

SMOKY LAKE COUNTY

A G E N D A: County Council: Committee of the Whole Meeting
for the purpose of **Planning** to be held on
Thursday, **October 29, 2020** at 10:00 A.M.

Virtually, Online through Zoom:

<https://us02web.zoom.us/j/88361458632?pwd=bFQ3M3BUcmlxQTZwL1NMNUphdDdGZz09> Or, by phone: 1-877-853-5257, Meeting ID: 883 6145 8632 Password: 676244.

1. Meeting:

Call to Order

2. Agenda:

Acceptance of Agenda:
as presented or
subject to additions or deletions

3. Minutes:

No Minutes.

4. Request for Decision:

Nil.

5. Issues for Information:

1. Canadian Heritage River System (CHRS)
2. International Dark-Sky Association (IDA)
3. Alberta Wetlands Replacement Program Memorandum of Understanding (MoU)
4. Development Fees Policy 61.11
5. Land Use Bylaw 1272-14:
 - i. RVs & Campsites
 - ii. Shipping Containers
 - iii. Tiny Homes
 - iv. Urban Chickens

6. Correspondence:

Nil.


7. Delegation:

Nil.

8. Executive Session:

Nil.

Adjournment

ISSUE FOR INFORMATION		DATE	October 29, 2020	5.1
TOPIC	Canadian Heritage River System (CHRS) Designation - North Saskatchewan River 			
PROPOSAL	<p>That Smoky Lake County Council acknowledge the work of the Smoky Lake County Regional Heritage Board toward designation of the North Saskatchewan River, which flows along 82 km of the County's southern municipal boundary with Lamont County and Two Hills County, as a Canadian Heritage River under the Canadian Heritage Rivers System.</p>			
BACKGROUND	<p>CANADIAN HERITAGE RIVERS SYSTEM (CHRS)</p> <ul style="list-style-type: none"> • Canada's national program for recognizing Canada's important rivers. It is a cooperative initiative of the federal, provincial, and territorial governments in conjunction with local communities and citizens, who play a key role in the program. • The CHRS Charter speaks to the Vision, Purpose, and Principals of the program. © ATTACHMENT 1 <ul style="list-style-type: none"> ○ Created in 1984, Alberta joined in 1994. ○ Designated Rivers: <ul style="list-style-type: none"> ▪ 1989: Headwaters of the North Saskatchewan (48km within National Park) Headwaters of the Athabasca (~168km within National Park) ▪ 2003: Clearwater River (~326km from Fort McMurray, into Saskatchewan) • The objectives of the Canadian Heritage Rivers program are to give national recognition to Canada's outstanding rivers as part of a comprehensive and representative system and to encourage long-term management that will conserve their natural, cultural and recreational values for the benefit and enjoyment of Canadians, now and in the future. • The Canadian Heritage Rivers System is a model of stewardship, cooperation and participation; one that engages society in valuing the natural and cultural heritage of rivers and river communities as essential to the identity, health and quality of life of Canadians. • As of 2016, forty-two rivers have been nominated to the system, totaling almost 12,000 kilometers. <ul style="list-style-type: none"> ○ Thirty-nine of these have been designated as Canadian Heritage Rivers, which signifies that a designation document (management plan or heritage strategy) has been tabled with the Canadian Heritage Rivers Board (CHRB) providing direction on how heritage values associated with the river will be 			

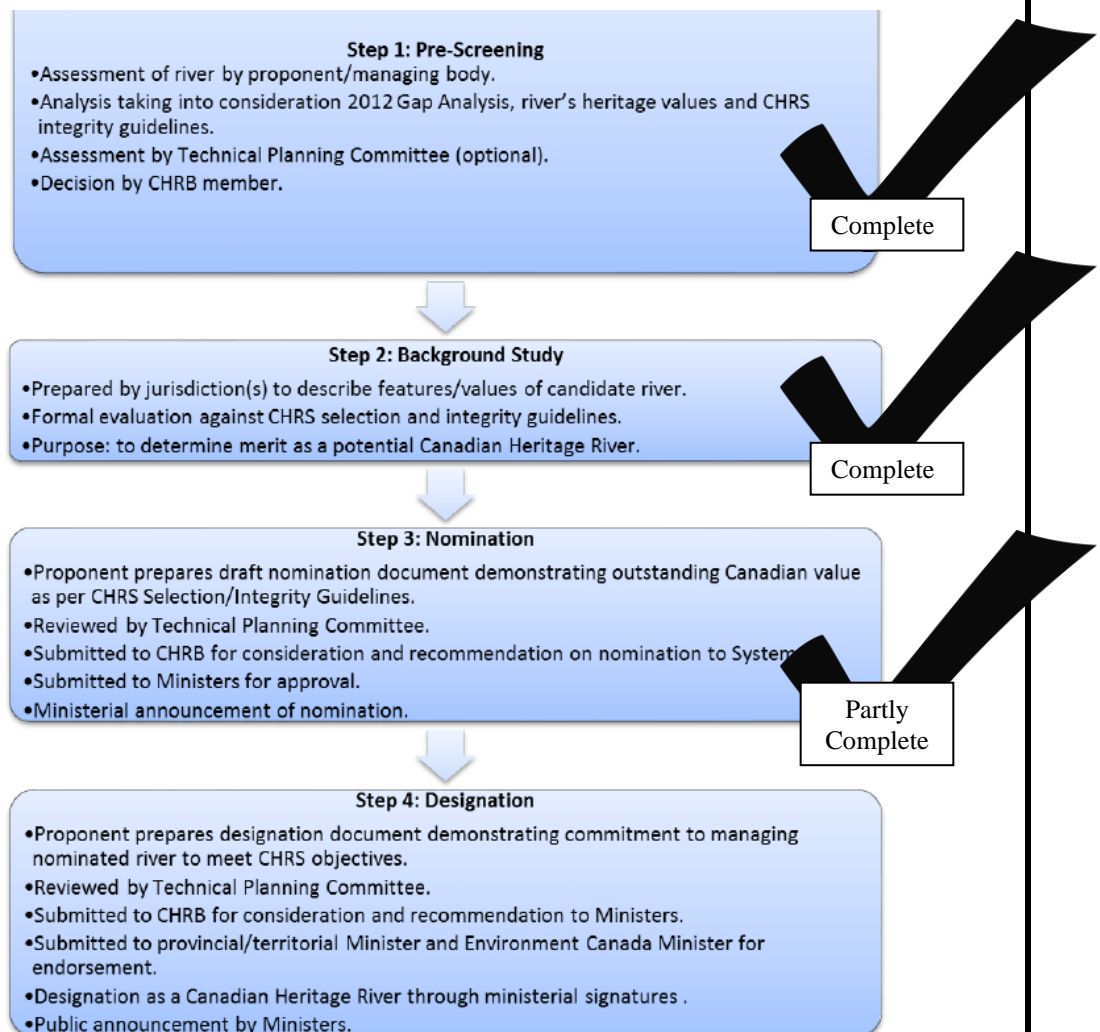
conserved and communicated.

- Designation also signifies that the Minister responsible for Parks Canada has approved the designation, on the advice of the CHRB and the recommendation and Ministerial approval of the province(s) or territory(s) in which the river is located.
- Alberta's representation to the CHRS is presently administered through Alberta Environment and Parks.

Designation under the CHRS does NOT impact or increase development restrictions along the River. No new rules or restrictions are created as a result of designation.

SELECTION PROCESS FOR INCLUSION TO CHRS

The standard process for Selection, Nomination, and Designation of Rivers to participate in the CHRS is summarized in the CHRS Principles, Procedures and Operational Guidelines (PPOG, 2017). © **ATTACHMENT 2**



- To be considered, the river must possess outstanding natural and/or cultural values. Accompanying recreational values are also given careful consideration.
 - Based on these criteria, the responsible government(s) decide(s) whether or not to pursue the nomination of a specific river.
 - As a result of the River Study conducted by the North Saskatchewan Watershed Alliance (NSWA) in 2005, the NSR was deemed to meet the

nomination requirements

- Once nominated, the Board reviews the nomination and, if it meets selection guidelines for the System, recommends it to the responsible Provincial/Federal Ministers.
 - A nominated river becomes designated once a management plan or strategy, that ensures the river will be managed to conserve its outstanding natural, cultural, and/or recreational values, is submitted to the Board by the nominating government(s).
 - The Management Plan is non-binding. It does NOT impact or increase development restrictions along the River.

WHAT HAPPENS AFTER DESIGNATION

- **Yearly Assessments**
 - Relatively straightforward updates reporting templates provided by the CHRS
 - Shall be conducted by managing bodies and documented through the preparation of a framework-based checklist to identify activities related to the values for which the river was nominated.
 - These annual (calendar-year) reports shall be maintained by the jurisdictions to assist in the compilation of Ten-year monitoring reports.
 - To facilitate reporting, a request for the reports shall be sent to jurisdictions from Parks Canada's Secretariat function each January.
 - The jurisdictions shall then either prepare the reports or compile them from individual managing bodies prior to submitting them to Parks Canada on or before March 31 each year.
- **Ten-year Monitoring Reports**
 - Every ten years, or otherwise as approved by the Board, jurisdictions or managing bodies shall compile a report summarizing:
 - a chronology of significant events, actions and research that have occurred since the designation of the river;
 - any positive or negative changes or threats to the state or condition of the values for which the river was originally designated (natural, cultural, recreational or integrity values);
 - the status of actions and management measures called for in the designation document tabled with the Board;
 - a list of river conservation, stewardship, economic, and cultural benefits resulting from designation;
 - an overall statement assessing the river's ability to meet the criteria outlined in the designation document for continued designation as a Canadian Heritage River; and
 - A recommendation that the river maintains its Canadian Heritage River designation, or that it be de-designated.
 - Jurisdictions or river managers may obtain financial assistance to complete

NSR TIMELINE TO-DATE

May 2001 - Background Study Begun

- NSWA begins work to prepare a Background Study of the North Saskatchewan River to determine if the river met the CHRS selection and integrity guidelines to be nominated as a Canadian Heritage River.
- Since research was already underway for the North Saskatchewan River Guide, it was felt that a wider efficiency could be realized if that research also supported a Heritage River Background Study.

2005 - Background Study, 1st Step completed

- *The Canadian Heritage Rivers System Background Study North Saskatchewan River Alberta: The Story of the River is the Story of the West* is published, accepted by the Canadian Heritage Rivers Board.
- Official ceremony was held at Rocky Mountain House with Lieutenant Governor Helen Hunley officiating.

January 2006 – Nomination Document, 2nd Step complete.

- *Nomination Document of the NSR in Alberta* published and accepted by the Canadian Heritage Rivers Board.
- 100 copies of River Study printed. (Later Alberta Beef provided funds for 500 copies to be printed because they wanted to use it in their school programs)
- The Canadian Heritage Rivers Board then recommended to the federal Minister of Canadian Heritage and to the Alberta Minister of Environment (later Tourism, Parks and Recreation, then Alberta Environment and Parks) in Alberta that the North Saskatchewan River in Alberta meets CHRS criteria and it should be considered for inclusion in the System.
 - Ralph Klein was Premier when the first request for support was made & Gary Mar, Minister of Environment. Official support was promised, but before it was received by NSWA Gary Mar was given a different portfolio.
 - In 2010, Premier Ed Stelmach was the last to receive an official request from NSWA for support for Heritage River Designation for the NSR.

2017 – Background Study for NSR in the Province of Saskatchewan

- North Saskatchewan River Basin Council (NSRBC) of Saskatchewan completes a Background Study for the NSR reaching from the Alberta-Saskatchewan Boarder to the Forks at Prince Albert, SK.

October 29, 2019 – Smoky Lake County Letter of Support

- In reply to the NSRBC Call to Action, Smoky Lake County provided a letter of support, dated October 29, 2019 © **ATTACHMENT 3** for an inter-provincial designation of the North Saskatchewan River, sent to the North Saskatchewan Watershed Alliance (NSWA) based in Alberta and the North Saskatchewan River Basin Council (NSRBC) in Saskatchewan.
- This letter was cc'd to numerous stakeholders, municipalities, and community

groups, resulting in a subsequent 22 letters. **The project is strongly supported by the Smoky Lake County Regional Heritage Board, the Victoria Home Guard Historical Society, and the Metis Nation of Alberta, among others. ©**

ATTACHMENT 4

December 17, 2019 – NSWA visit to Smoky Lake

- Billie Milholland, Communications Manager for the NSWA and author of 'Living in the Shed' visited Smoky Lake for discussion, and donated several copies of the book, which were distributed to County Council, the Town of Smoky Lake, the Victoria Home Guard, Smoky Lake County Regional Heritage Board, H.A. Kostash School, and Smoky Lake Library.

February 12, 2020 – Presentation to NSWA Board

- Planning & Development Services attended a meeting of the Watershed Alliance Board in Stony Plain to provide a briefing on the CHRS program, history, and proposal to reinvigorate a designation process.

June 24, 2020 – NSWA Annual General Meeting

- Planning & Development Services attended a virtual AGM of the NSWA.

Summer 2020 – Project Follow-up

- Subsequent phone calls with NSWA (AB) Executive Director Leah Kongsrude, as well as NSRBC (SK) General Manager Katherine Finn indicate that the **NSWA is unwilling to take-on or prioritize an inter-provincial designation initiative at this time.**

Summary

- Obviously, it is beyond the scope and capacity of the County or the SLCRHB to spearhead an initiative of inter-provincial scale. **It is, however, possible, and arguably better to proceed on a more local scale.**
 - This would yield the benefit of placing this region on a similar stage as Banff National Park.
 - On **October 23, 2020**, the County received a letter © **ATTACHMENT 5** from the Hon. Jason Nixon, Alberta Environment Minister, confirming AEPs intent to support Nomination/Designation on this basis.

ATTACHMENTS LIST:

- CHRS Charter © **ATTACHMENT 1**
- CHRS Principles, Procedures and Operational Guidelines (PPOG, 2017). © **ATTACHMENT 2**
- Smoky Lake County Letter of Support, Dated October 29, 2019 © **ATTACHMENT 3**
- Additional Letters of Support © **ATTACHMENT 4**
- **Response from Minister for Alberta Environment and Parks (AEP), Dated October 23, 2020 © ATTACHMENT 5**



CHRS Plaque at Saskatchewan Crossing, Banff National Park (Photo by Kyle Schole)

CORRELATION TO BUSINESS (STRATEGIC) PLAN

- **Economic Development:** Victoria District Economic Development Strategy Bylaw 1372-20.
- **Infrastructure:** North Saskatchewan Emergency River Access(es) Plan

Values: Integrity, Sustainability/Stability, Pride, Fairness, Freedom

Vision: Leading the way in positive growth with healthy, sustainable, rural living.

Mission: Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

- Canada National Parks Act (S.C. 2000, c. 32)
- Canada Historic Sites and Monuments Act (R.S.C., 1985, c. H-4)
- Parks Canada Guiding Principles and Operational Policies, Part II - Activity Policies: Canadian Heritage Rivers Policy
- Alberta Municipal Government Act R.S.A. 2000 Ch. M-26
- Alberta Historical Resources Act R.S.A. 2000 Ch. H-9
- Smoky Lake County Regional Heritage Board Bylaw 1236-11
- Victoria District National Historic Site of Canada Commemorative Statement of Integrity (CIS), 2008
- Smoky Lake Regional Heritage Survey & Inventory, 2012
- Smoky Lake County Designation of Municipal Historic Resources Policy 61.15.01
- Smoky Lake County 20-Year Heritage Management Plan Policy 61.20.01
- Smoky Lake County and Town of Smoky Lake Victoria District

		<u>Economic Development Strategy Bylaw 1372-20/006-2020.</u>	
BENEFITS		<ul style="list-style-type: none"> • National exposure for Smoky Lake County and the Region. • Opportunities for unlocking of grants, etc. • Natural, land, and river-based tourism development opportunities 	
DISADVANTAGES		<ul style="list-style-type: none"> • Staff time 	
ALTERNATIVES		<ul style="list-style-type: none"> • Take no action or defer 	
FINANCE/BUDGET IMPLICATIONS			
Operating Costs: _____		Capital Costs: _____	
Budget Available: _____		Source of Funds: _____	
Budgeted Costs: _____		Unbudgeted Costs: _____	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS		<ul style="list-style-type: none"> • Collaboration with/among: <ul style="list-style-type: none"> ○ Canadian Heritage Rivers System (CHRS) Board ○ Environment Canada ○ Alberta Environment and Parks (AEP) ○ North Saskatchewan Watershed Alliance (NSWA) ○ Smoky Lake County Regional Heritage Board (SLCRHB) ○ Victoria Home Guard Historical Society (VHGHS) ○ Metis Nation of Alberta (MNA) 	
COMMUNICATION STRATEGY		<ul style="list-style-type: none"> • Grapevine • Website • Social Media • Media Release/News Article 	
RECOMMENDATION			
<p>That Smoky Lake County Council acknowledge the work of the Smoky Lake County Regional Heritage Board toward designation of the North Saskatchewan River, which flows along 82 km of the County's southern municipal boundary with Lamont County and Two Hills County, as a Canadian Heritage River under the Canadian Heritage Rivers System.</p>			

The Canadian Heritage Rivers System Charter

Whereas freshwater is essential to life on earth and Canada is blessed with a vast supply of freshwater, approximately one-fifth of the world's total; and whereas rivers are a priceless and enduring part of Canada's national heritage and identity; and whereas rivers are central to the overall health and well-being of Canadians; and whereas participating governments on the Canadian Heritage Rivers Board have agreed to renew and strengthen their participation in the Canadian Heritage Rivers System by administering the program through a strategic plan, which serves as the principal operating document for the Board; therefore, it is understood that the federal, provincial and territorial Ministers responsible for the Canadian Heritage Rivers System, do, by this Charter, reaffirm their governments' commitment to the System, and, by this Charter, describe its main principles of operation, vision, and governance, as follows:

I. Vision

This Charter affirms the vision of the Canadian Heritage Rivers Board that:

The Canadian Heritage Rivers System is a model of stewardship, cooperation and participation; one that engages society in valuing the natural and cultural heritage of rivers and river communities as essential to the identity, health and quality of life of Canadians.

II. Purpose of the Canadian Heritage Rivers System Charter

This Charter sets out a framework for cooperation between Canada and the participating Provinces and Territories (hereinafter together referred to as "the Participants") to recognize, conserve and manage, in a sustainable manner, Canada's designated heritage rivers and their natural qualities, cultural/historical heritage, and recreational values. The Charter provides a tangible public expression by governments in Canada of their support for and participation in the Canadian Heritage Rivers System and acknowledges the operation of the program through a strategic plan.

III. Principles of the Canadian Heritage Rivers System

This Charter serves to emphasize the following principles, which form part of a strategic plan of the Canadian Heritage Rivers Board:

- i. Participation in the Canadian Heritage Rivers System is voluntary.
- ii. The Participants retain their jurisdictional powers over rivers in the Canadian Heritage Rivers System, including ownership of land, the choice to nominate a river, and the right to continue to operate and manage designated rivers in accordance with the goals of the System.
- iii. The Canadian Heritage Rivers System respects Aboriginal peoples, community, landowner and individual rights and interests in the nomination, designation and management of heritage rivers.
- iv. Rivers, or sections of rivers, included in the Canadian Heritage Rivers System will meet the spirit of the heritage and recreational value selection guidelines as set out by the Canadian Heritage Rivers Board.
- v. River nominations and designations will be jointly approved, on the recommendation of the Canadian Heritage Rivers Board, by the Minister(s) of the nominating jurisdiction(s) and the Minister responsible for the Parks Canada Agency.
- vi. The Parks Canada Agency will continue to be the lead federal agency for the Canadian Heritage Rivers System and will, through a secretariat operated on behalf of the Canadian Heritage Rivers Board, provide technical and financial support for the nomination and designation of rivers to the System, for promotion of the System both nationally and internationally, and for coordination of the ongoing monitoring of designated rivers.
- vii. River nominations and designations in Northwest Territories and Nunavut must be jointly approved by the Minister responsible for Indian and Northern Affairs Canada and the responsible territorial minister. This approval is to be obtained by the Canadian Heritage Rivers Board prior to a final recommendation going forward to the Minister responsible for the Parks Canada Agency.
- viii. Should territorial devolution occur in the Northwest Territories and Nunavut, as it has in Yukon, the federal authorities for the management of land, waters, and natural resources would be transferred to territorial governments. This Charter recognizes final

devolution agreements between Canada and the territorial governments.

- ix. Provincial and territorial governments will continue their commitment to the Canadian Heritage Rivers System, assuming the long-term operations and management of rivers within their jurisdictions designated to the System.

IV. The Canadian Heritage Rivers Board

The Canadian Heritage Rivers System is administered by the Canadian Heritage Rivers Board, which is composed of members from the government, public, not for profit or private sector who are appointed by the Participants. The Board administers the Canadian Heritage Rivers System for the benefit of the people of Canada and is accountable to the signatories of the Charter for the effective management of resources and processes that conserve and present heritage rivers.

V. Duration of term

Unless otherwise agreed to in writing by the Participants, the cooperation contemplated in this Charter shall be for a period of twenty years, commencing on April 1, 2011, and ending on April 1, 2031.

VI. Scope of this Charter

- i. Nothing in this Charter is to be interpreted as establishing a partnership, joint venture, agency relationship or commercial association between the Participants.
- ii. Each Participant shall retain exclusive responsibility for its undertakings.
- iii. This Charter shall not be interpreted to create any legal right or obligation between the Participants.

VII. Modifications

It is understood that this Charter may be modified at any time by written agreement of all Participants.

In witness whereof the Participants hereto have executed this Charter by their Ministers' signatures, signed in counterpart, as of the day and year written below.

December 24, 2013

The Canadian Heritage Rivers System



© Victor Liu/Athabasca River, Jasper National Park of Canada

CANADIAN HERITAGE RIVERS SYSTEM PRINCIPLES, PROCEDURES AND OPERATIONAL GUIDELINES 2017



Document Version Control

A substantive revision of the Principles, Procedures and Operational Guidelines was approved by the Canadian Heritage Rivers Board in October 2016.

It is anticipated that corrections or amendments may be required from time to time. The following chart provides a record of adjustments to the document. Using this approach, we can more easily keep the PPOG up to date. The Technical Planning Committee chair may confirm administrative amendments and the Canadian Heritage Rivers Board or Executive Board will confirm changes to program policies or items that have significant impacts on the program implementation.

Document Tracker

Date	Version #	Page	Section	Nature of the Change	Confirmed by
Oct 21/16	2016-01			Substantive and administrative updates throughout to governance, recognition of Indigenous Peoples and monitoring	CHRB motion
May 8/17	2017-01	32	3.1	Annual Monitoring Reports to add "to be submitted on or before March 31 each year".	CHRB motion, March 6, 2017 meeting
	2017-01	43	Appendix B	Added a section in "Guidelines on Financial Assistance" to note that higher amounts can be considered for projects	CHRB motion, April 26, 2017 meeting

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Foreword

The Policies, Procedures and Operational Guidelines is a foundational document for the Canadian Heritage Rivers Program. It is a key reference document for river managers responsible for Canadian Heritage Rivers, for proponents wishing to nominate their river to the System, and for the planners across the country who work within the federal, provincial and territorial jurisdictions participating in the program. The document details the overarching principles of the program, its governance structure, the nomination and designation process, and its monitoring regime. It includes useful tools such as suggested tables of content for designation documents and templates to facilitate the production of annual and ten-year monitoring reports. A new addition in this version is a table in the ten-year monitoring report template that will help river managers articulate the benefits of designation to the Canadian Heritage Rivers System.

The Policies, Procedures and Operational Guidelines were first written in 1984, then revised in 2001, 2013, and 2016. It is revised on an occasional basis and users should consult the www.chrs.ca.ca website to ensure they have the most current version. This 2016 version supersedes the 2013 version, and all previous documents containing the policies and guidelines of the Canadian Heritage Rivers System.

Should you have any questions about this document, I encourage you to contact Parks Canada's [Canadian Heritage Rivers System Advisor](#). Contact information for the Advisor, as well as for provincial, territorial and federal Canadian Heritage Rivers Board members can be found at www.chrs.ca.

Bob McEachern
Chair, Canadian Heritage River Board 2015-2016
Executive Director, Parks Management Services
Saskatchewan Ministry of Parks, Culture and Sport

Dan Paleczny
Chair, Canadian Heritage River Board 2016-2017
Director, Parks Branch
Yukon Department of Environment

Glossary

The Canadian Heritage Rivers Board: The organization that is responsible for the administration and management of the Canadian Heritage Rivers program. It is composed of members appointed by the federal, provincial and territorial governments participating in the program.

Designation document: A document that describes what actions the managing body will take to ensure the long-term management of the river and its associated resources according to the objectives of the Canadian Heritage Rivers System. These are often referred to as heritage strategies and sometimes addressed in a jurisdiction's management plan for the river. See Schedule 3. For consistency in this guideline, the term designation document is used.

Jurisdiction: The federal, provincial or territorial government that is generally responsible for CHRS activities within their government and/or geographic area of authority.

Managing body: The government agency, non-government organization or other body that has management authority or responsibility for a heritage river. This could be a federal, provincial or territorial government, but may also be a municipality, conservation authority, non-government organization, or other type of organization. Where Heritage Rivers pass through more than a single jurisdiction, managing bodies will share information and work cooperatively.

River manager: The individual(s) identified by the managing body as the person or organizational unit with oversight and day-to-day management responsibilities.

Secretariat function: A function maintained within Parks Canada to provide support to the Canadian Heritage Rivers Board in carrying out its responsibilities, and to coordinate certain CHRS program elements such as national communications and promotion of the CHRS at a national level. The Canadian Heritage Rivers Advisor is the primary point of contact for these Secretariat services.

1.0 Introduction

The Canadian Heritage Rivers System (CHRS) is Canada's national program for recognizing Canada's important rivers. It is a cooperative initiative of the federal, provincial and territorial governments in conjunction with local communities and citizens, who play a key role in the program. The objectives of the Canadian Heritage Rivers program are to give national recognition to Canada's outstanding rivers as part of a comprehensive and representative system and to encourage long-term management that will conserve their natural, cultural and recreational values for the benefit and enjoyment of Canadians, now and in the future.

The Canadian Heritage Rivers System is a model of stewardship, cooperation and participation; one that engages society in valuing the natural and cultural heritage of rivers and river communities as essential to the identity, health and quality of life of Canadians.

As of 2016, forty-two rivers have been nominated to the system, totaling almost 12,000 kilometres. Thirty-nine of these have been designated as Canadian Heritage Rivers, which signifies that a designation document (management plan or heritage strategy) has been tabled with the Canadian Heritage Rivers Board (CHRB) providing direction on how heritage values associated with the river will be conserved and communicated. Designation also signifies that the Minister responsible for Parks Canada has approved the designation, on the advice of the CHRB and the recommendation and Ministerial approval of the province(s) or territory(s) in which the river is located.

1.1 The Canadian Heritage Rivers System Charter

The Canadian Heritage Rivers program is guided by a Charter. It provides the vision, purpose statement, principles and description of the program and defines the role of the Canadian Heritage Rivers Board and its mandate to oversee the development and administration of the System. The Charter, approved by Ministers of participating jurisdictions, is included as Appendix A.

1.2 Strategic Plan 2008-2018

In 2007 the Canadian Parks Council meeting of Ministers approved the Canadian Heritage Rivers System 2008-2018 Strategic Plan. The ten-year Strategic Plan and accompanying work plan sets the vision and over-arching priorities for the program and serves as the blueprint for the future of the system. It is a working document for the Board and the jurisdictional members of the program. The plan is also intended to serve as a catalyst for governments, communities, and local residents to take action to promote and sustain river conservation and stewardship.

The 2008-2018 Strategic Plan reaffirms the program's core values of recognition, respect,

voluntary participation, collaboration and partnership, integrity, and sustainability, and identifies four key strategic directions. The first priority focuses on building a comprehensive and representative system, with an emphasis on the addition of rivers to the CHRS that have the best potential to address geographic or thematic gaps to enable completion of a representative system. A second priority is to conserve the cultural and recreational values and integrity of designated rivers. The third and fourth Strategic Plan priorities include enhancing efforts to engage partners to maximize the full range of benefits associated with the Canadian Heritage Rivers program, and fostering excellence in river management.

At the August 2015 joint Canadian Heritage Rivers Board-Technical Planning Committee Meeting in Whitehorse, Yukon, it was recognized that as additional rivers are designated, the Strategic Plan's first priority of building a comprehensive system that represents Canada's river heritage is nearing completion. With this it was acknowledged that a greater focus is needed on the subsequent priorities of engaging and supporting the river manager community in their work to conserve, promote and monitor Canadian Heritage Rivers, while not losing sight of the need to maintain the integrity of a national system of designated heritage rivers, including attracting the remaining outstanding rivers that will complete the System. This shift in focus on program priorities will be a key consideration for the Board in its decision-making for the program going forward.

1.3 Purpose and Function of the Principles, Procedures and Operational Guidelines

The Principles, Procedures and Operational Guidelines (PPOG) describes the CHRS program's organizational structure, mandate, objectives and policies as agreed upon by participating jurisdictions and explains the procedures that the Canadian Heritage Rivers Board will follow to implement and manage the program.

The document is a consolidation and updating of the earlier versions of the Principles, Procedures and Operational Guidelines and takes into account direction-setting documents that provide guidance for the CHRS program. These include the Strategic Plan 2008- 2018 and the 2010 Gap Analysis (titled *Building a Comprehensive and Representative Canadian Heritage Rivers System*). Parks Canada's and the Board's experience in administering the CHRS program over its history is also reflected in this document.

The Principles, Procedures and Operational Guidelines provide guidance on the administrative and operational procedures and program requirements for the selection, nomination, designation and management of Canadian Heritage Rivers. As such, it is a key reference tool for jurisdictions, managing bodies and river managers. The document will be revised and updated regularly.

1.4 How the Canadian Heritage Rivers System Works

Established in 1984, the Canadian Heritage Rivers System is Canada's national river conservation program. This joint federal-provincial-territorial initiative gives national recognition to Canadian rivers of extraordinary natural, cultural and/or recreational significance. It promotes, conserves and enhances Canada's river heritage, and ensures that Canada's leading rivers are managed in a sustainable manner and that their values are communicated to residents and visitors.

Establishing a Canadian Heritage River is a process that includes the following steps:

- Preparing a pre-screening report;
- Undertaking a background study to inventory the river's cultural, natural and recreational values; and
- Preparing nomination and designation documents, which are submitted to the Canadian Heritage Rivers Board.

This Board, comprised of members appointed by federal, provincial and territorial governments, administers the CHRS and follows clear guidelines to determine whether candidate rivers meet the selection and integrity criteria proper to the System. To be considered for nomination, rivers must have outstanding natural or cultural values, supplemented with important recreational values and a high level of public support. Designation requires that sufficient management measures are put in place to ensure that the values for which rivers were nominated to the System will be maintained over the long term.

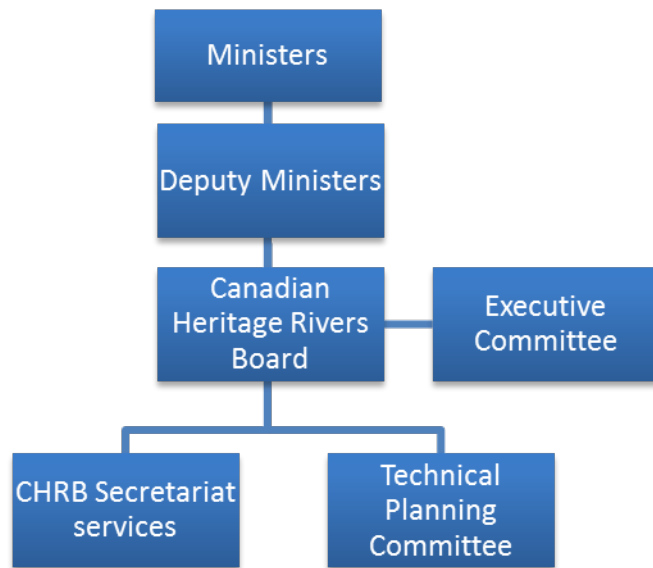
The CHRS operates on a program policy basis, rather than through legislation, and does not intrude on private property rights. Governments retain their traditional jurisdictional powers and management responsibilities throughout this process. Local communities, Indigenous peoples¹, landowners, and other stakeholders have their existing rights and concerns respected when rivers are included as part of the system.

1.5 Governance

Federal, provincial and territorial governments participate equally and voluntarily in the administration of the System. The program is managed by a Canadian Heritage Rivers Board comprised of members appointed by the federal government and each of the provincial and territorial governments participating in the program. The work of the Board is supported by a Technical Planning Committee and the Secretariat services delivered by Parks Canada. Jurisdictions pay their own costs associated with attendance at meetings of the Board. The relationship of CHRS structures are illustrated in Figure 1 (below).

¹ Note: 'Indigenous peoples' is meant to be an inclusive term, indicating First Nations, Métis and Inuit individuals, communities, groups and/or governments.

Figure 1. Organizational chart illustrating the general relationships of CHRS governance bodies



1.5.1 Composition of the Canadian Heritage Rivers Board

- Each of the 14 federal, provincial, and territorial government departments that are signatory to the Canadian Heritage Rivers Charter shall have a seat on the Board.
- Board members shall be appointed by the federal, provincial, and territorial departments responsible for the CHRS program. Appointees may be senior managers in the departments responsible for the CHRS program, or may be river managers, members of river stewardship groups, or private citizens associated with or familiar with the CHRS.
- Board membership may be assigned at the prerogative of the Minister, Deputy Minister or other members of senior management of each participating jurisdiction.
- Board members shall participate as representatives of their jurisdictions and shall contribute to the collective in the spirit of the national program.
- The Board shall establish an Executive Committee, which shall consist of:
 - the Chair of the Board;
 - the Vice Chair;
 - the Parks Canada Board Member; and
 - two Members at Large.
- With the exception of the Parks Canada position, which is permanent, each of these positions is for a term of one year. Parks Canada shall keep a record of the members of the Executive. Incoming Members at Large shall be chosen in chronological order by jurisdiction from this list and will be expected to cycle into the Vice Chair and the Chair

role. Board members reserve the right to defer participation on the Executive due to operational needs or conflicting priorities. In such cases, there remains an expectation that the jurisdiction will take up its role on the Executive as soon as practical.

- One Board member shall be named Liaison to the Technical Planning Committee. The intent of this rotating, one-year position, which can be drawn either from within the Executive or from the greater Board, is to identify a Board member with responsibility for advising and providing direction to the Technical Planning Committee.
- The Chair of the Technical Planning Committee shall attend and participate in all Board meetings (unless otherwise determined by the CHRB Chair). This participation in the Board is in an advisory capacity with no voting privileges.
- Additional participants may be invited to participate in Board meetings as advisors or observers for reasons including but not limited to the provision of advice or expertise related to a program priority.

1.5.2 Role of the Canadian Heritage Rivers Board

The Canadian Heritage Rivers Board has overall responsibility, subject to direction by Ministers, for the administration and management of the Canadian Heritage Rivers program, consistent with the approved CHRS Charter, the Strategic Plan, and the Principles, Procedures and Operational Guidelines. The Board's functions include but are not limited to the following:

- Implementing the approved CHRS Charter and the Canadian Heritage Rivers System Strategic Plan 2008-2018;
- Reviewing requests made by jurisdictions to have rivers nominated to the System for their outstanding natural, cultural and recreational values;
- Recommending to the Minister of the nominating jurisdiction and to the Minister responsible for Parks Canada that a river be accepted as a candidate Canadian Heritage River (nominated river) if, in the Board's judgment it meets the "Guidelines for the Selection of Canadian Heritage Rivers", set out in the relevant sections of this document;
- Receiving designation documents which demonstrate the commitment of managing bodies to the future conservation and management of candidate rivers as Canadian Heritage Rivers and to recommend, to Ministers, rivers for designation as part of the System;
- Recommending removal from the System of any river that no longer meets the selection guidelines;
- Approving the annual workplan of the Technical Planning Committee and for Parks Canada's Secretariat function;
- Receiving ten-year monitoring reports for designated rivers;
- Fostering public awareness and appreciation of the Canadian Heritage Rivers System;
- Periodically reviewing the procedures and guidelines for operation of the System and make changes as required.

1.5.3 Role of the Executive Committee

The Executive Committee shall act on behalf of the Board between Board meetings and shall respond to matters in a timely manner when the involvement of the full Board is not feasible or not required. The Committee's functions include, but are not limited to the following:

- Dealing with business matters and policies at a national level that are deemed to not require the involvement of the full Board;
- Developing presentations for Board meetings and/or determining and presenting a position to the Board for discussion and final decision;
- Preparing a budget, with the support of Parks Canada's Secretariat services and the Parks Canada Board member, for the consideration and decision of the Canadian Heritage Rivers Board at its spring meeting;
- Monitoring the budget and expenditures and deciding on any re-allocation of funds or variances in budget allocations, as described in Appendix B;
- Providing guidance on the activities and workplans of Parks Canada's Secretariat function and the Technical Planning Committee and on the implementation of Board decisions.

The Executive Committee shall develop procedures to guide its operations as necessary to enable it to make operational decisions and to implement decisions of the Board. The approval of the Board or of members shall be sought where its procedures or decisions have consequences for jurisdictions.

1.5.4 Chair and Vice Chair

One member of the Board shall serve as Chair of the Board and Chair of the Executive Committee and shall be responsible for the tasks listed below:

- Chairing Board and Executive Committee meetings;
- Serving as the Board's key point of contact for Parks Canada's Secretariat function;
- Communicating to Parks Canada's Secretariat function the priorities established by the Board;
- Identifying, developing, reviewing and providing advice to Parks Canada's Secretariat function on agenda and information items for Board and Executive Committee meetings;
- Representing the Board in meetings with government and non-governmental organizations, and speaking publicly on behalf of the Board.

The Vice-Chair shall serve as a replacement for the Chair and will normally succeed the Chair after completion of his/her term. The Chair and Vice Chair may choose to collaborate on the above-listed tasks.

1.5.5 Role of CHRS Jurisdictional Board Members

Board members have several key roles within their jurisdictions, which include but are not limited to the following:

- Fostering relationships with river managers within their jurisdiction;
- Reviewing river nomination requests to ensure the rivers meet the criteria established by the Board for consideration in the CHRS;
- Liaising with the jurisdiction's member of the Technical Planning Committee on matters relating to the delivery of the CHRS program in the jurisdiction;
- Making a recommendation to the Board with respect to the continued designation of the river, upon submission of the ten-year monitoring report.

The Parks Canada Board member shall have additional roles in relation to the budget provided by Parks Canada for the support of its Secretariat function and the implementation of CHRS related studies and projects. These shall include, but are not limited to:

- Liaising with the member representing Indigenous and Northern Affairs Canada on matters concerning rivers located within Nunavut;
- Serving as a permanent member of the Executive Committee;
- Serving as a member of the quorum for the Executive Committee.

1.5.6 Operation of the Board

Board meetings shall be held quarterly, divided into meetings of the Board and of the Executive Committee as follows:

- One Annual General Meeting (AGM) of the whole Board. This shall be a face-to-face meeting preferentially scheduled during the two days immediately prior or subsequent to the Canadian Parks Council's AGM (currently held in late summer or early fall). This shall be the point at which Executive terms expire.
- A first teleconference of the Board Executive, to be scheduled approximately three months after the AGM. The Executive shall determine internal roles and responsibilities for subcommittees, etc. during its first meeting.
- A mid-year teleconference of the whole Board, to be scheduled approximately six months after the AGM.
- A second teleconference call of the Board Executive, to be scheduled approximately three months after the mid-year teleconference of the whole Board.

Based on the current late summer/early fall schedule of the AGM, the following meeting schedule shall be established:

Schedule of meetings	Type of meeting	Participants
August/September	AGM, in person	Full Board
November	Teleconference	Executive Committee
February	Teleconference	Full Board
May	Teleconference	Executive Committee

Additional meetings of the whole, the Executive, or of any sub-committee shall be called as necessary.

A quorum for the formal conduct of Board business in meetings of the whole Board shall consist of two-thirds of the filled positions on the Board. A quorum for the formal conduct of Board business of meetings of the Executive Committee shall consist of three of the five members of the Executive Committee and must include the Parks Canada member and one of the Chair and Vice Chair. Each participating government shall have one vote. The vote of the Government of Canada shall be exercised by the Parks Canada member in consultation with the member representing Indigenous and Northern Affairs Canada on matters concerning rivers located within Nunavut.

As part of its Secretariat function, Parks Canada shall prepare briefing materials for the use of Board members and minutes of Board meetings.

1.5.7 Program Status Reports

Occasional program status reports shall be prepared through Parks Canada's Secretariat function at the request of the Board for submission to the federal government and participating provincial and territorial governments and for public distribution. Program status reports may provide information on Board proceedings, record additions to the System, highlight achievements and present a status report on the System as a whole. Information in the program status reports on individual Canadian Heritage Rivers shall be based on reports provided to Parks Canada's Secretariat function by managing bodies.

1.5.8 Language Policy of the Board

The language policy of the Board shall respect the equal status of French and English as the official languages of Canada.

- Written and oral submissions to the Board or Parks Canada's Secretariat function may be made in either or both of the official languages and, where necessary, documents and summaries shall be translated by Parks Canada's Secretariat function.
- Translations of documents and simultaneous translation of Board meetings into either French or English shall be provided when required.
- Official publications of the Board, such as the annual report, shall be provided in both official languages.
- Where it is the policy of a participating government to provide services in another language, that government shall provide translation services for and on behalf of the Board.

1.5.9 Secretariat Function

A Secretariat function shall be maintained within Parks Canada to assist the Board in carrying out its responsibilities, and to coordinate certain program elements such as communications

and promotion of the CHRS at a national level. The Canadian Heritage Rivers Advisor is the primary point of contact for these Secretariat services.

The responsibilities and scope of work of the Secretariat function shall be as follows:

- The preparation of briefing material and minutes for all Board and Executive meetings.
- Tabling final documents with the Board.
- Information management/inventory of program files, primarily nomination and designation documents, annual and ten-year monitoring reports, minutes and decision points from Board meetings.
- Maintaining up-to-date contact information for Board members, Technical Planning Committee members, and river manager and river stewardship groups.
- Provision of advice to the Board and Executive as necessary on policies, precedents and files that are pertinent to its decisions.
- The preparation of contracts, contribution agreements and other financial documents and mechanisms.
- Leadership for the day-to-day management of national program communications projects and products, including the www.chrs.ca website, social media, exhibits, newsletters, or any other project or product assigned by the Board or required for a designation ceremony.
- Participating in Technical Planning Committee meetings in an advisory capacity as required.

An annual workplan for the Secretariat function shall be presented to the Board for its approval during the first meeting of each fiscal year.

1.5.10 Composition of the Technical Planning Committee

- Each jurisdiction participating in the Canadian Heritage Rivers System shall name at least one member to the Technical Planning Committee.
- All jurisdictions are expected to maintain an active participation in this committee. Each Technical Planning Committee member is encouraged to identify an alternate who can participate in meetings in case of absence.
- Jurisdictions may choose to name a river manager or other appropriate representative to the committee; however, it is expected that this member shall represent the interests of the jurisdiction as a whole, rather than one particular river.
- The Parks Canada member on the Technical Planning Committee shall be appointed from a Field Unit with responsibility for one of the Agency's six Canadian Heritage Rivers. This person shall undertake the normal scope of duties expected of the members of this committee, shall represent the interests of the Agency as a whole, and shall liaise with river managers within the Agency.
- A Chair and a Secretary shall be appointed to the Technical Planning Committee by the Board and with the approval of the Board member responsible for the incumbent in each position. Each of these positions is for a term of one year, and shall be based on an alphabetical rotation through the jurisdictions, commencing with Alberta in 2015-2016.

Jurisdictions have the right to defer an appointment to the Chair for one year for operational reasons.

- The Chair of the Technical Planning Committee shall participate in all Board meetings in an advisory capacity.
- The Chair shall be responsible for the internal communications of the committee, including sharing relevant information from Board meetings with the committee, and sharing relevant information from Technical Planning Committee meetings with the Board.
- The Chair shall present an annual workplan for the Technical Planning Committee to the Board at the first meeting of each fiscal year.
- The Secretary shall be responsible for preparing minutes of meetings, which shall be submitted to and distributed by the Chair.
- The Chair and Secretary shall maintain a history of the incumbents in these two executive positions, and shall develop a three to five-year schedule identifying incoming Chairs (to be reviewed annually).

As noted in 1.5.1 and 1.5.9 above, respectively, a member of the Board shall be appointed annually to the position of Technical Planning Committee Liaison (one-year term), and the Canadian Heritage Rivers Advisor may participate in Technical Planning Committee meetings in an advisory capacity.

1.5.11 Roles and Responsibilities of the Technical Planning Committee

The Technical Planning Committee provides technical support to the Board in the development and management of the Canadian Heritage Rivers program by reviewing documents and developing policies and strategies. This technical support role includes the following responsibilities:

- The provision of support and advice to the Board on nominations, designations and the monitoring of Canadian Heritage Rivers. The objective of this responsibility is to maintain the integrity of the System.
- The development of policies, strategies, tools and other products to support program objectives. The objective of this responsibility is to ensure the efficient and effective management of Canadian Heritage Rivers.
- The continuing development and implementation of the River Stewardship Groups Engagement Strategy. The objective of this responsibility is to strengthen and support the program's vision, as described in the Canadian Heritage Rivers Charter.
- Each member will be responsible for reviewing their jurisdiction's ten-year monitoring reports, to ensure that the content is complete and accurate, and for briefing their jurisdictional Board member on whether the respective heritage river still meets the designation criteria and deserves its status.

1.5.12 Operation of the Technical Planning Committee

- Technical Planning Committee meetings (meetings of the whole) shall be held quarterly.
- An annual workplan for the Technical Planning Committee shall be submitted to the Board for its approval.
- Subcommittees shall be formed for projects including, but not limited to, document reviews, the development of tools for river managers, and the development of program policies and strategies. The frequency and scheduling of subcommittee meetings shall be determined on a case-by-case basis.
- A subcommittee lead shall be identified for each project. The role of each lead shall include:
 - setting project timelines and scheduling meetings (in consultation with other subcommittee members);
 - providing regular updates on the progress of each project to the Chair of the Technical Planning Committee; and
 - serving as spokesperson for the project in meetings.
- When or if the Board directs the Technical Planning Committee to undertake a project that exceeds its capacity, the Chair shall work with the Board Liaison to identify alternative options to complete the work, including: creating internal developmental assignments, requesting support from the river manager community, and/or requesting funding/contracted support from Parks Canada.
- Final versions of Technical Planning Committee documents shall be submitted to Parks Canada's Canadian Heritage Rivers Advisor for tabling with the Board.

1.5.13 Financial Administration

Funding responsibilities for the CHRS will be shared as follows:

- Parks Canada will provide a budget to be to provide Secretariat services, to provide financial assistance for the preparation of documents, and to carry out CHRS related studies and projects. The projects eligible for financial assistance and amounts available are outlined in Appendix B.
- The Canadian Heritage Rivers Board Executive Committee shall oversee the Canadian Heritage Rivers program budget and shall advise and work with Parks Canada to determine program expenditures.
- Provinces and territories represented on the Canadian Heritage Rivers Board are eligible to apply for and receive funding assistance for CHRS related studies and projects. Non-governmental organizations and government departments with a mandate related to the conservation and management of a Canadian Heritage River may also be eligible to receive financial assistance for CHRS related projects, on the recommendation of the Board. Parks Canada is also eligible to receive funds to undertake studies and prepare documents for rivers in its own jurisdiction.
- The relevant managing body responsible for a designated river will assume the costs associated with the implementation of projects and management actions provided for in document(s) prepared for and approved as part of the designation process.

Appendix B provides a more detailed description of the types of projects eligible for financial assistance, the process for allocating funds, the amount of funding that may be provided and procedures for applying for, claiming and accounting for funds provided to support CHRS initiatives.

1.6 Meetings of the Ministers

Ministers whose mandates include matters related to heritage rivers meet periodically (via the Canadian Council of Ministers responsible for Forests, Wildlife, Endangered Species, and Fisheries and Aquaculture and Parks, or the Canadian Council of Ministers of the Environment) to receive information and provide direction. Such meetings serve an important accountability function and provide an opportunity for Ministers to consider recommendations from the Board, endorse collective actions and provide strategic direction to Deputy Ministers and government representatives on matters of multi-jurisdictional interest and concern related to the Canadian Heritage Rivers program.

2.0 Planning, Selecting and Designating Canadian Heritage Rivers

2.1 Introduction

The Canadian Heritage Rivers program, through its 2008-2018 Strategic Plan, is evolving to focus on system completion and enhancing, promoting and monitoring the management of rivers that are currently part of the Canadian Heritage River System. Additional nominations will focus on those rivers best able to address gaps in the system. This will require the consistent use of the national theme-based frameworks for natural and cultural heritage values, careful consideration of the results of the Gap Analysis which identifies priority rivers for possible inclusion in the system, and appropriate consideration of the interests of the public and each nominating jurisdiction.

The steps in the pre-screening, background study, nomination and designation process for CHRS are shown in Figure 2, at the end of this section.

2.2 Overview and Context

Through the CHRS Strategic Plan 2008-2018, which was approved by Ministers in 2007, the Canadian Heritage Rivers Board has articulated the goal of building a comprehensive and representative system that recognizes Canada's river heritage. The Strategic Plan describes this goal as follows:

"By 2018, there will be a comprehensive system of Canadian Heritage Rivers representing a full range of natural, cultural and recreational values of importance to Canadians."

In 2008 the Board asked for advice on which river nominations would be the most efficient

means of building this comprehensive system to fully reflect the spectrum of Canada's river heritage. The Canadian Heritage River System is nearing a stage of maturity, and the Board's focus is on a select number of new nominations that can be shown to be the most beneficial in terms of addressing gaps and building a comprehensive system. In considering new nominations, the Board will also recognize the need to give appropriate consideration to the interests of citizens, non-government organizations and nominating jurisdictions.

To assist with the future management of the CHRS and in-line with the 2008 to 2018 Strategic Plan, a Gap Analysis was completed in 2010 (*Building a Comprehensive and Representative Canadian Heritage Rivers System*). The Gap Analysis is based on the natural and cultural frameworks adopted by the Board in 2001. These frameworks are summarized in Appendix C. The hierarchy of themes, sub-themes and elements in each framework has allowed for the orderly identification of values and features on Canadian rivers and all recent nominations and other CHRS documents have used this structure. The Gap Analysis applies the framework structure, taking into account the location and thematic focus of existing Canadian Heritage Rivers. It identifies the rivers that should receive future priority consideration for possible nomination as a Canadian heritage river, with a view towards representing themes, features, resources and watersheds that are currently unrepresented or inadequately represented within the existing system. The Gap Analysis serves the function that previously was filled by Provincial and Territorial River Systems studies during the initial stages of the Canadian Heritage Rivers program. Appendix D provides a summary of the Gap Analysis.

Rivers being advanced for possible consideration as a Canadian heritage river by jurisdictions will be considered against the Gap Analysis as well as the CHRS selection and integrity guidelines for natural, cultural and recreational values.

However, it is important to note that the cultural and natural frameworks which form the basis of nominations to the CHRS are outdated. In particular, the frameworks do not adequately or appropriately capture Indigenous values. The CHRB is reviewing the options for addressing the shortcomings in the frameworks.

2.3 Pre-screening

The first listed priority of the CHRS Strategic Plan 2008-2018 is to build a comprehensive and representative system that recognizes Canada's river heritage. To implement this priority direction as approved by Ministers in 2007, new nominations will need to be focused on select rivers that provide the greatest potential to address gaps in the existing system either in terms of natural or cultural themes or with respect to geographic coverage. This will be assessed through a pre-screening process.

The purpose of pre-screening is to assess the appropriateness and suitability of a proposed nomination prior to a significant amount of work being done as part of the CHRS nomination process. Some rivers that may have potential to make significant contributions towards

addressing thematic and geographic gaps may have challenges in meeting the integrity criteria for inclusion in the system. Pre-screening can be valuable in these situations by enabling the jurisdiction responsible for the river to assess whether a nomination is or is not feasible, or, for instance, if there are certain conditions that need to be rectified prior to moving forward with the nomination process. The pre-screening will help ensure that rivers subsequently submitted to the Board will have the greatest likelihood of being successfully nominated.

A pre-screening report may be prepared by the proponent interested in nominating the river, or by the prospective managing body. The proponent should contact the jurisdictional Board member and request guidance on whether or not a pre-screening report is required. The Board member shall consider this request and provide the proponent with one of the following responses:

- a) No pre-screening report is required. Based on an assessment of the Gap Analysis and other factors, the jurisdiction is not prepared to consider the river for nomination to the Canadian Heritage Rivers System.
- b) A pre-screening report is required in order to determine the feasibility of the proposed nomination.
- c) No pre-screening report is required. The river has been identified as a priority candidate for the Canadian Heritage Rivers System and the proponent has the jurisdiction's approval to proceed with a background study.

If a pre-screening is deemed necessary by the Board member, the proponent should prepare and submit a concise and focused pre-screening report to the jurisdictional Board member that includes the following information:

- Background information on, and the capacity of, the organization or proponent advocating for the river nomination to the CHRS;
- A description of any previous CHRS studies related to the river;
- Information on whether the river is referenced in the Gap Analysis as a priority for inclusion in the CHRS to address geographic or thematic gaps;
- An overview of the river's cultural, natural, and recreational heritage values;
- A summary statement vis-a-vis the CHRS Integrity Guidelines and any integrity-related challenges for the river in question;
- A summary of known public or Indigenous interest in river conservation and stewardship in the region;
- A summary of the unique role of the river in the Canadian Heritage Rivers System, if the river were to be successfully designated; and
- A clear statement of rationale for including the river as part of the Canadian Heritage River System.

Upon receipt of the pre-screening report, the Canadian Heritage Rivers Board member shall provide a copy to the Parks Canada's Secretariat function, and may make a decision on the river's merit, or may forward the report to the Chair of the Technical Planning Committee for review and analysis. Following this review and analysis, the Chair of the Technical Planning Committee shall provide a response to the Board member clearly describing the merits and limitations of the proposed river, as well as a recommendation of whether the river should proceed to the nomination process through the preparation of a detailed background study.

The Board member shall consider the pre-screening report, the Technical Planning Committee analysis and recommendation, advice from Parks Canada's Secretariat function, and other information as appropriate, and shall subsequently inform the proponent whether the jurisdiction considers the river to have merit as a potential Canadian Heritage River and qualifies for funding for a background study, or if the river does not meet the criteria for further consideration.

2.4 Background Studies

Background Studies are documents prepared to describe in detail the features and values of a river being considered as a candidate for nomination as a Heritage River. The Background Study provides an assessment of how the river compares to the selection and integrity guidelines for the CHRS program and builds on earlier research and analyses which may have been carried out as part of pre-screening.

Indigenous peoples may have important and unique information to share regarding a river's cultural and/or natural values. Engaging Indigenous groups in the background study will ensure a more comprehensive understanding and documentation of the river's values.

The primary functions of a background study are to:

- inventory and describe a river's natural, cultural and recreational values;
- analyze the degree to which the river, in terms of its features and values would meet the Canadian Heritage River System selection and integrity guidelines;
- identify how the river under study compares to the recommendations of the 2010 Gap Analysis;
- identify any known management issues;
- identify stakeholders and summarize their roles and interests to assist in determining the level of public interest in moving a river towards nomination as a Canadian Heritage River;
- identify and summarize Indigenous roles and interests to assist in determining the level of Indigenous interest in moving a river towards nomination as a Canadian Heritage River;
- provide an initial assessment of the national significance of the river;
- develop options and recommendations for ensuring public and stakeholder involvement, should subsequent nomination and designation steps be undertaken; and
- recommend whether the river should be considered for nomination as a Canadian

Heritage River.

The results of the Background Study shall be used to determine whether the river under consideration has merit as a Heritage River, the level of public and Indigenous interest and support and if the candidate river should be advanced through subsequent steps in the CHRS process.

A copy of the Background Study shall be provided to Parks Canada's Secretariat function for archival purposes. On request of the jurisdiction or the Board, the Technical Planning Committee may provide advice or undertake a review of a Background Study.

Background studies shall be prepared to a professional standard and include text, tables, maps, images and other content as necessary to describe the features and values of the river and provide an initial assessment of its suitability for nomination to the CHRS. Funding amounts and formula are described in Appendix B.

2.5 Nomination of Canadian Heritage Rivers

The Canadian Heritage Rivers System provides for the recognition, conservation and management of rivers or sections of rivers deemed to be of outstanding Canadian heritage value such that:

- the natural heritage which they represent is conserved and interpreted;
- the cultural heritage which they represent is conserved and interpreted;
- the opportunities they possess for recreation and heritage appreciation are realized for the benefit of all Canadians, and
- the integrity guidelines for Canadian Heritage Rivers are met and sustained.

Outstanding Canadian heritage value is obtained when it has been determined that a river is an outstanding representative of, or is unique in Canada or a province or territory. By the inclusion of such rivers in a single national system, they become representative of Canada's river heritage as a whole, thus reflecting a "Canadian value".

2.5.1 Selection Criteria

The outstanding value of Canadian Heritage Rivers shall be determined according to three sets of "Selection Guidelines" (Appendix E):

- selection guidelines for natural heritage values;
- selection guidelines for cultural values; and
- selection guidelines for recreational values.

In addition to meeting specific heritage value guidelines, a river and its immediate environment must also meet Integrity Guidelines for in order to be nominated as a Canadian Heritage River. Appendix F includes the guidelines for Natural Integrity Values, Cultural Integrity Values and Recreational Integrity Values.

The river proposed for nomination shall also be considered in the context of the recommendations of the 2010 Gap Analysis (*Building a Comprehensive and Representative Canadian Heritage Rivers System*).

A nominated river shall be included in the Canadian Heritage Rivers System based on a recommendation of the CHRB and decision by Ministers if it meets the natural or cultural values selection guidelines and the integrity guidelines. Recreational value will be recognized when a river and its immediate environment possess a combination of river-related recreational opportunities and associated natural and/or cultural values that together provide capability for an outstanding recreational experience.

2.5.2 Nomination Process

The nomination of Canadian Heritage Rivers will follow the process outlined below.

1. At least six months in advance of a Board meeting, the nominating jurisdiction shall notify the Board Chair of its intent to nominate a specific river.
2. Nominating jurisdictions or prospective managing bodies shall seek the views of Indigenous peoples before proceeding with a nomination. The engagement processes, feedback and outcomes should be described in the nomination document.
3. Nominating jurisdictions or prospective managing bodies shall seek the views of local communities, non-government organizations and other stakeholders before proceeding with a nomination. The engagement processes, feedback and outcomes should be described in the nomination document.
4. Indigenous engagement should begin as early as possible in the nomination process. Jurisdictions may follow their existing processes for involving Indigenous peoples. Indigenous engagement opportunities are typically offered separately from, and in parallel to, other public or key stakeholder participation processes. Consultation in provinces or territories where there are modern treaties (e.g. Northwest Territories, Nunavut) will comply with and meet the requirements of applicable land claims agreements. In places where land claims are unresolved or under negotiation, jurisdictions should seek legal advice before embarking on a nomination process and/or follow applicable consultation protocols for that jurisdiction.
5. Jurisdictions shall consult with each other on nominations for rivers crossing or abutting provincial and/or territorial boundaries.
6. When the nomination of the Canadian portion of a river comprising or crossing an international border is being considered, appropriate consultations with U.S. agencies

shall take place to ensure the nomination process takes into account the jurisdictional issues associated with the river's status as part of an international border and to contribute to integrated river management.

7. Jurisdictions, river conservation organizations and prospective managing bodies shall work collaboratively to determine roles and responsibilities for the preparation of the nomination document, taking into account the scale and nature of the work, organizational resources and capacity, the availability of information, timing and scheduling considerations and other relevant factors. Roles and responsibilities should be agreed through an exchange of correspondence, a project charter or terms of reference.
8. The nomination submission shall include all information necessary to demonstrate that the river is of "outstanding Canadian value", as defined by the Selection Guidelines described in Appendix E. The nomination shall also demonstrate that the river, if nominated, would provide representation of a number of distinct cultural and/or natural heritage themes not currently represented in the System, consistent with the recommendations of the 2010 Gap Analysis. Rivers can be nominated on the basis of natural and/or cultural values as defined through the [cultural and natural frameworks for Canadian Heritage Rivers](#). The nomination document should also illustrate how the river will represent other values, even if it is not being nominated on the basis of these secondary values, and its ability to generate and sustain recreational activities consistent with the CHRS selection and integrity guidelines for recreational values. Schedule 2 provides an illustrative Table of Contents for nomination documents.
9. At the request of the Board, a jurisdiction or prospective managing body, the Technical Planning Committee may provide a preliminary assessment of a draft nomination document to evaluate how it relates to the recommendations of the Gap Analysis and assess the degree to which the river meets selection and integrity guidelines. The templates for assessing nomination documents (Schedule 1) shall be used as a basis for this pre-screening process.
10. At least three months in advance of a Board meeting, the nominating jurisdiction(s) shall submit to the Technical Planning Committee a draft nomination and supporting documentation.
11. The Technical Planning Committee, on the basis of the Nomination Review Templates, (Schedule 1) shall review and assess the draft and provide comments. The prospective managing body shall make changes as recommended by the Technical Planning Committee as appropriate, obtain signatures or statements demonstrating support for the nomination, and prepare a final nomination document.
12. At least one month in advance of the Board meeting, the nominating jurisdiction shall

provide copies of the final nomination document to Parks Canada's Secretariat function for distribution to all Board members.

13. At its meeting, the Board shall receive a presentation from the nominating jurisdiction and consider the nomination document and supporting materials to determine if the river proposed for nomination meets selection guidelines. A determination made by the Board shall be recorded by simple majority vote.
14. The Board Chair shall recommend to the Minister of the nominating jurisdiction that the nomination be accepted, deferred or rejected. If accepted, and the Minister of the nominating jurisdiction concurs and officially approves the nomination, it shall be referred to the Minister responsible for Parks Canada for approval. In the case of a river whose nomination is deferred by the Board, the Board shall provide clear reasons for this decision to the nominating jurisdiction. The jurisdiction may then consider whether to resubmit a revised nomination, but until such time as the nomination is accepted by the Board, the river shall have no official status in the System.
15. Once the appropriate provincial or territorial Minister and the Minister responsible for Parks Canada have approved a nomination, a news release shall be issued by, or on behalf of the Ministers to declare the river nominated to the Canadian Heritage River System. An official copy of the nomination document shall be retained and archived by Parks Canada as part of its Secretariat function.

2.6 Designation Process

Designation is the formal proclamation of a nominated river to the CHRS based on an approved designation document. Recommendations on designation shall be made by the Canadian Heritage Rivers Board, and jointly approved by the Minister(s) of the jurisdiction(s) and by the Minister responsible for Parks Canada.

The following steps shall be followed for preparation and submission of the designation document to the Board and the formal designation of the river to the Canadian Heritage River System by Ministers. Jurisdictions, river conservation organizations and prospective managing bodies shall work collaboratively to determine roles and responsibilities for the preparation of the designation document.

1. As soon as feasible and preferably within three years of a river becoming a nominated Canadian Heritage River, the prospective managing body shall prepare and endorse a designation document for submission to the CHRB. The designation document shall set forth a shared vision and strategic direction for river management and shall include measures that demonstrate a commitment to managing the river's outstanding Canadian values according to CHRS objectives. Appropriate engagement with stakeholders, Indigenous peoples, political representatives and local communities shall

be carried out as part of the preparation of the designation document. The scope and form of such engagement shall meet any requirements of the nominating jurisdiction. The engagement processes, feedback and outcomes shall be described in the designation document.

The specific contents of the designation document shall be the prerogative of the prospective managing body, however, the document must be of professional quality in terms of form and content and sufficient to demonstrate a clear commitment to managing the river's outstanding Canadian values according to CHRS objectives. The Board may decline to recommend a designation if, in the Board's judgment, the document does not meet CHRS requirements.

Schedule 3 provides guidance on suggested content for a designation document to be tabled with the Board as a basis for a designation recommendation, however, the characteristics and values of the river being designated, whether the river is located within or adjacent a protected area, management issues to be addressed and other factors will determine the actual form, nature and content of the designation document. In those situations where a river being considered for designation is located within a park or protected area, the management plan for the protected area may be adequate to serve as the designation document. This shall be determined through an assessment carried out by the Technical Planning Committee on behalf of the CHRB and discussions between the Committee and the prospective managing body.

2. Prior to tabling a designation document with the Board, the jurisdiction shall obtain a review of the document by the Technical Planning Committee to confirm that it meets Board requirements. Schedule 5 includes the templates that shall be used by the Committee to assess the quality and completeness of designation documents.
3. At least one month prior to a Board meeting, the jurisdiction shall provide copies of the designation document to Parks Canada's Secretariat function for distribution to Board members.
4. The Board shall receive a presentation on the proposed designation and consider the designation document, taking into account any comments by the Technical Planning Committee, to determine if the designation document fully meets requirements and constitutes an appropriate commitment to manage the river's values according to CHRS objectives.
5. If the Board recommends approval, the Chair shall notify the Minister(s) of the jurisdiction, and subsequently the Minister responsible for Parks Canada to seek their joint approval to formally designate the river to the Canadian Heritage Rivers System. If the Board determines that the document does not constitute an appropriate commitment or is otherwise deficient, the designation document shall be returned to

the jurisdiction for revision and re-tabling with the CHRB.

6. Once a designation is approved, a joint public announcement shall be made by the Minister responsible for Parks Canada and Minister of the jurisdiction responsible for conservation and management of the river as a Canadian Heritage River, or in whose jurisdiction the river is located.
7. A commemorative plaque shall be unveiled by the Ministers or their representatives at a public ceremony to be held in the vicinity of the river, to publicly announce its designation as a Canadian Heritage River. A CHRS registry book shall be signed by the Ministers at this event.

2.7 Supplementary Nominations

Where sections of rivers being considered for nomination are located in the same watershed as rivers or river sections already nominated or designated as part of the System, the nominating jurisdiction shall seek direction from the Board as to whether the nomination should follow normal nomination procedures or be considered as a supplementary nomination.

2.7.1 Classification as a Supplementary Nomination

At least six months in advance of a nomination document being tabled, a jurisdiction wishing to nominate a river in the same watershed or a river section additional to one already included as part of the Canadian Heritage Rivers System shall inform Parks Canada's Secretariat function and the Board of its intention. The jurisdiction shall seek a Board decision on whether the proposed nomination will be classified as a standard, or a supplementary nomination. Prior to this, the jurisdiction may seek the advice of Parks Canada's Canadian Heritage Rivers System Advisor on how the nomination should be classified. To facilitate a Board decision, the jurisdiction shall provide appropriate background information on the river/section being proposed for nomination.

2.7.2 Selection Criteria

A river section shall be recommended to Ministers as a supplementary nomination to a Canadian Heritage River when it is judged, by the Board, to meet both of the following criteria:

1. **Complementary Values:** The river or river section proposed as a supplementary nomination contains heritage and recreational values which complement those of the originally nominated/designated section by augmenting the values of the original nomination or by adding a new dimension to the values/themes of the original nomination.
2. **Increased Integrity:** The river or river section being considered as a supplementary nomination has its own integrity and/or adds to the integrity of the originally nominated

section through a significant increase in the size of the existing nominated area, or through increased natural, cultural or recreational integrity.

2.7.3 Information Requirements

There is no standardized format or information requirement for supplementary nominations, but documentation should include:

- A description of the natural, cultural, recreational and integrity values of the river/section being proposed for nomination, how these values complement those of the existing nominated/designated river and how the supplementary nomination would advance the recommendations of the 2010 Gap Analysis.
- An assessment of how the nominated river section meets any additional CHRS selection guidelines.
- A description of public and Indigenous views and perspectives on the proposed supplementary nomination.

2.7.4 Recommendation to Ministers

If the Board accepts the proposed supplementary nomination, the Board Chair shall recommend to appropriate Ministers that the supplementary nomination be approved. The Board shall provide guidance to the managing body on what actions are to be taken to revise or update designation documents to address the river, or river section(s) accepted as part of a supplementary nomination.

2.7.5 Funding Assistance

Funding assistance provided for studies leading to supplementary nominations and for completion of nomination and designation documents shall be determined by the Board on a case-by-case basis, as part of the financial category of special studies.

2.8 Updating of Designation Documents

Where a jurisdiction or managing body wishes to make minor changes to the boundary of the management area of a designated river (either increase or decrease) it shall provide appropriate information to the Board on the rationale for, and the implications of, the proposed adjustment, including the effect on integrity and the values for which the river was nominated. The Board shall consider the request and information tabled by the jurisdiction/managing body and shall provide direction on the action to be taken to formalize and manage the boundary adjustment. Options to be considered by the Board include, but are not limited to:

1. Updating and re-tabling the designation document and amending public information about the river (Fact Sheet) to reflect the new boundary;
2. Reporting the change as part of an annual report or through the ten year monitoring report, particularly if the change would have positive implications for the river and its management;
3. Recommending the jurisdiction or managing body classify the adjustment as a

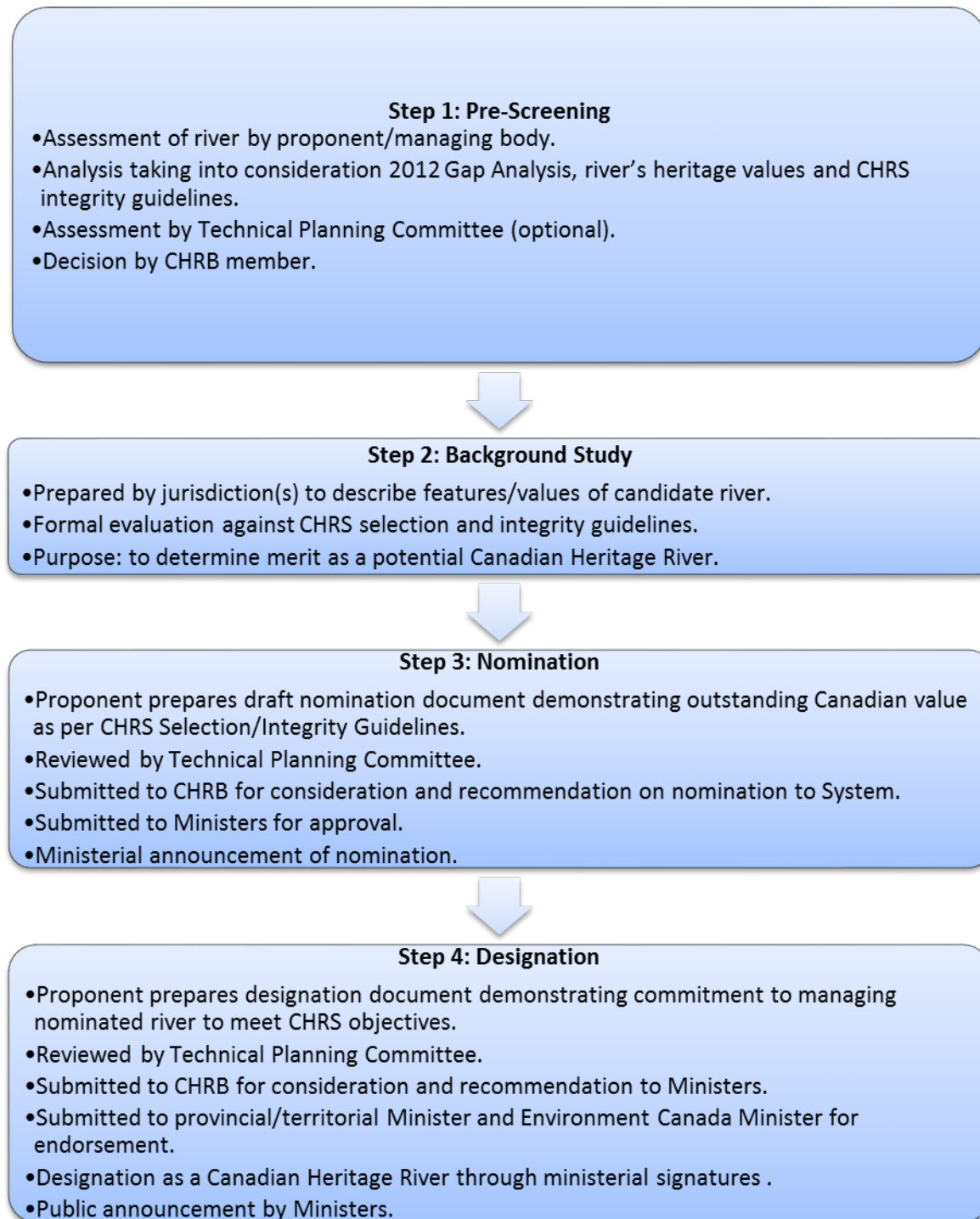
supplementary nomination due to the scale and nature of the boundary change;

4. Recommending against the proposed change.

To contribute to effective management of Canadian Heritage Rivers, jurisdictions or managing bodies, at their discretion, may table revised and updated designation documents with the Board for information. New designation documents tabled with the Board to replace an earlier outdated version must meet all the current requirements for designation documents and contribute to improved management of the river as part of the Canadian Heritage Rivers System. The jurisdiction must provide the revised documents to Parks Canada's Secretariat function at least one month prior to a Board meeting for distribution to Board members.

Fact sheets should also be updated from time-to-time to ensure information is accurate and current and should be posted on line to contribute to public awareness of Canadian Heritage Rivers.

Figure 2. Pre-screening, nomination and designation sequence.



3.0 Monitoring and Managing Canadian Heritage Rivers

The Canadian Heritage Rivers Board shall periodically review the status of rivers within the System to ensure that rivers continue to possess the heritage and integrity values for which they were originally designated. Monitoring shall be carried out in the manner described below.

3.1 Annual Monitoring Reports

Yearly assessments of Canadian Heritage Rivers shall be conducted by managing bodies and documented through the preparation of a framework-based checklist to identify activities related to the values for which the river was nominated. These annual (calendar-year) reports shall be maintained by the jurisdictions to assist in the compilation of Ten-year monitoring reports. The Annual Monitoring Report Template, which outlines basic information requirements, is included in Schedule 6. To facilitate reporting, a request for the reports shall be sent to jurisdictions from Parks Canada's Secretariat function each January. The jurisdictions shall then either prepare the reports or compile them from individual managing bodies prior to submitting them to Parks Canada on or before March 31 each year.

3.2 Ten-year Monitoring Reports

3.2.1 Information Requirements

Every ten years, or otherwise as approved by the Board, jurisdictions or managing bodies shall compile a report summarizing:

- a chronology of significant events, actions and research that have occurred since the designation of the river;
- any positive or negative changes or threats to the state or condition of the values for which the river was originally designated (natural, cultural, recreational or integrity values);
- the status of actions and management measures called for in the designation document tabled with the Board;
- a list of river conservation, stewardship, economic, and cultural benefits resulting from designation;
- an overall statement assessing the river's ability to meet the criteria outlined in the designation document for continued designation as a Canadian Heritage River; and
- A recommendation that the river maintains its Canadian Heritage River designation, or that it be de-designated.

Schedule 7 includes the templates that serve as the framework for the ten-year monitoring reports. The templates outline the basic scale of detail and information required for such reports.

At least one month in advance of the Board meeting, the nominating jurisdiction shall provide

copies of the final Ten-year monitoring report to the Parks Canada's Secretariat function for distribution to all Board members. Jurisdictions and managing bodies are encouraged to post web versions of Ten-year monitoring reports as a means to facilitate public access to CHRS related publications.

3.2.2 Financial Assistance

Jurisdictions or river managers may obtain financial assistance to complete Ten-year monitoring reports. (Appendix B and Schedule 7)

3.2.3 Review by the Technical Planning Committee

The responsible jurisdictional TPC member ensures that content is accurate and complete, and assesses whether the criteria are being met and if the designation should continue. He or she may consult with the TPC if desired.

3.2.4 Review by CHRS Board

The jurisdictional Board member for the river will table the ten-year monitoring report with the Board. In cases where the values for which the river was designated are intact, the jurisdictional member will recommend that the Board accept the report.

3.2.5 Notice to Jurisdiction Regarding Loss of Canadian Heritage River Values

The Board Chair, at the direction of the Board, shall convey any concerns regarding loss of Canadian Heritage River values to the Minister of the responsible jurisdiction and the Minister responsible for Parks Canada.

3.3 De-Designation of Canadian Heritage Rivers

A Canadian Heritage River may be de-designated from the Canadian Heritage Rivers System in the following situations:

- When the jurisdiction formally requests in writing to the Minister responsible for Parks Canada that the river be de-designated; or
- The river has deteriorated to a point, as documented through monitoring reports or other scientific information, that it no longer meets the Guidelines for the Selection of Canadian Heritage Rivers.

In cases where a jurisdiction makes formal notification to the Minister responsible for Parks Canada of its intention to remove a river from the Canadian Heritage Rivers System, the Minister responsible for Parks Canada shall duly inform the Board.

Where the Board receives information that a Canadian Heritage River is threatened or no longer appears to possess the values and integrity for which it was designated and no longer meets CHRS selection guidelines, the Board shall conduct an investigation, in conjunction with the responsible jurisdiction. A qualified independent reviewer may be retained to assist the Board with the investigation.

Based on the results of the investigation, the Board may recommend to the Minister of the jurisdiction and the Minister responsible for Parks Canada that the river be removed from the Canadian Heritage River System or that corrective action be taken to safeguard the river's heritage values and integrity. The Ministers shall duly inform the Board of their decision.

A river formally removed from the Canadian Heritage River System (de-designated) for reasons noted above may be subsequently proposed for re-designation when one of the two following criteria have been met:

- The conditions and circumstances that initially caused the river to no longer meet the selection guidelines have been fully addressed to the Board's satisfaction, such that the river could re-qualify under the selection guidelines; or
- The responsible jurisdiction formally requests to the Board that the river be considered for re-designation.

The process to propose a previously designated river for re-designation shall include but not be limited to submitting a new designation document that clearly describes how the river's values will be protected over time. This new designation document must address how the threats or factors that led to the river's de-designation will be addressed.

4.0 River Stewardship

The Canadian Heritage Rivers System strives to inform, inspire, and serve as a catalyst for Canadians to connect with their river heritage and share in its safe-keeping. Education, awareness, and cooperative action are essential to successful river stewardship and wise management. The vision for the CHRS described in the 2008-2018 Strategic Plan is of a system of Canadian Heritage Rivers that serves as a model of stewardship – one that engages society in valuing the heritage of rivers and river communities as essential to identity, health and quality of life.

4.1 Partnerships, River Based Organizations and Citizen Involvement

The Canadian Heritage Rivers program emphasizes community involvement and voluntary participation. It is a cooperative program with the federal government playing a key role in tandem with provincial and territorial governments. Canadian Heritage Rivers are nominated by participating governments but private citizens, municipal governments, community groups, Indigenous peoples and organizations interested in river conservation are instrumental in initiating, preparing and supporting nominations. The public also is involved in developing a designation document for each river that outlines the management measures that will be implemented to ensure the heritage and integrity values of the river are maintained. Nomination, designation and other documents prepared by jurisdictions, managing bodies and river conservation organizations since the CHRS program was initiated in 1984 exemplify cooperative, partnership based approaches to planning and commemorating Heritage Rivers,

and serve as a useful and instructive body of literature on cooperative citizen involvement in river conservation.

4.2 Canadian River Heritage Conference

The Canadian River Heritage Conference provides a forum for sharing experiences, ideas and best practices in the areas of river heritage conservation, restoration, science and education. The conference is normally held every three years and is attended by professional river managers, researchers, Indigenous peoples, industry spokespeople, scientists, and government partners from Canada and other countries.

The conference is organized by a CHRS jurisdiction, selected through an expression of interest process. Support for the conference shall be sought from a range of partners and sponsors from government, corporate and non-government sectors. The host jurisdiction may apply for and receive financial support from the CHRB to assist in planning and convening the conference.

The conference program is the responsibility of the host jurisdiction but typically will include themed plenary sessions, interactive workshops, panel discussions, field trips and a range of special events and activities. Proceedings or a conference report shall be published to communicate outcomes. Marketing and outreach activities associated with the conference will raise awareness of the Canadian Heritage Rivers program and encourage public interest in river conservation and stewardship.

The conference also provides a venue for awarding the National River Conservation Awards of Merit and the Bill Mason National River Conservation Award. These recognize outstanding contributions to river conservation in Canada and promote and honour citizen involvement in river stewardship.

4.3 Canadian Heritage River Managers' Forum

As the Canadian Heritage Rivers System evolves and matures, an increasing range of organizations is involved in the nomination and designation process and in managing Canadian Heritage Rivers. To respond to this emerging trend and to provide an opportunity for river managers to exchange information and share best practices, a River Managers Forum may be organized in conjunction with the Canadian Heritage Rivers Conference. The Forum program would focus on planning, research, monitoring and communications from a river manager's perspective. The agenda and program would be based on topics and areas of interest submitted by river managers involved with CHRS, or topics identified by the CHRS Board. The Forum would serve as a catalyst to help facilitate the shift to a greater focus on river management and stewardship, consistent with the 2008-2018 CHRS Strategic Plan.

The Forum would be open to individuals involved in various aspects of river management, with a particular focus on non-government organizations. Parks Canada's Canadian Heritage Rivers System Advisor and representatives of the Technical Planning Committee and the Board would

attend to facilitate communication between government and non-government sectors involved in river management in Canada.

The CHRS would serve as the forum sponsor to reflect the focus on Canadian Heritage Rivers and ensure a national scope. The forum would nonetheless be responsive to the needs of river managers. Responsibilities for planning the agenda and program, financial arrangements and other organizational matters will be determined on a case-by-case basis, taking into account the capacity of the host jurisdiction, current and emerging issues in river management and other factors.

4.4 Communications, Website and Information Sharing

Parks Canada's Secretariat function shall provide leadership for the day-to-day management of national CHRS program communications projects and products that will help to build awareness for river conservation and the activities of the CHRS. This may include the www.chrs.ca website, social media, exhibits, newsletters, or any other project or product assigned by the Board or required for a designation ceremony. These communication activities shall be managed in accordance with the following principles:

1. National communication and outreach materials intended for a general public audience shall be provided in a bilingual format.
2. A consistent "look and feel" shall be implemented to effectively communicate the CHRS brand.
3. Partnerships and cooperative arrangements shall be used wherever feasible in design, production and distribution of communication materials and services to extend reach and lever the CHRS program budget and jurisdictional expenditures.
4. Communication products, techniques and approaches shall be evaluated regularly to assess efficiency and effectiveness and identify opportunities for new communication initiatives to enhance public awareness.
5. Intellectual property related to publications and communication products shall be held by the jurisdiction responsible for creating the content.
6. All projects and products shall be approved by the Executive or whole Board prior to publication or launch.

4.5 Guidelines for Commemorative Plaques

Canadian Heritage River plaques serve an important function in building public awareness of the program and are a primary means of communicating the values for which each heritage river was designated to the system. The guidelines below provide direction for the design, placement, administration and maintenance of commemorative plaques.

4.5.1 Design and Location

Plaque Design

Plaques shall be 30" (76 cm) in height and 35" (89 cm) wide with rounded corners. In exceptional circumstances the height may be reduced or increased to accommodate a

particular text or additional languages. The plaques shall be made of cast bronze, and the CHRS logo and lettering will be set against a dark blue background. Text lettering shall be ½" gothic type-face.

Mounting

The plaque should be mounted on a freestanding monument, plaque stand, cairn, rock surface or pole. However, provided that the site is appropriate, as discussed below, it may be affixed to an existing building or structure. In all cases, the type and design of the structure to be used for mounting shall be left to the discretion of the jurisdiction or managing body.

Location

Plaques should be located at the most frequently used access point to the river. Where this is not feasible, plaques should be located within view of the river. Additional plaques may be located at the discretion of the managing body.

4.5.2 Plaque Text

Languages

Plaques shall be produced in both official languages (English and French). The two texts shall be arranged one above the other on the plaque. The first text shall be in the language predominant in the region where the plaque is located. Inclusion of an applicable Indigenous language shall also be considered where appropriate. Additional languages may be considered when demand warrants and the plaque size enlarged accordingly. The translation of the plaque text into an additional language shall be the responsibility of the managing body in consultation with the jurisdiction.

The date on the plaque shall reflect the year the river was designated.

Translation

Parks Canada shall, through its Secretariat function, be responsible for providing a French or English translation of the original language text as approved by the jurisdiction.

Length

The total length of the text shall not normally exceed 600 characters (including spaces) in English and 700 characters in French.

Approval Procedure

The community level proponents of the heritage river designation shall be responsible for preparing a draft plaque text. The draft shall be reviewed by the prospective managing body and jurisdiction in which the river is located, amended as necessary, and forwarded to Parks Canada's Secretariat function for review to ensure it meets national guidelines. The final wording of the plaque text is the prerogative of the jurisdiction. The reasons for which the river was designated to the CHRS shall be included in all CHRS plaques.

4.5.3 Funding

Plaques

Parks Canada shall provide funds through its Secretariat function to fabricate the plaque and for shipment to the location designated by the managing body. If more than one copy of the plaque is required, the additional costs shall be borne by the managing body.

Monuments

The costs of constructing a monument or other structure and mounting the plaque shall be the responsibility of the managing body.

Plaque Unveiling Ceremony

The costs of a public ceremony to unveil the plaque shall be the responsibility of the managing body. Parks Canada shall assist in the organization and staging of the event by coordinating the attendance of the Parks Canada Minister or other federal representative(s), creating and distributing national media products and providing the CHRS Registry book for ceremonial signatures. Costs for Parks Canada's Canadian Heritage Rivers Advisor or other staff member to attend the event shall be borne by the Parks Canada.

Maintenance

The costs of maintaining the plaque, monument and site shall be the responsibility of the managing body. If the plaque is damaged or lost due to vandalism or theft, funds provided Parks Canada may be used toward the cost of repairs or replacement.

4.5.4 Inspection of Plaques

Inspection of Plaques

CHRS plaques serve as a primary means of communicating the values for which each Canadian Heritage River was designated to the System. To ensure that plaques remain in good repair and to address issues of damage or vandalism, plaques shall be inspected by jurisdictions on an occasional basis.

Inventory

Each managing body shall be responsible for keeping records of the plaques for which they are responsible. These records, in the form of a Plaque Inventory (Schedule 8), shall be forwarded to the Parks Canada's Secretariat function, which will keep these records as part of a national inventory.

Costs of Refurbishment, Repair and Replacement

Should a plaque be significantly damaged or destroyed, the managing body shall take steps to ensure its prompt repair or replacement. Managing bodies are responsible for the cost of repairing or replacing plaques experiencing normal wear and tear. An application for up to \$500

may be made to Parks Canada's Secretariat function to assist with replacement, in instances of significant vandalism or theft.

Refurbishment, Repair and Replacement

Damaged plaques should be repaired or refurbished, if possible, rather than being replaced. To aid in the repair and refurbishment process, Parks Canada's Secretariat function shall provide managing bodies with copies of the Historic Sites and Monuments Board of Canada's publication *Plaques Management: A Guide to Best Practices*. This publication describes methods of plaque refurbishment and provides a step-by-step guide to common repairs, including lists of necessary equipment and supplies. To further assist managing bodies in the repair and refurbishment process, Parks Canada's Secretariat function shall coordinate communications with the manufacturer of CHRS plaques, who can provide expert advice and supplies for repair work.

4.5.5 Plaque Replacement

Review of plaque text and relocation of plaques

In instances when a plaque is damaged beyond repair and a replacement is required, the managing body and Parks Canada's Secretariat function shall review the original plaque text to ensure it meets current CHRS communication needs and those of the jurisdiction and stakeholders who were involved in the creation of the original plaque text. A new updated text may be prepared, based on results of the review.

The location of the plaque shall also be reviewed, firstly, to ensure the security of the plaque and safety of the viewing public, and secondly, to ensure the plaque is placed in an optimal location. For example, a new visitor centre or other facility may have been built near the river since the installation of the original plaque. In this circumstance, it may be preferable to relocate the replacement plaque to the visitor centre where it would have higher visibility, be less likely to be vandalized and better located as a public outreach and education tool, than reinstall the plaque in its original location.

Production of Replacement Plaques

Parks Canada's Secretariat function shall provide technical assistance and shall work with the manufacturer to coordinate production of replacement plaques.

