>		<b>2024</b>	
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 second and third reading to Advertising / Public Notification 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 20<sup>th</sup> day of May, A.D. 2025.

NOTICE OF ADVERTISEMENT published June 26 & July 3, 2025.

PUBLIC HEARING held July 22, 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

## **REQUEST FOR DECISION**

To: Leann Graham, CAO

Date: July 16, 2025

From: Angela Stormoen, Development Officer

Re: Land Use Bylaw – Proposed Amendment

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### **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

### **Advertising/Response:**

As per Section 692 of the Municipal Government Act, the proposed changes to Town of Stettler Land Use Bylaw 2060-15 was advertised for two consecutive weeks on June 26 and July 3, 2025. Further, an email was sent to all portable sign permit holders to advise of the changes to maintenance of the area around the portable signs. No responses were received for or against the proposed Land Use Bylaw changes.

### **Recommendation:**

Administration respectfully recommends that Town of Stettler Council Give second and third 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, <del>AND GRAIN</del>, AND/OR FERTILIZER ELEVATORS"</b> mean buildings in which animal feeds, <del>and grain</del>, 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>	To clarify definition and bring into compliance current fertilizer facilities in Town.
<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/<del>thru</del> 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 <b>Alberta Gaming, Liquor and Cannabis</b>. <del>Alberta Liquor and Gaming Commission.</del></p>	<p>Addition: /thru</p> <p>Update legislation name of Alberta Gaming, Liquor and Cannabis</p>	To clarify definition to include drive-thru.
<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. <b>At the discretion of the Development Authority, a "Crematorium" may be permitted as an accessory use.</b></p>	<p>Addition: "At the discretion of the Development Authority, a "Crematorium" may be permitted as an accessory use.</p>	Existing funeral home in Town has a crematorium, bring into compliance by making an accessory use.

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"</b> 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</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>"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.</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>Section 11: Municipal Planning Commission</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>Section 15: When a Development Permit is Not Required</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>14</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>14</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 <del>4.6</del> 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 conform 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>	
Section 47: Fencing and Screening		
<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>
Section 50: Landscaping		
<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><b>57.1</b> 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><b>57.2</b> 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.	
Section 59: Temporary Structures		
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.
Section 60: Parking		
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.
Section 62: Vehicles		
<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 At the intersection of two public roadways, which aren't defined as lanes, a 6.0 metre sight triangle shall be maintained.</b></p> <p><b>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.</b></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.
Section 64: General Provisions		
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>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 a canopy sign 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.		
Section 69: Election Signs			
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.
Section 71: Freestanding Signs			
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>	The LUB didn't previously restrict painted wall murals to certain districts which is a necessity when looking at possible placements.
<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>	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.

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.

**BYLAW 2190-25**

A BYLAW OF THE TOWN OF STETTLER, IN THE PROVINCE OF ALBERTA, BEING A BYLAW TO ENACT THE TOWN OF STETTLER LAND USE BYLAW.

WHEREAS, pursuant Section 639 of the Province of Alberta, Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26, requires the Council of a municipality to adopt a Land Use Bylaw;

AND WHEREAS, the Council of the Town of Stettler has duly undertaken a review of the previous Land Use Bylaw;

NOW THEREFORE, the Municipal Council of the Town of Stettler duly assembled enacts as follows:

- 1. That this Bylaw may be cited as "The Town of Stettler Land Use Bylaw".
- 2. The document attached is hereby adopted as the Town of Stettler Land Use Bylaw.
- 3. This Bylaw hereby repeals Bylaw No. 2060-15 and all amendments thereto.
- 4. This Bylaw shall take effect on the date of its final passing.

READ a first time this 17<sup>th</sup> day of June, A.D. 2025.

NOTICE OF ADVERTISEMENT published June 26 & July 3, 2025

PUBLIC HEARING held July 22, 2025 at 7:00 P.M.

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

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

\_\_\_\_\_  
Mayor

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



**LAND USE BYLAW  
2190-25**

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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 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, 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 feet
- ◆ 1.0 square metre = 10.76 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, 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.

**“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” 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. Typical uses include, but are not limited to, engine repair, quick lube centres and tire repair shops.

**“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 of 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/ razing, 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.

**“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. 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.

**“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:

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

**“DWELLING, ROW HOUSE”** 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. Shall 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, GRAIN, AND/OR FERTILIZER ELEVATORS”** mean buildings in which animal feeds, 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.

**“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 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. The sale of merchandise shall be permitted as an accessory use to the personal service provided.

**“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.

**“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, 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 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.

**“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 in the opinion of the Municipal Planning Commission, similar to either a listed permitted or 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 STOP”** means a use that contains a “Convenience Food Store”, “Food and/or Beverage Service Facility”, “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.

**“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 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;

- 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 facia sign for the purpose of identification, direction and warning not exceeding 0.2 m<sup>2</sup>; a facia 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 facia 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 flagpoles not exceeding 7.5 m in height from grade in any District;
- 15.1.17 Erection of communication tower and/or antenna 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 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 Towns water meter.

## **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
- 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 days after the date the approval is published/posted
  - 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 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.
- 23.7 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.
- 23.8 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 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 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 32.4, 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 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 41 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.

#### **34.2 Residential Districts:**

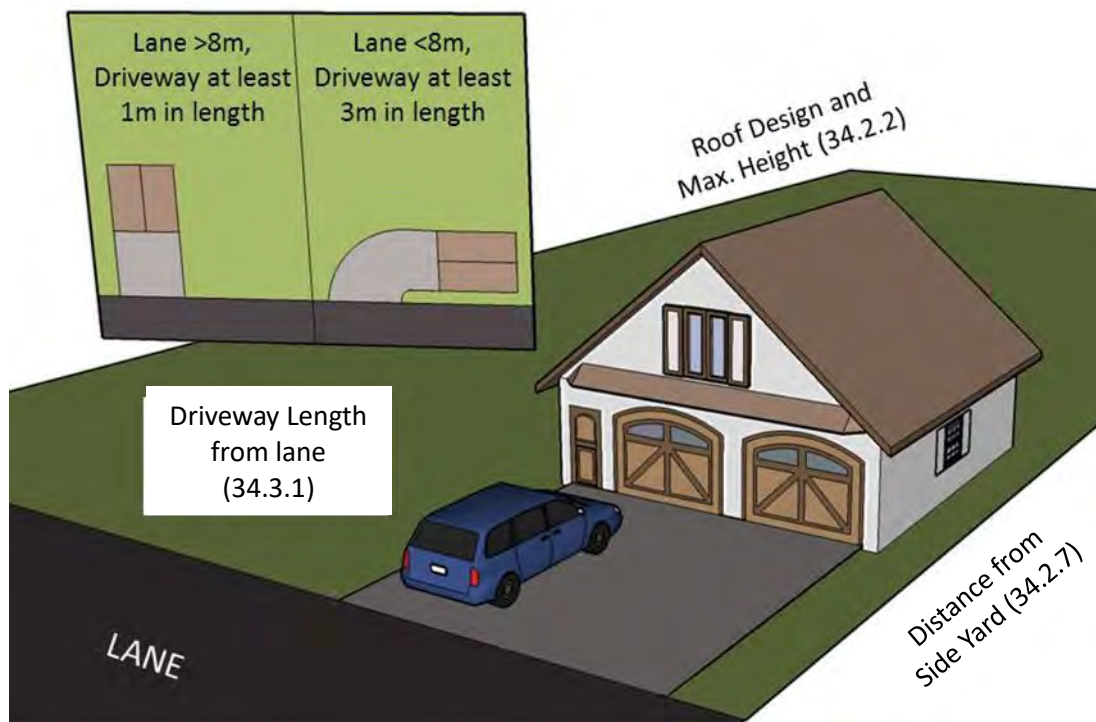
- 34.2.1 Accessory buildings and structures include garages, carports, shed, storage buildings, covered patios or covered balconies, permanently installed private swimming pools and hot tubs, garden suites and other accessory structures such as television and radio antennas, poles, satellite dishes and 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 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.
- 34.3.2 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.
- 34.3.3 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.
- 34.3.4 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 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:

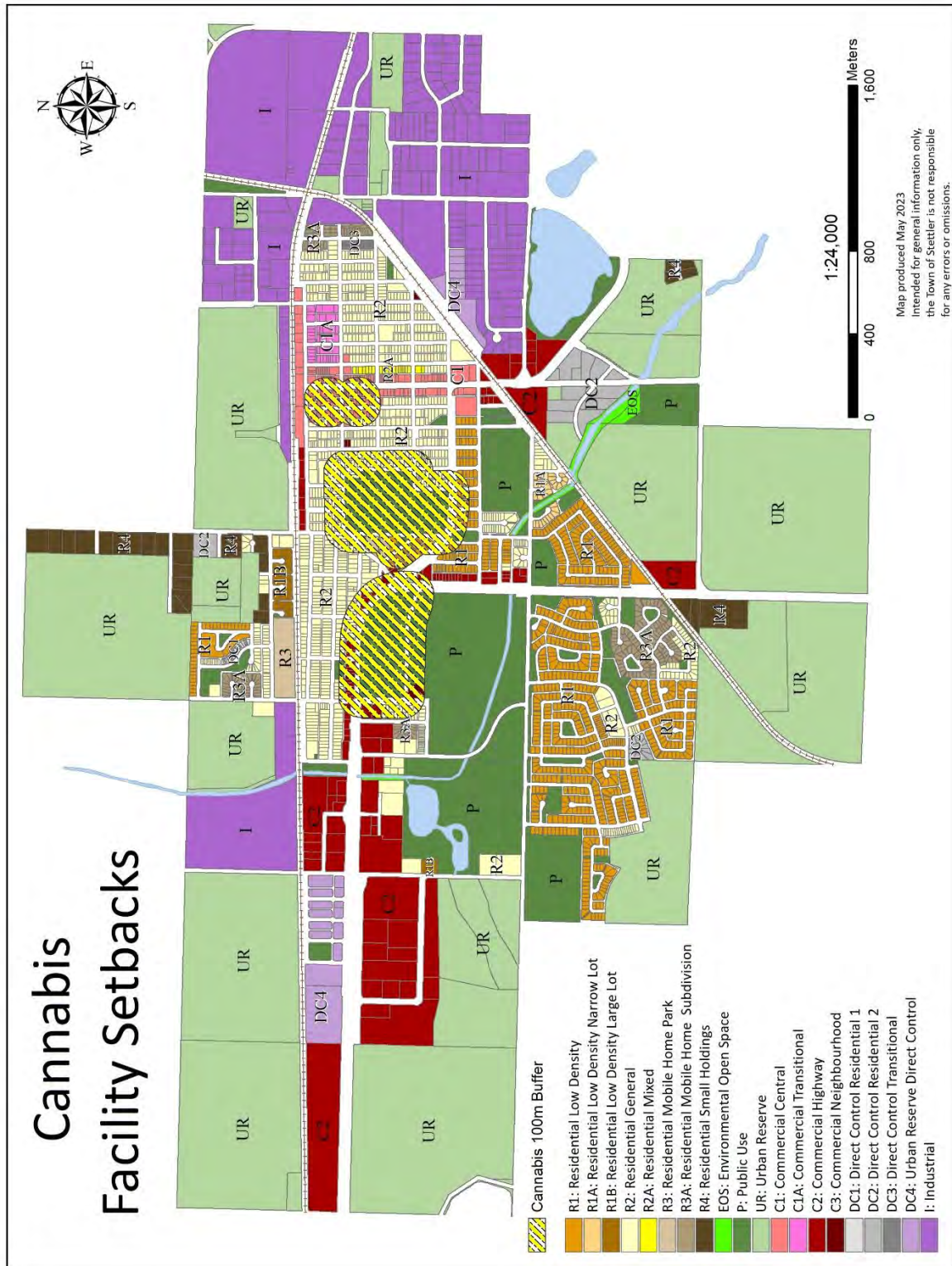
39.4.1 Proximity and relevance of impact to facilities frequented by Children and Youth, including but not limited to:

- (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**

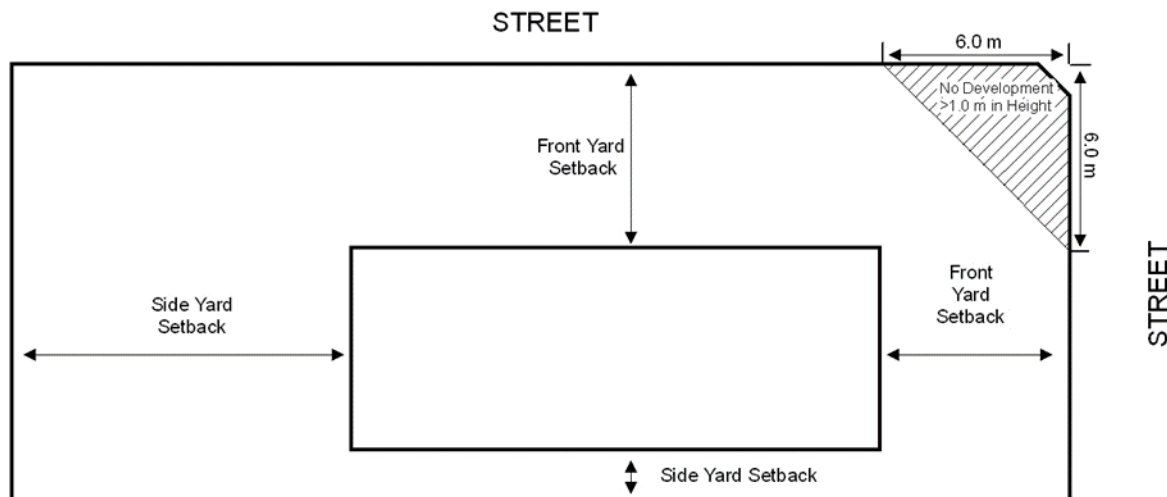
- 40.1 Industry Canada is responsible for regulating radio communication in Canada and for authorizing the location of radio communication facilities, including communication towers. In making its decision regarding the communication tower and related facilities Industry Canada considers the following:
- 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 antclimb 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 4.5 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.
- 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, 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 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.
- 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.

