



LAND USE BYLAW

Package of Proposed Changes
Current as of July 8, 2022



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PROJECT OVERVIEW

The Town of Westlock is reviewing and updating the Land Use Bylaw. Since Land Use Bylaw No. 2015-02's adoption by Council in 2015, Administration has compiled a list of revisions to correct errors, gaps and other issues that have been identified through practical application. The goal of this update will be to create a new Land Use Bylaw which will help Town residents, businesses and developers navigate development activities and processes with ease.

Work to date:

- Compiled list of revisions from current and past Administration
- Review of comparable Land Use Bylaws using the following criteria: less than 3 years since adoption, ~5000 population, same distance from major urban center
- Internal review of comparator research and proposed revisions
- Completed initial draft of new Land Use Bylaw
- Commenced public engagement phase of project with online survey

Public Engagement:

- Online survey for initial broad-scale public engagement from February 22 to March 11
- Educational videos available on Town website and social media
- A detailed summary package of all proposed changes will be made available on the Town's website, by request or in person at the Town Office
- Open houses (4) planned for April/May for focused feedback on proposed changes
- Direct engagement with affected landowners for site-specific redistrictings
- Public Hearing at a 2022 Regular Council Meeting

Project Timeline:

- Background Research and First Draft of Bylaw – October – December 2021
- Public Engagement – January – May 2022
- Final Bylaw Preparation – June – August 2022
- Council Approval & Public Hearing – September – October 2022
- Adoption of New Bylaw – *anticipated* October 2022
- New Bylaw in force & effect – *anticipated* January 1, 2023

Project Contact:

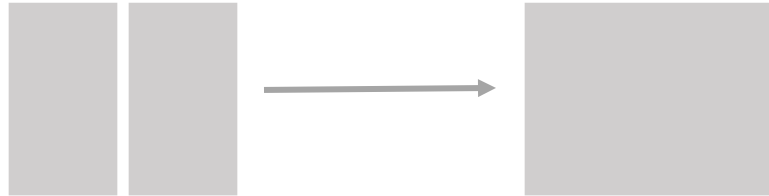
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FORMAT CHANGES

1. TWO TO ONE COLUMN

The two-column format has been converted to a one-column format to enhance readability.



2. TABLES & GRAPHICS

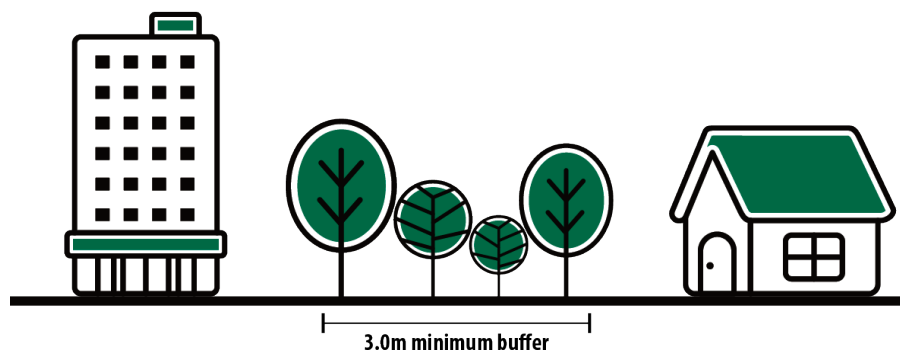
Additional tables and graphics will be added to the Bylaw to streamline lengthy lists of regulations or clarify more complicated regulations.

Example Table:

Marquee or Canopy Sign Requirements

a)	Maximum Sign Area	Sign area ≤ 25% of the Building Façade.
b)	Maximum Copy Area	Copy area of any single face ≤ 50% of the Canopy area.
c)	Standards	Shall be located on a business frontage. Shall have no more than 1.0m (3.3ft) projection above the top edge of the canopy. Shall have a minimum clearance of 2.5m (8.2ft) above grade. Shall not project over a road or lane. Shall be attached to the edge of the marquee or canopy. Shall have no additional supporting wires or stays attached to the sign structure or wall.

Example Graphic:





3. SECTION REORGANIZATION

Sections of the Land Use Bylaw have been relocated to group like-regulations and to aid with wayfinding throughout the Bylaw. For example, all regulations and land use districts having to do specifically with a Residential property have now been grouped into a new Residential Part of the Bylaw.

In addition, similar or same regulations across multiple sections or Land Use Districts have been consolidated.



ADMINISTRATIVE & PROCEDURAL CHANGES

All additions and revisions are proposed changes – the Town is asking for input and feedback on all proposed changes.

1. NOTIFICATIONS

Development Permit Decision Notification The Development Authority will provide notification of all decisions on development permits involving a discretionary use or a variance in the following way(s):	
CURRENT	PROPOSED
a) Publish a notice in the newspaper	a) Send by regular mail a written notice to adjacent property owners within a minimum of 50m; and b) May also, at their discretion, publish a notice in any or all of the following forms: i. Publish a notice in at least one (1) issue of the newspaper ii. Post a notice of decision on the Town's website

2. DEVELOPMENT PERMIT PROCESS

Development Permit Timelines The <i>Municipal Government Act</i> sets timelines within which a Development Authority must make a decision on a Development Permit.	
CURRENT	PROPOSED
a) None.	a) 20 days to deem an application complete b) 40 days to make a decision (approve or refuse)

The new timelines align the Land Use Bylaw with the statutory requirements of the *Municipal Government Act*. These timelines can be extended by written agreement between the applicant and the Development Authority. Clear timelines will give applicants surety in expected timelines when applying for a Development Permit.

3. INTERMUNICIPAL REFERRALS

Since adoption of the current Bylaw in 2015, the Town and Westlock County have passed an Intermunicipal Development Plan which sets out referral requirements for certain types of development and subdivision applications. The new Bylaw includes reference to the



Intermunicipal Development Plan and requires the Development Authority to refer applicable applications and consider any recommendations or comments received.

4. MINOR & MAJOR CLASSIFICATIONS

The current Land Use Bylaw differentiates between minor (accessory buildings or structures) and major development applications. These classifications have been removed in the new Bylaw. Instead, all applications will have the same list of standard requirements (ie. application form, fees, proposed use, cost of project) and an additional list of requirements a Development Officer may require has been proposed. This will allow the Development Officer more flexibility in application requirements depending on the scope and scale of each application to minimize the burden on applicants.

5. DEVELOPMENT NOT REQUIRING A DEVELOPMENT PERMIT

Development Permit Not Required Regarding additional types of development being proposed as not requiring a Development Permit.	
PROPOSED	QUALIFIER
Day Home	Not located within an Apartment
Hard Surfacing	For vehicle or pedestrian access or parking
Home Office	
Portable Fabric Covered Structure	Located in a Residential Land Use District
Renovations	Not increasing building footprint, use or number of dwelling units
Solar Collectors	Mounted directly to a roof or side wall
Sign, A-Frame	Removed outside of business hours, 10.0 sq. ft maximum
Tent	Special events only
Temporary Construction Building	Shall be removed within 30 days of substantial completion or as determined by the Development Authority

6. VARIANCES

Variances The Development Authority may approve a variance if in the opinion of the Development Authority:	
CURRENT	PROPOSED
The proposed development would not:	The proposed development would not:
a) Materially interfere with or affect the use, enjoyment or value of neighbouring	a) Unduly interfere with the amenities of neighbourhood; or



properties and involve the variance of any development standard by more than 10%; or b) Involve the variance of floor area as stipulated in the applicable land use district, and the proposed development conforms with the use prescribed for that land or building in this Bylaw.	b) Materially interfere with or affect the use, enjoyment, safety or value of neighbouring land. The proposed development conforms to the use prescribed for that land or building in this Bylaw. In approving an application for a development permit under this Section, the Development Authority shall consider the specific merits of the application, the general purpose and intent of the District, any practical difficulties peculiar to the use, character or situation of land or a building which are not typical of other land in the same district. The Development Authority does not have any authority to vary, waive or relax a Fundamental Use Provision or Use definition. If a variance is granted, the Development Authority shall specifically detail its nature and extent in the associated Development Permit.
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7. EXPIRY & EXTENSION OF DEVELOPMENT PERMIT APPLICATIONS

Development Permit Extensions The Land Use Bylaw sets out the circumstances under which the Development Authority can extend the validity of a development permit.	
CURRENT	PROPOSED
a) If the development authorized by a permit is not commenced within twelve (12) months from the date of its issuance the permit is deemed to be void, unless an extension to this period is granted by the Development Authority.	a) The applicant shall advise the Development Authority within 30 days prior to the expiry of the 12-month period described in Section 3.12.4 if they require an extension. The Development Authority may grant up to a one (1) year extension of the Development Permit.



	b) A development shall be completed to the satisfaction of the Development Authority within two (2) years of the issuance of the Development Permit, unless the applicant, within 30 days prior to the expiry, applies for an extension from the Development Authority. The Development Authority may grant one (1) extension of the effective period and the extension period shall not exceed twelve (12) months.
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8. LAPSE OF USE

Re-establishment of a Use The Land Use Bylaw requires the re-establishment of a same or similar Use if a premise has been vacant for a set amount of time:	
CURRENT	PROPOSED
None.	a) If a use to which a Building, or a portion of a Building, ceases for a period of two (2) years or less, the re-establishment of the same or similar use in the premises does not require a development permit, unless: 1. Structural changes are made or proposed to be made; or 2. There is a change in the intensity of the use. b) If a use to which a Building, or portion of a Building, ceases operation for more than two (2) years, the re-establishment of a use in the building requires the use to be authorized by a new development permit. c) This does not apply to the use of a Dwelling for residential purposes.



9. SUBDIVISION APPLICATIONS

The current Land Use Bylaw did not reference Town specific process or requirements for subdivisions. The proposed Bylaw includes a new Part specific to Subdivision Applications for clarity. This new Part ensures that subdivisions are in accordance with the *Municipal Government Act* and the provincial Subdivision & Development Regulation as well as sets out timelines for completeness, decision and notification for applications.

10. FUNDAMENTAL USE PROVISIONS

Regulations which limit or specify conditions under which a Use may occur have now be converted to Fundamental Use Provisions (FUPs). FUPs are qualifiers for specific or all Permitted and Discretionary Uses within a district. An FUP will:

- a) Limit or restrict the nature or scope of the Use to align with the purpose of the district in which the use is allowed;
- b) Ensure that Uses achieve a particular planning objection that is characteristic and specific to the Land Use District; and
- c) Not be regulatory but modifies the scope of the Use as it applies to that particular district.

FUPs cannot be varied or relaxed.



DEFINITION CHANGES

All definition additions and revisions are proposed changes – the Town is asking for input and feedback on all proposed changes.

In the current Land Use Bylaw, definitions were split into two sections: general and use definitions. This created confusion and required more work on behalf of users of the Bylaw to navigate both sections while attempting to find a definition. This also meant that definitions may have been missed if they were not found in one section over another.

In the new Bylaw, definitions have been combined into one section with definitions pertaining to Uses being **HIGHLIGHTED** in blue.

Definitions have been revised to be more clear, more streamlined or to remove regulatory aspects. New definitions are also proposed to define terms that were not previously or to define new Uses.

1. REVISED DEFINITIONS

CURRENT	PROPOSED
ACCESSORY BUILDING means a building separate and subordinate to the principal building, the use of which is incidental to that of the principal building and located on the same parcel of land. If a structure such as a garage or carport is attached to the principal building, it shall be considered to be part of the principal building and not an accessory building. Accessory buildings shall include decks, fabric shelters, gazebos, play structures, sheds, and treehouses.	ACCESSORY DEVELOPMENT means a building, structure or use that is subordinate to, incidental to and located on the same parcel of land as the principal building or use. Where a structure is attached to a principal building on a site it shall be considered part of the principal building. This use may include, but is not limited to sheds, detached garages, gazebos, play structures, and pergolas.
ACCESSORY USE means a use that is subordinate to the principal use and located on the same parcel of land.	Deleted. Incorporated into Accessory Development.
ADJACENT LAND means land that is contiguous to a particular parcel of land. This includes land that would have a common boundary with the subject parcel of land if not for a road, river or stream.	ADJACENT means contiguous to, or would be contiguous if not for a river, stream, railway, road, utility right-of-way or public utility lot.
ADVERTISEMENT means any word, letter, model, picture, symbol, device, or representation, whether illuminated or not, in the nature of or used wholly or in part for the purposes of advertisement, announcement, or direction.	COPY means the letters, graphics or characters that make up the message on the sign face.
AREA STRUCTURE PLAN means a plan adopted by Council as an Area Structure Plan pursuant to the MGA.	AREA STRUCTURE PLAN means a statutory plan adopted by Council, prepared pursuant to the MGA, which addresses the future development



	of large areas of land at a conceptual level of detail.
BUILDING AREA means the greatest horizontal area of a building above grade within the glassline of exterior walls, or within the glassline of exterior walls and the centreline of firewalls.	FLOOR AREA means the sum of the areas of all above grade floors of a building measured to the glassline, or where there is no glassline, to the outside surface of the exterior walls, or where buildings are separated by firewalls, to the centre line of the common firewalls, and includes all mechanical equipment areas and all open areas inside a building, including atriums, elevator shafts, stairwells, basements, attached garages, sheds, open porches, breezeways and similar areas.
BUILDING HEIGHT means the vertical distance measured from the grade to the highest point of the building, exclusive of any accessory roof construction such as a mechanical housing, an elevator housing, a ventilating fan, a skylight, a smokestack, a flagpole, a fire wall, a parapet wall, a chimney, a steeple, an antenna, or a similar device.	HEIGHT means the vertical distance between grade (at the base of the structure) and the highest point of a structure excluding any device or addition not structurally essential to the structure, including an elevator housing, mechanical housing, roof stairway entrance, ventilating fan, skylight, steeple, chimney, smoke stack, firewall, parapet wall, flagpole or similar devices.
BUSINESS SUPPORT SERVICE means a development providing support services to businesses. Business support services are characterized by one or more of the following features: the use of minor mechanical equipment for printing, duplicating, binding or photographic processing; the provision of office maintenance or custodial services; the provision of office security; the provision of technological services such as computer hardware or software maintenance, desktop publishing, website design or hosting, and similar uses; or the sale, rental, repair or servicing of office equipment, furniture and machines. Business support services include printing establishments, film processing establishments, computer service establishments, janitorial firms, and office equipment sales and repair establishments.	BUSINESS SUPPORT SERVICE means a development provided support services to businesses. Typical uses include but are not limited to: printing establishments, film processing establishments, computer service establishments, janitorial firms, office equipment sales and repair establishment, and security system sales and service establishments.
CAMPGROUND means a development where tents, vacation trailers, or motor homes used by travellers and tourists for overnight accommodation are located.	CAMPGROUND means a development where tents, vacation trailers or motorhomes used by travelers and tourists for overnight accommodation are located. Related facilities