5.0 Appendices

Appendix A: The Canadian Heritage Rivers System Charter

WHEREAS freshwater is essential to life on earth and Canada is blessed with a vast supply of freshwater, approximately one-fifth of the world's total; and

WHEREAS rivers are a priceless and enduring part of Canada's national heritage and identity; and

WHEREAS rivers are central to the overall health and well-being of Canadians; and

WHEREAS participating governments on the Canadian Heritage Rivers Board have agreed to renew and strengthen their participation in the Canadian Heritage Rivers System by administering the program through a strategic plan, which serves as the principal operating document for the Board;

THEREFORE, IT IS UNDERSTOOD that the federal, provincial and territorial Ministers responsible for the Canadian Heritage Rivers System, do, by this Charter, reaffirm their governments' commitment to the System, and, by this Charter, describe its main principles of operation, vision, and governance, as follows:

I VISION

This Charter affirms the vision of the Canadian Heritage Rivers Board that:

The Canadian Heritage Rivers System is a model of stewardship, cooperation and participation; one that engages society in valuing the natural and cultural heritage of rivers and river communities as essential to the identity, health and quality of life of Canadians.

II PURPOSE OF THE CANADIAN HERITAGE RIVERS SYSTEM CHARTER

This Charter sets out a framework for cooperation between Canada and the participating Provinces and Territories (hereinafter together referred to as "the Participants") to recognize, conserve and manage, in a sustainable manner, Canada's designated Heritage Rivers and their natural qualities, cultural/historical heritage, and recreational values. The Charter provides a tangible public expression by governments in Canada of their support for and participation in the Canadian Heritage Rivers System and acknowledges the operation of the program through a strategic plan.

III PRINCIPLES OF THE CANADIAN HERITAGE RIVERS SYSTEM

This Charter serves to emphasize the following principles, which form part of a strategic plan of

the Canadian Heritage Rivers Board:

- Participation in the Canadian Heritage Rivers System is voluntary.
- The Participants retain their jurisdictional powers over rivers in the Canadian Heritage Rivers System, including ownership of land, the choice to nominate a river, and the right to continue to operate and manage designated rivers in accordance with the goals of the System.
- The Canadian Heritage Rivers System respects Aboriginal peoples, community, landowner and individual rights and interests in the nomination, designation and management of Heritage Rivers.
- Rivers, or sections of rivers, included in the Canadian Heritage Rivers System will meet the spirit of the heritage and recreational value selection guidelines as set out by the Canadian Heritage Rivers Board.
- River nominations and designations will be jointly approved, on the recommendation of the Canadian Heritage Rivers Board, by the Minister(s) of the nominating jurisdiction(s) and the Minister responsible for the Parks Canada Agency.
- The Parks Canada Agency will continue to be the lead federal agency for the Canadian Heritage Rivers System and will, through a Secretariat function operated on behalf of the Canadian Heritage Rivers Board, provide technical and financial support for the nomination and designation of rivers to the System, for promotion of the System both nationally and internationally, and for co-ordination of the ongoing monitoring of designated rivers.
- River nominations and designations in Northwest Territories and Nunavut must be jointly approved by the Minister responsible for Indian and Northern Affairs Canada and the responsible territorial minister. This approval is to be obtained by the Canadian Heritage Rivers Board prior to a final recommendation going forward to the Minister responsible for the Parks Canada Agency.
- Should territorial devolution occur in the Northwest Territories and Nunavut, as it has in Yukon, the federal authorities for the management of land, waters, and natural resources would be transferred to territorial governments. This Charter recognizes final devolution agreements between Canada and the territorial governments.
- Provincial and territorial governments will continue their commitment to the Canadian Heritage Rivers System, assuming the long-term operations and management of rivers within their jurisdictions designated to the System.

IV THE CANADIAN HERITAGE RIVERS BOARD

The Canadian Heritage Rivers System is administered by the Canadian Heritage Rivers Board, which is composed of members from the government, public, not for profit or private sector who are appointed by the Participants. The Board administers the Canadian Heritage Rivers System for the benefit of the people of Canada and is accountable to the signatories of the Charter for the effective management of resources and processes that conserve and present Heritage Rivers.

V DURATION OF TERM

Unless otherwise agreed to in writing by the Participants, the cooperation contemplated in this Charter shall be for a period of twenty years, commencing on April 1, 2011, and ending on April 1, 2031.

VI SCOPE OF THIS CHARTER

- Nothing in this Charter is to be interpreted as establishing a partnership, joint venture, agency relationship or commercial association between the Participants.
- Each Participant shall retain exclusive responsibility for its undertakings.
- This Charter shall not be interpreted to create any legal right or obligation between the Participants.

VII MODIFICATIONS

It is understood that this Charter may be modified at any time by written agreement of all Participants.

IN WITNESS WHEREOF the Participants hereto have executed this Charter by their Ministers' signatures, signed in counterpart, as of the day and year written below.

Minister of: _____

Date: _____ Witness: _____

Department: _____

Province/Territory: _____

Appendix B. Guidelines on Financial Assistance

Eligible Recipients

Provinces and territories represented on the Canadian Heritage Rivers Board are eligible to receive financial assistance for approved CHRS related projects and studies. Non-government entities such as river conservation or management organizations, as recommended by CHRB member jurisdictions, are also eligible to apply for and receive financial assistance. Parks Canada is also be eligible for funding related to rivers within its jurisdiction. Funding for CHRS purposes is provided by the Parks Canada Agency as part of its responsibilities as the lead federal agency for the Canadian Heritage Rivers program.

Eligible Studies and Projects

The following will be eligible for financial assistance:

1. Background Studies
2. Nomination Documents
3. Designation Documents
4. Ten-year Monitoring Reports of Designated Rivers
5. Special Studies or Projects

Financial Assistance Amounts

Generally, the maximum contributions for each of these study types shall be:

- | | |
|--------------------------------|-------------|
| 1. Background Studies | \$20,000 |
| 2. Nomination Documents | \$ 5,000* |
| 3. Designation Documents | \$45,000 |
| 4. Ten-year Monitoring Reports | \$ 5,000** |
| 5. Special Studies or Projects | \$10,000*** |

*Jurisdictions may apply for combined funding for background studies and nomination documents. The maximum contribution of \$25,000 may then be applied to these two documents in a manner that best matches the jurisdiction's needs.

** Higher amounts may be considered for ten-year monitoring reports on a case-by-case basis where exceptional costs have been demonstrated and itemized.

***Higher amounts may be considered for projects on a case-by-case basis.

Parks Canada, from its CHRS budget, shall provide up to a maximum of 50% of the total costs of approved projects and studies within the limits described above. For example, a background study with a cost of \$30,000 in total would be eligible for \$15,000, even though the maximum for this type of study is \$20,000.

Procedure for Allocation of Funds

Funds shall be allocated to recipients according to the following procedure:

Parks Canada shall, through its Secretariat function, invite jurisdictions/managing jurisdictions to submit written funding requests for projects they propose to undertake for the upcoming

fiscal year. The requests shall identify:

1. The type of study or project proposed;
2. The river or section of river;
3. The amount requested; and
4. The financial or in-kind contribution made by the requesting jurisdiction or managing body.

An overall budget forecast with itemized estimates must also be included in the request for funding. Based on the requests received, the available budget, CHRS priority and scheduling considerations and other relevant factors, Parks Canada's Secretariat function, in conjunction with the Executive Committee, shall propose a budget allocation for the consideration and decision of the Canadian Heritage Rivers Board at its spring meeting.

Following a decision of the Board on the allocation of the budget, Parks Canada shall use financial mechanisms such as contribution agreements to transfer funds to jurisdictions or managing authorities, consistent with the Board's decision(s).

When the total amount of funds requested exceeds the budget available, the Executive Committee shall advise the Board on the most appropriate allocation of funds, consistent with the following guidelines:

1. Nomination documents shall be funded in full;
2. Studies of rivers which would make the greatest system-wide contribution to the CHRS shall receive priority consideration as reflected by the Gap Analysis and direction of the Board,
3. Studies proposed by jurisdictions which have received less funding assistance in the past shall be favoured; or
4. Funding shall be reduced equally among all requests on a pro-rated basis, except those included in (1) and (2) above.

Funds which remain unallocated following the annual Canadian Heritage Rivers Board meeting, or which become available through cancelled or deferred studies or projects, shall be reallocated through mutual agreement of the Executive Committee and Parks Canada.

Variances

Jurisdictions and managing bodies are expected to use approved funding for the specific study or project consistent with the Board's funding allocation decision. If, due to changed circumstances or revised priorities, the jurisdiction or managing body is unable to utilize the funding for the approved purpose or wishes to use the funds for a different study or project, the jurisdiction/managing body shall seek the written concurrence of the Executive Committee and Parks Canada.

Appendix C. Summary of Cultural and Natural Frameworks²

A Cultural Framework for Canadian Heritage Rivers

The *Cultural Framework for Canadian Heritage Rivers* classifies the historic connections between rivers and human activity in Canada. It identifies five themes, fifteen sub-themes and sixty elements. The intent is to represent each element of the framework by cultural resources located on or closely associated with Canadian Heritage Rivers. The Cultural Framework is available on the CHRS website at: www.chrs.ca/PDF/Cultural_Framework_e.pdf

The themes, sub-themes and elements outlined in the Framework are intended to provide a structure that can be used to classify all manageable river heritage in Canada. The cultural themes and sub-themes are as follows:

1. Resource Harvesting

- Fishing
- Shoreline Resource Harvesting
- Extraction of Water

2. Water Transport

- Commercial Transportation
- Transportation Services
- Exploration and Surveying

3. Riparian Settlement

- Siting of Dwellings
- River-based Communities
- River-influenced Transportation

4. Culture + Recreation

- Spiritual Associations
- Cultural Expression
- Early Recreation

5. Jurisdictional Use

- Conflict and Military Associations
- Boundaries
- Environmental regulation

² The cultural and natural frameworks are outdated. In particular, the frameworks do not adequately or appropriately capture Indigenous values. The CHRB is reviewing the options for addressing the shortcomings in the frameworks.

The framework is built around the concepts of human use of rivers and the influence of rivers on human activities. It distinguishes these from other human activity that is not river-related.

The framework offers a common vocabulary and approach to the cultural dimensions of Canada's river heritage, and may be used to classify the aspects of that heritage that are effectively commemorated by rivers that are already in the System, or may be nominated to it in the future. The framework also offers definitions and distinctions that managing bodies and river managers can use to prepare inventories, evaluate resources, and develop appropriate management tools for the sites and in situ artifacts that represent a river's importance to the lives of people over time. Applying the framework to individual rivers will help to illuminate the river's role in Canadian history, clarify the role of the river in the CHRS, and assist in setting management priorities.

Representations of a river's human heritage are "cultural resources". Some are large and substantial, like weirs and buildings; others are less substantial, such as pictographs. All are in their original locations or in situ. Each Canadian heritage river is itself a cultural resource, since designation recognizes its cultural meaning and value to all Canadians, particularly to people who have used it.

A Framework for the Natural Values of Canadian Heritage Rivers

The Framework for Natural Values of Canadian Heritage Rivers is a companion document to the Cultural Framework. It identifies six themes and eighteen sub- themes that can be used to define the natural components of Canada's river heritage in a rational and comprehensive manner. (www.chrs.ca/PDF/Natural_Values_e.pdf)

The concept underlying the themes of the framework is the hydrologic cycle. The framework classifies abiotic and biotic features associated with rivers that result from the interaction of land and water in this cycle.

Similar to the Cultural Framework, *The Framework for the Natural Values of Canadian Heritage Rivers* adopts a hierarchical thematic approach. The hierarchy adopted is parallel to the cultural framework in comprising themes, sub-themes and elements. Sub-themes and elements are classifications of features that arise from processes associated with each of the themes. The values and features represented through this framework are listed as elements of each sub-theme. The themes and sub-themes in the Natural Values Framework are as follows:

Theme 1: Hydrology

Sub-theme 1: Drainage Basins

Sub-theme 2: Seasonal Variation

Sub-theme 3: Water Content

Sub-theme 4: River Size

Theme 2: Physiography

Sub-theme 1: Physiographic Region

Sub-theme 2: Geological Processes

Sub-theme 3: Hydrogeology

Sub-theme 4: Topography

Theme 3: River Morphology

Sub-theme 1: Valley Types

Sub-theme 2: Channel Patterns

Sub-theme 3: Channel Profile

Sub-theme 4: Fluvial Landforms

Theme 4: Biotic Environments

Sub-theme 1: Aquatic Ecosystems

Sub-theme 2: Terrestrial Ecosystems

Theme 5: Vegetation

Sub-theme 1: Significant Plant Communities

Sub-theme 2: Rare Plant Species

Theme 6: Fauna

Sub-theme 1: Significant Animal Populations

Sub-theme 2: Rare Animal Species

Appendix D. Summary of CHRS Gap Analysis: Building a Comprehensive and Representative Canadian Heritage Rivers System

The Canadian Heritage Rivers Board, through the 2008-2018 Strategic Plan, adopted by Ministers in 2007, has the stated goal of building a comprehensive and representative system that recognizes Canada's river heritage. The Strategic Plan states the goal as follows; "By 2018, there will be a comprehensive system of Canadian Heritage Rivers representing a full range of natural, cultural and recreational values of importance to Canadians."

In 2009, the Board commissioned a Gap Analysis as part of its efforts to implement the Strategic Plan and to focus program efforts on a select number of new nominations that would be the most beneficial in terms of creating a comprehensive and representative Canadian Heritage River System. The full title of this Gap Analysis is *Building a Comprehensive and Representative Canadian Heritage Rivers System*.

The Gap Analysis project was based on the Natural and Cultural Frameworks adopted by the Board in 2001. The hierarchy of themes, sub-themes and elements in the frameworks has allowed for the orderly identification of values and features associated with Canadian rivers. Since 2001, all nominations and other CHRS documents have used this approach. The Gap Analysis used this structure to identify and assess values and features that are represented in the Canadian Heritage Rivers System and determine those, which are currently absent or under-represented. Based on this analysis, the report recommends which rivers have the best potential to fill gaps in the system or represent values and features that, at present, are not well represented. The results of the analysis are indicative only and the views and perspectives of jurisdictions and stakeholders will also need to be taken into account when the Board considers potential additions to the system.

With respect to natural framework elements, the analysis concluded there were significant geographical gaps in several regions of Canada. Three areas were found to be under-represented in terms of two elements – the northern part of the Boreal Cordillera (Yukon Drainage Basin and Boreal Cordillera ecozone), where the Peace-Slave lowlands physiographic region overlaps with the Boreal Plains ecozone; and the overlap of the Mackenzie Lowlands physiographic region and Arctic Ocean seaboard drainage area. Rivers representing these regions include the Yukon and its tributaries (Stewart, Peel, Teslin), and the Peace, Athabasca, Slave, Hay, Hornaday and Anderson.

Among aquatic ecosystems, four types were considered under-represented in the existing system: eutrophic lakes, and swamps, which were found on only 12 of the existing Heritage Rivers; and salt-marshes and sub-tidal zones which, even taking into consideration that thirteen designated flow into salt-water, were nevertheless uncommon in the existing Canadian Heritage Rivers System.

In contrast to the first four priority natural elements, it was possible to identify specific rivers rather than regions where rare fish might be represented. About half of fish species recognized as rare in Canada are actually found on existing Canadian Heritage Rivers. Outside of the CHRS, there are five rivers that support several rare fish species: the St. Lawrence, Columbia, Kootenay, Milk and Shubenacadie. Two of these rivers – the St. Lawrence and the Shubenacadie – are currently being considered for CHRS nomination, and if accepted as nominated rivers, would contribute to representing the rare fish theme.

With respect to the analysis of Cultural Framework Elements, the report determined that the eight most under-represented themes were: Agricultural Extraction, Architectural Responses to River Locations, Human Consumption, Indigenous-European Conflict, Interprovincial–Territorial Boundaries, Trans-boundary Rivers, Collection of Shellfish, and Land-based Tourism.

For these latter elements, further investigation of existing nominations, particularly for rivers that were nominated in the early years of CHRS might reveal more and better representations. Rivers, which appear to hold the most opportunities in this regard, are the Grand, Fraser, Red, St. John and Ottawa.

For some under-represented elements, the Gap Analysis identified rivers that could represent more than one of the under-represented elements. These include the Milk, Souris and Qu'Appelle rivers.

The Gap Analysis concludes that there are a number of rivers which could effectively fill several gaps in the existing Heritage Rivers System and many which could fill individual gaps. Decisions on whether to put forward these rivers forward for possible nomination as Canadian Heritage Rivers must be determined by jurisdictions, prospective managing bodies, river conservation organizations, local communities and Indigenous peoples.

Appendix E. Selection Guidelines

Natural Heritage Values

Outstanding Canadian natural heritage value will be recognized when a river and its immediate environment:

- is an outstanding example of river environments as they are affected by the major stages and processes in the earth's evolutionary history as represented in Canada; or
- contains outstanding representations of significant ongoing fluvial, geomorphological and biological processes; or
- contains along its course unique, rare or outstanding examples of biotic and abiotic natural phenomena, formations or features; or
- contains along its course habitats of rare or endangered species of plants and animals, including outstanding concentrations of plants and animals of Canadian interest and significance.

Cultural Values

Outstanding Canadian cultural value will be recognized when a river and its immediate environment:

- is of outstanding importance owing to its influence, over a period of time, on the historical development of Canada through a major impact upon the region in which it is located or beyond; or
- is strongly associated with persons, events or beliefs of national significance; or
- contains historical or archaeological structures, works or sites which are unique, rare or of great antiquity; or
- contains concentrations of historical or archaeological structures, works or sites which are representative of major themes in Canadian history.

Recreational Values

Outstanding Canadian recreational value will be recognized when a river and its immediate environment possess a combination of river-related recreational opportunities and related natural and/or cultural values that together provide capability for an outstanding recreational experience.

Recreational opportunities include water-based activities such as canoeing and other forms of boating, swimming and angling, and other activities such as camping, hiking, wildlife viewing, and natural and cultural appreciation that may be part of a river-touring experience. Natural values include natural visual aesthetics, and physical assets such as sufficient flow, navigability, rapids, accessibility and suitable shoreline.

Appendix F. Integrity Guidelines

In addition to meeting specific heritage value guidelines (Appendix E), a river and its immediate environment must meet the Integrity Guidelines in order to be nominated to the Canadian Heritage Rivers System.

Natural Integrity Values

In addition to meeting one or more of the above natural heritage value guidelines, for a river to be judged to have outstanding Canadian natural heritage value, it must meet all of the following natural integrity guidelines:

- The nominated section is of sufficient size to include significant representations of all of the natural processes, features, or other phenomena which give the river its outstanding natural value;
- The nominated section includes those ecosystem components which contribute significantly to the provision of habitat for species in need of protection;
- There are no human-made impoundments within the nominated section;
- All key elements and ecosystem components are unaffected by impoundments located outside the nominated section;
- The water in the nominated section is uncontaminated to the extent that its natural aquatic ecosystem is intact; and
- The natural aesthetic character of the nominated section is free of, or not adversely affected by, human developments.

Cultural Integrity Values

In addition to meeting one or more of the above cultural value guidelines, for a river to be judged to have outstanding Canadian cultural value, it must meet all of the following cultural integrity guidelines:

- The nominated section is of sufficient size to include significant representations of all of the features, activities or other phenomena which give the river its outstanding cultural value;
- The visual character of the nominated section enables uninterrupted appreciation of at least one of the periods of the river's historical importance;
- The key artifacts and sites comprising the cultural values for which the river is nominated are unimpaired by impoundments and human land uses; and
- The water quality of the nominated section does not detract from the visual character or the cultural experience provided by its cultural values.

Recreational Integrity Values

In addition to meeting both of the recreational value guidelines, for a river to be judged to have outstanding Canadian recreational value it must meet all of the following recreational integrity guidelines:

- The river possesses water of a quality suitable for contact recreational activities, including those recreational opportunities for which it is nominated;
- The river's visual appearance is capable of providing river travelers with a continuous natural experience, or a combined natural and cultural experience, without significant interruption by modern human intrusions; and
- The river is capable of supporting recreational uses without significant loss of, or impact on, its natural and cultural values or its visual character.

Appendix G: List of Natural, Cultural and Recreation Values and Themes

Natural

Hydrology

- Drainage Basins
- Seasonal Variation
- Water Content
- River Size

Physiography

- Physiographic Regions
- Geological Processes
- Hydrogeology
- Topography

River Morphology

- Valley Types
- Channel Types
- Channel Profile
- Fluvial Landforms

Biotic Environments

- Aquatic Ecosystems
- Terrestrial Ecosystems

Vegetation

- Significant plant communities
- Rare Plant Species

Fauna

- Significant Animal Populations
- Rare Animal Species

Cultural

Resource Harvesting

- Fishing
- Shoreline Resource Harvesting
- Extraction of Water

- River-based Communities
- River-influenced Transportation

Water Transport

- Commercial Transportation
- Transportation Services
- Exploration & Surveying

Culture & Recreation

- Spiritual Associations
- Cultural Expression
- Early Recreation

Riparian Settlement

- Siting of Dwellings

Jurisdictional Uses

- Conflict & Military Associations
- Boundaries
- Environmental Regulation

Recreation

Boating

- White-water Canoe, Kayak & Raft
- Extended Canoe Tripping (motor & non-motor)
- Day Paddling & Rowing
- High Speed Boating
- Motorized Pleasure Cruising / Houseboats
- Commercial Tour Boats
- Sailing

Angling

- Day Angling
- Weekend Angling
- Extended Angling Vacation
- Fly Fishing
- Ice Fishing
- Specific Fish Species

Water Contact / Content

- Swimming
- Water Skiing
- Snorkel/Scuba

Water-associated Activities

- Trail Use (hiking, walking, cycling)
- Camping
- Hunting

Winter Activities

- Snowmobiling/Dog Sledding
- Cross-country Skiing
- Skating

Natural Heritage Appreciation

- Wildlife
- Vegetation
- Vistas/Scenic Quality
- Geological Features / Water Features

Human Heritage Appreciation

- Historic Sites
- Cultural Landscapes
- Sporting Events / Activities
- Cultural Events / Activities

Appendix H: Examples of Benefits

Environmental Benefits

- Improved water quality
- Improved habitat
- Increases in fish / animal / plant populations

Cultural Benefits

- Improved appreciation of river, watershed, aboriginal or other history of river use
- Increased identification and protection of culturally significant sites

Recreational Benefits

- Increased or decreased use of river
- Changes in use of river
- Improved access to river

Improved Knowledge

- Increased understanding of river wildlife, vegetation, history or traditional knowledge

Monetary Benefits

- Increased access to funding
- Increased revenue

Stewardship

- Increased involvement in stewardship activities
- Increased number of stewardship activities and events

Community Engagement and Collaboration

- Increased dialogue with community and other partners and stakeholders
- Increased participation in river management discussions
- Increased involvement in river activities

Education

- Development of educational programs related to the health of the river or watershed, or use of the river
- Development of communications products such as signage, exhibits, photo contests, social media and web to communicate the designation and its benefits

6.0 Schedules

Schedule 1. CHRS Nomination Review Template

_____ RIVER, _____			
CHRS Integrity Guidelines	Natural Integrity Guidelines	Claimed	Met
	No impoundments		
	Most ecosystems are unaffected by impoundments		
	Key natural values are not created by impoundments		
	Key natural values are unimpaired by land uses		
	Natural aquatic ecosystem is intact		
	Eligible for nomination for natural values?	Yes	No
	Historical Integrity Guidelines		
	Visual appearance is unaltered for most of length		
	Most artefacts are intact		
	Historical experience is intact		
	Water is suitable for non-contact recreation		
	Eligible for nomination for human heritage values?	Yes	No
	Recreational Integrity Guidelines		
	Water is suitable for opportunities cited		
	Eligible for nomination for recreational values	Yes	No
	General Integrity		
	Nominated section is of sufficient size		
	Ecosystems are sustainable		
	Water is suitable for sustaining nomination values		
Eligible for nomination?	Yes	No	
CHRS Selection Guidelines	Natural Heritage Selection Guidelines	Claimed	Met
	Representation of fluvial geological history		
	Representation of ongoing fluvial processes		
	Exceptional phenomena or great natural beauty		
	Rare species or concentrations of species		
	Human Heritage Selection Guidelines		
	Role in Canadian historical development		
	Strong associations in Canadian history		
	Exceptional historic or archaeological sites		
	Representation of thematic sites		
	Recreational Value Guidelines		
	Opportunities and natural values		
	Capacity to sustain use		

CHRS Nomination Review Template (continued)

Role in the System	Regional Contribution - Number of Existing Canadian Heritage Rivers in the Same³:		
	Province/Territory		
	Oceanic drainage basin		
	Physiographic region		
	Ecozone		
	Thematic Contribution to the System⁴ - Number of New:		
	Natural theme elements		
	Cultural theme elements		
	Recreational opportunities		
	Other Notable Contributions to the System (state):		
	Spatial context ⁵ :		
	Temporal context ⁶ :		
Other Guidelines	Document Characteristics	Yes	No
	Signed by responsible Minister		
	CHRS nomination form used		
	All relevant sections completed		
	Framework themes used		
	Monitoring checklist included		
Desirable Features	Letters of endorsement		
	Regional setting map		
	Resource location map(s)		
	Original illustrations		
	Appendices		

³ In whole or in part.

⁴ In reference to the theme elements of the two national frameworks.

⁵ E.g. the Bay du Nord is the most easterly Canadian Heritage River.

⁶ E.g. the Hillsborough River was settled before all other Canadian Heritage Rivers.

Schedule 2. Nomination Document⁷ Illustrative Table of Contents

1. Introduction

Executive Summary (English and French)

Background information on the organization preparing/sponsoring the nomination document or the prospective managing body, as applicable

Description of process used to prepare the nomination document: use of consultants, general public and Indigenous input opportunities, more intensive stakeholder participation (e.g. dialogue with political representatives, including Indigenous rights holders), collaboration with other jurisdictions, involvement of the TPC and Parks Canada's CHRS Secretariat function in reviewing drafts, etc. This section should include a summary of the feedback received and a brief discussion of how any concerns were addressed.

Overview of the Canadian Heritage Rivers System

Location and description of the river or river section proposed for nomination

Description of previous CHRS studies related to the river (i.e. provincial/territorial system study, background study, pre-screening assessment, relationship of the river proposed for nomination relative to the recommendation of the Gap Analysis, etc.)

Contribution of the river, if nominated, to the Canadian Heritage Rivers System

Overview of the river's cultural, natural, and recreational heritage values

Statement of support for the nomination by the responsible jurisdiction(s)

Next steps including commitment to prepare designation document

2. Cultural Heritage Values⁸

Description and analysis of cultural heritage values the nominated river would contribute to the Canadian Heritage Rivers System based on and organized according to the heritage value themes of the *Cultural Framework for Canadian Heritage Rivers* (CHRS 2000).

⁷ The Nomination Document will consist of narrative text, tables, maps, photographs and graphics as required, and will be prepared to a high quality professional standard.

⁸ CHRS Nomination documents will include sections on Cultural Heritage Values, Natural Heritage Values and Recreational Heritage Values as appropriate depending on the basis for the nomination.

Assessment of cultural heritage values to demonstrate that the river proposed for nomination satisfies the requirements of the Selection Guidelines for Cultural Values and Cultural Value Integrity Guidelines (CHRS, 2001).

Suggested headings as follows:

Description of Cultural Heritage Values

Resource Harvesting

Water Transport

Riparian Settlement

Culture and Recreation

Jurisdictional Use

Assessment of Cultural Heritage Values

Selection Guidelines: Cultural Heritage Values

Integrity Guidelines: Cultural Integrity Values

3. Natural Heritage Values

Description of natural heritage values and features that the river proposed for nomination would contribute to the Canadian Heritage Rivers System, organized according to the heritage value themes of the *Framework for the Natural Values of Canadian Heritage Rivers* (CHRS 2001)

Assessment of natural heritage values to demonstrate that the river proposed for nomination satisfies or addresses the requirements of the Selection Guidelines for Natural Heritage Values and Integrity Guidelines for Natural Heritage Values.

Suggested headings as follows:

Description of Natural Heritage Values

Hydrology

Physiography

River Morphology

Biotic Environments

Vegetation

Fauna

Assessment of Natural Heritage Values

Selection Guidelines: Natural Heritage Values

Integrity Guidelines: Natural Integrity Values

4. Recreational Heritage Values

This section should provide a description and assessment of the recreational values that the river proposed for nomination would contribute to the Canadian Heritage Rivers System based on the Selection Guidelines for Recreational Heritage Values and Recreational Value Integrity Guidelines.

Suggested headings as follows:

Description of Recreational Heritage Values

Water Associated Activities

Boating

Angling

Winter Activities

Natural Heritage Appreciation

Cultural Heritage Appreciation

Assessment of Recreational Values

Selection Guidelines: Recreational Values

Integrity Guidelines: Recreational Integrity Values

5. Conclusions

This section could include the following headings:

References

Appendices

Schedule 3. Designation Documents: Requirements and Suggested Content

Standards for Designation Documents

A designation document for a nominated Canadian Heritage River describes what actions the managing body will take to ensure the long-term management of the river and its associated values and resources according to the objectives of the Canadian Heritage Rivers System. The document shall comprise at least four components:

1. The boundaries of a river management area described in text and map form along with mapped information showing the location of natural/cultural heritage and recreational values as applicable, for which the river's nomination was accepted, and the boundaries of managing bodies with responsibility for implementation of the document.
2. Policies, strategic directions and actions to be implemented to ensure that management, development and use are consistent with the objectives of the System. The document shall also contain management objectives reflecting the unique role of the river in the System, and describe priorities, phasing or sequencing of measures to implement the document;
3. Strategies and activities to monitor and communicate the CHRS designation and its benefits. The document shall include a communications strategy detailing key messages regarding the designation, as well as an overview of proposed activities and approaches the managing body shall employ to communicate the designation and its associated benefits. As the benefits of the designation will become evident over time, the communications strategy should take a long-term approach to communicating the benefits as they arise. See Appendix H for a list of benefits.
4. The document shall demonstrate commitment on the part of the managing body to conserve the river's heritage values through appropriate signatures of agency representatives and expressions of support for the document.

Schedule 5 (below) provides the assessment template that shall be used as a basis for reviewing and evaluating designation documents submitted to the Board as part of the designation process.

Responsible Jurisdiction

The designation document shall be prepared by the jurisdiction and/or the managing body and should reflect the views of Indigenous peoples, local communities, non-government organizations, other levels of government and other stakeholders. Proposed designations that enjoy a high level of support from these groups are more likely to be successful.

The designation document is submitted and tabled on behalf of the jurisdiction and managing body, including all departments and agencies that have responsibility for its implementation. Partners in co-operative arrangements should be identified in the document.

Compatibility with CHRS Objectives

The designation document should provide descriptions of proposed management actions for values that provided the basis for the river's acceptance in the CHRS at the nomination stage. These management actions should, when implemented, achieve CHRS objectives and the maintenance of the river's integrity, including its key elements, ecosystems and water quality.

Form of Designation Documents

The designation document shall consist of narrative text, tables, maps, photographs and graphics as required, and shall be prepared to a high quality professional standard.

Where all or nearly all of a river management area is under the legal authority of single jurisdiction or managing body, the designation document shall describe how the existing legislation, policies and documents will be used to manage the river's values according to the objectives and requirements of the Canadian Heritage Rivers System.

The Board, at the request of a managing body, may permit the tabling of a 'bridging document' to satisfy the designation document requirement. This type of document would describe and specify how the heritage values presented in the nomination document would be addressed through policies, actions and measures included in a valid approved management plan or heritage strategy for the river or river section being considered for designation.

Where substantial parts of a river management area are owned by private interests, or where the river's heritage and recreational values are within the primary jurisdiction of local or other government agencies, or where the jurisdiction is not otherwise able to prepare a single designation document, two other types of documents may be prepared:

1. Where approved local or other government plans for part or all of a management area already describe appropriate management actions for the river's heritage and recreational values, such as heritage zoning, designations or easements which would ensure appropriate allowed uses, or management actions, the jurisdiction shall prepare a summary document which highlights the relevant measures provided for in the existing plans that would be used as the basis for managing the river as a designated Canadian Heritage River;
2. Where there are no approved local or other government plans, or where existing documents do not contain appropriate management provisions, the jurisdiction or the managing body shall formulate a designation document which it will use as the basis for securing the involvement of managing agencies, Indigenous peoples, local communities and others on appropriate future river management. The document shall be prepared with the involvement of all concerned government and non-government agencies,

Indigenous peoples, and stakeholders.

Commitment of Managing Bodies

Managing bodies shall commit to using best practices to implement the designation document. The precise nature of this commitment may vary according to the type of document tabled.

In the case of a single jurisdiction document, commitment shall be demonstrated by the signature of the responsible Minister or his/her designate, or through correspondence. In the case of a designation document based on collaboration and cooperation by a number of agencies and organizations to achieve CHRS management objectives, written indications of support in principle from these organizations and stakeholders should be included in the document, or provided to the Board.

Required Content

Management Area Description

The designation document must define and map the boundaries of the Canadian Heritage River management area and should be delimited by such means as:

- legal boundaries, such as the protected area boundaries if the river is located within a park or protected area with a legislated boundary;
- the watershed of the river's drainage basin;
- a corridor delineated along the river described in terms of a standard distance from the river's high water mark; or
- a corridor described by landmarks and other prominent boundaries.

The approach used would be the one which best encompasses the river's key values as defined through application of the national frameworks. The description should be in form of text and accompanied by one or more maps at an appropriate scale. The designation document should clearly acknowledge that designation does not infringe upon the rights of Indigenous peoples. The designation document should also clearly acknowledge that the rights of landowners and stakeholders in the management area are fully respected.

Policies and Management Measures

The type and nature of policies and management measures included in designation document are the prerogative of the jurisdiction/managing body, however, at minimum the document should address the following:

Heritage Values, including provisions to address the conservation and interpretation of the natural and cultural heritage values for which the river was nominated.

Integrity. Management measures to maintain the integrity of cultural heritage features/sites and natural heritage features and processes need to be included in the designation document.

Recreation. If recreational values and integrity considerations provided part of the basis for the nomination, the heritage strategy must address how the recreational opportunities will be realized.

Development. The strategy must address the future sustainable development, management and use of the river. While facility and resource development is not precluded as a result of the designation, any such use must be sustainable and not harm the values for which the river was included in the System or its integrity.

Sustainability. In respect of the CHRS Charter, all policies and practices proposed as part of the strategy must reflect sustainable management principles.

Procedural Requirements

Indigenous and Stakeholder Involvement. The strategy must take into account and reflect community, Indigenous, stakeholder and landowner input, achieved through an open and inclusive public engagement process and a separate Indigenous engagement process.

Tabling Procedure. Copies of the designation document shall be tabled with the Canadian Heritage Rivers Board within three years of the nomination decision by Ministers. The Board may grant extensions based on demonstration of reasonable progress towards completion of the document.

Translation. Translation of the designation document or a summary, into the other official language is required.

Recommended Components of the Designation Document

Water Quality Monitoring. The management plan should contain water quality objectives for the river and an indication of how water quality will be monitored.

The parameters and objectives should be based on permissible levels of substances described in the Canadian Water Quality Guidelines of the Canadian Council of Resource and Environment Ministers. Parameters should be selected on the basis of actual pollution problems and perceived threats that will impact the river's nomination values including, in particular, its integrity values.

Monitoring Checklists. To enable monitoring of the condition of designated river's nomination values, the designation document should include checklists, based on CHRS Natural and Cultural Thematic Frameworks. These will facilitate preparation of annual reports and ten year monitoring reports.

Desirable Components

These elements, although not specifically required by CHRS policy or guidelines, will serve to enhance the quality, usefulness and effectiveness of a designation document as a management document for a designated river.

Adopting a Watershed-based Approach

The generally accepted best method of ensuring river integrity is to conserve its entire basin by delineating the management area boundary on the basis of the watershed. Designation documents should demonstrate that watershed principles have been taken into account to the degree feasible and practical in determining the management area. For all configurations of management areas, it will be necessary to seek the cooperation of all landowners.

In responding to the watershed principle, designation documents could identify the major landowners within the watershed, and prioritize upstream areas and tributaries in terms of threats and the importance of associated heritage values. The Strategy could also outline steps that will be taken by the managing agency to reach cooperative agreements and describe any existing agreements.

Additional Values

Addressing and providing management measures to safeguard the values for which the river was nominated is the minimum requirement for designation documents. However, most nominated rivers will possess a range of values and represent natural or cultural themes in addition to those that serve as the basis for nomination, or important recreational values. The designation document should address these themes and values and propose appropriate management actions.

Implementation Schedule

An implementation framework should be included as part of the Heritage Strategy. This can take the form of a listing of management measures and the relative time categories in which the actions are to be implemented, a sequencing of measures based on the need to complete steps in a particular order, or a prioritizing of measures based on their relative importance.

Review and Amendment Process

The designation document, once approved, will exist within an evolving environment and circumstances will change over time. It is important that the strategy be updated periodically to reflect changing circumstances, new policies and legislation or changes in the condition of nomination values. A review and amendment procedure for the designation document should be included as part of the document to provide guidance as to how it will be reviewed and updated.

Recognition of Indigenous and Stakeholder Support

Demonstrations of support by local and regional Indigenous peoples, stakeholders and political representatives show the strategy is based on effective public and Indigenous engagement and

that there is Indigenous and public awareness of and support for the management measures included in the document. Indigenous and stakeholder support can facilitate approval of the strategy and a timely designation decision and subsequent implementation of the management measures provided for in the strategy.

Letters or signed endorsements for the designation document could be included to demonstrate support. In addition a list of acknowledgements and funding partners would be useful additions to demonstrate citizen, corporate and stakeholder engagement and support.

Desirable Procedures

The following are recommended to facilitate the preparation, review and approval of the designation document:

- involvement of Parks Canada's Secretariat function;
- review of draft(s) by the Technical Planning Committee;
- early submission of the document to the Board well in advance of the meeting at which it will be considered for approval;
- early submission of briefing materials, in advance of the Board meeting; and
- an effective presentation to the Board.

An illustrative table of contents for designation documents (Heritage Strategies) is included in Schedule 4, below.

Schedule 4: Illustrative Heritage Strategy Table of Contents

Table of Contents

Executive Summary

1.0 Introduction and Background

- 1.1 Foreword
- 1.2 The Canadian Heritage Rivers System (CHRS)
- 1.3 Description of the Nomination and Designation Process
- 1.4 Role of the River in the Canadian Heritage River System
- 1.5 Purpose of the Heritage Strategy
- 1.6 Recognition and Respect for Existing Rights, Land Uses and Activities

2.0 History and Resources of the Nominated River

- 2.1 Overview
- 2.2 Natural Heritage; Description and Analysis
- 2.3 Cultural Heritage; Description and Analysis
- 2.4 Recreational Values; Description and Analysis
- 2.5 Summary

3.0 Managing the River as a Canadian Heritage River

- 3.1 CHRS Integrity Guidelines
- 3.2 Integrity Considerations and the Nominated River

4.0 The Heritage Strategy

- 4.1 Managing the River as a Canadian Heritage River
- 4.2 The Canadian Heritage River Management Area
- 4.3 Natural Heritage Goals, Objectives, Management Strategies and Actions
- 4.4 Cultural Heritage Goals, Objectives, Management Strategies and Actions
- 4.5 Recreational Goals, Objectives, Management Strategies and Actions
- 4.6 Water Quality Objectives, Management Strategies and Actions
- 4.7 Management Opportunities and Challenges

5.0 Heritage Strategy Implementation and River Monitoring

- 5.1 Collaboration and Cooperation
- 5.2 Strategy to communicate designation and its benefits
- 5.3 Management Framework/Sequence for Implementation
- 5.4 Statements of Commitment to Implement
- 5.5 Monitoring, Review and Reporting
- 5.6 Monitoring Checklists

References

Appendices (including Statements/Letters of Support)

Schedule 5. CHRS Designation Document Review Template

_____ RIVER, _____		
Components / Procedures	Description or Comments	Pages
Mandatory Requirements		
Description of management area (method of delineation of boundaries; maps)		
Policies and practices for sustainable management, respecting stakeholders		
Recommended Plan Components		
Demonstration of commitment		
Water quality objectives included		
Application of national frameworks		
Strategy for communication of designation and its benefits		
Desirable Plan Components		
Watershed-based approach		
Ecosystem-based approach		
All heritage values addressed		
Implementation schedule		
Plan review process		
Stakeholder support		

Procedural Requirements (to be completed by Parks Canada's Secretariat function)	Followed	Not followed
Copies of plan provided to all Board members		
Plan lodged within 3 years of nomination/within extension		
Plan signed by responsible Minister		
Summary of plan translated and submitted		
Stakeholder consultation in plan preparation		
Desirable Procedures Followed		
Involvement of CHRS staff in plan preparation		
Advance submission to Board		
Formal presentation to Board		

Schedule 6. Annual Monitoring Report Template

Name of River:	
Year:	
Overall Summary:	
This should be a concise statement that can be extracted for use in the CHRS Annual Report.	
Events	
•	
Actions	
•	
Changes and Threats	
•	
Research and Studies	
•	
Plan Implementation Items	
•	

CONDITION OF PLAQUE ⁹	
Date of inspection:	
Condition of bronze:	(corrosion, powdering, etc.)
Condition of paint and lacquer:	
Condition of the mount:	(describe any vandalism, damage to mount, etc.)
Condition of the site:	(describe any problems with the site that should be addressed)
Description of necessary repairs / need for plaque to be replaced:	(indicate if repair work is to be done on or off-site)
Description of repair work undertaken:	
Date of repairs:	
Photo Inventory: (Photos are part of the Inventory, (Schedule 8), and are not required annually. However, dated photos can be included to illustrate damage or to show the need for repairs and improvements, as appropriate)	

⁹ Condition of plaque report is required every third year

Schedule 7. Ten-year Monitoring Report Template

Section 1: Chronology of Significant Events, Actions and Research since Designation

Please briefly outline significant events, actions and research that occurred since the designation, in relation to the heritage river that:

- *celebrate the heritage river designation and the heritage values,*
- *raise public awareness of the heritage designation and the heritage values,*
- *contributes to responsible stewardship of the heritage river,*
- *educate the public about the river, health of the river & watershed, and use of the river*
- *support community cooperation and participation, or*
- *promote health and quality of life of Canadians*

Month/Year:

Title of Event / Action / Research:

Brief description:

-
-

Section 2: Changes and Threats to Natural, Cultural and Recreational Values since Designation

Please record changes and threats to the natural, cultural and recreational values that have been observed since the designation, and identify how/if they were addressed. The values should reflect those that were identified in the nomination and designation for the heritage river. For a list of potential values, see Appendix G.

NATURAL, CULTURAL OR RECREATIONAL VALUE	DESCRIPTION OF CHANGE IN VALUE (e.g. Magnitude, Positive or Negative Change, Immediate or Long-term)	REASON FOR CHANGE (e.g. Threat, Stressor, Management Action)	ACTIONS TAKEN IN RESPONSE

Section 3: Integrity Guidelines since Designation

By referring to the comprehensive list of integrity values identified in Appendix G, please select and report on the specific integrity values that have experienced changes since the designation.

NATURAL, CULTURAL OR RECREATIONAL INTEGRITY VALUE	CHANGE IN INTEGRITY VALUE (Brief Description)	THREAT OR STRESSOR (Current, Immediate, Long- term)	ACTION(S) TAKEN TO ADDRESS THREAT	THREAT STILL PRESENT?

Section 4: Designation Document Recommendations and Current Status

By referring to the recommendations and key actions in the designation document, please identify the degree of achievement of each. In the "Comments" column, briefly outline the research, actions or reporting that has been done to date to address the recommendation or key action.

RECOMMENDATION OR KEY ACTION	Degree of Achievement <ul style="list-style-type: none"> • Not yet initiated; • Initiated / underway; • Completed / addressed; • On-going 	COMMENTS

Section 5: Summary of Benefits and Costs since Designation

From the potential list of benefits in Appendix H, please select the appropriate/relevant benefits and briefly describe how this specific heritage river designation has benefited. Please identify any additional benefits that are not in Appendix H.

Type of Benefit	Description

Have there been any downsides to obtaining the designation? (ex. perceived regulatory barriers, etc)

DETRIMENTAL EFFECTS	DESCRIPTION

Section 6: Overall Assessment

The designation as a Canadian Heritage River should

- ☐ remain in place
- ☐ be reviewed by the board due to the following concerns:
- -

Schedule 8. CHRS Commemorative Plaque Inventory

CHRS COMMEMORATIVE PLAQUE INVENTORY REPORT	
Name/Job Title of Inspector:	
Plaque Title:	
Location:	
G.P.S. Coordinates:	Format: lat/long: degrees/minutes/seconds
Size of Plaque:	
Languages:	
Date Plaque Installed:	
Mount Description:	
Description of Location:	
Photo Inventory:	a minimum of 3 dated photos, illustrating the following: <ul style="list-style-type: none"> • the plaque • the plaque with its mount • the site



Smoky Lake County

P.O. Box 310
4612 McDougall Drive
Smoky Lake, Alberta
T0A 3C0

Phone: 780-656-3730
1-888-656-3730
Fax: 780-656-3768
www.smokylakecounty.ab.ca

NORTH SASKATCHEWAN WATERSHED ALLIANCE (ALBERTA)
202-9440 49 STREET
EDMONTON, AB T6B 2M9

Sent by: Regular Mail

October 30, 2019

**RE: Letter of Support for the Inter-Provincial Nomination for Designation of the
North Saskatchewan River for the Canadian Heritage River System**

To Whom it May Concern,

On behalf of Smoky Lake County, it is a pleasure to provide this letter supporting nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS) on an inter-provincial basis. Further to the North Saskatchewan Watershed Alliance *Heritage River Background Study* (2005):

"The Canadian Heritage River System is a cooperative venture between federal, provincial, and territorial governments designed to offer international, national, provincial and regional recognition to outstanding rivers in Canada that demonstrate exceptional examples of Canadian cultural, natural, and recreation values. The main objective is to ensure the long-term management of these rivers in order that their unique values are conserved for the continuing benefit and enjoyment of Canadians and visitors to Canada."

Smoky Lake County is situated along an 82 kilometer stretch of the North Saskatchewan River, which forms our southern municipal boundary with Lamont County. We are home to the Victoria Settlement Provincial Historic Site, as well as the Victoria District National Historic Site of Canada, which encompasses approximately 22 kilometers of the River shore. As derived from the June 2001 minutes of the Historic Sites and Monuments Board of Canada (HSMBC), Victoria District was designated as a National Historic Site because:

"its cultural landscape represents an exceptional illustration in one concentrated area of major themes in Prairie settlement including the development of the fur trade, the

**Letter of Support
Inter-Provincial Nomination of the North Saskatchewan River
Canadian Heritage River System (CHRS)**

establishment of the Métis river lot system, the arrival of missions, Prairie agricultural development and the establishment of eastern European immigrants at the beginning of the 20th century."

Likewise, the Victoria Trail (a segment of the Fort Edmonton – Fort Garry/Winnipeg Trail, or Carlton Trail) runs adjacent to the River in many places, and has served as a connection between people, landscape, and the River for centuries, being utilized as the primary over-land method of travel by Indigenous peoples, Métis and Red River Carts, missionaries, and settlers, prior to the arrival of rail in Western Canada. The use of this trail network was designated a 'National Historic Event' by the NSMBC in 1972.

Indeed, prior to European settlement, the North Saskatchewan River held importance for First Nations peoples, for example, as a meeting place, a source of food and water, for navigation and travel, and commerce. Today, the River continues to serve as a cornerstone of our communities and economies.

People continue to seek out the River, including at the Métis Crossing interpretive center for music and jigging, gastro-tourism, reconnection to landscape, and to seek greater cultural understanding. The popular 'Paddle into the Past' program is an experience in which participants embark on a journey in a Voyageur Canoe, along the same route taken by historic fur traders and explorers such as Henry Alexander and David Thompson along the North Saskatchewan River.

We ought to safeguard the future of our North Saskatchewan River environment for the use, benefit, and enjoyment of future generations. Currently, only the headwaters of the North Saskatchewan River falling within the Banff National Park are recognized under the Canadian Heritage River System.

As such, we would support an inter-provincial nomination of the entire reach of the North Saskatchewan River for inclusion into the Canadian Heritage River System, and we implore our North Saskatchewan River neighbors spanning both the provinces of Alberta and Saskatchewan to lend their support as well.

Best Regards,

Craig Lukens

Craig Lukinuk
Reeve, Smoky Lake County

cell: 780-656-5449 / email: craiglukinuk@smokylakecounty.ab.ca
website: www.smokylakecounty.ab.ca

cc: • North Saskatchewan River Basin Council (Saskatchewan) • Mosquito Grizzly Bear's Head Lean Man First Nations

Letter of Support

**Inter-Provincial Nomination of the North Saskatchewan River
Canadian Heritage River System (CHRS)**

- Beardy's & Okemasis Cree First Nation
- Brazeau County
- City of Fort Saskatchewan
- City of Leduc
- City of North Battleford
- City of Prince Albert
- Clearwater County
- Colleen Young, MLA for Lloydminster
- County of Wetaskiwin
- Dane Lloyd, MP for Sturgeon River — Parkland
- David Hanson, MLA for Bonnyville-Cold Lake-St. Paul
- David Shepperd, MLA for Edmonton-City Centre
- Deron Bilous, MLA for Edmonton-Beverly-Clareview
- Dilbert Kirsch MLA for Batoche
- Frog Lake First Nation
- Garnett Genius, MP for Sherwood Park — Fort Saskatchewan
- Garth Rowsell, MLA for Vermillion-Lloydminster-Wainwright
- Gerald Soroka, MP for YELLOWHEAD
- Glenn Van Dijken, MLA for Athabasca-Barrhead-Westlock
- Heather McPherson, MP for Edmonton Strathcona
- Heather Sweet, MLA for Edmonton-Manning
- Herb Cox, MLA for The Battlefords
- Hon. Dale Nally, MLA for Morinville-St. Albert
- Hon. Dustin Duncan, MLA for Weyburn-Big Muddy, Minister of Environment
- Hon. Jason Nixon, MLA for Rimbey-Rocky-Mountain-House-Sundre, Minister for AEP
- Hon. Kaycee Madu, MLA for Edmonton-South West, Minister for Municipal Affairs
- Hon. Nadine Wilson, MLA for Saskatchewan Rivers,
- Hon. Rachel Notley, MLA for Edmonton-Strathcona
- Hon. Scott Moe, MLA for Rosthern-Shellbrook, Premier
- Jackie Armstrong-Homeniuk, MLA for Fort Saskatchewan-Vegreville
- Janis Irwin, MLA for Edmonton-Highlands-Norwood
- Muskeg Lake First Nation
- Nicole Rancourt, MLA for Prince Albert Northcote
- O'Chiese First Nation
- Onion Lake First Nation
- Parkland County
- Poundmaker First Nation
- Rakhi Pancholi, MLA for Edmonton-Whitemud
- Randy Hoback, MP for PRINCE ALBERT
- Randy Weekes, MLA for Biggar-Sask Valley
- RM of Battle River No. 438
- RM of Britannia No. 502
- RM of Buckland No. 491
- RM of Corman Park No. 344
- RM of Duck Lake No. 463
- RM of Eagle Creek No. 376
- RM of Eldon No. 471
- RM of Frenchman Butte No. 501
- RM of Garden River No. 490
- RM of Garden No. 490
- RM of Glenside No. 377
- RM of Great Bend No. 405
- RM of Laird No. 404
- RM of Leask No. 464
- RM of Mayfield No. 406
- RM of Mervin No. 499
- RM of North Battleford No. 437
- RM of Payton No. 470
- RM of Shellbrook No. 463
- RM of Turtle River No. 469
- Rosemarie Falk, MP for Battlefords — Lloydminster
- Saddle Lake First Nation
- Shannon Stubbs, MP for Lakeland
- Smoky Lake County Regional Heritage Board
- Smoky Lake Regional Community Economic Development Committee (RCDC)
- St. Paul County
- Strathcona County
- Sturgeon County
- Sturgeon Lake First Nation
- Sweetgrass First Nation
- Thorhild County
- Thunderchild First Nation
- Town and RM of Blaine Lake No. 434

Letter of Support
Inter-Provincial Nomination of the North Saskatchewan River
Canadian Heritage River System (CHRS)

- Joe Hargrave, MLA for Prince Albert-Carlton
- Jordan Walker, MLA for Sherwood Park
- Kelly Block, MP for Carlton Trail — Eagle Creek
- Kelly McCauley, MP for Edmonton — West
- Kerry Diotte, MP for Edmonton — Griesbach
- Lamont County
- Larry Duke, MLA for Cut-Knife-Turtleford
- Leduc County
- Little Pine Indian First Nation
- Lori Sigurdson, MLA for Edmonton-Riverview
- Lorne Dach, MLA for Edmonton-McClung
- Mark Smith, MLA for Drayton Valley-Devon
- Marlin Schmidt, MLA for Edmonton-Gold Bar
- Matt Jeneroux, MP for Edmonton — Riverbend
- Métis Crossing
- Métis Nation of Alberta
- Mike Lake, MP for Edmonton — Wetaskiwin
- Moosomin First Nation
- Town of Devon
- Town of Drayton Valley
- Town of Langham
- Town of Radisson
- Town of Rocky Mountain House
- Town of Smoky Lake
- Two Hills County
- Vermillion River County
- Victoria Settlement Provincial Historic Site
- Victoria Home Guard Historical Society
- Victoria Trail Agricultural Society
- Village of Borden
- Village of Caroline
- Village of Denholm
- Village of Elk Point
- Village of Maymont
- Village of Paradise Hill
- Village of Ruddell
- Village of Vilna
- Village of Waskatenau
- Wahpeton Dakota Nation & Prince Albert Grand Council
- Ziad Aboultaif, MP for Edmonton-Manning



PADDLE CANADA
PAGAIE CANADA

PO Box 126 Station Main
Kingston ON CANADA K7L 4V6
Toll-free: 1-888-252-6292
info@paddlingcanada.com
www.paddlingcanada.com



December ¹⁰12, 2019

North Saskatchewan Watershed Alliance (AB)
202-9440 49 Street
Edmonton, AB T6B 2M9

North Saskatchewan River Basin Council (SK)
Box 458
Hafford, SK, S0J 1A0

**RE: Letter of Support for Inter-Provincial Nomination of the
North Saskatchewan River for the Canadian Heritage River System (CHRS)**

To Whom It May Concern,

Further to the letter submitted by Smoky Lake County Council, dated October 30, 2019, I am pleased to provide this letter of support on behalf of Paddle Canada toward an inter-provincial nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS). Further to the North Saskatchewan Watershed Alliance *Heritage River Background Study* (2005):

"The Canadian Heritage River System is a cooperative venture between federal, provincial, and territorial governments designed to offer international, national, provincial and regional recognition to outstanding rivers in Canada that demonstrate exceptional examples of Canadian cultural, natural, and recreation values. The main objective is to ensure the long-term management of these rivers in order that their unique values are conserved for the continuing benefit and enjoyment of Canadians and visitors to Canada."

We agree that the River should be nominated on an inter-provincial basis under this program. Indeed, the entire reach of the Saskatchewan and North Saskatchewan Rivers are rich in cultural, natural, and recreation value. Our communities are greatly enhanced by the health and legacy of the River, which deserves to be both protected and celebrated.

Again, we support the nomination of the North Saskatchewan River for inclusion into the Canadian Heritage River System, and we are hopeful that other community partners and river neighbors will lend their support as well.

Best Regards,

Michelle McShane
Executive Director
Paddle Canada

cc: Smoky Lake County.

Dec. 9, 2019

North Saskatchewan River Basin Council (SK)
Box 458
Hafford, SK, S0J 1A0



**RE: Letter of Support for Inter-Provincial Nomination of the
North Saskatchewan River for the Canadian Heritage River System (CHRS)**

To Whom It May Concern,

Further to the letter submitted by Smoky Lake County Council, dated October 30, 2019, I am pleased to provide this letter of support on behalf of Paddle Alberta Society toward an inter-provincial nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS). Further to the North Saskatchewan Watershed Alliance *Heritage River Background Study* (2005):

"The Canadian Heritage River System is a cooperative venture between federal, provincial, and territorial governments designed to offer international, national, provincial and regional recognition to outstanding rivers in Canada that demonstrate exceptional examples of Canadian cultural, natural, and recreation values. The main objective is to ensure the long-term management of these rivers in order that their unique values are conserved for the continuing benefit and enjoyment of Canadians and visitors to Canada."

We agree that the River should be nominated on an inter-provincial basis under this program. Indeed, the entire reach of the Saskatchewan and North Saskatchewan Rivers are rich in cultural, natural, and recreation value. Our communities are greatly enhanced by the health and legacy of the River, which deserves to be both protected and celebrated.

Again, we support the nomination of the North Saskatchewan River for inclusion into the Canadian Heritage River System, and we are hopeful that other community partners and river neighbors will lend their support as well.

Best Regards,

A handwritten signature in blue ink, appearing to read "Karla Handy".

Karla Handy, Program Services Coordinator
Paddle Alberta Society

cc: North Saskatchewan Watershed Alliance
Smoky Lake County.



Métis
Nation of
Alberta

Item 5.1 Attachment 4 - Page 3 of 26
Office of the Provincial President

100 Delia Gray Building
11738 Kingsway Avenue
Edmonton AB T5G 0X5

Phone: 780 455 2200
Fax: 780 452 8946
www.albertametis.com

December 20, 2019



Kyle Schole
Planning, Development & Heritage Assistant, Smoky Lake County
4612 McDougall Drive
P.O. Box 310
Smoky Lake, AB T0A 3C0
Email: kschole@smokylakecounty.ab.ca

To Whom It May Concern:

Re: Letter of Support for Inter-Provincial Nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS) from the Métis Nation of Alberta (MNA)

Smoky Lake Regional Community Economic Development Committee (RCDC) that extends into other river neighbors and community partners along the North Saskatchewan River Watershed for support on inter-provincial nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS).

Within the Smoky Lake Region, the River flows past the Victoria District National Historic Site, Victoria Settlement, the Former Fort White Earth (Edmonton House III), and Métis Crossing, a site of extreme cultural significance to the Métis homeland.

The Métis Nation of Alberta supports this nomination of the North Saskatchewan River as it is significant to Métis culture, other community partners and neighbors along the river. The nomination of both the Saskatchewan and North Saskatchewan Rivers will ensure the long-term management of these rivers and that this area, rich in cultural, natural and recreational value, are conserved and protected for the continuing benefits and enjoyment of Canadians and visitors to Canada. This nomination will also support the broader spirit of collaboration between our communities to continue to work together towards maintaining ecological integrity along this area, support river health and wellness, and promote local and regional economic growth.

Sincerely,


Audrey Poitras
President
Métis Nation of Alberta


Dan Cardinal
Vice President
Métis Nation of Alberta



Office of the Mayor

December 19, 2019

North Saskatchewan Watershed Alliance (AB)
202-9440 49 Street
Edmonton, AB T6B 2M9

North Saskatchewan River Basin Council (SK)
Box 458
Hafford, SK S0J 1A0

**RE: Letter of Support for Inter-Provincial Nomination of the
North Saskatchewan River for the Canadian Heritage River System (CHRS)**

To Whom It May Concern,

Further to the letter submitted by Smoky Lake County Council, dated October 30, 2019, I am pleased to provide this letter of support on behalf of the City of Spruce Grove toward an inter-provincial nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS). Further to the North Saskatchewan Watershed Alliance *Heritage River Background Study* (2005):

"The Canadian Heritage River System is a cooperative venture between federal, provincial, and territorial governments designed to offer international, national, provincial and regional recognition to outstanding rivers in Canada that demonstrate exceptional examples of Canadian cultural, natural, and recreation values. The main objective is to ensure the long-term management of these rivers in order that their unique values are conserved for the continuing benefit and enjoyment of Canadians and visitors to Canada."

We agree that the River should be nominated on an inter-provincial basis under this program. Indeed, the entire reach of the Saskatchewan and North Saskatchewan Rivers are rich in cultural, natural, and recreation value. Our communities are greatly enhanced by the health and legacy of the River, which deserves to be both protected and celebrated.

Again, we support the nomination of the North Saskatchewan River for inclusion into the Canadian Heritage River System, and we are hopeful that other community partners and river neighbors will lend their support as well.

Sincerely,

Stuart Houston
Mayor

c: City of Spruce Grove Council
Smoky Lake County

The Community of Choice

16 January 2020

North Saskatchewan Watershed Alliance (AB)
202-9440 49 Street
Edmonton, AB T6B 2M9

North Saskatchewan River Basin Council (SK)
Box 458
Hafford, SK S0J 1A0

To Whom It May Concern,

RE: Letter of Support for Inter-Provincial Nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS)

Further to the letter submitted by Smoky Lake County Council, dated October 30, 2019, I am pleased to provide this letter of support on behalf of Aquality Environmental Consulting Ltd. toward an inter-provincial nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS). Further to the North Saskatchewan Watershed Alliance *Heritage River Background Study* (2005):

"The Canadian Heritage River System is a cooperative venture between federal, provincial, and territorial governments designed to offer international, national, provincial and regional recognition to outstanding rivers in Canada that demonstrate exceptional examples of Canadian cultural, natural, and recreation values. The main objective is to ensure the long-term management of these rivers in order that their unique values are conserved for the continuing benefit and enjoyment of Canadians and visitors to Canada."

We strongly agree that the North Saskatchewan River be nominated on an inter-provincial basis under this program. The entire reach of the Saskatchewan and North Saskatchewan Rivers are rich in cultural, natural, and recreation value. Our communities are greatly enhanced by the health and legacy of the River, which deserves to be both protected and celebrated.

Again, we support the nomination of the North Saskatchewan River for inclusion into the Canadian Heritage River System, and we are hopeful that other community partners and river neighbors will lend their support as well.

Yours truly,
AQUALITY ENVIRONMENTAL CONSULTING LTD.

Per:  _____

Jay S. White, M. Sc., P. Biol.
Principal





Victoria Home Guard Historical Society

Guard founded:1885 Incorporated:1997

December 12, 2019

NORTH SASKATCHEWAN WATERSHED ALLIANCE (AB)
202, 9440 - 49 STREET
EDMONTON, AB T6B 2M9

**RE: Letter of Support for Inter-Provincial Nomination of the
North Saskatchewan River for the Canadian Heritage River System (CHRS)**

To Whom It May Concern,

Smoky Lake County Council has asked the Victoria Home Guard Historical Society for a letter supporting a nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS). I was excited to present an historical view because the North Saskatchewan River is closely connected our **Victoria District National Historic Site of Canada (VDNHSC)** designation.

According to the Heritage River Background Study (2005):

"The Canadian Heritage River System is a cooperative venture between federal, provincial and territorial governments designed to offer international, national, provincial and regional recognition to outstanding rivers in Canada that demonstrate exceptional examples of Canadian cultural, natural and recreation values. The main objective is to ensure the long-term management of these rivers in order that their unique values are conserved for the continuing benefit and enjoyment of Canadians and visitors to Canada."

The North Saskatchewan River has significant historical value in the settlement of the West and especially in Smoky Lake County. The components of VDNHSC are rooted in its location along the river.

Aboriginal camps as old as 6000 years have been found at what became Victoria Settlement. The location was a traditional crossing of the Kis-is-sak-tche-wan—the Swift Current or North Saskatchewan River. Southern tribes crossed the river for fish in northern lakes, and northern Cree crossed for the buffalo to the south of the river. The camps were an important aboriginal meeting place.



Victoria Home Guard Historical Society

Guard founded:1885 Incorporated:1997

Fur traders came on the river and located where there was an aboriginal population and buffalo for food and clothing. The early Methodist missionaries also came by river and in 1862 established a mission at Victoria where there were potential converts. Soon after, in 1864, the Hudson's Bay established a fort at Victoria. Both the fur trade and the missionaries are factors in VDNHSC designation.

The northern section of the Carlton Trail, the overland route connecting Winnipeg and Edmonton, more or less followed the North Saskatchewan River. The Carlton Trail was the Red River Cart highway of the 19th century. The Victoria Trail is the last section of the Carlton Trail.

The Hudson's Bay Company replaced Red River Cart transport with steamboats on the North Saskatchewan because they were thought to be more efficient. Steamboats brought passengers, farm machinery, calico cloth, nails, bacon, salt, tea, gunpowder and more. The boats returned with fur, flour and lumber.

Starting in 1875 Victoria, later known as Pakan, was a destination on the steamboat route from Grand Rapids, Manitoba to Edmonton Alberta, on the North Saskatchewan. From 1909 to 1918 John Walter's steamer *City of Edmonton* hauled freight along the river from Edmonton, returning with grain and livestock. It was a common sight in this area.

Settlers came down the river to find their homesteads. The Watt family travelled on a scow to their homestead on the north bank of the river near Lobstick Settlement. Other families rafted downriver en-route to the Barr Colony near Lloydminster.

The North Saskatchewan River was a source of food and extra income for settlers. Those panning for gold on the river might earn two dollars per day. Settlers harvested and sold ice for summer food storage. The Andrew Creamery bought 600 tons of ice every year. At Pakan, ice sold for \$4.00 per ton. In the early years the river provided sturgeon, pickerel, gold-eye, jackfish and more, for food and recreation. Settlers picked berries along the river valley for food and for sale. In 1880, for example, the Whitfords of Victoria sold cranberries at \$9.00 for a large

box to Lovisa McDougall of Edmonton. We still pick berries locally in the river valley along the Victoria Trail.



Victoria Home Guard Historical Society

Guard founded:1885 Incorporated:1997

Building materials for the George McDougall Hospital at Pakan were floated down the North Saskatchewan on a scow that was later dismantled to become part of the hospital. Ferries built by John Walter in Edmonton were floated to various locations along the river in our county and beyond.

Smoky Lake County's famous river lot system originated in Métis settlement along the North Saskatchewan. The river lot system is an important feature in the VDNHSC designation.

The North Saskatchewan River played an important role in the development of our county and deserves to be included in the Canadian Heritage River System. The Victoria District National Historic Site owes its beginnings to the way the river brought features of western Canadian settlement together in the beautiful North Saskatchewan River valley.

Best Regards,

Elaine Breadon-Peiche

President,

Victoria Home Guard Historical Society (VHGH)

Encl: VHGH Map, 2019

cc: North Saskatchewan River Basin Council (SK)
 Brian Joubert, Senior Parks Planner, Alberta Environment and Parks
 Glenn Van Dijken, MLA for Athabasca-Barrhead-Westlock
 Hon. Jason Nixon, MLA for Rimbey-Rocky-Mountain-House-Sundre, Minister for AEP
 Métis Crossing
 Métis Nation of Alberta
 Shannon Stubbs, MP for Lakeland
 Smoky Lake County
 Town of Smoky Lake
 Tracy Draper, Director, Land Management Branch, Alberta Environment and Parks
 Victoria Settlement
 Victoria Trail Agricultural Society
 Village of Vilna
 Village of Waskatenau



29
November 5, 2019

NORTH SASKATCHEWAN WATERSHED ALLIANCE
202, 9440 – 49 STREET
EDMONTON, AB T6B 2M9



**RE: Letter of Support for Inter-Provincial Nomination of the
North Saskatchewan River for the Canadian Heritage River System (CHRS)**

To Whom It May Concern,

Further to the letter submitted by Smoky Lake County Council, dated October 30, 2019, we are pleased to provide this letter on behalf of the Smoky Lake Regional Community Economic Development Committee (RCDC) supporting an inter-provincial nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS). Further to the North Saskatchewan Watershed Alliance *Heritage River Background Study* (2005):

"The Canadian Heritage River System is a cooperative venture between federal, provincial, and territorial governments designed to offer international, national, provincial and regional recognition to outstanding rivers in Canada that demonstrate exceptional examples of Canadian cultural, natural, and recreation values. The main objective is to ensure the long-term management of these rivers in order that their unique values are conserved for the continuing benefit and enjoyment of Canadians and visitors to Canada."

We agree with Smoky Lake County Council that the North Saskatchewan River should be nominated on an inter-provincial basis under this program. Within the Smoky Lake Region, the River flows past the Victoria District National Historic Site and Victoria Settlement, and the Former Fort White Earth (Edmonton House III). Furthermore, the entire reach of both the Saskatchewan and North Saskatchewan Rivers are rich in cultural, natural, and recreation value. Our communities are enormously enhanced by the health and legacy of the River.

As such, we would support an inter-provincial nomination of the North Saskatchewan River for inclusion into the Canadian Heritage River System, and we are hopeful that other community partners and river neighbors will lend their support as well.

Sincerely,

Craig Lukinuk, Reeve, Smoky Lake County	Hank Holowaychuk Mayor, Town of Smoky Lake	Leo Chapdelaine Mayor, Village of Vilna	Casey Caron Mayor, Village of Waskatenau



Letter of Support
Inter-Provincial Nomination of the North Saskatchewan River
Canadian Heritage River System (CHRS)

RCDC contact:

Michelle Wright, Community Economic Development Officer (CEDO) cedo@smokylakeregion.ca 780 656 5398

- cc:
- North Saskatchewan River Basin Council (Saskatchewan)
 - Hon. Jason Nixon, MLA for Rimbey-Rocky-Mountain-House-Sundre, Minister for AEP
 - Glenn Van Dijken, MLA for Athabasca-Barrhead-Westlock
 - Lamont County
 - Saddle Lake First Nation
 - Shannon Stubbs, MP for Lakeland
 - Smoky Lake County
 - Town of Smoky Lake
 - Village of Waskatenau
 - Village of Vilna



TOWN OF ROCKY MOUNTAIN HOUSE

P O BOX 1509 5116 50 AVENUE ROCKY MOUNTAIN HOUSE AB T4T 1B2

June 17, 2020

North Saskatchewan Watershed Alliance (AB)
202-9440 49 Street
Edmonton, AB T6B 2M9

North Saskatchewan River Basin Council (SK)
Box 458
Hafford, SK, S0J 1A0

**RE: Letter of Support for Inter-Provincial Nomination of the
North Saskatchewan River for the Canadian Heritage River System (CHRS)**

To Whom It May Concern,

Further to the letter submitted by Smoky Lake County Council, dated October 30, 2019, I am pleased to provide this letter of support on behalf of the Town of Rocky Mountain House, Alberta, toward an inter-provincial nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS). Further to the North Saskatchewan Watershed Alliance *Heritage River Background Study* (2005):

"The Canadian Heritage River System is a cooperative venture between federal, provincial, and territorial governments designed to offer international, national, provincial and regional recognition to outstanding rivers in Canada that demonstrate exceptional examples of Canadian cultural, natural, and recreation values. The main objective is to ensure the long-term management of these rivers in order that their unique values are conserved for the continuing benefit and enjoyment of Canadians and visitors to Canada."

We agree that the River should be nominated on an inter-provincial basis under this program. Indeed, the entire reach of the North Saskatchewan River is rich in cultural, natural, and recreation value. Our communities are greatly enhanced by the health and legacy of the River, which deserves to be both protected and celebrated.

Again, we support the nomination of the North Saskatchewan River for inclusion into the Canadian Heritage River System, and we are hopeful that other community partners and river neighbors will lend their support as well.

Best Regards,

Mayor Tammy Burke

cc: Smoky Lake County (kschole@smokylakecounty.ab.ca)
Town Council
CAO





March 7, 2020

North Saskatchewan River Basin Council (SK)
Box 458
Hafford, SK S0J 1A0

Re: Letter of Support for Inter-Provincial Nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS)

To Whom It May Concern,

Further to the October 30, 2019 letter submitted by Smoky Lake County Council, our society is pleased to provide this letter of support toward an inter-provincial nomination of the North Saskatchewan River for inclusion in the Canadian Heritage River System (CHRS).

The vision and mission of our society is to advocate for the preservation and conservation of the North Saskatchewan River valley and its ravines within the municipal boundaries of the City of Edmonton. We work closely with those interested in preserving the river's natural heritage including residents, communities, government and Indigenous peoples.

We agree the North Saskatchewan River should be nominated on an inter-provincial basis under the Canadian Heritage River System. The entire reach of both the North and South Saskatchewan Rivers are rich in cultural, natural, and recreational value. The City of Edmonton is greatly enhanced by the health and legacy of the North Saskatchewan River, which deserves to be both protected and celebrated.

In closing, we support the nomination of the North Saskatchewan River for inclusion into the Canadian Heritage River System and are hopeful that other community partners and river neighbors will lend their support as well.

Sincerely yours,

Stephen Madsen, President
Board of Directors

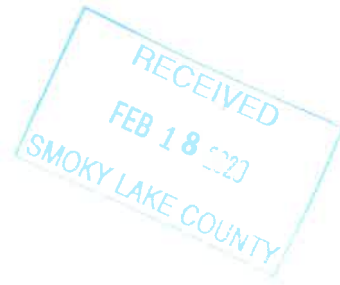
cc: Smoky Lake County

Scotia Place, Tower 3 - Suite 239, 10072 Jasper Avenue NW, Edmonton, AB T5J 1V8
nsrivervalley@gmail.com <https://www.facebook.com/NSRVCS/> <http://www.edmontonrivervalley.org/>

February 7, 2020

North Saskatchewan Watershed Alliance (AB)
202-9440 49 Street
Edmonton, AB T6B 2M9

North Saskatchewan River Basin Council (SK)
Box 458
Hafford, SK, S0J 1A0



**RE: Letter of Support for Inter-Provincial Nomination of the
North Saskatchewan River for the Canadian Heritage River System (CHRS)**

To Whom It May Concern,

Further to the letter submitted by Smoky Lake County Council, dated October 30, 2019, I am pleased to provide this letter of support on behalf of the Edmonton and District Historical Society toward an inter-provincial nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS). Further to the North Saskatchewan Watershed Alliance *Heritage River Background Study* (2005):

"The Canadian Heritage River System is a cooperative venture between federal, provincial, and territorial governments designed to offer international, national, provincial and regional recognition to outstanding rivers in Canada that demonstrate exceptional examples of Canadian cultural, natural, and recreation values. The main objective is to ensure the long-term management of these rivers in order that their unique values are conserved for the continuing benefit and enjoyment of Canadians and visitors to Canada."

We agree that the River should be nominated on an inter-provincial basis under this program. Indeed, the entire reach of the Saskatchewan and North Saskatchewan Rivers are rich in cultural, natural, recreation, and historical value. Our communities are greatly enhanced by the health and legacy of the River, which deserves to be both protected and celebrated.

Again, we support the nomination of the North Saskatchewan River for inclusion into the Canadian Heritage River System, and we are hopeful that other community partners and river neighbors will lend their support as well.

Best Regards,

Tim O'Grady
President, Edmonton and District Historical Society

cc: Smoky Lake County

Letter of Support
Inter-Provincial Nomination of the North Saskatchewan River
Canadian Heritage River System (CHRS)



SMOKY LAKE COUNTY REGIONAL HERITAGE BOARD

P.O. Box 310
4612 McDougall Drive
Smoky Lake, AB
T0A 3C0

Phone: 780-656-3730
1-888-656-3730
Fax: 780-656-3768
www.smokylakecounty.ab.ca

November 5, 2019

NORTH SASKATCHEWAN WATERSHED ALLIANCE (ALBERTA)
202, 9440 – 49 STREET
EDMONTON, AB T6B 2M9

**RE: Letter of Support for Inter-Provincial Nomination of the
North Saskatchewan River for the Canadian Heritage River System (CHRS)**

To Whom It May Concern,

Further to the letter submitted by Smoky Lake County Council, dated October 30, 2019, I am pleased to provide this letter on behalf of the Smoky Lake County Regional Heritage Board (SLCRHB) supporting an inter-provincial nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS). Further to the North Saskatchewan Watershed Alliance *Heritage River Background Study* (2005):

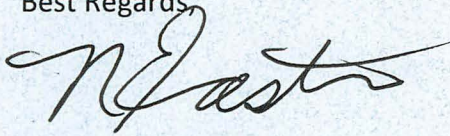
“The Canadian Heritage River System is a cooperative venture between federal, provincial, and territorial governments designed to offer international, national, provincial and regional recognition to outstanding rivers in Canada that demonstrate exceptional examples of Canadian cultural, natural, and recreation values. The main objective is to ensure the long-term management of these rivers in order that their unique values are conserved for the continuing benefit and enjoyment of Canadians and visitors to Canada.”

We agree with Smoky Lake County Council that the North Saskatchewan River should be nominated on an inter-provincial basis under this program. Within Smoky Lake County, the River flows past the Victoria District National Historic Site and Victoria Settlement Provincial Historic Site, and the Former Fort White Earth (Edmonton House III). Furthermore, the entire reach of both the Saskatchewan and North Saskatchewan Rivers are rich in cultural, natural, and recreation value. Our communities are enormously enhanced by the health and legacy of the River.

As such, we would support an inter-provincial nomination of the North Saskatchewan River for inclusion into the Canadian Heritage River System, and we are hopeful that other community partners and river neighbors will lend their support as well.

**Letter of Support
Inter-Provincial Nomination of the North Saskatchewan River
Canadian Heritage River System (CHRS)**

Best Regards,



Noreen Easterbrook
Chairperson,
Smoky Lake County Regional Heritage Board (SLCRHB)

cell: 780-656-5901 / email: eastklym@mcsnet.ca

website: <http://www.smokylakecounty.ab.ca/heritage.html>

cc:

- North Saskatchewan River Basin Council (Saskatchewan)
- Hon. Jason Nixon, MLA for Rimbey-Rocky-Mountain-House-Sundre, Minister for AEP
- Glenn Van Dijken, MLA for Athabasca-Barrhead-Westlock
- Lamont County
- Saddle Lake First Nation
- Shannon Stubbs, MP for Lakeland
- Smoky Lake County
- Town of Smoky Lake
- Victoria Home Guard Historical Society (VHGHS)
- Victoria Trail Agricultural Society
- Village of Waskatenau
- Village of Vilna

February 13, 2020

North Saskatchewan Watershed Alliance (AB)
202-9440 49 Street
Edmonton, AB T6B 2M9

Re: Letter of Support for the Inter-Provincial Nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS)

On behalf of CPP Environmental, I am pleased to provide this letter of support toward an inter-provincial nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS). Further to the North Saskatchewan Watershed Alliance *Heritage River Background Study* (2005):

"The Canadian Heritage River System is a cooperative venture between federal, provincial, and territorial governments designed to offer international, national, provincial and regional recognition to outstanding rivers in Canada that demonstrate exceptional examples of Canadian cultural, natural, and recreation values. The main objective is to ensure the long-term management of these rivers in order that their unique values are conserved for the continuing benefit and enjoyment of Canadians and visitors to Canada."

Our company is in Strathcona County, which is situated along the North Saskatchewan River (NSR). Our employees and their families live, work, and play within the NSR watershed. We have personally and collectively participated in canoe trips in the River from the Bighorn to the City of Edmonton, as well as the Sturgeon River, which is one of the major tributaries of the NSR; internationally-important events such as the Canadian Birkebeiner Race (annual event since 1985); and cycling trip within the river valley. We have worked with the Beaver Hills Initiative and the North Saskatchewan Alliance to study and conserve the river and its watershed. For example, our staff spent hundreds of hours cataloguing the water quality, macroinvertebrates, and fish and fish habitat in the Sturgeon River. All this time spent in the NSR, its tributaries, and watershed attest to the tremendous importance of the river for our company and its employees. Our communities are greatly enhanced by the health and legacy of the River, which deserves to be both protected and celebrated.

We agree that the River should be nominated on an inter-provincial basis under this program. Again, we support the nomination of the North Saskatchewan River for inclusion into the Canadian Heritage River System, and we are hopeful that other community partners and river neighbors will lend their support as well.

Best Regards,



Théo Charette, M.Sc., QAES
Director - CPP Environmental
780-570-5818
theo.charette@cppenv.ca

cc: Smoky Lake County

February 7, 2020

North Saskatchewan Watershed Alliance (AB)
202-9440 49 Street
Edmonton, AB T6B 2M9



North Saskatchewan River Basin Council (SK)
Box 458
Hafford, SK, S0J 1A0

**RE: Letter of Support for Inter-Provincial Nomination of the
North Saskatchewan River for the Canadian Heritage River System (CHRS)**

To Whom It May Concern,

I am writing on behalf of Municipal Planning Services (2009) Ltd. (MPS) to express our organization's full and sincere support for an inter-provincial nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS). As a professional community planning firm, we work with communities across Alberta to create vibrant and resilient places for current and future residents to grow, thrive and enjoy a high quality of life. The North Saskatchewan River has provided a focal point for settlement for countless generations in Alberta and sees continued development today.

Further to the North Saskatchewan Watershed Alliance *Heritage River Background Study* (2005):

The Canadian Heritage River System is a cooperative venture between federal, provincial, and territorial governments designed to offer international, national, provincial and regional recognition to outstanding rivers in Canada that demonstrate exceptional examples of Canadian cultural, natural, and recreation values. The main objective is to ensure the long-term management of these rivers in order that their unique values are conserved for the continuing benefit and enjoyment of Canadians and visitors to Canada.

We believe that the River meets the criteria set out above and should be nominated on an inter-provincial basis under this program. The entire reach of the Saskatchewan and North Saskatchewan Rivers are rich in cultural, natural, and recreation value. The Smoky Lake region is greatly enhanced by the health and legacy of the River, which deserves to be protected and celebrated.

Further to the letter submitted by Smoky Lake County Council, dated October 30, 2019, we support the nomination of the North Saskatchewan River for inclusion into the Canadian Heritage River System.

Yours truly,

Jane Dauphinee
B.A. | M.Plan | RPP | MCIP
Principal/Senior Planner
Municipal Planning Services (2009) Ltd.

cc: Smoky Lake County



February 3, 2020

North Saskatchewan Watershed Alliance (AB)
202-9440 49 St NW
Edmonton, AB T6B 2M9

2ND FLOOR, 10440 – 108 AVENUE
PRINCE OF WALES ARMOURIES HERITAGE CENTRE
EDMONTON, ALBERTA T5H 3Z9

PHONE: 780.429.0166
WWW.EDMONTONHERITAGE.CA

North Saskatchewan River Basin Council (SK)
Box 458
Hafford, SK, S0J 1A0

Re: Letter of Support for Inter-Provincial Nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS)

To Whom It May Concern,

I am pleased to provide this letter of general support for an inter-provincial nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS).

As an organization, Edmonton Heritage Council's essential work is to connect people to the stories of our city through our leadership, support, and programs. We do this by helping Edmontonians research, preserve, interpret, and advocate for our heritage. Edmonton was forged by the North Saskatchewan River, and it is an essential part of the city's heritage.

This is also the case for many other areas along the North Saskatchewan Rivers in Alberta and Saskatchewan. These communities would not exist as we know them without the legacy of the river. The cultural, natural, and recreation value of the North Saskatchewan is essential to life and culture in the prairie provinces. The Edmonton Heritage Council greatly appreciates efforts in seeking designation under this program to give this river the protection and celebration it so richly deserves.

Again, we support the nomination of the North Saskatchewan River for inclusion into the Canadian Heritage River System, and we are hopeful that other community partners and river neighbors will lend their support as well.

Respectfully,

David Ridley
Executive Director
Edmonton Heritage Council
dridley@edmontonheritage.ca
tel: 780 429-0166 ext. 232

CC: Kyle Schole, Smoky Lake County

January 16, 2020

North Saskatchewan Watershed Alliance (AB)
202-9440 49 Street
Edmonton, AB T6B 2M9

North Saskatchewan River Basin Council (SK)
Box 458
Hafford, SK, S0J 1A0



RE: **Letter of Support for Inter-Provincial Nomination of the
North Saskatchewan River for the Canadian Heritage River System (CHRS)**

To Whom It May Concern,

Further to the letter submitted by Smoky Lake County Council, dated October 30, 2019, I am pleased to provide this letter of support on behalf of Westlock County toward an inter-provincial nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS). Further to the North Saskatchewan Watershed Alliance *Heritage River Background Study* (2005):

"The Canadian Heritage River System is a cooperative venture between federal, provincial, and territorial governments designed to offer international, national, provincial and regional recognition to outstanding rivers in Canada that demonstrate exceptional examples of Canadian cultural, natural, and recreation values. The main objective is to ensure the long-term management of these rivers in order that their unique values are conserved for the continuing benefit and enjoyment of Canadians and visitors to Canada."

We agree that the River should be nominated on an inter-provincial basis under this program. Indeed, the entire reach of the Saskatchewan and North Saskatchewan Rivers are rich in cultural, natural, and recreation value. Our communities are greatly enhanced by the health and legacy of the River, which deserves to be both protected and celebrated.

Again, we support the nomination of the North Saskatchewan River for inclusion into the Canadian Heritage River System, and we are hopeful that other community partners and river neighbors will lend their support as well.

Sincerely,



Lou Hall,
Reeve

cc: Smoky Lake County



Village of Marwayne
Box 113, 210 2nd Ave N
Marwayne, AB T0B 2X0

780-847-3962 P
780-847-3324 F
marwayne@mcsnet.ca

marwayne.ca

November 18, 2019

NORTH SASKATCHEWAN WATERSHED ALLIANCE
202, 9440 – 49 STREET
EDMONTON, AB T6B 2M9

**RE: Letter of Support for Inter-Provincial Nomination of the
North Saskatchewan River for the Canadian Heritage River System (CHRS)**

To Whom It May Concern,

Further to the letter submitted by Smoky Lake County Council, dated October 30, 2019, we are pleased to provide this letter of support on behalf of the Village of Marwayne toward an inter-provincial nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS). Further to the North Saskatchewan Watershed Alliance *Heritage River Background Study* (2005):

"The Canadian Heritage River System is a cooperative venture between federal, provincial, and territorial governments designed to offer international, national, provincial and regional recognition to outstanding rivers in Canada that demonstrate exceptional examples of Canadian cultural, natural, and recreation values. The main objective is to ensure the long-term management of these rivers in order that their unique values are conserved for the continuing benefit and enjoyment of Canadians and visitors to Canada."

We agree that the River should be nominated on an inter-provincial basis under this program. Indeed, the entire reach of the Saskatchewan and North Saskatchewan Rivers are rich in cultural, natural, and recreation value. Our communities are greatly enhanced by the health and legacy of the River, which deserves to be both protected and celebrated.

Again, we support the nomination of the North Saskatchewan River for inclusion into the Canadian Heritage River System, and we are hopeful that other community partners and river neighbors will lend their support as well.

Best Regards,


Cheryl Eikeland
Mayor, Village of Marwayne

CC: North Saskatchewan River Basin Council (Saskatchewan)



Serving our Residents since 1914

January 20, 2020

North Saskatchewan Watershed Alliance (AB)
202-9440 49 Street
Edmonton, AB T6B 2M9

North Saskatchewan River Basin Council (SK)
Box 458
Hafford, SK, S0J 1A0



**RE: Letter of Support for Inter-Provincial Nomination of the
North Saskatchewan River for the Canadian Heritage River System (CHRS)**

To Whom It May Concern,

Further to the letter submitted by Smoky Lake County Council, dated October 30, 2019, I am pleased to provide this letter of support on behalf of the Village of Clyde toward an inter-provincial nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS). Further to the North Saskatchewan Watershed Alliance *Heritage River Background Study* (2005):

"The Canadian Heritage River System is a cooperative venture between federal, provincial, and territorial governments designed to offer international, national, provincial and regional recognition to outstanding rivers in Canada that demonstrate exceptional examples of Canadian cultural, natural, and recreation values. The main objective is to ensure the long-term management of these rivers in order that their unique values are conserved for the continuing benefit and enjoyment of Canadians and visitors to Canada."

We agree that the River should be nominated on an inter-provincial basis under this program. Indeed, the entire reach of the Saskatchewan and North Saskatchewan Rivers are rich in cultural, natural, and recreation value. Our communities are greatly enhanced by the health and legacy of the River, which deserves to be both protected and celebrated.

Again, we support the nomination of the North Saskatchewan River for inclusion into the Canadian Heritage River System, and we are hopeful that other community partners and river neighbors will lend their support as well.

Best Regards,

Jaye Parrent
Finance and Assistant CAO

cc: **Smoky Lake County**



December 12, 2019

North Saskatchewan Watershed Alliance (AB)
202-9440 49 Street Edmonton, AB T6B 2M9

North Saskatchewan River Basin Council (SK)
Box 458 Hafford, SK, S0J 1A0

**RE: Letter of Support for Inter-Provincial Nomination of the
North Saskatchewan River for the Canadian Heritage River System (CHRS)**

To Whom It May Concern,

Further to the letter submitted by Smoky Lake County Council, dated October 30, 2019, I am pleased to provide this letter of support on behalf of the Northeast Alberta Information HUB (Alberta HUB) toward an inter-provincial nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS). Further to the North Saskatchewan Watershed Alliance *Heritage River Background Study* (2005):

“The Canadian Heritage River System is a cooperative venture between federal, provincial, and territorial governments designed to offer international, national, provincial and regional recognition to outstanding rivers in Canada that demonstrate exceptional examples of Canadian cultural, natural, and recreation values. The main objective is to ensure the long-term management of these rivers in order that their unique values are conserved for the continuing benefit and enjoyment of Canadians and visitors to Canada.”

