REGULAR MEETING AGENDA SUMMER VILLAGE OF NORLGENWOLD JULY 29, 2022 @ 9:00 A.M.

COUNCIL TO FOLLOW ORGANIZATIONAL MEETING

- A. CALL TO ORDER
- B. AGENDA additions/deletions
 - adoption
- C. ADOPTION OF MINUTES Regular Meeting Minutes, June 24, 2022

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- D. INFORMATION ITEMS
 - 1) Accounts Payable Report
 - 2) Quarterly Financial Report
 - 3) Public Works Report
 - 4) Development Update
 - 5) CAO Report

DI. REQUESTS FOR DECISION

- 1) Council & Legislation
 - a) Alberta Municipalities Convention
 - b) Dust Suppression
 - c) Policing Call to Action
 - d) Procedural Bylaw
 - e) Bylaw Enforcement Officer Bylaw
- 2) Planning & Development
 - a) Land Use Bylaw

DII. COUNCIL, COMMITTEES AND CORRESPONDENCE

- 1) Council Reports
 - a) Mayor Gurevitch
 - b) Deputy Mayor Ludwig
 - c) Councillor Rattan
- 2) Committee Reports:

- a) Joint Services Committee
 - April 29 Minutes
 - May 12 Minutes

3) Upcoming Meetings

a) Council Meeting – September 30, 2022

G. ADJOURNMENT

Minutes of a Regular Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held June 24, 2022, in the Summer Village Administration Office at Sylvan Lake, Alberta.

PRESENT Mayor: Cyril S. Gurevitch, Q.C.

Deputy Mayor: Jeff Ludwig Councillor: Nav Rattan CAO: **Tanner Evans** Public Works Coordinator: Robert Wood Finance Officer: Tina Leer Development Officer: Kara Kashuba Recording Secretary: Teri Musseau Gallery: Darryl Innes

> Lane Aurthier Lorne Therriault

Brad MacDonald, MPS, via zoom Jane Dauphinee, MPS, via zoom

Gaye Warthe via zoom Mary Brown via zoom Hugh Thurston via zoom

CALL TO ORDER The Meeting was called to order at 9:00 a.m. by Mayor Gurevitch.

AGENDA APPROVAL

NGC-22-077 MOVED by Councillor Rattan that the agenda be adopted as amended:

F.1.C. Interim Bylaw Officer F.1.D. Dock off Sylvan Lane

CARRIED

CONFIRMATION OF MINUTES

NGC-22-078 MOVED by Mayor Gurevitch that the minutes of the Regular Meeting

of Council held on May 27, 2022, be adopted as amended.

CARRIED

NGC-22-079 MOVED by Deputy Mayor Ludwig that the minutes of the Municipal

Planning Commission Meeting held on May 27, 2022, be adopted as

presented.

CARRIED

PUBLIC HEARING

BYLAW #267-22 Mayor Gurevitch declared the Public Hearing for Bylaw #267-22

Land Use Bylaw Amendment Bylaw, open at 9:03 a.m.

Mayor Gurevitch provided the procedure for the public hearing.

Jane Dauphinee, from MPS, provided the background on the requested bylaw amendments. Proposed amendments include

- 1. Expanded definitions section to include definitions for common terms and uses;
- 2. Information about the development permit application and notification processes;
- 3. Information about the subdivision process;
- 4. Regulations for development and subdivision appeals;
- 5. Regulations describing the enforcement process;
- 6. Regulations for setbacks from environmental features to conform to policies in the Summer Village's Intermunicipal Development Plan;
- 7. Regulations for the placement of recreational vehicles on a lot;
- 8. Regulations for the development of suites;
- 9. Requirements for site grading and/or major landscaping;
- 10. Regulations for maximum fence height in the rear yard (roadside) of a lakefront lot;
- 11. Regulations for maximum site coverage and minimum vegetative cover requirements.

Mayor Gurevitch asked if any written comments were received.

Ed Reuther from 207 Grand Avenue provided written questions inquiring why a development permit would be required by a resident to keep a recreational vehicle on their own property and why must it be kept on gravel pad or hard surface?

Hugh Thurston from 32 Grand Avenue provided a written submission addressing concerns that affect him with the proposed changes such as mechanical excavation stripping and grading of parcel and object prohibited or restricted in yards.

Mayor Gurevitch asked if anyone would like to speak.

Lorne Therriault from 9 Rustic Road inquired about 3 lanes that have no designation and if there would be definitions under vacation rentals for Airbnb, etc.

Mary Brown from 113 Grand Avenue noted the document provided is confusing, complicated, and hard to read. Definitions were provided but not used in the document. She does not want to see micro wind systems in the Summer Village as they hazardous to birds and bats and add to noise pollution. Mrs. Brown feels bylaw should be based on what residents want. Mrs. Brown will send in written comments to MPS for consideration.

Council had no questions for the speakers.

Thelma and Victor Maris joined the meeting at 9:39 a.m. They had no comments or questions.

Mayor Gurevitch asked the gallery if everyone felt they had an opportunity to be heard. Everyone in attendance, in person and virtually, agreed they had.

Council took a short break at 9:41 a.m.to allow written comments from Mary Brown to be received by MPS prior to closing the hearing.

Mayor Gurevitch reconvened the hearing at 9:45 a.m.

Mayor Gurevitch declared the Public Hearing for Bylaw #267-22

closed at 9:47 a.m. and noted no further comments or submissions would be received.

NGC-22-080

MOVED by Councillor Rattan that Council take no action on the matter at this time and Council discuss at their next meeting.

CARRIED

INFORMATION ITEMS

- 1) Action Items Listing
- 2) Accounts Payable Report
- 3) Public Works Report
- 4) Development Update
- 5) Resident Letter

NGC-22-081

MOVED by Councillor Rattan that Administration have "no exit" signs erected for Rustic Crescent and Grand Avenue to mitigate vehicles cutting through Rustic Crescent to access the shoreline.

CARRIED

NGC-22-082

MOVED by Deputy Mayor Ludwig that Council accept the information

items as presented.

CARRIED

REQUESTS FOR DECISION

PLANNING & DEVELOPMENT

Encroachment Agreements

NGC-22-083 MOVED by Mayor Gurevitch that Council enter into an encroachment

agreement with the residents at 99 Grand Avenue with proposed

amendments as discussed.

CARRIED

Interim Bylaw Officer

NGC-22-084 MOVED

MOVED by Councillor Rattan that Administration explore options for an

Interim Bylaw Officer until a permanent solution is in place.

CARRIED

Sylvan Lane Dock

NGC-22-085 MOVED by Deputy Mayor Ludwig that Council accept the Sylvan Lane

Dock discussion as information.

CARRIED

COUNCIL REPORTS

Mayor Gurevitch

- Alberta Health Services correspondence
- Invitation received to attend Town of Sylvan Lake Spray Park grand opening
- Invitation to attend Town of Bentley Fair and Rodeo
- Invitation to participate in town hall regarding funding for small municipalities

- Invitation to attend tea for long-term Mayor of Eckville
- Traffic concerns on Grand Avenue

Deputy Mayor Ludwig

No reports

Councillor Rattan

No reports

Committee Reports

Julie Maplethorpe, Summer Village of Jarvis Bay

Town of Sylvan Lake Library Board

NGC-22-086 MOVED by Mayor Gurevitch to accept the reports as information.

CARRIED

NEXT MEETING

NGC-22-087 MOVED by Mayor Gurevitch that the next meeting of Council be held

on July 29, 2022, at 9:00 a.m.

CARRIED

ADJOURNMENT

NGC-22-088 MOVED by Mayor Gurevitch that being the agenda matters have been

concluded, the meeting adjourned at 10:40 a.m.

CARRIED

CYRIL S.	GUREVITCH,	Q.C., MAYOR

TANNER EVANS, CAO

Summer Village of Norglenwold

Administration and Finance

Council Date: July 29, 2022

Information Item

Agenda Item: Accounts Payable Update

Background:

Total payables processed and presented to Council \$106,409.85 The following list identifies any payments over \$3,000:

1.	Empringham Disposal Corp	\$	4,797.45
	a. Bin Serviced-May 16 to 30 th		
	b. Weekly Collection-May 31		
	c. Bin Serviced-June 7th		
2.	Sylvan Lake Regional Water/Wastewater	\$	3,235.85
	a. Governance & Admin Costs 2022		
3.	Town of Sylvan Lake	\$	42,910.80
	a. FCSS Requisition-2022		
	b. Fire Requisition-2022		
	c. Recreation Cost Sharing-2022		
4.	Rugged West Maintenance Inc.	\$	3,591.02
	a. Bollard Install & Mowing		
	b. Buoy Repair		
5.	Sylvan Lake Regional Water/Wastewater	\$	13,798.38
	a. Apr.2022 WW Services		
	b. May 2022 WW Services		
6.	Alberta School Foundation Fund	\$1	23,488.35
	a. 2 nd Quarter 2022 School Fund		

Council Expense Claims Report:

June Expenses

•	Cyril S. Gurevitch	\$ 1,602.46
•	Jeff Ludwig	\$ 1,389.73

Administrative Recommendations:

Council to accept as information.

Authorities:

MGA 207 (c): The chief administrative officer advised and informs the council on the operations and affairs of the municipality.

Summer Village of Norglenwold List of Accounts for Approval Batch: 2022-00076 to 2022-00082

Batch: 2022-00076 to 2022-00082 Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Invoice # GL Account GL Transaction Description Detail Amount Payment Amount	Payment #	Date Vendor Name			
2022ADOA			-	Detail Amount	Payment Amount
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1736					31.49
1736 2022-06-30 Sylvan Lake Regional 1627 242-000-250 - SLR WasteWater Governance & Admin Costs 3,235.85 3,235.85 1737 2022-06-30 TD Business Ventures Inc. 12254 312-000-260 - GST Paid Refund GST Tax Code 17.76 12254 412-300-255 - Shared Facility M Mowing as Quoted:June 16 355.25 373.01 1738 2022-06-30 Town of Sylvan Lake FCSS-2022 272-000-220 - FCSS Grant 2022 FCSS 4,210.80 4,210.80 FIRE-22 223-000-200 - Contract Fire Ser 2022 Fire Requisition 18,225.00 18,225.00 IVC115930 274-000-510 - Operational Recre 2022 Recreation Cost Shari 20,475.00 Payment Total: 42,910.80					
1627 242-000-250 - SLR WasteWater Governance & Admin Costs 3,235.85 3,235.85 1737 2022-06-30 TD Business Ventures Inc. 12254 312-000-260 - GST Paid Refund GST Tax Code 17.76 <t< td=""><td>1736</td><td>2022-06-30 Sylvan Lake Regional</td><td></td><td>,</td><td></td></t<>	1736	2022-06-30 Sylvan Lake Regional		,	
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12254 412-300-255 - Shared Facility M Mowing as Quoted:June 16 355.25 373.01 1738 2022-06-30 Town of Sylvan Lake FCSS-2022 272-000-220 - FCSS Grant 2022 FCSS 4,210.80 4,210.80 FIRE-22 223-000-200 - Contract Fire Ser 2022 Fire Requisition 18,225.00 18,225.00 IVC115930 274-000-510 - Operational Recretional Recretion Cost Shari 20,475.00 20,475.00 Payment Total: 42,910.80 1739 2022-06-30 Very Good Cleaning			CST Tay Code	17.76	
1738 2022-06-30 Town of Sylvan Lake FCSS-2022 272-000-220 - FCSS Grant 2022 FCSS 4,210.80 4,210.80 FIRE-22 223-000-200 - Contract Fire Ser 2022 Fire Requisition 18,225.00 18,225.00 IVC115930 274-000-510 - Operational Recressional Recression Cost Shari 20,475.00 20,475.00 Payment Total: 42,910.80					272.04
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FIRE-22 223-000-200 - Contract Fire Ser 2022 Fire Requisition 18,225.00 18,225.00 IVC115930 274-000-510 - Operational Recre 2022 Recreation Cost Shari 20,475.00 Payment Total: 42,910.80 1739 2022-06-30 Very Good Cleaning		_			
IVC115930 274-000-510 - Operational Recre 2022 Recreation Cost Shari 20,475.00 20,475.00 Payment Total: 42,910.80 1739 2022-06-30 Very Good Cleaning					
Payment Total: 42,910.80 1739 2022-06-30 Very Good Cleaning					
1739 2022-06-30 Very Good Cleaning	IVC115930	274-000-510 - Operational Recre	2022 Recreation Cost Shari		
				Payment Total:	42,910.80
4 412-300-255 - Shared Facility M Office Cleaning-May 9 to Ju 1,000.00					
	4	412-300-255 - Shared Facility M	Office Cleaning-May 9 to Ju	1,000.00	

Summer Village of Norglenwold List of Accounts for Approval

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COMPUTER CHEQUE

Payment # Invoice #	Date Vendor Name GL Account	GL Transaction Description	Dotail Amount	Payment Amount
4	312-000-260 - GST Paid Refu	-	50.00	1,050.00
•		nd Got rax Gode	00.00	1,000.00
1740	2022-07-15 Ace Line Locating			
5374	312-000-260 - GST Paid Refu		18.00	070.00
5374	242-000-255 - Maintenance Pi	τος Locating Services-3 Tickets	360.00	378.00
1741	2022-07-15 Bluerock Planning			
0000172	312-000-260 - GST Paid Refu	nd GST Tax Code	127.00	
0000172	297-201-840 - Project Reserve	e-/ Annexation	2,540.00	2,667.00
1742	2022-07-15 Canada Revenue Agend	cv		
CPP2021	_	atic CPP Deficiency from 2021	25.76	25.76
1743	2022-07-15 Dumpco Ltd	M. Suma Cleaning Office Core	240.00	
3530	312-000-260 - GST Paid Refu	M Sump Cleaning-Office Gara	240.00	252.00
3530	312-000-260 - GST Paid Reiu	nd GST Tax Code	12.00	252.00
1744	2022-07-15 Empringham Disposal C	Corp		
34248	-	M Office Bin Monthly for June	50.00	
34248	312-000-260 - GST Paid Refu	nd GST Tax Code	2.50	52.50
34783	243-000-200 - Contracted Gar		2,079.00	
34783	312-000-260 - GST Paid Refu	nd GST Tax Code	103.95	2,182.95
			Payment Total:	2,235.45
1745	2022-07-15 Longhurst Consulting			
4507	412-300-240 - Shared Compu	•	244.80	
4507	412-300-217 - Shared Phone I		442.50	
4507	312-000-260 - GST Paid Refu		34.37	721.67
4538	412-300-242 - Shared IT Equi		450.00	
4538	312-000-260 - GST Paid Refu	nd GST Tax Code	22.50	472.50
4740	0000 07 45 M :: LBL : 0		Payment Total:	1,194.17
1746	2022-07-15 Municipal Planning Serv		440.00	
1304	·	nin January - May 2022 SDAB I	110.00	145.50
1304	312-000-260 - GST Paid Refu	nd GST Tax Code	5.50	115.50
1747	2022-07-15 Parkland Regional Libra	ry		
220251	312-000-260 - GST Paid Refu	nd GST Tax Code	32.38	
220251	274-000-850 - Parkland Regio	na 3rd Quarter Requisition	647.66	680.04
1748	2022-07-15 Canoe Procurement Gro	oup of		
AB120824	412-200-510 - Shared Office S	•	4.79	
AB120824	312-000-260 - GST Paid Refu		0.24	5.03
AB121234	232-000-265 - Sign Program	ATS Traffic-No Exit Signs	169.92	
AB121234	312-000-260 - GST Paid Refu	_	8.50	178.42
			Payment Total:	183.45
1749	2022-07-15 Rugged West Maintena	nce Inc.		
1254	232-000-200 - Green Space P	ro Bollard Install, Mowing &Triı	3,200.00	
1254	312-000-260 - GST Paid Refu	nd GST Tax Code	160.00	3,360.00
1259	312-000-260 - GST Paid Refu	nd GST Tax Code	11.00	
1259	272-000-250 - Buoy Programs	Buoy Repair	220.02	231.02
			Payment Total:	3,591.02
1750	2022-07-15 Sylvan Lake Regional			
1641	242-000-260 - Usage Fees	Apr 2022-WW Services-Rec	6,899.19	6,899.19
1647	242-000-260 - Usage Fees	May/22-WW Services-Rec'c	6,899.19	6,899.19
			Payment Total:	13,798.38
1751	2022-07-15 Very Good Cleaning			
5	412-300-255 - Shared Facility	M Office Cleaning-June 24, Ju	500.00	

Summer Village of Norglenwold List of Accounts for Approval

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COMPUTER CHEQUE

Payment #	Date Vendor Name			
Invoice #	GL Account	GL Transaction Description	Detail Amount	Payment Amount
5	312-000-260 - GST Paid Refund	GST Tax Code	25.00	525.00
1752	2022-07-15 Wild Rose Assessment Ser	vice		
8686	312-000-260 - GST Paid Refund	GST Tax Code	86.25	
8686	212-400-232 - Assessment Fees	Assessment Fees July 1 to	1,725.00	1,811.25
		Total Co	mputer Cheque:	81,875.95

Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
3136	2022-0	06-30 ATB Mastercard			
0000003		412-100-266 - Shared PW Flee	Speedpro Signs-Deposit for	101.33	101.33
0000004		312-200-250 - Due from Jarvis I	Speedpro Signs-Deposit for	83.46	83.46
006565		412-200-510 - Shared Office Su	Everything H2O-May 25/22	6.50	
006565		412-200-510 - Shared Office Su	Everything H2O-May 11/22	6.50	13.00
010694		312-000-260 - GST Paid Refund	d GST Tax Code	0.31	
010694		412-200-510 - Shared Office Su	Key Cut for Robert	3.99	
010694		312-300-250 - Due from Birchcl	Bolt for BC Dock	2.12	6.42
011902		312-000-260 - GST Paid Refund	d GST Tax Code	2.00	
011902		412-100-266 - Shared PW Flee	Booster Cables for Trailer	39.98	41.98
013557		112-000-570 - Other Revenue	Peavy Mart Charged in Erro	8.99	
013557		312-000-260 - GST Paid Refund	d GST Tax Code	7.08	
013557		312-200-250 - Due from Jarvis I	Peavy Mart Sand Bags	66.32	
013557		312-400-250 - Due from Sunbre	Peavy Mart Sand Bags	66.32	148.71
014190		412-200-510 - Shared Office Su	Mark's-Rain Jacket	59.99	
014190		312-000-260 - GST Paid Refund	d GST Tax Code	3.00	62.99
014979		312-400-250 - Due from Sunbre	Canadian Tire-Sand Bags	179.96	
014979		312-000-260 - GST Paid Refund	d GST Tax Code	9.00	188.96
017354		312-000-260 - GST Paid Refund	d GST Tax Code	2.00	
017354		412-300-255 - Shared Facility M	l Peavy Mart-Chainsaw Chair	39.99	41.99
020339		312-000-260 - GST Paid Refund	d GST Tax Code	1.75	
020339		412-300-255 - Shared Facility M	l Canadian Tire-Chainsaw Ch	34.99	36.74
021464		412-300-255 - Shared Facility M	l Chainsaw Pre-Mix	45.15	
021464		312-000-260 - GST Paid Refund	d GST Tax Code	2.26	47.41
022393		412-300-510 - Shared Other Co	Sobey's-Tina B'Day Flowers	32.99	
022393		312-000-260 - GST Paid Refund	d GST Tax Code	1.65	34.64
022736		412-200-510 - Shared Office Su	Mark's-Rain Coat for Office	59.99	
022736		312-000-260 - GST Paid Refund	d GST Tax Code	3.00	62.99
024534		312-000-260 - GST Paid Refund	d GST Tax Code	0.88	
024534		412-200-510 - Shared Office Su	Garbage Bags for Office	17.63	18.51
1006550003795		312-000-260 - GST Paid Refund	d GST Tax Code	7.35	
1006550003795		412-100-266 - Shared PW Flee	Battery for Ford Ranger	146.99	154.34
1006550007811		412-100-266 - Shared PW Flee	Canadian Tire-Battery-F-15	168.99	
1006550007811		312-000-260 - GST Paid Refund	d GST Tax Code	8.45	177.44
11331		412-100-266 - Shared PW Flee	SpeedPro-Truck Graphics	96.50	
11331		312-000-260 - GST Paid Refund	d GST Tax Code	4.83	101.33
44712559		261-000-110 - Development Se	r AB Land Titles-NORG	10.00	10.00
44766547		312-100-250 - Due from Half Mo	AB Land Titles-HMB	10.00	10.00
44797530		312-400-250 - Due from Sunbre	a AB Land Title-SBC	10.00	10.00
6714665		412-200-510 - Shared Office Su	Amazon-Filing Stickers	23.31	
6714665		312-000-260 - GST Paid Refund	d GST Tax Code	1.16	24.47
745		312-000-260 - GST Paid Refund	d GST Tax Code	2.30	

Summer Village of Norglenwold List of Accounts for Approval

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OTHER

		OTHER		
Payment #	Date Vendor Name			
Invoice #	GL Account	GL Transaction Description	Detail Amount	Payment Amount
745	312-300-250 - Due from Birchclif	Boston Pizza-Lunch Meeting	46.05	48.35
7992216	312-000-260 - GST Paid Refund	GST Tax Code	0.70	
7992216	412-200-510 - Shared Office Sul	Amazon-Filing Stickers	14.00	14.70
INV155106607	412-300-240 - Shared Computer	Teri's Zoom	19.90	
INV155106607	312-000-260 - GST Paid Refund	GST Tax Code	0.99	20.89
PXN98YM2FM6	312-000-260 - GST Paid Refund	GST Tax Code	2.50	
PXN98YM2FM6	412-100-130 - Shared Training	Summer Muni Leaders' Cau	50.00	52.50
S4NPF3FFTZJ	312-000-260 - GST Paid Refund	GST Tax Code	30.00	
S4NPF3FFTZJ	412-100-130 - Shared Training	AB Muni Convention & Trad	600.00	630.00
VP3DJXG6GC	412-200-510 - Shared Office Su	Vista Print-Business Cards	115.53	
VP3DJXG6GC	312-000-260 - GST Paid Refund	GST Tax Code	5.77	121.30
			Payment Total:	839.39
3138	2022-06-30 ATB Mastercard		·	
PAYPAL0622	112-000-570 - Other Revenue	Charge on Wrong MC in Err	16.00	16.00
3147	2022-06-30 Alberta Municipal Services	Cor		
PP12-2022	412-000-265 - Pension Plan Pay		1,197.58	1,197.58
	•		.,	.,
3148	2022-06-30 Direct Energy			
JUN082022-979	412-300-540 - Shared Utilities	Shared Utilities	326.42	
JUN082022-979	312-000-260 - GST Paid Refund	GST Tax Code	16.33	342.75
3149	2022-06-30 Receiver General/OTH			
PP12-2022	412-000-263 - Income Tax Source	Tax	2,642.63	
PP12-2022	412-000-261 - CPP Source Dedi		1,786.72	
PP12-2022	412-000-262 - El Source Deduct		629.56	5,058.91
			020.00	0,000.01
3151	2022-06-30 Bell Mobility			
MAY132022-366	212-400-217 - Data Plan	Reception Cell-May	43.95	
MAY132022-366	212-400-217 - Data Plan	Public Works Cell-May	58.95	
MAY132022-366	312-000-260 - GST Paid Refund	GST Tax Code	5.15	108.05
3152	2022-06-30 Bell Mobility			
JUNE132022-36	212-400-217 - Data Plan	Public Works Cell	59.35	
JUNE132022-36	212-400-217 - Data Plan	Reception Cell	43.95	
JUNE132022-36	312-000-260 - GST Paid Refund	GST Tax Code	5.17	108.47
3155	2022-06-30 Victor Insurance Managers	s Inc.		
4212506528	412-100-140 - Shared Benefits	July's Shared Benefits	2,625.76	2,625.76
3156	2022-06-30 Worker's Compensation Bo	pard		
25653897	412-100-211 - Shared WCB	Shared WCB	691.65	691.65
0457	2022 00 20 Pall Makilih			
3157	2022-06-30 Bell Mobility	D (M D (D)	40.00	
JUNE212022-05	212-400-217 - Data Plan	Deputy Mayor's Data Plan	10.00	
JUNE212022-05	212-400-217 - Data Plan	Mayor's Data Plan	10.00	
JUNE212022-05	312-000-260 - GST Paid Refund		2.00	
JUNE212022-05	212-400-217 - Data Plan	Councilor's Mayor's Data Pl	20.00	42.00
3158	2022-07-15 Receiver General/OTH			
PP13-2022	412-000-261 - CPP Source Dedi	CPP	1,786.72	
PP13-2022	412-000-262 - El Source Deduct		629.56	
PP13-2022	412-000-263 - Income Tax Sour	Tax	2,642.63	5,058.91
3159	2022-07-15 Alberta Municipal Services	Cor		
PP13-22	412-000-265 - Pension Plan Pay		1,197.58	1,197.58
3160	2022-06-30 Direct Energy			
- : - · · · ·	00 00 2			_

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Payment # Invoice #	Date Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
JUN282022-754	412-300-540 - Shared Utilities	Shared Utilities	52.36	
JUN282022-754	312-000-260 - GST Paid Refund	GST Tax Code	2.62	54.98
3161	2022-06-30 Direct Energy			
JUN282022-979	412-300-540 - Shared Utilities	Shared Utilities	143.92	
JUN282022-979	312-000-260 - GST Paid Refund	GST Tax Code	7.19	151.11
3163	2022-06-30 Epcor			
JUN282022-868	232-000-545 - Utilities	Utilities	73.35	
JUN282022-868	312-000-260 - GST Paid Refund	GST Tax Code	3.67	77.02
3164	2022-07-12 ATB Mastercard			
232503	412-200-510 - Shared Office Su	Everything H2O	13.00	
232503	412-200-510 - Shared Office Su	Everything H2O	6.50	19.50
95NJ4K6XMPM	312-200-250 - Due from Jarvis E	Alberta Municipal Conventic	600.00	
95NJ4K6XMPM	312-000-260 - GST Paid Refund	GST Tax Code	30.00	630.00
MICROSOFT07	412-300-240 - Shared Computer	Microsoft Charges for July	2.73	
MICROSOFT07:	412-300-240 - Shared Computer	Microsoft Charges for July	48.30	51.03
	·	·	Payment Total:	700.53
3165	2022-07-15 Meridian			
JULY2022	412-200-500 - Shared Printing C	Photocopier Lease/Printing	214.72	
JULY2022	412-300-270 - Shared Equipmer	Photocopier Lease/Printing	214.73	429.45
3166	2022-07-15 Waste Management of Car	nada		
1142868-0613-7	243-000-270 - Recycling Prograi		1,597.98	
1142868-0613-7	312-000-260 - GST Paid Refund	GST Tax Code	79.90	1,677.88
3167	2022-07-15 Epcor			
JULY42022	412-300-540 - Shared Utilities	Utilities	860.72	
JULY42022	312-000-260 - GST Paid Refund	GST Tax Code	43.04	903.76
3168	2022-07-15 Receiver General/OTH			
CP6-2022	312-000-262 - CRA Remuneration	June-Council Tax	36.44	
CP6-2022	312-000-262 - CRA Remuneration		96.42	132.86
3169	2022-07-15 Town of Sylvan Lake			
JUNE302022-00	412-300-540 - Shared Utilities	June Water/Sewer	81.54	81.54
3170	2022-07-15 Town of Sylvan Lake			
JUNE302022-10	412-300-540 - Shared Utilities	June Water/Sewage	70.74	70.74
		dano vvator, cowago	70.71	70.71
3171 114031345	2022-07-15 UFA Co-Operative Ltd 312-000-260 - GST Paid Refund	GST Tax Code	16.05	
114031345	412-100-266 - Shared PW Fleet		320.87	336.92
			320.67	330.92
3175	2022-07-15 Alberta Municipal Services		4 005 00	4 005 00
PP14-2022	412-000-265 - Pension Plan Pay	Pension Contribution	1,205.00	1,205.00
			Total Other:	24,533.90
			Total MAIN:	106,409.85

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Summer Village of Norglenwold List of Accounts for Approval Batch: 2022-00076 to 2022-00082

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Certified Correct This July 15, 2022		
Mayor	Administrator	



MONTH ENDING: May-2022

Council Expense Claim Form

Council Exper	ise ciaiiii i oi ii
NAME: CYRIL S. GUREVITCH, Q.C.	Please follow the below step formulas to work correctly.
POSITION: MAYOR	1. Save this document to you

RECEIVED

s for the

- 1. Save this document to your desktop.
- 2. Right click the document, hover your mouse over "open with" then select Paid "Adobe Acrobat".

Village Business		MAY 3 1 2022	June	crobat".
DATE	EVENT	TIME SPENT	CLAIM	TOTAL
5/10/22	Other (Conference, etc.)LUB MEETING WITH CONTRACTORS	2.0	Mayor	\$175.00
5/12/22	Other (Conference, etc.)ASVA TOWN HALL	2.0	Mayor	\$ 175.00
5/14/22	Other (Conference, etc.)TEAM UP TO CLEAN UP	2.0	Mayor	\$ 175.00
5/19/22	Other (Conference, etc.)CENTRAL ALBERTA MAYORS AND REEVES	4.0	Mayor	\$ 175.00
5/26/22	Meeting Prep	4.0	Mayor Prep	\$250.00
5/27/22	Regular Council	3.0	Mayor	\$175.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
f event is o	ther please type it in.	TOTIF		\$1,125.00

Travel

DATE	EVENT .	RETURN TRIP TOTALS (KM)	RATE	TOTAL
5/10/22	Other (Conference, etc.)LUB MEETING WITH CONTRACTORS		\$0.61	\$0.00
5/12/22	Other (Conference, etc.)ASVA TOWN HALL		\$0.61	\$0.00
5/14/22	Other (Conference, etc.)TEAM UP TO CLEAN UP		\$0.61	\$0.00
5/19/22	Other (Conference, etc.)CENTRAL ALBERTA MAYORS AND REEVES	62.00	\$0.61	\$37.82
5/26/22	Meeting Prep		\$0.61	\$0.00
5/27/22	Regular Council	12.00	\$0.61	\$7.32
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
				\$ 37.82

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$0.00
				\$0.00
				\$0.00
				\$0.00

MAYOR:	1 170 14
C.A.O:	TOTAL PAYABLE: \$ 1,170.14

May meetings

Jeff Ludwig <jeff.ludwig3@icloud.com>

Tue 2022-05-31 12:19 PM

To: Trudy Dubeau <tdubeau@sylvansummervillages.ca>

I have the original receipt s and will drop off tomorrow

Thanks Jeff

RECEIVED MAY 3 1 2022





Council Expense Claim Form

NAME: Jeff Ludwig

POSITION: Deputy Mayor

MONTH ENDING: May-2022

Village Business

Please follow the below steps for the formulas to work correctly.

- 1. Save this document to your desktop.
- 2. Right click the document, hover your mouse over "open with" then select

0.00			NEWSTREET, THE
200,000	4.00	1000000	
	dobe	Acr	nnst

DATE	EVENT	FINES		
4/29/22	Joint Services Committee	TIME SPENT	CLAIM	TOTAL
5/10/22	LUB Meeting	4 hrs	Deputy Mayor	\$150.00
5/11/22	THE RESIDENCE OF THE PROPERTY	1.5 hrs	Deputy Mayor	\$150.00
5/12/22	Lacombe Regional Emergency Advisory Committee	.5 hrs	Deputy Mayor	\$150.00
5/14/22	Joint Services Committee / ASVA town hall Team up to Clean up	5Hrs	DM&C +4 (1hour)	\$187.50
5/27/22	MPC / Council Meeting	4 hrs	Deputy Mayor	\$150.00
5/31/22	Meeting Prep	3 hrs	Deputy Mayor	\$ 150.00
5/31/22	Select Event		Councillor Prep	\$200.00
	Select Event		Title	\$0.00
			Title	\$0.00
	Select Event		Title	\$0.00
vent is of	ther please type it in.			6 4 427 50

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
4/29/22	Joint Services Committee	12.00	\$0.61	\$7.32
5/10/22	LUB Meeting		\$0.61	\$0.00
5/11/22	Lecombe Regional Emergency Advisory Committee		\$0.61	\$0.00
5/12/22	Joint Services Committee / ASVA town half	12.00	\$0.61	\$7.32
5/14/22	Team up to Clean up	30.00	\$0.61	\$18.30
5/27/22	MPC / Council Meeting	12.00	\$0.61	\$7.32
5/31/22	Meeting Prep		\$0.61	\$0.00
5/31/22	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Activities are serviced as the service of			\$40.26

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
5/13/22	Team up / Refreshments	28.88	0.65	\$29.53
5/14/22	Team up Lunch	109.36	4.60	\$113.96
5/14/22	Team up Coffee/Donuts	66.46	2.02	\$68.48
				\$211.07

MAYOR:	
CAO:	

TOTAL PAYABLE: \$ 1,389.73



Council Expense Claim Form

"Adobe Acrobat".

NAME: CYRIL S. GUREVITCH, Q.C.	Please follow the below steps for the formulas to work correctly.
POSITION: MAYOR	1. Save this document to your desktop.
MONTH ENDING: June-2022	2. Right click the document, hover your
MANAGEMENT CONTRACTOR	mouse over "open with" then select

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
6/23/22	Meeting Prep	4.0	Mayor Prep	\$ 250.00
6/24/22	Regular Council	3.0	Mayor	\$ 175.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
event is o	ther please type it in.	MODV		\$425.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
6/23/22	Meeting Prep		\$0.61	\$0.00
6/24/22	Regular Council	12.00	\$0.61	\$7.32
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
				\$14.64

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$0.00
				\$0.00
				\$0.00
				\$0.00

MAYOR:	. 132 32
C.A.O:	TOTAL PAYABLE: \$ 432.32

Summer Village of Norglenwold

Finance

Information Item

Agenda Item: Quarterly Financial Report

Background:

Administration would like to provide the following 2nd Quarter Financial information to Council.

Options for Consideration:

- The Operating Budget Report to June 30, 2022
- ASFF Report to June 30, 2022
- Capital Projects Report to June 30, 2022

Balances at June 30, 2022

ATB Bank Account \$1,551,549.68

Reserves and Deferred Accounts

•	Accumulated Surplus	123,674.68
•	Completions Deposits	61,495.45
•	Deferred Revenue (Grants)	59,500.55
•	JSC IT Reserve	0.00
•	Fleet Replacement Reserve	2,130.60
•	Reserves Roads	286,045.00
•	Reserves Environment	919,936.45
•	Reserves General Operating	157,628.90
•	Reserves Legal	19,244.00
•	Reserves Recreation	434,686.40

Unpaid Taxes on June 30, 2022 - \$794,623.27- 198 properties - 44 are on the TIPPs Plan (\$18,599.33 per month collected).

Unpaid Utilities on June 30, 2022 - \$72,298.39 - 162 properties

Administrative Recommendations:

1) That Council discuss and accepts all items as information.

Authorities:

MGA 207 (c) "advises and informs the council on the operation and affairs of the municipality"

Summer Village of Norglenwold Operating Budget For the Period Ending June 30, 2022

Revenue		Budget	YTD	\$ Rem
101-000-510 Taxes Penalties & Cos 20,000 12,265.71 (7,734.29) 112-000-410 Sale of Services & Su 242.61 425.00 812.30 112-000-540 Interest Charges 23.302 1.95 (231.07) 112-000-550 Return on Investments 10,000.00 8,163.32 (1,836.68) (1,836.68) (1,200-740 MSI Operational 11,419.00 (11,419.00) (11,419.0	Revenue			
112-000-540 Interest Charges 23.02 13.07 12.200-540 Interest Charges 23.02 13.07 12.000-550 Return on Investments 10,000.00 8,163.32 (1,836.86) 112-000-570 Other Revenue 2,466.09 12,713.67 10,247.48 112-000-570 Other New Provincial Coll 11,419.00 (11,419.00) (11,419.00) (11,419.00) (11,419.00) (16,825.95) 140-000-840 Fines Provincial Coll 1,732.59 50.00 (1,682.59) 142-000-510 Wastewater Usage Char 91,800.00 91,653.30 (146.70) (160.001-10 0.	101-000-110 - Taxation	465,337.01	465,342.03	5.02
112-000-540 Interest Charges 233.02 1.95 (231.07) 112-000-550 Return on Investments 10,000.00 8,163.32 (1,836.68) 112-000-570 Other Revenue 2,466.09 12,713.75 10,247.48 112-000-740 MSI Operational 11,419.00 5,654.19 (1,1419.00) 12,703.75 10,247.48 112-000-530 Frinchise Fees 9,100.00 5,654.19 (3,445.81) 121-000-530 Frinchise Fees 9,100.00 5,654.19 (3,445.81) 121-000-530 Frinchise Fees 9,100.00 5,654.19 (3,445.81) 121-000-530 Frinchise Fees 9,100.00 91,653.30 (1862.59) 142-000-510 Wastewater Usage Char 91,800.00 91,653.30 (1662.00) 142-000-510 Inspection Fees 1,177.71 278.40 (626.00) 161-000-510 Inspection Fees 1,177.71 278.40 (899.31) 161-000-520 Development Permits/A 3,233.32 500.00 (2,733.32) 161-000-520 Development Permits/A 3,233.32 500.00 (2,733.32) 161-000-520 Development Permits/A 3,233.32 500.00 (2,733.32) 170-100-520 Development Permits/A 2,200.00 1,176.64 823.36 211-102-1210 T8S Mayor 15,000.00 1,176.64 823.36 121-101-1210 T8S Mayor 2,000.00 1,176.64 823.36 121-101-1210 T8S Mayor 1,209.98 4,337.50 6,932.48 121-101-1210 T8S Deput/Mayor 1,209.98 4,337.50 6,932.48 121-102-1210 T8S Deput/Mayor 1,500.00 486.49 1,013.51 121-103-150 Remuneration Councillor 11,269.98 3,700.00 7,569.98 121-102-210 T8S Councillor 1,500.00 486.49 1,013.51 1,200.20 1,	101-000-510 - Taxes Penalties & Cos	20,000.00	12,265.71	(7,734.29)
112-000-590 Return on Investments 10,000.00 8,183.32 1,886.86 112-000-570 Other Revenue 2,466.09 12,713.57 10,247.48 112-000-570 Other Revenue 2,466.09 12,713.57 10,247.48 112-000-540 Franchise Fees 9,100.00 5,654.19 (3,445.81) 121-000-530 Fines Provincial Coll 1,732.59 50.00 (1,682.59) 142-000-510 Wastewater Usage Char 91,800.00 91,853.30 (146.70) 142-000-511 Wastewater Offset 626.00 626.00 161-000-410 Certificates Complian 289.44 100.00 (169.44) 161-000-510 Inspection Fees 1,177.71 278.40 (899.31) 161-000-520 Development Permits/A 3,233.32 500.00 2,733.32 161-000-590 Development Permits/A 3,233.32 500.00 2,733.32 161-000-590 Encroachment Fees 105.99 210.00 104.01 Total Revenue: Council and Legislation 211-101-150 Remuneration Mayor 15,026.64 6,137.50 8,889.14 211-101-210 Remuneration Deputy Mayor 1,500.00 1,176.64 823.36 211-102-150 Remuneration Deputy Mayor 1,500.00 486.49 1,013.51 211-102-10 Remuneration Councillor 11,269.98 3,700.00 1,500.00	112-000-410 - Sale of Services & Su	242.61	425.00	182.39
112-000-570 - Other Revenue	112-000-540 - Interest Charges	233.02	1.95	(231.07)
112-000-740 - MSI Operational	112-000-550 - Return on Investments	10,000.00	8,163.32	(1,836.68)
112-000-840 - Franchise Fees 9,100.00 5,664.19 (3,445.81) (21-000-530 - Fines Provincial Coll 1,732.59 50.00 (1,682.59) (142-000-510 - Wastewater Usage Char 91,800.00 91,853.30 (146.70) (46.	112-000-570 - Other Revenue	2,466.09	12,713.57	10,247.48
121-000-530 - Fines Provincial Coll	112-000-740 - MSI Operational	11,419.00		(11,419.00)
142-000-510 - Wastewater Usage Char 91,800.00 91,653.30 (146.70) (142-000-511 - Wastewater Offset 626.00 (626.00) (626.00) (616.000-410 - Certificates Complian 269.44 100.00 (169.44) (61-000-510 - Certificates Complian 269.44 100.00 (169.44) (61-000-520 - Development Permits/A 3,233.32 500.00 (2,733.32) (2,733.32		9,100.00	5,654.19	(3,445.81)
142-000-511 - Wastewater Offset 626.00 (626.00) (610-001-610-000-410 - Certificates Complian 269.44 100.00 (169.44) 161-000-520 - Development Permits/A 3,233.32 500.00 (2,733.32) 161-000-520 - Development Permits/A 3,233.32 500.00 (2,733.32) 161-000-520 - Development Permits/A 3,233.32 500.00 (2,733.32) 161-000-520 - Development Permits/A 597,357.47 (20,385.31) 105.99 210.00 104.01 104.01 105.000	1-1 1 111 1 1-111 1			(1,682.59)
161-000-410 - Certificates Complian 161-000-510 - Inspection Fees 1,177.71 278.40 (899.31) (897.33.21) (899.31) (899.33.21) (899.33.22)	142-000-510 - Wastewater Usage Char		91,653.30	(146.70)
161-000-510 - Inspection Fees 1,177.71 278.40 (899.31) 161-000-520 - Development Permits/A 3,233.32 500.00 (2,733.32) 161-000-590 - Encroachment Fees 105.99 210.00 104.01 104.01 105.99 210.00 104.01 104.01 105.99 104.01 104.01 105.99 105.99 105.01 104.01 105.99 105.91 104.01 105.99 105.91 104.01 105.99 105.91 105.				(626.00)
161-000-520 - Development Permits/A 3,233.32 500.00 104.01 104.00 104.00 104.01 105.99 210.00 104.01 104.01 105.99 210.00 104.01 105.90 105.90 210.00 104.01 105.90			100.00	VI
Total Revenue: 105.99 210.00 104.01 Total Revenue: 597,357.47 (20,385.31) Expenditures			278.40	(899.31)
Total Revenue: 617,742.78 597,357.47 (20,385.31)	- 19 - 19 - 19 - 19 - 19 - 19 - 19 - 19		500.00	(2,733.32)
Expenditures Council and Legislation 211-101-150 - Remuneration Mayor 15,026.64 6,137.50 8,889.14 211-101-210 - T&S Mayor 2,000.00 1,176.64 823.36 211-102-210 - T&S Deputy Mayor 11,269.98 4,337.50 6,932.48 211-102-210 - T&S Deputy Mayor 1,500.00 486.49 1,013.51 211-103-150 - Remuneration Councillor 11,269.98 3,700.00 7,569.98 211-103-210 - T&S Deputy Mayor 1,500.00 486.49 1,013.51 211-103-150 - Remuneration Councillor 11,269.98 3,700.00 7,569.98 211-103-210 - T&S Councillor 1,500.00 1,500.00 1,500.00 1,500.00 1,100.0	161-000-590 - Encroachment Fees	105.99	210.00	104.01
Council and Legislation 11-101-150 - Remuneration Mayor 15,026.64 6,137.50 8,889.14 211-101-150 - Remuneration Mayor 2,000.00 1,176.64 823.36 211-102-150 - Remuneration Deputy Mayor 11,269.98 4,337.50 6,932.48 211-102-210 - T&S Deputy Mayor 1,500.00 486.49 1,013.51 211-103-150 - Remuneration Councillor 11,269.98 3,700.00 7,569.98 211-103-210 - T&S Councillor 11,500.00 1,500.00 1,500.00 211-103-210 - T&S Councillor 1,500.00 1,500.00 1,500.00 211-103-212 - R&C ASVA 916.11 916.11 211-201-212 - R&C ASVA 916.11 916.11 1,077.77 211-301-220 - AUMA 1,131.66 1,097.66 34.00 211-303-220 - FCM 163.78 163.78 163.78 211-303-220 - FCM 163.78 164.92 17,910.79 29,019.13 Administration 212-100-110 - Salaries 124,322.03 59,444.73 64,877.30 212-100-110 - Salaries 12,432.03 59,444.73 64,877.30 212-100-110 - Salaries <td>Total Revenue:</td> <td>617,742.78</td> <td>597,357.47</td> <td>(20,385.31)</td>	Total Revenue:	617,742.78	597,357.47	(20,385.31)
211-101-150 - Remuneration Mayor 15,026.64 6,137.50 8,889.14 211-101-210 - T&S Mayor 2,000.00 1,176.64 823.36 211-102-210 - T&S Deputy Mayor 11,269.98 4,337.50 6,932.48 211-102-210 - T&S Deputy Mayor 1,500.00 486.49 1,013.51 211-103-150 - Remuneration Councillor 11,269.98 3,700.00 7,589.98 211-103-210 - T&S Councillor 1,500.00 1,500.00 1,500.00 211-201-212 - R & C ASVA 916.11 916.11 916.11 211-202-212 - R&C AUMA 1,077.77 1,077.77 211-301-220 - AUMA 1,131.66 1,097.66 34.00 211-302-220 - ASVA 970.00 975.00 (5,00) 211-303-220 - FCM 163.78 163.78 211-304-220 - Mayors and Reeves 104.00 104.00 104.00 Total Council and Legislation: 46,929.92 17,910.79 29,019.13 Administration 212-100-110 - Salaries 124,322.03 59,444.73 64,877.30 212-100-140 - Benefits 4,192.31 2,390.06 1,802.25 212-100-210 - Travel & Subsistence 2,699.39 254.95 2,444.44 212-100-211 - WCB 2,699.39 254.95 2,444.44 212-100-211 - WCB 2,259.10 1,075.14 1,183.96 212-200-500 - Printing Costs 1,497.84 865.43 632.41 212-200-500	NAME OF TAXABLE OF TAX			
211-101-210 - T&S Mayor 2,000.00 1,176.64 823.36 211-102-150 - Remuneration Deputy Mayor 11,269.98 4,337.50 6,932.48 211-102-210 - T&S Deputy Mayor 1,500.00 486.49 1,013.51 211-103-150 - Remuneration Councillor 11,269.98 3,700.00 7,569.98 211-103-210 - T&S Councillor 1,500.00 1,500.00 211-201-212 - R & C ASVA 916.11 916.11 211-202-212 - R&C AUMA 1,077.77 1,077.77 1,077.77 211-301-220 - AUMA 1,131.66 1,097.66 34.00 211-302-220 - ASVA 970.00 975.00 (5.00) 211-303-220 - FCM 163.78 163.78 163.78 211-304-220 - Mayors and Reeves 104.00 704.00 104.00	N (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	Mark September 10 Tel		
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211-102-210 - T&S Deputy Mayor 1,500.00 486.49 1,013.51 211-103-150 - Remuneration Councillor 11,269.98 3,700.00 7,569.98 211-103-210 - T&S Councillor 1,500.00 1,500.00 211-201-212 - R & C ASVA 916.11 916.11 211-202-212 - R&C AUMA 1,077.77 1,077.77 211-301-220 - AUMA 1,131.66 1,097.66 34.00 211-302-220 - ASVA 970.00 975.00 (5.00) 211-302-220 - ASVA 970.00 975.00 (6.00) 211-302-220 - Mayors and Reeves 104.00 104.00 Total Council and Legislation: 46,929.92 17,910.79 29,019.13 Administration 212-100-110 - Salaries 124,322.03 59,444.73 64,877.30 212-100-110 - Salaries 124,322.03 59,444.73 64,877.30 212-100-110 - Salaries 12,491.6 1,463.44 785.72 212-100-110 - Salaries 12,291.6 1,463.44 785.72 212-100-110 - Salaries 2,249.16 1,463.44 785.72 212-100-110 - WGB 2,269.35 813.34 1,272.01 212-100	50000 B			
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211-201-212 - R & C ASVA 916.11 916.11 211-202-212 - R&C AUMA 1,077.77 1,077.77 1,077.77 211-301-220 - AUMA 1,131.66 1,097.66 34.00 211-302-220 - ASVA 970.00 975.00 (5.00) 211-303-220 - FCM 163.78 163.78 163.78 211-304-220 - Mayors and Reeves 104.00 104.00 Total Council and Legislation: 46,929.92 17,910.79 29,019.13			3,700.00	
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Summer Village of Norglenwold Operating Budget For the Period Ending June 30, 2022

	Budget	YTD	\$ Rem
212-300-510 - Other Contingency	140.57	97.80	42.77
212-300-530 - Building Insurance	719.38	696.67	22.71
212-300-540 - Utilities	3,654.89	2,907.90	746.99
212-400-216 - Coffee with Council	1,616.66		1,616.66
212-400-217 - Data Plan	1,000.00	805.80	194.20
212-400-220 - Election Expenses/Mee	1,000.00	506.91	493.09
212-400-221 - Bank Fees	1,000.00	382.59	617.41
212-400-222 - Advertising	500.00		500.00
212-400-230 - Legal Fees	5,200.00	1,588.52	3,611.48
212-400-231 - Audit Fees	6,100.00	5,087.68	1,012.32
212-400-232 - Assessment Fees	7,300.00	3,650.00	1,925.00
212-400-275 - Municipal Insurance	4,567.50	5,509.72	(942.22)
212-400-910 - Tax Changes	528.52		528.52
212-400-930 - Fleet Replacement Reserve	1,000.00		1,000.00
212-400-940 - Reserve Replacement	12,672.50		12,672.50
212-402-220 - Donations to Other Organizations	1,040.00		1,040.00
Total Administration:	207,835.37	97,309.79	108,800.58
Protective Services			
223-000-200 - Contract Fire Service	19,669.48	18,934.80	734.68
224-000-200 - Emergency Management	1,616.66	2,500.00	(883.34)
224-000-201 - Safety Equipment	538.89		538.89
225-000-200 - Policing Costs	22,937.00		22,937.00
226-000-200 - Enforcement	15,000.00		15,000.00
Total Protective Services:	59,762.03	21,434.80	38,327.23
Public Works			
232-000-200 - Green Space Program	20,000.00	1,580.00	15,220.00
232-000-240 - Hazardous Trees	10,000.00		10,000.00
232-000-250 - Road Maintenance Program	27,040.00	1,815.00	25,225.00
232-000-255 - Plowing Program	24,232.00	12,810.50	11,421.50
232-000-265 - Sign Program	2,444.00		2,274.08
232-000-530 - Ditch & Culvert Progr	5,200.00	3,818.75	1,381.25
232-000-545 - Utilities	868.40	440.18	428.22
242-000-250 - SLR WasteWater Commis	7,285.00	3,235.85	4,049.15
242-000-255 - Maintenance Program	19,399.91	2,180.17	16,859.74
242-000-260 - Usage Fees	84,427.00	20,697.57	49,931.05
243-000-200 - Contracted Garbage	38,343.00	15,206.00	21,058.00
243-000-270 - Recycling Program	19,399.91	8,322.39	9,479.54
Total Public Works:	258,639.22	70,106.41	167,327.53
Planning and Development			
261-000-110 - Development Service	1,248.00	156.00	1,092.00
261-000-115 - IDP (RDC & TSL)	1,000.00		1,000.00
261-000-200 - Planning	5,388.86	10.82	5,378.04
261-000-215 - Subdivision Appeal Bo	1,800.00		1,800.00
261-000-220 - Municipal Planning Co	1,077.77	300.00	667.77
Total Planning and Development:	10,514.63	466.82	9,937.81
Recreation	th Harmonia strange	Sp. 12 Space News	
272-000-220 - FCSS Grant	4,210.80	4,210.80	

Summer Village of Norglenwold Operating Budget For the Period Ending June 30, 2022

	Budget	YTD	\$ Rem
272-000-250 - Buoy Programs	5,500.00	3,465.35	1,814.63
274-000-850 - Parkland Regional Lib	2,334.15	1,295.32	391.17
274-000-510 - Operational Recreation Grants - ICF	20,400.00	20,475.00	(75.00)
Total Recreation:	32,444.95	29,446.47	2,130.80
Environment			
243-102-150 - Red Deer River Waters	538.89		538.89
273-000-761 - Team Up to Clean Up	1,077.77	30.00	1,047.77
Total Environment:	1,616.66	30.00	1,586.66
Total Expenditures:	617,742.78	236,705.08	357,129.74
Surplus / Deficit	0.00	360,652.39	336,744.43

Report Date 2022-07-15 9:21 AM

Summer Village of Norglenwold ASFF Budget Report For the Period Ending June 30, 2022

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF-Residential	543,582.21	543,582.21	
101-001-130 - ASFF-Non-Residential	2,047.38	2,039.14	(8.24)
101-103-130 - DI Designated Industrial	40.55	41.17	0.62
Total Revenue:	545,670.14	545,662.52	(7.62)
Expenditures			
201-100-130 - ASFF Residential	543,582.21	257,997.73	285,584.48
201-101-130 - ASFF- Non Residential	2,047.38		2,047.38
201-103-130 - DI Designated Industrial	40.55		40.55
Total Expenditures:	545,670.14	257,997.73	287,672.41
Surplus / Deficit	0.00	287,664.79	287,664.79

Summer Village of Norglenwold Capital Projects Budget For the Period Ending June 30, 2022

	Budget	Year to Date	Budget Remain
Revenue			
197-200-840 - Project-Grants-Speed Signage	10,000.00		(10,000.00)
197-201-840 - Project - Annexation	15,000.00		(15,000.00)
197-202-840 - Project - Open Space Master Plan	30,000.00		(30,000.00)
Total Revenue:	55,000.00	0.00	(55,000.00)
Expenditures			
297-200-840 - Project-CCBF-Speed Signage	10,000.00	8,279.00	1,721.00
297-201-840 - Project Reserve-Annexation	15,000.00	2,540.00	12,460.00
297-202-840 - Project Reserve-Open Space Master Plan	30,000.00		30,000.00
Total Expenditures:	55,000.00	10,819.00	44,181.00
Surplus / Deficit	0.00	(10.819.00)	(10.819.00)

Summer Village of Norglenwold

July 29, 2022

Public Works

Information Item

Agenda Item: Public Works Report

Background:

The following will update council on public works projects and programs:

- On July 1, 2022 the sewer system experienced a major infiltration of runoff due to the heavy rains. The lift station could not keep up with the volume as it exceeded the sewer system's capacity. A vac track was deployed by the Town of Sylvan Lake to assist with removing waste at the lift station.
- Turnaround on east end of Honeymoon Drive to be repaved after development is completed in the area. Drainage issues on Honeymoon Drive required a temporary ditch on the field access to be dug by contractor to mitigate runoff. A new culvert will need to be installed.
- The forest assessment report has recommendations to mitigate risks.
- Crack sealing is scheduled for mid to late July depending on the weather.
- Signage on reserves has been ordered.
- Signage for "This is a community watch area" has been ordered.
- Digital speed signs to be scheduled for install by Contractor.
- Quotations for removal of barbed wire fence along Grand Ave have been requested.
- No exit and 30 km/h sign replaced at RR15 and Grand Ave.
- No exit signs ordered for Rustic Crescent and Grand Ave.
- Dead tree removal for Community Recreation area on Rustic Crescent scheduled. Drainage improvements sent to AEP for comment.

Options for Consideration:

Accept as information

Authorities:

MGA 207 (c) "advises and informs the council on the operation and affairs of the municipality"

Introduction

Summer Village of Norglenwold participated in a Forest Assessment Project supported by AREF (Alberta Real Estate Foundation) and ASVA (Association of Summer Villages of Alberta) to evaluate the current state of the forest within their environmental and natural reserves. The forested area is divided into four major forest stands: Park and Natural Area A and B, Road allowance, Riparian Area and Private Property-Residential Area..

Objectives

- Evaluate and record the current tree/forest structures and healthy
- Evaluate wood fuel load and risk of forest fires
- Identify potential management activities such as harvesting, tree planting, fire suppression and disease management to improve forest
- Identify potential management of biodiversity in area

Summary of Recommendations:

- Parks and Natural Area A
- Parks and Natural Area B
- Forest Road Allowance
- Riparian Areas Recommendations
- Private Property residential area Recommendations / Suggestions
- Tree Removal / Harvesting
- Forest regeneration
- Fire Protection
- Pest Assessment

Recommendations:

Parks and Natural Area A

Forest at intersection of Honeymoon Drive and Grand Ave: Mature to over-mature with trees 65 to 85 years of age. There are many standing trees are that dying or dead (trunks broken or fully breaking up). There is a significant amount of dead wood material (DWM) laying on the forest floor. There are some signs of insect and disease damage on mature trees.

- Removal of dead, decadent, dying and danger trees (few leaning trees)
- Harvest a few healthy aspen and balsam poplar to create open areas to promote suckering and natural regeneration
- Understory tree planting to improve tree density and diversity. Plant trees such as white spruce and balsam fir in the understory and tamarack and pine in open area. This will increase the biodiversity in the ecosystem.

- New and healthy young forest established by suckering and tree planting will benefit many wildlife species as they prefer a younger forest
- Removal of Dead Wood Material (DWM) such as wood/logs that are left on forest floor to reduce the amount of forest fire fuel.
- Where possible, leave some snag trees for various bird species as they provide valuable habitat
- Monitor overall health of the stand especially after major storms, droughts, or pest infestation

Parks and Natural Area B

Forest at corner of Aspen Lane and Grand Ave: This forest is entering the mature stage and is healthy. Tree density is relatively good. There are very few standing trees that are dying or dead (trunks broken or fully breaking up). There are few signs of insect and disease damage on mature trees. Aspen stand is between 35 to 55 years of age. White spruce stand is 20 to 25 years of age.

- Planting of variety of tree and shrub in open area next to white spruce rows to improve tree density and diversity. This will increase the biodiversity in the ecosystem.
- Monitor overall health of the stand especially after major storms, droughts, or pest infestation.

Forest Road Allowance

The stand is between 50 and 60 years old. The forest along the road allowance ranges from younger to mature aspen trees and is relatively healthy. However, there are areas within the road allowance where aspen and balsam poplar are dead or dying. Tree density is good for most of the road allowance.

- Removal of decadent and dying trees within the next few years, especially trees that may pose risks to people and property
- Introduce coniferous species in understory. Plant trees such as white spruce and balsam fir in the understory and tamarack and pine in open area. This will increase the biodiversity in the ecosystem.
- If this stand is left alone to natural succession; further aspen/balsam poplar will decline and an open area will be occupied by shrubs. This can create significant problems for the future regeneration of a forest.

Riparian Areas Recommendations:

Riparian Area refers to any land that adjoins or directly influences a water body.

• Consider long term plan for restoration of riparian area by using Alberta Environment "Stepping Back from Water" guide for Riparian area • The Alberta Riparian Habitat Management Society, also known as "Cows and Fish", can also provide expertise on for management of riparian area

Private Property – residential area Recommendations / Suggestions

- Proper tree hazard risk assessment of mature and large trees in close proximity to houses and buildings maybe be considered.
- Introduction of non-native trees and shrubs could have a negative impact on the natural forest vegetation in the area. Residents should carefully consider what they plant on their property.
- Avoid introducing ANY invasive tree or shrub species such as caragana, Russian olive, common buckthorn, salt cedar just to name a few.
- Education Residents understanding how a forest functions will greatly help achieve overall goals and objectives. Include information on how to properly prune trees.

Tree Removal / Harvesting Recommendations:

- Select and mark trees to be removed prior to any harvest activity to ensure healthy trees are not removed
- Remove dead, decadent and danger trees within one year of identification
- Reduce the amount DWM, branches, trees and logs, laying on the forest floor to reduce forest fire fuel.
- Do not harvest trees during high fire hazard season
- Avoid harvest during rain or wet periods so as to not damage soils
- On-site tree mulching to reduce DWM and disposal costs

Forest Regeneration Recommendations:

- Consider understory tree planting; native coniferous trees including white spruce, balsam fir, tamarack, lodgepole pine and Douglas fir.
- Plant a variety of native shrub species in open area. First consideration should be for native shrubs before any introduction of non-native shrub species.
- Private white spruce trees are good the seed producer for whole area.
- Develop a tree catalog just for the summer village. This catalog will help summer village managers and the general public choose the appropriate trees for the area.
- Consider developing long term plan for caragana removal throughout the village
- Distribute educational information about trees. This may include articles and technical information on trees, pests, tree planting, pruning, etc. for staff and general public
- Increase tree and shrub diversity on public and private properties by planting a variety
 of flowering trees and native shrubs. More diversity will add more resilience and beauty
 to the summer village.

Fire Protection Recommendations:

- Reducing DWM fuel loads by selectively removing dead and fallen wood.
- Cut grass along parameters of the summer village
- Remove tall trees under or around powerlines and replace with shrubby vegetation
- Monitor all activities in the natural area. Activities that utilize machinery always have the potential to provide an ignition source for a fire.
- Restrict activity such as tree cutting during period of high or extreme fire danger.
- Scatter slash to facilitate quick decomposition
- Collect items such as bottles that might provide an ignition source during hot weather.
- Provide brochures and other educational materials related to forest fires. Educational material such as FireSmart for Homeowners

Pest Recommendations / Suggestions:

- Improve and maintain biological diversity as a pest control strategy. Planting varieties of trees and shrubs will increase beneficial insects into the area.
- Diversify forest age structure, which can increase the number of beneficial insects
- Learn to identify and recognize common pests and their activities in your area.
- Do not panic in the case of large defoliation as most of aspen/balsam poplar will leaf out once insect goes into cocoon stage.
- Monitoring is key for pest management. Routinely monitor the incidence of insects and diseases in the forest as well as on adjacent forested land.
- Keep written records of insects and disease and their outbreaks.
- Use natural control measures whenever possible.
- Ask for advice and guidance from qualified pest control practitioners.
- Involve/inform neighboring forest property managers of pest management activities.

*** all this information is from the Forest Assessment Prepared for Summer Village of Norglenwold prepared by:

Toso Bozic P.Ag

ISA Certified Arborist

Cert ID: PR 5354A

ATTS Group Inc.

www.attsgroup.ca

Summer Village of Norglenwold

July 29, 2022

Planning and Development

Information Item

Agenda Item: Development Update

Background:

Development Permit Update:

Currently there are 97 development permits issued in the Summer Villages (32 in Birchcliff, 3 in Half Moon Bay, 15 in Jarvis Bay, 21 in Norglenwold, and 26 in Sunbreaker Cove).