	that are necessary to and support the campground such as an administrative office, laundromat, picnic grounds, playgrounds and boating facilities may be located on-site.
CANNABIS PRODUCTION FACILITY means a Federally licensed and authorized development for growing, producing, testing, destroying, storing, or distributing Medical and Non-Medical Cannabis or Cannabis products.	CANNABIS PRODUCTION FACILITY means a Federally licensed and authorized development for growing, producing, testing, destroying, storing or distributing Medical and Non-Medical Cannabis or Cannabis products. This use does not include Retail, Cannabis or any other cannabis related uses.
CHILD CARE FACILITY means a development where one or more of care, maintenance, education, or supervision of four or more children under the age of thirteen (13) years is carried out, by persons other than ones related by blood or marriage, for periods not exceeding twenty-four (24) consecutive hours. Child care facilities include: daycare centres, nurseries, kindergartens, and after-school or baby-sitting programs.	CHILD CARE FACILITY means a development licensed by the Province to provide personal care, maintenance, education or supervision of children. Child care facilities include: daycare centres, nurseries, kindergartens, play schools and after-school or baby-sitting programs
CORNER LOT means a lot with boundary lines on two separate roads which intersect at an angle of less than one hundred and thirty five (135) degrees, or a single road that curves such that the arc of the inside boundary of the road is less than 45 m (147.6 ft.) in radius over an angle of more than one hundred and thirty-five (135) degrees) at the subject lot.	CORNER LOT means a lot located at the intersection of two public roadways, other than a lane.
DETACHED GARAGE means a building, accessory to a principal building, which is designed or used primarily for the storage of motor vehicles. It may also be referred to as carport which is a roofed garage used for storing or parking not more than two (2) vehicles and which has a minimum of 40% of its total perimeter open and unobstructed. If less than 40% is open and unobstructed, the building will be considered to be not a carport, but an attached garage.	DETACHED GARAGE means a building accessory to, but not attached in any way, to a principal building, which is designed or primarily used for the storage of motor vehicles.
DEVELOPMENT means: a) An excavation or stockpile and the creation of either of them; b) A building or an addition to or replacement or repair of a building and the construction	DEVELOPMENT means: a) An excavation, stockpile and the creation of either of them;



or placing of any of them in, on, over or under land; c) A change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or d) A change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building. And includes, but is not limited to: e) 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 any building or on any site, including any increase in the number of dwelling units in a building or on a site; f) Any increase in the number of businesses occupying and operating within any building or on any site, and any construction or alterations or additions which would provide more an increase in the number of businesses which could occupy and operate in any building or on any site; g) The placing of refuse or waste material on any land; h) The use of land for the storage or repair of motor vehicles or other machinery or equipment on land that was previously either not used at all or not used for such purpose; i) The demolition or removal of a building; j) The placement of an already constructed or partially constructed building on a parcel of land; k) The use of land for the parking of trailers, bunk houses, portable dwellings, skid shacks, or any type of portable building whether or not the same has been placed or affixed to the land in any way;	b) A building or an addition to or replacement or repair of any building and the construction or placing of any of them in, on, over, or under land; c) A change of use or 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; d) A change in intensity of use of land or a building or an act down 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. as defined in the MGA, as amended.
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l) The display of advertisements on the exterior of any building or on any land, post or support; m) A sign; or n) The removal of topsoil.	
DRIVE-IN BUSINESS means a development which serves customers traveling in motor vehicles driven onto the site where such business is carried on, where normally the customer either remains in the vehicle for service, or parks the vehicle for a short period for the purpose of doing business at the premises. Drive-in businesses include, but are not limited to, service stations, gas bars, drive-in restaurants, drive-through vehicle service establishments such as lubrication shops, recycling depots, and car washes.	DRIVE-IN BUSINESS means a development which provides for rapid customer service to patrons in a motor vehicle and may include outdoor speakers. This includes, but is not limited to drive-through financial institutions, drive-in/through food services and similar developments providing drive-in service in which patrons generally remain within their vehicles.
DWELLING means any building used exclusively for human habitation and which is supported on a foundation or base extending below ground level.	DWELLING or DWELLING UNIT means a complete building or self-contained portion of a building, containing sleeping, cooking and sanitary facilities intended as a permanent residence and having an independent entrance either directly from the outside of the building or through a common area inside the building.
DWELLING, MODULAR HOME means a dwelling consisting of one (1) dwelling unit that is normally constructed in pieces off-site and assembled on-site. A modular home is supported on a permanent foundation or base extending below grade; the roof pitch is equal to or greater than 1:4, the depth of eaves is greater than 60.0cm (24.0in); and the ratio of depth vs. width (or width vs. depth) is less than 2:1.	MODULAR CONSTRUCTION means a building consisting of one or more sections constructed off-site often in a factory which meets Canadian Standards Association (CSA) standards and the requirements of the Alberta Building Code. The building is transported to a site where the section(s) are permanently assembled and anchored to a permanent foundation. A modular unit has no chassis, running gear or wheels. The units or sections may be stacked horizontally or vertically and completed to form one or more complete units for year-round occupancy. Modular construction does not include a manufactured home but any other structures can be built using modular construction.
DWELLING, SINGLE-FAMILY means a dwelling consisting of one (1) dwelling unit. A single-family dwelling is constructed on-site and does not include modular or manufactured homes.	DWELLING, SINGLE-DETACHED means a building consisting of one (1) dwelling unit. This use does not include manufactured homes.



DWELLING, TWO-FAMILY means a dwelling containing two (2) dwelling units which are located either one above the other or one beside the other, in whole or in part, each having a separate entrance.	DWELLING, SEMI-DETACHED means a building containing two (2) dwelling units which are located either one above the other or one beside the other, in whole or in part, each having a separate entrance.
EATING AND DRINKING ESTABLISHMENT means a development where food or beverages or both are prepared and offered for sale to the public, for consumption within the premises, at an accessory outdoor seating area on the site, or off the site, which is not a drive-in restaurant. Eating and drinking establishments include, but are not limited to, neighbourhood pubs, licensed restaurants, cafes, delicatessens, tea rooms, lunch rooms, refreshment stands and take-out restaurants, but shall not include drive-in restaurants or casinos. Eating and, drinking establishments may contain within them a gambling entertainment establishment or an indoor amusement establishment unless otherwise provided for in an approved development permit.	EATING AND DRINKING ESTABLISHMENT means a development where food or beverages are both prepared and offered for sale to the public for consumption by dining in or taking away. This use includes, but is not limited to, neighbourhood pubs, restaurants, cafes, delicatessens, tea rooms, lunch rooms, refreshment stands, outdoor cafes and patios, and take-out restaurants. This use does not include casinos.
ENTERTAINMENT ESTABLISHMENT, INDOOR means a development providing recreational facilities with table games or electronic games or both, used by patrons for entertainment. Indoor amusement establishments include movie theatres, billiard parlours, electronic games arcades with tables or games or both, and bowling alleys, but do not include gambling machine establishments.	ENTERTAINMENT ESTABLISHMENT, INDOOR means an indoor development providing recreational facilities in which the public participates in and/or views an activity for entertainment or social purposes. This use includes the sale of food and beverages to the patrons and may be licensed by the Province for the on-site consumption of alcohol. Indoor entertainment establishments include, but are not limited to movie theatres, billiard parlors, electronic arcades, bowling alleys, theatrical, musical or dance theatres, museums and bingo halls. This use does not include gambling establishments.



ENTERTAINMENT ESTABLISHMENT, OUTDOOR means a development providing recreational facilities outdoors played by patrons for entertainment. Outdoor amusement establishments include amusement parks, go-cart tracks, motocross tracks and miniature golf courses. However, outdoor amusement establishments do not include drive-in motion picture theatres, carnivals or circuses.	ENTERTAINMENT ESTABLISHMENT, OUTDOOR means an outdoor development providing recreational facilities in which the public participates in and/or views an activity for entertainment or social purposes. This use includes the sale of food and beverages to the patrons and may be licensed by the Province for the on-site consumption of alcohol. Outdoor entertainment establishments include amusement parks, go-cart tracks, motorcross tracks, drive-in theatres, carnivals, animal or vegetation exhibits, and circuses.
GRADE means a geodetic elevation from which the height of a structure is measured. The Development Authority shall determine grade by selecting, from the methods listed below, the method that best ensures compatibility with the surrounding development: a) Where a site does not contain any slope greater than 3.3%, the grade is the average of the highest and lowest elevation on the site; b) Grade is the average of the elevation at the corners of the site prior to construction as shown on the site grading plan; or c) Grade is the average elevation of the corners of the buildings on all adjacent properties.	GRADE means the average elevation at the finished level of ground at the corners of a site or at the foundation or as otherwise established by the Town.
HOME OCCUPATION means any business, occupation, trade, profession, or craft carried on by an occupant of a dwelling unit as an accessory use to the residential use of the dwelling, and which does not change the character of the building in which it is located or have any exterior evidence of such accessory use.	HOME BUSINESS means the accessory use of a principal dwelling, or a combination of a principal dwelling and an accessory building, in a residential district to operate an occupation, trade, profession, craft or enterprise or related uses. This use does not include any Cannabis related uses.



HOTEL means a development where members of the traveling public are lodged for brief periods of time, normally not exceeding seven (7) days, in rentable units, where access to the rentable units is from a common entranceway or individual outdoor entranceways. A hotel may include eating and drinking establishments, meeting rooms, personal service shops, indoor amusement establishments, and general retail stores no larger than 100m² (1076.4ft²), but shall not include any entertainment establishment or gambling machine establishment unless specifically approved by the Development Authority.	HOTEL means a development providing lodging for temporary or short-term accommodation in the form of rooms or suites. Access to the rentable units is from a common entranceway or individual entranceways. A hotel may include eating and drinking establishments, meeting rooms, personal service shops, indoor entertainment establishments and general retail stores.
HOUSEHOLD means: a) A person; a) Two (2) or more persons related by blood, marriage, a common law relationship, or adoption; or b) A group of not more than five (5) persons who are not related by blood, marriage, or adoption. All living together as a single housekeeping group and using cooking facilities shared in common. A household may also include bona fide servants, up to two (2) boarders or lodgers, or up to four (4) foster children.	Deleted.
KENNEL means a development in which domestic pets are maintained, boarded, trained, cared for, bred, or raised for remuneration or for sale.	KENNEL means a development in which domestic pets are maintained, boarded, trained, cared for, bred, or raised for remuneration or for sale, generally for periods of greater than twenty-four (24) hours. This use may also include grooming, impounding/quarantining facilities, animal shelters and retail sale of associated products.
LANDSCAPING means lawns, trees, shrubs, ornamental plantings, fences, walks, or other structures and materials used in landscape architecture	LANDSCAPING means the preservation or modification of the natural features of a site through the placement or addition of any or a combination of the following: a) Soft landscaping elements consisting of vegetation such as, but not limited to, trees, shrubs, plants, gardens, lawns, xeriscaping and ornamental plantings;



	b) Hard landscaping elements such as bricks, pavers, shale, crushed rock or other suitable materials, excluding monolithic concrete and asphalt, in the form of patios, walkways and paths; and c) Architectural elements such as fences, walls and sculptures.
LOT WIDTH means the average horizontal distance between the side lines or, where the lot width would be shorter, the distance between the side lines at either the minimum required front yard distance or the minimum required rear yard distance, whichever distance is the shorter, measured parallel to the front line or at right angles to the tangent on a curve from the midpoint of a curved front line.	LOT WIDTH means the average horizontal distance between the side lines measured parallel to the front line or at right angles to the tangent on a curve from the midpoint of a curved front line.
MAY is an operative word meaning a choice is available, with no particular direction or guidance intended. MUST is an operative word which means the action is obligatory.	Deleted. Covered in the Interpretation Section.
NON-ACCESSORY PARKING LOT means a parking area which is not accessory to a particular use or development on the lot on which it is located.	Deleted. Same as Parking Facility.
PARCEL COVERAGE means the total area of the first floor of a building above grade within the outside surface of exterior walls or within the glassline of exterior walls and the centreline of fire walls, including covered porches and verandas, enclosed decks and patios, steps, cornices, eaves and similar projections. Parcel coverage shall include air wells, and all other space within an enclosed building.	SITE COVERAGE means the ratio of the total horizontal area of all buildings and structures on a site which are located at or higher than 0.6m (2.0ft) above grade, including covered porches and verandas, enclosed decks and patios, and similar projections. Parcel coverage shall include air wells, and all other space within an enclosed building. This definition shall not include: a) Steps, eaves, cornices, uncovered decks and similar uncovered projections; b) Driveways, aisles and parking spaces unless they are part of a parking garage; or



	c) Unenclosed inner and outer courts, terraces and patios where there are less than 0.6m above grade.
PUBLIC SCHOOL means a development where educational, training, or instruction occurs under the auspices of a school division or under the auspices of an organization authorized by the Province to provide education similar to that which would be provided by a school division. Public schools include the administration offices, storage, and maintenance operations of the public school, but not of the school division as a whole. Public schools include public and separate elementary, junior high and high schools, community colleges, universities, technical and vocational schools, and private academies or “charter schools”, and their administrative offices and maintenance facilities.	SCHOOL means a development where education, training or instruction is offered to a student of any age by a school board or an operator of a private school as defined by the <i>Schools Act</i> , as amended. This use includes elementary schools, junior and senior high schools, college or university but does not include Commercial Schools.
RETAIL, CANNABIS (or dispensary) means a retail development licensed by the Province of Alberta, where non-medical Cannabis products are to be sold to individuals who attend at the premises. Whereas a Retail, General Use development may retail Cannabis accessories or paraphernalia, it may not engage in the sale of Cannabis products without first acquiring appropriate Provincial licensing and development permit. Likewise, medical Cannabis suppliers and/or consulting services are encompassed within the Health Service Use. This Use Class does not include a Cannabis Production Facility.	RETAIL, CANNABIS means a development licensed by the Province to sell Cannabis and cannabis accessories to the public, for consumption elsewhere. This use does not include Cannabis Production Facility or any other cannabis related uses.
SECONDARY SUITE means a separate set of living quarters within a principal or accessory building, containing independent and physically separate sleeping, sanitary and kitchen facilities.	SECONDARY SUITE means an accessory dwelling unit located within a principal dwelling. This use class includes the development or conversion of basement space or above-grade space to a separate dwelling, or the addition of new floor space to an existing Dwelling. This use does not include Garage or Garden Suites.
SHALL is an operative word which means the action is obligatory.	Deleted. Covered in the Interpretation Section.



SHIPPING CONTAINER means a shipping container, originally used to transport goods, removed from its axle and wheels and used as an accessory building for storage provided that a building permit can be issued under the Building Bylaw.	SHIPPING CONTAINER means a shipping container, originally used to transport goods, removed from its axle and wheels and used as an accessory building for storage.
SIDE LINE 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 road shall be considered a side line.	LINE, SIDE means the property line of a lot lying between a front line and a rear line of a lot.
SIGN means any device, erection, or structure used for the display of advertisements, and without in any way restricting the generality of the foregoing, includes posters, notices, panels, boardings, and banners.	SIGN means any device, erection or structure used for the display of advertising or calling attention to any business, organization, person, matter thing or event.
SIGN, A-FRAME means a self-supporting sign comprised of two panels not more than 1.0m (3.3ft) high or 0.6m (2.0ft) wide joined at the top used to promote products or services on or adjacent to the property where the sign is displayed.	SIGN, A-FRAME means a self-supporting sign comprised of one or more panels joined at the top used to promote products or services on or adjacent to the property where the sign is displayed.
SIGN, FASCIA means a sign placed flat and parallel to the face of the building so that no part, excluding lighting fixtures or related supports, projects more than 31.0cm (1.0ft) from the building.	SIGN, FASCIA means a sign placed flat and parallel to the face of the building. Typical fascia signs include painted signs, wall signs, channel lettering, and banners.
SIGN, PORTABLE means a sign with a total area on one face of no greater than 4.65m ² (50.1ft ²) mounted on a frame or on a trailer, stand or similar support which together with the support can be relocated to another location, and may include copy that can be changed manually through the use of detachable characters. A permit for a portable sign shall be valid for ninety (90) days.	SIGN, PORTABLE means a sign mounted on a frame or on a trailer, stand or similar support which together with the support can be relocated to a another location and may include copy that can be changed manually through the use of detachable characters.
SIGN, PROJECTING means a sign which is attached to a building or structure so that part of the sign projects more than 31.0cm (1.0ft) from the face of the building or structure.	SIGN, PROJECTING means a sign which is attached to a building or structure so that part of the sign projects outwards from the face of the building or structure.