We agree that the River should be nominated on an inter-provincial basis under this program. Indeed, the entire reach of the Saskatchewan and North Saskatchewan Rivers are rich in cultural, natural, and recreation value. Our communities are greatly enhanced by the health and legacy of the River, which deserves to be both protected and celebrated.

Again, we support the nomination of the North Saskatchewan River for inclusion into the Canadian Heritage River System, and we are hopeful that other community partners and river neighbors will lend their support as well.

Best Regards,

Steve Upham
Chair Northeast Alberta Information HUB (Alberta HUB)

cc: Smoky Lake County

January 24, 2020

North Saskatchewan Watershed Alliance (AB)
202-9440 49 Street
Edmonton, AB T6B 2M9

North Saskatchewan River Basin Council (SK)
Box 458
Hafford, SK S0J 1A0

**RE: Letter of Support for Inter-Provincial Nomination of the
North Saskatchewan River for the Canadian Heritage River System (CHRS)**

To Whom It May Concern,

Further to the letter submitted by Smoky Lake County Council, dated October 30, 2019, I am pleased to provide this letter of support on behalf of Travel Alberta toward an inter-provincial nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS). Further to the North Saskatchewan Watershed Alliance *Heritage River Background Study* (2005):

"The Canadian Heritage River System is a cooperative venture between federal, provincial, and territorial governments designed to offer international, national, provincial and regional recognition to outstanding rivers in Canada that demonstrate exceptional examples of Canadian cultural, natural, and recreation values. The main objective is to ensure the long-term management of these rivers in order that their unique values are conserved for the continuing benefit and enjoyment of Canadians and visitors to Canada."

We agree that the River should be nominated on an inter-provincial basis under this program. Indeed, the entire reach of the Saskatchewan and North Saskatchewan Rivers are rich in cultural, natural, and recreation value. Our communities are greatly enhanced by the health and legacy of the River, which deserves to be both protected and celebrated.

Again, we support the nomination of the North Saskatchewan River for inclusion into the Canadian Heritage River System, and we are hopeful that other community partners and river neighbors will lend their support as well.

Best Regards,



Royce Chwin
CEO

cc: Smoky Lake County



December 23, 2019

North Saskatchewan Watershed Alliance (AB)
202-9440 49 Street
Edmonton, AB T6B 2M9

North Saskatchewan River Basin Council (SK)
Box 458
Hafford, SK, S0J 1A0

**RE: Letter of Support for Inter-Provincial Nomination of the
North Saskatchewan River for the Canadian Heritage River System (CHRS)**

To Whom It May Concern,

Further to the letter submitted by Smoky Lake County Council, dated October 30, 2019, I am pleased to provide this letter of support on behalf of the Town of Stony Plain toward an inter-provincial nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS). Further to the North Saskatchewan Watershed Alliance *Heritage River Background Study* (2005):

“The Canadian Heritage River System is a cooperative venture between federal, provincial, and territorial governments designed to offer international, national, provincial and regional recognition to outstanding rivers in Canada that demonstrate exceptional examples of Canadian cultural, natural, and recreation values. The main objective is to ensure the long-term management of these rivers in order that their unique values are conserved for the continuing benefit and enjoyment of Canadians and visitors to Canada.”

We agree that the River should be nominated on an inter-provincial basis under this program. Indeed, the entire reach of the Saskatchewan and North Saskatchewan Rivers are rich in cultural, natural, and recreation value. Our communities are greatly enhanced by the health and legacy of the River, which deserves to be both protected and celebrated.

Again, we support the nomination of the North Saskatchewan River for inclusion into the Canadian Heritage River System, and we are hopeful that other community partners and river neighbors will lend their support as well.

Sincerely,

A handwritten signature in blue ink, consisting of a stylized 'W' and 'C' followed by a horizontal line.

Mayor William Choy

cc: Smoky Lake County

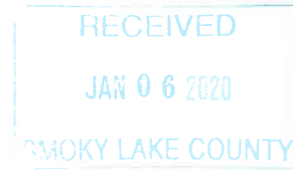


Town of Marshall
17 Main Street, Box 125
S0M 1R0

December 18, 2019

North Saskatchewan Watershed Alliance (AB)
202-9440 49 Street
Edmonton, AB T6B 2M9

North Saskatchewan River Basin Council (SK)
Box 458
Hafford, SK, S0J 1A0



**RE: Letter of Support for Inter-Provincial Nomination of the
North Saskatchewan River for the Canadian Heritage River System (CHRS)**

To Whom It May Concern,

Further to the letter submitted by Smoky Lake County Council, dated October 30, 2019, I am pleased to provide this letter of support on behalf of **Town of Marshall** toward an inter-provincial nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS). Further to the North Saskatchewan Watershed Alliance *Heritage River Background Study* (2005):

"The Canadian Heritage River System is a cooperative venture between federal, provincial, and territorial governments designed to offer international, national, provincial and regional recognition to outstanding rivers in Canada that demonstrate exceptional examples of Canadian cultural, natural, and recreation values. The main objective is to ensure the long-term management of these rivers in order that their unique values are conserved for the continuing benefit and enjoyment of Canadians and visitors to Canada."

We agree that the River should be nominated on an inter-provincial basis under this program. Indeed, the entire reach of the Saskatchewan and North Saskatchewan Rivers are rich in cultural, natural, and recreation value. Our communities are greatly enhanced by the health and legacy of the River, which deserves to be both protected and celebrated.

Again, we support the nomination of the North Saskatchewan River for inclusion into the Canadian Heritage River System, and we are hopeful that other community partners and river neighbors will lend their support as well.

Best Regards,

Mayor, Town of Marshall

cc: Smoky Lake County

**Letter of Support
Inter-Provincial Nomination of the North Saskatchewan River
Canadian Heritage River System (CHRS)**



ALBERTA
ENVIRONMENT AND PARKS

107863

OCT 23 2020

*Office of the Minister
Government House Leader
MLA, Rimbey-Rocky Mountain House-Sundre*

Reeve Craig Lukinuk
Smoky Lake County
PO Box 310
4612 McDougall Driver
Smoky Lake AB T0A 3C0
craiglukinuk@smokylakecounty.ab.ca

Dear Reeve Lukinuk:

Thank you for your letter regarding the nomination of a portion of the North Saskatchewan River under the Canadian Heritage Rivers System.

Alberta Environment and Parks supports your group's effort to nominate this river and, as the jurisdictional representative, we will make the formal nomination on your behalf. A heritage river designation would reflect the care and stewardship that local governments and stakeholders have undertaken along the river corridor, and help local municipalities and businesses promote the natural beauty, rich cultural history, and myriad recreation and tourism opportunities in your region.

Once the nomination is endorsed by the Canadian Heritage Rivers System Board of Directors, the next step is for Smoky Lake County to prepare a nomination document with relevant information and background studies. The Canadian Heritage Rivers System is a grassroots, locally driven program in Alberta. Alberta Environment and Parks will support your efforts where possible, and share available data about natural, cultural and recreation/tourism values pertinent to the river.


I applaud your efforts in pursuing this nomination, and for assembling substantial local and regional support in this regard.

Sincerely,

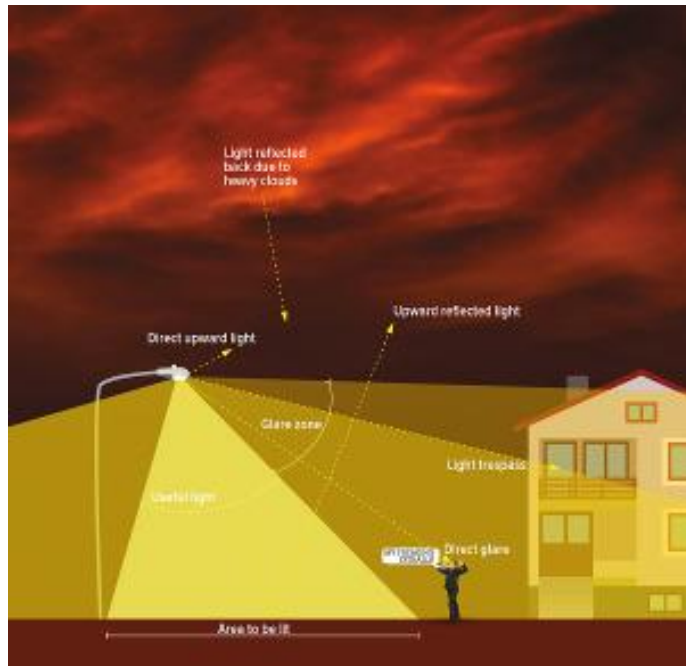
A handwritten signature in blue ink, appearing to read 'Jason Nixon'.

Jason Nixon
Minister

cc: Tracy Draper, Alberta Environment and Parks
Brian Joubert, Alberta Environment and Parks

ISSUE FOR INFORMATION		DATE	October 29, 2020	5.2
TOPIC	<p>International Dark-Sky Association (IDA) Designation</p> <div data-bbox="776 327 1183 520" data-label="Image">  </div>			
PROPOSAL	<p>That Smoky Lake County Council RECOMMEND proceeding in principal with investigating the Nomination/Designation process for International Dark-Sky Association (IDA) Designation.</p>			
BACKGROUND	<p><i>"An IDA International Dark Sky Community is a town, city, municipality or other legally organized community that has shown exceptional dedication to the preservation of the night sky through the implementation and enforcement of a quality outdoor lighting ordinance, dark sky education and citizen support of dark skies. Dark Sky Communities excel in their efforts to promote responsible lighting and dark sky stewardship and set good examples for surrounding communities. " - Source: IDA Website</i></p> <p>International Dark-Sky Association (IDA)</p> <ul style="list-style-type: none"> The IDA is the recognized authority on light pollution and is the leading organization combating light pollution worldwide. <ul style="list-style-type: none"> Vision: The night sky, filled with stars, is celebrated and protected around the world as a shared heritage benefiting all living things. Purpose: To protect the night from light pollution. Approach: We will realize our vision by guiding strategy, monitoring results, and supporting aligned actions among IDA chapters, volunteers, and other stakeholders. By providing leadership, tools and resources for individuals, policymakers, and industry, we will reduce light pollution and promote responsible outdoor lighting that is beautiful, healthy, and functional. Values: In all our words and deeds we are guided by our core values. Passion: We are enthusiastic advocates for the night that benefits all living things, and its star-filled sky. Credibility: We base our actions in evidence – where it is lacking, we proceed cautiously and support rigorous inquiry. Relationships: We build enduring relationships to find solutions that benefit everyone. Consensus: We strive for consensus and invite public participation. Inclusion: We believe the night sky is a shared global heritage for every person for all time. Nonpartisan: We work to advance public policy without regard to political 			

- **Key Terms:**
 - **Light Pollution:** Any adverse effect or impact attributable to artificial light at night. This affects:
 - Wildlife & Ecosystems
 - Energy Waste
 - Crime Prevention
 - Night Sky Heritage
 - Human Health
 - **Artificial Light:** Light, ranging in wavelength from the ultraviolet to the near-infrared, that is caused, directed, or used by humans for any purpose.



DESIGNATION

- The International Dark Sky Places Program offers five types of designations:
 - **International Dark Sky Communities:** Communities are legally organized cities and towns that adopt quality outdoor lighting ordinances and undertake efforts to educate residents about the importance of dark skies.
 - **International Dark Sky Parks:** Parks are publicly- or privately-owned spaces protected for natural conservation that implement good outdoor lighting and provide dark sky programs for visitors.
 - **International Dark Sky Reserves:** Reserves consist of a dark “core” zone surrounded by a populated periphery where policy controls are enacted to protect the darkness of the core.
 - **International Dark Sky Sanctuaries:** Sanctuaries are the most remote (and often darkest) places in the world whose conservation state is most fragile.
 - **Urban Night Sky Places:** UNSPs are sites near or surrounded by large urban environs whose planning and design actively promote an authentic nighttime experience in the midst of significant artificial light at night, and that

	<p>otherwise do not qualify for designation within any other International Dark Sky Places category.</p> <p>Town of Bon Accord – Dark Sky Community, Designated 2015</p> <ul style="list-style-type: none"> In an effort to expand the reach of Bon Accord's brand and its appeal as a destination for tourists and new residents alike the Town has embraced the principles of dark sky preservation to maintain the quality of its night sky, which occupies a place in the lower reaches of the IDA Bronze-tier despite its proximity to the Edmonton metro area. "By applying for this designation," the Bon Accord application proclaims, "the Town wants to permanently affirm its commitment to preserving the night sky for generations of children and stargazers to come." <p>ATTACHMENTS:</p> <ul style="list-style-type: none"> Guidance & Best Practices: Dark Sky Planning – An Introduction for Local Leaders. © ATTACHMENT 1 International Dark Sky Community Program Guidelines © ATTACHMENT 2 International Dark Sky Place (IDSP) Application Process © ATTACHMENT 3 Dark Sky Assessment Guide © ATTACHMENT 4
CORRELATION TO BUSINESS (STRATEGIC) PLAN	
<p>Economic Development: Victoria District Economic Development Strategy Bylaw 1372-20.</p> <p>Values: Integrity, Sustainability/Stability, Pride, Fairness, Freedom</p> <p>Vision: Leading the way in positive growth with healthy, sustainable, rural living.</p> <p>Mission: Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.</p>	
<p>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</p>	<ul style="list-style-type: none"> <u>Smoky Lake County Land Use Bylaw 1272-14</u> <u>Alberta Municipal Government Act R.S.A. 2000 Ch. M-26</u> <u>Smoky Lake County Regional Heritage Board Bylaw 1236-11</u> <u>Victoria District National Historic Site of Canada Commemorative Statement of Integrity (CIS), 2008</u> <u>Smoky Lake Regional Heritage Survey & Inventory, 2012</u> <u>Smoky Lake County Designation of Municipal Historic Resources Policy 61.15.01</u> <u>Smoky Lake County 20-Year Heritage Management Plan Policy 61.20.01</u> <u>Smoky Lake County and Town of Smoky Lake Victoria District Economic Development Strategy Bylaw 1372-20/006-2020.</u>
BENEFITS	<ul style="list-style-type: none"> International exposure for Smoky Lake County and the Region, enhanced

	<p>marketability on-par with Waterton National Park and Jasper National Park</p> <ul style="list-style-type: none"> • Opportunities for unlocking of grants • Enhanced community participation, awareness, and pride • Nature and land-based tourism development
DISADVANTAGES	<ul style="list-style-type: none"> • Staff time • May require proposed changes to Land Use Bylaw
ALTERNATIVES	<ul style="list-style-type: none"> • Take no action or defer
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: _____ Budget Available: _____ Budgeted Costs: _____	Capital Costs: _____ Source of Funds: _____ Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	<ul style="list-style-type: none"> • Collaboration with/among: <ul style="list-style-type: none"> ○ Environment Canada ○ Alberta Environment and Parks (AEP) ○ Smoky Lake County Regional Heritage Board (SLCRHB) ○ Victoria Home Guard Historical Society (VHGHS) ○ Metis Nation of Alberta (MNA)
COMMUNICATION STRATEGY	<ul style="list-style-type: none"> • Grapevine • Website • Social Media • Media Release/News Article
RECOMMENDATION	
<p>That Smoky Lake County Council RECOMMEND proceeding in principal with investigating the Nomination/Designation process for International Dark-Sky Association (IDA) Designation.</p>	

GUIDANCE & BEST PRACTICES

DARK SKY PLANNING

AN INTRODUCTION FOR LOCAL LEADERS



**WORKFORCE
SERVICES**
HOUSING & COMMUNITY
DEVELOPMENT
COMMUNITY
DEVELOPMENT OFFICE





Special thanks for review and consultation on this document:

John Barentine, *International Dark Sky Association*, Director of Public Policy

Bettymaya Foott, *International Dark Sky Association*, Director of Engagement



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INTRO

“Appreciation for dark skies is entering the social consciousness. Light pollution is one of the only types of pollution that’s completely and immediately reversible. I don’t think we’ll realize the value of seeing the Milky Way, until it’s gone.”

**Bettymaya Foott,
International Dark Sky
Association, Director of
Engagement¹**

THE DISAPPEARING NIGHT

When we think of natural resources, few of us think of darkness. Centuries ago, when human settlements were relatively free of artificial lighting, the moon and stars dominated the night sky. Street lighting as we know it began approximately 300 years ago with oil lamps placed on wooden poles. By the 19th century, gas lamps came into use and by the 20th century the utilization of artificial electric lamps was widely spread.

Advances in lighting technology have slowly flooded our world with light, and city nightscapes are now dominated by the artificial lighting of buildings, streets, signs, parking lots and open spaces. The stars and constellations are outshone by the light emanating from human development and even the brightest constellations are no longer fully visible to residents in and around large cities whose artificial glow can be seen from over 200 miles away.² While artificial lights are important for safety, sense of security, and navigation, light pollution results when lighting is excessive or inappropriately used.³

3000 BC
CANDLES



1700s
OIL LAMPS



1790s
GAS LIGHTING




1880s
ELECTRIC LIGHTING



1960s
LED LIGHTING






Light pollution has become synonymous with population growth, urbanization and human development. As one of the fastest growing states in the nation, Utah's population is projected to reach over 5.8 million people by 2065. Much of that growth will be concentrated within the four Wasatch Front urban core counties, including Weber, Davis, Salt Lake, and Utah Counties, but projections show significant geographic expansion outwards. All 29 counties are projected to grow over the next 50 years.⁴ The majority of Utahns, along with the majority of the world's population, will live in urbanized areas without regular access to dark, star-filled skies.

For naturally darker and less-populated rural areas, dark sky protection is an important opportunity to preserve an ever-shrinking natural resource and capitalize on economic benefits including energy cost savings, night sky-based tourism, and increased property values.

Light pollution is a threat because of the negative effects on humans and the environment as well as long-term consequences, such as biodiversity, economic, and cultural loss, that cannot easily be reversed.⁵ However, in contrast to other types of pollution, the negative effects of light pollution can be mitigated easily and cost-effectively.⁶

Utah is home to some of the darkest skies in the nation and is a national leader in dark sky protection and preservation. Many Utahns recognize natural nighttime darkness as an important natural resource and understand the economic, ecological and cultural value of protecting the dark. This guide will help decision makers, community leaders, and residents understand the value of dark skies, provide important guidelines and resources in regards to their preservation and protection, and highlight a variety of dark sky efforts throughout the state.





THE BASICS OF DARK SKIES

LIGHT POLLUTION

Most of us think of light pollution as the inability to see the stars from within a city but it includes other things such as glare on roadways at night, or unwelcome light from a neighbor's porch light falling into a bedroom window making it difficult to sleep. These are all aspects of light pollution that are related to legitimate uses of light at night, but create consequences that are unintended and usually considered to be intrusive.

The International Dark-Sky Association (IDA), the leading non-profit organization dedicated to preserving night skies, defines light pollution as, “any adverse or unintended effect of the use of artificial light at night, including sky glow, glare, light trespass, light clutter, decreased visibility at night, and energy waste.”⁷ Today light pollution is a growing, global problem and is the result of poor lighting design and simple over use.

The ability to recognize poor lighting design and determine whether lighting is appropriate or excessive is the first step towards choosing appropriate solutions. For a more in-depth guide on identifying light pollution look for the **Dark Sky Assessment Guide: Evaluation Methods, Tools, & Resources** available at cpdarkskies/resources. For a quick overview of light pollution watch "**What is Light Pollution**" available at <https://vimeo.com/325249584>

TYPES OF LIGHT POLLUTION



LIGHT TRESPASS When light falls where it is not wanted or needed. Use fully shielded light fixtures whenever possible.



GLARE Intense and blinding light that reduces visibility and causes discomfort. Direct light downwards and use the lowest adequate light intensity.



CLUTTER Excessive groupings of light sources that are bright and confusing. Only direct lighting onto desired areas and avoid excessive lighting.



SKYGLOW The brightening of the night sky over inhabited areas. Use fully shielded light fixtures, direct light downwards, use the lowest adequate light intensity, and optimize lighting placement.

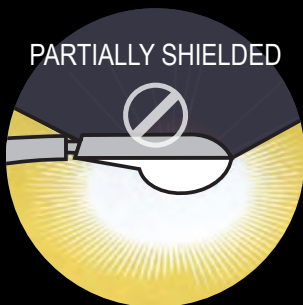
DARK SKY LIGHTING BASICS

Raising the awareness of local decision-makers and the general public about light pollution-related issues can contribute significantly to a general acceptance of (or even demand for) lighting policies and regulations.⁹ Effective policies and regulations come from an understanding of proper lighting design standards. These basic design standards can be described as a “three-legged stool”¹⁰ and form the basis for dark-sky-friendly lighting and policy decisions.



The “Three-legged stool”

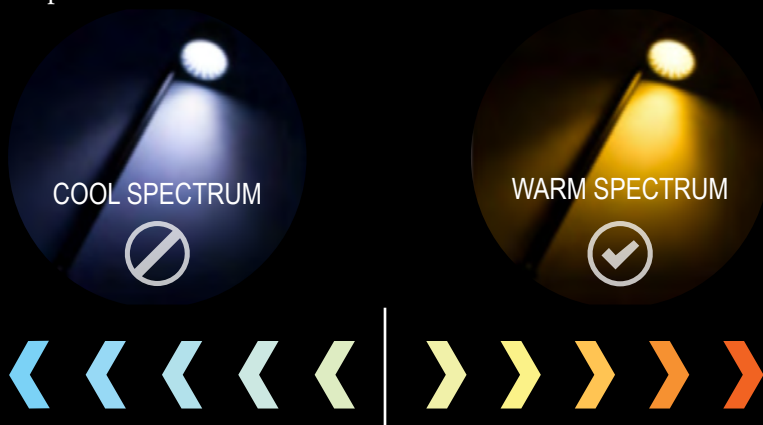
1- SHIELDING OF FIXTURES Downward pointing, fully shielded lighting keeps unwanted light from escaping into surrounding areas and the sky above. They direct the light onto the desired areas and limit glare. Outdoor lighting should be “fully shielded,” meaning no light emitted above a 90 degree angle. The more directed towards the intended subject, the better. Fully shielded lighting can be purchased or retrofitted.



”Generally, use lighting where it’s needed, when it’s needed, and only as bright as needed.”

2- AMOUNT OF LIGHT Outdoor lighting can easily become excessive. Limiting the total amount of installed lighting can help reduce light pollution. Designing for the appropriate amount of lighting includes shining lights down instead of up, directing light only onto desired areas, and using the lowest adequate bulb intensity. Timers, motion sensors, dimmer switches, and turning lights off when not in use can all contribute to darker skies, and in many cases, reduce municipal and property owner electrical costs.

3- LIGHTING COLOR The color of the light is important as well. Blue-rich lighting brightens the night sky more than warm colored lighting and researchers are beginning to connect blue light emission to negative health effects in people and greater problems for wildlife. The IDA recommends using warm, amber-colored lighting with a color temperature of 3000 Kelvin or less. Look at product packaging to determine color temperature.



ESSENTIAL TAKEAWAYS

- **LIGHT ONLY WHAT YOU NEED:** Use fully shielded fixtures. Shine lights down, not up. Direct lighting at desired areas. Be strategic with lighting and only use it where needed.
- **LIGHT ONLY WHEN YOU NEED:** Install timers, motion sensors, and dimmer switches, and turn off lights when not in use.
- **LIGHT ONLY HOW MUCH YOU NEED:** Use the right amount of light. Save electricity by using the lowest adequate wattage bulbs. Too much light is wasteful, impairs vision, and can be costly.
- **LIGHT ONLY HOW YOU NEED:** Use long-wavelength lights with a red or yellow tint to minimize negative health effects. Use warmer colored bulbs, like yellow or amber instead of white. Avoid bluish light, which is known to have a variety of negative effects.



LIGHT EMITTING DIODES (LEDs)

LEDs are essentially very small light bulbs that fit into an electrical circuit. In many communities, LEDs are replacing conventional high-intensity discharge (HID) lamp types for outdoor lighting. The improved quality and lower prices make LEDs a very efficient alternative to HID lamps, but the central deficiency of early generation LEDs is that they emit an excessive amount of blue light.¹⁵ Outdoor lighting with high blue content is more likely to contribute to light pollution, increase glare and compromise human vision. Blue light at night has also been shown to adversely affect human health and wildlife behavior.¹⁶ Today, a new generation of 3,000 K “warmer color” LED products are available.

ENERGY SAVINGS

Some of the most persuasive arguments for improved lighting management are economic. Globally, outdoor lighting makes up approximately eight percent of global energy use with about 60 percent of that wasted as unneeded, overlit or poorly aimed lighting.¹² In the United States, approximately one-third of all lighting is wasted, and estimates suggest that nearly \$7 billion dollars of energy is wasted as light pollution annually.¹³ For every \$100 spent operating a dusk-to-dawn light fixture, \$45 is wasted on light that never reaches the ground.¹⁴

Cities are now realizing the benefits of eliminating this energy waste through higher-quality, better-designed lighting. Today there are many energy efficient lighting alternatives that, when combined with proper design, can significantly reduce energy costs. The **IDA provides outdoor lighting basics** on their website, as well as information on where to find energy efficient and dark-sky friendly lighting. Visit www.darksky.org/lighting/lighting-basics for more information.

"...The bottom line for planners and elected officials is what's good for dark skies also saves money, by making sure light is used most efficiently—including the most effective ways to improve public safety."

John Barentine, IDA Director of Public Policy¹¹

RETURN ON INVESTMENT (ROI)

The benefits of using more energy efficient lighting such as Light Emitting Diodes (LEDs) and adaptive lighting can be assessed through a Return on Investment (ROI) analysis. The following is a general overview of a city's ROI when investing in more energy efficient lighting and controls.

$$\text{Simple ROI} = \frac{(\text{Gain} - \text{Cost})}{\text{Cost}} \times 100$$

Formula:

For an LED retrofit of 97,500 street lights we would assume the following to define the ROI:

Gain from Investment

1. Luminaire life will be 20 years
2. 50% reduction in power consumption: \$3.25m x 20 years = \$32.5m
3. Maintenance costs will be reduced by 60 percent as the majority of these costs are for re-lamping - \$3.54m x 20 years = \$35.5m
4. Total gain \$32.5m + \$35.5m = \$68m plus a factor of 1.2 to include power cost rise and increase labor costs = \$81.6M

Cost of Investment

1. Assume luminaire cost of \$500
2. Assume installation of \$60
3. Total cost \$560 x 97,500 = \$54.6m

$$\text{Simple ROI} = \frac{(\$81.6\text{m} - \$54.6\text{m})}{\$54.6\text{m}} \times 100 = 49.4\%$$

The simple ROI from an LED retrofit would be approximately 50 percent. These costs and ROI are approximate and would require extensive study and evaluation to define further. The ROI should be considered an order of magnitude at best and will need to be verified by individual cities.


PROPERTY VALUE

Light trespass, the unwanted or unneeded invasion of light, is an issue because it interferes with a property owner's private enjoyment and use of his or her own land. Commercial property owners also face problems when outside light sources interfere with their business such as drive-in theaters, apartment complexes or other business entities. For the scientific world, light pollution disrupts and limits research conducted in astronomical observatories.¹⁸

Dark skies can also enhance property values due to the scarcity of dark, starry skies. In select Western real estate listings, dark skies are even being used as a key selling point. Sedona, AZ for example, enjoys higher property values from being proactive about preserving dark skies. A recent Sedona property description

included, "Private sunbathing during day- incredible red rock views and Dark Sky telescope observations at night!"¹⁹ In Colorado, a new development called Summit Sky Ranch is building dark-sky preservation standards into the community's overall design, including streetlights and an observatory. Home prices start around \$600,000 compared to Denver's median home price of \$350,000. Incorporating dark sky ordinances into their design has contributed to the new development's overall attractiveness to potential buyers.²⁰



A large, white and black telescope is mounted on a black tripod. It is positioned in the foreground, angled upwards towards a starry night sky. In the background, there are silhouettes of people and trees, suggesting an outdoor night sky viewing event. The sky is filled with numerous stars and some faint nebulae.

"Crucially, from an economic standpoint, the single most important thing about dark-sky tourism is that it necessitates one or more overnight stays."

Mitchell and Gallaway (2019)⁷⁴

ASTRO-TOURISM

According to the New World Atlas of Artificial Night Sky Brightness, nearly 80 percent of North Americans cannot see the Milky Way due to light pollution.²² Places where the night skies are free from artificial light pollution have become increasingly popular tourist destinations. Astronomical Tourism, or "Astro Tourism," is a form of nature-based tourism specifically concerned with the viewing of celestial objects, space and the physical universe. Astro-tourism is also one of the most sustainable forms of tourism.

While high levels of light pollution can be seen in the more populous areas of the U.S., primarily along the east and west coasts, there are also regions which exhibit very little light pollution, such as

the Intermountain West.²³ Utah has many prime "dark sky friendly" places where tourism is already an important economic driver such as local gateway communities (defined as communities within 60 miles of a national park). In 2016, 14.4 Million park visitors spent an estimated \$1.1 Billion in local gateway regions while visiting NPS lands in Utah. These expenditures supported a total of 17.9 Thousand jobs, \$546.7 Million in labor income, \$886.1 Million in value added, and \$1.6 Billion in economic output in the Utah economy.²⁴


One of the many benefits of astro-tourism is that it generally leads to one or more overnight stays. According to the National Park Service (NPS) the average spending per-party per-day for a local day



trip is \$40.63. This price rises to over \$430 for parties staying overnight in an NPS lodge and a little over \$290 for those staying in motels outside parks. One study suggested that, “from an economic standpoint, the single most important thing about dark-sky tourism is that it necessitates one or more overnight stays.”²⁵ Overnight stays naturally lead to increased spending by visitors and astro-tourism programs and activities increase the incentive to stay overnight.²⁶

In addition, astro-tourism can increase the number of visitors during the off-peak seasons since it is not a seasonally dependent activity. In fact, night sky viewing in winter is often better because of longer nights and greater clarity. More sustained

periods of tourism activity ultimately provide local businesses with a steadier source of income and allow for a more efficient use of park and community resources.²⁷ Astro-tourism combined with dark sky designations, programs, and proactive planning efforts can attract new visitors and added revenue. In Utah, state parks managers have found that changing to night sky-enhancing fixtures and bulbs brings significant benefits to their parks’ wildlife species, visitor experiences and revenue streams.²⁸

A full-page background image showing a person standing on a rocky ridge, looking up at a starry night sky. The Milky Way is visible, arching across the sky. The person is silhouetted against the bright, star-filled sky. The foreground consists of dark, rocky terrain.

ASTRO-TOURISM IN BRYCE CANYON

A 2011 study²⁹ of astro-tourism in Bryce Canyon National Park found that a dark sky can be an important resource for a natural park—especially when combined with dark sky programming. Bryce Canyon National Park offers a variety of astronomy and night sky programs, and during the 2010 fiscal year 14,552 park visitors participated in one or more of Bryce Canyon’s night sky activities and 146,847 park visitors stayed overnight.

In 2016, over 5.5 million people visited an International Dark Sky Park or a park within the International Dark Sky Places Program accreditation process in Utah. Based on statistics from the

Bryce Canyon study, of those 5.5 million people a potential of 61,500 visitors would have participated in astronomy related programming (if available) and approximately 621,875 visitors would have stayed overnight. Data also suggest that park visitors will seek out dark sky parks more frequently than they have done in previous years.³⁰ For national and state parks that have dark skies as a natural resource, astro-tourism represents an opportunity to expand park visitation—especially as dark skies become scarcer throughout the world.

“Having internationally recognized dark skies bolsters our ability to attract more visitors and offer more night programming which results in more people enjoying our parks at more times of the day.”

Fred Hayes, Former Utah State Parks Director²¹

Annual Park Recreation Visitation
BRYCE CANYON NATIONAL PARK 1979–2017



Data Source: National Park Service



CIRCADIAN DISRUPTION

One of the results of light pollution is increased exposure to both indoor and outdoor artificial light-at-night (ALAN). Scientists are just beginning to understand the negative impacts that excessive nighttime light exposure can have on human health. The circadian clock, or 24-hour day/night cycle, affects important physiologic processes in almost all organisms. Disruption of these important biological processes are associated with sleep-wake disorders, psychiatric disorders, cardiovascular diseases, immunological disorders, metabolic disorders, obesity and cancer progression. Studies show that the circadian system is most sensitive to short wavelengths, such as blue-rich light emitted from LED lighting at night time.³¹

Light-emitting diode (LED) lighting is transforming the way we light our cities and towns while drastically improving how we use energy and light outdoor spaces at night. However, with these advances in technology comes an obligation to manage these changes responsibly and sustainably.³⁴

AMA GUIDANCE TO REDUCE LED STREET

LIGHTING Many communities are adopting LED lighting without an understanding of proper lighting design and engineering features. In June of 2016 the American Medical Association (AMA) released an official policy statement³² about street lighting: warm it and dim it. The AMA recognizes the detrimental human and environmental effects of blue-rich white light specifically related to high-

intensity LED lighting design. In addition to its ill effects on human health, the blue light increases nighttime glare, discomfort and visual disability, and heightens safety concerns for drivers and pedestrians. The AMA encourages communities to limit blue light, use proper shielding to minimize glare, and to utilize the ability of LED lighting to be dimmed for off-peak time periods³³.

SAFETY

One of the main goals of night lighting is to increase safety, however, “bright” lighting does not necessarily mean “safer” lighting. Bright, glaring lights create sharp contrast between light and darkness, making the area outside of the illuminated area difficult to see. Sharp contrasts between light and darkness also create deep shadows that offer concealment. Additionally, nighttime glare from bright, blue-rich street lights heightens safety concerns, driver discomfort and visual impairment.

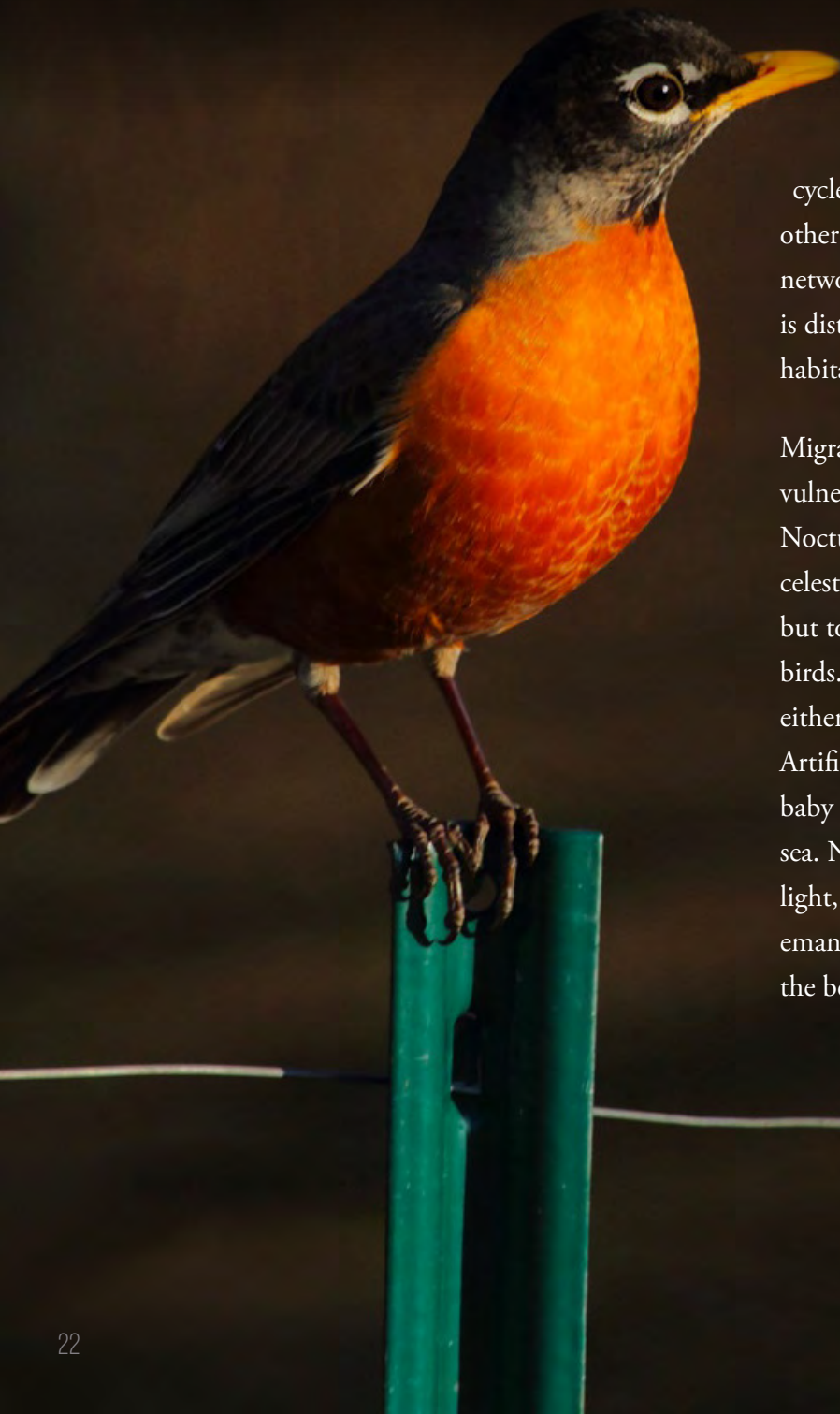
There is a strong tendency to light up property in the name of safety and security—especially in smaller towns. In fact, relative to their populations, small towns actually emit more light per capita than their urban counterparts. Most people believe that more, brighter light at night improves safety, but there is no scientific evidence to support this popular opinion.³⁵ The appropriate use of “dark-sky friendly” lighting will actually improve overall safety.³⁶ Lower lighting levels, warmer light temperatures, and better coverage are safer lighting methods.



Bright, unshielded lights can increase visual impairment at night.



Images: George Fleener




NATURAL ECOSYSTEMS

Humans are not the only ones who are adversely affected by light pollution. Wildlife and other organisms use natural light as both a resource and a source of information about their environment.³⁷

Artificial light disrupts these natural processes and cues in both plants and animals. Prolonged exposure to artificial lighting prevents trees from adjusting to changing seasons and can alter behaviors, foraging areas, and breeding cycles for insects, turtles, birds, fish, reptiles and other wildlife species.³⁸ Ecosystems are complex networks of interacting organisms; when one species is disturbed by light pollution, the chain of an entire habitat can be harmed.

Migrant birds, especially nocturnal migrants, are vulnerable to fatal light attraction to artificial lights. Nocturnal migrants naturally use constellations and celestial cues as a way to guide their flight pattern but today's abundant artificial lights confuse the birds. Each year countless birds are being killed by either flying off course or colliding with buildings. Artificial lighting on the beach can fatally misguide baby sea turtles as they make their way back to the sea. Newly hatched turtles are naturally attracted to light, but when they are confused by artificial light emanating from nearby cities, they wander lost on the beach and are eaten by waiting predators.³⁹

A close-up photograph of a reindeer running through a snowy field. The reindeer has a blue ear tag with the letters 'O.S.' on its right ear. Its mouth is slightly open, and its eyes are focused forward. In the background, other reindeer are visible, slightly out of focus.

*“We are just now understanding the nocturnality of many creatures...
Not protecting the night will destroy the habitat of many animals.”*

Chad Moore, formerly of the National Park Service

REINDEER EYES Researchers in Norway and England have found that one part of a reindeer’s eye changes color in winter in order to increase the sensitivity of the animal’s vision. During the summer months the eye is a golden color, and during winter the eye color changes to blue. For Arctic reindeer living near the University of Tromsø in Norway, there is a third eye color possibility - green. Lighting from town and reflection of light off of clouds keeps the reindeer habitat dimly lit and never truly dark. As a result, the researchers believe, the eyes of these reindeer cannot shift fully to blue.⁴⁰ The disruption of natural processes and hormone levels in reindeer and other animals adversely affect their natural behaviors and leads to problems with natural hormone regulation, reproduction, adaptation and survival.



HERITAGE AND RURAL CHARACTER

Star gazing has been a human pastime since ancient times. The ancients interpreted constellations and arrangements of the stars and planets that they saw in the night sky to have important meaning for themselves and their families. Similarly, night skies were important to the Native Americans and early settlers. As light pollution becomes more prevalent, the ability of humans to view and enjoy the night sky diminishes. This has subtle but significant cultural impacts, especially for future generations.^{42 43}

Communities recognize, appreciate, and work to protect their unique and beautiful night skies often from a cultural, value-based perspective.

The Utah Community Development Office recently assisted the Town of Leeds in conducting a community-wide survey, and without any prompting, several respondents mentioned dark skies specifically.

TOWN OF LEEDS SURVEY RESPONSES

Question A: What two things do you appreciate most about living in your community?

Responses:

- No street lights so I can see the night sky - yay!
- Views by day and night sky
- The “quietness” and dark conditions in town that make the night sky very unique in a great way.
- See night stars/ lack of light pollution
- Peace and quiet, dark nights
- Low light pollution
- Dark skies / beautiful views

Question B: How do you think leadership and the community can best address the two things you would like to change ?

Responses:

- Discourage excess lights (uplit homes) we want to see stars at night, not bright lights
- Lights! Use downward facing shields on all outdoor lights (dark skies initiative)

Question C: Please describe your desired future for your community in one sentence.

Response:

- Would like to see Silver Reef area west of freeway remain bedroom community with open space and see stars at night

AN INTERVIEW WITH DANIEL BULLETTTS SPECIAL PROJECTS DIRECTOR, KAIBAB BAND OF PAIUTE INDIANS

How would you describe your community?

- Words to describe my reservation are remote, quiet, untouched, and just plain wonderful. We are a 30-minute drive to the grocery store and a one hour drive to the nearest Walmart. There are certain sections on the reservation where new constructions are permitted but the rest of the 122,000 acres remains untouched. The Paiute are caretakers of the land because we come from the land, live off the land, and then go back to the land. Preserving things at ground level also preserves things at sky level and the two are very much connected.

Why is dark sky conservation important to your community?

- For the tribe it is different than for cities and towns in many ways. We see “sky” conversation as a teaching tool to help us reconnect with songs, stories, dances and the spirituality of what the dark night really means to my Paiute people. Our songs, stories and dances connect us to our surroundings both during the day and night. We look at conservation of the sky through a cultural connectedness aspect which incorporates many different things. A more modern aspect is that we do have a lighting ordinance which affects all new construction on the reservation. The ordinance applies to our new RV park, billboard signs, and tribal homes.

Learn more about the world's first **IDA Dark Sky Nation** at <https://www.darksky.org/the-worlds-first-ida-dark-sky-nation/>

Dark skies matter to many diverse communities and cultures throughout the Intermountain West. However, an appreciation for the night sky is not enough to protect it; action must be taken. The following section discusses how to plan for dark skies, the International Dark Sky Places Program, and how to build momentum in your community.

What is your community doing about dark sky conservation?

- Since our 2015 designation we have been uncovering songs, stories and dances related to the night sky. The songs, stories and dances are structured around our Bighorn Sheep to which we have songs and dances that have not been done since the 40's and stories that have not been told since the 50's.
- This year we will be teaching our youth the dances, songs, and stories. It has been a four-year struggle to relearn and find people willing to put their time into helping teach a forgotten, important piece of our culture that was considered lost until the [dark sky] designation happened.

What do you need to be successful?

- A core group of people willing to commit time and energy into all that needs to be done to make events, classes, or projects happen in fun and friendly ways.

What advice would you share with another community?

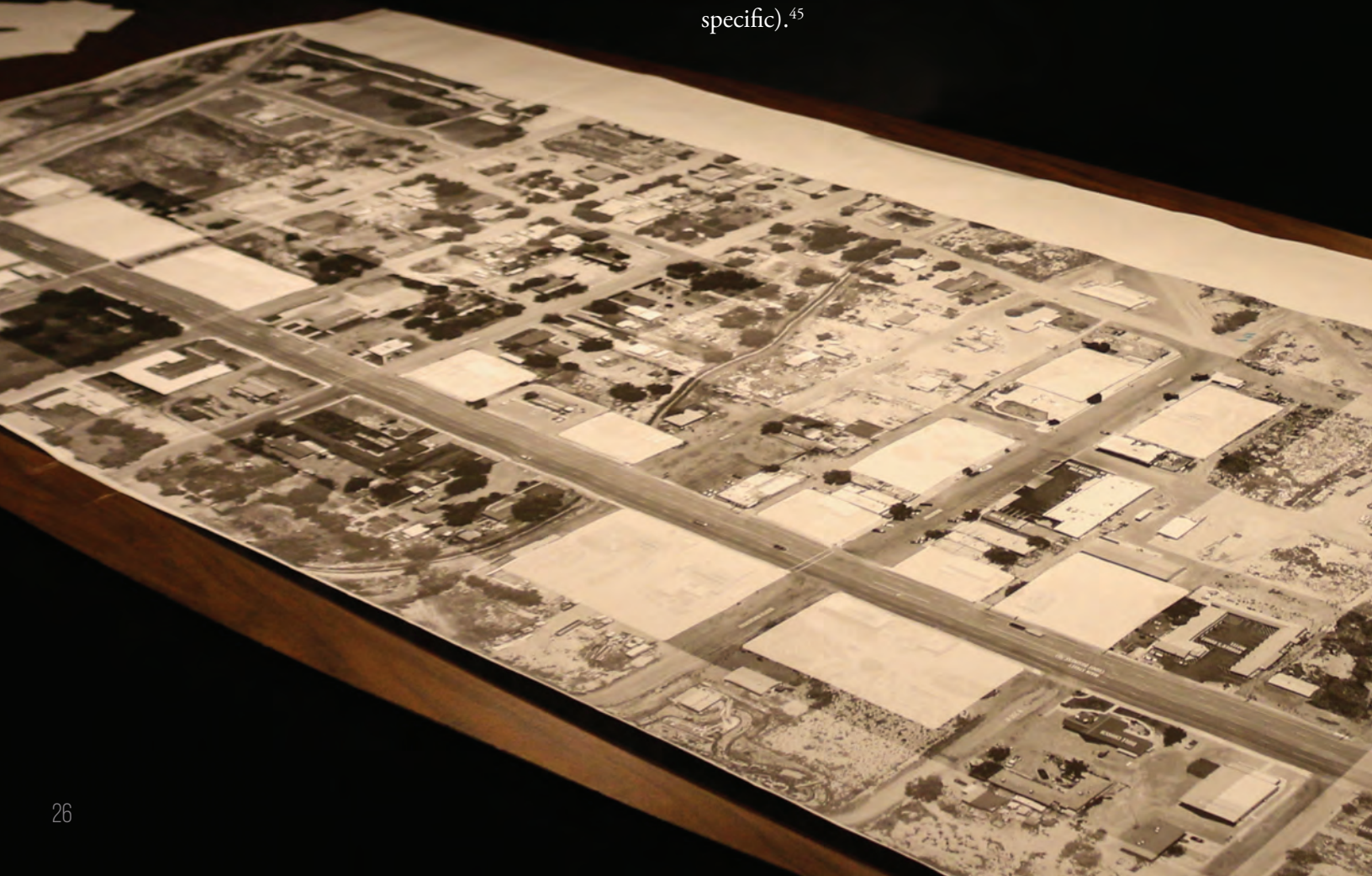
- Paiutes have a saying “one person speaks, one person listens. Many people speak, many people listen.” So, in other words, one person can not do it alone and it will take many people to help spread the word of the importance of dark sky conservation.



Planning and community effort are essential to accomplish a sustained reduction of light pollution and conservation of the night sky.⁴⁴ Just as with other types of land use planning, planning for dark skies includes administrative code (the how) and zoning (the where).

OUTDOOR LIGHTING CODE

The principal purpose of most lighting regulation is to limit light pollution, promote energy conservation, regulate outdoor lighting fixtures, and to create a unifying, community-wide approach to outdoor lighting. The more effective your lighting code, the more successful your reduction of light pollution. Note that lighting codes can be enacted at different governmental levels—from state (most general), to county, or community and even down to a development project or neighborhood (most specific).⁴⁵



EFFECTIVE ORDINANCES INCLUDE⁴⁶

- Definitions
- Standards
- Exemptions
- Procedures
- Compliance methods
- Enforcement
- Actions in cases of violation

The IDA, in partnership with the Illuminating Engineering Society of North America (IES), jointly designed a **Model Lighting Ordinance (MLO)**⁴⁷ to address the need for strong, consistent outdoor lighting regulation in North America. An additional resource for model lighting code is the **Pattern Outdoor Lighting Code v2.0**⁴⁸ recommended by the Flagstaff Dark Sky Coalition. For good, general guidance and background for effectively tailoring a lighting code to meet local priorities, see the **IDA Outdoor Lighting Code Handbook**.⁴⁹

For a breakdown of what a lighting ordinance is, the different formats it may take, links to example ordinances, and best practices see **Lighting Ordinance Walkthrough**.

LIGHTING ZONES

Lighting zones define areas where general conditions related to lighting uses are sufficiently different to merit some differences in lighting standards in the lighting code.⁵⁰ Lighting zones can be approached in three ways:

LAND-USE ZONING APPROACH Also referred to as Euclidean Zoning, the Land-use Zoning approach is based on the concept of single-use zones. With this approach, lighting code is tied closely to the different land-use zoning categories (such as heavy commercial or single-family detached residential).

RELATIONSHIP AND PROXIMITY APPROACH

Lighting zones can be based on relation to or proximity to a particular resource (such as an observatory or park. These kinds of overlay zones are also common around airports, though primarily for airport safety considerations).

COMBINED APPROACH A third option combines the land-use zoning and relationship/proximity approaches. Commercial zoning near an observatory would be considered one lighting zone, whereas in an urban surrounding the same commercial zoning would be considered a different lighting zone.



OVERLAY ZONING Lighting zones are often defined as overlay zones. Overlay zoning is a regulatory tool that creates a special zoning district placed over an existing base zone(s) which identifies special provisions in addition to those in the underlying base zone.⁵¹ This means that the lighting zones “overlay” but are different from land-use zoning. This makes it easier to integrate lighting code into existing ordinances or codes and cross-reference to other applicable codes and ordinances such as electrical code, sign code or planning ordinances. After deciding upon an approach, the IDA recommends the use of five outdoor lighting zones for codes and ordinances.⁵³

LZ0: No ambient lighting—areas where the natural environment will be seriously or adversely affected.

LZ1: Low ambient lighting—areas where the natural environment might be adversely affected by lighting.

LZ2: Moderate ambient lighting—areas where lighting may typically be used for safety, security and convenience but it is not necessarily uniform or continuous.

LZ3: Moderately high ambient lighting—areas where lighting is generally desired for safety, security and convenience and is usually uniform and continuous.

LZ4: High ambient lighting—Lighting is considered generally necessary for safety, security and convenience.

For greater detail on the five recommended lighting zones see the **Joint IDA-IESNA Model Lighting Ordinance (MLO) User’s Guide**.

LIGHTING CODE ENFORCEMENT All code, including lighting code, requires enforcement. Lighting code enforcement is essential to achieving a sustained reduction of light pollution and conservation of the night sky. Communities should adopt an enforcement framework and strategy that outlines their intended means of enforcing the code. Enforcement methods vary significantly based on a community’s size, resources, culture and needs. Enforcement strategies that match capacity and community culture will be most successful.⁵⁴

Typical lighting code enforcement may require:

1. Redirection of the luminaire
2. Shielding of the light source
3. Redesign or relocation of the luminaire
4. Replacement of the luminaire with a conforming luminaire
5. Removal of the luminaire
6. Penalties such as fines

“Regulation at the state level is necessary to ensure that minimum standards are met across the state. It is important to have these minimum standards, but it is also important to give local areas a chance to formulate their own additional rules and regulations.”

Andrea L. Johnson



THE INTERNATIONAL DARK SKY PLACES PROGRAM

An important part of dark sky planning in the Intermountain West is the International Dark Sky Places Program. The Dark Sky Places Program was started in 2001 by the IDA to encourage parks and communities around the world to preserve and protect dark skies through responsible lighting policies and education. The International Dark Sky Places Program offers five types of designations.⁵⁵

1. International Dark Sky Communities are legally organized cities and towns that adopt quality outdoor lighting ordinances and undertake efforts to educate residents about the importance of dark skies.
2. International Dark Sky Parks are publicly or privately-owned spaces protected for natural conservation that implement good outdoor lighting and provide dark sky programs for visitors.
3. International Dark Sky Reserves consist of a dark “core” zone surrounded by a populated periphery where policy controls are enacted to protect the darkness of the core.

4. International Dark Sky Sanctuaries are the most remote (and often darkest) places in the world, whose conservation states are most fragile.
5. Dark Sky Developments of Distinction recognize subdivisions, master planned communities and unincorporated neighborhoods and townships whose planning actively promotes a more natural night sky but does not qualify them for the International Dark Sky Community designation.

The International Dark Sky Places Program also offers independent, third-party certification under a transparent, no-fee based evaluation process.

For more information and how to apply visit:

www.darksky.org/idspl/



Building momentum for local municipal policy initiatives requires action from leaders, citizens and other stakeholders. The following are actions taken by municipalities that have successfully limited light pollution and adopted dark sky policies and regulations.

HOW CAN WE BUILD MOMENTUM?

COMMIT Commitment means making dark sky preservation a priority and becoming actively involved.

EDUCATE AND SHARE INFORMATION

Without an understanding of why light pollution is a problem and what the benefits of preserving dark skies are, it can be difficult to gain community support. Educate leaders, planners, local governments and individuals about light pollution. Talk openly about the problem and address concerns.

PERFORM A DARK SKY ASSESSMENT

A dark sky assessment identifies problem areas and provides benchmarks for determining the effectiveness of lighting improvements and energy savings. For more information, tools and resources on performing an assessment see [Dark Sky Assessment Guide](#).

SURVEY A survey is a great tool for gauging people's understanding about dark skies as well as their opinion. A survey can highlight common concerns, common questions and common values. Use a survey to gauge public interest and support.

CREATE AN ACTION PLAN You eat an elephant one bite at a time. Establish realistic goals and objectives and follow a timeline. Organization and collaboration are key.

DEMONSTRATE ENERGY COST SAVINGS

Calculating potential energy savings and payback for upgrade conversions is an effective way to gain support and to illustrate the benefits of energy-efficient lighting.

FORM A SUPPORT GROUP Forming a dark sky coalition or interest group will unite stakeholders and community members and build support around shared goals. Involve the IDA, a dark sky interest group, or astronomy club and let them know of your efforts and goals. Talk to and involve your local energy provider. For a case study on the topic visit: <https://www.darks skiescolorado.org/newdarks skiesgroup>

RAISE FUNDS Cost is a common barrier to local initiatives and planning efforts. Options include raising money through crowd-sourcing and promotion. Many organizations, institutes, student groups and government agencies are able to provide support and guidance for free or at a minimal cost. Your local energy provider may be willing to decrease rates on certain lighting types and help with lighting conversions. For recommendations on creating a strategic donation plan visit: <https://www.darksidescolorado.org/strategic-donation-plan>

ADOPT LIGHTING CODE AND DARK SKY BEST PRACTICES Lighting code establishes lighting design standards. The more effective your lighting code, the more successful your reduction of light pollution and sustained dark sky conservation.

ADOPT PROPER LIGHTING DESIGN STANDARDS Replace or retrofit existing lighting so that it follows dark sky lighting basics. Talking to your local energy provider will be key to determining what is feasible and to create a plan. If funds are tight, work in phases by assigning priority to different areas, such as main street or public facilities. Lighting design standards will be an important part of your lighting code.

ENFORCE DARK SKY PROTECTION Develop a plan for enforcing lighting code and make provision for future updates and improvements to your code. Enforcement is key!

PROMOTE A "DARK-SKY" CULTURE AND BRANDING Is your community known for something? If not, a dark sky designation presents an opportunity to create a unique brand and culture. A unique culture and brand can be the mechanisms that attracts new residents, visitors and businesses to an area.

THINK REGIONALLY, BUT ACT LOCALLY Dark sky preservation is inherently a regional issue. One municipality or park can make a significant difference, but efforts to minimize light pollution will be far more effective if regionalism is recognized and efforts expand beyond one location's boundaries.

THE FIRST IDA DARK SKY COMMUNITY

FLAGSTAFF, AZ

In 2001 the community of Flagstaff, AZ was awarded the first “International Dark Sky Community” designation by the International Dark sky Association (IDA). Flagstaff’s efforts to protect dark skies go back to 1958 when the city banned advertising searchlights - enacting one of the world’s first laws to protect night skies. Today, dimmed lights are an integral part of the city’s culture.⁵⁷

Each year the city hosts the annual “Flagstaff Star Party” which brings dark sky experiences to residents and visitors from across the Southwest and around the world. The Star Party’s goal is to share the wonder of Flagstaff’s dark skies with those who may not have the opportunity to view starry skies because of light pollution. Up to 30 telescopes are hosted by amateur and professional astronomers from the Flagstaff area for visitors to view the beauty and wonder of the night sky.⁵⁸

Flagstaff is divided into zones with specific lighting regulations for each zone. Regulations include requirements for maximum lumens per acre, shielded light fixtures, and even different classes of light. New businesses are required to comply with the city’s lighting standards. Visit <https://cpdarkskies.files.wordpress.com/2019/11/dark-sky-community-overview-1.pdf> for an overview of the International Dark Sky Community Program.





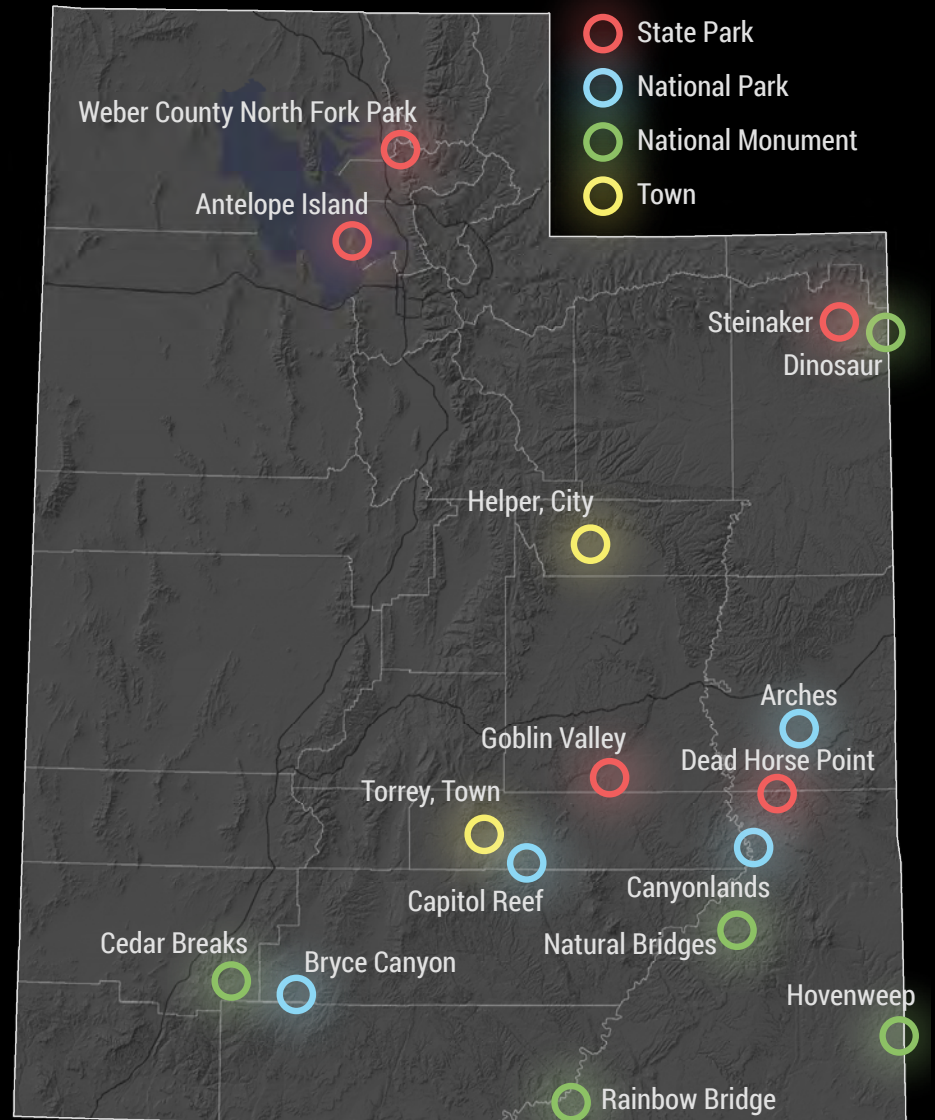
Utah leads the world with fourteen certified International Dark Sky Parks, two International Dark Sky Communities (Torrey - January 12, 2018 and Helper - April 1, 2020), and multiple parks and communities currently working through the accreditation process. The number of Utah designations continues to grow as more parks and communities enter into the International Dark Sky Places Program.⁵⁶

DARK SKY PARKS IN UTAH

Antelope Island State Park
 Arches National Park
 Bryce Canyon National Park
 Canyonlands National Park
 Capitol Reef National Park
 Cedar Breaks National Monument
 Dead Horse Point State Park
 Dinosaur National Monument
 Goblin Valley State Park
 Hovenweep National Monument
 Natural Bridges National Monument
 Rainbow Bridge National Monument
 Steinaker State Park
 Weber County North Fork Park

DARK SKY COMMUNITIES

Helper
 Torrey



Data Sources: National Park Service and International Dark Sky Association

BRYCE CANYON - PARKS NEED PROGRAMS

A dark sky can be an important resource for a national or state park that is free from light pollution. Bryce Canyon National Park (BCNP) offers close to 59 different astronomy programs per year including solar observing, educational multimedia presentations in the evening, night sky viewing and full moon hikes. Visitors to the park can take part in any of these activities.

In a 2009 survey of BCNP visitors, 67 percent indicated that they learned about one or more park topics with 56 percent indicating that they learned about “night skies/astronomy.” Of those who learned about night skies/astronomy, 21 indicated that their learning improved a lot and 38 percent indicated that their learning had improved somewhat. When asked to rate the importance of protecting park attributes and resources, 47 percent indicated “Dark, starry night sky” as important.⁶⁰

OGDEN VALLEY - GETTING AHEAD OF GROWTH

Ogden Valley is home to the Weber County North Fork International Dark Sky Park, which was designated in 2015. The Weber County North Fork Park is unique from other Dark Sky Parks due to its urban adjacency, intense focus on wildlife, extensive outreach program, and innovative public art exhibitions incorporating dark sky themes.⁶¹

Ogden Valley began protecting dark skies in 2000 when Weber County commissioners approved a lighting ordinance for the upper Ogden Valley. Today with growth projections of 20,000 new homes in the next 20 years, dark sky protection is a priority. By getting ahead of growth, Ogden Valley has been able to put protections in place that will preserve and protect their dark sky even when future growth and development occur.⁶²

IVINS - ALL ABOUT INITIATIVE

The “Ivins Night Sky Initiative” was started in January 2019 and is a 100% volunteer, not for profit, citizen organization. The mission of the Ivins Night Sky Initiative is to improve, preserve, and protect the night sky over Ivins and the town's heritage of dark skies through environmentally responsible outdoor lighting, and to serve as a resource for city officials, residents, and businesses.

Situated beneath iconic Big Red Mountain, Ivins is home to the Tuacahn Center for the Arts, the Center for the Arts at Kayenta, Red Mountain Resort and Spa, Movara Fitness Resort, Coyote Gulch Art Village, the Crescent Moon Inn, the Southern Utah Veterans Home, Rocky Vista University, the Tuacahn High School for the Performing Arts, and Vista School. Although Ivins is gaining in popularity as a center for tourism, the city is first and foremost a peaceful family and retirement friendly bedroom community with pockets of agriculture.

TORREY - BECOMING A DARK SKY COMMUNITY

When her view of the stars surrounding Capitol Reef National Park became obstructed by excessive artificial light, Torrey resident Mary Bedingfieldsmith found out what her small town could do to curb light pollution. Today, Torrey is Utah's first International Dark Sky Community.

In order to make a change, Bedingfieldsmith began talking to neighbors and met with town officials with a proposal. The proposal demonstrated how the municipality would save more than \$900 in lighting costs each year and how funds to install new lighting would be raised by Mary's group. By speaking to people on an individual level and assuring residents that no one would be forced to replace existing lighting, Mary was able to reach a consensus.⁶³

On March 15, 2017, ten old high pressure sodium street lights were replaced with new, warm-white LED lights that direct illumination onto the roadway rather than into the sky. True to Mary's proposal, friends and residents of Torrey were able to fund the replacements raising over \$18,000 via an online campaign.

"Torrey has proven its commitment to protecting this resource for the benefit of both its residents and national park visitors [visiting Capitol Reef National Park]."

Former IDA Executive Director, J. Scott Feierabend

"When we talk individually, we can discuss specific lighting needs and what can be done to get there. Without individuals and associations working together, the last remaining dark areas on the planet could well disappear without anyone noticing."

Mary Bedingfieldsmith

Garkane Energy and The Entrada Institute also played significant roles in the project. Garkane Energy decreased the rate renters pay for street and security lights that are switched to the new dark-sky friendly LED lights. In addition, Garkane Energy linemen spent many hours installing the new lights and taking down the old ones.⁶⁴

The Entrada Institute is an arts and education center with a goal of fostering community-based economic development in Wayne County and the surrounding region. Through the Institute's dark sky initiative, Torrey's project was promoted to members and patrons and an additional \$7,000 was raised.⁶⁵

On January 12, 2018 Torrey became Utah's first International Dark Sky Community. Torrey is also the first national park gateway community to earn the designation, according to the IDA.⁶⁶ In order to maintain its International Dark Sky Community status, Torrey must continue to preserve its night sky through education and awareness materials, dark sky events, exhibits and programs.⁶⁷

HELPER - TAKING INVENTORY

Helper, Utah is one of the first cities in the nation to have a thorough inventory of public light fixtures. With help from a team of University of Utah students and a representative from the Consortium for Dark Skies/Colorado Plateau Dark Sky Cooperative, Helper documented the number of public light fixtures, which lights are on all night, how high each street lamp and security light stands, and whether the light is fully shielded, partially shielded or unshielded. There is also information on available illumination levels and where each light falls on the visible light spectrum. Information collected during a lighting inventory provides benchmarks for determining the effectiveness of future lighting improvements and energy savings. Helper's thorough inventory will help the community monitor success and to know where improvements need to be made.⁶⁸

Many other communities and places throughout Utah are making efforts to reduce light pollution and protect the night sky, including Boulder, Eagle Mountain, Virgin, Bryce Canyon City, Eden, Moab, Rockville, Kanab, Heber City, Park City, Garden City, Bluff and others. Even though efforts almost always begin with a small group of individuals, those efforts create a framework and a positive example for other communities, states and countries to follow.

MOAB DARK SKIES

Founded June 29, 2016, Moab Dark Skies is a group dedicated to promoting the appreciation and conservation of Moab's dark skies. The impetus for the group's formation was the desire to engage community support around the appeal for Arches National Park to receive the International Dark Sky Designation in 2018. Since then, activities facilitated by the group have become much more holistic.⁶⁹

Members of the Moab Dark Skies group recently performed an audit of publicly owned light fixtures in Moab. Based on findings, the City of Moab could save nearly \$16,000 per year by upgrading streetlights, exterior building lights, and shielding fixtures. Aside from labor costs, the return on investment time for this capital improvement project is estimated to be just over two years. The City Council has allocated funding in their 2018-2019 budget to make the recommended changes.⁷⁰

Today the Moab Dark Skies' goals are to:⁷¹

- Maintain and preserve the dark skies in the Moab region.
- Encourage night-sky-friendly lighting for municipal, business and private use.
- Increase public awareness of the unique resource in Moab's dark skies.
- Provide dark sky educational opportunities and events for the community.



The Utah Dark Sky Initiative is a collaborative group of stakeholders committed to promoting Dark Sky efforts in the state of Utah by: educating decision makers, community leaders, and the public about the value of dark skies, and by providing support for outreach, sky-quality monitoring, and lighting ordinance authorship to equip communities as stewards of Dark Sky preservation, restoration, and protection.

Initiative members include:

- The Utah Community Development Office
- The International Dark Sky Association
- Utah State Parks
- Utah Office of Tourism
- The Colorado Plateau Dark Sky Cooperative
- The Consortium for Dark Sky Studies
- Other committed agencies

Contact the Utah Community Development Office for more information about the initiative, how to become involved, and for additional dark sky tools and resources: **(801) 436-0133** or **community@utah.gov**

The Initiative's objectives are:

Objective 1: Establish a statewide "dark-sky-network" between Initiative stakeholders in order to coordinate efforts, communicate effectively, share resources and information, and provide mutual support.

Objective 2: Increase awareness of light pollution's impacts by educating target audiences about the significant economic, human health, ecological, and safety benefits of preserving dark skies, as well as the cultural and heritage implications of restoring our citizens' access to starry nights.

Objective 3: Support and create actionable dark sky tools, guides, and resources.

Objective 4: Connect communities with the appropriate tools, resources, programs, and agencies based on their specific needs and goals.

Objective 5: Facilitate trainings and provide technical assistance, where feasible, to build the capacity of communities to build and enact their own dark-sky preservation plans.



THE END

“This symbol, composed of a hive of stars, transposes our beehive symbol to a new and grand level as we enter our second century as a group of people living in a place where we can still see, with our own eyes, the beautiful and dim features of the starry universe.”

House Bill 140, 1996 ⁷²

In Utah, as in all places, how dim the stars become will depend on the value we place on dark sky protection. If reducing light pollution becomes a priority, municipal policy initiatives to protect the night sky will follow. Those initiatives will require community involvement, action and education in order to produce effective lighting plans. Proactively preserving and protecting dark skies gives Utah the opportunity to become the dark sky capital of the world.

The people and places that recognize dark skies as a valuable resource understand the numerous benefits that come from dark sky protection, which include the conservation of energy, money savings, increased tourism, improved human health, safety and wellbeing, protection of ecosystems, and the preservation of culture and heritage. Fortunately, the decision to protect the night sky can be made today. This important decision will maintain “the beautiful and dim features of the starry universe” for us and the generations who follow.



"I want people to be able to see the wonder of the night sky without the effects of light pollution. The universe is our view into our past and our vision into the future. ... I want to help preserve its wonder."

Jennifer Barlow, Founder of International Dark Sky
Week⁷³

NEED
HELP?

THE INTERNATIONAL DARK SKY ASSOCIATION (IDA) is the recognized authority on light pollution and is the leading organization combating light pollution worldwide. The IDA runs the International Dark Sky Places Program.

Contact:
(520) 293-3198
<http://www.darksky.org>

THE IDA UTAH CHAPTER is Utah's local base for the International Dark Sky Association. IDA chapters organize events such as dark sky festivals, conferences and star parties while working to educate their communities and government officials about the importance of protecting night skies, eco-friendly outdoor lighting, and much more.

Contact:
darkskyut@gmail.com
<https://utah.darksky.ngo/>

THE COLORADO PLATEAU DARK SKY COOPERATIVE

aims to voluntarily link communities, tribes, businesses, state agencies, federal agencies and citizens in a collaborative effort to celebrate the view of the cosmos, minimize the impact of outdoor lighting, and ultimately restore natural darkness the area.

Contact:
Aubrey Larsen, Coordinator
(435) 213-7026
darkskycooperative@gmail.com
<https://cpdarksbies.org/>



THE BASIN AND RANGE DARK SKY

COOPERATIVE is a newly formed dark sky cooperative that serves the Pacific West region by coordinating efforts, communicating effectively, sharing resources and information, and providing mutual support.

Contact:
Ashley Pipkin, Coordinator
(702) 293-8847
brdarksbies@gmail.com
<https://brdarksbies.org/>



THE CONSORTIUM FOR DARK SKY STUDIES

was founded in 2015 at the University of Utah. The Consortium for Dark Sky Studies (CDSS) is dedicated to the discovery, development, communication and application of knowledge across a wide range of disciplines and professional fields pertaining to the quality of night skies, growing light pollution and the varied human, animal and environmental responses to the “disappearing dark.”

Contact:
daniel.l.mendoza@gmail.com
<http://www.darkszystudies.org/>

THE UTAH STATE PARKS DARK SKY

INITIATIVE helps to guide Utah's state parks through the application and accreditation process to become International Dark Sky Parks.

Contact:

Justina Parsons-Bernstein, Heritage,
Interpretation and ADA Resources Coordinator
jparsonbernstein@utah.gov or (801) 538-7428
<https://stateparks.utah.gov/resources/utah-state-parks-dark-sky-initiative/>

THE NATIONAL PARK SERVICE

protects nighttime views and environments and other critical park features. Night sky protection enhances qualities of solitude and undeveloped wilderness character that animals depend on for survival, park visitors seek for connections, and many cultural-historical parks require for preservation. NPS recognizes a naturally dark night sky as more than a scenic canvas; it is part of a complex ecosystem that supports both natural and cultural resources.

Contact:

Karen Trevino, Natural Sounds and Night Skies
Division Chief
<https://www.nps.gov/orgs/1050/index.htm>

THE UTAH OFFICE OF TOURISM provides detailed information about Utah's unique dark sky destinations and guidance on implementing "dark sky-tourism" as a community development strategy.

Contact:

Flint Timmins, Destination Development
Specialist
fdtimmins@utah.gov or (801) 538.1394
<https://www.visitutah.com/places-to-go/dark-sky-parks/>

THE ENTRADA INSTITUTE serves the public as an arts and education center to promote public understanding and appreciation of the arts, the natural, historical, and traditional cultural heritage of the high desert Colorado Plateau, and to foster community-based economic development in Wayne County, Utah and the surrounding region. This nonprofit organization also supports artists, writers, scholars and scientists in their development of new works.

Contact:

info@entradainstitute.org
<http://www.entradainstitute.org/>

UTAH'S COMMUNITY DEVELOPMENT

OFFICE (CDO) supports community development by facilitating coordination between stakeholders, delivering training and tools, and providing planning and technical assistance. The CDO's vision is resilient communities that are self-reliant, self-determined and prepared for the future. The CDO supports a state-wide dark sky initiative.

Contact:

(801) 438-0133
community@utah.gov
<https://jobs.utah.gov/housing/community/index.html>

APPEN- DIX

LIGHTING CODE, ORDINANCES, AND ZONING

Flagstaff Dark Skies Coalition - Outdoor Lighting Codes

Hub of information, resources, and links
<http://www.flagstaffdarkskies.org/dark-sky-solutions/dark-sky-solutions-2/outdoor-lighting-codes/>

Pattern Outdoor Lighting Code (POLC) - 2010

Defines practical and effective measures by which the obtrusive aspects of outdoor light usage can be reduced, while preserving safety, security, and the nighttime use and enjoyment of property.

<http://www.flagstaffdarkskies.org/wp-content/uploads/2015/10/CBL-POLC-standard-v2.0.pdf>

Modeling lighting ordinances - dark sky impacts

Analysis of the light pollution control effectiveness of the IDA-IES Model Lighting Ordinance and the IDA Pattern Outdoor Lighting Code

<http://www.flagstaffdarkskies.org/model-lighting-ordinances-dark-sky-impacts/>

IDA Lighting Code Handbook - 2002

This Handbook discusses issues relative to outdoor lighting codes, their effectiveness, implementation, and enforcement.

<http://www.flagstaffdarkskies.org/wp-content/uploads/2013/02/IDA-Outdoor-Lighting-Code-Handbook-Version-1.14.pdf>

IDA Model Lighting Ordinance (MLO) - 2011

This Model Lighting Ordinance (MLO) is the result of extensive efforts by the International Dark Sky Association (IDA) and the Illuminating Engineering Society of North America (IES). Among its features is the use of lighting zones (LZO-4) which allow each governing body to vary the stringency of lighting restrictions according to the sensitivity of the area as well as accommodating community intent.

http://www.darksky.org/wp-content/uploads/bsk-pdf-manager/16_MLO_FINAL_JUNE2011.PDF
 The MLO is best adopted as an "overlay zoning" ordinance"

IDA Recommended Lighting Zones

IDA suggested lighting zones for codes and ordinances

<https://www.darksky.org/our-work/lighting/public-policy/model-lighting-laws-policy/lighting-zones/>

IDA - Lighting for Policy Makers

Arguments for why you municipality should be concerned about light pollution.

<http://www.darksky.org/lighting/policy-makers/>

Lighting Ordinance Walkthrough

A breakdown of what a lighting ordinance is, the different formats it may take, links to example ordinances, and best practices

<https://utah.maps.arcgis.com/apps/MapSeries/index>

LIGHTING CODE EXAMPLES

Multiple Lighting Ordinance Examples

Links to example code from multiple communities like Torrey, UT; Springdale, UT; Jackson, WY; and Kanab, UT.

<http://darkskestudies.org/lighting-ordinances/>

Flagstaff Outdoor Lighting Code

Example code from Flagstaff, AZ

<https://www.flagstaff.az.gov/3698/Dark-Sky-City>

Eagle Mountain Lighting Code

Eagle Mountains Outdoor Lighting Standards

<http://www.codepublishing.com/UT/EagleMountain/html/EagleMountain17/EagleMountain1756.html>

Torrey General Plan

General Goals (pg. 8): Land Use addresses the following areas of critical concern: private Land use, public Land use, municipal property, annexation, zoning, water usage, ordinances, town signage, trees, lighting, noise, animal control and the preservation of the aesthetic values of the town, such as the dark night sky and viewsheds.

Zoning (pg. 11): A commercial district should be established to encourage the central location of all businesses and preserve the residential community structure, including the reduction of sound and light pollution in areas away from the Town's core commercial area. The establishment of such district should also include definitions of appropriate commercial and industrial uses.

Preservation of Aesthetic Values, Noise and Light (pg. 15)

Appendix C - Analysis of 2013 Citizen Survey (pg. 33): There are aspects of life in Torrey we don't like. High on that list are bright, glaring lights. Fifteen respondents felt strongly enough about that to comment. The Saddlery was often cited specifically but also the "junction." Next on the "don't like" list are yards with junk and trash. Ten people mentioned that. Noise and dust from ATV traffic was the complaint of seven respondents and barking dogs were the complaint of six. Other complaints mentioned the wind and isolation from shopping and medical services.

<http://www.torreyutah.gov/applications/PlanningZoningGeneralPlan.pdf>

Torrey Sign Ordinance

An ordinance providing for the construction and implementation of signs within the city limits of Torrey Town

<http://www.torreyutah.gov/applications/tto/SignOrd2015.pdf>

Helper Municipal Code

Example lighting code.

<https://www.codepublishing.com/UT/Helper/#/html/Helper18/Helper1897.html>

Springdale

Example lighting code.

https://www.springdaletown.com/AgendaCenter/ViewFile/Agenda/_02012017-329?packet=true

Additional code examples

Telluride, Steamboat Springs, Springdale, Ogden Valley, Ketchum, Jackson, Breckenridge, and Aspen.

<https://drive.google.com/open?id=0B1CVKFshW7jPMzd5MXU5TUhpZ28>

FINDING ENERGY EFFICIENT AND DARK SKY FRIENDLY LIGHTING

IES Standards

The IES is an accredited Standards Development Organization (SDO) that develops its standards using American National Standards Institute (ANSI) approved procedures.

<https://www.ies.org/standards/>

IDA - Find Dark Sky Friendly Lighting

IDA's Fixture Seal of Approval program certifies outdoor lighting fixtures as being Dark Sky Friendly, meaning that they minimize glare while reducing light trespass and skyglow.

<http://www.darksky.org/fsa/fsa-products/>

IDA - LED Practical Guide

Considerations and tradeoffs for choosing LED products for outdoor lighting applications.

<http://www.darksky.org/lighting/led-guide/>

DOE - Outdoor Area Lighting

This document reviews the major design and specification concerns for outdoor area lighting, and discusses the potential for LED luminaires to save energy while providing high quality lighting for outdoor areas.

https://betterbuildingssolutioncenter.energy.gov/sites/default/files/attachments/outdoor_area_lighting.pdf

DOE - Outdoor Lighting Resources

DOE offers a variety of resources to guide municipalities, utilities, and others in their evaluation of LED street lighting products.

<https://energy.gov/eere/ssl/outdoor-lighting-resources>

DOE - Toolkit: Outdoor Lighting

Includes an outdoor lighting decision tree tool, outdoor lighting challenges and solutions pathways report, OLA partner summary table, and lessons learned.

<https://energy.gov/eere/ssl/downloads/toolkit-outdoor-lighting>

DOE - Outdoor Lighting Accelerator Partner Summary Table

This is how they did it: pathways to energy savings with street lights.

<https://betterbuildingssolutioncenter.energy.gov/outdoor-lighting/partner-summary-table>

ADDITIONAL RESOURCES

DOE - Retrofit Financial Analysis Tool

Property owners, city and other government agencies, utilities, and energy efficiency organizations can use this tool to compute annualized energy and energy-cost savings, maintenance savings, greenhouse gas reductions, net present value, and simple payback associated with potential lighting upgrades.

<https://energy.gov/eere/ssl/retrofit-financial-analysis-tool>

Utah CDO Dark Sky Assessment Guide

The initial groundwork for a dark sky designation is establishing the current status. This worksheet guides users through several evaluation methods which could be used for a general assessment of dark-sky-friendly lighting.

<https://www.darksky.org/wp-content/uploads/bsk-pdf-manager/2019/06/Dark-Sky-Assessment-Guide-Update-6-11-19.pdf>

Colorado Plateau Dark Sky Cooperative

General tools and resources.

<https://cpdarkskies.org/resources/>

Dark Skies of the West Mountain Valley

Light pollution resources.

<https://www.darkskiesscolorado.org/links>

IDA - Electronic Messaging Centers

EMC Guidelines to provide planners, lighting designers, architects, biologists, government officials, and the general public with solutions for EMCs, both on and off premises, that minimize harm to the natural night and even reduce sky brightness when replacing poorly designed lit signs and billboards.

<https://www.darksky.org/our-work/lighting/lighting-for-industry/emc/>

IDA - Home Lighting

A step-by-step guide to conduct an outdoor lighting assessment around your house, apartment building, property line, business, community center, wherever, to evaluate the impact of your light on the night.

<https://www.darksky.org/our-work/lighting/lighting-for-citizens/residentialbusiness-lighting/>

TERMS & ACRONYMS

CLUTTER Bright, confusing and excessive groupings of light sources.

COLOR SPECTRUM Refers to the portion of the electromagnetic spectrum that is visible to the human eye.

DARK SKY Denoting or located in a place where the darkness of the night sky is relatively free of interference from artificial light.

FOOT CANDLE A uniform point source of light of one candle and equal to one lumen per square foot.

FULLY SHIELDED A fixture that allows no emission above a horizontal plane passing through the lowest light-emitting or light-reflecting part of the fixture.

GLARE Excessive brightness that causes visual discomfort.

KELVIN A measurement unit for light's "warmness" or "coolness."

LIGHT TRESPASS Light falling where it is not intended or needed.

LUMEN A measurement unit for the brightness from a light source.

LUMINAIRE A complete lighting unit that usually includes the fixture, ballasts, and lamps.

REFLECTION Light redirected back into the sky off of surfaces that are being illuminated.

SPECTRUM Referring to light it is the group of different colors (red, orange, yellow, green, blue, indigo, and violet) seen when light passes through a prism.

SKYGLOW Brightening of the night sky over inhabited areas.

IDA International Dark Sky Association

IES Illuminating Engineering Society

POLC Pattern Outdoor Lighting Code

MLO Model Lighting Ordinance

DOE Department of Energy

BUG Backlight-Uplight-Glare rating system for luminaires

LED Light-emitting diode

OLA Outdoor Lighting Accelerator

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PHOTO CREDITS

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PG 3 Fairyland Canyon, Adam Derewecki

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For more resources, visit ruralplanning.org/toolbox and cpdarkskies.org

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*TO PRESERVE AND PROTECT THE NIGHTTIME ENVIRONMENT AND OUR HERITAGE OF DARK SKIES THROUGH
ENVIRONMENTALLY RESPONSIBLE OUTDOOR LIGHTING*



INTERNATIONAL DARK SKY COMMUNITIES

International Dark Sky Community Program Guidelines

June 2018

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DEFINITION OF AN INTERNATIONAL DARK SKY COMMUNITY

An International Dark Sky Community (IDSC) is town, city, municipality or other similar political entity that has shown exceptional dedication to the preservation of the night sky through the implementation and enforcement of quality lighting policies, dark-sky education, and citizen support of the ideal of dark skies.

GOALS FOR IDSC CREATION

- To identify communities with exceptional commitment to and success in pursuing dark sky preservation and restoration, and their promotion of quality outdoor lighting
- To promote improved outdoor nighttime quality of life for residents and visitors
- To support protection of human health, nocturnal habitats, public enjoyment of the night sky and its heritage, and/or areas ideal for professional and amateur astronomy
- To provide local, national, and international recognition for such communities
- To promote the ideals of the International Dark-Sky Association (IDA) by encouraging communities to identify dark skies as a valuable community asset and aspiration

DESIGNATION BENEFITS

Achieving this designation brings recognition of the efforts made by the Community government, residents, and public and private organizations to protect the night sky and the nocturnal environment dependent on it. The IDSC designation enhances awareness of dark-sky matters on the part of Community residents and visitors.

Designation as an IDSC entitles the Community to display the International Dark Sky Community logo in official publications, promotions, signs at entrances or within the Community, and retain the use of this logo by other groups within the Community when identifying the area itself¹. IDA will promote and highlight ongoing Community ef-

¹ For instance, a Community can identify itself as “*Flagstaff, the world’s first IDA Dark Sky Community*” or other words to the same effect, or an organization within the Community can state “*located in Flagstaff, an IDA Dark Sky Community*”.

forts to protect night skies, and will maintain pages identifying and describing all IDSCs on its website.

ELIGIBILITY

The Community must have some type of legal organization that is officially recognized by outside groups. This can be in the form of a town, city, municipality, or other legally organized community (such as a urban neighborhoods and subdivisions), but need not be an incorporated entity. Unincorporated or otherwise informally organized communities are eligible for IDSC status if their governing jurisdictions enact public policy consistent with the requirements of “Minimum Requirements For All Communities” (below) that are legally binding in at least the territory of the Community.

MINIMUM REQUIREMENTS FOR ALL COMMUNITIES

- 1) A quality comprehensive lighting policy like the IDA/IES Model Lighting Ordinance² (MLO) that includes all of the following minimum standards for permanent lighting installations^{3,4}:
 - A) Full shielding⁵ of all lighting fixtures over 1000 initial lamp lumens⁶
 - B) A limit on the emission of short-wavelength light through one of the following restrictions:
 - i) The correlated color temperature (CCT) of lamps must not exceed 3000 Kelvins; **OR**

² <http://www.darksky.org/our-work/public-policy/mlo/>

³ More information on developing a lighting policy may be found on the IDA website.

⁴ Lighting required by law under the authority of any legal jurisdiction higher than that of the Community may be formally exempted from the requirements of this section.

⁵ “Fully shielded” is defined as a light source screened and its light directed in such a way that none is emitted above the horizontal plane passing through its lowest light-emitting part.

⁶ “Initial lamp lumens” is defined as the number of lumens of light emitted by a lamp when new and not counting any depreciation of output due to the age of the lamp. This information can be found in manufacturer data sheets.

- ii) Allowed lighting must not emit more than 25% of its total spectral power at wavelengths < 550 nanometers; **OR**
- iii) The scotopic-to-photopic (S/P) ratio of allowed lighting must not exceed 1.3
- C) A restriction on the total amount of unshielded lighting, such as a limit on lumens per net acre or a total site lumen allowance in unshielded fixtures (or equivalent wattages)
- D) A policy to address over-lighting, such as lumens per net acre caps (irrespective of shielding state) or maximum illuminance specifications
- E) Regulations of new installations of publicly-owned outdoor lighting:
 - i) A provision that clearly indicates where, when, and under what circumstances new publicly owned outdoor lighting, including street lighting, is warranted and will be permitted; **AND**
 - ii) A provision that requires that adaptive controls⁷ and/or curfews⁸ be employed in all future installations of public outdoor lighting
- F) Restrictions on the installation and operation of illuminated signs⁹:
 - i) Luminance levels for operation between sunset and sunrise shall not exceed 100 nits (100 candelas per square meter) as measured under conditions of a full white display; **AND**
 - ii) Sign illumination shall be extinguished completely one (1) hour after sunset, and remain off until one (1) hour before sunrise; **AND**

⁷ “Adaptive controls” is defined as devices such as timers, motion-sensors, and light-sensitive switches used to actively regulate the emission of light from light fixtures.

⁸ “Curfew” is defined as a period of time at night during which lighting must be significantly dimmed in output or extinguished in accordance with an expected decrease in human presence.