## **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; windowsills; air

conditioning units; wheelchair ramps; and landings. 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, eaves, gutters, chimneys, landings, 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:

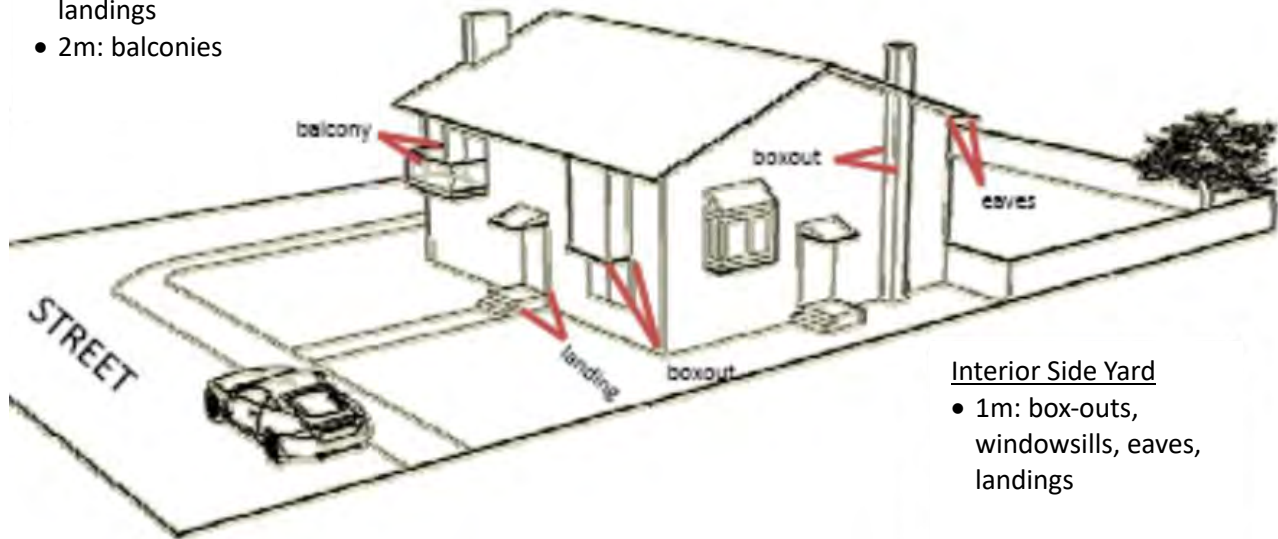
55.9.1 The individual encroachment maximum length shall not exceed 3.0 m; and

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

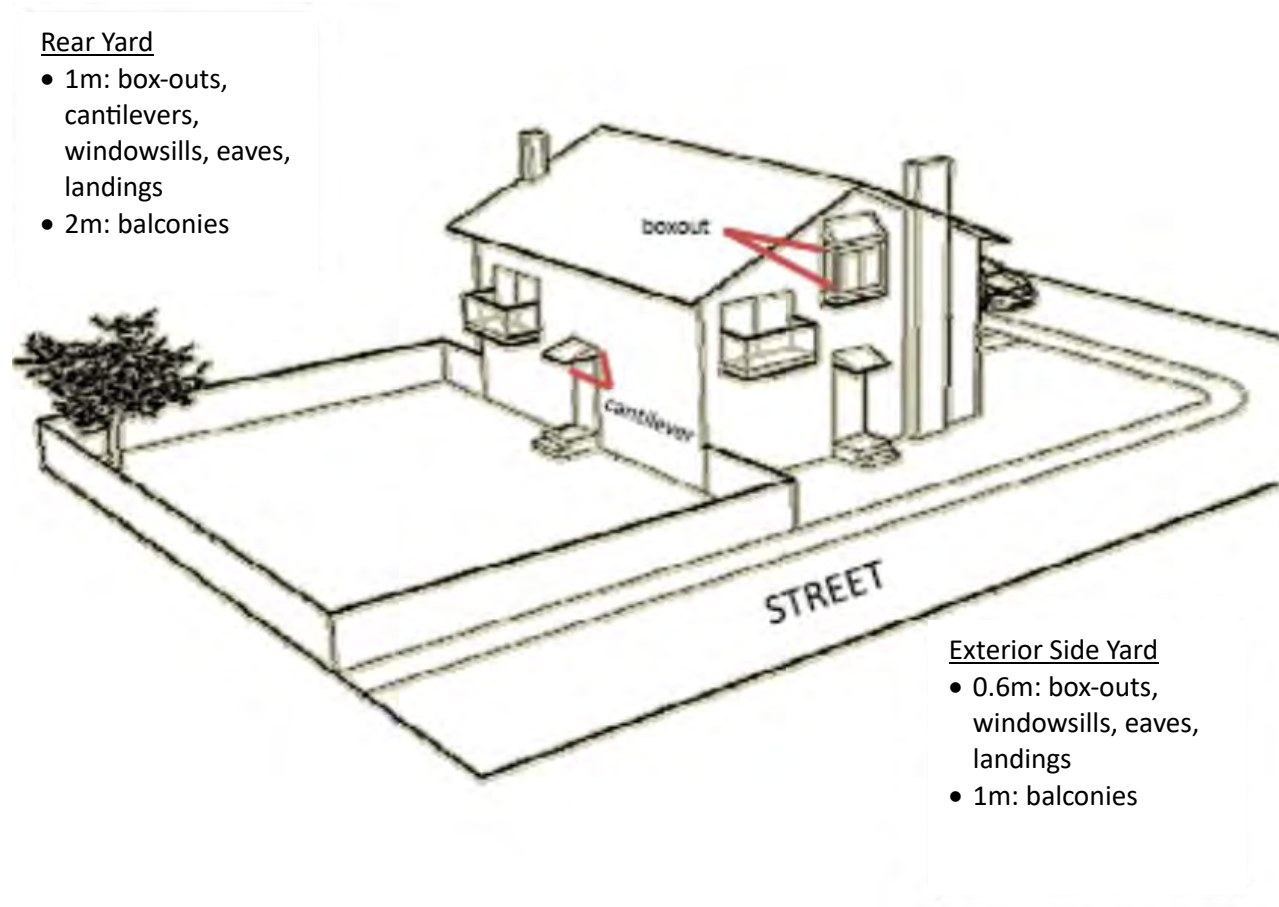
- 1m: box-outs, cantilevers, windowsills, eaves, landings
- 2m: balconies



Interior Side Yard

- 1m: box-outs, windowsills, eaves, landings

**Figure 55-2: Permitted Projections – Rear and Exterior Side Yard Setbacks**



## **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 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 For any residential dwelling with 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.
- 60.2.2 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.
- 60.2.3 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**

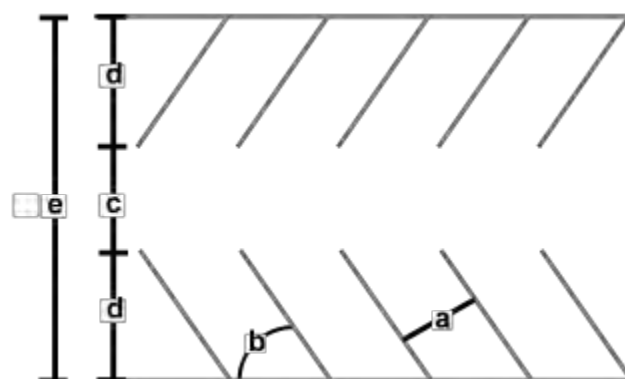


Illustration relates to column headings in Table 58-1

**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 Building - 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
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)
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, Row House	2 stalls/dwelling unit
Dwelling, Single Detached	2 stalls
Dwelling, Triplex	2 stalls/dwelling unit
Farm Supply Store	1 stall/25 m <sup>2</sup> GFA
Feed Mills, Grain and/or 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
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
Retail Store	1 stall/50 m <sup>2</sup> GFA
School	At the discretion of the Development Authority
Seed Cleaning Plant	1 stall/100 m <sup>2</sup> GFA
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
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
Vehicle Wash	3 stalls

## 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.

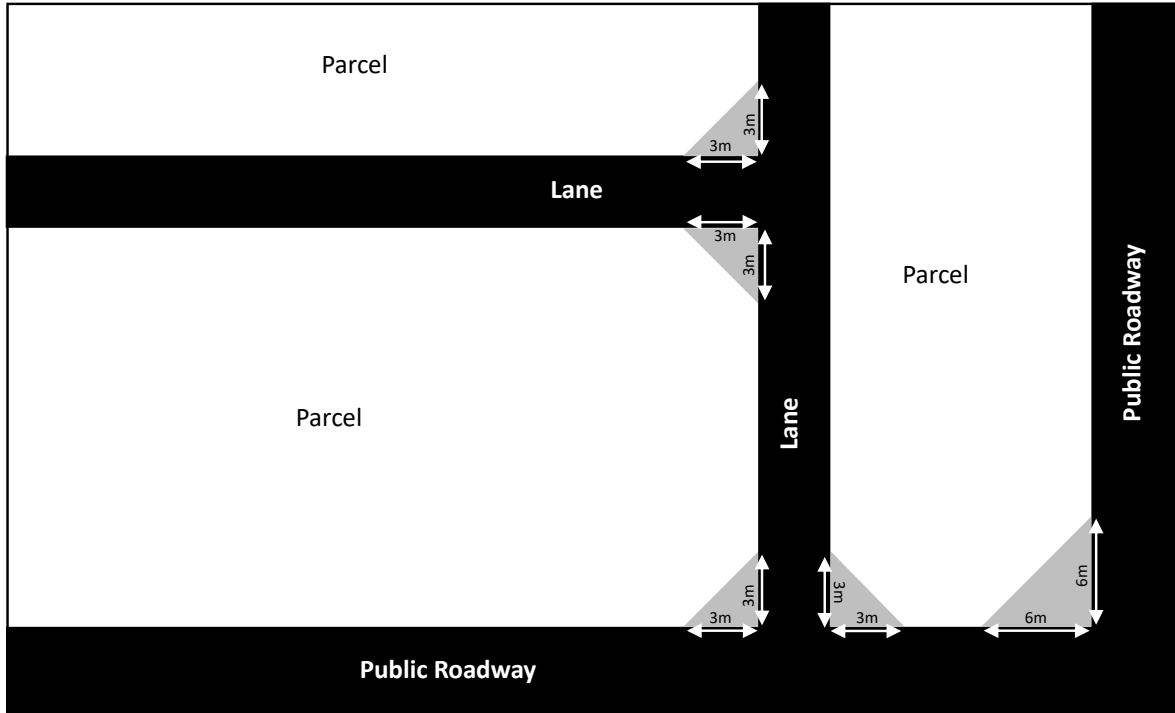
### **62.2 Vehicle Access to Buildings:**

- 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, 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.