STOREY means the space between one floor of a multi-storey building and the next floor above it. The upper limit of the top storey shall be the ceiling above the topmost floor. A basement shall not be considered a storey.	STOREY means the space between one floor and the next floor above it. The upper limit of the top storey shall be the ceiling above the topmost floor. A basement shall not considered a storey.
TEMPORARY INDUSTRIAL CAMP means a temporary residential complex used to house camp workers by various contracting firms on a temporary basis of more than 28 days and less than one (1) year. The camp may be made up of a number of mobile units, clustered in such fashion as to provide sleeping, eating, recreation and other basic living facilities.	TEMPORARY INDUSTRIAL CAMP means a temporary residential complex used to house camp workers by various contracting firms on a temporary basis. The camp may be made up of a number of mobile units, clustered in such a way as to provide sleeping, eating, recreation or other basic living facilities.

2. NEW DEFINITIONS

PROPOSED
BALCONY means an outside projecting platform with an entrance from an upper floor of a building.
BREWERIES, WINERIES AND DISTILLERIES means the manufacturing of beer, wine, spirits or other alcoholic beverages. This Use may include the sale of alcoholic beverages to the public for consumption within the premises. Retail sales of alcoholic beverages for consumption off-Site shall be limited to alcoholic beverages manufactured on-site. Accessory activities may include the preparation and sale of food, storage, packaging, bottling, canning and shipping of products.
BUSINESS means: a) A commercial, merchandising or industrial activity or undertaking; b) A profession, trade occupation, calling or employment; or c) An activity providing goods or services. whether or not for profit and however organized or formed, including a co-operative or association of persons.
COMMERCIAL VEHICLE means any motorized vehicle that is designed or used for any activity with the main purpose of financial gain, and shall include, but is not limited to: a) Any vehicle licensed or used for commercial purposes and having a gross vehicle weight (GVW) rating in excess of 4,000kg or exceeding seven metres in length or any trailer licensed or used for commercial purposes; b) Any piece of construction equipment or agricultural equipment; c) Any vehicle not licensed as a commercial vehicle, but is used for the collection or delivery, or both, of merchandise or commodities in the ordinary course of a business undertaking; or



d) Any vehicle that incorporates a boom (cherry picker) or similar mechanical fitting.
COMMUNITY GARDEN means a plot of land used by a group of community members to grow vegetables and fruit for personal use and consumption.
CONDOMINIUM means a building or lot containing bare land units or other units and shared areas, as defined in the <i>Condominium Property Act</i> , as amended.
COPY AREA means the total area of the sign, within one or more rectangles, in which the entire limits of the copy is enclosed. The total copy area of any sign shall be calculated as the sum of all individual faces of the sign.
DAY HOME means an accessory use providing temporary care, education services and supervision to children operated from a private residence that complies with the <i>Alberta Family Day Home Standards</i> .
DRIVEWAY means a private area that provides for vehicle access from an individual lot or site to a public roadway.
ELEVATION means a drawing made in projection on a vertical plan to show a building face.
FAÇADE means the exterior outward face of a building. Typically, the façade of interest is that surface that services as the front of that building and faces the primary public roads, buildings on the corner of two public roads present two public facades.
GARAGE SUITE means an accessory dwelling located above a detached garage or attached to the side or rear of a detached garage. This use does not include Secondary Suites or Garden Suites.
GARDEN SUITE means an accessory dwelling which is separate from the principal dwelling but located on the same lot. This land use does not include Secondary Suites or Garage Suites.
HARD SURFACING means asphalt, concrete, paving stone or other similar material that is used in the construction of a driveway or parking area to the satisfaction of the Development Authority.
HOME OFFICE means an accessory use located within a dwelling unit for the purposes of office uses. This use does not include any Cannabis related uses.
LANDSCAPE BUFFER means an area landscaped with sod and any other soft landscaping elements.
LINE, FRONT FLANKING means, on a corner site, the property line separating a lot from an abutting road other than a lane that is not the front line. This is the longer of the property lines abutting a road, other than a lane. In the case of a corner site formed by a curved corner, the front flanking line shall be the longer of the two segments of the lot line lying between the point determined to be the actual corner and the two points at the extremities of that property line.
LIVESTOCK means livestock as defined in the <i>Agricultural Operation Practices Act</i> , as amended.
MIXED USE DEVELOPMENT means a development that is designed to accommodate a mix of commercial, residential, and/or a limited range of light industrial uses within a single site. The mix of uses may be vertical or horizontal.
MOTOR VEHICLE means: a) a vehicle propelled by any power other than muscle power; or b) a moped, but does not include a bicycle, a power bicycle, an aircraft, an implement of husbandry, or a motor vehicle that runs only on rails; as defined by the <i>Traffic Safety Act</i> , as amended.



PARCEL means the aggregate of one or more areas of land described in a certificate of title or described in a certificate of title by reference to a plan filed or registered in a Land Titles Office, as defined in the MGA, as amended.
PARK MODEL TRAILER means a recreational unit designed for seasonal use. Park Model Trailers are built on a single chassis mounted on wheels, are designed to facilitate occasional relocation and must be connected to utilities to operate installed fixtures and appliances.
PARTY WALL means either: a) A wall erected at, or upon, a line separating two parcels of land each of which is, or is capable of being, a separate legal parcel subdivided under the MGA; or b) A wall separating two dwellings or rear detached garages, each of which is, or is capable of being, a separate legal parcel divided under the <i>Condominium Property Act</i>.
PET CARE SERVICE means a development where small animals normally considered as domestic pets are washed, groomed, trained and/or boarded, but not overnight. This use may also include the retail sales of associated products.
PORCH means an entrance structure typically attached to the front or sides of a residential dwelling at the ground floor entrance level, consisting of a roof and floor, where the front and sides of the structure are enclosed by solid walls and/or windows.
PRIVACY WALL means a structure that: a) Provides visual screening; b) Is located on a balcony, deck or patio; and c) Does not include a railing or balustrade.
PROJECTION means structures projecting from the wall of a building. Common structures include balconies, raised terraces, fireplaces, bay windows, and decks.
PROPERTY LINE means the boundary that legally and geometrically demarcates a parcel.
RECREATIONAL VEHICLE means a portable structure designed and built to be transported on its own wheels or carried on a vehicle to provide temporary living accommodation for recreational or travel purposes and/or for motorized sports activities conducted on both land and water. This use includes, but is not limited to: motor homes or travel trailers; fifth wheel trailers; campers, whether located on a truck or vehicle or not; tent trailers; park model trailers; boats; off-highway vehicles, as defined by the <i>Traffic Safety Act</i> , as amended; utility trailers; and a trailer used to transport any of the above. A recreational vehicle does not include manufactured homes and is not considered a dwelling.
RENEWABLE ENERGY DEVICE means a device where energy is derived from sources that are not depleted by using them, such as solar, geothermal, wind and co-generation production of electricity. Typical uses include wind or solar farms.
RENEWABLE ENERGY DEVICE (LIMITED) means a device where energy is derived from sources that are not depleted by using them, such as solar, geothermal and wind energy. Typical uses include solar panels mounted or attached to a roof or accessory building.
SCREENING means a fence, wall, berm or landscaping feature used to visually separate areas or functions.



SETBACK means the distance that a development shall be set back from a lot line or any other features on a site as specified by this Bylaw. A setback is not a yard. A setback measurement shall be taken from the building foundation.
SHOW HOME means a permanent dwelling that is constructed for the temporary purpose of illustrating to the public the type or character of a dwelling or dwellings to be constructed in other parts of a subdivision or development area. Show home may contain offices for the sale of other lots of dwellings in the area. A show home may not be occupied by any person for the purpose of residency. This use may include a show suite in a multi-unit development.
SIGN, ILLUMINATED means a sign where an artificial light source is used to illuminate the sign from the side or back of the display panel or from an external source, and may be contained within the structure of the sign.
SITE AREA means the total area of a site.
SOFT LANDSCAPING means landscaping consisting of vegetation such as trees, shrubs, hedges, grass and ground cover, including non-grass alternatives such as xeriscaping.
STATUTORY PLAN means an Intermunicipal Development Plan, a Municipal Development Plan, an Area Structure Plan or an Area Redevelopment Plan adopted by a municipality under the MGA, as amended.
STRUCTURE means a building (including eaves) or other thing erected or placed in, on, over or under land, whether or not it is affixed to the land.
SUBSEQUENT OFFENCE means an offence committed by a person after that person has been convicted for the same offence or has voluntarily paid a fine for the same offence within the past twenty-four (24) months.
SURVEILLANCE SUITE means a single dwelling unit, forming part of a development, which is accessory to the principal use and is used solely to accommodate persons whose official function is to provide surveillance required for the maintenance and safety of the development.
TEMPORARY SALES CENTRE means a temporary building, other than a show home, used for a limited period of time for the purpose of marketing residential land and buildings.
TRAFFIC ISLAND means an area of space set aside within a street, road, or parking area, prohibited for use by motor vehicles and is marked or indicated by paint or physical means, to be clearly visible at all times. Typically, islands are raised with perimeter concrete curbs and are landscaped within.
UTILITY means a system or works used to provide or deliver one or more of the following for public consumption, benefit convenience or use: a) Water or steam; b) Sewage disposal c) Public transportation operated by or on behalf of the Town; d) Irrigation; e) Drainage; f) Fuel;



g) Electric power; h) Heat; i) Waste management; j) Residential and commercial street lighting; or k) Any building required to operate the utility as defined in the MGA, as amended.
VARIANCE means an alteration or change to a standard prescribed by this Bylaw that is authorized by the Development Authority or an appeal board.
VEHICLE WASH means a development providing cleaning services to motor vehicles where the customer remains within their vehicle or waits on the premises, unless the facility includes a self-service wand wash. Typical uses include automatic/drive-through or coin/time operated car washes
VIOLATION TAG means a tag or similar document issued by the Town of Westlock pursuant to the MGA for the purposes of notifying a person that an offence has been committed for which a prosecution may follow.
VIOLATION TICKET means a ticket is issued pursuant to the <i>Provincial Offences Procedure Act</i>.
XERISCAPING means a method of landscaping that uses plants, soils and mulches whose natural requirements are appropriate to the local climate, resulting in low maintenance, water efficient and sustainable landscapes.
YARD, FRONT FLANKING means that portion of a lot on a corner lot abutting the front flanking lot line extending from the front yard to the rear yard. The front flanking yard is situated between the front flanking lot line and the nearest wall of the principal building.



GENERAL REGULATION CHANGES

All General Regulation additions and revisions are proposed changes – the Town is asking for input and feedback on all proposed changes.

1. ACCESS TO SITES

Access to Sites Regarding access to sites from public roadways only.	
CURRENT	PROPOSED
a) In any district, when any new development is proposed, including but not limited to a change of use of an existing building or lot, or when any existing development is, in the opinion of the Development Authority, substantially enlarged or increased in capacity, then provision shall be made for on-site parking spaces in accordance with the regulations and standards contained in this Bylaw. b) Adequate access to and egress from individual parking spaces is to be provided at all times by means of unobstructed manoeuvring aisles developed to the satisfaction of the Development Authority, except where otherwise indicated in this Bylaw. c) All curb crossings, entrances, and exits shall be subject to the prior approval of the Development Authority.	a) Curb cuts and ramps shall be located at convenient, safe locations for the physically disabled, for bicyclists and for people pushing strollers or carts, subject to prior approval of the Development Authority. The location and design of curb cuts and ramps shall avoid crossing or funneling traffic through loading areas, drive through service lanes and outdoor trash storage/collection areas. b) No direct vehicle access shall be permitted from a designated arterial or collector roadway or a public roadway that, in the opinion of the Development Authority, is designed to accommodate major vehicular traffic flows to: i. Any residential site, unless the access serves three or more dwelling units; ii. Any site, unless turning space is provided on site such that vehicles entering upon the site may turn before re-entering the public roadway; or iii. Any site, where in the opinion of the Development Authority, there would be an excessive number of access points onto the public roadway. c) Access to highways shall be limited to arterial, collector and service roads, and



	where no service roads are provided, access shall be limited to those access points approved by Alberta Transportation. d) Sites shall be designed so that appropriate access for emergency services is afforded to all buildings.
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2. CORNER SITES

Corner Sites Regarding maintaining pedestrian and vehicular sightlines at intersections of roadways.	
CURRENT	PROPOSED
a) Notwithstanding anything elsewhere contained in this Bylaw, a person using a corner lot in any district shall comply with all the restrictions, limitations, and conditions relating to visibility approaching road intersections as may be required by the Development Authority.	a) At the intersection of public roadways and lanes, a 3.0m (9.8ft) sight triangle shall be provided. b) Notwithstanding any other provision of this Bylaw, no person may erect, place, maintain or permit to grow, over or upon that portion of a site within the sight triangle a fence, wall, sign, tree, hedge or other structure, planting or object over the height of 1.0m (3.3ft) above grade that would obstruct the view of a pedestrian, cyclist or driver of a vehicle travelling on the adjacent roadway. c) A person using a corner lot in any district shall comply with all the restrictions, limitations, and conditions relating to visibility approaching road intersection as may be required by the Development Authority

3. DOUBLE FRONTING LOTS

Corner Sites Regarding lots that are located between two parallel public roadways.	
CURRENT	PROPOSED
a) Where in any district a lot fronts on more than one road, the frontage that is	a) Where a lot in any land use district front onto more than one public roadway, not



on the same road as adjoining lot frontages shall be used for determining the front setback. The other frontage may be considered the side or rear line, at the discretion of the Development Authority.	including a lane, the front yard shall be established from the roadway that is identified by a municipal address. b) Notwithstanding any other provision of this Bylaw, the Development Authority may require that development on a double fronting site provide two minimum front yards, after having regard to adjacent lots and to the location of access to the development.
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4. FENCES, WALLS AND HEDGES

Fences, Walls and Hedges	
CURRENT	PROPOSED
None.	a) No person shall construct a fence or wall, or permit a hedge to grow on public property. b) The height of a fence, wall or hedge shall be measured from grade.

5. LIGHTING

Lighting Regarding outdoor lighting other than streetlights only.	
CURRENT	PROPOSED
a) Any outdoor lighting for any development shall be located and arranged so that no direct rays of light are directed at any adjoining properties, or interfere with the effectiveness of any traffic control devices.	a) Any outdoor lighting for any development shall be located and arranged so that no direct rays of light are directed at any adjacent properties, or interfere with the effectiveness of any traffic control devices. b) A plan indicating the location of exterior lights, including the projected light patterns, shall be provided for multi-unit residential, commercial and institutional sites located adjacent to a residential land use.