⁹ “Illuminated sign” is defined as any informational or advertising sign that is illuminated by either internal or external means. Descriptive terms are adjusted here accordingly according to the type of illumination.

- iii) The luminous/illuminated surface area of an individual sign shall not exceed 200 square feet (18.6 square meters)
 - G) Outdoor recreational and/or athletic field lighting may be exempted from the strict shielding and short-wavelength emission requirements above provided that all of the following conditions are met:
 - i) Illuminating Engineering Society (IES) lighting guidelines (RP-6) are followed according to the appropriate class of play
 - ii) Field lighting is provided exclusively for illumination of the surface of play and viewing stands, and not for any other applications
 - iii) Illuminance levels must be adjustable based on the task (e.g., active play vs. field maintenance)
 - iv) Off-site impacts of the lighting will be limited to the greatest practical extent possible
 - v) A strict curfew requirement (e.g., lights must be extinguished by 10pm/2200h or one hour after the end of play, whichever is later) is observed
 - vi) Timers must be installed to prevent lights being left on accidentally overnight by automatically extinguishing them
 - H) Affects an amortization period, applicable to **ALL** publicly **AND** privately owned lighting, to end not more than ten (10) years from the effective date of the outdoor lighting policy, after which all non-conforming lighting extant at the time of enactment must be brought into compliance with the policy.
- 2) Community commitment to dark skies and quality lighting as shown by:
- A) City owned lighting conforming with, or committed to conforming with, the lighting policy (if the latter, a detailed plan with a timeline for completion in no more than five (5) years), **AND**

- B) Municipal support of dark skies and quality lighting as demonstrated by city publications, flyers, public service announcements, funding of lighting up-grades, etc.
- 3) Broad support for dark skies from a wide range of community organizations such as chambers of commerce, local electrical utilities, IDA chapters, lighting retailers, homeowners associations, and others.
- 4) Community commitment to dark skies and education as shown by at least one of the following:
 - A) Planning and execution of at least two (2) community dark sky awareness events¹⁰ per year. This may be organized through a local astronomy club, municipality, school, etc.
 - B) Inclusion of dark sky awareness documents (IDA brochures or Community-created brochures) with other Community informational documents for residents and visitors.
 - C) Inclusion of dark sky education in Community schools and curriculum.
- 5) Success in light pollution control as demonstrated by at least one of the following:
 - A) Examples of a number of construction projects appropriate to the Community population and amount of new construction and renovation activity, built under the lighting policy and demonstrating its effective application
 - B) Alternative evidence of success in light pollution control, to be discussed with the International Dark Sky Places Program Manager for compliance.
- 6) A sky brightness measurement program must be established and maintained either by the Community or by a public or private entity (e.g., university, research center, IDA chapter, astronomy club, etc.) to follow the evolution of light pollution in the IDSC. Applicants are encouraged, but not required, to submit their measurements

¹⁰ Note that astronomy education events such as star parties do NOT qualify as “community dark sky awareness events” unless the presentation explicitly includes a message relating to dark skies and outdoor lighting.

to the citizen science projects such as My Sky At Night (myskyatnight.com) and Globe At Night (globeatnight.org).

- 7) Once established, the Community must erect and maintain appropriate signage indicating the International Dark Sky Community designation along a roadway entrance, along a footpath entrance if no roadway exists, a public gathering place such as a square or common, or at a municipal government center such as a city or town hall. If approved by IDA, language as an alternative to “International Dark Sky Community” may appear on the signage and in Community communications regarding the IDSC status. Once the sign is erected, a photograph documenting it must be taken and sent to IDA along with a description of its location.

PROVISIONAL STATUS

In some cases, a Community interested in the program may lack all of the resources required to achieve a designation outright. If resource unavailability otherwise hinders the progress of a Community’s application, that Community may apply for and be granted Provisional status at the discretion of the IDA Board of Directors. Provisional status recognizes the Community’s ongoing work to become an International Dark Sky Community and is intended as a leverage point to successfully enable actions such as lighting upgrades/retrofits.

Provisional status expires after three (3) years. At any time before the end of this period, a Community may reapply for full status. Material submitted for the removal of Provisional status may be an addendum to the initial application as long as the material includes a current assessment of the goals, outreach efforts, and lighting policy listed in the original application and clearly demonstrates that any program requirements left unmet at receipt of the Provisional status have been satisfied.

To be considered for a Provisional status, send a nomination package to IDA that includes all of the following information:

- 1) Documented intent to create and support an IDA Dark Sky Community
- 2) An enacted and legally effective outdoor lighting policy, and summary of outreach efforts to date
- 3) A description of the circumstances that currently prevent the Community from meeting the minimum Dark Sky Community requirements
- 4) An action plan describing steps the aspiring Community will take to meet all program requirements in the specified Provisional status period

IDSC APPLICATION PROCESS

NOMINATION

The nomination may be initiated by an IDA qualified nominator¹¹ who has personally reviewed a Community's outdoor lighting and commitment to night sky preservation. Nominators are encouraged to correspond with IDA staff and the Community throughout this process. In addition, the application must include evidence, such as in the form of a letter of support, from the Community government (mayor, council, etc.) consenting to the nomination for IDSC status.

STEPS FOR APPLICANT

1. Make initial contact with IDA by phone or email to discuss the process and receive recommendations, followed by continued communications to update IDA staff on progress and receive continued assistance.
2. Designate a formal point of contact (POC) person, such as a project manager, and provide their telephone number, address and email address to IDA staff. Before and after designation, any changes to this POC, or their information, must be communicated to IDA immediately in order to ensure accurate communication at all times.
3. Obtain a letter of nomination from a qualified IDA member nominator, as well as a supporting letter from elected representatives of the Community, such as the mayor and/or council of a municipality. Solicit additional letters of support from Community organizations, clubs, groups, universities, etc.
4. Upon completion, sends the application to IDA staff for review of the document at least one month before the chosen submission deadline date. IDA staff will confirm that the application is complete and ready for submission or return it with suggestions for improvements.
5. Submit the final application packet electronically in PDF and/or Microsoft Word (.doc) format to IDA staff for formal review. Submit in plenty of time for IDA staff

¹¹ An "IDA qualified nominator" is defined here as an individual or organization holding an IDA membership in good standing at the time that the IDSC application is submitted. The Community itself may join IDA as an organizational member and self-nominate.

to review and prepare your application to make the bi-monthly deadline that you prefer, as found on the IDA website. Requests to rush applications will **NOT** be honored; planning ahead is essential if the Community wishes to meet a specific deadline.

TO BE INCLUDED IN IDSC APPLICATION PACKAGE

1. Map of the Community clearly indicating its legal boundaries, and basic factual information about the Community
2. Letter of nomination support by IDA qualified nominator and elected representatives of the Community such as the mayor and/or council
3. The Community's lighting policy, meeting the minimum requirements as stated in the "Minimum Requirements For All Communities" section
4. Documentation of examples of Community commitment and construction/renovation projects demonstrating effective application of the lighting policy
5. Proposed alternative wording for a IDSC (e.g. Dark Sky Village, Starry Sky City, etc.), if desired, with a justification for the request

IDA REVIEW PROCESS

Six (6) application submission deadlines occur in each calendar year, commencing in January and continuing every other month. Before the Community's final application is submitted, it is highly recommended that the Community be in regular communication with the International Dark Sky Places Program Manager to perfect the application by the next application deadline.

The International Dark Sky Places Manager will forward applications to the IDA Dark Sky Places Committee (DSPC) for review. DSPC review lags the submission dates by one two-month cycle. The total elapsed time between deadline and final IDSC designation approval is approximately ten (10) weeks.

Endorsement of applications by the DSPC is by a 2/3 supermajority vote; otherwise, the DSPC will return applications with reasons for denial of an endorsement and specific recommendations for improvement. If endorsed, the applicants will be notified and the International Dark Sky Places Program Manager will present the application to the IDA Board of Directors (BOD) for final review and approval. A ten (10)-calendar-day

waiting period then commences during which the Board of Directors has the right to deny IDSC status should it determine that any problems with the application exist.

If the BOD registers no objection within the ten-calendar-day waiting period, the IDSC designation is considered immediately awarded by IDA. The Community has the right to choose when the designation is made public, but it must organize the announcement to be made at the same time as the IDA public notice unless otherwise agreed by both parties. Along with the announcement notice, IDA will publish the Community's application on its website; by submitting the application, the Community acknowledges in advance that the application will be made publicly available. If an application is denied final approval by the IDA BOD, a letter will be sent to the applicant outlining elements of the application that need improvement along with specific recommendations for ways to remedy any problems the BOD identifies. Applications may be resubmitted for future consideration after remediation is complete. Resubmitted applications will be considered without prejudice.

IDA realizes that certain circumstances surrounding an IDSC application may cause some potential authors of letters of support (or opposition) to feel uneasy about publicly declaring their opinions about the IDA designation. In the interest of providing the DSPC with as full a picture of Community sentiment about applications as possible, certain letters may be suppressed from online publication if it is felt that making the letters publicly available will subject their authors to retaliation or harassment. A prospective IDSC seeking this protection for letter-writers must make a formal written request. The International Dark Sky Places Program Manager must approve suppression of publication of any part of an application. Note that suppression of online publication does not prevent either the DSPC or the IDA BOD from reading all submitted letters.

POST-DESIGNATION REVIEW AND MAINTENANCE

The IDSC designation is not awarded in perpetuity. Rather, it is subject to regular review by IDA and possible revocation if the minimum program requirements are not maintained. More details may be found in the "Reassessment of IDSC designation" section below.

To ensure that Communities remain exemplary in their protection and restoration of natural nighttime darkness, IDA will periodically reevaluate each site in the International Dark Sky Places Program. This is done to confirm that the Community continues to meet the minimum requirements and is making adequate progress toward LMP compliance goals outlined in this document.

Each designated IDSC must submit to IDA a written report of its activities related to the maintenance of its designation on or before 1 October of each calendar year. The report is a short (typically less than ten-page) synopsis of the Community's activities and initiatives during the intervening year¹². The report should include dates and brief descriptions of any interpretive events, lighting retrofit projects, outreach efforts, etc. Samples of printed materials and press articles should also be included, if available.

Annual reports should not be burdensome to produce, as they are intended as a compilation of information accumulated throughout the year. Annual reports and supporting documentation must be submitted electronically to the International Dark Sky Places Program Manager in either PDF or Microsoft Word format. If the annual report is not received by IDA in a timely fashion, IDA may suspend the site's IDSC status until the annual reporting requirement has been met (see the following section). On or about 1 August and 1 September of each year, the International Dark Sky Places Program Manager will remind local contacts at each IDSC of the pending 1 October annual report submission deadline.

A designated IDSC is exempt from the annual reporting requirement in the calendar year in which the IDA designation was awarded. If the designation is received after 1 October of a given calendar year, the IDSC's first annual report to IDA will be due on 1 October of the following calendar year.

REASSESSMENT OF IDSC DESIGNATIONS

From time to time, IDA receives comments from visitors to Communities that raise concerns about the veracity and timeliness of information provided to IDA by site administrators. IDA may, at its discretion, investigate claims in which it is alleged that IDSCs are not adhering to commitments made to IDA and to the public in their applications to the Program. This section details the IDA procedure for carrying out such investigations, and the rights of IDSCs in such matters.

An allegation of impropriety concerning any of the elements of participation in the Program outlined in this document is subject to IDA investigation and potential remedial action including temporary suspension and/or permanent revocation of the IDSC designation. IDA staff shall perform due diligence in gathering facts concerning such allegations it deems credible, and will prepare a report of its findings for consideration by the DSPC. The DSPC commits to weighing the evidence fairly and impartially, and to

¹² Examples of acceptable annual reports are available on the individual IDSC pages on the IDA website.

seek to resolve disputes whenever possible through dialog. A Community subject to an investigation shall be notified in a timely manner and solicited for evidence contrary to the specifics of the allegation at hand. The Community will be given an opportunity to correct any deficiencies with regard to the Program guidelines established by the IDA investigation within a reasonable time period to be prescribed by the DSPC.

Failure to achieve consensus through these means risks a DSPC recommendation for suspension or revocation of the IDSC designation. If made, such a recommendation will be forwarded to the IDA Board of Directors for formal ratification before coming into force. The Board's decision on any disciplinary matters involving an IDSC shall be considered definitive and binding.

Any IDSC so investigated has the right to review the allegations against it and all factual information collected by IDA pertinent to the allegations.

REINSTATEMENT FOLLOWING SUSPENSION

If the DSPC recommends a suspension of a Community's IDSC designation and the Board ratifies the suspension, the Community administration shall be immediately notified. The status of a suspended IDSC shall be changed to "Provisional" in all IDA communications until the designation is reinstated or revoked; however, the process of obtaining reinstatement of a designation is not the same as that outlined in the "Provisional Status" section of these guidelines.

To obtain reinstatement of a suspended designation, the IDSC must provide evidence to the DSPC's satisfaction that the specific issues identified by the DSPC as grounds for the suspension have been corrected and that all Program guidelines are once again met. The DSPC will consider the evidence presented by the IDSC and render a judgment to either:

- Accept the reinstatement petition, **OR**
- Reject the petition and recommend revocation, **OR**
- Return the petition with further instructions and a defined deadline for a IDSC response.

REVOCATION

A suspension left unresolved after one (1) year from the date of the Board's assent to the suspension automatically becomes a permanent revocation. Revocation entails removal of the IDSC from IDA's roll of approved International Dark Sky Places, and from mention on the IDA website and in member and external communications. IDA reserves the right to take legal action against any former IDSC whose designation is duly revoked but continues to use the IDA name/logo in advertising, communications,

and/or signage.



INTERNATIONAL DARK-SKY ASSOCIATION

INTERNATIONAL DARK SKY PLACE (IDSP) APPLICATION PROCESS

PHASE I: INITIAL INQUIRY

Applicant reviews eligibility with IDA staff; notifies IDA of intent to pursue IDSP application

Average Timeline: 45 days*

STEP 1: The applicant reviews certification process; indicates interest in the program

>Anytime; via darksky.org

STEP 2: The applicant receives an assessment of site eligibility and IDSP category recommendation from IDA staff

>Within 30 days of initial inquiry submission; Via communication with IDSP staff

STEP 3: After eligibility is determined by IDA staff, the applicant notifies IDA of intent to pursue formal Dark Sky Place certification

>Timeline varies based on eligibility and guideline requirements; Applicant confirms intent with IDSP staff via written communication

PHASE II: FORMAL APPLICATION

With support from IDA staff, applicant actively works to meet the application requirements.

Average Timeline: 1-3 years

STEP 1: The applicant works closely with IDSP Manager to develop application in accordance with appropriate guidelines

>Anytime, ongoing; Via email with IDSP staff/manager

STEP 2: With IDSP Manager approval, the applicant submits an application for Dark Sky Places Committee (DSPC) review

>On or before submission deadline for review at the following committee meeting; Via submission to IDSP Program Manager

PHASE III: CERTIFICATION

Applicant waits while review is in process

Average Timeline: 90-150 days

STEP 1: Application is reviewed by DSPC. One of the following outcomes occur:

- >Application is approved by DSPC - application is submitted for approval by IDA Board of Directors
- >Application is approved by DSPC with conditions - application is revised, applicant may resubmit anytime for re-review by DSPC
- >Application is rejected - updated application may be eligible for submission at future deadline

STEP 2: DSPC submits recommendations to IDA Board for final approval

- >Board approves or returns the application 10 business days after DSPC approval

STEP 3: New IDSP is certified upon Board Approval

- >Announcement is coordinated with IDA staff at the applicant's discretion

**Phase I timeline varies depending on eligibility status and complexity of proposed place*

DARK SKY ASSESSMENT GUIDE

EVALUATION METHODS, TOOLS, & RESOURCES

WHAT IS LIGHT POLLUTION?

Light pollution is "the inappropriate or excessive use of artificial light," and consists of four main factors¹:

1. **Glare:** Excessive brightness that causes visual discomfort
2. **Sky glow:** Brightening of the night sky over inhabited areas
3. **Light trespass:** Light falling where it is not intended or needed
4. **Clutter:** Bright, confusing and excessive groupings of light sources

Light pollution caused by the inappropriate or inefficient use of outdoor lighting is costly, and effects people, wildlife, and outdoor environments—most noticeably, it limits our view of the starry night sky.

HOW DO I USE THIS WORKSHEET & GUIDE?

The initial groundwork for a dark sky designation is establishing the current status. This worksheet guides users through several evaluation methods which could be used for a general assessment of dark sky-friendly lighting. While not all of the included methods are required for a quality assessment, it is recommended that those conducting the assessment use as many methods as appropriate to gain a broader perspective. In addition, the various methods may be adapted for public education and engagement on dark sky issues.

After completing your assessment, you will know the current state of lighting in your community or area and will have identified key areas for improvement.

For help with this guide, contact Utah's Community Development Office: (801) 468-0133, info@ruralplanning.org or the Colorado Plateau Dark Sky Cooperative: darkskycooperative@gmail.com

PREPARING FOR YOUR DARK SKY ASSESSMENT

1. Define your purpose

- ☐ Who requested the assessment? Who is sponsoring or supporting it?
- ☐ What is the goal of your assessment?
- ☐ How will you use information gathered during the assessment?
- ☐ Will it be the only assessment or will there be more?

2. Identify who should be involved

- ☐ List and invite key stakeholders (leaders, active citizens, business owners, etc).
- ☐ What do they need to know to support your project and engage in the assessment?
- ☐ Who might help you engage with necessary stakeholders and supporters?

3. Design and prepare for the assessment

- ☐ Prepare a map of town (can use Google maps, a hand drawn map, or existing city maps).
- ☐ Organize where the assessment will begin and end. It may help to divide into different areas, separating commercial districts, residential sectors, or government districts for the purposes of the assessment.
- ☐ Walk the route beforehand—are there safety concerns or other considerations that should be acknowledged before conducting an assessment?
- ☐ Select areas during the day to take illustrative photos—most SLR cameras can take a good night photo.
- ☐ You should try to carry out your assessment on a clear night, with little or no cloud cover. Don't do the assessment when the moon is in the sky.

4. Get the word out

- ☐ If not initiated or conducted by the town, notify the town when your assessment will be performed.
- ☐ Notify and remind stakeholders.
- ☐ Notify the public (fliers, posters, Facebook, etc.); assessments can be helpful and fun for community education (e.g. Our Town Nights, Community Night Connections, etc.).
- ☐ Gather maps and other assessment materials.

NOTES

REMEMBER TO TAKE...

- ☐ This guide
- ☐ Printed map of assessment area
- ☐ Pencils / pens / colored markers
- ☐ Clipboards
- ☐ Measuring tape
- ☐ DSLR camera & tripod
- ☐ Orange vests / visible clothing / reflective gear
- ☐ Comfortable walking shoes
- ☐ A friend—work in groups for safety

DARK SKY ASSESSMENT GUIDE

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GENERAL LIGHTING TERMS

CLUTTER: Bright, confusing and excessive groupings of light sources.

COLOR SPECTRUM: Refers to the portion of the electromagnetic spectrum that is visible to the human eye.

CORRELATED COLOR TEMPERATURE (CCT): Specifies the color appearance of light emitted by a lamp.

DARK SKY: Denoting or located in a place where the darkness of the night sky is relatively free of interference from artificial light.

DSLR CAMERA: "Digital single-lens reflex" or DSLR cameras are versatile cameras with changeable lenses that produce high-quality photos.

FIXTURE: The assembly that holds the lamp in the lighting system and includes elements such as a reflector (mirror) or refractor (lens), the ballast, housing, and the attachment parts.

FOOTCANDLE (fc): Illuminance produced on a surface that is everywhere one foot from a uniform point source of light of one candle and equal to one lumen per square foot.

FULLY SHIELDED: A fixture that allows no emission above a horizontal plane passing through the lowest light-emitting or light-reflecting part of the fixture.

GLARE: Excessive brightness that causes visual discomfort.

KELVIN: A measurement unit for light's "warmness" or "coolness."

KILOWATT (Kw): A measure equal to 1,000 watts of electrical power.

KILOWATT HOUR (kWh): A measure of electrical energy equivalent to a power consumption of 1,000 watts for 1 hour.

LAMP: A device for giving light which can consist of an electric bulb with its holder and shade or cover, or one burning liquid fuel and consisting of a wick or mantle and a glass shade.

LIGHT TRESPASS: Light falling where it is not intended or needed.

LUMEN: A measurement unit for the brightness from a light source.

LUMINAIRE: A complete lighting unit that usually includes the fixture, ballasts, and lamps.

LUX: One lumen per square meter. Unit of illuminance.

REFLECTION: Light redirected back into the sky off of surfaces that are being illuminated.

SKYGLOW: Brightening of the night sky over inhabited areas.

WATT: The standard unit of power in the International System of Units (SI).

DARK SKY ASSESSMENT GUIDE



DARK SKY LIGHTING BASICS: THE “THREE-LEGGED STOOL”

We need lighting for safety at night. However, many city lights are undirected and waste energy while causing light pollution. Proper lighting begins with proper lighting design standards which form a proverbial “three-legged stool”. The legs of the stool are:

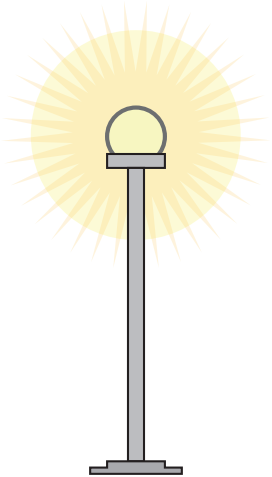
1. **Shielding**
2. **Appropriate lighting levels**
3. **Lighting color**

These three basic design principles form the basis for good lighting design, and when applied correctly, will reduce light pollution.

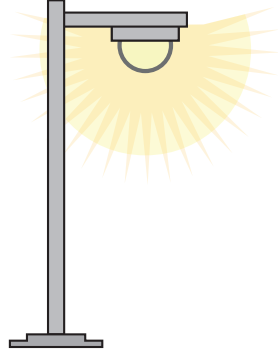


1. LIGHTING SHIELDING

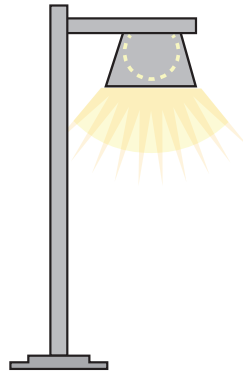
UNSHIELDED



PARTIALLY SHIELDED



FULLY SHIELDED



Outdoor lighting should be “fully shielded,” meaning no light above a 90-degree angle. The goal of fully shielded light fixtures is to prevent:

- **Light trespass** is light falling where it is not wanted or needed. Light trespass can create problems for neighboring and distant properties.
- **Glare** is intense and blinding light that can cause discomfort and temporary blindness.
- **Skyglow** reduces our ability to view celestial objects due to scattered light from sources on the ground.

The more light is directed towards the intended subject, the better. Fully shielded lighting can be purchased or retrofitted.

2. APPROPRIATE LIGHTING LEVELS

Outdoor lighting can easily become excessive or “cluttered.” Appropriate lighting levels means practically managing the amount of outdoor lighting in terms of duration and illuminated area. Ordinances that support appropriate lighting levels will specify the acceptable amount of lumens within an area (such as lumens per acre). Many municipalities use illumination guidelines established by the [Illuminating Engineering Society \(IES\)](#) to set lighting levels in their ordinances. In addition municipalities will remove lights no longer in use or needed. Note that International Dark Sky Association (IDA) standards are more strict than IES standards.

- **Lumens** are a measurement unit of the brightness from a light source.
- **Clutter** is excessive groupings of light sources that create a bright and confusing environment.
- **Reflection** off of what is being illuminated causes light to be redirected back into the sky, contributing to sky glow.

Timers, motion sensors, dimmer switches, and turning lights off when not in use can help improve lighting levels.

Generally, use lighting where it's needed, when it's needed, and only as bright as needed.

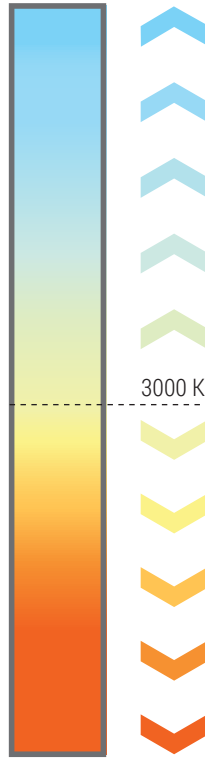
DARK SKY ASSESSMENT GUIDE

3. LIGHTING COLOR

The color of the light is important as well. Cool, blue spectrum lights brighten the night sky more than amber colored light and researchers are beginning to connect blue light spectrum to negative health effects in people and greater problems for wildlife. IDA recommends using long-wavelength lighting with a color temperature of < 3000 Kelvin.

- **Kelvin** refers to a temperature scale used to measure light's warmth or coolness.
- **Color Spectrum** refers to the portion of the electromagnetic spectrum that is visible to the human eye.

WARM SPECTRUM COOL SPECTRUM



NOTES

ESSENTIAL TAKEAWAYS

- ☐ **LIGHT ONLY WHAT YOU NEED:** Use fully shielded fixtures. Shine lights down, not up. Direct lighting at desired areas. Be strategic with lighting and only use it where needed.
- ☐ **LIGHT ONLY WHEN YOU NEED:** Install timers, motion sensors, and dimmer switches, and turn off lights when not in use.
- ☐ **LIGHT ONLY HOW MUCH YOU NEED:** Use the right amount of light. Save electricity by using the lowest adequate wattage bulbs. Too much light is wasteful, impairs vision, and can be costly.
- ☐ **LIGHT ONLY HOW YOU NEED:** Use long-wavelength lights with a red or yellow tint to minimize negative health effects. Use warmer colored bulbs, like yellow or amber instead of white. Avoid bluish light, which is known to have a variety of negative effects.

ADAPTED FROM THE INTERNATIONAL DARK-SKY ASSOCIATION, DARKSKY.ORG

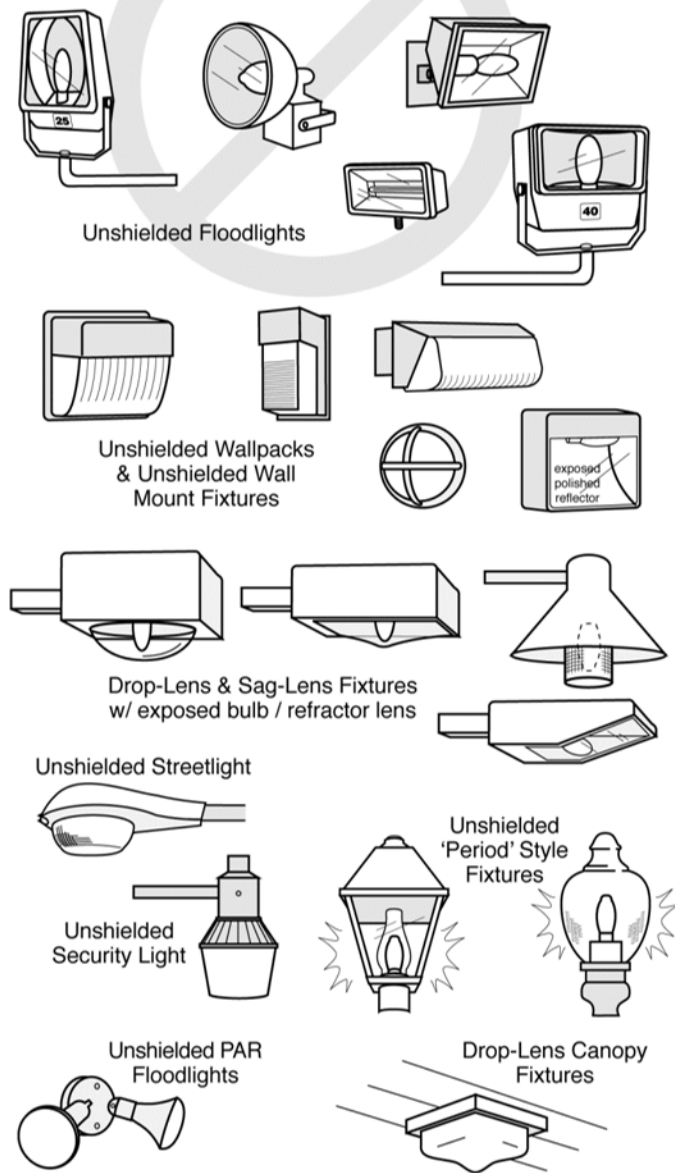
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ACCEPTABLE LIGHTING TYPES

The images below illustrate various acceptable lighting forms. For more informations, visit <http://www.darksky.org/fsa/fsa-products/>.

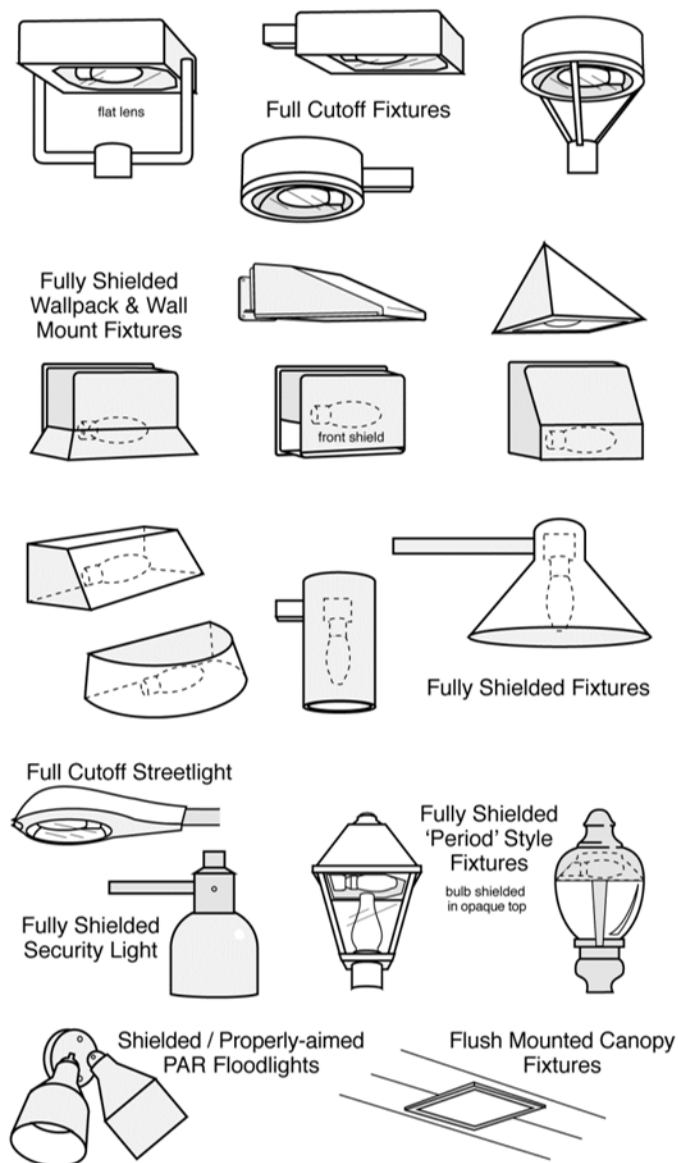
Unacceptable / Discouraged

Fixtures that produce glare and light trespass



Acceptable

Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



ILLUSTRATIONS BY BOB CRELIN©. RENDERED FOR THE TOWN OF SOUTHAMPTON, NY. COURTESY OF INTERNATIONAL DARK-SKY ASSOCIATION.

DARK SKY ASSESSMENT GUIDE



CONDUCTING A FORMAL LIGHTING AUDIT

The IDA requires formally designated Dark Sky Communities (DSC) to adopt a quality and comprehensive lighting code which includes a commitment to a brightness measurement program. The brightness measurement program can be maintained either by the community or by another public or private organization. The measurement program is meant to monitor success in reducing light pollution. A formal lighting audit should be performed to establish a baseline for monitoring success.

A formal audit may require outside help from organizations such as a university, research center, IDA chapter, astronomy club, or other qualified entities since determining the electrical, physical, and operational characteristics of lighting can be difficult or technical. The process for lighting audits vary depending on the organization; however, the Federal Department of Energy (DOE) recommends several basic guidelines.

BASIC LIGHTING AUDIT GUIDELINES

THE FOLLOWING ITEMS ARE RECOMMENDED FOR CONSIDERATION:

- ☐ The age, condition, quality, and location of existing light fixtures.
- ☐ Model and manufacturer of lighting system to obtain existing photometrics (perceived brightness).
- ☐ Lamp wattage and ballast type (if appropriate).
- ☐ Take note of the environment, is there the possibility of particulate, moisture, or dirt buildup in or around the lighting fixture?
- ☐ Take note of what kinds of activities, or uses are being performed in the space. Are there are special visual requirements?
- ☐ Observe how the lighting system is controlled and how often it is used.
- ☐ Note the perceived color of the lighting, e.g. blue, white, or amber light.
- ☐ Measure the physical layout of the existing lighting system and take note of height and spacing.
- ☐ If possible, use an illuminance meter to measure light intensity. Readings should be taken on the ground and at even intervals to create a "grid" of measurements.

ADAPTED FROM THE FEDERAL DEPARTMENT OF ENERGY EXTERIOR LIGHTING AUDIT GUIDELINES

A lighting audit provides benchmarks for determining the effectiveness of lighting improvements and energy savings.

USEFUL MEASUREMENT EQUIPMENT



ON HAND

- ☐ TAPE MEASURE
- ☐ DSLR CAMERA
(see pg. 15)
- ☐ SMART PHONE
(see pg. 13)

OPTIONAL EQUIPMENT

- ☐ LIGHT METER
- ☐ COLOR TEMPERATURE METER
- ☐ SKY QUALITY METER
- ☐ LASER DISTANCE METER

EQUIPMENT RENTAL

The Colorado Plateau Dark Sky Cooperative has some equipment available to rent for free! Contact darkskycooperative@gmail.com for more information.

Available:

- ☐ Sky Quality Meter (SQM) - 1 available
- ☐ Laser Distance Meter - 2 available

OPTIONAL EQUIPMENT?

- **Light Meter** an instrument used to measure the intensity of light.
- **Color Temperature Meter** a device used to measure color temperature in degrees Kelvin.
- **Sky Quality Meter (SQM-L with lens)** an instrument used to measure the luminance of the night sky.
- **Laser Distance Meter** a portable device designed to measure distance from the device to a remote target.

DARK SKY ASSESSMENT GUIDE

LIGHTING INVENTORY TEMPLATE: DOWNLOAD AN EXAMPLE SPREADSHEET [HERE](#)

There are different ways to log lighting inventory information. One simple way is to record the information on a spreadsheet. The following example spreadsheet was adapted from the [Anza-Borrego Desert State Park IDA Nomination](#) with supplemental information from *John Barentine, International Dark Sky Association Director of Conservation*. Accompanying the template are descriptions of the content found in the columns of the sample Lighting Inventory worksheet below. The template can be adapted by parks, communities, and other entities performing a lighting inventory. **Some data points can be captured during the day while other data points will require a nighttime visit.**

A detailed description of each item and examples of fixture and lamp types follows.

EXAMPLE LIGHTING INVENTORY TEMPLATE #1

ID	FUNCTION				FIXTURE/ LAMP									PHOTOS	
	LOCATION	FUNCTION	HAZARDS	NUMBER OF FIXTURES	LAMPS PER FIXTURE	FIXTURE TYPE	LAMP TYPE	COLOR TEMP (K)	LUMENS	SHIELDING STATE	OPERABLE?	ADAPTIVE CONTROLS?	LIGHT MANAGEMENT PLAN (LMP) COMPLIANT?	CLOSEUP	CONTEXT
1	Restroom building at parking lot in Visitor Center	Building egress	None	8	1	Can	Par 16 Amber Lamp, 3W	1800	120	Fully	Yes	None	Yes		
2	Path near Visitor Center	Wayfinding	Uneven Surface	22	1	Post	8 5W Amber A-lamp, 4 yellow LED or CFL "bug lites"	<2700	200	Partially	Yes	None	8 Yes / 14 No		
3	Admin Building	Building approach	Steps	1	2	Spot	8W Par30 Amber LED	1800	320	Eave	Yes, only one socket in use	Motion sensor, 4 min duration/ 15 sec. delay/ Programed 10%-60%10%	Yes		
4	Lab Building	Building egress	None	1	1	Jelly Jar	3W Par 16 Amber LED	1800	320	Unshielded	No	None	No		
5	Staff Housing	Building egress	Step	1	1	Wallpack	7W Amber LED	1800	280	Fully	Yes	None	Yes		
6															
7															
8															
9															

TEMPLATE ADAPTED FROM THE ANZA-BORREGO DESERT STATE PARK IDA NOMINATION & JOHN BARENTINE

DARK SKY ASSESSMENT GUIDE

TEMPLATE OVERVIEW

FIXTURE ID: Any unique identifier for the fixture or group of fixtures. This usually takes the form of some running number (e.g., 1, 2, 3, ...) but could include letters or other location-specific information. For example, a set of fixtures at a visitor center could be identified as VC1, VC2, ..., etc. Ideally the Fixture ID is sufficiently specific to identify individual fixtures among a group.

LOCATION: A short description of where the lighting is located; e.g., "Campground restrooms", "Staff housing", "Administration building". If no location is otherwise available, give GPS coordinates (latitude/longitude).

FUNCTION:

The nominal purpose of the lighting, whether or not such lighting is warranted according to the park's LMP. "Function" should indicate why the lighting exists at the location. If the function is not evident, enter "Unknown".

FUNCTION EXAMPLES:

- ☐ Area (illuminates a large area of ground)
- ☐ Decorative (serves no safety or task performance purpose, but is installed for aesthetic reasons)
- ☐ Egress (as from a structure)
- ☐ Other
- ☐ Pathway (to prevent tripping or to point out a drop-off)
- ☐ Parking
- ☐ Roadway
- ☐ Safety (to point out specific safety hazards)
- ☐ Security (intended to discourage or prevent the incidence of property or violent crime; note that this is NOT a valid reason for lighting in an International Dark Sky Park/Reserve/Sanctuary)
- ☐ Sign
- ☐ Wayfinding (safe transit between points, marking, e.g., the edges of a trail)

HAZARDS:

What safety hazard is the lighting intended to mitigate? If no hazards are evident, enter "None". If hazards cannot be determined, enter "Unknown".

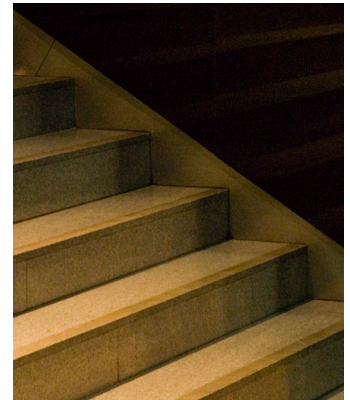
HAZARD EXAMPLES:

- | | |
|---|--------------------------------|
| <input type="checkbox"/> Curb | <input type="checkbox"/> Water |
| <input type="checkbox"/> Pathway | <input type="checkbox"/> Other |
| <input type="checkbox"/> Stairs (indicating multiple steps) | |
| <input type="checkbox"/> Step (indicating a single step) | |
| <input type="checkbox"/> Uneven surface | |

CURB



STAIRS



NUMBER OF FIXTURES: If more than one identical fixture is present at a discrete location, group these together. For example, a restroom building might have several identical fixtures on its various sides.

LAMPS PER FIXTURE: The number of discrete lamps per individual fixture, regardless of the number of fixtures at a site. The total number of lamps at a site = number of fixtures × lamps per fixture.

FIXTURE TYPE: The variety of fixture, usually relating to its function. If the fixture type is not evident, enter "Unknown".

DARK SKY ASSESSMENT GUIDE

FIXTURE EXAMPLES:

1. Barn
2. Bollard
3. Can
4. Ceiling
5. Emergency
6. Flood
7. Phone Booth
8. Pole
9. Spot
10. String
11. Vending Machine
12. Wallpack
13. Wall Sconce

FIXTURE TYPE EXAMPLE IMAGES

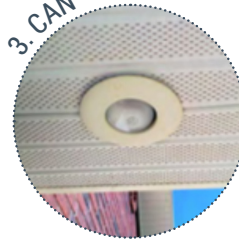
1. BARN



2. BOLLARD



3. CAN



4. CEILING



5. EMERGENCY



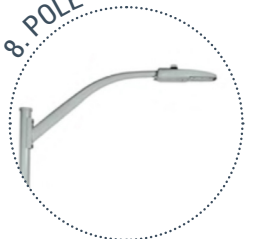
6. FLOOD



7. PHONE BOOTH



8. POLE



9. SPOT



10. STRING



11. VENDING MACHINE



12. WALLPACK



13. WALL SCONCE



LAMP TYPE: If no lamp is present, enter "Empty Socket". If the lamp type cannot be determined, enter "Unknown".

LAMP TYPE EXAMPLES:

1. Compact Fluorescent ("CFL")
2. Incandescent
3. Halogen
4. Neon (or other gas-filled tube)
5. High-pressure Sodium ("HPS")

LAMP TYPE EXAMPLE IMAGES

LAMP TYPE

EXAMPLE
IMAGE

SPECTRUM (COLOR)

3. HALOGEN



1. COMPACT FLUORESCENT "CFL"



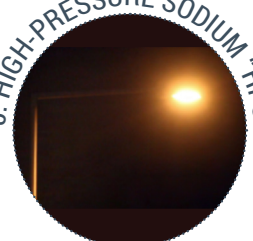
2. INCANDESCENT



4. NEON



5. HIGH-PRESSURE SODIUM "HPS"

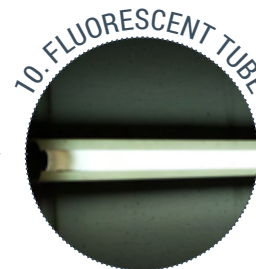
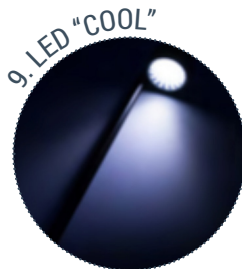


DARK SKY ASSESSMENT GUIDE

MORE LAMP TYPE EXAMPLE IMAGES

MORE LAMP TYPE EXAMPLES:

6. Low-pressure Sodium ("LPS")
7. Mercury Vapor
8. Metal Halide ("MH")
9. LED (specify "amber", "white" or other color)
10. Fluorescent Tube



SHIELDING STATE:

To what extent is the fixture shielded? Response should be one of the following states.

SHIELDING STATES:

- ☐ Fully (shielded in such a way that no light can be seen above a horizontal plane passing through the lowest light-emitting part of the fixture with respect to the illuminated surface)
- ☐ Partially (some shielding, usually of the fixture top, but not meeting the definition of 'fully shielded')
- ☐ Unshielded (shielding is not a part of the design, with light emitted or diffused from all surfaces other than the mounting point)
- ☐ Other (some other arrangement not captured by 'fully shielded', 'partially shielded', or 'unshielded')
- ☐ Unknown (unable to determine in the field)

OPERABLE?: Can the fixture be operated according to the manufacturer's instructions? Response should be "Operable", "Inoperable", or "Unknown". Lights are typically inoperable because they are fully disconnected from a power supply, and are thus considered LMP-compliant by nature. Note that a light with a broken switch or missing lamp is not considered "inoperable".



ADAPTIVE CONTROLS

ADAPTIVE CONTROLS:

Any electronic or mechanical device attached to a light intended to dynamically control the duration, intensity, spectrum, or area illuminated by the lighting.

ADAPTIVE CONTROL EXAMPLES:

- ☐ Automatic switch
- ☐ Motion sensor
- ☐ Timer

ADAPTIVE CONTROL INFORMATION				PHOTOS	
LIGHT SOURCE	ADAPTIVE CONTROLS	COLOR TEMP (K)		BEFORE ADAPTIVE CONTROLS (2016)	AFTER ADAPTIVE CONTROLS (2017 - 2018)
LED	Programmed 10%-60%-10% Motion detection 15 sec. delay	3000 K	1600 (60%)		

DARK SKY ASSESSMENT GUIDE

LMP COMPLIANT?:

Does the light meet all of the requirements of the park's Lighting Management Plan (if applicable)?

CLOSEUP PHOTO: An image of the light in place, taken sufficiently close to reveal some details about it.

CONTEXT PHOTO:

An image of the light in place, taken from further away to illustrate the function or other contextual information about it.

PHOTO EXAMPLES

CLOSEUP



CONTEXT



NOTES

DARK SKY ASSESSMENT GUIDE

EXAMPLE LIGHTING INVENTORY TEMPLATE #2 [DOWNLOAD A BLANK WORKSHEET HERE](#)

Below is another example of how to record and organize your lighting audit data. Specific technology or technical assistance may be required to capture each data point. No matter what method or structure you use, be consistent and well organized.

DAYTIME VISIT		NIGHTTIME VISIT
Visit Date:	Fixture Power:	Visit Date:
Fixture Height (ft):	<input type="checkbox"/> Solar	Fixture Height (ft):
Fixture Lighting Purpose:	<input type="checkbox"/> Utility	Correlated Color Temperature CCT:
<input type="checkbox"/> Area	<input type="checkbox"/> Other	Illuminance:
<input type="checkbox"/> Entrance/Egress	Fixture Adaptive Controls:	Footcandle:
<input type="checkbox"/> Pathway	<input type="checkbox"/> Motion Sensor	
<input type="checkbox"/> Parking	<input type="checkbox"/> None	
<input type="checkbox"/> Roadway	<input type="checkbox"/> Photocell	
<input type="checkbox"/> Sign	<input type="checkbox"/> Switch	
<input type="checkbox"/> Stairway	<input type="checkbox"/> Timer Switch	
<input type="checkbox"/> Other	<input type="checkbox"/> Other	
Fixture Type:	Lamp Type:	MITIGATION
<input type="checkbox"/> Barn	<input type="checkbox"/> CFL	Mitigation Required
<input type="checkbox"/> Bollard	<input type="checkbox"/> Empty Socket	<input type="checkbox"/> Yes
<input type="checkbox"/> Ceiling Mount	<input type="checkbox"/> Fluorescent Tube	<input type="checkbox"/> No
<input type="checkbox"/> Dark Cowbell	<input type="checkbox"/> Halogen	Mitigation Date:
<input type="checkbox"/> Flood	<input type="checkbox"/> HPS	
<input type="checkbox"/> Hanging Light	<input type="checkbox"/> Incandescent	
<input type="checkbox"/> Lamp Post	<input type="checkbox"/> Induction	
<input type="checkbox"/> Phone Booth	<input type="checkbox"/> LED	
<input type="checkbox"/> Recessed	<input type="checkbox"/> LPS	
<input type="checkbox"/> Spotlight	<input type="checkbox"/> Mercury Vapor	
<input type="checkbox"/> Tin Hat	<input type="checkbox"/> Metal Halide	
<input type="checkbox"/> Tube	<input type="checkbox"/> Other	
<input type="checkbox"/> Vending Machine		
<input type="checkbox"/> Wall Pack	Shielding:	
<input type="checkbox"/> Wall Sconce	<input type="checkbox"/> Fully Shielded Eve	
<input type="checkbox"/> Other	<input type="checkbox"/> Fully Shielded Fixture	
Number of Fixtures	<input type="checkbox"/> Fully Shielded Lamp Lens	
Lamps per Fixture:	<input type="checkbox"/> Partially Shielded Eve	
Historic Fixture?	<input type="checkbox"/> Partially Shielded Fixture	
<input type="checkbox"/> Yes	<input type="checkbox"/> Partially Shielded Lamp Lens	
<input type="checkbox"/> No	<input type="checkbox"/> Unshielded	
		ADDITIONAL NOTES

ADAPTED FROM BRYAN BOULANGER, OHIO NORTHERN UNIVERSITY CONTACT: B-BOULANGER@ONU.EDU

DARK SKY ASSESSMENT GUIDE

ESTABLISH A SKY BRIGHTNESS MEASUREMENT PROGRAM

THINKING LONG TERM

A lighting inventory provides the foundational knowledge needed to improve lighting used at night. Before improvements are made, a **sky brightness measurement program*** should be established and maintained in order to monitor the evolution of light pollution in a community over time. **Note that evidence of a sky brightness monitoring program is a requirement for International Dark Sky Place Designation.*

WHAT ARE YOU MONITORING?

You are monitoring sky brightness (or quality) over time.

HOW IS SKY QUALITY MEASURED?

There are a variety of ways to conduct a sky quality survey including:

1. A Sky Quality Meter (SQM-L) Survey
2. Bortle Scale Interpretation
3. Photographic Evidence

Below is a brief description of how to conduct a sky quality survey using a Sky Quality Meter. For more information and descriptions of other methods visit: <http://darksky.org/our-work/conservation/idspl/become-a-dark-sky-place/sky-quality-survey/>

NEW TERMS

- **Zenith** the point in the sky directly above an observer.
- **Astronomical Darkness** When the sun is at least 18° below the local horizon. You can easily find times for sunset, sunrise, twilight, moon rise/set, etc. on sites like [Time And Date](#).

ADAPTED FROM THE INTERNATIONAL DARK SKY ASSOCIATION: HOW DO CONDUCT A SKY QUALITY SURVEY

TAKING A SKY QUALITY SURVEY

The Unihedron Sky Quality Meter (SQM-L version with "lens") is a small battery powered device that is used to take scientific-quality measurements of sky brightness.

To use a Sky Quality Meter simply hold the device directly above your head so that the photometer is pointed toward the sky (*at zenith*) and click the start button. The screen will then display the sky brightness at the point you are standing. The higher the number, the darker the sky is.

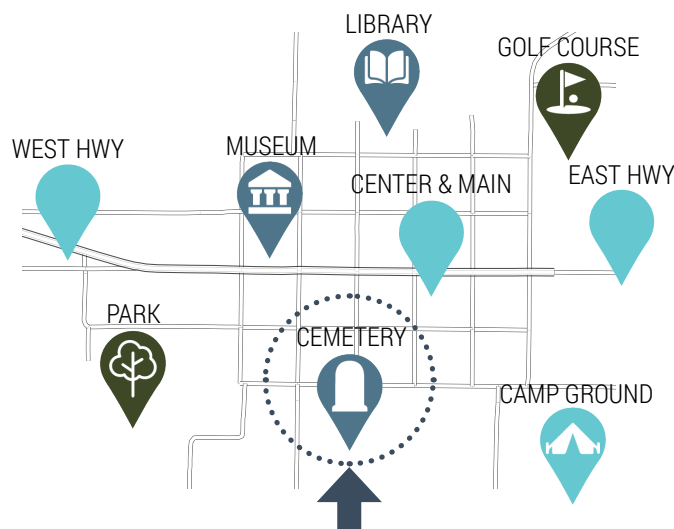
Take 5-6 measurements per location per visit, discarding the first measurement (the first measurement will not be accurate). Choose several locations throughout your community that will represent the darkest and the brightest areas in order to achieve a comprehensive survey of the location.

We recommend collecting data over several nights spaced out by a week or two. This dilutes the effects of fog, dust, and other atmospheric conditions that can reduce accuracy.

Remember that you will need to return to these locations in the future as you continue to monitor sky quality over time.



PHOTOMETER
START BUTTON



LOCATION EXAMPLE MAP

BEST PRACTICES

- ☐ Never take a measurement directly underneath a light source or anything that might block the clear sky.
- ☐ Always take measurements under a clear, open, cloudless sky,
- ☐ Always take measurements when the moon is below the horizon or when the moon is new.
- ☐ Always take measurements under conditions of "astronomical darkness" meaning the sun is at least 18° below the local horizon.
- ☐ The success of your sky brightness measurement program will depend on staying organized and consistent with your data.
- ☐ Share your data with the Globe at Night citizen science project at globeatnight.org

DATA TO CAPTURE (WITH EXAMPLES)

- ☐ **Location:** Cemetery
- ☐ **Latitude:** 39.686
- ☐ **Longitude:** 110.846
- ☐ **Altitude:** 1,814m
- ☐ **Time:** 9:15pm
- ☐ **Date:** 5/20/19
- ☐ **SQM measurements taken at zenith:**
 1. 21.02 (record the first number but remember that it should be discarded later for accuracy)
 2. 20.95
 3. 20.95
 4. 20.96
 5. 20.95
 6. 20.97

CEMETERY
AVERAGE SQM RATING = 20.96

DARK SKY ASSESSMENT GUIDE



DIFFERENT ASSESSMENT TOOLS

There are a variety of ways to collect information for your dark sky assessment. The following pages describe different methods for collecting, documenting, and organizing information. While the DOE and IDA offers basic guidelines, each community is unique, and the methods used and data collected will depend on individual goals, capacity, and access to technology. Dark Sky Community status won't be the goal for every community, but a formal audit will provide a baseline for limiting light pollution.

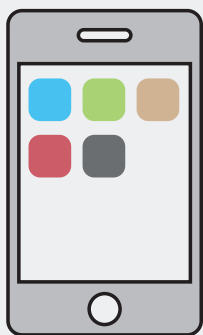
USE TECHNOLOGY

A wide variety of Iphone and Android apps can be used to take night sky brightness measurements. Other applications, such as [COLLECTOR FOR ARCGIS](#) can capture a comprehensive set of geographic data points.

For more precise measurements, the IDA recommends using a [SKY QUALITY METER](#) with lens (SQM-L) see *page 13*. Choose apps and resources that make sense for you and your community or contact a dark sky expert for help. Below is a list of basic apps to get you

NOTES

MOBILE APPS AND RESOURCES



DATA COLLECTION

[COLLECTOR FOR ARCGIS](#)

Collector can capture geolocated measurements for:

- ☐ Shielding
- ☐ Fixture height
- ☐ Lamp type
- ☐ Color temperature
- ☐ Lumens (Lux)
- ☐ Footcandles (fc)

SKYGLOW

[SKY QUALITY METER](#)

[DARK SKY METER APP \(IOS\)](#)

[CITIES AT NIGHT PROJECT](#)

[GLOBE AT NIGHT PROJECT](#)

[MY SKY AT NIGHT PROJECT](#)

[LOSS OF THE NIGHT APP](#)

WHO CAN I CONTACT IF I HAVE QUESTIONS?

The International Dark Sky Association (IDA)

(520) 293-3198

<http://www.darksky.org>

The Colorado Plateau Dark Sky Cooperative

(435) 213-7026

<https://cpdarksities.org/>

darkskycooperative@gmail.com

The Consortium for Dark Sky Studies

<http://www.darkszystudies.org/>

daniel.l.mendoza@gmail.com

valspal13@gmail.com

National Park Service Natural Sounds & Nights Skies Division

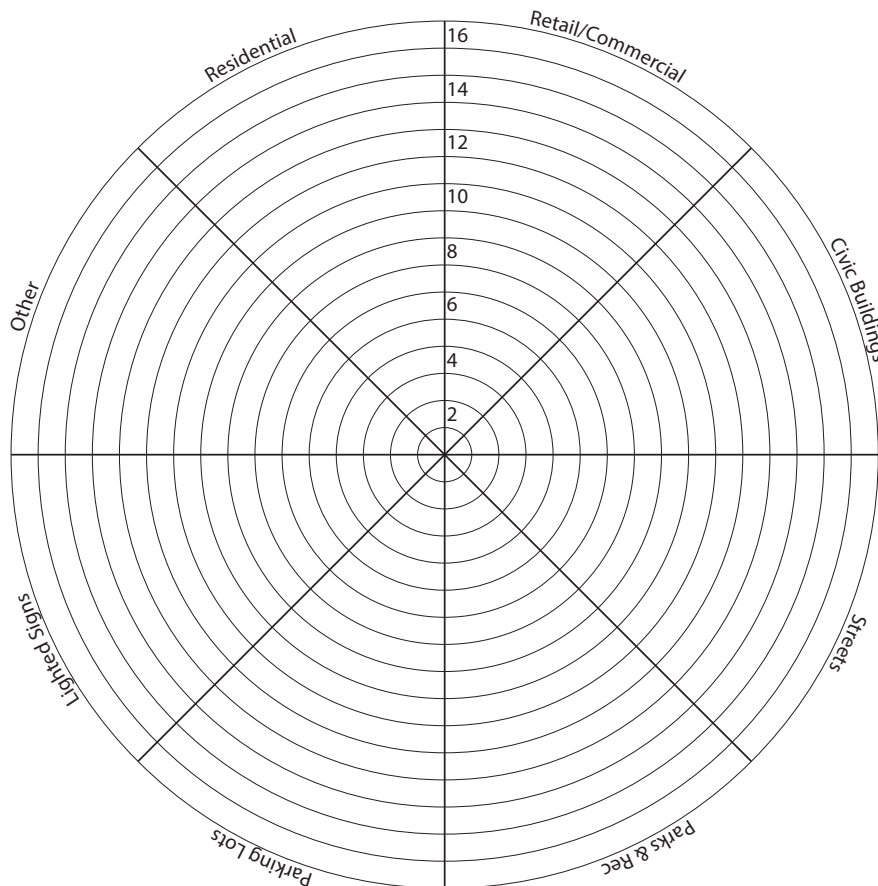
<https://www.nps.gov/orgs/1050/index.htm>

randy.stanley@nps.gov

DARK SKY ASSESSMENT GUIDE

LIGHTING ISSUE CONCERNS & LAND USE

Another tool for documenting light pollution sources is to mark the number of issues (e.g. poor shielding, blue/white lighting color, excessive lighting) observed in relation to land use. This can help identify focus areas and large-scale opportunities. Color in the number of issues related to the “three-legged stool” observed in the radial table below. Optional “issue-related” color coding is suggested below. The goal is to be able to compare the size of the “pie slices” after the assessment.



OPTIONAL “ISSUE” COLOR CODING

- Shielding
- Lighting Color
- Inappropriate/ Excessive Lighting

RESIDENTIAL

All types, single-family, apartments, etc.

RETAIL

Stores, shops, businesses, restaurants, etc.

CIVIC BUILDINGS

Government, post office, schools

STREETS

Street lighting

PARKS & REC

Sports parks, baseball fields, tennis courts, etc.

PARKING LOTS

Lighted parking lots

LIGHTED SIGNS

Business signs, advertising signs, etc.

OTHER

Any other uses, industrial, etc.

PUBLIC ENGAGEMENT & EDUCATION

Community engagement is an essential part of any kind of community-wide initiative. The support of local leaders, residents, and business owners can be gained from talking to people on an individual level and addressing their concerns. Make an effort to talk to neighbors and friends about light pollution and educate them on the benefits of improved lighting.

2 MINUTE SURVEYS...

Ask residents and business owners about their experience with light pollution. As you survey people educate them about basic light pollution concepts and issues. Why should they care?

QUICK QUESTIONS

Is preserving dark skies important to you?

Would you support simple changes to limit light pollution?

What concerns do you have?

EDUCATE

Briefly explain why light pollution is an issue.

Describe why preserving the night sky is important to you.

Discuss the “three-legged stool” and simple ways to mitigate light pollution.

DARK SKY ASSESSMENT GUIDE

MARKING A MAP

Marking lighting issues on a map can help identify and document spatial clusters and provide a reference for others.

An official zoning map, Google map, or other reference map of your community can be used to document sources of light pollution as well as examples of “dark-sky friendly” lighting.

Some areas may require a map that is “zoomed in on an area” such as on main street or a sports park. Your assessment may include just publicly owned lighting or all lighting including commercial, residential, and open space. The scale and amount of detail are up to the community.

Marked lighting issues should relate to the “three-legged stool” but should also be tailored to your community’s specific dark sky assessment goals.

IDEAS FOR WHAT TO MARK



Unshielded lighting



Glare/ intense brightness



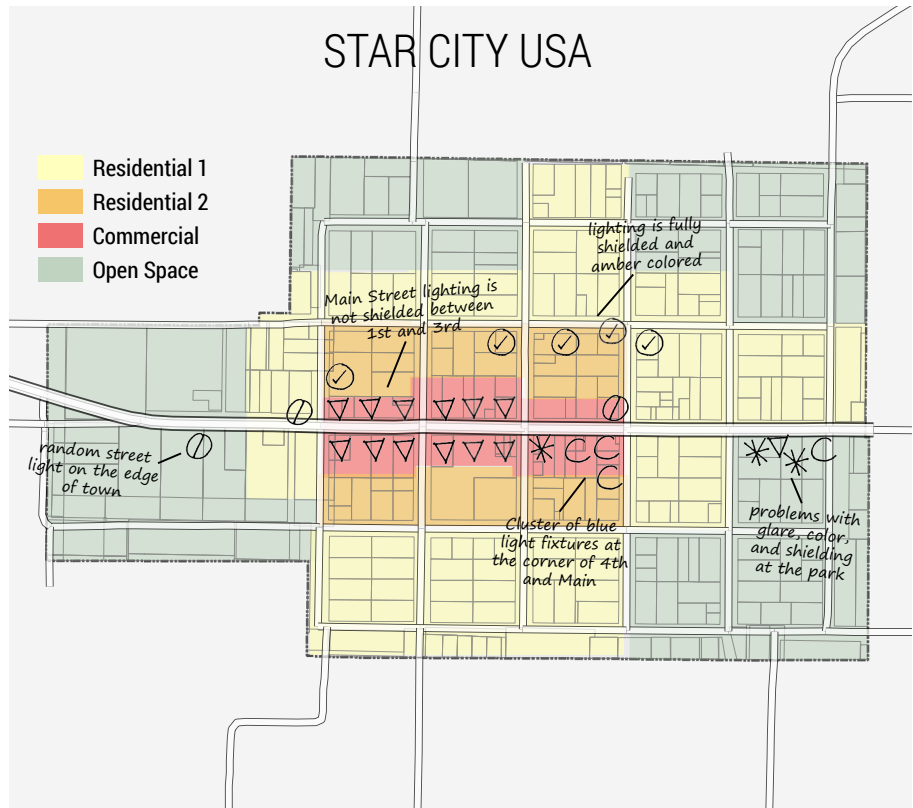
Unnecessary lighting



Blue/ White Colored Light



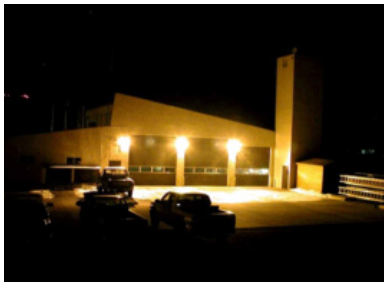
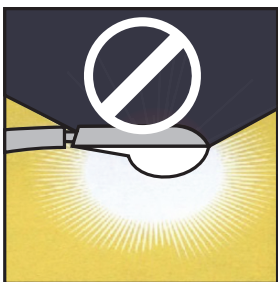
Good lighting



TAKING NIGHT PHOTOS

Documenting light pollution is an important way for educating the public on the actual situation and to support a case for improved lighting.

UNSHIELDED



SHIELDED



NIGHT PHOTO GUIDELINES

The following are helpful guides on settings for taking certain types of photos at night. Remember, always use a tripod. These settings should be adjustable on the manual mode for any DSLR camera.

- **DSLR** stands for “digital single-lens reflex.” DSLR cameras are versatile cameras with changeable lenses that produce high-quality photos.

	SHUTTER	APERTURE	ISO	FLASH
SIGNS	1/50	F/2.8	100	N
CITY SCAPE	1/320	F/4.5	100	N
BRIDGES	15/1	F/5.6	100	N
STREET	1/5	F/4	320	Y
MONUMENTS	15	F/16	250	Y
LIFE	6	F/9	100	Y
THE MILKY WAY	20+	F/2.8	1600	N

IMAGES FROM IDA INTRO TO LIGHTING POWERPOINT

DARK SKY ASSESSMENT GUIDE

CALCULATE THE SAVINGS

Many communities are now realizing the benefits of controlling energy waste through better-quality and better-designed lighting. Calculating potential energy savings and payback for upgrade conversions is another way to understand how adopting dark sky policies and best practices can benefit your community. Use the following formula from the Federal Department of Energy's Exterior Lighting Guidelines to calculate an estimation of lighting power and energy use. Compare your current lighting energy costs with estimated energy costs of an upgrade conversion. Calculating an energy use estimation for prospective lighting replacements is an effective way to illustrate cost savings.

LIGHTING POWER & ENERGY USE ESTIMATION

1. COMPUTE THE TOTAL POWER (kW) USED BY THE EXISTING SYSTEM

EXISTING LAMP OR LUMINAIRE WATTAGE		NUMBER OF LAMPS		TOTAL POWER CONSUMED
_____	W	x	_____	lamps = <input type="text"/> W

2. COMPUTE THE TOTAL ENERGY (kWh) CONSUMED ANNUALLY BY THE EXISTING SYSTEM.

TOTAL POWER CONSUMED BY SYSTEM LUMINAIRE		HOURS OF USE PER DAY		DAYS OF USE PER WEEK		WEEKS OF USE PER YEAR		TOTAL ENERGY CONSUMED
_____	W	x	_____	hrs/day	x	_____	days/wk	x _____ wks/yr = <input type="text"/> kWh/

3. COMPUTE THE TOTAL ENERGY COST (DOLLARS) ANNUALLY FOR OPERATION OF THE EXISTING SYSTEM.

TOTAL ENERGY CONSUMED		ENERGY RATE		TOTAL COST
_____	kWh/yr		\$/kWh	= <input type="text"/> \$/yr

BACK TO THE BASICS

- **W (watt)** the standard unit of power in the International System of Units (SI)
- **Wh (watt hour)** a unit of energy equal to the power of 1 watt operating for 1 hour
- **kW (kilowatt)** a measure of 1,000 watts of electrical power.
- **kWh (kilowatt hour)** a measure of electrical energy equivalent to a power consumption of 1,000 watts for 1 hour.
- **Luminaire** a complete lighting unit that usually includes the fixture, ballasts, and lamps.

IN A NUTSHELL...

ENERGY = POWER × TIME

DARK SKY ASSESSMENT GUIDE

SWOT ANALYSIS

A SWOT analysis is a strategic planning and brainstorming tool that encourages participants to assess and reflect on the **Strengths**, **Weaknesses**, **Opportunities**, and **Threats** of a place, situation, or goal. Use a SWOT analysis to assess the strengths, weaknesses, opportunities, and threats that are relative to your community's goal to preserve and protect dark skies (see example content below).

SWOT ANALYSIS SUBJECT: Star City USA - becoming a dark sky destination

STRENGTHS <ul style="list-style-type: none">- Shared values among community members- Tourist destination- Friendly- Small town values- Low population- Historical assets- Close to outdoor recreation	WEAKNESSES <ul style="list-style-type: none">- Lack of cultural resources- Limited funding- Perception town is anti-business- Lack of destination facility- Vacant store fronts- Lack of rental housing- Codes are too flexible
OPPORTUNITIES <ul style="list-style-type: none">- Public education- Retrofitable lighting- Room to grow- Explore astro-tourism- Attract new businesses and families	THREATS <ul style="list-style-type: none">- Light pollution from nearby city- Attitudes towards change- Afraid to try new things- Youth leaving- High employee turnover

DARK SKY ASSESSMENT GUIDE



NOW WHAT? AFTER YOUR DARK SKY ASSESSMENT

What you do after your dark sky assessment is almost as important as the assessment itself. Depending on your specific goals, the following steps can lead to an organized and effective action plan.

1. Debrief after the assessment

- ☐ Hold a post-assessment meeting with all assessors.
- ☐ Compile information, recording comments and clarifying notes.
- ☐ Brainstorm and record suggestions for changes and improvements. Develop ideas for projects that take advantage of opportunities, improve strengths, strengthen weaknesses, or mitigate threats.
- ☐ Invite participants to be involved in your project and identify how they will be committed.
- ☐ Thank everyone for their participation and outline next steps.

2. Form a local Dark Skies Group

(adapted from Advice on Starting a Local Dark Skies Group, Ed Stewart, Dark Skies, Inc., of the Wet Mountain Valley)

- ☐ Educate yourself on the various aspects of light pollution.
- ☐ Develop a core working group to support the initiative.
- ☐ Build awareness and education through local media and social media.
- ☐ Personally contact business owners and managers on the benefits of proper outdoor lighting.
- ☐ Provide a vendors list of dark sky friendly fixtures to contractors, hardware stores, and home improvement businesses.
- ☐ Contact the local power company for potential incentives or discounts on amber LED fixtures.
- ☐ Individually approach town leadership to get a feel for local support.
- ☐ Take the long-range approach. This may be seen as a “tree hugger” issue, but is about protecting the rural environment and quality of life.
- ☐ Stay positive and focus on benefits and advantages: reduced power consumption, cost savings, improved quality of life, and improved potential tourism.

3. Pursue International Dark Sky Places certification

- ☐ Provide the compiled report to local leadership, with suggested actions.
- ☐ Gauge the level of willingness of local leadership to take action.
- ☐ Outline the current project prioritization for leaders and ask leaders for input.
- ☐ Examine the potential to become a dark-sky certified community at <http://www.darksky.org/idsp/become-a-dark-sky-place/>.
- ☐ Fill out the application at <http://www.darksky.org/idsp/become-a-dark-sky-place/dark-sky-community-inquiry/>.

4. Plan action

- ☐ Create an implementation plan based on prioritized projects or actions.
- ☐ Identify potential funding sources as needed, required partners, and any needed changes to town code.
- ☐ Plan completion of small simple tasks first to build momentum for larger projects.
- ☐ Build critical mass—get the word out! Notify and continually engage and invite stakeholders, land owners, business owners and general public.

NOTES

IDA DARK SKY COMMUNITY

An IDA Dark Sky Community (DSC) is a town, city, or municipality that has shown exceptional dedication to the preservation of the night sky through the implementation and enforcement of quality lighting codes, dark sky education, and citizen support of dark skies.

Communities apply to the IDA who will make a decision in an average of one-to-two years from the initial request.

Requirements that must be maintained:

- ☐ Quality comprehensive lighting code
- ☐ Community commitment to dark skies
- ☐ Broad support from community organizations
- ☐ Community commitment to education on dark skies
- ☐ Success in light pollution control
- ☐ A continuing sky brightness measurement program

For full instructions and information:

<http://www.darksky.org/idsp/become-a-dark-sky-place/>

DARK SKY ASSESSMENT GUIDE

ADDITIONAL RESOURCES

GENERAL

International Dark Sky Association: <http://www.darksky.org>

Colorado Plateau Dark Sky Cooperative: <https://cpdarks skies.org>

The Consortium for Dark Sky Studies: <http://darkskestudies.org>

Dark Sky Planning Guidance & Best Practices: <http://ruralplanning.org/assets/dark-sky---web.pdf>

Dark Sky Lighting Ordinance Walkthrough: <https://utah.maps.arcgis.com/apps/MapSeries/index.html?appid=1cb7caaa1aa543dea3c813ec9f1f7f93#>

CPDSC Educational Video Series: <https://vimeo.com/user95912242>

Interactive light pollution mapping tool: <https://www.lightpollutionmap.info>

Building Energy Codes Program: <https://www.energycodes.gov/comcheck>

Watts-to-lumens free calculator: <http://www.rapidtables.com/calc/light/watt-to-lumen-calculator.htm>

Sensible outdoor lighting: <https://darkskeywisconsin.uwex.edu/files/2015/11/township-brochure.pdf>

The new world atlas of artificial night sky brightness: <http://advances.sciencemag.org/content/2/6/e1600377.full>

Federal Department of Energy's Exterior Lighting Guidelines: http://cltc.ucdavis.edu/sites/default/files/files/publication/2010_DOE_FEMP_Exterior_Lighting_Guide.pdf

How to carry out a dark sky survey: <https://darkskeydiary.wordpress.com/2010/12/18/how-to-carry-out-a-dark-sky-survey/>

Luginbuhl and Hall. "How Flagstaff is Preserving Dark Skies." *Astronomy*, Sept. 2017, pp. 56-60.

RECREATION LIGHTING

International Dark Sky Association criteria for community-friendly sports lighting: <https://www.darkskey.org/wp-content/uploads/2018/03/IDA-Criteria-for-Community-Friendly-Outdoor-Sports-Lighting.pdf>

Powder Mountain Night Skiing: 6,248,060 total lumens for 19 acres of skiable terrain (ratio of 7.6 lumens per square foot). 6500 Kelvin color temp. <http://ultratechlighting.com/wp-content/uploads/2016/01/SNBT-FL-300W-B2.pdf>

Nordic Valley Night Skiing: 6,639,390 lumens and about 54 acres of skiable terrain (ratio of about 3 lumens per square foot). 6500 Kelvin color temp.

International Tennis Federation: <http://www.itftennis.com/technical/facilities/facilities-guide/lighting.aspx>

FLAG LIGHTING

Federal law for US flag: <http://www.senate.gov/reference/resources/pdf/RL30243.pdf>

Federal and state facilities: See UCA §17-27a-304. <http://le.utah.gov/xcode/Title17/Chapter27A/17-27a-S304.html>

Canopy lighting a parking lot light: See IDA model ordinance regarding lumens per gas pump and lumens per parking stall: <http://darkskey.org/our-work/public-policy/mlo/>

TOWER LIGHTING

Federal Aviation Administration: https://www.faa.gov/regulations_policies/faa_regulations/

Federal Communications Commission: <https://www.fcc.gov/general/rules-regulations-title-47>

ILLUMINATION STANDARDS

Illuminating Engineering Society (IES): <https://www.ies.org/standards/>



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TOWN OF BON ACCORD

POLICY STATEMENT

SECTION: Administration

POLICY NO.: 15.51

SUBJECT: LIGHT EFFICIENT COMMUNITY POLICY

RESPONSIBLE AUTHORITY: Administration Department

REVIEWED & APPROVED BY COUNCIL: February 17, 2015

PURPOSE AND INTENT:

To provide a framework for Council and a set of minimum standards for the adoption of a light use policy promoting efficient and environmentally responsible lighting in accordance with the Model Lighting Ordinance (MLO).

POLICY STATEMENT:

The Town of Bon Accord will adopt a lighting ordinance which achieves the minimum requirements of the Model Lighting Ordinance created by the International Dark-Sky Association (IDA), the Illuminating Engineering Society of North America (IES), and the Transportation Association of Canada (TAC). The Town is updating their Light Efficient Community Policy to facilitate an application to the International Dark-Sky Association for the designation of an IDA Dark Sky Community, the first such designation to be awarded in Canada.

DEFINITIONS:

1. ***"Absolute photometry"*** is a photometric measurement (usually of a solid-state luminaire) that directly measures the footprint of the luminaire. Reference Standard IES LM-79.
2. ***"Astronomic Time Switch"*** is an automatic lighting control device that switches outdoor lighting relative to time of solar day with time of year correction.
3. ***"Backlight"*** is a reference to an exterior luminaire, lumens emitted in the quarter sphere below horizontal and in the opposite direction of the intended orientation of the luminaire. For luminaires with symmetric distribution, backlight will be the same as front light.
4. ***"BUG"*** is luminaire classification system that classifies backlight (B), uplight (U) and glare (G).

5. **"Canopy"** is a covered, unconditioned structure with at least one side open for pedestrian and/or vehicular access. (An unconditioned structure is one that may be open to the elements and has no heat or air conditioning.)
6. **"Common Outdoor Areas"** One or more of the following: a parking lot; a parking structure or covered vehicular entrance; a common entrance or public space shared by all occupants of the domiciles.
7. **"Correlated Colour Temperature"** or CCT is a measure of light source color appearance defined by the proximity of the light source's chromaticity coordinates to the blackbody locus, as a single number rather than the two required to specify a chromaticity.
8. **"Development Officer"** is an official of Bon Accord appointed, according to the procedures authorized by Town Council, to act as a development authority according to the *Municipal Government Act*.
9. **"Emergency Conditions"** is lighting that is only energized during an emergency; lighting fed from a backup power source; or lighting for illuminating the path of egress solely during a fire or other emergency situation; or, lighting for security purposes used solely during an alarm.
10. **"Footcandle"** The unit of measure expressing the quantity of light received on a surface. One footcandle is the illuminance produced by a candle on a surface one foot square from a distance of one foot. One footcandle is equal to one lumen per square foot or approximately 10.76391 lux.
11. **"Forward Light"** For an exterior luminaire, lumens emitted in the quarter sphere below horizontal and in the direction of the intended orientation of the luminaire.
12. **"Fully Shielded Luminaire"** is a luminaire constructed and installed in such a manner that all light emitted by the luminaire, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is projected below the horizontal plane through the luminaire's lowest light-emitting part.
13. **"Glare"** is lighting entering the eye directly from luminaires or indirectly from reflective surfaces that causes visual discomfort or reduced visibility.
14. **"Hardscape"** is permanent landscape improvements to a site including parking lots, drives, entrances, curbs, ramps, stairs, steps, medians, walkways and non-vegetated landscaping that is three (3) metres or less in width. Materials may include concrete, asphalt, stone, gravel, etc.
15. **"Hardscape Area"** is the area measured in square metres of all hardscape. It is used to calculate the Total Site Lumen Limit in both the Prescriptive Method and Performance Methods. Refer to Hardscape definition.
16. **"Hardscape Perimeter"** is the perimeter measured in linear metres and is used to calculate the Total Site Lumen Limit in the Performance Method. Refer to Hardscape definition.

17. **"IDA"** is the International Dark-Sky Association.
18. **"IESNA"** is the Illuminating Engineering Society of North America.
19. **"Illuminance"** is the total luminous flux incident on a surface, per unit area. It is a measure of how much the incident light illuminates the surface, correlated with brightness perception.
20. **"Initial Lumens"** is the amount of light output from a lamp when it is new. For a metal halide lamp, these ratings are averages based on photometry at rated lamp watts after 100 hours of operation.
21. **"Lamp"** is a generic term for a source of optical radiation (i.e. "light"), often called a "bulb" or "tube". Examples include incandescent, fluorescent, high-intensity discharge (HID) lamps, and low pressure sodium (LPS) lamps, as well as light-emitting diode (LED) modules and arrays.
22. **"Landscape Lighting"** is lighting of trees, shrubs, or other plant material as well as ponds and other landscape features.
23. **"Light Efficient Community"** is a community that uses lighting responsibly. It uses the most effective and efficient artificial lighting available to minimize energy waste, glare, light trespass and pollution by employing designs, measures, legislation and good lighting practices. By doing so the community is able to reduce energy costs and its carbon footprint while preserving the natural environment and ensuring health, safety, and a high quality of life for all.¹
24. **"Lighting Equipment"** is equipment specifically intended to provide gas or electric illumination, including, but not limited to, lamp(s), luminaire(s), ballast(s), poles, posts, or lens(es), and related structures, electrical wiring, and other necessary or auxiliary components.
25. **"Light Pollution"** is excessive, misdirected, or obtrusive artificial light which competes with starlight in the night sky for urban residents. This light has adverse health effects on urban residents by interrupting the circadian rhythm as well as surrounding ecosystems.
26. **"Light Trespass"** means the shining of light produced by a luminaire beyond the boundaries of the desired application or property on which it is located.
27. **"Lighting Zone"** is an overlay zoning system establishing legal limits for lighting of particular parcels, areas, or districts in a community.
28. **"Low Voltage Lighting"** is lighting powered at less than 15 volts and limited to luminaires having an initial rated luminaire lumen output of 525 lumens or less.
29. **"Lumen"** is the photometric unit of light output and the unit of measure used to quantify the amount of light produced by a lamp or emitted from a luminaire (as distinct from 'watt,' a measure of power consumption).

¹This definition was adopted by Council on 07 February 2012 in Council Meeting-Resolution 12.29.

30. **"Luminaire"** is a complete lighting unit or fixture, consisting of a lamp (bulb), or lamps and ballast(s) (when applicable), together with the parts designed to distribute the light (reflector, lens, diffuser), to position and protect the lamps, and to connect the lamps to a power supply.
31. **"Luminaire Efficiency"** is a ratio of the light emitted by a luminaire to the light emitted by the lamps inside the luminaire.
32. **"Luminaire Lumens"** is a calculated sum of the initial lamp lumens for all lamps within an individual luminaire, multiplied by luminaire efficiency. If the efficiency is not known for a residential luminaire, it shall be assumed to be 70%. For luminaires with absolute photometry per IES LM-79, it is the total luminaire lumens. The lumen rating of a luminaire assumes the lamp or luminaire is new and has not depreciated in light output.
33. **"Lux"** is the International System of Units (SI) unit of illuminance. One lux is one lumen per metre squared. 1 Lux is a unit of incident illuminance approximately equal 1/10 footcandle.
34. **"Model Lighting Ordinance (MLO)"** is a sample ordinance created by the International Dark-Sky Association (IDA) and the Illuminating Engineering Society (IES) which establishes 'best practices' in the use and applications of outdoor lighting. This ordinance suggests regulating the use of outdoor light to minimum recommended levels for night-time safety, utility, security, productivity, enjoyment and commerce. By achieving this safe minimum level of lighting the goals of reducing adverse offsite lighting such as light trespass, obtrusive light, light pollution, and sky glow are achieved.
35. **"Mounting height"** is the height of the photometric centre of a luminaire above grade level. The horizontal spacing of luminaires is often measured in units of mounting height. For example, the luminaires can be spaced at 4 mounting heights apart.
36. **"New lighting"** is lighting for areas not previously illuminated; newly installed lighting of any type except for replacement lighting or lighting repairs.
37. **"Outdoor Lighting"** is lighting equipment installed within the property line and outside the building envelopes, whether attached to poles, building structures, the earth, or any other location; and any associated lighting control equipment.
38. **"Partially shielded luminaire"** is a luminaire with an opaque top, translucent or perforated sides that is designed to emit most light downward.
39. **"Pedestrian Hardscape"** is stone, brick, concrete, asphalt or other similar finished surfaces intended primarily for walking, such as sidewalks and pathways.
40. **"Photometry"** is the science of the measurement of light, in terms of its perceived brightness to the human eye. In modern photometry, the radiant power at each wavelength is weighted by a luminosity function that models human brightness sensitivity.
41. **"Photoelectric Switch"** is a control device employing a photocell or photodiode to detect daylight and automatically switch lights off when sufficient daylight is available.

42. ***“Property line”*** is the edges of the legally defined extent of privately owned property.
43. ***“Relative Photometry”*** is photometric measurements made of the lamp plus luminaire, and adjusted to allow for light loss due to reflection or absorption within the luminaire. Reference Standard IES LM-63.
44. ***“Repair”*** is reconstruction or renewal of any part of an existing luminaire for the purpose of its ongoing operation, other than re-lamping or replacement of components including capacitor, ballast or photocell. Note that retrofitting a luminaire with new lamp and/or ballast technology is not considered a repair and for the purposes of this ordinance the luminaire shall be treated as if new. “Repair” does **not** include normal re-lamping or replacement of components including capacitor, ballast or photocell.
45. ***“Replacement Lighting”*** is lighting installed specifically to replace existing lighting that is sufficiently broken to be beyond repair.
46. ***“Shielded Directional Luminaire”*** is a luminaire that includes an adjustable mounting device allowing aiming in any direction and contains a shield, louver, or baffle to reduce direct view of the lamp.
47. ***“Sign”*** is advertising, directional or other outdoor promotional display of art, words and/or pictures.
48. ***“Sky Glow”*** is the brightening of the nighttime sky that results from scattering and reflection of artificial light by moisture and dust particles in the atmosphere. Sky glow is caused by light directed or reflected upwards or sideways and reduces one's ability to view the night sky.
49. ***“Temporary lighting”*** is lighting installed and operated for periods not to exceed 60 days, completely removed and not operated again for at least 30 days.
50. ***“Time Switch”*** is an automatic lighting control device that switches lights according to time of day.
51. ***“Unshielded Luminaire”*** is a luminaire capable of emitting light in any direction including downwards.
52. ***“Uplight”*** is a reference to an exterior luminaire, lumens emitted or radiated in the hemisphere at or above the horizontal plane.
53. ***“Vertical Illuminance”*** is illuminance measured or calculated in a plane perpendicular to the site boundary or property line.
54. ***“Watt”*** is a derived unit of power. The unit, “W” is defined as joule per second and can be used to express the rate of energy conversion to light with respect to time.

PROCEDURES:

1. All new or retrofitted luminaires on public or private land within the legal and corporate limits of the Town of Bon Accord shall comply with the minimum requirements of the MLO, namely:
 - a. All lighting fixtures or luminaires over 1000 lumens initial lamp output shall be fully shielded, AND;
 - b. Restrictions on total amount of unshielded lighting, such as a limit on lumens per acre or total site lumens in unshielded fixtures, AND;
 - c. A policy to address over-lighting, such as energy density caps, lumens/acre caps, or maximum illuminance specifications, AND;
 - d. Any outdoor lighting owned by the Town of Bon Accord installed after the adoption of this *Policy* shall have a Correlated Colour Temperature (CCT) of 3,300° K or less. It is recommended that all lighting installed follow this CCT limitation.
 - e. A draft ordinance shall be attached in the Light Efficient Community Bylaw.

2. This Policy shall apply to all luminaires lawfully installed and operational since the adoption of Resolution 12.29, passed unanimously by Council on 07 February 2012. This previous Policy created an exception to allow for the “grandfathering” of existing luminaires. All grandfathered luminaires must comply with the Light Efficient Community Bylaw. Upon adoption of this Policy, the exemptions shall be as follows:
 - a. Permanent Exemptions:
 - i. Previously Existing Fixtures;
 - ii. Fossil Fuel Light;
 - iii. Federal and Provincial Facilities;
 - iv. Emergency Conditions;
 - v. Holiday or Seasonal Lighting; OR
 - vi. Event Lighting.

 - b. Special Requirements:
 - i. Regional or County Airports;
 - ii. Correctional Institutions.

 - c. Any exemptions not covered by the above shall be dealt with by the Chief Administrative Officer of the Town of Bon Accord or their designated officials or assignees.

 - d. A full description of the above exemptions is found in the Light Efficient Community Bylaw.

3. Upon adoption of this Policy by council, this Policy will be integrated into all related Town policies, standards and regulations, including, but not limited to the Engineering Servicing Standards, the Municipal Development Plan, and the Land Use Bylaw. These policies will address the specific needs of stakeholders in the Town and be created in tandem with educational programs for Town staff, residents and businesses. These policies will respect the following principles:

- a. The Town of Bon Accord will adopt policies and regulations to prevent the installation of any lighting on Town-controlled/owned/operated property that is not dark sky compliant. Further it agrees to continue to implement reasonable lighting curfews on Town-controlled properties and facilities. Further, the Town agrees to install adaptive controls where appropriate and feasible.
- b. Lighting will be used where it is needed, when it is needed, and at levels suited to the required task(s). In some cases, such as natural areas, this may mean a total absence of artificial light. Council or administration will create appropriate lighting zones as defined in the Light Efficient Community Bylaw.
- c. All new or retrofitted luminaires shall employ adaptive controls and reasonable curfews such as but not limited to motion detection sensors, timers, wireless remote monitoring and turn on/off capabilities, photo sensitive light controls, etc. Reasonable curfews shall be determined for all non-essential lights.
- d. Lighting technology will be selected to address visibility needs in the most energy efficient form that is practical.
- e. Luminaires will confine light to the area(s) needing illumination.
- f. Light trespass will be minimized.
- g. Lighting that creates unsafe conditions or harmful glare will not be permitted.
- h. New outdoor lighting fixtures shall be allowed when new Town owned buildings and infrastructure are constructed and when existing buildings and infrastructures are modified with physical alterations or by a change of use and the need for outdoor lighting to provide nighttime safety and utility is deemed necessary by the Town. New lighting fixtures may also be installed on existing buildings and infrastructure in the case where the Town determines that a hazardous nighttime situation exists.
- i. Nothing in this Policy shall be interpreted in such a way that prevents adequate lighting on roadways or other similar public spaces in order to ensure public safety. The definition of adequate lighting will be guided by accepted engineering standards and principles of Crime Prevention through Environmental Design.
- j. Voluntary light curfews will be encouraged for all residential, commercial, recreational and institutional use of exterior night time illumination.
- k. All types of outdoor lighting are subject to this Policy, including, but not limited to light for streets, trails, signs, walls, and landscaping.

ROLES AND RESPONSIBILITIES

The role of **Administration** is to:

- 1. Ensure alignment of this *Policy* with the Strategic Plan and Integrated Community Sustainability Plan.
- 2. In collaboration with Planning and Development, oversee creation of appropriate lighting zones and ensure they remain up to date in accordance with the Light Efficient Community Bylaw.
- 3. Draft a new class of business license which incorporates membership into the IDA and adoption of the dark sky principles by the applicants.

The role of **Planning and Development** is to:

1. Update the Municipal Development Plan and Land Use Bylaw to reflect the principles and goals of this *Policy*.
2. Review all outdoor lighting plans of projects in development and applying for construction permits.
3. Establish lighting zones for existing development and ensure all future development follows the goals and aims of this *Policy*.
4. Provide exceptions for certain intermittent activities such as construction and holiday lighting, while ensuring the goals and principles of this *Policy* remain intact.
5. Develop and implement plans to retrofit existing outdoor lighting owned by the Town to ensure its compliance with this *Policy*.
6. Work with private entities to retrofit lighting on land not owned by the Town to achieve the overall goal of a reduction in light pollution and light trespass in town.
7. Adopt new light efficient standards within the Engineering Services Standards applicable to all zones and land uses.