The following is the list in Norglenwold:

1. 99 Grand Avenue Det. Gar., Dwell. Add. & Retain. Wall

2. 111 Grand Avenue Lakeside Stairs3. 87 Grand Avenue Retaining Walls

4. 141 Grand Avenue Demolition and Dwelling5. 167 Grand Avenue Detached Garage

6. 345 Honeymoon Drive Dwelling

7. 345 Honeymoon Drive Detached Garage

8. 313 Honeymoon Drive Dwelling Add. & Garage w Guest House

9. 117 Grand Avenue Boathouse Renovations

10.215 Grand Avenue Landscaping/Mechanized Excavation

11.253 Honeymoon Drive Dwelling

12.141 Grand Avenue Mech Excavation/Concrete Pad

13.253 Honeymoon Drive Lakeside Stairs
14.47 Grand Avenue Dwelling Addition

15.257 Honeymoon Drive Dwelling
16.333 Honeymoon Drive Demolition

17.333 Honeymoon Drive Dwelling & Garage w Guest House

18.355 Last Chance Way Garage with Guest House

19.23 Grand Avenue Detached Garage

20.205 Grand Avenue Dwelling & Escarpment Work

21.53 Grand Avenue Demolition

Permit Summary:

Year to date 2022:

January – 0 development permits. February – 0 development permits. March – 1 development permit. Estimated project cost \$4,500.00

April – 1 development permit. Estimated project cost \$10,000.00

May – 0 development permits.

June – 1 development permit. Estimated project cost N/A. (Home Occupation).

2021:

January – 0 development permits.

February – 2 development permits. Estimated project cost \$54,000.00

March – 3 development permits. Estimated project cost \$1,910,000.00

April – 1 development permit. Estimated project cost \$10,000.00

May – 1 development permit. Estimated project cost \$9,000.00

June – 0 development permits.

Open Administrative Files:

359 Last Chance Way 32 Grand Avenue

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #208/13.

Summer Village of Norglenwold

July 29, 2022

Public Works

Information Item

Agenda Item: CAO Report

Background:

The following will provide an update for tasks asked of administration that are outside a specific department.

- Administration is looking into dates to meet with Michael Wuetherick regarding the South Shore line.
- Administration has reached out to contacts in the fire service regarding potential hydrant options in Norglenwold
- We have looked into the option of a larger annexation up to 11A as requested. When considering an annexation, the Municipal Government Board considers the reasoning behind the annexation request which is generally for the purpose of accommodating future population growth. As this is not the case for Norglenwold, a larger annexation would likely not be approved.
- The Joint Services Committee has accepted administration's updated organizational structure which includes a Bylaw Enforcement Officer. Administration will be working to set everything up and fill this position as soon as possible. This position will manage complaints, manage active compliance issues, help to enforce the Land Use Bylaw and any LUB infractions, perform inspections, manage fines and tickets for parking or other bylaw offences, manage animal control, and generally be a presence in our summer villages.

Options for Consideration:

Accept as information

Authorities:

MGA 207 (c) "advises and informs the council on the operation and affairs of the municipality"

Summer Village of Norglenwold

July 29, 2022

Council and Legislation

Request for Decision

Agenda Item: Alberta Municipalities Convention

Background:

Administration has received information about the upcoming Alberta Municipalities Convention. The Alberta Municipalities Convention is being held September 21 – 23 at the Calgary TELUS Convention Centre. Online attendance will be available to those who do not wish to attend in person. Online attendees will not be able to attend breakout education session or in-person networking.

The cost to attend in-person is \$600 for early-bird registration and virtual attendance, or \$750 for in-person if registration is after August 10th. Summer Village members who register at least one (1) in-person attendee for Convention will have the option to register one attendee virtually for the reduced price of \$200. For every additional participant in-person, they will have the option to register a virtual attendee at the reduced rate.

Options for Consideration:

Council has allocated \$1077 in the 2022 budget for this Convention.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

2022 Budget

Alberta Municipalities' Convention

Event Summary

Convention

We are excited to announce that registration for the 2022 Alberta Municipalities' Convention and Trade show is now open! This will be our first Convention hosted in Calgary since 2017, and we can't wait to return. Be sure to book your spot soon, space is limited and there is a chance that in-person attendance could sell out.

Convention will take place September 21 - 23 at the Calgary TELUS Convention Centre, with pre-Convention sessions taking place Tuesday, September 20. Hotel room blocks are open, with all of the information listed on our event website.

Location: Calgary TELUS Convention Centre

Dates: September 21 - 23, 2022 (Pre-Convention sessions to take place Tuesday,

September 20)

REGISTER NOW

Price (Early-bird deadline is August 10 at 11:59 pm)

Members In-person: \$600 (\$750 after early-bird)

RMA Members: \$700 (\$850 after early-bird)

Non-Members: \$975 (\$1125 after early-bird)

Municipal Interns: Complimentary

Virtual: \$600

Please note - the cost to attend virtually is the same as the early-bird pricing, unless the criteria below is met. Special pricing is only available to Alberta Municipalities regular members (urban municipalities).

Virtual registrants will NOT have access to live breakout session. Slide presentations and audio from each session will be recorded and made available following Convention.

*Registration payment by credit card will be the only accepted form of payment. If you have any questions, please email registration@abmunis.ca.

Regular Member Virtual Pricing

In order to support our members who are unable to attend due to financial constraints or health concerns, we are offering virtual registration at a discounted rate to Alberta Municipalities urban municipal members who have registered for Convention.

Summer Village and Village members who register at least one (1) in-person attendee for Convention will have the option to register one attendee virtually for the reduced price of \$200. For every additional participant in-person, they will have the option to register a virtual attendee at the reduced rate.

Towns, Cities and Specialized Municipality members who register five (5) in-person attendees will have the option to register one attendee virtually for the reduced price of \$200. For every additional five (5), they will have the option to register a virtual attendee at the reduced rate.

*Once a municipality has registered their in-person attendees, the Alberta Municipalities Registrar will reach out with a discount code for your virtual attendees.

Pre-Convention Sessions

*All Pre-Convention sessions are \$395

Council's Role in Public Engagement (EOEP)

Municipal councils are elected to make decision on behalf of citizens. However, in order to govern effectively and make decisions that are in the best interest of the diverse communities within municipalities, councils must be willing to consider the community's perspectives and input when making decisions. The EOEP's *Council's Role in Public Engagement* course will provide an overview of the various ways municipalities can engage with citizens, how public input can be integrated into decision-making, the dangers and limits of involving the public in municipal decisions, and the importance of engagement in supporting sustainable community development.

Council's Role in Land Use and Development Approvals (EOEP)

"Good planning" is a general concept – there is no single approved statement of what good planning consists of. Planning has evolved over many years and can be considered

a long term, ongoing process that includes planning itself, as well as project delivery and ongoing monitoring and evaluation. Planning aims to improve the effectiveness of public services in meeting people's needs, and to support the development of local communities and to improve the quality of life for all.

Full Day legal seminar (facilitated by RMRF)

Join our legal partners from Reynolds, Mirth, Richards and Farmer LLP as they take a deep dive into the most top-of-mind legal issues facing municipalities across Alberta.

Hotel Room Blocks

*Please note, two-night, non-refundable deposits will be required at the time of booking. This is to ensure that entire rooms blocks are not cancelled in the weeks leading up to the event, forcing Alberta Municipalities to pay attrition fees. We appreciate your understanding with this matter.

Delta Calgary - rooms starting at \$295/night + taxes 209 4th Avenue SE, Calgary (403) 266-1980

Book at the Delta Calgary

Fairmont Palliser - rooms starting at \$309/night + taxes 133 9th Avenue SW, Calgary (403) 262-1234

Book at the Fairmont Palliser

Hyatt Regency - rooms starting at \$329/night + taxes 700 Centre Street SE, Calgary (403) 717-1234

Book at the Hyatt Regency

Le Germain Hotel - rooms starting at \$289/night + taxes 899 Centre Street S, Calgary (403) 264-8990

Book at the Le Germain Hotel

Marriott Downtown Calgary - rooms starting at \$315/night + taxes 110 9th Avenue SE, Calgary (403) 266-7331

Book at the Marriott Downtown Calgary

Trade Show

Registration is now open for all interested visitors. Please see the brochure for all of the details. Should you have further questions, please email tradeshow@abmunis.ca.

Trade Show Brochure

Register for a Trade Show booth

Convention Code of Conduct

Alberta Municipalities is committed to providing a welcoming, inclusive and harassment-free environment for all persons attending the Convention ("Convention Participants"), regardless of gender, race, sexual orientation, disability, physical appearance, ethnicity, age, religion or any other legally protected characteristic.

The following guidelines apply to all facets of the Convention including sponsor hosted events, workshops, plenaries, political meetings and social gatherings where Convention Participants are in attendance.

Behaviours that are not acceptable at the Convention include:

Harassment or intimidation based on gender, race, sexual orientation, disability, physical appearance, ethnicity, age, religion or any other legally protected characteristic. Sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact. Shouting down or threatening Convention Participants.

Any Convention Participant found violating these rules may have their registration revoked and be asked to leave the Convention, without a refund, at the discretion of the CEO or designate.

Event CategoryConvention

Location 120 Ninth Avenue SE Calgary AB T2G 0P3

How to register and submit questions

REGISTER NOW

Cancellation/Refund Policy

Any written cancellation received prior to 4:30 pm MST on Tuesday August 30, 2022 is eligible for a refund, less a \$50 cancellation fee. Any written cancellation received after 4:30 pm MST on Tuesday, August 30, 2022 and prior to 4:30 pm MST on Tuesday September 6, 2022, is eligible for a 50% refund. Any cancellations received less than a week prior to the event will not be eligible for a refund. Written notice includes letter, fax or emails. Emails can be sent to registration@abmunis.ca.

REGIS

Summer Village of Norglenwold

July 29, 2022

Council and Legislation

Request for Decision

Agenda Item: Dust Control

Background:

Administration has received a proposal from Red Deer County regarding the cost sharing for dust control in front of 39037, Range Road 20, and in front of 39041, Range Road 20.

The cost is \$700/125m application and both residents have agreed to pay \$350 toward the cost of the treatment. Should Council agree to sharing 50% of the cost, it would equate to Norglenwold paying \$350 per residence for a total cost of \$700 annually. The Red Deer County Dust Control Policy is attached.

Red Deer County proposes the agreement be continued annually until such time that either part decides to end the agreement.

Options for Consideration:

- 1) Council accept the cost sharing agreement for dust control on Range Road 20 at a cost of \$700 annually.
- 2) Council accept as information.

Administrative Recommendations:

1) Council accept the cost sharing agreement for dust control on Range Road 20.

RED DEER COUNTY

TITLE: DUST SUPPRESSION (CONTROL)

Policy <u>x</u> Procedure _____

Category: Operations / Agricultural Services Bylaw ____ Guideline _____

No. 7.005

AUTHORITY: CC-19-172 **DATE**: August 6, 2019

REPLACES: CC-09-193 **DATE:** June 16, 2009

CC-06-030 January 24, 2006 CC-05-291 June 7, 2005 CC-01-596 December 18, 2001 Council Motion No. 210-94 May 17, 1994

Further References:

PURPOSE

To help minimize the amount of dust that can be created on County gravel roads, Red Deer County has a Dust Control Program that allows for the application of a dust suppression agent on County public roads.

Maintenance of municipal public roads falls within the jurisdiction of the County. Dust control may be applied by Red Deer County's contractor through the County's Dust Control Program, or, at the County's discretion, it may be applied by a County-qualified third party contractor. No dust control may be applied to a County road without the authorization of Red Deer County.

GUIDELINES/PROCEDURE

- 1. Applications to participate in the Dust Control Program are to be received prior to the deadline which is set for the first week of May (normally May 1) each year. Information about the Program will be advertised in the County News, on the County's website and on the County's social media sites. No extension to the application deadline will be granted.
- 2. The County will qualify third party contractor(s) who will be provided authority to apply dust control, according to the County's standards and procedures, to County roads. Those persons missing the application deadline date will be directed to these third party contractors for dust control services.
- 3. Red Deer County uses Calcium Chloride as its dust suppression agent.
- 4. At the discretion of the County, when the condition of a road has deteriorated to the point where normal maintenance will not sustain the treated section of road, it will be restored to its original gravel condition. In these instances, Red Deer County will take steps to contact the customer (property owner) prior to this work being done.
- 5. Through the Dust Control Program, Red Deer County subsidizes the cost of a 125-metre (400-foot) length of dust control, with the location of this 125 metres being determined by the applicant. Any requests for a distance greater than 125 metres, will require the applicant to pay the full costs of the dust control for the distance beyond the initial 125 metres.

- 6. The fees to be paid for each dust control application are set in the County's Fee Bylaw.
- 7. Further subsidization of the costs for the first 125 metres will be provided as follows: traffic volumes in excess of 200 movements per day, an additional 20 percent subsidy from the standard fee; and volumes in excess of 300 movements per day, an additional 40 percent subsidy from the standard fee. Traffic movements are determined by Red Deer County traffic counts.
- 8. Property owners who own/occupy property located on a corner adjacent to two roads may be eligible, at the discretion of the County, for the subsidized costs for dust control for each road.
- 9. Upon application to the County, County community groups such as cemeteries, community halls and churches may receive dust control services free of charge.
- 10. At the discretion of the County, the County may cover the full cost of dust control for road maintenance purposes.
- 11. Red Deer County will provide one invoice for each dust control application. Residents wishing to share a dust control application will be responsible for the distribution of costs among themselves.

Summer Village of Norglenwold

July 29, 2022

Request for Decision

Agenda Item: Policing Call to Action

Background:

Mayor Gurevitch received the attached email from the National Policy Federation inquiring about the Summer Village of Norglenwold's interest in joining in the Call to Action for a re-release to Government this summer with additional signatories.

Should Council wish to continue to provide their support, it is asked that the Summer Village logo be provided for inclusion.

Options for Consideration:

- 1) Council discuss and provide direction to Administration.
- 2) Council accept as information.

Administrative Recommendations:

1) That Council discuss and provide direction to Administration.

Authorities:

n/a

From: Maryanne King < mking@npf-fpn.com > Date: July 7, 2022 at 3:26:53 PM MDT

To: Cyril Gurevitch < cqurevitch@sylvansummervillages.ca > **Cc:** Information < information@sylvansummervillages.ca >

Subject: Following Up: Call to Action to the Government of Alberta

Good afternoon His Worship Mr. Cyril Gurevitch,

I am connecting with you today regarding the Call to Action to the Government of Alberta concerning its pursuit of an Alberta Provincial Police Service (APPS). Since the <u>Call to Action's release</u> on June 27, 2022, it has continued to gain positive momentum in the media and in communities across Alberta. We released the Call to Action with 73 signatories; **this number has already increased since release day.**

As interest in the Call to Action continues to grow, I would like to confirm whether the Summer Village of Norglenwold would be interested in joining the Call to Action for a re-release to Government with additional signatories this summer.

The Call to Action, as released on June 27, is attached. You may also refer to some of the recent media coverage, or our Keep Alberta RCMP website for your information. One of our Alberta Directors, Kevin Halwa, recently underscored the importance keeping the RCMP as Alberta's police service of choice in the media. The Call to Action's message is resonating with Albertans across the province, and the impact of the addition of your voice cannot be understated.

As the governing party chooses its next Premier, there has never been a more important time to stand together in support of retaining the Alberta RCMP. Let's cancel this transition, keep the RCMP in Alberta, keep taxes and costs low, and work together to improve police services and the criminal justice system.

If you would like to join the Call to Action, please provide a copy of your logo in a reply to this email.

Thank you for your consideration, and I am at your disposal should you have any questions or follow up inquiries.

Kind regards,

Maryanne King
Policy Advisor | Conseiller Politique
National Police Federation | Fédération de la Police Nationale
(587) 672-0695
https://npf-fpn.com

Summer Village of Norglenwold

July 29, 2022

Request for Decision

Agenda Item: Procedural Bylaw

Background:

Over the past year, the Joint Services Committee has been working on a procedural bylaw that would be shared by all 5 municipalities in order to create efficiencies in the administrative process. This ensures that each Council is receiving the same administrative service for each meeting.

The changes were not drastic and do not apply to each Summer Village, but include the following:

- Council meetings will be a maximum of 4 hours long, and there will be 10 regular Council meetings per year
- Minutes to be recorded as recommended by Municipal Affairs
- Possibility for special meetings, meetings of the whole, and extra meetings depending on large projects
- No open mic sessions that include staff members during Council meetings
- Agendas to include previous minutes, delegations, updates from department heads including a CAO report on ad hoc requests not by function, quarterly financials, monthly AP/AR report, requests for decision, and Council updates.

Options for Consideration:

- 1) Council give 1st, 2nd, and 3rd readings to the Procedural Bylaw #268-22.
- 2) Council accept as information.

Administrative Recommendations:

- 1) That Council give 1st reading to the Procedural Bylaw #268-22.
- 2) That Council give 2nd reading to the Procedural Bylaw #268-22.
- 3) That by unanimous consent Council give 3rd reading to the Procedural Bylaw #268-22 at this meeting.
- 4) That council give 3rd and final reading to the Procedural Bylaw #268-22.

Authorities:

MGA Section 145

SUMMER VILLAGE OF NORGLENWOLD PROCEDURAL BYLAW BY-LAW 268-22

BEING A BYLAW OF THE SUMMER VILLAGE OF NORGLENWOLD TO PROVIDE FOR THE ORDERLY PROCEEDINGS OF COUNCIL AND COUNCIL COMMITTEES.

WHEREAS, pursuant to Section 145 of the *Municipal Government Act*, a Council may pass bylaws in relation to the following:

- a) the establishment and functions of Council Committees and other bodies;
- b) the procedure and conduct of Council, Council Committees and other bodies established by the Council, the conduct of Councillors and the conduct of members of Council Committees and other bodies established by the Council.

NOW THEREFORE, the Council of the Summer Village of Norglenwold, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

This bylaw may be cited as "The Procedural Bylaw".

DEFINITIONS

- 2 In this Bylaw,
 - (a) "Agenda" means the items of business of a meeting and the associated reports, bylaws, or other documents;
 - (b) "Chair" means the person authorized to preside over a meeting, determined in accordance with Section 25 to 27;
 - (c) "Chief Administrative Officer" means the Chief Administrative Officer of the Summer Village of Norglenwold within the meaning of the *Municipal Government Act*, or his/her designate;
 - (d) "Committee" means a committee, board, or other body established by Council under the *Municipal Government Act*, and includes, without limiting the generality of the foregoing, a Standing Committee, a Task Force, and the Committee of the Whole;
 - (e) "Committee of the Whole" means the Committee described in Sections 9 to 15 of this Bylaw;
 - (f) "Council" means the municipal Council of the Summer Village of Norglenwold:
 - (g) "Councillor" means a member of Council who is duly elected and continues to hold office and includes the Mayor;
 - (h) "Deputy Mayor" means the Councillor appointed pursuant to the *Municipal Government Act* and this Bylaw to act as Mayor when the Mayor is unable to perform the duties of the Mayor or the office of the Mayor is vacant;
 - (i) "General Election" means an election held in the Summer Village to elect members of Council as described in the Local Authorities Election Act;
 - (j) "In-Camera" means a meeting or part of a meeting that is closed to the public, within the meaning of the *Municipal Government Act*;
 - (k) "Mayor" means the Chief Elected Official of the Summer Village within the meaning of the *Municipal Government Act*;
 - (I) "Member" means a Councillor or a member of a Committee duly appointed by Council;

- (m)"Municipal Government Act' means the Municipal Government Act, RSA 2000, c M-26, as amended;
- (n) "Non-statutory Public Hearing" means an advertised public hearing that is convened at the direction of Council, or the Committee of the Whole, in its discretion, in relation to a specified matter, in a case where Council is not otherwise required to hold a hearing under the *Municipal Government Act*;
- (o) "Pecuniary Interest" means a pecuniary interest within the meaning of the *Municipal Government Act*;
- (p) "Point of Interest" means a request that the Chair enforce the rules of procedure;
- (q) "Question of Privilege" means a request or motion made to the Chair, unrelated to the business on the floor, which affects the comfort, dignity, safety, or reputation of Council, a Council Committee or individual Members, some examples of which include requests related to heating, lighting, noise, or other disturbances in Council Chambers, conduct of members of the public or fellow Members;
- (r) "Public Hearing" includes a Statutory Public Hearing and a Non-statutory Public Hearing.
- (s) "Quorum" means the minimum number of Members that must be present at a meeting for business to be legally transacted;
- (t) "Resident" means a registered owner of a property in the Summer Village, or others over the age of 18 who reside in the Summer Village.
- (u) "Standing Committee" means a Committee that is designated, by Council, as a standing committee and which typically has ongoing responsibilities related to a broad area of municipal operation or business:
- (v) "Statutory Public Hearing" means an advertised public hearing that Council is required to hold under the *Municipal Government Act*;
- (w) "Summer Village" means the Summer Village of Norglenwold;

APPLICATION

- 3. The rules and procedures contained in this Bylaw shall apply to Council meetings.
- 4. The rules and procedures contained in this Bylaw shall apply to Committee meetings, subject to the following:
 - a) a rule or procedure, established by this Bylaw, that is specifically stated to apply to Committees, or to a specific Committee or type of Committee, shall prevail over a rule or procedure or more general application contained in this Bylaw;
 - b) if a Committee requests alteration to its procedures, and the alternate procedures are approved by Council, those alternate procedures shall, in the event of a conflict, prevail over a rule or procedure of more general application contained in this Bylaw; and
 - c) a specific rule or procedure set out in a Committee's governing bylaw or terms of reference shall, in the event of a conflict, prevail over a rule or procedure of more general application contained in this Bylaw.
- 5. To the extent that a procedural matter is not dealt with in the *Municipal Government Act* or this Bylaw, the matter will be determined by referring to the most recent version of *Roberts' Rules of Order* newly revised.

MEETINGS

Regular Meetings

- 6. Unless Council by resolution from time to time otherwise determines, 10 regular meetings of Council per year shall be held in the Municipal Office Council Chambers and commence at 9:00 a.m. on the last Friday of every month.
- 7. When the date of a regular meeting of Council falls on a holiday, the Council meeting will be held at the discretion of Council by a resolution of Council.
- 8. A meeting of Council shall adjourn no later than 4 hours after the starting time, unless Council, agrees to an extension of the meeting beyond that time.

Committee of the Whole

- 9. A Committee to be known as Committee of the Whole is hereby established.
- 10. The membership of the Committee of the Whole shall consist of all members of Council.
- 11. The function of the Committee of the Whole is to allow for discussions, in a more informal manner, of significant or complex terms, including but not limited to matters that may require a substantial amount of time to analyze and consider, in order to bring recommendations to Council for final consideration and decision.
- 12. Committee of the Whole meetings may be held from time to time by a resolution of Council.
- 13. Subject to the *Municipal Government Act*, Committee of the Whole may consider any matter that Council may consider.
- 14. The Committee of the Whole may:
 - a) conduct Non-statutory Public Hearings;
 - b) received delegations and submissions;
 - c) meet with other municipalities and levels of government; and
- 15. No bylaw, nor any resolution respecting a matter that is, at law, reserved to Council, shall be passed by the Committee of the Whole.

Organizational Meeting

- 16. An organizational meeting of Council will be held annually not later August 31, in accordance with the *Municipal Government Act*.
- 17. At the first organizational meeting following a General Election, the first order of business shall be the administration oath of office and the introduction of the Mayor and Council for the Council session.
- 18. At all organizational meetings, Council shall:
 - a) Establish the Mayor, and Deputy Mayor;
 - b) Appoint Members of Committees;

c) Conduct other business identified within the organizational meeting agenda.

QUORUM

- 19. A Quorum of Council is a majority of Councillors.
- 20. A Quorum of a Committee is a majority of Members unless the governing bylaw or terms of reference of a Committee provides otherwise.
- 21. If a Quorum is not present within fifteen (15) minutes after the time appointed for the meeting, the names of the Members present shall be recorded, and the meeting will be adjourned.
- 22. If, at any time during a meeting, Quorum is lost, the meeting shall be adjourned.
- 23. If a meeting is adjourned due to loss of Quorum, the remaining items on the Agenda shall be considered at the next scheduled meeting, unless a special meeting is held to conduct such business.
- 24. If a vote on a motion before Council or the Committee of the Whole cannot be taken due to loss of Quorum resulting from:
 - a) a declaration of Pecuniary interest; or
 - b) a Councillor not being present for all or part of a Statutory Public Hearing;

then the motion shall be the first order of business to be proceeded with and disposed of at the next meeting of Council or Committee of the Whole under that particular order of business.

POWERS & RESPONSIBILITIES OF THE CHAIR

Person to Act as Chair

- 25. In the Case of a Council meeting or Committee of the Whole meeting, the Chair shall be determined in accordance with the following:
 - a) the Mayor shall be Chair;
 - b) if the Mayor is absent or otherwise unable to preside the Deputy Mayor shall be Chair;
 - c) if neither the Mayor nor Deputy Mayor is in attendance fifteen (15) minutes after the time appointed for a meeting, the meeting shall be deemed cancelled.
- 26. In the case of a Committee meeting, other than a meeting of the Committee of the Whole, the Chair shall be
 - a) the Member designated or appointed as Chair in accordance with the rules and procedures set out in the Committee's governing bylaw or terms of reference;
 - b) by Member appointed by the Committee, where alternate rules and procedures for the designation or appointment of a Chair have not been specifically established.

Duties of the Chair

- 27. The Chair:
 - a) opens meetings;
 - b) chairs meetings;
 - c) preserves order in meetings;
 - d) decided on all questions of procedure, subject to a motion to challenge pursuant to Section 101; and
 - e) ensures that each Member who wishes to speak on a debatable motion is granted the opportunity to do so.

ELECTRONIC DEVICES

- 28. Members of the public may not electronically record portions of Council and Committee meetings that are open to the public, unless the Chair determines that electronic recording of a meeting by the public be permitted.
- 29. A member of the public who is electronically recoding a Council or Committee meeting in accordance with Section 29 shall be asked to leave the public gallery or viewing area by the Chair.
- 30. All electronic devises, including cellular telephones, that are present at the meeting location, including in public gallery or at the Council table, must be in silent mode while a meeting is being conducted.

ADJOURNMENT

- 31. A Member may move a motion to adjourn a meeting at any time, except when:
 - a) another Member has the floor:
 - b) a call for a vote has been made;
 - c) the Members are voting; or
 - d) a previous motion to adjourn has been defeated and no other intervening proceedings have taken place.
- 32. A motion to adjourn shall be put without comment or debate.
- 33. When all items on an approved Agenda have been dealt with the Chair may adjourn the meeting without requiring a motion or vote by the Members.

AGENDA

Order of Business

- 34. The order of business in the Agenda for a Council meeting shall be as follows:
 - 1) CALL TO ORDER
 - 2) AGENDA
 - 3) ADOPTION OF MINUTES
 - 4) ADMINISTRATIVE REPORTS / INFORMATION ITEMS
 - a. FINANCE
 - b. PUBLIC WORKS
 - c. DEVELOPMENT
 - d. CAO REPORT

- e. OTHER
- 5) TABLED ITEMS
- 6) NEW BUINESS ITEMS / REQUEST FOR DECISION
 - a. FINANCIAL & ADMINISTRATION
 - b. COUNCIL AND LEGISLATIVE
 - c. PUBLIC WORKS
 - d. PLANNING & DEVELOPMENT
- 7) COUNCIL REPORTS
- 8) INFORMATION
- 9) MEETING DATES
- 10)ADJOURNMENT
- 35. The order of business established in the foregoing paragraph shall apply unless Council otherwise determines by a Two-Thirds Vote, and such a vote shall be decided without debate.

Agenda Preparation and Delivery

- 36. The Agenda for each Council meeting and Committee of the Whole meeting shall be established by the Chief Administrative Officer.
- 37. A Member wishing to introduce an item for inclusion in a meeting Agenda shall submit a written request to the Chief Administrative Office by no later than ten (10) days prior to the meeting.
- 38. After the expiry of the deadline established in Section 37, items may only be added to, or deleted from, the Agenda by a Two-Thirds Vote at the meeting to which the Agenda relates.
- 39. All materials related to items on the Agenda, that are to be included in the Agenda package, shall be provided to the Chief Administrative Officer by no later than ten (10) days prior to the Council meeting.
- 40. The Chief Administrative Officer shall cause the Agenda to be provided to Councillors one week prior to the Council meeting by electronic transfer.
- 41. The Chief Administrative Officer will release electronic copies of the Agenda and all associated reports, bylaws, or other documents to the general public via the Summer Village website once it has been circulated to Council one week prior to the Council or Committee of the Whole meeting unless they may be withheld under the *Municipal Government Act*, *Freedom of Information & Protection of Privacy Act*, or any other statute, bylaw or policy dealing with access to information.

Minutes

Council Meetings

- 42. The Chief Administrative Officer will prepare a written record of all Council meetings that includes:
 - a) the names of the members of Council present at and absent from the meeting;
 - b) a brief description of the subject matter;
 - c) all decisions and other proceedings;
 - d) the names of members of the public who speak to an item;

- e) any abstentions made under the *Municipal Government Act* by any member of Council and the reason for the abstention;
- f) time of departure and return to Council Chambers of any member of Council for any reason; and
- g) the signatures of the Chair and the Chief Administrative Officer.

Committee Meetings

- 43. Minutes shall be prepared for all Committee meetings and shall:
 - a) include all decisions and other proceedings;
 - b) include the names of Members present at and absent from the meeting;
 - c) include an abstention made under the *Municipal Government Act* by any Member and the reason for abstention;
 - d) include the signatures of Council and the recording secretary; and
 - e) be retained in a safe manner and be available upon request. A final copy of minutes must be filed with the Chief Administrative Officer, within no more than three working days after being confirmed by the Committee; and
 - f) be distributed to all members of Council after receipt of the minutes by the Chief Administrative Officer.

Delegations

Delegations at Council Meetings

- 44. Requests for an appointment to make a presentation to Council must be delivered to the Chief Administrative Officer and must:
 - a) be in writing;
 - b) be received by the Chief Administrative Officer no later than ten (10) days prior to the scheduled Council meeting at which the presentation is to be made;
 - c) clearly identify the reason or purpose of the appointment and provide a brief explanation of the subject to be addressed;
 - d) specifically identify any request that is intended to be made to Council, if applicable;
 - e) identify the individual or primary contact for a group or organization; and
 - f) include the contact information of the group or organization, including the current mailing address and daytime telephone number.
- 45. In questioning delegations, Councillors will ask only questions of clarification that are relevant to the subject matter of the presentation, as described in the written request submitted in accordance with Section 44 and will avoid repetition.
- 46. Approved delegations may, during their presentations to Council, only speak on the subject matter that has been described in the written request submitted in accordance with Section 44.
- 47. If a delegation has previously made a presentation before Council in relation to certain subject matter,
 - a) that delegation shall not be permitted to make further presentation on the same subject matter, except to present additional information that
 - (i) was not presented during the previous presentation, and

(ii) is, in the opinion of the Summer Village, of sufficient important to justify an additional presentation.

Responsibilities of Chief Administrative Officer

- 48. If the standards set out in Section 44 are met and the Chief Administrative Officer determines the presentation is within the governance authority of Council, the Chief Administrative Officer will:
 - a) if it relates to an item already on the Agenda, delivery a copy of the request or a summary of it to the Councillors prior to or at the meeting at which the Agenda is being considered; or
 - b) acquire all information necessary for the matter to be included on a future council Agenda for consideration by Council.
- 49. If the standards set out in Section 44 are met and the Chief Administrative Officer determines the presentation is not within the governance authority of Council, the Chief Administrative Officer will:
 - a) refer the request to administration for a report and/or a direct response to the writer and provide a copy of the original request and the referral to Council; and
 - b) take any other appropriate action on the request.
- 50. If a Councillor objects to the process determined by the Chief Administrative Officer, a Councillor may make a request in accordance with Section 39, that the item be included for consideration on a Council or Committee of the Whole Agenda.
- 51. If the standards set out in Section 44 are not met, the Chief Administrative Officer may file the request, without any action being taken, after advising Council of his/her determination that the request did not meet the standards.

PROCEEDING AT MEETING

Voting

- 52. Unless otherwise required by this Bylaw, the *Municipal Government Act* or any other enactment, a simple majority vote of those Members present is sufficient to carry a motion.
- 53. A motion is deemed to be defeated if the vote results in a tie.
- 54. Pursuant to Section 183(1) of the *Municipal Government Act*, a Councillor attending a Council meeting must vote on a matter put to a vote at the meeting unless the Councillor is required or permitted to abstain from voting under the *Municipal Government Act* or any other enactment.
- 55. At any time before a vote is taken by Council, a Councillor may request that the vote be recorded.
- 56. When a vote is recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for or against the motion or abstained.
- 57. Votes on all motions must be taken as follows:

- a) except for a meeting conducted through electronic or other communication facilities, Members must be in their designated seat when the motion is considered;
- b) the Chair puts the motion to a vote:
- c) Members vote by a show of hands or other method agreed to by Council or the Committee, as the case may be; and
- d) the Chair declares the result of the vote by stating whether the motion was carried or defeated.
- 58. After the Chair declares the result of the vote, Members may not change their vote for any reason.
- 59. A question on the results of a vote may be resolved by the Chair immediately calling for a revote on the motion.

Bylaws

- 60. Every proposed bylaw shall have three (3) separate and distinct readings.
- 61. A proposed bylaw shall be introduced for first reading by a motion that the bylaw be introduced and read a first time.
- 62. A bylaw shall be introduced for second reading by a motion that the bylaw be read a second time.
- 63. A bylaw shall be introduced for third reading by a motion that the bylaw be read a third time.
- 64. A bylaw shall not be given more than two readings at one meeting unless Councillors present at the meeting unanimously agree that the bylaw may be presented for third reading at the same meeting at which it received two readings.
- 65. Council may:
 - a) debate the substance of a bylaw:
 - b) propose and consider amendments to a bylaw; and
 - c) refer, by motion, the bylaw to administration for further information prior to second reading and/or third reading.
- 66. Any amendments to the bylaw which are carried prior to the motion for third reading being put will be considered to have been given first and second readings and will be incorporated into the proposed bylaw.
- 67. A bylaw is passed when it receives third reading and is signed. A bylaw is effective from the beginning of the day that it is passed unless the bylaw or any applicable enactment provides for another effective date.
- 68. The previous readings of a proposed bylaw are rescinded if the proposed bylaw:
 - a) does not receive third reading within two years of first reading; or
 - b) is defeated on second or third reading.
- 69. After it received third reading, a bylaw shall be signed by the Mayor and Chief Administrative Officer and shall be impressed with the corporate seal of the Summer Village.

Proceedings at Public Hearings

Holding Public Hearings

- 70. Council shall hold a Statutory Public Hearing, when required to do so under the *Municipal Government Act* or other enactment.
- 71. On the advice of administration, and should Council deem it appropriate, Council may hold a Non-statutory Public Hearing.
- 72. On the advice of Administration and should the Committee of the Whole deem it appropriate, the Committee of the Whole may hold a Non-statutory Public Hearing. The Committee of the Whole may not conduct Statutory Public Hearings.

Rules and Procedures for Public Hearings

- 73. Public Hearings must be conducted,
 - a) in the case of Public Hearings conducted by Council, in conjunction with a regular or special Council meeting; and
 - b) in the case of Non-statutory Public Hearings conducted by the Committee of the Whole, in conjunction with a meeting of the Committee of the Whole.
- 74. A Statutory Public Hearing on any proposed bylaw or resolution must be held before second reading of the bylaw, or Council votes on the resolution.
- 75. To begin a Public Hearing, the Chair calls the hearing to order and must ask if anyone is present to speak to the proposed item, bylaw, or resolution. All those in attendance, who wish to speak, are to give their name and location of residence for the record.
- 76. If a member of the public is unable to attend a Public Hearing, he or she may authorize a person to speak on his or her behalf. The authorization must:
 - a) be in writing;
 - b) name the individual authorized to speak;
 - c) indicate the proposed item, bylaw, or resolution to be spoken to; and
 - d) be signed by the person giving the authorization.
- 77. A person authorized to speak on behalf of another individual in accordance with Section 76, must state the name of the individual that the speaker represents and must present the written authorization to the Chair.
- 78. If, at a Public Hearing, a person indicates that he or she is present to speak to the proposed item, bylaw or resolution, the following procedures will apply:
 - a) administration will introduce the proposed item, bylaw, or resolution;
 - b) the Chair will inform Council or the Committee of the whole, as the case may be, of the number and nature of written submission and these submissions will be era into record;
 - c) members of the public, including persons authorized to speak on behalf of other individuals in accordance with Section 76 will be allowed to speak, with those in favour speaking first, followed by those opposed, followed by those who claim to otherwise be affected;

- d) referral agencies that were served notice of the Public Hearing will be allowed to speak;
- e) after a person has spoken, any Member may ask that speaker relevant questions through the Chair;
- f) any Member may ask administration relevant questions after all person who wish to speak have been heard;
- g) the Chair may close the Public Hearing.
- 79. Subject to Section 78, a person, including a person authorized to speak on behalf of one or more individuals in accordance with Section 76, shall be allowed five (5) minutes to speak at a Public Hearing.
- 80. Presentations by administration or, where applicable, by the applicant at the Public Hearing are not subject to the time limit described in Section 79.
- 81. The time limit for speaking described in Section 79 may be,
 - a) extended to ten (10) minutes by the Chair, in his or her discretion; and
 - b) extended to ten (10) minutes by majority vote of Council or the Committee of the Whole, as the case may be.
- 82. If no one is present to speak to a proposed item, bylaw or resolution, the following procedures will apply:
 - a) administration will introduce the proposed item, bylaw, or resolution;
 - b) the Chair will inform Council or the Committee of the Whole, as the case may be, of the number and nature of written submissions and these submissions will be read into the record or, where appropriate, administration may provide a report on the number of written submissions received and a general overview of the contents the written submissions;
 - c) any Member may ask administration relevant questions; and
 - d) the Chair may then close the hearing.
- 83. When a Statutory Public Hearing on a proposed bylaw or resolution is held, a Councillor
 - a) must abstain from voting on the bylaw or resolution if the Councillor was absent from all of the Statutory Public Hearing; and
 - b) may abstain from voting on the bylaw or resolution if the Councillor was only absent from a part of the Statutory Public Hearing.
- 84. Council or the Committee of the Whole, as the case may be, may adjourn a Public Hearing at any time but must adjourn to a definite date and time.

Address to and Recognition by the Chair

- 85. All discussion at a meeting of Council or a Committee is directed through the Chair who will be addressed
 - a) as "Your Worship", "Mayor" or "Minister/Madam Chair", in the event that the Mayor is Chair of the meeting; or
 - b) as "Mister/Madam Chair", in the event that a person other than the Mayor is Chair of the meeting.
- 86. No person shall be permitted to speak unless and until such person is recognized by the Chair.

87. When two or more Members wish to speak to a matter, the Chair shall determine the order in which the Members shall be heard.

Questions

88. If a Member wishes to ask a question or seeks clarification in respect on a subject before the Members, he or she may do so without interrupting another speaker. The Member shall, upon recognition, state the question and shall not proceed further without the leave of the Chair, provided that in any event any such question shall be directed to the Chair and shall not be used to discuss the merits of the subject then before the meeting.

Interruption of Speaker

- 89. No Member shall interrupt any other person who has been recognized by the Chair and has the floor except to raise a Point of Order or a Question of Privilege.
- 90. A Member who is speaking when a Point of Order or Question of Privilege is raised must cease speaking immediately.
- 91. The Member who raises a point of Order or Question of Privilege shall briefly explain the Point or Question.
- 92. Neither a Point of Order nor Question of Privilege is debatable or amendable.

Ruling on Proceedings

- 93. Upon a Point of Order or Question of Privilege being raised, the Chair will rule upon the same.
- 94. The Chair may seek advice from administration on a Point of Order or Question of Privilege prior to making his or her ruling.

Challenging a Ruling

- 95. A ruling of the Chair may be challenged.
- 96. A motion to challenge a ruling is neither debatable nor amendable.
- 97. A motion to challenge a ruling shall be determined by a majority vote and may not be reconsidered or rescinded.

Motions

- 98. Unless otherwise determined by the Chair, no matter may be debated or voted on by Council or a Committee unless it is in the form of a motion.
- 99. A recommendation in a report is not a motion until a Member moves it.
- 100. Any Member may require the questions or motion under discussion, or any portion thereof, to be read at any time during the debate, but not so as to interrupt a person while speaking.

- 101. Members may speak only twice on any motion, once in debate and once to ask questions; however, Council or the Committee, as the case may be, may give permission, by Two-Thirds Vote, to speak again.
- 102. Each Member may speak for only five (5) minutes, unless Council or the Committee, as the case may be, gives permission, by Two-Thirds Vote, to speak for an additional five (5) minutes.
- 103. Each member present will be given an opportunity to speak to a motion before it is put to a vote unless a motion is passed to limit or end debate.
- 104. Except as otherwise provided, all motions are debatable and amendable.
- 105. Not more than one main motion, amendment thereto, and amendment to the amendment may be on the floor at the same time.
- 106. No amendment shall be allowed, the substance of which would substantially destroy the intent of the motion or amendment to which it is intended to apply, the purpose of which could be as readily attained by voting against the motion or amendment to which it is intended to apply.
- 107. Any amendment must be relevant to the motion or amendment to which it is intended to apply.
- 108. Voting on motions and amendment shall be conducted in the reverse of the order in which they were put, that is to say, firstly, upon the amendment to the amendment, if any, secondly, upon the amendment or amendments to the motion, as the case may be, if any, and lastly, upon the motion or the motion as amended as the case may be, except in the case of times and amounts in which case the longest time and the largest amounts shall be put first.
- 109. A motion to refer precludes all further amendments to the main motion unless it is decided in the negative.
- 110. A motion to postpone definitely another motion properly before the meeting,
 - a) shall contain a time certain or ascertainable for the duration of the postponement;
 - b) is not amendable; and
 - c) is only debatable as to the duration of the postponement.
- 111. Upon a reasonable opportunity for discussion of a motion, in the opinion of the Chair, being afforded, and when no other person is holding the floor, a motion may be made that the question be now put.
- 112. A motion that the question be now put is neither amendable not debatable and if such motion is passed, the main motion or amendment (as the case may be), shall be voted upon without further amendment or debate. If the motion is not passed, debate upon and amendment to the main motion may continue.
- 113. A motion to end debate shall be treated in the same manner as a motion that the question be now put as provided above.
- 114. A motion may, with the consent of the mover and a majority of the Members present, be withdrawn or the wording thereof may be changed.

- 115. Once Council has dealt with any matter, a motion that would have a similar result may not be made, subject to a motion to reconsider, motion to rescind or motion to renew a defeated motion being passed.
- 116. A Member who voted with the prevailing side may move to reconsider a motion only at the same meeting or during any continuation of the meeting at which it was decided.
- 117. A motion to reconsider may not be applied to:
 - a) a vote which has caused an irrevocable action; or
 - b) a motion to reconsider.
- 118. A motion to reconsider is not amendable but is debatable when the motion being reconsidered is debatable.
- 119. A motion to rescind a motion which has been passed or to renew a defeated motion may be offered subsequent to the meeting at which the motion was passed or defeated if the motion to rescind or renew is:
 - a) made by a Member who voted with the prevailing side which is, when a motion is lost on a tie vote, the side that voted against the motion;
 - b) brought more than one year after the date of the original motion; or
 - c) brought after a General Election which has taken place since the date of the original motion.
- 120. No motion to rescind may be made when:
 - a) a vote has caused an irrevocable action; or
 - b) the same result could be achieved by reconsidering the motion.
- 121. No motion to rescind is not amendable but is debatable if the motion which is proposed to be rescinded was itself debatable.
- 122. Where a motion under consideration contains distinct propositions, which are not of necessity related to each other, the vote upon each proposition shall be taken separately when any Member so requests or when the Chair so directs.
- 123. Where a motion is lengthy, complicated, or controversial, a Member may move to divide the question so that each part may be voted upon individually.

CONDUCT IN MEETINGS

Public Conduct

- 124. The members of the public present during a Council or Committee meeting will.
 - a) maintain order and quiet;
 - b) not approach or speak to Council or the Committee without permission of the Chair;
 - c) not interrupt a speech or action of Council of the Committee, or another person addressing the Members; and
 - d) not otherwise disturb the proceedings before Council or the Committee by words or actions or other improper conduct.

- 125. The Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled for the remainder of the meeting.
- 126. Any person who refuses to leave, when expelled by the Chair pursuant to Section 125, is guilty of an offence and liable to a fine of no less than \$200.00 and no more than \$10,000.00.
- 127. The Chair may request the Royal Canadian Mounted Policy, or a duly authorized Community Peace Officer too remove an expelled member of the public if that person does not leave voluntarily.

Member Conduct

- 128. During a Council or Committee meeting, no Member shall:
 - a) speak disrespectfully of any person;
 - b) use offensive or disrespectful language when speaking about any member of administration, staff, or Council of the Committee as a whole,
 - c) speak without first being recognized by the Chair, except to raise a Point of Order or Question of Privilege;
 - d) engage in private conversation of communication, written or verbal, including, without limiting the generality of the foregoing, communications using an electronic device;
 - e) engage in the use of social media during a meeting;
 - f) reflect upon any vote of Council or the Committee, except the for the purpose of moving that such a vote be reconsidered or rescinded;
 - g) leave their seat or make any noise or disturbance while a vote is being taken or the result declared;
 - h) break applicable procedural rules or disturb the proceedings; or
 - i) disobey the decision of the Chair on any question of order, practice, or interpretation.
- 129. The Chair may call to order any Member who is out of order.
- 130. A Member who is called to order must immediately stop talking or cease the offending behavior but must be given an opportunity to challenge the decision of the Chair before debate is closed. Council or the Committee, as the case may be, will decide the challenge without debate.
- 131. If a Member has been called to order but continues in a breach or order, the Chair may name the Member by stating his or her name and declaring the offense. The offense shall be declared, and the name of the offending Councillor must be noted in the minutes.
- 132. If a Member who has been named by the Chair under Section 131 apologizes and withdraws any objectionable statement than he or she may remain and continue to participate in the meeting, and the chair may direct that the notation of the offense be removed from the minutes.
- 133. If a Member who has been named by the Chair under Section 131 fails or refuses to apologize for the offense, then he or she must immediately leave the meeting room and if he or she does not leave voluntarily, Council or the Committee, as the case may be, must vote on a motion to expel, without debate.
- 134. The Chair may request that the Royal Canadian Mounted Policy or a duly authorized Community Peace Officer remove an expelled Member if that Member does not leave voluntarily.

COMMUNCIATIONS TO COUNCIL

Criteria for Submissions

- 135. Any communication intended for Council will be forwarded to the Chief Administrative Officer in writing and must:
 - a) legible, coherent, respectful; and
 - b) be able to identify the writer and the writer's contact information.

Responsibilities of Chief Administrative Officer

- 136. If the standards set out in Section 135 are met and the Chief Administrative Officer, determines the communication is within the governance authority of Council, the Chief Administrative Officer will:
 - a) if it relates to an item already on the Agenda, deliver a copy of the communication or summary of it to the Councillors prior to or at the meeting at which the Agenda is being considered; or
 - b) acquire all information necessary for the matter to be included on a future council Agenda for consideration by Council.

Decisions on Communications

- 137. If the standards set out in Section 135 are met and the Chief Administrative Officer determines the communication is not within the governance authority of Council, the Chief Administrative Officer will:
 - a) refer the communication to administration for a report and/or a direct response to the writer and provide a copy of the original correspondence and the referral to the Councillors; and
 - b) take any other appropriate action on the communication.
- 138. If a Councillor objects to the process determined by the Chief Administrative Officer, a Council member may make a request, that the item be included for Council consideration on a Council agenda.
- 139. If the standards set out in Section 135 are not met, the Chief Administrative Officer may file the communication, without any action being taken, after advising Council of his/her determination that the correspondence did not meet the standards.

CLOSED SESSION (IN CAMERA)

- 140. Council and Committees must conduct their meeting in public, subject to Section 141.
- 141. Council or a Committee may, by resolution, enter a Closed Session in accordance with the *Municipal Government Act*.
- 142. A resolution passed to authorize a Closed Session shall identify the legal basis, under the *Municipal Government Act*, for moving to a Closed Session.

- 143. The business of the Closed Session shall be conducted in accordance with the rules governing procedures of the Council meeting or Committee meeting, as the case may be.
- 144. No motion shall be passed during a Closed Session except for a motion to revert to a meeting held in public.

COMMITTEES AND TASK FORCES

Committees

- 145. When establishing a Committee, Council must adopt a terms of reference for the Committee that:
 - a) names it;
 - b) establishes membership requirements or restrictions, it any;
 - c) describes its purpose and authority;
 - d) sets the terms of the Committee or directs that it exists at the pleasure of Council, and;
 - e) allocates any necessary budget or other resources.
- 146. The Mayor shall be an ex-officio member of all Committees established by Council, except for those Committees established pursuant to Part 17 of the *Municipal Government Act*.
- 147. Any Councillor not appointed as a Member of a Committee shall have the right to attend any Committee meeting, but not the right to debate, make a motion or vote.
- 148. The Chief Administrative Officer or his/her delegate is deemed to be a non-voting member of Committees and is authorized to be accompanied by such staff as required.
- 149. Council members appointed to a Committee by Council shall keep Council informed of Committee activities.
- 150. For each Committee, the Chief Administrative Officer shall appoint an administrative representative who shall:
 - a) ensure required notice is given, and accurate minutes are kept for all meetings of the Committee; and
 - b) provide advice, research, information, and additional support staff as required by the Committee.
- 151. An administrative representative appointed pursuant to Section 150 is not a Member of the Committee in question and may not vote on any matter.
- 152. Notwithstanding any other provision of this Bylaw, Committee Members serve at the pleasure of Council and may be removed, by Council, from a Committee at any time.
- 153. Without in any way limiting the generality of Section 152, a Committee Member shall cease to be a Member of a Committee if he or she,
 - a) fails to attend three (3) consecutive meetings of the Committee without authorization of Council;
 - b) ceases to be a resident of the Summer Village; or
 - c) is hired as an employee of the Summer Village.

F-1-D

Summer Village of Norglenwold Procedural Bylaw Bylaw #268-22

Standing Committee

- 154. Council may establish Standing Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Summer Village.
- 155. The Members of a Standing Committee shall be appointed by Council.
- 156. A Standing Committee shall have a minimum of one (1) Members who are Councillors, with one further Councillor designated as an alternate Member.
- 157. Citizen representative may be appointed as Members of a Standing Committee, in accordance its approved terms of reference.
- 158. No Councillor shall serve longer than two consecutive years on any one Standing Committee, unless his or her membership term is extended by a Two-Thirds Vote at the annual organizational meeting of Council;
- 159. A Standing Committee shall determine the frequency of its meetings, unless otherwise specified in its terms of reference or governing bylaw.
- 160. Council may establish such Task Forces that may be necessary to assist Council or a Standing Committee in considering a matter.

161. Bylaw #258-20 is hereby repealed.	
READ a first time this 29 th day of July 2022.	
READ a second time this 29 th day of July 2022.	
READ a third and final time this 29 th day of July	2022.
	Cyril Gurevitch, Q.C., Mayor
	Tanner Evans, C.A.O.

Summer Village of Norglenwold

July 29, 2022

Council and Legislation

Request for Decision

Agenda Item: Bylaw Enforcement Officer Bylaw

Background:

Administration has provided amendments to the Bylaw Enforcement Officer Bylaw to allow the delegation of authority to contractors such as commissionaires. Should Council decide against hiring commissionaires, this amendment would not be necessary.

Specifically, we have added:

Definitions:

"Contractor" means a person or business with whom the Summer Village has entered into a written agreement with for the provision of services relating to the enforcement of Bylaws;

And section 2:

- 2. The Administrator may:
 - a) Appoint individuals as Bylaw Enforcement Officers in accordance with this bylaw;
 - b) Further delegate the authority to appoint Bylaw Enforcement Officers, including specified duties and authorities, to a Contractor.
 - Establishes a disciplinary procedure to misuse of power, including penalties and an appeal process applicable to misuse of power by bylaw enforcement officer.
 - c) Take whatever actions or measures necessary to eliminate an emergency in accordance with Section 551 of the Municipal Government Act;
 - d) Add any amounts owing to the Summer Village to a tax roll in accordance with the Municipal Government Act;

- e) Authorize or require Bylaw Enforcement Officers to carry out any power, duties, or functions necessary to fulfill their responsibility for the preservation and maintenance of the public peace; and
- f) Delegate any of the Administrator's powers, duties, or functions contained in this section to any employees of the Summer Village.

Options for Consideration:

- 1) Accept as information
- 2) Repeal and replace the Bylaw Enforcement Bylaw with the Summer Village of Norglenwold Bylaw Enforcement Bylaw 269-22. This would require 3 readings of the proposed Bylaw.

Administrative Recommendations:

1) Accept as information

Authorities:

MGA Section 556

SUMMER VILLAGE OF NORGLENWOLD BYLAW ENFORCEMENT OFFICER BYLAW BY-LAW 269-22

PURSUANT to the provisions of the Municipal Government Act, Statues of Alberta, Chapter M-26.1, Section 556 and amendments thereto:

The Municipal Council of the Summer Village of Norglenwold, in the Province of Alberta, duly assembled hereby enacts as follows:

1. DEFINITIONS

DEFINITIONS

In this By-Law:

- a) "Administrator" means the person appointed by Council to carry out the duties of Administrator for the Municipality;
- b) "By-Law" means By-Laws of the Municipality;
- c) "By-Law Enforcement Officer" means a person or persons appointed as such by Council;
- d) "Committee" means the By-Law Enforcement Committee established by this By-Law;
- e) "Contractor" means a person or business with whom the Summer Village has entered into a written agreement with for the provision of services relating to the enforcement of Bylaws;
- f) "Council" means the Council of the Municipality;
- g) "Municipality" means the Summer Village of Norglenwold.

2. The Administrator may:

- a) Appoint individuals as Bylaw Enforcement Officers in accordance with this bylaw;
- b) Further delegate the authority to appoint Bylaw Enforcement Officers, including specified duties and authorities, to a Contractor:
 - i) Establishes a disciplinary procedure to misuse of power, including penalties and an appeal process applicable to misuse of power by bylaw enforcement officers.
- c) Take whatever actions or measures necessary to eliminate an emergency in accordance with Section 551 of the *Municipal Government Act*;
- d) Add any amounts owing to the Summer Village to a tax roll in accordance with the *Municipal Government Act* or another enactment;
- e) Authorize or require Bylaw Enforcement Officers to carry out any power, duties, or functions necessary to fulfill their responsibility for the preservation and maintenance of the public peace; and

- f) Delegate any of the Administrator's powers, duties, or functions contained in this section to any employees of the Summer Village.
- 3. The powers and duties of a By-Law Enforcement Officer are as follows:
 - a) To enforce the By-Laws which Council has authorized the By-Law Enforcement Officer to enforce within the boundaries of the Municipality;
 - b) To carry out the directions of Council and Administrator;
 - To assist in the prosecution of breaches of Municipal By-Laws including the gathering of evidence, the attendance of witnesses and any appearances in court that may be required;
 - d) To respond to and investigate complaints;
 - e) To issue notices, tickets, or tags;
 - f) To perform all other duties as may from time to time be assigned by the Administrator;
 - g) To take the official oath prescribed by the Oaths of Office Act upon being appointed as a By-Law Enforcement Officer and to carry upon his person at all such times as he is acting as By-law Enforcement Officer evidence in writing of his appointment as a By-Law Enforcement Officer of the Municipality.
- 4. Council hereby establishes Council as the By-Law Enforcement Committee.
- 5. The duties and responsibilities of the By-Law Enforcement Committee are as follows:
 - a) To hear appeals from any decision of the Administrator made regarding the disciplining of By-Law Enforcement Officers pursuant to the By-Law;
 - b) To carry out such investigation of the enforcement of By-Laws of the Municipality as may be required from time to time;
 - c) To carry out any further duties and responsibilities as may be required.
- 6. Where it is alleged that a By-Law Enforcement Officer, in carrying out his duties as a Peace Officer has committed a disciplinary default as defined by this By-Law, the Administrator shall hold a hearing to determine if the By-Law Enforcement Officer has committed a disciplinary default in carrying out his duties as a Peace Officer.
- 7. Where the Administrator intends to carry out a hearing to determine whether a By-Law Enforcement Officer has committed a disciplinary breach, the following procedure shall be followed:

Summer Village of Norglenwold Bylaw Enforcement Officer Bylaw Bylaw #269-22

- a) Adequate notice (a minimum of 2 days) in writing shall be given to the By-Law Enforcement Officer who is alleged to have committed disciplinary breach and to such other parties that the Administrator considers to be affected by the alleged disciplinary breach.
- b) At the hearing the Administrator shall give the By-Law Enforcement Officer a reasonable opportunity of furnishing relevant evidence;
- c) The Administrator shall inform the By-Law Enforcement Officer of the facts in his possession, or the allegation made to him in sufficient detail to:
 - (i) permit him to understand the facts or allegations; and,
 - (ii) afford him a reasonable opportunity to furnish relevant evidence to contradict or explain the facts or allegations;
- d) The Administrator shall give the By-Law Enforcement Officer or his representative an adequate opportunity of making representations by way of argument to the Administrator.
- 8. At the conclusion of a hearing to determine whether there has been a disciplinary breach, the Administrator may, by a decision in writing which reasons, do the following;
 - a) Reprimand in writing the By-Law Enforcement Officer;
 - b) Suspend the By-Law Enforcement Officer from acting as a By-Law Enforcement Officer for the Municipality, but such period of suspension shall not exceed 6 months;
 - c) Recommend to Council that the appointment of the By-Law Enforcement Officer be terminated.
- 9. An appeal from the decision of the Administrator may be commenced by the By-Law Enforcement Officer who is the subject of the disciplinary hearing by filing a written notice of the appeal with the Chairman of the Committee within 30 days of the receipt by the By-Law Enforcement Officer of the written decision of the Administrator.
- 10. The Committee shall hold a hearing into the appeal with 45 days of the receipt of the appeal by the Chairman of the Committee.
- 11. The Committee shall give reasonable notice of the hearing to the appellant, the Administrator, and to such other parties as the Committee considers to be affected by the hearing.
- 12. In conducting a hearing, the Committee shall follow, with necessary modifications being made, the procedure as set out in Clause 6 of this By-
- 13. In determining an appeal, the Committee may confirm, revoke, or vary the decision or any conditions attached to a decision by the Administrator and may;

- a) Reprimand in writing the By-Law Enforcement Officer;
- b) Suspend the By-Law Enforcement Officer from acting as By-Law Enforcement Officer for the Municipality but such suspension shall not exceed 6 months:
- c) Terminate the appointment of the person as a By-Law Enforcement Officer for the Municipality.
- 14. The Committee's decision shall be in writing with reasons and shall be made within 15 days of the conclusion of the hearing.
- 15. For purposes of this By-Law, the following shall be disciplinary defaults:
 - a) **Discreditable conduct,** where the By-Law Enforcement Officer:
 - (i) acts in a disorderly or inappropriate manner, or in a manner prejudicial to discipline or likely to bring discredit upon the reputation of By-Law Enforcement Officers,
 - (ii) uses oppressive or tyrannical conduct towards an inferior in rank.
 - (iii) uses profane, abusive, or insulting language to any member of a police force, special constable, or By-Law Enforcement Officer.
 - (iv) willfully or negligently makes any false complaint or statement against a peace officer,
 - (v) is guilty of an indictable offense under a federal statute or an offense punishable upon summary conviction under the Criminal Code (Canada),
 - (vi) withholds or suppresses a complaint or report against a peace officer, or,
 - (vii) abets, connives or is knowingly an accessory to a general default described in the By-Law.
 - b) **Insubordination,** where the By-Law Enforcement Officer by way of action, and without lawful excuse, disobeys, omits or neglects to carry out any lawful order.
 - c) **Neglect of duty,** where the By-Law Enforcement Officer,
 - (i) without lawful excuse neglects or omits promptly and diligently to perform a duty as a By-Law Enforcement Officer,
 - (ii) fails to work in accordance with orders, or leaves an area, detail, or other place of duty without due permission or sufficient cause.
 - (iii) fails, when knowing where an offender is to be found, to report him, or,
 - (iv) fails to report a matter that it is his duty to report.
 - d) **Deceit,** where the By-Law Enforcement Officer,
 - (i) knowingly makes or signs a false statement in an official document or book,
 - (ii) willfully or negligently makes a false, misleading, or inaccurate statement pertaining to official duties, or,

Summer Village of Norglenwold Bylaw Enforcement Officer Bylaw Bylaw #269-22

- (iii) without lawful excuse destroys, mutilates, or conceals an official document or record or alters or erases any entry therein.
- e) **Breach of confidence**, where the By-Law Enforcement Officer,
 - (i) divulges any matter which it is his duty to keep secret,
 - (ii) gives notice, directly or indirectly, to any person against whom any warrant or summons has been or is about to be issued, except in the lawful execution of such warrant or service of such summons, or,
 - (iii) without proper authorization from a superior or in contravention of any rules of the Administrator communicates to the news media or to any unauthorized person any law enforcement matter which could be injurious to any person or investigation,
 - (iv) without proper authorization from the Administrator shows to any person not a peace officer or any unauthorized member the By-Law Enforcement Officer group any book or written or printed paper, document or report relating to any law enforcement matter that is the property of or in the custody of the Municipality, or,
 - (v) makes any anonymous communication to the Administrator.
- f) **Miscellaneous,** where the By-Law Enforcement Officer,
 - (i) fails to account for or to make a prompt, true return of money or property received in an official capacity,
 - (ii) directly or indirectly solicits or receives a gratuity, present, pass, subscription, or testimonial without the consent of the Administrator,
 - (iii) places himself under a pecuniary or other obligation to a person in respect of whose conduct or business operation or employment the member may likely have to report to give evidence, or,
 - (iv) improperly uses his position as a By-Law Enforcement Officer for private advantage.
- g) **Unlawful or unnecessary exercise of authority,** where the By-Law Enforcement Officer is unnecessarily discourteous or uncivil to a member of the public.
- h) Consuming intoxicating liquor or drugs in a manner prejudicial to duty, where the By-Law Enforcement Officer,
 - (i) while on duty is unfit for duty through consuming intoxicating liquor or drugs,
 - (ii) reports for duty and is unfit for duty through consuming intoxicating liquor or drugs,
 - (iii) except with the consent of a superior or in the discharge of duty, consumes or receives from any other person intoxicating liquor or drugs while on duty, or,
 - (iv) demands, persuades, or attempts to persuade another person to give or purchase or obtain for a By-Law Enforcement Officer while on duty, any intoxicating liquor, or drugs.