6. MULTIPLE USES

Fences, Walls and Hedges	
CURRENT	PROPOSED
None.	a) Where any land, building or structure is used for more than one purpose, all provisions of this Bylaw relating to each individual use shall apply. If there are conflicts between standards for individual uses, the more stringent standard shall apply.

7. ASSISTED LIVING FACILITY, LIMITED

Assisted Living Facility, Limited Specific use regulations for Assisted Living Facilities, Limited.	
CURRENT	PROPOSED
a) The maximum occupancy of a limited assisted living facility shall be six (6) residents. b) The Development Authority may restrict the occupancy of a limited assisted living facility to fewer than the maximum number of residents allowed having regard for the level of traffic generation, parking demand, and frequency of visits by emergency vehicles relative to that which is characteristic of the land use district in which the limited assisted living facility is located. c) A limited assisted living facility shall be developed as a purpose-built freestanding structure or single-family dwelling converted for the purpose. d) Accommodations may include limited food preparation facilities such as bar fridge, mini-sink, and microwave.	a) A limited assisted living facility shall be developed as a purpose-built freestanding structure or single-detached dwelling converted for the purpose. b) If designed as a freestanding structure, it shall be of a size, scale and outward appearance that is typical of the surrounding residential development. c) Accommodations may include limited food preparation facilities. d) Increases in vehicular traffic generation and parking demand shall not materially interfere with or affect the value of neighbouring properties, to the satisfaction of the Development Authority. e) No limited assisted living facility shall be located closer than 300.0m (984.3ft) from another such facility.



e) No home occupation or secondary suite shall be permitted as part of a limited assisted living facility development or on the site of such development. f) Where a limited assisted living facility is designed as a freestanding structure it shall be of a size, scale, and outward appearance that is typical of surrounding residential development. g) Increases in vehicular traffic generation and parking demand shall not materially interfere with or affect the value of neighbouring properties, to the satisfaction of the Development Authority. h) No limited assisted living facility shall be located closer than 300.0m (984.3ft) to another such facility.	
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8. DRIVE-IN BUSINESS

Drive-In Business Specific regulations for developments that include a Drive-In Business component.	
CURRENT	PROPOSED
a) A drive-through business shall not be located on sites where, in the opinion of the Development Authority, the drive-through business would create unsafe vehicle circulation or access or egress from the site. b) The minimum required front yard shall be 3.0m (9.8ft), or such greater distance as prescribed for the district within which the development is located.	a) A drive-through business shall not be located on sites where it would create unsafe vehicle circulation or access or egress from the site, in the opinion of the Development Authority. b) A minimum of two (2) queuing spaces shall be provided for each drive-in window c) All queuing spaces shall be provided on site and be a minimum of 6.5m (21.3ft) long and 3.0m (9.8ft) wide.



c) All parts of a site to which vehicles may have access shall be hard surfaced and drained to the satisfaction of the Development Authority to provide a durable dust-free surface. d) A minimum of 10% of the site area of a drive-through business shall be landscaped to the satisfaction of the Development Authority. e) Where a drive-through business is located abutting to a residential district, screening shall be provided to the satisfaction of the Development Authority. f) A minimum of two (2) queuing spaces shall be provided for each drive-in window. g) All queuing spaces shall be a minimum of 6.5m (21.3ft) long and 3.0m (9.8ft) wide. Queuing lanes shall provide sufficient space for turning and maneuvering and not interfere with parking or access on the site. h) The on-site layout of vehicle circulation patterns shall be to the satisfaction of the Development Authority. i) Any lighting proposed to illuminate the site shall be located and arranged so that all direct rays of light are directed upon the site only and not on any abutting residential districts. j) Where the customer normally remains in the vehicle for service, the minimum site size shall be 930.0m² (10,010.4ft²), and the minimum building area shall be 37.0m² (398.3ft²).	d) Queuing lanes shall be provided on-site and provide sufficient space for turning and maneuvering. The lanes shall not interfere with parking or access to the site. e) The on-site layout of vehicle circulation patterns shall be to the satisfaction of the Development Authority. f) The owner, tenant, operator, or person in charge of a drive-in business shall at all times: i. Maintain the site and the buildings, structures and improvements thereon in a clean, neat, tidy and attractive condition, free from all rubbish and debris; ii. Be responsible for the proper, safe, and orderly operation of the business and of motor vehicles using the site and shall ensure: a. That operators of motor vehicles do not obstruct the sidewalks and boulevards abutting or adjacent to the site; and b. That operators of motor vehicles enter and leave the site only at the entrances and exits provided for such purposes.
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k) No curb cut shall be within 6.0m (19.7ft) from the nearest corner of the intersection of two roads. l) The maximum width of a curb cut shall be 10.7m (35.1ft). m) The minimum distance between adjacent curb cuts on the same side of a site shall be 6.0m (19.7ft), measured along the lot line. n) A sufficient number of catch basins to drain the site shall be provided, to the satisfaction of the Development Authority. o) The owner, tenant, operator, or person in charge of a drive-in business shall, at all times: p) Maintain the site and the buildings, structures, and improvements thereon in a clean, neat, tidy, and attractive condition, free from all rubbish and debris; q) Be responsible for the proper, safe, and orderly operation of the business and of motor vehicles using the site, and without restricting the generality of the foregoing, shall ensure: r) That operators of motor vehicles do not obstruct the sidewalks and boulevards abutting or adjacent to the site; and s) That operators of motor vehicles enter and leave the site only at the entrances and exits provided for such purposes.	
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9. HOME BUSINESS

Home Business Specific use regulations for Home Businesses	
CURRENT	PROPOSED
a) Home occupations shall not be allowed on a site unless a dwelling unit is located on the site on which the home occupation is to be located. b) The Development Authority may place time limits on the period for which a development permit for a home occupation is valid. c) No home occupation shall change the principal character or external appearance of the dwelling involved or of any accessory buildings. d) Home occupations shall be incidental and subordinate to the principal use of the dwelling. e) No more than 20% or 30.0m² (323ft²), whichever is less, of the dwelling unit shall be occupied by the home occupation. f) Storage related to the home occupation and the home occupation itself may be allowed in either the dwelling or accessory buildings. g) There shall be no outdoor business activity, or outdoor storage of material or equipment associated with the home occupation allowed on the site. h) There shall be no mechanical or electrical equipment used which creates external noise, or visible or audible interference with home electronics or	a) Home businesses shall not be permitted on a site unless a dwelling unit is located on the site on which the home business is to be located. b) The Development Authority may place time limits on the period for which a development permit for a home business is valid. c) No home business may change the principal character or external appearance of the dwelling involved or of any accessory buildings. d) Home businesses shall be incidental and subordinate to the principal dwelling. e) No more than 20% or 30.0m² (323ft²), whichever is less, of the dwelling shall be occupied by the home business. f) Storage related to the home business shall be limited to within the dwelling or accessory buildings. g) No outdoor business activity or outdoor storage of material or equipment associated with the home business shall be permitted on site. h) The home business shall not: i. Create any nuisance by way of noise, dust, odour or smoke, or anything of an offensive or objectionable nature;



computer equipment in adjacent dwellings. i) When a development permit is issued for a home occupation, such permit shall be terminated should the applicant for the development permit vacate the property for which the development permit has been issued. j) Pedestrian or vehicular traffic or parking, shall not be generated in excess of that which is characteristic of the district in which the home occupation is located. k) Up to one (1) commercial vehicle, of a capacity not exceeding 1.0tonne (2205.0lbs), may be used in conjunction with the home occupation, or parked or maintained on the site or on the road in proximity to the site. l) Home occupations shall not involve: i. Activities that use or store hazardous material in quantities exceeding those found in a normal household; or ii. Any use that would materially interfere with or affect the use, enjoyment, or value of neighbouring properties. i) There shall be no non-resident employees or business partners working on-site at any time. j) The number of clients or customers on-site shall not exceed three (3) at any time.	ii. Involve any mechanical or electrical equipment which creates external noise, or visible or audible interference with home electronics or computer equipment in adjacent dwellings; iii. Generate pedestrian or vehicular traffic which is in excess of that which is characteristic of the district in which the home business is located; iv. Involve activities that use or store hazardous materials in quantities exceeding those found in a normal household; and v. Involve any use that would materially interfere with or affect the use, enjoyment or value of neighbouring properties. i) Up to one (1) commercial vehicle, of a capacity not exceeding 1.0tonne, may be parked or maintained on-site. j) There shall be no more than one (1) non-resident employee or business partner working on-site at any one time. k) The number of clients or customers on-site shall not exceed three (3) at any one time. l) A home business shall not be allowed if such use would be more appropriately located in a commercial or an industrial district, having regard for the overall compatibility of the use with the residential character of the area. m) A home business may have one fascia sign placed on the dwelling, provided that the sign does not exceed 0.4m²
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k) The home occupation shall not be allowed if such use would be more appropriately located in a commercial or an industrial district, having regard for the overall compatibility of the use with the residential character of the area. l) The dwelling in which a home occupation is located may have one fascia sign placed on the dwelling, providing that the sign does not exceed 0.4m² (4.3ft²) in area. m) Home occupation signs will be evaluated on their merits by the Development Authority. In addition to any other criteria the Development Authority may use in considering a sign for a home occupation, the Development Authority, as outlined in Figure 11.1 Home Occupation Sign Requirements, shall require that: n) The sign not be any larger than 0.4m² (4ft²); and o) The sign shall be placed in a window or attached to the exterior of the residence on the road side of the residence. p) Home occupation signs shall not be illuminated.	(4.3ft²) in area. The sign shall be placed in a window or attached to the exterior of the dwelling facing a public roadway. n) Signs relating to home businesses shall not be illuminated.
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10. HOME OFFICE

Home Office	
Specific use regulations for Home Offices. Home Office is a proposed new Use.	
CURRENT	PROPOSED
None.	a) A home office shall be incidental and subordinate to the principal dwelling and shall be wholly contained within the dwelling. b) As determined by the Development Authority, a home office shall: i. Not be a cause of inconvenience to adjacent landowners or tenants; ii. Not employ any person on-site other than a resident of the dwelling; iii. Not have outside storage of material, equipment or products; iv. Not extend the business activity to accessory buildings or outside yard; v. Not be detectable from outside the dwelling; vi. Not have any business associated visits; and vii. Not involve any parking of commercial vehicles.



11. GARAGE SUITE

Garage Suite Specific use regulations for Garage Suites. The Secondary Suite Use from the current bylaw has been split into Garage Suites, Garden Suites and Secondary Suites.	
CURRENT	PROPOSED
None.	a) A Garage Suite shall be accessory to the principal dwelling and shall: i. Be located in a rear or side yard; ii. Have a minimum side and rear yard setback of 1.5m; iii. Have a floor area of less than that of the principal dwelling; and iv. Be architecturally compatible with the principal dwelling. b) Consideration shall be given to the privacy of the suite, the principal dwelling and dwelling unit(s) on adjacent properties through the placement of windows, decks and balconies. c) Windows contained within a Garage Suite shall be placed and sized such that they minimize overlook into the yards and windows of adjacent properties through one or more of the following: i. Off-setting window placement to limit direct views of adjacent rear or side yards, or direct view into a Garage Suite from an adjacent site; ii. Strategic placement of windows in conjunction with landscaping or the placement of other accessory developments; and iii. The placement of larger windows to face a Lane, flanking street or



	the larger of any side yard adjacent to another property. d) A garage containing a Garage Suite shall have a maximum height of 7.5m or that of the principal dwelling, whichever is less, from finished grade. e) A Garage Suite shall be located a minimum of 2.0m from the principal dwelling or another accessory building. f) Balconies may be allowed as part of a Garage Suite, provided that the balcony faces a Lane or a flanking street. g) The Development Authority shall assess the appropriateness of a Garage Suite when exercising discretion in considering an application including, but not limited to: i. The siting of the building in relation to compatibility with other developments in the vicinity; ii. The massing of the building in comparison to other buildings on site and in the vicinity; and iii. The design, character and appearance of the building.
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12. GARDEN SUITE

Garden Suite Specific use regulations for Garden Suites. The Secondary Suite Use from the current bylaw has been split into Garage Suites, Garden Suites and Secondary Suites.	
CURRENT	PROPOSED
None.	a) A Garden Suite shall be accessory to the principal dwelling and shall: i. Be located in a rear or side yard; ii. Have a minimum side and rear yard setback of 1.5m; iii. Have a floor area of less than that of the principal dwelling; and iv. Be architecturally compatible with the principal dwelling. b) Consideration shall be given to the privacy of the suite, the principal dwelling and dwelling unit(s) on adjacent properties through the placement of windows, decks and balconies. c) A Garden Suite shall meet the maximum height requirements for accessory buildings d) A Garden Suite shall be located a minimum of 2.0m from the principal dwelling or another accessory building. e) The Development Authority shall assess the appropriateness of a Garden Suite when exercising discretion in considering an application including, but not limited to: i. The siting of the building in relation to compatibility with other developments in the vicinity;



	ii. The massing of the building in comparison to other buildings on site and in the vicinity; and iii. The design, character and appearance of the building.
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13. RENEWABLE ENERGY DEVICE

Renewable Energy Device Specific use regulations for Renewable Energy Devices. Renewable Energy Device is a proposed new Use.	
CURRENT	PROPOSED
None.	Renewable Energy Device a) In all cases, decisions of the Development Authority with regards to this Section shall not transfer any federal decision making authority, nor confer any rights of veto to the Town in the location of the device. b) The Renewable Energy Device shall be installed to the manufacturer's specifications. c) Renewable Energy Devices shall be located in a manner than minimizes the impact on the natural environment while recognizing the unique location requirements for the device. d) A Renewable Energy Device shall not be located in a front yard. e) Appropriate security measures shall be taken to protect the device and deter unauthorized access. f) A Renewable Energy Device shall not be illuminated, nor have any advertising, graphics, flags or other elements unrelated to its function unless required by regulatory bodies.



	Renewable Energy Device, Limited a) A Renewable Energy Device, Limited shall be of an appropriate design and specifications for this type of use and installed to manufacturer's specifications. b) A Renewable Energy Device, Limited shall be accessory to the principal use. c) A Renewable Energy Device, Limited shall be attached to a principal or accessory building, and shall: i. Not extend beyond the outermost edge of the roof or wall to which it is mounted; ii. Be located and mounted to ensure no glare is produced for neighbouring properties and streets; iii. Not be located in the front yard; and iv. Not exceed the maximum height for the building on which it is mounted. d) A Renewable Energy Device, Limited shall not be illuminated, nor have any advertising, graphics, flags or other elements unrelated to its function unless required by regulatory bodies.
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14. RETAIL, CANNABIS

Retail, Cannabis Specific use regulations for Retail, Cannabis.	
CURRENT	PROPOSED
a) The Development Authority shall impose a condition on any development permit issued for cannabis sales requiring that the development shall not commence until authorised by, and compliant with provincial or federal legislation and any regulations pertaining thereto; b) Proof of relevant provincial and/or federal licensing and approvals must be kept up-to-date and on-file with the Town. c) Setbacks for Cannabis Retail must meet provincial and/or federal regulations as they may be amended from time to time. d) Cannabis Retail developments must not utilize signage, fascia, or other advertisement or marketing which targets youth or ineligible consumers, or in the judgment of the Development Authority that is needlessly or excessively contrary to the visual character of nearby or adjacent businesses or uses. e) Cannabis Retail may not provide or offer door-to-door or off-premises delivery products or services. f) Shall provide a disposal plan concerning the means of removing and disposing of waste products from the operation, which shall be agreed to in writing prior to approval. g) Shall provide an enhanced security plan (potentially utilizing crime prevention	a) Setbacks between Retail, Cannabis establishments shall meet all provincial and/or federal regulations, as amended from time to time. b) Retail, Cannabis developments shall not utilize signage, fascia or other advertisement which, in the judgment of the Development Authority, is needlessly or excessively contrary to the visual character of nearby or adjacent businesses or uses. c) Retail, Cannabis establishments may not provide or offer door-to-door or off-premises delivery products or services. d) Retail, Cannabis may not occur in conjunction with a Cannabis Production Facility.



through environmental design considerations) which shall be agreed in writing prior to approval. h) Cannabis Retail sales may not occur at a Cannabis Production Facility unless approved under a separate development agreement.	
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15. SECONDARY SUITES

Secondary Suite Specific use regulations for Secondary Suites. The Secondary Suite Use from the current bylaw has been split into Garage Suites, Garden Suites and Secondary Suites.	
CURRENT	PROPOSED
None.	Secondary Suites shall: a) Be subordinate, incidental to, and exclusively devoted to a principal dwelling; b) Be restricted to a maximum of one secondary suite per dwelling; c) Be developed in such a manner that the exterior of the principal dwelling containing the secondary suite shall appear as a single dwelling unit; d) Have a floor area of less than that of the principal dwelling; e) Not be separated from the principal dwelling through a condominium conversion or subdivision; and f) Have a separate entry from the principal dwelling, either from a common interior landing or from the exterior.