The role of **Operations** is to:

1. Update lifecycle programs to reflect the principles of this *Policy* and related Schedules as it relates to outdoor lighting.
2. Replace non-conforming luminaires with conforming luminaires anytime repair or replacement to outdoor facility lights is required.
3. Introduce automatic time switches to new and existing facility lights so that luminaires are only lit when facilities are in use.
4. Develop and implement plans to replace non-conforming luminaires with conforming luminaires when upgrading any Town infrastructure.

The role of **Arena, Parks, and Recreation** is to:

1. Update the Open Space and Recreation Facilities Strategy to reflect the principles of this *Policy*.
2. Replace non-conforming luminaires with conforming luminaires when upgrading outdoor lights in public parks and trails, or any time major repair or replacement is required.

The role of **Economic Development and Tourism** is to:

1. Incorporate the principles of this *Policy* into the Economic Development Strategy.
2. Develop a communications plan to create awareness of this *Policy* and ensure compliance with this *Policy* by the business community.

The role of **Communications** is to:

1. Develop a Communications Plan and education strategy to create awareness of this *Policy* in the community. This may include:
 - a. A Light Efficient Community education program for Town staff.
 - b. A website for public education highlighting responsible lighting, the benefits of the *Policy*, and links to further responsible lighting information.

- c. Planning of community events to encourage public participation in adopting the mindset of becoming a Light Efficient Community.
- d. Materials regarding responsible lighting practices and methods to distribute within the community.

The Bylaw

The bylaw was the project to work on that really put Bon Accord onto a whole new level of commitment to the niche being defined.

It has had both positive and negative resident feedback from residents but it really has identified that as a strategy the Town is committed to moving forward towards the goal of becoming a niche community.

**TOWN OF BON ACCORD
BYLAW 2015-07
LIGHT EFFICIENT COMMUNITY STANDARDS BYLAW**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO ESTABLISH TERMS FOR REDUCING LIGHT POLLUTION AND GLARE; ENHANCING THE WELL-BEING OF THE COMMUNITY THROUGH ENVIRONMENTAL ACTION

WHEREAS, pursuant to section 7 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, a council may pass bylaws for municipal purposes respecting, inter alia, the following matters:

- a) the safety, health and welfare of people and the protection of people and property;
- b) nuisances, including unsightly property;
- c) businesses, business activities and persons engaged in business;
- d) the enforcement of bylaws made under this or any other enactment; and

WHEREAS, pursuant to section 8 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, a council may, in a bylaw, inter alia:

- a) regulate or prohibit;
- b) provide for a system of licenses, permits or approvals; and

WHEREAS, pursuant to section 640 (4) of the *Municipal Government Act*, R.S.A. 2000, c. M-26, a Council may prohibit or regulate and control the use and development of land and buildings, inter alia:

- a) the design, character and appearance of buildings;
- b) the lighting of land, buildings or other things; and

WHEREAS, the safety and welfare of motorists, pedestrians, and cyclists depend upon the reduction of glare and the establishment of consistent and well-defined levels of lighting; and

WHEREAS, proper direction and use of light will minimize energy wasted on unnecessary and indiscriminate illumination; and

WHEREAS, the Town of Bon Accord recognizes the need to preserve the rural character, aesthetic value, and the unique quality of life of Bon Accord residents by preserving and enhancing the ability to view the night sky; and

WHEREAS, establishing a predetermined standard for outdoor illumination will provide residents, business owners, and developers with a clear set of guidelines by which to follow; and

WHEREAS, a clear set of guidelines for outdoor lighting will eliminate the need for commercial establishments to compete for visual attention by escalating outdoor lighting levels; and

WHEREAS, excessive illumination is harmful.

NOW THEREFORE, THE COUNCIL OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

TOWN OF BON ACCORD
BYLAW 2015-07
LIGHT EFFICIENT COMMUNITY STANDARDS BYLAW

SECTION 1 – SHORT TITLE

1.1. This Bylaw may be referred to as "The Light Efficient Community Standards Bylaw".

SECTION 2 - DEFINITIONS

- 2.1. **"Absolute photometry"** is a photometric measurement (usually of a solid-state luminaire) that directly measures the footprint of the luminaire. Reference Standard IES LM-79.
- 2.2. **"Astronomic Time Switch"** is an automatic lighting control device that switches outdoor lighting relative to time of solar day with time of year correction.
- 2.3. **"Backlight"** is a reference to an exterior luminaire, lumens emitted in the quarter sphere below horizontal and in the opposite direction of the intended orientation of the luminaire. For luminaires with symmetric distribution, backlight will be the same as front light.
- 2.4. **"BUG"** is luminaire classification system that classifies backlight (B), uplight (U) and glare (G).
- 2.5. **"Canopy"** is a covered, unconditioned structure with at least one side open for pedestrian and/or vehicular access. (An unconditioned structure is one that may be open to the elements and has no heat or air conditioning.)
- 2.6. **"Common Outdoor Areas"** One or more of the following: a parking lot; a parking structure or covered vehicular entrance; a common entrance or public space shared by all occupants of the domiciles.
- 2.7. **"Correlated Colour Temperature"** or CCT is a measure of light source color appearance defined by the proximity of the light source's chromaticity coordinates to the blackbody locus, as a single number rather than the two required to specify a chromaticity.
- 2.8. **"Development Officer"** is an official of Bon Accord appointed, according to the procedures authorized by Town Council, to act as a development authority according to the *Municipal Government Act*.
- 2.9. **"Emergency Conditions"** is lighting that is only energized during an emergency; lighting fed from a backup power source; or lighting for illuminating the path of egress solely during a fire or other emergency situation; or, lighting for security purposes used solely during an alarm.
- 2.10. **"Footcandle"** The unit of measure expressing the quantity of light received on a surface. One footcandle is the illuminance produced by a candle on a surface one foot square from a distance of one foot. One footcandle is equal to one lumen per square foot or approximately 10.76391 lux.
- 2.11. **"Forward Light"** For an exterior luminaire, lumens emitted in the quarter sphere below horizontal and in the direction of the intended orientation of the luminaire.

**TOWN OF BON ACCORD
BYLAW 2015-07
LIGHT EFFICIENT COMMUNITY STANDARDS BYLAW**

- 2.12. "Fully Shielded Luminaire"** is a luminaire constructed and installed in such a manner that all light emitted by the luminaire, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is projected below the horizontal plane through the luminaire's lowest light-emitting part.
- 2.13. "Glare"** is lighting entering the eye directly from luminaires or indirectly from reflective surfaces that causes visual discomfort or reduced visibility.
- 2.14. "Hardscape"** is permanent landscape improvements to a site including parking lots, drives, entrances, curbs, ramps, stairs, steps, medians, walkways and non-vegetated landscaping that is three (3) metres or less in width. Materials may include concrete, asphalt, stone, gravel, etc.
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- 2.16. "Hardscape Perimeter"** is the perimeter measured in linear metres and is used to calculate the Total Site Lumen Limit in the Performance Method. Refer to Hardscape definition.
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- 2.18. "IESNA"** is the Illuminating Engineering Society of North America.
- 2.19. "Illuminance"** is the total luminous flux incident on a surface, per unit area. It is a measure of how much the incident light illuminates the surface, correlated with brightness perception.
- 2.20. "Initial Lumens"** is the amount of light output from a lamp when it is new. For a metal halide lamp, these ratings are averages based on photometry at rated lamp watts after 100 hours of operation.
- 2.21. "Lamp"** is a generic term for a source of optical radiation (i.e. "light"), often called a "bulb" or "tube". Examples include incandescent, fluorescent, high-intensity discharge (HID) lamps, and low pressure sodium (LPS) lamps, as well as light-emitting diode (LED) modules and arrays.
- 2.22. "Landscape Lighting"** is lighting of trees, shrubs, or other plant material as well as ponds and other landscape features.
- 2.23. "Light Efficient Community"** is a community that uses lighting responsibly. It uses the most effective and efficient artificial lighting available to minimize energy waste, glare, light trespass and pollution by employing designs, measures, legislation and good lighting practices. By doing so the community is able to reduce energy costs and its carbon footprint while preserving the natural environment and ensuring health, safety, and a high quality of life for all.¹

¹This definition was adopted by Council on 07 February 2012 in Council Meeting-Resolution 12.29.

**TOWN OF BON ACCORD
BYLAW 2015-07
LIGHT EFFICIENT COMMUNITY STANDARDS BYLAW**

- 2.24. “Lighting Equipment”** is equipment specifically intended to provide gas or electric illumination, including, but not limited to, lamp(s), luminaire(s), ballast(s), poles, posts, or lens(es), and related structures, electrical wiring, and other necessary or auxiliary components.
- 2.25. “Light Pollution”** is excessive, misdirected, or obtrusive artificial light which competes with starlight in the night sky for urban residents. This light has adverse health effects on urban residents by interrupting the circadian rhythm as well as surrounding ecosystems.
- 2.26. “Light Trespass”** means the shining of light produced by a luminaire beyond the boundaries of the desired application or property on which it is located.
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- 2.28. “Low Voltage Lighting”** is lighting powered at less than 15 volts and limited to luminaires having an initial rated luminaire lumen output of 525 lumens or less.
- 2.29. “Lumen”** is the photometric unit of light output and the unit of measure used to quantify the amount of light produced by a lamp or emitted from a luminaire (as distinct from ‘watt,’ a measure of power consumption).
- 2.30. “Luminaire”** is a complete lighting unit or fixture, consisting of a lamp (bulb), or lamps and ballast(s) (when applicable), together with the parts designed to distribute the light (reflector, lens, diffuser), to position and protect the lamps, and to connect the lamps to a power supply.
- 2.31. “Luminaire Efficiency”** is a ratio of the light emitted by a luminaire to the light emitted by the lamps inside the luminaire.
- 2.32. “Luminaire Lumens”** is a calculated sum of the initial lamp lumens for all lamps within an individual luminaire, multiplied by luminaire efficiency. If the efficiency is not known for a residential luminaire, it shall be assumed to be 70%. For luminaires with absolute photometry per IES LM-79, it is the total luminaire lumens. The lumen rating of a luminaire assumes the lamp or luminaire is new and has not depreciated in light output.
- 2.33. “Lux”** is the International System of Units (SI) unit of illuminance. One lux is one lumen per metre squared. 1 Lux is a unit of incident illuminance approximately equal 1/10 footcandle.
- 2.34. “Model Lighting Ordinance (MLO)”** is a sample ordinance created by the International Dark-Sky Association (IDA) and the Illuminating Engineering Society (IES) which establishes ‘best practices’ in the use and applications of outdoor lighting. This ordinance suggests regulating the use of outdoor light to minimum recommended levels for night-time safety, utility, security, productivity, enjoyment and commerce. By achieving this safe minimum level of lighting the goals of reducing adverse offsite lighting such as light trespass, obtrusive light, light pollution, and sky glow are achieved.

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- 2.35. "Mounting height"** is the height of the photometric centre of a luminaire above grade level. The horizontal spacing of luminaires is often measured in units of mounting height. For example, the luminaires can be spaced at 4 mounting heights apart.
- 2.36. "New lighting"** is lighting for areas not previously illuminated; newly installed lighting of any type except for replacement lighting or lighting repairs.
- 2.37. "Outdoor Lighting"** is lighting equipment installed within the property line and outside the building envelopes, whether attached to poles, building structures, the earth, or any other location; and any associated lighting control equipment.
- 2.38. "Partially shielded luminaire"** is a luminaire with an opaque top, translucent or perforated sides that is designed to emit most light downward.
- 2.39. "Pedestrian Hardscape"** is stone, brick, concrete, asphalt or other similar finished surfaces intended primarily for walking, such as sidewalks and pathways.
- 2.40. "Photometry"** is the science of the measurement of light, in terms of its perceived brightness to the human eye. In modern photometry, the radiant power at each wavelength is weighted by a luminosity function that models human brightness sensitivity.
- 2.41. "Photoelectric Switch"** is a control device employing a photocell or photodiode to detect daylight and automatically switch lights off when sufficient daylight is available.
- 2.42. "Premise"** is a house or building, together with its land and outbuildings, as legally described in a real property report as signed by a land surveyor in the Province of Alberta.
- 2.43. "Property line"** is the edges of the legally defined extent of privately owned property.
- 2.44. "Relative Photometry"** is photometric measurements made of the lamp plus luminaire, and adjusted to allow for light loss due to reflection or absorption within the luminaire. Reference Standard IES LM-63.
- 2.45. "Repair"** is reconstruction or renewal of any part of an existing luminaire for the purpose of its ongoing operation, other than re-lamping or replacement of components including capacitor, ballast or photocell. Note that retrofitting a luminaire with new lamp and/or ballast technology is not considered a repair and for the purposes of this *Bylaw* the luminaire shall be treated as if new. "Repair" does **not** include normal re-lamping or replacement of components including capacitor, ballast or photocell.
- 2.46. "Replacement Lighting"** is lighting installed specifically to replace existing lighting that is sufficiently broken to be beyond repair.
- 2.47. "Shielded Directional Luminaire"** is a luminaire that includes an adjustable mounting device allowing aiming in any direction and contains a shield, louver, or baffle to reduce direct view of the lamp.

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- 2.48. “Sign”** is advertising, directional or other outdoor promotional display of art, words and/or pictures.
- 2.49. “Sky Glow”** is the brightening of the nighttime sky that results from scattering and reflection of artificial light by moisture and dust particles in the atmosphere. Sky glow is caused by light directed or reflected upwards or sideways and reduces one's ability to view the night sky.
- 2.50. “Temporary lighting”** is lighting installed and operated for periods not to exceed 60 days, completely removed and not operated again for at least 30 days.
- 2.51. “Time Switch”** is an automatic lighting control device that switches lights according to time of day.
- 2.52. “Unshielded Luminaire”** is a luminaire capable of emitting light in any direction including downwards.
- 2.53. “Uplight”** is a reference to an exterior luminaire, lumens emitted or radiated in the hemisphere at or above the horizontal plane.
- 2.54. “Vertical Illuminance”** is illuminance measured or calculated in a plane perpendicular to the site boundary or property line.
- 2.55. “Watt”** is a derived unit of power. The unit, “W” is defined as joule per second and can be used to express the rate of energy conversion to light with respect to time.

SECTION 3 - PREAMBLE

The problems of light pollution first became an issue in the 1970s when astronomers identified the degradation of the night sky due to the increase in lighting associated with development and growth. As more impacts to the environment by lighting are being identified, an international “dark sky” movement is advocating for the precautionary approach to outdoor lighting design. Many communities have passed anti-light pollution laws and ordinances. However, there is little or no agreement among these laws, and they vary considerably in language, technical quality, and stringency. This leads to ambiguity for designers, engineers, and code officials looking to meet these regulations. The lack of a common basis prevents the development of standards, educational programs, and other means of achieving the goal of effective lighting control. The purpose of this *Bylaw* is to provide regulations for outdoor lighting in the Town of Bon Accord in accordance with an international standard. This lighting includes, but is not limited to all lighting that is provided by the Town of Bon Accord for purposes of public safety and public information, as well as lighting on private property that encompasses commercial development, single family dwellings, and property which has more than one residence on it. As a result of adopting this *Bylaw*, goals aligning with Bon Accord’s “*Building for Tomorrow*” strategy will be achieved, reducing adverse environmental impacts of outdoor lighting in two categories: carbon footprint (energy used in the life of a lighting product) and obtrusive light. This bylaw is based on and adopted from the Model Lighting Ordinance created by the Illuminating Engineering Society and the International Dark-Sky Association. These regulations will:

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- 3.1 Permit the use of outdoor lighting that is consistent with the minimum levels specified in Illuminating Engineering Society of North America (IES) recommended practices for nighttime safety, utility, security, productivity, enjoyment, and commerce (Lighting Zones).
- 3.2 Minimize adverse offsite impacts of lighting such as light trespass, and obtrusive light.
- 3.3 Curtail light pollution, reduce skyglow, and improve the nighttime environment for astronomy.
- 3.4 Help protect the natural environment from the adverse effects of night lighting from gas or electric sources, while conserving energy and resources to the greatest extent possible.

SECTION 4 – LIGHTING ZONES

Lighting zones reflect the base (or ambient) light levels desired in Bon Accord. Lower lighting zone(s) be given preference when establishing zoning criteria. Using lighting zones allows a great deal of flexibility and customization without the burden of excessive regulation. Selection of lighting zone or zones should be based not on existing conditions but rather on the type of lighting environments the Town seeks to achieve. For instance, new development on previously rural or undeveloped land may be zoned as LZ-1. Additionally, the Town may choose to establish vertical lighting zones with the lighting zone at street level at a higher zone than the residential housing on upper levels. The Lighting Zone shall determine the limitations for lighting as specified by this *Bylaw*. Lighting Zones shall be defined as follows:

LZ0: No ambient lighting

Areas where the natural environment will be seriously and adversely affected by lighting. Impacts include disturbing the biological cycles of flora and fauna and/or detracting from human enjoyment and appreciation of the natural environment. Human activity is subordinate in importance to nature. The vision of human residents and users is adapted to the darkness, and they expect to see little or no lighting. When not needed, lighting should be extinguished. This zone typically includes undeveloped areas of open space, wilderness parks and preserves, areas near astronomical observatories, or any other area where the protection of a dark environment is critical. This is the recommended default zone for wilderness areas, parks and preserves, and undeveloped rural areas.

LZ1: Low ambient lighting

Areas where lighting might adversely affect flora and fauna or disturb the character of the area. The vision of human residents and users is adapted to low light levels. Lighting may be used for safety and convenience but it is not necessarily uniform or continuous. After curfew, most lighting should be extinguished or reduced as activity levels decline. These typically include single and two family residential communities, rural town centers, business parks, and other commercial or industrial/storage areas typically with limited nighttime activity and may also include the developed areas in parks and other natural settings. This is the recommended default zone for rural and low density residential areas.

LZ2: Moderate ambient lighting

Areas of human activity where the vision of human residents and users is adapted to moderate light levels. Lighting may typically be used for safety and convenience but it is not

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necessarily uniform or continuous. After curfew, lighting may be extinguished or reduced as activity levels decline. This zone pertains to areas with moderate ambient lighting levels. These typically include multifamily residential uses, institutional residential uses, schools, churches, hospitals, hotels/motels, commercial and/or businesses areas with evening activities embedded in predominately residential areas, neighborhood recreational and playing fields and/or mixed use development with a predominance of residential uses. Can be used to accommodate a district of outdoor sales or industry in an area otherwise zoned LZ-1. This is the recommended default zone for light commercial business districts and high density mixed-use residential districts.

LZ3: Moderately high ambient lighting

Areas of human activity where the vision of human residents and users is adapted to moderately high light levels. Lighting is generally desired for safety, security and/or convenience and it is often uniform and/or continuous. After curfew, lighting may be extinguished or reduced in most areas as activity levels decline. These typically include commercial corridors, high intensity suburban commercial areas, town centers, mixed use areas, industrial uses and shipping and rail yards with high night time activity, high use recreational and playing fields, regional shopping malls, car dealerships, gas stations, and other nighttime active exterior retail areas. Recommended default zone for large cities' business districts. It is recommended this zone is not used in Bon Accord.

Tables providing maximum allowable lumens per Lighting Zone are included in this document.

SECTION 5 - CONFORMANCE WITH PROVINCIAL AND FEDERAL CODES

All outdoor lighting shall be installed in conformance with the provisions of this *Bylaw*, applicable Electrical and Energy Codes, and applicable sections of the Building Code.

SECTION 6 - APPLICABILITY

Except as below, all outdoor lighting installed after the date of adoption of this *Bylaw* shall comply with these requirements. This includes, but is not limited to, new lighting, replacement lighting, or any other lighting whether attached to structures, poles, the earth, or any other location, including lighting installed by any third party.

6.1. Permanent Exemptions

6.1.1. Previously Existing Fixtures: All outdoor luminaires existing and lawfully in place prior to the adoption of this *Bylaw* are exempt from the requirements of *this Bylaw*, except that:

6.1.1.1. When existing luminaires become inoperable, replacement in compliance with this *Bylaw* is required.

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- 6.1.1.2. This exemption shall cease to apply when the parcel is subject to a change in use or ownership.
- 6.1.1.3. Upon renewal of business license, the required fees can, at the discretion of the appropriate officials be reduced by a percentage of costs incurred to achieve compliance with this *Bylaw*.
- 6.1.1.4. Lighting exempted under Section 6.1.1 shall comply with Section 11 of this *Bylaw*.
- 6.1.2. Fossil Fuel Light: All outdoor light fixtures producing light **directly** by the consumption of fossil fuels (such as gas lamps, kerosene lanterns, etc.) are exempt from this *Bylaw*.
- 6.1.3. Federal and Provincial Facilities: Outdoor light fixtures on, in, or in connection with facilities and land owned by the Crown in right of Canada or the Crown in right of Alberta are exempt from this *Bylaw*. Voluntary compliance with the intent of this *Bylaw* is encouraged.
- 6.1.3.1. Regional or County Airports: Outdoor lighting not regulated by Provincial or Federal agencies or statute, such as lighting for parking lots and pedestrian access shall comply with the *Bylaw*.
- 6.1.3.2. Correctional Institutions: Outdoor lighting not regulated by Provincial or Federal agencies or statute, such as lighting for parking lots shall be fully shielded.
- 6.1.4. Emergency Conditions: Under any emergency, real or perceived, by local, provincial or federal authorities, any and all restrictions created by this *Bylaw* shall be, for the duration of the emergency, suspended in order that emergency responders and citizens may carry out their duties to the best of their abilities.
- 6.2. Special Requirements and Other Exemptions.
- The following are not regulated by this *Bylaw*:
- 6.2.1. Lighting within the public right-of-way or easement for the principal purpose of illuminating roads and highways required by Provincial or Federal legislation. This exemption **shall not** apply to any street lighting installed under the jurisdiction and authority of Bon Accord, or to any lighting within the public right of way or easement when the purpose of the luminaire is to illuminate areas outside of the public right of way or easement.
- 6.2.2. Lighting used for public monuments and statuary.
- 6.2.3. Lighting solely for signs (lighting for signs is regulated by **Section 8, Outdoor Signs and Illumination** section of this *Bylaw*.).
- 6.2.4. Repairs to existing luminaires not exceeding 25% of total installed luminaires.

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- 6.2.5. Temporary lighting for theatrical, television, sports areas, and performance areas, only with permit from the authority and recognizing that steps need to be taken to minimize glare and light trespass, and will utilize sensible curfews, as determined by appropriate Town authorities.
- 6.2.6. Intermittent and seasonal lighting required under Alberta Occupational Health and Safety (OH&S) codes for lighting required on construction sites. While not superseding or supplanting the Provincial OH&S code, all lighting shall be restricted to hours during which work is actively taking place and such lighting must be shrouded or shielded to prevent glare and light trespass outside of the property lines of the construction site.
- 6.2.7. Underwater lighting in swimming pools and other water features.
- 6.2.8. Temporary lighting and seasonal lighting provided that individual lamps are less than ten (10) watts and seventy (70) lumens, for the duration of the holiday season. The holiday season shall be defined as lasting from the first day of December to the end of the second week of January.
- 6.2.9. Lighting specified or identified in a specific use permit, which shall not grant permanent exception to this *Bylaw*.
- 6.2.10. Any other exceptions not covered by the above shall be dealt with by designated Town of Bon Accord officials or their assignees. All exceptions must comply with this *Bylaw*, Section 6.2.9.

SECTION 7 - LIGHTING CONTROL REQUIREMENTS

Nothing in this section shall be interpreted to provide exemptions to the goals of this *Bylaw*. This section is intended to provide lighting controls which prohibit operation of outdoor lighting when sufficient outdoor lighting is available or such lighting is unnecessary. Additionally, this section will ensure that all outdoor lighting has the capability, either through circuiting, dimming, or alternating sources to guarantee the ability to reduce lighting without necessarily turning all lights off.

- 7.1. Automatic Switching Requirements. Controls shall be provided that automatically extinguish all outdoor lighting when sufficient daylight is available using a control device or system such as a photoelectric switch, astronomic timer switch or equivalent functions from a programmable lighting controller, building automation system or lighting energy management system, all with batteries or similar backup power or device. If motion sensors are used to comply with this section, the range of the sensor shall not exceed the property line.
- 7.2. Automatic Lighting Reduction Requirements. The Council or Administration shall establish curfew time(s) for each lighting zone, after which total outdoor lighting lumens shall be reduced by at least 30% or extinguished. The following items are exceptions for which no reduction is required:

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reference from page 63 of this document

- 7.2.1. Lighting for residential properties including multiple residential properties not having common areas. This exemption shall not apply to landscape lighting, and all such lighting shall comply with all applicable BUG ratings.
- 7.2.2. When the outdoor lighting consists of only one luminaire. This does not circumvent the requirement that such luminaires will be shielded according to applicable BUG ratings.
- 7.2.3. Code required lighting for steps, stairs, walkways, and building entrances. All such luminaries installed under this provision shall be in compliance with this *Bylaw* and "Dark-Sky Friendly" and comply with all applicable BUG ratings.
- 7.2.4. When in the opinion of the Town, lighting levels must be maintained.
- 7.2.5. Motion activated lighting, where the light is extinguished no more than 5 (five) minutes after illumination.
- 7.2.6. Lighting governed by a special use permit in which times of operation are specifically identified.
- 7.2.7. Businesses that operate on a 24-hour basis.

SECTION 8 - OUTDOOR SIGNS AND ILLUMINATION

This section deals with signs located in the Town, on public or private property. This section will ensure that the number, appearance, and location of signs balances the need for signs and expression, with safety and aesthetics while providing an adequate and flexible means of identification for commercial and industrial enterprises. This will improve the quality of sign design and upkeep, and minimize the adverse effect of signs on nearby property. It is the responsibility of the owner and the occupier of the lands that are subject to this *Bylaw* to ensure that signs conform to this bylaw.

- 8. All signs shall be maintained in good structural condition at all times so as to ensure that pedestrian and vehicular traffic are not compromised.
- 8.1. All sign copy shall be fastened securely to the sign structure. Where a portion of a copy area has been removed, it shall be replaced within a reasonable timeframe, either with new copy or filled in with material consistent with the sign, as determined by the Development Officer.
- 8.2. All burned out bulbs or damaged panels on a sign shall be replaced within a reasonable timeframe, not exceeding 60 days, or as determined by the Development Officer.
- 8.3. Where a panel is damaged or removed, it shall be replaced with a blank panel until such time as a new panel is installed.
- 8.4. The area within five (5) metres of a Freestanding Sign on private property shall allow access for maintenance. This standard does not exempt any landscaping requirements within this *Bylaw*; however, the landscaping shall allow access for maintenance.

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- 8.5. It shall be the responsibility of the landowner to ensure maintenance of a sign is in compliance with the provisions of this *Bylaw*.
- 8.6. A sign with illumination or a sign with an electronic message feature shall not be allowed in agricultural or residential districts.
- 8.7. Any sign located within thirty (30) metres of a residence or a residential district shall not be illuminated between 10:00 p.m. and 6:00 a.m. unless dimmed to no more than 30% of its daytime operation.
- 8.8. Notwithstanding Section 8.8 of this *Bylaw*, a Development Officer may restrict the illumination of any sign, or place conditions on a development permit for a sign that would effectively mitigate any adverse effect as a result of the illumination of the sign on a residential development where, in the opinion of the Development Officer, the sign could cause an adverse effect on a residential development.
- 8.9. Signs that are illuminated shall not:
 - 8.9.1. shine or reflect light directly onto neighboring properties or, in the direction of oncoming traffic;
 - 8.9.2. create hazards for pedestrians or motorists;
 - 8.9.3. be of an intensity or brightness that would interfere with the space, comfort, convenience, and general welfare of residents or occupants of adjacent properties or, with vehicular traffic, in the opinion of the Development Officer.
- 8.10. To prevent “luminance creep,” and in accordance with Section 8.10.3, no sign shall be illuminated with an intensity or brightness greater than 200 lux.
- 8.11. Signs with an electronic message feature shall have automatic timers. These signs shall comply with Section 8.8 of this *Bylaw* and be subject to the same lighting curfew outlined in Section 8.8.
- 8.12. All illuminated signs shall have the capability to be dimmed to the satisfaction of the Development Officer.
- 8.13. Externally illuminated signs shall:
 - 8.13.1. use full cut-off or, shielded and screened external light sources; and
 - 8.13.2. be positioned in a manner that directs the light directly onto the sign; and
 - 8.13.3. minimize any glare off-site.
- 8.14. Internal illuminated signs, where permitted, shall have the light source completely shielded from direct view.
- 8.15. Sign lighting shall be designed to prevent light spill into the sky.

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- 8.16. Coloured lights shall not be used at a location or in a manner so as to be confused with, or construed as traffic control devices.
- 8.17. Where a sign is allowed with a changeable display feature for frequently changing messages, the message shall not change more than once every six (6) seconds with a one (1) second transition (hold time) between messages; and the messages on the changeable display feature shall relate to:
- 8.17.1. special event; or
 - 8.17.2. a use, business or occupant of the site where the sign is located.
 - 8.17.3. All signs regulated by this section of the *Bylaw* shall have a CCT which does not exceed 2,200° K, as determined by the manufacturer.

SECTION 9 -NON-RESIDENTIAL LIGHTING

This section addresses commercial and non-residential lighting, including multiple-family residences having common spaces, such as outdoor lobbies; internal roadways, walkways, or parking. Its intent is to:

9. Limit the amount of light that can be used;
- 9.1. Minimize glare by controlling the amount of light that tends to create glare;
 - 9.2. Minimize sky glow by controlling the amount of uplight; and
 - 9.3. Minimize the amount of off-site impacts or light trespass.

This section, and accompanying tables in this document provide two methods for determining compliance. The *prescriptive method* contains precise and easily verifiable requirements for luminaire light output and fixture design that limit glare, uplight, light trespass, and the amount of light that can be used. The *performance method* allows greater flexibility and creativity in meeting the intent of the *Bylaw*. Note that both the prescriptive and the performance method limit the *amount* of light that can be used, but do not control *how* the lighting is to be used. Most outdoor lighting projects that do not involve a lighting professional will use the prescriptive method, because it is simple and does not require engineering expertise. **Only one of the two outlined methods may be used.**

9.4. *Prescriptive Method*

- 9.4.1. Total Site Lumen Limit. The total installed initial luminaire lumens of all outdoor lighting shall not exceed the total site lumen limit. The total site lumen shall be determined using *either* the Parking Space Method (Table A) or the Hardscape Area Method (Table B). Only one method shall be used per permit application, and for sites with existing lighting, all existing lighting shall be included in the calculation of total installed lumens.

The total installed initial luminaire lumens is calculated as the sum of the initial luminaire lumens for all luminaires.

- 9.4.2. Limits to Offsite Impacts. All luminaires shall be rated and installed according to Table C.

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9.4.3. Light Shielding for Outdoor Illumination. All outdoor luminaires emitting more than 1000 lumens shall have no light emitted above ninety (90) degrees as illustrated in Figure 1.

9.4.4. Exception to this restriction is ornamental lighting permitted by special permit only, and shall meet the requirements of Tables C-1, C-2, and C-3 for Backlight, Uplight, and Glare, respectively, without the need for external, field-added modifications.

9.4.4.1. An example for application of the *Prescriptive* method is included in this *Bylaw*.

9.5 Performance Method

Total Site Lumen Limit. The total installed initial luminaire lumens of all lighting systems shall not exceed the allowed total initial site lumen. The allowed total initial site lumens shall be determined using Tables D and E. For sites with existing lighting, all existing lighting shall be included in the calculation of total installed lumens.

9.6 The total installed initial luminaire lumens is calculated as the sum of the initial luminaire lumens for all luminaires.

9.6.1 Limits to Off Site Impacts. All luminaires shall be installed using either Option A or Option B. Only one option may be used per permit application.

Option A: All luminaires shall be rated and installed according to Table C.

Option B: The entire outdoor lighting design shall be analyzed using industry standard lighting software including inter-reflections in the following manner: Input data shall describe the lighting system including luminaire locations, mounting heights, aiming directions, and employing photometric data tested in accordance with IES guidelines. Buildings or other physical objects on the site within three object heights of the property line must be included in the calculations.

9.6.2 Analysis shall utilize an enclosure comprised of calculation planes with zero reflectance values around the perimeter of the site.

The design complies if:

- i. The total lumens on the inside surfaces of the virtual enclosure are less than fifteen (15%) percent of the total site lumen limit; and
 - ii. The maximum vertical illuminance on any vertical surface is less than the allowed maximum illuminance per Table F.
- a. An example application of the *Performance* method is included in this *Bylaw*.

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SECTION 10 - RESIDENTIAL LIGHTING

This section applies to single family homes, duplexes, row houses, and low rise multi-family buildings of four (4) dwelling units or less. For residential properties including multiple residential properties not having common areas, all outdoor luminaires shall not exceed the allowed lumen output in Table G, row 2.

The following exceptions shall apply to this section:

- 10.1 One partly shielded or unshielded luminaire at the main entry, which shall not exceed the allowed lumen output in Table G, row 1;
- 10.2 Any other partly shielded or unshielded luminaires not exceeding the allowed lumen output in Table G, row 3;
- 10.3 Low voltage landscape lighting aimed away from adjacent properties and not exceeding the allowed lumen output in Table G, row 4;
- 10.4 Shielded directional flood lighting aimed so that direct glare is not visible from adjacent properties and not exceeding the allowed lumen output in Table G, row 5;
- 10.5 Open flame gas lamps;
- 10.6 Lighting installed with a vacancy sensor, where the sensor extinguishes the lights no more than 5 minutes after the area is vacated;
- 10.7 Lighting controlled by movement or other sensors shall be positioned so the range of their trigger mechanism does not exceed the property line, as determined by the land title of the property;
- 10.8 All Residential Landscape Lighting shall:
 - 10.8.1 Comply with Table G of this *Bylaw*; and
 - 10.8.2 Shall not be aimed into adjacent properties.
- 10.9 Lighting exempt per Section 6 of this *Bylaw*.

An example of the application of this section can be found in this *Bylaw*.

SECTION 11 - EXISTING LIGHTING

Amortization allows existing lighting to gradually and gracefully come into compliance. Substantial changes or additions to existing properties are considered the same as new construction, and must comply. Most outdoor lighting can be fully depreciated once it is fully amortized, usually no longer than

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10 years, if not sooner, from the date of initial installation. Bon Accord Administration may require compliance sooner for “easy fixes” such as re-aiming or lowering lumen output of lamps. Where lighting is judged to be a safety hazard, immediate compliance shall be required. Lighting installed prior to the effective date of this *Bylaw* shall comply with the following:

11.1 *Amortization* On or before January 1, 2023, all outdoor lighting shall comply with this Code.

11.2 *New Uses or Structures, or Change of Use*

Whenever there is a new use of a property (zoning or variance change) or the use on the property is changed, all outdoor lighting on the property shall be brought into compliance with this *Bylaw* before the new or changed use commences.

11.3 *Additions or Alterations* Major Additions

If a major addition occurs on a property, lighting for the entire property shall comply with the requirements of this Code. For purposes of this section, the following are considered to be major additions:

11.3.2 Additions of 25 percent or more in terms of additional dwelling units, gross floor area, seating capacity, or parking spaces, either with a single addition or with cumulative additions after the effective date of this *Bylaw*.

11.3.3 Single or cumulative additions, modification or replacement of 25 percent or more of installed outdoor lighting luminaires existing as of the effective date of this *Bylaw*.

11.3.4 Minor Modifications, Additions, or New Lighting Fixtures for Non-residential and Multiple Dwellings:

11.3.5 For non-residential and multiple dwellings, all additions, modifications, or replacement of more than 25 percent of outdoor lighting fixtures existing as of the effective date of this *Bylaw* shall require the submission of a complete inventory and site plan detailing all existing and any proposed new outdoor lighting. **Any new lighting shall meet the requirements of this *Bylaw*.**

11.3.6 Resumption of Use after Abandonment

11.3.6.1 If a property with non-conforming lighting is abandoned for a period of 180 days or more, then all outdoor lighting shall be brought into compliance with this *Bylaw* before any further use of the property occurs.

SECTION 12 - PROCEDURAL REQUIREMENTS AND PLAN SUBMISSION

For all subdivision, land-development applications, and building permits where outdoor lighting is required or proposed, lighting plans shall be submitted to Town Administration for review and approval. Plan submission for residential renovations is voluntary; however any changes to lighting shall comply

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with this *Bylaw*. Field verification can be achieved by asking the applicant and/or owner to verify that the luminaire type, lamp type and wattages specified have been used. The applicant shall provide the photometric data for each luminaire, since the initial luminaire lumens and B-U-G ratings are stated on the photometric report. However, if a jurisdiction requires additional on-site verification, it may also request a point-by-point photometric plan. While this will not be a true measure of compliance with the criteria of this *Bylaw*, comparing the actual measured levels on site to the photometric plan can be an indication whether or not the installed lighting varies from the approved design. The minimum requirements for these plans shall include:

- 12.1 A site plan complete with all structures, parking spaces, building entrances, traffic areas (both vehicular and pedestrian), vegetation or landscape features that may interfere with lighting, and all adjacent uses. The site plan shall show, by location, and identify each existing and proposed luminaire and shall specify its installed height, pole foundation details, and mounting methods;
- 12.2 A summary table identifying the maximum and minimum light levels for all parking entryways, signs, and walkways.
- 12.3 A description of each luminaire identified in the site plan including the manufacturer, model number, a photograph or catalog cut, photometric data verifying compliance requirements specified within this *Bylaw*, light output in initial lumens, shielding or glare reduction devices, lamp type, and on/off control devices.
- 12.3 If a developer or other entity is using the *Performance Method*, as outlined in Section 9, the following shall also be supplied:
 - 12.3.1 Iso-footcandle plots illustrating each typical installation for all luminaire types, or 3m by 3m illuminance-grid plots for multi-fixture lighting installations, which demonstrate compliance with all applicable requirements set forth within this *Bylaw*. The plots shall indicate the location of each existing and proposed luminaire, the installed height of said luminaires, and the overall light levels in **foot-candles** on the entire zoned.

SECTION 13 - TABLES AND CALCULATIONS

Table A
Allowed Total Initial Luminaire Lumens per Site for Nonresidential Outdoor Lighting, Per Parking Space Method

May only be applied to properties up to 10 parking spaces (including handicapped accessible spaces).

LZ-0	LZ-1	LZ-2	LZ-3
300 lms/space	450 lms/space	630 lms/space	840 lms/space

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Table B
**Allowed Total Initial Lumens per Site for Nonresidential Outdoor Lighting,
Hardscape Area Method**

May be used for any project. When lighting intersects off site driveways and public streets or roads, a total of 55 square metres for each intersection may be added to the actual site hardscape area to provide for intersection lighting.

LZ-0	LZ-1	LZ-2	LZ-3
Base Allowance			
5.5 lumens per m ² of Hardscape	15 lumens per m ² of Hardscape	26.75 lumens per m ² of Hardscape	55 lumens per m ² of Hardscape

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**Table B-1
Allowed Total Initial Lumens per Site for Nonresidential Outdoor Lighting,
Hardscape Area Method**

Lumen Allowances, in Addition to Base Allowance.

	LZ-0	LZ-1	LZ-2	LZ-3
Additional allowances for sales and service facilities. No more than two additional allowances per site. See accompanying notes.				
Outdoor Sales Lots	0	40 lumens per m ² .	85 lumens per m ² .	170 lumens per m ² .
Outdoor Sales Frontage	0	0	305 per linear metre	450 per linear metre
Drive Up Windows	0	2,000 lumens per drive up window	4,000 lumens per drive up window	8,000 lumens per drive up window
Vehicle Service Station	0	4,000 lumens per pump (based on 5fc horiz)	8,000 lumens per pump (based on 10fc horiz)	16,000 lumens per pump (based on 20fc horiz)

Notes accompanying Table B-1:

Outdoor Sales Lot refers to an allowance in lumens per square metre of uncovered sales lots used exclusively for the display of vehicles or other merchandise for sale and may not include driveways, parking or other non-sales areas. To use this allowance, luminaires must be within 2 mounting heights of sales lot area.

Outdoor Sales Frontage refers an allowance for linear metres of sales frontage immediately adjacent to the principle viewing location(s) and unobstructed for its viewing length. A corner sales lot may include two adjacent sites provided that a different viewing location exists for each side. In order to use this allowance, luminaires must be located between principle viewing location(s) and the frontage outdoor sales area.

Drive Up Windows refers to an allowance which require the luminaires to be within 6 horizontal metres of the centre of the window.

Vehicle Service Station refers to an allowance of lumens per installed pump.

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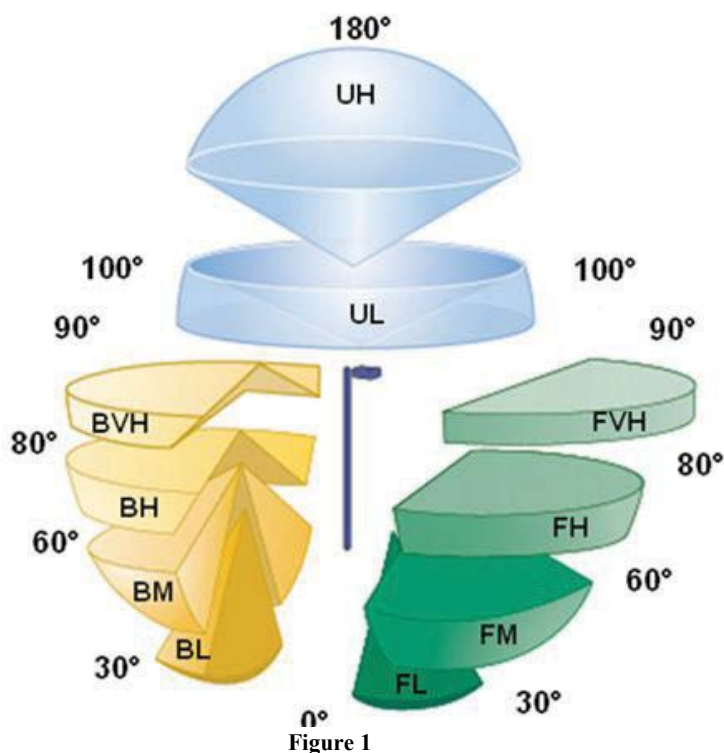
Tables C1-C3

Maximum Allowable Backlight, Uplight and Glare (BUG) Ratings

May be used for any project. A luminaire may be used if it is rated for the lighting zone of the site or lower in number for all ratings B, U and G. Luminaires equipped with adjustable mounting devices permitting alteration of luminaire aiming in the field shall not be permitted. As this is a relatively new and not yet well-known rating system, more explanation of how the rating system works is provided here. For example, more traditional terms such as “full cutoff” are used in this *Bylaw*. It will be very important that all groups recognize that older terms and concepts are inadequate for the complex tasks of controlling light pollution. It is recommended that the new rating system adopted in TM-15, the *Luminaire Classification System for Outdoor Luminaires*, developed in 2005 by the IES and followed herein by the **Table C**, be used intact and exclusively. BUG requires downlight only with low glare (better than full cut off) in lighting zones (LZ) 0, 1 and 2, but allows a minor amount of uplight in lighting zone 3. In lighting zone 3, the amount of allowed uplight is enough to permit the use of very well shielded luminaires that have a decorative drop lens or chimney so that dark sky friendly lighting can be installed in places that traditional-appearing luminaires are required. BUG typically cannot be used for residential luminaires unless they have been photometrically tested. For non-photometrically tested residential luminaires, shielding description is used instead. The lumen limits established for each lighting zone apply to all types of lighting within that zone. Lighting installed under **Section**

9 and Section 10 shall comply with all necessary BUG ratings described below. This includes, but is not limited to, specialty lighting, façade lighting, security lighting and the front row lighting for auto dealerships. BUG rating limits are defined for each luminaire and are based on the internal and external design of the luminaire, its aiming, and the initial luminaire lumens of the specified luminaires. The BUG rating limits also take into consideration the distance the luminaire is installed from the property line in multiples of the mounting height (See Table C).

The three components of BUG ratings are based on IES TM-15-07 (revised):



Backlight, which creates light trespass onto adjacent sites. The B rating takes into account the amount of light in the BL, BM, BH and BVH zones, which are in the direction of the luminaire OPPOSITE from the area intended to be lit.

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Uplight, which causes artificial sky glow. Lower uplight (zone UL) causes the most sky glow and negatively affects both professional and academic astronomy. Upper uplight (UH) not reflected off a surface is mostly energy waste. The U rating defines the amount of light into the upper hemisphere with greater concern for the light at or near the horizontal angles (UL).

Glare, which can be annoying or visually disabling. The G rating takes into account the amount of frontlight in the FH and FVH zones as well as BH and BVH zones. BUG ratings apply to the Lighting Zone of the property under consideration.

Figure 1

Key:

UH=Uplight High	BVH=Backlight Very High	FVH=Forward Light Very High
UL=Uplight Low	BH=Backlight High	FH=Forward Light High
	BM=Backlight Medium	FM=Forward Light Medium
	BL=Backlight Low	FL=Forward Light Low

In general, a higher BUG rating means more light is allowed in solid angles, and the rating increases with the lighting zone. However, a higher B (backlight) rating simply indicates that the luminaire directs a significant portion of light behind the pole, so B ratings are designated based on the location of the luminaire with respect to the property line. A high B rating luminaire maximizes the spread of light, and is effective and efficient when used far from the property line. When luminaires are located near the property line, a lower B rating will prevent unwanted light from interfering with neighboring properties.

At the 90-180 degree ranges:

1. Lighting Zone 0 allows no light above 90 degrees.
2. Lighting Zone 1 allows only 10 lumens in the UH and UL zones, 20 lumens total in the complete upper hemisphere. (This is roughly equivalent to a 5W incandescent lamp).
3. Lighting Zone 2 allows only 50 lumens in the UH and UL zones, 100 lumens total (less than a 25W incandescent lamp).
4. Lighting Zone 3 allows only 500 lumens in the UH and UL zones, 1000 lumens total (about the output of a 75W incandescent bulb).

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**Table C-1
Maximum Allowable Backlight (BUG) Ratings**

Table C-1	LZ-0	LZ-1	LZ-2	LZ-3
Allowed Backlight Rating*				
Greater than 2 mounting heights from property line	B1	B3	B4	B5
1 to less than 2 mounting heights from property line and ideally oriented.**	B1	B2	B3	B4
0.5 to 1 mounting heights from property line and ideally oriented.**	B0	B1	B2	B3
Less than 0.5 mounting heights to property line and properly oriented.**	B0	B0	B0	B1

* For property lines that abut public walkways, bikeways, plazas, and parking lots, the property line may be considered to be 1.5 metres beyond the actual property line for purpose of determining compliance with this section. For property lines that abut public roadways and public transit corridors, the property line may be considered to be the centerline of the public roadway or public transit corridor for the purpose of determining compliance with this section.

NOTE: This adjustment is relative to Table C-1 and C-3 only and shall not be used to increase the lighting area of the site.

** To be considered 'ideally oriented', the luminaire must be mounted with the backlight portion of the light output oriented perpendicular and towards the property line of concern.

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**Table C-2
Maximum Allowable Uplight (BUG) Ratings - Continued**

Table C-2	LZ-0	LZ-1	LZ-2	LZ-3
Allowed Uplight Rating	U0	U1	U2	U3
Allowed Percentage (%) light emission above 90° for street or area lighting	0%	0%	0%	0%

**Table C-3
Maximum Allowable Glare (BUG) Ratings - Continued**

Table C-3	LZ-0	LZ-1	LZ-2	LZ-3
Allowed Glare Rating	G0	G1	G2	G3
Any luminaire not ideally oriented*** with 1 to less than 2 mounting heights to any property line of concern	G0	G0	G1	G1
Any luminaire not ideally oriented*** with 0.5 to 1 mounting heights to any property line of concern	G0	G0	G0	G1
Any luminaire not ideally oriented*** with less than 0.5 mounting heights to any property line of concern	G0	G0	G0	G0

*** Any luminaire that cannot be mounted with its backlight perpendicular to any property line within 2x the mounting height of the luminaire location shall meet the reduced Allowed Glare Rating in Table C-3.

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Table D

Performance Method Allowed Total Initial Site Lumens

May be used for any project.

Lighting Zone	LZ 0	LZ 1	LZ 2	LZ 3
Allowed Lumens per m ²	5	12	25	50
Allowed Base Lumens per Site	0	3,500	7,000	14,000

Table E

Performance Method Additional Initial Luminaire Lumen Allowances.

All of the following are “use it or lose it” allowances. All area and distance measurements are in plan view unless otherwise noted.

Lighting Application	LZ 0	LZ 1	LZ 2	LZ 3
Additional Lumens Allowances for All Buildings except service stations and outdoor sales facilities. A MAXIMUM OF THREE (3) ALLOWANCES ARE PERMITTED.				
Building Entrance or Exits	400	1,000	2,000	4,000
Building Facades	0	0	85/m ²	170/m ²
Sales or Non-sales Canopies	0	30/m ²	60/m ²	130/m ²
Guard Stations	0	60/m ²	130/m ²	255/m ²
Outdoor Dining	0	10/m ²	50/m ²	110/m ²
Drive Up Windows	0	2,000 lumens per window	4,000 lumens per window	8,000 lumens per window
Additional Lumens Allowances for Service Stations only. Service stations may not use any other additional allowances.				
Vehicle Service Station Hardscape	0	40/m ²	85/m ²	170/m ²
Vehicle Service Station Canopies	0	85/m ²	170/m ²	340/m ²
Additional Lumens Allowances for Outdoor Sales facilities only. Outdoor Sales facilities may not use any other additional allowances. NOTICE: lighting permitted by these allowances shall employ controls extinguishing this lighting after a curfew time to be determined by the Authority.				
Outdoor Sales Lots	0	40/m ²	85/m ²	130/m ²
Outdoor Sales Frontage	0	0	305/linear metre	450/linear metre

Notes accompanying Table E:

Sales or Non-sales Canopies. This allowance is lumens per unit area for the total area within the drip line of the canopy. In order to qualify for this allowance, luminaires must be located under the canopy.

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Guard Stations. This allowance is lumens per unit area of guardhouse plus 185 m² per vehicle lane. In order to use this allowance, luminaires must be within 2 mounting heights of a vehicle lane or the guardhouse.

Outdoor Dining. This allowance is lumens per unit area for the total illuminated hardscape of outdoor dining. In order to use this allowance, luminaires must be within 2 mounting heights of the hardscape area of outdoor dining.

Drive Up Windows. This allowance is lumens per window. In order to use this allowance, luminaires must be within 1.85 m² of the center of the window.

Vehicle Service Station Hardscape. This allowance is lumens per unit area for the total illuminated hardscape area less area of buildings, area under canopies, area off property, or areas obstructed by signs or structures. In order to use this allowance, luminaires must be illuminating the hardscape area and must not be within a building, below a canopy, beyond property lines, or obstructed by a sign or other structure.

Vehicle Service Station Canopies. This allowance is lumens per unit area for the total area within the drip line of the canopy. In order to use this allowance, luminaires must be located under the canopy.

Outdoor Sales Lots. This allowance is lumens per square foot of uncovered sales lots used exclusively for the display of vehicles or other merchandise for sale, and may not include driveways, parking or other non-sales areas and shall not exceed 25% of the total hardscape area. To use this allowance, Luminaires must be within 2 mounting heights of the sales lot area.

Outdoor Sales Frontage. This allowance is for lineal metres of sales frontage immediately adjacent to the principal viewing location(s) and unobstructed for its viewing length. A corner sales lot may include two adjacent sides provided that a different principal viewing location exists for each side. In order to use this allowance, luminaires must be located between the principal viewing location and the frontage outdoor sales area.

The allowable light levels for the uses defined in Table E may be used to set a prescriptive lighting allowance for these uses in each lighting zone. It should be noted that the lighting allowance defined in Table E is only applicable for the area defined for that use and cannot be transferred to another area of the site. For some uses, such as outdoor sales, the jurisdiction is encourages to define a percentage of the total hardscape area that is eligible for the additional lighting allowance. For example, a set percentage of a car dealership's lot may be considered a display area and receive the additional lighting allowance where the remainder of the lot would be considered storage, visitor parking, etc. and cannot exceed the base light levels defined in Table A.

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Table F

Maximum Vertical Illuminance at any point in the plane of the property line.

Lighting Zone 0	Lighting Zone 1	Lighting Zone 2	Lighting Zone 3
0.05 FC or 0.5 LUX	0.1 FC or 1.0 LUX	0.3 FC or 3.0 LUX	0.8 FC or 8.0 LUX

Table G

Residential Lighting Limits

Lighting Application	LZ 0	LZ 1	LZ 2	LZ 3
Row 1 Maximum Allowed Luminaire Lumens* for Unshielded Luminaires at one entry only.	Not Allowed	420 lumens	630 lumens	630 lumens
Row 2 Maximum Allowed Luminaire Lumens* for each Fully Shielded Luminaire.	630 lumens	1,260 lumens	1,260 lumens	1,260 lumens
Row 3 Maximum Allowed Luminaire Lumens* for each Unshielded Luminaire excluding main entry.	Not Allowed	315 lumens	315 lumens	315 lumens
Row 4 Maximum Allowed Luminaire Lumens* for each Landscape Lighting.	Not Allowed	Not Allowed	1,050 lumens	2,100 lumens
Row 5 Maximum Allowed Luminaire Lumens* for each Shielded Directional Flood Lighting.	Not Allowed	Not Allowed	1,260 lumens	2,100 lumens
Row 6 Maximum Allowed Luminaire Lumens* for each Low Voltage Landscape Lighting.	Not Allowed	Not Allowed	525 lumens	525 lumens

* Luminaire lumens equals Initial Lamp Lumens for a lamp, multiplied by the number of lamps in the luminaire lot, and at the property lines.

SECTION 14 - EXAMPLE OF THE PRESCRIPTIVE METHOD

For the prescriptive method, the initial luminaire lumen allowances defined in Table A (Parking Space Method) or B (Hardscape Area Method) will provide basic lighting (parking lot and lighting at doors and/or sensitive security areas) that is consistent with the selected lighting zone. The prescriptive method is intended to provide a safe lighting environment while reducing sky glow and other adverse offsite impacts. The Per Parking Space Method is applicable in small rural towns and is a simple method for small retail “mom and pop” operations without drive lane access and where the parking lot is immediately adjacent to the road. The Town may also allow a prescriptive method for classes of sites, such as car dealerships, gas stations, or other common use areas.

Note that the values are for initial luminaire lumens, not footcandles on the target (parking lot, sidewalk, etc). Variables such as the efficiency of the luminaire, dispersion, and lamp wear can affect the actual amount of light so the lumens per square foot allowance is not equal to footcandles on the site. By specifying initial luminaire lumen values, it is easier for the Development Officer to verify that the requirement is being met. Initial luminaire lumens are available from photometric data. Each initial luminaire lumens calculation should be supplied on the submittal form.

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Solid state luminaires, such as LEDs, do not have initial lamp lumens, only initial luminaire lumens (absolute photometry). Other luminaires tested with relative photometry will have initial luminaire lumens which can be calculated by multiplying initial lamp lumens by the luminaire efficiency. In this example, three types of luminaires are used to light a parking area and building entry in a light commercial area. Two of these three luminaires use metal halide lamps: 70 watt wall mounted area lights and 150 watt pole mounted area lights. For these, the Initial Luminaire Lumens is equal to the initial lamp lumens multiplied by the luminaire efficiency. These values are entered into the compliance chart. The lumen value for the building mounted LED luminaires is equal to the lumens exiting the luminaire. Therefore, the value already represents the Initial Luminaire Lumens and no luminaire efficiency is needed. The total Luminaire Lumens for the site is equal to 247,840.

The allowable lumens are based on the lighting zone and the total hardscape area. Referencing Table B, the allowed lumens are 26.75/m² for LZ2. Multiplying this by the total hardscape area gives a value of 248,507.5 lumens allowed. Because this value is greater than the value calculated for the site, the project complies.

In this example, three types of luminaires are used to light a parking area and building entry in a light commercial area. Two of these three luminaires use metal halide lamps: 70 watt wall mounted area lights and 150 watt pole mounted area lights. For these, the Initial Luminaire Lumens is equal to the initial lamp lumens multiplied by the luminaire efficiency. These values are entered into the compliance chart. The lumen value for the building mounted LED luminaires is equal to the lumens exiting the luminaire. Therefore, the value already represents the Initial Luminaire Lumens and no luminaire efficiency is needed. The total Luminaire Lumens for the site is equal to 247,840. The allowable lumens are based on the lighting zone and the total hardscape area. Referencing Table B, the allowed lumens are 2.5/SF for LZ2. Multiplying this by the total hardscape square footage gives a value of 248,507.5 lumens allowed. Because this value is greater than the value calculated for the site, the project complies.

Prescriptive Method			
Lamp Descriptions	Qty	Initial Luminaire Lumens	Total
70 W Metal Halide	8	3,920	31,360
150 W Metal Halide	20	9,600	192,000
18 W LED	24	1,020	24,480
Total Site Initial Luminaire Lumens			247,840
Site Allowed Total Luminaire Lumens*			248,507.5
Project Compliance			Yes

*Listed below is the method of determining the allowed total initial lumens for non-residential outdoor lighting using the hardscape area method (Table B).

Site Allowed Total Initial Lumens	
Site Description	Light Commercial
Lighting Zone	LZ-2
Hardscape Area (m ²)	9,290
Allowed Lumens per m ² of Hardscape	26.75

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Site Allowed Total Initial Lumens (Lumens per m ² x hardscape area)	248,507.5
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The prescriptive method of this *Bylaw* restricts uplighting, including upward light emitted by decorative luminaires. The Town of Bon Accord may choose to preserve some types of lighting, including lighting of monuments or historic structures. In this case, the Town shall exempt or otherwise regulate these types of lighting carefully so that it does not inadvertently allow glaring or offensive lighting systems.

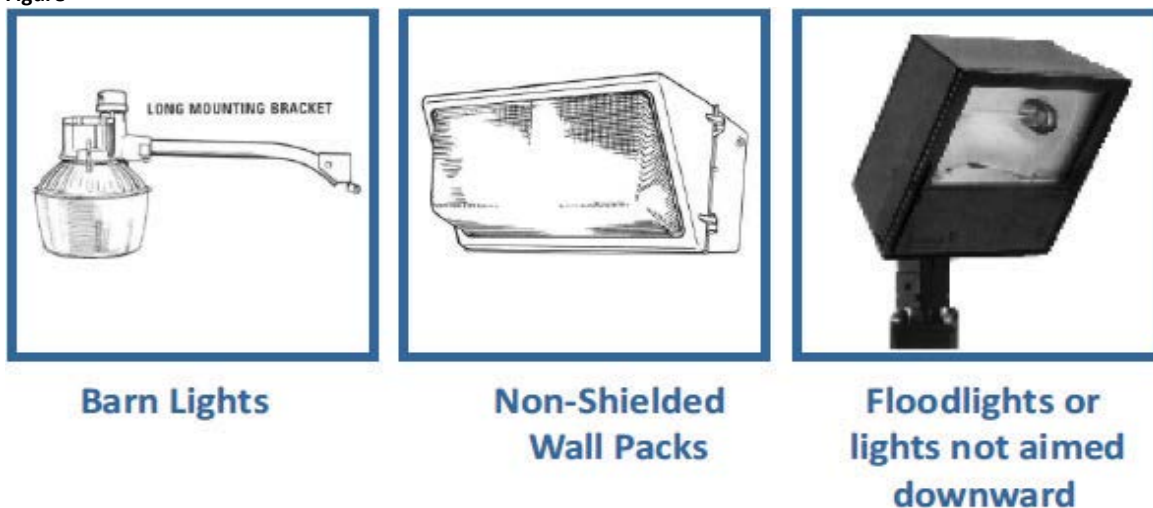
Offsite effects of light pollution include glare, light trespass, sky glow, and impacts on the nocturnal environment. All of these are functions of the fixture or luminaire design and installation. This *Bylaw* replaces the previous luminaire classification terminology of full cut-off, semi cut-off, and cut-off because those classifications were not as effective in controlling offsite impacts as with the IESNA luminaire classification system as described in TM-15-07.

A traditional method of defining light trespass is to identify a maximum light level at or near the property line. However, this method does not address offensive light that is not directed toward the ground, or the intensity of glaring light shining into adjacent windows. The requirements defined in Table C limit the amount of light in all quadrants that is directed toward or above the property line. The Backlight/Uplight/Glare (BUG) rating will help limit both light trespass and glare. (A detailed explanation of the BUG system is provided in this *Bylaw*. Tables C1 - C3 provide further details.) The limits for light distribution established in Table C (for the BUG rating system) prevent or severely limit all direct upward light. A small amount of uplight reflected by snow, light-colored pavement or a luminaire's supporting arms is inevitable and is not limited by the prescriptive method of this *Bylaw*.

A seemingly non-compliant fixture, such as a post-top translucent acorn luminaire, may in certain cases meet the BUG ratings, as long as it has proper interior baffling within the acorn globe. However, the BUG ratings in Table C will limit the use of the following types of luminaires in all lighting zones:

Figure

2



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SECTION 15 - EXAMPLE OF THE PERFORMANCE METHOD

The performance method is best for projects with complex lighting requirements or when the applicant wants or needs more flexibility in lighting design. The performance method is also used when any lighting designer plans to aim or direct any light fixture upward (above 90 degrees). An engineer or lighting professional generally will be required to design within the performance method. An adopting jurisdiction may also wish to hire an engineer or lighting professional to review and approve projects using this method and/or incorporate review of the performance method into special review procedures. The performance method is also best for projects where higher lighting levels are required compared to typical area lighting. An example might be a car sales lot where more light might be required on the new cars than would be needed for a standard parking lot. Another example is a gas station canopy requiring more light than a building entrance canopy. The first step in the performance method regulates overlighting by establishing the Total Initial Site Lumens (Table D) that are allowed.

Allowances include the total of the following (Table D):

1. Initial lumen allowance per site
2. Per area (m²) of hardscape

Table E allows additional lumens for unique site conditions. Examples of allowances include:

1. Per building entrance/exit
2. Per length (linear mere) of Outdoor Sales Frontage Perimeter
3. Per area (m²) of Vehicle Service Station Canopy
4. Plus other examples described in Table E.

The Site Total Initial Site Lumens allowed are a combination of allowances from Table D and Table E. The second step in the performance method is to determine if the proposed luminaires are producing off site impacts such as glare, sky glow and light trespass. One may either use Option A which are the Maximum Allowable BUG Ratings in Table C, or Option B through computer lighting calculations show compliance with Maximum Vertical Illuminance at any point in the plane of the property line in Table F. Option B will be required for all non-residential luminaires that:

1. Do not have BUG ratings, or
2. Exceed the BUG ratings,
3. Are not fully shielded, or
4. Have adjustable mountings.

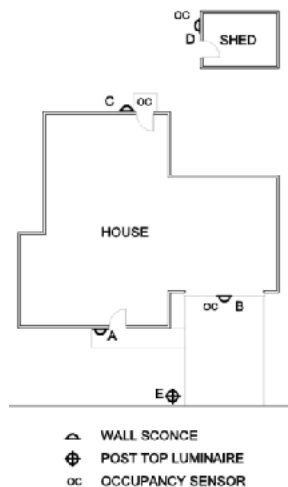
For the performance method, Option B (2) requires photometric calculations for the site perimeter, to a height of no less than 33 feet (10 metres) above the tallest luminaire. Vertical illuminances at eye height (5 feet above grade) will give values that can be used to verify compliance by comparing actual site conditions to the photometric plan submitted during review.

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Note that the MLO specifies 'total initial luminaire lumens' as a measurement in addition to footcandles/lux. The footcandle (lux) is equal to one lumen per square metre. Lux is the metric unit and is equal to one lumen per square metre.

SECTION 16 - EXAMPLE OF THE RESIDENTIAL METHOD

Most residential lighting has traditionally used incandescent lamps which are identified by their wattage. However, since new technologies provide more light for fewer watts, it is no longer possible to regulate residential lighting solely by providing a maximum wattage. Table G, therefore, lists maximum initial luminaire lumens only. In this example, five different luminaires are used on a residential property. Each luminaire must comply to meet the requirements. The site plan following shows luminaire types followed by a tabulation of each luminaire, whether or not it is fully shielded lamp type, and initial luminaire lumens. If the luminaire lumens are not known, multiply the initial lamp lumens by the luminaire efficiency. If the efficiency is not known, multiply the initial lamp lumens by 0.7 as a reasonable assumption. The maximum allowable lumen values come from Table G, based on the shielding classification and location on the site. In this case, each luminaire complies with the requirements of Table G.



Output (Lumens)	Power (Watts)		
	Incan	CFL	LED
500	40	8 - 10	9
850	60	13 - 18	12 - 15
1,200	75	18 - 22	15
1,700	100	23 - 28	18

Luminaire Type	Location	Luminaire Description	Fully Shielded	Lamp Type	Initial Lumen Lumens *	Maximum Allowed Initial Luminaire Lumens	Controls	Compliant
A	Front Entry	Decorative wall sconce	No	9W CFL	420	420	None	Yes
B	Garage Door	Fully shielded wall pack	Yes	23W CFL	1050	1260	Motion Sensor	Yes

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C	Back Entry	Decorative wall sconce	No	7W CFL	280	315	Motion Sensor	Yes
D	Shed Entry	Fully shielded wall pack	Yes	40W INC	343	1260	Motion Sensor	Yes
E	Driveway	Fully shielded post top	Yes	13W CFL	1260	1260	None	Yes

*Initial Luminaire Lumens are calculated by multiplying the total initial lamp lumens by the luminaire efficiency. If the luminaire efficiency is not known, assume an efficiency of 70%.

SECTION 17 - CONVERSION OF UNITS

Where a measurement is provided in both imperial and metric units, and the two measurements do not correspond precisely, the metric measurement shall take precedence for purposes of interpretation of this bylaw.

SECTION 18 - COMPLIANCE WITH OTHER LEGISLATION

Compliance with the requirements of this bylaw does not exempt a person, company, or organization from:

1. The requirements of any federal, Provincial, or municipal legislation;
2. Complying with any easement, covenant, agreement, or contract affecting development.

SECTION 19 – EFFECTIVE DATE

This Bylaw comes into force on the final passing thereof.

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SCHEDULE A

VIOLATIONS AND PENALTIES

The purpose of this *Bylaw* is educational, not punitive. There are, however, certain practices that will promote compliance with lighting regulations. Education is a key tool in promoting compliance. Proactive enforcement procedures will include providing a copy of the lighting regulations to every contractor at the time they consult the Town of Bon Accord to obtain a building permit. Another effective tool is a requirement that the builder or developer acknowledge in writing that the he or she is familiar with the lighting requirements and shall submit a lighting plan for approval. Submission of the Lighting Plan shall be required as a precondition to approval of any development undertaken in the Town's corporate limits or authority. The submitted Lighting Plan shall include the location and BUG rating for each luminaire, specify whether compliance is by the performance or prescriptive method, and a worksheet to show that the luminaires and their BUG ratings are compliant. The following penalties shall apply to all non-compliant landowners:

1. The first disciplinary action shall be a verbal warning by the Development Officer or any of their assignees, along with suggested methods to bring the offending luminaire(s) into compliance with this *Bylaw*.
2. A written warning outlining the non-compliant luminaire as well as methods to bring the luminaire into compliance.
3. If the land owner does not take measure to bring the offending luminaire(s) into compliance with this *Bylaw* within thirty (30) days after issue of written warning by the Development Officer or their assignees, a fine of two hundred and fifty dollars (\$250) shall be issued to each non-compliant premise under the authority of by-law enforcement of the Town of Bon Accord.
4. If the offending luminaire(s) are not replaced or modified to comply with this *Bylaw* thirty (30) days after the issuance of the monetary fine outlined in Section 3. above, the Town of Bon Accord shall be entitled to deactivate the luminaire(s) or replace them at the cost of the holder of the land deed in addition to the monetary fine issued in Section 3.

**TOWN OF BON ACCORD
BYLAW 2015-07
LIGHT EFFICIENT COMMUNITY STANDARDS BYLAW**

READ A FIRST TIME THIS 3rd DAY OF MARCH, 2015.

Mayor Randolph Boyd

Acting Chief Administrative Officer Patrick Earl

READ A SECOND TIME THIS 17th DAY OF MARCH, 2015.

Mayor Randolph Boyd

Acting Chief Administrative Officer Patrick Earl

READ A THIRD TIME THIS 21st DAY OF APRIL, 2015.

Mayor Randolph Boyd

Acting Chief Administrative Officer Patrick Earl

ISSUE FOR INFORMATION		DATE	October 29, 2020	5.3
TOPIC	Alberta Wetland Replacement Program			
PROPOSAL	That Smoky Lake County Council RECOMMEND that administration proceed to execute a Memorandum of Understanding (MOU) with Alberta Environment and Parks (AEP) <i>in Support of Identifying Potential Wetland Replacement Projects for the Purposes of the Wetland Replacement Program.</i>			
BACKGROUND	<ul style="list-style-type: none"> In the 2010s, Alberta Environment and Parks established a new wetland policy (replacing policy from the 1990's). This was released in the white zone in 2015 and the green zone in 2016. Between 2015 and 2018, wetland replacement fees that were collected were paid directly to Ducks Unlimited. In 2018, those fees were collected by the Province and money that was previously given to DUC was transferred back. Over the last (2019-20) year, AEP has built a program that will allow other partners to participate in the program, over a broader geographical region. The program allows for wetlands to be replaced in the same watershed and municipality that they were lost. <p>Program Vision: <i>Wetlands are a vital part of Alberta's ecological landscape and necessary for a sustainable economy and healthy communities. The Wetland Replacement Program aims to re-establish wetlands in partnership with Albertans by providing resources for collaborative replacement projects across the province.</i></p> <p>Wetland Replacement:</p> <ul style="list-style-type: none"> Returning natural / historical functions to a former or degraded wetland Re-establishment: Results in a gain of wetland area, with or without a gain in wetland function. <p>Wetland Construction:</p> <ul style="list-style-type: none"> Creating a wetland on a site that was historically non-wetland. Establishment: results in a gain of wetland area and function. Expansion: results in a gain of wetland area with or without a gain in wetland function. <p>The MoU</p> <ul style="list-style-type: none"> Overarching agreement, not binding. MOU to establish relationship between the Municipality and AEP Outlines roles and responsibilities 3 year agreement, can be renewed <ul style="list-style-type: none"> Once an MoU is signed, the Municipality can submit a project for review. The project proposal needs to follow the Proposal Guide AEP has developed for this process. <p>Proposal Submission</p> <ul style="list-style-type: none"> Proposals to meet AEP's Proposal Guide Prepared by municipality and signed by an Authenticating Professional 			

- Reviewed internally by Wetland Specialists
- Need to be detailed and accurate – they become an appendix of the contract

- The Proposal Guide outlines information that must be provided to AEP for review.
- AEP requires information about the project location and project design, maps and aerial imagery of the area as well as land ownership land use.
- A proposal must also include information about the chosen location's hydrology and soils and include the entire project schedule, costs and payment milestones.
- Proposals must contain a multi disciplinary team of professionals and signed by an Authenticating Professional who is uniquely qualified in wetland science and design work.

Service Contract

- Contract document outlining the project services and payment milestones
- A Service Contract drafted for each project that is accepted by Alberta Environment and Parks
- The contract for this process is called a Service Agreement.
- This contract outlines not only the project, but also agrees on payment milestones and deliverables.
- The Service Agreement speaks to the specifics of the contractual relationship between the Municipality and the Government of Alberta.
- If the project is on private land, a landowner agreement must be negotiated to allow access by the Municipality and AEP for the duration of the project (approx. 10 years).
- Landowner agreements can also include lease payments to the landowner.
- Landowner agreements must also indicate that the landowner acknowledges that the wetland is protected under provisions in the Water Act.

Service Agreement Deliverables

- Field-based wetland assessment
- Detailed wetland design plans, including engineering design drawings and specifications
- Complete wetland restoration or construction works
- Construction inspection completion
- Complete inspection and monitoring to demonstrate site establishment

Regulatory Considerations

- Projects will meet the new Code of Practice for Wetland Replacement Works OR require Water Act Approval
- Must adhere to all other regulatory requirements and legislation

ATTACHMENTS:

- DRAFT Memorandum of Understanding © **ATTACHMENT 1**
- Wetland Replacement Program Municipal Participant Information Session Presentation © **ATTACHMENT 2**
- Email from Matthew Wilson, Team Lead, Wetlands Grants and Program Delivery, Lands Division | Lands Policy and Programs Branch, Alberta Environment and Parks,

CORRELATION TO BUSINESS (STRATEGIC) PLAN

- **Economic Development:** Victoria District Economic Development Strategy Bylaw 1372-20.

Values: Integrity, Sustainability/Stability, Pride, Fairness, Freedom

Vision: Leading the way in positive growth with healthy, sustainable, rural living.

Mission: Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

- Alberta Water Act
 - Code of Practice for Wetland Replacement Works
 - Water (Ministerial) Regulation
- Alberta Wetland Policy
 - Wetland Restoration and Replacement Fees Ministerial Order
- Alberta *Municipal Government Act* R.S.A. 2000 Ch. M-26
- Smoky Lake County Regional Heritage Board Bylaw 1236-11
- Victoria District National Historic Site of Canada Commemorative Statement of Integrity (CIS), 2008
- Smoky Lake Regional Heritage Survey & Inventory, 2012
- Smoky Lake County Designation of Municipal Historic Resources Policy 61.15.01
- Smoky Lake County 20-Year Heritage Management Plan Policy 61.20.01
- Smoky Lake County and Town of Smoky Lake Victoria District Economic Development Strategy Bylaw 1372-20/006-2020.

BENEFITS

- Exposure for Smoky Lake County and the Region & enhanced marketability
- Opportunities for unlocking of granting opportunities
- Nature-Based Tourism Development

DISADVANTAGES

- Staff time

ALTERNATIVES

- Take no action or defer

FINANCE/BUDGET IMPLICATIONS

Operating Costs: _____

Capital Costs: _____

Budget Available: _____

Source of Funds: _____

Budgeted Costs: _____

Unbudgeted Costs: _____

INTERGOVERNMENTAL

- Collaboration with/among:

INVOLVEMENT/IMPLICATIONS	<ul style="list-style-type: none"> ○ Alberta Environment and Parks (AEP) ○ Smoky Lake County Regional Heritage Board (SLCRHB) ○ Victoria Home Guard Historical Society (VHGHS) ○ Metis Nation of Alberta (MNA)
COMMUNICATION STRATEGY	<ul style="list-style-type: none"> • Grapevine • Website <ul style="list-style-type: none"> ○ Public Notice ○ Permanent Page • Social Media • Media Release/News Article
RECOMMENDATION	
<p>That Smoky Lake County Council RECOMMEND that administration proceed to execute a Memorandum of Understanding (MOU) with Alberta Environment and Parks (AEP) in Support of Identifying Potential Wetland Replacement Projects for the Purposes of the Wetland Replacement Program.</p>	

**MEMORANDUM OF UNDERSTANDING
IN SUPPORT OF IDENTIFYING POTENTIAL WETLAND REPLACEMENT PROJECTS
FOR PURPOSES OF WETLAND REPLACEMENT PROGRAM**

This Memorandum of Understanding is made effective the ____ of _____, ____.

BETWEEN:

HER MAJESTY THE QUEEN
in right of Alberta
as represented by the Minister of Environment and Parks
(the "Province")

-and-

XXXX

(the "Municipality")

(collectively referred to as "Participants")

WHEREAS the Province recognizes that wetlands are a vital part of Alberta's ecological landscape and necessary for a sustainable economy and healthy communities, and has accordingly established the WRP to meet the outcomes of the Alberta Wetland Policy.

WHEREAS through the WRP the Province utilizes Fees paid by persons under the Wetland Restoration and Replacement Fee Ministerial Order (35/2018) to fund Wetland Replacement Projects across the province.

WHEREAS a priority of the Alberta Wetland Policy and the WRP is to replace wetland area and function in watersheds where permanent wetland disturbances have been approved under the *Water Act*, and Fees have been paid to the Province.

WHEREAS the Municipality wishes to undertake Wetland Replacement Projects in order to achieve specific environmental outcomes, including but not limited to flood attenuation, drought resiliency, groundwater recharge, water quality improvement, habitat for wildlife and biodiversity, and for social, recreational and educational value to the public.

WHEREAS the Municipality is able to ensure that each Wetland Replacement Project component, including wetland assessment, design, construction, inspection and adaptive management, is supervised and authenticated by an Authenticating Wetland Professional.

THEREFORE this MOU establishes a cooperative process to identify appropriate Wetland Replacement Projects for the purpose of the Participants entering into related Service Contracts to undertake those Wetland Replacement Projects.

1. DEFINITIONS, PRINCIPLES, NATURE AND PURPOSE OF MOU

1.1 Definitions – In this MOU including the recitals:

- (a) “Authenticating Wetland Professional” means a professional member who meets the requirements set forth in *Professional Responsibilities in Completion and Assurance of Wetland Science, Design and Engineering Works in Alberta*, as amended or replaced from time to time.
- (b) “Effective Date” means the date first written above.
- (c) “Fees” means fees that have been paid by persons under the Wetland Restoration and Replacement Fee Ministerial Order (35/2018) to fulfill their wetland replacement obligations.
- (d) “MOU” means this Memorandum of Understanding.
- (e) “Proposal” means a proposal document prepared by the Municipality containing the specific details of a Wetland Replacement Project.
- (f) “Proposal Submission Requirements” means the Province’s submission requirements for a Proposal, attached as Schedule “A” to this MOU.
- (g) “Service Contract” means a contract entered into between the Province and the Municipality in respect of one or more approved Proposals, as further described in section 5.1.
- (h) “Wetland Replacement Project” means a project to restore or construct wetlands within Alberta.
- (i) “WRP” means the Province’s Wetland Replacement Program.

1.2 Principles of MOU – This MOU is based on the following principles shared by the Participants:

- (a) wetlands are a vital part of Alberta’s ecological landscape and necessary for a sustainable economy and healthy communities; and
- (b) through working together, the Participants will help to achieve shared outcomes for wetland replacement.

1.3 Purpose and Nature of MOU –

- (a) The purpose of this MOU is to establish a process for the Participants to identify appropriate Wetland Replacement Projects to restore and construct wetlands within the Municipality’s boundaries. Service Contracts entered into between the Participants, as outlined in section 5.1, will provide details of the services and deliverables for specific Wetland Replacement Projects.

- (b) This MOU represents a statement of general intention on the part of the Participants and is not intended to create any legally binding obligations between the Participants, or impose specific financial responsibilities on the Participants. However, each Participant will be responsible for any costs it incurs through its participation in this MOU.

2. TERM

- 2.1 Term of MOU** – This MOU will take effect on the Effective Date and will be in effect for 3 years unless terminated earlier in accordance with the provisions of this MOU. The Participants may extend the term of this MOU by agreement of the Participants in writing.

3. RESPONSIBILITIES OF THE PROVINCE

- 3.1 Proposal Submission Requirements** – The Province may update the Proposal Submission Requirements from time to time, in which case the Province shall provide a written copy of the updated Proposal Submission Requirements to the Municipality, and the updated Proposal Submission Requirements shall supersede and replace the previous version.

3.2 Approval of Proposals –

- (a) The Province will review and either approve or refuse Proposals submitted by the Municipality.
- (b) The Province may request additional information, clarification of, or amendments to Proposals submitted by the Municipality.
- (c) The Province will strive to review each Proposal within 30 days of its submission by the Municipality. The Province will advise the Municipality if a Proposal has been approved to proceed to a Service Contract.
- (d) In considering Proposals for approval, the Province will give priority to Wetland Replacement Projects that can be undertaken pursuant to the *Water Act* Code of Practice for Wetland Replacement Works.

4. RESPONSIBILITIES OF THE MUNICIPALITY

- 4.1 Communication of Planned Activities** – the Municipality will provide a brief written summary document to the Province by February 1 of each year that includes projections for the Municipality's anticipated Wetland Replacement Projects for the upcoming fiscal year (April 1 to March 31) with the following information:
 - (a) the legal land location of each planned Wetland Replacement Project if available at time of summary submission;
 - (b) estimate of combined costs for anticipated Wetland Replacement Projects (eg. under \$100,000; \$100k – 500k; \$500k - \$1M; \$1-2M; or \$2-3 M);
 - (c) the type of each Wetland Replacement Project (restoration or construction);

- (d) the anticipated authorizations that will be required for each Wetland Replacement Project (*Water Act* Code of Practice versus *Water Act* approval; *Public Lands Act* approval) if known at the time of summary submission; and
- (e) the anticipated total gain in wetland area that will be delivered by the planned Wetland Replacement Projects.

It is understood and acknowledged that the Municipality may not have a finalized list of specific Wetland Replacement Projects confirmed for the upcoming fiscal year at the time of submission.

4.2 Proposals – the Municipality will:

- (a) submit a Proposal to the Province for each Wetland Replacement Project that the Municipality wishes to propose for the Province’s approval;
- (b) ensure that each Proposal meets the Proposal Submission Requirements (“Schedule A”); and
- (c) aim to submit at least one Proposal per year.

4.3 Wetland Replacement Project Components – the Municipality will be responsible for completing all components of an approved Wetland Replacement Project, in accordance with the related Service Contract.

4.4 Landowner Agreements – the Municipality will be responsible for:

- (a) obtaining the written consent of all affected landowners and third parties to complete the Wetland Replacement Projects;
- (b) securing Wetland Replacement Projects by negotiating and entering into formal written agreements with private landowners to secure lands for Wetland Replacement Projects as required;
- (c) ensuring that landowner agreements:
 - (i) provide unrestricted access to the Municipality and the Province (notwithstanding the Province not being party to the agreement) to the lands required for the purposes of the Wetland Replacement Project, for the entire duration of the landowner agreement;
 - (ii) address compensation to the landowner (including amount and payment structure) for the securement of the landowner’s lands;
 - (iii) address permissible activities within and immediately surrounding the wetland and timing of those activities;

- (iv) if the Municipality intends to enter into the landowner agreement prior to the Province and the Municipality entering into a Service Contract, the landowner agreement will be made subject to the condition precedent of the Municipality and the Province entering into a Service Contract for the Wetland Replacement Project;
- (v) permit early termination by the Municipality if the related Service Contract is terminated prior to its expiry date;
- (vi) have a minimum 10 year term, commencing on or about the commencement date of the Wetland Replacement Project;
- (vii) contain an acknowledgement by the landowner that:
 - a. any wetlands restored or constructed on the landowner's lands as part of the Wetland Replacement Project are protected by the restrictions in the *Alberta Water Act* and are subject to the *Water Act* and any other applicable acts, and
 - b. that any future activity that may impact the Wetland Replacement Project will require a wetland assessment and will be subject to the Alberta Wetland Policy; and
- (viii) are registered by the Municipality against the certificate of title to the landowner's land for the duration of the landowner agreement.
- (d) taking steps to address any landowner non-compliance with a landowner agreement; and
- (e) providing copies of landowner agreements to the Province upon request.

4.5 Legislative Requirements and Conservation Easements – The Municipality is responsible for ensuring:

- (a) that protection mechanisms such as conservation easements that add value to the long-term protection of the Wetland Replacement Project will be registered on titles as necessary to protect the wetland;
- (b) that all Wetland Replacement Projects approved by the Province meet or will meet applicable legislative requirements prior to project commencement, including but not limited to:
 - (i) the requirements of the Code of Practice for Wetland Replacement Works;
 - (ii) obtaining any required regulatory authorizations under the *Water Act*, as applicable; and
 - (ii) obtaining any required regulatory authorizations under the *Public Lands Act* or other legislation as applicable; and

- (c) that all Wetland Replacement Projects are in compliance with all applicable federal, provincial and municipal legislation.

5. SERVICE CONTRACTS

- 5.1 Service Contracts** – It is the intention of the Participants to enter into Service Contracts in respect of Proposals that are approved by the Province, subject to agreement of the Participants on the specific contractual terms of the Service Contracts. Service Contracts will provide details of the services, deliverables and funding for the specific approved Wetland Replacement Project to which the Service Contract relates.

6. AMENDMENT AND TERMINATION

- 6.1 Amendment of MOU** – This MOU may be amended at any time by agreement of the Participants in writing.
- 6.2 Termination** – Either Participant may terminate this MOU with 90 days written notice to the other Participant.

7. COMMUNICATION AND REVIEW OF MOU

- 7.1 Ongoing Communication** – The Province and the Municipality will communicate regularly by email, video conference or phone with regard to matters relevant to this MOU.
- 7.2 Annual Review** – To help ensure the effective implementation of this MOU, the Participants will have a meeting in person, by video conference or by phone to review this MOU once per year to examine the extent to which the objectives of this MOU are being met and make adjustments as required.

8. NOTICES

- 8.1 Notices** – Notices pertaining to this MOU will be provided in writing and delivered by emailed PDF. Each Participant respectively designates for the time being the individuals identified below as having authority to communicate to the other Participant any notice under this MOU. Either Participant may change the individual it has designated and other information below by giving notice to the other in the manner described in this clause.

the Province: Matthew Wilson
Team Lead, Wetlands
Email: AEP.WetlandContracts@gov.ab.ca
(with a copy to matthew.wilson@gov.ab.ca)

the Municipality:
Email:

9. GENERAL

9.1 General – The Participants agree:

- (a) that any reference to legislation shall mean that legislation as amended from time to time;
- (b) that this MOU may be signed in counterpart, in which case the counterparts together constitute one agreement, and communication of execution by e-mailed PDF shall constitute good delivery;
- (c) in this MOU words in the singular include the plural and words in the plural include the singular;
- (d) that this MOU does not affect any other responsibility, right or obligation of any Participant and addresses only their roles with respect to the implementation of this MOU; and
- (e) that nothing in this MOU fetters either of the Participant's discretion or regulatory authority in any way.

THE PARTICIPANTS HAVE SIGNED THIS MOU ON THE DATES SET OUT BELOW:

HER MAJESTY THE QUEEN in right of Alberta, as represented by
the Minister of Environment and Parks

Per:

Lisa Sadownik
Assistant Deputy Minister
Lands Division

Date:

THE MUNICIPALITY by its authorized representatives

Per:

Signature

Print Name

Position

Date:

SCHEDULE A TO MOU

PROPOSAL SUBMISSION REQUIREMENTS

This schedule sets out the Proposal Submission Requirements for Proposals submitted by the Municipality (also referred to in this schedule as “Project Proponent”) under the MOU for the purpose of the Province identifying and selecting appropriate Wetland Replacement Projects, which includes projects for **wetland restoration** and **wetland construction** in priority watersheds in Alberta. **Wetland enhancement** projects are not eligible at this time.

Capitalized terms in this schedule shall have the same definition as in the MOU. The following additional definitions apply in these Proposal Submission Requirements.

DEFINITIONS

Wetland restoration is the manipulation of the physical, chemical, or biological characteristics of a site with the goal of returning natural or historical area and functions to a former or degraded wetland. Wetland restoration projects may involve one or both of the following:

- Re-establishment of the natural or historical hydrology and resulting wetland area of a drained or partially drained wetland by blocking drainage ditches, rendering tile drainage systems ineffective, or removing berms or infill; or
- Rehabilitation of a degraded or impaired wetland by re-contouring the topography and repairing soils and vegetation. Rehabilitation results in a gain in wetland function but not area, and will only be eligible under WRP in urban areas.

Wetland construction is the manipulation of the physical, chemical, or biological characteristics of a site for the purpose of creating a wetland at a location that was historically upland or a non-wetland area. The following activities are examples of wetland construction:

- Construction of a new wetland area on an upland site;
- Retro-fitting portions of an existing storm water facility to create new functioning wetland area;
- Re-contouring a dugout or other excavated, non-wetland feature to create new functioning wetlands area; or
- Re-contouring upland areas adjoining wetlands to expand existing wetland areas.

Wetland enhancement is the manipulation of the physical, chemical or biological characteristics of a current wetland site to heighten, intensify, or improve specific wetland function(s) beyond the natural or historical level. The result is a change in wetland function(s) that can lead to a decline in other wetland functions, but does not result in a gain of wetland area. The following activities are examples of wetland enhancement:

- Creation of deeper pools in a wetland to enhance or introduce amphibian habitat;
- Installation of bird boxes within or adjacent to a wetland; or
- Construction of a boardwalk within a wetland to increase human use.