E-1-E

Summer Village of Norglenwold Bylaw Enforcement Officer Bylaw Bylaw #269-22

Upon third reading, Bylaw #148-97 is hereby r	repealed.
READ a first time this 29 th day of July 2022.	
READ a second time this 29 th day of July 2022	2.
READ a third and final time this 29 th day of Jul	ly 2022.
	Cyril Gurevitch, Q.C., Mayor
_	Tanner Evans, C.A.O.

Summer Village of Norglenwold Bylaw Enforcement Officer Bylaw Bylaw #269-22

SCHEDULE "A"

OATH OF OFFICE

CANADA)
PROVINCE OF ALBERTA)

I, **«First Name» «Last Name»**, swear that I will diligently, faithfully and to the best of my ability execute according to law the office of Bylaw Enforcement Officer as stipulated on my appointment as a Bylaw Enforcement Officer. So help me God.

TAKEN and subscribed before me) At Sylvan Lake, Alberta) This «Day», day of «Month» (A.D., «Year»)

--- OR ---

CANADA)
PROVINCE OF ALBERTA)

I, **«First Name» «Last Name»**, solemnly and truly declare and affirm that I will diligently, faithfully and to the best of my ability execute according to law the office of Bylaw Enforcement Officer as stipulated on my appointment as a Bylaw Enforcement Officer.

TAKEN and subscribed before me) At Sylvan Lake, Alberta) This «Day», day of «Month» (A.D., «Year»)

Summer Village of Norglenwold

July 29, 2022

Planning and Development

Request for Decision

Agenda Item: Land Use Bylaw

Background:

Public Hearing for Land Use Bylaw #267/22 was held on June 24th at 9:00 a.m. Council made the motion to take no action on the matter and at Council discuss at the next meeting.

Included for Council consideration prepared by Municipal Planning Services, is the Public Hearing submission report, a motion to amend the first read bylaw, showing the proposed changes made, a "tracked changes" version of the Land Use Bylaw, showing the proposed changes made, and a "changes accepted" version of the Land Use Bylaw, showing the proposed changes as accepted.

Options for Consideration:

- 1. Council to discuss the Public Hearing submission report, then give second and third readings to Bylaw #267/22.
- 2. Council to discuss the Public Hearing submissions report, make minor amendments to the Bylaw, then give second and third readings.
- 3. Council to discuss the Public Hearing submission report and make major amendments to the Bylaw, therefore rescinding first reading on Bylaw #267/22 and creating a new Bylaw to be presented at the next Council meeting for first reading (with public hearing to follow).

Administrative Recommendations:

Council to discuss the Public Hearing submission report, then give second and third readings to Bylaw #267/22.

Authorities:

Section 230(1) of the MGA – Council must hold a public hearing before second reading of a bylaw.

SUMMER VILLAGE OF NORGLENWOLD LAND USE BYLAW AMENDING MOTION

That Bylaw #267-22, the Summer Village of Norglenwold Land Use Bylaw be amended as follows:

Entire Land Use Bylaw

1. **Correct typographical errors** throughout the document, including incorrect spelling, section reference, grammar, and list number.

Section 1 - Introduction

- 2. That the following definitions be **inserted** alphabetically in Section 1.4 Definitions:
 - a. "Environmental Reserve Easement" means an environmental reserve easement as defined in accordance with the Act.
 - b. "Frontage" means the width of a lot or a site where it abuts a road.
 - c. "Inclusionary Housing" means the provision of dwelling units or land, or money in place of dwelling units or land, for the purpose of community housing, as defined in the Act.
 - d. "Remainder" means a portion of a lot for which subdivision approval is not requested or granted but which results from the approval of lots shown on a plan of subdivision.

Section 4 – Permits, Procedures, and Contraventions

- 3. That subsection 4.4.1 Application for Development be revised to **add** the following, and renumber all subsequent subsections:
 - "e. a real property report;"
- 4. That subsection 4.4.1 Application for Development be further revised to **add** "scaled" as part of 4.4.1.f, as shown in italics below:
 - "f. a scaled site plan showing:"
- 5. That subsection 4.5 Processing of Development Permit Applications be revised to **delete** 4.5.4.b.iv as shown below:
 - "May approve the application pursuant to section 640(6) of the Act."
- 6. That subsection 4.5 Processing of Development Permit Applications be revised to **delete** 4.5.5.a.iii as shown below:
 - "Where the proposed development conforms in every respect to this Land Use Bylaw; or"
- 7. That subsection 4.5 Processing of Development Permit Applications be revised to **delete** 4.5.5.b and 4.5.5.c as shown below:
 - "b. The Municipal Planning Commission may refuse an application for a Development Permit based on the merits of the proposed development, even though it meets the requirements of this Land Use Bylaw; or
 - c. The Municipal Planning Commission shall refuse an application for a Development Permit if the proposed development does not conform in every respect to this Land Use Bylaw."
- 8. That subsection 4.5 Processing of Development Permit Applications be further revised to **add** as 4.5.5.b:

"b. If an application for a Development Permit for a discretionary use does not conform to the requirements of this Land Use Bylaw, the Act, the Subdivision and Development Regulations, approved statutory plans, and the Sylvan Lake Intermunicipal Development Plan, the Municipal Planning Commission:

- i. May refuse the application giving reasons for the refusal; or
- ii. May consider issuing a variance consistent with the provisions in Section 4.7 Variances of this Land Use Bylaw; or
- iii. May approve the application subject to conditions to ensure that the application conforms to the requirements of the Land Use Bylaw, the Act, the Subdivision and Development Regulations, approved statutory plans, and the Sylvan Lake Intermunicipal Development Plan."
- 9. That subsection 4.5 Processing of Development Permit Applications be revised to **delete** reference to "surveyor's certificate" in 4.5.6 and **replace** with "Real Property Report."
- 10. That subsection 4.6 Development Agreements and Conditions be revised to **add** the following as 4.6.1.c, and renumber all subsequent subsections:
 - "c. Provide finished ground elevations; and or"
- 11. That subsection 4.7 Variances be revised to **add** the following as 4.7.1, and renumber all subsequent subsections:
 - "1. The Development Officer may consider issuing a variance for a permitted use, where the variance requested does not exceed 15% of the applicable requirement of this Land Use Bylaw, and the requested variance does not affect maximum site coverage or maximum building height requirements."

Section 5 - Subdivision of Land

12. That reference to "remnant lands" in Section 5.4.10 be deleted and replaced with "remainder lot".

Section 9 – Specific Development Regulations

13. That the following be **added** as Section 9.10 – Tourist Homes, and all subsequent subsections be renumbered accordingly:

9.10 – Tourist Homes

- a. Tourist Homes are not permitted within the Summer Village of Norglenwold.
- b. The rental of dwellings in the Summer Village for a period longer than 30 consecutive days does not constitute a Tourist Home.
- c. Persons found operating a tourist home within the Summer Village may be issued a penalty for the offense as identified in the Summer Village's Fees Bylaw.

Summer Village of Norglenwold Land Use Bylaw | Bylaw # 267-22

On Friday, June 24, 2022, The Summer Village of Norglenwold held a public hearing for the Summer Village's proposed new Land Use Bylaw (Bylaw #267-22). The public hearing was held in-person and virtually. Community members provided submissions orally at the public hearing and via email/letters provided to the Summer Village.

The following submissions were provided by community members at the public hearing. Summer Village Council directed Municipal Planning Services (MPS) and Administration to prepare a report on the public hearing submissions, and to identify recommended changes to the Land Use Bylaw prior to Council's consideration of the bylaw for 2^{nd} and 3^{rd} readings.

Note: The colours in the chart below illustrates where submissions were provided by different community members. Where possible, the comments were summarized or edited to improve clarity. Original (with contact information redacted) un-edited copies of written submissions are attached to this report as Appendix A.

Location	Public Hearing Submission	MPS Response/Recommendation
Project Engagement	Request that questions and feedback provided by community members on this project be made available.	 MPS recommends that Administration post the 'What We Heard' Report and this Public Hearing Submissions Report on the Summer Village's website.
Section 1.4 – Definitions	There are seven definitions for various reserves but not for an Environmental Reserve Easement (ERE). An ERE is a unique lakefront land classification contained in the Municipal Government Act (MGA). It is not an Environmental Reserve and it is privately owned by the respective lot owner. It is used successfully in Norglenwold in front of 15 lots on Honeymoon Drive in Plan 0323448. I propose that it should be slotted in after Definition 147 Environmental Reserve as 148 and then renumber the balance accordingly. Definition 144, page 14 ('Reserve'), requires rewording as a result of the new 148 above noted. An ERE is not owned by a municipality but rather the private lot owner(s).	 MPS recommends that the following definition be inserted alphabetically in Section 1.4 – Definitions: "Environmental Reserve Easement" means an environmental reserve easement as defined in accordance with the Act. MPS notes that Environmental Reserve Easement is not a form of reserve. No changes to the definition for 'Reserve' are recommended.

Section 1.4 – Definitions	The term "Inclusionary Housing" should be defined in this document as in the MGA, if included there.	 MPS recommends that the following definitions be inserted alphabetically in Section 1.4 – Definitions: Inclusionary Housing means the provision of dwelling units or land, or money in place of dwelling units or land, for the purpose of community housing, as defined in the Act.
Section 4.4.3 – Application for Development	In view of the fact that all of the shoreline in SV of Norglenwold (SVN) is developed, are all of these reports necessary? Many would be expensive with a lengthy timeline. My suggestion is that, if any of these listed reports are considered necessary by the approving officer (AO), the AO must also obtain the approval of the SVN's Chief Administrative Officer (CAO) in view of the cost and delays of many such reports. Such a policy would offer two advantages: 1. It requires a review and a decision by a second person of the need for the report. 2. It could reduce unreasonable pressure on the CAO by the applicant or their advocates.	1. The list of reports, studies, etc. that may be required by the Development Authority will not be required in all instances. They are identified to ensure that the Development Authority, when assessing a development permit application, is able to make an informed decision as to the suitability and safety of the proposed use. Decisions on development permit applications are to be made by the Development Authority. The Development Authority may seek opinions from the Summer Village's Administration or engineer/planning services providers to aid in their decision making process. No changes recommended.
Section 5.4.10 – Subdivision Requirements and Conditions	The term "Remnant Lands" should be defined in this document as in the MGA, if included there.	 MPS recommends that the following definitions be inserted alphabetically in Section 1.4 – Definitions: "Remainder" means a portion of a lot for which subdivision approval is not requested or granted but which results from

		2.	the approval of lots shown on a plan of subdivision. MPS recommends that reference to "remnant lands" in Section 5.4.10 be deleted and replaced with "remainder lot".
Section 8.20.5.a – Site Conditions	It is recommended that this entire clause be removed and replaced with: "The Subdivision Authority shall, as a condition of subdivision approval on lakefront lots, require an ERE from the high water mark to the top of the bank." The standard development set-back for lakefront properties of 7.5 metres from the top of the bank still applies. The existing clause to require a 30metre (98.4 ft) Environmental Reserve setback from the top of the bank does not make sense in Norglenwold. On many lots there likely wouldn't be enough room left to develop nor could one see the lake from that far back if well treed.	1.	Regulations in this section were developed in consultation with Council and Administration and were adapted from policies in the Sylvan Lake Intermunicipal Development Plan (which has been adopted by the Summer Village). No changes recommended.
Section 10 – Land Use Districts	I think one more land use district should be added: Direct Control (DC) It may allow Council more flexibility to deal with certain unique situations and planning issues.	1.	A Direct Control district could be added to the Land Use Bylaw and applied to a specific area at any time by Council by amending the Land Use Bylaw. At this time, there does not appear to be any properties in the Summer Village that would be appropriate for a Direct Control District. No changes recommended.
	I suggest that the Shoreline Residential District be divided into two districts. There are some very different lakeside lot sizes in one classification. I suggest that there could be reasons to build in more flexibility by having two classifications for lakeside lots. As it is there are many smaller lots perhaps in the 6000 to 8000 square feet size. There also are some lots around 20-30,000 square feet. Although the lake frontage may not be too different with the larger running at 80 plus lakefront footage and the smaller at 70 feet of lakefront and less, the depths can be significantly different with some running up to near 400 feet.	1.	Through the Land Use Bylaw review process with Council and Administration, the issue of two shoreline area Land Use Districts was explored. It was decided to remain with the current approach of having one shoreline residential district in the Land Use Bylaw. Reasoning for this included not wanting to create two different sets of rules and regulations for development on the shoreline of Sylvan

	The permitted and discretionary uses of the two groups could/should be quite different. The larger lots could be classified as "Shoreline Estate Residential" and the smaller lots as "Shoreline Residential". Both classifications refer only to shoreline properties. Just a suggestion.	2.	Lake, and wanting to maintain the current approach to total number of Land Use Districts in the Land Use Bylaw. No changes recommended.
Cover Page	I suggest that we use a quality colour photograph for the new LUB cover taken within the village or of Sylvan Lake as opposed to one from somewhere else. I have many quality photos in and around SVN if you so choose.	1.	The cover page of the Land Use Bylaw is not approved as part of the bylaw. MPS will work with Administration to acquire photographs for use on the cover page following the bylaw's adoption by Council.
Section 4.3 – Non-Conforming Buildings and Uses	Concerns about how Section 4.3 will affect seasonal dwelling that may be vacant for more than 6 months.	1.	Seasonal occupancy of a seasonal residence would not constitute a discontinuance of the use. No changes recommended.
Section 7 – Enforcement	Concerns about enforcement of the Land Use Bylaw.	1.	No changes recommended.
Section 8.13 – Mechanical Excavation, Stripping, and Grading of Parcels	Concerns about how the Summer Village is regulating and enforcing excavation, stripping, and grading activities that affect drainage onto adjacent lots.	1.	No changes recommended.
Section 815 – Objects Prohibited or Restricted in Yards	The Land Use Bylaw should not prohibit the storage and use of equipment and vehicles over 1,000 kg. This would restrict the ability to use farming equipment to maintain landscaping, and would negatively impact land stewardship.	1.	No changes recommended.
Section 9.8 – Recreational Vehicles	As Norglenwold is a Summer Village, and as it appears reasonably common for property owners to have a recreational vehicle / trailer, what is the impetus behind requiring a Development Permit for a property owner to keep a recreational vehicle on his own property?	1.	Development permits for the storage and use of a Recreational Vehicles (RV) on a lot is to ensure:

	As to keeping a recreational vehicle on one's property, what then is the reason that it is to be on either a gravel pad or hard surface such as asphalt? What does this accomplish beyond an additional cost to the owner or the property?	 a. The RV is sited according the Land Use Bylaw's regulations; and b. the number of RVs on the lot is consistent with the Land Use Bylaw.
		 The Land Use Bylaw requires a gravel pad or hard surface for the placement of the RV. This requirement is intended to ensure that the total non-permeable surface area of the lot (including the area where the RV is located) does not exceed the requirements of the Land Use Bylaw. It also enables the Summer Village to regulate the placement of the RV on a lot to minimize negative impacts on adjacent property owners and prevent the encroachment of RVs into Summer Village roads. No changes recommended.
Section 10 – Land Use Districts	Incorrect reference to Sylvan Lake in 'Minimum Vegetation Coverage' graphics in the R1 and R2 Districts.	1. MPS will revise the 'Minimum Vegetation Coverage' graphics in the R1 and R2 Districts to read 'Sylvan Lake'.
Section 8.14 – Number of Buildings on a Parcel	Noted text error: reference to 0.5ha (0.2acres) should read 0.2ha (0.5acres).	MPS will correct the typographical error to read 0.2 ha (0.5 acres).
Section 9 – Specific Development Regulations	The Land Use Bylaw does not currently identify 'Tourist Homes' as permitted or discretionary uses in the R1 or R2 Districts. The use is defined in Section 1.4 – Definitions. Requested that a new section be added, 'Tourist Homes' to further clarify that tourist homes are not allowed in the Summer Village.	1. MPS recommends adding the following new subsection 9.10 – Tourist Homes (and renumbering subsequent subsections accordingly): 9.10 – Tourist Homes

		 a. Tourist Homes are not permitted within the Summer Village of Norglenwold. b. The rental of dwellings in the Summer Village for a period longer than 30 consecutive days does not constitute a Tourist Home. c. Persons found operating a tourist home within the Summer Village may be issued a penalty
		for the offense as identified in the Summer Village's Fees Bylaw.
Entire Document	The draft document is confusing, complicated and hard to understand. There are sections that are repeated for 2 conditions, but the end result is both have to follow the same rules, this make it complicated when not needed. There are other cases when terms are used but not defined. There is a section that is missing in the number system, when this are corrected all section reference must be checked. I have noted any section referenced that where not correct.	 MPS acknowledges that as a regulatory document, a Land Use Bylaw can be difficult to read and appear confusing. Repetition does exist in the document, primarily to ensure that regulations are accessible by subdivision/development applicants the Development Authority and the Subdivision Authority. MPS will review and fix section reference errors.
Section 10 – Land Use Districts	The Land Use Bylaw does not provide requirements for minimum distances from a building to the side property line	 MPS notes that the R1 and R2 Districts include minimum side yard regulations, see Sections 11 and 12. No changes recommended.
Section 9.4 – Fencing	The Land Use Bylaw should prohibit locked gates. They are a fire and safety hazard.	No changes recommended.
Entire Document	Noted spelling, grammar and formatting errors	1. MPS to correct as noted.

Section 1.4 – Definitions	Definitions not used in the Land Use Bylaw: #8 ANIMAL BOARDING AND LODGING defined never used # 23- # 27 cannabis definitions never used # 54 DWELLING DUPLEX defined never used # 56 DWELLING FOURPLEX defined never used # 57 DWELLING ROW HOUSING defined never used # 58 DWELLING, SEASONAL defined never used	1.	These uses were carefully considered, defined and purposefully excluded from the list of permitted and discretionary uses in the land use districts.
Section 1.4 – Definitions	Definition Questions: #9 Size of our lots is big enough to raise bees. #15 BREEZEWAY is the breezeway included in the land-use percent? # 64 EXTERNAL WALL should include projections for either fireplaces or dining room cabinets that extend over the foundation # 67 FENCE, don't talk about locking gates I have a large concern if a fire was too happened at one of these locations when no one is there what will happen to the surrounding properties and the fire # 174 SUBSTANDARD LOT what is the minimum permitted lot size & what is a standard lot size? #179 TOP OF THE BANK The top of the bank is not automatically the high watermark but it is used interchangeably in section 4.4.2 the high watermark should be removed from there and top of the bank should be the only comment	1. 2. 3. 4.	As a non-permeable surface, breezeways would be included in the lot coverage calculations. The external wall definition includes projections from the main building, including bay windows, chimneys, etc. Fence – no changes recommended. The minimum lot size for a lot in the R1 District is 697.0 m². The minimum lot size for a lot in the R2 District is 1,860.0 m². There is not a standard lot size in the Summer Village. The 'Top of the Bank' references in Section 4.4.2 are adapted from the Sylvan Lake Intermunicipal Development Plan (which the Summer Village has adopted). This regulation was written to be consistent with the Intermunicipal Development Plan.
Section 4.2 – Development Not Requiring a Permit	 4.2.1 p lots not big enough for Apiaries, without adverse effect to neighbour that could be allergy 4.2.1.u no micro wind energy conversion systems as are dangerous to birds and bats and they have a constant noise This noise would not allow neighbors who enjoy a their beauty and peace of the lake 	1.	The scale of wind energy conversion systems that will be allowed in residential districts as part of this bylaw are 'micro' roof-mounted systems only. No changes recommended.

Section 4.3 – Non-Conforming Buildings and Uses	How do you know whether your land is nonconforming? Does that mean that some owners could need to rebuild house because they didn't visit the cottage for six months?	2.	This would be determined by the landowner by reviewing the Land Use Bylaw, or by the approving authority at the time of application. Seasonal occupancy of a seasonal residence would not constitute a
Section 4.4 – Application for Development	4.4.1 a (second A) are plans not needed to be scaled Without scaled drawings, how can you calculate the percent of site coverage Is it true that no longer require a survey or RRP? 4.4.1 c needs to add section to ensure the integrity of the trees or shrubs adjacent to the proposed trees & scrubs to be removed are not compromised 4.4.2 Remove high watermark term should be top of bank 4.4.4 f as consideration is being given for development permits for landscaping or excavation of the land it says that they need to identify potential outdoor noise therefore why would you ever allow micro wind systems?	1. 2. 3. 4.	discontinuance of the use. MPS will correct the typographical error. MPS recommends adding "Real Property Report" in the list of Development Permit submission requirements in Section 4.4.1. MPS recommends revising 4.4.1.f to state: "a scaled site plan showing:" A plan would be required to show dimensions, distances, and be properly scaled to the satisfaction of the Development Authority. No changes recommended to 4.4.2.
Section 4.5 – Process of Development Permit Applications	Is there no longer any personal contact doing the applications? 4.5.5 b & c taken together means can refuse the development permit for any reason can think of. Whether tried to follow the land use by-laws or not. So why not change to say can refuse for any reason? 4.5.6 a what the point of survey certificate of footing if have no point scale drawings to check against?	1. 2. 3.	MPS recommends deleting 4.5.4.b.iv MPS recommends deleting 4.5.5.a.iii MPS recommends deleting 4.5.5.b and 4.5.5.c, and replacing with: b. If an application for a Development Permit for a discretionary use does not conform to the requirements of this Land Use Bylaw, the Act, the Subdivision and Development Regulations, approved statutory plans, and the Sylvan Lake Intermunicipal Development Plan, the Municipal Planning Commission: i. May refuse the application giving reasons for the refusal; or

			ii. May consider issuing a variance consistent with the provisions in Section 4.7 – Variances of this Land Use Bylaw; or
			iii. May approve the application subject to conditions to ensure that the application conforms to the requirements of the Land Use Bylaw, the Act, the Subdivision and Development Regulations, approved statutory plans, and the Sylvan Lake Intermunicipal Development Plan.
		4.	MPS recommends adding the following to Section 4.7 – Variances to ensure consistency with Section 4.5.5:
			"4.7.1. The Development Officer may consider issuing a variance for a permitted use, where the variance requested does not exceed 15% of the applicable requirement of this Land Use Bylaw, and the requested variance does not affect site coverage or building height."
		5.	MPS recommends deleting the term 'surveyor's certificate' and replacing it with 'Real Property Report.', which is a defined term in the LUB
Section 4.8 – Notice of Decision	Why is posting of decisions not posted on land for development permit. How as neighbour to know what is happening? No way to find a development permit on the website if don't know the date of application or decision date. 4.8.1 Why would not also include email notification?	1.	The Municipal Government Act does not require posting of decisions on a lot and does not require notification of adjacent landowners by email.
	 4.8.5 5 days likely not enough time for mail to be received by the home owners who do not have a mailing address in the summer village 4.8.9 Where is the written decision found? 	2.	The maximum time a municipality is granted to provide notice of a decision is legislated in the Municipal Government Act. The Summer Village does not have the authority to alter this timeframe.

		3.	Notice of development permit decisions are posted on the Summer Village's website.
		4.	No changes recommended.
Section 6.1 – Development Appeals	6.1.1 appeals allowed by any person affected by the order. How do they find out about the decision?	1.	Development permit notices are currently posted on the Summer Village's website.
		2.	Notice of decisions shall be made as per Section 4.8.2.
		3.	No changes recommended.
Section 8.3 – Building	8.3.1 d By-law should not require light pollution as this is a waste of our resources and stops the neighbors from enjoying the night skies. Lighting for security reasons should	1.	The Summer Village does not have a Summer Village-wide drainage plan.
Orientation and Design	be up to the homeowner and should not be specified in the bylaws. Remove Minimize dark spaces.	2.	No changes recommended.
	8.3.1 j does summer village have a drainage information of where the land drains and how? Can I see the land drainage for the summer village?		
Section 8.5 – Corner and Double Fronting	Double fronting lots should have their front yard dependent on what the address of that lot is or should be allowed by the landowner to declare what is their address and therefore their front yard.	1.	No changes recommended.
Lots	Are there any corner & Double fronting lots in the Shoreline Residential, if so problem for shoreline residents as their front yard is the Lake		
Section 8.11 – Landscaping, Environment, Conservation	8.11. Is it legal for the summer village to landscape private land. Since notice must be given to inspect site while development, unlikely that 2 years after landscaping, legal for summer village to go on the land. 8.11.8 iii Is the floodway known? Can I find out the floodways?	1.	If the conditions of a development permit or subdivision approval are not followed, the Summer Village may take action to ensure compliance.
and Development	,	2.	The floodway is not known. Information must be provided by applicant when required.
			This would be determined by development permit applicants when required by the Development Authority.
		3.	No changes recommended.

8.12 – Lighting and Surveillance Equipment	8.12 amount of light should not light pollute the neighbor's night sky.	1.	No changes required.
8.13 – Mechanized Excavation, Stripping and Grading of Parcels	8.13.4 Not possible on most lots during building no point keeping if construction traffic destroy topsoil and under laying base. During construction the surface gets moved by heavy equipment, covered with building materials, dumping spot for contactors cleaning of equipment & garbage dump for workers. 8.13.5 Are finished ground elevation not needed otherwise?	1.	MPS recommends adding 'provide finished ground elevations' to the list of conditions that may be required as part of a development permit approval in Section 4.6.1. No changes recommended.
8.14 – Number of Buildings on a Parcel	8.14.3 Why use area measurement of Acres when 95% of document is in M2	1. 2.	Used for simplicity in interpretation. No changes recommended.
8.15 – Objects Prohibited or Restricted in Yards	8.15.3 does this mean can land helicopter on a lot?	1.	This means you cannot park or store a helicopter on a lot. This regulation is from the current Land Use Bylaw. No changes recommended.
8.17 – Projection into Yards	8.17.1 Does 50% minimum yard not counted in site coverage? 8.17.2. Does this apply to the community & Recreations and the environmental open space as there is no other districts?	1.	All non-permeable surfaces developed on a lot are calculated as part of the site's lot coverage. These regulations do not apply to the
		3.	non-residential districts. No changes recommended.
Section 9.1 – Accessory Buildings in Residential Districts	 91.5 b ii remove high watermark and replace the terminology as the top of the bank. see definition top of bank 9.1.11 Leave area as 92.9 m2Do not use term acre as 95% of measurements are in m2 9.1.12 Leave area as 111.5 m2. Do not use term acre as 95% of measurements are in m2 	1.	No changes recommended.
Section 9.2 – Detached Garages	9.2.1 & 9.2.2 No need for 2 section as both are the same. Check as refer to wrong section 1.1(1) or section 1(1), both are wrong. Having 2 section when not need make document more complicated for not clear information	1.	MPS will correct noted section reference errors. No further changes recommended.

Section 9.3 – Driveways and Parking	9.3.7 no definition of frontage		MPS recommends adding the following definition: a. "Frontage" means the width of a lot or a site where it abuts a road.
Section 9.6 – Private Pools and Decorative Ponds	9.6 1C Not possible to have lot abutting Sylvan Lake & be an interior lot.		An interior lot is a lot with lots adjacent to each side of the lot. No changes recommended.
Section 9.8 – Recreational Vehicles	9.8.1 Permit Development permits should only be required for RVs on undeveloped lots, there should not be a development permit for RVs on a developed lot.		MPS to correct section reference in Section 9.8.14.
	9.8.6 Not realistic to have to meet same requirements as a buildings, as parking areas are where RV should park. There is no reason need to regulate parking of RV if contained on the lot.		Definition for garage suite has not been removed. See definition for "Suite, Guest House", which includes garage suites.
	9.8.10 Wording should use abutting Sylvan Lake (term used throughout this document). 9.8.13 (i) should be the only requirement.		Secondary suites are not provided for in the Land Use Bylaw.
	9.8.14 wrong section refer to, not for shoreline residents would parking in front yard (lakeside) be acceptable). Distance required not realistic.		A refrigerator alone does not constitute "cooking facilities".
	9.8.18 not for shoreline residents	5.	No other changes recommended.
Section 9.9 – Suites	9.9.2 Removed definition of garage suite 9.9.3 secondary suites are allowed other places in the document 9.9.5 have seen plans recently that include fridge in the guests Suite 9.9 8 Maximum height should be 25 ft., even this height will affect a neighbour use of their property will shadow cast, looking into neighbour property. There should be no minimum size. The maximum size should not be as large as, or larger than the largest building, forgetting that exceptions should not be the normal. Not reasonable to require 1 additional on-site parking when never had a count of the on-site parking.	2.	Garage suites are in included in the definition of Guest House Suite. Secondary Suites are not allowed in the Summer Village. No changes recommended.

Section 9.10 – Guidelines for Other Land Uses	9.10.1 b What is the prevailing density in each of the Land Use Districts?9.10.1 d What is the height that is prevailing in each of the Land Use Districts?	1.	No changes recommended.
Section 10 – Land Use Districts	Why is the ditch that runs along lakeshore drive in the Community & Recreation District? This ditch is part of the filtration system for the storm water that run from upland into Sylvan Lake. The bulrushes and native growth are the filtration system. This should in no means be converted into any kind of recreation other than pedestrian traffic. Why is Range Road 20 shown as Environmental open space? This is not part of Norglenwold but under control of Red Deer County. Why is Aspen Lane (end of Range Road 15) in the Community & recreation district? What is the part down Grand Avenue beside this Aspen Lane? Why is the conservation area between Grand Avenue & Honeymoon Drive Community	2.	Undeveloped road rights-of-way within the Summer Village are shown in the proposed Land Use Bylaw as EO - Environmental Open Space District. This reflects their current function as important municipally owned natural areas and they may, with approval, be utilized as part of the Stormwater Management System. In the current Land Use Bylaw, they are shown as Shoreline Residential.
	and Recreation? This area has a water course that runs from upland mashes in a creek that runs most of the year and drains into Sylvan Lake.		Lands identified as CR – Community and Recreation District are municipal reserve parcels. The use of these parcels is
	Why is the road public access at Sylvan Lane an Environmental Open Space? Why would the land that channels the water collected in the ditch on Grand Avenue be considered a Community & Recreation Area. You do not want to have people making picnic site in the water course.		controlled by the Summer Village, and must be consistent with the requirements for municipal reserve in the Municipal Government Act.
	R1 SHORELINE RESIDENTAL DISTRICT & R2 ESTATE RESIDENTIAL DISTRICT	 4. 	The boundary information for the
	No definition for Habitable dwelling provided.		Summer Village was acquired from the Province of Alberta and is correct.
	Have combined the information for both the front yard & rear yard into 1 wrong entry. How can 6M to a garage attached to the principal building & 7.5 m from front property boundary.		No changes recommended.
	PARKING STALLS Do not agree with measurement given.		
	CR COMMUNITY AND RECREATION DISTINCT		
	Maximum Building height should be the same as R1 & R2		

Summer Village of Norglenwold Public Hearing - June 24, 2022 PROPOSED LAND USE BYLAW #267-22

The proposed 2022 Land Use Bylaw (LUB) update is an excellent upgrade of the current LUB. I compliment Brad and Jane MacDonald of MUNPLAN for a well organized and comprehensive draft document.

I have a few recommendations/suggestions that may be useful and advisable to consider/adopt. They are organized in the chronological order of the document.

Section 1.4 Definitions. page 14

There are seven definitions for various reserves but not for an Environmental Reserve Easement (ERE). An ERE is a unique lakefront land classification contained in the Municipal Government Act (MGA). It is not an Environmental Reserve and it is privately owned by the respective lot owner. It is used successfully in Norglenwold in front of 15 lots on Honeymoon Drive in Plan 0323448. I propose that it should be slotted in after Definition 147 Environmental Reserve as 148 and then renumber the balance accordingly.

148 Environmental Reserve Easement

<u>Definition 144, page 14</u>, requires rewording as a result of the new 148 above noted. An ERE is **not** owned by a municipality but rather the private lot owner(s).

Section 4.4.3. page 26 - 27.

In view of the fact that all all of the shoreline in SV of Norglenwold (SVN) is developed, are all of these reports necessary? Many would be expensive with a lengthy timeline.

My suggestion is that, if any of these listed reports are considered necessary by the approving officer (AO), the AO must also obtain the approval of the SVN's Chief Administrative Officer (CAO) in view of the cost and delays of many such reports.

Such a policy would offer two advantages:

- 1) It requires a review and a decision by a second person of the need for the report.
- 2) It could reduce unreasonable pressure on the CA by the applicant or their advocates.

Section 5.4.9. page 35

The term "Inclusionary Housing" should be defined in this document as in the MGA, if included there.

Section 5.4.10. page 35

The term "Remnant Lands" should be defined in this document as in the MGA, if included there.

Section 8.20.5(a) page 45

It is recommended that this entire clause be removed and replaced with:

"The Subdivision Authority shall, as a condition of sub division approval on lakefront lots, require an ERE from the high water mark to the top of the bank."

The *standard development set-back* for lakefront properties of 7.5 metres from the top of the bank still applies.

The existing clause to require a 30metre (98.4 ft) Environmental Reserve setback *from the top of the bank* does not make sense in Norglenwold. On many lots there likely wouldn't be enough room left to develop nor could one see the lake from that far back if well treed.

Section 10.1.1 Land Use Districts page 54

I think one more land use district should be added:

Direct Control (DC)

It may allow Council more flexibility to deal with certain unique situations and planning issues. I defer to MUNPLAN on this suggestion.

10.1.1 page 54

I suggest that the Shoreline Residential District be divided into two districts. There are some very different lakeside lot sizes in one classification.

I suggest that there could be reasons to build in more flexibility by having two classifications for lakeside lots. As it is there are many smaller lots perhaps in the 6000 to 8000 square feet size. There also are some lots around 20-30,000 square feet. Although the lake frontage may not be too different with the larger running at 80 plus lakefront footage and the smaller at 70 feet of lakefront and less, the depths can be significantly different with some running up to near 400 feet. The permitted and discretionary uses of the two groups could/should be quite different. The larger lots could be classified as "Shoreline Estate Residential" and the smaller lots as "Shoreline Residential".

Both classifications refer only to shoreline properties. Just a suggestion.

Cover Photograph

I suggest that we use a quality colour photograph for the new LUB cover taken within the village or of Sylvan Lake as opposed to one from somewhere else. I have many quality photos in and around SVN if you so choose.

Please accept my suggestions as intended to be constructive and tailored to SVN and not critical of the professional planning suggestions of Municipal Planning Services.

I am available to expand on any of my suggestions/concepts if needed.

<<NAME, CONTACT INFO REDACTED>>

Public Hearing



Thanks for the opportunity to address my concerns again on bylaw #267-22

These concerns, I've written down in the survey following the open house (2021) and also to Jane Dauphinee of Municipal planning services Edmonton, show the negative effects on my life, living in Norglenwold. There have proven to be very serious consequences so far since 1986, trying to be a steward of this land.

I'll address just 3 bylaws of greatest concern but not limited to just them for this Public hearing, that adversely affect myself.

1 - 4.3 - Non conforming buildings and use.

As stated in bylaw after 6 months non - use that building becomes part of new bylaw #267 -22 My non - conforming building has been discontinued too date for reasons of safety concerns due to Covid - 19 pandemic. First time vacant since 1987. This has left Village with less incumbencies re: garbage pickup and recycle etc. nor has it become a dilapidated state of repair but the opposite. This bylaw addition is unfair and unjust for many reasons not just for my safety issues. Unforeseen acts of nature, God or accidental reasons that could take more than 6 months to rebuild or rectify may or could easily be encountered.

In whatever other jurisdiction in caution - re: mandates have been put in place and adhered too, is the individual penalized for being on the side of safety

2 -8.13 - Mechanical Excavation, stripping and grading of parcel.

I'll refer to a confusing and unjustified stop work order and subsequent lean being put on my title. Owning and a steward of 6 park like acres will be impossible to keep intact if this bylaw continues. My neighbour who has a 6m utility easement which lies next and along our entire length of boundary, developed over this easement (I assumed to be a no no.) He installed his own culvert system to allow village storm water though to flow as designed from Ravenscrag Cr. too Grand av. within this easement (again I'm not the policeman). Claiming he had Village authorization he then closed this culvert off which forced storm water onto my property and flooded out my house and contaminated my drinking water well. In his wisdom and lack of village policing attempted to close off an additional municipal culvert as well.

I gave full accountability with correspondence and on-site meeting with village personnel. My actions initially I tried building a non-invasive (no tree removal) French drain that didn't prove successful due to heavy flow. Further flooding continued with no effort by village to police or rectify. My next action I took was to remove existing 35-year-old planted privacy tree line and built a trench to allow village storm water to pass as it always did, and berm up my side of property line from again newly developed (non policed) neighbour's property.

This has been a very stressful, costly venture for myself and to get adverse action from village has been unbelievable. I spent 26 years dealing with village storm water (utility easement) on other side of my property being flooded out and unusable during spring run off or storm season just to be accused in the end, of being the instigator. My action this time couldn't take another 26 years to rectify by Village. I have correspondence with Councillors, CAO, Maintenance co-ordinator, and Development officer on this ongoing flooding and to date have all fallen on deaf ears with no response by any of them. The last correspondence was from Maintenance co- ordinator saying how they were looking for legal advice on how to police my neighbours' actions. Only in Norglenworld.

3 - 8.15 - Object prohibited or restricted in yards.

I know this is a lakeside, mostly recreational summer village, but to outright disallow other interests and only mention boats, and RV's etc. is discriminating. I as mentioned, live on a fully tree screened 6 acre once the farmstead of an Alberta district horticulturist. My interests are not entirely boats and rv's. and particularly these are NOT under 1000kgs. My landscaping upkeep alone requires small (mostly antique) farming equipment which is mostly over 1000kgs.used to maintain its pristine condition.

This bylaw would not allow me to continue my stewardship of this parcel.

Section 7 - Enforcement of this 267- 22 is very worrisome considering what has transpired in my case, of protecting and maintaining one's property once again.

Thanks again for hearing my concerns <<NAME REDACTED>>

Hello Kara,

I have the following questions for the Land Use bylaw Public Hearing on Friday.

- 1. As Norglenwold is a Summer Village, and as it appears reasonably common for property owners to have a recreational vehicle / trailer, what is the impetus behind requiring a Development Permit for a property owner to keep a recreational vehicle on his own property?
- 2. As to keeping a recreational vehicle on one's property, what then is the reason that it is to be on either a gravel pad or hard surface such as asphalt? What does this accomplish beyond an additional cost to the owner or the property?

Please add these to the Agenda of Questions to be answered from property owners.

With thanks, <<NAME, CONTACT INFO REDACTED>>

Land-use bylaw (First Reading) comments updated Jun 22, 2023

First I would like to say that the draft document is both confusing, complicated and hard to understand. There are sections that are repeated for 2 conditions, but the end result is both have to follow the same rules, this make it complicated when not needed. There are many definitions that are given & never used in the document. There are other cases when terms are used but not defined. There is a section that is missing in the number system, when this are corrected all section reference must be checked. I have noted any section referenced that where not correct.

The document talks about not infringing on neighbours through noise, dust, privacy, but I have found these policies have not been followed in the past. Just ask my neighbour who now have the new house bedroom windows looking into his patio.

Second there are a number of areas covered that I strongly disagree with. I will outline them here. I don't want to have micro Wind systems in Norglenwold. They are a haze to birds & bats. I don't want to have their constant noise interfering with my enjoyment of my house & yard. I already have to put up with the noise from the neighbour's air conditioner unit. (That at least does stop sometimes) I don't think the lots here are of a size that Apiary (bee hives) should be allowed. I strongly disagree that the by-laws are requiring building to be built that will create light pollution and wasteful use of our natural resources. Robbing me of the enjoyment of meteor, aurora borealis and star watching. Homeowners can use light for security but it should not be by-law to have no dark spaces. STOP LIGHT POLUTION The guest house have gone way out of reasonable size and our by-law should not be written to the maximum that exist but should be based on the summer village we want to live in. The guest house should not case shadows on the neighbouring property and therefor change their enjoyment of their yard. The by-laws for RV are too far past what is reasonable and should be reviewed. Makes no sense to have to get a development permit to park my property on my land. Maybe Council, SV management & writer of this document should go out in Norglenwold & see what is happening.

I'm interested in the fact that tells the depth on a building on the property but no minimum distances from the building to the side property lines. With the increase of wildfire surprised could not find any information of how close buildings are together.

One area I have not seen addressed is LOCKED GATES. To me a summer Village is an area that people are friendly and often drop in to visit neighbors, whether you have meet before or not. The use of locked gates does not give this impression. It is caused by people who think locking and stopping visitors means that they are better off.(snobs) Another of my concerns with LOCKED GATES is I wonder what happens if one of these buildings behind a locked gate is on fire. What will happen, does the fire department break it down, do they stand and watch the build burn and what does this do to the rest of Norglenwold. With a recent fire in Sylvan Lake destroyed many people's homes, what will happen here when the new buildings are going closer than allow in Calgary and the gates been locked.

I dislike the use of Pigeon Lake used in Norglenwold by-laws. I have provided information on each area I worked on. The comments are always following the section information. If you cannot understand anything please talk to me.

<<NAME, CONTACT INFO REDACTED>>

Definitions

- #8 ANIMAL BOARDING AND LODGING defined never used
- #9 Apiary don't believe that size of our lots is big enough to raise bees.
- #10-BASEMENT I believe the 50% is wrong
- #15 BREEZEWAY is the breezeway included in the land-use percent?
- # 23- # 27 cannabis definitions ever used
- # 54 DWELLING DUPLEX defined never used
- # 56 DWELLING FOURPLEX defined never used
- # 57 DWELLING ROW HOUSING defined never used
- # 58 DWELLING, SEASONAL defined never used
- # 64 EXTERNAL WALL should include projections for either fireplaces or dining room cabinets that extend over the foundation
- # 67 FENCE, don't talk about locking gates I have a large concern if a fire was too happened at one of these locations when no one is there what will happen to the surrounding properties and the fire
- # 134 REAL PROPERTY REPORT defined never used
- # 174 SUBSTANDARD LOT what is the minimum permitted lot size & what is a standard lot size?
- SUITE, GUEST HOUSE Missing number
- #179 TOP OF THE BANK The top of the bank is not automatically the high watermark but it is used interchangeably in section 4.4.2 the high watermark should be removed from there and top of the bank should be the only comment
- #190 #192 WIND ENERGY 1 I believe that we should not allow any wind generation in our summer village as the noise would be a constant bother and many of US enjoy our peace and quiet at the lake. We already have to listen to our neighbour air conditions running, but it does shut off. Wind generation also kill birds and bats.

4.2 DEVELOPMENT NOT REQUIRING A DEVELOPMENT PERMIT

- 4.2.1 p lots not big enough for Apiaries, without adverse effect to neighbour that could be allergy
- 4.2.1 u no micro wind energy conversion systems as are dangerous to birds and bats and they have a constant noise This noise would not allow neighbors who enjoy a their beauty and peace of the lake

4.3 NONCONFORMING BUILDINGS AND USES

4.3.1 How do you know whether your land is nonconforming? Does that mean that some owners could need to rebuild house because they didn't visit the cottage for six months?

4.4 APPLICATION FOR DEVELOPMENT

- 4.4.1 Alphabetic sections are missing labeled
- 4.4.1 a(second A) are plans not needed to be scaled

Without scaled drawings, how can you calculate the percent of site coverage

Is it true that no longer require a survey or RRP?

- 4.4.1 c needs to add section to ensure the integrity of the trees or shrubs adjacent to the proposed trees & scrubs to be removed are not compromised
- 4.4.2 Remove high watermark term should be top of bank
- 4.4.4 f as consideration is being given for development permits for landscaping or excavation of the land it says that they need to identify potential outdoor noise therefore why would you ever allow micro wind systems?

4.5 PROCESS OF DEVELOPMENT PERMIT APPLICATIONS

is there no longer any personal contact doing the applications?

- 4.5.5 b & c taken together means can refuse the development permit for any reason can think of. Whether tried to follow the land use by-laws or not. So why not change to say can refuse for any reason.?
- 4.5.6 a what the point of survey certificate of footing if have no point scale drawings to check against?

4.8 NOTICE OF DECISION

Why is posting of decisions not posted on land for development permit. How as neighbour to know what is happening? No way to find a development permit on the website if don't know the date of application or decision date.

- 4.8.1 Why would not also include email notification?
- 4.8.5 5 days likely not enough time for mail to be received by the home owners who do not have a mailing address in the summer village
- 4.8.9 Where is the written decision found?

6.1 DEVELOPMENT APPEALS

6.1.1 appeals allowed by any person affected by the order. How do they find out about the decision?

8.3 BUILDING ORIENTATION AND DESIGN

- 8.3.1 a These are not being followed, ask neighbour who now have a bedroom window looking into their patio.
- 8.3.1 d By-law should not require light pollution as this is a waste of our resources and stops the neighbors from enjoying the night skies. Lighting for security reasons should be up to the homeowner and should not be specified in the bylaws. Remove Minimize dark spaces.
- 8.3.1 h should not be specified only site coverage should count. Why no information about width, can Principal building go from property line to property line?
- 8.3.1 j does summer village have a drainage information of where the land drains and how? Can I see the land drainage for the summer village?

8.5 CORNER & DOUBLE FRONTING LOTS

Double fronting lots should have their front yard dependent on what the address of that lot is or should be allowed by the landowner to declare what is their address and therefore their front yard.

Are there any corner & Double fronting lots in the Shoreline Residential, if so problem for shoreline residents as their front yard is the Lake

8.11 LANDSCAPING, ENVIRONMENT, CONSERVATION AND DEVELOPMENT

- 8.11. Is it legal for the summer village to landscape private land. Since notice must be given to inspect site while development, unlikely that 2 years after landscaping, legal for summer village to go on the land.
- 8.11.8 iii Is the flood way known? Can I find out the floodways?

8.12 LIGHTING AND SURVEILLANCE EQUIPMENT

8.12 amount of light should not light pollute the neighbor's night sky. Many of us enjoy our night skies for meteor watching, aurora borealis watching and simply enjoying the stars.

8.13 MECHANIZED EXCABATION, STRIPPING AND GRADING OF PARCEL

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8.15 3 does this mean can land helicopter on a lot?

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9.3 DRIVEWAYS AND PARKING

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- 9.10.1 b I would like to know the prevailing density in each of the Land Use Districts.
- 9.10.1 d I would like to know the height that is prevailing in each of the Land Use Districts.

10.1 ESTABLEISHMENT OF LAND USE DISTRICTS

Districts:

I would like to know why the ditch that runs along lakeshore drive is Considered a Community & recreation District, This ditch is part of the filtration system for the storm water that run from upland into Sylvan Lake. The bulrushes and native growth are the filtration system. This should in no means be converted into any kind of recreation other than pedestrian traffic.

We have been told repeatedly that we cannot control or change the access to the lake at the end of Range Road 20, so why is it shown as Environmental open space. And this is not part of Norglenwold but under control of Red Deer County.

I would like to know when Aspen Lane (end of Range Road 15 became a Community & recreation district. And what is the part down Grand Avenue beside this Aspen Lane.

I would like to know why the conservation area between Grand Avenue & Honeymoon Drive became a Community and recreation . This area has a water course that runs from upland mashes in a creek that runs most of the year and drains into Sylvan Lake.

Why is the road public access at Sylvan Lane an Environmental Open Space, makes no sense to have a road an environmental open space?

Why would the land that channels the water collected in the ditch on Grand Avenue be considered a Community & Recreation Area. You do not want to have people making picnic site in the water course.

If you have any questions about my descriptions I can show you any area in person.

R1 SHORELINE RESIDENTAL DISTRICT

As this area has been developed since at least 1939 & when each area was built there is not legal size of lots. The depth of the lots very greatly and has no standard size.

MINIMUM FRONT YARD Have no definition for Habitable dwelling.

Have combined the information for both the front yard & rear yard into 1 wrong entry. How can 6M to a garage attached to the principal building & 7.5 m from front property boundary.

MINIMUM VEGETATION COVERAGE Remove the reference to Pigeon Lake.

PARKING STALLS Do not agree with measurement given.

R2 Estate Residential District Same comments as given for R1

CR COMMUNITY AND RECREATION DISTINCT

Maximum Building height should be the same as R1 & R2





BYLAW #267-22

eave for Bylaw Plate Information

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Guide to Using

THE LAND USE BYLAW

The Summer Village of Norglenwold Land Use Bylaw (LUB) establishes regulations affecting the development and use of land within the municipality. Regulations vary depending on the location and type of development. In addition to the LUB other bylaws or regulations of the Summer Village of Norglenwold, the provincial government, and the federal government must also be followed.

There are several parts of the Land Use Bylaw that need to be examined to understand how it works:



The Land Use District Map divides the Summer Village of Norglenwold into four distinct land use districts.



The text of the Land Use Bylaw details application, appeal, and enforcement processes affecting the development and use of land within the Summer Village.



Additional regulations are provided in Sections 7, 8, and 9 that apply to specific uses and land use districts. These regulations control what types of land uses and developments are allowed on a lot.

The following steps may assist the user:

The Land Use Districts Map divides the Summer Village into four land use districts. Take note of which land use district the subject property is located in. Please note that Land use districts are often referred to as "Zones" or "Zoning." In order to conform to the language of the Municipal Government Act, this document uses the terms "district" and "districting."

CHECK

The Table of Contents and locate the land use district that applies to your lot. Each land use district is listed in Section 10. In each land use district you will find a list of permitted and discretionary uses, subdivision regulations, development regulations, and other miscellaneous regulations. These regulations determine how and what can be developed in the district. There are definitions in Section 1.4 that should also be consulted to ensure that words and terms used in the Land Use Bylaw are understood.

REVIEW

The Table of Contents should be reviewed to see if there are any General or Specific Development Regulations that apply to the development or use in question.

DISCUSS

We encourage you to discuss your proposal or concern with Summer Village Administration. The Summer Village Administration is trained and eager to assist you with your development, subdivision, or general inquiry issues and to explain procedures. They can also assist with other situations such as enforcement or a Land Use Bylaw amendment.

Please note that the Guide to Using the Land Use Bylaw is only intended to assist users and does not form part of this bylaw.

Section 1

INTRODUCTION

1.1 TITLE

1. This Bylaw may be cited as "The Summer Village of Norglenwold Land Use Bylaw."

1.2 PURPOSE

- 1. The purpose of this bylaw is to, amongst other things:
 - a. Divide the municipality into districts;
 - b. Regulate and control or to prohibit the use and development of land and buildings in each district;
 - c. Establish the office of the Development Officer;
 - d. Establish a method of making decisions on applications for Development Permits including the issuing of Development Permits:
 - e. Provide the manner in which notice of the issuance of a Development Permit is to be given; and
 - f. Protect the shoreline and water quality of Sylvan Lake.

1.3 RULES OF INTERPRETATION

- 1. Compliance with the policies in this Bylaw shall be interpreted and applied as follows:
 - a. "shall" and "must" means mandatory compliance;
 - "should" means compliance in principle, but is subject to the discretion of the Development Authority where compliance is impracticable or undesirable because of relevant planning principles or circumstances unique to a specific application; and
 - c. "may" means discretionary compliance or a choice in applying regulation. The regulation can be applied, enforced or implemented if the Development Authority chooses to do so. Application may depend on site specific circumstances.
- 2. Where a regulation involves two (2) or more conditions, provisions or events connected by a conjunction, the following shall apply:
 - a. "and" means all the connected items shall apply in combination;
 - b. "or" indicates that the connected items may apply singly or in combination; and
 - c. "either-or" indicates the items shall apply singly but not in combination;
 - d. words used in the singular include the plural and vice-versa;
 - e. words used in the present tense include the other tenses and derivative forms.
- 3. All measurements in this Bylaw are metric. In the case of any conflict between information expressed in metric units and in imperial units, the metric shall govern.
- 4. In the case of any conflict between a number written in numerals and a number written in letters, the number written in numerals shall govern.
- 5. In the case of any conflict between the text of this Bylaw and any maps or drawings used to illustrate any aspect of this Bylaw, the text shall govern.
- 6. Pursuant to Section 638.1 of the *Act*, in the event of a conflict or inconsistency between a land use bylaw and an *Alberta Land Stewardship Act* (ALSA) Regional Plan, the Regional Plan prevails to the extent of the conflict or inconsistency.
- 7. Words, phrases and terms not defined in this Bylaw shall be given their definition in the *Act*, the *Subdivision and Development Regulations*, or relevant enactments as the context requires. Other words shall be given their usual and customary meaning.
- 8. All references to legislation are to the most recent version of the legislation in effect, as amended, and any regulations enacted thereunder from time to time.

1.4 DEFINITIONS

1. In this Land Use Bylaw:

						Α
1	ABUT (OR ABUTTING)	Means immediately contiguous or physically touching, and, when used with respect to a lot or site, means that the lot or site physically touches upon another lot or site, and shares a property line or boundary line with it.				
2	ACCESSORY BUILDING	Means a building separate and subordinate to the principal building, the use of which is incidental to that principal building and is located on the same parcel of land and includes, in the residential districts, such things as storage sheds garages, and a guest house. Accessory buildings are not intended for commercial purposes and do not include sea cans.				
3	ACCESSORY USE	Means a use customarily incidental and subordinate to the principal use and is located on the same parcel of land with such principal use.				
4	ACT (OR THE ACT)	Means the Municipal Government Act, R.S.A. 2000, c. M-26, as amended.				
	ADJACENT LAND	Means land or a portion of land that is contiguous to the land that is the subject of an application and includes land or a portion of land that would be contiguous except for a road, rail or utility right-of-way, river, or stream.	A I	DJACENT I	PROPERTI	ES 🖾
5					SUBJECT SITE	
					\square	
6	ADJACENT LANDOWNER	Means owners of land that is contiguous to the land that is the subject of an application, and includes owners of land that would be contiguous except for public roadway, railway, utility right-of-way, or watercourse.				
7	AGRICULTURAL OPERATION	Means an agricultural operation as defined in the <i>Agricultural Operation Practices Act</i> , R.S.A. 2000, c. A-7, as amended.				
8	ANIMAL BOARDING AND LODGING	Means a development where domestic pets are bred, boarded or trained. Animal breeding and boarding facilities include kennels but do not include animal shelters, veterinary clinics, or veterinary hospitals.				
9	APIARY	Means the keeping of honey bees for honey production, and includes a place where bee colonies (beehives) are kept on a site and where raw honey is processed and stored.				
						В
10	BASEMENT	Means a habitable portion of a building which is partly underground, but which has more than 50% percent of the distance, between the floor level and the underside of the ceiling joists, above adjacent ground elevation.				
11	BED AND BREAKFAST ESTABLISHMENTS	Means an accessory use within a single detached, owner occupied dwelling where temporary sleeping accommodations (maximum of 4 (four), excluding those used by the owner/operator/primary resident(s)), with or without meals, are provided for remuneration to members of the public. This use does not include a boarding house.				

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12	BERM	Means a landscaped mound of earth.		
12	DERM	ivieans a lanuscapeu mounu oi earun.		
13	BOARDING HOUSE	Means a building or a portion of a building without individual suites operated for the purpose of providing live-in accommodation (either room for rent or room and board) for five or more unrelated persons.		
14	BOAT HOUSE	Means an accessory building designed and used primarily for the storage of boats and is normally designed such that the main door faces the lake as to permit the direct removal of boats from the water to the structure. A boat house shall not include a dwelling, and shall not be located within the bed and shore of Sylvan Lake.		
15	BREEZEWAY	Means a roofed open passage connecting two or more buildings. An accessory building connected to a principal building by way of a breezeway shall not be considered part of the principal building.		
16	BUFFER	Means the use of berms, fencing and planting for the purpose of screening noises, views, dust, sprays and uses between properties where offsite impacts may occur.		
17	BUILDING	Means anything constructed or placed on, in, over or under land but does not include a highway or road or a bridge forming part of a highway or road.		
18	BUILDING AREA	See "Floor Area."		
19	BUILDING DEMOLITION	Means the pulling down, tearing down, razing, or removal of a building.		
20	BUILDING LINE	Means a line, other than a parcel line, used to regulate the location of a building or structure in relationship to the abutting street(s).		
21	BUILDING HEIGHT	Means the vertical distance of a building measured from the grade to the highest point of the building (see "Grade"). The highest point of a building shall be determined without considering an elevator housing, stairway entrance, a ventilating fan, a skylight, a steeple, a chimney, a smoke stack, a firewall, a parapet wall, a flagpole or similar device or feature not structurally essential to the building.		
22	BUNK HOUSE	See "Suite, Guest House."		
		C		
23	CANNABIS	Means the same as defined in the <i>Act to Control and Regulate Cannabis</i> , S.A. 2017, Chapter 21 and any amendments thereto, and included leaves stems, buds, oil and other parts or derivatives of the cannabis plant.		
24	CANNABIS, ACCESSORY	Means an object that is commonly used in the consumption or production of cannabis. A cannabis accessory includes, but is not limited to, rolling papers or wraps, holders, pipes, water pipes, bongs and vaporizers.		
25	CANNABIS, MEDICAL	Means cannabis that is intended for medical purposes in accordance with applicable federal law.		
26	CANNABIS PRODUCTION AND DISTRIBUTION FACILITY	Means a development used principally for one or more of the following activities relating to cannabis: a. the production, cultivation, and growth of cannabis; b. the processing of raw materials; c. the making, testing, manufacturing, assembling, or in any way altering the chemical or		
		physical properties of semi-finished or finished cannabis goods or products;		

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		d. the storage or shipping of materials, goods, or products, or;				
		e. the distribution and sales of materials, goods, and products to the Alberta Gaming, Liquor, and Cannabis Commission.				
27	CANNABIS RETAIL SALES	Means a development used for the retail sales of cannabis (or consumable products made with cannabis) that is authorized by provincial or federal legislation. This use may include retail sales of cannabis accessories, as defined in the <i>Cannabis Act</i> , S.C. 2018, c. 16, as amended or replaced. This use does not include cannabis production and distribution facilities.				
28	CARRIAGEWAY	Means that portion of the road right-of-way available for vehicular movement. Included are travelling lanes, medians, parking and other auxiliary lanes. Not included are ditches, sidewalks and other pedestrian areas.				
29	CAVEAT	Means a formal notice expressing an interest in a parcel registered at Land Titles Office against the title to that parcel.				
30	CELLAR	Means a portion of a structure which is mainly underground, and which has less than fifty percent (50%) of the distance, between the floor level and the underside of the ceiling joists, above adjacent ground elevation.				
31	COMMERCIAL/ INDUSTRIAL USE	Means a business through which products, services, or entertainment are available to consumers, whether the general public or other commercial establishments. Commercial use shall include: bus depots, business services, drive-in businesses, funeral homes, retail stores, greenhouses, medical clinics, hotels, mail and parcel delivery services, office uses, and personal services. This use does not include: the manufacturing of products, adult uses, cannabis lounges, cannabis accessory retail sales or cannabis retail sales establishments.				
32	COMMISSION	Means the Municipal Planning Commission of the Summer Village of Norglenwold, unless otherwise noted.				
33	CONCEPTUAL SCHEME	Means a detailed land use plan for a specified area of land which conforms to all statutory plans and is used to relate a subdivision application to the future subdivision and development of adjacent areas. A conceptual scheme is adopted by resolution of Council, pursuant to the Municipal Government Act.				
34	CONSTRUCTION MANAGEMENT PLAN	Means a plan provided by a development proponent that includes strategies to manage activities during active and post construction phases of a development. Construction management plans include strategies to implement low impact development techniques and best management practices for stormwater management.				
35	COUNCIL	Means the Council of the Summer Village of Norglenwold.				
		D				
36	DATE OF ISSUE	Means the date on which the notice of a decision of the Development Authority is published, or five days after such a notice is mailed.				
37	DAY HOME	Means an accessory use within a dwelling unit used to provide care and supervision, for adults or children in accordance with the <i>Child Care Licensing Act, S.A. 2007, c. 10.5, as amended,</i> as well as any other applicable Provincial or Federal legislation.				
38	DECK	Means any open structure having a height greater than 0.6 m (2.0 ft.) above grade, thereby requiring stairs and railings as outlined in regulations approved under the <i>Safety Codes Act, R.S.A. 2000, c. S-01, as amended.</i> A deck shall not have walls higher than 1.25 m (4.1 ft.) from the surface of the deck floor, or a roof.				
39	DECIDUOUS	Means trees, shrubs, and other forms of vegetation that seasonally shed leaves, petals, or fruit.				