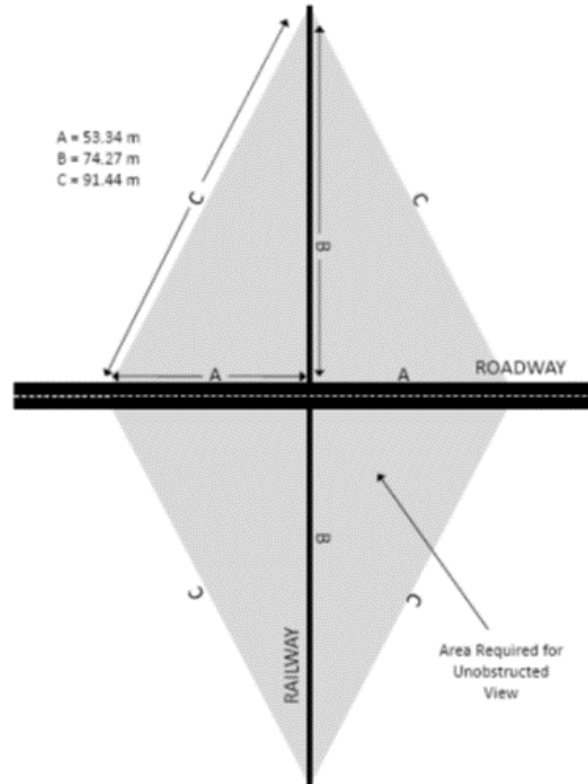
**Figure 62-1: Sight Triangle at Intersections**



**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:

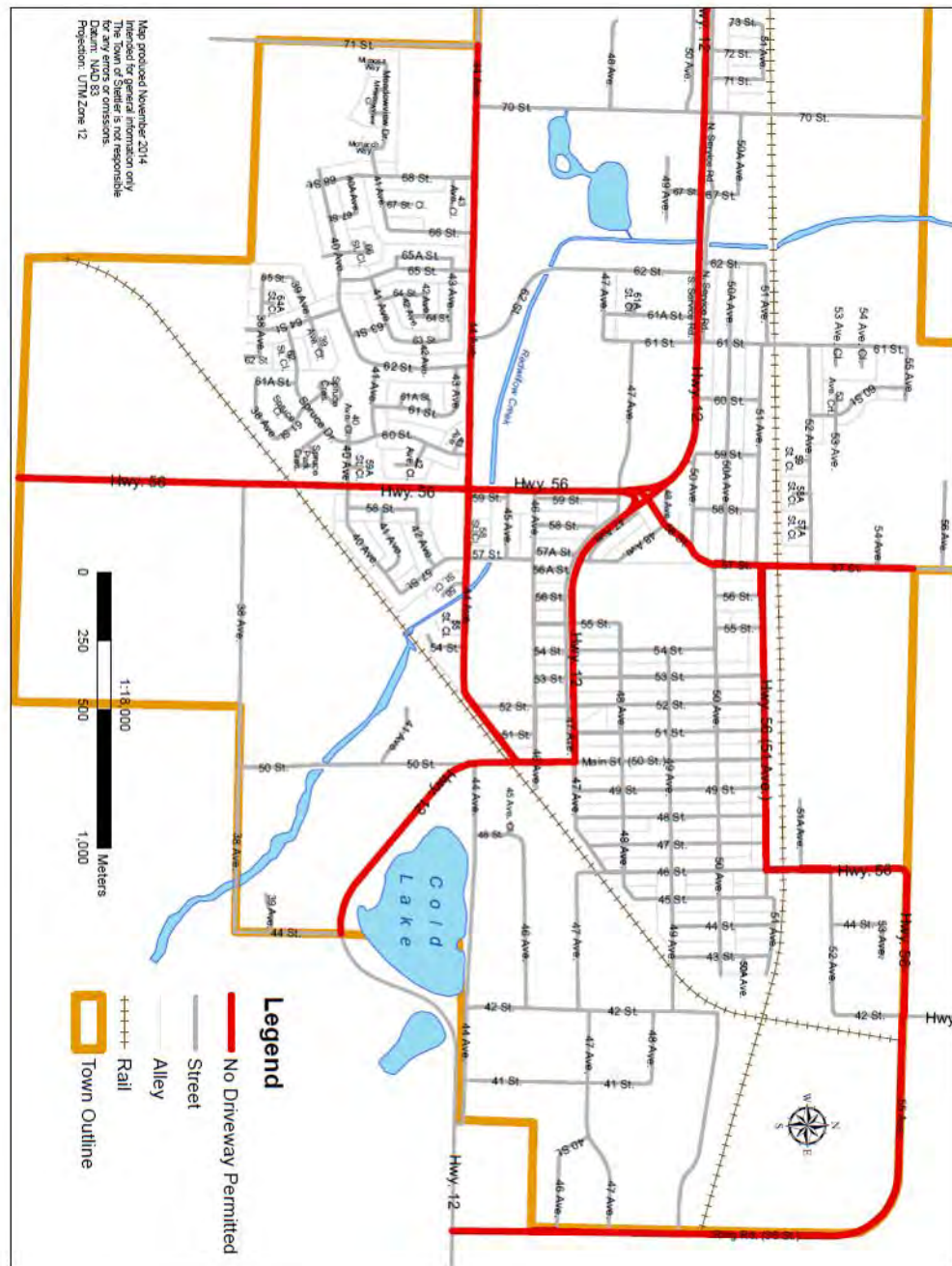
62.5.1 At street intersections, driveways shall be setback from the parcel boundaries which form the intersection not less than:

- (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.

- 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 further than 0.75 m 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, the Development Authority may order the removal of such a sign; and the lawful owner of the sign or the property owner, shall upon the Development Authority's resolution:

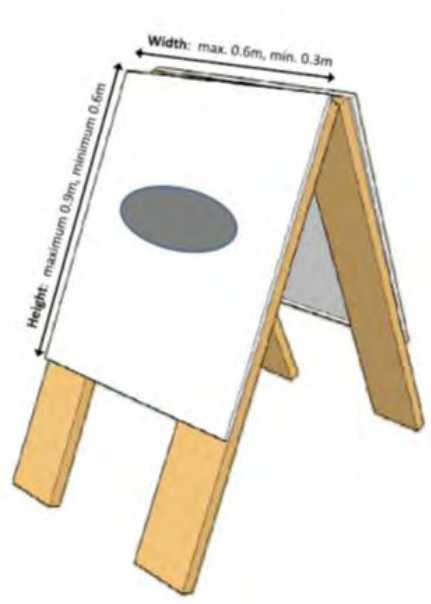
- 65.1.1 Remove such a sign and all related structural components within 30 days from the date of receipt of such a removal notice,
- 65.1.2 Restore the immediate area around the sign to the satisfaction of the Development Authority,
- 65.1.3 Bear all the costs related to such removal and restoration.

## **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**



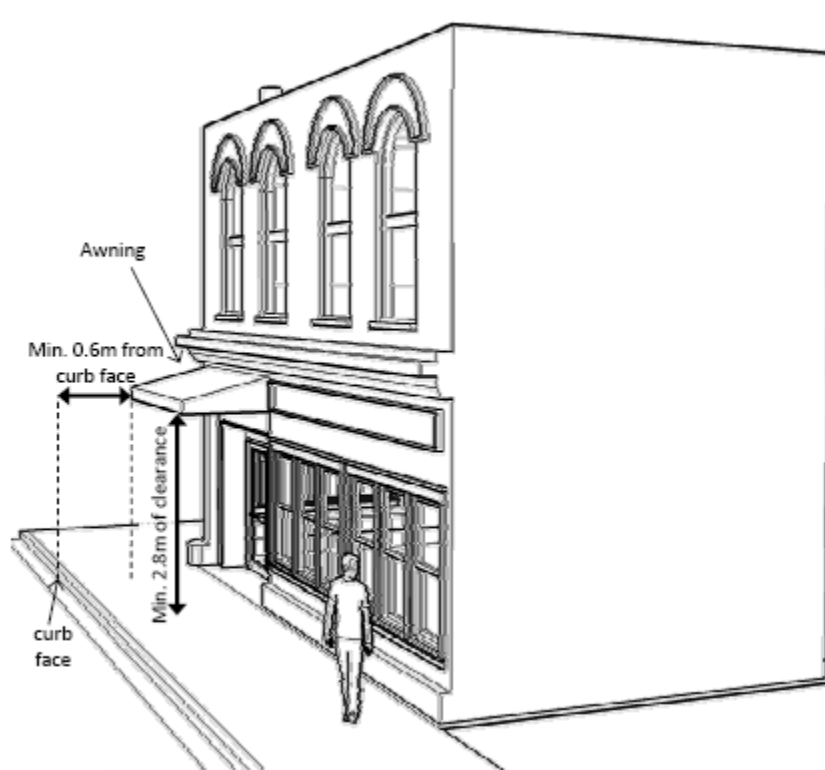
## **Section 67: Awning and Canopy Signs**

- 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 clearance from the sidewalk.
- 67.4 No person shall erect an awning sign or a 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 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 in area for each metre in street frontage for a developed site to maximum of 10 square metres.
  - 71.2.4 The maximum height of the freestanding sign shall not exceed 9.0 m;
  - 71.2.5 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.
  - 71.2.6 At the discretion of the Development Officer/Municipal Planning Commission, landscaping may be required at the base of the sign; and

- 71.2.7 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.
- 71.2.8 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 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 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 portable sign locations and preferences will be given to the Town of Stettler and Alberta Transportation operations. Any portable signs 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	<b>R1</b>
Residential Low Density Narrow Lot	<b>R1A</b>
Residential Low Density Large Lot	<b>R1B</b>
Residential General	<b>R2</b>
Residential Mixed	<b>R2A</b>
Residential Mobile Home Park	<b>R3</b>
Residential Mobile Home Subdivision	<b>R3A</b>
Residential Small Holdings	<b>R4</b>
Direct Control Residential 1	<b>DC1</b>
Direct Control Residential 2	<b>DC2</b>
Commercial Central	<b>C1</b>
Commercial Transitional	<b>C1A</b>
Commercial Highway	<b>C2</b>
Commercial Neighbourhood	<b>C3</b>
Industrial	<b>I</b>
Direct Control Commercial Neighbourhood	<b>DC3</b>
Public Use	<b>P</b>
Environmental Open Space	<b>EOS</b>
Urban Reserve	<b>UR</b>
Urban Reserve Direct Control	<b>DC4</b>
Overlay Airport	<b>OA</b>
Overlay Meadowlands by the Park	<b>OM</b>
Direct Control Residential District 3	<b>DC5</b>

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 Use	D	D	D	D	D							D
Apartment Building				D	D							D
Assisted Living Facility				D	D							D
Basement Suite – 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
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 Building	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	D	D	D	D	P
Accessory Use	D	D	D	D	D
Aggregate Stockpiling					D
Aggregate Stockpiling, Temporary					D
Aggregate Storage Area					D
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					D
Asphalt Processing and Storage					D
Autobody and Repair Shop					P
Automobile and Recreational Vehicle Sales and Rentals			P		D
Automobile Repair Garage			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/Removal	P	P	P	P	P
Bulk Chemical Storage					D
Bulk Fuel Station					D
Cannabis Production Facility					D
Cannabis Retail Sales	P		P		P
Clinic	P	P	P	P	
Club				D	
Communication Tower	D		D		D
Concrete Manufacturing/Plant					D
Construction Yard					D
Contracting Services, Major		D			P

Contracting Services, Minor	P	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		P			
Dwelling, Single Detached	D				
Farm Supply Store			P		
Feed Mills, 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
Recreation Facility	D	D	D	D	
Recreational Amusement Park			D		
Recycling Depot	D		D		
Research Facility					
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
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/Removal Deck Dwelling, Single Detached Home Occupation Public Assembly Public Use Solar Energy Infrastructure	Accessory Use Bed and Breakfast Facility Dwelling, Duplex (Existing) Sign Temporary Structure 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	6.5 m
Side Yard Setback	1.5 m except where it abuts a public roadway 3.0 m
Rear Yard Setback	7.5 m
Landscaping	35% of Site Area
Parking	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 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 District, thereby, allowing for a broad mix of housing sizes in the community.