General Background

The Province requires the Project Proponent to identify Wetland Replacement Projects it is proposing to carry out as a contractor for the Province for the purposes of the WRP, as set out in the MOU. For all Wetland Replacement Projects the Project Proponent wishes to be considered for approval, the Project

Proponent must prepare and submit a Proposal that includes the information set out in these Proposal Submission Requirements.

If approved by the Province, the Proposal, and these Proposal Submission Requirements, will form part of a Service Contract to be entered into between the Province and the Project Proponent, subject to agreement on the terms of the Service Contract. The Project Proponent will be responsible under the Service Contract for performing the services required to complete all components of the approved Wetland Replacement Project. Without limiting the scope of work to be performed, the Services under the Service Contract will include:

- (a) site selection and determining the location of the Wetland Replacement Project;
- (b) wetland Replacement Project design and planning;
- (c) responsibility for addressing ownership and land uses through negotiated landowner agreements, and obtaining written consent of third parties as necessary;
- (d) responsibility for obtaining all required regulatory authorizations;
- (e) addressing existing utilities at the location of the Wetland Replacement Project as applicable;
- (f) all services related to completion of wetland replacement works for the Wetland Replacement Project;
- (g) inspection after completion of the Wetland Replacement Project to confirm that it was executed according to the design plan;
- (h) vegetation planting as required;
- (i) any related activities required outside of the wetland boundary to complete the Wetland Replacement Project;
- (j) assessing the wetland after completion of the Wetland Replacement Project to confirm wetland delineated area, class, and any other necessary information;
- (k) adaptive management of the Wetland Replacement Project; and
- (l) periodic inspection and routine maintenance of the Wetland Replacement Project for the duration of the Service Contract.

Priority Area Designation

The WRP has assigned priority levels (high, medium and low) to watersheds based on the amount of recent and historical wetland loss that has occurred within its boundaries. The WRP uses the Hydrologic Unit Code (HUC) watersheds at two scales: HUC 4 and HUC 6, where HUC 4 watersheds are mostly larger than 500 square kilometers and HUC 6 watersheds are entirely nested within HUC 4 watersheds and mostly larger than 200 square kilometers. The WRP's designated priority areas will be posted on the Alberta Wetland Policy Implementation website.

Proponents should regularly review the most current priority areas as a guide to prioritize potential Wetland Replacement Projects that are within priority areas. Wetland Replacement Projects proposed in undesignated areas may not be approved due to limited available funds.

Each Proposal must include a map showing the location of the Wetland Replacement Project within the applicable priority area.

Regulatory Authorizations

If a regulatory authorization is required in order to undertake the proposed Wetland Replacement Project, the Project Proponent will be responsible to apply for and obtain all regulatory authorizations necessary for the Wetland Replacement Project, including but not limited to obtaining any authorizations and providing any notifications as required under the *Water Act* and the *Public Lands Act*. Project Proponents will need to independently determine and familiarize themselves with the regulatory requirements that will be applicable to the Wetland Replacement Project.

Project Proponents must be aware that the acceptance of a Proposal or the entering into a Service Contract with the Province does not guarantee that the Project Proponent will receive any or all of the required regulatory authorizations. All applications made by the Project Proponent for the regulatory authorizations necessary to perform the Services will be reviewed by the appropriate regulatory authority on their merits in the same manner as any other application received by that regulator. Special treatment or consideration will not be provided to the Project Proponent.

Obtaining Regulatory Authorizations

The Project Proponent will have six months from the date a Service Contract is entered into with the Province to apply for all necessary regulatory authorizations. If the Project Proponent does not apply for all necessary regulatory authorizations within that 6 month period, the Province may terminate the Service Contract in accordance with its terms.

1. Project Design and Location

Each Proposal must include information on the project design and location of the Wetland Replacement Project, including:

- (a) Project location information;
- (b) Wetland Replacement Project design(s); and
- (c) Ownership and any third party interests (eg. existing utilities).

(a) Project Location Information

Include the following project location information in the Proposal:

- a map with location of the Wetland Replacement Project;
- legal land location(s) of the Wetland Replacement Project;
- municipality that the Wetland Replacement Project is located within;

- Relative Wetland Value Assessment Unit of the Wetland Replacement Project;
- HUC 6 watershed¹ number and name; and
- HUC 4 watershed¹ number and name.

(b) Wetland Replacement Project Design

Include the following project design information in the Proposal:

- a general description of the Wetland Replacement Project, including type of project (whether it is restoration or construction);
- the restoration or construction conceptual design plan;
- all regulatory authorizations that will need to be obtained by the Project Proponent to complete the Wetland Replacement Project;
- a current, high resolution aerial or satellite image clearly showing land conditions overlain with polygons of each proposed replacement wetland;
- a figure and table clearly showing the total increase in wetland area, in hectares, that will result from the Wetland Replacement Project. For partially drained wetlands, calculate only the gain in wetland area, and exclude the current wetland area that still persists on the site;
- for restoration projects that will not result in a gain in wetland area, describe the current degraded condition and impaired functions of the wetland, how the project will restore those functions, and how the team will monitor and evaluate those functional improvements; and
- a general description of required construction activities to be undertaken to carry out the design of the Wetland Replacement Project.

(c) Ownership and Land Uses

Include the following ownership and land use information for any lands that may be impacted by the Wetland Replacement Project in the Proposal:

- land ownership, including identification of any public lands;
- identification and ownership of permanent and naturally occurring bodies of water;

¹ Government of Alberta. 2017. Hydrologic Unit Code Watersheds of Alberta. Alberta Environment and Parks. June 1, 2017 https://maps.alberta.ca/genesis/rest/services/Hydrologic_Unit_Code_Watersheds_of_Alberta/

- claims, interests or leases held by third parties, including existing utilities, public lands dispositions, encumbrances registered against title, conservation easements, or other;
- evidence of landowner and/or disposition holder consent and support for the Wetland Replacement Project, as applicable;
- list of anticipated landowner agreements required for the Wetland Replacement Project;
- proposed land transfers, or registrations against land titles (e.g., landowner agreement at a minimum, or conservation easements, environmental reserve designations), that will protect the wetland during and after completion of the Wetland Replacement Project; and
- the current and post-replacement land use category(ies) within each of the following areas, according to the categories listed in Table 1:
 - **Upland zone of influence** (for both restoration or construction projects) – 100 meters (m) from the boundary of the proposed replacement wetland. If multiple basins are being restored on the property, list all land uses on the property within 100 m of each proposed replacement wetland;
 - **Wetland edge** (if restoration) – within the historical edge of the wetland boundary, if applicable; and
 - **Within the wetland** (if restoration) – within the historical wetland boundary.

Table 1. Land Use Categories

Pavement / impermeable surface	Moderate grazing by livestock
Commercial Right of Way	Mowed or hayed, but uncultivated
Private Right of Way or unpaved driveway	Light grazing by livestock
Heavy grazing by livestock	Conservation easement
Annual crop production	Fallow, no cultivation or livestock for less than 10 years
Generalized soil disturbance	Undisturbed for 10 to 20 years
Residential or commercial lawn	Undisturbed for 20 years or more
Dry year crop production	Other – Requires description

2. Determining Ecological Suitability

The following categories address the ecological suitability of a Wetland Replacement Project. Include information pertaining to each of these areas in the Proposal in accordance with the requirements set out below.

- (a) Hydrology;
- (b) Soil Information;
- (c) Wetland Connectivity;
- (d) Wetland Diversity;
- (e) Project Constraints; and
- (f) Site Visit Observations.

(a) Hydrology

Hydrology is the primary driver of successful wetland restoration or construction. In wetland restoration, hydrology needs to be re-established, whereas in wetland construction a reliable water source is required to establish hydrology. Include the following information on hydrology in the Proposal:

- map(s) or figure(s) depicting the catchment area and drainage pathways of the replacement wetland;
- the water source and discharge point for the replacement wetland, including any proposed shallow groundwater and/or surface water connections to existing waterbodies; and
- classifications of the water regimes in the normative state (prior to anthropogenic disturbance), current state, and post-replacement state. The water regime refers to the surface water permanence in the deepest part of the wetland in most years, and can be classified as follows (adapted from Cowardin, et al²):
 - not flooded (less than 1 week flooded);
 - temporarily flooded (1 – 4 weeks flooded);
 - seasonally flooded (5 – 17 weeks flooded);

² Cowardin, L. M., V. Carter, F. C. Golet and E. T. LaRoe. 1979. Classification of Wetlands and Deepwater Habitats of the United States. U. S. Department of the Interior, Fish and Wildlife Service, Washington, DC, Jamestown, ND: Northern Prairie Wildlife Research Center. Available at: <http://www.npwrc.usgs.gov/resource/wetlands/classwet/>

- semi-permanently flooded (18 – 40 weeks flooded);
- intermittently exposed (41 – 51 weeks flooded); or
- permanently flooded (52 weeks flooded).

(b) Soil Information

The existing topography and soil conditions will influence the potential to establish hydrology, as well as landscape factors such as the connectivity to other wetlands and adjacent upland habitat. Include, at a minimum, the following information on soils in the Proposal:

- AGRASID soil polygon identification and parent material information;
- Soil Landscapes of Canada polygon identification; and
- any relevant information from previous soil assessments in the Wetland Replacement Project area, if available.

(c) Wetland Connectivity

Include the following information on surface connectivity of wetlands in the Proposal:

- land uses and ownership classification (e.g. private, public, park, etc.) of the adjacent parcels of land surrounding the Wetland Replacement Project,
- a description of habitat quality and natural corridors connecting the Wetland Replacement Project to adjacent habitat and wetlands;
- a map depicting the approximate boundaries of any existing wetlands within 800 m of the proposed Wetland Replacement Project;
- the total area of wetlands within an 800 m radius; and
- any existing buffers with native perennial vegetation adjoining the Wetland Replacement Project, including both the percentage around each wetland and the average buffer width.

(d) Wetland Diversity

Variability in conditions within and between wetlands increases the available habitat and biodiversity. Include the following information related to wetland diversity in the Proposal:

- classification of each wetland as per the Alberta Wetland Classification System Guide (see Table 3 of Guide for reference). Include a description of the dominant normative, current and post-replacement wetland zones, including any historical wetland areas prior to anthropogenic disturbance (normative conditions); and

- identify the number of wetland zones that will exist within 100 m of the Wetland Replacement Project.

(e) Project Constraints

Include in the Proposal a description of any potential project constraints that may impact the ability to carry out the Wetland Replacement Project, and mitigation strategies to address those constraints.

Constraints may include, but are not limited to, the following:

- poor suitability of soils or limiting soil conditions;
- water quality issues;
- presence of historical resources;
- presence of Noxious or Prohibited Noxious weeds (as defined by the Alberta *Weed Control Act*);
- presence of sensitive species;
- third party interests, such as pipelines, transmission lines, dispositions, public interest, etc.;
- presence of wells, dugouts, existing *Water Act* authorizations or other water bodies that may impact downstream landowners;
- floodplains, floodways or other flooding considerations;
- federal lands, Native Reserve lands or Settlements;
- any additional authorizations or approvals required; or
- structures requiring operation or regular maintenance (e.g. control gates).

(f) Site Visit Observations

Include relevant information gathered from a site visit in the Proposal, such as the following:

- map(s) with spatially referenced locations of key information, including
 - ditches,
 - locations of headcuts,
 - soil and vegetation sampling locations,
 - proposed location of replacement works, and
 - elevation data, if collected.

- a brief description of available soils for the replacement works, including salvageable topsoil material and proposed location and estimated quantity of suitable material for construction of wetland restoration structures, (e.g., ditch plugs);
- a brief description of the existing vegetation, including the identification of Noxious and Prohibited Noxious weeds;
- confirmation of water sources and drainage pathways;
- several photographs of the site, including the overall wetland footprint, ditches, and headcut locations;
- a description of any opportunities or additional constraints observed during the site visit that may be important considerations for the Wetland Replacement Project design; and
- any other relevant observations.

3. Project Schedule

The Proposal must include a detailed work plan outlining the following:

- (a) the intended processes and workflows for the proposed Wetland Replacement Project;
- (b) time estimates for completion of **each** project component within each phase; and
- (c) a detailed schedule for the overall project.

In addition, include in the Proposal a copy of the **Services, Deliverables and Costs Pricing Form** attached as Appendix “1” to this schedule (the “Pricing Form”) setting out the anticipated completion date of each phase of the Wetland Replacement Project, based on the expected final completion date of all of the key services and deliverables to be provided under that phase. If a phase has already been completed prior to the date the Proposal is submitted, provide the actual date of completion of that phase.

4. Project Costs

Costs in respect of a proposed Wetland Replacement Project will only be paid through a Service Contract entered into between the Province and the Project Proponent for an approved Wetland Replacement Project. Wetland Replacement Project costs that the Project Proponent wishes to propose for inclusion in a related Service Contract must be included in the Proposal. **All costs proposed by the Project Proponent for inclusion in a Service Contract are subject to the Province’s review and approval.**

The Project Proponent must complete and include in the Proposal the Pricing Form, which includes a detailed breakdown of the services, deliverables, and costs for each of the following phases of the proposed Wetland Replacement Project:

- (a) Wetland Replacement Project Targeting and Communication Phase;
- (b) Preliminary Project Phase;
- (c) Design and Regulatory Authorization Phase;
- (d) Construction Phase;
- (e) Post-Construction Phase; and
- (f) Routine Maintenance Phase

A description of eligible costs under each of these phases is provided below.

(a) Initial Targeting Phase Costs

Wetland replacement project targeting and communication phase costs include reasonable costs directly related to initial identification of potential Wetland Replacement Projects including:

- staff time and consultant fees associated with initial targeting of potential Wetland Replacement Projects, such as:
 - office level mapping and identification of drained wetlands,
 - landowner engagement,
 - marketing and communication,
 - materials and equipment associated with office level targeting and initial landowner engagement (specify materials and equipment and charge out rates, e.g. trucks, survey equipment etc.),
 - marketing and communication materials and equipment (specify materials produced and equipment costs), and
- reasonable costs previously incurred by the Project Proponent for potential Wetland Replacement Projects **that did not proceed** (for reasons such as landowner withdrawal, third party permissions not attained, contaminated site issues, non-compliance issues, or not approved by the Province). For such costs to be considered by the Province for inclusion for reimbursement in a Service Contract for an approved Proposal:
 - the potential Wetland Replacement Project(s) that did not proceed should be located within the same priority area or watershed as the Wetland Replacement Project proposed in the Proposal,
 - the costs must have been incurred in the 24 months preceding the submission date of the Proposal, and
 - The Project Proponent must:
 - set out the costs in detail,
 - include a brief description of the Wetland Replacement Project(s) pursued to which the costs relate (including the specific geographical location), and
 - provide the reasons for not proceeding with such project(s).

(b) Final Site Selection and Securement Phase Costs

Final site selection and securement phase costs include reasonable costs incurred for selecting and securing the site of the Wetland Replacement Project that is the subject of the Proposal including:

- staff time and consultant fees associated with site selection and securement of Wetland Replacement Project, such as:
 - landowner engagement and agreements negotiated by the Project Proponent with the relevant landowners,
 - obtaining written consent from affected third parties, and
 - preparation and writing of the Proposal; and
- materials and equipment required for landowner engagement and preliminary site visits (specify materials and equipment and charge out rates, e.g. trucks, survey equipment etc.);
- all costs related to payments to landowners to secure lands, if required for the purposes of the Wetland Replacement Project.

(c) Design and Regulatory Authorization Phase Costs

Design and regulatory authorization phase costs include the Project Proponent's costs for all tasks, services and deliverables associated with the design and regulatory authorization phase of the Wetland Replacement Project, including but not limited to the following:

- Development of detailed construction or restoration design plans and drawings for the Wetland Replacement Project, including professional fees and other costs for:
 - site evaluation of existing conditions, including field assessments and elevation surveys of the adjacent land and existing and proposed wetland boundaries with a survey-grade laser level, at a minimum,
 - plan and cross-sectional view drawings of the Wetland Replacement Project with georeferenced locations of ditch plugs, weirs, vertical grade control structures, spillways, and any other structures or significant features, and
 - engineering drawings of structures, if required; and
- obtaining applicable regulatory authorizations, including but not limited to providing *Water Act* Code of Practice notification, and obtaining regulatory authorizations under the *Water Act* or *Public Lands Act*.

(d) Construction Phase Costs

Construction phase costs include a detailed breakdown of the Project Proponent's costs for all tasks, services and deliverables associated with the construction phase of the Wetland Replacement Project, including but not limited to the following:

- equipment required (e.g., backhoe, excavator, dozer, skid steer);
- equipment mobilization costs;
- costs to purchase and plant vegetation, including plugs and seed, as well as other materials (specify materials, e.g., woody debris, rock, liners)
- costs for seeding, planting, amending soils, placing woody debris or other activity;
- weed removal and management costs;
- equipment operator costs for installing replacement works, vertical grade control structures, rock spillways, berms, or any other structure, or for constructing a wetland via excavation and recontouring;
- costs for erosion and sediment control structures;
- construction supervision (number of hours and hourly rate);
- activities or infrastructure located outside of the wetland replacement or construction area but that will directly increase overall functions of the Wetland Replacement Project (e.g., vertical grade control structures downstream of outlet, or restoration of upland area adjoining the wetland, up to a distance of 10 m from the wetland boundary). If costs for restoration activities or infrastructure located within upland areas are included, describe how these assets will be protected with an easement or other mechanism. The Province will not pay for any costs associated with land protection, such as a conservation easements; and
- professional fees to confirm that works have been inspected and are completed in accordance with the design plans prepared under the Service Contract, including provision of a letter signed by an Authenticating Wetland Professional, and supporting documentation such as videos, photos, measurements and submission of as-built plans, if applicable.

(e) Post-construction Phase Costs

The post-construction phase timeframe will be determined by an Authenticating Wetland Professional based on each Wetland Replacement Project. The post-construction phase will require monitoring of the wetland and replacement structures to ensure they are in good condition and operating effectively, and the designed wetland area, class and function is establishing.

Post-construction phase costs are costs associated with services and deliverables to be performed at least one year after the wetland is constructed or restored, including the following:

- additional vegetation planting or weed management; and
- professional fees to confirm that the Wetland Replacement Project has established according to the wetland area, class and function anticipated in the design plans prepared under the Service Contract, including provision of a letter signed by an Authenticating Wetland Professional, and supporting documentation such as photos, videos, delineation field sheets, soil and vegetation plot information, and maps of plot locations.

(f) Routine Maintenance Phase Costs

The routine maintenance phase begins after the post-construction phase is completed (upon the wetland being deemed as functioning by an Authenticating Wetland Professional) and will continue until the end of the Service Contract. Routine maintenance costs are costs associated with services and deliverables to be performed by the Project Proponent, including the following:

- inspections and status reports every two years on the integrity of the wetland structures. Maintenance inspections and status reports are for the integrity of the structures only and do not need to be completed by an Authenticating Wetland Professional; and
- any routine maintenance on the wetland structures as may be required for their continuing functionality.

5. Value Considerations

The Proposal must identify any additional considerations that add value to the Wetland Replacement Project. This may include the following examples:

- Wetland Replacement Projects that include additional funding, in-kind resources or additional cost savings (e.g., land donations). If the added value is not a direct cash payment, determine the approximate cash value of all contributions. For example, provide the approximate value of the donated land or materials, or operator costs if time or equipment is being donated; or
- Protection mechanisms such as conservation easements (either pre-existing or to be added by the Project Proponent) that add value to the long-term protection of the Wetland Replacement Project.

6. Project Team

Wetland Replacement Projects are to be completed by a multi-disciplinary team of professionals, as set out below.

The key project team members must be identified in the Proposal and include at least one Authenticating Wetland Professional. Submit a summary of the individuals on the project team, including their qualifications and relevant experience. Team members with relevant and demonstrable experience in completing Wetland Replacement Projects are preferred.

In addition to Authenticating Wetland Professionals, Wetland Replacement Project teams may include:

- project manager;
- regulatory authorizations and permits expert;
- professional engineer;
- hydrologist and/or hydrogeologist;
- wetland restoration ecologist; and
- staff of the Project Proponent.

7. Sub-Contractors

Indicate in the Proposal what services, if any, will be provided through the use of sub-contractors. If known at the time of Proposal submission, include in the Proposal a list of any selected sub-contractors, or a short list of anticipated sub-contractors, and a brief description of their qualifications and relevant experience.

8. Freedom of Information and Protection of Privacy Act (Alberta) (“FOIP”)

The purpose of collecting Personal Information (as that term is defined in FOIP) for these Proposal Submission Requirements is to enable the Province to ensure the accuracy and reliability of the information, to assess the Proposal, and for other related program purposes of the Province. Authority for this collection is the *Government Organization Act* (Alberta), as amended from time to time and section 33 (c) of FOIP. The Project Proponent may contact the Province’s contact person identified in the MOU regarding any questions about collection of Personal Information pursuant to these Proposal Submission Requirements.

By submitting a Proposal the Project Proponent acknowledges that:

- (a) FOIP applies to all information and records relating to, or obtained, generated, created, collected or provided under, these Proposal Submission Requirements or which are in the custody or under the control of the Province. FOIP allows any person a right of access to records in the Province’s custody or control, subject to limited and specific exceptions as set out in FOIP; and

- (b) If it considers portions of its Proposal to be confidential, the Project Proponent should identify those parts of its Proposal to the Province considered to be confidential and what harm could reasonably be expected from disclosure. The Province does not warrant that this identification will preclude disclosure under FOIP.

The Project Proponent consents, and obtained the written consent from any individuals identified in the Proposal as applicable, to the use of Personal Information in the Proposal by the Province to enable the Province to evaluate the Proposal and for other program purposes of the Province, and will provide those written consents to the Province upon request.

9. Conflict of Interest

Proponents must fully disclose to the Province, in writing, the circumstances of any actual, possible or perceived conflict of interest in relation to the Project Proponent, any of its team members, employees, sub-contractors or agents, if the Proposal were to be approved with the intention that the Proponent become the Province's contractor pursuant to a related Service Contract.

The Province may reject any Proposal where, in the opinion of the Province, the Proponent, any Proponent team member, employee, sub-contractor or agent is, could be, or could be perceived to be in a conflict of interest if the Proponent were to become a contractor in respect of the proposed Wetland Replacement Project.

10. Submission of Proposals

Completed Proposals must be sent to aep.wetlandreplacement@gov.ab.ca for review and evaluation. The Province may request more information or clarification before approving or refusing the Proposal.

Appendix 1 to Proposal Submission Requirements

Services, Deliverables and Costs Pricing Form

Project Proponents must complete and include the below form in the Proposal.

- Insert the fixed prices (the definite and predetermined price charged inclusive of expenses) for each of the services, deliverables and other costs as indicated for each phase; the total fixed price for all phases; and the price per hectare breakdown.
- Insert the anticipated completion date for each phase of the Wetland Replacement Project.

The Project Proponent may remove or add additional key services or deliverables under each phase as necessary depending on the specifics of the Wetland Replacement Project.

Services, Deliverables, and Costs	Fixed Price	Phase Completion Date
(a) Initial Targeting Phase Costs		
<i>Staff time and consulting fees for initial targeting of potential Wetland Replacement Projects. Specify all costs, such as:</i> <ul style="list-style-type: none"> (a) Office level mapping and identification of drained wetlands; (b) Landowner engagement; (c) Marketing and communication; (d) materials and equipment associated with office level targeting and initial landowner engagement (specify materials and equipment and charge out rates, e.g. trucks, survey equipment etc.); and (e) marketing and communication materials and equipment (specify materials produced and equipment costs). 	\$	
<i>Reasonable costs previously incurred by the Project Proponent for potential Wetland Replacement Projects that did not proceed as referred to in section 4(a) of the Proposal Submission Requirements</i>	\$	
(b) Final Site Selection and Securement Phase Costs		

<i>Staff costs and consultant fees associated with site selection and securement of Wetland Replacement Project, such as:</i> (a) <i>landowner engagement and agreements negotiated by the Project Proponent with the relevant landowners;</i> (b) <i>obtaining written consent from affected third parties; and</i> (c) <i>preparation and writing of the Proposal.</i>	<i>No of staff: _____</i> <i>Hourly rate: _____</i> <i>Est. hours: _____</i> <i>Total \$</i>	
<i>Costs for materials and equipment required for landowner engagement and preliminary site visits (specify materials and equipment and charge out rates, e.g. trucks, survey equipment etc.).</i>	\$	
<i>All costs related to payments to landowners to secure lands, if required for the purposes of the Wetland Replacement Project.</i>	\$	
Sub-total for phase	\$	
(c) Design and Regulatory Authorization Phase		
<i>Development of detailed construction or restoration design plans and drawings for Wetland Replacement Project, including professional fees and other costs for:</i> (a) <i>site evaluation of existing conditions, including field assessments and elevation surveys of the adjacent land and existing and proposed wetland location with a survey-grade laser level, at a minimum;</i> (b) <i>plan and cross-sectional view drawings of Wetland Replacement Project with georeferenced locations of ditch plugs, weirs, vertical grade control structures, spillways, and any other significant features; and</i> (c) <i>engineering drawings of structures, if required.</i>	\$	
<i>Obtaining applicable regulatory authorizations, including but not limited to providing Code of Practice notification, and obtaining regulatory authorizations under the Water Act or Public Lands Act.</i>	\$	
Sub-total for phase:	\$	
(d) Construction Phase		
<i>Costs for equipment required (e.g., backhoe, excavator, dozer, skid steer, specify equipment)</i>	<i>Hourly rate: _____</i> <i>Est. hours: _____</i> <i>Total \$: _____</i>	

<i>Equipment mobilization costs</i>	\$	
<i>Costs to purchase plant materials, including plugs and seed, as well as other materials (specify materials, e.g., woody debris, rock, liners)</i>	\$	
<i>Costs for seeding, planting, amending soils, placing woody debris or other activity</i>	\$	
<i>Weed removal and management costs</i>	\$	
<i>Equipment operator costs for installing replacement works, vertical grade control structures, rock spillways, berms, or any other structure, or for constructing a wetland via excavation and recontouring</i>	<i>No of operators: _____</i> <i>Hourly rate: _____</i> <i>Est. hours: _____</i> <i>Total \$: _____</i>	
<i>Costs, for erosion and sediment control structures</i>	\$	
<i>Construction supervision</i>	<i>No of supervisors: _____</i> <i>Hourly rate: _____</i> <i>Est. hours: _____</i> <i>Total \$: _____</i>	
<i>Costs for activities or infrastructure located outside of the wetland replacement area but that will directly increase overall functions of the Wetland Replacement Project (specify activities and infrastructure)</i>	\$	
<i>Professional fees to confirm that works have been inspected and are completed in accordance with the design plans prepared under the Service Contract, including provision of a letter signed by an Authenticating Wetland Professional, and supporting documentation such as videos, photos, measurements and submission of as-built plans, if applicable.</i>	\$	
Sub-total for phase	\$	
(e) Post-construction Phase		
<i>Costs for additional vegetation planting or weed management</i>	\$	
<i>Professional fees to confirm that the Wetland Replacement Project has established according to the wetland area, class and function anticipated in the design plans prepared under the Service Contract, including provision of a letter signed by an Authenticating Wetland Professional, and supporting documentation such as photos, videos, delineation field sheets, soil and vegetation plot information, maps of plot locations</i>	\$	
Sub-total for phase	\$	
(f) Routine Maintenance Phase		

<i>Inspections and status reports every two years on the integrity of wetland structures (maintenance inspections and status reports do not need to be completed by an Authenticating Wetland Professional)</i>	\$	
<i>Any routine maintenance on the wetland structures as may be required for their continuing functionality.</i>	\$	
<i>Sub-total for phase</i>	\$	
Totals		
Total fixed price for all costs	\$	
Dollars per hectare breakdown	\$	<i>per hectare</i>

Wetland Replacement Program

Municipal Participant Information Sessions

August 2020

Alberta

Agenda

Wetland Replacement Program Overview

Wetland Replacement Program process

Regulatory Considerations

Discussion

Wetland Replacement Program Overview



Program Vision

Wetlands are a vital part of Alberta's ecological landscape and necessary for a sustainable economy and healthy communities. The Wetland Replacement Program aims to re-establish wetlands in partnership with Albertans by providing resources for collaborative replacement projects across the province.

Background

- *July 2016* – Implementation of the Alberta Wetland Policy in AB
- *December 2018* – Enactment of Wetland Restoration and Replacement Fees MO
- *December 2018* – Collection of wetland replacement fees
- *September 2019* – Transfer of monies held by DUC (\$18 M)
- *Sept 2019-present* – Development of program requirements and program implementation

Wetland Replacement Program Overview



- Partner with stakeholders to complete
 - Wetland Restoration
 - Wetland Construction

Wetland Restoration



- Returning natural / historical functions to a former or degraded wetland
- Re-establishment: Results in a gain of wetland area, with or without a gain in wetland function.

Wetland Construction

- Creating a wetland on a site that was historically non-wetland.
- Establishment: results in a gain of wetland area and function.
- Expansion: results in a gain of wetland area with or without a gain in wetland function.



Wetland Replacement Program Process



WRP Process



Memorandum of Understanding

**MEMORANDUM OF UNDERSTANDING
IN SUPPORT OF IDENTIFYING POTENTIAL WETLAND REPLACEMENT PROJECTS
FOR PURPOSES OF WETLAND REPLACEMENT PROGRAM**

This Memorandum of Understanding is made effective the ____ of _____, ____.

BETWEEN:

HER MAJESTY THE QUEEN
in right of Alberta
as represented by the Minister of Environment and Parks
(the "Province")

-and-

XXXX
(the "Municipality")
(collectively referred to as "Participants")

WHEREAS the Province recognizes that wetlands are a vital part of Alberta's ecological landscape and necessary for a sustainable economy and healthy communities, and has accordingly established the Wetland Replacement Program ("WRP") to meet the outcomes of the Alberta Wetland Policy ("AWP").

WHEREAS through the WRP the Province utilizes Fees paid by persons under the Wetland Restoration and Replacement Fee Ministerial Order (35/2018) to fund Wetland Replacement Projects across the province.

WHEREAS a priority of the AWP and the WRP is to replace wetland area and function in watersheds where permanent wetland disturbances have been approved under the *Water Act*, and Fees have been paid to the Province.

- Overarching agreement, not legally binding.
- MOU to establish relationship between the Municipality and AEP
- Outlines roles and responsibilities
- 3 year agreement, can be renewed

Proposal Submission



- Proposals to meet AEP's Proposal Guide
- Prepared by municipality and signed by an Authenticating Professional
- Reviewed internally by Wetland Specialists
- Need to be detailed and accurate – they become an appendix of the contract

Service Contract



- Contract document outlining the project services and payment milestones
- A Service Contract drafted for each project that is accepted by Alberta Environment and Parks

Service Agreement Deliverables

- Field-based wetland assessment
- Detailed wetland design plans, including engineering design drawings and specifications
- Complete wetland restoration or construction works
- Construction inspection completion
- Complete inspection and monitoring to demonstrate site establishment



Regulatory Considerations

A close-up photograph of a forest floor. The ground is covered with a dense carpet of moss in shades of orange, yellow, and green. Several thin, grey, lichen-covered branches are scattered across the moss. A single, thicker, light-colored branch lies vertically in the center. The background is slightly blurred, showing more of the same forest floor.

Regulatory Considerations

- Projects will meet the new Code of Practice for Wetland Replacement Works OR require Water Act Approval
- Must adhere to all other regulatory requirements and legislation

Code of Practice for Wetland Replacement Works

Made under the *Water Act* and the
Water (Ministerial) Regulation

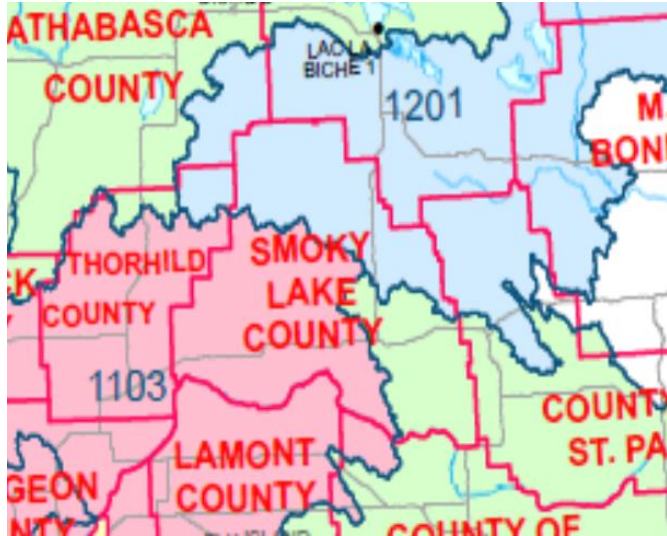
Summary



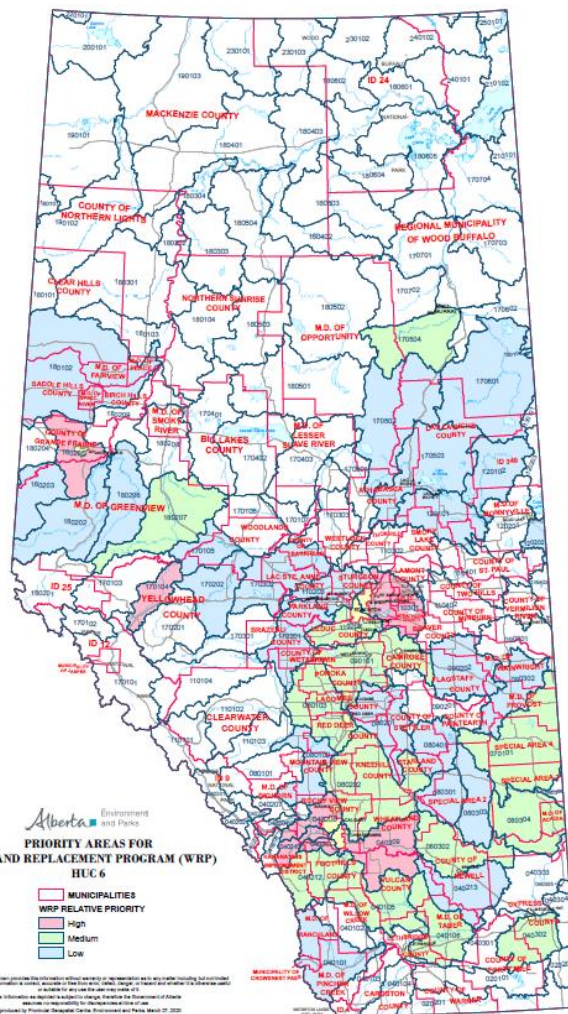
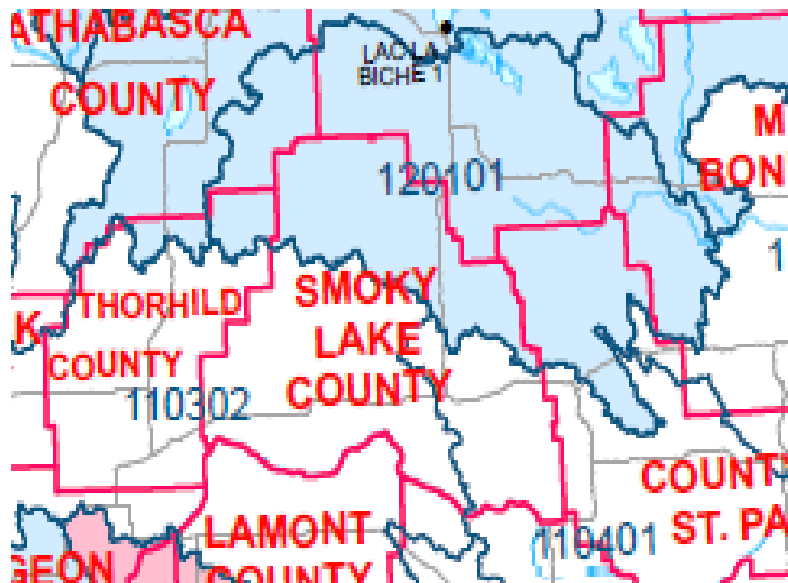
Discussion



HUC 4 Map



HUC 6 Map



Kyle Schole

From: AEP Wetland Replacement <AEP.WetlandReplacement@gov.ab.ca>
Sent: September 3, 2020 1:55 PM
To: Kyle Schole; jordan ruegg; Darlene Christopher; Theo Charette; Juanita Marois
Cc: Jocelyn Beniuk-Elkins
Subject: RE: Wetland Replacement Program

Categories: Orange Category

Good afternoon,

Just to follow up, there is \$67,870 collected from within Smoky Lake, including a couple approvals for Kikino Metis settlement, Buffalo Lake Metis settlement, and a few others. In the greater watershed shared by Smoky Lake and surrounding municipalities, there is about \$430,000.

Thanks

Matthew Wilson, M.Sc., P.Biol.

Team Lead, Wetlands

Grants and Program Delivery

Lands Division | Lands Policy and Programs Branch

ALBERTA ENVIRONMENT AND PARKS

Office: (780) 427-9216

Cell: (780) 721-3959

Classification: Protected A

From: AEP Wetland Replacement
Sent: September-02-20 3:31 PM
To: Kyle Schole <kschole@smokylakecounty.ab.ca>; jordan ruegg <jruegg@smokylakecounty.ab.ca>; 'Darlene Christopher' <Darlene@cppenv.ca>; Theo Charette <Theo.Charette@cppenv.ca>; Juanita Marois <jmarois@metis.org>
Cc: Jocelyn Beniuk-Elkins <Jocelyn.Beniuk-Elkins@gov.ab.ca>
Subject: Wetland Replacement Program

Good afternoon Jordan, Kyle and Juanita,

It was a pleasure meeting you all yesterday. We hope that the presentation was informative and you choose to move ahead as a participant with WRP. I have attached the Memorandum of Understanding for your review. Once you are ready to sign, we will customize contacts and signature lines for Smoky Lake and resend the document for you to sign.

Tomorrow I'll send you a summary of impacts, replacement obligations, and amounts collected within the County and its surrounding watersheds.

Warm regards,

Matthew Wilson, M.Sc., P.Biol.

Team Lead, Wetlands

Grants and Program Delivery
Lands Division | Lands Policy and Programs Branch
ALBERTA ENVIRONMENT AND PARKS
Office: (780) 427-9216
Cell: (780) 721-3959

Classification: Protected A

ISSUE FOR INFORMATION		DATE	October 29, 2020	5.4
TOPIC	Development Fees Policy 61.11			
PROPOSAL	That Smoky Lake County Council RECOMMEND that administration prepare a Planning and Development Fees Bylaw to amend and replace the current Development Fees Policy 61.11.03, making no changes to the existing Fee Structure, which is to be brought forward to a future County Council Meeting.			
BACKGROUND	<ul style="list-style-type: none">The existing Development Fees Policy 61.11 was first adopted om 2016 and has since been <u>amended four times</u>.The policy dictates that it is to be reviewed every second year.<ul style="list-style-type: none">With 2020 being two years from the previous amendment in 2018, the policy is due to be revisited this year.At the September 10, 2020 Budget Meeting, Council adopted Motion 1129-20:<p><i>That Smoky Lake County Council review the following Policy Statements and Bylaw at the next scheduled Policy Committee Meeting:</i></p><ul style="list-style-type: none">03-25-10: Sale of Gravel or Sand,03-35-11: Snow Clearing,61-05-04: Planning and Development Fees, and theLand Use Bylaw in respect to make-shift campgrounds and amount of RV permissible at County Resorts.Planning & Development Services has conducted a survey of eight neighboring rural municipalities to provide a sense of typical current fee practices.Per the Municipal Government Act Sec.8(c)(i): a council may by bylaw establish fees for licences, permits and approvals, including fees for licences, permits and approvals that may be in the nature of a reasonable tax for the activity authorized or for the purpose of raising revenue. <p>ATTACHMENTS:</p> <ul style="list-style-type: none">Municipal Government Act Section 8 © ATTACHMENT 1Smoky Lake County Development Fees Policy 61.11.04 © ATTACHMENT 2Survey of comparable Municipalities Development Fees © ATTACHMENT 3 <div><ul style="list-style-type: none">Athabasca CountyLac La Biche CountyLamont CountyMD of BonneyvilleSt. Paul CountySturgeon CountyTwo Hills CountyWestlock County</div>			
CORRELATION TO BUSINESS (STRATEGIC) PLAN				
Values: Integrity, Sustainability/Stability, Pride, Fairness, Freedom				

<p>Vision: Leading the way in positive growth with healthy, sustainable, rural living.</p> <p>Mission: Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.</p>	
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<ul style="list-style-type: none"> • <u>Alberta <i>Municipal Government Act</i> RSA 2000, Ch. M-26.</u>
BENEFITS	<ul style="list-style-type: none"> • Fees charged to be consistent and competitive with neighboring municipalities • Clarity, transparency, and fairness for prospective developers
DISADVANTAGES	<ul style="list-style-type: none"> • Nil.
ALTERNATIVES	<ul style="list-style-type: none"> • Take no action, or • Defer
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	<ul style="list-style-type: none"> • Nil.
COMMUNICATION STRATEGY	<ul style="list-style-type: none"> • Grapevine • Website
RECOMMENDATION	
<p>That Smoky Lake County Council RECOMMEND that administration prepare a Planning and Development Fees Bylaw to amend and replace the current Development Fees Policy 61.11.03, making no changes to the existing Fee Structure, which is to be brought forward to a future County Council Meeting.</p>	

Alberta Municipal Government Act RSA 2000, Ch. M-26

Part 2 Bylaws

Division 1 General Jurisdiction

Powers under bylaws

8 Without restricting section 7, a council may in a bylaw passed under this Division

- (a) regulate or prohibit;
- (b) deal with any development, activity, industry, business or thing in different ways, divide each of them into classes and deal with each class in different ways;
- (c) provide for a system of licences, permits or approvals, including any or all of the following:
 - i. establishing fees for licences, permits and approvals, including fees for licences, permits and approvals that may be in the nature of a reasonable tax for the activity authorized or for the purpose of raising revenue;
 - ii. establishing fees for licences, permits and approvals that are higher for persons or businesses who do not reside or maintain a place of business in the municipality;
 - iii. prohibiting any development, activity, industry, business or thing until a licence, permit or approval has been granted;
 - iv. providing that terms and conditions may be imposed on any licence, permit or approval, the nature of the terms and conditions and who may impose them;
 - v. setting out the conditions that must be met before a licence, permit or approval is granted or renewed, the nature of the conditions and who may impose them;
 - vi. providing for the duration of licences, permits and approvals and their suspension or cancellation for failure to comply with a term or condition or the bylaw or for any other reason specified in the bylaw;
- (c.1) establish and specify the fees, rates, fares, tariffs or charges that may be charged for the hire of taxis or limousines;
- (d) provide for an appeal, the body that is to decide the appeal and related matters.

SMOKY LAKE COUNTY

Title: Planning and Development Fees		Policy No.: 11-05
Section: 61	Code: P-A	Page No.: 1 of 3 E

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To establish procedures for the review and approval of Planning and Development, Smoky Lake County fees.
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Policy Statement and Guidelines:	
<p>1. OBJECTIVES:</p> <p>1.1 It shall be the policy of Planning and Development Department of Smoky Lake County to provide information on all fees on services and products available to the public, as per <u>Schedule "A": Planning and Development Schedule of Fees.</u></p> <p>1.2 All fees shall be reviewed and updated, accordingly, to ensure that they are adequate and they relate to their associated program cost.</p> <p>2. PROCEDURES:</p> <p>2.1 Every second year, the Planning and Development Manager shall review the fees and propose any modifications.</p> <p>2.2 Upon completion of the review to the fees, all modifications will be forwarded to the Chief Administrative Officer for review. Any required modification of the fees will then be taken to the Council for final approval.</p> <p>2.3 Any Development Permit Applications submitted by Smoky Lake County for County purposes shall have the fees waived.</p>	

	Date	Resolution Number
Approved	March 28, 2013	Motion # 498-13 - Page #10549
Amended	April 25, 2013	Motion # 606-13 - Page#10602
Amended	May 23, 2013	Motion # 679-13 - Page#10630
Amended	June 25, 2015	Motion # 714-15 - Page#11807
Amended	December 12, 2018	Motion # 241-18 - Page#13419

Section 61

Policy: 11-05

**Schedule "A"**
**PLANNING AND DEVELOPMENT
SCHEDULE OF FEES**

PLANNING AND DEVELOPMENT		
ITEM DESCRIPTION	FEE	CROSS-REFERENCE
DEVELOPMENT PERMITS		
Development Permit – Permitted Use – Residential District	\$100.00	Policy 61-03
Development Permit – Permitted Use – Commercial / Industrial District / Public Institutional	\$1.00 / \$1,000.00 value of construction Minimum \$300.00	Policy 61-03
Development Permit – Discretionary Use / Variances	\$200.00	Policy 61-03
Development Permit – Extension Request / Renewals	\$50.00	Policy 61-03
Development Permit – Resource Extraction	\$750.00 / acre	Policy 61-03
Development Permit – Resource Extraction – Reclamation Fees (Reclamation Fees are exempt when the responsibility of Reclamation is of the Province of Alberta on Crown Land Only.)	\$2,000.00 / acre	Policy 61-03
Development Permit – Heritage Resource Intervention Permit	\$100.00	
Development Permit – Landscaping, Deck, and Signs	\$100.00	Policy 61-03
Development prior to submitting Development Permit Application	\$500.00 in addition to the Permit Fee	Policy 61-03
AMENDMENTS		
Application to Amend the Land Use Bylaw (Map of Text Amendment)	\$1,000.00 + costs of advertising	Bylaw 1272-14 + amendments
Application to Amend the Municipal Development Plan	\$1,000.00 + costs of advertising	Bylaw 1249-12 + amendments
Application to Amend an Area Structure Plan	\$1,000.00 + costs of advertising	Applicable ASP Bylaw
NEW STATUTORY PLANS		
New Area Structure Plan (proposed by a Developer)	\$2,000.00 + costs of advertising	
OTHER		
Compliance Certificate	\$125.00	
Letter confirming zoning of a parcel (Zoning can be confirmed without charge on Munisight)	\$50.00	
Encroachment or Roadway License Agreement	\$500.00 or legal fees whichever is greater	
Road Closure	\$500.00 + costs of advertising	Policy 03-16

Section 61

Policy: 11-05

OTHER		
Business Licence	No Charge	
WITHDRAWALS OR REFUNDS		
Development Permit Application Withdrawal	Before decision of Development Authority – 50% of Application Fee After decision of Development Authority – No refund	
New Statutory Plan or Plan Amendment Withdrawal	Prior to 1 st reading – 75% of Application Fee Prior to advertising – 50% of Application Fee after Public Hearing After Public Hearing – No refund If the County incurs costs (planning, engineering, lawyer fees, etc.) – No refund	
SUBDIVISION		
Development Agreement – Less than three lots (Collected by the County prior to signing the agreement)	Residential: \$250.00 Commercial: \$500.00 Institutional: \$500.00 Industrial: \$1,000.00	Policy 61-09
APPEAL FEES		
Subdivision Appeal Fee	\$250.00	
Development Appeal Fee	\$250.00	
PLANNING DOCUMENTS COPY FEES		
Land Use Bylaw – Hard Copy	\$50.00	Bylaw 1272-14 + amendments
Land Use Bylaw – Disc	\$10.00	Bylaw 1272-14 + amendments
Municipal Development Plan – Hard Copy	\$50.00	Bylaw 1249-12 + amendments
Municipal Development Plan – Disc	\$10.00	Bylaw 1249-12 + amendments
Area Structure Plan – Hard Copy	\$25.00	
Area Structure Plan – Disc	\$10.00	
USB drive with LUB / MDP / ASP(s) or any combination of more than 1 (one) Planning Document	\$ 25.00	
NOTE: The Planning Documents noted above are available electronically without charge on the County's website.		

ATHABASCA COUNTY

BYLAW 020-2019

A BYLAW OF ATHABASCA COUNTY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH SCHEDULE OF FEES FOR PLANNING & DEVELOPMENT.

WHEREAS Athabasca County deems it expedient to set and review, as necessary, from time to time various fees related to planning and development within the Municipality; and

WHEREAS, in accordance with the Municipal Government Act, Chapter M-26.1, Revised Statutes of Alberta 2000 and amendments thereto, the Council for a Municipality may set fees for goods or services provided;

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, and by virtue of all other powers enabling it, the Council of Athabasca County, duly assembled, enacts as follows:

1. This Bylaw may be cited as the "Planning and Development Fee Bylaw";
2. That Schedule "A" attached to and forming part of this Bylaw be established as Athabasca County Planning and Development Department Schedule of Fees;
3. Method of payment of fees to be at the discretion of Athabasca County;
4. All fees are non-refundable unless otherwise noted and all fees include GST unless otherwise noted;
5. The fees, rates and charges as prescribed under Schedule "A" of this Bylaw, may be amended, from time to time, by resolution of Council, as Council sees fit.
6. The Chief Administrative Officer has the authority to reduce or waive the imposition of any of the charges set out above for reasons that reasonably qualify as an emergency or of a humanitarian nature or for municipal purposes or for non-profit applications. All other requests for reduction or waiving of a fee set out in this Fee Schedule must be considered by the County Council.
7. The Chief Administrative Officer reserves the right to implement charges required to cover the costs of services or materials supplied that are not specifically noted herein.
8. This Bylaw shall hereby rescind previous Bylaw 005-2019 effective upon third and final reading of this Bylaw.
9. This Bylaw shall become effective upon third and final reading of this Bylaw.

READ A FIRST TIME this 13 Day of August, 2019, A.D.


REEVE


COUNTY MANAGER

READ A SECOND TIME this 13 Day of August, 2019, A.D.


REEVE


COUNTY MANAGER

READ A THIRD TIME AND FINALLY PASSED this 13 Day of August, 2019, A.D.


REEVE


COUNTY MANAGER

SCHEDULE A

PLANNING AND DEVELOPMENT FEE SCHEDULE

<u>Development</u>	FEE
Permitted Use	\$150.00
Discretionary Use	\$250.00
Natural Resource Extraction (including Peat Moss harvesting)	\$500.00 per acre up to 10 acres plus \$50.00 per acre over 10 acres
Development Permit – Extension	\$ 50.00
Development Appeal (refundable if successful)	\$200.00
Development Permit Application Withdrawal (refunds)	
Before Decision of Development Authority	50% of Application Fee
After Decision of Development Authority	No Refund
<u>Compliance/Information Requests</u>	
Certificates of Compliance	\$100.00
3 business days	\$200.00
Information Request	\$100.00
<u>Amendment</u>	
Land Use Bylaw (LUB) Amendments (Re-districting)	\$500.00
Municipal Development Plan (MDP) Amendments	\$500.00
Inter-municipal Development Plan (IDP) Amendments	\$500.00
Area Structure Plan (ASP) Amendments	\$500.00
Area Redevelopment Plan (ARD) Amendments	\$500.00
Submission of new Area Structure Plan (ASP)/ Area Redevelopment Plan (ARD) or Outline Plan	\$1000.00
Amendments Application Withdrawal (refunds)	
Prior to 1 st reading	50% of Original Fee
Prior to Advertising	25% of Original Fee
After Public Hearing	No Refund

Subdivision

	FEE
Application Fee	\$400.00
plus \$100.00 per title being created	\$100.00 per title created
Endorsement Fee per title prior to registration	\$100.00 per title created
Subdivision Extensions	\$200.00
Lot Consolidation	\$350.00
Caveat Discharge	\$ 50.00
Subdivision Appeal (refundable if successful)	\$200.00

Subdivision Application Withdrawal (refunds)

prior to circulation	50% of Original Fee
during or after circulation	25% of Original Fee
after site inspection	No Refund

Municipal Reserves

Cash-In-Lieu of Municipal Reserves Fees	\$1500.00 per acre x 10%
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Rural Address

Rural Address Sign	\$125.00
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Fines for Land Use Bylaw Offences

1 st Offence	\$250.00
2 nd Offence	\$500.00
Each day that offence continues shall be considered a separate offence and subject to fine.	

If a person who was served with a violation ticket thereafter, prosecuted and convicted of the specific offence specified in the violation ticket, the fine imposed shall be not less than \$1000.00 plus court cost, for each offence.

**BYLAW 18-030
OF
LAC LA BICHE COUNTY**

A BYLAW OF LAC LA BICHE COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH A SCHEDULE OF FEES AND FINES FOR BUILDING, ELECTRICAL, PLUMBING AND GAS DISCIPLINES AS WELL AS PLANNING & DEVELOPMENT.

WHEREAS, Lac La Biche County deems it expedient to set and review, as necessary, from time to time various fees and fines related to building, electrical, plumbing and gas disciplines as well as planning and development within the Municipality; and

WHEREAS, in accordance with the Municipal Government Act, Chapter M-26.1, Revised Statutes of Alberta 2000 and amendments thereto, the Council for a Municipality may set fees for goods or services provided;

WHEREAS pursuant to the Safety Codes Act, a Municipal Council may pass a bylaw as an accredited municipality respecting adopting permit fees for building, electrical, plumbing and gas disciplines;

NOW THEREFORE under the authority and subject to the provisions of the Municipal Government Act, and by virtue of all other powers enabling it, the Council of Lac La Biche County, duly assembled, enacts as follows:

1. TITLE

This Bylaw may be cited as the "Schedule of Fees and Fines Bylaw for building, electrical, plumbing and gas disciplines as well as planning and development".

2. DEFINITIONS

"Municipal Tag" means a notice issued by the Municipality pursuant to the Municipal Government Act for the purpose of providing a person with an opportunity to acknowledge a contravention of this Bylaw and to pay a penalty directly to the Municipality, in order to avoid prosecution for the contravention.

"Peace Officer" means any sworn member of the Royal Canadian Mounted Police, a Peace Officer appointed under the Peace Officer Act, SA 2016, P-35 and amendments thereto and employed by the County or a Bylaw Enforcement Officer employed by the County.

"Violation Ticket" means a violation ticket issued pursuant to the Provincial Offences Procedure Act RSA 2000, Chapter P-34.

3. FEES

The fees for Planning & Development Permit Applications and Safety Code Permit Applications are set out in Schedule "A" of this Bylaw.

4. FINES RELATED TO OFFENCES AND PENALTIES

a. Any person who:

- i. Contravenes or fails to comply with any provision of this Bylaw and/or the Lac La Biche County Land Use Bylaw No. 17-004 the "Land Use Bylaw";
- ii. Uses land in a manner contrary to the provisions of this Bylaw or any subdivision or development permit for such land;
- iii. Contravenes or fails to comply with any development permit or subdivision approval, or conditions forming part thereof;
- iv. Contravenes or fails to comply with a decision of the Subdivision and Development Appeal Board;
- v. Obstructs or otherwise hinders in any manner any person in the exercise or performance of that person's powers authorized under this or any other Bylaw or enactment; or,
- vi. Contravenes or fails to comply with a stop order issued pursuant to the Municipal Government Act;

is guilty of an offence and is liable on summary conviction to a fine.

- b. A person who proceeds with development without approval required under the Municipal Government Act and/or the Land Use Bylaw is guilty of an offence and is liable to a fine for a first and each subsequent offence in the amount specified in Table 1 of this Bylaw.
- c. A person who contravenes or who fails to comply with any other provision of the Land Use Bylaw is guilty of an offence and is liable to a penalty for a first and each subsequent offence in the amount specified in Table 2 of this Bylaw.
- d. If a person is found guilty of an offence under the Land Use Bylaw, the court may, in addition to any other penalty imposed, order the person to comply with the Land Use Bylaw or a permit issued under that Bylaw, or a condition of any of them.
- e. A Peace Officer may issue a Municipal Tag where it is reasonably determined that a person has contravened any provision of the Land Use Bylaw.
- f. Where a contravention or offence is of a continuing nature, further Municipal Tags may be issued by a Peace Officer for each day the offence continues.
- g. A person named on a Municipal Tag may, in lieu of being prosecuted, plead guilty to the offence by signing the Municipal Tag and paying the specified penalty at the location indicated on the Municipal Tag.

- h. If payment of a Municipal Tag is not made within the time specified, a Peace Officer may issue a Violation Ticket under the Provincial Offences Procedures Act requiring the person named to appear in court on the date indicated in the Violation Ticket.
- i. Nothing in this Bylaw shall prevent or restrict a Peace Officer from immediately issuing a Violation Ticket under the Provincial Offences Procedures Act for a mandatory court appearance of any person who contravenes this Bylaw or the Land Use Bylaw.
- j. For any Development permit application where the work has occurred before approval the applicant shall be charged up to two times (2x) the amount of the original permit fee.
- k. For any Safety Codes permit application where the work has occurred before approval the applicant shall be charged up to two times (2x) the amount of the original permit fee.

Table 1. List of Fines for Proceeding with Development without Approval.

Project Value	First Violation by Offender	Second Violation by Offender	Third Violation by Offender and each one thereafter
<\$49,999.00	\$500.00	\$1,000.00	\$2,000.00
\$50,000.00 - \$99,999.00	\$2,000.00	\$4,000.00	\$8,000.00
\$100,000 - \$199,999.00	\$3,000.00	\$6,000.00	\$10,000.00
\$200,000.00 - \$499,999.00	\$4,000.00	\$8,000.00	\$10,000.00
\$500,000.00 to \$999,999.00	\$5,000.00	\$9,000.00	\$10,000.00
>\$1,000,000.00	\$10,000.00	\$10,000.00	\$10,000.00

Table 2. Specified Penalties for Offences under the Land Use Bylaw.

Description of Offence	First Violation	Second Violation	Third Violation
Contravention or failure to comply with any provision related to signs in the Land Use Bylaw.	\$250.00	\$500.00	\$1,000.00
Contravention or failure to comply with any provision related to the Land Use Bylaw not otherwise provided for in this Bylaw.	\$500.00	\$1000.00	\$2,000.00

5. RIGHT OF ENTRY

For the purpose of entering and inspecting land or structures as described in section 542, Part 13, Division 4 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, a Development Officer or the Development Compliance Officer, and any other persons appointed by Council, are hereby declared to be "designated officers"

6. This bylaw shall come into effect upon passing of the third reading.

MOTION BY COUNCILLOR COTE THAT BYLAW 18-030 BE GIVEN FIRST READING THIS 27TH DAY OF NOVEMBER, 2018.

MOTION BY COUNCILLOR STEDMAN THAT BYLAW 18-030 BE GIVEN SECOND READING THIS 27TH DAY OF NOVEMBER, 2018.

"Original Signed"

Mayor

"Original Signed"

Chief Administrative Officer

MOTION BY COUNCILLOR L'HEUREUX THAT BYLAW 18-030 BE GIVEN THIRD READING THIS 4TH DAY OF DECEMBER, 2018.

"Original Signed"

Mayor

"Original Signed"

Chief Administrative Officer

SCHEDULE A

FEE SCHEDULE

Section A – Planning & Development Fees

Geographical Information System

Custom GIS Mapping/Analysis	\$ 65.00
County Land Ownership	\$ 20.00
Parcel Map 8.5" x 11"	\$ 15.00
Parcel Map 11" x 17"	\$ 17.50
Parcel Map 18" x 24"	\$ 20.00
Subdivision	\$ 30.00
Subdivision	\$ 15.00
Subdivision	\$ 7.50
Subdivision Map Sheet	\$ 7.50
Map Book of all Subdivisions	\$ 50.00
Postage on Map Sales	Cost
Ortho Photo	
8.5" x 11"	\$ 10.00
11" x 17"	\$ 12.00
18" x 24"	\$ 20.00
Digital(via email)	\$ Free
Rural Address Atlas	\$ 50.00

Development Permit Fees

<i>Residential</i>	
Permitted Use	\$150.00
Discretionary Use	\$300.00
<i>Non-Residential(Com/Ind/Inst/Crown)</i>	
Permitted Use	\$500.00
Discretionary Use	\$750.00
Change of Use	\$100.00
Development Permit (Temporary)	\$ 50.00
Sign Permit	\$100.00
Compliance Certificates	\$ 50.00
Fencing over 2.0 m (6.6 ft) in side and rear yards	\$100.00
Decks over 0.6 m (2.0 ft) above grade	\$100.00
Demolition or removal of a building	\$100.00
Development Appeal Fee (refundable if appeal successful)	\$200.00
<i>Development Permit Application Withdrawal (Refunds)</i>	
Before Decision of Development Authority	50% of Application Fee
After Decision of Development Authority	No Refund

Agreement Fees

Encroachment Agreement – Minor	\$500.00
Encroachment Agreement – Major	to be determined by Council
License of Occupation Agreement	\$200.00

Amendments

Land Use Bylaw Amendments (Rezoning)	\$ 1,000.00
Intermunicipal Development Plan (IDP) Amendments	\$ 1,000.00
Municipal Development Plan (MDP) Amendments	\$ 1,000.00
Area Structure Plan (ASP) Amendments	\$ 1,000.00
Area Redevelopment Plan (ARD) Amendments	\$ 1,000.00
Submission of New Area Structure Plan (ASP)/ Area Redevelopment Plan (ARD) or Outline Plan	\$2,000.00
Land Use Bylaw Amendments and ASP Amendments	
Application Withdrawal (Refunds)	
Prior to 1 st Reading	50% of Original Fee
Prior to Advertising	25% of Original Fee
After Public Hearing	No Refund
Road Closure Bylaw Application Fee	\$ 1,000.00 additional processing costs shall apply

Subdivisions

Single Parcel/Natural Fragmentation/ Boundary Adjustments	\$350.00
Endorsement Fee: Single Lot	\$150.00
Two Lots	\$350.00
Application (Per Lot)	\$100.00
Endorsement Fee: Two Lots	\$300.00
Multi-Lot (3 Lots or More)	\$350.00
Application (Per Lot)	\$200.00
Endorsement Fee	\$500.00
Subdivision Application Withdrawal (Refunds)	
Prior to Circulation	50% of Original Fee
During or After Circulation	25% of Original Fee
After Site Inspection	No Refund
Subdivision Extensions	\$150.00
Subdivision Appeal Fees	\$200.00
(refundable if appeal is successful)	
Subdivision Deposits	\$200.00
Consolidation of Titles	\$350.00

Section B – Safety Codes Fees

NOTE: Add applicable 'Safety Codes Council' levy to each type of permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater.

A minimum cancellation fee of \$25.00 will be retained when a permit is cancelled or 15% of the fee if a drawing review has been completed or an inspection has been carried out.

A charge of \$100.00 will be applied for each re-inspection where there have already been the maximum allowable inspections by the Inspections Group.

BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL/DWELLING UNITS/FARM

New Construction - Building Permit Levy (main level)	\$ 00.50 per sq. ft. + SCC levy
- Upper/Lower Floors	\$ 00.35 per sq. ft. + SCC levy
Additions/renovations/basement development	\$ 00.35 per sq. ft. + SCC levy
	\$125.00 (minimum fee) + SCC levy

Accessory Buildings

Sheds & storage buildings up to 250 sq. ft.	\$ 95.00 + SCC levy
Sheds & Garages (attached or detached) (flat rate) (250- 624 sq. ft.)	\$125.00 + SCC levy
Shops, garages, or storage buildings (over 624 sq. ft.)	\$ 00.35 per sq. ft. + SCC levy
Relocation or Placement of home (only)	\$325.00 (Flat fee) + SCC levy

Decks	\$75.00 + SCC levy
Fireplaces (if not included in new construction) (flat rate)	\$ 75.00 + SCC levy
Demolitions Residential (flat rate)	\$ 85.00 + SCC levy

MOBILE AND MODULAR HOME

Modular Home (RTM's, etc)	\$335.00 + SCC levy
Basement Development	\$ 00.35 sq. ft. + SCC levy (min. \$125.00)
Mobile Homes Set-up	\$175.00 + SCC levy
Basement Development	\$ 00.35 sq. ft. + SCC levy (min. \$125.00)

Permit Renewal Fee (Re-inspection)	25% of original permit fee
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COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

First \$1,000,000.00 construction value	\$6.25 per \$1,000 construction value + SCC levy
Over \$1,000,000.00 construction value	\$6,250.00 + (\$5.00 per \$1,000 construction value portions over \$1,000,000.00) + SCC levy
(Minimum Fee)	\$250.00 + SCC levy
Demolitions Commercial (flat rate)	\$150.00 + SCC levy

GAS PERMIT FEE SCHEDULE

Residential Installations		Non-Residential Installations			
Number of Outlets	Permit Fee	B.T.U. Input	Permit Fee	B.T.U. Input	Permit Fee
1	\$85.00	10,000 – 40,000	\$85.00	550,000	\$160.00
2	\$90.00	40,001 – 90,000	\$90.00	600,000	\$165.00
3	\$100.00	90,001 –	\$95.00	650,000	\$170.00
4	\$120.00	140,001 –	\$100.00	700,000	\$175.00
5	\$130.00	200,000	\$110.00	750,000	\$180.00
6	\$140.00	210,000	\$115.00	800,000	\$185.00
7	\$155.00	230,000	\$115.00	850,000	\$190.00
8	\$170.00	250,000	\$125.00	900,000	\$200.00
9	\$185.00	300,000	\$130.00	950,000	\$210.00
10	\$195.00	350,000	\$135.00	1,000,000	\$245.00
11	\$205.00	400,000	\$140.00	1,000,001 to	\$265.00
12	\$215.00	450,000	\$150.00	Over 2,000,000 Add \$ 5.00 per 100,000 BTU	
13	\$225.00	500,000	\$155.00		
14	\$230.00				
15	\$240.00				
16	\$245.00				
17	\$250.00				
18	\$255.00				
19	\$260.00				
20	\$265.00				

Propane and Small Installations

Residential Propane Tank Sets (New or Replacements)	\$85.00
Temporary Propane/Natural Gas Heating (Includes Tank Set)	\$85.00
Industrial/Commercial Tank Sets	\$120.00
Gas/Propane Cylinder Refill Centers	\$285.00
Replacement Commercial or Industrial Appliances (per unit)	
1 - 400,000 BTU Input	\$145.00 per Unit
400,001 - 3,000,000 BTU Input	\$225.00 per Unit
Over 3,000,000 BTU Input	\$325.00 per Unit

Gas Connection for Mobile Home Placement: \$85.00

Gas Connection for Modular Home or RTM: \$100.00

*Plus Additional fees for any appliances in **New** basement development*

**PLUMBING PERMIT FEE SCHEDULE
(RESIDENTIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$85.00	21	\$185.00
2	\$90.00	22	\$190.00
3	\$95.00	23	\$195.00
4	\$100.00	24	\$200.00
5	\$105.00	25	\$205.00
6	\$110.00	26	\$210.00
7	\$115.00	27	\$215.00
8	\$120.00	28	\$220.00
9	\$125.00	29	\$225.00
10	\$130.00	30	\$230.00
11	\$135.00	31	\$235.00
12	\$140.00	32	\$240.00
13	\$145.00	33	\$245.00
14	\$150.00	34	\$250.00
15	\$155.00	35	\$255.00
16	\$160.00	36	\$260.00
17	\$165.00	37	\$265.00
18	\$170.00	38	\$270.00
19	\$175.00	39	\$275.00
20	\$180.00	40	\$280.00
Add \$3.00 per fixture over 40			
Mobile home connections \$85.00			
Modular Home & RTM Connections \$100.00			
<i>Plus additional charge for fixtures in New basement development</i>			

PRIVATE SEWAGE PERMITS

Private Sewage System - \$350.00

Holding Tanks - \$150.00

**PLUMBING PERMIT FEE SCHEDULE
(COMMERCIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$85.00	35	\$255.00	69	\$435.00
2	\$90.00	36	\$260.00	70	\$440.00
3	\$95.00	37	\$265.00	71	\$445.00
4	\$100.00	38	\$270.00	72	\$450.00
5	\$105.00	39	\$280.00	73	\$455.00
6	\$110.00	40	\$285.00	74	\$460.00
7	\$115.00	41	\$290.00	75	\$465.00
8	\$120.00	42	\$295.00	76	\$470.00
9	\$125.00	43	\$300.00	77	\$475.00
10	\$130.00	44	\$305.00	78	\$480.00
11	\$135.00	45	\$310.00	79	\$485.00
12	\$140.00	46	\$315.00	80	\$490.00
13	\$145.00	47	\$320.00	81	\$500.00
14	\$150.00	48	\$325.00	82	\$505.00
15	\$155.00	49	\$330.00	83	\$510.00
16	\$160.00	50	\$335.00	84	\$515.00
17	\$165.00	51	\$340.00	85	\$520.00
18	\$170.00	52	\$345.00	86	\$525.00
19	\$175.00	53	\$350.00	87	\$527.00
20	\$180.00	54	\$355.00	88	\$530.00
21	\$185.00	55	\$360.00	89	\$533.00
22	\$190.00	56	\$370.00	90	\$535.00
23	\$195.00	57	\$375.00	91	\$537.00
24	\$200.00	58	\$380.00	92	\$540.00
25	\$205.00	59	\$385.00	93	\$543.00
26	\$210.00	60	\$390.00	94	\$545.00
27	\$215.00	61	\$395.00	95	\$550.00
28	\$220.00	62	\$400.00	96	\$560.00
29	\$225.00	63	\$405.00	97	\$565.00
30	\$230.00	64	\$410.00	98	\$570.00
31	\$235.00	65	\$415.00	99	\$575.00
32	\$240.00	66	\$420.00	100	\$580.00
33	\$245.00	67	\$425.00	Add \$3.00 each fixture over 100	
34	\$250.00	68	\$430.00		

ELECTRICAL PERMIT FEE SCHEDULE
(For "Other Than" New Single Family Residential)

Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
Under 1,000	\$ 85.00	23,000.01 –	\$410.00	100,000.01 – 110,000	\$675.00
1,000.01 – 1,500	\$ 100.00	24,000.01 –	\$420.00	110,000.01 – 120,000	\$700.00
1,500.01 – 2,000	\$ 110.00	25,000.01 –	\$430.00	120,000.01 – 130,000	\$725.00
2,000.01 – 2,500	\$ 120.00	26,000.01 –	\$440.00	130,000.01 – 140,000	\$750.00
2,500.01 – 3,000	\$ 130.00	27,000.01 –	\$450.00	140,000.01 – 150,000	\$775.00
3,000.01 – 3,500	\$ 140.00	28,000.01 –	\$460.00	150,000.01 – 160,000	\$800.00
3,500.01 – 4,000	\$ 150.00	29,000.01 –	\$470.00	160,000.01 – 170,000	\$825.00
4,000.01 – 4,500	\$160.00	30,000.01 –	\$480.00	170,000.01 – 180,000	\$850.00
4,500.01 – 5,000	\$170.00	31,000.01 –	\$490.00	180,000.01 – 190,000	\$875.00
5,000.01 – 5,500	\$180.00	32,000.01 –	\$500.00	190,000.01 – 200,000	\$900.00
5,500.01 – 6,000	\$190.00	33,000.01 –	\$505.00	200,000.01 – 210,000	\$925.00
6,000.01 – 6,500	\$200.00	34,000.01 –	\$510.00	210,000.01 – 220,000	\$950.00
6,500.01 – 7,000	\$210.00	35,000.01 –	\$515.00	220,000.01 – 230,000	\$975.00
7,000.01 – 7,500	\$220.00	36,000.01 –	\$520.00	230,000.01 – 240,000	\$1,000.00
7,500.01 – 8,000	\$230.00	37,000.01 –	\$525.00	240,000.01 – 250,000	\$1,100.00
8,000.01 – 8,500	\$240.00	38,000.01 –	\$530.00	250,000.01 – 300,000	\$1,200.00
8,500.01 – 9,000	\$250.00	39,000.01 –	\$535.00	300,000.01 – 350,000	\$1,300.00
9,000.01 – 9,500	\$260.00	40,000.01 –	\$540.00	350,000.01 – 400,000	\$1,400.00
9,500.01 – 10,000	\$270.00	41,000.01 –	\$545.00	400,000.01 – 450,000	\$1,500.00
10,000.01 –	\$280.00	42,000.01 –	\$550.00	450,000.01 – 500,000	\$1,600.00
11,000.01 –	\$290.00	43,000.01 –	\$555.00	500,000.01 – 550,000	\$1,700.00
12,000.01 –	\$300.00	44,000.01 –	\$560.00	550,000.01 – 600,000	\$1,800.00
13,000.01 –	\$310.00	45,000.01 –	\$565.00	600,000.01 – 650,000	\$1,900.00
14,000.01 –	\$320.00	46,000.01 –	\$570.00	650,000.01 – 700,000	\$2,000.00
15,000.01 –	\$330.00	47,000.01 –	\$575.00	700,000.01 – 750,000	\$2,100.00
16,000.01 –	\$340.00	48,000.01 –	\$580.00	750,000.01 – 800,000	\$2,250.00
17,000.01 –	\$350.00	49,000.01 –	\$585.00	800,000.01 – 850,000	\$2,350.00
18,000.01 –	\$360.00	50,000.01 –	\$590.00	850,000.01 – 900,000	\$2,450.00
19,000.01 –	\$370.00	60,000.01 –	\$595.00	900,000.01 – 950,000	\$2,550.00
20,000.01 –	\$380.00	70,000.01 –	\$600.00	950,000.01 – 1,000,000	\$2,650.00
21,000.01 –	\$390.00	80,000.01 –	\$625.00	Add \$75.00 for every \$50,000 over \$1,000,000	
22,000.01 –	\$400.00	90,000.01 –	\$650.00		

ELECTRICAL PERMIT FEE SCHEDULE
(For "NEW" Single Family Residential)

Square Footage	Permit Fee
Up to 1200 square feet	\$150.00
1201 to 1500 square feet	\$175.00
1501 to 2000 square feet	\$200.00
2001 to 2500 square feet	\$225.00
Over 2500 square feet	\$250.00
Attached Garage	Include square footage of garage with house
Basement development wiring – new home - if done at time of initial construction	Include square footage of basement with house
Manufactured, Modular and RTM Homes (on foundation or basement)	\$110.00
Mobile home connection	\$85.00
Basement development wiring-manufactured home- if done at time of placement	Per square footage
Detached Residential Garage	\$0.15 a sq. ft. (minimum fee \$85.00)

**Schedule A****Fee Schedule**

updated January 1, 2020

Planning & Development Department	
Item Description	Fees
Compliance Certificate	
Standard	\$150.00
Commercial/Industrial	\$250.00
Development Permits	
Residential	\$200.00
Accessory to Residential	\$200.00
Additions & Renovations	\$200.00
Manufactured Homes	\$200.00
Not for Profit	Nil
Commercial/Institutional	\$700.00 flat fee plus \$1.00/1000 of development costs to max. of \$12,000.00 (max. does not include flat fee)
Light, Medium & Heavy Industrial	\$1,200.00 flat fee plus \$1.00/1000 of development costs to max. of \$12,000 + referral and advertising costs. \$5,000.00 deposit required.
Natural Resource Extraction	\$2,000.00 flat fee plus \$100.00 per hectare to a max. of \$5,000.00 (max. does not include flat fee) Re-application fee - \$1,500.00
Petro Chemical Industry	\$1,200.00 flat fee plus \$1.00/1000 of development costs to max. of \$12,000.00 + referral & advertising costs. \$5,000.00 deposit required.
Uses other than Res./Com./Ind./Inst.	\$200.00
Major Home Occupation	\$300.00 + Discretionary
Discretionary Uses	\$200.00 additional to regular permit fee
Variances	\$200.00 additional to regular permit fee
Permit Renewals - Residential	\$100.00
Permit Renewals – Non-Residential	\$300.00
Dev. Prior to DP Application	Permit fee x 2
Development Agreements	
Residential	\$250.00
Commercial/Institutional	\$500.00
Industrial	\$1,000.00
Natural Resource Extraction	\$250.00

Planning & Development Department (Continued)

Item Description	Fees
Business License	\$30.00
SDAB Appeal Fee	\$200.00 per appeal non-refundable
Subdivision Fees (Note: Fees are non-refundable and subject to change without notice.)	
Standard Subdivision Fee at Application	\$800.00 plus \$200.00 per lot created Ex. First parcel out is \$800 + \$200 for new lot + \$200 for remnant lot, for a total of \$1,200
Boundary Adjustment	\$500.00/lot + \$200.00/lot
Extension	\$250.00 for 1 st Extension \$500.00 for 2 nd Extension
Re-circulation	\$250.00
Current Land Title Certificate	\$15.00/title + GST
Final Endorsement Fee	\$450.00 + GST
Amendments to:	
Area Structure Plan	\$7,000.00+ \$1,000.00 advertising costs
Municipal Development Plan	\$7,000.00 + \$1,000.00 advertising costs
Land Use Bylaw	\$7,000.00+\$1,000.00 advertising costs
New Area Structure Plan	\$7,000.00+ referral & advertising cost. \$10,000.00 deposit required (\$5,000.00 non-refundable)
New Development Concept Plan	\$7,000.00+ referral & advertising cost. \$10,000.00 deposit required (\$5,000.00 non-refundable)
Shipping & Handling Fees	Postage costs + \$10.00 handling fees
File Search	\$150.00 + extra charge for photocopies
Road Closure Application	\$2,500.00

Finance Department

Item Description	Fees
Maps	\$15.00 + GST
Photocopying	
B & W	\$0.50/page + GST
Color	\$1.00/page + GST
Faxing	
Local	\$0.50/page + GST
Long Distance	\$1.00/page + GST

Finance Department (cont'd)	
Item Description	Fees
Grader Flags	\$40.00 + GST per flag, Senior's \$100.00/year + GST, Medical – No Charge
Shipping & Handling Fees	Postage Cost + \$10.00 Handling Fees + GST
Tax Search	\$10.00 + GST
Tax Certificate	\$30.00 + GST
Assessment Sheets	\$10.00 + GST
Inspection of Assessment Roll *Fee is to be waived during the 30 day complaint period.*	\$10.00
Water Rates *Late penalty charge 1.5% for overdue utility accounts, levied monthly on balance.*	
Industrial Water – Metered	Existing - \$2.15/m ³ New - \$2.25/m ³ plus line fee.
Andrew – Metered Water	\$2.00/m ³ plus line fee.
Industrial Monthly Line Fee	\$375.00/month
Commercial – Metered	\$2.15/m ³
St. Michael Residences/Home Business–Non-metered	\$150.00/quarter
St. Michael Community Hall/Hotel–Non-metered	\$275.00/quarter
Lamont County Public Works Shops– Non-metered	\$250.00/quarter
Reconnection Fee	\$50.00
Hilliard Truck Fill	\$3.75/ m ³
Heartland Truck Fill	\$3.75/m ³
St. Michael Truck Fill Key Account Set Up Fee *(Refundable Water Key Deposit)	\$50.00
St. Michael Truck Fill	\$2.50/ m ³
Coin Operated Bucket Fill	\$10.00/ m ³
Coin Operated Truck Fill	\$4.34/ m ³
Replacement Water Keys	\$40.00 each
Other Accounts Receivable Accounts Late Penalty Charge	1.5% for overdue accounts, levied monthly
Research Fee *Deposit required for an estimated research time of 3 or more hours.*	\$25.00/hour; \$100 Deposit
FOIP Request	\$25.00
Assessment Complaints *Refunded if the Assessment Review Board decides in favor of the complaint.*	
Commercial/Industrial	\$100.00
Farmland/Residential	\$15.00
NSF Charge	\$25.00
Minutes	No Charge
Rural Address Signs	\$60.00
Mineral Soils Extraction Reserve Levy (Clay) (Policy 4205)	\$0.40 per tonne (per Road Use Agreement)

A.S.B. Department

***Please Note:** Deposits will be refunded after equipment has been inspected, found to be in good order, and returned within the specified time. Weekends are determined from 2:00 p.m., Friday to 9:00 a.m. the following Monday and are considered as one day rental period.*

Item Description	Fees
Unit #4508 Trailer Sprayer	\$50.00/day; \$300.00 Deposit
Unit #4509 Trailer Sprayer	\$50.00/day; \$300.00 Deposit
Unit #4520 Pasture/Range Sprayer	\$50.00/day; \$300.00 Deposit
Unit #4521 Morand Cattle Squeeze	\$50.00/day; \$300.00 Deposit
Unit # 4519 Morand Cattle Squeeze w/Palp	\$50.00/day; \$300.00 Deposit
Unit #4512 Paul Scale	\$50.00/day; \$150.00 Deposit
Unit #4511 Hoof Trimming Turntable	\$30.00/day; \$150.00 Deposit
Unit #4514 Tree Planter	\$15.00/day; \$150.00 Deposit
Scare Cannons	No Daily Fee; \$300.00 Deposit

The following items require a **\$100.00** refundable damage deposit if returned in 10 days:

Deposit non-refundable if equipment is damaged or not returned within 10 days.

Backpack Sprayer (1)	
Soil Sampler (1)	
Feed Samplers (2)	
Skunk Traps (3)	
Magpie Traps (2)	
Raccoon Trap (2)	
Extra Charges	
Handling Charge (for each piece of equipment which the A.S.B. staff must return to Public Works yard.)	\$25.00
Cleaning Charge (for each piece of equipment which has been returned in a condition requiring cleaning by A.S.B. staff.)	\$25.00
Snaps & Cotter Pins *All equipment is supplied with safety snaps and cotter pins. If equipment is returned with these missing, a fee is charged.*	\$3.00/item

Community Peace Officer Invoiced all by "Roadata Ltd."

Item Description	Fees
Transportation Routing and Vehicle Information System Multi-Jurisdictional (TRAVIS-MJ) -Application Fee	\$15.00
Inspection & Permits for new/existing approach approvals on right of ways. Non-residential & non-farm.	\$150.00
Road Use Agreement – Administration Fee	\$50.00
Road Use Agreement – Pre-Inspection of the Roads	\$150.00
Road Use Agreement – Post Inspection of the Roads	\$150.00
Drilling Rig Well Site Inspections – Equipment Moves – In	\$225.00
Drilling Rig Well Site Inspections – Equipment Moves – Out	\$225.00
Service Rig & all overweight permits per day	\$150.00
Multiple Legal Loads	\$225.00

Public Works Department	
Item Description	Fees
Approach	\$2,500.00 for 7-meter top plus \$100.00/meter over 7 meters + GST
Inspection & Permits for new/existing approach approvals on right of ways. Non-residential & non-farm.	\$150.00
Inspection & Permits for pipeline crossings on right of ways	\$150.00
Seismic Operations Permit	\$150.00
Right of Access and/or Waiver Request for existing approaches	\$150.00
Right of Access and/or Waiver Request for utility company & poles on right of way	\$150.00
Dust Abatement (400-foot strip) *Price adjusted annually by council prior to oiling season.*	
Crude Oil (MC250)	\$2,500.00
Tiger Inhibited 35	\$1,050.00

BYLAW NO. 1669

BEING A BYLAW OF THE MUNICIPAL DISTRICT OF BONNYVILLE NO. 87, IN THE PROVINCE OF ALBERTA, TO ESTABLISH FEES FOR SERVICES, LICENSES, PERMITS OR APPROVALS IN THE MUNICIPAL DISTRICT OF BONNYVILLE NO. 87

WHEREAS Section 7 and Section 8 of the Municipal Government Act, S.A. 2000, Chapter M-26 as revised, authorizes Council to establish fees.

NOW THEREFORE Council of the Municipal District of Bonnyville No. 87, duly assembled, enacts as follows:

Development Application Fees

- Residential Development	\$ 125.00
- Residential Discretionary Development	\$ 175.00
- Commercial/Industrial Development	\$ 250.00
- Commercial/Industrial Discretionary Development	\$ 300.00
- Fencing	\$ 50.00
- Road Approach	\$ 75.00
- Industrial / Commercial Road Approach	\$ 200.00
- Minor Home Business	\$ 50.00
- Major Home Business	\$ 100.00
- Variance Requests	Development Fee + \$ 50.00
- Signs	\$ 75.00
- Change of Use	\$ 125.00

Development Penalty Fees**(a) Residential Development:**

- i. Proceeding with a development prior to obtaining a Development Permit in addition to the permit fee:
 - a. For the 1st offence \$1,500.00
 - b. For the 2nd offence \$3,000.00

(b) Non-Residential Development:

- i. Development up to and including \$20,000.00 value:
 - a. For the 1st offence \$1,000.00
 - b. For a 2nd and subsequent offence \$3,000.00
- ii. Development over \$20,000.00 value:
 - a. For the 1st offence \$3,500.00
 - b. For the 2nd and subsequent offence \$10,500.00

Subdivision and Development Appeal Board Fees

- Subdivision Appeal	\$ 200.00
- Development Appeal	\$ 200.00
- Stop Order Appeal	\$ 500.00

Building Permit Fees

- Residential
 - New Construction \$0.40 per sq ft (min. \$300.00)
 - Addition, Renovations, Basement Development \$0.25 per sq ft (min.\$125.00)
 - Decks \$75.00
 - RTM and Home Relocations \$0.30 per sq ft (minimum \$300.00)
- Multi-Family
 - New Construction \$0.40 per sq ft (min. \$300.00)
 - Addition, Renovations, Basement Development \$0.25 per sq ft (min.\$125.00)
 - Decks \$75.00
 - RTM and Home Relocations \$0.30 per sq ft (minimum \$300.00)
- Garage (attached or detached), Shed, Shop or Accessory Building
 - Under 250 sq ft - \$75.00
 - 250-624 sq ft - \$150.00
 - 625 sq ft plus - \$0.30 per sq ft
- Mobile Home - \$150.00 Flat Fee
- Wood Stove - \$ 75.00 Flat Fee
- Demolition/Removal- \$ 50.00 Flat Fee
- Commercial - \$ 5.50 / \$1,000.00 Building Value up to \$1,000,000.00 (thereafter \$4.50 / \$1,000.00)
Minimum Fee - \$275.00
- Industrial - \$ 5.50 / \$1,000.00 Building Value up to \$1,000,000.00 (thereafter \$4.50 / \$1,000.00)
Minimum Fee - \$275.00

Building Permit Penalties:

\$250.00 starting construction without a permit being issued
in addition to Building Permit fees

Safety Codes Permit Fees

- Electrical Permit Fees - As per attached Schedule 'A'
- Plumbing Permit Fees - As per attached Schedule 'B'
- Gas Permit Fees - As per attached Schedule 'C'
- Private Sewage Disposal System Fees - As per attached Schedule 'D'

Penalties: \$100.00 starting installation of Electrical, Plumbing, Gas or Private Sewage Disposal System prior to obtaining the required permit

Other Related Fees

- Compliance Certificate - \$ 100.00
- Tax Certificate - \$ 25.00
- Submission of new ASP - \$2,000.00
- Amendments including Rezoning, LUB, MDP, IDP, MASP and ASP - \$1,000.00
- Document and File Searches (per document) - \$ 5.00

Road Allowance Lease Application - \$ 150.00

THAT Bylaw No. 1659 is hereby repealed.


THAT this bylaw comes into effect as of final passing of this bylaw.

READ A FIRST TIME IN COUNCIL THIS 14TH DAY OF NOVEMBER, 2018.


REEVE



CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME IN COUNCIL THIS 14TH DAY OF NOVEMBER, 2018.


REEVE


CHIEF ADMINISTRATIVE OFFICER

READ A THIRD TIME AND FINALLY PASSED THIS 12TH DAY OF December 2018.


REEVE


CHIEF ADMINISTRATIVE OFFICER

COUNTY OF ST. PAUL NO. 19**2020 FEE SCHEDULE****DEVELOPMENT PERMIT FEES**

Does not comply with Land Use Bylaw	\$200.00
Does Comply with Land Use Bylaw	\$100.00
Park Model, Portable Accessory Building, Deck	\$50.00
Minor Home Occupation	\$50.00
Signs	\$25.00
Change of Use Permit	\$200.00
Access Development on Municipal Reserve less than 5 meters in length	\$50.00
Access Development on Municipal Reserve more than 5 meters in length	\$100.00

Temporary Work Camp

Discretionary Use - \$200.00 + \$50.00/RV &/or \$100.00/ Prefabricated Mobile Unit

Other Fees

Compliance Certificates	\$125.00
Copy of AER Abandoned Well Records	\$20.00
Title Search	\$20.00

COUNTY OF ST. PAUL NO. 19

2020 FEE SCHEDULE

RESIDENTIAL BUILDING FEES

Description of Work	Permit Fee
New Single Family Dwelling (<i>Total Developed Area</i>)	\$0.50/sq.ft. + SCC levy
New Single Family Dwelling (<i>Attached Garage at time of new construction</i>)	\$0.15/sq.ft. + SCC levy
Home Relocation on Foundation, Basement, or Crawl Space (Min. Fee \$350.00)	\$0.35/sq.ft. + SCC levy
Modular/RTM on Foundation, Basement, or Crawl Space (Min. Fee \$300.00)	\$0.30/sq.ft. + SCC levy
Manufactured/ Mobile Home on blocking or piles	\$225.00 + SCC levy
Additions (Minimum Fee \$125.00)	\$0.30/ sq.ft. + SCC levy
Renovations/Basement Development (Minimum Fee \$125.00)	\$0.25/sq.ft. + SCC levy
Bunkhouses (Minimum fee \$200.00)	\$0.25/sq.ft. + SCC levy
Garage/ Shop / Pole Shed (Minimum Fee \$125.00)	\$0.25/ sq.ft. + SCC levy
Carport (Minimum Fee \$100.00)	\$0.18/ sq.ft. + SCC levy
Storage Shed (<i>sheds less than 107 m2 do not require a building permit</i>)	\$100.00 + SCC levy
Decks (<i>if not included at time of new construction</i>)	\$100.00 + SCC levy
Gazebo (Minimum Fee \$100.00)	\$0.25/ sq.ft. + SCC levy
Wood Burning Stove/Fireplace (<i>if not included at time of new construction</i>)	\$100.00 + SCC levy
Demolition	\$100.00 + SCC levy

COMMERCIAL BUILDING FEES

	Total Permit Fee (Per \$1,000.00 Value)
First \$1,000,000	\$5.25 + SCC levy
Over \$1,000,000 (\$5,000 plus)	\$3.25 + SCC levy
Commercial Demolition	\$5.25 + SCC levy
Minimum Fee: \$350.00	

Please Note: Permit Fees will be doubled if enforcement action is taken and not complied with on development which commenced without approval.