16. SHOW HOMES AND TEMPORARY SALES CENTERS

Show Homes and Temporary Sales Centers Specific use regulations for Show Homes and Temporary Sales Centers. Both are proposed new Uses.	
CURRENT	PROPOSED
None.	a) A development permit is required for a show home or temporary sales center and shall be issued for no more than one (1) year. The Development Authority may consider an application to renewal the approval annually. b) A show home or temporary sales center shall be subject to the following provisions: i. The appearance of the building shall, in the opinion of the Development Authority, be compatible with the architectural character of other buildings in the neighbourhood in which it is located; ii. Parking for employees and customers of the show home or temporary sales center shall be on-site; and iii. The setbacks for a temporary sales center shall be consistent with the Land Use District in which it is located. c) Signage on show homes shall be subject to the following regulations: i. Signage shall be located on site; ii. A maximum of 4 signs, which can be a combination of portable, fascia and freestanding signs, are permitted on site;



	iii. Signage shall be removed at the developers or builders expense upon expiry of the development permit.
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PARKING CHANGES

All Parking additions and revisions are proposed changes – the Town is asking for input and feedback on all proposed changes.

1. GENERAL PARKING STANDARDS

General Parking Standards Regarding parking standards for all developments.	
CURRENT	PROPOSED
a) Parking requirements for uses not listed shall be in accordance with requirements determined by the Development Authority. b) Where the number of parking spaces is determined by reference to a unit such as the number of seats, floor area, beds, etc., the next higher whole number shall be required where the calculation results in a fractional number of parking spaces. c) In the case of different uses or mixed-uses on the same site, on-site parking facilities shall be the sum of the requirements for the uses computed separately. On-site parking facilities for one use shall not be considered as providing required facilities for any other use, unless specifically approved by the Development Authority. d) Every on-site parking space provided or required in any district and the access to it shall be surfaced in the same manner and materials as the road or lane from which the space gains access. e) Every on-site parking space provided or required in any commercial district and the access to it, shall be lighted, well-drained, and landscaped.	a) The requirements of this Section shall apply to all parking, loading facilities and drive aisles required by this Bylaw. Notwithstanding the requirements of this Section, specific standards specified in any Land Use District may supplement or supersede the parking and loading requirements of this Section. b) Where parking and/or loading facilities are required by this Bylaw, the applicant shall provided the required parking and/or loading space(s) prior to the occupancy or commencement of the use for which they are required. c) When any new development is proposed, including but not limited to a change of use of an existing building or lot or when any existing development is, in the opinion of the Development Authority, substantially enlarged or increased in capacity, then provision shall be made for on-site parking spaces in accordance with the requirements of this Section. d) All off-site parking areas shall be designed to provide: i. Adequate access to and egress from individual parking spaces by means of unobstructed maneuvering aisles designed to



f) Notwithstanding the section above, any area at the rear or the side of the principal building provided or required for on-site parking in an industrial district need not be hard-surfaced, but shall be of such a surface as will minimize the carrying of dirt or foreign matter onto the road or lane. g) Adequate curbs or fences shall be provided to the satisfaction of the Development Authority within or at the boundaries of a parking space or area if, in the opinion of the Development Authority, it is or becomes necessary to protect adjacent fences, walls, boulevards, landscaped areas, or buildings on the site or on an abutting site from contact with vehicles using such parking space or area.	the satisfaction of the Development Authority; and ii. Adequate access to and egress from the parking area for the vehicle it is intended to serve by the means of a clearly defined driveway. e) Where the calculation of the required number of parking spaces results in a fraction, the next higher number shall apply. f) In the case of different uses or mixed-uses on the same site, on-site parking facilities shall be the sum of requirements for the use computed separately. On-site parking for one use shall not be considered as provided the required parking for any other use, unless specifically approved by the Development Authority. g) Every on-site parking space and the access to it shall be surfaced in the same manner and materials as the road or lane from which the space gains access. h) Notwithstanding the section above, any area at the rear or side of the principal building provided for on-site parking in an Industrial district need not be hard-surfaced, but shall be of such a surface as to minimize the carrying or dirt or foreign matter onto the road or lane. i) Every on-site parking space and the access to it provided in any Commercial district shall be lighted, well-drained and landscaped.
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2. RESIDENTIAL PARKING REQUIREMENTS

Residential Parking Requirements Regarding reduced parking requirements for medium to high density residential developments.	
CURRENT	PROPOSED
a) Reduced parking requirements may be considered by the Development Authority for high density apartments in downtown districts and for Assisted Living Facilities. b) Reduced parking requirements may be considered by the Development Authority for row-housing. Alternatively, the Development Authority may request additional parking if the Development Authority feels such parking is warranted.	Deleted.

Minimum Parking Requirements for Residential Uses Regarding the minimum number of stalls required by use.			
CURRENT		PROPOSED	
Assisted Living Facility	1 space per 4 units	Assisted Living Facility	1 space per 4 units 1 guest space per every 5 units
Dwelling, Apartment Dwelling, Stacked Row Housing	1 parking space per 1 bedroom 1.5 parking spaces per 2 bedrooms 1.7 parking spaces per 3 or more bedrooms	Dwelling, Apartment Dwelling, Stacked Row Housing	1 space per Bachelor unit. 1 space per 1 Bedroom unit. 2 spaces per 2 or more Bedroom units. 1 guest space per every 5 units.
Dwelling, Row Housing	1.5 space per unit	Dwelling, Row Housing	2 spaces per dwelling unit.



Dwelling, Manufactured Home	2 parking spaces per unit.	Dwelling, Manufactured Home (within a Manufactured Home Park)	2 spaces per dwelling unit. 1 guest space per every 5 units
Secondary Suite	1 parking space for each 2 bedrooms in a secondary suite (may be in tandem with parking for principal building).	Garage Suite Garden Suite Secondary Suite	In addition to the parking requirements for the principal dwelling, 1 space per suite. Parking may be in tandem with the spaces for the principal dwelling.

3. COMMERCIAL PARKING REQUIREMENTS

Minimum Parking Requirements for Commercial Uses Regarding the minimum number of stalls required by use.			
CURRENT		PROPOSED	
Eating and Drinking Establishment	1 parking space per four (4) seats.	Eating and Drinking Establishment	1 space per 50.0m ² (538.2ft ²) of GFA.
Eating and Drinking Establishment (all food taken off-site to be consumed)	1 parking space per 13.0m ² (140.0ft ²) of GFA.		
Hotel	1 parking space per guest room.	Hotel	1 space per guest room. 5 spaces for staff.
None.		Pet Care Service	1 space per 50.0m ² (538.2ft ²) of GFA.
Private Club	1 parking space per ten (10) fixed seats or 1 parking space per 25m ² (269.1ft ²) of patron space if seating is not fixed.	Private Club	1 space per 25.0m ² (269.1ft ²) of patron space.



None.	3 parking spaces per 100m ² (1076.4ft ²) of GFA.	Retail, Cannabis	3 parking spaces per 100m ² (1076.4ft ²) of GFA.
Service Station	1 parking space per employee plus a minimum of five (5) for customers.	Service Station	5 spaces for customers. 2 spaces for staff.

4. INDUSTRIAL PARKING REQUIREMENTS

Minimum Parking Requirements for Industrial Uses Regarding the minimum number of stalls required.			
CURRENT		PROPOSED	
All I-H and I-L Land Use Classes	1 parking space per 70.0m ² (753.5 ft ²) of GFA	All Industrial Uses	1 space per 100.0m ² (1076.4ft ²) of GFA.

5. INSTITUTIONAL & RECREATIONAL PARKING REQUIREMENTS

Minimum Parking Requirements for Institutional & Recreational Uses Regarding the minimum number of stalls required by use.			
CURRENT		PROPOSED	
Commercial School	1 parking space per student.	Commercial School	4 spaces per classroom.



LANDSCAPING CHANGES

All Landscaping additions and revisions are proposed changes – the Town is asking for input and feedback on all proposed changes.

1. GENERAL LANDSCAPING STANDARDS

Landscaping Completion Regarding extensions to the timeline allowed for completion of required landscaping.	
CURRENT	PROPOSED
None.	If the required landscaping is not completed within the specified timeline, the Development Authority may permit one (1) extension of up to twelve (12) months by written agreement with the applicant.

Landscaping Securities Regarding securities taken to ensure the completion of required landscaping.	
CURRENT	PROPOSED
As a condition of a development permit, the developer must provide a landscaping security in the amount established by Council, as amended from time to time.	As a condition of a development permit, the applicant must provide a landscaping security to ensure that landscaping required by this Bylaw is completed in accordance with this Bylaw. The amount of security taken shall be at the discretion of the Development Authority, up to 100% of the estimated total landscaping cost.

2. RESIDENTIAL LANDSCAPING REQUIREMENTS

Front Yard Landscaping Regarding the amount of hard landscaping allowed in the front yard of a Single Detached, Semi Detached or Row House.	
CURRENT	PROPOSED
None.	No more than 10.0m of the front yard of any single detached, semi-detached, or row house shall be covered in hard landscaping.



Multi-Unit Housing Landscaping Regarding the amount of landscaping required for multi-unit housing developments.	
CURRENT	PROPOSED
a) One tree for each 35.0m ² (376.7ft ²) and 15.0m ² (161.5ft ²) of setback area at grade b) One tree for each 20.0m ² (215.3ft ²) and one shrub for each 10.0m ² (107.6ft ²) of required parking area islands. In no case shall there be less than one tree per required parking area island; and c) Any parking lot having eight (8) or more parking spaces that are visible from an adjoining site in a residential area shall have plantings around the perimeter of the site.	a) A minimum of 20% of the site area shall be landscaped, including all areas not occupied by buildings or parking areas; b) Any parking lot having eight (8) or more parking spaces that are visible from an adjoining site in a residential area shall have plantings of trees and/or shrubs around the perimeter of the site; and c) Landscaped buffers between parking, loading and hard surfaced areas and adjacent residential sites shall be a minimum of 3.0m in width, or to the satisfaction of the Development Authority, and shall include: i. A mix of deciduous and coniferous trees with at least 60% of those trees being coniferous; and ii. The trees included shall be at least 6.1m (20.0ft) high at maturity.

3. NON-RESIDENTIAL LANDSCAPING REQUIREMENTS

Commercial Landscaping Regarding the amount of landscaping required for commercial developments.	
CURRENT	PROPOSED
a) One tree for each 25.0m ² (269.1ft ²) and one shrub for each 15.0m ² (161.5ft ²) of setback at grade; b) One tree for each 20.0m ² (215.3ft ²) and one shrub for each 10.0m ² (107.6ft ²) of required parking area islands. In no case shall there be less than one tree per required parking area island; c) On-site parking lots in any commercial district shall be landscaped by planting at least one tree for every 185.0m ²	a) A minimum of 20% of the total site area of all commercial sites shall be landscaped, including all areas not occupied by buildings, parking areas or vehicular access areas. One (1) tree for each 40.0m ² and one (1) shrub for each 20.0m ² of landscape area shall be provided. b) Outdoor storage areas shall be appropriately screened from public roadways to the satisfaction of the



(1,991.3ft²) of paved surface. Trees required shall be located within the parking area in locations so visibility for the safe movement of persons and traffic is not impaired.	Development Authority using a variety of techniques such as building orientation, landscape or architectural elements. c) If parking islands are provided, each island shall have a minimum of one (1) tree. d) Trees located within a parking area shall be in locations so visibility for the safe movement of persons and traffic is not impaired.
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Industrial Landscaping Regarding the amount of landscaping required for industrial developments.	
CURRENT	PROPOSED
a) One tree for each 25.0m² (269.1ft²) and one shrub for each 15.0m² (161.5ft²) of setback at grade; b) One tree for each 20.0m² (215.3ft²) and one shrub for each 10.0m² (107.6ft²) of required parking area islands. In no case shall there be less than one tree per required parking area island; c) Outdoor storage area in industrial districts shall be appropriately screened from public roadway to the satisfaction of the Development Authority using a variety of techniques such as building orientation, landscape or architectural elements.	a) A minimum of 10% of the total site area of all industrial sites shall be landscaped, including all areas not occupied by buildings, parking areas or vehicular access areas. One (1) tree for each 40.0m² and one (1) shrub for each 20.0m² of landscape area shall be provided. b) Outdoor storage areas shall be appropriately screened from public roadways to the satisfaction of the Development Authority using a variety of techniques such as building orientation, landscape or architectural elements. c) If parking islands are provided, each island shall have a minimum of one (1) tree. d) Trees located within a parking area shall be in locations so visibility for the safe movement of persons and traffic is not impaired. e) The Development Authority may accept an alternative landscaping plan for industrial sites that in their opinion



	results in an aesthetically pleasing site through the use of art, enhanced signage, decorate fencing, and other enhanced landscaping elements.
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Institutional Landscaping Regarding the amount of landscaping required for institutional developments.	
CURRENT	PROPOSED
None.	a) A minimum of 20% of the total site area of all institutional sites shall be landscaped, including all areas not occupied by buildings, parking areas or vehicular access areas. One (1) tree for each 40.0m ² and one (1) shrub for each 20.0m ² of landscape area shall be provided. b) Outdoor storage areas shall be appropriately screened from public roadways to the satisfaction of the Development Authority using a variety of techniques such as building orientation, landscape or architectural elements. c) If parking islands are provided, each island shall have a minimum of one (1) tree. d) Trees located within a parking area shall be in locations so visibility for the safe movement of persons and traffic is not impaired.



SIGNAGE CHANGES

All Signage additions and revisions are proposed changes – the Town is asking for input on all proposed changes.

It is important to note that the Land Use Bylaw only deals with signs on private property. It cannot regulate highway, street or road-right-of-way signage.