40	DECORATIVE POND	Means a man-made enclosed body of water for ornamental purposes, which may include vegetation and fish.		
41	DESIGNATED OFFICER	Means a person authorized by Council to act as a development authority pursuant to Section 624(2) of the <i>Act</i> .		
42	DEVELOPER	Means an owner, agent or any person, firm or company required to obtain or having obtained a development permit.		
		Means:		
		a. An excavation or stockpile and the creation of either of them; or		
		b. A building or an addition to, or replacement or repair of a building and the construction or placing in, on, over and under land of any of them; or		
		 A change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or 		
		 A change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building; 		
		and without restricting the generality of the foregoing, includes:		
		 in the case of a lot used for residential purposes, alterations made to a building or an additional building on the lot whether or not the building is a dwelling or part of a dwelling unit; 		
		in the case of a lot used for other than residential purposes, alterations or additions made to a building on the lot or a use of the lot which would increase either the capacity of the building or the intensity of use of the lot;		
		g. the display of advertisements or signs on the exterior of a building or on any land;		
43	DEVELOPMENT	 the deposit of earth, debris, waste materials, refuse, or any other material on any land, including land already being used for that purpose, or if the natural topography or drainage is altered; 		
		 any increase in the number of households occupying and living in any building or on any site, and any construction or alterations or additions which would provide for an increase in the number of households which could occupy and live in any building or on any site, including any increase in the number of dwelling units in a building or on a site; 		
		j. the placing of refuse or waste material on any land;		
		k. the recommencement of the use to which land or a building has been previously put if that use has been discontinued for a period of more than six months;		
		I. the use of land for the storage or repair of motor vehicles or other machinery or equipment;		
		m. the continued use of land or of a building for any purpose for which it is being used unlawfully when this Bylaw comes into effect;		
		n. the demolition or removal of a building;		
		 the placement of an already constructed or a partially constructed building on a parcel of land; 		
		 the use of land for the parking of trailers, bunk houses, portable dwellings, skid shacks, or any other type of portable building whatsoever, whether or not the same has been placed or affixed to the land in any way; 		
		q. the removal of topsoil from land;		
L				

		r. the use of land for storage purposes or for the repair of equipment, vehicles or other
		kinds of machinery;
		 the installation of any type of sewage disposal system including but not limited to holding tanks; or
		t. the digging of a well or installation of a water cistern.
44	DEVELOPMENT AUTHORITY	Means the person or persons appointed as the Development Authority pursuant to Development Authority Bylaw No. 140-95, as amended.
		Means a non-statutory plan prepared by a development proponent in support of a proposal for development. The purpose of a development design plan is to mitigate negative impacts on watershed health as required in the Sylvan Lake Intermunicipal Development Plan. A development design plan includes the following details:
	DEVELOPMENT	A planting plan including native vegetation;
45	DESIGN PLAN	A sediment control plan;
		A drainage plan; and
		Information about site coverage.
		A development design plan shall be required at the discretion of the Development Authority, and will be enforced as a condition of development approval.
46	DEVELOPMENT OFFICER	Means the person(s) appointed as Development Officer(s) as established by this bylaw.
47	DEVELOPMENT PERMIT	Means a document authorizing a development issued pursuant to this Land Use Bylaw.
48	DISCRETIONARY USE	See "Use, Discretionary."
49	DISTRICT (OR LAND USE DISTRICT)	Means a designated area of the municipality within which certain uniform requirements and regulations govern the use of land, and the placement, spacing and size of structures.
50	DRAINAGE DITCH	Means a long narrow trench or furrow dug in the ground to accommodate over-land drainage.
51	DRIVEWAY	Means a vehicle access route between the carriageway of a public road and a use on a parcel.
52	DWELLING	Means any building or structure used exclusively for human habitation and which is supported on a permanent foundation or base.
53	DWELLING, DUPLEX	Means a dwelling containing two (2) dwelling units which share a common wall, and located side by side or one above the other.
54	DWELLING, FOURPLEX	Means a building containing four (4) dwelling units sharing a common wall either vertically, so dwellings are arranged one above the other, or horizontally, so that dwellings are arranged front-to-back or side-by-side. A separate, at grade, access is provided to each dwelling unit.
55	DWELLING, MANUFACTURED HOME	Means a dwelling which is constructed with a chassis or related assembly that allows for the permanent or temporary attachment of a hitch and assembly to enable relocation of the dwelling, and further, which conforms to the Canadian Standards Association A277 and Z-240 Standards (or subsequent CSA Standards). A manufactured home may be a single structure (commonly known as a "single wide") or two parts which when put together comprises a complete dwelling (commonly known as a "double wide").
56	DWELLING, ROW HOUSING	Means a building consisting of at least three (3) dwelling units with each unit having direct access to the outside grade, but shall not mean apartment.

57	DWELLING, SEASONAL	Means a dwelling that lacks one or more of the basic amenities or utilities required for year-round occupancy or use such as: a permanent heating system, insulation, and/or year-round usable plumbing.			
58	DWELLING, SINGLE DETACHED	Means a building consisting of one (1) dwelling unit. A single detached dwelling is a dwelling which is normally constructed on-site. However, a single detached dwelling may be constructed in pieces offsite, or even in one piece, with the piece(s) being transported to the site for assembly on-site, and thus may be a modular dwelling. Single detached dwellings do not include mobile home dwellings.			
59	DWELLING UNIT	Means a complete self-contained residence that contains sleeping, cooking and sanitary facilities intended for domestic use, and is used or intended to be used permanently or semi-permanently as a residence for a household. A dwelling unit must have a separate private entrance from the exterior of a building or from a common hall, lobby or stairway inside the building. A dwelling unit includes suites as defined in this Bylaw.			
		3			
60	EASEMENT	Means a right to use land, generally for access to other property or as a right-of-way for a public utility.			
<u>61</u>	ENVIRONMENTAL RESERVE EASEMENT	Means an environmental reserve easement as defined in accordance with the Act.			
1 <u>62</u>	ESCARPMENT	Means an extended linear topographical feature of relatively steep slope and significant change in elevation, as per the diagrams below. Upland area Crest Top of Bank Top of Escarpment Slope Bank Escarpment Lake Terrace Slope Terrace Bank Escarpment Terrace Lake			
2 63	EVAPO- TRANSPIRATION	Means the process of water moving through a plant's roots to its leaves and stems, where it evaporates back into the atmosphere.			
364	EXCAVATION	Means any breaking of ground, except common household gardening and ground care.			
4 <u>65</u>	EXTERIOR WALL	Means the outermost point of a building projection, including, but not limited to, bay windows, oval windows, chimneys, veranda or other similar features, but not including roof overhangs less than 0.6 m (2.0 ft.).			
		F			
5 <u>66</u>	FAMILY CARE FACILITY	Means a facility which provides resident service in a dwelling to six (6) or fewer individuals. These individuals are handicapped, aged, disabled or in need of adult supervision and are provided service and supervision in accordance with their individual needs. This category includes boarding homes for children, group homes, and family homes.			
5 <u>67</u>	FENCE	Means a physical barrier constructed from typical building material for the purpose of providing aesthetic decoration, visual screening, sound abatement, or to prevent unauthorized access.			
7 <u>68</u>	FINISHED GROUND ELEVATION	Means the elevation of the finished ground at any point adjoining each exterior wall of a building or structure.			

3 <u>69</u>	FLOOR AREA	Means for buildings, the total area of the floor(s) in a building measured from the outside of exterior walls and does not include a basement, cellars, attached garages, carports, or open porches.		
<u>70</u>	FRONTAGE	Means the width of a lot or a site where it abuts a road.		
		G		
9 <u>71</u>	GARAGE	Means an accessory building or part of the principal building, designed and used primarily for the storage of non-commercial motor vehicles, recreational vehicles and other chattels.		
		Means the ground elevation established for the purpose of determining building height. In determining grade, the Development Authority shall select from the following methodologies, whichever one best ensures compatibility with neighbouring developments:		
		a. If the applicant can show by reference to reliable surveys that the predevelopment elevation of the subject parcel varies by no more than 1.0 m (3.3 ft.) in 30 linear metres, the Development Authority may determine grade by calculating the average of the highest and lowest elevation on the parcel; or		
9 <u>72</u>	GRADE	 The Development Authority may determine grade by calculating the average of the pre-development elevations at the corners of the parcel as shown on a reliable survey; or 		
		 The Development Authority may determine grade by calculating the average elevation of the corners of the principal buildings on all properties abutting the subject parcel; or 		
		d. the average of the pre-development elevations at the corners of the building as shown on a survey prepared by an Alberta Land Surveyor.		
1 73	GROSS AREA	Means the area of a development, neighbourhood or planned area, before deductions for roads, municipal and environmental reserves and public utilities have been made.		
2 <u>74</u>	GROUP HOME	Means a development consisting of the use of a dwelling as a facility which is authorized, licensed or certified by a public authority to provide room and board for foster children or disabled persons, or for persons with physical, mental, social or behavioral problems and which may be for the personal rehabilitation of its residents either through self-help or professional care, guidance or supervision. The residential character of the development shall be primary with the occupants living together as a single housekeeping group and using cooking facilities shared in common. This does not include drug or alcohol addiction treatment centres.		
3 75	GUEST HOUSE	See "Suite, Guesthouse."		
		н		
4 <u>76</u>	HARD LANDSCAPED AREA	Means the use of non-vegetative material, such as but not limited to monolithic concrete, or asphalt.		
5 <u>77</u>	HEAVY VEHICLE	Means a heavy vehicle, as per the Summer Village's Traffic Bylaw, Bylaw No. 207-12.		
578	НОМЕ	Means any occupation, trade, profession, or craft carried on by an occupant of a dwelling which is clearly secondary to the residential use of the building, and which does not change the character of or have any exterior evidence of such secondary use other than a sign as allowed in this Bylaw. For the purposes of this Bylaw, home occupations are divided into two subclassifications - major home occupations and minor home occupations - with specific regulations for each as indicated in this Bylaw.		
J <u>, J</u>	OCCUPATION	A <u>minor home occupation</u> must not:		
		include exterior signage advertising the occupation;		
		b. generate pedestrian or vehicular traffic or parking and;		
		c. include the employment of persons other than residents of the dwelling.		

		A <u>major home occupation</u> may include a business which would normally:		
		a. includes exterior signage advertising the occupation;		
		b. generate pedestrian or vehicular traffic or parking; and/or		
		 includes the employment at the dwelling or accessory buildings of no more than two (2) paid assistants, other than residents of the dwelling. 		
<u>79</u>	INCLUSIONARY HOUSING	Means the provision of dwelling units or land, or money in place of dwelling units or land, for the purpose of community housing, as defined in the Act.		
7 <u>80</u>	INDUSTRIAL HEMP	Means a cannabis plant – or any part of that plant – in which the concentration of THC is zero point three percent (0.3%) w/w or less in the flowering heads and leaves, as defined in the <i>Industrial Hemp Regulations</i> , SOR/2018-145, as amended or replaced.		
8 <u>81</u>	INDUSTRIAL HEMP PRODUCTION FACILITY	Means the use of land, buildings, or structures licensed and/or authorized to possess, sell, provide, ship, deliver, transport, destroy, produce, export and/or import industrial hemp, including related research, under the <i>Industrial Hemp Regulations</i> , SOR/2018-145, as amended, or replaced. This does not include cannabis retail sales or cannabis production and distribution facility, or the outdoor cultivation of industrial hemp.		
982	INSTITUTIONAL USE	Means a development of governmental, religious, social, health care, or cultural facilities serving the municipality, area, or region.		
		J, K		
9 <u>83</u>	KITCHEN	Means an area in a principal dwelling or suite that contains counters, cabinets, plumbing, appliances or wiring which taken together, is used for the preparation, storage, and/or cooking of food.		
		L		
184	LAND USE BYLAW	Means the Summer Village of Norglenwold Land Use Bylaw (Bylaw #267-22) as amended.		
2 <u>85</u>	LAND USE DISTRICT	Means an area as described in Section 10 – Land Use Districts, and illustrated in Section <u>41–15</u> – Land Use District Map.		
3 <u>86</u>	LANDSCAPING	Means to preserve or change the natural features of a parcel by adding lawns, trees, shrubs, ornamental plantings, fences, walks, or other structures and materials used in modern landscape architecture, but does not include stockpiling and excavation.		
4 <u>87</u>	LANE	Means a narrow roadway intended chiefly to give access to the rear of buildings and parcels of land, also known as an alley as defined by the Traffic Safety Act, R.S.A. 2000, c. T-6, as amended.		
5 <u>88</u>	LOT	Means: a. a quarter section; b. a river lot or a lake lot shown on an official plan referred to in the <i>Surveys Act</i> that is filed or lodged in a Alberta Land Titles office; c. a settlement lot shown on an official plan referred to in the <i>Surveys Act</i> that is filed or lodged in an Alberta Land Titles office;		

		d. a part of a parcel of land described in a Certificate of Title if the boundaries of the pare described in the Certificate of Title other than by reference to a legal subdivision						
		land o Certifi	e. a part of a parcel of land described in a Certificate of Title if the boundaries of the		Do	DOUBLE FRONTING LOT		
		part a	re described in	n <u>a</u>	INTERIO	R LOT	INTERIOR LOT	ROAD
		,	erence to a pla division.	n «	CORNE	R LOT	CORNER LOT	α
						ROAD		
6 <u>89</u>	LOT, CORNER	Means a lot have of a bareland control of a	ondominium, a nded, having t	a unit as des wo (2) contig	cribed in the guous proper	<i>Condominiur</i> ty lines abutt	m <i>Property Ac</i> ing common រ	t, R.S.A. 2000, property used
7 <u>90</u>	LOT, DOUBLE FRONTING	Act, R.S.A. 2000	Means a lot which abuts two (2) roads (except alleys or lanes as defined in the $Traffic\ Safety\ Act$, R.S.A. 2000, c. T-06, as amended) which are parallel or nearly parallel where abutting the lot, but does not include a corner lot.					
8 <u>91</u>	LOT, INTERIOR	Means a lot tha	t abuts a road	only on the	front line.			
9 <u>92</u>	LOT, LAKEFRONT	Means a lot adjacent to a waterbody or, or that would be adjacent to a waterbody if not for a reserve lot.	LAKEFRONT LOT	LAKEFRONT	LAKEFRONT LOT	LAKEFRONT LOT	LAKEFRONT	LAKEFRONT LOT
9 <u>93</u>	LOT AREA		Means the area of a lot as shown on a plan of subdivision or described in a certified copy of a Certificate of Title. Lot area includes any area dedicated to an easement or a right-of-way.					
1 <u>94</u>	LOT COVERAGE	See "Site Cover	See "Site Coverage."					
2 <u>95</u>	LOT DEPTH	Means the aver	age horizonta	l distance be	etween the fro	ont lot line ar	nd the rear lot	line.
3 <u>96</u>	LOT LINE	Means the lega	lly defined lim	it of any lot.				
4 <u>97</u>	LOT LINE, FRONT	Means the bou then the front la a corner lot, th considered the	ot line shall be e shorter of tl	considered	the boundary	y line adjacer	nt to the lake.	In the case of
5 <u>98</u>	LOT LINE, REAR	Means the boundary line of a lot lying opposite to and farthest from the front line of the lot. For lakefront lots, the rear lot line is the lot line farthest from the lake.						

5 <u>99</u>	LOT LINE, SIDE	Means the boundary line of a lot lying between a front line and a rear line of a lot. In the case of a corner lot, the longer of the two boundary lines adjacent to the highway or road shall be considered a side lot line.		
100	LOT, UNDEVELOPED	Means a lot that does not contain a developed residence, building or structure. May also be referred to as a 'vacant lot.'		
3 <u>101</u>	LOT WIDTH	Means the length of a line parallel to the front line or, in a lot with a curved front line, perpendicular to a line running between the mid-point of the front line and the mid-point of the rear line, measured at a distance from the front line equal to the minimum required front yard.		
		M		
102	MANUFACTURED DWELLING UNIT	See "Dwelling, Manufactured Home."		
9 <u>103</u>	MECHANIZED EXCAVATION, STRIPPING, AND GRADING	Means the use of motorized equipment to remove, relocate or stockpile soil or vegetation in excess of normal landscape maintenance requirements.		
104	MUNICIPALITY	Means the Summer Village of Norglenwold, unless otherwise noted.		
2 <u>105</u>	MUNICIPAL GOVERNMENT ACT	Means the <i>Municipal Government Act</i> , R.S.A 2000, c. M-26 as amended together with all regulations passed thereunder, and may be referenced in this Land Use Bylaw as the <i>Act</i> .		
3 <u>106</u>	MUNICIPAL PLANNING COMMISSION	Means a commission established by the Municipal Planning Commission Bylaw No. 206-12, as amended.		
		N		
4 <u>107</u>	NATURAL AREA	Means an area that is to be preserved because: it is unsuitable in its natural state for development and/or areas that are desirable to be kept in their natural state.		
5 <u>108</u>	NON-CONFORMING BUILDING	Means a building: a. That is lawfully constructed or lawfully under construction at the date this Land Use Bylaw or any amendment thereof affecting the building or land on which the building is situated becomes effective; and b. That on the date this Land Use Bylaw or any amendment thereof becomes effective		
		does not, or when constructed will not, comply with the Land Use Bylaw.		
5 <u>109</u>	NON-CONFORMING USE	Means a lawful specific use: a. Being made of land or a building or intended to be made of a building lawfully under construction at the date that this Land Use Bylaw affecting the land or building becomes effective; and b. That on the date the Land Use Bylaw becomes effective does not, or in the case of a building under construction will not, comply with the Land Use Bylaw.		
7 110	NON-PERMEABLE SURFACE	Means any man-made surface that does not allow the absorption of water into the ground at a pre-development rate. A non-permeable surface consists of materials such as roofing materials, concrete, asphalt, unit pavers, and compacted gravel.		
8 <u>111</u>	NUISANCE	Means any act or deed, or omission, or thing, which is or could reasonably be expected to be annoying, or troublesome, or destructive or harmful, or inconvenient, or injurious to another person and/or their property, or anything troublesome or bothersome to other people for which complaints are received either by the Municipality's office or the Royal Canadian		

		Mounted Police, whether or not such act or deed or omission or thing constitutes nuisance at		
		common law.		
		0		
9 <u>112</u>	OBNOXIOUS	Means (when used with reference to a development) a use which by its nature, or from the manner of carrying on the same, may, in the opinion of the Development Authority, create noise, vibration, smoke, dust or other particulate matter, odour, toxic or non-toxic matter, radiation, fire, or explosive hazard, heat, humidity, glare, or unsightly storage of goods, materials, salvage, junk, waste or other materials, a condition which, in the opinion of the Development Authority, may be or may become a nuisance, or which adversely affects the amenities of the neighbourhood, or which may interfere with the normal enjoyment of any land or building.		
9 <u>113</u>	OCCUPANCY	Means the use or intended use of a building or part thereof for the shelter or support of persons or property.		
1 114	OCCUPANT	Means any person occupying or having control over the condition of any property and the activities conducted on the property, and includes the owner, lessee, tenant or agent of the owner.		
2 <u>115</u>	OFFENSIVE	Means when used with reference to a development, a use which by its nature, or from the manner of carrying on the same, creates or is liable to create by reason of noise, vibration, smoke, dust or other particulate matter, odour, toxic or non-toxic matter, radiation, fire, or explosive hazard, heat, humidity, glare, or unsightly storage of goods, materials, salvage, junk, waste or other materials, a condition which, in the opinion of the Development Authority, may be or may become hazardous or injurious to health or safety, or which adversely affects the amenities of the neighbourhood, or interferes with or may interfere with the normal enjoyment of any land or building. For the purposes of this bylaw obnoxious shall not include activities associated with agricultural operations provided that they do not contravene generally accepted agricultural practices as defined in the Agricultural Operations and Practices Act R.S.A. 2000, c. A-07, as amended.		
3 <u>116</u>	ORDER	Means a notice requiring compliance issued in writing by the Development Authority.		
4 <u>117</u>	OUTDOOR STORAGE AND DISPLAY	Means the storage or display of equipment, goods, or materials in the open air on a permanent or continuous basis.		
5 <u>118</u>	OWNER	in the case of land owned by the Crown in right of Alberta or the Crown in right of Canada, the Minister of the Crown having the administration of the land, or b. in the case of any other land, the person shown as the owner of land on the municipality's assessment role prepared under the Act.		
		P		
6 <u>119</u>	PARCEL	Means the aggregate of one or more area of land described in a certificate of title by reference to a plan filed or registered in an Alberta Land Titles Office.		
7 <u>120</u>	PARCEL, INTERIOR	Means a parcel abutting only one street other than a lane.		
B <u>121</u>	PARCEL WIDTH	Means the greater of either the width of the site at the building line or the front boundary of the parcel.		
9 <u>122</u>	PARKING AREA	Means the area set aside for the storage and/or parking of vehicles and include parking stalls, loading spaces, aisles, entrances and exits to the parking area, and traffic islands where they are part of the parking area. A parking area may be within a building.		

		Mean:		
		a. (Park Model Trailer) a unit designed to be towed by a heavy-duty tow vehicle (auto, van, pick-up truck, etc.) but is of restricted size and weight so that it does not require a special highway movement permit. The maximum width when being towed is 2.6 m (8.5 ft.). These units are designed for infrequent towing, and are not normally fitted with a 12-volt system for fixtures and appliances. Once on site in the set-up mode it normally must be connected to the local utilities. This style is normally built on a single chassis mounted on wheels. It usually has one or more slide-outs, but when in set-up mode the gross trailer area normally does not exceed 37.2 m² (400 ft.²). It conforms to the CSA Z-240 Standard for recreational vehicles.		
9 <u>123</u>	PARK MODEL	b. (Park Model Recreational Unit) a unit built on a single chassis mounted on wheels, which may be removed and returned to the factory. The unit is designed to facilitate occasional relocation, with living quarters for a temporary residence or seasonal use, and normally must be connected to those utilities necessary for the operation of installed fixtures and appliances. It normally has a floor area, including lofts, not exceeding 50.0 m² (540 ft.²) in the set-up mode and has a width greater than 2.6 m (8.5 ft.) in the transit mode. Park Model recreational units almost always require a special tow vehicle and a special permit to move on the road as the width of the unit is greater than 2.6 m (8.5 ft.). It conforms to the CSA Z-241 Standard for recreational vehicles.		
		For the purposes of this Bylaw, park models are not allowed in any District within this Land Use Bylaw unless specifically identified as a permitted or discretionary use in the Residential District, and approved by the Development Authority within an approved development permit.		
1124	PATIO	Means any developed surface adjacent to a building on a site which is less than 0.6 m (2.0 ft.) above ground level.		
2 <u>125</u>	PERGOLA	Means a structure usually consisting of parallel colonnades supporting an open roof of girders and cross rafters.		
3 <u>126</u>	PERMITTED USE	See "Use, Permitted."		
4 <u>127</u>	PRE-DEVELOPMENT	Means immediately prior to development.		
5 <u>128</u>	PRIVATE DEVELOPMENT	Means any development carried out by an individual.		
6 <u>129</u>	PRIVATE POOL	Means any outdoor private swimming pool or hot tub, whether above or below the ground, containing water for the purpose of swimming, wading or immersion of human beings.		
	PRINCIPAL	Means a building which, in the opinion of the Development Authority:		
7 <u>130</u>	BUILDING	a. occupies the major or central portion of a parcel; orb. is the chief or principal building among one or more buildings on the parcel.		
8 <u>131</u>	PRINCIPAL USE	Means the primary purpose, in the opinion of the Development Authority, for which a building or parcel is used.		
9 <u>132</u>	PROJECTION	Means part of a building or its accessory structures which projects beyond the main walls into the yards.		
9 <u>133</u>	PUBLIC AND QUASI- PUBLIC USE	Means a use of land or a building for purposes of public administration and service and shall also include a building for the purpose of assembly, instruction, culture, recreation or other community activity.		
1134	PUBLIC PARK	Means a development designed or reserved for active or passive recreational use, including all natural and man-made open space and landscaping, facilities, playing fields, and buildings that are consistent with the general purposes of recreation, whether or not such recreational		

		facilities are publicly operated or operated by other organizations pursuant to arrangements with the public authority owning the public park. Public parks include tot lots, band shells, picnic grounds, pedestrian trails and paths, landscaped buffers, playgrounds, water features, baseball diamonds, football fields, soccer pitches, and similar outdoor sports fields.		
2 <u>135</u>	PUBLIC UTILITY	Means a public utility as defined in the Municipal Government Act.		
3 <u>136</u>	PUBLIC UTILITY BUILDING	Means a building in which the proprietor of a public utility, as defined in the Act, maintains its office or offices and/or maintains or stores any equipment used in connection with the public utility.		
		Q, R		
4 <u>137</u>	REAL PROPERTY REPORT	Means a codified standard report adopted by the Alberta Land Surveyor's Association which contains pertinent information on a parcel and the development which exists on the property.		
5 <u>138</u>	REAR LOT LINE	"See Lot Line, Rear."		
6 <u>139</u>	REAR YARD	"See Yard, Rear."		
7140	RECREATIONAL FACILITY	Means a public building and grounds for community entertainment, relaxation, social activity and other leisure needs.		
8 <u>141</u>	RECREATIONAL USE	Means a recreational development conducted on a unified basis on a single site where the prime reason for location may be to take advantage of natural features. A recreational use may include the provision of day to day sporting and athletic facilities and the structures incidental thereto. A recreational use does not include: extensive recreation, or a campground, a recreational vehicle park or a recreation camp.		
9 <u>142</u>	RECREATIONAL VEHICLE	Means a vehicle or a portable structure designed to be used as temporary sleeping accommodation for travel and recreation purposes. Recreational vehicles include, but are not limited to, motor homes, campers, holiday trailers, fifth wheels and park model recreation vehicles. Recreational vehicles do not include manufactured home dwellings or stick built units.		
9 <u>143</u>	REGISTERED OWNER	a. In the case of land owned by the Crown in right of Alberta or the Crown in right of Canada, the Minister of the Crown having the administration of the land; or b. In the case of any other land: i. The 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 purchaser's interest that is the subject of a caveat registered against the certificate of title; or ii. In the absence of a person described in paragraph (i), the person registered under the Land Titles Act as the owner of the fee simple estate in the land.		
144	RELOCATED BUILDING	Means a building that was constructed off-site in one (1) piece or in pieces and relocated to another site but does not include manufactured home dwellings.		
<u>145</u>	REMAINDER	Means a portion of a lot for which subdivision approval is not requested or granted but which results from the approval of lots shown on a plan of subdivision.		
2 <u>146</u>	REMOVAL OF TREES AND/OR SHRUBS	Means the removal of trees and/or shrubs, or the destruction thereof.		
3 <u>147</u>	RENOVATION	Means an addition to, deletion from, or change to any building which does not require a permit other than a plumbing permit or an electrical permit pursuant to the <i>Safety Codes Act</i> .		

4 <u>148</u>	RESERVE	Means a parcel of land owned and subject to the management of the municipality and reserved for use as natural areas, walkways or parks and playgrounds separating areas used for different purposes, and registered at an Alberta Land Titles Office as reserve, environmental reserve, or municipal reserve parcels.		
5149	RESERVE, COMMUNITY SERVICES	Means land designated Community Services Reserve (CSR) that may be used for community services (e.g. library, fire station, etc.), pursuant to the <i>Act</i> .		
6 <u>150</u>	RESERVE, CONSERVATION	Means land designated Conservation Reserve (CR) that could not be required to be provided as environmental reserve, but which has environmentally significant features and which the municipality wishes to protect and conserve, pursuant to the <i>Act</i> .		
7 <u>151</u>	RESERVE, ENVIRONMENTAL	Means land designated Environmental Reserve (ER) pursuant to the <i>Act</i> , when a subdivision occurs in an area where some of the land is undevelopable due to environmental factors.		
B <u>152</u>	RESERVE, MUNICIPAL	Means land owned by the Summer Village and designated as Municipal Reserve (MR) as defined under the <i>Act</i> . Municipal Reserve land does not include Environmental Reserve (ER) or School Reserve (SR) as defined in the <i>Act</i> .		
9 <u>153</u>	RESERVE, MUNICIPAL AND SCHOOL	Means land designated Municipal and School Reserve (MSR) that may be used for municipal and school purposes, pursuant to the <i>Act</i> .		
9 <u>154</u>	RESERVE, SCHOOL	Means land designated School Reserve (SR) that may be used for school purposes, pursuant to the Act.		
1155	RESIDENTIAL USE	Means the occupation and use of land and buildings as dwellings, whether on a seasonal or year-round basis.		
2 <u>156</u>	ROAD OR ROADWAY	Means land: a. Shown as a road on a plan of survey that has been filed or registered in an Alberta Land Titles Office; or b. Used as a public road; and includes a bridge forming part of a public road and any structure incidental to a public road.		
		S		
3 <u>157</u>	SAFETY CODES ACT	Means the <i>Safety Codes Act,</i> RSA 2000 c. S-1, as amended, and includes the regulations enacted and codes adopted thereunder from time to time.		
4 <u>158</u>	SEA CAN (OR SHIPPING CONTAINER)	Means a container, originally used or intended to be used for the transportation of goods, not used as a moveable storage unit.		
5 <u>159</u>	SCREEN, SCREENED, OR SCREENING	Means a fence, berm, hedge, wall or building used to separate areas or functions which detract from the appearance of the street scene and the view from the surrounding areas.		
5 <u>160</u>	SEDIMENT CONTROL MEASURES	Means practices that stabilize erodible or sediment-producing areas through the use of grass, vegetation, sediment control traps, filters, barriers, swales, berms, and other measures that control the deposit of soil and earth materials. Sediment control measures may be identified		

		in a Development Design Plan as methods of controlling sediment during active and construction phases of development.					
7 <u>161</u>	SETBACK	Means a distance additional to minimum yard requirements which may be required on parcels adjacent to the roads. REAR SETBACK SETBACK SETBACK FRONT SETBACK SIDE SETBACK SIDE SETBACK SIDE SETBACK SIDE SETBACK SIDE SETBACK SIDE SETBACK					
3 <u>162</u>	SIGHT TRIANGLE	Means an area at the intersection of roads in which all buildings, fences, vegetation and finished ground elevations shall be less than 1.0 m (3.3 ft.) in height above the average elevation of the carriageway, in order that vehicle operators may see approaching vehicles in time to avoid collision.					
9 <u>163</u>	SIGN	Means any word, letter, model, placard, board, notice, device or representation, whether illuminated or not, in the nature of and employed wholly or in part for the purposes of advertisement, announcement or direction and its supporting structure.					
164	SIGN, A-FRAME	Means a type of sign commonly referred to as "sandwich boards", composed of two (2) hinged or otherwise joined boards which leans on the ground.					
1165	SIGN, CANOPY	Means a sign which is part of, or attached to, the outside edge of a canopy but which does not extend below the bottom edge or surface of the canopy.					
2 <u>166</u>	SIGN, FASCIA	Means a sign attached to, marked or inscribed on and parallel to the face of a building wall but does not include a billboard.					
3 <u>167</u>	SIGN, FREESTANDING	Means a sign that is supported independently of a building wall or structure but does not include a portable sign.					
4 <u>168</u>	SIGN, PORTABLE	Means a sign which is not in a permanently installed or affixed position.					
5 <u>169</u>	SIGN AREA	Means the total surface area within the outer edge of a sign, and, in the case of a sign comprised of individual letters, numerals, or symbols, shall be the area of a rectangle enclosing the letters, numerals, or symbols. Frames and structural members not bearing advertising matter shall not be included in the computation of the area of a sign.					
5 <u>170</u>	SITE	Means a lot or parcel on which a development exists or for which an application for a development permit is made.					
7 171	SITE COVERAGE	Means the total percentage of the parcel area covered by buildings or structures, including but not limited to the main building and any additions to it (e.g. covered decks), non-permeable synthetic turf, patios, parking facilities, non-permeable surfaced driveways, outdoor storage and display, and all other impervious surfaces but does not include steps, eaves, or similar projections permitted in this Land Use Bylaw.					
3 <u>172</u>	SOLAR ARRAY	Means multiple solar panels used in conjunction to produce electricity.					
9 <u>173</u>	SOLAR ENERGY CONVERSION SYSTEM	Means the complete system required to convert solar rays into useable electricity for private use, including solar panels, mounting equipment and additional required conversion electronics.					

9 <u>174</u>	SOLAR PANEL, FREESTANDING	Means a device which is used to convert energy contained within the sun's rays into electricity, which is not mounted or attached to any other structure for support.					
175	STREET	Means any category of road except a lane.					
2 <u>176</u>	STRUCTURAL ALTERATION	Means the addition to, deletion from, or change to any building which requires a permit other than a plumbing, gas or an electrical permit pursuant to the <i>Safety Codes Act, R.S.A. 2000, c. S-01, as amended.</i>					
3 <u>177</u>	SUBDIVISION AND DEVELOPMENT BOARD	Means the Subdivision and Development Appeal Board appointed by Council.					
4 <u>178</u>	SUBSTANDARD LOT	Means a lot created by legal subdivision prior to this bylaw coming into effect which is smaller, in area or in any dimension, than the minimum permitted lot size or dimension stipulated in the regulations of the District in which the lot is located.					
<u>179</u>		See "Suite, Guest House."					
180	SUITE, GUEST HOUSE	Means an accessory building (or portion of an accessory building) containing a bathroom and sleeping facilities for temporary usage only, and shall not have a kitchen or other cooking facilities. A guest house provides additional accommodation for a single-detached dwelling located on the same parcel, is not available for rent by a third party, and does not include recreational vehicles and/or sea cans.					
5 <u>181</u>	SUITE, SECONDARY	Means a self-contained dwelling unit located within a single detached dwelling, and may include cooking, sleeping, and sanitary facilities. PRINCIPAL DWELLING SECONDARY SUITE					
6 <u>182</u>	SUITE, SECURITY	Means a self-contained dwelling unit, either detached or within a building, used to provide accommodation for security personnel in commercial or industrial development.					
7 <u>183</u>	SYNTHETIC TURF	Means a surface of synthetic fibers made to look like natural grass.					
		Т					
3 <u>184</u>	TEMPORARY USE OR BUILDING	Means a use or development for which a development permit has been issued and which is to exist for a timeframe of up to (but not exceeding) two years, at determined by the Development Authority.					
9 <u>185</u>	TOP OF BANK	Means the upper valley break line or the line defining the uppermost or most obvious topographical discontinuity in slope distinguishing between the upper plateau and the valley wall. The "top of bank" is a natural boundary formed by the action of water for a long enough time to leave its signature on the ground. Unless coincidental, it is not a historic high water mark, a flood line, or the current waterline. An Alberta Land Surveyor may be required to define the top of bank.					
) 186	TOURIST HOME	Means a dwelling unit operated as a temporary place to stay, with compensation, and includes all vacation rentals of a dwelling unit. The characteristics distinguish a tourist home from a dwelling unit used as a residence may include any of the following:					

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		 The intent of the occupant to stay for short-term (30 days or less) vacation purposes rather than use the property as a residence; 				
		 b. The commercial nature of a tourist home; c. The management or advertising of the dwelling unit as a tourist home or "vacation rental," on any website such as Airbnb or VRBO; and/or 				
		 The use of a system of reservations, deposits, confirmations, credit cards, or other forms of electronic payments, etc. 				
		No recreational vehicle, dwelling unit or guest house suite shall be used as a tourist home.				
1187	TRAIL	Means an area used for hiking, cross-country skiing or other forms of non- motorized recreational travel.				
		U				
2 <u>188</u>	USE	Means the purpose or activity for which a site, a parcel of land, or a lot and any buildings located on it are designed, arranged, developed, or intended, or for which it is occupied or maintained.				
3 <u>189</u>	USE, DISCRETIONARY	Means a use which may be compatible with other uses in the district, for which a Development Permit may be issued upon an application having been made.				
4 <u>190</u>	USE, PERMITTED	Means a use which is compatible with other uses in the district and for which a Development Permit shall be issued provided it otherwise conforms to this Land Use Bylaw.				
5 <u>191</u>	UTILITY BUILDING	Means the building in which the proprietor of a utility: a. Maintains its office(s), and/or b. Maintains or houses equipment used in connection with the utility and which is not a public utility right-of-way.				
		V				
6 <u>192</u>	VACATION RENTAL	Means the licensed use of any type of residential dwelling unit or suite as temporary lodging (less than 30 days at any one time) for paying guests.				
		W				
7 193	WALKWAY	Means a public right-of-way for use by pedestrians only, which is registered at the Alberta Land Titles Office as a walkway or a reserve.				
3 <u>194</u>	WALKING TRAIL	Means an unregistered hard or granular surfaced pathway used primarily for leisure and active transportation purposes like walking and bicycling. Note: Added to differentiate from walkway (no right-of-way).				
9 <u>195</u>	WASTEWATER COLLECTION SYSTEM	Means a privately or publicly owned system for treating sewage effluent, recognized by the appropriate regulatory agency, consisting of either a municipal or an on-site on-parcel sewage collection system.				
9 <u>196</u>	WIND ENERGY CONVERSION SYSTEM, LARGE	Means one or more buildings designed to convert wind energy into mechanical or electrical energy, including a wind energy conversion system (WECS) consisting of a wind turbine, a tower and associated control or conversion electronics, which has a rated capacity of more than 300 kW.				
1197	WIND ENERGY CONVERSION SYSTEM, MICRO	Means a system of one or more buildings designed to convert wind energy into mechanical or electrical energy which has a rated capacity of less than 0.5 kW. Micro wind energy conversion systems are small in height and diameter and may be installed on the roof of a building.				
2 <u>198</u>	WIND ENERGY CONVERSION SYSTEM, SMALL	Means a system of one or more buildings designed to convert wind energy into mechanical or electrical energy which has a rated capacity of not more than 300 kW and which is intended to				

		provide electrical power for use on-site (either behind the meter or off-grid) and is not intended or used to produce power for resale.				
3 <u>199</u>	WOODSHED	Means a structure for the storage of firewood. A woodshed may have a hard or soft surface roof/cover, and shall include a maximum of three walled sides. A woodshed has a maximum floor area of 7.0 m ² (75 ft. ²).				
		X, Y, Z				
÷200	YARD	Means an open space on the same site as a building and which is unoccupied and unobstructed from the ground upward except as otherwise provided herein.				
5 <u>201</u>	YARD, FLANKAGE	Means the side yard which abuts a street on a corner parcel.				
5 <u>202</u>	YARD, FRONT	 a. In the case of parcels <u>abutting</u> Sylvan Lake or a reserve parcel abutting the lake, a yard extending across the full width of a parcel measured perpendicularly from the boundary of the parcel abutting the lake to the front wall of the principal building, situated on the parcel; or b. In the case of parcels <u>not abutting</u> Sylvan Lake or a reserve parcel abutting the lake, a yard extending across the full width of a parcel measured perpendicularly from the front boundary of the parcel to the front wall of the principal building situated on the parcel. 				
7 <u>203</u>	YARD, REAR	Means: a. In the case of parcels abutting Sylvan Lake or a reserve parcel abutting the lake, a yard extending across the full width of a parcel measured perpendicularly from the rear wall of the principal building situated on the parcel to the boundary abutting the street; or b. In the case of parcels not abutting Sylvan Lake or a reserve parcel abutting the lake, a yard extending across the full width of a parcel measured perpendicularly from the rear wall of the principal building situated on the parcel to the rear property boundary of the parcel.				
3 <u>204</u>	YARD, SIDE	Means a yard extending from the front yard to the rear yard between the side boundary of the parcel and the wall of principal building thereon.				

All other words and expressions have the meaning respectively assigned to them in the *Act*, other Acts of the Province of Alberta, or common law.

1.5 ESTABLISHMENT OF FORMS

- 1. For the purpose of administering the provisions of this Land Use Bylaw, the Council shall, by resolution, authorize the preparation and the use of such forms and notices as it may deem necessary.
- 2. Any such forms or notices are deemed to have the full force and effect of this Land Use Bylaw in the execution of the purpose for which they were designed, authorized and issued.

1.6 ESTABLISHMENT OF FEES

1. Development Permit application fees and fees for other matters arising through this Land Use Bylaw will be established by Council in the Summer Village of Norglenwold Fees Bylaw. Council may amend the bylaw to increase, decrease, or establish new fees by an amendment bylaw.

1.7 SEVERABILITY

1. If one or more provisions of this Land Use Bylaw for any reason are declared to be invalid by a court of competent jurisdiction, that decision will not affect the validity of the remaining parts of this Bylaw.

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1. Land Use Bylaw 208/13 and all amendments thereto are hereby repealed.

AGENCIES

2.1 DEVELOPMENT AUTHORITY

- 1. The Development Authority is established by the Summer Village's Development Authority Bylaw.
- 2. The Development Authority shall be appointed by resolution of Council.
- 3. The Development Authority shall be:
 - a. the Municipal Planning Commission of the Summer Village; and the
 - b. the Development Officer of the Summer Village.
- 4. If the decision on a development permit application is to be made by the Municipal Planning Commission, the term Development Authority, when used in this Bylaw, shall be the Municipal Planning Commission.
- 5. If the decision on a development permit application is to be made by the Development Officer, the term Development Authority, when used in this Bylaw, shall be the Development Officer.

2.2 DEVELOPMENT OFFICER

- 1. Council shall appoint one or more Development Officer(s) who shall be designated officers within the meaning of the Act.
- 2. The Development Officer shall perform such duties that are specified in this Land Use Bylaw, including among other things:
 - a. Keeping and maintaining for the inspection of the public during all reasonable hours, a copy of this Land Use Bylaw and all amendments thereto: and
 - b. Keeping a register of all applications for development, including the decisions thereon and the reasons therefore. This information will be released to the public upon request in accordance with the Freedom of Information and Protection of Privacy Act.
- 3. The Municipal Planning Commission may act in place of a Development Officer.

2.3 MUNICIPAL PLANNING COMMISSION

- 1. The Municipal Planning Commission:
 - Is authorized to act as the Development Authority in those matters prescribed in this Bylaw and the Municipal Planning Commission Bylaw No. 206-12, as amended;
 - Shall consider and if necessary state terms and conditions on any other planning or development matter referred by the Development Officer or Administration;
 - May direct the Development Officer or Administration to review, research or make recommendations on any other
 planning and development matter; and
 - d. Make recommendations to Council on planning and development matters.

2.4 SUBDIVISION AUTHORITY

- 1. The Subdivision Authority of the Summer Village shall be as established by the municipality's Subdivision Authority Bylaw to act on behalf of Council in those matters delegated to it by this Bylaw and the Subdivision Authority Bylaw.
- 2. The Subdivision Authority shall be appointed by resolution of Council.

2.5 COUNCIL

 Council shall be authorized to decide upon all development permit applications within a Direct Control District and to issue such decisions that it sees fit.

AMENDMENTS TO THE LAND USE BYLAW

3.1 AMENDMENTS

- 1. Subject to the Act, any Section of this Bylaw may be amended in accordance with this Bylaw.
- 2. Council may at any time initiate an amendment to this Bylaw by directing the Development Officer to initiate an amendment.
- 1. A person may make application to the Development Officer for amendment to this Land Use Bylaw.
- 2. All applications for amendment to this bylaw shall be accompanied by the following:
 - a. A statement of the specific amendment requested;
 - b. The purpose and reasons for the application;
 - c. If the application is for a change of district:
 - i. the legal description of the lands;
 - ii. a plan showing the location and dimensions of the lands; and
 - iii. a copy of the Certificate of Title for the land affected or other documents satisfactory to the Development Authority indicating the applicant's interest in the said land that is dated within thirty (30) days of application;
 - d. The applicant's interest in the lands; and
 - e. An application fee to be established by resolution of Council.
- 3. If the amendment is for the redistricting of land, the Development Officer may require:
 - a. A conceptual scheme (or area structure plan) for the area to redistricted, to the level of detail specified by the Development Officer that provides Council with information to determine:
 - i. If the site is suitable for the intended use;
 - ii. If the site can be reasonably and cost effectively services; and
 - iii. that the proposed amendment will not unduly impact the rights of adjacent landowners to use and enjoy their property; and
 - Payment of a fee equal to the costs incurred by the municipality to review the proposed redesignation and/or related conceptual scheme, or if necessary to prepare a conceptual scheme; and
 - c. Technical studies requested by the Development Officer to assess site suitability and servicing requirements.
- 4. Upon receipt of an application to amend this Land Use Bylaw, the Development Officer shall analyze the potential impacts of development that would result from the proposed amendment. This analysis must consider the full development potential for the proposed amendment and shall, among other things, consider the following impact criteria:
 - a. Relationship to and compliance with approved statutory plans and Council policies;
 - b. Relationship to and compliance with approved statutory plans, conceptual schemes, or plans in preparation;
 - c. Relationship to and compatibility with the Sylvan Lake Intermunicipal Development Plan;
 - d. Compatibility with surrounding development in terms of land use function and scale of development;
 - e. Traffic impacts;
 - Relationship to, or impacts on, water and sewage systems, and other public utilities and facilities such as recreation facilities and schools;
 - g. Relationship to municipal land, right-of-way, or easement requirements;
 - h. Effect on stability, retention and rehabilitation of desirable existing land uses, buildings, or both in the area;
 - i. Necessity and appropriateness of the proposed amendment in view of the stated intentions of the applicant; and
 - j. Relationship to the documented concerns and opinions of area residents regarding development implications.

- 5. Upon receipt of an application to amend the Land Use Bylaw, the Development Officer shall:
 - a. prepare a report with recommendations on the proposed amendment for Council and an amending Bylaw for consideration of first reading by Council;
 - b. mail notify or deliver in person a written notice to landowners who are adjacent to the parcel of land affected by the proposed amendment or to a larger area as directed by Council;
 - provide notice of the Public Hearing to the applicant, the owner of the subject land if different than the applicant, to all
 directly adjacent property owners, and any other individuals or organizations identified by Council;
 - d. prepare a report and recommendation, including maps and other material, on the application, prior to a Public Hearing
 on the application for amendment; and
 - e. inform the applicant of the recommendation to Council.
- 6. Council, in considering an application for an amendment to this Land Use Bylaw, may at its sole discretion:
 - a. Refuse the application; or
 - b. Refer the application for further information; or
 - c. Pass first reading to a bylaw to amend this Land Use Bylaw, with or without amendments; or
 - d. Defeat first reading of a bylaw to amend this Land Use Bylaw; or
 - e. Pass first reading of an alternative amendment to this Land Use Bylaw.
- 7. Following first reading of an amending bylaw, Council shall establish the date, time and place for a public hearing on the proposed bylaw
- 8. If a bylaw to establish procedures for public hearings has not been passed, the Summer Village shall:
 - Outline the procedures to be followed by any person, group of persons or person representing them who wish to be heard at the public hearing; and
 - b. Outline the procedure for conducting the public hearing.
- 9. Following first reading of an amending bylaw, the Development Officer must give notice of the public hearing by:
 - a. Publishing notice at least once a week for two (2) consecutive weeks in at least one (1) newspaper or other publication circulating in the area to which the proposed bylaw relates; or
 - b. Mailing or delivering notice to every residence in the Summer Village.
- 10. A notice of a public hearing must be advertised at least five (5) days before the public hearing occurs.
- 11. A notice must contain
 - a. A statement of the general purpose of the proposed bylaw and public hearing;
 - The address where a copy of the proposed bylaw and any document relating to it or the public hearing may be inspected;
 and
 - c. The date, place and time where the public hearing will be held.
- 12. In the case of an amendment to change the district designation of a parcel of land, the Development Officer must, in addition to the requirements of Section 3.1.11::
 - a Include in the notice:
 - i. The municipal address, if any, and the legal address of the parcel of land; and
 - ii. A map showing the location of the parcel of land;
 - b. Give written notice containing the information described in Section 3.1.12 to the owner of that parcel of land at the name and address shown on the certificate of title (or tax roll); and
 - c. Give written notice containing the information described in Section 3.1.12 to each owner of adjacent land at the name and address shown for each owner on the tax roll of the municipality.
- 13. If the land referred to in Section 3.1.13.c is in an adjacent municipality, the written notice must be given to that municipality and to each owner of adjacent land at the name and address shown for each owner on the tax roll of that municipality.

- 14. Notwithstanding Sections 3.1.7 to 3.1.9, the Land Use Bylaw may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical, or typographical errors and does not materially affect the Land Use Bylaw in principle or substance.
- 15. In the public hearing, Council:
 - a. Must hear any person, group of persons, or person representing them, who claim(s) to be affected by the proposed bylaw and who has complied with the procedures outlined by Council; and
 - b. May hear any other person who wishes to make representations and whom the Council agrees to hear.
- 16. After considering the representations made to it about the proposed bylaw at the public hearing and after considering any other matter it considers appropriate, Council may:
 - a. Pass the bylaw;
 - b. Defer it for further information or comment;
 - Make any amendment to the bylaw it considers necessary and proceed to pass it without further advertisement or hearing; or
 - d. Defeat the bylaw.
- 17. Prior to third reading of the proposed bylaw, Council may require the applicant to apply for a Development Permit and negotiate a development agreement in respect of the proposal which initiated the application for amendment.
- 18. After third reading of the proposed bylaw, the Development Officer shall send a copy of it to:
 - a. The applicant;
 - b. The registered owner of the land if not the applicant;
 - c. The municipality Planner; and
 - d. The adjacent municipality, if it received a copy of the proposed bylaw pursuant to Section 3.1.13.
- 19. The Development Officer shall not accept an application for an amendment which is identical or similar to an application which was refused by Council, for a period of six (6) months after the date of the refusal unless, in the opinion of the Development Officer, the reasons for refusal have been adequately addressed or the circumstances of the application have changed significantly.

PERMITS, PROCEDURES, AND CONTRAVENTIONS

4.1 CONTROL OF DEVELOPMENT

- 1. Development Permits are required to ensure that all development is achieved in an orderly manner.
- 2. No development other than that designated in Section 4.2 shall be undertaken within the Summer Village unless an application for it has been approved and a development permit has been issued.
- 3. In addition to meeting the requirements of this Bylaw, it is the responsibility of the applicant to ensure and obtain other required provincial and federal approvals, permits and/or licenses.
- 4. Further, in addition to meeting the requirements of this Bylaw, it is the responsibility of the applicant to ensure that their development is consistent with the conditions of any registered easements or covenants which affect the subject site.
- 5. Notwithstanding Section 4.1.2 above, where a variance to any regulation in this Bylaw is required for any development listed in Section 4.2, a development permit shall be required.

4.2 DEVELOPMENT NOT DECLIIDING A DEVELOPMENT DEDMIT

- 1. The following development shall not require a development permit provided that the development otherwise complies with all other regulations of this Bylaw:
 - a. The carrying out of works of improvement, maintenance, repairs or renovation to any, but not limited to, building, deck, and/or driveway provided that such works do not include structural alterations, additions, or drainage alterations and that the works comply with the regulations of this Land Use Bylaw.
 - b. The completion of any development which has lawfully commenced before the passage of this 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 is completed within twelve (12) months of the date of notification of the permit;
 - The use of any such development as is referred to in Section 4.2.1.b for the purpose for which development was commenced;
 - d. The erection or construction of gates, fences, walls or other means of enclosures less than:
 - i. 1.0 m (3.3 ft.) in height in front yard;
 - ii. 1.0 m (3.3 ft.) in height in rear yards on lakefront lots; and
 - iii. and less than 2.0 m (6.6 ft.) in other yards;

and the maintenance, improvement and other alterations of any gates, fences, or walls or other means of enclosure unless the gate, fence, wall, etc. exceeds the regulations indicated in Section 9.4;

- e. A temporary building other than a dwelling, the sole purpose of which is incidental to the carrying out of a development for which a permit has been issued under this Land Use Bylaw;
- f. The installation, maintenance and repair of public works, services, or utilities carried out by or on behalf of federal, provincial, and/or municipal authorities on land that is publicly owned or controlled;
- g. For the maintenance of private sewer systems that can be undertaken without excavation of all or part of the system;
- h. Any development carried out by or on behalf of the Crown;
- 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;
- j. Up to a maximum of two (2) accessory buildings with a floor area of 9.5 m² (102.3 ft.²) or less each and a building height of 2.5 m (8.2 ft.) or less on a lot, including garden or tool sheds, workshops, potting sheds and other similar structures provided that they are moveable and provided they otherwise comply with the provisions of this Land Use Bylaw.
- k. Development specified in section 618 (1) and (4) of the Act, which includes:
 - i. A highway or road;
 - ii. A well or battery within the meaning of the Oil and Gas Conservation Act;

- iii. A pipeline or an installation or structure incidental to the operation of a pipeline; or
- iv. Any other thing specified by the Lieutenant Governor in Council by regulation, which includes but is not limited to construction of buildings or the construction or installation of equipment, navigational aids, and communications systems for use in connection with the operation of airports owned by or on land vested in the Crown in right of Canada, the Crown in right of Alberta, or a municipal corporation;
- The erection of one (1) unilluminated sign of the following nature and size for each use within a building or on a parcel, provided such signs do not resemble or conflict with traffic signs;
 - A facia sign or freestanding sign for the purpose of identification, direction and warning not exceeding 0.2 m² (2.15 ft.²);
 - ii. A facia sign or freestanding sign relating to a person, partnership or company carrying on a profession, business or trade not exceeding 0.3 m² (3.23 ft.²);
 - iii. A facia sign or freestanding sign relating to a religious, educational, cultural, recreational or similar institution not exceeding 1.0 m² (10.76 ft.²);
 - iv. A portable sign or notice, relating to the sale or lease of land or buildings, sale of goods or livestock by auction, carrying out of construction, or the announcement of any local event of a religious, educational, cultural, political, or governmental nature not exceeding 3.0 m² (32.3 ft²) and limited in display to the period of completion of the sale, lease, construction or event; and
 - v. A flag attached to a single upright flag-pole;
- m. landscaping where the proposed grades will not adversely affect the subject or adjacent properties or result in an increase in surface water and sediment run-off into Sylvan Lake;
- n. development within a basement that does not change or add to the uses within a dwelling;
- o. a minor home occupation;
- p. apiaries for the keeping of a colony of up to 1,000 bees and no more than 1 queen;
- q. the erection of campaign signs for federal, provincial, municipal or school board elections on privately-owned lots for no more than thirty (30) days, or such time as regulated under provincial or federal legislation provided that:
 - i. such signs are removed within one (1) day after the election date;
 - ii. such signs do not obstruct or impair vision or traffic; and
 - iii. such signs indicate the name and address of the sponsor and the person responsible for removal;
- $r. \hspace{0.5cm} \hbox{roof mounted solar energy collection systems;} \\$
- s. a maximum of one woodshed with a floor area not more than 7.0 m2 (75.0 ft.2);
- t. pergolas less than 10.0 m2 (107.6 ft.2) in area and less than 4.3 m (14.1 ft.) in height;
- u. micro wind energy conversion systems; and
- the demolition or removal of any building or structure for which erection a development permit would not be required pursuant to Section 4.2.1.a to 42.1.s, both inclusive.

4.3 NON-CONFORMING BUILDINGS AND USES

- 1. A non-conforming use of land or a building may be continued, but if that use is discontinued for a period of six (6) consecutive months or more, any future use of the land or building must conform to this Bylaw.
- 2. A non-conforming use of part of a building may be extended throughout the building but the building, whether or not it is a non-conforming building, may not be enlarged or added to and no structural alterations may be made thereto or therein.
- 3. A non-conforming use of part of a lot may not be exceeded or transferred in whole or in part to any other part of the lot and no additional buildings may be constructed upon the lot while the non-conforming use continues.
- 4. A non-conforming building may continue to be used but the building may not be enlarged, added to, rebuilt or structurally altered except:
 - a. to make it a conforming building;
 - b. for the routine maintenance of the building, if the Development Authority considers it necessary; or

- c. in accordance with the variance powers possessed by the Development Authority pursuant to the *Act* and this Bylaw to approve a development permit despite any non-compliance with the regulations of this Bylaw.
- 5. If a non-conforming building is damaged or destroyed to the extent of more than seventy-five percent (75%) of the value of the building above its foundation, the building may not be repaired or rebuilt except in accordance with this Bylaw.
- 6. The use of land or the use of a building is not affected by a change of ownership, tenancy, or occupancy of the land or building.

4.4 APPLICATION FOR DEVELOPMENT

- 1. An application for development permit shall be completed and submitted to the Development Officer in writing, in the form required by the Development Officer, and shall be accompanied by:
 - a. post construction site and building elevations;
 - floor plans, elevations and sections of any proposed buildings, including the lowest floor elevation in either the basement or on the main floor in the principal and accessory buildings;
 - c. landscaping plans, including the location of existing and proposed trees, shrubs, grassed areas, fences, screenings, and outdoor furniture on the site and on adjacent boulevards within road rights-of-way;
 - d. drainage plans;
 - d.e. a Real Property Report;
 - a.f. a scaled site plan showing:
 - i. proposed site coverage, and as a percentage calculation of the total lot area;
 - ii. front, side and rear yards;
 - iii. north point;
 - iv. legal description of the property;
 - v. access and egress points to the property; and
 - vi. the location and dimensions of existing and proposed municipal and private local improvements, principal building and other structures including accessory buildings, garages, carports, fences, driveways, paved areas, access and egress points to the parcel, and major landscaped areas including buffering and screening areas where provided; and
 - b-g. a statement of existing and proposed use(s) or occupancy of all parts of the land and buildings, and such other information as may be required by the Development Officer.
- Where a proposed development or redevelopment is within 30.0 m (98.4 ft.) of the top of bank or high water mark of Sylvan Lake, a Development Design Plan shall be submitted as part of a development permit application and enforced as a condition of approval. Determining which feature (top of bank or the high water mark of Sylvan Lake) is appropriate will be at the discretion of the Development Authority. Submission of the Development Design Plan shall be in accordance with the applicable policies of the Sylvan Lake Intermunicipal Development Plan.
- 3. In making a decision, the Development Authority may also require additional information in order to assess the conformity of a proposed development with this Bylaw before consideration of the development permit application shall commence. Such information may include (but not limited to):
 - a. A geotechnical report, assessment or investigation prepared by a qualified geotechnical engineer for any proposed development, redevelopment, clearing or grading, excavation or adding fill within escarpment areas having ten (10) percent or greater slopes. The proposed development plan must show slope setback distances, cross-sections of the slope area both before and after development and final grading. The height and existing angle of the slope shall be verified by accurate historical survey data or site specific information completed by a qualified surveyor;
 - A geotechnical report, prepared by a qualified geotechnical engineer, outlining seasonally adjusted and recommended water tables, location of on-site storage of sewage, and recommended building foundations, basement construction and soil bearing capabilities;
 - A visual impact assessment prepared by a qualified professional that assesses the impact of new development on view corridors and provides mitigation steps;
 - d. An environmental review prepared by a qualified professional, which shall include but is not limited to:
 - A description of the environmental sensitivity of the lands proposed for development and the surrounding area:

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Draft | Summer Village of Norglenwold Land Use Bylaw | Bylaw #267-22

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- The identification of the nature and significance of any adverse impacts associated with the proposed development during construction;
- iii. The identification of the nature and significance of any adverse impacts associated with activities that will result from the development; and
- iv. The inclusion of an environmental protection plan to:
 - 1. Alleviate any adverse impacts;
 - 2. Monitor the performance of the environmental measures; and
 - Identify any residual impacts and their significance on any or all of the following: fish and wildlife, vegetation, soils and terrain, water quantity and quality, shoreline, surface drainage and aquifers.
- e. the location of existing and proposed municipal and private stormwater and sanitary sewage collection and disposal, and water supply and distribution utilities, landscaped areas and buffering and screening;
- f. the height and horizontal dimensions of all existing and proposed buildings;
- g. outlines of roof overhangs on all buildings;
- h. existing and proposed elevations on the site and on adjacent sites, roads and lanes;
- i. a construction management plan;
- j. a hydrogeological assessment;
- k. a wetland assessment;
- I. a biophysical assessment;
- m. a historic resource impact assessment;
- n. future development plans for a site which is to be partially developed through the applicable development permit;
- o. in the case of a proposed home occupation, information concerning the number of employees, the location of any goods to be kept or stored, and an estimate of the number of client visits to be expected to the site each week;
- p. any other information or tests required by the Development Authority, at their discretion, respecting the site or adjacent lands, including an environmental screening of the site, geotechnical reports and/or flood hazard mapping;
- q. a statutory declaration indicating that the information supplied is accurate; and
- r. for a moved in (relocated) building, pictures of the exterior of the structure which provide information relating to the age and condition of the building and its compatibility with the Land Use District in which it is to be located.
- 4. In addition to the information requirements indicated above, an application for a development permit for landscaping or the excavation or stripping of land that is proposed without any other development on the same land shall also include:
 - a. An illustration indicating the location and area of the site where the landscaping or excavation is to take place;
 - A plan showing the existing trees and/or shrubs and identification of the trees and/or shrubs to be removed and/or added;
 - c. A statement on why the trees and/or shrubs are proposed to be removed and/or added;
 - d. The type and dimensions including average depth of the excavation to be done, and the potential, if any, to affect existing drainage patterns on and off the site;
 - e. The depth and variation in depth of groundwater encountered in test holes, if required at the discretion of the Development Authority;
 - f. The identification of potential for outdoor noise and the discharge of substances into the air,
 - g. Details outlining the measures that will be taken to ensure the integrity of trees and/or shrubs adjacent to those proposed to be removed is not compromised;
 - h. The condition in which the site is to be left when the operation is complete, including the action which is to be taken for restoring the condition of the surface of the land to be affected, and for preventing, controlling or lessening erosion or dust from the site;
 - i. An indication of all municipal servicing costs associated with the development;
 - j. The proposed haul route, dust control plan and expected hours of operation; and

- k. A statement may be required, at the discretion of the Development Officer, from a qualified environmental specialist or another qualified professional assessing the implications of tree and/or shrub removal will have on Sylvan Lake water quality. habitat and slope stability if applicable.
- 5. The Development Authority may refuse to accept an application for Development Permit where the information required by Sections 4.3.1, 4.3.2, and 4.3.3 has not been supplied or where, in the opinion of the Development Authority, the quality of the material supplied is inadequate to properly evaluate the application.
- 6. The Development Authority may deal with an application and make a decision without all of the information required by subsection Sections 4.3.1, 4.3.2, and 4.3.3 if it is the opinion of the Development Authority that a decision on the application can be properly made without such information.
- 7. Each application for a Development Permit shall be accompanied by a non-returnable processing fee, the amount of which shall be determined from time to time by resolution of Council.

4.5 PROCESSING OF DEVELOPMENT PERMIT APPLICATIONS

- 1. The Development Officer shall:
 - a. Receive all applications for a Development Permit;
 - b. Assess and provide notice in writing of a complete or incomplete application as required in Section 683.1 of the Act;
 - c. Refer all applications for development which would result in permanent overnight accommodation, including dwelling units, or public facilities to the Alberta Energy Regulator, if any of the land which is the subject of the application is within 1.5 km (0.9 miles) of a sour gas facility and the proposed development is not, in the opinion of the Development Authority, an infill development:
 - d. Refer any application to a municipality or agency as required by the Sylvan Lake Intermunicipal Development Plan or the Summer Village of Norglenwold Municipal Development Plan;
 - Refer any application to an adjacent municipality or any other agency or person which in their opinion may provide relevant comments or advice respecting the application;
 - f. Consider and decide on applications for Development Permit which meet the standards of this Land Use Bylaw for permitted uses; and
 - g. Refer with his/her recommendations, to the Municipal Planning Commission for its consideration and decision on all other applications for a Development Permit.
- 2. Notice of Complete or Incomplete Application
 - a. The Development Officer shall within twenty (20) days of the receipt of an application for a development permit, determine whether the application is complete.
 - b. The time period referred to in Section 4.5.2(a) may be extended by an agreement in writing between the applicant and the Development Authority.
 - c. An application is complete if, in the opinion of the Development Officer, the application contains the documents and other information necessary to review the application.
 - d. If the Development Officer determines that the application is complete, the Development Officer shall issue to the applicant, in writing or electronically, an acknowledgment that the application is complete.
 - e. If the Development Officer determines that the application is incomplete, the Development Authority shall issue to the applicant a notice, in writing or electronically, that the application is incomplete and that any outstanding documents and information referred to in the notice must be submitted by a date set out in the notice or a later date agreed on between the applicant and the Development Officer in order for the application to be considered complete.
 - f. If the applicant fails to submit all the outstanding information and documents on or before the date referred to in Section 4.5.2(e), the Development Officer may deem the application to be refused.
 - g. Despite the Development Officer having issued an acknowledgment under Section 4.5.2(e) or 4.5.2(f), in the course of reviewing the application, the Development Officer may request additional information or documentation from the applicant that the Development Officer considers necessary to review the application.