SCC LEVY FEE: 4% SAFETY CODES COUCL FEE FOR EVERY BUILDING PERMIT ISSUED WITH A MINIMUM OF \$4.50 AND A MAXIMUM OF \$560.00

**COUNTY OF ST. PAUL NO. 19
2020 FEE SCHEDULE**

**ELECTRICAL PERMIT FEES - RESIDENTIAL
New- Single Family Dwellings Attached Garage**

Square Footage	Homeowner Fee	Contractor Fee
Up to 1200	\$150.00 + SCC levy	\$130.00 + SCC levy
1201- 1500	\$165.00 + SCC levy	\$135.00 + SCC levy
1501- 2000	\$180.00 + SCC levy	\$140.00 + SCC levy
2001- 2500	\$195.00 + SCC levy	\$150.00 + SCC levy
2501- 3500	\$210.00 + SCC levy	\$160.00 + SCC levy
Over 3500	\$210.00 plus \$0.10/ sq.ft.	\$160.00 plus \$0.10/ sq.ft.
Manufactured Home Connection Only	\$100.00 + SCC Levy	\$100.00 + SCC levy

Detached Garage/Accessory Buildings

Square Footage	Homeowner Fee	Contractor Fee
Up to 750	\$125.00 + SCC levy	\$100.00 + SCC levy
Over 750	\$125.00 plus \$0.10/ sq.ft.	\$100.00 plus \$0.10/ sq.ft.

Basement Development/ Renovations/ Additions

Square Footage	Homeowner Fee	Contractor Fee
Up to 1000	\$125.00 + SCC levy	\$100.00 + SCC levy
Over 1000	\$125.00 plus \$0.10/ sq.ft.	\$100.00 plus \$0.10/ sq.ft.

Other Electrical Fees

Description of Work	Permit Fee
Permanent Service Connection Only	\$75.00 + SCC levy
Temporary Power/ Underground Service	\$75.00 + SCC levy
Panel Change or Service Upgrade Only	\$75.00 + SCC levy
Air Conditioning Units or Hot Tubs	\$75.00 + SCC levy
Annual Electrical Permit	\$400.00 + SCC levy

Please Note: Permit Fees will be doubled if enforcement action is taken and not complied with on development which commenced without approval.

**SCC LEVY FEE: 4% SAFETY CODES COUCIL FEE FOR EVERY PERMIT ISSUED WITH A
A MINIMUM OF \$4.50 AND A MAXIMUM OF \$560.00**

**COUNTY OF ST. PAUL NO. 19
2020 FEE SCHEDULE**

ELECTRICAL PERMIT FEES - NON RESIDENTIAL INSTALLATIONS

Installation Cost (Labour & Materials)	Permit Fee - Not Including SCC levy	Installation Cost (Labour & Materials)	Permit Fee - Not Including SCC levy
0 - 1,000.00	\$90.00	38,001.00 - 39,000.00	\$445.00
1,001 - 1,500.00	\$100.00	39,001.00 - 40,000.00	\$460.00
1,500.01 - 2,000.00	\$105.00	40,001.00 - 41,000.00	\$475.00
2,000.01 - 2,500.00	\$110.00	41,001.00 - 42,000.00	\$490.00
2,500.01 - 3,000.00	\$115.00	42,001.00 - 43,000.00	\$505.00
3,000.01 - 3,500.00	\$120.00	43,001.00 - 44,000.00	\$520.00
3,500.01 - 4,000.00	\$130.00	44,001.00 - 45,000.00	\$535.00
4,000.01 - 4,500.00	\$135.00	45,001.00 - 46,000.00	\$550.00
4,500.01 - 5,000.00	\$140.00	46,001.00 - 47,000.00	\$565.00
5,000.01 - 5,500.00	\$145.00	47,001.00 - 48,000.00	\$580.00
5,500.01 - 6,000.00	\$150.00	48,001.00 - 49,000.00	\$595.00
6,000.01 - 6,500.00	\$155.00	49,001.00 - 50,000.00	\$610.00
6,500.01 - 7,000.00	\$160.00	50,001.00 - 60,000.00	\$625.00
7,000.01 - 7,500.00	\$175.00	60,001.00 - 70,000.00	\$640.00
7,500.01 - 8,000.00	\$180.00	70,001.00 - 80,000.00	\$655.00
8,000.01 - 8,500.00	\$185.00	80,001.00 - 90,000.00	\$670.00
8,500.01 - 9,000.00	\$190.00	90,001.00 - 100,000.00	\$695.00
9,000.01 - 9,500.00	\$195.00	100,001.00 - 110,000.00	\$720.00
9,500.01 - 10,000.00	\$205.00	110,001.00 - 120,000.00	\$745.00
10,000.01 - 11,000.00	\$215.00	120,001.00 - 130,000.00	\$770.00
11,000.01 - 12,000.00	\$225.00	130,001.00 - 140,000.00	\$795.00
12,000.01 - 13,000.00	\$230.00	140,001.00 - 150,000.00	\$820.00
13,000.01 - 14,000.00	\$235.00	150,001.00 - 160,000.00	\$845.00
14,000.01 - 15,000.00	\$240.00	160,001.00 - 170,000.00	\$870.00
15,000.01 - 16,000.00	\$245.00	170,001.00 - 180,000.00	\$895.00
16,000.01 - 17,000.00	\$255.00	180,001.00 - 190,000.00	\$920.00
17,000.01 - 18,000.00	\$260.00	190,001.00 - 200,000.00	\$945.00
18,000.01 - 19,000.00	\$265.00	200,001.00 - 210,000.00	\$970.00
19,000.01 - 20,000.00	\$270.00	210,001.00 - 220,000.00	\$1,020.00
20,000.01 - 21,000.00	\$275.00	220,001.00 - 230,000.00	\$1,070.00
21,000.01 - 22,000.00	\$280.00	230,001.00 - 240,000.00	\$1,120.00
22,000.01 - 23,000.00	\$285.00	240,001.00 - 250,000.00	\$1,170.00
23,000.01 - 24,000.00	\$290.00	250,001.00 - 300,000.00	\$1,220.00
24,000.01 - 25,000.00	\$295.00	300,001.00 - 350,000.00	\$1,270.00
25,000.01 - 26,000.00	\$300.00	350,001.00 - 400,000.00	\$1,345.00
26,000.01 - 27,000.00	\$310.00	400,001.00 - 450,000.00	\$1,420.00
27,000.01 - 28,000.00	\$320.00	450,001.00 - 500,000.00	\$1,495.00
28,000.01 - 29,000.00	\$330.00	500,001.00 - 550,000.00	\$1,570.00
29,000.01 - 30,000.00	\$340.00	550,001.00 - 600,000.00	\$1,645.00
30,000.01 - 31,000.00	\$350.00	600,001.00 - 650,000.00	\$1,745.00
31,000.01 - 32,000.00	\$360.00	650,001.00 - 700,000.00	\$1,845.00
32,000.01 - 33,000.00	\$370.00	700,001.00 - 750,000.00	\$1,945.00
33,000.01 - 34,000.00	\$380.00	750,001.00 - 800,000.00	\$2,045.00
34,000.01 - 35,000.00	\$390.00	800,001.00 - 850,000.00	\$2,145.00
35,000.01 - 36,000.00	\$400.00	850,001.00 - 900,000.00	\$2,295.00
36,000.01 - 37,000.00	\$410.00	900,001.00 - 950,000.00	\$2,445.00
37,000.01 - 38,000.00	\$420.00	950,001.00 - 1,000,000.00	\$2,595.00

For projects over \$1,000,000 divide the total installation cost by \$1,000 and multiply by 2.595 + SCC Levy

**SCC LEVY FEE: 4% SAFETY CODES COUCIL FEE FOR EVERY PERMIT ISSUED WITH A
A MINIMUM OF \$4.50 AND A MAXIMUM OF \$560.00**

**COUNTY OF ST. PAUL NO. 19
2020 FEE SCHEDULE**

GAS PERMIT FEES - RESIDENTIAL

Number of Outlets	Homeowner Fee	Contractor Fee
1 to 2	\$125.00 + SCC levy	\$100.00 + SCC levy
3	\$130.00 + SCC levy	\$105.00 + SCC levy
4	\$135.00 + SCC levy	\$110.00 + SCC levy
5	\$140.00 + SCC levy	\$115.00 + SCC levy
6	\$145.00 + SCC levy	\$120.00 + SCC levy
7	\$150.00 + SCC levy	\$125.00 + SCC levy
8	\$155.00 + SCC levy	\$130.00 + SCC levy
9	\$160.00 + SCC levy	\$135.00 + SCC levy
10	\$165.00 + SCC levy	\$140.00 + SCC levy
Over 10	\$165.00 plus \$10.00/outlet over 10	\$140.00 plus \$10.00/outlet over 10

Other Gas Fees

Description of Work	Permit Fee
Residential Propane Tank Set (does not include connection to appliance)	\$75.00 + SCC levy
Temporary Heat	\$75.00 + SCC levy

Please Note: Permit Fees will be doubled if enforcement action is taken and not complied with on development which commenced without approval.

**SCC LEVY FEE: 4% SAFETY CODES COUCL FEE FOR EVERY PERMIT ISSUED WITH A
A MINIMUM OF \$4.50 AND A MAXIMUM OF \$560.00**

**COUNTY OF ST. PAUL NO. 19
2020 FEE SCHEDULE**

GAS PERMIT FEES - NON RESIDENTIAL INSTALLATIONS

BTU Input	Permit Fee
0 to 150,000	\$110.00 + SCC levy
150,001 to 250,000	\$120.00 + SCC levy
250,001 to 350,000	\$130.00 + SCC levy
350,001 to 500,000	\$150.00 + SCC levy
500,001 to 750,000	\$170.00 + SCC levy
750,001 to 1,000,000	\$190.00 + SCC levy
Over 1,000,000	\$190.00 plus \$50.00 per 1,000,000 (or portion of) over 1,000,000 BTU

Other Non Residential Gas Fees

Description of Work	Permit Fee
Propane Tank Set (does not include connection to appliance)	\$100.00 + SCC levy
Add \$50.00 for each additional tank set	
Add \$50.00 when connecting a vaporizer	

Temporary Heat Non Residential

BTU Input	Permit Fee Not including SCC levy
0 to 250,000	\$100.00
250,001 to 500,000	\$225.00
Over 500,000	\$225.00 plus \$10.00 per 100,000 BTU (or portion of) over 500,000 BTU

Please Note: Permit Fees will be doubled if enforcement action is taken and not complied with on development which commenced without approval.

**SCC LEVY FEE: 4% SAFETY CODES COUCIL FEE FOR EVERY PERMIT ISSUED WITH A
A MINIMUM OF \$4.50 AND A MAXIMUM OF \$560.00**

**COUNTY OF ST. PAUL NO. 19
2020 FEE SCHEDULE**

PLUMBING PERMIT FEES – ALL INSTALLATIONS

Number of Fixtures	Homeowner Fee	Contractor Fee
1	\$130.00+scc levy	\$105.00+scc levy
2	\$130.00+scc levy	\$105.00+scc levy
3	\$130.00+scc levy	\$105.00+scc levy
4	\$130.00+scc levy	\$105.00+scc levy
5	\$130.00+scc levy	\$110.00+scc levy
6	\$135.00+scc levy	\$115.00+scc levy
7	\$140.00+scc levy	\$120.00+scc levy
8	\$145.00+scc levy	\$115.00+scc levy
9	\$150.00+scc levy	\$125.00+scc levy
10	\$155.00+scc levy	\$130.00+scc levy
11	\$160.00+scc levy	\$135.00+scc levy
12	\$165.00+scc levy	\$140.00+scc levy
13	\$170.00+scc levy	\$145.00+scc levy
14	\$175.00+scc levy	\$150.00+scc levy
15	\$180.00+scc levy	\$155.00+scc levy
16	\$185.00+scc levy	\$160.00+scc levy
17	\$195.00+scc levy	\$170.00+scc levy
18	\$200.00+scc levy	\$175.00+scc levy
19	\$205.00+scc levy	\$180.00+scc levy
20	\$210.00+scc levy	\$185.00+scc levy
Over 20	\$210.00 plus \$5.00 per fixture over 20	\$185.00 plus \$5.00 per fixture over 20

Please Note: Permit Fees will be doubled if enforcement action is taken and not complied with on development which commenced without approval.

**SCC LEVY FEE: 4% SAFETY CODES COUCL FEE FOR EVERY PERMIT ISSUED WITH A
A MINIMUM OF \$4.50 AND A MAXIMUM OF \$560.00**

**COUNTY OF ST. PAUL NO. 19
2020 FEE SCHEDULE**

PRIVATE SEWAGE PERMIT FEE

Description	Homeowner Fee	Contractor Fee
Holding Tank	\$125.00 + SCC levy	\$100.00 + SCC levy
Fields/Mounds /Open Surface Discharge / Lagoons	\$300.00 + SCC levy	\$250.00 + SCC levy
Any System with Treatment Plant	\$400.00 + SCC levy	\$300.00 + SCC levy

Please Note: Permit Fees will be doubled if enforcement action is taken and not complied with on development which commenced without approval.

**SCC LEVY FEE: 4% SAFETY CODES COUCIL FEE FOR EVERY PERMIT ISSUED WITH A
A MINIMUM OF \$4.50 AND A MAXIMUM OF \$560.00**

BYLAW 1427/18
SCHEDULE OF FEES AND CHARGES
STURGEON COUNTY, MORINVILLE, ALBERTA

A BYLAW OF STURGEON COUNTY IN THE PROVINCE OF ALBERTA, TO ESTABLISH RATES, FEES, AND CHARGES FOR SERVICES PROVIDED BY THE MUNICIPALITY.

WHEREAS, the *Municipal Government Act*, R.S.A. 2000, c. M-26 ("the Act"), as amended from time to time, authorizes Council to establish and adopt bylaws for municipal purposes respecting the following matters:

- a) services provided by or on behalf of the municipality;
- b) the establishment of fees for licenses, permits and approvals.

WHEREAS, the Act provides for the provision of municipal utility services subject to the terms, costs or charges established by Council;

WHEREAS, the *Safety Codes Act*, R.S.A. 2000, c. S-1, as amended from time to time, authorizes an accredited municipality to make bylaws respecting fees for anything issued or any material or service provided pursuant to the *Safety Codes Act*;

WHEREAS, the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25 ("the FOIP Act"), as amended from time to time, authorizes a local public body to, by bylaw, set any fees the local public body requires to be paid under the FOIP Act, which must not exceed the fees provided for in the regulations;

NOW THEREFORE, the Council of Sturgeon County, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. Name of Bylaw
 - 1.1. This Bylaw may be cited as the "Fees and Charges Bylaw" or the "Schedule of Fees and Charges".
2. Definitions
 - 2.1. In this Bylaw:
 - i. "Bylaw" means this Schedule of Fees and Charges Bylaw;
 - ii. "Commissioner" means the person appointed as the County Commissioner for Sturgeon County;
 - iii. "County" means the Municipality of Sturgeon County;
3. Application
 - 3.1. The rates, fees, and charges payable for municipal services provided by the County shall be outlined in the schedules attached to and forming part of this Bylaw.
 - i. Schedule A - Administrative Services
 - ii. Schedule B - Agriculture Services

- iii. Schedule C - Community Services
- iv. Schedule D - Planning and Development Services
- v. Schedule E - Protective Services
- vi. Schedule F - Solid Waste
- vii. Schedule G - Transportation
- viii. Schedule H - Water Services
- ix. Schedule I - Wastewater Services

4. Effective Date

4.1. This Bylaw shall come into force and take effect on January 1, 2019.

Read for the first time this 11th day of December, 2018.

Read for the second time this 11th day of December, 2018.

Read for the third and final time this 11th day of December, 2018.



MAYOR



COUNTY COMMISSIONER

If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

Schedule "A"*Unless otherwise indicated, all fees are GST applicable ("E" indicates GST exempt, "I" indicates GST included in price)*

ADMINISTRATIVE SERVICES	Unit	Price
1. Penalties		
Accounts Receivable (net 30 days)		1.5% per month E
NSF cheque charge	Each	26.00 E
Tax penalty, July 1 (Ref.: Bylaw 1422/18)		6% on current levy E
Tax penalty, August 1 (Ref.: Bylaw 1422/18)		6% on current levy E
Tax penalty, March 1 (Ref.: Bylaw 1422/18)		12% on balance owing E
2. Access to Information		
Agenda package, within 14 days of meeting		N/C
Minutes, within 14 days of meeting confirming the minutes		N/C
For preparing and handling a record for disclosure or for supervising the examination of a record	¼ Hour	6.75
For shipping a record or a copy		Cost
For producing a record from an electronic (computer processing, programming, and related charges)		At cost to a maximum of \$20.00 per ¼ hour
Caveat fee	Each	50.00
For producing a CD or DVD	Each	5.00
For producing an audio or video recording		At Cost
For copying a record		
Photocopies, hard copy laser print, and computer printouts	Per Page	0.25
Color copies		
8 ½ X 11"	Per Page	0.75
8 ½ X 14"	Per Page	1.25
11 X 17"	Per Page	1.50
Official FOIP request		25.00
Loaning of blueprints from Assessment Services Department (Deposit)		100.00 E
3. Appeals - Assessment Review Board		
Farm (parcel containing farmland assessment only)	Per Roll #	25.00 E
Residential property (or residential and farm combined)	Per Roll #	50.00 E
Non-Residential (includes Machinery & Equipment)	Per Roll #	500.00 E
Multi-Family developments (more than 3 dwelling units)	Per Roll #	500.00 E
4. Subdivision and Development Appeal Board	Per Appeal	100.00 E
5. Other		
Name and address labels	Per Page	3.00

ADMINISTRATIVE SERVICES		Unit	Price
Tax Certificate		Each	35.00 E
6. MGA section 299/300 Request			
Residential and farmland		Per Roll #	25.00 E
Non-Residential		Per Roll #	75.00 E
7. GIS Data			
Orthophotos in digital format (MrSID, Geotif, jpg)		Per Order	50.00
Custom mapping or analysis		Hourly	75.00
8. Map Printing			
22 x 34		Per Page	9.75
22 x 34 (Air photo)		Per Page	18.75
28 x 40		Per Page	14.00
28 x 40 (Air photo)		Per Page	22.50
34 x 44		Per Page	18.50
34 x 44 (Air photo)		Per Page	28.00
9. Interest on Security or Compliance Deposit			1.5% per annum E
(on deposits over \$5,000)			
10. County Maps			
Folded or flat		Each	13.00 I
Laminated		Each	20.00 I
Shipping or mailing of County maps			At Cost

Schedule "B"*Unless otherwise indicated, all fees are GST applicable ("E" indicates GST exempt, "I" indicates GST included in price)*

AGRICULTURE SERVICES	Unit	Price
1. Rentals		
Seeder for quad	Day	20.00
Deposit		300.00 E
Pasture sprayer, 300-gallon	Day	30.00
Deposit		1,000.00 E
Quad sprayer		
10-gallon sprayer	Day	30.00
25-gallon sprayer	Day	30.00
Deposit		300.00 E
Estate sprayer, 25-gallon	Day	30.00
Deposit		300.00 E
Backpack sprayer, 2-gallon	Day	20.00
Deposit		200.00 E
Skid mounted sprayer, 60-gallon	Day	30.00
Deposit		600.00 E
Water well shocking tank (hose not included)	Day	10.00
Deposit		300.00 E
Solar watering demo unit		Free Rental
Deposit		3,500.00 E
Tree seedling planter	Day	30.00
Deposit		1,000.00 E
Plastic mulch applicator	Day	30.00
Deposit		1,000.00 E
Live animal traps		
Small animal trap	Week	10.00
Deposit		75.00 E
Medium animal trap	Week	10.00
Deposit		125.00 E
Large animal trap	Week	10.00
Deposit		150.00 E
RFID Tag reader		Free Rental
Deposit		1,500.00 E
Cleaning costs		
Spray equipment	Each	100.00
Live animal traps	Each	50.00

AGRICULTURE SERVICES		Unit	Price
Other equipment		Each	50.00
2. Mowing (Ref.: Bylaw 617/88)			
Mowing	Hour	130.00	E
Administration fee for enforcement		100.00	E
Late payment penalty		15.00	E
3. Mechanical and/or Chemical Weed Control (Ref.: Weed Control Act)			
Weed control – labour and equipment	Hour	At Cost	E
Mileage	Km	At Cost	E
Chemicals	Volume	At Cost	E
Administration fee for enforcement	Hour	10% of total cost (max. \$260.00)	E
4. Weed Control – Voluntary, Private Property (performed as requested, subject to availability)			
Mowing, 6-foot unit	Hour	130.00	
Mowing, 15-foot unit	Hour	130.00	
Mechanical weed trimming and hand pulling	Hour	130.00	
Herbicide application – ATV or UTV sprayer	Hour	130.00	
Chemicals	Volume	At Cost	
5. Appeal Fees			
Weed Act notice	Each	500.00	E
Agriculture Pests Act notice	Each	100.00	E
Oil Conservation Act notice	Each	100.00	E
Herbicide off-target dispute resolution fee	Each	500.00	E
6. Top Soil Removal (Ref.: Bylaw 653/89)			
Application fee	Each	50.00	E
Performance bond	Acre	500.00	E
7. Pest Materials for sale			
Magpie trap	Each	84.00	I
Pocket gopher trap	Each	12.00	I

Schedule "C"*Unless otherwise indicated, all fees are GST applicable ("E" indicates GST exempt, "I" indicates GST included in price)*

COMMUNITY SERVICES	Unit	Price
1. Reservations, Cardiff Park		
Minor Diamonds #1 and #2	Game	11.00 I
Major Diamonds #3 and #4	Game	13.00 I
Soccer Fields #1 and #2 (no fee for minor Soccer)	Game	12.00 I
Tournament rate, per Diamond/Field	Day	60.00 I
Large Community Group Area	Day	50.00 I
Group Picnic Areas		
Site, Electricity (2 hour minimum)	Hour	5.00 I
Site, No Electricity (2 hour minimum)	Hour	2.50 I
Firewood (subject to availability)	Bundle	10.00 I
Extra Picnic Tables (subject to availability)	Per Table	10.00 I
2. Damage Deposits		
Tournaments		100.00 E
League Schedule		100.00 E
Community Group Area		100.00 E
3. Senior Citizens Van Fees		
Travel within municipal boundaries	Person	6.00 E
Travel outside municipal boundaries (per person and mileage costs)	Person	6.00 E
	KM	0.40 E

Schedule "D"

Under this section, please note:

- Applicants are responsible for the payment of any additional costs incurred by the County for the review of any application by a third-party consultant.
- Permit renewals are charged at the same price as a new permit.

All fees are GST exempt, unless otherwise indicated ("G" indicates GST applicable; "I" indicates GST included in the price)

PLANNING & DEVELOPMENT SERVICES		Price
1. Agreements		
Development Agreement for construction of municipal infrastructure (including any levies if applicable) – administration and registration		
Major Development Agreement		5000.00
Minor Development Agreement		500.00
Voluntary Recreation Contribution		1,300.00/lot
Development Agreement for payment of off-site levy only – administration and registration		500.00
Development Agreement for payment of deposit/security – administration and registration		100.00
Amendment of an executed DA		1,000.00
Encroachment agreement – minor		100.00
Encroachment agreement – major		500.00
2. Development Permits – Zoning district and specific land uses	Permitted Use	Discretionary Use
AG <u>Except for the following uses:</u>	110.00	310.00
Agriculture support services	\$570.00 + \$0.11/\$1,000 of project value up to \$100 Million + \$0.04/\$1,000 of remaining project value over \$100 Million	
Grading, stripping, and stockpiling	250.00	N/A
Home-based business	150.00	400.00
Secondary dwelling	N/A	350.00
Single detached dwelling	200.00	N/A
R1, R2, R3, R4, R5 & HR <u>Except for the following uses:</u>	110.00	310.00
Apartment	N/A	200.00/ dwelling unit
Duplex	200.00	N/A
Mixed use development	N/A	800.00

PLANNING & DEVELOPMENT SERVICES		Price
Recreational vehicle storage facility	N/A	1,000.00
Semi-detached dwelling	200.00	N/A
Single detached dwelling	200.00	N/A
Townhouse	200.00/ dwelling unit	N/A
RE <u>Except the following uses:</u>	1,000.00	300.00
Accessory Building/Use	150.00	200.00
C1, C2, C3, I1, I2, I3, I4, I5, IR, AP, INS & REC <u>Except for the following uses:</u>	\$570.00 +\$0.11/\$1,000 of project value up to \$100 Million +\$0.04/\$1,000 of remaining project value over \$100 Million	
Accessory Building/Use in INS and Rec	150.00	350.00
Grading, stripping, and stockpiling	1,000.00	N/A
Surveillance suite	N/A	400.00
EP, PU & POS	200.00	400.00
	MPC/Dev Off	Council
DC	300.00	600.00
Other	Permitted Use	Discretionary Use
Change of use	Same fee as listed use	
Residential addition, deck, ramp	110.00	N/A
Retaining wall (exceeding 1.2m in height)	150.00	N/A
Sign	100.00	N/A
	Dev. Off.	MPC
Variances	100.00	250.00
3. Penalties		
Development that occurs prior to Development Permit issuance	Double the current application fee	
4. Miscellaneous Services		
Compliance Certificate	180.00	
Letter of Concurrence		
Cell/Internet/Communication Tower	1,000.00	
Amateur/Ham Tower	300.00	
Road allowance closure fee	2,500.00	
An application for a development permit submitted by a recognized community association	N/C	
Special events licenses		

PLANNING & DEVELOPMENT SERVICES		Price
Non-profit organizations		75.00
Profit making organizations, medium event		250.00
Profit making organizations, large event		2,000.00
5. Securities		
Approach deposit		
Base pavement		8,000.00
Gravel		2,000.00
Approach inspection		200.00
Grading deposit		
Residential		3,000.00/lot
All other districts excluding AG		4,940.00/ha
Landscaping deposit		100% of construction costs
Removal of dwelling deposit		5,000.00
Septic system upgrade deposit		Greater of 7,500 or 25% of a qualified contractor's quote
6. Statutory Documents, Growth Plan, and LUB		
Amendment to the Land Use Bylaw		3,000.00
Amendment to an approved Statutory Plan or Outline Plan		3,000.00
Amendment to the LUB or ASP for Resource Extraction back to Agriculture		1,500.00
Application for an Area Structure Plan		10,000.00 plus \$200.00/ha to a maximum of \$35,000.00
Application for an Outline Plan		5,000.00 plus \$200.00/ha to a maximum of \$25,000.00
Preparation of application to the Capital Region Board under the Regional Evaluation Framework		2,000.00
Re-referral of Application		1,000.00
7. Subdivision and Endorsement		
Single lot subdivision (less than 5 lots)		
Application to subdivide one lot		1,175.00
Additional fee per lot		200.00
Application amendment (i.e.: when application amends proposal during or after the review stage of the application and before a decision is made.)		250.00
Multi-lot subdivision (5 lots or more)		
Application to subdivide		200.00
Additional fee per lot		600.00

PLANNING & DEVELOPMENT SERVICES			Price
Application amendment (i.e.: when applicant amends proposal during or after the review stage of the application and before a decision is made)			500.00
Endorsement			
Application			250.00
Additional fee per lot			600.00
Extension of subdivision approval			100.00
Safety Code Fees			
All fees will have a 4% Provincial Levy added to the price of the permit. The minimum levy is \$4.50, and the maximum levy is \$560.00.			
8. Building Permits			
New dwelling	Sq. ft		0.50
Foundation	Each		150.00
Basement – development	Sq. ft		0.25 (min. fee \$125.00)
Deck	Sq. ft		0.20 (min. fee \$125.00)
Special Events – temporary			
Tent, over 645 square feet	Sq. ft		0.20 (min. fee \$125.00)
Stage, over 4 feet in height	Sq. ft		0.25 (min. fee \$125.00)
Relocatable trailers	Per Event		200.00
Residential additions	Sq. ft		0.50 (min. fee \$125.00)
Residential structural renovations or the finishing of a development from a previously expired permit		5.50/\$1,000 of construction value (min. fee \$125.00)	
Fireplaces (solid fuel burning)	Each		125.00
Pools:			
Hot Tubs/Above ground pools (2ft. + depth)	Each		125.00
In-ground pools	Sq. ft		0.40 (min. fee \$125.00)
Demolition			
Residential	Each		125.00
Non-Residential	Each		200.00
Attached or detached garages	Sq. ft		0.25 (min. fee \$125.00)
Accessory Buildings (garden sheds, greenhouse, etc.)			

PLANNING & DEVELOPMENT SERVICES		Price
Up to 300 ft ²	Each	75.00
Over 301 ft ²	Sq. ft	0.25 (min. fee \$125.00)
Relocation of building mobile, manufactured, or modular home	Sq. ft	0.32 (min. fee \$200.00)
Change of Use		
Residential or accessory	Each	250.00
From Residential or Farm to Commercial Use	5.50/\$1,000 of construction value (min. fee \$250.00)	
Commercial, Industrial, Institutional		
Project Value* of \$1 Million or less	Value	8.50/\$1,000 (min. fee \$400.00)
Project Value* over \$1 Million		
Project Value of \$1-\$499,999	Value	8.50/\$1,000
Remaining Project Value over \$1 Million	Value	7.50/\$1,000
*Project Value is based on the project cost. Verification of cost may be requested prior to permit issuance		
Additional services charged per hour (over)		
Site inspection services	Hour	95.00 G
Consulting services	Hour	95.00 G
Plan reviews	Hour	95.00 G
Order issuance/appeal services	Hour	95.00 G
Accident investigations	Hour	100.00 G
Monthly building permit listing	Each	20.00 G
Re-Inspection fee	Each	150.00
Construction without building permit issuance	Each	Penalty double the current fee
9. Electrical Permits		
New single family residential (including attached and/or detached garages) and additions		
Up to 1,200 square feet	Each	135.00
1,201 to 1,500 square feet	Each	160.00
1,501 to 2,000 square feet	Each	185.00
2,001 to 2,500 square feet	Each	210.00
Over 2,500 square feet	Each	260.00 plus \$0.10/ft ²
Manufactured home/mobile home connection only	Each	85.00

This section is currently under review.

For accurate pricing, contact Planning & Development at 780-939-8275

PLANNING & DEVELOPMENT SERVICES		Price
Non-Residential installation cost & residential renovations cost		
0 – 500.00 square feet	Each	75.00
500.01 – 1,000.00 square feet	Each	75.00
1,000.01 – 1,500.00 square feet	Each	80.00
1,500.01 – 2,000.00 square feet	Each	90.00
2,000.01 – 2,500.00 square feet	Each	100.00
2,500.01 – 3,000.00 square feet	Each	105.00
3,000.01 – 3,500.00 square feet	Each	110.00
3,500.01 – 4,000.00 square feet	Each	115.00
4,000.01 – 4,500.00 square feet	Each	120.00
4,500.01 – 5,000.00 square feet	Each	125.00
5,000.01 – 5,500.00 square feet	Each	130.00
5,500.01 – 6,000.00 square feet	Each	135.00
6,000.01 – 6,500.00 square feet	Each	140.00
6,500.01 – 7,000.00 square feet	Each	145.00
7,000.01 – 7,500.00 square feet	Each	150.00
7,500.01 – 8,000.00 square feet	Each	155.00
8,000.01 – 8,500.00 square feet	Each	160.00
8,500.01 – 9,000.00 square feet	Each	165.00
9,000.01 – 9,500.00 square feet	Each	170.00
9,500.01 – 10,000.00 square feet	Each	175.00
10,000.01 – 20,000.00 square feet	Each	230.00
20,000.01 – 30,000.00 square feet	Each	285.00
30,000.01 – 40,000.00 square feet	Each	330.00
40,000.01 – 50,000.00 square feet	Each	425.00
50,000.01 – 60,000.00 square feet	Each	450.00
60,000.01 – 70,000.00 square feet	Each	480.00
70,000.01 – 80,000.00 square feet	Each	525.00
80,000.01 – 90,000.00 square feet	Each	560.00
90,000.01 – 100,000.00 square feet	Each	580.00
100,000.01 – 110,000.00 square feet	Each	620.00
110,000.01 – 120,000.00 square feet	Each	650.00
120,000.01 – 130,000.00 square feet	Each	680.00
130,000.01 – 140,000.00 square feet	Each	710.00
140,000.01 – 150,000.00 square feet	Each	740.00
150,000.01 – 160,000.00 square feet	Each	770.00

This section is currently under review. For accurate pricing, contact Planning & Development at 780-939-8275

PLANNING & DEVELOPMENT SERVICES		Price
160,000.01 – 170,000.00 square feet	Each	800.00
170,000.01 – 180,000.00 square feet	Each	830.00
180,000.01 – 190,000.00 square feet	Each	860.00
190,000.01 – 200,000.00 square feet	Each	890.00
200,000.01 – 210,000.00 square feet	Each	920.00
210,000.01 – 220,000.00 square feet	Each	950.00
220,000.01 – 230,000.00 square feet	Each	980.00
230,000.01 – 240,000.00 square feet	Each	1,050.00
240,000.01 – 250,000.00 square feet	Each	1,150.00
250,000.01 – 300,000.00 square feet	Each	1,250.00
300,000.01 – 350,000.00 square feet	Each	1,350.00
350,000.01 – 400,000.00 square feet	Each	1,450.00
400,000.01 – 450,000.00 square feet	Each	1,550.00
450,000.01 – 500,000.00 square feet	Each	1,650.00
500,000.01 – 550,000.00 square feet	Each	1,750.00
550,000.01 – 600,000.00 square feet	Each	1,850.00
600,000.01 – 650,000.00 square feet	Each	1,950.00
650,000.01 – 700,000.00 square feet	Each	2,050.00
700,000.01 – 750,000.00 square feet	Each	2,150.00
750,000.01 – 800,000.00 square feet	Each	2,300.00
800,000.01 – 850,000.00 square feet	Each	2,400.00
850,000.01 – 900,000.00 square feet	Each	2,500.00
900,000.01 – 950,000.00 square feet	Each	2,650.00
950,000.01 – 1,000,000.00 square feet	Each	2,800.00
For installations, greater than 1 million square feet	Each	2,800.00 plus \$50.00/\$50,000 of project value
Temporary power & underground services	Each	85.00
Annual electrical maintenance	Each	350.00
10. Gas Permits		
Residential installations		
Number of outlets		
1	Each	75.00
2	Each	85.00
3	Each	95.00
4	Each	105.00
5	Each	125.00

PLANNING & DEVELOPMENT SERVICES		Price
6	Each	135.00
7	Each	150.00
8	Each	180.00
9	Each	190.00
10	Each	200.00
Over 10	Each	200.00 plus \$10.00 per outlet
Propane tank set (does not include residential connection to appliance)	Each	100.00
Additional tank set	Each	50.00
Temporary heat	Each	100.00
Propane cylinder refill centers	Each	250.00
Non-Residential (BTU Input)		
0 - 150,000 BTU	Each	75.00
150,000 to 250,000 BTU	Each	100.00
250,000 to 350,000 BTU	Each	130.00
350,000 to 500,000 BTU	Each	175.00
500,000 to 750,000 BTU	Each	220.00
750,000 to 1,000,000 BTU	Each	225.00
Over 1 Million BTU	Each	225.00 plus \$10.00/100,000 BTU
11.Plumbing Permits		
Residential and Non-Residential		
Number of fixtures		
1	Each	75.00
2	Each	85.00
3	Each	95.00
4	Each	100.00
5	Each	105.00
6	Each	110.00
7	Each	115.00
8	Each	120.00
9	Each	125.00
10	Each	130.00
11	Each	135.00
12	Each	140.00
13	Each	145.00

PLANNING & DEVELOPMENT SERVICES		Price
14	Each	150.00
15	Each	155.00
16	Each	160.00
17	Each	165.00
18	Each	170.00
19	Each	175.00
20	Each	180.00
Over 20	Each	180.00 plus \$5.00/fixture
12.Private Sewage Disposal System		
Septic fields, open discharge, mounds, lagoons	Each	250.00
Holding tanks & septic tanks for low pressure sewer line	Each	150.00
Any system with a treatment plant	Each	300.00
13.Items for Sale		
Municipal Development Plan	Each	35.00 I
Land Use Bylaw	Each	35.00 I
Municipal Development Plan – Background report	Each	35.00 I
Sturgeon Valley Area Structure Plan	Each	35.00 I
Calahoo-Villeneuve Area Structure Plan (gravel)	Each	35.00 I
Alberta's Industrial Heartland Area Structure Plan	Each	35.00 I
Legal Crossroads Area Structure Plan	Each	35.00 I

Schedule "E"*Unless otherwise indicated, all fees are GST applicable ("E" indicates GST exempt, "I" indicates GST included in price)*

PROTECTIVE SERVICES	Unit	Price
1. Dog License (Ref.: Bylaw 1352/15)		
Neutered / Spayed		
Prior to September 1	Each	20.00 E
On or after September 1	Each	10.00 E
Unneutered / Un-spayed		
Prior to September 1	Each	30.00 E
On or after September 1	Each	15.00 E
Vicious dog – As deemed by Sturgeon County	Yearly	1,000.00 E
Replacement tag	Each	10.00 E
2. Fire Inspections (Ref.: Bylaw 832/97)		
Fire inspection letter	Hour	50.00
Occupant load certificate	Each	75.00
3. Fire Investigations		
Letters of summary	Each	150.00
Fire investigation	100.00 per incident plus \$50.00/hr after the 6 th hour	
4. Fire Incident Fees (Ref.: Bylaw 1354/15)		
Pumper/Tender truck	Unit/hr	615.00
Light/Medium rescue truck	Unit/hr	615.00
Command vehicle	Unit/hr	185.00

Schedule "F"

Unless otherwise indicated, all fees are GST applicable ("E" indicates GST exempt, "I" indicates GST included in price)

SOLID WASTE	Unit	Price
1. Replacement Permit	Permit	10.00 E
2. Excess Waste Disposal at Landfill (over 8,000 kg per calendar year)	Tonne	69.50 E

Schedule "G"*Unless otherwise indicated, all fees are GST applicable ("E" indicates GST exempt, "I" indicates GST included in price)*

TRANSPORTATION SERVICES		Unit	Price
1. Dust Control – Calcium Chloride			
Basic application (100 m)			405.00 E
Additional application (to a maximum of 100 m extra)	Per 10 m		118.00 E
Late fee (April 16 – May 17)			100.00 E
2. Entrance Construction			
Base course and pavement (refundable deposit)	Each		9,000.00 E
Gravel	Each		2,550.00
Gravel – widening (non-refundable deposit)	Per Metre		330.00
Driveway approach inspection	Each		250.00 E
3. Private Work			
Graders			
14 Series	Hour		245.00
160 Series	Hour		220.00
All Other equipment (dozers, heavy graders, scrapers)	Alberta Road Builders Rates		
4. Off-site Road Levy			
See applicable Off-site Levy Bylaw for rates			
5. Private Driveway – Plowing or Grading	Each		110.00
6. Road Use Inspection	Each		250.00
7. Over-dimension/ Over-weight Permit	Each		20.00 E

Schedule "H"*Unless otherwise indicated, all fees are GST Exempt ("G" indicates GST applicable, "I" indicates GST included in price)*

WATER SERVICES	Unit	Price
1. Application Fees		
5/8" meter	Each	700.00
3/4" meter	Each	700.00
1" meter	Each	700.00
1 1/2" meter	Each	1,200.00
2" meter	Each	1,400.00
3" meter	Each	2,400.00
Meter vault	Each	2,600.00
Visual display unit	Each	60.00 G
Renter's deposit	Each	100.00
Truck-fill water hookup	Each	25.00
Construction water	Each	50.00
2. Penalties (Ref.: Bylaw 932/02)		
Temporary reconnection fee		25.00
Reconnection penalty fee		75.00
Water meter reading		20.00
Late payment	2.5% on balance owing	
3. Private Work	Hour	1.5 times the G employee(s) rate
4. Additional Charges		
MXU repair/replacement	Each	250.00
Meter install requiring more than 2 visits (charged for 3rd visit)	Per Visit	75.00
After hours CC operation (non-emergency)		75.00
In-House meter test (Ref.: Bylaws 932/02 and 1356/15)		35.00
Third party validation meter testing		At Cost G
Construction water	Bi-monthly	200.00
5. Rates		
Residential		
Bi-monthly service charge	Bi-monthly	42.00
Usage, 0 – 60 m ³	m ³	3.05
Usage, Over 60 m ³	m ³	3.80
Coin operated systems	m ³	3.60
Truck-fill prepay systems	m ³	3.60
Co-op systems		

WATER SERVICES		Unit	Price
Roseridge & North Sturgeon	m ³	3.05	
Alcomdale	m ³	4.05	
Alexander First Nation			
0 – 1,000 m ³	m ³	3.05	
Over 1,000 m ³	m ³	2.93	
Alcomdale Waterline			
0 - 60 m ³	m ³	4.05	
Over 60 m ³	m ³	4.80	
Commercial (Industrial, Institutional, Restricted Residential)			
Minimum Bi-monthly service charge (20 m ³ minimum)	Bi-monthly	71.00	
21 – 1,000 m ³	m ³	3.36	
Over 1,000 m ³	m ³	3.05	
Legal West			
Minimum bi-monthly bill (9 m ³ minimum)	Bi-monthly	130.00	
Over 9.0 m ³	m ³	3.05	
Hydrant flow test	Each	450.00	
Hydrant meter	Week	50.00	
	m ³	3.36	
6. Connection fees			
Connection fees are on a per connection basis and intended to recover installation and/or over-sizing costs. Residential connections assumed for all areas except Sturgeon Industrial Park. Additional charges may apply due to specific site conditions or third-party requirements. Rural connections off water fill lines require meter vaults.			
Alcomdale water line (RR 264)		5,000.00	
Bon Accord water line (CRNWSC). Meter vault and CRNWSC application included.		6,426.00	
Cardiff Pittsburgh		7,446.00	
Cardiff Echoes		6,426.00 plus costs	
Casa Vista		3,774.00	
Casa Vista water line		3,774.00	
CRNWSC. Meter vault and CRNWSC application included.		6,426.00	
Ft. Augustus Park		3,774.00	
Gibbons water line (NEWC). Meter vault and NEWC application included.		6,426.00	
Grandview Heights		3,774.00	
Hewitt Estates/ Sturgeon Valley Vista		6,800.00 plus costs	
Hu Haven		3,774.00	
Landing Trail (trickle flow)	No further connections		

WATER SERVICES	Unit	Price
Legal South water line		8,000.00
Legal West water line		5,610.00
Morinville		5,610.00
Namao water line (trickle flow)		3,774.00
Namao Ridge		3,774.00
Range Road 225 water line (Co-op)		4,590.00
Sturgeon Valley Area (Off-Site Levy Bylaw)		17,074.00
Sturgeon Industrial Park		12,764.00
Range Road 245 water line		5,610.00
Range Road 262 water line (Trickle Flow)	No further connections	
Riverside Park		3,774.00
Riviere Qui Barre – existing lots		3,774.00
Riviere Qui Barre – new subdivision lots	Per Lot	4,663.00 plus costs
Riviere Qui Barre water line (trickle flow)		6,120.00
Summerbrook supply line (trickle flow)		3,774.00
Villeneuve water line (trickle flow)		5,814.00
Villeneuve		8,364.00
Pro North Industrial Park		8,364.00
Sturgeon Valley (existing lots)		8,000.00 plus costs
CRNWSC Redwater – Industrial customers	928.00/m ³ per day plus costs	
7. Off-Site Levy	See applicable Off-Site Levy Bylaw for rates	

Schedule "I"

Unless otherwise indicated, all fees are GST Exempt ("G" indicates GST applicable, "I" indicates GST included in price)

WASTEWATER SERVICES		Unit	Price
1. Application Fees			
Wastewater hookup			50.00
Renter's deposit			100.00
2. Penalties (Ref.: Bylaw 1402/18)			
Reconnection penalty			75.00
Temporary reconnection fee			25.00
Late payment		2.5% on balance owing	
3. Private work			
	Hour	1.5 times the G employee(s) rate	
4. Rates			
Residential – Bi-monthly service charge plus consumption based charges			
Bi-monthly service charge	Bi-monthly		53.00
Low pressure systems (Cardiff Pittsburgh, Sturgeon Valley, Riviere Que Barre, Villeneuve)	m ³		2.23
Gravity systems (Sturgeon Valley, Cardiff Echoes)	m ³		2.34
CFB Edmonton Garrison	m ³	Cost plus 10%	
Flat rate low pressure systems not connected to municipal water (Calahoo, Villeneuve)			112.35
Commercial, Industrial, Institutional – Bi-monthly service charge plus consumption-based charges			
Bi-Monthly charge based on water meter size			
½" – 1" water meter	Bi-monthly		54.00
1 ½" – 3" water meter	Bi-monthly		88.50
4" – 6" water meter	Bi-monthly		132.50
Consumption charge based on 90% of water usage	m ³		2.34
Consumption charge based on 100% of water usage or 100% of wastewater flows	m ³		2.34
Truck dumping station Sturgeon			
Single axle with capacity < 3.8 m ³	Per Load		20.05
Single axle with capacity > 3.8 m ³	Per Load		40.10
Double axle	Per Load		80.20
Triple axle	Per Load		110.30
5. Load Based Rates			
Chemical oxygen demand and biological oxygen demand	Per kg		0.3134

WASTEWATER SERVICES		Unit	Price
Total suspended solids	Per kg		0.2745
Total kjeldahl nitrogen	Per kg		1.9778
Total phosphorus	Per kg		12.8519
Oil and grease	Per kg		0.2796
6. Stormwater Bi-monthly service charge	Bi-monthly		25.00
7. Connection Fees			
Calahoo			3,774.00
Cardiff Echoes (gravity)			6,120.00
Cardiff Pittsburgh (low pressure)			7,140.00
Heartland wastewater line (low pressure)	600.00/m ³ per day plus costs		
Riviere Qui Barre, existing lots (low pressure)			5,000.00
Riviere Qui Barre, new subdivision lots (low pressure)	Per Lot		7,630.00 plus costs
Sturgeon Valley	Per Lot		9,437.00 plus costs
Villeneuve			3,774.00
Sturgeon Industrial Park			At cost
8. Off-Site Levy	See applicable Off-Site Levy Bylaw for rates		

In effect:
April, 2019

Application # _____
Application Date: _____

- ☐ Permitted: \$70.00 when no relaxation or variance of any regulation of the Land Use Bylaw is being requested.
- ☐ Discretionary: \$200.00 for Discretionary Use, or for a permitted use when a relaxation or variance of any regulation of the Land Use Bylaw is being requested.
- ☐ Demolition or Removal: \$15.00.
- ☐ Natural Resource Extraction Under 5 Hectares: \$1,500.00 ☐ Natural Resource Extraction Over 5 Hectares: \$2,500.00
- ☐ Development prior to Development Permit—Double the fee (Excluding Demolition or Natural Resource Extraction)

I, hereby, make application under the provisions of the Land Use Bylaw 1194-2015 for a Development Permit in accordance with the plans and supporting information submitted herewith and which form part of this application.

APPLICANT: _____ **E-mail:** _____

Mailing Address: _____ **Town:** _____ **Postal Code:** _____

Phone: _____ **Business:** _____ **Cell:** _____ **Fax:** _____

OWNER OF LAND: _____ **E-mail:** _____

Municipal Address of Development (required): _____ **Hamlet / Multi-lot / Rural (Circle one)**

Lot _____ **Block** _____ **Plan** _____ **Quarter** _____ **Section** _____ **Township** _____ **Range** _____ **W4**

DEVELOPMENT INFORMATION: - Please Mark (X) on ALL that Apply

- | | | |
|--|---|---|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Accessory Building | <input type="checkbox"/> Home Business |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Addition | <input type="checkbox"/> RV Storage |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Attached Garage | <input type="checkbox"/> Single Family Dwelling |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> Site Grading | <input type="checkbox"/> Secondary Dwelling |
| | <input type="checkbox"/> Deck | <input type="checkbox"/> Dugout |
| | <input type="checkbox"/> Other _____ | |

Brief Description:

Estimated Commencement Date: _____ **Estimated Completion Date:** _____ **Parcel Size:** _____

Size of Development: _____ **Height:** _____ **Estimated Project Value:** _____ (cost of material & labour)

Existing use of land or buildings on the property: _____

Setback distances: **Front:** _____ **Rear:** _____ **Side:** _____ / _____
NESW NESW

I / We hereby declare that the above information is, to the best of my / our knowledge, factual and correct and hereby give my / our consent to allow all authorized persons the right to enter the above land and / or buildings with respect only to this development. I / we understand and agree that this application and any development permit issued pursuant to this application or any information thereto, is not confidential information and may be release by Thorhild County. I/We grant consent for an authorized person of Thorhild County to communicate information electronically as per Section 608 (1) of the Municipal Government Act, R.S.A. 2000., c.M-26.

Signature of Applicant(s)

Signature of Registered Owner(s) or Authorized Agent

OFFICE USE ONLY

Land Use District: _____

Division: _____ **Tax Roll #:** _____

Lot Width: _____

Lot Length: _____

Area Size: _____

Department Circulation:

_____ **Agriculture Services** _____ **Utility Services**

_____ **Bylaw**

_____ **Emergency Services**

_____ **Planning and Development Services**

_____ **Transportation Services**

Supporting Material:
(as required)

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Abadata | <input type="checkbox"/> Google Earth |
| <input type="checkbox"/> Abandon wells | <input type="checkbox"/> Hamlet Map |
| <input type="checkbox"/> Aerial Map | <input type="checkbox"/> Pictures |
| <input type="checkbox"/> CamaReader | <input type="checkbox"/> Site Plan |
| <input type="checkbox"/> County Map | <input type="checkbox"/> Survey Plan |
| <input type="checkbox"/> Flood Hazard Map | <input type="checkbox"/> Tax Summary |
| <input type="checkbox"/> Alberta Energy | <input type="checkbox"/> Wetlands Map |
| <input type="checkbox"/> Alberta Transportation Roadside Development | |

Other _____

Deemed Complete By: _____ **on** _____

SITE PLAN CHECKLIST

A site plan, to the satisfaction of the Development Authority, must be included with any application for Development.

Please ensure that all the following items are included on the site plan:

- ▽ The legal land description;
- ▽ The parcel dimensions;
- ▽ A North arrow;
- ▽ The location and dimensions of the proposed and existing developments (e.g. house, shop, barn, granaries) and the distance from the proposed development to all the property lines and existing buildings including the distances between all buildings;
- ▽ Label adjacent roads/highways or rail lines (Proposed development within 800 metres of the right-of-way of a highway requires a separate application/approval from Alberta Transportation);
- ▽ Indicate the location of any existing Approach(s) or any proposed Approach(s);
- ▽ The location of all existing or proposed water wells, dugouts, or other water sources and include the distance from existing and proposed development/buildings/structures;
- ▽ The location and the type of private sewage disposal system include the distance from existing and proposed development/buildings/structures;
- ▽ The location of existing utilities, pipelines, well sites, batteries as well as abandoned well sites or other right-of-way's and easements including their ownership; (See attached information and forms regarding abandoned wells) **Note:** Developments must be located at least 15 feet away from all low pressure pipelines and 150 feet from high pressure pipelines. For gas line location, please contact the County Utilities Department.
- ▽ The approximate size and location of any water bodies (lakes, sloughs, ponds), watercourses (rivers, creeks or drainage ditches) that are located within or adjacent to the parcel; (See attached information and forms regarding Wetlands)
- ▽ Show all proposed and existing natural and man made landscape features including fences, trees, etc;
- ▽ Indicate any areas of ground work including excavation and proposed changes in lot drainage or elevation; **Note:** Lot elevation or grading changes need to be noted and may require additional information including surveys and/or engineered plans.

Please Note: An application for a development permit will not be accepted as complete until it adequately addresses key items on the checklist above (as per Section 2.4(1) of the Thorhild County Land Use bylaw 1194-2015.)



SITE PLAN FOR DEVELOPMENT PERMIT APPLICATION

Section:	Township:	Range:	Meridian:
Plan:	Block:	Lot:	

PLEASE DEFINE THE SCALE YOU USED (ex: 4 boxes = 10 metres): _____ boxes = _____

- * *Please follow Development Permit Site Plan Requirements Checklist*
- * *Another site plan may be used as long as all required elements are shown*

ABANDONED WELL PROCESS FOR SUBDIVISION AND DEVELOPMENT

Item 5.4 - Attachment 3 - Page 69 of 83

Effective November 1, 2012, the Subdivision and Development Regulation requires that applicants for new subdivisions or development permits provide information about abandoned oil and gas wells on the subject property. Before an application for subdivision or a development can be considered, applicants **MUST** provide this information. The following chart outlines the process for determining what information is required depending on whether abandoned wells are located on the property.



Check the AER Abandoned Well Viewer to determine if abandoned wells are located on the subject property.

Yes - abandoned wells are found



No - abandoned wells are NOT found

2

The Applicant must provide the following as part of their application:

- ☐ a statement that no abandoned wells are located on the property; and
- ☐ the map from the ERCB viewer of the property.

2

The Applicant must contact all Licensees identified by the ERCB as affecting their property to confirm the following:

- ☐ the exact location of each abandoned well; and
- ☐ the setback distance required by the Licensee from each abandoned well.

3

The Applicant must provide the following as part of their application:

- ☐ the map from the ERCB viewer of the subject property;
- ☐ a list of all abandoned wells, including the surface coordinates;
- ☐ a sketch of the proposed development showing the required setback area of each abandoned well; and
- ☐ any additional information from Licensee(s) that led to a change in the setback.

The AER Abandoned Well Viewer can be found online at:
<http://mapviewer.aer.ca/Html5/Index.html?viewer=aerabnwells>

STATEMENT REGARDING ABANDONED WELLS
LOCATED ON THE SUBJECT PROPERTY

I, _____, registered owner (or
(please print)

their agent) of _____, have consulted the Alberta Energy
(Legal land description)

Regulator (AER) Abandoned Well Map Viewer, and verified that **abandoned wells are located** on the
property subject to this application. I have contacted the responsible licensee(s), and the exact well
location(s) has/have been confirmed.

Additional information provided by the licensee(s) requiring a change in the setback area is attached:

- ☐ Yes
☐ Not applicable

In the event that construction activity occurs within the setback area of the abandoned well(s) as a
result of development on the subject property, the abandoned well(s) will be temporarily marked with
on-site identification to prevent contact during construction.

A copy of the AER map showing the subject property and a list identifying and locating the abandoned
well(s) and on the subject property and a list are attached.

Signature of registered owner (or agent)

Date

STATEMENT REGARDING ABANDONED WELLS
NO WELLS ON THE SUBJECT PROPERTY

I, _____, registered owner (or
(please print)

their agent) of _____, have consulted the Alberta Energy
(Legal land description)

Regulator (AER) Abandoned Well Map Viewer, and verified that **there are no abandoned** wells located
on the property subject to this application. A copy of the AER map showing the subject property is
attached.

Signature of registered owner (or agent)

Date



WETLAND IDENTIFICATION

Section:	Township:	Range:	Meridian:
Plan:	Block:	Lot:	

You, as the Applicant are required to determine if Wetlands are identifiable on your property

- ♦ The Alberta Wetland Policy was implemented on June 1, 2015. As per the policy, impacts to wetlands should be avoided or minimized wherever possible.
- ♦ Applicants are required to obtain an authorization if their activities would impact a wetland.
- ♦ Please contact the Lower Athabasca Region at AEP.LAR-WaterAct@gov.ab.ca and or Andrew Patton at Andrew.Patton@gov.ab.ca if wetlands have been identified where you wish to Develop.
- ♦ If an approval is not obtained from Alberta Environment and Parks, after the issuance of a Notice of Decision for Development, the applicant may ONLY proceed with works that are outside of the wetlands, failure to comply is a contravention of the Water Act and may warrant compliance actions.

HOW TO LOCATE WETLANDS ON YOUR PROPERTY

- ⇒ Go to <http://geodiscover.alberta.ca/Viewer/?Viewer=GDA>
- ⇒ Click "Tool Labels" on (top right)
- ⇒ Click go to ATS (Alberta Township - NW ...) or Go to Address e.g. Thorhild, AB
- ⇒ Enter address and click search; Click on Show Layers; from drop down menu under "Layers" choose wetlands
- ⇒ Left Upper Corner of Map click "I want to ..." and click "create a printable map"
- ⇒ Click Print; Click Open File; Map will appear in new window

I, _____ confirm that I have obtained a wetland search of the property and confirm that **Yes there is** or **No there is not** (circle one) identifiable wetlands on the property.

Signature

Date

PROVIDE A COPY OF THE WETLAND SEARCH WITH YOUR APPLICATION



PRIVATE SEWAGE DISPOSAL SEPARATION DISTANCES

An existing sewage system must comply with the setbacks as outlined below:

	Property Line	Water Source	Building	Septic Tank	Basement	Water Course
Holding Tanks	1m(3.25 ft)	10m(33 ft)	1m (3.25 ft)			10m(33 ft)
Treatment Mound	3m(10 ft)	15m(50 ft)	10m (33 ft)	3m (10 ft)	10m(33 ft)	15m(50 ft)
Treatment Field	1.5m(5 ft)	15m(50 ft)	10m(33 ft)	5m(17 ft)	10m(33 ft)	15m(50 ft)
Open Discharge	90m(300 ft)	50m(165 ft)	45m(150 ft)			45m(150 ft)
Lagoons	30m(100 ft)	100m(330 ft)	45m(150 ft)			90m(300 ft)
Packaged Sewage Treatment Plants	6m(20 ft)	10m(33 ft)	1m(3.25 ft)			10m(33 ft)

Alberta Private Sewage Systems Standards of Practice 2015.

Section:	Township:	Range:	Meridian:
Plan:	Block:	Lot:	

Please indicate the following distances. If there is more than one private sewage disposal system on the property, please complete a separate form for each system.

Type of Sewage Disposal System (Please Circle One)

1. Open Discharge
2. Disposal Field
3. Treatment Mound
4. Sewage Lagoon
5. Holding Tank
6. Other

Distance from Existing Property Lines, Dwellings and Water Sources:

_____ metres from North property line

_____ metres from South property line

_____ metres from East property line

_____ metres from West property line

_____ metres from a dwelling

_____ metres from a water source

_____ metres from a building

DEVELOPMENT PERMIT CHECKLIST

▽ **COMPLETED DEVELOPMENT APPLICATION FORM** (page 1)

Completed in full and signed by the Applicant and all registered landowners or person authorized on their behalf

▽ **SITE PLAN** (Page 3)

This is the drawing that depicts site details of your development

▽ **ABANDONED OIL WELL DECLARATION FORM AND MAP** (page 4 - 6)

▽ **WETLAND IDENTIFICATION AND MAP** (page 7)

▽ **PRIVATE SEWAGE DISPOSAL SEPARATION DISTANCES** (page 8)

▽ **ALBERTA TRANSPORTATION APPROVAL** ▽ **N/A**

Required if developing within 800m(0.5 miles) of a Provincial Highway

Please ensure that all documentation listed forms part of your application

Following review of the application, additional information may be requested in accordance with the
Land Use Bylaw

PERMIT FEES ARE NON-REFUNDABLE and SUBJECT TO CHANGE

All development and construction that occurs prior to permit issuance is subject to a penalty of double the current permit fee

This factsheet provides information on Section 683.1 ("Development Applications") of the Municipal Government Act.

1. In accordance with Section 683.1(1) of the Municipal Government Act, the Development Authority must, within 20 days after receipt of an application for a development permit, make a determination whether the application is complete.
2. An application for development permit is complete if in the opinion of the Development Authority, the application contains the documents and information necessary to review the application and in accordance with this Section, or the Development Authority does not make a determination within 20 days after receipt of an application for a development permit.
3. The time period to determine if the application is complete may be extended by an agreement in writing between the applicant and the Development Authority.
4. If the Development Authority determines the application is complete, the Development Authority must issue to the applicant an acknowledgement that the application is complete.
5. If the Development Authority determines that the application is incomplete within the 20 days, the Development Authority must issue to the applicant a notice that the application is incomplete. The notice must state that the application is incomplete and any outstanding documents and information must be submitted by the date indicated on the notice.
6. If the Development Authority determines that the information and documentation submitted under the notice stated in (5) above, is complete, the Development Authority must issue to the applicant an acknowledgement in accordance with Section 683.1(7) of the Municipal Government Act that the application is complete.
7. If the applicant fails to submit all the outstanding information and documentation on or before the date referred to in (5) above, the application is deemed to be refused.
8. If an application is deemed to be refused in accordance with (7) above, the Development Authority must issue to the applicant a notice stating that the application has been refused in accordance with Section 683.1(9) of the Municipal Government Act.
9. Notwithstanding Section 683.1 of the Municipal Government Act, in the course of reviewing the application, the Development Authority may request additional information or documentation from the applicant that the Development Authority considers necessary to review the application.

NOTE: This factsheet is provided for your information only. The full Municipal Government Act (current as of Jan 1, 2018) can be viewed electronically here: <http://www.qp.alberta.ca/documents/Acts/m26.pdf>.

COUNTY OF TWO HILLS NO. 21
IN THE PROVINCE OF ALBERTA
BYLAW NO. 8-2019

**BEING A BYLAW OF THE COUNTY OF TWO HILLS NO. 21 IN THE
PROVINCE OF ALBERTA.**

WHEREAS, pursuant to the provisions of the Municipal Government Act being Revised Statutes of Alberta 200 Chapter M-26 to provide for the setting of fees for various goods and services.

NOW THEREFORE, the Council of the County of Two Hills No. 21, in the Province of Alberta, duly assembled, enacts as follows:

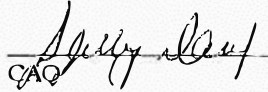
1. Schedule "A" Schedule of Fees hereto and forming a part of this Bylaw.
2. Should a provision of this Bylaw be determined to be invalid, then this provision shall be severed and the remaining Bylaw shall be maintained.
3. The Council of the County of Two Hills No. 21 in the Province of Alberta, hereby enacts as follows: that Bylaw No. 10-99 and Bylaw No. 5-96 are repealed in their entirety.
4. This Bylaw shall come into effect upon the final passing thereof.

MOVED BY COUNCIL - That Bylaw No. 8-2019 be given first reading this 19th day of June, 2019. - Carried

MOVED BY COUNCIL - That By-Law No. 8-2019 be given second reading this 19th day of June, 2019. - Carried

MOVED BY COUNCIL - That By-Law No. 8-2019 be given third and final reading and finally passed this 19th day of June, 2019. - Carried


REEVE


Clerk

Schedule A

Administration		GST Inclusive
<u>Data Retrieval</u>		
Administration Fee		\$20.00/per hour
<u>Photocopying</u>		
Black & White		\$0.25/per page
Color		\$1.00/per page
<u>Election Deposit (cash)</u>		\$250.00
<u>NSF Cheque/NSF Direct Debit</u>		\$25.00
<u>Promotional Items (flags)</u>		
Canada/Alberta/County Flag		\$100.00/per flag
<u>Maps</u>		
County Land Ownership		\$20.00
<u>Assessment & Taxation</u>		
Tax Certificates		\$20.00
Assessment Records to Landowner		No Charge
Assessment Records to Firms (per roll number)		\$20.00
Assessment Appeals – Residential		\$50.00
Assessment Appeals – Non-Residential (refundable if Successful)		\$250.00
<u>Tax Notifications</u>		
Discharge Tax Notification		Cost recovery
<u>Access to Information (FOIP)</u>		As per Freedom of Information & Protection of Privacy Regulations
Fire		GST Exempt
False Alarm		\$300.00
Base Fire Call for County Resident (Permit/No Permit/Accidental)		\$300.00

Fire Call for Motor Vehicle Accident on Provincial Highway within the County	As per Alberta Transportation Fee Schedule
Fire Call for Motor Vehicle Accident on County Road	As per Alberta Transportation Fee Schedule
Fire Call outside of County – no Mutual Aid Agreement	As per Alberta Transportation Fee Schedule
Fire Call for Medical Assist	No Charge

Public Works	GST Inclusive (excluding gravel sales)
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Gravel Sales

Gravel – Private	\$14.00/cubic yard + GST
Reject – Private	\$4.00/cubic yard + GST
Gravel – Industry	\$22.00/cubic yard + GST
Reject – Industry	\$12.00/cubic yard + GST
Flat rate hauling charge (including loading)	\$5.00/cubic yard + GST

Brushing as per Policy PUB-BRU-1

Minimum	\$500.00/half mile
Maximum	\$1000.00/half mile

Payment for Crop/Forage Damage

\$600.00/per acre

Dust Control – MG30

50% (of total cost)

Compensation for Rock or Root Removal

Light	\$200.00/per acre
Heavy	\$400.00/per acre

Snow Plowing

24-hour Snow Plow Driveway Service	\$50.00/per visit
Snow Plowing School Yard	\$350.00 per year – Myrnam

Road Crossing

Pipeline Crossing	\$100.00/per crossing
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Signage – Named Roads

Cost Recovery

Culverts

300mm Culvert	\$44.00/per meter
400mm Culvert	\$72.00/per meter
500mm Culvert	\$91.00/per meter
600mm Culvert	\$106.00/per meter

Couplers

300 mm Coupler	\$27.00
400mm Coupler	\$53.00
500mm Couple	\$59.00
600mm Coupler	\$66.00

Custom Grader Work

\$125.00/per hour

Equipment Rental as Per Policy No. PUB-EQU-1

Residential/Non-Residential Ratepayers (land within County)	60% of Alberta Road Builders and Heavy Construction Association Publication
Town/Villages (within County Boundaries) Motor Grader	75% of Alberta Road Builders and Heavy Construction Association Publication
Tandem Truck	75% of Alberta Road Builders and Heavy Construction Association Publication
Wheel Loader	75% of Alberta Road Builders and Heavy Construction Association Publication
Reclaimer	100% of Alberta Road Builders and Heavy Construction Association Publication
Municipalities	75% of Alberta Road Builders and Heavy Construction Association Publications

Agricultural Service Board

GST Inclusive

Rental Equipment

Portable Panels (28 panels and gates) w/trailer	\$53.00/day
Portable Loading Chute	\$42.00/day
Cattle Squeeze Chute Right or Left Hand	\$42.00/day
Real Cattle Squeeze Scale with Digital Scale	\$53.00/day
Tree Planter	No Charge
Plastic Mulcher Applicator	No Charge
Sample Probes (Feed)	No Charge
Scare Cannons	\$53.00/day

Skunk Trap	No Charge
Raccoon Trap	No Charge
Pocket Gopher Bait Probe	No Charge

For Sale

Skunk Traps	\$93.00
Raccoon Traps	\$117.00
Magpie Traps	\$95.00
Pocket Gopher Traps	\$10.00
2% Strychnine (Bonified Farmers ONLY)	\$12.00/per bottle

Service

Beaver Control	\$158.00/per call + materials
Custom Spray Noxious/Prohibited Weeds	\$53.00/per hour + chemical cost

Parks	GST Inclusive
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Overnight Camping Fees

Service – Daily Rate	\$30.00/per day
Service – Monthly Rate	\$600.00/ per month
No Service – Daily Rate	\$25.00/per day
No Service – Monthly Rate	\$550.00/per month
Pavilion/Kitchen/BBQ	\$100.00/per day
Bandshell	\$80.00/per day

Planning and Development	GST Exempt
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Administrative

Rezoning/Land Use Bylaw Amendments	\$500.00
Area Structure Plan Amendments	\$500.00
Area Structure Plan New 1	\$1,000.00
Municipal Development Plan Amendment	\$2,000.00
Intermunicipal Development Plan Amendment	\$1,500.00
Subdivision and Development Appeal Fee	\$1,000.00
Road Closure	\$500.00
Permit Extension (before expiry)	\$100.00
Compliance Certificate	\$125.00
Signs	\$150.00
Development without permit	Double Application Fee

Planning Documents

Land Use/Municipal Development Bylaw – Book	\$25.00
Area Structure Plan	\$25.00
Intermunicipal Development Plan	\$25.00

Unsightly Properties

First Offence	\$250.00
Second Offence	\$500.00

Residential Development Application

Permitted Use	\$100.00 + \$1.00/\$1,000 of value
Discretionary Use	\$200.00 + \$1.00/\$1,000 of value
Additions & Accessory Building	\$100.00 + \$1.00/\$1,000 of value
Accessory Uses	\$100.00

Non-Residential Development Application

Permitted Use	\$250.00 + \$1.00/\$1,000 of value
Discretionary Use	\$250.00 + \$1.00/\$1,000 of value
Additions & Accessory Building	\$100.00 + \$1.00/\$1,000 of value
Accessory Uses	\$100.00 + \$1.00/\$1,000 of value
Natural Resources Extraction	\$500.00/acre
Natural Resources Reclamation	\$2,000/acre

Subdivision Applications

Municipal Planning Services	N/A
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COUNTY OF TWO HILLS NO. 21**Policy Number****DEV-APP-1****Title****Requirements for Application for
Development Permit****Page 1 of 11****Date Approved****July 2, 1996****Policy**

Development Permits are issued by County of Two Hills No. 21, pursuant to the Land Use Bylaw, as amended. If site work has already begun, then you are advised that **no further work on the development is to occur until a permit is issued.** Any access to, site servicing of, or construction started on the property prior to the issuance of a development permit, and completion of the expiry of the appeal period, is at the applicant's risk and is subject to a fine under the Land Use Bylaw.

Procedure

1. Application Forms are available from the County Office and from the County Website at www.thcounty.ab.ca.
2. A Development Permit Application must be completed and submitted to the County Office, as set out in the "Schedule A – Development Permit Application Package".
3. Each application for development shall be accompanied by a fee of:
 - a. Residential Development Application:

Permitted Use	\$100.00 + \$1.00/\$1,000 of value
Discretionary Use	\$200.00 + \$1.00/\$1,000 of value
Additions & Accessory Buildings	\$100.00 + \$1.00/\$1,000 of value
Accessory Use	\$100.00
 - b. Non-Residential Development Application:

Permitted Use	\$250.00 + \$1.00/\$1,000 of value
Discretionary Use	\$250.00 + \$1.00/\$1,000 of value
Additions & Accessory Building	\$100.00 + \$1.00/\$1,000 of value
Accessory Use	\$100.00 + \$1.00/\$1,000 of value
Natural Resources Extraction	\$500.00/acre
Natural Resources Reclamation	\$2,000/acre
 - c. All applications must be issued in accordance with the Land Use Bylaw.

Purpose

To outline the procedures and requirements for applying for a Development Permit in the County of Two Hills No. 21.

Definition**Revisions**

February 28, 2011 August 11, 2015 October 24, 2018 June 19, 2019

COUNTY OF TWO HILLS NO. 21

Box 490
4818-50 Avenue
Two Hills, AB T0B 4K0
ph 657-3358 fx 657-3504



DEVELOPMENT PERMIT APPLICATION PACKAGE

DEVELOPMENT PERMIT INSTRUCTIONS

It is important to read and understand the following instructions prior to completing this application form.

- 1) Every application for a development permit shall be submitted in complete form, accompanied by the appropriate fees set forth pursuant to Land Use Bylaw, as amended. If site work has already begun, then you are advised that no further work on the development is to occur until a permit is issued. Any access to, site servicing of, or construction started on the property prior to the issuance of a development permit, and completion of the expiry of the appeal period, is at the Applicant's risk and is subject to a fine under the Land Use Bylaw.
- 2) The Development Authority requires an applicant to include the following support information when submitting an application for a development permit in accordance with Section 3.0: Development Permit, Rules, and Procedures of the Land Use Bylaw and amendments thereto. Please follow sample site plan provided in this package.
- 3) Failure to complete this form and to supply the required supporting information, may result in delays in the processing of the application. If more information or other reports are required to be submitted, you will be notified in writing of same. Application is not deemed accepted and complete until all information is received.
- 4) A permit granted under the provisions of the Bylaw does not become effective until fourteen (14) days or a longer period at the discretion of the Development Authority after the date of issue of the notice of decision, in accordance with the appeal process outlined in items 6, 7, 8 and 9 below.
- 5) If an application is refused, the applicant may exercise the right of appeal. Written notice of appeal must be submitted to the Secretary of the Subdivision and Development Appeal Board (SDAB) of County of Two Hills No. 21 within fourteen (14) days after the notice of the decision is given. The Subdivision and Development Appeal Board will then give reasonable notice of the appeal hearing to the appellant and those, who in the opinion of the Subdivision and Development Appeal Board, may be affected.
- 6) Where an appeal is made within the fourteen (14) day period, outlined in item 5 above, by a person claiming to be affected by the approval or refusal of an application for development, a development permit which has been granted shall not come into effect until the appeal has been determined and the permit confirmed, modified or nullified by the Subdivision and Development Appeal Board (SDAB).

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DEVELOPMENT PERMIT APPLICATION PACKAGE

- 7) An application for a development permit shall, at the option of the applicant, be deemed to be refused when a decision is not made by a Development Authority within forty (40) days after the receipt of the application in its complete and final form by a Development Authority, and the person claiming to be affected may appeal in writing as though they had received refusal at the end of the period specified in this item.
- 8) A decision of the Subdivision and Development Appeal Board is final and binding on all parties, and all persons subject to the provisions of the Municipal Government Act, as amended.
- 9) All information and design criteria as it relates to the application for Development Permit shall be in conformance with the provisions of the Land Use Bylaw and amendments thereto.
- 10) You are advised to accurately locate any oil, gas, power and telephone lines on your property prior to undertaking any excavation work by contacting Alberta One-Call at 1-800-242-3447 / albertaonecall.com.
- 11) If you have any questions regards this application package, please contact Lorrett Tatarin, Planning & Development Director at 780-657-3358 / ltatarin@thcounty.ab.ca alternatively, you may arrange a pre-application meeting to discuss same.

A DEVELOPMENT PERMIT IS REQUIRED FOR:

- A. An excavation or stockpile and the creation of either of them, including gravel pits,
- B. A building or an addition to or replacement or repair of a building and the construction or placing of any of them in, on, over or under land;
- 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,
- 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:

- E. Any increase in the number of households occupying and living in any building or on any site, and construction or alterations or additions which would provide for an increase in the number of households which could occupy and live in any building or on any site, including any increase in the number of dwelling units in a building or on a site,
- F. The placing of refuse or waste material on any land,
- G. The use of land for the storage or repair of motor vehicles or other machinery or equipment,

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DEVELOPMENT PERMIT APPLICATION PACKAGE

- H. The continued use of land or of a building for any purpose for which it is being used unlawfully when this Bylaw comes into effect,
- 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 other type of portable building whatsoever, whether or not the same has been placed or affixed to the land in any way,
- L. The removal of topsoil.

HOW LONG DOES IT TAKE TO GET A DEVELOPMENT PERMIT?

It is important to plan ahead and submit your application well in advance of starting the development. According to the Municipal Government Act, a Development Authority has 40 days in which to make a decision on a completed development permit application. The 40 days begins after all of the necessary information has been provided.

If your proposed development falls into the Permitted Use classification, a Development Permit can typically be issued within the 40 day time limit. Although, if your proposed development falls into the Discretionary Use classification according to the Land Use Bylaw, approximately 2-4 months may be required to obtain a Development Permit (including the appeal period).

WHY DO I NEED A DEVELOPMENT PERMIT?

The County's Land Use Bylaw requires development permit approval prior to the commencement of many types of development. The development permit can ensure that the development is set back the appropriate distances from property lines. Setbacks are also required to ensure that the development is located in a safe place so that it isn't too close to a road, steep slope, water body, oil and gas facilities, etc.

WHEN DOES MY DEVELOPMENT PERMIT EXPIRE?

If the development authorized by a development permit is not commenced within 12 months from the date of its issue, and completed within twelve (12) months of commencement, the permit is deemed to be void, unless an extension to this period has previously been granted by the Development Authority Officer.

COUNTY OF TWO HILLS NO. 21

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DEVELOPMENT PERMIT APPLICATION PACKAGE
WHAT DISTANCE (SETBACKS) AM I ALLOWED TO BUILD AT?

ZONING	DISTANCES (SETBACKS)
AGRICULTURAL DISTRICT (A) AND CONTROLLED URBAN DEVELOPMENT DISTRICT (CUD)	Front Yard: 45 m (147.6 ft) from the centre line of any adjoining road, and 40.8 m (133.9 ft) from the property line adjacent to a secondary road or a primary highway Side Yard: 10% of mean width of the parcel of land provided that no side yard need exceed 7.5 m (24.6 ft) except on a parcel of land with two front lines (at the intersection of two roads or highways) where the minimum side yard requirement shall be at the discretion of the Development Authority Rear Yard: 7.5 m (24.6 ft.)
COUNTRY RESIDENTIAL DISTRICT (CR) AND COUNTRY RESIDENTIAL (RESORT) DISTRICT (RR)	Dwellings: Front Yard: 7.5 m (24.6 ft) Rear Yard: 7.5 m (24.6 ft) Side Yard: 10% of lot width, but not less than 1.5 m (4.92 ft) and not required to be greater than 7.5 m (24.6 ft) Other Uses: from internal roads – as required by the Development Authority All uses: from all other roads – 38.0 m (124.7 ft)
URBAN GENERAL DISTRICT (UG) - HAMLETS	Residential: Front Yard: 7.5 m (24.6 ft) Rear Yard: 7.5 m (24.6 ft) Side Yard: 10% of lot width, but not less than 1.5 m (4.92 ft) each and not required to be greater than 7.5 m (24.6 ft) Side Yard on Corner Site – 4.5 m (14.8 ft) on each flanking street Commercial: Retail stores build adjacent to existing similar uses may be built without front or side yards where there is lane access. Where there is no lane access, one side yard of at least 4.5 m (14.8 ft) shall be provided All other uses: As required by the Development Authority
INTENSIVE CAMPGROUND DISTRICT (IC)	Type B Single Detached Dwellings: Front Yard: 7.5 m (24.6 ft) Rear Yard: 7.5 m (24.6 ft) Side Yard: 10% of lot width, but not less than 1.5 m (4.92 ft) each and not required to be greater than 7.5 m (24.6 ft) All other uses: As required by the Development Authority
RURAL INDUSTRIAL DISTRICT (RI)	All site regulations and requirements shall be based upon the type of industrial development proposed, and shall be at the discretion of the Development Authority
NOTE(S): 1. All setbacks are measured from property lines except where stated above. 2. Any discrepancy between the setbacks stated above and the Land Use Bylaw, the Land Use Bylaw + amendments will prevail.	

COUNTY OF TWO HILLS NO. 21

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DEVELOPMENT PERMIT APPLICATION PACKAGE

Internal Use Only

Our File Number: _____ Your File Number: _____ Roll Number: _____

Applicant Information

Applicant/Agent: _____ Phone: _____

Address: _____ Cell Phone: _____

City/Prov. _____ Postal Code: _____ Fax: _____

Email address: _____ Signature: _____

Applicant/Agent Authorization: I am the applicant/agent authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

Registered Landowner Information

☐ *Owner same as applicant*

Registered Owner: _____ Phone: _____

Address: _____ Fax: _____

City/Prov. _____ Postal Code: _____ Signature: _____

Right of Entry

Pursuant to Section 542 of the Municipal Government Act, I hereby do ____ or do not ____ grant consent for a designated officer of County of Two Hills No. 21 to enter upon the land as described above, for a site inspection.

Print Name: _____ Signature: _____

Section A - Property Information

Division _____

Legal: Lot _____ Block _____ Plan _____ and Part of ____ ¼ Sec _____ Twp _____ Rge _____ W4M

Subdivision Name (if applicable) or Area of Development _____

Rural Address/Street Address _____ Parcel Size _____

Number of existing dwellings on property (please describe) _____

Has any previous application been filed in connection with this property? ☐ Yes ☐ No

If yes, please describe the details of the application and file number: _____

COUNTY OF TWO HILLS NO. 21

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**DEVELOPMENT PERMIT APPLICATION PACKAGE**

Is the subject property near a steep slope (exceeding 15%)? ☐ Yes ☐ No
 Is the subject property near or bounded by a body of water? ☐ Yes ☐ No
 Is the subject property within 800m of a provincial highway? ☐ Yes ☐ No
 Is the subject property near a Confined Feeding Operation? ☐ Yes ☐ No Distance: _____
 Is the subject property within 1.5km of a sour gas facility? ☐ Yes ☐ No Distance: _____
 Is the subject property within 1.5km of a sewage treatment plant/lagoon? ☐ Yes ☐ No Distance: _____
 Is the subject property immediately adjacent to the County boundary? ☐ Yes ☐ No
 If yes, the adjoining municipality is: _____

Section B – Proposed Development Information

Estimated Cost of Project \$ _____

Estimated Commencement Date _____ Estimated Completion Date _____

Dwelling: Floor Area _____ sq. ft. % of Lot Occupied _____ Height of Dwelling _____ ft / m

Accessory Building Floor Area _____ sq. ft. % of Lot Occupied _____ Height of Acc. Bldg _____ ft / m

Parking: No. of Off-Street Parking _____

Land Use District (Zoning) of Property: _____

Description of Work:

SEPARATE REPORTS TO ATTACH:

<input type="checkbox"/>	Parking Plan	<input type="checkbox"/>	Biophysical Assessment	<input type="checkbox"/>	Master Sign Plan	<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	Stormwater Management Plan	<input type="checkbox"/>	Hydrogeological Report	<input type="checkbox"/>	Landscaping Plan	<input type="checkbox"/>	Industrial Development
<input type="checkbox"/>	Geotechnical Report	<input type="checkbox"/>	Environmental Site Assessment Phase I or Phase II or Phase III	<input type="checkbox"/>	Wind/Energy Conversion System	<input type="checkbox"/>	Commercial-Development
<input type="checkbox"/>	Natural Resource Extraction Code of Practice	<input type="checkbox"/>	Reclamation Plan	<input type="checkbox"/>	Excavation & Stripping Development	<input type="checkbox"/>	Historical Resource Impact Assessment (HRIA)
<input type="checkbox"/>	Real Property Report	<input type="checkbox"/>	Cumulative Effects Assessment	<input type="checkbox"/>	Applicable Provincial /Federal Authorization	<input type="checkbox"/>	Copy of ERCB Abandoned Well Viewer Map (*required for all applications)

COUNTY OF TWO HILLS NO. 21

Box 490
4818-50 Avenue
Two Hills, AB T0B 4K0
ph 657-3358 fx 657-3504


DEVELOPMENT PERMIT APPLICATION PACKAGE
Section C – Abandoned Wells

Effective November 1, 2012, the Subdivision and Development Regulation requires that an applicant for a development permit (for buildings larger than 47m²/505 sq. ft.) provide information about abandoned oil and gas wells on the subject property. Before an application for development can be considered complete, applicants MUST provide this information. The following outlines the process for determining what information is required with your development application. Applicants are required to verify the Alberta Energy Regulator's Abandoned Well Viewer online at: <http://mapviewer.aer.ca/Html5/Index.html?viewer=aerabnwells> to determine if abandoned wells are located on the subject property. Information can be obtained by phoning Alberta Energy Regulator at 1-855-297-8311.

If an abandoned well is found, then the Applicant MUST provide County of Two Hills No. 21 with all Licensees identified by the AER as affecting their property to confirm the following:

1. a sketch showing the location and setback distance required by the Licensee from each abandoned well;
2. the map from the ERCB Viewer of the subject property;
3. a list of all abandoned wells, including the surface coordinates;
4. any additional information from Licensee(s) that led to a change in the setback.

If an abandoned well is not found, then the Applicant must sign in the space provided below confirming that there are no abandoned wells located on the property. The Applicant MUST attach the map from ERCB Viewer of the property.

Applicant Print Name _____

Applicant Signature _____

Date _____

Section D – Preferred Method of Communication

When a decision has been made on your file, do you wish for us to: ☐ call you for pick up ☐ mail the decision

****If a decision has not been picked up within 5 (five) working days, the decision will be automatically mailed to applicant.**

****Once a Development Permit has been issued, a copy of the permit is automatically sent by email to the applicant if an email address is provided on page 4.**

If we have any questions or require clarification regarding your application, how do you wish to be contacted: ☐ phone ☐ mail ☐ fax ☐ e-mail

OFFICE USE ONLY

Type of Payment: ☐ DEBIT ☐ CASH ☐ CHEQUE

Fee \$ _____

Receipt # _____

Receipt Date _____

Date Received _____

*and deemed complete by Development Authority.

☐ Entered into e-SITE # _____

Authorization:

☐ Permitted Use ☐ Discretionary Use

Issuing Officer's Name _____

Issuing Officer's Signature _____

Date of Approval _____

Date Issued _____

Comments and/or Variances _____

The personal information provided is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. Information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act. Any questions regarding the collection, use or disposal of this information should be directed to County of Two Hills No. 21 at 780-657-3358.