1. GENERAL SIGN PROVISIONS

General Sign Provisions Regarding general provisions for all signs on private property.	
CURRENT	PROPOSED
a) All signs may be erected only after the issuance of a development permit. No person shall perform any work of erection or of placing a sign differing from or enlarging the work for which a development permit has been issued. If during the progress of the work the applicant desires to deviate in any way from the terms of the original approved development permit, they shall notify the Development Authority and submit amended drawings and, if necessary, shall make application for approval of the plans as amended. Until the applicant has approval for the altered signs, he shall not continue any erection or placement of the sign. b) With the exception of billboards and portable signs, all signs shall be for on-site advertising. c) No sign shall be allowed which is attached to a fence, pole, tree, or any object in a road or public place. d) No sign shall be erected in any location which may obstruct free and clear vision of vehicular traffic or where it may interfere with, or be confused with, any authorized traffic sign, signal, or device.	a) No person shall erect, develop, paint, enlarge, relocate or alter any sign, except as otherwise provided for in this Bylaw without first obtaining a development permit. b) A development permit is not required to clean, repair or repaint any sign. c) With the exception of billboards and portable signs, all signs shall be for on-site advertising. d) No sign shall be attached to a fence, pole, tree, or any object in a road or public place. e) No sign shall be erected in any location which may: i. Obstruct free and clear vision of vehicular traffic; or ii. Interfere with, or be confused with, any authorized traffic sign, signal or device. f) All signs shall be maintained in good and safe structural condition and shall be periodically repainted.



e) No signs shall be allowed in residential districts. f) All signs shall be maintained in good and safe structural condition and shall be periodically repainted.	g) All sign structures shall be securely built, constructed and erected to conform to the standards set forth in this Bylaw. All structural features of a sign shall be covered or finished to the satisfaction of the Development Authority. h) No sign shall be constructed or erected on private property without the owner's permission.
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2. RESPONSIBILITIES OF SIGN OWNER

Responsibilities of Sign Owner Regarding the responsibilities of owners of signs.	
CURRENT	PROPOSED
None.	a) The owner of a sign shall comply with the provisions of this and all other Bylaws of the Town and may not deviate from the approved plans, unless such deviation is approved in writing by the Development Authority. b) The owner of a sign shall maintain the sign in a proper state of repair and shall: i. Keep it properly painted at all times; ii. Ensure that all structural members, guy wires or other methods of support are properly attached to the sign and building; iii. Clean all sign surfaces as it becomes necessary due to an accumulation of dust, dirt, and/or debris; and iv. The Development Authority shall have discretion for signage that may be in disrepair.



3. REMOVAL OF SIGNS

Removal of Signs Regarding the circumstances under which a sign would be required to be removed.	
CURRENT	PROPOSED
a) Where the Development Authority determines that a sign is abandoned or in an overall state of disrepair they may, by notice in writing to the owner of the land on which the sign is located and, if it is indicated on the sign, the owner or operator of the sign, order the owner of the land and the owner or operator of the sign to: i. Remove the sign and all related structure components within what the Development Authority deems to be a reasonable period of time; or ii. Take such measures as the Development Authority may specify in the notice to alter, refurbish or repair the sign.	a) Where the Development Authority determines that a sign is abandoned, poses an immediate safety concern or in an overall state of disrepair they may, by written notice, order the owner of the land on which the sign is located and/or the owner or operator of the sign itself to: i. Remove the sign and all related structural components within a reasonable time period, as determined by the Development Authority; or ii. Take such measures as the Development Authority specifies in the notice to alter, refurbish or repair the sign. b) If a written notice issued under the section above is not complied with within the specified time period, the Development Authority may remove the subject sign and any impound fee associated with its removal shall be charged to the owner of the Sign. c) Any impounded sign shall be held for thirty (30) days. If not claimed, the Sign will be disposed of in any manner the Town deems appropriate.



4. A-FRAME SIGNS

A-Frame Sign Standards Regarding the standards for A-Frame signs.	
CURRENT	PROPOSED
None.	Shall be no more than one (1) sign per business. Shall be placed only during hours of operation. Shall not obstruct pedestrian or vehicular traffic visibility or sightlines. Shall have no illumination or electronic messaging.

5. BILLBOARD SIGNS

Billboard Sign Standards Regarding the minimum distance required for a Billboard Sign from a property line.	
CURRENT	PROPOSED
None.	Shall be a minimum of 6.0m (19.7ft) from any property line.

6. FREE-STANDING SIGNS

Free-standing Sign Standards Regarding the minimum distance for a Free-standing Sign from the front property line.	
CURRENT	PROPOSED
None.	Shall have a minimum front setback of 6.0m (19.7ft).

7. PORTABLE SIGNS

Portable Sign Standards Regarding the standards for Portable Signs.	
CURRENT	PROPOSED
None.	Shall be setback a minimum of 1.0m (3.3ft) from any property line. Should a portable sign be removed, the development permit is considered void, and a



	new development permit is required for the signs' replacement.
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LAND USE DISTRICT CHANGES

All Land Use District additions and changes are proposed changes – the Town is looking for feedback on all proposed changes.

The new Bylaw splits the Land Use Districts into two distinct Parts: Residential and Non-Residential. This allows for the grouping of like regulations across all residential and non-residential land use districts.

1. RESIDENTIAL LAND USE DISTRICTS – GENERAL PROVISIONS

Accessory Buildings in Residential Districts Regarding the provisions for accessory buildings in Residential Districts.	
CURRENT	PROPOSED
None.	Unless otherwise provided in a specific Land Use District, accessory buildings within Residential Land Use Districts shall be located: a) Not within a front yard or front flanking yard area b) No closer than 1.5m (4.9ft) from any other building, on-site, unless attached to or located thereon Accessory buildings in Residential Land Use Districts may include, but are not limited to, detached garages, carports, sheds, storage buildings, gazebos, playhouses, play equipment, and swimming pools and hot tubs not attached to the principal building. Any Accessory Building not specifically identified herein shall meet the minimum height and setback requirements for a residential detached garage. The maximum site coverage permitted in a Land Use District shall be inclusive of the combined total area for all accessory developments.



Shipping Containers in Residential Districts Regarding shipping containers in Residential Districts.	
CURRENT	PROPOSED
None.	Shipping containers shall not be located in Residential Land Use Districts.

Detached Garages in Residential Districts Regarding Detached Garages facing Lanes in Residential Districts.	
CURRENT	PROPOSED
None.	Unless otherwise provided in a specific Land Use District, detached garages within Residential Land Use Districts shall be located no closer than 1.0m from a rear or side property line, unless: a) Constructed with an overhead door facing a Lane, in which case, no closer than 3.0m (9.8ft) from the rear property line.

Portable Fabric-Covered Structures in Residential Districts Regarding fabric covered structures in Residential Districts.	
CURRENT	PROPOSED
None.	Portable fabric-covered structures shall: a) Not have a floor area exceeding 30.0m² (322.9ft²); b) Be prefabricated and consist of metal, plastic, or wood-framing covered with a flame-resistant fabric or film; c) Be securely anchored to the ground; d) Not restrict in any manner any required egress or exist from the principal dwelling; e) Be constructed and orientated in such a manner than snow and ice



	is to fall, and remain, on the property on which it is placed; and f) Be maintained in a good state of repair. No more than one (1) portable fabric-covered structure shall be permitted per lot. If the owner of a portable fabric-covered structure fails to comply with the conditions of this Bylaw, the Development Authority may, by written notice, order the owner of the land on which the structure is located to: a) Remove the structure within a reasonable time period, as determined by the Development Authority; or b) Take such measures as the Development Authority specifies in the notice to alter, refurbish or repair the structure. If a written notice is not complied with within the specified time period, the Development Authority may remove the subject structure. Any impounded structure shall be held for thirty (30) days. If not claimed, the structure will be disposed of in any manner the Town deems appropriate.
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Swimming Pools and Hot Tubs Regarding the location of swimming pools and hot tubs.	
CURRENT	PROPOSED
Shall not be located within any required front yard.	Swimming pools and hot tubs in Residential Land Use Districts shall be located: a) Not within any required front yard, utility right-of-way or easement;



	b) Such that the water surface is no closer than 1.0m (3.3ft) from a property line; and c) Such that diving boards, slides and other accessory uses do not encroach on the setback requirements.
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Projection into Minimum Yards			
Regarding the projection of structures into minimum required front, side and rear yards.			
CURRENT		PROPOSED	
Uncovered Decks	None.	Uncovered Decks	Front Yard Setback Area: 1.2m (3.9ft) max Rear Yard Setback Area: 3.0m (9.8ft) max Side Yard Setback Area: Not Permitted

Decks and Patios	
Regarding decks and patios in Residential districts.	
CURRENT	PROPOSED
None.	Decks within Residential Land Use Districts shall be located to preserve the privacy on adjacent properties. Decks within Residential Land Use Districts shall require a Development Permit if located 0.6m (2.0ft) or greater above grade and shall adhere to all setbacks for the principal building when attached to the principal building, except for the projections noted in Table 9.2. Decks and patios within Residential Land Use Districts that are under 0.6m (2.0ft) above grade shall not be included in the calculation of total site coverage on a lot.



Fences and Hedges Regarding fences and hedges in Residential districts.	
CURRENT	PROPOSED
None.	Fences and hedges on a corner or double fronting lot may be increased to a height of 1.83m (6.0ft) along a flanking front property line, provided that the fence or hedge is not located within any portion of the defined front yard. There shall be no electrification of fences or barbed wire in Residential Land Use Districts. No fence or hedge is permitted in the front or side yard of a corner lot, if in the opinion of the Development Officer, the fence will block or impede traffic sight lines.

Privacy Walls Regarding privacy walls in Residential districts.	
CURRENT	PROPOSED
None.	Unless otherwise referenced in a specific Land Use District, a privacy wall may be located on a patio, deck or balcony provided that it: a) Shall not exceed 2.0m (6.6ft) in height when measured from the surface of the patio, deck or balcony; and b) Shall not be located between the foremost front façade of the principal building and the front property line.



2. R1 – LOW DENSITY RESIDENTIAL DISTRICT

The following uses are being removed and added to the R1 District:

R1 Permitted and Discretionary Uses			
Regarding changes to the listed Uses in the R1 District			
NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
- Day Home - Home Office - Renewable Energy Device, Limited	- Garage Suite - Garden Suite - Show Home - Temporary Sales Centre	- Attached Garage - Detached Garage - Dwelling, Modular Home	
Accessory development to any Permitted or Discretionary Use			

As a result, the new R1 Permitted and Discretionary Uses will be as follows:

R1 Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within b) and c) and shall ensure:

- i. Only one Secondary Suite; Garage Suite; or Garden Suite is permitted per lot.

b) R1 Permitted Uses	c) R1 Discretionary Uses
- Day Home - Dwelling, Single-Detached - Home Office - Public Utility - Renewable Energy Device, Limited Accessory development to any use listed in subsection b) or c)	- Assisted Living Facility, Limited - Bed and Breakfast - Child Care Facility - Dwelling, Semi-Detached - Garage Suite - Garden Suite - Home Business - Secondary Suite - Show Home - Temporary Sales Centre



3. R2 – MEDIUM DENSITY RESIDENTIAL DISTRICT

The following uses are being removed and added to the R2 District:

R2 Permitted and Discretionary Uses Regarding changes to the listed Uses in the R2 District			
NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
- Day Home - Home Office - Renewable Energy Device, Limited	- Assisted Living Facility, Limited - Garage Suite - Garden Suite - Show Home - Temporary Sales Centre	- Attached Garage - Detached Garage - Dwelling, Modular Home	
Accessory development to any Permitted or Discretionary Use			

As a result, the new R2 Permitted and Discretionary Uses will be as follows:

R2 Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within b) and c) and shall ensure:

- i. Secondary Suite, Garage Suite and Garden Suite Uses shall only be accessory to a Dwelling, Single Detached.
- ii. Only one Secondary Suite; Garage Suite; or Garden Suite is permitted per lot.

b) R2 Permitted Uses	c) R2 Discretionary Uses
- Day Home - Dwelling, Row Housing - Dwelling, Semi-Detached - Dwelling, Single-Detached - Dwelling, Stacked Row Housing - Home Office - Public Utility - Renewable Energy Device, Limited	- Assisted Living Facility, Limited - Child Care Facility - Dwelling, Manufactured Home - Garage Suite - Garden Suite - Home Business - Secondary Suite - Show Home - Temporary Sales Centre
Accessory development to any use listed in b) or c)	



The following are the proposed change(s) to the R2 Lot Development Standards:

R2 Lot Development Standards Regarding the minimum rear setback in the R2 District	
CURRENT	PROPOSED
3.0m (9.8ft) Rear Setback, Minimum	7.5m (24.5ft) minimum Rear Setback

4. R3 – HIGH DENSITY RESIDENTIAL DISTRICT

The following uses are being removed and added to the R3 District:

R3 Permitted and Discretionary Uses Regarding changes to the listed Uses in the R3 District			
NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
- Home Office - Renewable Energy Device, Limited - Sign, A-Frame - Sign, Fascia - Sign, Free-standing	- Personal Service - Professional, Office, Government and Business Service - Show Home - Temporary Sales Centre	- Attached Garage - Detached Garage	
Accessory development to any Permitted or Discretionary Use			

As a result, the new R3 Permitted and Discretionary Uses will be as follows:

R3 Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within b) and c) and shall ensure:

- i. Personal Service, Professional, Office, Government and Business Service, and Retail, General Uses are not permitted as a principal use in a stand-alone building and shall only be located at the ground floor of a Dwelling, Apartment.

b) R3 Permitted Uses	c) R3 Discretionary Uses
- Assisted Living Facility - Dwelling, Apartment - Dwelling, Row Housing - Dwelling, Stacked Row Housing - Home Office	- Child Care Facility - Personal Service - Professional, Office, Government and Business Service - Retail, General



- Public Utility - Renewable Energy Device, Limited - Sign, A-Frame - Sign, Fascia - Sign, Freestanding	- Show Home - Temporary Sales Centre
Accessory development to any use listed in b) or c)	

5. RMM – MEDIUM DENSITY MULTIPLE RESIDENTIAL DISTRICT

A new Land Use District has been created to accommodate for future site-specific condominium developments. This Land Use District is intended to provide for medium-density residential development with smaller lots utilizing shared common space.