### 78.2 Uses:

Permitted Uses	Discretionary Uses
Accessory Building Building Demolition/Removal Deck Dwelling, Single Detached Home Occupation Public Assembly Public Use Solar Energy Infrastructure	Accessory Use Temporary Structure 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	6.0 m
Side Yard Setback	1.5 m except where it abuts a public roadway 3.0 m
Rear Yard Setback	7.5 m except on corner or double fronting lots.
Landscaping	35% of Site Area
Parking	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 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/Removal Deck Dwelling, Single Detached Home Occupation Public Assembly Public Use Solar Energy Infrastructure	Accessory Use Garden Suite Sign Temporary Structure 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	3.0 m
Rear Yard Setback	7.5 m
Landscaping	35% of Site Area
Parking	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 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/Removal Deck Dwelling, Duplex Dwelling, Single Detached 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 Dwelling, Triplex Funeral Home Garden Suite Group Care Facility Recreation Facility Sign 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 (Per Unit):</li> <li>- Interior Parcels 185 square metres</li> <li>- Corner Parcels 275 square metres</li> </ul>
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, Single Detached and Triplex – 1.5 m except where it abuts a public roadway 3.0 m</p> <p>Apartments – 3.0 m except where it abuts public roadway 6.0 m</p>
Rear Yard Setback	7.5 m
Landscaping	25% of Site Area
Parking	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 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/Removal Deck Dwelling, Duplex Dwelling, Fourplex Dwelling, Row House Dwelling, Single Detached Dwelling, Triplex Home Occupation Public Use Public Assembly Solar Energy Infrastructure	Accessory Use Apartment Building Assisted Living Facility Basement Suite - Dwelling, Single Detached Only Bed and Breakfast Facility Boarding Facility Clinic Day Care Facility Dwelling, Above Ground Floor Business Florist Shop Funeral Home Group Care Facility Office Building Personal Service Shop Sign 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, Row House (Per Unit): <ul style="list-style-type: none"> <li>- Interior Parcels 185 square metres</li> <li>- Corner Parcels 275 square metres</li> </ul>
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, Row House, Single Detached and Triplex – 1.5 m except where it abuts a public roadway 3.0 m  Apartments – 3.0 m except where it abuts public roadway 6.0 m  Commercial – Nil
Rear Yard Setback	Residential – 7.5 m  Commercial – Shall be provided for parking and loading spaces
Landscaping	Residential – 25% of Site Area  Commercial – At the discretion of the Development Authority
Parking	Residential – A two car parking area shall be provided in accordance with Part Eight of this Bylaw. OR Part Eight of this Bylaw.  Commercial – Part Eight 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/Removal Deck 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 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
Setbacks	7.0 m from any park boundary 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 plan 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 other 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> <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> </ol>
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	<ol style="list-style-type: none"> <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
Rear Yard Setback	3.0 m
Landscaping	35% of Site Area.
Parking	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 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/Removal Deck Dwelling, Single Detached Home Occupation Public Use Solar Energy Infrastructure	Garden Suite Sign Temporary Structure 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%
Minimum Floor Area	100 square metres
Maximum Building Height	10.0 m
Minimum Parcel Area	0.40 hectares
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	10.0 m
Side Yard Setback	1.5 m except where it abuts a public roadway 3.0 m
Rear Yard Setback	15.0 m
Landscaping	50% of the Site Area.
Parking	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.
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.



## 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 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	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
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
Rear Yard Setback	7.5 m
Landscaping	25% of the Site Area.
Parking	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:**

<b>Permitted Uses</b>	<b>Discretionary Uses</b>
Building Demolition/Removal Dwelling, Single Detached 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
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
Rear Yard Setback	7.5 m
Landscaping	35% of the Site Area.
Parking	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
Animal Services – Small Animal	Accessory Building
Automobile Supply Store	Accessory Use
Bank/Financial Institution	Apartment Building
Building Demolition/Removal	Basement Suite
Cannabis Retail Sales	- Dwelling, Single Detached Only
Caterer	Communication Tower
Clinic	Deck
Contracting Services, Minor	Dwelling, Single Detached (Existing)
Convenience Food Store	Parking Facility
Day Care Facility	Public Assembly
Dry Cleaning and Laundry Depot/Plant	Recreation Facility
Dwelling Units Above Ground Floor	Recycling Depot
Business	Similar Use
Florist Shop	Taxi/Bus Depot
Food and/or Beverage Service Facility	Temporary Mobile Commercial Sales
Handicraft Business	Utility Building
Laundromat	Vehicle Wash
Light Equipment Repair/Rental	
Office Building	
Personal Service Shop	
Pharmacy	
Public Use	
Retail Store	
Sign	
Solar Energy Infrastructure	
Studio	
Theatre	
Theatre – Movie	

### 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	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.
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	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 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
Apartment Building Building Demolition/Removal Clinic Convenience Food Store Dwelling, Above Ground Floor Business Dwelling, Row House Florist Shop Food and/or Beverage Service Facility Office Building Personal Service Shop Public Use 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

### 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
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	Outdoor storage or display is not permitted, except for existing business as of September 1, 2006.
Accessory Buildings	Section 34 of this Bylaw.
Dwelling Unit Entrance	Dwelling units shall have an entrance separate from 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 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 attractive environment, primarily accessible to motor vehicles.

### 89.2 Uses:

Permitted Uses	Discretionary Uses
Animal Services – Small Animal	Accessory Building
Automobile and Recreational Vehicle	Accessory Use
Sales and Rental	All Permitted Uses within the I District
Automobile Repair Garage	Animal Services – Kennel
Automobile Service Station	Animal Services – Large Animal
Automobile Supply Store	Communication Tower
Bank/Financial Institution	Daycare Facility
Building Demolition/Removal	Deck
Cannabis Retail Sales	Dry Cleaning and Laundry Plant/Depot
Clinic	Dwelling, Above Ground Floor
Contracting Services, Minor	Business
Convenience Food Store	Gaming or Gambling Establishment
Farm Supply Store	Heavy Truck/Equipment and Mobile Home
Florist Shop	Sales, Repair and Rental
Food and/or Beverage Service Facility	Parking Facility
Gas Bar	Recreational Amusement Park
Handicraft Business	Recreation Facility
Hotel	Recycling Depot
Laundromat	Similar Use
Light Equipment Repair/Rental	Tanker Truck Washing Facility
Motel	Taxi/Bus Depot
Office Building	Temporary Mobile Commercial Sales
Personal Service Shop	Utility Building
Pharmacy	
Public Use	
Retail Store	
Shopping Centre	
Sign	
Solar Energy Infrastructure	
Studio	
Theatre – Movie	
Truck Stop	
Vehicle Wash	

### 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 road 46 m without a service road
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	3.0 m
Rear Yard Setback	3.0 m
Landscaping	Section 50 of this Bylaw.
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.



## 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/Removal Clinic Convenience Food Store Day Care Facility Florist Shop Personal Service Shop Pharmacy Public Assembly Public Use Solar Energy Infrastructure	Accessory Building Accessory Use Club Deck Dwelling, Above Ground Floor Business Food and/or Beverage Service Facility Gas Bar Laundromat Recreation Facility Retail Store Sign

### 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%
Minimum Floor Area	At the discretion of the Development Authority.
Maximum Building Height	10.0 m
Minimum Parcel Area	0.2 hectares
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	3.0 m
Rear Yard Setback	6.0 m
Landscaping	Section 50 on this Bylaw,
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 Animal Services – Small Animal Autobody and Repair Shop Automobile Repair Garage Automobile Supply Store Building Demolition/Removal Cannabis Retail Sales Contracting Services, Major Contracting Services, Minor Feed Mills, Grain and/or Fertilizer Elevators Heavy Truck/Equipment and Mobile Home Sales, Repair and Rental Industry/Manufacturing – Small Scale Laboratory Sign Solar Energy Infrastructure Storage – Indoor Temporary Structure Transport/Truck Operation Utility Building Vehicle Wash	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 Animal Services – Kennel Animal Services – Large Animal Asphalt Plant, Portable Asphalt Processing and Storage Automobile and Recreational Vehicle Sales and Rentals Auto Wrecker Bottled Gas, Sales and Storage Bulk Chemical Storage Bulk Fuel Station Cannabis Production Facility Communication Tower Concrete Manufacturing/Plant Construction Yard Food and/or Beverage Service Facility Industry/Manufacturing – Large Scale Industry – Petrochemical Landfill Operation Livestock Auction Mart Oilfield Support Services Propane Transfer Facility Public Use Railway Use Salvage Yard Seed Cleaning Plant Similar Use Storage – Outdoor Tanker Truck Wash Facility

### 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.

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
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
Rear Yard Setback	0 m except where it abuts a public roadway or residential district – 3.0 m
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:**

<b>Permitted Uses</b>	<b>Discretionary Uses</b>
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.
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 Institutional Use Museum Nursing Home Park Public Assembly Public Use School Signs (Public)	Accessory Use Cemetery Communication Tower Lagoon Parking Lot (public) 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
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:**

<b>Permitted Uses</b>	<b>Discretionary Uses</b>
Building Demolition/Removal Natural Environmental Preservation Park Sign (public) Trails	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	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 Sign 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 Commercial 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.

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:**

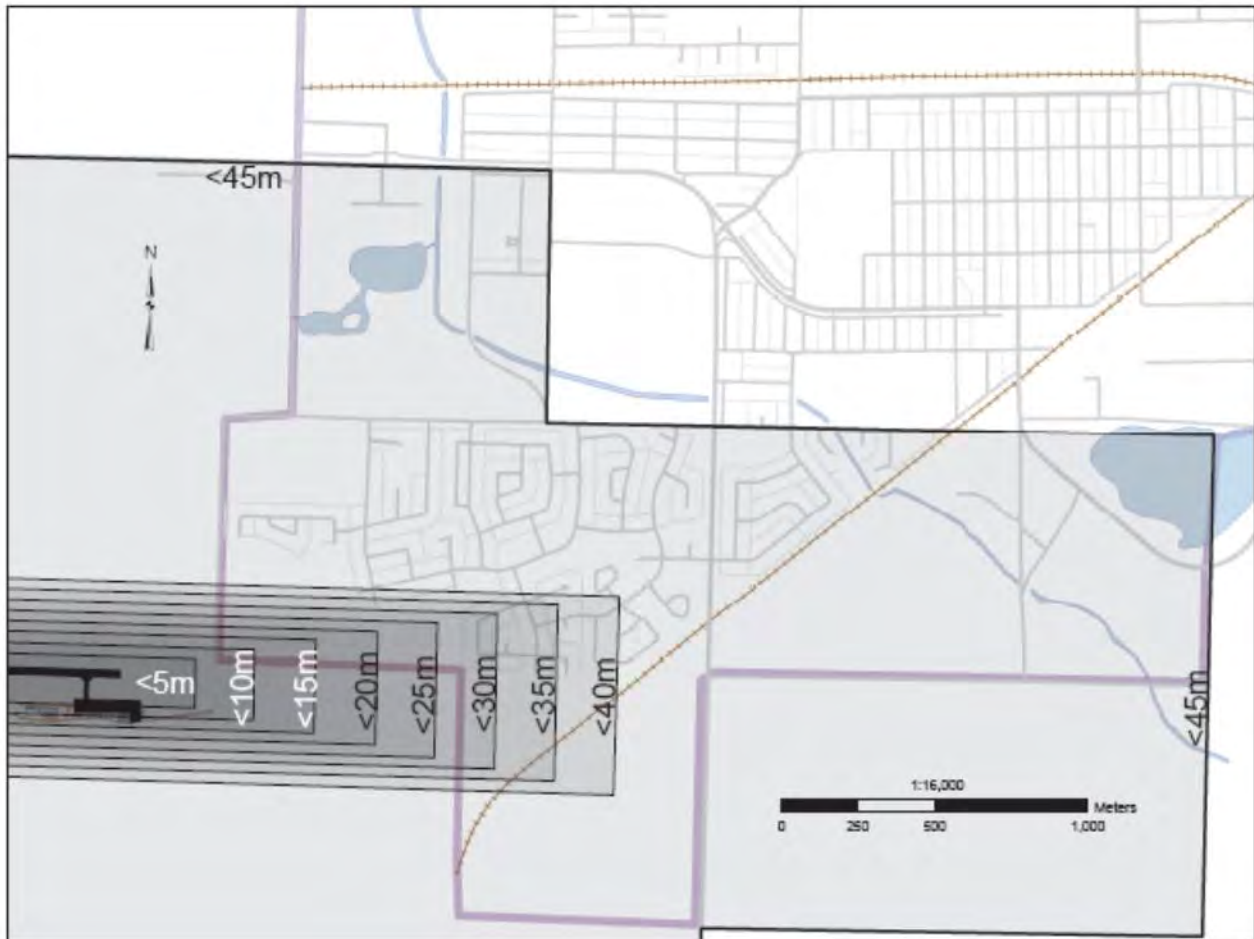
#### **97.4.1 Height Limitations:**

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 meters (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") 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 day care facility within a Residential area.

### 100.2 Uses:

Permitted Uses	Discretionary Uses
Accessory Building Building Demolition/Removal Deck Dwelling, Duplex Dwelling, Single Detached 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 Care Facility Dwelling, Fourplex Dwelling, Row House Dwelling, Triplex Funeral Home Garden Suite Group Care Facility Signs Temporary Structure Utility Building

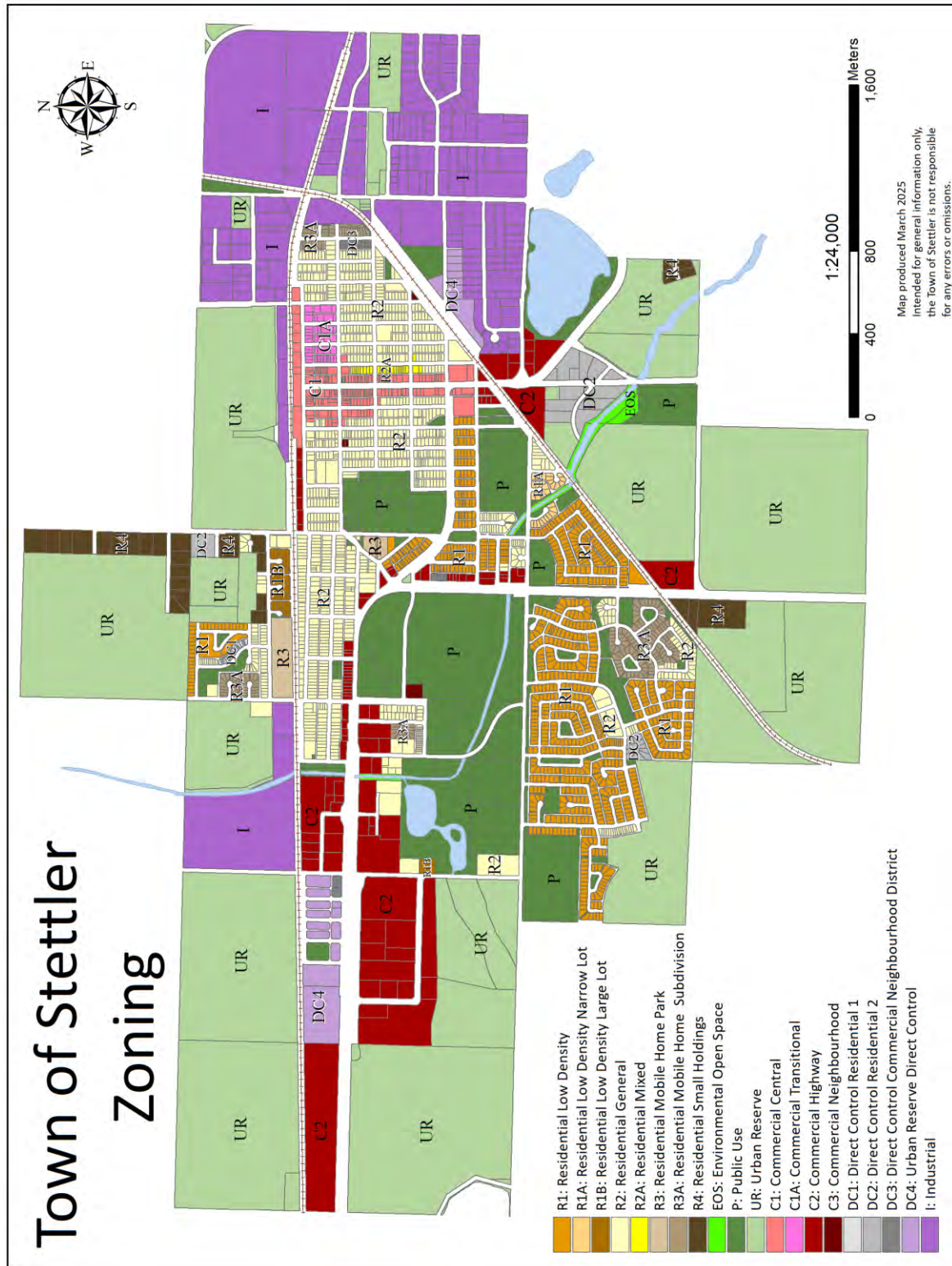
### 100.3 Site Regulations:

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</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, Row House (Per Unit): <ul style="list-style-type: none"> <li>- Interior Parcels 185 square metres</li> <li>- Corner Parcels 275 square metres</li> </ul>
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	Dwelling, Duplex, Fourplex, Row House, Single Detached and Triplex – 1.5 m except where it abuts a public roadway 3.0 m  Apartments – 3.0 m except where it abuts public roadway 6.0 m
Rear Yard Setback	7.5 m
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.
Day Care Facilities	Approved day 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: July 16, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Town of Stettler Fire Bylaw

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### **Overview:**

As part of the Town of Stettler's Fire Transition Plan Administration has completed a comprehensive review of existing fire-related legislation and operational practices. Following this review, Administration has compared fire bylaws from Town of Slave Lake, Town of Innisfail and Town of Ponoka and created a new Town of Stettler Fire Bylaw for Council's consideration.

The new Fire Bylaw is intended to modernize and consolidate the Town's fire services framework. Upon adoption, it will repeal the following outdated bylaws and all amendments thereof:

- Bylaw No. 1564-86 to formally establish the Stettler and County Joint Fire Department Services
- Bylaw No.1636-90 Fire Bylaw
- Bylaw No. 1766-97 Emergency Protection Services Bylaw

Bylaw 2192-25 is a comprehensive document that supports modern fire service operations, establishes a clear level of services and enforcement, and provides clarity around roles and responsibilities while ensuring the Town's fire protection framework remains current, enforceable, and aligns with the Town of Stettler's needs.

Highlights of the New Fire Bylaw Include:

- Adds definitions
- Outlines level of service
- Adds clear and enforceable penalties
- Regulations and expectations for residents around fire safety devices and fire incidents
- No consumer fire works within Town boundaries

### **Recommendation:**

Administration respectfully recommends that Council proceeds with first, second and third reading of Bylaw 2192-25 the Town of Stettler Fire Bylaw.

### **Alternative Options:**

Council may proceed with only first reading and make amendments.

Being a bylaw of the Town of Stettler in the Province of Alberta, for the purpose of establishing Fire Services in and for the Town of Stettler.

Whereas the Municipal Government Act, R.S.A. 2000, c. M-26, as amended, provides that a Council of a Municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and for services provided by or on behalf of the Municipality; and

Whereas the Emergency Management Act, R.S.A. 2000, E- 6.8, as amended, provides additional powers to a municipality to enable it to carry out and enforce the provisions of the Emergency Management Act within its boundaries; and

Whereas, the Town of Stettler has been accredited by the Safety Codes Council in the Fire Discipline; and

Whereas the Council of the Town of Stettler wishes to establish fire services within the Town of Stettler and to provide for efficient operation of such fire services;

Now therefore, the Council of the Town of Stettler in the Province of Alberta, duly assembled, hereby enacts as follows:

#### Section 1 – Name of Bylaw

1.1 This Bylaw may be cited as the “Fire Bylaw”

#### Section 2 – Definitions

2.1 “Acceptable Fire Pit” means an outdoor receptacle that meets the following specifications:

- i. A minimum of 3 meters clearance, measured from the nearest fire pit edge is maintained from building, property lines, or other combustible material;
- ii. The fire pit height does not exceed 0.6 meters when measured from the surrounding grade to the top of the pit opening;
- iii. The fire pit shall not have an open flame area exceeding 1 meter at its widest point;
- iv. The fire pit is set upon or built into the bare ground or on a non-combustible material such as brick, stone, or concrete;
- v. The fire pit installation has enclosed sides made from bricks, concrete blocks, heavy gauge metal, or other non-combustible materials;
- vi. The fire pit is equipped with a mesh screen with opening no larger than 1.25 centimeters designed to contain and reduce the hazards of airborne sparks;
- vii. The fire pit is not located over any underground utilities or under any above ground wires; and
- viii. The firepit is not located in the front yard of a residence.

2.2 “Acceptable Portable Fire Receptacle” means a commercially manufactured outdoor portable fire receptacle that is fully enclosed by wire mesh.

2.3 “Acceptable Fireplace” means an outdoor receptacle that meets the following specifications;

- i. A minimum of 3 meters clearance, measured from the nearest fire pit edge is maintained from building, property lines, or other combustible material;
  - ii. The fireplace is constructed of materials such as bricks or rocks that are heat and flame resistant;
  - iii. The fireplace is equipped with a chimney that is not less than 2.5 meters in height when measured from the base of the fire burning area;
  - iv. The fireplace chimney is equipped with a regulation screen designed to contain and reduce the hazards of airborne sparks;
  - v. The base of the fire burning area is not less than 0.3 meters above the surrounding grade; and
  - vi. The fire chamber does not exceed 1.25 meters in width, and at least 0.4 meters but not more 0.6 meters in depth.
- 2.4 "Apparatus" means a fire truck, pumper truck, rescue truck, mobile command unit, brush truck, tender, or other vehicle designated by the Town Fire Chief. Also see Emergency Unit.
- 2.5 "Awareness Level" mean that responders will recognize risks and hazards, secure the area and call for trained assistance.
- 2.6 "Chief Administrative Officer" or "CAO" means that person appointed to the position and title by the Municipal Council of the Town of Stettler and includes any person appointed by the CAO to act as their appointee.
- 2.7 "Council" means the municipal Council of the Town of Stettler.
- 2.8 "Dangerous Goods" means any product, substance, or organism specified in the regulations or included by its nature in any of the classes listed in the regulations under the *Dangerous Goods Transportation and Handling Act*, R.S.A. 2000, Chapter D-4, as amended.
- 2.9 "Deputy Fire Chief" means the person appointed by the Town of Stettler to assist the Fire Chief in the administration and operation of the fire department, and who may act on behalf of the Fire Chief in their absence or as designate.
- 2.10 "Emergency Unit" means a fire truck, pumper truck, rescue truck, mobile command unit, brush truck, tender, or other vehicle designated by the Fire Chief. Also see Apparatus.
- 2.11 "Equipment" means any tools, contrivances, devices, or materials used by the Fire Department to combat an incident or other emergency.
- 2.12 "False Alarm" means any fire alarm that is set off needlessly, through willful or accidental, human or mechanical error, and to which the Fire Department responds.
- 2.13 "Fire Chief" means the person appointed by the Town of Stettler as the head of the Fire Department, responsible for the overall management, administration, and operation of the department.
- 2.14 "Fire Department" means the Town of Stettler Fire Department, consisting of all persons appointed or recruited to the various positions prescribed herein, all equipment, apparatus, materials, and supplies used in the operation, maintenance and administration of the Town of Stettler Fire Department, including fire stations.
- 2.15 "Fire Permit" mean an approval granted in response to an application in the prescribed form set out by the Fire Department for approval for an Open Fire and

include such information and requirements as may be required by the Fire Department.

- 2.16 "Fire Services" means the services provided by the Fire Department.
- 2.17 "Fireworks, Consumer" means low-hazard fireworks that are designed for recreational use by the general public and are classified as Subdivision 1 of Division 2 of Class 7 (Fireworks) under the Explosives Regulations, 2013. These include items such as fountains, roman candles, sparklers, wheels, and other similar devices that pose a minimal risk when used according to manufacturer instructions.
- 2.18 "Fireworks, Display" (also referred to as High Hazard Fireworks) means high-hazard fireworks that are designed for use by professionals holding a valid Fireworks Operator Certificate issued by Natural Resources Canada, and are classified as Subdivision 2 of Division 2 of Class 7 (Fireworks) under the Explosives Regulations, 2013. These include items such as aerial shells, bombs, and large-scale pyrotechnic effects used in public or professional displays.
- 2.19 "Hazard" means a risk of fire or damage to property and/or persons which may be caused by the burning of any waste and include nuisances.
- 2.20 "Highway" means any public or private thoroughfare, road, or place where vehicles are permitted to travel or be parked. This includes sidewalks, driveways, bridges and even land within highway's right-of-way.
- 2.21 "Incident" means a fire or a situation where a fire or an explosion is imminent or any other situation presenting a danger or possible danger to life or property and to which the Fire Department has responded.
- 2.22 "Incinerator" means a non-combustible structure or container that has the drafts and smoke vents thereof covered a regulation screen which is ventilation in such manner as to preclude the escape of combustible materials including burning ash and is used for the purpose of burning burnable debris as regulated in the *Alberta Energy Regulator* and *Alberta's Environmental Protection and Enhancement Act*.
- 2.23 "Incinerator Fire" means a fire that is confined within an Incinerator.
- 2.24 "Member" means any person who is a duly appointed or recruited member of the Fire Department whether that member is full time, volunteer, or paid on call.
- 2.25 "Mutual Aid Agreement" means an agreement between the Town of Stettler and any other municipality, municipalities, fire services, or person for the joint use of Emergency Units and Members in the mitigation of an incident or other emergency.
- 2.26 "Open Fire" means any fire which is not contained in an Acceptable Fire Pit, Acceptable Fireplace, Acceptable Portable Fire Receptacle, Portable Appliance, Public Park Site Fire, or Incinerator and which, without limiting the generality of the foregoing may include grass fires, forest and brush fires, running fires, structure fires, building fires, wood scrap fires, ground thawing fires, and chattel fires.
- 2.27 "Operations Level" means that responders will take defensive action to contain and control the incident and seek assistance from outside agencies equipped to mitigate the incident.
- 2.28 "Peace Officer" means a Bylaw Enforcement Officer appointed by the Town to enforce the Town Bylaws, a member of the Royal Canadian Mounted Police, a Community Peace Officer and/or a Special Constable.
- 2.29 "Person" means any individual, business, partnership, firm, corporation, owner/occupant of a residence, or owner/occupant of a vehicle.