- 3. Upon receipt of a completed application for a development permit, the Development Authority:
 - a. shall approve, with or without conditions, an application for a permitted use where the proposed development conforms to this Bylaw;
 - b. shall refuse an application for a permitted use if the proposed development does not conform with this Bylaw, subject to Section 4.4.3(d);
 - c. may refuse or approve, with or without conditions, an application for a discretionary use where the proposed development conforms to this Bylaw;
 - d. may approve, with or without conditions, an application for a permitted or discretionary use with variances to the Bylaw; and
 - e. prior to making a decision, the Development Authority may refer any application for a permitted or discretionary use to any municipal department, external agency or adjacent landowners for comment.
- 4. For a permitted use in any district:
 - a. The Development Officer shall approve, with or without conditions, an application for a Development Permit where the proposed development conforms in every respect to this Land Use Bylaw, the *Act*, the *Subdivision and Development Regulations*, approved statutory plans, and the Sylvan Lake Intermunicipal Development Plan; or
 - b. If an application for a Development Permit for a permitted use does not conform to the requirements of this Land Use Bylaw, the *Act*, the *Subdivision and Development Regulations*, approved statutory plans, and the Sylvan Lake Intermunicipal Development Plan, the Development Officer:
 - i. May refuse the application giving reasons for the refusal; or
 - ii. May consider issuing a variance (not greater than 15% of the applicable requirement of this Land Use Bylaw), consistent with the provisions in Section 4.7 Variances of this Land Use Bylaw; or
 - iii. May approve the application subject to conditions to ensure that the application conforms to the requirements of the Land Use Bylaw, the *Act*, the *Subdivision and Development Regulations*, approved statutory plans, and the Sylvan Lake Intermunicipal Development Plan.
 - iv. May approve the application pursuant to section 640(6) of the Act.
- 5. For a discretionary use in any land use district:
 - a. The Municipal Planning Commission may approve an application for a Development Permit:
 - i. With or without conditions;
 - ii. Based on the merits of the proposed development, including its relationship to any approved statutory plan, non-statutory plan, or approved policy, affecting the site;
 - iii. Where the proposed development conforms in every respect to this Land Use Bylaw; or
 - b. The Municipal Planning Commission may refuse an application for a Development Permit based on the merits of the proposed development, even though it meets the requirements of this Land Use Bylaw; or
 - <u>b.</u> The Municipal Planning Commission shall refuse an application for a Development Permit if the proposed development does not conform in every respect to this Land Use Bylaw.

blf an application for a Development Permit for a discretionary use does not conform to the requirements of this Land-Use Bylaw, the *Act*, the *Subdivision and Development Regulations*, approved statutory plans, and the Sylvan Lake Intermunicipal Development Plan, the Municipal Planning Commission:

- i. May refuse the application giving reasons for the refusal; or
- ii. May consider issuing a variance consistent with the provisions in Section 4.7 Variances of this Land Use Bylaw;
 or
- E-May approve the application subject to conditions to ensure that the application conforms to the requirements of the Land Use Bylaw, the Act, the Subdivision and Development Regulations, approved statutory plans, and the Sylvan Lake Intermunicipal Development Plan.

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- 6. The Development Authority may require with respect to a development that, as a condition of issuing a Development Permit, the applicant:
 - a. Submit a Real Property Report surveyor's certificate at the footings stage specifying the location of the development on the parcel; and
 - b. Enter into an agreement with the municipality to do all or any of the following:
 - i. To construct or pay for the construction of a road required to give access to the development;
 - ii. To construct or pay for the construction of pedestrian walkway systems;
 - iii. To install or pay for the installation of utilities that is necessary to serve the development;
 - iv. construct or pay for the construction of off-street or other parking facilities, loading and unloading facilities;
 - v. To pay an off-site levy or redevelopment levy imposed by bylaw;
 - vi. To require the applicant to be responsible for the repair of any damage to the municipality's lands and works including but not necessarily confined to roads, drainage courses, trees and fences; and
 - c. To pay to the municipality the costs paid by the municipality to any engineer or any other person for materials testing, inspections, monitoring of construction, review of construction drawings, and legal costs and expenses to which the municipality is put in connection with the development agreement and agreement relates;
 - d. To whom a Development Permit has been issued shall obtain, where applicable, from the appropriate authority, permits relating to building, electricity, gas, plumbing and sewage disposal, and all other permits required in connection with the proposed development; and
 - e. Shall be financially responsible during construction for any damage caused by the applicant, his/her servants, employees, suppliers, agents or contractors to any public or private property.
- 7. Prior to imposing any condition upon the issue of a Development Permit pursuant to Section 4.4.6, the Development Authority shall consult with Council as may be required in the circumstances and shall specify the terms and content of the agreement in the condition in the Development Permit.
 - The Development Authority may refuse to accept an application for a development permit if the application is for a similar development on the same property as a development permit which was applied for and refused by the Development Authority or the Subdivision and Development Appeal Board within six (6) months of the date of the current application.
- 8. After receipt of a development permit application, the Development Authority shall give notice to the applicant by email as per the email address listed on the Development Permit Application, that the application is deemed complete or incomplete.
 - a. If the application is deemed incomplete, the notice shall contain any outstanding documents and information required, and a date the outstanding documents and information shall be submitted, set out in the notice or a later date agreed on between the applicant and the development authority in order for the application to be considered complete.
 - b. If the applicant fails to submit all the outstanding information and documents on or before the date referred to in the email, the application is deemed to be refused. The development authority must issue to the applicant a notice by ordinary mail.

4.6 DEVELOPMENT AGREEMENTS AND CONDITIONS

- 1. The Development Authority may require that as a condition of issuing a development permit, the applicant to enter into an agreement to:
 - a. Construct or pay for the construction of public roadways, pedestrian walkways, or parking areas; and/or
 - b. Complete lot grading; and/or
 - b.c. Provide finished ground elevations; and or
 - e-d. Provide for the control of offsite drainage; and/or
 - de. Install or pay for the installation of utilities; and/or
 - e.f. Pay for an off-site levy or redevelopment levy imposed by bylaw.
- 2. A refundable completions deposit will be required when a development permit is issued. At the discretion of the Development Authority, the amount will depend on the estimated project cost, as establish. The deposit shall be refunded after completion of

the construction including landscaping as per the development permit, subject to the Summer Village's Development Completions Deposit Policy.

- 3. To ensure compliance with the development agreement, the Summer Village may:
 - a. register a caveat against the certificate of title of the property that is being developed. This caveat shall be discharged when conditions of the development agreement have been met; and
 - b. require securities in the form of cash or an irrevocable letter of credit, satisfactory to the Development Authority.

4.7 VARIANCES

- The Development Officer may consider issuing a variance for a permitted use, where the variance requested does not exceed 15%
 of the applicable requirement of this Land Use Bylaw, and the requested variance does not affect maximum site coverage or
 maximum building height requirements.
- 4-2. The Municipal Planning Commission may grant a variance to reduce the requirements of any use of the Land Use Bylaw and that use will be deemed to comply with this land use bylaw.
- 2-3. The Municipal Planning Commission may approve an application for Development Permit even though the proposed development does not comply with the regulations of this bylaw or if the development is to be a rebuilding, an enlargement, an addition, or a structural alteration of a non-conforming building if, in the opinion of the Municipal Planning Commission;
 - a. The proposed development would not:
 - i. Unduly interfere with the amenities of the neighbourhood; or
 - ii. Materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land; and
 - b. The proposed development conforms to the use prescribed for that land or building in this bylaw.
- 3-4. In approving an application for development pursuant to Sections 4.7.2.a and 4.7.2.b, the Municipal Planning Commission shall adhere to the following:
 - a. A variance shall be considered only where warranted by the merits of the proposed development and in response to irregular parcel lines, parcel shapes or site characteristics which create difficulties in siting structures within the required setback or in meeting the usual bylaw requirements. Except as otherwise provided in this bylaw, there shall be no variance from the following:
 - i. Site coverage; and
 - ii. Building height.
 - b. Where a variance is granted, the nature of the approved variance shall be specifically described in the Development Permit approval.
 - c. Where the issuance of a Development Permit involves the exercise of any specified discretion of the Municipal Planning Commission to relax a regulation of a district or any other regulation of this bylaw, the Municipal Planning Commission shall not permit any additional variance from that regulation.

4.8 NOTICE OF DECISION

- 1. When a development permit has been issued for a permitted use and no variance to any regulation has been granted, the Development Authority shall within five (5) working days after -the decision on a development permit application has been granted, send a notice by regular mail of the decision to the applicant and post a notice on the Summer Village's website. Mailing the notice is not required when an applicant picks up a copy of the decision.
- 2. In addition to the above, within five (5) working days after a decision on a development permit application for a **discretionary use** or after a variance has been granted, the Development Officer shall:
 - a. send notice by regular mail (or by electronic mail if agreed to in advance by the applicant) to all affected adjacent land owners, as identified on the Summer Village Assessment Roll, to provide notice of the decision and right of appeal; and
 - b. post notice of the decision on the Summer Village's website; and
 - c. send notice by regular mail (or by electronic mail if agreed to in advance by the applicant) to any other landowner, business, agency, adjacent municipality, person, group, organization or similar body that the Development Authority deems may be affected to provide notice of the decision and right of appeal.
- 3. The notice indicated in Sections 4.8.1 and 4.8.2 shall state:

- a. the legal description and the street address of the site of the proposed development;
- b. the uses proposed for the subject development,
- c. any discretion that was granted in the approval of the development, whether by use or by interpretation of this Bylaw, and any variation or relaxation in regulation that was made by the Development Authority when the development permit was approved:
- the date the development permit was issued;
- e. whether an appeal lies to the subdivision and development appeal board or to the Land and Property Rights Tribunal; and
- f. how an appeal might be made and the deadline for such appeal.
- 4. Pursuant to this Section, a permit granted pursuant to this Part does not come into effect until twenty-one (21) days after the date that notice of the decision, or development permit is received. For the purposes of this Bylaw, notice is deemed to be received on the 5th day after the date of the issuance of the decision or permit. Any development proceeded with by the applicant prior to the expiry of this period is done solely at the risk of the applicant.
- 5. Where an appeal is made, a development permit which has been granted shall not come into effect until the appeal has been determined and the permit has been confirmed, modified or nullified thereby.
- 6. If the development authorized by a permit is not commenced within twelve (12) months from the date of the date of the issue of the development permit, and completed within twelve (12) months of the commencement of the development, the permit is deemed to be void.
- 7. A development, once begun, shall not be abandoned or left for an extended period of time in what the Development Authority considers to be an unsightly or unsafe condition.
- 8. The application may be responsible for any damages to public or private property occurring as a result of development.
- 9. A decision of the Development Authority on an application for a development permit shall be given in writing.

4.9 CANCELLATION

- 1. The Development Authority may cancel a Development Permit if:
 - a. The permit was issued in error; or
 - b. The permit was issued on the basis of incorrect information.

4.10 COMPLIANCE WITH OTHER LEGISLATION

- 1. Compliance with the requirements of this Land Use Bylaw does not exempt any person from:
 - a. The requirements of any federal, provincial or municipal legislation; and
 - b. Complying with any easement, covenant, agreement or contract affecting the development.

SUBDIVISION OF LAND

5.1 SUBDIVISION APPLICATION REQUIREMENTS

- 1. All Subdivision applications for lands within the Summer Village of Norglenwold shall comply with the provisions under this Section.
- 2. Approval of an area structure plan or conceptual scheme, prepared by a Registered Professional Planner (RPP), is required for multilot subdivisions that will result in a total of six (6) or more lots within a quarter section including the remainder of the quarter section. Additional supporting information may be required depending on the magnitude and complexity of the proposed subdivision.
- 3. A subdivision application may be submitted by:
 - a. the registered owner of the land to be subdivided; or
 - b. a person with written authorization to act on behalf of the registered owner.
- 4. Multi-lot subdivisions shall be developed in accordance with the provisions of the land use district affecting the subject site at time of application.
- 5. If the proposed subdivision requires an environmental assessment under the *Canadian Environmental Assessment Act*, the applicant shall file an environmental assessment in accordance with the *Canadian Environmental Assessment Act*. A copy of the environmental assessment shall be submitted with the subdivision application.
- 6. If the proposed subdivision is required to obtain assessments and/or approvals from relevant Federal or Provincial agencies and organizations, the applicant shall file and obtain the appropriate reports and/or approvals with relevant agencies and organizations. A copy of the required reports and/or approvals or licenses shall be submitted with the subdivision application.
- 7. Information on abandoned oil and gas wells as required by the *Subdivision and Development Regulations* and Alberta Energy Regulator Directive 079 shall accompany every subdivision application.
- 8. The tentative plan of subdivision shall:
 - a. clearly outline the location, dimensions, and boundaries of the land which the applicant wishes to subdivide;
 - b. show the location, dimensions and boundaries of:
 - i. each new lot to be created;
 - ii. reserve land(s), if required;
 - iii. the rights-of-way of each public utility, if required; and
 - iv. other rights-of-way, if required;
 - indicate the use, location, and dimensions of existing buildings on the land that is the subject of the application, if any, and specify whether the buildings are proposed to be demolished or moved;
 - d. show the location of any river, stream, watercourse, lake, or other body of water (natural or man-made) that is contained within the boundaries of the proposed parcel of land:
 - identify the location of any existing or proposed water wells, the locations and type of any private sewage disposal system(s), and the distance from these to existing or proposed buildings and property lines;
 - f. include information provided by the Alberta Energy Regulator identifying the location of any active wells, batteries, processing plants or pipelines within the proposed subdivision; and
 - g. identify the existing and proposed access to the proposed parcels and the remainder of the titled area.
- 9. The Summer Village may also require an applicant to submit to the Subdivision Authority any or all of the following:
 - a. a figure showing topographic contours at no greater than 1.5 m (4.9 ft.) intervals;
 - if the proposed subdivision is not to be served by a water distribution system, information supported by the report of a
 qualified professional, registered in the Province of Alberta, respecting the provision, availability, and suitability of potable
 water on or to the land to be subdivided;

- c. an assessment of subsurface characteristics of the land that is to be subdivided including, but not limited to, susceptibility to slumping or subsidence, depth to water table, and suitability for any proposed on-site sewage disposal system(s), prepared and signed by a qualified professional registered in the Province of Alberta;
- d. a storm water management plan, prepared by a qualified professional, which must be approved by Alberta Environment and Parks including:
 - i. topography;
 - ii. proposed minor drainage system (ditches/pipes/catch basin locations/flow rate);
 - iii. proposed major drainage systems (direction of surface drainage/flow rate);
 - iv. proposed on-site detention/retention facility (location/size/capacity);
 - v. location of outflow/outfall structures; and
 - vi. any related modeling and calculation information;
- e. if the land that is the subject of an application is located in a potential Flood Plain, a figure showing the 1:100-year Flood Plain or highest and most frequent rain event series relevant to flooding of the land;
- f. information respecting the land surface characteristics of land within 0.8 km (0.5 miles) of the land proposed to be subdivided:
- g. if any portion of the parcel of land affected by the proposed subdivision is situated within 1.5 km (0.9 miles) of a sour gas facility, a map showing the location of the sour gas facility; and
- h. where the proposed subdivision is staged or includes only a portion of the developable area within the subject site, an approved area structure plan or conceptual scheme that relates the application to future subdivision and development of adjacent lands.

5.2 SUBDIVISION PROCESS

- 1. The Subdivision Authority shall:
 - a. attend a pre-application submission meeting with development proponents (as requested);
 - b. receive all applications for subdivision applications; and
 - c. assess and provide notice of a complete or incomplete application;
 - d. issue notices in writing as required in the Act.
- 2. Notice of Complete or Incomplete Application
 - a. The Subdivision Authority shall within twenty (20) days of the receipt of an application for subdivision, determine whether the application is complete.
 - b. The time period referred to in **Section 5.2.2.a** may be extended by an agreement in writing between the applicant and the Subdivision Authority or, if applicable, in accordance with the Land Use Bylaw made pursuant to section 640.1(a) of the Act
 - c. An application is complete if, in the opinion of the Subdivision Authority, the application contains the documents and other information necessary to review the application.
 - d. If the Subdivision Authority determines that the application is complete, the Subdivision Authority shall issue to the applicant, in writing or electronically, an acknowledgment that the application is complete.
 - e. If the Subdivision Authority determines that the application is incomplete, the Subdivision Authority shall issue to the applicant a notice, in writing or electronically, that the application is incomplete and that any outstanding documents and information referred to in the notice must be submitted by a date set out in the notice or a later date agreed on between the applicant and the Subdivision Authority in order for the application to be considered complete.
 - f. If the applicant fails to submit all the outstanding information and documents on or before the date referred to in Section 5.2.2.e, the Subdivision Authority must deem the application to be refused.
 - g. Despite that the Subdivision Authority has issued an acknowledgment under Section 5.2.2.d or 5.2.2.e, in the course of reviewing the application, the Subdivision Authority may request additional information or documentation from the applicant that the Subdivision Authority considers necessary to review the application.

5.3 DUTIES OF THE SUBDIVISION AUTHORITY

- 1. Upon receipt of a completed subdivision application, the Subdivision Authority:
 - a. shall approve, with or without conditions, a subdivision application for a permitted use where the proposed subdivision conforms to:
 - i. this Bylaw;
 - ii. applicable statutory plans; and
 - iii. the Act and the Regulations thereunder;
 - b. shall refuse an application for a subdivision if the proposed subdivision does not conform with:
 - i. applicable statutory plans; and/or
 - ii. the Act and the Regulations thereunder;
 - c. shall refuse an application for a subdivision if the proposed subdivision does not conform with this Bylaw, subject to subsection (d);
 - d. may approve, with or without conditions, an application for subdivision that does not comply with this Bylaw if, in the opinion of the Subdivision Authority, the proposed subdivision:
 - i. would not unduly interfere with the amenities of the neighbourhood;
 - ii. would not materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land; and
 - iii. conforms to the use prescribed for that land in this Bylaw.
 - e. prior to making a decision, shall refer the subdivision application to any external agencies and adjacent landowners for comment and may refer the subdivision application to any municipal department as required.

5.4 SUBDIVISION REQUIREMENTS AND CONDITIONS

- 1. The Subdivision Authority of the Summer Village of Norglenwold shall abide by the requirements of and consider the matters indicated in Sections 652 to 670 of the *Act*.
- 2. Subdivision approvals must comply with Part 17 and 17.1 of the Act and the Regulations therein.
- 3. For the purposes of this Bylaw, an unsubdivided quarter section shall include those quarter sections where a separate title exists for a public utility or an institutional use.
- 4. Where the development involves a subdivision of land, no development permit shall be issued until the subdivision has been registered with Land Titles.
- 5. More than one active subdivision application will not be allowed affecting a single titled area. Where a subdivision is proposed for a titled area which is, at time of receipt of the new application, affected by an active subdivision file, the new application will not be accepted and processed until the existing open file has been closed or finalized to the satisfaction of the Summer Village's Subdivision Authority.
- 6. The Subdivision Authority shall not approve a subdivision which is inconsistent with the Summer Village of Norglenwold Municipal Development Plan and/or the provisions of any statutory plans that affect the land proposed to be subdivided.
- 7. As a condition of subdivision approval, Environmental Reserves will be taken according to Section 664 of the *Act*; either in the form of a lot (ownership transferred to the Summer Village) or as an Environmental Reserve Easement (private ownership is retained). The Summer Village may require that the proponent provide hazard land as Environmental Reserve as a condition of subdivision approval.
- 8. Property taxes must be up to date prior to final endorsement of any Subdivision within the Summer Village of Norglenwold.
- 9. The developer may be required to provide for Inclusionary Housing in accordance with the Act and the Regulations therein.
- 10. All proposed parcels being created shall be designed to not, in the opinion of the Subdivision Authority, prejudice the future efficient development of the remnant landsremainder lot.

PROCESS FOR APPEALS

6.1 DEVELOPMENT APPEALS

- 1. An appeal may made if the Development Authority:
 - a. Fails or refuses to issue a development permit;
 - b. Issues a development permit subject to conditions; or
 - c. Issues a stop order under Section 645 of the Act;

By the applicant of the development permit or any person affected by the order.

- 2. In addition to Section 6.1.1, any person affected by an order, decision, or development permit made or issued by the Development Authority may appeal the decision in accordance with Section 685(2) of the *Act*.
- 3. Despite Sections 6.1.1 and 6.1.2, no appeal lies in respect of the issuance of a development permit for a permitted use unless the provisions of the land use bylaw were relaxed, varied or misinterpreted or the application for the development permit was deemed to be refused under section 683.1(8) of the *Act*.
- 4. Despite Sections 6.1.1, 6.1.2, and 6.1.3, if a decision with respect to a development permit application in respect of a direct control district:
 - a. is made by a council, there is no appeal to the Subdivision and Development Appeal Board; or
 - b. is made by a development authority, the appeal is limited to whether the development authority followed the directions of council, and if the board hearing the appeal finds that the development authority did not follow the directions it may, in accordance with the directions, substitute its decision for the development authority's decision.
- 5. An appeal of a decision of the Development Authority for lands identified in Section 685(2.1)(a) of the *Act* shall be made to the Land and Property Rights Tribunal, and shall proceed in accordance with the processes identified in the *Act* and the Land and Property Rights Tribunal Act.
- 6. An appeal of a decision of the Development Authority for lands identified in Section 685(2.1)(b) of the *Act* shall be made to the Subdivision and Development Appeal Board of the Summer Village of Norglenwold.
- 7. An appeal with respect to an application for a development permit may be made by a person identified in Section 6.1.1 may be made by serving a written notice of appeal to the board hearing the appeal:
 - a. Within twenty-one (21) days after the date on which the written decision is given; or
 - b. If no decision is made with respect to the application within the 40-day period (or within any extension to that period under Section 684 of the *Act*), within twenty one (21) days after the date the period or extension expires; or
 - c. With respect to an order under Section 645 of the Act, within 21 days after the date on which the order is made.
- 8. An appeal with respect to an application for a development permit may be made by a person identified in Section 6.1.2 may be made by serving a written notice of appeal to the board hearing the appeal within twenty-one (21) days after the date on which the written decision is given.
- 9. An appeal to the Land and Property Rights Tribunal may be made by filing a notice to the Land and Property Rights Tribunal. The notice submission requirements shall be as established by the Land and Property Rights Tribunal.
- 10. An appeal to the Subdivision and Development Appeal Board may be launched by filing a notice by providing the following:
 - a. the appeal application fee as identified in the Summer Village's Fees and Charges Bylaw;
 - the legal description and/or the municipal address of the property to which the decision, order, or issuance of the development permit relates;
 - c. the name, contact information, and address of the appellant; and
 - d. the reasons for the appeal and the issue or condition in the decision or order that are the subject of the appeal.

- 11. Where a person files a notice of appeal with the wrong board, that board must refer the appeal to the appropriate board and the appropriate board must hear the appeal as if the notice of appeal had been filed with it and it is deemed to have received the notice of appeal from the applicant on the date it receives the notice of appeal from the first board, if:
 - a. in the case of a person referred to in Section 6.1.1 the person files the notice with the wrong board within 21 days after receipt of the written decision or the deemed refusal; or
 - b. in the case of a person referred to in Section 6.1.2, the person files the notice with the wrong board within 21 days after the date on which the notice of the issuance of the permit was given in accordance with the land use bylaw.

6.2 SUBDIVISION APPEALS

- 1. The decision of a Subdivision Authority on an application for subdivision approval may be appealed:
 - a. by the applicant for the approval;
 - b. by a government department if the application is required by the *Subdivision and Development Regulations* to be referred to that department;
 - c. by the council of the municipality in which the land to be subdivided is located if the council, a designated officer of the municipality or the Municipal Planning Commission of the municipality is not the Subdivision Authority; or
 - d. by a school board with respect to:
 - i. the allocation of municipal reserve and school reserve or money in place of the reserve;
 - ii. the location of school reserve allocated to it; or
 - iii. the amount of school reserve or money in place of the reserve.
- 2. An appeal of a decision of the Subdivision Authority for lands identified in Section 678(2)(a) of the *Act* shall be made to the Land and Property Rights Tribunal, and shall proceed in accordance with the processes identified in the *Act* and the Land and Property Rights Tribunal Act.
- 3. An appeal of a decision of the Subdivision Authority for lands identified in Section 678(2)(b) and 678(2.1) of the *Act* shall be made to the Subdivision and Development Appeal Board of the Summer Village of Norglenwold.
- 4. An appeal to the Land and Property Rights Tribunal may be made by filing a notice to the Land and Property Rights Tribunal. The notice submission requirements shall be as established by the Land and Property Rights Tribunal.
- 5. An appeal to the Subdivision and Development Appeal Board may be launched by filing a notice by providing the following:
 - a. the appeal application fee as identified in the Summer Village's Fees and Charges Bylaw;
 - the legal description and/or the municipal address of the property to which the decision, order, or issuance of the development permit relates;
 - c. the name, contact information, and address of the appellant; and
 - d. the reasons for the appeal and the issue or condition in the decision or order that are the subject of the appeal.
- 6. If the applicant files a notice of appeal within 14 days after receipt of the written decision or the deemed refusal with the wrong board, that board must refer the appeal to the appropriate board and the appropriate board must hear the appeal as if the notice of appeal had been filed with it and it is deemed to have received the notice of appeal from the applicant on the date it receives the notice of appeal from the first board.

6.3 APPEAL HEARINGS AND DECISIONS

- 1. Hearings for development appeals and decisions made by the board hearing the appeal shall be in accordance with Section 686 and 687 of the *Act*.
- 2. Hearings for subdivision appeals and decisions made by the board hearing the appeal shall be in accordance with Section 679, 680, and 681 of the Act.

ENFORCEMENT

7.1 GENERAL PROVISIONS

1. Enforcement may be conducted by a Designated Officer through the issuance of a violation warning, warning notice, final warning notice, stop order, violation tags or any other authorized action to ensure compliance.

7.2 PROHIBITIONS

- 1. No person shall contravene or permit a contravention of this Bylaw. No person shall commence or undertake a development, use, or sign that is not permitted by this Bylaw.
- 2. No person shall contravene a condition of a development permit or subdivision approval issued under this Bylaw.
- 3. No person shall authorize or undertake any development that is not compliant with the description, specifications or plans that were the basis for the issuance of a development permit.
- 4. No person shall modify any description, specifications, or plans that were the basis for the issuance of any permit by the Development Authority.

7.3 RIGHT OF ENTRY

- 1. After reasonable notice (generally to mean 48 hours) to the owner or occupant in accordance with the *Act*, a Designated Officer may enter property at reasonable times (generally to mean between the hours of 7:30 a.m. and 10:00 p.m.) to ascertain if Bylaw requirements are being met.
- 2. A person shall not prevent or obstruct a Designated Officer from carrying out any official duty under this Bylaw. If consent is not given, the Summer Village may apply to the Court of Queen's Bench for an authorizing order.

7.4 VIOLATION WARNING

1. A Designated Officer may issue a violation warning for minor offences by outlining the nature of the violation, corrective measures that may be taken, and the deadline for corrective measures.

7.5 WARNING AND FINAL WARNING NOTICE

1. A Designated Officer may issue a warning notice or a final warning outlining the nature of the violation, corrective measures that may be taken, and the deadline for corrective measures, or both.

7.6 OFFENSES AND FINES

- 1. A person who violates the provisions of this Bylaw or permits a contravention of this Bylaw, is guilty of an offence and is liable to a fine for a first offence and for each subsequent offense as specified in the Fees and Charges Bylaw.
- 2. If the penalty is not paid, the person is liable for imprisonment for not more than one year, or to both fine and imprisonment.

7.7 STOP ORDERS

- On finding that a development, land use, or use of a building does not conform to the Act or its regulations, a development permit
 or subdivision approval or the conditions of either, or this Bylaw, the Development Authority may, by written notice, direct the
 owner of the property, the person in possession of the land, building, or sign, or the person responsible for a contravention or any
 or all of them, to:
 - a. stop the development or use of the land or building in whole or part as directed by the notice;
 - b. demolish, remove, or replace the development or landscaping; or
 - c. carry out any other actions required by the notice for compliance.
- 2. The notice shall specify a deadline for compliance.
- 3. A person named in a stop order may appeal to the Subdivision and Development Appeal Board.

7.8 ENFORCEMENT OF STOP ORDERS

- 1. Subject to Section 542 of the *Act*, if a person fails to comply with the order of the Development Authority, a Designated Officer, or the Subdivision and Development Appeal Board, a Designated Officer may enter on the land or building and take any action necessary to carry out the order.
- 2. The Summer Village may register a caveat against the certificate of title for the land that is subject to the order, provided that the caveat is discharged when the order has been complied with.
- 3. The Summer Village's costs of carrying out any actions required for compliance may be added to the tax roll of the land subject to the order.

7.9 VIOLATION TAGS AND TICKETS

- 1. In accordance with the Provincial Offences Procedures Act, a Designated Officer may issue a violation tag to a person for specific offences in contravention of a violation issuing a warning notice, a final warning notice, or stop order where there is reasonable and probable grounds to believe there is a contravention of this Bylaw.
- 2. A violation tag may be issued to a person either personally or by registered mail.
- 3. The violation tag shall be in a form approved by the Summer Village and shall include the name of the person thought to have created the contravention, the offence, the penalty for the offence, a requirement that the penalty be paid within 30 days of issuance of the violation tag, the method by which the tag may be paid, and other information as may be required by the Summer Village.
- 4. Offenses and related fines are as specified in the Summer Village's Fees and Charges Bylaw.
- 5. Where a contravention is of a continuing nature, further violation tags may be issued.
- 6. The person to whom the violation tag is issued may, in lieu of being prosecuted, sign the plea of guilty on the violation tag and pay the specified fine to the location indicated on the violation tag.
- 7. If payment is not made within the time specified on the tag, a Designated Officer may issue a violation ticket requiring the person to whom the violation ticket is issued to appear in court on the date specified in the summons portion of the ticket.
- 8. Nothing in this Bylaw shall prevent a Designated Officer from immediately issuing a violation ticket for the mandatory court appearance of any person who contravenes any provision of this Bylaw.

Section 8

GENERAL DEVELOPMENT REGULATIONS

8.1 ACCESS AND EGRESS

1. In all land use districts, all vehicle entrances and exits onto roads shall only be allowed in location approved by the Development Authority.

8.2 BUILDING DEMOLITION

- 1. An application to demolish a building shall not be approved without a statement or plan which indicates:
 - a. How the operation will be carried out so as to create a minimum of dust and other nuisances; and
 - b. The reclamation plan for the site including lot grading and landscaping; and
 - c. Proposed haul routes for the removal of site materials;

that is satisfactory to the Development Authority.

8.3 BUILDING ORIENTATION AND DESIGN

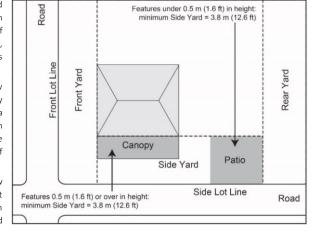
- The design, character and appearance of any building, or series of buildings, structures or signs proposed to be erected or located in any district must be acceptable to the Development Authority having due regard to the following:
 - a. Amenities such as daylight, sunlight and privacy.
 - b. The character of existing development in the district.
 - c. Impact of proposed development on adjacent parcels.
 - d. Crime Prevention Through Environmental Design (CPTED), principles to discourage crime by reducing concealment opportunities, providing lighting to minimize dark spaces, placing windows to maximize surveillance, and easily identifiable addresses.
 - $e. \quad \ \ \, \text{Proposed type of finish and use of building materials on all elevations and the roof.}$
 - f. The exterior finish on all buildings shall be of permanent material satisfactory to the Development Authority.
 - g. The roof pitch and width of the eaves.
 - h. The depth of the principal building shall not be greater than three (3) times its width.
 - The Development Authority may require additional building setbacks in order to accommodate any local, area or natural drainage courses or over land drainage issues. Surface drainage from one (1) parcel may not be directed onto or over an adjacent parcel without approval of the Development Authority.

8.4 CONDOMINIUMS AND MULTIPLE OWNERSHIP

- 1. The density of development and of population in a condominium shall be no greater than would be allowed for a similar land use which was being developed through the normal subdivision procedure.
- Development in condominiums and on property owned in common by a number of people must be laid out in such a way that, should subdivision be undertaken at some future date, individual owners can obtain title to lots which meet the requirements of the Act and this Bylaw for separate titles and individual lots.

8.5 CORNER AND DOUBLE FRONTING LOTS

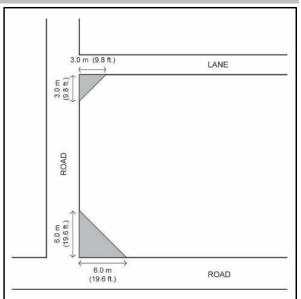
- In the case of double fronting lots, the front yard shall be that portion of the lot abutting the road on which the front yards of adjacent lots face. If adjacent lots have front yards facing both roads, front yards shall be considered to be on both roads and the lot may thus have no rear yard;
- Notwithstanding any other provision of this Bylaw
 to the contrary, the Development Authority may
 require that a development on a corner lot or on a
 double fronting lot provide two (2) minimum
 required front yards, after having regard to the
 orientation of adjacent lots and to the location of
 accesses to the development;
- Notwithstanding any other provision of this Bylaw
 to the contrary, where a second minimum front
 yard is not required on a corner lot, the minimum
 required side yard on the side adjacent to the road
 shall not be less than 3.8 m (12.5 ft.);



4. Notwithstanding Subsection 8.5.3, features under 0.5 m (1.6 ft.) in height may project to the side line where a second minimum front yard is not required on a corner lot.

8.6 CORNER SITE AND SITE LINE PROTECTION

- On corner sites no fence, wall, tree, bush, structure or object more than 1.0 m (3.3 ft.) in height shall be erected, placed or maintained within the triangular area formed by the intersecting road right-of-way lines (or their projections) and a straight line joining points on the road right-of-way lines 6.0 m (19.7 ft.) from their intersection.
- At the intersection of roads and lanes and at the intersection of driveways and roads, no fence, wall, tree, bush, structure or object more than 1.0 m (3.3 ft.) in height shall be erected, placed or maintained within the triangular area formed by the intersecting road and lane right-of-way lines on the road or lane right-of-way lines 3.0 m (9.8 ft.) from their intersection.
- Notwithstanding any other provision of this Bylaw to the contrary, no sign shall be located in any district such that any part of the sign face is located between the heights of 1.0 m (3.3 ft.) and 3.0 m (9.8 ft.) above grade.



8.7 DEVELOPER'S RESPONSIBILITY

The applicant/landowner to whom a development permit has been issued shall obtain from the appropriate Provincial Authority,
where applicable, permits relating to building, plumbing, gas, private sewage disposal systems, utilities municipal services, highways
and all other provincial permits required in connection with the proposed development.

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8.8 EASEMENTS

A development permit shall not be issued for a development, other than a fence or landscaping, that encroaches in or over a utility
easement or right-of-way without the written consent from the person to whom the easement is registered or the person whose
utility is located in the easement and the Development Officer.

8.9 ENVIRONMENTAL SCREENING

Where the potential for prior contamination of a site exists, the approving Authority may require that a Phase 1 Environmental Site
Assessment be conducted according to applicable provincial requirements and/or guidelines prior to a decision being issued. If the
Phase 1 Environmental Assessment indicates that a Phase 2 Environmental Assessment should be undertaken, the approving
Authority may require a Phase 2 Environmental Assessment be conducted and submitted prior to issuance of the decision affecting
a subdivision or development application.

If follow-up assessments or remedies are required, and if such remedies are determined to be reasonably achievable, then completion of required remedies may be identified as conditions of subdivision or development approval.

8.10 EXISTING SUBSTANDARD LOTS

- 1. Proposed developments on existing substandard lots which do not meet the provisions of this Bylaw shall be considered by the Development Authority. The Development Authority may or may not issue a development permit for the site, having regard for the limitations of the site.
- 2. Development on a substandard lot is still required to meet all other provincial and federal legislation and regulations, including but not limited to the Safety Codes Act.

8.11 LANDSCAPING, ENVIRONMENTAL CONSERVATION, AND DEVELOPMENT

- 1. Landscaping in all developments within the Summer Village shall be to the satisfaction of the Development Authority.
- 2. As a condition of subdivision or development approval, a security in the form of an irrevocable letter of credit may be required by the Development Authority, up to a value of one hundred twenty five percent (125%) of the estimated cost of the proposed landscaping to ensure that the landscaping is carried out with reasonable diligence (in accordance with the approved landscaping plan), to the satisfaction of the Development Authority. A condition of the security shall be that the landscaping shall be completed in accordance with this Bylaw and the plan within one (1) growing season after the completion of the development. If the landscaping does not survive a two (2) year maintenance period, the amount shall be paid to the Summer Village to complete the landscaping.
- 3. A development permit for landscaping may be required where the proposed landscaping would result in the clearing of vegetation, stripping, or grading of the site.
- 4. Where a landscaping plan is required with an application for a development permit, no landscaping shall commence prior to the plan being approved by the Development Authority.
- 5. Landscaping plans shall incorporate (where possible) recommendations from the Alberta Clean Runoff Action Guide 2020 including:
 - a. Grading of lots to drain and retain runoff to control and reduce surface water leaving the lot;
 - b. Inclusion of the following clean runoff landscaping strategies:
 - i. Within planting beds and natural areas, keep the areas rough, with dished areas for trapping water.
 - ii. Where possible include a depression to intercept surface water (including snowmelt) before it leaves the site.
 - iii. Minimize turf areas on lakefront lots to decrease soil compaction and the proliferation of invasive weeds.
 - iv. Incorporate tools for capturing, treating, and using runoff into lot grading and landscaping.
 - v. Incorporate deciduous native plant species and wild flowers into landscaping plans to encourage fire suppression, support biodiversity, and increase evapotranspiration.
- 6. Landscaping plans shall include the following information which adheres to the following standards:
 - a. north arrow;
 - b. outlines of all buildings and structures on the subject site;
 - c. location of parking areas, vehicle and pedestrian circulation systems on the subject site;
 - d. location, height and materials of all proposed fences, screens, and walls on the subject site;

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- e. location of any existing or proposed lighting, proposed recreational facilities and garbage collection areas on the subject site.
- f. existing vegetation, including mature trees, on the subject site, labeled by common name; and
- g. the proposed final grading and drainage plan of the area and the placing and spreading of topsoil. In particular, all areas to be landscaped shall be graded to drain to the lake, into catch basins or into adjacent drainage easements. Under no circumstances shall an area be designed, built or landscaped to drain onto adjacent property without appropriate easements.
- 7. In addition to the requirements of Section 8.11.5, landscaping plans shall also include pre-built and as-built shots to prove that the proposed final grading and drainage plan function properly.
- 8. The following standard of landscaping shall be required for all areas of a parcel not covered by buildings, non-permeable driveways, storage and display areas:
 - a. The conservation of existing trees and shrubs to the maximum extent possible;
 - b. The retention, in their natural state, of:
 - i. Wetlands, gullies and natural drainage courses;
 - ii. Unstable land
 - iii. Land subject to flooding and/or located within a 1:100 year floodway or flood fringe area as determined by an engineer or flood study;
 - iv. Land with slope areas with a gradient of fifteen (15) percent or greater; and
 - v. Land located below the top of the bank of the lake, or any water body or water course.
 - c. The appropriate screening of outside storage areas, parking facilities and loading areas from adjacent buildings and roads.
 - d. A sufficient depth of topsoil to facilitate growth in the soft-landscaped areas, with areas not planted to trees and shrubs being seeded to grass, sodded or left with its natural grass cover; and
 - e. Completion of the landscaping within two (2) years of the date of issue of the Development Permit.

8.12 LIGHTING AND SURVEILLANCE EQUIPMENT

- 1. Outdoor lighting shall be located such that rays of light:
 - a. are not directed at an adjacent site or skyward; and
 - o. do not adversely affect an adjacent site or traffic safety.
- Outdoor surveillance equipment shall not be directed at or into the private spaces (rear and side yards, dwellings, windows) on adjacent property, thereby materially, negatively interfering with or affecting the privacy, use, enjoyment or value of neighbouring lots.

8.13 MECHANIZED EXCAVATION, STRIPPING, AND GRADING OF PARCELS

- 1. A development permit is required prior to the commencement of mechanized excavation, stripping, or grading.
- 2. A temporary fence shall be erected around all excavations which in the opinion of the Development Authority may be hazardous to the public.
- 3. Where finished ground elevations are established, all grades shall comply therewith.
- 4. All topsoil shall be retained on the parcel, except where it must be removed for building purposes.
- 5. Finished ground elevations must be provided to the Development Authority for any dwelling unit containing a walkout basement.
- 6. Retaining walls greater than 1.0 m (3.3 ft.) in height above any adjoining grade requires a Development Permit.
- 7. Sediment control measures shall be required to ensure sediment is not transmitted to Sylvan Lake.

8.14 NUMBER OF BUILDINGS ON A PARCEL

- 1. A Development Permit shall not be issued for more than one (1) principal dwelling on a lot.
- 2. A Development Permit shall not be issued for more than two (2) accessory buildings on a lot.

Notwithstanding 8.14.2, a development permit for additional accessory buildings on lots greater than 0.25 ha (0.52 acres) in area
may be issued at the discretion of the Development Authority if the total site coverage does not exceed the Maximum Site Coverage
regulation in the applicable Land Use District.

8.15 OBJECTS PROHIBITED OR RESTRICTED IN YARDS

- No person shall allow a recreational vehicle or other object which is in a dilapidated or unsightly condition, or a derelict vehicle to remain or be parked on a parcel in the residential districts, unless it is suitably housed or screened to the satisfaction of the Development Authority.
- 2. No person shall allow a vehicle of more than 1,000 kg (2,204.62 lbs) Gross Vehicle Weight to be parked or stored in the residential districts, except boats, boat trailers, school buses and recreational vehicles.
- 3. No person shall allow the parking or storage of a helicopter on a parcel.

8.16 ON-SITE AND OFF-SITE IMPROVEMENTS

- 1. Where any on-site services or improvements or any off-site local improvements are required to service a proposed development, a developer shall not begin the excavation for the foundation nor commence the development until the Development Authority is satisfied that such services or improvements will be undertaken and the required securities have been provided.
- 2. In order to satisfy the Development Authority, the developer may be required to enter into a development agreement with the municipality as a condition of development permit approval, and provide security in the form of cash or an irrevocable letter of credit, satisfactory to the Development Authority.
- 3. All future development areas must be serviced to the satisfaction of the Development Authority. Servicing shall be consistent with the Summer Village's Municipal Development Plan, the Sylvan Lake Intermunicipal Development Plan, approved intermunicipal collaboration framework(s), area structure plan(s) and/or conceptual scheme(s).

8.17 PROJECTION INTO YARDS

- 1. In the residential districts the portion of and attachments to a main or accessory building which may project over or on a minimum yard are:
 - a. Side yard:
 - Any projection, including unenclosed steps or eaves, not exceeding one-half of the minimum side yard required for the building.
 - b. Front yard and rear yard:
 - i. Any projection not exceeding 2.5 m (8.2 ft.) over or on a minimum front yard or rear yard.
 - ii. Unenclosed decks, if they do not project more than 50% of the minimum yard.
- 2. In all other districts, the portion of and attachments to a main or accessory building which may project over or on a minimum yard are:
 - a. Any projection not exceeding 1.5 m (4.9 ft.) into a front yard or rear yard;
 - b. Any projection not exceeding 0.6 m (2.0 ft.) into a side yard;
 - c. Any projection that is an exterior fire escape not exceeding 1.2 m (3.9 ft.) in width.
- 3. No portion of a building other than eaves, signs or canopies may project into a public or private right-of-way.

8.18 RELOCATION OF BUILDINGS

- 1. No person shall:
 - a. Alter the location on a parcel of a building which has already been constructed on that parcel; or
 - b. Place on a parcel a building which is to be relocated or moved from a different parcel or location;

unless a Development Permit has been issued by the Development Authority.

- In addition to the requirements of Section 4.3, the Development Authority may require an application for a Development Permit to be accompanied with:
 - a. Recent colour photographs showing all elevations of the building;
 - b. A statement verifying the age, size and structural condition of the building; and

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- c. A statement of proposed improvements to the building.
- 3. An application for a Development Permit may be approved by the Development Authority if the proposal meets all of the regulations specified under the appropriate land use district in which it is proposed to be located.
- 4. Where a Development Permit has been granted for the relocation of a building either on the same parcel or from another location, the Development Officer may require the applicant to provide a performance bond of such amount to ensure completion of any renovations set out as a condition of approval of a Development Permit.
- 5. All structural and exterior renovations shall be completed within one (1) year of the issuance of a Development Permit.

8.19 SIGHT LINES AT INTERSECTIONS OF ROADWAYS

- 1. At the intersection of roadways, the Development Authority may require the calculation of sight triangles where:
 - a. One (1) or more rights-of-way is less than 15.0 m (49.2 ft.); or
 - b. Regulated vehicle speed exceeds 50 km/h; or
 - c. One (1) of the carriageways is not centered in its right-of-way; or
 - d. An intersection leg is curved or skewed; or
 - e. An intersection leg is sloped at 2% or greater.
- 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.

8.20 SITE CONDITIONS

- 1. Unstable Slopes
 - a. Development shall not be permitted on unstable slopes, land characterized by soil instability or land exhibiting evidence of poor drainage unless it can be demonstrated to the satisfaction of the Development Authority that unique site requirements warrant otherwise.
- 2. Steep Slopes
 - a. All development shall be setback a minimum of 15.0 m (49.2 ft.) from the toe and crest of any slope and slopes of fifteen percent (15%) or greater, unless a lesser amount is identified in a geotechnical study prepared by a qualified professional engineer registered in the Province of Alberta.
- 3. Flood Plains
 - a. No development shall be permitted in the 1:100 year flood plain of a waterbody or water course, or as established by Alberta Environment and Parks as otherwise prone to flooding or subsidence, unless the applicant demonstrates to the satisfaction of the Development Authority that preventative engineering and construction measures can be used to make the site suitable.
- 4. Wetlands
 - a. All subdivision and development must be consistent with the requirements of the Alberta Wetland Policy. In order to ensure consistency with this policy a proponent may be required at time of subdivision, development, area structure plan preparation, or Land Use Bylaw amendment to provide the Summer Village with a Wetland Assessment, prepared by a Certified Wetland Professional, which delineates and classifies all wetlands within the proposed development area. Development that would cause the permanent destruction of permanent wetlands will be discouraged and will not be permitted without the consent of Alberta Environment and Parks.
- 5. Subdivision and Development Setback
 - a. The Subdivision Authority shall, as a condition of subdivision approval where applicable, require a 30.0 m (98.4 ft.) Environmental Reserve be provided from all the top of bank of Sylvan Lake.
 - b. The Subdivision Authority shall, as a condition of subdivision approval, require a 30.0 m (98.4 ft.) Environmental Reserve be provided from all naturally occurring tributaries to Sylvan Lake, unless the recommendations of a qualified professional as part of an environmental assessment identify that the Environmental Reserve indicate a greater or lesser reserve area. The Environmental Reserve shall be measured from top of bank of the tributary.

- c. the Development Authority may impose a greater setback requirement from a waterbody, tributary, escarpment bank, or any steep slope as part of a Development Permit application if the need for a greater setback is:
 - i. consistent with surrounding developments:
 - ii. supported by a geotechnical or environmental study prepared by a qualified professional; or
 - iii. identified by Alberta Environment and Parks.

6. Protection of Treed Areas

- a. the Development Authority may impose conditions on the approval of a development permit requiring the retention of trees, or additional planting of such a type and extent that is considered necessary by the Development Authority;
- b. a site plan detailing the protection of existing treed areas and site topography may be required prior to issuance of a permit for development.

7. Buffering

The Development Authority may prescribe setback and/or buffering requirements for uses which may be incompatible with adjacent land uses.

8. Screening

a. The Development Authority may prescribe conditions for screening for those uses which include the outdoor storage of goods, machinery, vehicles, building materials, waste materials and other similar uses.

9. Pipelines

- a. No development shall be permitted within a pipeline right-of-way or the required setback area from active wells, batteries, processing plants or pipelines as recommended by the licensee and/or identified within the Subdivision and Development Regulations
- b. further, all development near abandoned wells shall occur in accordance with the Subdivision and Development Regulations, AER Directive 079, Surface Development in Proximity to Abandoned Wells, and any other applicable federal or provincial legislation and/or regulation(s).

8.21 SOUR GAS FACILITIES

- 1. No development shall be permitted within 100.0 m (328.1 ft.) of a Level 1 sour gas facility (consisting of a well) as determined by the AER.
- 2. In the case of a Level 2 sour gas facility as determined by the AER:
 - a. no permitted dwelling shall be permitted within 100.0 m (328.1 ft.) of the sour gas facility; and
 - b. no rural public facility shall be permitted within 500.0 m (1, 640.4 ft.); of the sour gas facility.
- - a. no permanent dwelling shall be permitted within 100.0 m (328.1 ft.) of the sour gas facility;
 - b. no unrestricted country residential development having a density of more than eight (8) dwelling units per quarter section shall be permitted within 500.0 m (1640.4 ft.) of the sour gas facility; and
 - c. no rural public facility shall be permitted within 1500.0 m (4921.3 ft.) of the sour gas facility.

8.22 WELLS AND PIPELINES

1. All development in proximity to a well, pipeline or sour gas facility shall adhere to the setback requirements as determined by the Alberta Energy Regulator.

Section 9

SPECIFIC DEVELOPMENT REGULATIONS

9.1 ACCESSORY BUILDINGS IN RESIDENTIAL DISTRICTS

- 1. An accessory building in a residential district shall be subordinate to the principal use in size, height, and use.
- 2. An accessory building shall not be constructed on an undeveloped lot unless it is associated with an approved development permit for a principal dwelling
- 3. The Development Authority shall only approve the development of an accessory building where there is an existing or approved principal use or principal building on the site.
- 4. Subject to the provisions of Sections 9.1.2 and 9.1.3, accessory buildings shall be sited having regard to their:
 - a. Environmental impact;
 - b. Use;
 - c. Accessibility; and
 - d. Location in relation to other buildings on the parcel and the future use and/or subdivision of the parcel.
- 5. An accessory building on a lot abutting Sylvan Lake or a reserve parcel abutting Sylvan Lake shall be situated so that:
 - a. It is located within the minimum rear yard of any parcel;
 - b. It is setback from:
 - i. The front lot boundary;
 - ii. The top of any escarpment area or high water mark (as determined by the Development Authority)

A minimum of 15.0 m (49.21 ft.) or parallel to the front wall of the principal building, whichever is the lesser setback.

- c. On a corner parcel, a minimum of:
 - i. 3.0 m (9.8 ft.) from any side boundary abutting a street, or reserve parcel;
 - ii. $\,$ 1.0 m (3.3 ft.) from the other side boundary; and
 - iii. 6.0 m (19.7 ft.) from the rear parcel boundary.
- d. Notwithstanding the above, an accessory building or any portion thereof may be erected or placed on the front or side boundary common to two parcels provided the accessory building serves the two abutting parcels.
- 6. An accessory building on a parcel not abutting Sylvan Lake or a reserve parcel not abutting Sylvan Lake shall be situated so that:
 - a. On an interior parcel, a minimum of:
 - i. 1.0 m (3.3 ft.) from the side parcel boundary;
 - ii. 3.0 m (9.8 ft.) from the rear parcel boundary;
 - iii. 6.0 m (19.7 ft.) from the front parcel boundary, and
 - b. On a corner parcel, a minimum of:
 - i. 3.0 m (9.8 ft.) from the side boundary abutting the street;
 - ii. 1.0 m (3.3 ft.) from the other side parcel boundary;
 - iii. 6.0 m (19.7 ft.) from the front parcel boundary; and
 - iv. 3.0 m (9.8 ft.) from the rear parcel boundary.
 - Notwithstanding the above, an accessory building or any portion thereof may be erected or placed on the front or side boundary common to two parcels provided the accessory building serves the two abutting parcels.
- 7. An accessory building without a guest house above a garage shall not be more than 5.0 m (16.4 ft.) in building height measured from grade.
- 8. An accessory building with a guest house above a garage shall not be more than 7.6 m (25.0 ft.) in building height measured from grade.

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- 9. An accessory building erected or placed on a parcel shall not be used as a principal dwelling.
- 10. The exterior of an accessory building must be finished to match or compliment the exterior finish of the principal building.
- 11. The footprint of an accessory building on lots smaller than 0.2 hectares (0.5 acres) in area shall be a maximum of 111.5 m² (1,200 ft.²), and shall not exceed the maximum site coverage provisions in the applicable land use district.
- 12. The footprint of an accessory building on lots 0.2 hectares (0.5 acres) or more in area shall be a maximum of 223.0 m² (2,400 ft.²), and shall not exceed the maximum site coverage provisions in the applicable land use district.

9.2 DETACHED GARAGES

- 1. Parcels abutting Sylvan Lake or a reserve parcel abutting the lake:
 - a. In addition to the accessory building setbacks prescribed in section Section 1.1(1),9.1, a detached garage shall be located a minimum of 6.0 m (19.7 ft.) from the rear parcel boundary if the overhead doors of the garage face a lane, street or rear property boundary.
 - b. Side entry detached garages:
 - i. Will only be permitted on parcels greater than 12.0 m (39.4 ft.) in width; and
 - ii. Shall be located a minimum of 3.6 m (12.0 ft.) from the rear parcel boundary.
- 2. Parcels not abutting Sylvan Lake or a reserve parcel abutting the lake:
 - a. In addition to the accessory building setbacks prescribed in <u>s</u>Section <u>1(1)</u> <u>9.1</u>, a detached garage shall be located a minimum of 6.0 m (19.7 ft.) from the front parcel boundary if the overhead doors of the garage face a lane, street or front parcel boundary.
 - b. Side entry detached garages:
 - i. Will only be permitted on parcels greater than 12.0 m (39.4 ft.) in width; and
 - ii. Shall be located a minimum of 3.6 m (12.0 ft.) from the front parcel boundary.

9.3 DRIVEWAYS AND PARKING

- 1. A developed non-permeable surfaced driveway shall be considered part of a lot's site coverage and (along with other developments on the lot) shall not exceed the maximum site coverage regulation in the applicable Land Use District.
- 2. A development permit shall be required for a new driveway, or to increase the area of an existing driveway.
- 3. Driveway construction shall not disturb or disrupt municipal stormwater management infrastructure, and shall be constructed in such a manner not to interfere with the natural flow or absorption of surface water.
- 4. Culverts shall be designed and installed to municipal standards at no cost to the Summer Village.
- 5. The maximum width of a driveway shall be 10.0 m (32.8 ft.). Driveway width shall be measured within the carriageway.
- 6. Driveways on corner parcels shall be setback from the street intersection not less than 6.0 m (19.7 ft.) where the driveway serves not more than four (4) dwelling units.
- 7. In residential districts, the number of driveways shall be limited to not more than one (1) driveway on a property with less than or equal to 40.0 m (131.2 ft.) and not more than two (2) driveways for properties with more than 40.0 m (131.2 ft.) of frontage.
- 8. Where the road storm drainage flow will be impacted by the construction of a driveway, at the discretion of the Development Authority, driveways shall contain culverts and be graded to the satisfaction of the municipality.
- 9. No operator or owner of a heavy vehicle shall park a heavy vehicle on a parcel within a Residential District.

9.4 FENCING

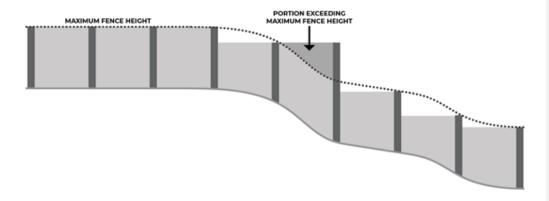
- 1. Within the residential districts:
 - a. For lakefront parcels abutting Sylvan Lake or a reserve parcel abutting the lake, fences:
 - i. Located within a rear yard of a parcel shall not exceed 1.0 m (3.3 ft.) in height.
 - ii. Located within a side yard of a parcel shall not exceed 2.0 m (6.6 ft.) in height.
 - iii. Located within the front yard of a parcel shall not exceed 1.0 m (3.3 ft.) in height.
 - iv. Located within the flankage yard of a parcel shall not exceed 1.0 m (3.3 ft.) in height.

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- b. For parcels not abutting Sylvan Lake or a reserve parcel abutting the lake, fences:
 - i. Located within a rear yard or side yard of a parcel shall not exceed 2.0 m (6.6 ft.) in height.
 - ii. Located within the front yard of a parcel shall not exceed 1.0 m (3.3 ft.) in height.
 - iii. Located within the flankage yard of a parcel shall not exceed 1.0 m (3.3 ft.) in height.
- c. Fence height shall be determined by measuring from the top of the fence to the ground.

LAKEFRONT LOTS NON-LAKEFRONT LOTS NON-LAKEFR

- 2. Notwithstanding the requirements of Section 9.4.1.a.i, a fence in the rear yard of a lakefront lot may exceed 1.0 m (3.3 ft.) to a maximum of 2.0 m (6.6 ft.) if the portion of the fence that exceeds 1.0 m (3.3 ft.) in height is constructed to allow for visual access to the rear yard of the lot, to the satisfaction of the Development Authority.
- 3. Within other districts, a fence shall be sited to the discretion of the Development Authority.



9.5 HOME OCCUPATIONS

- 1. Home occupations shall not involve:
 - a. activities that use or store hazardous material in quantities exceeding those found in a normal household; or
 - b. any use that would, in the opinion of the development authority, materially interfere with or affect the use, enjoyment, or value of neighbouring properties.

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- A home occupation shall not occupy more than 20% of the floor area of the main dwelling or 35 m² (375 ft.²), whichever is the lesser.
- 3. A minor home occupation shall comply with the following regulations:
 - a. A minor home occupation shall not employ any person on-site other than a resident of the dwelling.
 - b. No offensive noise, vibration, smoke, dust, odour, heat, glare, electrical or radio disturbance detectable beyond the boundary of the lot on which the minor home occupation is located shall be produced by the home occupation.
 - c. There shall be no outdoor business activity, or outdoor storage of material or equipment associated with the minor home occupation allowed on the site. Storage related to the minor home occupation shall be allowed only in either the dwelling or accessory buildings.
 - d. Business activities must be carried out entirely within the dwelling.
 - e. Exterior alterations or additions to accommodate a minor home occupation shall not be allowed.
 - f. There shall be no exterior signage, display, or advertisement.
- 4. A major home occupation shall comply with the following regulations:
 - a. In addition to a development permit application, each application for a major home occupation shall be accompanied by a description of the business to be undertaken in the dwelling, an indication of the anticipated number of business visits per week, and details for the provision of parking along with other pertinent details of the business operation.
 - b. The number of non-resident employees working on-site shall not exceed one (1) on-site, non-occupant employees.
 - c. Up to eight (8) business visits per day are allowed.
 - d. No more than one (1) commercial vehicle up to but not exceeding a gross vehicle weight of 5,500 kg (12,225 lbs.), to be used in conjunction with the major home occupation, shall be parked or maintained on the site in a residential district. The parking space for the commercial vehicle shall be adequately screened and sited behind the principal building to the satisfaction of the Development Authority.
 - e. The outdoor storage of productions and materials shall be prohibited.
 - f. Any interior or exterior alterations or additions to accommodate a major home occupation may be allowed at the discretion of the Development Authority, as along as such alterations comply with this Bylaw and the Alberta Safety Codes Act and the regulations made thereunder.
 - g. There shall be no exterior signage, display or advertisement other than a business identification sign, the size of which shall be entirely at the discretion of the Development Authority.
 - h. Business activities must be carried out entirely within the dwelling.
 - i. When a development permit is issued for a major home occupation, such permit shall be terminated should the applicant vacate the property for which the permit has been issued.
- 5. A permit issued for a major home occupation is valid for one (1) year or longer as determined by the Development Authority. It is the obligation of the developer to seek renewal of a development permit prior to the expiry of the time period for which the initial permit was issued. The Development Authority shall consider the renewal on its merits.
- 6. A stop order may be issued at any time if, in the opinion of the Development Authority, the operator of the home occupation has violated any provisions of this Bylaw or conditions of the approval of a development permit and complaints based on the operation of the home occupation have been received.

9.6 PRIVATE POOLS AND DECORATIVE PONDS

- 1. For lots abutting Sylvan Lake or a reserve parcel abutting the lake, a private pool or decorative pond shall be located:
 - a. at least 1.5 m (4.9 ft.) from the side and rear property lines;
 - b. at least 6.0 m (19.7 ft.) from the front property line;
 - c. In a front yard or side yard in an interior lot; and
 - d. On a corner lot, located in a front yard or the side yard not adjacent to a public roadway.
 - e. A decorative pond may be located in a rear yard if:
 - i. The pond is 0.6 m (23.6 inches) or less in depth; and

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- ii. The pond is located a minimum of 1.5 m (4.9 ft.) from the rear and side property lines.
- 2. For lots not abutting Sylvan Lake or a reserve parcel abutting the lake, a private pool or decorative pond shall be located:
 - a. At least 1.5 m (4.9 ft.) from the side and rear property lines;
 - b. In a rear yard or side yard in an interior lot; and
 - c. On a corner lot, located in a rear yard or the side yard not adjacent to a public roadway.
 - d. A decorative pond may be located in a front yard if:
 - i. The pond is 0.6 m (23.6 inches) or less in depth; and
 - ii. The pond is located a minimum of 1.5 m (4.9 ft.) from the front and side property lines.
- 3. A private pool shall be enclosed by a secure lockable lid or fencing equipped with gates that lock in accordance with the Alberta Building Code in effect at the date of the application for Development Permit.

9.7 PUBLIC PROPERTIES

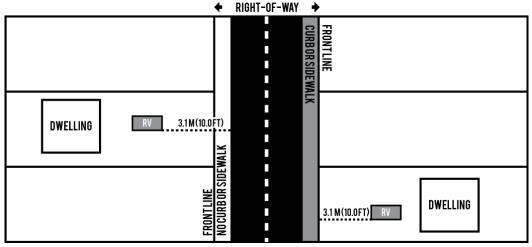
- Parking or leaving a vehicle on public property shall be in accordance with the Summer Village of Norglenwold Traffic Bylaw 207-12. as amended.
- 2. The removal of trees and/or shrubs, excavation, grading or drainage alteration on any municipal reserve, environmental reserve or other municipal owned land, without expressed written approval from the municipality, is prohibited.
- 3. Private development on any municipal reserve, environmental reserve or other municipal owned land is prohibited.
- 4. The prohibition in **Section 9.7.3** does not apply to any uses listed in an applicable land use district and subject to expressed written approval from the municipality.
- 5. No person shall erect or cause to be erected any fence on any property owned by the municipality without their expressed written approval.