6. RE – ESTATE RESIDENTIAL DISTRICT

The following uses are being removed and added to the RE District:

RE Permitted and Discretionary Uses			
Regarding changes to the listed Uses in the R4 District			
NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
- Day Home - Home Office - Renewable Energy Device, Limited - Garage Suite - Garden Suite - Renewable Energy Device, Limited - Sign, Freestanding	- Show Home - Temporary Sales Centre	- Attached Garage - Detached Garage - Dwelling, Modular Home	
Accessory development to any Permitted or Discretionary Use			



As a result, the new RE Permitted and Discretionary Uses will be as follows:

RE Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within b) and c) and shall ensure:

- i. Only one Secondary Suite; Garage Suite; or Garden Suite is permitted per lot.

b) RE Permitted Uses	c) RE Discretionary Uses
- Day Home - Dwelling, Single-Detached - Home Office - Garage Suite - Garden Suite - Public Utility - Renewable Energy Device, Limited - Secondary Suite - Sign, Freestanding	- Bed and Breakfast - Child Care Facility - Home Business - Show Home - Temporary Sales Centre
Accessory development to any use listed in b) or c)	

The following are the proposed change(s) to the R4 Lot Development Standards:

R4 Lot Development Standards Regarding the minimum flanking front setback in the R4 District	
CURRENT	PROPOSED
None.	3.0m (19.7ft) minimum Flanking Front setback



7. RMH-1 – MANUFACTURED HOME SUBDIVISION RESIDENTIAL DISTRICT

The following uses are being removed and added to the RMH-1 District:

RMH-1 Permitted and Discretionary Uses Regarding changes to the listed Uses in the RMH-1 District			
NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
- Day Home - Home Office - Renewable Energy Device, Limited	- Show Home - Temporary Sales Centre	- Attached Garage - Detached Garage	
Accessory development to any Permitted or Discretionary Use			

As a result, the new RMH-1 Permitted and Discretionary Uses will be as follows:

RMH-1 Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within b) and c) and shall ensure:

i. None.

b) RMH-1 Permitted Uses	c) RMH-1 Discretionary Uses
- Day Home - Dwelling, Manufactured Home - Home Office - Public Utility - Renewable Energy Device, Limited	- Child Care Facility - Dwelling, Single-Detached - Home Business - Show Home - Temporary Sales Centre
Accessory development to any use listed in b) or c)	



8. RMH-2 – MANUFACTURED HOME PARK RESIDENTIAL DISTRICT

The following uses are being removed and added to the RMH-2 District:

RMH-2 Permitted and Discretionary Uses Regarding changes to the listed Uses in the RMH-2 District			
NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
- Home Office - Public Utility - Renewable Energy Device, Limited - Sign, Freestanding	- Show Home - Temporary Sales Centre	- Attached Garage - Detached Garage	
Accessory development to any Permitted or Discretionary Use			

As a result, the new RMH-2 Permitted and Discretionary Uses will be as follows:

RMH-2 Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within b) and c) and shall ensure:

i. None.

b) RMH-2 Permitted Uses	c) RMH-2 Discretionary Uses
- Dwelling, Manufactured Home - Home Office - Public Utility - Renewable Energy Device, Limited - Sign, Freestanding	- Child Care Facility - Show Home - Temporary Sales Centre
Accessory development to any use listed in b) or c)	

The following are the proposed change(s) to the RMH-2 Site Development Standards:

RMH-2 Site Development Standards Regarding the maximum building height in the RMH-2 District	
CURRENT	PROPOSED
None.	One (1) storey not to exceed 6.0m (19.7m) maximum



9. NON-RESIDENTIAL LAND USE DISTRICTS – GENERAL PROVISIONS

Accessory Development in Non-Residential Districts Regarding the provisions for accessory development in Non-Residential Districts.	
CURRENT	PROPOSED
None.	Unless provided for in a specific Land Use District, accessory buildings with a non-residential Districts shall: a) Be no closure than 1.5m (4.9ft) from any other buildings, on-site unless attached to or located thereon Notwithstanding the above, accessory buildings and uses shall not be located in front of the principal building. Covered decks, covered terraces and/or covered patios shall not be located in any minimum front or side yard setback area. Uncovered decks, uncovered terraces and/or uncovered patios may be located within a front or side yard setback area provided that: a) The area is used by clientele on a seasonal basis; b) Access to the area shall be from the principal building only; and c) The area shall be fenced off from adjoining public areas.

Fences, Walls and Hedges Regarding fences, walls, and hedges in Non-Residential districts.	
CURRENT	PROPOSED
None.	Fences, walls or hedges on a corner or double fronting lot may be increased to a height of 1.83m (6.0ft) along a flanking front property line, provided that the fence or hedge is not



	located within any portion of the defined front yard.
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Interface with Residential Land Uses Regarding mitigating impacts of Non-Residential development on adjacent Residential districts.	
CURRENT	PROPOSED
None.	The Development Authority may require mitigation of potential development impacts of developments adjacent to residential Districts or residential uses, including the provision of one or more of the following: a) Provision of noise attenuation walls; b) Increased landscaping and landscaping buffers; c) Relocation of parking areas, walkways, business entrances or other high activity areas away from residential property lines; d) Screening or relocating on-site lighting to avoid spillage onto residential sites; and e) Changing the proposed building or structure to mitigate noise, light or glare impact.

Site Planning and Design Standards Regarding the design of Non-Residential sites.	
CURRENT	PROPOSED
None.	Sites shall be planned and designed to: a) Ensure a coordinated and coherent pattern of roadways, outdoor spaces, landscaping, building forms and land uses with adjacent developments; b) Provide appropriate transitions in scale and intensity to adjacent land use districts;



	c) Provide direct pedestrian access to building entrances as well as other uses and buildings within the site; d) Minimize visual impact on adjacent public roadways by locating mechanical equipment, waste collection areas, outdoor storage areas, work operations and vehicle servicing areas in rear or side yards to the maximum extent feasible; e) Link on-site pedestrian walkways and sidewalks with adjacent sidewalks on public roadways and trails; and f) Provide for bicycle amenities.
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Surveillance Suites	
Regarding the number of Surveillance Suites allowed on Non-Residential sites.	
CURRENT	PROPOSED
None.	A maximum of one (1) surveillance suite is permitted per site where permitted in a non-residential Land Use District.

10. DT-MU – DOWNTOWN MIXED-USE DISTRICT

The following uses are being removed and added to the DT-MU District:

DT-MU Permitted and Discretionary Uses			
Regarding changes to the listed Uses in the DT-MU District			
NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
- Business Support Service - Renewable Energy Device, Limited - Sign, A-Frame - Sign, Fascia - Sign, Freestanding - Sign, Inflatable - Sign, Marquee/Canopy	- Bed and Breakfast - Breweries, Wineries and Distilleries - Pet Care Service - Protection and Emergency Services - School	- Attached Garage - Detached Garage	



- Sign, Portable - Sign, Projecting - Sign, Roof			
Accessory development to any Permitted or Discretionary Use			

As a result, the new DT-MU Permitted and Discretionary Uses will be as follows:

DT-MU Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within b) and c) and shall ensure:

- i. That any Use which includes a drive-in business shall be considered neither Permitted nor Discretionary Uses.
- ii. Dwelling, Apartment shall only occur above ground floor commercial uses.
- iii. Retail, General uses shall not include buildings or yards used for the sale or storage of motor vehicles or agricultural or heavy industrial machinery and equipment.

b) DT-MU Permitted Uses	c) DT-MU Discretionary Uses
- Dwelling, Apartment - Business Support Service - Child Care Facility - Commercial School - Cultural and Community Facility - Eating and Drinking Establishment - Entertainment Establishment, Indoor - Financial Service - Funeral Home - Health Service - Hotel - Parking Facility - Personal Service - Place of Worship - Private Club - Professional, Office, Government and Business Service	- Assisted Living Facility - Automotive Repair, Service, Rental and Sales - Bed and Breakfast - Breweries, Wineries and Distilleries - Pet Care Service - Protection and Emergency Services - School - Shopping Centre



- Public Utility - Renewable Energy Device, Limited - Retail, Cannabis - Retail, General - Retail, Liquor - Sign, A-Frame - Sign, Fascia - Sign, Freestanding - Sign, Inflatable - Sign, Marquee/Canopy - Sign, Portable - Sign, Projecting - Sign, Roof - Workshop, Limited Accessory development to any use listed in b) or c)	
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11. DT-T – DOWNTOWN TRANSITIONAL DISTRICT

The following uses are being removed and added to the DT-T District:

DT-T Permitted and Discretionary Uses			
Regarding changes to the listed Uses in the DT-MU District			
NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
- Business Support Service - Financial Service - Home Office - Renewable Energy Device, Limited - Retail, General - Sign, A-Frame - Sign, Fascia - Sign, Freestanding - Sign, Inflatable - Sign, Marquee/Canopy - Sign, Portable - Sign, Projecting - Sign, Roof	- Breweries, Wineries and Distilleries - Entertainment Establishment, Outdoor - Pet Care Service		- Retail, General
Accessory development to any Permitted or Discretionary Use			



As a result, the new DT-T Permitted and Discretionary Uses will be as follows:

DT-T Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within b) and c) and shall ensure:

- i. That any Use which includes a drive-in business shall be considered neither Permitted nor Discretionary Uses.
- ii. A Day Home shall not occur within a Dwelling, Apartment.

b) DT-T Permitted Uses	c) DT-T Discretionary Uses
- Auctioneering Establishment - Automotive Repair, Service, Rental and Sales - Business Support Service - Child Care Facility - Commercial School - Dwelling, Apartment - Eating and Drinking Establishment - Financial Service - Funeral Home - Home Office - Parking Facility - Personal Service - Place of Worship - Private Club - Professional, Office, Government and Business Service - Public Utility - Renewable Energy Device, Limited - Retail, General - Sign, A-Frame - Sign, Fascia - Sign, Freestanding - Sign, Inflatable - Sign, Marquee/Canopy - Sign, Portable - Sign, Projecting - Sign, Roof - Workshop, Limited	- Breweries, Wineries and Distilleries - Cultural and Community Facility - Dwelling, Single-Detached - Dwelling, Two-Family - Entertainment Establishment, Indoor - Entertainment Establishment, Outdoor - Health Service - Pet Care Service - Recycling Depot - Retail, Liquor



Accessory development to any use listed in b) and c)

12. C-MP – COMMERCIAL MULTI-PURPOSE DISTRICT

The following uses are being removed and added to the CM-P District:

CM-P Permitted and Discretionary Uses			
Regarding changes to the listed Uses in the CM-P District			
NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
- Business Support Service - Child Care Facility - Financial Service - Home Office - Renewable Energy Device, Limited - Retail, General - Sign, A-Frame - Sign, Fascia - Sign, Freestanding - Sign, Inflatable - Sign, Marquee/Canopy - Sign, Portable - Sign, Projecting - Sign, Roof	- Breweries, Wineries and Distilleries - Entertainment Establishment, Outdoor - Pet Care Service - Vehicle Wash	- Drive-In Business - Entertainment Establishment, Outdoor	- Retail, General
Accessory development to any Permitted or Discretionary Use			

As a result, the new CM-P Permitted and Discretionary Uses will be as follows:

C-MP Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within b) and c) and shall ensure:



i. None.

b) C-MP Permitted Uses	c) CM-P Discretionary Uses
- Auctioneering Establishment - Automotive Repair, Service, Rental and Sales - Business Support Service - Child Care Facility - Commercial School - Dwelling, Apartment - Eating and Drinking Establishment - Financial Service - Funeral Home - Home Office - Hotel - Parking Facility - Personal Service - Pet Care Service - Place of Worship - Private Club - Professional, Office, Government and Business Service - Public Utility - Renewable Energy Device, Limited - Retail, General - Sign, A-Frame - Sign, Fascia - Sign, Freestanding - Sign, Inflatable - Sign, Marquee/Canopy - Sign, Portable - Sign, Projecting - Sign, Roof - Workshop, Limited Accessory development to any use listed in b) and c)	- Breweries, Wineries and Distilleries - Cultural and Community Facility - Dwelling, Single-Detached - Entertainment Establishment, Indoor - Entertainment Establishment, Outdoor - Equipment Rental, Sales and Service Establishment - Fleet Services - Health Service - Outdoor Storage - Recycling Depot - Retail, Liquor - Service Station - Shopping Centre - Vehicle Wash

13. C-H – HIGHWAY COMMERCIAL DISTRICT

The following uses are being removed and added to the C-H District:



C-H Permitted and Discretionary Uses			
Regarding changes to the listed Uses in the C-H District			
NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
- Business Support Service - Child Care Facility - Entertainment Establishment, Outdoor - Health Service - Personal Service - Pet Care Service - Place of Worship - Renewable Energy Device, Limited - Retail, General - Retail, Liquor - Sign, A-Frame - Sign, Fascia - Sign, Freestanding - Sign, Inflatable - Sign, Marquee/Canopy - Sign, Portable - Sign, Projecting - Sign, Roof - Vehicle Wash	- Breweries, Wineries and Distilleries - Sign, Billboard	- Drive-In Business	- Retail, Liquor - Personal Service
Accessory development to any Permitted or Discretionary Use			

As a result, the new C-H Permitted and Discretionary Uses will be as follows:

C-H Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within b) and c) and shall ensure:

i. None.



b) C-H Permitted Uses	c) C-H Discretionary Uses
- Agricultural Equipment Sales and Service - Auctioneering Establishment - Automotive Repair, Service, Rental and Sales - Business Support Service - Child Care Facility - Commercial School - Eating and Drinking Establishment - Entertainment Establishment, Indoor - Entertainment Establishment, Outdoor - Equipment Rental, Sales and Service Establishment - Financial Service - Funeral Home - Health Service - Hotel - Parking Facility - Personal Service - Pet Care Service - Place of Worship - Professional, Office, Government and Business Service - Public Utility - Renewable Energy Device, Limited - Retail, Cannabis - Retail, General - Retail, Liquor - Service Station - Shipping Container - Shopping Centre - Sign, A-Frame - Sign, Fascia - Sign, Freestanding - Sign, Inflatable - Sign, Marquee/Canopy - Sign, Portable - Sign, Projecting - Sign, Roof - Vehicle Wash - Veterinary Clinic	- Breweries, Wineries and Distilleries - Cultural and Community Facility - Fleet Services - Manufacturing Establishment - Outdoor Storage - Recycling Depot - Sign, Billboard - Warehousing



Accessory development to any use listed in b) and c)

14. I-L – INDUSTRIAL LIGHT DISTRICT

The following uses are being removed and added to the I-L District:

I-L Permitted and Discretionary Uses Regarding changes to the listed Uses in the I-L District			
NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
- Automotive Repair, Service, Rental and Sales - Pet Care Service - Renewable Energy Device, Limited - Service Station - Sign, A-Frame - Sign, Fascia - Sign, Freestanding - Sign, Inflatable - Sign, Marquee/Canopy - Sign, Portable - Sign, Projecting - Sign, Roof - Vehicle Wash - Warehousing - Workshop, Limited	- Breweries, Wineries and Distilleries - Entertainment Establishment, Outdoor - Surveillance Suite		
Accessory development to any Permitted or Discretionary Use			

As a result, the new I-L Permitted and Discretionary Uses will be as follows:

I-L Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within b) and c) and shall ensure:

i. None.

b) I-L Permitted Uses

c) I-L Discretionary Uses



- | | |
|---|---|
| <ul style="list-style-type: none"> - Agricultural Equipment Sales and Service - Auctioneering Establishment - Automotive Repair, Service, Rental and Sales - Business Support Service - Equipment Rental, Sales and Service Establishment - Fleet Services - Industrial, General - Outdoor Storage - Pet Care Service - Public Utility - Renewable Energy Device, Limited - Service Station - Shipping Container - Sign, A-Frame - Sign, Fascia - Sign, Freestanding - Sign, Inflatable - Sign, Marquee/Canopy - Sign, Portable - Sign, Projecting - Sign, Roof - Vehicle Wash - Veterinary Clinic - Warehousing - Workshop, Limited | <ul style="list-style-type: none"> - Breweries, Wineries and Distilleries - Entertainment Establishment, Outdoor - Kennel - Manufacturing Establishment - Recycling Depot - Surveillance Suite - Temporary Industrial Camp - Vehicle Impoundment Yard |
|---|---|

Accessory development to any use listed in b) and c)

The following are the proposed change(s) to the I-L Lot Coverage standards:

Lot Coverage in I-L District	
Regarding the maximum lot coverage for the I-L District	
CURRENT	PROPOSED
None.	80% maximum for all buildings and structures



15. I-H – INDUSTRIAL HEAVY DISTRICT

The following uses are being removed and added to the I-H District:

I-H Permitted and Discretionary Uses			
Regarding changes to the listed Uses in the I-H District			
NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
- Automotive Repair, Service, Rental and Sales - Renewable Energy Device, Limited - Sign, A-Frame - Sign, Fascia - Sign, Freestanding - Sign, Inflatable - Sign, Marquee/Canopy - Sign, Portable - Sign, Projecting - Sign, Roof - Vehicle Wash - Veterinary Clinic	- Renewable Energy Device		
Accessory development to any Permitted or Discretionary Use			

As a result, the new I-H Permitted and Discretionary Uses will be as follows:

I-H Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within b) and c) and shall ensure:

i. None.

b) I-H Permitted Uses	c) I-H Discretionary Uses
- Agriplex - Auctioneering Establishment - Automotive Repair, Service, Rental or Sales	- Auctioneering Establishment, Livestock - Industrial, Hazardous - Kennel



- Auto Wrecking Yard - Equipment Rental, Sales and Service Establishment - Fleet Services - Industrial, General - Manufacturing Establishment - Outdoor Storage - Public Utility - Renewable Energy Device, Limited - Recycling Depot - Shipping Container - Sign, A-Frame - Sign, Fascia - Sign, Freestanding - Sign, Inflatable - Sign, Marquee/Canopy - Sign, Portable - Sign, Projecting - Sign, Roof - Surveillance Suite - Vehicle Impoundment Yard - Vehicle Wash - Veterinary Clinic - Warehousing Accessory development to any use listed in b) and c)	- Renewable Energy Device
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16. I – INSTITUTIONAL DISTRICT

The following uses are being removed and added to the I District:

I Permitted and Discretionary Uses Regarding changes to the listed Uses in the I District			
NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
- Community Garden - Place of Worship - Public Park - Renewable Energy Device, Limited - Sign, A-Frame - Sign, Fascia	- Personal Service - Retail, General - Sign, Inflatable - Sign, Roof		- Dwelling Unit



- Sign, Freestanding - Sign, Marquee/Canopy - Sign, Portable - Sign, Projecting			
Accessory development to any Permitted or Discretionary Use			

As a result, the new I Permitted and Discretionary Uses will be as follows:

I Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within b) and c) and shall ensure:

- i. Eating and Drinking Establishment; Health Service; Financial Service; Personal Service; Professional, Office, Government and Business Service; and Retail, General shall only be considered Permitted or Discretionary if accessory to a principal use.
- ii. That any Use which includes a drive-in business shall be considered neither Permitted nor Discretionary Uses.

b) I Permitted Uses	c) I Discretionary Uses
- Assisted Living Facility - Business Support Service - Child Care Facility - Community Garden - Cultural and Community Facility - Health Service - Hospital - Parking Facility - Place of Worship - Protection and Emergency Services - Public Park - Public Utility - Renewable Energy Device, Limited - School - Sign, A-Frame - Sign, Fascia	- Cemetary - Eating and Drinking Establishment - Financial Service - Personal Service - Professional, Office, Government and Business Service - Retail, General - Shipping Container - Sign, Inflatable - Sign, Roof



- Sign, Freestanding - Sign, Marquee/Canopy - Sign, Portable - Sign, Projecting Accessory development to any use listed in b) and c)	
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17. PR – PARKS AND RECREATION DISTRICT

The following uses are being removed and added to the PR District:

PR Permitted and Discretionary Uses Regarding changes to the listed Uses in the PR District			
NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
- Community Garden - Renewable Energy Device, Limited - Sign, A-Frame - Sign, Fascia - Sign, Freestanding - Sign, Marquee/Canopy - Sign, Portable - Sign, Projecting	- Sign, Inflatable - Sign, Roof		
Accessory development to any Permitted or Discretionary Use			

As a result, the new PR Permitted and Discretionary Uses will be as follows:

PR Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within 10.15.2 b) and c) and shall ensure:

i. None.

b) PR Permitted Uses	c) PR Discretionary Uses
- Cultural and Community Facility - Community Garden	- Campground - Cemetery



- Parking Facility - Public Park - Public Utility - Recreation Facility, Indoor - Recreation Facility, Outdoor - Renewable Energy Device, Limited - Sign, A-Frame - Sign, Fascia - Sign, Freestanding - Sign, Marquee/Canopy - Sign, Portable - Sign, Projecting Accessory development to any use listed in b) and c)	- Entertainment Establishment, Outdoor - Sign, Inflatable - Sign, Roof
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18. UR- URBAN RESERVE DISTRICT

The following uses are being removed and added to the UR District:

UR Permitted and Discretionary Uses			
Regarding changes to the listed Uses in the UR District			
NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
- Public Utility - Renewable Energy Device, Limited - Sign, Portable	- Kennel - Pet Care Service - Renewable Energy Device - Sign, Billboard		
Accessory development to any Permitted or Discretionary Use			

As a result, the new UR Permitted and Discretionary Uses will be as follows:

UR Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within 10.16.2 b) and c) and shall ensure:

i. None.

b) UR Permitted Uses	c) UR Discretionary Uses
- Dwelling, Single-Detached	- Kennel



- Extensive Agriculture
- Public Utility
- Renewable Energy Device, Limited
- Sign, Portable

Accessory development to any use listed in b) and c)

- Pet Care Service
- Renewable Energy Device
- Temporary Industrial Camp
- Sign, Billboard



DISTRICTING CHANGES

LEGAL DESCRIPTION	ADDRESS	CURRENT DISTRICT	NEW DISTRICT
Lots 17 to 20; Block 23; Plan 7432 AN	10136 106 Street (Legion Villa)	R1	R3
Lot 1, Block 18, Plan 782 0314	10003 & 10049 97 Street (Parkview Place & Parkview Plaza)	I	R3
Lot C, Plan 7432 AN	9616 108 Street	I-H	I-L
Lot C, Plan 7432 AN	9612 100 Street	I-H	I-L
Lot 6, Block, Plan 4183 HW	9731 109 Street	R3	R1
Lots 1 to 20; Plan 0622299	9848 93 Street	R2	RMM



ENFORCEMENT & PENALTY CHANGES

All Enforcement & Penalty additions and revisions are proposed changes – the Town is looking for feedback on all proposed changes.

1. CANCELLATION, REVOCATION, SUSPENSION OR MODIFICATION OF A DEVELOPMENT PERMIT

Cancellation, Suspension, Revocation or Modification of a Development Permit Regarding when the Development Authority can cancel, suspend, revoke or modify a Development Permit.	
CURRENT	PROPOSED
If it appears to the Development Authority that a development permit has been obtained by fraud or misrepresentation or that a development for which a development permit has been issued is not being carried out or completed to the extent or in the manner originally approved, the Development Authority may cancel, suspend, revoke, or modify the development permit.	The Development Authority may cancel, suspend, revoke or modify a Development Permit if it appears that: a) The Development Permit was obtained by fraud or misrepresentation; b) The development for which the Development Permit was issued is not being carried out or completed to the extent or in the manner originally approved; c) The Development Permit was issued in error; d) The conditions of the Development Permit have not been complied with; e) The applicant requests in writing that the Development Authority cancel the Development Permit provided that the use, development or construction has not commenced; or f) An appeal is filed against the Development Permit.



2. BYLAW CONTRAVENTIONS & INSPECTIONS

Bylaw Contraventions and Inspection Powers Regarding what is a contravention of the Land Use Bylaw and what inspection powers the Development Authority has under the <i>Municipal Government Act</i> .	
CURRENT	PROPOSED
None.	a) A person, whether an owner or occupant of a building, structure or land, is guilty of an offence when they cause or allow the commencement of any development: i. That contravenes or does not comply with the provisions of this Bylaw; ii. That requires a Development Permit which has not been issued, has been suspended or cancelled; iii. That is contrary to a Development Permit that has been issued, or a subdivision approval that has been given, or a condition of a Permit or approval; or iv. That contravenes a Stop Order. b) As per the MGA, if this Bylaw authorizes or requires anything to be inspected, remedies, enforce or done by the Town, a designated officer of the Town may, after giving reasonable notice to the owner or occupier of the land or structure to be entered to carry out the inspection, remedy, enforcement or action: i. Enter on that land or structure at any reasonable time, and carry out the inspection, enforcement or action authorized or required by this Bylaw;



	ii. Request anything to be produced to assist in the inspection, remedy, enforcement or action; and iii. Make copies of anything related to the inspection, remedy, enforcement or action. c) As per the MGA, the designated officer need not give reasonable notice or enter at a reasonable hour and may enter without the consent of the owner or occupant in an emergency or in extraordinary circumstances which may include, but are not limited to, when a designated officer believes there to be an imminent danger to public safety or damage to property. d) The designated officer must display or produce on request identification showing that the person is authorized to make entry.
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3. STOP ORDERS

Stop Orders Regarding the costs of carrying out work under a Stop Order and the role of the Court of Queen's Bench.	
CURRENT	PROPOSED
None.	Pursuant to the MGA, a Council may add any expenses and costs incurred in carrying out a Stop Order to the tax roll of that parcel of land. The Town may apply to the Court of Queen's Bench for an injunction or other order to enforce this Bylaw, as per the MGA.



4. OFFENCES & PENALTIES

Offences and Penalties Regarding offences under the Land Use Bylaw and associated penalties.	
CURRENT	PROPOSED
a) A person, who contravenes this Bylaw or obstructs or hinders any person in performance of these powers or duties under this Bylaw, is guilty of an offence and is liable to a fine established by Council bylaw. The list of offences and fines shall be established by Council bylaw and revised annually, if necessary. This fine shall not be more than ten thousand dollars (\$10,000.00) in accordance with the MGA. b) In addition to the process and penalties described above, the Development Officer or any other person identified as a designated officer by the Council for the purposes of this section shall be authorized to issue violation tickets in respect to any contravention of this Bylaw. c) A violation ticket shall specify the alleged offence committed by the person to whom the violation ticket is issued and require payment of a fine to the Town within 21 days from the date of issue of the violation ticket. d) Persons contravening any provision of this Bylaw to whom violation tickets are issued shall be liable for a penalty as set by Bylaw of Council. Each day that a breach of the Bylaw has occurred may be considered to be a separate offence. e) If a person who has been served with a violation ticket fails to pay the fine specified therein, then the right of the alleged offender to settle the alleged	a) A person shall not obstruct or hinder any person in the exercise or performance of that person's powers, pursuant to this Bylaw. b) A person shall not provide false or misleading information to any designated officer, in regards to any matter governed within this Bylaw. c) Any person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable to a fine of not less than \$50.00, and not more than ten thousand dollars (\$10,000.00), in accordance with the MGA. d) The Development Officer or any other person identified as a designated officer by Council for the purposes of this section shall be authorized to issue violation tickets in respect to any contravention of this Bylaw. e) All penalties for contraventions of this Bylaw shall be issued in the amount specified in the Fine Schedule of this Bylaw. The designated officer will consider the cause, duration, severity, and impact of the contravention when determining a penalty amount. f) A contravention of this Bylaw may constitute a separate offence in respect of each day (24 hour period) on which it continues.



offence without a court appearance shall no longer apply and prosecution for the alleged offence shall proceed. f) If the person who was served with a violation ticket is thereafter prosecuted and convicted of the offence specified in the violation ticket, the fine imposed shall be as set by Council bylaw for each offence.	
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5. VIOLATION TAGS

Violation Tags Regarding Violation Tags issued under the Land Use Bylaw	
CURRENT	PROPOSED
None.	a) Any designated officer, in that officer's sole discretion, is hereby authorized and empowered to issue a violation tag to any person whom the designated officer has reasonable and probable grounds to believe has contravened or failed to comply with any provision of this Bylaw. b) A violation tag may be issued to such person: i. Personally; or ii. By mailing a copy to such person by registered or ordinary mail to their last know mailing address. c) A violation tag shall be in a form approved by the Town of Westlock and shall include: i. The name of the person; ii. The date upon which the offence was committed; iii. The section number(s) of this Bylaw which were contravened



	iv. The offence; v. The appropriate specified penalty or minimum fine for the offence as prescribed by the Bylaw; and vi. The time within which the entire penalty must be paid to the Town of Westlock. d) A violation tag shall require payment of the specified penalty within 21 days from the date of issuance of the violation tag.
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6. VIOLATION TICKETS

Violation Tags Regarding Violation Tags issued under the Land Use Bylaw	
CURRENT	PROPOSED
None.	a) Where a violation tag has been issued and if the specified penalty has not been paid within the prescribed time, then a violation ticket may be issued pursuant to the Provincial Offences Procedures Act, RSA 2000, and all amendments there to. b) If a violation ticket is issued in respect of an offence, the violation ticket may: i. Specify a penalty amount established by this Bylaw for the offence; or ii. Require a person to appear in Court without the alternative of making a voluntary payment. c) If payment is received by the Town of Westlock within the period of time permitted by any such violation tag, no violation ticket may be issued against the same offender for the same offence.



	d) Except where a violation tag has been paid as prescribed in Section 2.12.3, nothing in this Bylaw shall limit a designated officer's discretion to issue a violation ticket pursuant to the Provincial Offences Procedure Act at any time within 2 years of the last occurrence of the offence, regardless of whether or not a violation tag has been issued. e) If a person who has been served with a violation ticket fails to pay the penalty specified therein, then the right of the alleged offender to settle the alleged offence without a court appearance shall no longer apply and prosecution for the alleged offence shall proceed. f) If the person who was served with a violation ticket is thereafter prosecuted and convicted of the offence specified in the violation ticket, the penalty imposed shall be as set by Appendix B for each offence.
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7. VOLUNTARY PAYMENT

Voluntary Payment Regarding voluntary payment of tags and tickets issued under the Land Use Bylaw	
CURRENT	PROPOSED
None.	Where a violation tag is issued pursuant to this Bylaw, the person to whom the tag is issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified in the tag within the time period indicated on the tag. If a violation ticket has been issued pursuant to this Bylaw, and the violation ticket specifies a penalty amount for the offence; a voluntary payment can be made by submitting to a Provincial Court Clerk, on or before the initial appearance date indicated



	on the violation ticket, the specified fine set out on the violation ticket.
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8. FINE SCHEDULE

The current Land Use Bylaw provided the option to charge fines for contraventions and offences, however it did not specify any fine amounts. The new Bylaw proposes the following fine schedule:

MINIMUM FINE: \$50.00

MAXIMUM FINE: \$10,000.00

The following fine amounts are established for use on violation tags and violation tickets if a voluntary payment option is offered, which amounts shall be specified penalties for the purposes of the *Provincial Offences Procedures Act*.

Offence	First Offence	Second Offence	Third Offence*
Failure to obtain a Development Permit	\$250.00	\$500.00	\$1000.00
Failure to comply with Development Permit Conditions	\$250.00	\$500.00	\$1000.00
Failure to obtain a Signage Development Permit	\$50.00	\$100.00	\$250.00
Failure to comply with a Stop Order	\$500.00	\$750.00	\$1250.00
Failure to comply with any other condition of the Bylaw	\$250.00	\$500.00	\$1000.00
Obstruct or hinder any person in the exercise of performance of their duties, pursuant to the Land Use Bylaw	\$500.00	\$750.00	\$1250.00
Provided a designated office with false or misleading information	\$500.00	\$750.00	\$1250.00

*for a third or any additional offences