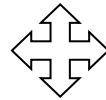
COUNTY OF TWO HILLS NO. 21

Box 490
 4818-50 Avenue
 Two Hills, AB T0B 4K0
 ph 657-3358 fx 657-3504


DEVELOPMENT PERMIT APPLICATION PACKAGE

Our File Number: _____

Roll Number: _____

DEVELOPMENT PERMIT SITE PLAN


DATE:

SIGNATURE OF APPLICANT:

DATE:

DEVELOPMENT AUTHORITY:

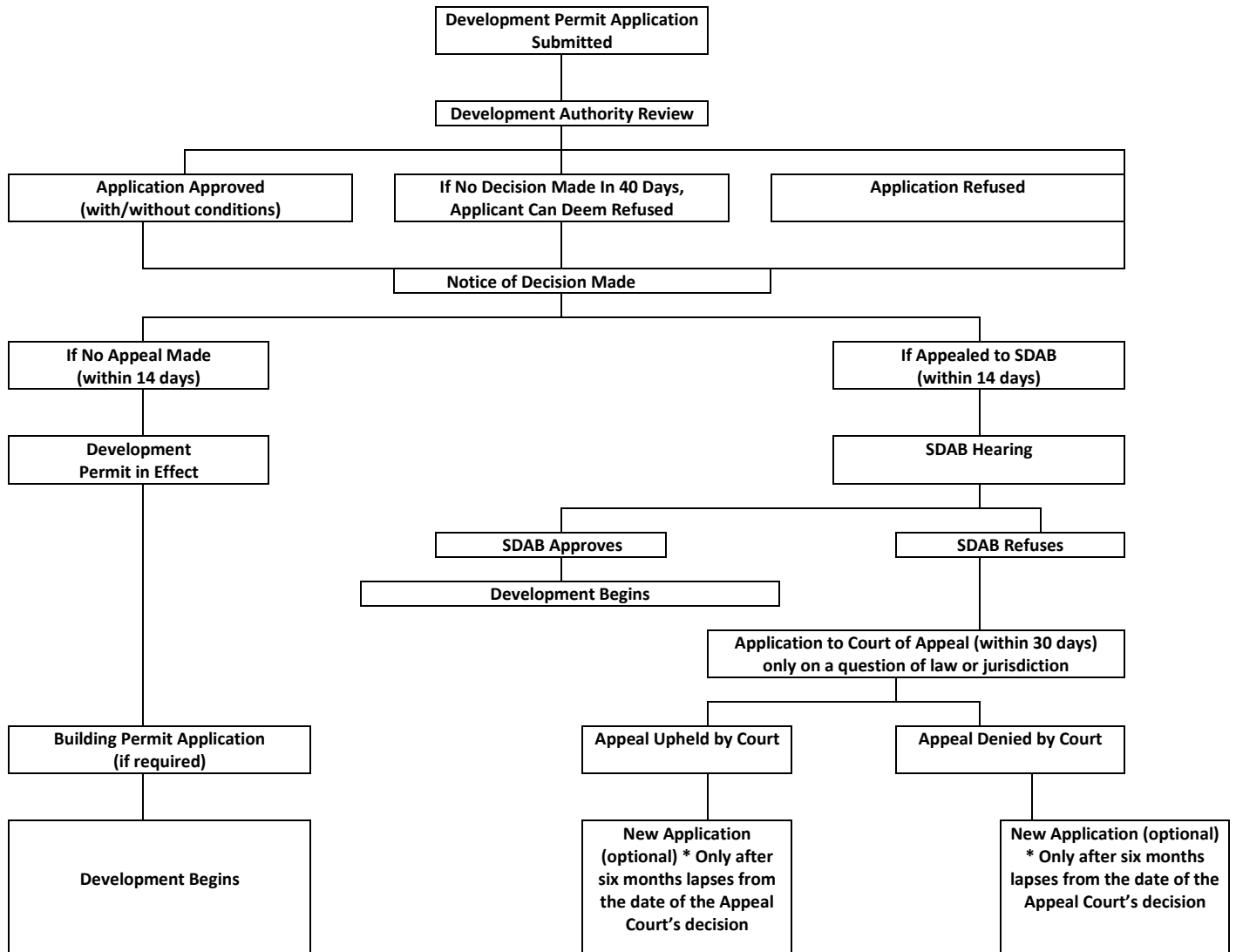
COUNTY OF TWO HILLS NO. 21

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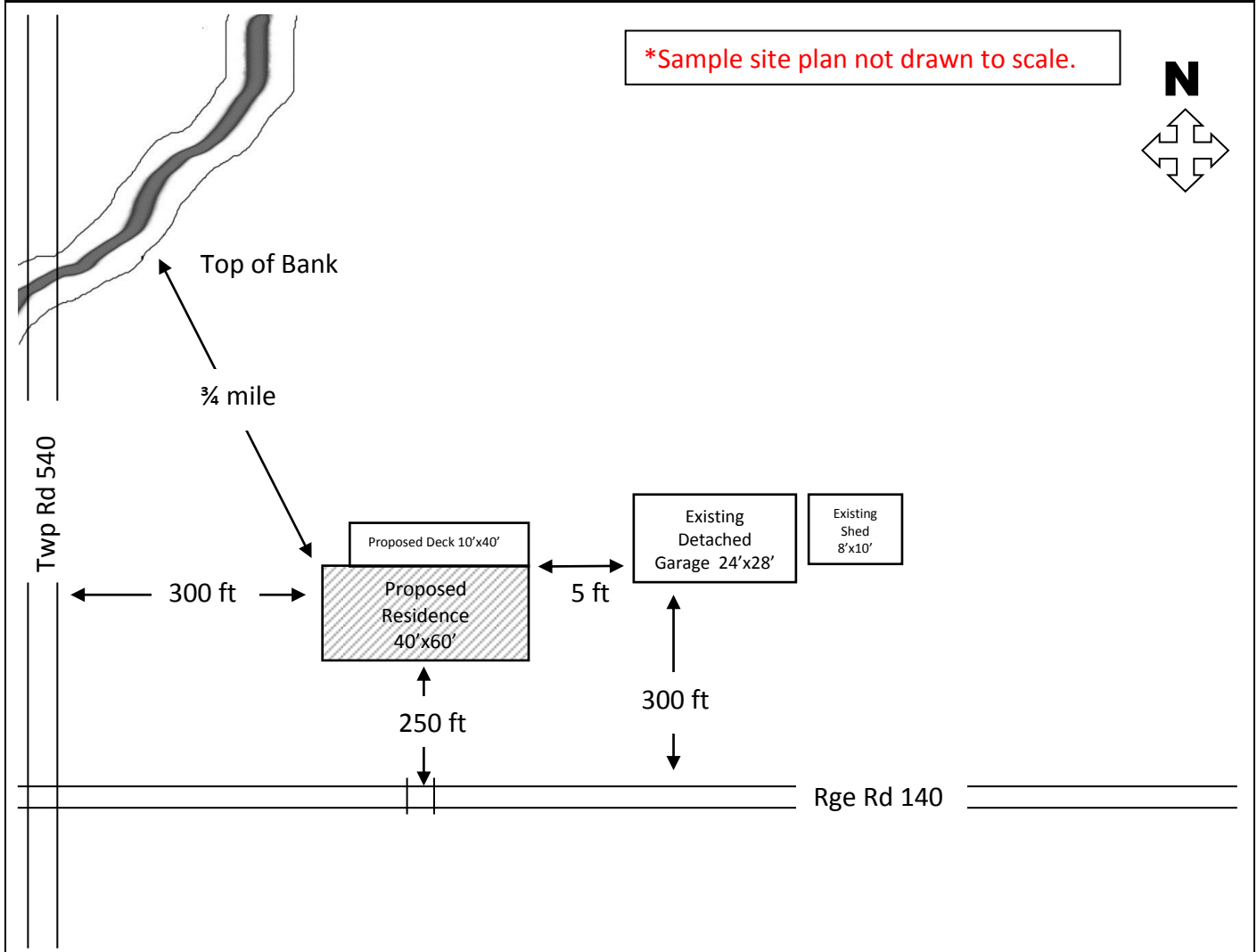
DEVELOPMENT PERMIT APPLICATION PACKAGE

DEVELOPMENT PERMIT PROCESS



COUNTY OF TWO HILLS NO. 21

Box 490
 4818-50 Avenue
 Two Hills, AB T0B 4K0
 ph 657-3358 fx 657-3504

**DEVELOPMENT PERMIT APPLICATION PACKAGE****SAMPLE SITE PLAN****INCLUDE THE FOLLOWING INFORMATION IN YOUR SITE PLAN:**

<ul style="list-style-type: none"> ✓ Location of existing buildings. ✓ Location of proposed buildings. ✓ Location of existing access (es). ✓ Location any proposed access (es). ✓ Location of any abandoned wells. 	<ul style="list-style-type: none"> ✓ Front, Side and Rear Yard setbacks from <u>property lines</u> in meters/feet. ✓ Location of any water bodies on subject property. ✓ Location of driveway. ✓ All developed/undeveloped road allowances. 	<ul style="list-style-type: none"> ✓ Indicate the North direction. ✓ Location of all right-of-way and easements within or abutting the subject property.
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WESTLOCK COUNTY PLANNING AND DEVELOPMENT FEE SCHEDULE

Development Permit Applications	
Permitted Uses	\$225.00
Discretionary Uses	\$475.00
Discretionary Uses (Commercial/Industrial/Institutional)	\$1,000.00
Discretionary Uses (Natural Resource Extraction under 5 ha)	\$1,500.00
Discretionary Uses (Natural Resource Extraction under 5 ha)	\$2,500.00
Commercial Development Agreements	
Commercial Development Agreements	\$500.00
Subdivision Agreements	
Country Residential Subdivisions	\$775.00
Industrial/Commercial Subdivisions	\$775.00
Multi-lot Subdivisions	\$1,500.00
Land Use Amendments	\$675.00
Subdivision and Development Appeals	
Applicant	\$500.00
Adjacent Landowners	\$100.00
Fees Schedule for Certificates of Compliance	
Regular Service (7 to 14 day review)	\$100.00
Non-Residential Properties	
Regular Service (14 day review)	\$100.00
Express Service (7 day review)	\$200.00

Item 5.5:

Land Use Bylaw 1272-14

1. RVs & Campsites
2. Shipping Containers
3. Tiny Homes
4. Urban Chickens

Land Use Bylaw No. 1272-14



Photo Credit: Mary Lou Doshewski



Adopted: December 4, 2014

ISSUE FOR INFORMATION		DATE	October 29, 2020	5.5.1
TOPIC	Land Use Bylaw 1272-14: Recreational Vehicles (RVs) and Campgrounds			
PROPOSAL	That Smoky Lake County Council RECOMMEND that Administration forward the DRAFT Land Use Bylaw 1272-14 Amendment relating to Recreational Vehicles (RVs) and Campsites to the next County Council Meeting for consideration of First Reading.			
BACKGROUND	<p><u>Why an Amendment May be Useful?</u></p> <ul style="list-style-type: none"> The Planning and Development Services Department has been made aware of numerous examples of campsites and RV parks located across the County where no permits have been obtained and could not easily be obtained given the existing Bylaw. Greater clarity and simplicity for visitors, residents, developers, etc. <p>July 20, 2020 Committee of the Whole for Administration, Council adopted Motion 947-20:</p> <p><i>That Smoky Lake County Council recommend Administration proceed to prepare an amendment to the Land Use Bylaw No. 1272-14, in regard to Campgrounds and Recreational Vehicles, to include separate definitions for: minor, intermediate, and major campgrounds, as well as to further define a recreational vehicle (RV) and RV storage facilities; and, recommend Administration proceed to research and prepare information in regard to options for temporary permits for additional RVs placed on lake lots and fees for campground development permits.</i></p> <p>September 10, 2020 Budget Meeting, Council adopted Motion 1129-20:</p> <p><i>That Smoky Lake County Council review the following Policy Statements and Bylaw at the next scheduled Policy Committee Meeting:</i></p> <ul style="list-style-type: none"> 03-25-10: Sale of Gravel or Sand, 03-35-11: Snow Clearing, 61-05-04: Planning and Development Fees, and the <i>Land Use Bylaw in respect to make-shift campgrounds and amount of RV permissible at County Resorts.</i> 			
Existing Language	<p>1.7 INTERPRETATION/DEFINITIONS</p> <p>42. “Camp site” means a specified area or site within a basic campground, recreational vehicle park, or other recreational area intended for occupancy by tents, or recreational vehicles on a limited, short-term basis. This does not include sites or parcels for manufactured homes, cabins, motels, hotels, or boarding houses;</p> <p>43. “Campground, basic” means a development consisting of four (4) or more camp sites used for a range of overnight accommodation, from tenting to un-serviced trailer sites, including accessory facilities that support the use, such as administration offices, laundry facilities, washrooms, support recreational facilities, but not including the use of manufactured homes, trailers or other forms of moveable shelter on a permanent year-round basis;</p> <p>44. “Campground - recreational vehicle” means a development consisting of sites for the location of four (4) or more recreational vehicles, to be used for overnight accommodation and may also include a development consisting of two (2) or more camp sites used for tenting, including accessory facilities that support the use, such</p>			

as administration offices, laundry facilities, washrooms, support recreational facilities, but not including the use of manufactured homes, trailers or other forms of moveable shelter on a permanent year-round basis;

209. “Recreational use” means a development providing for commercial or non-commercial leisure activities located to take advantage of the natural setting. Without restricting the generality of the foregoing, this shall include:

A. Non facility oriented recreational activities such as hiking, cross country skiing, rustic camping, and other similar uses; and

B. Facility oriented recreational activities such as picnic grounds, swimming beaches, boat launches, parks, and other similar uses;

Recreational uses may include, at the discretion of the Development Authority, active and passive recreation;

210. “Recreational vehicle” means a vehicular type unit primarily designed as temporary living quarters for recreational camping, or travel use, which either has its own motor power or is mounted or drawn by another vehicle. Among other vehicles, travel trailers, camping trailers, truck campers, fifth wheels, and motor homes are recreational vehicles;

211. “Recreational vehicle park” means any lot on which four (4) or more recreational vehicle sites are located, established, or maintained for occupancy by recreational vehicles of the general public as temporary living quarters for recreation or vacation purposes. Occupancy of the recreational vehicles located within the park is not to exceed a maximum of six (6) months of any calendar year; The park may include accessory facilities for the use of the occupants as well as a permanent residence for the owner/operator of the park;

7.2 BASIC CAMPGROUNDS

1. Where a campground proposal will ultimately exceed sixty (60) campsites and/or cabins and is located on a parcel greater than 8.0 ha (19.8 ac.), a development concept plan for the development of the entire tract of land shall be submitted and approved by the Development Authority prior to submitting a development permit application for any site specific development. The development concept plan shall include detailed plans and specifications (i.e. servicing, traffic, environmental considerations, etc.) for the initial stage, as well as any subsequent stages of development.

2. A minimum of 10% of the gross lot area of the campground shall be set aside for common recreation area and shall be developed and maintained as a park, playground or other useable open space. No portion of any other use and/or facility shall be included in this area.

3. Visitor parking shall be provided in common areas within a campground area, to the satisfaction of the Development Authority.

4. All campgrounds shall be provided with safe and convenient vehicular access and all roadways within a campground shall be of a surface and standard acceptable to a Development Officer for the purposes of accommodating emergency, fire and maintenance vehicles.

5. Within a campground development, the roadway system will be sensitive to the topography and site characteristics of the site and shall be “signed” to avoid confusion.

6. All campsites shall be accessible by means of an access at least 3.0 m (9.8 ft.) in width where the access is for one-way traffic, or at least 6.0 m (19.7 ft.) in width where

the access is for two-way traffic.

7. Trees and natural vegetative cover shall not be removed without an approved development permit, or development concept plan. The Development Authority may prevent the removal of trees or shrubs adjacent to environmentally sensitive areas.

8. Any adjoining residential area(s) shall be screened by a solid fence or year-round vegetation with a minimum height of 2.0 m (6.6 ft.), to the satisfaction of the Development Authority.

9. Fires are permitted only in facilities which have been provided for such purpose or where open fires are allowed by the County's fire department.

10. Fireplaces, fire pits, charcoal and or other barbecue equipment, wood burning stoves, or any other cooking facilities shall be located, constructed, maintained and used to minimize fire hazard and smoke nuisance in the campground and the neighbouring properties.

11. Fire extinguishers capable of dealing with electrical and wood fires shall be kept in all service buildings.

12. A suitable ingress and egress shall be provided so that every campground may be readily serviced in emergency situations. 24-hour emergency communications service (e.g. telephones) shall be provided.

13. Pedestrian walkways having a width of not less than 1.2 m (3.9 ft.) shall be provided from campground stalls to all service buildings, facilities, refuse collection areas, and recreation areas. The walkways shall be well drained, well lighted, and the surface shall be constructed of a standard to the satisfaction of a Development Authority.

14. The storage, collection and disposal of solid waste in campgrounds shall be so conducted as to create no health hazards, rodent harbourage, insect breeding areas, or accident or fire hazards. Individual or grouped refuse containers must be screened to the satisfaction of a Development Authority.

15. Campgrounds with less than sixty (60) campsites and no permanent cabins shall be required to provide sewage disposal and water service facilities to the satisfaction of a Development Authority.

16. Campgrounds with more than sixty (60) campsites and with permanent cabins shall provide onsite services as follows:

A. A water supply system shall be provided for each campsite designed to accommodate the campground user occupying a self-contained recreational vehicle or a cabin and shall be connected to a community water supply system. The water system for a campground shall be constructed to the satisfaction of the County Engineer and the Development Authority in accordance with all applicable Provincial and County regulations.

B. Alternatively, a campground may provide one or more easily accessible water supply outlets for filling potable water storage tanks. The water supply outlets shall be located within 100.0 m (328.1 ft.) of the campsites. The water supply outlets shall be constructed to the satisfaction of the County Engineer and the Development Authority in accordance with all applicable Provincial and County regulations.

C. An adequate and safe sewage disposal system shall be provided in a campground for each campsite designed to accommodate the campground user occupying a self-contained vehicle or cabin and shall be connected to a

community sewage system and/or sanitary dumping station, to the satisfaction of the Development Authority. The sewage disposal system in a campground shall be constructed to the satisfaction of the County Engineer and the Development Authority and shall comply with all applicable Provincial and County regulations, and shall be maintained to the standards of the regulatory approvals.

D. A campground shall be provided with sanitary dumping stations in the ratio of one for every one hundred recreational vehicle spaces or fractional part thereof. The sanitary dumping stations shall be designed and maintained to County regulations and standards to the satisfaction of the County Engineer and the Development Authority. Each station shall provide a water outlet, with the necessary appurtenances connected to the water supply system to permit periodic wash down of the immediate adjacent areas. A sign shall be posted near the water outlet indicating that this water is for flushing and cleaning purposes only. Sanitary stations shall be separated from any campsite or cabin by a distance of not less than 20.0 m (65.6 ft.).

E. In no case shall less than one (1) toilet and lavatory be provided for each gender for every ten (10) campsites.

17. Campgrounds, containing campsites, cabins, hotels and or motels are considered temporary occupancies, and subsequently, the maximum occupancy is two hundred and forty (240) days per calendar year.

18. The minimum size for a campsite is:

- A. 10.0 m (32.8 ft.) in width;
- B. 25.0 m (82.0 ft.) in depth; and
- C. 325.0 sq. m (3500 sq. ft.) in area.

19. A recreation vehicle/travel trailer on a campsite shall be separated a minimum of 3.0 m (98 ft.) from:

- A. another recreation vehicle/travel trailer on an adjacent site;
- B. other structures; and
- C. an interior roadway.

20. Each campsite shall provide two parking spaces on the campsite.

21. All campsites shall be required to provide an acceptable form of ground cover to prevent erosion. Natural vegetation shall not be removed from campsites without an approved development permit. The Development Authority may prevent the removal of trees or shrubs adjacent to environmentally sensitive areas.

7.22 RECREATIONAL USES

1. Recreational development shall be required to:

- A. maintain an open space buffer of sufficient size and composition to act as a visual and noise barrier from adjacent uses which may be incompatible; and
- B. install, when necessary, adequate on-site water supply and sewage disposal systems which have been approved by the authority having

jurisdiction.

7.23 RECREATIONAL VEHICLE CAMPGROUNDS

1. Development of roads, facilities, and recreational vehicle sites shall occupy no more than two-thirds of the proposed site, leaving a minimum of one-third of the site in its natural state (or landscaping one-third to the satisfaction of the Development Authority).
2. Campgrounds should be designed and landscaped to minimize disturbance to the natural environment and to protect heavy use areas from damage.
3. The entire site design shall be at the discretion of the Development Authority.
4. Where the campground directly adjoins a residential area, adequate screening or fencing shall be provided, to the satisfaction of the Development Authority.
5. A sufficient number of picnic tables, fire pits, and garbage cans shall be provided to accommodate the design capacity of the campground. Exact numbers shall be at the discretion of the Development Authority.
6. On recreational vehicle campgrounds located next to a lake, if boat launching and swimming facilities are not provided, alternative locations for same should be indicated on a map or sign on the site.
7. An adequate potable water supply and sewage disposal facilities shall be provided, in accordance with Provincial regulations and/or the Safety Codes Act, as applicable.
8. A portion of the campsites should be serviced by electrical, water or sewage disposal hookups.

7.24 RECREATIONAL VEHICLE PARKS

1. Each recreational vehicle parking stall be a minimum width of 10.0 m (32.8 ft.) and a minimum area of 250.0 sq. m (2691.0 sq. ft.).
2. As a condition of approval, the Development Authority shall require the developer to obtain any necessary permits and approvals from all regulatory authorities and agencies having jurisdiction, including any necessary approvals pursuant to the Alberta Safety Codes Act that may be applicable.
3. As a condition of approval, the Development Authority may require that the developer construct, upgrade, or pay to construct or upgrade any necessary municipal infrastructure to service to the development.
4. All internal roads shall be the responsibility of the Developer for both construction and future maintenance. Also, internal roads shall have a minimum of a 6.0 m. (20.0 ft.) usable top, except for one-way roads, which shall have a minimum of a 3.7 m. (12.0 ft.) usable top.
5. The developer shall provide on-site potable water supply which meets all applicable provincial water requirements.
6. The developer shall provide sewage disposal facilities in accordance with the County's servicing requirements as well as all applicable provincial regulations.
7. As a condition of approval, the Development Authority shall require the developer to obtain any necessary permits and approvals from all regulatory authorities and agencies having jurisdiction over this type of development.

8. The developer shall be required to enter into a development agreement with the County as a condition of development approval. The development agreement will include provisions requiring the developer to construct, upgrade, or pay to construct or upgrade the necessary County roads to access the development when determined necessary by the Development Authority.

9. The developer shall designate an area equivalent to ten (10%) percent of the total recreational vehicle campground area as a playground. This area is to be clearly marked and free from all traffic hazards.

10. All stalls shall maintain a minimum set back of 30.0 m (98.4 ft.) from the shoreline of any body of water.

11. The maximum number of recreational vehicles permitted per stall shall be one (1).

12. A site plan detailing the protection of existing treed areas and site topography is required prior to issuance of a development permit.

13. Spaces for day use, picnicking and similar activities shall be suitably organized, clearly marked and constructed to the satisfaction of the Development Authority.

14. All other site requirements shall be as required by the Development Authority.

15. Minimum Yard Setbacks:

A. Front, side, corner and rear yard setbacks shall be 7.6 m (25.0 ft.) or 10% of the lot width, whichever is lesser.

7.25 RECREATIONAL VEHICLES

1. The year-round placement of 2 (two) recreational vehicles on a parcel in Multi-lot Country Residential (R1), Residential (Cluster) Conservation (R2), Victoria Residential(R3) or Hamlet General (HG) Districts is allowed without a development permit.

2. Additional recreational vehicles shall be permitted within the Multi-lot Country Residential (R1), Residential (Cluster) Conservation (R2), Victoria Residential (R3) or Hamlet General (HG) Districts for a maximum of four (4) consecutive days.

3. No recreational vehicle shall be permanently connected to any utility or municipal service, such as power, gas, water supply, or sanitary sewage disposal facilities unless the recreational vehicle is located in an approved recreational vehicle park.

4. This section does not apply to the placement of recreational vehicles in the Agriculture District (AG), Victoria Agriculture District (A1), Highway Commercial District (C1), Victoria Commercial District (C2), Industrial District (M1), Rural Industrial District (M2), Institutional & Community District (P), Direct Control District (DC), and Direct Control Landfill District (DC1).

7.26 RECREATIONAL VEHICLES LOCATED IN RECREATIONAL VEHICLE CAMPGROUNDS

1. No recreational vehicle, whether located within a recreational trailer park or on a lot, may have associated with it any more than two (2) accessory structures, buildings, or other paraphernalia, in addition to fences, benches, fire pits, and picnic tables. A small shed with a maximum size of 18.58 sq. m (200 sq. ft.), and a screened or roofed patio around or beside the recreational vehicle is permitted.

2. No structure accessory to a recreational vehicle shall be used as sleeping quarters.

3. Except for a recreational vehicle on a lot, the total gross floor area or ground area covered by all accessory structures, buildings or other paraphernalia (other than those

	<p>indicated in subsection 6.16(1) shall not exceed 50% of the RV lot size.</p> <p>ATTACHMENTS:</p> <ul style="list-style-type: none"> DRAFT Land Use Bylaw 1272-14 Amendment © ATTACHMENT 1
CORRELATION TO BUSINESS (STRATEGIC) PLAN	
<p>Values: Integrity, Sustainability/Stability, Pride, Fairness, Freedom</p> <p>Vision: Leading the way in positive growth with healthy, sustainable, rural living.</p> <p>Mission: Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.</p>	
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<ul style="list-style-type: none"> <u>Alberta Municipal Government Act RSA 2000, Ch. M-26.</u>
BENEFITS	<ul style="list-style-type: none"> Clarity, transparency, and fairness for prospective developers
DISADVANTAGES	<ul style="list-style-type: none"> Nil.
ALTERNATIVES	<ul style="list-style-type: none"> Take no action, or Defer
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	<ul style="list-style-type: none"> Nil.
COMMUNICATION STRATEGY	<ul style="list-style-type: none"> Nil.
RECOMMENDATION	
<p>That Smoky Lake County Council RECOMMEND that Administration forward the DRAFT Land Use Bylaw 1272-14 Amendment relating to Recreational Vehicles (RVs) and Campsites to the next County Council Meeting for consideration of First Reading.</p>	

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. XXXX-20**

**A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA,
TO AMEND BYLAW 1272-14 BEING THE LAND USE BYLAW FOR SMOKY LAKE COUNTY.**

WHEREAS Council has adopted Smoky Lake County Bylaw 1272-14 to be the Land Use Bylaw;

WHEREAS it is deemed expedient to amend Bylaw 1272-14 as set out in Section 692 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto;

WHEREAS a Public Hearing has been held pursuant to Section 230 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto;

WHEREAS said Public Hearing has been advertised pursuant to Section 606 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto;

NOW THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, and by virtue of all other enabling powers, the Council of Smoky Lake County, duly assembled, enacts as follows:

1. The following is to be deleted:

Section 1.7 Interpretation/Definitions

43. “Campground, basic” means a development consisting of four (4) or more camp sites used for a range of overnight accommodation, from tenting to un-serviced trailer sites, including accessory facilities that support the use, such as administration offices, laundry facilities, washrooms, support recreational facilities, but not including the use of manufactured homes, trailers or other forms of moveable shelter on a permanent year-round basis;

44. “Campground - recreational vehicle” means a development consisting of sites for the location of four (4) or more recreational vehicles, to be used for overnight accommodation and may also include a development consisting of two (2) or more camp sites used for tenting, including accessory facilities that support the use, such as administration offices, laundry facilities, washrooms, support recreational facilities, but not including the use of manufactured homes, trailers or other forms of moveable shelter on a permanent year-round basis;

and is to be replaced and renumbered accordingly, with:

“Campground, minor” means an area which has been planned and improved for the seasonal short-term occupancy of up to a maximum of six (6) holiday trailers, motor homes, tents, campers or similar recreational vehicles, and is not used as a year-round storage, or accommodation for residential use. Typical uses include tourist recreational vehicle parks, campsites and tenting grounds and recreational activities, such as picnic grounds, boating facilities and playgrounds.

“Campground, intermediate” means an area which has been planned and improved for the seasonal short-term occupancy of up to a maximum of nineteen (19) holiday

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. XXXX-20**

trailers, motor homes, tents, campers or similar recreational vehicles, and is not used as a year round storage, or accommodation for residential use. Typical uses include tourist recreational vehicle parks, campsites and tenting grounds and recreational activities, such as picnic grounds, boating facilities and playgrounds.

“Campground, major” means an area which has been planned and improved for the seasonal short term occupancy of more than twenty (20) holiday trailers, motor homes, tents, campers or similar recreational vehicles, and is not used as a year round storage, or accommodation for residential use. Typical uses include tourist recreational vehicle parks, campsites and tenting grounds and recreational activities, such as picnic grounds, boating facilities and playgrounds.

2. The following is to be deleted:

Section 1.7 Interpretation/Definitions

210. “Recreational vehicle” means a vehicular type unit primarily designed as temporary living quarters for recreational camping, or travel use, which either has its own motor power or is mounted or drawn by another vehicle. Among other vehicles, travel trailers, camping trailers, truck campers, fifth wheels, and motor homes are recreational vehicles;

211. “Recreational vehicle park” means any lot on which four (4) or more recreational vehicle sites are located, established, or maintained for occupancy by recreational vehicles of the general public as temporary living quarters for recreation or vacation purposes. Occupancy of the recreational vehicles located within the park is not to exceed a maximum of six (6) months of any calendar year; The park may include accessory facilities for the use of the occupants as well as a permanent residence for the owner/operator of the park;

and is to be replaced and renumbered accordingly, with:

RECREATION VEHICLE means a vehicle primarily designed as temporary living quarters for recreational camping or travelling, which either has its own motor power or is mounted onto or drawn by another vehicle.

RECREATIONAL VEHICLE – MOTORIZED OR TOWABLE means a recreational vehicle either built on or as an integral part of a self-propelled motor vehicle chassis combining transportation and living quarters in one unit or designed to be towed by a motorized vehicle (car, van or pickup truck). These recreational vehicles are designed to provide temporary living accommodation for travel, vacation or recreational use, which may include sleeping, kitchen, bathroom and systems for fresh and wastewater, electricity, propane, heating, air conditioning and entertainment. They shall have an overall width not exceeding 2.6 m (8 ft. 6 in.), where the width is the sum of the distance from the vehicle centre-line to the outmost projections on each side (including door handles, water connections, etc.) when the vehicle is folded or stowed away for transit. Such units include motorhomes, travel trailers, fifth-wheel trailers, folding camping trailers and truck campers.

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. XXXX-20**

RECREATIONAL VEHICLE PARK means the planned development used for the seasonal short-term use of recreational vehicles with a higher level of service provided than in a campground. The recreational vehicle park shall not be used as year-round storage, or accommodation for residential use. A Recreational Vehicle Park may be developed in association with related recreational activities; such as hiking or riding trails, picnic grounds, boating facilities and playgrounds.

RECREATIONAL VEHICLE – PARK MODEL RECREATIONAL UNIT (ALSO REFERRED TO AS A “COTTAGE MODEL”) means a recreational vehicle built on a single chassis mounted on wheels which may be removed. The unit is designed to facilitate occasional relocation, with living quarters for a temporary residence or seasonal use and must be connected to those utilities necessary for the operation of installed fixtures and appliances. This type of recreation vehicle has a width greater than 2.6 m (8 ft. 6 in.) in the transit mode. Park Model

Recreational Units require a special tow vehicle and a special permit to move on the road. They conform to the CSA Z-241 Standard for Park Model Recreational Units or another similar CSA standard to be approved by the Development Authority at its sole discretion.

RECREATIONAL VEHICLE – PARK MODEL TRAILER means a recreational vehicle designed to be towed by a heavy-duty tow vehicle but is of restricted size and weight so that it does not require a special highway movement permit. The maximum width when being towed is 2.6 m (8 ft. 6 in.). This type of recreational vehicle is designed for infrequent towing and is not fitted with a 12-volt system for fixtures and appliances. Once on site in the set-up mode, it must be connected to local utilities. The Park Model Trailer is built on a single chassis mounted on wheels and has one or more slide-outs and conforms to the CSA Z-240 Standard for Recreational Vehicles or another similar CSA standard to be approved by the Development Authority at its sole discretion.

RECREATIONAL VEHICLE SALES AND SERVICES means development used for the rental, lease, sale, storage, service, restoration and/or mechanical repair of recreation vehicles, snowmobiles, and all terrain vehicles, and boats.

3. The following is to be deleted:

7.2 BASIC CAMPGROUNDS

1. Where a campground proposal will ultimately exceed sixty (60) campsites and/or cabins and is located on a parcel greater than 8.0 ha (19.8 ac.), a development concept plan for the development of the entire tract of land shall be submitted and approved by the Development Authority prior to submitting a development permit application for any site specific development. The development concept plan shall include detailed plans and specifications (i.e. servicing, traffic, environmental

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considerations, etc.) for the initial stage, as well as any subsequent stages of development.

2. A minimum of 10% of the gross lot area of the campground shall be set aside for common recreation area and shall be developed and maintained as a park, playground or other useable open space. No portion of any other use and/or facility shall be included in this area.

3. Visitor parking shall be provided in common areas within a campground area, to the satisfaction of the Development Authority.

4. All campgrounds shall be provided with safe and convenient vehicular access and all roadways within a campground shall be of a surface and standard acceptable to a Development Officer for the purposes of accommodating emergency, fire and maintenance vehicles.

5. Within a campground development, the roadway system will be sensitive to the topography and site characteristics of the site and shall be "signed" to avoid confusion.

6. All campsites shall be accessible by means of an access at least 3.0 m (9.8 ft.) in width where the access is for one-way traffic, or at least 6.0 m (19.7 ft.) in width where the access is for two-way traffic.

7. Trees and natural vegetative cover shall not be removed without an approved development permit, or development concept plan. The Development Authority may prevent the removal of trees or shrubs adjacent to environmentally sensitive areas.

8. Any adjoining residential area(s) shall be screened by a solid fence or year-round vegetation with a minimum height of 2.0 m (6.6 ft.), to the satisfaction of the Development Authority.

9. Fires are permitted only in facilities which have been provided for such purpose or where open fires are allowed by the County's fire department.

10. Fireplaces, fire pits, charcoal and or other barbecue equipment, wood burning stoves, or any other cooking facilities shall be located, constructed, maintained and used to minimize fire hazard and smoke nuisance in the campground and the neighbouring properties.

11. Fire extinguishers capable of dealing with electrical and wood fires shall be kept in all service buildings.

12. A suitable ingress and egress shall be provided so that every campground may be readily serviced in emergency situations. 24-hour emergency communications service (e.g. telephones) shall be provided.

13. Pedestrian walkways having a width of not less than 1.2 m (3.9 ft.) shall be provided from campground stalls to all service buildings, facilities, refuse collection areas, and recreation areas. The walkways shall be well drained, well lighted, and the surface shall be constructed of a standard to the satisfaction of a Development Authority.

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14. The storage, collection and disposal of solid waste in campgrounds shall be so conducted as to create no health hazards, rodent harbourage, insect breeding areas, or accident or fire hazards. Individual or grouped refuse containers must be screened to the satisfaction of a Development Authority.

15. Campgrounds with less than sixty (60) campsites and no permanent cabins shall be required to provide sewage disposal and water service facilities to the satisfaction of a Development Authority.

16. Campgrounds with more than sixty (60) campsites and with permanent cabins shall provide onsite services as follows:

A. A water supply system shall be provided for each campsite designed to accommodate the campground user occupying a self-contained recreational vehicle or a cabin and shall be connected to a community water supply system. The water system for a campground shall be constructed to the satisfaction of the County Engineer and the Development Authority in accordance with all applicable Provincial and County regulations.

B. Alternatively, a campground may provide one or more easily accessible water supply outlets for filling potable water storage tanks. The water supply outlets shall be located within 100.0 m (328.1 ft.) of the campsites. The water supply outlets shall be constructed to the satisfaction of the County Engineer and the Development Authority in accordance with all applicable Provincial and County regulations.

C. An adequate and safe sewage disposal system shall be provided in a campground for each campsite designed to accommodate the campground user occupying a self-contained vehicle or cabin and shall be connected to a community sewage system and/or sanitary dumping station, to the satisfaction of the Development Authority. The sewage disposal system in a campground shall be constructed to the satisfaction of the County Engineer and the Development Authority and shall comply with all applicable Provincial and County regulations, and shall be maintained to the standards of the regulatory approvals.

D. A campground shall be provided with sanitary dumping stations in the ratio of one for every one hundred recreational vehicle spaces or fractional part thereof. The sanitary dumping stations shall be designed and maintained to County regulations and standards to the satisfaction of the County Engineer and the Development Authority. Each station shall provide a water outlet, with the necessary appurtenances connected to the water supply system to permit periodic wash down of the immediate adjacent areas. A sign shall be posted near the water outlet indicating that this water is for flushing and cleaning purposes only. Sanitary stations shall be separated from any campsite or cabin by a distance of not less than 20.0 m (65.6 ft.).

E. In no case shall less than one (1) toilet and lavatory be provided for each gender for every ten (10) campsites.

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17. Campgrounds, containing campsites, cabins, hotels and or motels are considered temporary occupancies, and subsequently, the maximum occupancy is two hundred and forty (240) days per calendar year.

18. The minimum size for a campsite is:

- A. 10.0 m (32.8 ft.) in width;
- B. 25.0 m (82.0 ft.) in depth; and
- C. 325.0 sq. m (3500 sq. ft.) in area.

19. A recreation vehicle/travel trailer on a campsite shall be separated a minimum of 3.0 m (98 ft.) from:

- A. another recreation vehicle/travel trailer on an adjacent site;
- B. other structures; and
- C. an interior roadway.

20. Each campsite shall provide two parking spaces on the campsite.

21. All campsites shall be required to provide an acceptable form of ground cover to prevent erosion. Natural vegetation shall not be removed from campsites without an approved development permit. The Development Authority may prevent the removal of trees or shrubs adjacent to environmentally sensitive areas.

and is to be replaced and renumbered accordingly, with:

CAMPGROUNDS

(1) A comprehensive site plan shall be provided to the satisfaction of the Development Authority that shows the location, design standards and site requirements of any common accessory uses and services, such as washrooms, laundromat, recreational buildings, retail store, food concession, fire pits, fire wood storage, lighting, water supply, wastewater disposal facilities, solid waste collection facilities and any other similar uses or services that may be associated with or required within a campground. The following regulations shall be applied in designing the campground site plan:

- (a) a minimum site area of 0.40 ha (1 ac);
- (b) a minimum of 10% of the total site shall be set aside in a location acceptable to the Development Authority as a common open space recreation area;
- (c) each stall shall be accessed by an internal road;

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(d) the road system shall be properly signed for users and for emergency response vehicles, and shall be sensitive to the topography and environmental characteristics of the site;

(e) walkways with a minimum width of 1.62 m (4 ft) surfaced to the satisfaction of the Development Authority shall be provided from all stalls to all service buildings and facilities, refuse areas and recreation areas;

(f) roads shall be hard surfaced or surfaced to the satisfaction of the Development Authority and shall be:

(i) 3.05 m (10 ft) in width for one-way traffic; and

(ii) 6.10 m (20 ft) in width for two-way traffic;

(g) fires will be permitted only in designated fire pits or other such facilities;

(h) potable water and wastewater disposal facilities are required to the satisfaction of the Development Authority;

(i) all utility services and all utility wires and conduits shall be provided as required by the Development Authority and the utility companies;

(j) fences shall be allowed within the recreational vehicle park only if they are erected and maintained by the park operator to a uniform standard throughout the park;

(k) all stall boundaries shall be clearly defined on the ground by permanent flush stakes or markers, with a stall number or other identification system;

(l) suitable ground cover and a flat area for each stall shall be provided;

(m) minimum camping stall size shall be:

(i) 6.10 m (20 ft) in width;

(ii) 18.29 m (60 ft) in depth; and

(iii) 111.48 m² (1,200 ft²) in area;

(n) minimum distance between camping stalls shall be 3.05 m (10 ft);

(o) minimum campground front, side and rear yards shall be 3.05 m (10 ft) from all site boundaries;

(p) one (1) parking stall per camping stall; and

(q) visitor parking shall be provided in a common area to the satisfaction of the Development Authority

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(2) A landscaping plan that retains natural vegetation shall be provided to the satisfaction of the Development Authority.

(3) Campgrounds are considered temporary occupancies.

(4) One on-site security/operator suite may be permitted.

4. The following is to be amended and renumbered accordingly:

i. Section 8.2 Agriculture AG District: 3. Discretionary Uses

is amended by adding:

**“Campground, minor”
“Campground, intermediate”
“Campground, major”
“Recreational vehicle park”**

ii. Section 8.3 Victoria Agriculture (A1) District: 3. Discretionary Uses

is amended by adding:

**“Campground, minor”
“Campground, intermediate”
“Campground, major”
“Recreational vehicle park”**

iii. Section 8.7 HG Hamlet General: 3. Discretionary Uses

is amended by deleting:

“Campground, Basic”

and is amended by adding:

**“Campground, minor”
“Recreational vehicle park”**

iv. Section 8.8 Highway Commercial (C1) District: 3. Discretionary Uses

is amended by adding:

**“Campground, minor”
“Campground, intermediate”
“Campground, major”
“Recreational vehicle park”**

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v. Section 8.9 Victoria Commercial (C2) District: 2. Permitted Uses

is amended by deleting:

“Campground, Recreational Vehicle”

vi. Section 8.9 Victoria Commercial (C2) District: 3. Discretionary Uses

is amended by deleting:

“Campground, Basic”

and is amended by adding:

“Campground, minor”

“Campground, intermediate”

“Campground, major”

“Recreational vehicle park”

5. Severability:

- i. If any part of this Bylaw is found to be invalid, the remaining sections remain in force.

6. Effective Date:

- i. This Bylaw comes into force and effect upon it receiving Third Reading.

READ A FIRST TIME IN COUNCIL THIS _____ DAY OF _____, AD 2020.

READ A SECOND TIME IN COUNCIL THIS _____ DAY OF _____, AD 2020.

READ A THIRD AND FINAL TIME IN COUNCIL _____ DAY OF _____, AD 2020.

Craig Lukinuk
Reeve

S E A L

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. XXXX-20**

Gene Sobolewski
Chief Administrative Officer

DRAFT



ISSUE FOR INFORMATION		DATE	October 29, 2020	5.5.2
TOPIC	Land Use Bylaw 1272-14: Shipping Containers			
PROPOSAL	That Smoky Lake County Council RECOMMEND that administration forward the Land Use Bylaw Amendment for provisions relating to Shipping Containers to the next Council Meeting.			
BACKGROUND	<ul style="list-style-type: none">At the July 20, 2020 Committee of the Whole for Administration, Council adopted Motion 946-20: <p><i>That Smoky Lake County Council recommend Administration proceed to prepare an amendment to the Land Use Bylaw No. 1272-14, for the purpose of addressing development which involves Shipping Containers, including but not limited to the following points:</i></p> <ul style="list-style-type: none"><i>esthetics of shipping containers which are used for storage must be made to match or compliment surrounding buildings, and this work, along with appropriate landscaping must be completed within two (2) years of placement,</i><i>the location of shipping container placement on any property is at the discretion of the development authority,</i><i>the maximum length for shipping containers on residential property shall be twenty feet (20'), and the maximum length for shipping containers on farmland shall be forty feet (40') with a maximum of up to three (3) shipping containers per farmland parcel,</i><i>stacking of shipping containers which are used as building material may be permitted, at the discretion of the development authority.</i> <p>Why may this DRAFT Amendment be Useful?</p> <ul style="list-style-type: none">The Planning and Development Department has received a number of requests for Development Permits for shipping containers in recent months as residents are responding to an increase in property theft and wish to store their valuables in a more secure manner.The Planning and Development Department has also received inquiries about whether shipping containers can be used as a building material to construct a dwelling from. The current Bylaw is ambiguous; an amendment could serve to clarify the County's position.Currently, shipping containers are a Discretionary Use in several Land Use Districts which means that Development Permit applications are decided on by the Municipal Planning Commission (MPC). This process is time-consuming from an administrative and ratepayer perspective and also requires Council's time to decide on the applications. There is also a cost to advertise the Notice of Decision made by the MPC.The current provisions are unclear as to whether additional shipping containers are permitted on residential use parcels of greater than 1.0 acre in size, or whether a Development Permit is required on residential use parcels larger than 1.0 acre in sizePlanning & Development Services has prepared a DRAFT Bylaw AMENDMENT for review.			

	Existing Shipping Container Uses, per Land Use Districts: <table border="1"> <tr><td>Agriculture (AG) District</td><td>Permitted</td></tr> <tr><td>Victoria Agriculture (A1) District</td><td>Permitted</td></tr> <tr><td>Multi-Lot Country Residential (R1) District</td><td>Discretionary</td></tr> <tr><td>Residential (Cluster) Conservation (R2) District</td><td>Discretionary</td></tr> <tr><td>Victoria Residential (R3) District</td><td>Discretionary</td></tr> <tr><td>Hamlet General (Hg) District</td><td>Discretionary</td></tr> <tr><td>Highway Commercial (C1) District</td><td>Discretionary</td></tr> <tr><td>Victoria Commercial (C2) District</td><td>Discretionary</td></tr> <tr><td>Industrial (M1) District</td><td>Permitted</td></tr> <tr><td>Rural Industrial (M2) District</td><td>Permitted</td></tr> <tr><td>Community and Institutional (P) District</td><td>Nil</td></tr> <tr><td>Direct Control (DC) District</td><td>Nil</td></tr> <tr><td>Direct Control Landfill (DC1) District</td><td>Nil</td></tr> </table>		Agriculture (AG) District	Permitted	Victoria Agriculture (A1) District	Permitted	Multi-Lot Country Residential (R1) District	Discretionary	Residential (Cluster) Conservation (R2) District	Discretionary	Victoria Residential (R3) District	Discretionary	Hamlet General (Hg) District	Discretionary	Highway Commercial (C1) District	Discretionary	Victoria Commercial (C2) District	Discretionary	Industrial (M1) District	Permitted	Rural Industrial (M2) District	Permitted	Community and Institutional (P) District	Nil	Direct Control (DC) District	Nil	Direct Control Landfill (DC1) District	Nil
	Agriculture (AG) District	Permitted																										
	Victoria Agriculture (A1) District	Permitted																										
	Multi-Lot Country Residential (R1) District	Discretionary																										
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	Community and Institutional (P) District	Nil																										
	Direct Control (DC) District	Nil																										
	Direct Control Landfill (DC1) District	Nil																										
	ATTACHMENTS: <ul style="list-style-type: none"> Smoky Lake County Land Use Bylaw 1272-14: Section 7.34: Shipping Containers © ATTACHMENT 1 Smoky Lake County DRAFT Land Use Bylaw AMENDMENT © ATTACHMENT 2 																											
CORRELATION TO BUSINESS (STRATEGIC) PLAN																												
Values: Integrity, Sustainability/Stability, Pride, Fairness, Freedom Vision: Leading the way in positive growth with healthy, sustainable, rural living. Mission: Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.																												
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<ul style="list-style-type: none"> <u>Alberta <i>Municipal Government Act</i> RSA 2000, Ch. M-26.</u> 																											
BENEFITS	<ul style="list-style-type: none"> Clarity, transparency, and fairness for prospective developers 																											
DISADVANTAGES	<ul style="list-style-type: none"> Nil. 																											
ALTERNATIVES	<ul style="list-style-type: none"> Take no action, or Defer 																											
FINANCE/BUDGET IMPLICATIONS																												
Operating Costs: _____	Capital Costs: _____																											
Budget Available: _____	Source of Funds: _____																											
Budgeted Costs: _____	Unbudgeted Costs: _____																											
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	<ul style="list-style-type: none"> Nil. 																											
COMMUNICATION STRATEGY	<ul style="list-style-type: none"> Grapevine Website 																											
RECOMMENDATION																												
That Smoky Lake County Council RECOMMEND that administration forward the Land Use																												

Bylaw Amendment for provisions relating to Shipping Containers to the next Council Meeting.

- i. that operators of motor vehicles do not obstruct the sidewalks and boulevards abutting or adjacent to the service stations, and
 - ii. that operators of motor vehicles enter and leave the service station only at the entrances and exits provided for such purposes and not elsewhere.
- C. Maintain on the boundaries of the site, where required by the Development Authority, an appropriate fence not less than 1.5 m (5.0 ft.) in height.

7.34 SHIPPING CONTAINERS

1. A maximum of one (1) shipping container may be allowed, at the discretion of the Development Authority on residential use parcels 0.4 ha (1.0 ac) or smaller in area.
2. The placement of a shipping container on any residential use parcel 0.4 ha (1.0 ac) or smaller in area requires a development permit.
3. The maximum number of shipping containers that may be placed on an agricultural, commercial or industrial use parcel is at the discretion of the Development Authority.
4. Notwithstanding any other provision in this Bylaw, in the Agriculture District on parcels larger than 0.8 ha (2.0 ac) in area a maximum of two (2) shipping containers may be placed on a parcel without a development permit.
5. If a temporary development permit for a shipping container has been approved by the Development Authority then the shipping container may be placed on a site for a period of six (6) months. After that period has expired the developer will be required to apply to the County for an extension for the permit. Extensions may be issued for up to six (6) month intervals at the discretion of the Development Authority.
6. Shipping containers may not be stacked. The maximum height for a shipping container allowed on a parcel is 3.0 m (10.0 ft.).
7. Shipping containers located in a residential district may be a max of 6.0 m (20.0 ft.) in length.
8. The exterior finish of a shipping container sited within a commercial or residential district must be consistent with the finish of the primary building.
9. Shipping containers cannot be used as a dwelling, bunk house or a guest house within the County
10. No human or animal habitation will be permitted within a shipping container.

7.35 SOLAR ENERGY COLLECTION SYSTEMS

1. Location
 - A. Ground mounted solar collectors shall be located in a side or rear yard only.

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. XXXX-20**

**A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA,
TO AMEND BYLAW 1272-14 BEING THE LAND USE BYLAW FOR SMOKY LAKE COUNTY.**

WHEREAS Council has adopted Smoky Lake County Bylaw 1272-14 to be the Land Use Bylaw;

WHEREAS it is deemed expedient to amend Bylaw 1272-14 as set out in Section 692 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto;

WHEREAS a Public Hearing has been held pursuant to Section 230 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto;

WHEREAS said Public Hearing has been advertised pursuant to Section 606 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto;

NOW THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, and by virtue of all other enabling powers, the Council of Smoky Lake County, duly assembled, enacts as follows:

1. The following is deleted:

Section 7.34 SHIPPING CONTAINERS

1. A maximum of one (1) shipping container may be allowed, at the discretion of the Development Authority on residential use parcels 0.4 ha (1.0 ac) or smaller in area.
2. The placement of a shipping container on any residential use parcel 0.4 ha (1.0 ac) or smaller in area requires a development permit.
3. The maximum number of shipping containers that may be placed on an agricultural, commercial or industrial use parcel is at the discretion of the Development Authority.
4. Notwithstanding any other provision in this Bylaw, in the Agriculture District on parcels larger than 0.8 ha (2.0 ac) in area a maximum of two (2) shipping containers may be placed on a parcel without a development permit.
5. If a temporary development permit for a shipping container has been approved by the Development Authority then the shipping container may be placed on a site for a period of six (6) months. After that period has expired the developer will be required to apply to the County for an extension for the permit. Extensions may be issued for up to six (6) month intervals at the discretion of the Development Authority.

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6. Shipping containers may not be stacked. The maximum height for a shipping container allowed on a parcel is 3.0 m (10.0 ft.).
7. Shipping containers located in a residential district may be a max of 6.0 m (20.0 ft.) in length.
8. The exterior finish of a shipping container sited within a commercial or residential district must be consistent with the finish of the primary building.
9. Shipping containers cannot be used as a dwelling, bunk house or a guest house within the County.
10. No human or animal habitation will be permitted within a shipping container.

And replaced with:

Section 7.34 SHIPPING CONTAINERS

1. A maximum of one (1) shipping container may be allowed, at the discretion of the Development Authority on residential use parcels 0.4 ha (1.0 ac) or smaller in area.
2. The placement of a shipping container on any residential use parcel 0.4 ha (1.0 ac) or smaller in area requires a development permit.
3. The maximum number of shipping containers that may be placed on an agricultural, commercial or industrial use parcel is at the discretion of the Development Authority.
4. The location of shipping container placement on any property is at the discretion of the Development Authority.
5. The maximum length for shipping containers on residential property shall be twenty feet (20'), and the maximum length for shipping containers in the Agricultural General (AG) on parcels of larger than 0.8 ha (2.0 ac) in area shall be forty feet (40') with two (2) shipping containers per parcel without a development permit, to a maximum of up to three (3) shipping containers.
6. If a temporary development permit for a shipping container has been approved by the Development Authority, then the shipping container may be placed on a site for a period of six (6) months. After that period has expired the developer will be required to apply to the County for an extension for the permit. Extensions may be issued for up to six (6) month intervals at the discretion of the Development Authority.

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7. The exterior finish of a shipping container sited within a commercial or residential district must be consistent with the finish of the primary building.
8. For clarity, the esthetics of shipping containers which are used for storage in any District must be made to match or compliment surrounding buildings, and this work, along with appropriate landscaping must be completed within two (2) years of placement.
9. No human or animal habitation will be permitted within a shipping container.
10. Shipping containers cannot be used as a dwelling, bunk house or a guest house within the County.
11. The maximum height for a shipping container allowed on a parcel is 3.0 m (10.0 ft.). Stacking of shipping containers which are used as building material may be permitted, at the discretion of the Development Authority.

2. Severability:

- i. If any part of this Bylaw is found to be invalid, the remaining sections remain in force.

3. Effective Date:

- i. This Bylaw comes into force and effect upon it receiving Third Reading.

READ A FIRST TIME IN COUNCIL THIS _____ DAY OF _____, AD 2020.

READ A SECOND TIME IN COUNCIL THIS _____ DAY OF _____, AD 2020.

READ A THIRD AND FINAL TIME IN COUNCIL _____ DAY OF _____, AD 2020.

Craig Lukinuk
Reeve

S E A L

Gene Sobolewski
Chief Administrative Officer

ISSUE FOR INFORMATION		DATE	October 29, 2020	5.5.3
TOPIC	Land Use Bylaw 1272-14: Tiny Homes/Tiny Dwellings			
PROPOSAL	That Smoky Lake County Council RECOMMEND that administration prepare a Land Use Bylaw Amendment for provisions relating to Tiny Homes/Tiny Dwellings.			
BACKGROUND	<ul style="list-style-type: none"> The Planning and Development Department has received several inquiries in recent months inquiring whether tiny homes are permitted within Smoky Lake County. Currently, Smoky Lake County Land Use Bylaw #1272-14 contains the following minimum ground-floor area provisions for various dwelling types: <ul style="list-style-type: none"> <u>Agriculture (AG) District & Victoria Agriculture (A1) District</u> <ul style="list-style-type: none"> Single Detached Dwellings – 69.7 sq. m (750.0 sq. ft.) Manufactured and modular home units – 65.0 sq. m (700.0 sq. ft.) <u>Multi-Lot Country Residential (R1) District & Residential (Cluster) Conservation (R2) District & Victoria Residential (R3) District</u> <ul style="list-style-type: none"> Within 304.8 m (1,000 ft.) of a lake – 55.7 sq. m (600.0 sq. ft.) All other parcels (for single detached dwellings) – 69.7 sq. m (750.0 sq. ft.) All other parcels (for manufactured and modular home units) – 65.0 sq. m (700.0 sq. ft.) <u>Hamlet General (HG) District</u> <ul style="list-style-type: none"> Single Detached Dwellings – 69.7 sq. m (750.0 sq. ft.) Duplexes (side-by-side and vertical) – 55.7 sq. m (600.0 sq. ft.) for each dwelling unit. Manufactured Home – 55.7 sq. m (600.0 sq. ft.) Modular Home – 65.0 sq. m (700.0 sq. ft.) All other residential uses – as required by the Development Authority <u>Highway Commercial (C1) District & Victoria Commercial (C2) District</u> <ul style="list-style-type: none"> Single Detached Dwellings (Discretionary Use – MPC approval) – as required by the Development Authority Duplexes (side-by-side and vertical – Discretionary Use – MPC approval) – as required by the Development Authority Manufactured Home (Discretionary Use – MPC approval) – as required by the Development Authority Modular Home (Discretionary Use – MPC approval) – as required by the Development Authority All tiny homes are subject to the provisions of the Alberta Building Code (ABC) and are subject to the Alberta New Home Warranty Program. According to the ABC, tiny homes can be stick-built, modular construction or a manufactured home, provided that it meets the CSA A277 standard. The ABC does not prescribe a minimum ground floor area for dwellings. However, the ABC does require that all dwellings meet the requirements for year-round habitation. Administration recommends against allowing for tiny homes with wheels as the County would not be able to enforce the Safety Codes Act nor the Alberta Building Code, as these types of development would be considered as recreational vehicles and not homes. Administration reviewed recent land use bylaw amendments respecting tiny homes that were made by Brazeau County, the MD of Opportunity and the Village of Big Valley to inform its recommendation. The relevant sections of these Bylaws are attached for reference. Administration recommends that the following definition be added to Section 1.7 – “Interpretation/Definitions” of Land Use Bylaw #1272-14: 			

	<ul style="list-style-type: none"> ○ “Dwelling, single detached tiny” means a permanent, freestanding dwelling that does not abut any other dwelling on an adjoining lot and where all sides of the dwelling are surrounded by yards or open areas within the lot. The dwelling shall be a minimum of 18.58 square metres (200.0 square feet) in ground floor area, and shall contain a maximum of one (1) dwelling unit. The dwelling can be constructed on-site or be pre-built and assembled on site. The dwelling shall be supported on a permanent foundation or piling system and physically separated from any other dwelling units. The dwelling shall include cooking, eating, living, sleeping and sanitary facilities. • Administration recommends that “Dwelling, single detached tiny” be added as a “Permitted Use” under Section 8.2.2 (Agriculture (AG) District), Section 8.3.2 (Victoria Agriculture (A1) District), Section 8.4.2 (Multi-Lot Country Residential (R1) District), Section 8.5.2 (Residential (Cluster) Conservation (R2) District), Section 8.6.2 (Victoria Residential (R3) District, and Section 8.7.2 (Hamlet General (HG) District, of Land Use Bylaw #1272-14. • Administration recommends that “Dwelling, single detached tiny” be added as a “Discretionary Use” under Section 8.8.3 (Highway Commercial (C1) District and Section 8.9.3 (Victoria Commercial (C2) District, of Land Use Bylaw #1272-14. • Administration recommends that Section 7 – “Special Provisions” be amended to include a section on “Tiny Dwellings” that will outline provisions for this use. The following is recommended: <ul style="list-style-type: none"> ○ A dwelling, single detached tiny, shall require a Development Permit in accordance with the provisions of this Bylaw; ○ A dwelling, single detached tiny, shall be in accordance with the dwelling unit density provisions of the applicable land use district; ○ A dwelling, single detached tiny, shall comply with the following: <ul style="list-style-type: none"> ▪ Shall be a minimum of 18.58 square metres (200.0 square feet) in ground floor area; ▪ Shall not exceed the maximum height for residential uses within the applicable land use district; ▪ Shall comply with the minimum yard setbacks of the applicable land use district; ▪ Shall contain cooking, eating, living, sleeping and sanitary facilities; ▪ Shall be permanently constructed on a foundation or a piling system; ▪ Shall contain a Private Sewage Disposal System that conforms to the Private Sewage Disposal Systems Regulation 229/1997, as amended; ▪ Shall not be constructed with an attached garage or be connected to another dwelling unit; and ▪ Shall provide a minimum of one parking space. <p>ATTACHMENTS:</p> <ul style="list-style-type: none"> • Excerpt from Brazeau County Land Use Bylaw © ATTACHMENT 1 • Excerpt from MD of Opportunity Land Use Bylaw © ATTACHMENT 2 • Excerpt from the Village of Big Valley Land Use Bylaw © ATTACHMENT 3
CORRELATION TO BUSINESS (STRATEGIC) PLAN	
<p>Values: Integrity, Sustainability/Stability, Pride, Fairness, Freedom</p> <p>Vision: Leading the way in positive growth with healthy, sustainable, rural living.</p> <p>Mission: Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.</p>	
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<p><u>Municipal Government Act RSA 2000, Ch. M-26.</u></p> <p>Planning Bylaws 692(1) Before giving second reading to</p>

- a) a proposed bylaw to adopt an intermunicipal development plan,
- b) a proposed bylaw to adopt a municipal development plan,
- c) a proposed bylaw to adopt an area structure plan,
- d) a proposed bylaw to adopt an area redevelopment plan,
- e) a proposed land use bylaw, or
- f) a proposed bylaw amending a statutory plan or land use bylaw referred to in clauses (a) to (e),**

a council must hold a public hearing with respect to the proposed bylaw in accordance with section 230 after giving notice of it in accordance with section 606.

When to hold a public hearing

- 230(1) When this or another enactment requires council to hold a public hearing on a proposed bylaw or resolution, the public hearing must be held, unless another enactment specifies otherwise,
- a) before second reading of the bylaw, or
 - b) before council votes on the resolution.
- (2) When this or another enactment requires a public hearing to be held on a proposed bylaw or resolution, council must
- a) give notice of the public hearing in accordance with section 606, and
 - b) conduct the public hearing during a regular or special council meeting.
- (3) A council may by bylaw establish procedures for public hearings.
- (4) In the public hearing, council
- a) must hear any person, group of persons, or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by the council, and
 - b) may hear any other person who wishes to make representations and whom council agrees to hear.
- (5) After considering the representations made to it about a proposed bylaw or resolution at the public hearing and after considering any other matter it considers appropriate, the council may
- a) pass the bylaw or resolution,
 - b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or
 - c) defeat the bylaw or resolution.
- (6) The minutes of the council meeting during which the public hearing is held must record the public hearing to the extent directed by the council.

Requirements for Advertising

606(1) The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specifies otherwise.

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

	<p>be</p> <ol style="list-style-type: none"> a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or c) given by a method provided for in a bylaw under section 606.1. <p>(3) A notice of a proposed bylaw must be advertised under subsection (2) before second reading.</p> <p>(4) A notice of a proposed resolution must be advertised under subsection (2) before it is voted on by council.</p> <p>(5) A notice of a meeting, public hearing or other thing must be advertised under subsection (2) at least 5 days before the meeting, public hearing or other thing occurs.</p> <p>(6) A notice must contain</p> <ol style="list-style-type: none"> a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing, b) the address where a copy of the proposed bylaw, resolution or other thing, and any other documents relating to it or to the meeting or public hearing may be inspected, c) in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and d) in the case of a meeting or public hearing, the date time and place where it will be held. <p>(7) A certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in the certificate.</p> <p>(8) The certificate is admissible as evidence without proof of the appointment or signature of the person who signed the certificate.</p>
BENEFITS	<ul style="list-style-type: none"> • Provide increased clarity, transparency, and fairness for prospective developers; • Allow the County's Development Authority to respond favorably to an increasingly popular housing market trend; • Provide additional options for residential development that reflect changing consumer priorities and new economic realities; and • Potential for increased property assessment.
DISADVANTAGES	<ul style="list-style-type: none"> • Nil.
ALTERNATIVES	<ul style="list-style-type: none"> • Take no action and leave the Land Use Bylaw as is currently constituted; or • Instruct administration to make changes to the recommendation.
FINANCE/BUDGET IMPLICATIONS	
Operating Costs:	\$1,000.00 (advertising costs) Capital Costs: _____
Budget Available:	_____ Source of Funds: _____
Budgeted Costs:	_____ Unbudgeted Costs: _____

INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	<ul style="list-style-type: none"> • Nil.
COMMUNICATION STRATEGY	<ul style="list-style-type: none"> • Should First Reading on a proposed Land Use Bylaw amendment be given by Council, notice of a public hearing shall be advertised in the Smoky Lake Signal and the Redwater Review, pursuant to section 230 and section 606 of the <i>Municipal Government Act</i>. • Notice of a public hearing shall also be posted on the County's website.
RECOMMENDATION	
<p>That Smoky Lake County Council RECOMMEND administration to prepare an amendment to Smoky Lake County Land Use Bylaw #1272-14 to add a definition for “Dwelling, single detached, tiny” under Section 1.7 – Definitions/Interpretations; and to add “Dwelling, single detached, tiny” as a “Permitted Use” under the AG, A1, R1, R2, R3 & HG Land Use Districts; and to add “Dwelling, single detached, tiny” as a “Discretionary Use” under the C1 & C2 Land Use Districts; and to add a subsection for “Tiny Dwellings” under Section 7 – Special Provisions, containing specific provisions for the development of Tiny Dwellings.</p>	

8.23 Storage Containers

8.23.1 Storage containers shall:

- (a) Be permitted uses in the Agricultural, Commercial, Rural Industrial, Light Industrial, Recreation, Crown Lands, Institutional and Natural Resource Extraction and Processing Districts;
- (b) Be permitted uses in the Agricultural Holdings and Country Residential Districts unless within a multi-lot subdivision or hamlet boundary where they shall be discretionary;
- (c) Be a discretionary use within Compact Country Residential, Hamlet Residential, Birchwood Country Condo, Manufactured Home Park and Tiny Dwelling Districts;
- (d) Not be stacked and intended for storage purposes only; and
- (e) Be positioned at the discretion of the Development Authority and not exceed the total number of storage containers established by the Development Authority.

8.24 Tiny Dwelling

8.24.1 A tiny dwelling shall require a development permit in accordance with the provisions of this Bylaw.

8.24.2 All tiny dwellings shall be in accordance with the dwelling unit density provisions of the appropriate land use district.

8.24.3 A tiny dwelling may be considered a primary dwelling unit within the Agricultural, Agricultural Holdings, Country Residential, Compact Country Residential, Hamlet Residential and Birchwood Country Condo Districts.

8.24.4 A tiny dwelling may be considered a secondary dwelling within Agricultural and Agricultural Holding Districts.

8.24.5 A tiny dwelling, whether considered a primary or secondary dwelling unit, shall comply with the following:

- (a) Shall be less than 74.3 m² (800 ft²) in total floor area;
- (b) Maximum building height shall comply with the provisions of the district where the dwelling is proposed;
- (c) Yard setbacks shall comply with the provisions of the district where the dwelling is proposed;
- (d) Shall contain cooking, eating, living, sleeping and sanitary facilities within the dwelling unit;
- (e) Shall be permanently constructed on a foundation or piling system;
- (f) Shall not be constructed with an attached garage or be connected to another dwelling unit; and
- (g) A minimum of (1) on-site parking space shall be provided. This shall be in addition to any parking requirements for the existing structures or operations on the subject lands.



THE MUNICIPAL DISTRICT OF OPPORTUNITY NO. 17

BYLAW 2018-08

BEING A BYLAW OF THE MUNICIPAL DISTRICT OF OPPORTUNITY NO. 17 TO AMEND BYLAW 2013-14, THE LAND USE BYLAW OF THE MUNICIPAL DISTRICT OF OPPORTUNITY NO. 17, AS AMENDED

WHEREAS the Municipal Government Act, R.S.A. 2000, as amended ("the Act") provides that a Municipal Council may amend its Land Use Bylaw.

WHEREAS the Council of the Municipal District of Opportunity No.17 wishes to amend its Land Use Bylaw as it affects certain lands.

NOW THEREFORE the Council of the Municipal District of Opportunity No.17, duly assembled, enacts as follows.

1. Bylaw No. 2013-14 the Land Use Bylaw of the Municipal District of Opportunity No.17, as amended, is hereby further amended as follows:
 - a) Section 1.3 is revised by inserting the following definition in alphabetical order:

"tiny house" a residential building containing a single dwelling unit intended for year-round use, with a maximum floor area of 37m² (398.27 ft²). These may be constructed on a chassis or a foundation;
 - b) Section 9.2 R1 – Residential District, Section 9.3 R1A – Residential District, Section 9.4 R1B – Residential District, Section 9.5 R1C – Residential District, Section 9.6 R1D – Residential District, & Section 9.12 RR – Recreation Residential District are revised by inserting the following discretionary use in alphabetical order:
 - i. Tiny house
 - c) Section 8.41(1) (b) is deleted in its entirety and replaced with the following:

"is a secondary suite, in-law suite, garage suite, garden suite or tiny house as defined in this Bylaw, and which is located on a lot smaller than 0.8 ha (2.0 ac.) in area within a District where a secondary suite, in-law suite, garage suite, garden suite or tiny house is allowed as either a permitted or a discretionary use."
 - d) Section 8.41(3) is deleted in its entirety and replaced with the following:

"Additionally, notwithstanding subsection (1), on lots 0.8 ha (2.0 ac.) or greater in area within a residential district where a secondary suite, in-law suite, garage suite, garden suite or tiny house is allowed as either a permitted or a discretionary use a maximum of up to but not exceeding two (2) secondary suites, in-law suites, garage suites or garden suites may be permitted."
 - e) Section 9.2(4)(e) & Section 9.3(4)(e) are revised by inserting the following:

"(v) The minimum floor area for a tiny house shall be as required by the Development Authority."
 - f) Section 9.4(4), Section 9.5(4), & Section 9.6(4) are revised by inserting the following:

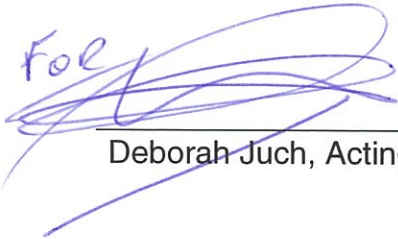
"(i) The minimum floor area for a tiny house shall be as required by the Development Authority."
 - g) Section 8 – Land Use Districts – General Regulations is revised by inserting the following in alphabetical order:

"Tiny Houses"
 (1) Servicing for tiny houses shall be to the satisfaction of the Development Authority"

This Bylaw comes into effect upon the date of the final Reading thereof.

READ A FIRST TIME this 9th day of May, A.D. 2018.

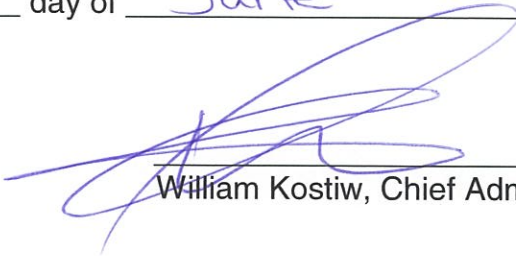

Marcel D. Auger, Reeve
Officer


Deborah Juch, Acting Chief Administrative

PUBLIC HEARING held on 13th day of June, A.D. 2018.

READ A SECOND TIME this 13th day of June, A.D. 2018.


Marcel D. Auger, Reeve


William Kostiw, Chief Administrative Officer

READ A THIRD TIME AND PASSED this 13th day of June, A.D. 2018.


Marcel D. Auger, Reeve


William Kostiw, Chief Administrative Officer

**BYLAW 830
OF THE VILLAGE OF BIG VALLEY
IN THE PROVINCE OF ALBERTA**

Being a bylaw of the Village of Big Valley to amend Land Use Bylaw 765

- WHEREAS: Section 639 of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, 2000, and amendments thereto, provides that every municipality must pass a land use bylaw;
- WHEREAS: the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter 26 and amendments thereto, permit a Council of a bylaw to amend the Land Use Bylaw; and
- WHEREAS: the Council of the Village of Big Valley deems it necessary and expedient to amend the Land Use Bylaw No.765

NOW THEREFORE, the Council of the Village of Big Valley duly assembled enacts as follows:

THAT the Land Use District Map is amended by changing the land use designation of Lot A, Block 23, Plan 2560MC from "Reserved for Future Development (RD) District" to "Tiny House Residential (R-1T) District" and;

THAT the Land Use District Map is amended by changing the land use designation of Lots 5 through 8, Block 23, Plan 122 0602 from "Low Density Residential (R-1) District" to "Tiny House Residential (R-1T) District."

Establishment of Districts

Add the following to the list of Districts in Section 1.6:

"Tiny House Residential District (R-1T)"

Definitions

Add the following to the list of definitions in Section 1.7:

"tiny house" means a detached dwelling with a maximum floor area of 60.39 m² (650 ft²) and placed on a permanent foundation that is acceptable to the Development Authority;

Amend the definition of "floor area" in Section 1.7 by replacing subsection (a) with the following:

- "(a) for residential buildings, the total area of all floors in a building measured from the outside of the exterior walls excluding attached garages, floor area below grade, enclosed porches and decks;"

Minimum Floor Area

Add the following to the Low Density Residential District (R-1):

Minimum Floor Area: 65 m² (700 ft²)

Add the following to the Low Density Residential District (R-1A):

Minimum Floor Area: 65 m² (700 ft²)

Add the following to the General Residential District (R-2):

Minimum Floor Area: 65 m² (700 ft²) for detached dwellings

Land Use District

The following District is added to the Land Use Bylaw:

TINY HOUSE RESIDENTIAL DISTRICT (R-1T)**General Purpose**

The purpose of this district is to provide areas for low density residential development consisting predominantly of small sized or tiny detached dwellings and uses that are complementary to and do not conflict with the residential use and character of the properties within the district.

Permitted Uses: Accessory buildings or uses
Home occupations – class 1
Parks
Tiny Houses

Discretionary Uses: Playgrounds
Public uses
Public utilities

Development Standards

The General Regulations contained in Part 3 shall apply to every development in this District. The following standards relate to tiny houses. Standards for all other uses shall be determined in accordance with Section 3.31 of Part 3.

Minimum Parcel Area:	Interior parcels	222.96 m ² (2,400 ft ²)
	Corner parcels	260.12 m ² (2,800 ft ²)

Minimum Parcel Width:	Interior parcels	9.14 m (30 ft.)
	Corner parcels	10.67 m (35 ft.)
Minimum Front Yard:	3.05 m (10 ft.)	
Minimum Rear Yard:	13.72 m (45 ft.)	
Minimum Side Yard:	1.52 m (5 ft.) and 3.05 m (10 ft.) on the street side of a corner parcel	
Minimum Floor Area:	27.87 m ² (300 ft ²)	
Maximum Building Height:	7.92 m (26 ft.)	
Maximum Site Coverage:	75% including all accessory buildings, patios, decks, driveways and parking areas	

Other Regulations

- In addition to the regulations and standards listed above, the General Regulations apply to developments in this District. These General Regulations include but are not limited to the following:
 - Parking – see Section 3.13 of Part 3
 - Landscaping – see Section 3.20 of Part 3
 - Fences – see Section 3.22 of Part 3
 - Accessory Buildings and Uses – see Section 3.2 of Part 3
 - Discretionary Uses – see Part 3
- Despite Section 3.2 no accessory buildings on the same parcel as a tiny house shall have a height greater than that of the tiny house.
- In addition to the requirements of Section 3.2 there shall be no more than two (2) accessory buildings on a parcel that is occupied by a tiny house and the collective floor area of all accessory buildings shall not exceed 60.39 m² (650 ft²).
- In order to ensure a pleasing appearance along the street, each tiny house shall be oriented to face the street and include such features as front porches and verandas, clearly visible front doors and at least one prominent window on the street front building elevation.
- Identical houses with similar front elevations must be separated by a minimum of one parcel unless finishing treatments (building materials and colour patterns) are substantially different to the satisfaction of the Development Authority.
- Side windows shall be arranged to keep the incidents of windows facing each other to a minimum in the above grade floors. No window shall face directly into a bedroom area. Obscured glass shall be used in any bathroom where it faces a window in an adjoining residence.
- In order to ensure that the front landscape and streetscape is not dominated by driveways or garages, there shall be no driveways in any front yard and no front attached garages.

8. All parcels in this District shall have rear lane access.
9. In addition to the requirements for landscaping in Section 3.20, each parcel may have one tree in the front yard, not to exceed a mature size of 20 feet in height and 15 feet in width.
10. All tiny houses shall be placed on a fixed or permanent foundation.
11. A tiny house may be constructed offsite and moved onto a parcel in this District subject to all requirements of Section 3.5 and the following:
 - a. the structure shall be no more than 10 years in age;
 - b. the character, appearance, design and quality of the structure must be to a standard acceptable to the Development Authority; and
 - c. the structure must be structurally sound and the Development Authority may require a written certification by a qualified professional verifying the structural integrity and quality of construction.
12. All tiny houses shall comply with all aspects of the Safety Codes Act and the Alberta Building Code.
13. The Subdivision Authority may approve a subdivision design with individual parcels that face directly into publicly owned open space areas. Where such approval is granted, the front parcel boundary shall be deemed to be the boundary shared with the publicly owned open space parcel for the purposes of establishing the front yard requirements and building orientation requirements when a development permit is issued.

Read a first time on the 23rd day of March, 2017.

Public Hearing held on the 13th day of April, 2017.

Read a second time on the 26th day of April, 2017.

Read a third and final time on the 23 day of AUGUST, 2017.



Mayor



CAO

Village of Big Valley
Bylaw 830

Schedule A
To amend Land Use Bylaw 765



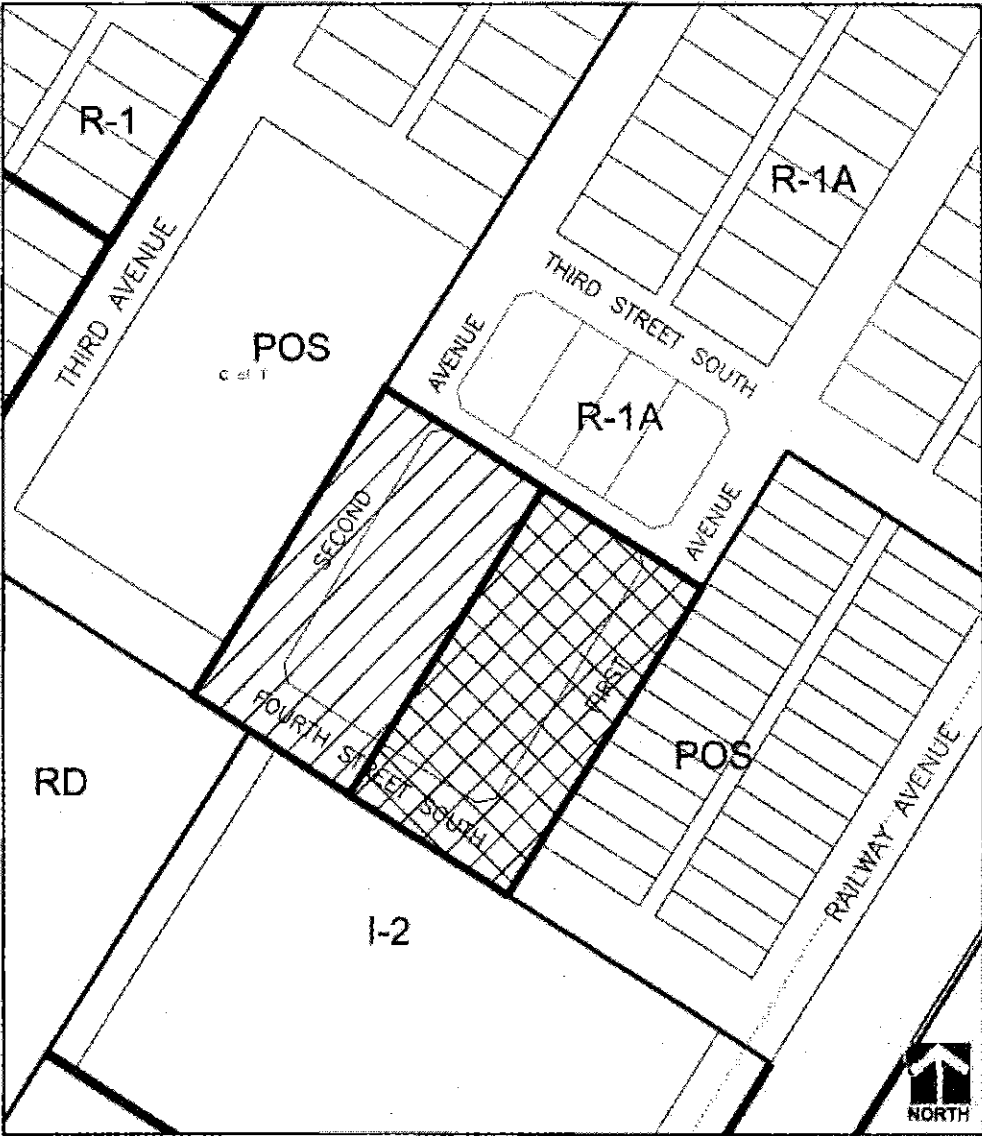
From R-1 LOW DENSITY RESIDENTIAL
To R-1T TINY HOUSE RESIDENTIAL



From RD RESERVED FOR FUTURE DEVELOPMENT
To R-1T TINY HOUSE RESIDENTIAL

LEGAL DESCRIPTION

LOTS A, BLOCK 23, PLAN 2580MC
LOTS 5 THROUGH 8, BLOCK 23,
PLAN 122 0802



ISSUE FOR INFORMATION		DATE	October 29, 2020	5.5.4
TOPIC	Land Use Bylaw 1272-14: Animal Units in Residential Districts			
PROPOSAL	That Smoky Lake County Council RECOMMEND that administration prepare a Bylaw and a Land Use Bylaw Amendment for provisions relating to the licensing for and keeping of animal units in hamlet and residential districts, to the next Committee of the Whole for the Purposes of Planning.			
BACKGROUND	<p><u>EXISTING LANGUAGE</u></p> <p>7.19 PET KEEPING, LIVESTOCK AND KENNELS</p> <ol style="list-style-type: none"> 1. The total number of domestic pets shall be in conformity with the County's Animal Control Bylaw. 2. No animals other than domestic pets shall be allowed: <ol style="list-style-type: none"> a. on lots located within the Multi-lot Country Residential (R1) and Residential (Cluster) Conservation (R2) Districts, located within the Garner Lake, Mons Lake, Bonnie Lake, Whitefish Lake and/or Hanmore Lake Area Structure Plan Areas on parcels less than or equal to 2.03 ha (5.0 ac.) in area; and b. on lots located within Hamlet General (HG) District on parcels less than or equal to 2.03 ha (5.0 ac.) in area. 3. Additional livestock units shall be allowed: <ol style="list-style-type: none"> a. on lots located within the Multi-lot Country Residential (R1) and Residential (Cluster) Conservation (R2) Districts, located within the Garner Lake, Mons Lake, Bonnie Lake, Whitefish Lake and/or Hanmore Lake Area Structure Plan Areas on parcels greater than 2.03 ha (5.0 ac.) in area; and b. on lots located within Hamlet General (HG) District on parcels greater than or equal to 2.03 ha (5.0 ac.) in area <p>In accordance with the following:</p> <p><i>* Plus - the number of animal units permitted for that portion of the parcel in excess of 4.05 hectares (10.0 acres).</i></p>			

Animal Unit Calculation

* Effecting lots in the HG District and lots within the R1 and R2 Districts located within the Garner Lake, Mons Lake, Bonnie Lake, Whitefish Lake and/or Hanmore Lake Area Structure Plan Areas

Residential Parcel Size		Allowable Number of Animal Units
Residential Parcel Size Requirements		Allowable Number of Animal Units
0-2.05 hectares	(0 – 5.0 ac.)	0
2.06 - 2.42 hectares	(5.1 - 5.99 acres)	1
2.43 - 4.04 hectares	(6.0 - 9.99 acres)	2
4.05 hectares or greater	(10.0 acres or greater)	3*

Example: 8.08 hectares (20.0 acres) = 3+3=6 total animal units.

4. The keeping of animals not in accordance with Section 6.20(3) shall only be allowed upon issuance of an approved development permit, in those circumstances considered exceptional or unique by the Municipal Planning Commission.
5. For the purposes of this Section, “one animal unit” means the following:
 - a. 1 horse, donkey, mule or ass (over one year old);
 - b. 2 colts up to one year old;
 - c. 1 llama, alpaca;
 - d. 2 ostrich, emu, or other ratite;
 - e. 1 cow or steer (over one year old);
 - f. 2 calves up to one year old;
 - g. 3 pigs;
 - h. 15 chickens;
 - i. 10 ducks, turkeys, pheasants, geese or other similar fowl;
 - j. 3 sheep or goats; or
 - k. 20 rabbits or other similar rodents.
6. The keeping of more than two (2) dogs on any lot, whether the dogs are being bred or boarded, shall be allowed at the discretion of the Development Authority only in those Districts where kennels are listed as a discretionary use in this Bylaw.
7. The maximum number of dogs to be kept on-site in each of the above Districts shall be at the discretion of the Development Authority.
8. In determining the number of dogs, pups less than six months of age shall not be included.
9. An exercise area shall be provided for each dog as follows:
 - a. A. breeds weighing 16 kg (35 lbs.) or less - at least 2.3 sq. m. (25.0 sq. ft.) per dog; and
 - b. B. breeds weighing more than 16 kg (35 lbs.) - at least 4.6 sq. m. (50.0 sq. ft.) per dog.
10. No building or exterior exercise area to be used to accommodate the dogs shall be allowed within 25.0 m (82.0 ft.) of any lot line of the lot for which an application is made.
11. All exterior exercise areas (runs) shall be enclosed with an acceptable fence with a

	<p>minimum height of 1.8 m (6.0 ft.).</p> <p>12. All dogs in kennels shall be kept within buildings or a fenced area at all times when not leashed.</p> <p>13. All dog facilities shall be cleaned on a daily basis, and all feces shall be stored in an enclosed container and disposed of in a sanitary manner.</p> <p>14. Pens, rooms, exercise runs, and holding stalls shall be soundproofed where possible to the satisfaction of the Development Authority.</p> <p>15. A separate air extractor system shall be provided in the animal shelter or holding area where heating and air conditioning is necessary.</p> <p>16. All facilities and kennel operations shall be in compliance with the applicable Provincial regulations.</p> <p>17. All development permits issued shall be subject to cancellation if any of the above requirements, or any other condition of the development permit, is not followed.</p> <p>ATTACHMENTS:</p> <ul style="list-style-type: none"> • Benefits of Urban Chickens Poster © ATTACHMENT 1 • Premises Identification Number FAQ © ATTACHMENT 2 	
CORRELATION TO BUSINESS (STRATEGIC) PLAN		
<p>Values: Integrity, Sustainability/Stability, Pride, Fairness, Freedom</p> <p>Vision: Leading the way in positive growth with healthy, sustainable, rural living.</p> <p>Mission: Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.</p>		
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<ul style="list-style-type: none"> • <u>Alberta Municipal Government Act RSA 2000, Ch. M-26.</u> 	
BENEFITS	<ul style="list-style-type: none"> • Generate Revenue via licensing • Providing sensible and competitive land use offerings, including compared to similar rural municipalities, and larger cities such as Edmonton and Calgary <ul style="list-style-type: none"> ○ Balance between restrictive land uses and flexibility • Clarity, transparency, and fairness for residents, prospective developer, etc. 	
DISADVANTAGES	<ul style="list-style-type: none"> • Nil. 	
ALTERNATIVES	<ul style="list-style-type: none"> • Take no action, or • Defer 	
FINANCE/BUDGET IMPLICATIONS		
Operating Costs:	_____	Capital Costs: _____
Budget Available:	_____	Source of Funds: _____

Budgeted Costs: _____		Unbudgeted Costs: _____	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS		• Nil.	
COMMUNICATION STRATEGY		• Nil.	
RECOMMENDATION			
<p>That Smoky Lake County Council RECOMMEND that administration prepare a Bylaw and a Land Use Bylaw Amendment for provisions relating to the licensing for and keeping of animal units in hamlet and residential districts, to the next Committee of the Whole for the Purposes of Planning.</p>			

WHAT ARE THE BENEFITS OF HAVING URBAN CHICKENS?



- Enjoy fresh, delicious healthy eggs right outside your door, every day! On average, a hen (female chicken) will give an egg a day. If you have three hens, you're looking at about 91 dozen eggs a year.
- Reduce your environmental footprint—decreasing the distance your food travels and reduce waste by feeding your urban chickens appropriate kitchen and table scraps.
- Creating a secure, safe, and local food system and to teach children where their food comes from!
- Improve your gardening—properly composted chicken droppings make great fertilizer. Chickens can help control unwanted garden pests.
- Chickens are fun, entertaining and full of personality. They are low maintenance animals that can be less expensive to keep than cats or dogs.

WHAT MIGHT THE NEGATIVE IMPACTS BE?

- Chickens may attract unwanted predators to your property.
- Chickens can live for up to 10 years of age and therefore require long term care and attention.
- May attract unwanted disease onto the property.
- Potential noisy and odor
- Neighbours may have allergies.
- Potential to be unsightly.



WHAT ARE SOME THINGS YOU WILL NEED TO KNOW IF PERMITTED TO HAVE URBAN CHICKENS ON YOUR PROPERTY:



- Only Hens will be allowed to be kept, Roosters will not be allowed. You do not need a rooster for a hen to lay eggs.
- The keeping of Urban Chickens are for personal use only, egg production is for self-consumption. No sale of eggs will be permitted.
- Any person wanting to keep Urban Chickens must obtain a Premises Identification (PID) under the Premises Identification Regulation (200/2008) in the *Alberta Animal Health Act*.
- Urban Chicken owners must comply with the *Alberta Animal Health Act* and any other applicable standards adopted by the Province of Alberta.
- Each Chicken must be provided with food, water, shelter, light, ventilation, care, and opportunities for essential behaviours such as scratching, dust-bathing, and roosting, all sufficient to maintain the Hen in good health.
- No Chicken shall be slaughtered on the property.
- Coops would be restricted to rear yards with reasonable protection from access to other animals or children
- Manure must be removed, discarded, and / or properly composted to prevent nuisance orders.
- The site and Coop must be properly maintained to prevent nuisances; including but not limited to attracting animals, the spread of food over the property, and excessive smells or noise.
- Chicken owners shall make their Chickens and coops available for inspection on reasonable request from County Enforcement Services.
- Additional requirements would be set out in a proposed Urban Chicken Bylaw.

WHAT IS A PREMISES IDENTIFICATION NUMBER (PID)?

- ♦ A PID Number is a nine character unique identifier that is associated with a specific land location.

WHO NEEDS TO APPLY FOR A PID ACCOUNT?

- ♦ Under Alberta's Premises Identification Regulation, if you own a livestock animal or poultry, and that animal is kept at a premises other than a commingling site (eg. Chicken barn), you need to apply for a PID Account and register at least one PID Number associated to where the animal(s) are located. Although you may view your livestock as a pet or companion animal, it is important to obtain a PID Account because your animal can still receive and/or transmit disease. Even if you only own one animal, it is still necessary to obtain a PID Account.

WHAT IS A PREMISES?

- ♦ A Premises is a land location where animals are bred, kept, raised, displayed, assembled or disposed of.

WHY IS PREMISES IDENTIFICATION IMPORTANT?

- ♦ Premises identification is an important part of an effective traceability system and emergency management plan. In an animal health event, having animal locations and other key information in one system is critical for quick, accurate and cost-effective emergency response for the safety of animals and people.

WHERE CAN I GET MORE INFORMATION?

- ♦ For more information on the PID Program including regulations, contact the Alberta Ag-Info Centre toll-free at 310-FARM (3276), a local ARD Field Office, or visit www.agriculture.alberta.ca/premises.