9.8 RECREATIONAL VEHICLES

- 1. The placement of a recreational vehicle on a lot requires a development permit.
- 2. A development permit application to place an recreational vehicle on a lot shall indicate:
 - a. where the recreational vehicle will be placed on a lot on a permanent basis;
 - b. how potable water, wastewater, and utilities will be provided; and
 - c. where onsite parking will be provided.
- 3. Except as noted in 9.8.4 below, a recreational vehicle shall not be placed on an undeveloped lot.
- 4. A maximum of one (1) recreational vehicle is permitted on an undeveloped lot on a temporary basis (with a development permit) in order to provide temporary accommodation (during construction) for a principal dwelling for which a development permit has been issued. The recreational vehicle must have approved potable water system and wastewater system that complying with current provincial requirements.
- 5. Additional recreational vehicles may be allowed on a lot on a temporary basis at the discretion of the Development Authority.
- 6. Recreational vehicles shall adhere to the front, rear, and side yard requirements of dwellings and accessory buildings identified in the applicable Land Use District.
- 7. A recreational vehicle on a lot shall be considered part of a lot's site coverage and (along with other developments on the lot) shall not exceed the maximum site coverage regulation in the applicable Land Use District.
- 8. Recreational vehicles on developed lots must be located entirely within the boundaries of the lot.
- 9. The towing vehicle associated with the recreational vehicle shall be parked entirely on the lot and not on the adjacent roadway.
- 10. Recreational vehicles shall not be located within a front yard on a lakefront lot.
- 11. All recreational vehicles shall not be permitted to dispose of wastewater and greywater on the ground within the Summer Village.
- 12. A maximum of one (1) recreational vehicle may be stored permanently on a residential lot.
- 13. The storage of a recreational vehicle year-round on a residential lot may be allowed under the following conditions:
 - a. The recreational vehicle:
 - i. Is entirely contained within the lot;

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- ii. Conforms to the front, rear, and side yard requirements of dwellings and accessory buildings identified in the applicable Land Use Districts and the regulations in Section 9.8.8; and
- iii. Is located on a hard surfaced or gravel pad.
- 14. Notwithstanding section 9.8.134 above, at the discretion of the Development Authority Officer a recreational vehicle may be allowed year-round in a front yard on a hard surfaced or gravel pad if there is a minimum of 3.1 m (10.0 ft.) between the recreational vehicle when parked and the edge of sidewalk or, where there is no sidewalk, 3.1 m (10.0 ft.) from the back of curb adjacent to the lot. Where there is no curb or sidewalk, the required setback from a front lot line shall normally be 3.1 m (10.0 ft.).



- Underground permanent utilities (e.g. water, wastewater, and dedicated power connections) are strictly prohibited for recreational vehicles in the Summer Village.
- 16. Recreational vehicles and recreational vehicle stalls shall not be rented for compensation.
- 17. Recreational vehicles must remain on private property at all times and cannot be stored or used on municipal land.
- 18. In no instance will the placement of a recreational vehicle in a front yard be allowed where the recreational vehicle would impede or obstruct the safety of pedestrians or vehicle traffic on adjacent sidewalks or roadways.

9.9 SUITES

- 1. A maximum of one (1) guest house suite is allowed on a lot.
- 2. A guest house suite (including a garage suite) shall not be allowed on an undeveloped lot.
- 3. Secondary suites and security suites shall be prohibited in the Summer Village.
- 4. In situations where a detached dwelling is being rented out and there is a guest house on the parcel, the guest house shall not be rented out to a separate party other than those renting the detached dwelling.
- 5. A guest house suite may not include a food preparation area, refrigerator, stove or provision of 220 volt wiring.
- 6. A site plan showing the location of the guest house suite on the lot, provisions for off-street parking and access to the guest house shall be provided by the applicant.
- 7. As a condition of the development permit, the guest house suite shall be connected to the municipal wastewater disposal system. The applicant shall be required to demonstrate that the system has sufficient capacity for the additional use and meets the requirements of the Wastewater Commission and the Summer Village.

8. Other requirements for suites shall be as per the table below:

	GUEST HOUSE SUITES
MAXIMUM HEIGHT	7.6 m (25.0 ft.)
MINIMUM FLOOR AREA	30.0 m² (323.0 ft.²)
MAXIMUM FLOOR AREA (and shall not exceed the floor area of the principal building)	83.6 m ² (900.0 ft. ²)
MINIMUM # OF ADDITIONAL ON-SITE PARKING SPACES REQUIRED	1

The maximum floor area for a guest house shall not enable a scenario whereby the total development on a lot exceeds the maximum site coverage regulations in the applicable Land Use District.

9.10 TOURIST HOMES

- 1. Tourist homes are not permitted within the Summer Village of Norglenwold.
- 2. The rental of dwellings in the Summer Village for a period longer than 30 consecutive days does not constitute a tourist home.
- Persons found operating a tourist home within the Summer Village may be issued a penalty for the offense as identified in the Summer Village's Fees Bylaw.

9.109.11 GUIDELINES FOR OTHER LAND USES

- 1. All uses which are not covered by the regulations of Sections 8 and 9 of this Land Use Bylaw shall, in accordance with the following guidelines, be:
 - a. Separated from adjacent uses by such a distance as to ensure that there will be no adverse impact upon or by those adjacent uses:
 - b. At a density which is consistent with that prevailing in the area, unless otherwise provided for in a statutory plan;
 - Setback from any parcel boundary abutting a road or a reserve a sufficient distance to ensure that the development will
 not be visually intrusive, having regard to any possible changes in surrounding uses;
 - d. Of a height which will be consistent with that prevailing in the area;
 - e. Developed in such a manner that there will be no adverse impact upon or by traffic on adjacent roads; and
 - f. Developed in conformance with any applicable statutory plan policies.

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Section 10

LAND USE DISTRICTS

10.1 ESTABLISHMENT OF LAND USE DISTRICTS

1. For the purpose of this Land Use Bylaw, the municipality is divided into the following districts:

LAND USE DISTRICT	SYMBOL	COLOUR
SHORELINE RESIDENTIAL	R1	YELLOW
ESTATE RESIDENTIAL	R2	ORANGE
ENVIRONMENTAL OPEN SPACE	EO	GREEN
COMMUNITY AND RECREATION	CR	BLUE

- 2. The boundaries of the districts listed in **Section 10.1.1** are as delineated on the Land Use District Map show in **Section 11.15** of this Land Use Bylaw. All roads, water courses and lakes are excluded from the land use districts.
- 3. Where the location of district boundaries on the Land Use District Map is not clearly understood, the following rules shall apply:
 - a. A boundary shown as approximately following a parcel boundary shall be deemed to follow the parcel boundary;
 - b. A boundary which does not follow a parcel boundary shall be located by measurement of the Land Use District Map; and
 - c. A boundary location which cannot be satisfactorily resolved, shall be referred to Council for an official interpretation.

Section 11_-R1

SHORELINE RESIDENTIAL DISTRICT

11.1 GENERAL PURPOSE

1. To provide an area for low density residential development in the form of single-detached dwellings and compatible uses.

11.2 USES

A. PERMITTED USES	B. DISCRETIONARY USES	
i. Accessory Buildings where the total floor area is 53.5 m ² (578.0 ft. ²) or less	<u>i.</u> Accessory Buildings where the total floor area is over 53.5 m² (578.0 ft.²)	4
ii. Day Homes	<u>ii.</u> Apiaries (for colonies greater than 1,000 bees and/or more than 1 queen)	•
iii. Dwellings, Single-Detached	iii. Suites, Guest House	4
iv. Home Occupations, Minor	iv. Home Occupations, Major	4
	v. Modular Home	4
	vi. Parks and Playgrounds	4
	vii. Public and Quasi-Public Uses	4
	viii. Signs	•
	ix. Temporary Buildings	
	x. Walkways	

11.3 MINIMUM PARCEL REQUIREMENTS

A. WIDTH	15.2 m (50.0 ft.)
	697.0 m ² (7,502 ft. ²)
B. AREA	Parcels not complying with the foregoing and legally created prior to promulgation of Alberta Regulation 132/78 (April 1978) are not subject to foregoing, but shall have an area not less than $520.0~\text{m}^2$ (5,597 ft.²).

11.4 PARCEL SERVICING

- 1. No building may be erected or development commenced on parcels which are not proposed to be served by a piped water or wastewater system until arrangements, satisfactory to the Provincial Plumbing Inspector, Alberta Labour and the Public Health Unit, have been made for collection, storage, if any, and disposal of wastewater.
- 2-1. The Development Authority shall either refuse to issue a Development Permit for any building, structure or works, unless arrangements under (1) above have been completed, or issue a Development Permit subject to the conditions that arrangements under (1) above shall be completed prior to the commencement of the development.
- →2. Electrical power from the property line of any parcel to any building situate on the parcel shall be constructed underground.

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11.5 SITE DEVELOPMENT

1. Unless otherwise provided in a development agreement registered by the municipality by caveat on the title to any parcel the following provisions shall apply:

7.5 m (24.6 ft.) to the habitable dwelling unit from: a. The front parcel boundary; or b. The top of the escarpment; or A. MINIMUM FRONT **YARD** c. The high water mark: Whichever is closest to the dwelling unit. 6.0 m (19.7 ft.) to a garage attached to (and structurally part of) the principal building. 1.5 m (4.9 ft.) or ten (10) percent of the parcel width, whichever is greater, to a maximum of 3.0 **B.** MINIMUM SIDE YARD m (9.8 ft.), or as required by the Alberta Building Code (whichever is greater). C. MAXIMUM SITE COVERAGE 45%, of which 10% of the total lot area must be covered in trees and shrubs. Non-permeable Surfaces (Maximum 50%) Front Property Line Vegetation, includes trees and shrubs (Minimium 45%) PATIO Trees and Shrubs (Minimium 10% of total lot area) Flex Area - Soft Landscaping Elements (5%) **DWELLING** Lot Boundary D. MINIMUM **VEGETATION COVERAGE** The total vegetation coverage requirement is a minimum 45% of the total lot area. included in this 45% minimum requirement, 10% of the total lot area must be covered in trees and DRIVE GARAGE Flex area means the remainder of the lot area where soft landscaping elements or permeable surfaces (e.g. gravel, rock gardens, synthetic Rear Property Line turf, permeable pavement) are encouraged. Note: This illustration demonstrates an example of site coverage only and is not representative of requriements for setbacks, building floor area, and siting. This illustration is not to scale. The location of buildings, decks, non-permeable surfaces, vegetation (including trees and shrubs), and flex area is an example only. E. MAXIMUM DWELLING 10.0 m (32.8 ft.) measured from grade. **HEIGHT** F. MINIMUM FLOOR 100.0 m² (1,076 ft.²) **AREA**

All parking stalls shall have a dimension of not less than 2.7 m (9.0 ft.) by 5.5 m (18.0 ft.).

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G. PARKING STALLS

H. MINIMUM PARKING (DETACHED DWELLING)	Two (2) parking stalls per dwelling.
L MINIMUM PARKING (ALL OTHER USES)	As required by the Development Authority.

11.6 ADDITIONAL REGULATIONS

- 1. All uses must comply with the regulations in Section 8 and 9 of this Land Use Bylaw.
- 2. Shoreline erosion control measures are prohibited unless prior written approval has been received from the Alberta Environment and Parks and the Summer Village of Norglenwold.
- 3. Lot grading and landscaping shall comply with the regulations in Sections 8.11 and 8.13 of this Land Use Bylaw.
- 4. Lands subject to an environmental reserve easement must remain in their natural state.

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Section 12 - R2

ESTATE RESIDENTIAL DISTRICT

12.1 GENERAL PURPOSE

1. To provide an area for very low density residential development in the form of detached dwellings and compatible uses, on parcels not abutting the lake or a reserve parcel abutting the lake.

A. PERMITTED USES	B. DISCRETIONARY USES
i. Accessory Buildings where the total floor area is 53.5 m² (578.0 ft.²) or less	i. Accessory Buildings where the total floor area is over 53.5 m² (578.0 ft.²)
ii. Day Homes	iiApiaries (for colonies greater than 1,000 bees and/or more than 1 queen)
iiiDwellings, Single-Detached	<u>iii.</u> Suites, Guest Houses
iv. Home Occupations, Minor	iv. Home Occupations, Major
	v. Modular Home
	vi. Parks and Playgrounds
	vii. Public and Quasi-Public Uses
	viii. Signs
	ixTemporary Buildings
	xWalkways

12.3 MINIMUM PARCEL REQUIREMENTS

A. WIDTH	30.5 m (100.0 ft.)
	1,860 m ² (20,020 ft. ²)
B. AREA	Parcels not complying with the foregoing and legally created prior to promulgation of Alberta Regulation 132/78 (April 1978) are not subject to foregoing, but shall have an area not less than 520.0 m² (5,597 ft.²).

- No building may be erected or development commenced on parcels which are not proposed to be served by a piped water or sewerage system until arrangements, satisfactory to the Provincial Plumbing Inspector, Alberta Labour and the Public Health Unit, have been made for collection, storage, if any, and disposal of sewage.
- 2. The Development Authority shall either refuse to issue a Development Permit for any building, structure or works, unless arrangements under (1) above have been completed, or issue a Development Permit subject to the conditions that arrangements under (1) above shall be completed prior to the commencement of the development.
- 3. Electrical power from the property line of any parcel to any building situate on the parcel shall be constructed underground.

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12.5 SITE DEVELOPMENT 1. Unless otherwise provided in a development agreement registered by the municipality by caveat on the title to any parcel the following provisions shall apply: 7.5 m (24.6 ft.) to the habitable dwelling unit from the front parcel boundary. A. MINIMUM FRONT YARD 6.0 m (19.7 ft.) to a garage attached to (and structurally part of) the principal building. $1.5\,\mathrm{m}$ (4.9 ft.) or ten (10) percent of the parcel width, whichever is greater, to a maximum of 3.0 **B.** MINIMUM SIDE YARD m (9.8 ft.), or as required by the Alberta Building Code (whichever is greater). C. MAXIMUM SITE **COVERAGE** 45%, of which 10% of the total lot area must be covered in trees and shrubs. D. MINIMUM **VEGETATION COVERAGE** Non-permeable Surfaces (Maximum 50%) Vegetation, includes trees and shrubs (Minimium 45%) Trees and Shrubs (Minimium 10% of total lot area) Flex Area - Soft Landscaping Elements (5%) **DWELLING** Lot Boundary The total vegetation coverage requirement is a minimum 45% of the total lot area. included in this 45% minimum requirement, 10% of the total lot area must be covered in trees and **DRIVE GARAGE** Flex area means the remainder of the lot area where soft landscaping elements or permeable surfaces (e.g. gravel, rock gardens, synthetic Rear Property Line turf, permeable pavement) are encouraged. Note: This illustration demonstrates an example of site coverage only and is not representative of requriements for setbacks, building floor area, and siting. This illustration is not to scale. The location of buildings, decks, non-permeable surfaces, vegetation (including trees and shrubs), and flex area is an example only. E. MAXIMUM DWELLING 10.0 m (32.8 ft.) measured from grade. **HEIGHT** F. MINIMUM FLOOR 100.0 m² (1.076 ft.²) **AREA** G. PARKING STALLS All parking stalls shall have a dimension of not less than 2.7 m (9.0 ft.) by 5.5 m (18.0 ft.). H. MINIMUM PARKING Two (2) parking stalls per dwelling. (DETACHED DWELLING)

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As required by the Development Authority.

I. MINIMUM PARKING

(ALL OTHER USES)

12.6 ADDITIONAL REGULATIONS

- $1. \quad \hbox{All uses must comply with the regulations in Section 8 and 9 of this Land Use Bylaw}.$
- 2. Lot grading and landscaping shall comply with the regulations in Sections 8.11 and 8.13 of this Land Use Bylaw.

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Section 13 - EO

ENVIRONMENTAL OPEN SPACE DISTRICT

13.1 GENERAL PURPOSE

1. To provide an area for the preservation of municipal land in its natural state.

13.2 USES

A. PERMITTED USES	B. DISCRETIONARY USES	
iNatural Areas	i. Accessory Buildings and Uses	1
<u>ii.</u> Parks and Playgrounds	ii. Signs (public)	ŀ
	iiiTrails_	ŀ
	ivUtility Buildings	•
	v. Walkways	1
	vi. Any use that is similar, in the opinion of the Development Authority, to the permitted uses or discretionary uses described above.]

13.3 SITE DEVELOPMENT

A. PARKING STALLS	All parking stalls shall have a dimension of not less than 2.7 m (9.0 ft.) by 5.5 m (18.0 ft.).
B. MINIMUM PARKING (ALL USES)	As required by the Development Authority.

13.4 ADDITIONAL REGULATIONS

1. All uses must comply with the regulations in Section 8 and 9 of this Land Use Bylaw.

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Section 14 - CR

COMMUNITY AND RECREATION DISTRICT

<u>14.1 </u>GENERAL PURPOSE

1. To provide an area for the development of public land for major multi-use recreational facilities, and other uses, herein listed, which are compatible with the area.

14.2 USES

A. PERMITTED USES	B. DISCRETIONARY USES	
i. Parks and Playgrounds	i. Accessory Buildings and Uses	
<u>ii.</u> Recreation Facilities	ii. Parking Facilities, Public	
	iii. Public and Quasi-Public Uses	
	iv. Signs (public)	
	vUtility Buildings	
	vi. Any use that is similar, in the opinion of the → Development Authority, to the permitted uses or discretionary uses described above.	

14.3 SITE DEVELOPMENT

1. Unless otherwise provided in a development agreement registered by the municipality by caveat on the title to any parcel the following provisions shall apply:

A. MINIMUM FRONT YARD	9.0 m (29.5 ft.)
B. MINIMUM SIDE YARD	3.0 m (9.8 ft.) or as required in the Alberta Building Code, whichever is greater
C. MINIMUM REAR YARD	6.0 m (19.7 ft.)
D. MAXIMUM BUILDING HEIGHT	12.0 m (39.4 ft.)
E. PARKING STALLS	All parking stalls shall have a dimension of not less than 2.7 m (9.0 ft.) by 5.5 m (18.0 ft.).
F. MINIMUM PARKING (ALL USES)	As required by the Development Authority.
G.OUTDOOR STORAGE	Outdoor storage shall be screened.
AND DISPLAY	Outdoor display is not allowed.

14.4 ADDITIONAL REGULATIONS

1. All uses must comply with the regulations in Section 8 and 9 of this Land Use Bylaw.

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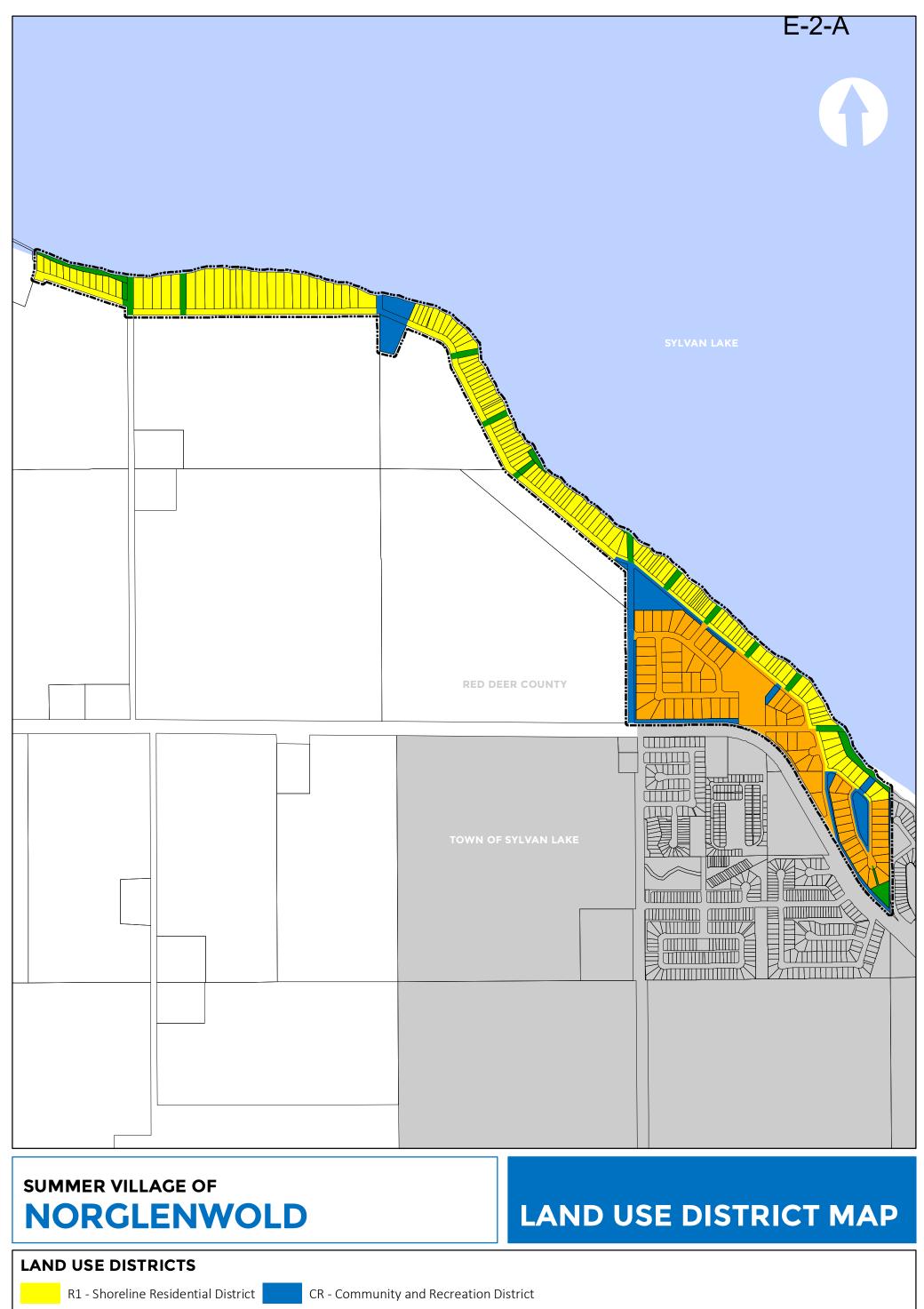
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LAND USE DISTRICT MAP

Draft | Summer Village of Norglenwold Land Use Bylaw | Bylaw #267-22

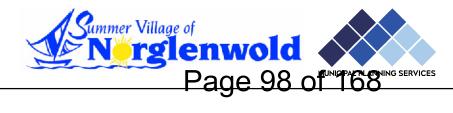
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BYLAW #267-22

Leave for Bylaw Plate Information

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THE LAND USE BYLAW

The Summer Village of Norglenwold Land Use Bylaw (LUB) establishes regulations affecting the development and use of land within the municipality. Regulations vary depending on the location and type of development. In addition to the LUB other bylaws or regulations of the Summer Village of Norglenwold, the provincial government, and the federal government must also be followed.

There are several parts of the Land Use Bylaw that need to be examined to understand how it works:



The Land Use District Map divides the Summer Village of Norglenwold into four distinct land use districts.



The text of the Land Use Bylaw details application, appeal, and enforcement processes affecting the development and use of land within the Summer Village.



Additional regulations are provided in Sections 7, 8, and 9 that apply to specific uses and land use districts. These regulations control what types of land uses and developments are allowed on a lot.

The following steps may assist the user:

LOCATE

The Land Use Districts Map divides the Summer Village into four land use districts. Take note of which land use district the subject property is located in. Please note that Land use districts are often referred to as "Zones" or "Zoning." In order to conform to the language of the Municipal Government Act, this document uses the terms "district" and "districting."

CHECK

The Table of Contents and locate the land use district that applies to your lot. Each land use district is listed in Section 10. In each land use district you will find a list of permitted and discretionary uses, subdivision regulations, development regulations, and other miscellaneous regulations. These regulations determine how and what can be developed in the district. There are definitions in Section 1.4 that should also be consulted to ensure that words and terms used in the Land Use Bylaw are understood.

REVIEW

The Table of Contents should be reviewed to see if there are any General or Specific Development Regulations that apply to the development or use in question.

DISCUSS

We encourage you to discuss your proposal or concern with Summer Village Administration. The Summer Village Administration is trained and eager to assist you with your development, subdivision, or general inquiry issues and to explain procedures. They can also assist with other situations such as enforcement or a Land Use Bylaw amendment.

Please note that the Guide to Using the Land Use Bylaw is only intended to assist users and does not form part of this bylaw.

INTRODUCTION

1.1 TITLE

1. This Bylaw may be cited as "The Summer Village of Norglenwold Land Use Bylaw."

1.2 PURPOSE

- 1. The purpose of this bylaw is to, amongst other things:
 - a. Divide the municipality into districts;
 - b. Regulate and control or to prohibit the use and development of land and buildings in each district;
 - c. Establish the office of the Development Officer;
 - d. Establish a method of making decisions on applications for Development Permits including the issuing of Development Permits;
 - e. Provide the manner in which notice of the issuance of a Development Permit is to be given; and
 - f. Protect the shoreline and water quality of Sylvan Lake.

1.3 RULES OF INTERPRETATION

- 1. Compliance with the policies in this Bylaw shall be interpreted and applied as follows:
 - a. "shall" and "must" means mandatory compliance;
 - b. "should" means compliance in principle, but is subject to the discretion of the Development Authority where compliance is impracticable or undesirable because of relevant planning principles or circumstances unique to a specific application; and
 - c. "may" means discretionary compliance or a choice in applying regulation. The regulation can be applied, enforced or implemented if the Development Authority chooses to do so. Application may depend on site specific circumstances.
- 2. Where a regulation involves two (2) or more conditions, provisions or events connected by a conjunction, the following shall apply:
 - a. "and" means all the connected items shall apply in combination;
 - b. "or" indicates that the connected items may apply singly or in combination; and
 - c. "either-or" indicates the items shall apply singly but not in combination;
 - d. words used in the singular include the plural and vice-versa;
 - e. words used in the present tense include the other tenses and derivative forms.
- 3. All measurements in this Bylaw are metric. In the case of any conflict between information expressed in metric units and in imperial units, the metric shall govern.
- 4. In the case of any conflict between a number written in numerals and a number written in letters, the number written in numerals shall govern.
- 5. In the case of any conflict between the text of this Bylaw and any maps or drawings used to illustrate any aspect of this Bylaw, the text shall govern.
- 6. Pursuant to Section 638.1 of the *Act*, in the event of a conflict or inconsistency between a land use bylaw and an *Alberta Land Stewardship Act* (ALSA) Regional Plan, the Regional Plan prevails to the extent of the conflict or inconsistency.
- 7. Words, phrases and terms not defined in this Bylaw shall be given their definition in the *Act*, the *Subdivision and Development Regulations*, or relevant enactments as the context requires. Other words shall be given their usual and customary meaning.
- 8. All references to legislation are to the most recent version of the legislation in effect, as amended, and any regulations enacted thereunder from time to time.

1. In this Land Use Bylaw:

						Α
1	ABUT (OR ABUTTING)	Means immediately contiguous or physically touching, and, when used with respect to a lot or site, means that the lot or site physically touches upon another lot or site, and shares a property line or boundary line with it.				
2	ACCESSORY BUILDING	Means a building separate and subordinate to the principal building, the use of which is incidental to that principal building and is located on the same parcel of land and includes, in the residential districts, such things as storage sheds garages, and a guest house. Accessory buildings are not intended for commercial purposes and do not include sea cans.				
3	ACCESSORY USE	Means a use customarily incidental and subordinate to the principal use and is located on the same parcel of land with such principal use.				
4	ACT (OR THE ACT)	Means the Municipal Government Act, R.S.A. 2000, c. M-26, as amended.				
		Means land or a portion of land that is contiguous to the land that is the subject of an application and includes land or a portion of land that would be contiguous except for a road, rail or utility right-of-way, river, or	Al	DJACENT P		S S
		stream.				
5	ADJACENT LAND			B	SUBJECT SITE	
			\square	\bowtie		
6	ADJACENT LANDOWNER	Means owners of land that is contiguous to the land that is the subject of an application, and includes owners of land that would be contiguous except for public roadway, railway, utility right-of-way, or watercourse.				
7	AGRICULTURAL OPERATION	Means an agricultural operation as defined in the <i>Agricultural Operation Practices Act</i> , R.S.A. 2000, c. A-7, as amended.				
8	ANIMAL BOARDING AND LODGING	Means a development where domestic pets are bred, boarded or trained. Animal breeding and boarding facilities include kennels but do not include animal shelters, veterinary clinics, or veterinary hospitals.				
9	APIARY	Means the keeping of honey bees for honey colonies (beehives) are kept on a site and wher	•		•	
	В					
10	BASEMENT	Means a habitable portion of a building which is partly underground, but which has more than 50% percent of the distance, between the floor level and the underside of the ceiling joists, above adjacent ground elevation.				
11	BED AND BREAKFAST ESTABLISHMENTS	Means an accessory use within a single detached, owner occupied dwelling where temporary sleeping accommodations (maximum of 4 (four), excluding those used by the owner/operator/primary resident(s)), with or without meals, are provided for remuneration to members of the public. This use does not include a boarding house.				

12	BERM	Means a landscaped mound of earth.
13	BOARDING HOUSE	Means a building or a portion of a building without individual suites operated for the purpose of providing live-in accommodation (either room for rent or room and board) for five or more unrelated persons.
14	BOAT HOUSE	Means an accessory building designed and used primarily for the storage of boats and is normally designed such that the main door faces the lake as to permit the direct removal of boats from the water to the structure. A boat house shall not include a dwelling, and shall not be located within the bed and shore of Sylvan Lake.
15	BREEZEWAY	Means a roofed open passage connecting two or more buildings. An accessory building connected to a principal building by way of a breezeway shall not be considered part of the principal building.
16	BUFFER	Means the use of berms, fencing and planting for the purpose of screening noises, views, dust, sprays and uses between properties where offsite impacts may occur.
17	BUILDING	Means anything constructed or placed on, in, over or under land but does not include a highway or road or a bridge forming part of a highway or road.
18	BUILDING AREA	See "Floor Area."
19	BUILDING DEMOLITION	Means the pulling down, tearing down, razing, or removal of a building.
20	BUILDING LINE	Means a line, other than a parcel line, used to regulate the location of a building or structure in relationship to the abutting street(s).
21	BUILDING HEIGHT	Means the vertical distance of a building measured from the grade to the highest point of the building (see "Grade"). The highest point of a building shall be determined without considering an elevator housing, stairway entrance, a ventilating fan, a skylight, a steeple, a chimney, a smoke stack, a firewall, a parapet wall, a flagpole or similar device or feature not structurally essential to the building.
22	BUNK HOUSE	See "Suite, Guest House."
		C
23	CANNABIS	Means the same as defined in the <i>Act to Control and Regulate Cannabis</i> , S.A. 2017, Chapter 21 and any amendments thereto, and included leaves stems, buds, oil and other parts or derivatives of the cannabis plant.
24	CANNABIS, ACCESSORY	Means an object that is commonly used in the consumption or production of cannabis. A cannabis accessory includes, but is not limited to, rolling papers or wraps, holders, pipes, water pipes, bongs and vaporizers.
25	CANNABIS, MEDICAL	Means cannabis that is intended for medical purposes in accordance with applicable federal law.
26	CANNABIS PRODUCTION AND DISTRIBUTION FACILITY	Means a development used principally for one or more of the following activities relating to cannabis: a. the production, cultivation, and growth of cannabis; b. the processing of raw materials; c. the making, testing, manufacturing, assembling, or in any way altering the chemical or physical properties of semi-finished or finished cannabis goods or products;

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	d. the storage or shipping of materials, goods, or products, or;
	e. the distribution and sales of materials, goods, and products to the Alberta Gaming, Liquor, and Cannabis Commission.
27 CANNABIS RETAIL SALES	Means a development used for the retail sales of cannabis (or consumable products made with cannabis) that is authorized by provincial or federal legislation. This use may include retail sales of cannabis accessories, as defined in the <i>Cannabis Act</i> , S.C. 2018, c. 16, as amended or replaced. This use does not include cannabis production and distribution facilities.
28 CARRIAGEWAY	Means that portion of the road right-of-way available for vehicular movement. Included are travelling lanes, medians, parking and other auxiliary lanes. Not included are ditches, sidewalks and other pedestrian areas.
29 CAVEAT	Means a formal notice expressing an interest in a parcel registered at Land Titles Office against the title to that parcel.
30 CELLAR	Means a portion of a structure which is mainly underground, and which has less than fifty percent (50%) of the distance, between the floor level and the underside of the ceiling joists, above adjacent ground elevation.
COMMERCIAL/ INDUSTRIAL USE	Means a business through which products, services, or entertainment are available to consumers, whether the general public or other commercial establishments. Commercial use shall include: bus depots, business services, drive-in businesses, funeral homes, retail stores, greenhouses, medical clinics, hotels, mail and parcel delivery services, office uses, and personal services. This use does not include: the manufacturing of products, adult uses, cannabis lounges, cannabis accessory retail sales or cannabis retail sales establishments.
32 COMMISSION	Means the Municipal Planning Commission of the Summer Village of Norglenwold, unless otherwise noted.
CONCEPTUAL SCHEME	Means a detailed land use plan for a specified area of land which conforms to all statutory plans and is used to relate a subdivision application to the future subdivision and development of adjacent areas. A conceptual scheme is adopted by resolution of Council, pursuant to the <i>Municipal Government Act</i> .
CONSTRUCTION MANAGEMENT PLAN	Means a plan provided by a development proponent that includes strategies to manage activities during active and post construction phases of a development. Construction management plans include strategies to implement low impact development techniques and best management practices for stormwater management.
35 COUNCIL	Means the Council of the Summer Village of Norglenwold.
	D
36 DATE OF ISSUE	Means the date on which the notice of a decision of the Development Authority is published, or five days after such a notice is mailed.
37 DAY HOME	Means an accessory use within a dwelling unit used to provide care and supervision, for adults or children in accordance with the <i>Child Care Licensing Act, S.A. 2007, c. 10.5, as amended,</i> as well as any other applicable Provincial or Federal legislation.
38 DECK	Means any open structure having a height greater than 0.6 m (2.0 ft.) above grade, thereby requiring stairs and railings as outlined in regulations approved under the <i>Safety Codes Act, R.S.A. 2000, c. S-01, as amended.</i> A deck shall not have walls higher than 1.25 m (4.1 ft.) from the surface of the deck floor, or a roof.
39 DECIDUOUS	Means trees, shrubs, and other forms of vegetation that seasonally shed leaves, petals, or fruit.

40	DECORATIVE POND	Means a man-made enclosed body of water for ornamental purposes, which may include vegetation and fish.	
41	DESIGNATED OFFICER	Means a person authorized by Council to act as a development authority pursuant to Section 624(2) of the <i>Act</i> .	
42	DEVELOPER	Means an owner, agent or any person, firm or company required to obtain or having obtained a development permit.	
		 a. An excavation or stockpile and the creation of either of them; or b. A building or an addition to, or replacement or repair of a building and the construction or placing in, on, over and under land of any of them; or c. A change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or d. A change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building; and without restricting the generality of the foregoing, includes: e. in the case of a lot used for residential purposes, alterations made to a building or an additional building on the lot whether or not the building is a dwelling or part of a 	
43	DEVELOPMENT	 dwelling unit; f. in the case of a lot used for other than residential purposes, alterations or additions made to a building on the lot or a use of the lot which would increase either the capacity of the building or the intensity of use of the lot; g. the display of advertisements or signs on the exterior of a building or on any land; h. the deposit of earth, debris, waste materials, refuse, or any other material on any land, including land already being used for that purpose, or if the natural topography or drainage is altered; i. any increase in the number of households occupying and living in any building or on any site, and any construction or alterations or additions which would provide for an increase in the number of households which could occupy and live in any building or on any site, including any increase in the number of dwelling units in a building or on a site; 	
		 a site; j. the placing of refuse or waste material on any land; k. the recommencement of the use to which land or a building has been previously put if that use has been discontinued for a period of more than six months; l. the use of land for the storage or repair of motor vehicles or other machinery or equipment; m. the continued use of land or of a building for any purpose for which it is being used unlawfully when this Bylaw comes into effect; n. the demolition or removal of a building; o. the placement of an already constructed or a partially constructed building on a parcel of land; p. the use of land for the parking of trailers, bunk houses, portable dwellings, skid shacks, or any other type of portable building whatsoever, whether or not the same has been placed or affixed to the land in any way; q. the removal of topsoil from land; 	

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		r. the use of land for storage purposes or for the repair of equipment, vehicles or other kinds of machinery;
		s. the installation of any type of sewage disposal system including but not limited to holding tanks; or
		t. the digging of a well or installation of a water cistern.
44	DEVELOPMENT AUTHORITY	Means the person or persons appointed as the Development Authority pursuant to Development Authority Bylaw No. 140-95, as amended.
		Means a non-statutory plan prepared by a development proponent in support of a proposal for development. The purpose of a development design plan is to mitigate negative impacts on watershed health as required in the Sylvan Lake Intermunicipal Development Plan. A development design plan includes the following details:
	DEVELOPMENT	A planting plan including native vegetation;
45	DESIGN PLAN	A sediment control plan;
		A drainage plan; and
		 Information about site coverage.
		A development design plan shall be required at the discretion of the Development Authority, and will be enforced as a condition of development approval.
46	DEVELOPMENT OFFICER	Means the person(s) appointed as Development Officer(s) as established by this bylaw.
47	DEVELOPMENT PERMIT	Means a document authorizing a development issued pursuant to this Land Use Bylaw.
48	DISCRETIONARY USE	See "Use, Discretionary."
49	DISTRICT (OR LAND USE DISTRICT)	Means a designated area of the municipality within which certain uniform requirements and regulations govern the use of land, and the placement, spacing and size of structures.
50	DRAINAGE DITCH	Means a long narrow trench or furrow dug in the ground to accommodate over-land drainage.
51	DRIVEWAY	Means a vehicle access route between the carriageway of a public road and a use on a parcel.
52	DWELLING	Means any building or structure used exclusively for human habitation and which is supported on a permanent foundation or base.
53	DWELLING, DUPLEX	Means a dwelling containing two (2) dwelling units which share a common wall, and located side by side or one above the other.
54	DWELLING, FOURPLEX	Means a building containing four (4) dwelling units sharing a common wall either vertically, so dwellings are arranged one above the other, or horizontally, so that dwellings are arranged front-to-back or side-by-side. A separate, at grade, access is provided to each dwelling unit.
55	DWELLING, MANUFACTURED HOME	Means a dwelling which is constructed with a chassis or related assembly that allows for the permanent or temporary attachment of a hitch and assembly to enable relocation of the dwelling, and further, which conforms to the Canadian Standards Association A277 and Z-240 Standards (or subsequent CSA Standards). A manufactured home may be a single structure (commonly known as a "single wide") or two parts which when put together comprises a complete dwelling (commonly known as a "double wide").
56	DWELLING, ROW HOUSING	Means a building consisting of at least three (3) dwelling units with each unit having direct access to the outside grade, but shall not mean apartment.

57	DWELLING, SEASONAL	Means a dwelling that lacks one or more of the basic amenities or utilities required for year-round occupancy or use such as: a permanent heating system, insulation, and/or year-round usable plumbing.		
58	DWELLING, SINGLE DETACHED	Means a building consisting of one (1) dwelling unit. A single detached dwelling is a dwelling which is normally constructed on-site. However, a single detached dwelling may be constructed in pieces offsite, or even in one piece, with the piece(s) being transported to the site for assembly on-site, and thus may be a modular dwelling. Single detached dwellings do not include mobile home dwellings.		
59	DWELLING UNIT	Means a complete self-contained residence that contains sleeping, cooking and sanitary facilities intended for domestic use, and is used or intended to be used permanently or semi-permanently as a residence for a household. A dwelling unit must have a separate private entrance from the exterior of a building or from a common hall, lobby or stairway inside the building. A dwelling unit includes suites as defined in this Bylaw.		
60	EASEMENT	Means a right to use land, generally for access to other property or as a right-of-way for a public utility.		
61	ENVIRONMENTAL RESERVE EASEMENT	Means an environmental reserve easement as defined in accordance with the Act.		
62	ESCARPMENT	Means an extended linear topographical feature of relatively steep slope and significant change in elevation, as per the diagrams below. Crest Top of Bank Top of Escarpment Slope Bank Escarpment Lake Upland area Crest Top of Bank Top of Escarpment Terrace Bank Escarpment Terrace Lake		
63	EVAPO- TRANSPIRATION	Means the process of water moving through a plant's roots to its leaves and stems, where it evaporates back into the atmosphere.		
64	EXCAVATION	Means any breaking of ground, except common household gardening and ground care.		
65	EXTERIOR WALL	Means the outermost point of a building projection, including, but not limited to, bay windows, oval windows, chimneys, veranda or other similar features, but not including roof overhangs less than 0.6 m (2.0 ft.).		
		F		
66	FAMILY CARE FACILITY	Means a facility which provides resident service in a dwelling to six (6) or fewer individuals. These individuals are handicapped, aged, disabled or in need of adult supervision and are provided service and supervision in accordance with their individual needs. This category includes boarding homes for children, group homes, and family homes.		
67	FENCE	Means a physical barrier constructed from typical building material for the purpose of providing aesthetic decoration, visual screening, sound abatement, or to prevent unauthorized access.		
68	FINISHED GROUND ELEVATION	Means the elevation of the finished ground at any point adjoining each exterior wall of a building or structure.		

69	FLOOR AREA	Means for buildings, the total area of the floor(s) in a building measured from the outside of exterior walls and does not include a basement, cellars, attached garages, carports, or open porches.			
70	FRONTAGE	Means the width of a lot or a site where it abuts a road.			
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71	GARAGE	Means an accessory building or part of the principal building, designed and used primarily for the storage of non-commercial motor vehicles, recreational vehicles and other chattels.			
		Means the ground elevation established for the purpose of determining building height. In determining grade, the Development Authority shall select from the following methodologies, whichever one best ensures compatibility with neighbouring developments:			
		a. If the applicant can show by reference to reliable surveys that the predevelopment elevation of the subject parcel varies by no more than 1.0 m (3.3 ft.) in 30 linear metres, the Development Authority may determine grade by calculating the average of the highest and lowest elevation on the parcel; or			
72	GRADE	 The Development Authority may determine grade by calculating the average of the pre-development elevations at the corners of the parcel as shown on a reliable survey; or 			
		 The Development Authority may determine grade by calculating the average elevation of the corners of the principal buildings on all properties abutting the subject parcel; or 			
		d. the average of the pre-development elevations at the corners of the building as shown on a survey prepared by an Alberta Land Surveyor.			
73	GROSS AREA	Means the area of a development, neighbourhood or planned area, before deductions for roads, municipal and environmental reserves and public utilities have been made.			
74	GROUP HOME	Means a development consisting of the use of a dwelling as a facility which is authorized, licensed or certified by a public authority to provide room and board for foster children or disabled persons, or for persons with physical, mental, social or behavioral problems and which may be for the personal rehabilitation of its residents either through self-help or professional care, guidance or supervision. The residential character of the development shall be primary with the occupants living together as a single housekeeping group and using cooking facilities shared in common. This does not include drug or alcohol addiction treatment centres.			
75	GUEST HOUSE	See "Suite, Guesthouse."			
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76	HARD LANDSCAPED AREA	Means the use of non-vegetative material, such as but not limited to monolithic concrete, or asphalt.			
77	HEAVY VEHICLE	Means a heavy vehicle, as per the Summer Village's Traffic Bylaw, Bylaw No. 207-12.			
78	номе	Means any occupation, trade, profession, or craft carried on by an occupant of a dwelling which is clearly secondary to the residential use of the building, and which does not change the character of or have any exterior evidence of such secondary use other than a sign as allowed in this Bylaw. For the purposes of this Bylaw, home occupations are divided into two subclassifications - major home occupations and minor home occupations - with specific regulations for each as indicated in this Bylaw.			
	OCCUPATION	A <u>minor home occupation</u> must not:			
		a. include exterior signage advertising the occupation;			
		b. generate pedestrian or vehicular traffic or parking and;			
		c. include the employment of persons other than residents of the dwelling.			

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		A <u>major home occupation</u> may include a business which would normally:		
		a. includes exterior signage advertising the occupation;		
		b. generate pedestrian or vehicular traffic or parking; and/or		
		c. includes the employment at the dwelling or accessory buildings of no more than two(2) paid assistants, other than residents of the dwelling.		
79	INCLUSIONARY HOUSING	Means the provision of dwelling units or land, or money in place of dwelling units or land, for the purpose of community housing, as defined in the Act.		
80	INDUSTRIAL HEMP	Means a cannabis plant – or any part of that plant – in which the concentration of THC is zero point three percent (0.3%) w/w or less in the flowering heads and leaves, as defined in the <i>Industrial Hemp Regulations</i> , SOR/2018-145, as amended or replaced.		
81	INDUSTRIAL HEMP PRODUCTION FACILITY	Means the use of land, buildings, or structures licensed and/or authorized to possess, sell, provide, ship, deliver, transport, destroy, produce, export and/or import industrial hemp, including related research, under the <i>Industrial Hemp Regulations</i> , SOR/2018-145, as amended, or replaced. This does not include cannabis retail sales or cannabis production and distribution facility, or the outdoor cultivation of industrial hemp.		
82	INSTITUTIONAL USE	Means a development of governmental, religious, social, health care, or cultural facilities serving the municipality, area, or region.		
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83	KITCHEN	Means an area in a principal dwelling or suite that contains counters, cabinets, plumbing, appliances or wiring which taken together, is used for the preparation, storage, and/or cooking of food.		
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84	LAND USE BYLAW	Means the Summer Village of Norglenwold Land Use Bylaw (Bylaw #267-22) as amended.		
85	LAND USE DISTRICT	Means an area as described in Section 10 – Land Use Districts, and illustrated in Section 15 – Land Use District Map.		
86	LANDSCAPING	Means to preserve or change the natural features of a parcel by adding lawns, trees, shrubs, ornamental plantings, fences, walks, or other structures and materials used in modern landscape architecture, but does not include stockpiling and excavation.		
87	LANE	Means a narrow roadway intended chiefly to give access to the rear of buildings and parcels of land, also known as an alley as defined by the Traffic Safety Act, R.S.A. 2000, c. T-6, as amended.		
88	LOT	 a. a quarter section; b. a river lot or a lake lot shown on an official plan referred to in the Surveys Act that is filed or lodged in a Alberta Land Titles office; c. a settlement lot shown on an official plan referred to in the Surveys Act that is filed or lodged in an Alberta Land Titles office; 		

		 a part of a parcel of land described in a Certificate of Title if the boundaries of the pa are described in the Certificate of Title other than by reference to a legal subdivision or 			·			
		land c Certific	e. a part of a parcel of land described in a Certificate of Title if the boundaries of the		DO	DOUBLE FRONTING LOT		
		part ar	re described in	ROAD	INTERIO	R LOT	INTERIOR LOT	ROAD
		1	rence to a plan division.	<u> </u>	CORNE	R LOT	CORNER LOT	E
						ROAD		
89	LOT, CORNER	Means a lot having frontage on two (2) or more rights-of-way, other than lands, or in the case of a bareland condominium, a unit as described in the <i>Condominium Property Act</i> , R.S.A. 2000, c. C-22, as amended, having two (2) contiguous property lines abutting common property used as road access. For the purposes of this definition, a road shall not include an alley or lane.						
90	LOT, DOUBLE FRONTING	<i>Act,</i> R.S.A. 2000	Means a lot which abuts two (2) roads (except alleys or lanes as defined in the <i>Traffic Safety Act</i> , R.S.A. 2000, c. T-06, as amended) which are parallel or nearly parallel where abutting the lot, but does not include a corner lot.					
91	LOT, INTERIOR	Means a lot tha	t abuts a road c	only on the	front line.			
92	LOT, LAKEFRONT	Means a lot adjacent to a waterbody or, or that would be adjacent to a waterbody if not for a reserve lot.	LAKEFRONT LOT	AKEFRONT LOT	LAKEFRONT LOT	LAKEFRONT LOT	LAKEFRONT LOT	LAKEFRONT LOT
93	LOT AREA	Means the area of a lot as shown on a plan of subdivision or described in a certified copy of a Certificate of Title. Lot area includes any area dedicated to an easement or a right-of-way.						
94	LOT COVERAGE	See "Site Coverage."						
95	LOT DEPTH	Means the aver	age horizontal d	distance be	tween the fro	ont lot line ar	nd the rear lot	line.
96	LOT LINE	Means the lega	lly defined limit	of any lot.				
97	LOT LINE, FRONT	Means the boun then the front lo a corner lot, th considered the	ot line shall be one of the	considered	the boundary	y line adjacen	it to the lake.	In the case of
98	LOT LINE, REAR	Means the boundary line of a lot lying opposite to and farthest from the front line of the lot. For lakefront lots, the rear lot line is the lot line farthest from the lake.						

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99	LOT LINE, SIDE	Means the boundary line of a lot lying between a front line and a rear line of a lot. In the case of a corner lot, the longer of the two boundary lines adjacent to the highway or road shall be considered a side lot line.		
100	LOT, UNDEVELOPED	Means a lot that does not contain a developed residence, building or structure. May also be referred to as a 'vacant lot.'		
101	LOT WIDTH	Means the length of a line parallel to the front line or, in a lot with a curved front line, perpendicular to a line running between the mid-point of the front line and the mid-point of the rear line, measured at a distance from the front line equal to the minimum required front yard.		
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102	MANUFACTURED DWELLING UNIT	See "Dwelling, Manufactured Home."		
103	MECHANIZED EXCAVATION, STRIPPING, AND GRADING	Means the use of motorized equipment to remove, relocate or stockpile soil or vegetation in excess of normal landscape maintenance requirements.		
104	MUNICIPALITY	Means the Summer Village of Norglenwold, unless otherwise noted.		
105	MUNICIPAL GOVERNMENT ACT	Means the <i>Municipal Government Act</i> , R.S.A 2000, c. M-26 as amended together with all regulations passed thereunder, and may be referenced in this Land Use Bylaw as the <i>Act</i> .		
106	MUNICIPAL PLANNING COMMISSION	Means a commission established by the Municipal Planning Commission Bylaw No. 206-12, as amended.		
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107	NATURAL AREA	Means an area that is to be preserved because: it is unsuitable in its natural state for development and/or areas that are desirable to be kept in their natural state.		
108	NON-CONFORMING BUILDING	 Means a building: a. That is lawfully constructed or lawfully under construction at the date this Land Use Bylaw or any amendment thereof affecting the building or land on which the building is situated becomes effective; and b. That on the date this Land Use Bylaw or any amendment thereof becomes effective does not, or when constructed will not, comply with the Land Use Bylaw. 		
109	NON-CONFORMING USE	 Means a lawful specific use: a. Being made of land or a building or intended to be made of a building lawfully under construction at the date that this Land Use Bylaw affecting the land or building becomes effective; and b. That on the date the Land Use Bylaw becomes effective does not, or in the case of a building under construction will not, comply with the Land Use Bylaw. 		
110	NON-PERMEABLE SURFACE	Means any man-made surface that does not allow the absorption of water into the ground at a pre-development rate. A non-permeable surface consists of materials such as roofing materials, concrete, asphalt, unit pavers, and compacted gravel.		
111	NUISANCE	Means any act or deed, or omission, or thing, which is or could reasonably be expected to be annoying, or troublesome, or destructive or harmful, or inconvenient, or injurious to another person and/or their property, or anything troublesome or bothersome to other people for which complaints are received either by the Municipality's office or the Royal Canadian		

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		Mounted Police, whether or not such act or deed or omission or thing constitutes nuisance at common law.		
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112	OBNOXIOUS	Means (when used with reference to a development) a use which by its nature, or from the manner of carrying on the same, may, in the opinion of the Development Authority, create noise, vibration, smoke, dust or other particulate matter, odour, toxic or non-toxic matter, radiation, fire, or explosive hazard, heat, humidity, glare, or unsightly storage of goods, materials, salvage, junk, waste or other materials, a condition which, in the opinion of the Development Authority, may be or may become a nuisance, or which adversely affects the amenities of the neighbourhood, or which may interfere with the normal enjoyment of any land or building.		
113	OCCUPANCY	Means the use or intended use of a building or part thereof for the shelter or support of persons or property.		
114	OCCUPANT	Means any person occupying or having control over the condition of any property and the activities conducted on the property, and includes the owner, lessee, tenant or agent of the owner.		
115	OFFENSIVE	Means when used with reference to a development, a use which by its nature, or from the manner of carrying on the same, creates or is liable to create by reason of noise, vibration, smoke, dust or other particulate matter, odour, toxic or non-toxic matter, radiation, fire, or explosive hazard, heat, humidity, glare, or unsightly storage of goods, materials, salvage, junk, waste or other materials, a condition which, in the opinion of the Development Authority, may be or may become hazardous or injurious to health or safety, or which adversely affects the amenities of the neighbourhood, or interferes with or may interfere with the normal enjoyment of any land or building. For the purposes of this bylaw obnoxious shall not include activities associated with agricultural operations provided that they do not contravene generally accepted agricultural practices as defined in the <i>Agricultural Operations and Practices Act R.S.A. 2000, c. A-07, as amended.</i>		
116	ORDER	Means a notice requiring compliance issued in writing by the Development Authority.		
117	OUTDOOR STORAGE AND DISPLAY	Means the storage or display of equipment, goods, or materials in the open air on a permanent or continuous basis.		
118	OWNER	 a. in the case of land owned by the Crown in right of Alberta or the Crown in right of Canada, the Minister of the Crown having the administration of the land, or b. in the case of any other land, the person shown as the owner of land on the municipality's assessment role prepared under the Act. 		
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119	PARCEL	Means the aggregate of one or more area of land described in a certificate of title by reference to a plan filed or registered in an Alberta Land Titles Office.		
120	PARCEL, INTERIOR	Means a parcel abutting only one street other than a lane.		
121	PARCEL WIDTH	Means the greater of either the width of the site at the building line or the front boundary of the parcel.		
122	PARKING AREA	Means the area set aside for the storage and/or parking of vehicles and include parking stalls, loading spaces, aisles, entrances and exits to the parking area, and traffic islands where they are part of the parking area. A parking area may be within a building.		

		Mean:		
		a. (Park Model Trailer) a unit designed to be towed by a heavy-duty tow vehicle (auto, van, pick-up truck, etc.) but is of restricted size and weight so that it does not require a special highway movement permit. The maximum width when being towed is 2.6 m (8.5 ft.). These units are designed for infrequent towing, and are not normally fitted with a 12-volt system for fixtures and appliances. Once on site in the set-up mode it normally must be connected to the local utilities. This style is normally built on a single chassis mounted on wheels. It usually has one or more slide-outs, but when in set-up mode the gross trailer area normally does not exceed 37.2 m² (400 ft.²). It conforms to the CSA Z-240 Standard for recreational vehicles.		
123	PARK MODEL	b. (Park Model Recreational Unit) a unit built on a single chassis mounted on wheels, which may be removed and returned to the factory. The unit is designed to facilitate occasional relocation, with living quarters for a temporary residence or seasonal use, and normally must be connected to those utilities necessary for the operation of installed fixtures and appliances. It normally has a floor area, including lofts, not exceeding 50.0 m² (540 ft.²) in the set-up mode and has a width greater than 2.6 m (8.5 ft.) in the transit mode. Park Model recreational units almost always require a special tow vehicle and a special permit to move on the road as the width of the unit is greater than 2.6 m (8.5 ft.). It conforms to the CSA Z-241 Standard for recreational vehicles.		
		For the purposes of this Bylaw, park models are not allowed in any District within this Land Use Bylaw unless specifically identified as a permitted or discretionary use in the Residential District, and approved by the Development Authority within an approved development permit.		
124	PATIO	Means any developed surface adjacent to a building on a site which is less than 0.6 m (2.0 ft.) above ground level.		
125	PERGOLA	Means a structure usually consisting of parallel colonnades supporting an open roof of girders and cross rafters.		
126	PERMITTED USE	See "Use, Permitted."		
127	PRE-DEVELOPMENT	Means immediately prior to development.		
128	PRIVATE DEVELOPMENT	Means any development carried out by an individual.		
129	PRIVATE POOL	Means any outdoor private swimming pool or hot tub, whether above or below the ground, containing water for the purpose of swimming, wading or immersion of human beings.		
	PRINCIPAL	Means a building which, in the opinion of the Development Authority:		
130	BUILDING	 a. occupies the major or central portion of a parcel; or b. is the chief or principal building among one or more buildings on the parcel. 		
131	PRINCIPAL USE	Means the primary purpose, in the opinion of the Development Authority, for which a building or parcel is used.		
132	PROJECTION	Means part of a building or its accessory structures which projects beyond the main walls into the yards.		
133	PUBLIC AND QUASI- PUBLIC USE	Means a use of land or a building for purposes of public administration and service and shall also include a building for the purpose of assembly, instruction, culture, recreation or other community activity.		
134	PUBLIC PARK	Means a development designed or reserved for active or passive recreational use, including all natural and man-made open space and landscaping, facilities, playing fields, and buildings that are consistent with the general purposes of recreation, whether or not such recreational		

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		facilities are publicly operated or operated by other organizations pursuant to arrangements with the public authority owning the public park. Public parks include tot lots, band shells, picnic grounds, pedestrian trails and paths, landscaped buffers, playgrounds, water features, baseball diamonds, football fields, soccer pitches, and similar outdoor sports fields.	
135	PUBLIC UTILITY	Means a public utility as defined in the Municipal Government Act.	
136	PUBLIC UTILITY BUILDING	Means a building in which the proprietor of a public utility, as defined in the Act, maintains its office or offices and/or maintains or stores any equipment used in connection with the public utility.	
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137	REAL PROPERTY REPORT	Means a codified standard report adopted by the Alberta Land Surveyor's Association which contains pertinent information on a parcel and the development which exists on the property.	
138	REAR LOT LINE	"See Lot Line, Rear."	
139	REAR YARD	"See Yard, Rear."	
140	RECREATIONAL FACILITY	Means a public building and grounds for community entertainment, relaxation, social activity and other leisure needs.	
141	RECREATIONAL USE	Means a recreational development conducted on a unified basis on a single site where the prime reason for location may be to take advantage of natural features. A recreational use may include the provision of day to day sporting and athletic facilities and the structures incidental thereto. A recreational use does not include: extensive recreation, or a campground, a recreational vehicle park or a recreation camp.	
142	RECREATIONAL VEHICLE	Means a vehicle or a portable structure designed to be used as temporary sleeping accommodation for travel and recreation purposes. Recreational vehicles include, but are not limited to, motor homes, campers, holiday trailers, fifth wheels and park model recreation vehicles. Recreational vehicles do not include manufactured home dwellings or stick built units.	
143	REGISTERED OWNER	 a. In the case of land owned by the Crown in right of Alberta or the Crown in right of Canada, the Minister of the Crown having the administration of the land; or b. In the case of any other land: i. The 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 purchaser's interest that is the subject of a caveat registered against the certificate of title; or ii. In the absence of a person described in paragraph (i), the person registered under the Land Titles Act as the owner of the fee simple estate in the land. 	
144	RELOCATED BUILDING	Means a building that was constructed off-site in one (1) piece or in pieces and relocated to another site but does not include manufactured home dwellings.	
145	REMAINDER	Means a portion of a lot for which subdivision approval is not requested or granted but which results from the approval of lots shown on a plan of subdivision.	
146	REMOVAL OF TREES AND/OR SHRUBS	Means the removal of trees and/or shrubs, or the destruction thereof.	
147	RENOVATION	Means an addition to, deletion from, or change to any building which does not require a permit other than a plumbing permit or an electrical permit pursuant to the <i>Safety Codes Act</i> .	