- 2.30 "Portable Appliance" means any appliance sold or constructed for the purpose of cooking food in the out-of-doors.
- 2.31 "Prohibited Debris" means any material that when burned, will result in the release to the atmosphere of dense smoke, offensive odours or toxic air contaminants in accordance with Provincial Statutes and Municipal Bylaws written to protect and enhance the environment, and shall include but are not limited to materials described as:
- i. Animal manure;
  - ii. Chemicals and chemical containers;
  - iii. Combustible material in automobile bodies;
  - iv. Waste materials from building or construction sites. Excluding wooden materials that do not contain wood preservatives;
  - v. Non-wooden materials;
  - vi. Paints and painting materials;
  - vii. Rubber or plastic, or anything containing or coated with rubber or plastic or similar substances, except rubber or plastic attached to shredded scrap steel;
  - viii. Tires;
  - ix. Used oil; or
  - x. Wood or wood products containing substances for the purpose of preserving wood.
- 2.32 "Property" means any real or personal property, which without limiting the generality of the foregoing includes land and structures.
- 2.33 "Public Park Site Fire" means a fire on land owned or leased by the Town of Stettler or its agents for recreational purposes and is confined to either a non-combustible container supplied by the Town of Stettler, or a Portable Appliance, which is set for the purpose of cooking food, obtaining warmth or viewing for pleasure. Such fire may only be fuelled with seasonal wood, charcoal, coal, natural gas, or propane.
- 2.34 "Regulated Occupancy" means the use or intended use of a building or part thereof for the shelter or support of persons, animals, or property, which is classified under Division B, Part 2 of the *Alberta Fire Code*, and is subject to specific fire and life safety requirements based on its occupancy classification (e.g., Group A through Group F). This includes, but is not limited to, residential, business, mercantile, industrial, assembly, care, and detention occupancies as defined by the *Alberta Fire Code*.
- 2.35 "Running Fire" means a fire burning without being under the proper control of any person.
- 2.36 "Suitable Container" or "Enclosed Fire Pit" or "Enclosed Receptacle" means an area or container enclosed on all sides made of non-combustible materials that is a minimum of 30 centimeters in height or depth. The ground around the contained be maintained and kept free of combustibles that could contribute to fire spread.
- 2.37 "Technician Level" means that responders will initiate offensive action to bring the incident under control and to an end.
- 2.38 "Town" means the Town of Stettler.

- 2.39 "Violation Tag" or "Violation Ticket" means a tag or similar document issued by the Town of Stettler pursuant to the *Municipal Government Act, R.S.A. 2000 c. M-26*.

### Section 3 – Fire Services and Levels of Service

- 3.1 The Town of Stettler Fire Department will provide fire protection and emergency response services according to the provisions of this Bylaw.
- 3.2 The Fire Department was created to assist those persons within the Town of Stettler in protecting the overall public safety whenever possible when the emergencies listed arise. Town Council and Administration recognize however that emergency response cannot be guaranteed for every emergency incident that arises due to limited resources. Council can expend on emergency services and the difficulty in ensuring staff will be available in enough numbers and with adequate training on a 24-hour basis, to respond to every call for assistance received in a timely and safe manner.
- 3.3 Council recognizes that when a response is provided the level of service of that response may be different for the following reasons:
- a. Adverse weather conditions;
  - b. The location, staffing, and training levels of the emergency response members;
  - c. Multiple of simultaneous emergency events;
  - d. The limited resources that the Town can expend on training emergency personnel and on the purchase of equipment when compared to different types of emergencies for which training and equipment are available.
- 3.4 Town of Stettler Council establishes the following levels of service contained in this Bylaw and such further levels of service or changes amended by Council from time to time:
- 3.4.1 Emergency Responses
- a. Fire and emergency service equipment shall be deployed for all emergencies as where it is deemed that they are required and practical to do so.
  - b. When possible, the Fire Department shall respond to all structure fires, motor vehicle collisions, rescue calls, dangerous good incidents, and wildland fires.
  - c. Members that drive any Apparatus must hold a valid Alberta Drive's License with the proper Class for that unit.
  - d. At no time will any Member respond to a call or operate an Apparatus under the influence of drugs or alcohol.
- 3.4.2 Structural and Wildland Fires
- a. The Fire Department will provide structural and wildland firefighting at the Technician Level.
- 3.4.3 Rescue Calls
- a. The Fire Department will provide extrications for all motor vehicle collisions and rescues at the Technician Level.
  - b. The Fire Department will provide rope rescue at the Technician Level such as Low Slope (Embankment) and High Angle Rescue.

- c. The Fire Department will provide surface ice rescue at the Technician Level.
- d. The Fire department will provide confined space rescue at the Technician Level.
- e. The Fire Department will provide any other rescue services at the Awareness Level and where possible, the Operations Level.

#### 3.4.4 Dangerous Goods

- a. The Fire Department shall provide dangerous good response at the Operations Level.

#### 3.4.5 Medical Emergencies

- a. The Fire Department will not respond to medical emergencies, except in the extreme cases classified under Delta and Echo calls and at the discretion of the Fire Chief or if the Emergency Medical Services Agency is on scene and is requesting fire department assistance, or if no Emergency Medical Service Agency personnel and equipment are available in the Town of Stettler.
- b. At a medical emergency, the Fire Department shall operate at the Medical First Responder (MFR) Level. Only Members trained with a higher level of Emergency Medical Training can provide that additional medical aid if it's within their scop. Those said Members must be registered through the Alberta College of Paramedics.
- c. A Member may be asked to drive an ambulance on behalf of the Emergency Medical Services Agency to the health care facility. That Said, the Member must hold a valid Alberta Class 4, 2, or 1 Drivers License.

#### 3.4.6 Disaster Services Response

- a. In the event that there has been a declaration of a state of local emergency or a disaster, the Fire Department will operate in accordance with the SREMA Emergency Management Plan and under the direction of the SREMA Director of Emergency Management.

#### 3.4.7 Fire Prevention

- a. Investigating the cause of fires in accordance with the Fire Quality Management Plan approved by the Safety Codes Council.
- b. Carrying out, pre-fire planning and fire inspections in accordance with the Town of Stettler Quality Management Plan approved by the Safety Codes Council.

#### 3.4.8 Mutual Aid

- a. Entering into agreements with other municipalities or persons for the joint use, control and management of fire extinguishing apparatus, equipment, and Members.

### Section 4 – Fire Chief and Other Authorities

4.1 The Fire Chief shall ultimately be responsible to the CAO.

4.2 The Fire Chief and Deputy Fire Chief shall preform such functions and have such powers and responsibilities as this Bylaw and the CAO may prescribe from time to time.

- 4.3 The Fire Chief is hereby authorized to take such action as may be necessary for the development of rules, regulations and policies for the ongoing organization and administration of the Fire Department.
- 4.4 The following authorities are hereby delegated to the Fire Chief and Deputy Fire Chief or any Member acting in their position, whereas, acting under these authorities during emergency events are not subject to the direct control and supervision of the CAO;
- a. Empowered to cause a building, structure or thing to be pulled down, demolished or otherwise removed if he deems it necessary to prevent the spread of fire to other buildings, structures or things;
  - b. Empowered to cause any Member to enter on any land or premises, including adjacent land or premises, to combat, control or deal with the incident in whatever manner the Fire Chief or Deputy Fire Chief, or any Member in charge at an incident, deems necessary;
  - c. Empowered to commandeer such privately owned equipment as he considers necessary to deal with an incident;
  - d. May at his discretion establish boundaries or limits and keep persons from entering the area within the prescribed boundaries;
  - e. In an emergency, and on behalf of the Town of Stettler, take whatever action or measures are necessary to eliminate the emergency whether or not such action involves a breach of the provisions of the *Municipal Government Act*, any other enactment, or this Bylaw.
- 4.5 The Fire Chief, Deputy Fire Chief or any Member acting in their position at an incident may request persons who are not Members to assist in extinguishing a fire, moving furniture or other goods from an area at risk of fire, guarding and securing where necessary, and in demolishing a building structure at or near an incident.
- 4.6 The Fire Chief, Deputy Fire Chief or any Member acting in their position is authorized to issue permits, invoices for services provided, and any other document in the name of the Town of Stettler which may be required for the efficient operation of fire services within the Town of Stettler.
- 4.7 The Fire Chief, Deputy Fire Chief or any Member acting in their position will have the authority to close any road within the Town boundaries that is immediately adjacent to an incident or an emergency, or that has been affect by an incident or emergency.
- 4.8 The Fire Chief or Deputy Fire Chief may seek the assistance of any department or official of the Town as it deems necessary to fulfill their duties in this Bylaw.

## Section 5 – Use of Green Lights

- 5.1 In accordance with Section 63(1)(h) of the *Alberta Traffic Safety Act*, and for the purpose of identifying responding members of the Fire Department, the Town of Stettler authorizes the use of green flashing lights on private vehicles operated by Members who are responding to a fire or emergency call.
- 5.2 Only members of the Town of Stettler Fire Department who have been approved by the Fire Chief may equip their private vehicle with a green flashing light for use in response to emergency calls.
- 5.3 The green flashing light shall be used solely for the purpose of indicating the driver is a firefighter responding to an emergency call and shall not confer any exemptions from traffic laws or grant any special privileges on public roadways.

- 5.4 Drivers of vehicles displaying a green flashing light must obey all applicable traffic laws and shall exercise due regard for public safety at all times.
- 5.5 The use of a green flashing light:
- a. Does not provide the operator with the authority to exceed speed limits, proceed through red lights or stop signs, or otherwise violate any provision of the *Traffic Safety Act* or its Regulations;
  - b. Is voluntary and is intended to alert other drivers of the responding firefighter's intent and urgency;
  - c. Must be discontinued immediately upon the completion of the emergency response.
- 5.6 Any unauthorized use of green flashing lights, or any use deemed unsafe, misleading, or contrary to this bylaw, may result in the revocation of the member's authorization by the Fire Chief and may be subject to penalty under this, other applicable legislation, and SOG RED A – 040.
- 5.7 The Fire Chief shall maintain a current list of authorized members permitted to use green lights and ensure that all authorized users are informed of the conditions and limitations of their use.

## Section 6 – Open Fires

- 6.1 The Fire Chief, Deputy Fire Chief, or designate may issue a permit for an Open Fire in the Town of Stettler where in the their opinion there is no hazard or nuisance to persons or to other properties. Failure to obtain a permit may be subject to a penalty under this Bylaw
- 6.2 This permit is issued by the Town of Stettler Fire Department. The permit to whom a fire permit is given shall:
- a. Pay the associated fee as outlines in Town of Stettler Policy XVII-1(a) Fire Service Fees; and
  - b. Remain in charge, or keep a competent person in charge of the fire; and
  - c. Barricade or otherwise secure the area to limit the entry of unauthorized persons; and
  - d. Have a suitable method of extinguishment available on site; and
  - e. Ensure that the fire or smoke does not create a hazard or nuisance to persons or to other properties; and
  - f. Make sure the fire is completely extinguished before such supervision ends.
- 6.3 The Fire Chief, Deputy Fire Chief, or designate may revoke any permit if the permit holder breaches this bylaw or when, in his opinion, the continuation of burning would constitute a hazard or nuisance to others persons or properties.
- 6.4 No person shall set, permit, or maintain any Open Fire at any time of the year such that the smoke emitted from the fire impairs visibility on a Highway or which, in the sole discretion of the Fire Department, becomes a nuisance, hazard or safety concern on any Highway or Property.
- 6.5 Any person who set, permit, or maintained such an Open Fire shall extinguish the fire immediately upon the order of the Fire Chief.
- 6.6 A person who starts a fire, or who is in charge of a fire shall, where the Fire Department has taken action to extinguish such fire as in the opinion of the Fire Chief, Deputy Fire Chief, or designate the fire is a hazard to persons or property,

shall pay, upon demand, all costs incurred by the Town of Stettler to extinguish the fire.

- 6.7 It is a condition of any fire permit that the holder of such a permit will fully indemnify and save harmless the Town of Stettler, the Fire Department, the Fire Chief, Deputy Fire Chief, or designate from all claims for loss or damage that may arise from said burning.
- 6.8 A permit shall not be required under this Bylaw to conduct:
- a. The cooking of food using a portable appliance; or
  - b. Recreational burning or the cooking of food in Acceptable Fire Pits, Acceptable Fire Receptacles, or Acceptable Fireplaces, provided:
    - i. Only clean fuel is used such as natural gas, dry wood or charcoal in amounts which will be contained within the fire pit or fireplace below the mesh screen;
    - ii. The fire pit or fireplace is not used to burn Prohibited Debris;
    - iii. A means, acceptable to the Fire Department, of controlling or extinguishing the fire is available on the property and within reasonable distance from where the fire occurs; and
    - iv. A responsible adult is present on the property when the fire is burning; or
  - c. Burning in fireplaces in or attached to dwellings as provided by legislations; or
  - d. The fire is a Public Park Site fire in the Town of Stettler owned campground and/or park where fireplaces, stoves, and fire pits are provided by or approved by the Town of Stettler; or
  - e. Burning in an incinerator for which a permit to construct and license to operate has been issued pursuant to the applicable legislation; or
  - f. The fire has been set by the Fire Department for the purpose of training; or
  - g. The fire has been otherwise authorized by the Fire Department.

## Section 7 – Fire Ban

- 7.1 Notwithstanding any provisions in this or any other bylaw, the Fire Chief or his designate may declare a complete ban on any burning of any kind in the Town of Stettler.
- 7.2 When determining whether to declare a complete ban on burning, the Fire Chief or his designate may take into consideration any or all of the following:
- a. The air quality index;
  - b. Levels of recent precipitation;
  - c. Water shortage or restrictions;
  - d. Availability of fire fighters and fire fighting equipment; and
  - e. The overall fire danger.
- 7.3 No person shall build, ignite, or allow any kind of fire when a complete ban on burning has been declared by the Fire Chief or his designated and is in effect.

- 7.4 This fire ban does not apply to:
- a. Fires which are contained in cooking appliances which are fueled by liquid fuel, i.e. Propane, natural gas used in barbecues and stoves; and
  - b. CSA approved portable fire pits or fire receptacles which are fueled by natural gas or propane; or
  - c. Internal household fire places with an approved spark arrester, i.e. a fine screen used to prevent sparks from leaving the chimney.
- 7.5 The Fire Chief or his designate may direct a person to extinguish any fire when a fire ban is in place.
- 7.6 A person who fails to comply with the direction of the Fire Chief or his designate to extinguish a fire during a fire ban is guilty of an offence under this bylaw and the Fire Chief or his designate, as the case may be, may extinguish the fire.
- 7.7 The person who starts the fire, shall pay, upon demand, all costs incurred by the Town of Stettler when the Fire Department has taken action to extinguish a fire while on fire ban.

## Section 8 – Fire Hazards

- 8.1 If in the opinion of the Fire Chief or his designate, the storage of combustible material or vegetation on a premises poses a fire hazard, the Town of Stettler may issue a Remedial Order to modify the combustible storage or vegetation on the premises to abate the hazard, and the Remedial Order shall include the manner in which the fire hazard may be abated.

## Section 9 – Requirement to Report

- 9.1 The owner or authorized agent of a property damaged by fire shall immediately report the particulars of the fire to the Fire Chief or Deputy Fire Chief in a manner and form satisfactory to the Fire Department.
- 9.2 The owner or authorized agent of any property containing Dangerous Goods that are the subject of accidental or unplanned release shall immediately report the release to the Fire Chief or Deputy Fire Chief in a manner and form satisfactory to the Fire Department.

## Section 10 – Fireworks

- 10.1 Except as permitted in subsection 10.2, this Section shall apply to the sale and discharge of fireworks and pyrotechnic devices.
- 10.2 This Section shall not apply to a person who possesses or discharges fireworks commonly used as distress flares.
- 10.3 Authority
- a. The Fire Department or Peace Officer is permitted to seize, take, remove or cause to be seized, taken or removed any fireworks offered or exposed for sale or being held or used contrary to this bylaw.
  - b. Where fireworks are seized in accordance with 10.3(a) above, the Fire Department or Peace Officer shall dispose of them in a safe manner.
- 10.4 Consumer Fireworks
- a. No person shall ignite, discharge, or detonate any consumer fireworks within the Town of Stettler under any circumstances.
- 10.5 Display Fireworks

- a. Display fireworks may only be discharged within the Town of Stettler upon receiving written permission from the Fire Chief or their designate.
- b. Any person or organization wishing to discharge display fireworks must:
  - i. Hold a valid Fireworks Operator Certificate (Display Assistant or Display Supervisor) issued by Natural Resources Canada;
  - ii. Submit a Fireworks Display Permit Application to the Town of Stettler at least 14 days in advance of the proposed display date;
  - iii. Provide a detailed site plan including fallout zones and safety perimeters in accordance with the Display Fireworks Manual issued by Natural Resources Canada;
  - iv. Provide written proof of liability insurance in an amount no less than \$2,000,000, naming the Town of Stettler as an additional insured;
  - v. Comply with all applicable provisions of the *Explosives Act*, the *Explosives Regulations, 2013*, and any other federal or provincial legislation;
  - vi. Ensure all federal and provincial transportation, storage, and handling regulations for explosives are followed;
  - vii. Ensure the display is supervised and executed by a certified Fireworks Supervisor.
- c. The Fire Chief may impose additional safety or procedural requirements as deemed necessary.

#### 10.6 Fireworks Sale

- a. No person shall sell, offer to sell or store for the purpose of sale, fireworks unless:
  - i. The seller obtains a Town of Stettler permit to sell fireworks issued by the Fire Department; and
  - ii. The seller holds a valid license or permit issued by Natural Resources Canada under the *Explosives Act and Regulations, 2013*; and
  - iii. The fireworks are displayed and stored in accordance with the Explosives Regulatory Division's federal guidance on storage standards for consumer fireworks in Canada; and
  - iv. The seller complies with all federal, provincial, and municipal regulations concerning the sale, transportation, and storage of firework.
- b. A person who sells fireworks or offers them for sale shall ensure that:
  - i. The manufacture's instructions on the safe use of fireworks are provided with each sale; and
  - ii. Notices acceptable to the Fire Department are posted at the sales outlet outlining the instructions referred to above; and
  - iii. The person purchasing fireworks has a permit or written permission of the authority having jurisdiction of the municipality in which the fireworks will be discharges; and



- iv. A record of each sale is kept on premises where the sale occurs for a period of not less than two years following the sale, and shows:
  - a. The date of sale,
  - b. The name, address and phone number of the purchaser,
  - c. A description of the fireworks sold,
  - d. The date and time the fireworks will be discharged, and
  - e. The location and a description of the site where the fireworks will be discharged.
- v. A person who sells fireworks or offers them for sale shall make available the record to a Peace Officer or the Fire Department upon request.
- c. The Fire Department shall complete an initial inspection during the permit process and may preform annual inspections or inspections as deemed necessary.
- d. The Fire Department may cancel any permit for the sale of fireworks if the permit holder is found to be in contravention of any of the requirements of this bylaw or the *Explosives Act* and its Regulations.
- e. The Town of Stettler reserves the right to prohibit or restrict the sale of fireworks within its boundaries during periods of heightened fire risk or other emergency situations.

#### 10.7 Age Requirements

- a. No person who is under 18 years of age shall purchase, possess, handle, discharge, fire or set off fireworks.
- b. No person shall sell or give fireworks to a person under the age of 18 years.

#### Section 11 – Recovery of Costs

- 11.1 Where the Fire Department has taken any action whatsoever for the purpose of site inspections for regulated occupancies, requested site inspection, required fire investigations, business inspections, file search, report copies, fire investigations, permit to sell consumer fire works, site inspections, a fire permit, or other related services the fees shall be as outlined in the Town of Stettler Policy XVII-1(a) Fire Service Fees and shall be paid to the Town of Stettler.
- 11.2 Where the Fire Department has extinguished a fire or responded to a call or incident within the Town of Stettler for the purpose of preserving life or property from injury or destruction by fire or other incident, including any such action taken by the Fire Department on a false alarm, the Town of Stettler, may in respect of any costs incurred by the Fire Department in taking such action, and in accordance with Town of Stettler Policy XVII-1(a) Fire Service Fees charge costs to:
  - a. The person who caused the incident; or
  - b. The owner of the land or the person in possession where the incident occurred; or
  - c. The owner of the property where the person in possession and control of property which is the site of the incident if not located on privately owned land.

- 11.3 At the CAO's discretion, made in consultation with the Fire Chief or their designate, the Town of Stettler may, when invoicing for the costs of the Fire Department during an emergency response include charges for the following items:
- a. Replacement foam;
  - b. Meals and refreshments;
  - c. Mileage;
  - d. Cleaning and replacement of damaged clothing;
  - e. Fuel;
  - f. Replacement of lost or damaged equipment; and
  - g. Fire investigation costs.
- 11.4 In respect of the fees or charges explained above and outlined in Policy XVII-1 (a) Fire Service Fees:
- a. The Town of Stettler may recover such fees or charges as a debt due and owing to the Town of Stettler; or
  - b. In the case of action taken by the Fire Department in respect of land within the Town of Stettler, where the fees or charges are not paid upon demand by the Town of Stettler, then in default payment, such fees or charges may be charged against the land as taxes due and owing in respect of that land in accordance with Section 553 of the *Municipal Government Act*.

## Section 12 – Fire Hydrants

- 12.1 No person other than Members acting on behalf of the Fire Department or employees of the Town of Stettler, shall, without prior approval from the Fire Chief and the Town of Stettler, affix any tool, hose, or other device to any fire hydrant or fire hydrant valve.
- 12.2 Except for the Town's operations department, no person shall, without prior approval from the Fire Chief and the Town of Stettler, paint any fire hydrant, or any portion of it.

## Section 13 – Offences

- 13.1 When a fire is lit or ignited without the appropriate fire permit, and outside the regulations outlined in this Bylaw, the owner or occupier of the property or the person having control of the property upon which such fire is lit shall:
- a. Extinguish the fire immediately; or
  - b. Where they are unable to extinguish the fire immediately, report the fire to the Fire Department through an emergency call.
- 13.2 No person shall either directly or indirectly, personally or through an agent, servant or employee, kindle a fire whether a fire permit was obtained for that fire or whether the fire did not require a fire permit, and allow it to become a running fire on any land, including their own property, or allow a running fire to pass from their property or property under their control, to another property.
- 13.3 No person shall:
- a. Light a fire in an Acceptable Fireplace, Acceptable Fire Pit, or Portable Appliance, Open Fire, Public Park Fire Site Fire without first taking sufficient precaution to ensure that the fire can be always kept under control, this includes leaving said fire unattended;

- b. Permit flames to exceed 1 meter in height;
- c. Fail to comply with the Acceptable Fire Pit, or Acceptable Fire Place specifications;
- d. Burn any Prohibited Debris;
- e. Deposit, discard or leave any burning matter or substance where it might ignite other material and cause a fire;
- f. Conduct any activity that includes the use of fire or that creates potential sources of fire ignition, which might reasonable be expected to cause a running or open fire on another persons property, this includes failing to take reasonable steps to control a fire for the purpose of preventing it from becoming a running fire;
- g. Not abide by the permit conditions for an open fire as outlined in sub section 6.2 and/or on the permit itself;
- h. Provide false, incomplete, or misleading information to the Fire Department on or with respect to a Fire Permit application;
- i. Interfere with the operation of any Member authorized in this Bylaw to extinguish fires or preserve life or property;
- j. Interfere with the operation of any Fire Department equipment or apparatus required to extinguish fires or preserve life or property;
- k. Impede, obstruct or hinder a Member or other person assisting or acting under the direction of the Fire Department during an incident;
- l. Obstruct, hinder, or interfere with the Fire Chief, Deputy Fire Chief, or any Member or Peace Officer in the performance of their duties pursuant to this Bylaw.
- m. Enter past a boundary set by the Fire Chief, Deputy Fire Chief or Member of the Fire Department at an incident;
- n. Willfully damage or destroy Fire Department apparatus, equipment or property;
- o. Allow smoke to cause unreasonable interference with the use and enjoyment of anther person's property;
- p. Sell or store fireworks outside of the regulations listed within subsection 10.6(a);
- q. Sell fireworks without following regulations listed within subsection 10.6(b);
- r. Falsely represent themselves as a Fire Department Member or wear or display any uniform, badge, cap, button, insignia, or other paraphernalia for the purpose of such false representation;
- s. Obstruct or otherwise interfere with access roads or streets or other approaches, fire hydrant, Town water inlet or outlet connections on buildings, fire lane, or any other means of access designated for firefighting purposes;
- t. Place or cause to be placed, any matter or thing, as to obstruct or interfere with the operation or use of any fire alarm control panels, manual alarm stations, or any fire detection device or equipment;

- u. Obstruct, prevent or refuse to admit a fire inspector or investigator, to or enter upon any land, premises, yards, or building, for the purpose of inspecting or investigating the same;

#### Section 14 – Penalties and Enforcement

- 14.1 The Fire Chief, Deputy Fire Chief, Member acting in their position, or a Peace Officer is authorized to enter onto private property at any reasonable time for the purpose of enforcing the provisions of this Bylaw.
- 14.2 A Peace Officer is hereby authorized and empowered to issue a Violation Tag to any person who that Officer has reasonable and probable ground to believe has contravened any provision of this Bylaw. A Violation Tag may be issued to such persons:
  - a. Either personally; or
  - b. By mailing a copy to such person at his last known post office address.
- 14.3 Except as otherwise provided herein, every person who contravenes any provisions of this Bylaw is guilty of an offense, and shall be liable on conviction to a fine of not less than one hundred (\$100.00) dollars or more than five thousand (\$5,000.00) dollars.
- 14.4 Every person who contravenes any provisions of this Bylaw as enumerated in Schedule A attached hereto, is guilty of an offence and shall be liable on conviction to the penalty specified therein for such offence.
- 14.5 When a voluntary penalty ticket is issued by a Peace Office for an offence which is not enumerated in Schedule A attached hereto, the monetary penalty shall be the minimum fine that may be imposed under Section 14.3 of this Bylaw.
- 14.6 Where a Violation Tag is not paid within the time specified, a Peace Officer may issue a Violation Ticket pursuant to Part 2 or Part 3 of the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34.
- 14.7 Nothing in this section shall prevent a Peace Officer from issuing a Violation Ticket for the mandatory court appearance of any person who contravenes any provision of this bylaw.

#### Section 15 – Indemnity

- 15.1 The Fire Chief, Deputy Fire Chief, or a Member of the Fire Department charged with the enforcement of this Bylaw, acting in good faith and without malice for the municipality in the discharge of their duties, shall not hereby render themselves liable personally and they are hereby relieved from all personal liability for any damage that may accrue to persons or property as a result of any act required or by reason of any act or omission in the discharge of their duties.
  - a. Any suit brought against the Fire Chief, Deputy Fire Chief or a Member of the Fire Department, because of an act or omission performed in the enforcement of any provisions of this Bylaw, shall be defended by the Town until final determination of proceedings.

#### Section 16 – Severability

- 16.1 All sections of this Bylaw are separate and serve-able. Should any section or part of this Bylaw be deemed invalid or inoperative by any court or administrative body for any reason, the remaining sections shall remain valid and in full force and effect.

Section 17 – Repeal

17.1 This Bylaw hereby repeals Bylaw No. 1564-86, Bylaw No. 1636-90, Bylaw No. 1766-97 and all amendment thereto.

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

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

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

\_\_\_\_\_  
Mayor

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

Schedule A

Section	Infraction	First Offence	Second Offence	Third or Subsequent Offence
5.6	Unauthorized use of a green flashing light	\$250	\$500	\$1,000
6.1	Have an open fire without a permit	\$500	\$750	\$1,000
6.4	Open fire smoke causing hazard	\$500	\$750	\$1,000
6.5	Failure to extinguish an open fire immediately	\$500	\$750	\$1,000
7.3	Burning while on a fire ban	\$800	\$1,500	\$2,400
7.6	Failure to extinguish a fire immediately while on fire ban	\$800	\$1,500	\$2,400
9.1	Failure to report a fire	\$500	\$750	\$1,000
9.2	Failure to report a Dangerous Goods release	\$750	\$1,000	\$2,000
10.4(a)	Ignite, discharge or detonate consumer fireworks	\$500	\$1,000	\$2,000
10.5(a)	Failure to obtain written permission before discharge of display fireworks	\$1,000	\$2,000	\$3,000
10.7(b)	Give or sell fireworks to a person under the age of 18 years	\$250	\$500	\$1,000
12.1	Operate or attach to a fire hydrant without permission	\$1,500	\$2,500	\$5,000
12.2	Paint a fire hydrant	\$250	\$500	\$1,000
13.2	Create a running fire	\$500	\$750	\$1,000
13.3(a)	Leave a fire unattended or take insufficient precautions	\$250	\$500	\$1,000
13.3(b)	Flames exceeding 1 meter	\$250	\$500	\$1,000
13.3(c)	Fail to comply with Acceptable Fire Pit and Acceptable Fire Pit specifications	\$250	\$500	\$1,000
13.3(d)	Burning of Prohibited Debris	\$500	\$750	\$1,000
13.3(e)	Discard or leave burning matter where it may ignite other material	\$500	\$750	\$1,000
13.3(f)	Create potential sources of ignition of fire	\$250	\$500	\$1,000
13.3(g)	Not abide by permit conditions	\$500	\$750	\$1,000
13.3(h)	Provide false information to the Fire Department on a Fire Permit	\$150	\$300	\$600

13.3(i)	Interfere with operations of a Member	\$750	\$1,500	\$2,000
13.3(j)	Interfere with operations of equipment or apparatus	\$750	\$1,500	\$2,000
13.3(k)	Obstruct a Member or other person assisting during an incident	\$750	\$1,500	\$2,000
13.3(l)	Obstruct a Member or Officer in the performance of duties outline in this Bylaw	\$750	\$1,500	\$2,000
13.3(m)	Enter past a boundary set during an incident	\$250	\$500	\$1,000
13.3(n)	Damage Fire Department equipment, apparatus or property	\$750 + the costs to repair or replace	\$1,000 + the costs to repair or replace	\$1,500 + the costs to repair or replace
13.3(o)	Allow smoke to cause interference with the use and enjoyment of a person's property	\$250	\$500	\$1,000
13.3(p)	Sell or store fireworks outside of regulations	\$1,000	\$2,000	\$3,000
13.3(q)	Sell fireworks without following regulations	\$1,000	\$2,000	\$3,000
13.3(r)	Falsely represent themselves as a Member	\$1,000	\$2,000	\$2,500
13.3(s)	Obstruct with road, fire lane, or water access	\$500	\$750	\$1,000
13.3(t)	Obstruct with fire detection devices or equipment	\$500	\$750	\$1,000
13.3 (u)	Obstruct a fire investigator	\$750	\$1,500	\$2,000

## REQUEST FOR DECISION

To: Leann Graham, CAO

Date: July 16, 2025

From: Angela Stormoen, Development Officer

Re: Application for Land Use Bylaw Amendment: Bylaw 2193-25

Legal: Lots 1&2, Block 6, Plan 9422699

Civic: 4602 & 4612 – 51 Avenue

Applicant: Canalta Real Estate Services Ltd.

Proposed Land Use Bylaw Amendment:

1. That Lots 1&2, Block 6, Plan 9422699 be rezoned from C1: Commercial Central District to C2: Commercial Highway District

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### **Background:**

The applicant is proposing to amend Land Use Bylaw 2190-25 and rezone the above-mentioned parcels from C1: Commercial Central District to C2: Commercial Highway District. The applicant has requested the amendment to accommodate the development of a self-storage (indoor storage) business. Attached is the proposed site plan for the two lots at the corner of Hwy 56 (46 Street) and 51 – Avenue.

If the proposed amendment is passed, the applicant will submit a development permit application for self-storage use (indoor storage) which will require Municipal Planning Commission approval. The development permit will include conditions that the development meets the Commercial and Industrial Site and Building Design Guidelines and Alberta Transportation and Economic Corridors requirements.

After reviewing the rezoning application, administration proposes to further rezone the remaining C1: Commercial Central lots along the north side of 51 Avenue to provide consistent zoning along the north side of 51 avenue from 57 Street to 46 Street.

The long-range plan identified in the Town of Stettler Municipal Development Plan (MDP) for this area is commercial. The seven (7) lots east of 57 Street (5820 to 5302 – 51 Avenue) are currently zoned C2: Commercial Highway. The remaining seven (7) lots (5108 to 4702 – 51 Avenue) are currently zoned C1: Commercial Central District and are proposed to be rezoned to C2: Commercial Highway District. These lots have existing businesses occupying the lots which are all currently permitted within the C2: Commercial Highway District and as such, should not affect their operations. Please see attached map.

The Land Use Bylaw Amendment is before council for consideration of 1<sup>st</sup> Reading. Following 1<sup>st</sup> Reading and advertising, a public hearing will be set for the Land Use Bylaw Amendment on August 19, 2025.



**Legislation and Policy:**

Staff has assessed this application against the provisions outlined in the Town of Stettler Land Use Bylaw and Municipal Development Plan.

**Alternatives:**

Defeat the application stating reasons.

**Recommendation:**

Administration respectfully recommends that Town of Stettler Council consider the above-mentioned information and give 1<sup>st</sup> Reading to Land Use Bylaw Amendment 2193-25 to rezone:

Block 5, Plan 25TR  
Lots 1 to 5, Block 6, Plan 9422699  
Block 8, Plan 25TR  
Lot 1, Block 9, Plan 0024291  
Block 9, Plan 25TR  
Lot 1, Block 10, Plan 9523214

From C1: Commercial Central District to C2: Commercial Highway District.



TOWN OF STETTLER  
Land Use Bylaw No. 2060-15

APPLICATION FOR AMENDMENT TO THE LAND USE BYLAW

I/We hereby make application to amend the Land Use Bylaw

APPLICANT

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS \_\_\_\_\_

---

OWNER OF LAND

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS \_\_\_\_\_

---

LEGAL DESCRIPTION

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ REGISTERED PLAN \_\_\_\_\_

QTR/LSD: \_\_\_\_\_ SEC: \_\_\_\_\_ TWP: \_\_\_\_\_ RNG: \_\_\_\_\_ M: \_\_\_\_\_

CERTIFICATE OF TITLE: \_\_\_\_\_

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AMENDMENT PROPOSED

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

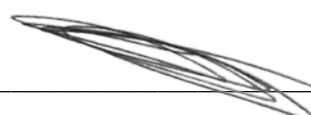
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REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

I/We enclose \$ \_\_\_\_\_ being the application fee

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_



**BYLAW 2193-25**

A BYLAW OF THE TOWN OF STETTLER, PROVINCE OF ALBERTA TO AMEND BYLAW NO. 2190-25 OF THE SAID TOWN.

WHEREAS pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto.

THE MUNICIPAL COUNCIL OF THE TOWN OF STETTLER IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

1. That Schedule “A” of Bylaw 2190-25 shall be and is hereby amended as follows:

(a) That:

Block 5, Plan 25TR  
Lots 1 to 5, Block 6, Plan 9422699  
Block 8, Plan 25TR  
Lot 1, Block 9, Plan 0024291  
Block 9, Plan 25TR  
Lot 1, Block 10, Plan 9523214  
Part of Block PT Y, Plan 2442AE

From C1: Commercial Central District to C2: Commercial Highway District

2. That this Bylaw shall take force and effect upon the date of final passing thereof.

READ a first time this 22<sup>nd</sup> day of July 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



**Zoning Legend:**

	Lots to be Rezoned from C1 to C2
	R2: Residential General
	C1A: Commercial Transitional
	I: Industrial
	C1: Commercial Central
	C2: Commercial Highway
	UR: Urban Reserve

Royal Canadian Mounted Police

Commanding Officer  
Alberta



Gendarmerie royale du Canada

Commandant  
de l'Alberta

June 25, 2025

His Worship Sean Nolls  
Town of Stettler  
PO Box 280,  
Stettler, AB T0C 2L0

Dear Mayor Sean Nolls:

I'm writing to introduce myself as the new Commanding Officer of the Alberta Royal Canadian Mounted Police (RCMP). It is an incredible honour to step into this role and lead a police service with such an extensive history of service to the communities and citizens of Alberta.

People are at the heart of everything we do. That includes the dedicated employees on the front lines and behind the scenes, the citizens we serve, and the communities and governments we proudly partner with. None of our work is possible without the commitment, support and collaboration of people.

With 37 years of policing experience - much of it in Alberta - I have seen firsthand how people working together can shape strong communities. I have witnessed the remarkable impact that this committed partnership can have, not only during moments of crisis, but in the everyday interactions that build trust and strengthen public confidence.

Trust is not something that is given; it is earned, day in and day out. My leadership is grounded in public trust, transparency, accountability, and meaningful results. These principles will guide how we serve you and the citizens you represent. I firmly believe that our success is rooted in the strength of our relationships with the communities we serve and the partners we stand beside. That is why I am committed to fostering strong, open, and meaningful connections with you, listening actively, and ensuring our work reflects the needs and values of your community.

While I am proud of the high-quality policing services the Alberta RCMP delivers, I also recognize that there is always room to evolve. We are embracing innovation and leveraging technology to enhance effectiveness. You can see through initiatives like the Real Time Operations Centre (RTOC) and the Remotely Piloted Aircraft Systems (RPAS) program, that the Alberta RCMP is embracing innovation and applying technology in ways that enhance how we serve, protect, and connect with the public.

One of the most pressing challenges we face today is staffing. Recruitment continues to be a top priority - but it is only part of the solution. Retention is equally critical. We are actively exploring new strategies to attract and retain dedicated employees who see the Alberta RCMP as not only a great place to work, but a place to grow, lead and make a difference.

We have an exciting path ahead. While challenges exist, so too do opportunities to modernize, to collaborate and to build an even stronger, more community-focused provincial police service.

Thank you for your ongoing partnership and support. I look forward to working alongside each of you to build safer communities and ensure they remain the best place to live, work and raise our families.

Yours truly,



Trevor Daroux, O.O.M.  
Deputy Commissioner  
Commanding Officer Alberta RCMP

11140 – 109 Street  
Edmonton, AB T5G 2T4

Telephone: 780-412-5444  
Fax: 780-412-5445