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148	RESERVE	Means a parcel of land owned and subject to the management of the municipality and reserved for use as natural areas, walkways or parks and playgrounds separating areas used for different purposes, and registered at an Alberta Land Titles Office as reserve, environmental reserve, or municipal reserve parcels.		
149	RESERVE, COMMUNITY SERVICES	Means land designated Community Services Reserve (CSR) that may be used for community services (e.g. library, fire station, etc.), pursuant to the <i>Act</i> .		
150	RESERVE, CONSERVATION	Means land designated Conservation Reserve (CR) that could not be required to be provided as environmental reserve, but which has environmentally significant features and which the municipality wishes to protect and conserve, pursuant to the <i>Act</i> .		
151	RESERVE, ENVIRONMENTAL	Means land designated Environmental Reserve (ER) pursuant to the <i>Act</i> , when a subdivision occurs in an area where some of the land is undevelopable due to environmental factors.		
152	RESERVE, MUNICIPAL	Means land owned by the Summer Village and designated as Municipal Reserve (MR) as defined under the <i>Act</i> . Municipal Reserve land does not include Environmental Reserve (ER) or School Reserve (SR) as defined in the <i>Act</i> .		
153	RESERVE, MUNICIPAL AND SCHOOL	Means land designated Municipal and School Reserve (MSR) that may be used for municipal and school purposes, pursuant to the <i>Act</i> .		
154	RESERVE, SCHOOL	Means land designated School Reserve (SR) that may be used for school purposes, pursuant to the <i>Act</i> .		
155	RESIDENTIAL USE	Means the occupation and use of land and buildings as dwellings, whether on a seasonal or year-round basis.		
156	ROAD OR ROADWAY	 Means land: a. Shown as a road on a plan of survey that has been filed or registered in an Alberta Land Titles Office; or b. Used as a public road; and includes a bridge forming part of a public road and any structure incidental to a public road. 		
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157	SAFETY CODES ACT	Means the <i>Safety Codes Act,</i> RSA 2000 c. S-1, as amended, and includes the regulations enacted and codes adopted thereunder from time to time.		
158	SEA CAN (OR SHIPPING CONTAINER)	Means a container, originally used or intended to be used for the transportation of goods, not used as a moveable storage unit.		
159	SCREEN, SCREENED, OR SCREENING	Means a fence, berm, hedge, wall or building used to separate areas or functions which detract from the appearance of the street scene and the view from the surrounding areas.		
160	SEDIMENT CONTROL MEASURES	Means practices that stabilize erodible or sediment-producing areas through the use of grass, vegetation, sediment control traps, filters, barriers, swales, berms, and other measures that control the deposit of soil and earth materials. Sediment control measures may be identified		

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		in a Development Design Plan as methods of controlling sediment during active and post construction phases of development.				
161	SETBACK	Means a distance additional to minimum yard requirements which may be required on parcels adjacent to the roads. REAR SETBACK JOS SUBE SETBACK FRONT SETBACK SETBACK ROAD ROAD ROAD SIDE SETBACK SIDE SETBACK SETBACK SIDE SETBACK SETBACK SETBACK SIDE SETBACK SETBACK SETBACK SIDE SETBACK				
162	SIGHT TRIANGLE	Means an area at the intersection of roads in which all buildings, fences, vegetation and finished ground elevations shall be less than 1.0 m (3.3 ft.) in height above the average elevation of the carriageway, in order that vehicle operators may see approaching vehicles in time to avoid collision.				
163	SIGN	Means any word, letter, model, placard, board, notice, device or representation, whether illuminated or not, in the nature of and employed wholly or in part for the purposes of advertisement, announcement or direction and its supporting structure.				
164	SIGN, A-FRAME	Means a type of sign commonly referred to as "sandwich boards", composed of two (2) hinged or otherwise joined boards which leans on the ground.				
165	SIGN, CANOPY	Means a sign which is part of, or attached to, the outside edge of a canopy but which does not extend below the bottom edge or surface of the canopy.				
166	SIGN, FASCIA	Means a sign attached to, marked or inscribed on and parallel to the face of a building wall but does not include a billboard.				
167	SIGN, FREESTANDING	Means a sign that is supported independently of a building wall or structure but does not include a portable sign.				
168	SIGN, PORTABLE	Means a sign which is not in a permanently installed or affixed position.				
169	SIGN AREA	Means the total surface area within the outer edge of a sign, and, in the case of a sign comprised of individual letters, numerals, or symbols, shall be the area of a rectangle enclosing the letters, numerals, or symbols. Frames and structural members not bearing advertising matter shall not be included in the computation of the area of a sign.				
170	SITE	Means a lot or parcel on which a development exists or for which an application for a development permit is made.				
171	SITE COVERAGE	Means the total percentage of the parcel area covered by buildings or structures, including but not limited to the main building and any additions to it (e.g. covered decks), non-permeable synthetic turf, patios, parking facilities, non-permeable surfaced driveways, outdoor storage and display, and all other impervious surfaces but does not include steps, eaves, or similar projections permitted in this Land Use Bylaw.				
172	SOLAR ARRAY	Means multiple solar panels used in conjunction to produce electricity.				
173	SOLAR ENERGY CONVERSION SYSTEM	Means the complete system required to convert solar rays into useable electricity for private use, including solar panels, mounting equipment and additional required conversion electronics.				
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174	SOLAR PANEL, FREESTANDING	Means a device which is used to convert energy contained within the sun's rays into electricity, which is not mounted or attached to any other structure for support.		
175	STREET	Means any category of road except a lane.		
176	STRUCTURAL ALTERATION	Means the addition to, deletion from, or change to any building which requires a permit other than a plumbing, gas or an electrical permit pursuant to the <i>Safety Codes Act, R.S.A. 2000, c. S-01, as amended.</i>		
177	SUBDIVISION AND DEVELOPMENT BOARD	Means the Subdivision and Development Appeal Board appointed by Council.		
178	SUBSTANDARD LOT	Means a lot created by legal subdivision prior to this bylaw coming into effect which is smaller, in area or in any dimension, than the minimum permitted lot size or dimension stipulated in the regulations of the District in which the lot is located.		
179	SUITE, GARAGE	See "Suite, Guest House."		
180	SUITE, GUEST HOUSE	Means an accessory building (or portion of an accessory building) containing a bathroom and sleeping facilities for temporary usage only, and shall not have a kitchen or other cooking facilities. A guest house provides additional accommodation for a single-detached dwelling located on the same parcel, is not available for rent by a third party, and does not include recreational vehicles and/or sea cans.		
181	SUITE, SECONDARY	Means a self-contained dwelling unit located within a single detached dwelling, and may include cooking, sleeping, and sanitary facilities. PRINCIPAL DWELLING SECONDARY SUITE		
182	SUITE, SECURITY	Means a self-contained dwelling unit, either detached or within a building, used to provide accommodation for security personnel in commercial or industrial development.		
183	SYNTHETIC TURF	Means a surface of synthetic fibers made to look like natural grass.		
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184	TEMPORARY USE OR BUILDING	Means a use or development for which a development permit has been issued and which is to exist for a timeframe of up to (but not exceeding) two years, at determined by the Development Authority.		
185	TOP OF BANK	Means the upper valley break line or the line defining the uppermost or most obvious topographical discontinuity in slope distinguishing between the upper plateau and the valley wall. The "top of bank" is a natural boundary formed by the action of water for a long enough time to leave its signature on the ground. Unless coincidental, it is not a historic high water mark, a flood line, or the current waterline. An Alberta Land Surveyor may be required to define the top of bank.		
186	TOURIST HOME	Means a dwelling unit operated as a temporary place to stay, with compensation, and includes all vacation rentals of a dwelling unit. The characteristics distinguish a tourist home from a dwelling unit used as a residence may include any of the following:		

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		a. The intent of the occupant to stay for short-term (30 days or less) vacation purposes rather than use the property as a residence;		
		b. The commercial nature of a tourist home;		
		c. The management or advertising of the dwelling unit as a tourist home or "vacation rental," on any website such as Airbnb or VRBO; and/or		
		d. The use of a system of reservations, deposits, confirmations, credit cards, or other forms of electronic payments, etc.		
		No recreational vehicle, dwelling unit or guest house suite shall be used as a tourist home.		
187	TRAIL	Means an area used for hiking, cross-country skiing or other forms of non- motorized recreational travel.		
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188	USE	Means the purpose or activity for which a site, a parcel of land, or a lot and any buildings located on it are designed, arranged, developed, or intended, or for which it is occupied or maintained.		
189	USE, DISCRETIONARY	Means a use which may be compatible with other uses in the district, for which a Development Permit may be issued upon an application having been made.		
190	USE, PERMITTED	Means a use which is compatible with other uses in the district and for which a Development Permit shall be issued provided it otherwise conforms to this Land Use Bylaw.		
191	UTILITY BUILDING	 Means the building in which the proprietor of a utility: a. Maintains its office(s), and/or b. Maintains or houses equipment used in connection with the utility and which is not a public utility right-of-way. 		
V				
192	VACATION RENTAL	Means the licensed use of any type of residential dwelling unit or suite as temporary lodging (less than 30 days at any one time) for paying guests.		
w				
193	WALKWAY	Means a public right-of-way for use by pedestrians only, which is registered at the Alberta Land Titles Office as a walkway or a reserve.		
194	WALKING TRAIL	Means an unregistered hard or granular surfaced pathway used primarily for leisure and active transportation purposes like walking and bicycling. Note: Added to differentiate from walkway (no right-of-way).		
195	WASTEWATER COLLECTION SYSTEM	Means a privately or publicly owned system for treating sewage effluent, recognized by the appropriate regulatory agency, consisting of either a municipal or an on-site on-parcel sewage collection system.		
196	WIND ENERGY CONVERSION SYSTEM, LARGE	Means one or more buildings designed to convert wind energy into mechanical or electrical energy, including a wind energy conversion system (WECS) consisting of a wind turbine, a tower and associated control or conversion electronics, which has a rated capacity of more than 300 kW.		
197	WIND ENERGY CONVERSION SYSTEM, MICRO	Means a system of one or more buildings designed to convert wind energy into mechanical or electrical energy which has a rated capacity of less than 0.5 kW. Micro wind energy conversion systems are small in height and diameter and may be installed on the roof of a building.		
198	WIND ENERGY CONVERSION SYSTEM, SMALL	Means a system of one or more buildings designed to convert wind energy into mechanical or electrical energy which has a rated capacity of not more than 300 kW and which is intended to		

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		provide electrical power for use on-site (either behind the meter or off-grid) and is not intended or used to produce power for resale.		
199	WOODSHED	Means a structure for the storage of firewood. A woodshed may have a hard or soft surface roof/cover, and shall include a maximum of three walled sides. A woodshed has a maximum floor area of $7.0~\text{m}^2$ ($75~\text{ft.}^2$).		
X, Y, Z				
200	YARD	Means an open space on the same site as a building and which is unoccupied and unobstructed from the ground upward except as otherwise provided herein.		
201	YARD, FLANKAGE	Means the side yard which abuts a street on a corner parcel.		
202	YARD, FRONT	 a. In the case of parcels <u>abutting</u> Sylvan Lake or a reserve parcel abutting the lake, a yard extending across the full width of a parcel measured perpendicularly from the boundary of the parcel abutting the lake to the front wall of the principal building, situated on the parcel; or b. In the case of parcels <u>not abutting</u> Sylvan Lake or a reserve parcel abutting the lake, a yard extending across the full width of a parcel measured perpendicularly from the front boundary of the parcel to the front wall of the principal building situated on the parcel. 		
203	YARD, REAR	 a. In the case of parcels abutting Sylvan Lake or a reserve parcel abutting the lake, a yard extending across the full width of a parcel measured perpendicularly from the rear wall of the principal building situated on the parcel to the boundary abutting the street; or b. In the case of parcels not abutting Sylvan Lake or a reserve parcel abutting the lake, a yard extending across the full width of a parcel measured perpendicularly from the rear wall of the principal building situated on the parcel to the rear property boundary of the parcel. 		
204	YARD, SIDE	Means a yard extending from the front yard to the rear yard between the side boundary of the parcel and the wall of principal building thereon.		

All other words and expressions have the meaning respectively assigned to them in the *Act*, other Acts of the Province of Alberta, or common law.

1.5 ESTABLISHMENT OF FORMS

- 1. For the purpose of administering the provisions of this Land Use Bylaw, the Council shall, by resolution, authorize the preparation and the use of such forms and notices as it may deem necessary.
- 2. Any such forms or notices are deemed to have the full force and effect of this Land Use Bylaw in the execution of the purpose for which they were designed, authorized and issued.

1.6 ESTABLISHMENT OF FEES

1. Development Permit application fees and fees for other matters arising through this Land Use Bylaw will be established by Council in the Summer Village of Norglenwold Fees Bylaw. Council may amend the bylaw to increase, decrease, or establish new fees by an amendment bylaw.

1.7 SEVERABILITY

1. If one or more provisions of this Land Use Bylaw for any reason are declared to be invalid by a court of competent jurisdiction, that decision will not affect the validity of the remaining parts of this Bylaw.

1.8 REPEAL

1. Land Use Bylaw 208/13 and all amendments thereto are hereby repealed.

AGENCIES

2.1 DEVELOPMENT AUTHORITY

- 1. The Development Authority is established by the Summer Village's Development Authority Bylaw.
- 2. The Development Authority shall be appointed by resolution of Council.
- 3. The Development Authority shall be:
 - a. the Municipal Planning Commission of the Summer Village; and the
 - b. the Development Officer of the Summer Village.
- 4. If the decision on a development permit application is to be made by the Municipal Planning Commission, the term Development Authority, when used in this Bylaw, shall be the Municipal Planning Commission.
- 5. If the decision on a development permit application is to be made by the Development Officer, the term Development Authority, when used in this Bylaw, shall be the Development Officer.

2.2 DEVELOPMENT OFFICER

- 1. Council shall appoint one or more Development Officer(s) who shall be designated officers within the meaning of the Act.
- 2. The Development Officer shall perform such duties that are specified in this Land Use Bylaw, including among other things:
 - a. Keeping and maintaining for the inspection of the public during all reasonable hours, a copy of this Land Use Bylaw and all amendments thereto; and
 - b. Keeping a register of all applications for development, including the decisions thereon and the reasons therefore. This information will be released to the public upon request in accordance with the *Freedom of Information and Protection of Privacy Act*.
- 3. The Municipal Planning Commission may act in place of a Development Officer.

2.3 MUNICIPAL PLANNING COMMISSION

- 1. The Municipal Planning Commission:
 - a. Is authorized to act as the Development Authority in those matters prescribed in this Bylaw and the Municipal Planning Commission Bylaw No. 206-12, as amended;
 - b. Shall consider and if necessary state terms and conditions on any other planning or development matter referred by the Development Officer or Administration;
 - c. May direct the Development Officer or Administration to review, research or make recommendations on any other planning and development matter; and
 - d. Make recommendations to Council on planning and development matters.

2.4 SUBDIVISION AUTHORITY

- 1. The Subdivision Authority of the Summer Village shall be as established by the municipality's Subdivision Authority Bylaw to act on behalf of Council in those matters delegated to it by this Bylaw and the Subdivision Authority Bylaw.
- 2. The Subdivision Authority shall be appointed by resolution of Council.

2.5 COUNCIL

1. Council shall be authorized to decide upon all development permit applications within a Direct Control District and to issue such decisions that it sees fit.

AMENDMENTS TO THE LAND USE BYLAW

3.1 AMENDMENTS

- 1. Subject to the Act, any Section of this Bylaw may be amended in accordance with this Bylaw.
- 2. Council may at any time initiate an amendment to this Bylaw by directing the Development Officer to initiate an amendment.
- 1. A person may make application to the Development Officer for amendment to this Land Use Bylaw.
- 2. All applications for amendment to this bylaw shall be accompanied by the following:
 - a. A statement of the specific amendment requested;
 - b. The purpose and reasons for the application;
 - c. If the application is for a change of district:
 - i. the legal description of the lands;
 - ii. a plan showing the location and dimensions of the lands; and
 - iii. a copy of the Certificate of Title for the land affected or other documents satisfactory to the Development Authority indicating the applicant's interest in the said land that is dated within thirty (30) days of application;
 - d. The applicant's interest in the lands; and
 - e. An application fee to be established by resolution of Council.
- 3. If the amendment is for the redistricting of land, the Development Officer may require:
 - a. A conceptual scheme (or area structure plan) for the area to redistricted, to the level of detail specified by the Development Officer that provides Council with information to determine:
 - i. If the site is suitable for the intended use;
 - ii. If the site can be reasonably and cost effectively services; and
 - iii. that the proposed amendment will not unduly impact the rights of adjacent landowners to use and enjoy their property; and
 - b. Payment of a fee equal to the costs incurred by the municipality to review the proposed redesignation and/or related conceptual scheme, or if necessary to prepare a conceptual scheme; and
 - c. Technical studies requested by the Development Officer to assess site suitability and servicing requirements.
- 4. Upon receipt of an application to amend this Land Use Bylaw, the Development Officer shall analyze the potential impacts of development that would result from the proposed amendment. This analysis must consider the full development potential for the proposed amendment and shall, among other things, consider the following impact criteria:
 - a. Relationship to and compliance with approved statutory plans and Council policies;
 - b. Relationship to and compliance with approved statutory plans, conceptual schemes, or plans in preparation;
 - c. Relationship to and compatibility with the Sylvan Lake Intermunicipal Development Plan;
 - d. Compatibility with surrounding development in terms of land use function and scale of development;
 - e. Traffic impacts:
 - f. Relationship to, or impacts on, water and sewage systems, and other public utilities and facilities such as recreation facilities and schools;
 - g. Relationship to municipal land, right-of-way, or easement requirements;
 - h. Effect on stability, retention and rehabilitation of desirable existing land uses, buildings, or both in the area;
 - i. Necessity and appropriateness of the proposed amendment in view of the stated intentions of the applicant; and
 - j. Relationship to the documented concerns and opinions of area residents regarding development implications.

- 5. Upon receipt of an application to amend the Land Use Bylaw, the Development Officer shall:
 - a. prepare a report with recommendations on the proposed amendment for Council and an amending Bylaw for consideration of first reading by Council;
 - b. mail notify or deliver in person a written notice to landowners who are adjacent to the parcel of land affected by the proposed amendment or to a larger area as directed by Council;
 - c. provide notice of the Public Hearing to the applicant, the owner of the subject land if different than the applicant, to all directly adjacent property owners, and any other individuals or organizations identified by Council;
 - d. prepare a report and recommendation, including maps and other material, on the application, prior to a Public Hearing on the application for amendment; and
 - e. inform the applicant of the recommendation to Council.
- 6. Council, in considering an application for an amendment to this Land Use Bylaw, may at its sole discretion:
 - a. Refuse the application; or
 - b. Refer the application for further information; or
 - c. Pass first reading to a bylaw to amend this Land Use Bylaw, with or without amendments; or
 - d. Defeat first reading of a bylaw to amend this Land Use Bylaw; or
 - e. Pass first reading of an alternative amendment to this Land Use Bylaw.
- 7. Following first reading of an amending bylaw, Council shall establish the date, time and place for a public hearing on the proposed bylaw.
- 8. If a bylaw to establish procedures for public hearings has not been passed, the Summer Village shall:
 - a. Outline the procedures to be followed by any person, group of persons or person representing them who wish to be heard at the public hearing; and
 - b. Outline the procedure for conducting the public hearing.
- 9. Following first reading of an amending bylaw, the Development Officer must give notice of the public hearing by:
 - a. Publishing notice at least once a week for two (2) consecutive weeks in at least one (1) newspaper or other publication circulating in the area to which the proposed bylaw relates; or
 - b. Mailing or delivering notice to every residence in the Summer Village.
- 10. A notice of a public hearing must be advertised at least five (5) days before the public hearing occurs.
- 11. A notice must contain:
 - a. A statement of the general purpose of the proposed bylaw and public hearing;
 - b. The address where a copy of the proposed bylaw and any document relating to it or the public hearing may be inspected; and
 - c. The date, place and time where the public hearing will be held.
- 12. In the case of an amendment to change the district designation of a parcel of land, the Development Officer must, in addition to the requirements of Section 3.1.11::
 - a. Include in the notice:
 - i. The municipal address, if any, and the legal address of the parcel of land; and
 - ii. A map showing the location of the parcel of land;
 - b. Give written notice containing the information described in Section 3.1.12 to the owner of that parcel of land at the name and address shown on the certificate of title (or tax roll); and
 - c. Give written notice containing the information described in Section 3.1.12 to each owner of adjacent land at the name and address shown for each owner on the tax roll of the municipality.
- 13. If the land referred to in Section 3.1.13.c is in an adjacent municipality, the written notice must be given to that municipality and to each owner of adjacent land at the name and address shown for each owner on the tax roll of that municipality.

- 14. Notwithstanding Sections 3.1.7 to 3.1.9, the Land Use Bylaw may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical, or typographical errors and does not materially affect the Land Use Bylaw in principle or substance.
- 15. In the public hearing, Council:
 - a. Must hear any person, group of persons, or person representing them, who claim(s) to be affected by the proposed bylaw and who has complied with the procedures outlined by Council; and
 - b. May hear any other person who wishes to make representations and whom the Council agrees to hear.
- 16. After considering the representations made to it about the proposed bylaw at the public hearing and after considering any other matter it considers appropriate, Council may:
 - a. Pass the bylaw;
 - b. Defer it for further information or comment;
 - c. Make any amendment to the bylaw it considers necessary and proceed to pass it without further advertisement or hearing; or
 - d. Defeat the bylaw.
- 17. Prior to third reading of the proposed bylaw, Council may require the applicant to apply for a Development Permit and negotiate a development agreement in respect of the proposal which initiated the application for amendment.
- 18. After third reading of the proposed bylaw, the Development Officer shall send a copy of it to:
 - a. The applicant;
 - b. The registered owner of the land if not the applicant;
 - c. The municipality Planner; and
 - d. The adjacent municipality, if it received a copy of the proposed bylaw pursuant to Section 3.1.13.
- 19. The Development Officer shall not accept an application for an amendment which is identical or similar to an application which was refused by Council, for a period of six (6) months after the date of the refusal unless, in the opinion of the Development Officer, the reasons for refusal have been adequately addressed or the circumstances of the application have changed significantly.

PERMITS, PROCEDURES, AND CONTRAVENTIONS

4.1 CONTROL OF DEVELOPMENT

- 1. Development Permits are required to ensure that all development is achieved in an orderly manner.
- 2. No development other than that designated in Section 4.2 shall be undertaken within the Summer Village unless an application for it has been approved and a development permit has been issued.
- 3. In addition to meeting the requirements of this Bylaw, it is the responsibility of the applicant to ensure and obtain other required provincial and federal approvals, permits and/or licenses.
- 4. Further, in addition to meeting the requirements of this Bylaw, it is the responsibility of the applicant to ensure that their development is consistent with the conditions of any registered easements or covenants which affect the subject site.
- 5. Notwithstanding Section 4.1.2 above, where a variance to any regulation in this Bylaw is required for any development listed in Section 4.2, a development permit shall be required.

4.2 DEVELOPMENT NOT REQUIRING A DEVELOPMENT PERMIT

- 1. The following development shall not require a development permit provided that the development otherwise complies with all other regulations of this Bylaw:
 - a. The carrying out of works of improvement, maintenance, repairs or renovation to any, but not limited to, building, deck, and/or driveway provided that such works do not include structural alterations, additions, or drainage alterations and that the works comply with the regulations of this Land Use Bylaw.
 - b. The completion of any development which has lawfully commenced before the passage of this 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 is completed within twelve (12) months of the date of notification of the permit;
 - c. The use of any such development as is referred to in Section 4.2.1.b for the purpose for which development was commenced;
 - d. The erection or construction of gates, fences, walls or other means of enclosures less than:
 - i. 1.0 m (3.3 ft.) in height in front yard;
 - ii. 1.0 m (3.3 ft.) in height in rear yards on lakefront lots; and
 - iii. and less than 2.0 m (6.6 ft.) in other yards;

and the maintenance, improvement and other alterations of any gates, fences, or walls or other means of enclosure unless the gate, fence, wall, etc. exceeds the regulations indicated in Section 9.4;

- e. A temporary building other than a dwelling, the sole purpose of which is incidental to the carrying out of a development for which a permit has been issued under this Land Use Bylaw;
- f. The installation, maintenance and repair of public works, services, or utilities carried out by or on behalf of federal, provincial, and/or municipal authorities on land that is publicly owned or controlled;
- g. For the maintenance of private sewer systems that can be undertaken without excavation of all or part of the system;
- h. Any development carried out by or on behalf of the Crown;
- i. 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;
- j. Up to a maximum of two (2) accessory buildings with a floor area of 9.5 m² (102.3 ft.²) or less each and a building height of 2.5 m (8.2 ft.) or less on a lot, including garden or tool sheds, workshops, potting sheds and other similar structures provided that they are moveable and provided they otherwise comply with the provisions of this Land Use Bylaw.
- k. Development specified in section 618 (1) and (4) of the Act, which includes:
 - i. A highway or road;
 - ii. A well or battery within the meaning of the Oil and Gas Conservation Act;

- iii. A pipeline or an installation or structure incidental to the operation of a pipeline; or
- iv. Any other thing specified by the Lieutenant Governor in Council by regulation, which includes but is not limited to construction of buildings or the construction or installation of equipment, navigational aids, and communications systems for use in connection with the operation of airports owned by or on land vested in the Crown in right of Canada, the Crown in right of Alberta, or a municipal corporation;
- I. The erection of one (1) unilluminated sign of the following nature and size for each use within a building or on a parcel, provided such signs do not resemble or conflict with traffic signs;
 - i. A facia sign or freestanding sign for the purpose of identification, direction and warning not exceeding 0.2 m² (2.15 ft.²);
 - ii. A facia sign or freestanding sign relating to a person, partnership or company carrying on a profession, business or trade not exceeding 0.3 m² (3.23 ft.²);
 - iii. A facia sign or freestanding sign relating to a religious, educational, cultural, recreational or similar institution not exceeding 1.0 m² (10.76 ft.²);
 - iv. A portable sign or notice, relating to the sale or lease of land or buildings, sale of goods or livestock by auction, carrying out of construction, or the announcement of any local event of a religious, educational, cultural, political, or governmental nature not exceeding 3.0 m² (32.3 ft²) and limited in display to the period of completion of the sale, lease, construction or event; and
 - v. A flag attached to a single upright flag-pole;
- m. landscaping where the proposed grades will not adversely affect the subject or adjacent properties or result in an increase in surface water and sediment run-off into Sylvan Lake;
- n. development within a basement that does not change or add to the uses within a dwelling;
- o. a minor home occupation;
- p. apiaries for the keeping of a colony of up to 1,000 bees and no more than 1 queen;
- q. the erection of campaign signs for federal, provincial, municipal or school board elections on privately-owned lots for no more than thirty (30) days, or such time as regulated under provincial or federal legislation provided that:
 - i. such signs are removed within one (1) day after the election date;
 - ii. such signs do not obstruct or impair vision or traffic; and
 - iii. such signs indicate the name and address of the sponsor and the person responsible for removal;
- r. roof mounted solar energy collection systems;
- s. a maximum of one woodshed with a floor area not more than 7.0 m2 (75.0 ft.2);
- t. pergolas less than 10.0 m2 (107.6 ft.2) in area and less than 4.3 m (14.1 ft.) in height;
- u. micro wind energy conversion systems; and
- v. the demolition or removal of any building or structure for which erection a development permit would not be required pursuant to Section 4.2.1.a to 42.1.s, both inclusive.

4.3 NON-CONFORMING BUILDINGS AND USES

- 1. A non-conforming use of land or a building may be continued, but if that use is discontinued for a period of six (6) consecutive months or more, any future use of the land or building must conform to this Bylaw.
- 2. A non-conforming use of part of a building may be extended throughout the building but the building, whether or not it is a non-conforming building, may not be enlarged or added to and no structural alterations may be made thereto or therein.
- 3. A non-conforming use of part of a lot may not be exceeded or transferred in whole or in part to any other part of the lot and no additional buildings may be constructed upon the lot while the non-conforming use continues.
- 4. A non-conforming building may continue to be used but the building may not be enlarged, added to, rebuilt or structurally altered except:
 - a. to make it a conforming building;
 - b. for the routine maintenance of the building, if the Development Authority considers it necessary; or

- c. in accordance with the variance powers possessed by the Development Authority pursuant to the *Act* and this Bylaw to approve a development permit despite any non-compliance with the regulations of this Bylaw.
- 5. If a non-conforming building is damaged or destroyed to the extent of more than seventy-five percent (75%) of the value of the building above its foundation, the building may not be repaired or rebuilt except in accordance with this Bylaw.
- 6. The use of land or the use of a building is not affected by a change of ownership, tenancy, or occupancy of the land or building.

4.4 APPLICATION FOR DEVELOPMENT

- 1. An application for development permit shall be completed and submitted to the Development Officer in writing, in the form required by the Development Officer, and shall be accompanied by:
 - a. post construction site and building elevations;
 - b. floor plans, elevations and sections of any proposed buildings, including the lowest floor elevation in either the basement or on the main floor in the principal and accessory buildings;
 - c. landscaping plans, including the location of existing and proposed trees, shrubs, grassed areas, fences, screenings, and outdoor furniture on the site and on adjacent boulevards within road rights-of-way;
 - d. drainage plans;
 - e. a Real Property Report;
 - f. a scaled site plan showing:
 - i. proposed site coverage, and as a percentage calculation of the total lot area;
 - ii. front, side and rear yards;
 - iii. north point;
 - iv. legal description of the property;
 - v. access and egress points to the property; and
 - vi. the location and dimensions of existing and proposed municipal and private local improvements, principal building and other structures including accessory buildings, garages, carports, fences, driveways, paved areas, access and egress points to the parcel, and major landscaped areas including buffering and screening areas where provided; and
 - g. a statement of existing and proposed use(s) or occupancy of all parts of the land and buildings, and such other information as may be required by the Development Officer.
- 2. Where a proposed development or redevelopment is within 30.0 m (98.4 ft.) of the top of bank or high water mark of Sylvan Lake, a Development Design Plan shall be submitted as part of a development permit application and enforced as a condition of approval. Determining which feature (top of bank or the high water mark of Sylvan Lake) is appropriate will be at the discretion of the Development Authority. Submission of the Development Design Plan shall be in accordance with the applicable policies of the Sylvan Lake Intermunicipal Development Plan.
- 3. In making a decision, the Development Authority may also require additional information in order to assess the conformity of a proposed development with this Bylaw before consideration of the development permit application shall commence. Such information may include (but not limited to):
 - a. A geotechnical report, assessment or investigation prepared by a qualified geotechnical engineer for any proposed development, redevelopment, clearing or grading, excavation or adding fill within escarpment areas having ten (10) percent or greater slopes. The proposed development plan must show slope setback distances, cross-sections of the slope area both before and after development and final grading. The height and existing angle of the slope shall be verified by accurate historical survey data or site specific information completed by a qualified surveyor;
 - b. A geotechnical report, prepared by a qualified geotechnical engineer, outlining seasonally adjusted and recommended water tables, location of on-site storage of sewage, and recommended building foundations, basement construction and soil bearing capabilities;
 - c. A visual impact assessment prepared by a qualified professional that assesses the impact of new development on view corridors and provides mitigation steps;
 - d. An environmental review prepared by a qualified professional, which shall include but is not limited to:
 - i. A description of the environmental sensitivity of the lands proposed for development and the surrounding area;

- ii. The identification of the nature and significance of any adverse impacts associated with the proposed development during construction;
- iii. The identification of the nature and significance of any adverse impacts associated with activities that will result from the development; and
- iv. The inclusion of an environmental protection plan to:
 - 1. Alleviate any adverse impacts;
 - 2. Monitor the performance of the environmental measures; and
 - 3. Identify any residual impacts and their significance on any or all of the following: fish and wildlife, vegetation, soils and terrain, water quantity and quality, shoreline, surface drainage and aquifers.
- e. the location of existing and proposed municipal and private stormwater and sanitary sewage collection and disposal, and water supply and distribution utilities, landscaped areas and buffering and screening;
- f. the height and horizontal dimensions of all existing and proposed buildings;
- g. outlines of roof overhangs on all buildings;
- h. existing and proposed elevations on the site and on adjacent sites, roads and lanes;
- i. a construction management plan;
- j. a hydrogeological assessment;
- k. a wetland assessment;
- I. a biophysical assessment;
- m. a historic resource impact assessment;
- n. future development plans for a site which is to be partially developed through the applicable development permit;
- o. in the case of a proposed home occupation, information concerning the number of employees, the location of any goods to be kept or stored, and an estimate of the number of client visits to be expected to the site each week;
- p. any other information or tests required by the Development Authority, at their discretion, respecting the site or adjacent lands, including an environmental screening of the site, geotechnical reports and/or flood hazard mapping;
- q. a statutory declaration indicating that the information supplied is accurate; and
- r. for a moved in (relocated) building, pictures of the exterior of the structure which provide information relating to the age and condition of the building and its compatibility with the Land Use District in which it is to be located.
- 4. In addition to the information requirements indicated above, an application for a development permit for landscaping or the excavation or stripping of land that is proposed without any other development on the same land shall also include:
 - a. An illustration indicating the location and area of the site where the landscaping or excavation is to take place;
 - b. A plan showing the existing trees and/or shrubs and identification of the trees and/or shrubs to be removed and/or added;
 - c. A statement on why the trees and/or shrubs are proposed to be removed and/or added;
 - d. The type and dimensions including average depth of the excavation to be done, and the potential, if any, to affect existing drainage patterns on and off the site;
 - e. The depth and variation in depth of groundwater encountered in test holes, if required at the discretion of the Development Authority;
 - f. The identification of potential for outdoor noise and the discharge of substances into the air,
 - g. Details outlining the measures that will be taken to ensure the integrity of trees and/or shrubs adjacent to those proposed to be removed is not compromised;
 - h. The condition in which the site is to be left when the operation is complete, including the action which is to be taken for restoring the condition of the surface of the land to be affected, and for preventing, controlling or lessening erosion or dust from the site;
 - i. An indication of all municipal servicing costs associated with the development;
 - j. The proposed haul route, dust control plan and expected hours of operation; and

- k. A statement may be required, at the discretion of the Development Officer, from a qualified environmental specialist or another qualified professional assessing the implications of tree and/or shrub removal will have on Sylvan Lake water quality, habitat and slope stability if applicable.
- 5. The Development Authority may refuse to accept an application for Development Permit where the information required by Sections 4.3.1, 4.3.2, and 4.3.3 has not been supplied or where, in the opinion of the Development Authority, the quality of the material supplied is inadequate to properly evaluate the application.
- 6. The Development Authority may deal with an application and make a decision without all of the information required by subsection Sections 4.3.1, 4.3.2, and 4.3.3 if it is the opinion of the Development Authority that a decision on the application can be properly made without such information.
- 7. Each application for a Development Permit shall be accompanied by a non-returnable processing fee, the amount of which shall be determined from time to time by resolution of Council.

4.5 PROCESSING OF DEVELOPMENT PERMIT APPLICATIONS

- 1. The Development Officer shall:
 - Receive all applications for a Development Permit;
 - b. Assess and provide notice in writing of a complete or incomplete application as required in Section 683.1 of the Act;
 - c. Refer all applications for development which would result in permanent overnight accommodation, including dwelling units, or public facilities to the Alberta Energy Regulator, if any of the land which is the subject of the application is within 1.5 km (0.9 miles) of a sour gas facility and the proposed development is not, in the opinion of the Development Authority, an infill development;
 - d. Refer any application to a municipality or agency as required by the Sylvan Lake Intermunicipal Development Plan or the Summer Village of Norglenwold Municipal Development Plan;
 - e. Refer any application to an adjacent municipality or any other agency or person which in their opinion may provide relevant comments or advice respecting the application;
 - f. Consider and decide on applications for Development Permit which meet the standards of this Land Use Bylaw for permitted uses; and
 - g. Refer with his/her recommendations, to the Municipal Planning Commission for its consideration and decision on all other applications for a Development Permit.
- 2. Notice of Complete or Incomplete Application
 - a. The Development Officer shall within twenty (20) days of the receipt of an application for a development permit, determine whether the application is complete.
 - b. The time period referred to in Section 4.5.2(a) may be extended by an agreement in writing between the applicant and the Development Authority.
 - c. An application is complete if, in the opinion of the Development Officer, the application contains the documents and other information necessary to review the application.
 - d. If the Development Officer determines that the application is complete, the Development Officer shall issue to the applicant, in writing or electronically, an acknowledgment that the application is complete.
 - e. If the Development Officer determines that the application is incomplete, the Development Authority shall issue to the applicant a notice, in writing or electronically, that the application is incomplete and that any outstanding documents and information referred to in the notice must be submitted by a date set out in the notice or a later date agreed on between the applicant and the Development Officer in order for the application to be considered complete.
 - f. If the applicant fails to submit all the outstanding information and documents on or before the date referred to in Section 4.5.2(e), the Development Officer may deem the application to be refused.
 - g. Despite the Development Officer having issued an acknowledgment under Section 4.5.2(e) or 4.5.2(f), in the course of reviewing the application, the Development Officer may request additional information or documentation from the applicant that the Development Officer considers necessary to review the application.

- 3. Upon receipt of a completed application for a development permit, the Development Authority:
 - a. shall approve, with or without conditions, an application for a permitted use where the proposed development conforms to this Bylaw;
 - b. shall refuse an application for a permitted use if the proposed development does not conform with this Bylaw, subject to Section 4.4.3(d);
 - c. may refuse or approve, with or without conditions, an application for a discretionary use where the proposed development conforms to this Bylaw;
 - d. may approve, with or without conditions, an application for a permitted or discretionary use with variances to the Bylaw;
 - e. prior to making a decision, the Development Authority may refer any application for a permitted or discretionary use to any municipal department, external agency or adjacent landowners for comment.
- 4. For a permitted use in any district:
 - a. The Development Officer shall approve, with or without conditions, an application for a Development Permit where the proposed development conforms in every respect to this Land Use Bylaw, the *Act*, the *Subdivision and Development Regulations*, approved statutory plans, and the Sylvan Lake Intermunicipal Development Plan; or
 - b. If an application for a Development Permit for a permitted use does not conform to the requirements of this Land Use Bylaw, the *Act*, the *Subdivision and Development Regulations*, approved statutory plans, and the Sylvan Lake Intermunicipal Development Plan, the Development Officer:
 - i. May refuse the application giving reasons for the refusal; or
 - ii. May consider issuing a variance (not greater than 15% of the applicable requirement of this Land Use Bylaw), consistent with the provisions in Section 4.7 Variances of this Land Use Bylaw; or
 - iii. May approve the application subject to conditions to ensure that the application conforms to the requirements of the Land Use Bylaw, the *Act*, the *Subdivision and Development Regulations*, approved statutory plans, and the Sylvan Lake Intermunicipal Development Plan.
- 5. For a discretionary use in any land use district:
 - a. The Municipal Planning Commission may approve an application for a Development Permit:
 - i. With or without conditions;
 - ii. Based on the merits of the proposed development, including its relationship to any approved statutory plan, non-statutory plan, or approved policy, affecting the site;
 - b.

blf an application for a Development Permit for a discretionary use does not conform to the requirements of this Land Use Bylaw, the *Act*, the *Subdivision and Development Regulations*, approved statutory plans, and the Sylvan Lake Intermunicipal Development Plan, the Municipal Planning Commission:

- i. May refuse the application giving reasons for the refusal; or
- ii. May consider issuing a variance consistent with the provisions in Section 4.7 Variances of this Land Use Bylaw; or
- 6. May approve the application subject to conditions to ensure that the application conforms to the requirements of the Land Use Bylaw, the *Act*, the *Subdivision and Development Regulations*, approved statutory plans, and the Sylvan Lake Intermunicipal Development Plan. The Development Authority may require with respect to a development that, as a condition of issuing a Development Permit, the applicant:
 - a. Submit a Real Property Report at the footings stage specifying the location of the development on the parcel; and
 - b. Enter into an agreement with the municipality to do all or any of the following:
 - i. To construct or pay for the construction of a road required to give access to the development;
 - ii. To construct or pay for the construction of pedestrian walkway systems;

- iii. To install or pay for the installation of utilities that is necessary to serve the development;
- iv. construct or pay for the construction of off-street or other parking facilities, loading and unloading facilities;
- v. To pay an off-site levy or redevelopment levy imposed by bylaw;
- vi. To require the applicant to be responsible for the repair of any damage to the municipality's lands and works including but not necessarily confined to roads, drainage courses, trees and fences; and
- c. To pay to the municipality the costs paid by the municipality to any engineer or any other person for materials testing, inspections, monitoring of construction, review of construction drawings, and legal costs and expenses to which the municipality is put in connection with the development agreement and agreement relates;
- d. To whom a Development Permit has been issued shall obtain, where applicable, from the appropriate authority, permits relating to building, electricity, gas, plumbing and sewage disposal, and all other permits required in connection with the proposed development; and
- e. Shall be financially responsible during construction for any damage caused by the applicant, his/her servants, employees, suppliers, agents or contractors to any public or private property.
- 7. Prior to imposing any condition upon the issue of a Development Permit pursuant to Section 4.4.6, the Development Authority shall consult with Council as may be required in the circumstances and shall specify the terms and content of the agreement in the condition in the Development Permit.
 - The Development Authority may refuse to accept an application for a development permit if the application is for a similar development on the same property as a development permit which was applied for and refused by the Development Authority or the Subdivision and Development Appeal Board within six (6) months of the date of the current application.
- 8. After receipt of a development permit application, the Development Authority shall give notice to the applicant by email as per the email address listed on the Development Permit Application, that the application is deemed complete or incomplete.
 - a. If the application is deemed incomplete, the notice shall contain any outstanding documents and information required, and a date the outstanding documents and information shall be submitted, set out in the notice or a later date agreed on between the applicant and the development authority in order for the application to be considered complete.
 - b. If the applicant fails to submit all the outstanding information and documents on or before the date referred to in the email, the application is deemed to be refused. The development authority must issue to the applicant a notice by ordinary mail.

4.6 DEVELOPMENT AGREEMENTS AND CONDITIONS

- 1. The Development Authority may require that as a condition of issuing a development permit, the applicant to enter into an agreement to:
 - a. Construct or pay for the construction of public roadways, pedestrian walkways, or parking areas; and/or
 - b. Complete lot grading; and/or
 - c. Provide finished ground elevations; and or
 - d. Provide for the control of offsite drainage; and/or
 - e. Install or pay for the installation of utilities; and/or
 - f. Pay for an off-site levy or redevelopment levy imposed by bylaw.
- 2. A refundable completions deposit will be required when a development permit is issued. At the discretion of the Development Authority, the amount will depend on the estimated project cost, as establish. The deposit shall be refunded after completion of the construction including landscaping as per the development permit, subject to the Summer Village's Development Completions Deposit Policy.
- 3. To ensure compliance with the development agreement, the Summer Village may:
 - a. register a caveat against the certificate of title of the property that is being developed. This caveat shall be discharged when conditions of the development agreement have been met; and
 - b. require securities in the form of cash or an irrevocable letter of credit, satisfactory to the Development Authority.

4.7 VARIANCES

- 1. The Development Officer may consider issuing a variance for a permitted use, where the variance requested does not exceed 15% of the applicable requirement of this Land Use Bylaw, and the requested variance does not affect maximum site coverage or maximum building height requirements.
- 2. The Municipal Planning Commission may grant a variance to reduce the requirements of any use of the Land Use Bylaw and that use will be deemed to comply with this land use bylaw.
- 3. The Municipal Planning Commission may approve an application for Development Permit even though the proposed development does not comply with the regulations of this bylaw or if the development is to be a rebuilding, an enlargement, an addition, or a structural alteration of a non-conforming building if, in the opinion of the Municipal Planning Commission;
 - a. The proposed development would not:
 - i. Unduly interfere with the amenities of the neighbourhood; or
 - ii. Materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land; and
 - b. The proposed development conforms to the use prescribed for that land or building in this bylaw.
- 4. In approving an application for development pursuant to Sections 4.7.2.a and 4.7.2.b, the Municipal Planning Commission shall adhere to the following:
 - a. A variance shall be considered only where warranted by the merits of the proposed development and in response to irregular parcel lines, parcel shapes or site characteristics which create difficulties in siting structures within the required setback or in meeting the usual bylaw requirements. Except as otherwise provided in this bylaw, there shall be no variance from the following:
 - i. Site coverage; and
 - ii. Building height.
 - b. Where a variance is granted, the nature of the approved variance shall be specifically described in the Development Permit approval.
 - c. Where the issuance of a Development Permit involves the exercise of any specified discretion of the Municipal Planning Commission to relax a regulation of a district or any other regulation of this bylaw, the Municipal Planning Commission shall not permit any additional variance from that regulation.

4.8 NOTICE OF DECISION

- 1. When a development permit has been issued for a permitted use and no variance to any regulation has been granted, the Development Authority shall within five (5) working days after the decision on a development permit application has been granted, send a notice by regular mail of the decision to the applicant and post a notice on the Summer Village's website. Mailing the notice is not required when an applicant picks up a copy of the decision.
- 2. In addition to the above, within five (5) working days after a decision on a development permit application for a **discretionary use** or after a variance has been granted, the Development Officer shall:
 - a. send notice by regular mail (or by electronic mail if agreed to in advance by the applicant) to all affected adjacent land owners, as identified on the Summer Village Assessment Roll, to provide notice of the decision and right of appeal; and
 - b. post notice of the decision on the Summer Village's website; and
 - c. send notice by regular mail (or by electronic mail if agreed to in advance by the applicant) to any other landowner, business, agency, adjacent municipality, person, group, organization or similar body that the Development Authority deems may be affected to provide notice of the decision and right of appeal.
- 3. The notice indicated in **Sections 4.8.1 and 4.8.2** shall state:
 - a. the legal description and the street address of the site of the proposed development;
 - b. the uses proposed for the subject development,
 - c. any discretion that was granted in the approval of the development, whether by use or by interpretation of this Bylaw, and any variation or relaxation in regulation that was made by the Development Authority when the development permit was approved;
 - d. the date the development permit was issued;

- e. whether an appeal lies to the subdivision and development appeal board or to the Land and Property Rights Tribunal; and
- f. how an appeal might be made and the deadline for such appeal.
- 4. Pursuant to this Section, a permit granted pursuant to this Part does not come into effect until twenty-one (21) days after the date that notice of the decision, or development permit is received. For the purposes of this Bylaw, notice is deemed to be received on the 5th day after the date of the issuance of the decision or permit. Any development proceeded with by the applicant prior to the expiry of this period is done solely at the risk of the applicant.
- 5. Where an appeal is made, a development permit which has been granted shall not come into effect until the appeal has been determined and the permit has been confirmed, modified or nullified thereby.
- 6. If the development authorized by a permit is not commenced within twelve (12) months from the date of the date of the issue of the development permit, and completed within twelve (12) months of the commencement of the development, the permit is deemed to be void.
- 7. A development, once begun, shall not be abandoned or left for an extended period of time in what the Development Authority considers to be an unsightly or unsafe condition.
- 8. The application may be responsible for any damages to public or private property occurring as a result of development.
- 9. A decision of the Development Authority on an application for a development permit shall be given in writing.

4.9 CANCELLATION

- 1. The Development Authority may cancel a Development Permit if:
 - a. The permit was issued in error; or
 - b. The permit was issued on the basis of incorrect information.

4.10 COMPLIANCE WITH OTHER LEGISLATION

- 1. Compliance with the requirements of this Land Use Bylaw does not exempt any person from:
 - a. The requirements of any federal, provincial or municipal legislation; and
 - b. Complying with any easement, covenant, agreement or contract affecting the development.

SUBDIVISION OF LAND

5.1 SUBDIVISION APPLICATION REQUIREMENTS

- 1. All Subdivision applications for lands within the Summer Village of Norglenwold shall comply with the provisions under this Section.
- 2. Approval of an area structure plan or conceptual scheme, prepared by a Registered Professional Planner (RPP), is required for multilot subdivisions that will result in a total of six (6) or more lots within a quarter section including the remainder of the quarter section. Additional supporting information may be required depending on the magnitude and complexity of the proposed subdivision.
- 3. A subdivision application may be submitted by:
 - a. the registered owner of the land to be subdivided; or
 - b. a person with written authorization to act on behalf of the registered owner.
- 4. Multi-lot subdivisions shall be developed in accordance with the provisions of the land use district affecting the subject site at time of application.
- 5. If the proposed subdivision requires an environmental assessment under the *Canadian Environmental Assessment Act*, the applicant shall file an environmental assessment in accordance with the *Canadian Environmental Assessment Act*. A copy of the environmental assessment shall be submitted with the subdivision application.
- 6. If the proposed subdivision is required to obtain assessments and/or approvals from relevant Federal or Provincial agencies and organizations, the applicant shall file and obtain the appropriate reports and/or approvals with relevant agencies and organizations. A copy of the required reports and/or approvals or licenses shall be submitted with the subdivision application.
- 7. Information on abandoned oil and gas wells as required by the *Subdivision and Development Regulations* and Alberta Energy Regulator Directive 079 shall accompany every subdivision application.
- 8. The tentative plan of subdivision shall:
 - a. clearly outline the location, dimensions, and boundaries of the land which the applicant wishes to subdivide;
 - b. show the location, dimensions and boundaries of:
 - i. each new lot to be created;
 - ii. reserve land(s), if required;
 - iii. the rights-of-way of each public utility, if required; and
 - iv. other rights-of-way, if required;
 - c. indicate the use, location, and dimensions of existing buildings on the land that is the subject of the application, if any, and specify whether the buildings are proposed to be demolished or moved;
 - d. show the location of any river, stream, watercourse, lake, or other body of water (natural or man-made) that is contained within the boundaries of the proposed parcel of land;
 - e. identify the location of any existing or proposed water wells, the locations and type of any private sewage disposal system(s), and the distance from these to existing or proposed buildings and property lines;
 - f. include information provided by the Alberta Energy Regulator identifying the location of any active wells, batteries, processing plants or pipelines within the proposed subdivision; and
 - g. identify the existing and proposed access to the proposed parcels and the remainder of the titled area.
- 9. The Summer Village may also require an applicant to submit to the Subdivision Authority any or all of the following:
 - a. a figure showing topographic contours at no greater than 1.5 m (4.9 ft.) intervals;
 - b. if the proposed subdivision is not to be served by a water distribution system, information supported by the report of a qualified professional, registered in the Province of Alberta, respecting the provision, availability, and suitability of potable water on or to the land to be subdivided;

- c. an assessment of subsurface characteristics of the land that is to be subdivided including, but not limited to, susceptibility to slumping or subsidence, depth to water table, and suitability for any proposed on-site sewage disposal system(s), prepared and signed by a qualified professional registered in the Province of Alberta;
- d. a storm water management plan, prepared by a qualified professional, which must be approved by Alberta Environment and Parks including:
 - i. topography;
 - ii. proposed minor drainage system (ditches/pipes/catch basin locations/flow rate);
 - iii. proposed major drainage systems (direction of surface drainage/flow rate);
 - iv. proposed on-site detention/retention facility (location/size/capacity);
 - v. location of outflow/outfall structures; and
 - vi. any related modeling and calculation information;
- e. if the land that is the subject of an application is located in a potential Flood Plain, a figure showing the 1:100-year Flood Plain or highest and most frequent rain event series relevant to flooding of the land;
- f. information respecting the land surface characteristics of land within 0.8 km (0.5 miles) of the land proposed to be subdivided;
- g. if any portion of the parcel of land affected by the proposed subdivision is situated within 1.5 km (0.9 miles) of a sour gas facility, a map showing the location of the sour gas facility; and
- h. where the proposed subdivision is staged or includes only a portion of the developable area within the subject site, an approved area structure plan or conceptual scheme that relates the application to future subdivision and development of adjacent lands.

5.2 SUBDIVISION PROCESS

- 1. The Subdivision Authority shall:
 - a. attend a pre-application submission meeting with development proponents (as requested);
 - b. receive all applications for subdivision applications; and
 - c. assess and provide notice of a complete or incomplete application;
 - d. issue notices in writing as required in the Act.
- 2. Notice of Complete or Incomplete Application
 - a. The Subdivision Authority shall within twenty (20) days of the receipt of an application for subdivision, determine whether the application is complete.
 - b. The time period referred to in **Section 5.2.2.a** may be extended by an agreement in writing between the applicant and the Subdivision Authority or, if applicable, in accordance with the Land Use Bylaw made pursuant to section 640.1(a) of the Act.
 - c. An application is complete if, in the opinion of the Subdivision Authority, the application contains the documents and other information necessary to review the application.
 - d. If the Subdivision Authority determines that the application is complete, the Subdivision Authority shall issue to the applicant, in writing or electronically, an acknowledgment that the application is complete.
 - e. If the Subdivision Authority determines that the application is incomplete, the Subdivision Authority shall issue to the applicant a notice, in writing or electronically, that the application is incomplete and that any outstanding documents and information referred to in the notice must be submitted by a date set out in the notice or a later date agreed on between the applicant and the Subdivision Authority in order for the application to be considered complete.
 - f. If the applicant fails to submit all the outstanding information and documents on or before the date referred to in Section 5.2.2.e, the Subdivision Authority must deem the application to be refused.
 - g. Despite that the Subdivision Authority has issued an acknowledgment under Section 5.2.2.d or 5.2.2.e, in the course of reviewing the application, the Subdivision Authority may request additional information or documentation from the applicant that the Subdivision Authority considers necessary to review the application.

5.3 DUTIES OF THE SUBDIVISION AUTHORITY

- 1. Upon receipt of a completed subdivision application, the Subdivision Authority:
 - a. shall approve, with or without conditions, a subdivision application for a permitted use where the proposed subdivision conforms to:
 - i. this Bylaw;
 - ii. applicable statutory plans; and
 - iii. the Act and the Regulations thereunder;
 - b. shall refuse an application for a subdivision if the proposed subdivision does not conform with:
 - i. applicable statutory plans; and/or
 - ii. the Act and the Regulations thereunder;
 - c. shall refuse an application for a subdivision if the proposed subdivision does not conform with this Bylaw, subject to subsection (d);
 - d. may approve, with or without conditions, an application for subdivision that does not comply with this Bylaw if, in the opinion of the Subdivision Authority, the proposed subdivision:
 - i. would not unduly interfere with the amenities of the neighbourhood;
 - ii. would not materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land; and
 - iii. conforms to the use prescribed for that land in this Bylaw.
 - e. prior to making a decision, shall refer the subdivision application to any external agencies and adjacent landowners for comment and may refer the subdivision application to any municipal department as required.

5.4 SUBDIVISION REQUIREMENTS AND CONDITIONS

- 1. The Subdivision Authority of the Summer Village of Norglenwold shall abide by the requirements of and consider the matters indicated in Sections 652 to 670 of the *Act*.
- 2. Subdivision approvals must comply with Part 17 and 17.1 of the Act and the Regulations therein.
- 3. For the purposes of this Bylaw, an unsubdivided quarter section shall include those quarter sections where a separate title exists for a public utility or an institutional use.
- 4. Where the development involves a subdivision of land, no development permit shall be issued until the subdivision has been registered with Land Titles.
- 5. More than one active subdivision application will not be allowed affecting a single titled area. Where a subdivision is proposed for a titled area which is, at time of receipt of the new application, affected by an active subdivision file, the new application will not be accepted and processed until the existing open file has been closed or finalized to the satisfaction of the Summer Village's Subdivision Authority.
- 6. The Subdivision Authority shall not approve a subdivision which is inconsistent with the Summer Village of Norglenwold Municipal Development Plan and/or the provisions of any statutory plans that affect the land proposed to be subdivided.
- 7. As a condition of subdivision approval, Environmental Reserves will be taken according to Section 664 of the *Act*; either in the form of a lot (ownership transferred to the Summer Village) or as an Environmental Reserve Easement (private ownership is retained). The Summer Village may require that the proponent provide hazard land as Environmental Reserve as a condition of subdivision approval.
- 8. Property taxes must be up to date prior to final endorsement of any Subdivision within the Summer Village of Norglenwold.
- 9. The developer may be required to provide for Inclusionary Housing in accordance with the Act and the Regulations therein.
- 10. All proposed parcels being created shall be designed to not, in the opinion of the Subdivision Authority, prejudice the future efficient development of the remainder lot.

PROCESS FOR APPEALS

6.1 DEVELOPMENT APPEALS

- 1. An appeal may made if the Development Authority:
 - a. Fails or refuses to issue a development permit;
 - b. Issues a development permit subject to conditions; or
 - c. Issues a stop order under Section 645 of the Act;

By the applicant of the development permit or any person affected by the order.

- 2. In addition to Section 6.1.1, any person affected by an order, decision, or development permit made or issued by the Development Authority may appeal the decision in accordance with Section 685(2) of the *Act*.
- 3. Despite Sections 6.1.1 and 6.1.2, no appeal lies in respect of the issuance of a development permit for a permitted use unless the provisions of the land use bylaw were relaxed, varied or misinterpreted or the application for the development permit was deemed to be refused under section 683.1(8) of the *Act*.
- 4. Despite Sections 6.1.1, 6.1.2, and 6.1.3, if a decision with respect to a development permit application in respect of a direct control district:
 - is made by a council, there is no appeal to the Subdivision and Development Appeal Board; or
 - b. is made by a development authority, the appeal is limited to whether the development authority followed the directions of council, and if the board hearing the appeal finds that the development authority did not follow the directions it may, in accordance with the directions, substitute its decision for the development authority's decision.
- 5. An appeal of a decision of the Development Authority for lands identified in Section 685(2.1)(a) of the *Act* shall be made to the Land and Property Rights Tribunal, and shall proceed in accordance with the processes identified in the *Act* and the Land and Property Rights Tribunal Act.
- 6. An appeal of a decision of the Development Authority for lands identified in Section 685(2.1)(b) of the *Act* shall be made to the Subdivision and Development Appeal Board of the Summer Village of Norglenwold.
- 7. An appeal with respect to an application for a development permit may be made by a person identified in Section 6.1.1 may be made by serving a written notice of appeal to the board hearing the appeal:
 - a. Within twenty-one (21) days after the date on which the written decision is given; or
 - b. If no decision is made with respect to the application within the 40-day period (or within any extension to that period under Section 684 of the *Act*), within twenty one (21) days after the date the period or extension expires; or
 - c. With respect to an order under Section 645 of the Act, within 21 days after the date on which the order is made.
- 8. An appeal with respect to an application for a development permit may be made by a person identified in Section 6.1.2 may be made by serving a written notice of appeal to the board hearing the appeal within twenty-one (21) days after the date on which the written decision is given.
- 9. An appeal to the Land and Property Rights Tribunal may be made by filing a notice to the Land and Property Rights Tribunal. The notice submission requirements shall be as established by the Land and Property Rights Tribunal.
- 10. An appeal to the Subdivision and Development Appeal Board may be launched by filing a notice by providing the following:
 - a. the appeal application fee as identified in the Summer Village's Fees and Charges Bylaw;
 - b. the legal description and/or the municipal address of the property to which the decision, order, or issuance of the development permit relates;
 - c. the name, contact information, and address of the appellant; and
 - d. the reasons for the appeal and the issue or condition in the decision or order that are the subject of the appeal.

- 11. Where a person files a notice of appeal with the wrong board, that board must refer the appeal to the appropriate board and the appropriate board must hear the appeal as if the notice of appeal had been filed with it and it is deemed to have received the notice of appeal from the applicant on the date it receives the notice of appeal from the first board, if:
 - a. in the case of a person referred to in Section 6.1.1 the person files the notice with the wrong board within 21 days after receipt of the written decision or the deemed refusal; or
 - b. in the case of a person referred to in Section 6.1.2, the person files the notice with the wrong board within 21 days after the date on which the notice of the issuance of the permit was given in accordance with the land use bylaw.

6.2 SUBDIVISION APPEALS

- 1. The decision of a Subdivision Authority on an application for subdivision approval may be appealed:
 - a. by the applicant for the approval;
 - b. by a government department if the application is required by the *Subdivision and Development Regulations* to be referred to that department;
 - c. by the council of the municipality in which the land to be subdivided is located if the council, a designated officer of the municipality or the Municipal Planning Commission of the municipality is not the Subdivision Authority; or
 - d. by a school board with respect to:
 - i. the allocation of municipal reserve and school reserve or money in place of the reserve;
 - ii. the location of school reserve allocated to it; or
 - iii. the amount of school reserve or money in place of the reserve.
- 2. An appeal of a decision of the Subdivision Authority for lands identified in Section 678(2)(a) of the *Act* shall be made to the Land and Property Rights Tribunal, and shall proceed in accordance with the processes identified in the *Act* and the Land and Property Rights Tribunal Act.
- 3. An appeal of a decision of the Subdivision Authority for lands identified in Section 678(2)(b) and 678(2.1) of the *Act* shall be made to the Subdivision and Development Appeal Board of the Summer Village of Norglenwold.
- 4. An appeal to the Land and Property Rights Tribunal may be made by filing a notice to the Land and Property Rights Tribunal. The notice submission requirements shall be as established by the Land and Property Rights Tribunal.
- 5. An appeal to the Subdivision and Development Appeal Board may be launched by filing a notice by providing the following:
 - a. the appeal application fee as identified in the Summer Village's Fees and Charges Bylaw;
 - b. the legal description and/or the municipal address of the property to which the decision, order, or issuance of the development permit relates;
 - c. the name, contact information, and address of the appellant; and
 - d. the reasons for the appeal and the issue or condition in the decision or order that are the subject of the appeal.
- 6. If the applicant files a notice of appeal within 14 days after receipt of the written decision or the deemed refusal with the wrong board, that board must refer the appeal to the appropriate board and the appropriate board must hear the appeal as if the notice of appeal had been filed with it and it is deemed to have received the notice of appeal from the applicant on the date it receives the notice of appeal from the first board.

6.3 APPEAL HEARINGS AND DECISIONS

- 1. Hearings for development appeals and decisions made by the board hearing the appeal shall be in accordance with Section 686 and 687 of the *Act*.
- 2. Hearings for subdivision appeals and decisions made by the board hearing the appeal shall be in accordance with Section 679, 680, and 681 of the *Act*.

ENFORCEMENT

7.1 GENERAL PROVISIONS

1. Enforcement may be conducted by a Designated Officer through the issuance of a violation warning, warning notice, final warning notice, stop order, violation tags or any other authorized action to ensure compliance.

7.2 PROHIBITIONS

- 1. No person shall contravene or permit a contravention of this Bylaw. No person shall commence or undertake a development, use, or sign that is not permitted by this Bylaw.
- 2. No person shall contravene a condition of a development permit or subdivision approval issued under this Bylaw.
- 3. No person shall authorize or undertake any development that is not compliant with the description, specifications or plans that were the basis for the issuance of a development permit.
- 4. No person shall modify any description, specifications, or plans that were the basis for the issuance of any permit by the Development Authority.

7.3 RIGHT OF ENTRY

- 1. After reasonable notice (generally to mean 48 hours) to the owner or occupant in accordance with the *Act*, a Designated Officer may enter property at reasonable times (generally to mean between the hours of 7:30 a.m. and 10:00 p.m.) to ascertain if Bylaw requirements are being met.
- 2. A person shall not prevent or obstruct a Designated Officer from carrying out any official duty under this Bylaw. If consent is not given, the Summer Village may apply to the Court of Queen's Bench for an authorizing order.

7.4 VIOLATION WARNING

1. A Designated Officer may issue a violation warning for minor offences by outlining the nature of the violation, corrective measures that may be taken, and the deadline for corrective measures.

7.5 WARNING AND FINAL WARNING NOTICE

1. A Designated Officer may issue a warning notice or a final warning outlining the nature of the violation, corrective measures that may be taken, and the deadline for corrective measures, or both.

7.6 OFFENSES AND FINES

- 1. A person who violates the provisions of this Bylaw or permits a contravention of this Bylaw, is guilty of an offence and is liable to a fine for a first offence and for each subsequent offense as specified in the Fees and Charges Bylaw.
- 2. If the penalty is not paid, the person is liable for imprisonment for not more than one year, or to both fine and imprisonment.

7.7 STOP ORDERS

- 1. On finding that a development, land use, or use of a building does not conform to the *Act* or its regulations, a development permit or subdivision approval or the conditions of either, or this Bylaw, the Development Authority may, by written notice, direct the owner of the property, the person in possession of the land, building, or sign, or the person responsible for a contravention or any or all of them, to:
 - a. stop the development or use of the land or building in whole or part as directed by the notice;
 - b. demolish, remove, or replace the development or landscaping; or
 - c. carry out any other actions required by the notice for compliance.
- 2. The notice shall specify a deadline for compliance.
- 3. A person named in a stop order may appeal to the Subdivision and Development Appeal Board.

7.8 ENFORCEMENT OF STOP ORDERS

- 1. Subject to Section 542 of the *Act*, if a person fails to comply with the order of the Development Authority, a Designated Officer, or the Subdivision and Development Appeal Board, a Designated Officer may enter on the land or building and take any action necessary to carry out the order.
- 2. The Summer Village may register a caveat against the certificate of title for the land that is subject to the order, provided that the caveat is discharged when the order has been complied with.
- 3. The Summer Village's costs of carrying out any actions required for compliance may be added to the tax roll of the land subject to the order.

7.9 VIOLATION TAGS AND TICKETS

- 1. In accordance with the Provincial Offences Procedures Act, a Designated Officer may issue a violation tag to a person for specific offences in contravention of a violation issuing a warning notice, a final warning notice, or stop order where there is reasonable and probable grounds to believe there is a contravention of this Bylaw.
- 2. A violation tag may be issued to a person either personally or by registered mail.
- 3. The violation tag shall be in a form approved by the Summer Village and shall include the name of the person thought to have created the contravention, the offence, the penalty for the offence, a requirement that the penalty be paid within 30 days of issuance of the violation tag, the method by which the tag may be paid, and other information as may be required by the Summer Village.
- 4. Offenses and related fines are as specified in the Summer Village's Fees and Charges Bylaw.
- 5. Where a contravention is of a continuing nature, further violation tags may be issued.
- 6. The person to whom the violation tag is issued may, in lieu of being prosecuted, sign the plea of guilty on the violation tag and pay the specified fine to the location indicated on the violation tag.
- 7. If payment is not made within the time specified on the tag, a Designated Officer may issue a violation ticket requiring the person to whom the violation ticket is issued to appear in court on the date specified in the summons portion of the ticket.
- 8. Nothing in this Bylaw shall prevent a Designated Officer from immediately issuing a violation ticket for the mandatory court appearance of any person who contravenes any provision of this Bylaw.

GENERAL DEVELOPMENT REGULATIONS

8.1 ACCESS AND EGRESS

1. In all land use districts, all vehicle entrances and exits onto roads shall only be allowed in location approved by the Development Authority.

8.2 BUILDING DEMOLITION

- 1. An application to demolish a building shall not be approved without a statement or plan which indicates:
 - a. How the operation will be carried out so as to create a minimum of dust and other nuisances; and
 - b. The reclamation plan for the site including lot grading and landscaping; and
 - c. Proposed haul routes for the removal of site materials;

that is satisfactory to the Development Authority.

8.3 BUILDING ORIENTATION AND DESIGN

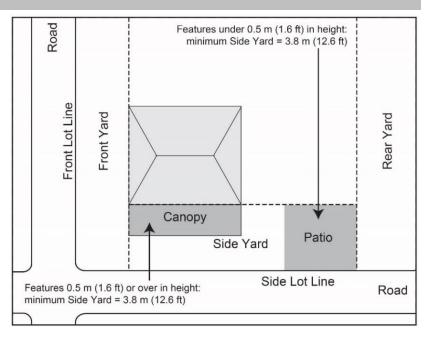
- 1. The design, character and appearance of any building, or series of buildings, structures or signs proposed to be erected or located in any district must be acceptable to the Development Authority having due regard to the following:
 - a. Amenities such as daylight, sunlight and privacy.
 - b. The character of existing development in the district.
 - c. Impact of proposed development on adjacent parcels.
 - d. Crime Prevention Through Environmental Design (CPTED), principles to discourage crime by reducing concealment opportunities, providing lighting to minimize dark spaces, placing windows to maximize surveillance, and easily identifiable addresses.
 - e. Proposed type of finish and use of building materials on all elevations and the roof.
 - f. The exterior finish on all buildings shall be of permanent material satisfactory to the Development Authority.
 - g. The roof pitch and width of the eaves.
 - h. The depth of the principal building shall not be greater than three (3) times its width.
 - i. The Development Authority may require additional building setbacks in order to accommodate any local, area or natural drainage courses or over land drainage issues. Surface drainage from one (1) parcel may not be directed onto or over an adjacent parcel without approval of the Development Authority.

8.4 CONDOMINIUMS AND MULTIPLE OWNERSHIP

- 1. The density of development and of population in a condominium shall be no greater than would be allowed for a similar land use which was being developed through the normal subdivision procedure.
- 2. Development in condominiums and on property owned in common by a number of people must be laid out in such a way that, should subdivision be undertaken at some future date, individual owners can obtain title to lots which meet the requirements of the *Act* and this Bylaw for separate titles and individual lots.

8.5 CORNER AND DOUBLE FRONTING LOTS

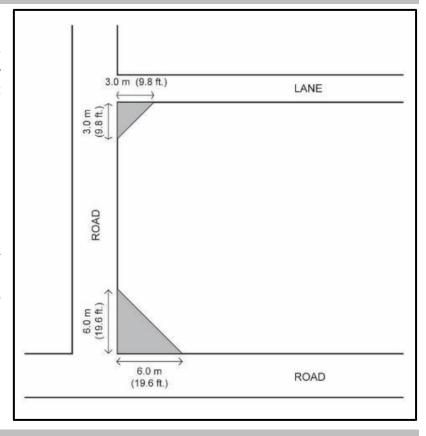
- In the case of double fronting lots, the front yard shall be that portion of the lot abutting the road on which the front yards of adjacent lots face. If adjacent lots have front yards facing both roads, front yards shall be considered to be on both roads and the lot may thus have no rear yard;
- 2. Notwithstanding any other provision of this Bylaw to the contrary, the Development Authority may require that a development on a corner lot or on a double fronting lot provide two (2) minimum required front yards, after having regard to the orientation of adjacent lots and to the location of accesses to the development;
- 3. Notwithstanding any other provision of this Bylaw to the contrary, where a second minimum front yard is not required on a corner lot, the minimum required side yard on the side adjacent to the road shall not be less than 3.8 m (12.5 ft.);



4. Notwithstanding Subsection 8.5.3, features under 0.5 m (1.6 ft.) in height may project to the side line where a second minimum front yard is not required on a corner lot.

8.6 CORNER SITE AND SITE LINE PROTECTION

- 1. On corner sites no fence, wall, tree, bush, structure or object more than 1.0 m (3.3 ft.) in height shall be erected, placed or maintained within the triangular area formed by the intersecting road right-of-way lines (or their projections) and a straight line joining points on the road right-of-way lines 6.0 m (19.7 ft.) from their intersection.
- 2. At the intersection of roads and lanes and at the intersection of driveways and roads, no fence, wall, tree, bush, structure or object more than 1.0 m (3.3 ft.) in height shall be erected, placed or maintained within the triangular area formed by the intersecting road and lane right-of-way lines on the road or lane right-of-way lines 3.0 m (9.8 ft.) from their intersection.
- 3. Notwithstanding any other provision of this Bylaw to the contrary, no sign shall be located in any district such that any part of the sign face is located between the heights of 1.0 m (3.3 ft.) and 3.0 m (9.8 ft.) above grade.



8.7 DEVELOPER'S RESPONSIBILITY

1. The applicant/landowner to whom a development permit has been issued shall obtain from the appropriate Provincial Authority, where applicable, permits relating to building, plumbing, gas, private sewage disposal systems, utilities municipal services, highways and all other provincial permits required in connection with the proposed development.

8.8 EASEMENTS

1. A development permit shall not be issued for a development, other than a fence or landscaping, that encroaches in or over a utility easement or right-of-way without the written consent from the person to whom the easement is registered or the person whose utility is located in the easement and the Development Officer.

8.9 ENVIRONMENTAL SCREENING

1. Where the potential for prior contamination of a site exists, the approving Authority may require that a Phase 1 Environmental Site Assessment be conducted according to applicable provincial requirements and/or guidelines prior to a decision being issued. If the Phase 1 Environmental Assessment indicates that a Phase 2 Environmental Assessment should be undertaken, the approving Authority may require a Phase 2 Environmental Assessment be conducted and submitted prior to issuance of the decision affecting a subdivision or development application.

If follow-up assessments or remedies are required, and if such remedies are determined to be reasonably achievable, then completion of required remedies may be identified as conditions of subdivision or development approval.

8.10 EXISTING SUBSTANDARD LOTS

- 1. Proposed developments on existing substandard lots which do not meet the provisions of this Bylaw shall be considered by the Development Authority. The Development Authority may or may not issue a development permit for the site, having regard for the limitations of the site.
- 2. Development on a substandard lot is still required to meet all other provincial and federal legislation and regulations, including but not limited to the *Safety Codes Act*.

8.11 LANDSCAPING, ENVIRONMENTAL CONSERVATION, AND DEVELOPMENT

- 1. Landscaping in all developments within the Summer Village shall be to the satisfaction of the Development Authority.
- 2. As a condition of subdivision or development approval, a security in the form of an irrevocable letter of credit may be required by the Development Authority, up to a value of one hundred twenty five percent (125%) of the estimated cost of the proposed landscaping to ensure that the landscaping is carried out with reasonable diligence (in accordance with the approved landscaping plan), to the satisfaction of the Development Authority. A condition of the security shall be that the landscaping shall be completed in accordance with this Bylaw and the plan within one (1) growing season after the completion of the development. If the landscaping does not survive a two (2) year maintenance period, the amount shall be paid to the Summer Village to complete the landscaping.
- 3. A development permit for landscaping may be required where the proposed landscaping would result in the clearing of vegetation, stripping, or grading of the site.
- 4. Where a landscaping plan is required with an application for a development permit, no landscaping shall commence prior to the plan being approved by the Development Authority.
- 5. Landscaping plans shall incorporate (where possible) recommendations from the Alberta Clean Runoff Action Guide 2020 including:
 - a. Grading of lots to drain and retain runoff to control and reduce surface water leaving the lot;
 - b. Inclusion of the following clean runoff landscaping strategies:
 - i. Within planting beds and natural areas, keep the areas rough, with dished areas for trapping water.
 - ii. Where possible include a depression to intercept surface water (including snowmelt) before it leaves the site.
 - iii. Minimize turf areas on lakefront lots to decrease soil compaction and the proliferation of invasive weeds.
 - iv. Incorporate tools for capturing, treating, and using runoff into lot grading and landscaping.
 - v. Incorporate deciduous native plant species and wild flowers into landscaping plans to encourage fire suppression, support biodiversity, and increase evapotranspiration.
- 6. Landscaping plans shall include the following information which adheres to the following standards:
 - a. north arrow;
 - b. outlines of all buildings and structures on the subject site;
 - c. location of parking areas, vehicle and pedestrian circulation systems on the subject site;
 - d. location, height and materials of all proposed fences, screens, and walls on the subject site;

- e. location of any existing or proposed lighting, proposed recreational facilities and garbage collection areas on the subject site:
- f. existing vegetation, including mature trees, on the subject site, labeled by common name; and
- g. the proposed final grading and drainage plan of the area and the placing and spreading of topsoil. In particular, all areas to be landscaped shall be graded to drain to the lake, into catch basins or into adjacent drainage easements. Under no circumstances shall an area be designed, built or landscaped to drain onto adjacent property without appropriate easements.
- 7. In addition to the requirements of Section 8.11.5, landscaping plans shall also include pre-built and as-built shots to prove that the proposed final grading and drainage plan function properly.
- 8. The following standard of landscaping shall be required for all areas of a parcel not covered by buildings, non-permeable driveways, storage and display areas:
 - a. The conservation of existing trees and shrubs to the maximum extent possible;
 - b. The retention, in their natural state, of:
 - i. Wetlands, gullies and natural drainage courses;
 - ii. Unstable land;
 - iii. Land subject to flooding and/or located within a 1:100 year floodway or flood fringe area as determined by an engineer or flood study;
 - iv. Land with slope areas with a gradient of fifteen (15) percent or greater; and
 - v. Land located below the top of the bank of the lake, or any water body or water course.
 - c. The appropriate screening of outside storage areas, parking facilities and loading areas from adjacent buildings and roads.
 - d. A sufficient depth of topsoil to facilitate growth in the soft-landscaped areas, with areas not planted to trees and shrubs being seeded to grass, sodded or left with its natural grass cover; and
 - e. Completion of the landscaping within two (2) years of the date of issue of the Development Permit.

8.12 LIGHTING AND SURVEILLANCE EQUIPMENT

- 1. Outdoor lighting shall be located such that rays of light:
 - a. are not directed at an adjacent site or skyward; and
 - b. do not adversely affect an adjacent site or traffic safety.
- 2. Outdoor surveillance equipment shall not be directed at or into the private spaces (rear and side yards, dwellings, windows) on adjacent property, thereby materially, negatively interfering with or affecting the privacy, use, enjoyment or value of neighbouring lots.

8.13 MECHANIZED EXCAVATION, STRIPPING, AND GRADING OF PARCELS

- 1. A development permit is required prior to the commencement of mechanized excavation, stripping, or grading.
- 2. A temporary fence shall be erected around all excavations which in the opinion of the Development Authority may be hazardous to the public.
- 3. Where finished ground elevations are established, all grades shall comply therewith.
- 4. All topsoil shall be retained on the parcel, except where it must be removed for building purposes.
- 5. Finished ground elevations must be provided to the Development Authority for any dwelling unit containing a walkout basement.
- 6. Retaining walls greater than 1.0 m (3.3 ft.) in height above any adjoining grade requires a Development Permit.
- 7. Sediment control measures shall be required to ensure sediment is not transmitted to Sylvan Lake.

8.14 NUMBER OF BUILDINGS ON A PARCEL

- 1. A Development Permit shall not be issued for more than one (1) principal dwelling on a lot.
- 2. A Development Permit shall not be issued for more than two (2) accessory buildings on a lot.

3. Notwithstanding 8.14.2, a development permit for additional accessory buildings on lots greater than 0.2 ha (0.5 acres) in area may be issued at the discretion of the Development Authority if the total site coverage does not exceed the Maximum Site Coverage regulation in the applicable Land Use District.

8.15 OBJECTS PROHIBITED OR RESTRICTED IN YARDS

- 1. No person shall allow a recreational vehicle or other object which is in a dilapidated or unsightly condition, or a derelict vehicle to remain or be parked on a parcel in the residential districts, unless it is suitably housed or screened to the satisfaction of the Development Authority.
- 2. No person shall allow a vehicle of more than 1,000 kg (2,204.62 lbs) Gross Vehicle Weight to be parked or stored in the residential districts, except boats, boat trailers, school buses and recreational vehicles.
- 3. No person shall allow the parking or storage of a helicopter on a parcel.

8.16 ON-SITE AND OFF-SITE IMPROVEMENTS

- 1. Where any on-site services or improvements or any off-site local improvements are required to service a proposed development, a developer shall not begin the excavation for the foundation nor commence the development until the Development Authority is satisfied that such services or improvements will be undertaken and the required securities have been provided.
- 2. In order to satisfy the Development Authority, the developer may be required to enter into a development agreement with the municipality as a condition of development permit approval, and provide security in the form of cash or an irrevocable letter of credit, satisfactory to the Development Authority.
- 3. All future development areas must be serviced to the satisfaction of the Development Authority. Servicing shall be consistent with the Summer Village's Municipal Development Plan, the Sylvan Lake Intermunicipal Development Plan, approved intermunicipal collaboration framework(s), area structure plan(s) and/or conceptual scheme(s).

8.17 PROJECTION INTO YARDS

- 1. In the residential districts the portion of and attachments to a main or accessory building which may project over or on a minimum yard are:
 - a. Side yard:
 - i. Any projection, including unenclosed steps or eaves, not exceeding one-half of the minimum side yard required for the building.
 - b. Front yard and rear yard:
 - i. Any projection not exceeding 2.5 m (8.2 ft.) over or on a minimum front yard or rear yard.
 - ii. Unenclosed decks, if they do not project more than 50% of the minimum yard.
- 2. In all other districts, the portion of and attachments to a main or accessory building which may project over or on a minimum yard are:
 - a. Any projection not exceeding 1.5 m (4.9 ft.) into a front yard or rear yard;
 - b. Any projection not exceeding 0.6 m (2.0 ft.) into a side yard;
 - c. Any projection that is an exterior fire escape not exceeding 1.2 m (3.9 ft.) in width.
- 3. No portion of a building other than eaves, signs or canopies may project into a public or private right-of-way.

8.18 RELOCATION OF BUILDINGS

- 1. No person shall:
 - a. Alter the location on a parcel of a building which has already been constructed on that parcel; or
 - b. Place on a parcel a building which is to be relocated or moved from a different parcel or location;
 - unless a Development Permit has been issued by the Development Authority.
- 2. In addition to the requirements of Section 4.3, the Development Authority may require an application for a Development Permit to be accompanied with:
 - a. Recent colour photographs showing all elevations of the building;
 - b. A statement verifying the age, size and structural condition of the building; and

- c. A statement of proposed improvements to the building.
- 3. An application for a Development Permit may be approved by the Development Authority if the proposal meets all of the regulations specified under the appropriate land use district in which it is proposed to be located.
- 4. Where a Development Permit has been granted for the relocation of a building either on the same parcel or from another location, the Development Officer may require the applicant to provide a performance bond of such amount to ensure completion of any renovations set out as a condition of approval of a Development Permit.
- 5. All structural and exterior renovations shall be completed within one (1) year of the issuance of a Development Permit.

8.19 SIGHT LINES AT INTERSECTIONS OF ROADWAYS

- 1. At the intersection of roadways, the Development Authority may require the calculation of sight triangles where:
 - a. One (1) or more rights-of-way is less than 15.0 m (49.2 ft.); or
 - b. Regulated vehicle speed exceeds 50 km/h; or
 - c. One (1) of the carriageways is not centered in its right-of-way; or
 - d. An intersection leg is curved or skewed; or
 - e. An intersection leg is sloped at 2% or greater.
- 2. 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.

8.20 SITE CONDITIONS

1. Unstable Slopes

a. Development shall not be permitted on unstable slopes, land characterized by soil instability or land exhibiting evidence of poor drainage unless it can be demonstrated to the satisfaction of the Development Authority that unique site requirements warrant otherwise.

2. Steep Slopes

a. All development shall be setback a minimum of 15.0 m (49.2 ft.) from the toe and crest of any slope and slopes of fifteen percent (15%) or greater, unless a lesser amount is identified in a geotechnical study prepared by a qualified professional engineer registered in the Province of Alberta.

3. Flood Plains

a. No development shall be permitted in the 1:100 year flood plain of a waterbody or water course, or as established by Alberta Environment and Parks as otherwise prone to flooding or subsidence, unless the applicant demonstrates to the satisfaction of the Development Authority that preventative engineering and construction measures can be used to make the site suitable.

4. Wetlands

a. All subdivision and development must be consistent with the requirements of the Alberta Wetland Policy. In order to ensure consistency with this policy a proponent may be required at time of subdivision, development, area structure plan preparation, or Land Use Bylaw amendment to provide the Summer Village with a Wetland Assessment, prepared by a Certified Wetland Professional, which delineates and classifies all wetlands within the proposed development area. Development that would cause the permanent destruction of permanent wetlands will be discouraged and will not be permitted without the consent of Alberta Environment and Parks.

5. Subdivision and Development Setback

- a. The Subdivision Authority shall, as a condition of subdivision approval where applicable, require a 30.0 m (98.4 ft.) Environmental Reserve be provided from all the top of bank of Sylvan Lake.
- b. The Subdivision Authority shall, as a condition of subdivision approval, require a 30.0 m (98.4 ft.) Environmental Reserve be provided from all naturally occurring tributaries to Sylvan Lake, unless the recommendations of a qualified professional as part of an environmental assessment identify that the Environmental Reserve indicate a greater or lesser reserve area. The Environmental Reserve shall be measured from top of bank of the tributary.

- c. the Development Authority may impose a greater setback requirement from a waterbody, tributary, escarpment bank, or any steep slope as part of a Development Permit application if the need for a greater setback is:
 - i. consistent with surrounding developments:
 - ii. supported by a geotechnical or environmental study prepared by a qualified professional; or
 - iii. identified by Alberta Environment and Parks.

6. Protection of Treed Areas

- a. the Development Authority may impose conditions on the approval of a development permit requiring the retention of trees, or additional planting of such a type and extent that is considered necessary by the Development Authority;
- b. a site plan detailing the protection of existing treed areas and site topography may be required prior to issuance of a permit for development.

7. Buffering

a. The Development Authority may prescribe setback and/or buffering requirements for uses which may be incompatible with adjacent land uses.

8. Screening

a. The Development Authority may prescribe conditions for screening for those uses which include the outdoor storage of goods, machinery, vehicles, building materials, waste materials and other similar uses.

9. Pipelines

- a. No development shall be permitted within a pipeline right-of-way or the required setback area from active wells, batteries, processing plants or pipelines as recommended by the licensee and/or identified within the Subdivision and Development Regulations.
- b. further, all development near abandoned wells shall occur in accordance with the Subdivision and Development Regulations, AER Directive 079, Surface Development in Proximity to Abandoned Wells, and any other applicable federal or provincial legislation and/or regulation(s).

8.21 SOUR GAS FACILITIES

- 1. No development shall be permitted within 100.0 m (328.1 ft.) of a Level 1 sour gas facility (consisting of a well) as determined by the AER.
- 2. In the case of a Level 2 sour gas facility as determined by the AER:
 - a. no permitted dwelling shall be permitted within 100.0 m (328.1 ft.) of the sour gas facility; and
 - b. no rural public facility shall be permitted within 500.0 m (1, 640.4 ft.); of the sour gas facility.
- 3. In the case of a Level 3 sour gas facility as determined by the AER:
 - a. no permanent dwelling shall be permitted within 100.0 m (328.1 ft.) of the sour gas facility;
 - b. no unrestricted country residential development having a density of more than eight (8) dwelling units per quarter section shall be permitted within 500.0 m (1640.4 ft.) of the sour gas facility; and
 - c. no rural public facility shall be permitted within 1500.0 m (4921.3 ft.) of the sour gas facility.

8.22 WELLS AND PIPELINES

1. All development in proximity to a well, pipeline or sour gas facility shall adhere to the setback requirements as determined by the Alberta Energy Regulator.

SPECIFIC DEVELOPMENT REGULATIONS

9.1 ACCESSORY BUILDINGS IN RESIDENTIAL DISTRICTS

- 1. An accessory building in a residential district shall be subordinate to the principal use in size, height, and use.
- 2. An accessory building shall not be constructed on an undeveloped lot unless it is associated with an approved development permit for a principal dwelling.
- 3. The Development Authority shall only approve the development of an accessory building where there is an existing or approved principal use or principal building on the site.
- 4. Subject to the provisions of Sections 9.1.2 and 9.1.3, accessory buildings shall be sited having regard to their:
 - a. Environmental impact;
 - b. Use;
 - c. Accessibility; and
 - d. Location in relation to other buildings on the parcel and the future use and/or subdivision of the parcel.
- 5. An accessory building on a lot abutting Sylvan Lake or a reserve parcel abutting Sylvan Lake shall be situated so that:
 - a. It is located within the minimum rear yard of any parcel;
 - b. It is setback from:
 - i. The front lot boundary;
 - ii. The top of any escarpment area or high water mark (as determined by the Development Authority)

A minimum of 15.0 m (49.21 ft.) or parallel to the front wall of the principal building, whichever is the lesser setback.

- c. On a corner parcel, a minimum of:
 - i. 3.0 m (9.8 ft.) from any side boundary abutting a street, or reserve parcel;
 - ii. 1.0 m (3.3 ft.) from the other side boundary; and
 - iii. 6.0 m (19.7 ft.) from the rear parcel boundary.
- d. Notwithstanding the above, an accessory building or any portion thereof may be erected or placed on the front or side boundary common to two parcels provided the accessory building serves the two abutting parcels.
- 6. An accessory building on a parcel not abutting Sylvan Lake or a reserve parcel not abutting Sylvan Lake shall be situated so that:
 - a. On an interior parcel, a minimum of:
 - i. 1.0 m (3.3 ft.) from the side parcel boundary;
 - ii. 3.0 m (9.8 ft.) from the rear parcel boundary;
 - iii. 6.0 m (19.7 ft.) from the front parcel boundary, and
 - b. On a corner parcel, a minimum of:
 - i. 3.0 m (9.8 ft.) from the side boundary abutting the street;
 - ii. 1.0 m (3.3 ft.) from the other side parcel boundary;
 - iii. 6.0 m (19.7 ft.) from the front parcel boundary; and
 - iv. 3.0 m (9.8 ft.) from the rear parcel boundary.
 - c. Notwithstanding the above, an accessory building or any portion thereof may be erected or placed on the front or side boundary common to two parcels provided the accessory building serves the two abutting parcels.
- 7. An accessory building without a guest house above a garage shall not be more than 5.0 m (16.4 ft.) in building height measured from grade.
- 8. An accessory building with a guest house above a garage shall not be more than 7.6 m (25.0 ft.) in building height measured from grade.

- 9. An accessory building erected or placed on a parcel shall not be used as a principal dwelling.
- 10. The exterior of an accessory building must be finished to match or compliment the exterior finish of the principal building.
- 11. The footprint of an accessory building on lots smaller than 0.2 hectares (0.5 acres) in area shall be a maximum of 111.5 m² (1,200 ft.²), and shall not exceed the maximum site coverage provisions in the applicable land use district.
- 12. The footprint of an accessory building on lots 0.2 hectares (0.5 acres) or more in area shall be a maximum of 223.0 m² (2,400 ft.²), and shall not exceed the maximum site coverage provisions in the applicable land use district.

9.2 DETACHED GARAGES

- 1. Parcels abutting Sylvan Lake or a reserve parcel abutting the lake:
 - a. In addition to the accessory building setbacks prescribed in Section 9.1, a detached garage shall be located a minimum of 6.0 m (19.7 ft.) from the rear parcel boundary if the overhead doors of the garage face a lane, street or rear property boundary.
 - b. Side entry detached garages:
 - i. Will only be permitted on parcels greater than 12.0 m (39.4 ft.) in width; and
 - ii. Shall be located a minimum of 3.6 m (12.0 ft.) from the rear parcel boundary.
- 2. Parcels not abutting Sylvan Lake or a reserve parcel abutting the lake:
 - a. In addition to the accessory building setbacks prescribed in Section 9.1, a detached garage shall be located a minimum of 6.0 m (19.7 ft.) from the front parcel boundary if the overhead doors of the garage face a lane, street or front parcel boundary.
 - b. Side entry detached garages:
 - i. Will only be permitted on parcels greater than 12.0 m (39.4 ft.) in width; and
 - ii. Shall be located a minimum of 3.6 m (12.0 ft.) from the front parcel boundary.

9.3 DRIVEWAYS AND PARKING

- 1. A developed non-permeable surfaced driveway shall be considered part of a lot's site coverage and (along with other developments on the lot) shall not exceed the maximum site coverage regulation in the applicable Land Use District.
- 2. A development permit shall be required for a new driveway, or to increase the area of an existing driveway.
- 3. Driveway construction shall not disturb or disrupt municipal stormwater management infrastructure, and shall be constructed in such a manner not to interfere with the natural flow or absorption of surface water.
- 4. Culverts shall be designed and installed to municipal standards at no cost to the Summer Village.
- 5. The maximum width of a driveway shall be 10.0 m (32.8 ft.). Driveway width shall be measured within the carriageway.
- 6. Driveways on corner parcels shall be setback from the street intersection not less than 6.0 m (19.7 ft.) where the driveway serves not more than four (4) dwelling units.
- 7. In residential districts, the number of driveways shall be limited to not more than one (1) driveway on a property with less than or equal to 40.0 m (131.2 ft.) and not more than two (2) driveways for properties with more than 40.0 m (131.2 ft.) of frontage.
- 8. Where the road storm drainage flow will be impacted by the construction of a driveway, at the discretion of the Development Authority, driveways shall contain culverts and be graded to the satisfaction of the municipality.
- 9. No operator or owner of a heavy vehicle shall park a heavy vehicle on a parcel within a Residential District.

9.4 FENCING

- Within the residential districts:
 - a. For lakefront parcels abutting Sylvan Lake or a reserve parcel abutting the lake, fences:
 - i. Located within a rear yard of a parcel shall not exceed 1.0 m (3.3 ft.) in height.
 - ii. Located within a side yard of a parcel shall not exceed 2.0 m (6.6 ft.) in height.
 - iii. Located within the front yard of a parcel shall not exceed 1.0 m (3.3 ft.) in height.
 - iv. Located within the flankage yard of a parcel shall not exceed 1.0 m (3.3 ft.) in height.

- For parcels not abutting Sylvan Lake or a reserve parcel abutting the lake, fences:
 - i. Located within a rear yard or side yard of a parcel shall not exceed 2.0 m (6.6 ft.) in height.
 - ii. Located within the front yard of a parcel shall not exceed 1.0 m (3.3 ft.) in height.
 - iii. Located within the flankage yard of a parcel shall not exceed 1.0 m (3.3 ft.) in height.
- Fence height shall be determined by measuring from the top of the fence to the ground.

MAXIMUM FENCE HEIGHTS WITHIN THE RESIDENTIAL DISTRICTS LAKEFRONT LOTS **NON-LAKEFRONT LOTS** 1.0 m (3.3 ft.) 1.0 m (3.3 ft.) 2.0 m (6.6 ft.) 1.0 m (3.3 ft.) 2.0 m (6.6 ft.) **ENVIRONMENTAL RESERVE** 2.0 m (6.6 ft.) FRONT YARD REAR YARD FRONT **DWELLING** REAR DWELLING YARD 2.0 m (6.6 ft.)

1.0 m (3.3 ft.)

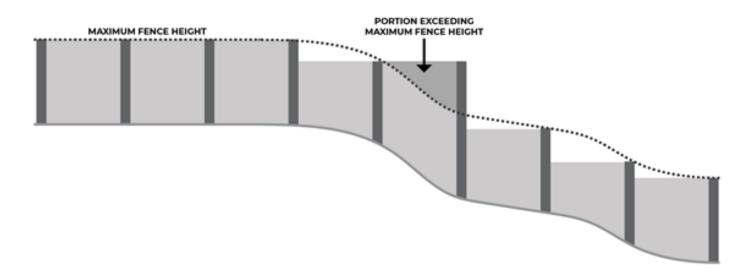
Notwithstanding the requirements of Section 9.4.1.a.i, a fence in the rear yard of a lakefront lot may exceed 1.0 m (3.3 ft.) to a maximum of 2.0 m (6.6 ft.) if the portion of the fence that exceeds 1.0 m (3.3 ft.) in height is constructed to allow for visual access to the rear yard of the lot, to the satisfaction of the Development Authority.

ROAD GHT OF WA

1.0 m (3.3 ft.)

Within other districts, a fence shall be sited to the discretion of the Development Authority.

2.0 m (6.6 ft.)



9.5 HOME OCCUPATIONS

1. Home occupations shall not involve:

1.0 m (3.3 ft.)

- activities that use or store hazardous material in quantities exceeding those found in a normal household; or
- any use that would, in the opinion of the development authority, materially interfere with or affect the use, enjoyment, b. or value of neighbouring properties.

- 2. A home occupation shall not occupy more than 20% of the floor area of the main dwelling or 35 m² (375 ft.²), whichever is the
- 3. A minor home occupation shall comply with the following regulations:
 - a. A minor home occupation shall not employ any person on-site other than a resident of the dwelling.
 - b. No offensive noise, vibration, smoke, dust, odour, heat, glare, electrical or radio disturbance detectable beyond the boundary of the lot on which the minor home occupation is located shall be produced by the home occupation.
 - c. There shall be no outdoor business activity, or outdoor storage of material or equipment associated with the minor home occupation allowed on the site. Storage related to the minor home occupation shall be allowed only in either the dwelling or accessory buildings.
 - d. Business activities must be carried out entirely within the dwelling.
 - e. Exterior alterations or additions to accommodate a minor home occupation shall not be allowed.
 - f. There shall be no exterior signage, display, or advertisement.
- 4. A major home occupation shall comply with the following regulations:
 - a. In addition to a development permit application, each application for a major home occupation shall be accompanied by a description of the business to be undertaken in the dwelling, an indication of the anticipated number of business visits per week, and details for the provision of parking along with other pertinent details of the business operation.
 - b. The number of non-resident employees working on-site shall not exceed one (1) on-site, non-occupant employees.
 - c. Up to eight (8) business visits per day are allowed.
 - d. No more than one (1) commercial vehicle up to but not exceeding a gross vehicle weight of 5,500 kg (12,225 lbs.), to be used in conjunction with the major home occupation, shall be parked or maintained on the site in a residential district. The parking space for the commercial vehicle shall be adequately screened and sited behind the principal building to the satisfaction of the Development Authority.
 - e. The outdoor storage of productions and materials shall be prohibited.
 - f. Any interior or exterior alterations or additions to accommodate a major home occupation may be allowed at the discretion of the Development Authority, as along as such alterations comply with this Bylaw and the *Alberta Safety Codes Act* and the regulations made thereunder.
 - g. There shall be no exterior signage, display or advertisement other than a business identification sign, the size of which shall be entirely at the discretion of the Development Authority.
 - h. Business activities must be carried out entirely within the dwelling.
 - i. When a development permit is issued for a major home occupation, such permit shall be terminated should the applicant vacate the property for which the permit has been issued.
- 5. A permit issued for a major home occupation is valid for one (1) year or longer as determined by the Development Authority. It is the obligation of the developer to seek renewal of a development permit prior to the expiry of the time period for which the initial permit was issued. The Development Authority shall consider the renewal on its merits.
- 6. A stop order may be issued at any time if, in the opinion of the Development Authority, the operator of the home occupation has violated any provisions of this Bylaw or conditions of the approval of a development permit and complaints based on the operation of the home occupation have been received.

9.6 PRIVATE POOLS AND DECORATIVE PONDS

- 1. For lots abutting Sylvan Lake or a reserve parcel abutting the lake, a private pool or decorative pond shall be located:
 - a. at least 1.5 m (4.9 ft.) from the side and rear property lines;
 - b. at least 6.0 m (19.7 ft.) from the front property line;
 - c. In a front yard or side yard in an interior lot; and
 - d. On a corner lot, located in a front yard or the side yard not adjacent to a public roadway.
 - e. A decorative pond may be located in a rear yard if:
 - i. The pond is 0.6 m (23.6 inches) or less in depth; and

- ii. The pond is located a minimum of 1.5 m (4.9 ft.) from the rear and side property lines.
- 2. For lots not abutting Sylvan Lake or a reserve parcel abutting the lake, a private pool or decorative pond shall be located:
 - a. At least 1.5 m (4.9 ft.) from the side and rear property lines;
 - b. In a rear yard or side yard in an interior lot; and
 - c. On a corner lot, located in a rear yard or the side yard not adjacent to a public roadway.
 - d. A decorative pond may be located in a front yard if:
 - i. The pond is 0.6 m (23.6 inches) or less in depth; and
 - ii. The pond is located a minimum of 1.5 m (4.9 ft.) from the front and side property lines.
- 3. A private pool shall be enclosed by a secure lockable lid or fencing equipped with gates that lock in accordance with the Alberta Building Code in effect at the date of the application for Development Permit.

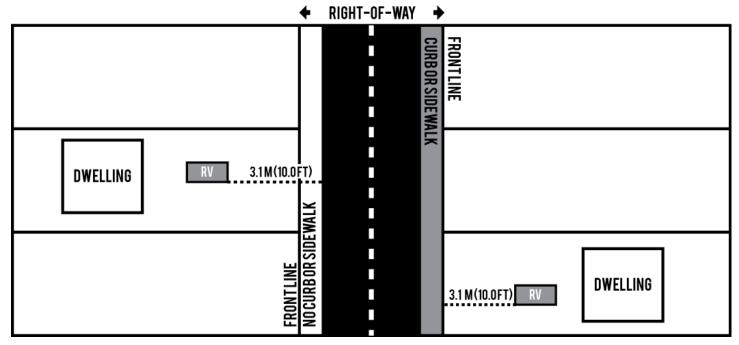
9.7 PUBLIC PROPERTIES

- 1. Parking or leaving a vehicle on public property shall be in accordance with the Summer Village of Norglenwold Traffic Bylaw 207-12, as amended.
- 2. The removal of trees and/or shrubs, excavation, grading or drainage alteration on any municipal reserve, environmental reserve or other municipal owned land, without expressed written approval from the municipality, is prohibited.
- 3. Private development on any municipal reserve, environmental reserve or other municipal owned land is prohibited.
- 4. The prohibition in **Section 9.7.3** does not apply to any uses listed in an applicable land use district and subject to expressed written approval from the municipality.
- 5. No person shall erect or cause to be erected any fence on any property owned by the municipality without their expressed written approval.

9.8 RECREATIONAL VEHICLES

- 1. The placement of a recreational vehicle on a lot requires a development permit.
- 2. A development permit application to place an recreational vehicle on a lot shall indicate:
 - a. where the recreational vehicle will be placed on a lot on a permanent basis;
 - b. how potable water, wastewater, and utilities will be provided; and
 - c. where onsite parking will be provided.
- 3. Except as noted in 9.8.4 below, a recreational vehicle shall not be placed on an undeveloped lot.
- 4. A maximum of one (1) recreational vehicle is permitted on an undeveloped lot on a temporary basis (with a development permit) in order to provide temporary accommodation (during construction) for a principal dwelling for which a development permit has been issued. The recreational vehicle must have approved potable water system and wastewater system that complying with current provincial requirements.
- 5. Additional recreational vehicles may be allowed on a lot on a temporary basis at the discretion of the Development Authority.
- 6. Recreational vehicles shall adhere to the front, rear, and side yard requirements of dwellings and accessory buildings identified in the applicable Land Use District.
- 7. A recreational vehicle on a lot shall be considered part of a lot's site coverage and (along with other developments on the lot) shall not exceed the maximum site coverage regulation in the applicable Land Use District.
- 8. Recreational vehicles on developed lots must be located entirely within the boundaries of the lot.
- 9. The towing vehicle associated with the recreational vehicle shall be parked entirely on the lot and not on the adjacent roadway.
- 10. Recreational vehicles shall not be located within a front yard on a lakefront lot.
- 11. All recreational vehicles shall not be permitted to dispose of wastewater and greywater on the ground within the Summer Village.
- 12. A maximum of one (1) recreational vehicle may be stored permanently on a residential lot.
- 13. The storage of a recreational vehicle year-round on a residential lot may be allowed under the following conditions:
 - a. The recreational vehicle:
 - i. Is entirely contained within the lot;

- ii. Conforms to the front, rear, and side yard requirements of dwellings and accessory buildings identified in the applicable Land Use Districts and the regulations in Section 9.8.8; and
- iii. Is located on a hard surfaced or gravel pad.
- 14. Notwithstanding section 9.8.13 above, at the discretion of the Development Authority Officer a recreational vehicle may be allowed year-round in a front yard on a hard surfaced or gravel pad if there is a minimum of 3.1 m (10.0 ft.) between the recreational vehicle when parked and the edge of sidewalk or, where there is no sidewalk, 3.1 m (10.0 ft.) from the back of curb adjacent to the lot. Where there is no curb or sidewalk, the required setback from a front lot line shall normally be 3.1 m (10.0 ft.).



- 15. Underground permanent utilities (e.g. water, wastewater, and dedicated power connections) are strictly prohibited for recreational vehicles in the Summer Village.
- 16. Recreational vehicles and recreational vehicle stalls shall not be rented for compensation.
- 17. Recreational vehicles must remain on private property at all times and cannot be stored or used on municipal land.
- 18. In no instance will the placement of a recreational vehicle in a front yard be allowed where the recreational vehicle would impede or obstruct the safety of pedestrians or vehicle traffic on adjacent sidewalks or roadways.

9.9 SUITES

- 1. A maximum of one (1) guest house suite is allowed on a lot.
- 2. A guest house suite (including a garage suite) shall not be allowed on an undeveloped lot.
- 3. Secondary suites and security suites shall be prohibited in the Summer Village.
- 4. In situations where a detached dwelling is being rented out and there is a guest house on the parcel, the guest house shall not be rented out to a separate party other than those renting the detached dwelling.
- 5. A guest house suite may not include a food preparation area, refrigerator, stove or provision of 220 volt wiring.
- 6. A site plan showing the location of the guest house suite on the lot, provisions for off-street parking and access to the guest house shall be provided by the applicant.
- 7. As a condition of the development permit, the guest house suite shall be connected to the municipal wastewater disposal system. The applicant shall be required to demonstrate that the system has sufficient capacity for the additional use and meets the requirements of the Wastewater Commission and the Summer Village.

8. Other requirements for suites shall be as per the table below:

	GUEST HOUSE SUITES
MAXIMUM HEIGHT	7.6 m (25.0 ft.)
MINIMUM FLOOR AREA	30.0 m ² (323.0 ft. ²)
MAXIMUM FLOOR AREA (and shall not exceed the floor area of the principal building)	83.6 m ² (900.0 ft. ²)
MINIMUM # OF ADDITIONAL ON-SITE PARKING SPACES REQUIRED	1

9. The maximum floor area for a guest house shall not enable a scenario whereby the total development on a lot exceeds the maximum site coverage regulations in the applicable Land Use District.

9.10 TOURIST HOMES

- 1. Tourist homes are not permitted within the Summer Village of Norglenwold.
- 2. The rental of dwellings in the Summer Village for a period longer than 30 consecutive days does not constitute a tourist home.
- 3. Persons found operating a tourist home within the Summer Village may be issued a penalty for the offense as identified in the Summer Village's Fees Bylaw.

9.11 GUIDELINES FOR OTHER LAND USES

- 1. All uses which are not covered by the regulations of Sections 8 and 9 of this Land Use Bylaw shall, in accordance with the following guidelines, be:
 - a. Separated from adjacent uses by such a distance as to ensure that there will be no adverse impact upon or by those adjacent uses;
 - b. At a density which is consistent with that prevailing in the area, unless otherwise provided for in a statutory plan;
 - c. Setback from any parcel boundary abutting a road or a reserve a sufficient distance to ensure that the development will not be visually intrusive, having regard to any possible changes in surrounding uses;
 - d. Of a height which will be consistent with that prevailing in the area;
 - e. Developed in such a manner that there will be no adverse impact upon or by traffic on adjacent roads; and
 - f. Developed in conformance with any applicable statutory plan policies.

LAND USE DISTRICTS

10.1 ESTABLISHMENT OF LAND USE DISTRICTS

1. For the purpose of this Land Use Bylaw, the municipality is divided into the following districts:

LAND USE DISTRICT	SYMBOL	COLOUR
SHORELINE RESIDENTIAL	RI	YELLOW
ESTATE RESIDENTIAL	R2	ORANGE
ENVIRONMENTAL OPEN SPACE	EO	GREEN
COMMUNITY AND RECREATION	CR	BLUE

- 2. The boundaries of the districts listed in **Section 10.1.1** are as delineated on the Land Use District Map show in **Section 15** of this Land Use Bylaw. All roads, water courses and lakes are excluded from the land use districts.
- 3. Where the location of district boundaries on the Land Use District Map is not clearly understood, the following rules shall apply:
 - a. A boundary shown as approximately following a parcel boundary shall be deemed to follow the parcel boundary;
 - b. A boundary which does not follow a parcel boundary shall be located by measurement of the Land Use District Map; and
 - c. A boundary location which cannot be satisfactorily resolved, shall be referred to Council for an official interpretation.

SHORELINE RESIDENTIAL DISTRICT

11.1 GENERAL PURPOSE

1. To provide an area for low density residential development in the form of single-detached dwellings and compatible uses.

11.2 USES

A. PERMITTED USES	B. DISCRETIONARY USES
i. Accessory Buildings where the total floor area is 53.5 m ² (578.0 ft. ²) or less	i. Accessory Buildings where the total floor area is over 53.5 m² (578.0 ft.²)
ii. Day Homes	ii. Apiaries (for colonies greater than 1,000 bees and/or more than 1 queen)
iii. Dwellings, Single-Detached	iii. Suites, Guest House
iv. Home Occupations, Minor	iv. Home Occupations, Major
	v. Modular Home
	vi. Parks and Playgrounds
	vii. Public and Quasi-Public Uses
	viii. Signs
	ix. Temporary Buildings
	x. Walkways

11.3 MINIMUM PARCEL REQUIREMENTS

A. WIDTH	15.2 m (50.0 ft.)
	697.0 m ² (7,502 ft. ²)
B. AREA	Parcels not complying with the foregoing and legally created prior to promulgation of Alberta Regulation 132/78 (April 1978) are not subject to foregoing, but shall have an area not less than 520.0 m ² (5,597 ft. ²).

11.4 PARCEL SERVICING

- 1. No building may be erected or development commenced on parcels which are not proposed to be served by a piped water or wastewater system until arrangements, satisfactory to the Provincial Plumbing Inspector, Alberta Labour and the Public Health Unit, have been made for collection, storage, if any, and disposal of wastewater.
- 2. The Development Authority shall either refuse to issue a Development Permit for any building, structure or works, unless arrangements under (1) above have been completed, or issue a Development Permit subject to the conditions that arrangements under (1) above shall be completed prior to the commencement of the development.
- 3. Electrical power from the property line of any parcel to any building situate on the parcel shall be constructed underground.

11 5 SITE DEVELOPMENT

1. Unless otherwise provided in a development agreement registered by the municipality by caveat on the title to any parcel the following provisions shall apply:

A. MINIMUM FRONT YARD	7.5 m (24.6 ft.) to the habitable dwelling unit from: a. The front parcel boundary; or b. The top of the escarpment; or c. The high water mark; Whichever is closest to the dwelling unit. 6.0 m (19.7 ft.) to a garage attached to (and structurally part of) the principal building.	
B. MINIMUM SIDE YARD	1.5 m (4.9 ft.) or ten (10) percent of the parcel width, whichever is greater, to a maximum of 3.0 m (9.8 ft.), or as required by the Alberta Building Code (whichever is greater).	
C. MAXIMUM SITE COVERAGE	50%	
D. MINIMUM VEGETATION COVERAGE	A5%, of which 10% of the total lot area must be covered in trees and shrubs. Sylvan Lake Front Property Line Vegetation, includes trees and shrubs (Minimium 45%) Trees and Shrubs (Minimium 45%) Trees and Shrubs (Minimium 10% of total lot area) Flex Area - Soft Landscaping Elements (5%) Lot Boundary The total vegetation coverage requirement is a minimum 45% of the total lot area. included in this 45% minimum requirement, 10% of the total lot area must be covered in trees and shrubs. Flex area means the remainder of the lot area where soft landscaping elements or permeable surfaces (e.g. gravel, rock gardens, synthetic turf, permeable pavement) are encouraged. Note: This illustration demonstrates an example of site coverage only and is not representative of requirements for setbacks, building floor area, and siting. This illustration is not to scale. The location of buildings, decks, non-permeable surfaces, vegetation (including trees and shrubs), and flex area is an example only.	
E. MAXIMUM DWELLING HEIGHT	10.0 m (32.8 ft.) measured from grade.	
F. MINIMUM FLOOR AREA	100.0 m ² (1,076 ft. ²)	
G. PARKING STALLS	All parking stalls shall have a dimension of not less than 2.7 m (9.0 ft.) by 5.5 m (18.0 ft.).	

H. MINIMUM PARKING (DETACHED DWELLING)	Two (2) parking stalls per dwelling.
I. MINIMUM PARKING (ALL OTHER USES)	As required by the Development Authority.

11.6 ADDITIONAL REGULATIONS

- 1. All uses must comply with the regulations in Section 8 and 9 of this Land Use Bylaw.
- 2. Shoreline erosion control measures are prohibited unless prior written approval has been received from the Alberta Environment and Parks and the Summer Village of Norglenwold.
- 3. Lot grading and landscaping shall comply with the regulations in Sections 8.11 and 8.13 of this Land Use Bylaw.
- 4. Lands subject to an environmental reserve easement must remain in their natural state.

ESTATE RESIDENTIAL DISTRICT

12.1 GENERAL PURPOSE

1. To provide an area for very low density residential development in the form of detached dwellings and compatible uses, on parcels not abutting the lake or a reserve parcel abutting the lake.

12.2 USES

A. PE	RMITTED USES	B. DIS	SCRETIONARY USES
i.	Accessory Buildings where the total floor area is 53.5m^2 (578.0ft.^2) or less	i.	Accessory Buildings where the total floor area is over $53.5 \text{m}^2 (578.0 \text{ft.}^2)$
ii.	Day Homes	ii.	Apiaries (for colonies greater than 1,000 bees and/or more than 1 queen)
iii.	Dwellings, Single-Detached	iii.	Suites, Guest Houses
iv.	Home Occupations, Minor	iv.	Home Occupations, Major
		V.	Modular Home
		vi.	Parks and Playgrounds
		vii.	Public and Quasi-Public Uses
		viii.	Signs
		ix.	Temporary Buildings
		X.	Walkways

12.3 MINIMUM PARCEL REQUIREMENTS

A. WIDTH	30.5 m (100.0 ft.)
	1,860 m ² (20,020 ft. ²)
B. AREA	Parcels not complying with the foregoing and legally created prior to promulgation of Alberta Regulation 132/78 (April 1978) are not subject to foregoing, but shall have an area not less than 520.0 m ² (5,597 ft. ²).

12.4 PARCEL SERVICING

- 1. No building may be erected or development commenced on parcels which are not proposed to be served by a piped water or sewerage system until arrangements, satisfactory to the Provincial Plumbing Inspector, Alberta Labour and the Public Health Unit, have been made for collection, storage, if any, and disposal of sewage.
- 2. The Development Authority shall either refuse to issue a Development Permit for any building, structure or works, unless arrangements under (1) above have been completed, or issue a Development Permit subject to the conditions that arrangements under (1) above shall be completed prior to the commencement of the development.
- 3. Electrical power from the property line of any parcel to any building situate on the parcel shall be constructed underground.

12 5 SITE DEVELOPMENT

1. Unless otherwise provided in a development agreement registered by the municipality by caveat on the title to any parcel the following provisions shall apply:

A MINIMUM EDONE	7.5 m (24.6 ft.) to the habitable dwelling unit from the front parcel boundary.	
A. MINIMUM FRONT YARD	6.0 m (19.7 ft.) to a garage attached to (and structurally part of) the principal building.	
B. MINIMUM SIDE YARD	1.5 m (4.9 ft.) or ten (10) percent of the parcel width, whichever is greater, to a maximum of 3.0 m (9.8 ft.), or as required by the Alberta Building Code (whichever is greater).	
C. MAXIMUM SITE COVERAGE	50%	
D. MINIMUM VEGETATION COVERAGE	45%, of which 10% of the total lot area must be covered in trees and shrubs. Sylvan Lake Non-permeable Surfaces (Maximum 50%)	
	Vegetation, includes trees and shrubs (Minimium 45%) Trees and Shrubs (Minimium 10% of total lot area) Flex Area - Soft Landscaping Elements (5%) Lot Boundary The total vegetation coverage requirement is a minimum 45% of the total lot area. included in this 45% minimum requirement, 10% of the total lot area amust be covered in trees and shrubs. Flex area means the remainder of the lot area where soft landscaping elements or permeable surfaces (e.g. gravel, rock gardens, synthetic turf, permeable pavement) are encouraged. Note: This illustration demonstrates an example of site coverage only and is not representative of requirements for setbacks, building floor area, and siting. This illustration is not to scale. The location	
	of buildings, decks, non-permeable surfaces, vegetation (including trees and shrubs), and flex area is an example only.	
E. MAXIMUM DWELLING HEIGHT	10.0 m (32.8 ft.) measured from grade.	
F. MINIMUM FLOOR AREA	100.0 m ² (1,076 ft. ²)	
G. PARKING STALLS	All parking stalls shall have a dimension of not less than 2.7 m (9.0 ft.) by 5.5 m (18.0 ft.).	
H. MINIMUM PARKING (DETACHED DWELLING)	Two (2) parking stalls per dwelling.	
I. MINIMUM PARKING (ALL OTHER USES)	As required by the Development Authority.	

12.6 ADDITIONAL REGULATIONS

- 1. All uses must comply with the regulations in Section 8 and 9 of this Land Use Bylaw.
- 2. Lot grading and landscaping shall comply with the regulations in Sections 8.11 and 8.13 of this Land Use Bylaw.

ENVIRONMENTAL OPEN SPACE DISTRICT

13.1 GENERAL PURPOSE

1. To provide an area for the preservation of municipal land in its natural state.

13.2 USES

A. PERMITTED USES	B. DISCRETIONARY USES
i. Natural Areas	i. Accessory Buildings and Uses
ii. Parks and Playgrounds	ii. Signs (public)
	iii. Trails
	iv. Utility Buildings
	v. Walkways
	vi. Any use that is similar, in the opinion of the Development Authority, to the permitted uses or discretionary uses described above.

13.3 SITE DEVELOPMENT

A. PARKING STALLS	All parking stalls shall have a dimension of not less than 2.7 m (9.0 ft.) by 5.5 m (18.0 ft.).
B. MINIMUM PARKING (ALL USES)	As required by the Development Authority.

13.4 ADDITIONAL REGULATIONS

1. All uses must comply with the regulations in Section 8 and 9 of this Land Use Bylaw.

COMMUNITY AND RECREATION DISTRICT

14.1 GENERAL PURPOSE

1. To provide an area for the development of public land for major multi-use recreational facilities, and other uses, herein listed, which are compatible with the area.

14.2 USES

A. PERMITTED USES	B. DISCRETIONARY USES
i. Parks and Playgrounds	i. Accessory Buildings and Uses
ii. Recreation Facilities	ii. Parking Facilities, Public
	iii. Public and Quasi-Public Uses
	iv. Signs (public)
	v. Utility Buildings
	vi. Any use that is similar, in the opinion of the Development Authority, to the permitted uses or discretionary uses described above.

14.3 SITE DEVELOPMENT

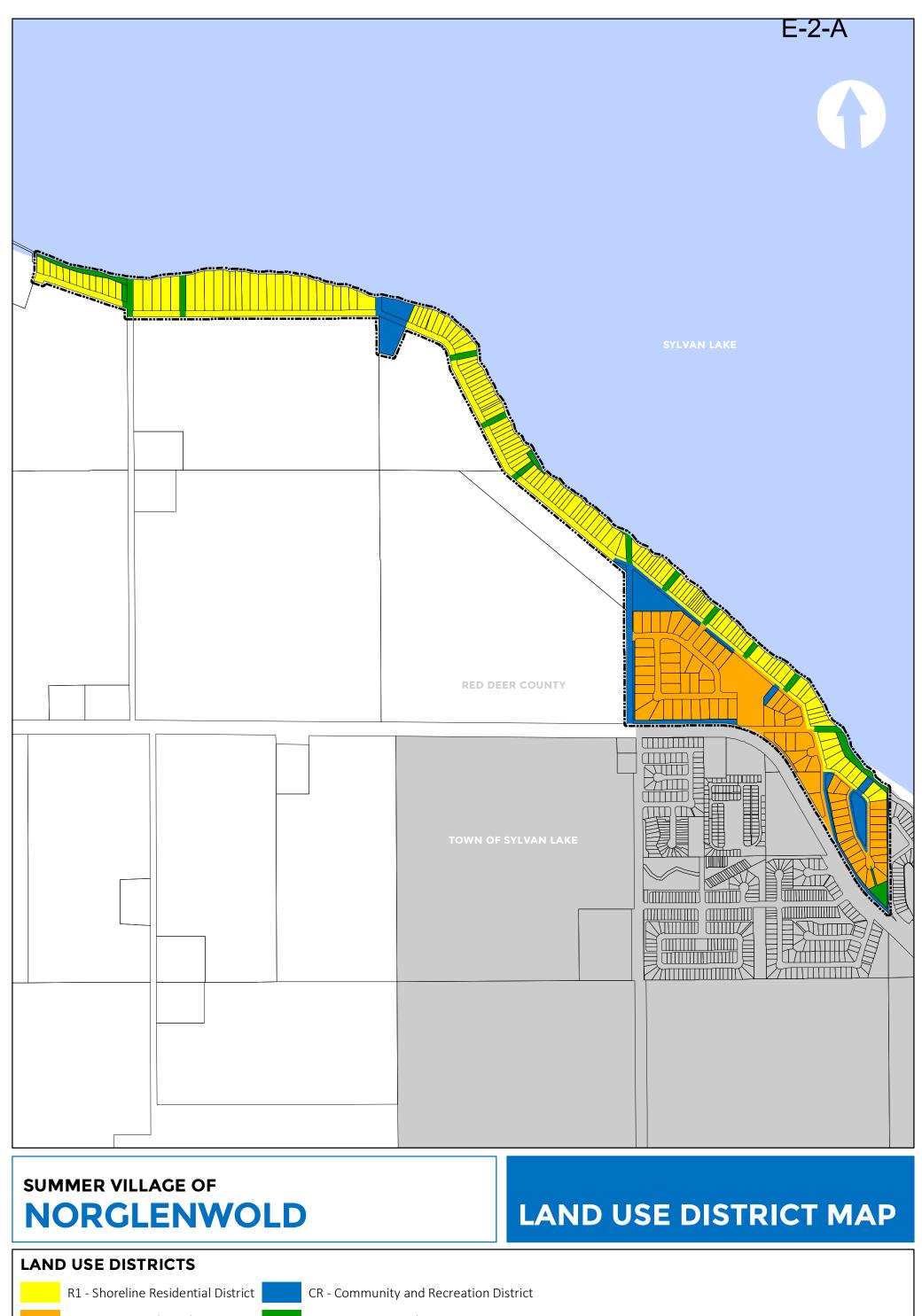
1. Unless otherwise provided in a development agreement registered by the municipality by caveat on the title to any parcel the following provisions shall apply:

A. MINIMUM FRONT YARD	9.0 m (29.5 ft.)
B. MINIMUM SIDE YARD	3.0 m (9.8 ft.) or as required in the Alberta Building Code, whichever is greater
C. MINIMUM REAR YARD	6.0 m (19.7 ft.)
D. MAXIMUM BUILDING HEIGHT	12.0 m (39.4 ft.)
E. PARKING STALLS	All parking stalls shall have a dimension of not less than 2.7 m (9.0 ft.) by 5.5 m (18.0 ft.).
F. MINIMUM PARKING (ALL USES)	As required by the Development Authority.
G. OUTDOOR STORAGE AND DISPLAY	Outdoor storage shall be screened.
	Outdoor display is not allowed.

14.4 ADDITIONAL REGULATIONS

1. All uses must comply with the regulations in Section 8 and 9 of this Land Use Bylaw.

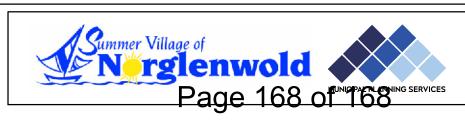
LAND USE DISTRICT MAP



R2 - Estate Residential District EO - Environmental Open Space District

Digital Information: Geogratis, Geodiscover, and Altalis Projection: UTM NAD 83 12N

М 300 600 900



Summer Village of Norglenwold

July 29, 2022

Council Reports

Information Item

Council Reports:

Cyril Gurevitch Jeff Ludwig Nav Rattan

Committee Reports:

Joint Services Committee

- April 29 Minutes
- May 12 Minutes

Correspondence:

Upcoming Meetings:

Next Council Meeting – September 30, 2022

Joint Service Committee Regular Meeting Minutes April 29, 2022

IN ATTENDANCE Chair / Birchcliff: Roger Dufresne

Half Moon Bay: Jon Johnston

Jarvis Bay: Julie Maplethorpe (joined at 1:08)

Norglenwold: Jeff Ludwig Sunbreaker Cove: Jim Willmon

CAO: Tanner Evans

CALL TO ORDER The Meeting was called to order at 1:02 p.m. by Chair Dufresne.

AGENDA APPROVAL

JSC-22-12 MOVED by Jim Wilmon that the agenda be adopted as presented.

CARRIED

ADOPTION OF MINUTES

JSC-22-13 MOVED by Jon Jonston to adopt the Regular Meeting Minutes of

February 28 as presented.

CARRIED

INFORMATION ITEMS

1) 1st Quarter Shared Costs Update

JSC-22-14 Moved by Jim Wilmon to accept the information items as presented.

CARRIED

REQUESTS FOR DECISION

1) Level of Service Agreement

2) Procedural Bylaw

3) Procurement Policy

JSC-22-15 MOVED by Chair Dufresne that the JSC move to a closed session at

1:17p.m.

CARRIED

JSC returned from a closed session at 3:45 p.m. The following motions

were made by the Chair:

Joint Service Committee Regular Meeting Minutes April 29, 2022

JSC-22-16 Edits to be made to the level of service presentation: Page 16 header should read "budgeting process" Page 17 should have guidance for Council to manage capital planning decision Page 19 clarify 10 regular Council meetings Page 22 Public Works Coordinator should actively participate on various boards JSC-22-17 Direction to move forward with Procedural Byalw with the following edits: Remove definition for open microphone Spelling error in section 64 Ensure closed session section is up to date with latest MGA requirements Section 159 regarding a 6-year limit for Council to be removed Add definition for resident JSC-22-18 Administration to move forward with a procurement policy in 2023, with the following amendments: Spending ranges should not overlap and should correspond with actual policy New section for code of conduct for Administration Remove any claims having to do with supporting local contractors CARRIED **ROUND TABLE** Each member gave a round table update of the ongoing business in their respective municipalities. **ADJOURNMENT** JSC-22-19 Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 3:58 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO

Joint Service Committee Regular Meeting Minutes May 12, 2022

IN ATTENDANCE Chair / Birchcliff: Roger Dufresne

Half Moon Bay: Jon Johnston Jarvis Bay: Julie Maplethorpe Norglenwold: Jeff Ludwig Sunbreaker Cove: Jim Willmon

CAO: Tanner Evans

RCMP Sgt. Stephanie Lesyk

RCMP Detachment Commander Jay Peden

CALL TO ORDER The Meeting was called to order at 12:04 p.m. by Chair Dufresne.

AGENDA APPROVAL

JSC-22-20 MOVED by Julie Maplethorpe that the agenda be adopted as presented.

DISCUSSION ITEMS

1) RCMP Discussion

2) Road Matrix

3) Summer Village Elected Officials Meet & Greet

4) Remuneration Comparison

Discussion with RCMP took place including level of service expectations, current goals, crime prevention, crime C.A.P.T.U.R.E.

program, information sharing and reporting.

JSC-22-21 MOVED by Chair Dufresne that the JSC move to a closed session at 1:15

p.m.

CARRIED

JSC returned from a closed session at 2:30 p.m. The following motions

were made by the Chair:

JSC-22-22 Administration to send out an email blast with a summary of the

discussion between JSC and RCMP.

JSC-22-23 Administration to obtain Road Matrix pricing for each village should

some decide to proceed and others not.

JSC-22-24 The JSC does not support moving forward with an elected officials

meet & greet.

CARRIED

Joint Service Committee Regular Meeting Minutes May 12, 2022

ROUND TABLE

Each member gave a round table update of the ongoing business in their respective municipalities.

ADJOURNMENT

JSC-22-25

Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 2:48 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO