



MUNICIPAL PLANNING COMMISSION  
MEETING ON FEBRUARY 6, 2023  
AT 5:00 PM  
SAWRIDGE MEETING ROOM

### **VISION**

"Slave Lake is committed to building opportunities by growing business, industry and population, while promoting ourselves and our exceptional quality of life."

### **MISSION**

"Working Together, Building a Better Community"

'Our Vision and Mission will serve as a guide in our decision making'

### **Land Acknowledgement**

In the spirit of respect, authenticity, and reconciliation the Town of Slave Lake honours and acknowledges that we are situated on the traditional lands of Sawridge First Nation within Treaty 8 territory. Home to Indigenous, Metis and Inuit peoples who have occupied these lands since time in memorial.

Page

#### **1. Adoption of Agenda**

#### **2. Minutes of Previous Meetings**

3 - 10 a) January 9, 2023 MPC Minutes

#### **3. Business Arising from the Minutes**

#### **4. Development Permit Applications**

11 - 27 a) DPA #45.08.22  
Discretionary Use, Outdoor Recreation Facility,  
(Inflatable Water Slide)  
Big Fish Bay RV Resort

28 - 70 b) DPA #06.01.23  
Discretionary Use, Self Storage Facility & Variance to Rear Yard  
Major Renovation for Residential Units and Fascia Signs  
20/20 Investment Group Inc.

#### **5. Land Use By-Law/Statutory Plan Amendments**

**MUNICIPAL PLANNING COMMISSION**  
**Monday February 6, 2023 at 5:00 PM**

**6. Proposed Subdivisions**

**7. Other Business**

71 - 112

- a) Telecommunication Tower - Tentative Location  
Evolve Surface Strategies Inc. for TELUS  
Delegation: Anthony Novello - Microsoft Teams Call

**8. MPC Development Concerns**

**9. Next Meeting**

- a) March 6, 2023

**10. Adjournment**

PRESENT: S. Torresan-Chykerda, F. Ward, S. Gramlich, K. Hughes, S. Jayarman and C. Mandau

ABSENT: T. Kelham

OTHERS: Laurie Skrynyk, Director of Planning & Development and Marc Boissonneault

S. Torresan-Chykerda called the meeting to order at 5:04 p.m.

**1. Election of Chair and Vice Chair**

S. Torresan-Chykerda was nominated as Chair of the Municipal Planning Commission – accepted

C. Mandau was nominated as Vice Chair of the Municipal Planning Commission – accepted

**2. Adoption of the Agenda**

MOVED by S. Gramlich to accept the agenda as presented.

CARRIED

**3. Minutes of Previous Meetings**

MOVED by K. Hughes to accept the minutes of the December 5, 2022, meeting as presented.

CARRIED

**4. Business Arising from the Minutes**

None

**5. Development Permit Applications**

- a) DP #59.11.22**  
**Discretionary Use – Agricultural Operation**  
**MKB Trucking (Marc Boissonneault)**

The additional information requested by the MPC at their December 5, 2022, meeting was presented and discussed. Discussion ensued regarding the barbed wire fence. Marc Boissonneault stated that he installed a DOT reflective strip on every fence post to increase safety for pedestrians and ATV users in proximity of the fence. Mr. Boissonneault also indicated that he was planning to grow hay and possible grain crops.

MOVED by C. Mandau that the Municipal Planning Commission approves Development Permit #59.11.22 for an Agricultural Operation, which is a Discretionary Use in the UE – Urban Expansion District on Pt. of NE 25-72-6-W5. The Agricultural Operation is approved for a period of five (5) years and shall expire on December 31, 2027. The approval of the Agricultural Operation is subject to the following conditions.

1. If in the progress of work on this development the landowner/applicant desires to change in any way from the terms and conditions of this development permit, he/she shall notify the Town in writing and submit amended drawings, and if necessary, shall apply for a new development permit.

2. The Town assumes no responsibility or liability for any inaccuracy, mistake or error of law or fact, which arises from the information supplied by or on behalf of the landowner/applicant.
3. If the development authorized by this development permit is not commenced and completed within eighteen (18) months from the date of issuance of this development permit, the permit is deemed to be VOID unless an extension has been granted by the Development Authority or the Municipal Planning Commission. It is the landowner/applicant's responsibility to advise the Town if the development will not be completed within the 18-month time frame and request an extension.
4. The Development is to comply with all Municipal, Provincial and Federal Codes and Regulations. The landowner/applicant is to obtain all necessary permits (building, fire, electrical, plumbing gas and other disciplines) required under the authority of the Alberta Safety Codes Act from an accredited agency prior to proceeding with any construction. **A copy of the Building Permit shall be submitted to the Town. The issuance of this development permit does not exempt the landowner/applicant from any additional requirements or approvals in any of the disciplines.**

#### PERMIT COMPLIANCE

5. The Landowner and applicant shall comply with the Town's Development Standards and Procedures, the Town's Policies and Procedures, the Town's municipal bylaws, the Alberta Safety Codes Act, all applicable federal and provincial legislation and any conditions of caveat, covenant, easement, or other instrument registered on title to the lands.

#### PUBLIC LANDS

6. The landowner/applicant is responsible for ensuring that all improvements on the lot, such as building, driveway, etc., do not interfere with fire hydrants, storm drains, light standards, or utility easements, etc., and landowner/applicant will be held responsible for damage he or his contractors may cause.
7. Prior to construction proceeding, any existing damage to sidewalks, roads or public utility services is to be reported to the Town or the landowner/applicant will be held responsible for damage.
8. Any existing public landscaped areas that are damaged during construction are to be repaired to their original condition by the landowner/applicant.

#### FIRE

9. The burning of building material and debris within the boundaries of the Town is strictly prohibited. Violators will receive a fine.

#### ACCESS

10. The applicant is required to develop an approach to the subject lands (i.e., Pt. of NE 25-72-6-W5) from the existing service road (i.e., 15 Avenue SE). The approach shall be constructed to a gravel standard and shall align with the 15 Avenue SE service road.
11. The applicant shall submit detailed drawings of the proposed approach, developed in accordance with the Town's Development Standards and Procedures and the Director of Operations will review and approve the drawings prior to construction commencing.

12. The approach shall be no greater than 9.1 m in width and shall be constructed no later than July 31, 2023.

#### GENERAL CONDITIONS

13. The landowner/applicant and any other contractors working on this development are to be properly licensed by the Town and/or the province.
14. The landowner/applicant shall ensure that the construction site remains in a tidy and orderly condition and that construction debris and materials are contained within the boundaries of the parcel and not permitted to scatter to neighbouring parcels.

#### ADDITIONAL NOTES: (not conditions of the Development Permit)

- If you require a time extension to complete your development, please contact the Planning Department at 780-849-8004.
- Please remember to CALL BEFORE YOU DIG by contacting Alberta 1<sup>st</sup> Call at 1-800-242-3447 or CLICK BEFORE YOU DIG at <http://albertaonecall.com>.
- The addition of a Low Intensity Farming Operation (i.e., Hobby Farm) will require a separate development permit.

CARRIED

**b) DPA #64.12.22  
Discretionary Use – Minor Digital Sign  
A & W (Gordy Ferguson)**

MOVED by S. Torresan-Chykerda that the Municipal Planning Commission approves Development Permit #64.12.22 for the installation of a 4 ft. x 8 ft. Minor Digital Sign – Reader Board on an existing Freestanding Sign on Lot 3A, Block 2, Plan 922 2545 located at 900A Main Street SW and is a Discretionary Use in the C2 – Secondary Commercial District subject to the following conditions.

1. If in the progress of work on this development the landowner/applicant desires to change in any way from the terms and conditions of this development permit, he/she shall notify the Town in writing and submit amended drawings, and if necessary, shall apply for a new development permit.
2. The Town assumes no responsibility or liability for any inaccuracy, mistake or error of law or fact, which arises from the information supplied by or on behalf of the landowner/applicant.
3. If the development authorized by this development permit is not commenced and completed within eighteen (18) months from the date of issuance of this development permit, the permit is deemed to be VOID unless an extension has been granted by the Development Authority or the Municipal Planning Commission. It is the landowner/applicant's responsibility to advise the Town if the development will not be completed within the 18-month time frame and request an extension.
4. The Development is to comply with all Municipal, Provincial and Federal Codes and Regulations. The landowner/applicant is to obtain all necessary permits (building, fire, electrical, plumbing gas, and other disciplines) required under the authority of the Alberta Safety Codes Act from an accredited agency prior to proceeding with any construction. **A copy of the Building Permit shall be submitted to the Town.** The issuance of this development permit does not exempt the landowner/applicant from any additional requirements or

approvals in any of the disciplines.

**PERMIT COMPLIANCE**

5. The Landowner shall comply with the Town’s Development Standards and Procedures, the Town’s Policies and Procedures, the Town’s municipal bylaws, the Alberta Safety Codes Act, all applicable federal and provincial legislation and any conditions of caveat, covenant, easement, or other instrument registered on title to the lands.

**SIGN**

6. The sign(s) shall be developed in accordance with Part 9 of Land Use Bylaw #22-2007.
7. No signs or advertising structures shall not be erected on or affixed to a fence, pole, tree, or any object in a public street or private or public place in any district.
8. Signs shall not be erected so as to obstruct free and clear vision or vehicular traffic or at any location where it may interfere with, or be confused with, any authorized traffic sign, signal, or device.
9. All Signs **must** contain “Point-of-Sale” Advertising only and **must not** contain “Third Party” Advertising.

**"POINT OF SALE ADVERTISING"** means advertising that relates to the name of the occupier of the firm, the nature of the business conducted and/or the goods produced, and/or the main products and services sold or obtainable at the premises on which the advertising is displayed. This definition includes Community Signs.

**"THIRD PARTY ADVERTISING SIGN"** means a sign that contains copy directing attention to a business, commodity, service, or entertainment that is conducted, sold, or offered elsewhere than on the site where the sign is located. The subject sign(s) shall be maintained to the satisfaction of the Development Officer. Should the sign(s) become unsightly or fall into a state of disrepair, notice will be served by the Development Authority requiring repair or removal.

10. The Minor Digital Signs shall use automatic light level controls to adjust light levels at night, under cloudy and other darkened conditions to reduce light pollution, in accordance with the following:
  - (a) Ambient light monitors shall automatically adjust brightness levels of the copy area based on ambient light conditions. Brightness levels shall not exceed 0.3 foot-candles above ambient light conditions when measured from the sign face at its maximum brightness, between sunset and sunrise, at those time determined by the Sunrise / Sunset Calculator from the National Research Council of Canada.
  - (b) Brightness levels of the Sign shall not exceed 400 Nits when measured from the sign face at its maximum brightness, between sunset and sunrise, at those times determined by the Sunrise / Sunset calculator from the National Research Council of Canada.

**GENERAL**

11. The applicant shall be responsible for any conflict that may exist between the development proposed and existing utilities and is responsible for having all underground utilities located i.e.: gas, cable television, power, telephone and sewer and water, prior to proceeding with construction.
12. Applicant is responsible for ensuring that all improvements on the lot, such as building, driveway, etc., do not interfere with fire hydrants, storm drains, light standards, or utility easements, etc., and applicant will be held responsible for damage he or his contractors may cause.

13. Any existing public landscaped areas that are damaged during construction are to be repaired to their original condition by the developer.
14. Prior to construction proceeding, any existing damage to sidewalks, roads or public utility services is to be reported to the Town or the applicant will be held responsible for damage.
15. The applicant/owner/developer is responsible for requesting utility locates. In the event that a development is within 30 meters of a high-pressure gas main, the applicant/owner/developer is responsible for obtaining a Letter of Permission from ATCO Gas. ATCO Gas will not allow any structure to be located within an easement that contains a gas line of any type.
16. Applicant and any other contractors or agents working on this development, is to be properly licensed by the Town of Slave Lake and/or the Province of Alberta as required.

**ADDITIONAL NOTES: (not conditions of the Development Permit)**

- If you require a time extension in order to complete your development, please contact the Planning Department at 780-849-8004.
- Please remember to CALL BEFORE YOU DIG by contacting Alberta 1<sup>st</sup> Call at 1-800-242-3447 or CLICK BEFORE YOU DIG at <http://albertaonecall.com>.
- Any additional signs must be approved under a separate development permit. However, signs displayed within buildings, on door plates, door boards or kick plates, and sandwich board signs do not require a development permit but must comply with the regulations of the current and prevailing Land Use Bylaw.

CARRIED

**c) DPA #01.01.23  
Type E HBB  
Ophelia De La Cruz**

MOVED by S. Jayarman that the Municipal Planning Commission approves Development Permit #01.01.23 (HBB #01.23) to permit the development of a **Type "E" Home Based Business**, General Retail (i.e., online Jewelry Sales) Le 'Jit Online Shoppe within the R1A – Low Density Residential District on Lot 15, Block 54, Plan 932 1376 at **301 – 13 Street SE**, subject to the following conditions.

1. If in the progress of work on this development the landowner/applicant desires to change in any way from the terms and conditions of this development permit, he/she shall notify the Town in writing and if necessary, shall apply for a new development permit.
2. The Town assumes no responsibility or liability for any inaccuracy, mistake or error of law or fact, which arises from the information supplied by or on behalf of the landowner/applicant.
3. If the development authorized by this development permit is not within eighteen (18) months from the date of issuance of this development permit, the permit is deemed to be VOID unless an extension has been granted by the Development Authority or the Municipal Planning Commission.
4. The Development is to comply with all Municipal, Provincial and Federal Codes and Regulations. The landowner/applicant is to obtain all necessary permits (building, fire, electrical, plumbing gas and other disciplines)

required under the authority of the Alberta Safety Codes Act from an accredited agency prior to proceeding with any construction. **A copy of the Building Permit shall be submitted to the Town.** The issuance of this development permit does not exempt the landowner/applicant from any additional requirements or approvals in any of the disciplines.

#### PERMIT COMPLIANCE

5. The Landowner shall comply with the Town's Development Standards and Procedures, the Town's Policies and Procedures, the Town's municipal bylaws, the Alberta Safety Codes Act, all applicable federal and provincial legislation and any conditions of caveat, covenant, easement, or other instrument registered on title to the lands.

#### PARKING

6. Only one business vehicle shall be parked on-street or off-street as a result of the home-based business.

#### GENERAL

7. The business may be operated in the home and may be extended to an accessory residential building provided that the minimum on-site parking requirements are met. The number of non-resident employees working on-site shall not exceed two at any given time.
8. A home-based business shall be operated as a secondary use only to the residential use.
9. There should be no outside storage of materials, commodities or finished products associated with the business.
10. The area of the main building used for a home-based business shall not exceed 25%.
11. The area of an accessory building used for a Type "E" home-based business may be 100%, provided that the minimum off-street parking requirements are met.
12. The display or placement of signage on the premises of the home-based business will be evaluated on their merits by the Development Authority, provided that:
  - (i) the sign shall not be illuminated;
  - (ii) the sign shall be placed in a window or attached to the exterior of the residence on the street side of the residence, or at the discretion of the Municipal Planning Commission; and
  - (iii) the maximum area of the sign shall not exceed 1000 cm<sup>2</sup> - (155 in<sup>2</sup>).
13. The sign for the home-based business shall be developed in accordance with Part 9 of the Land Use Bylaw #22-2007.
14. A home-based business shall not create a nuisance factor which may be apparent outside an enclosed building and shall not create any objectionable or dangerous conditions on the parcel or adjacent parcels in terms of noise, vibration, smoke, dust, odour, heat, noxious gas, glare, electrical radio and television disturbance.
15. A home-based business shall not generate customer traffic greater than one visitor at a time. A visitor includes clients, client groups and sale people other than the resident, even if the client visits are for pickups and deliveries. (Client groups do not include a group of individuals for class instruction).

16. This development shall comply with or adhere to the quiet hours as set out in the Community Standards Bylaw #37-2007, Section 8(1) Quiet time within the Town of Slave Lake shall be between the hours of 10:00 pm and 0:700 am on weekdays and between the hours of 10:00 pm and 09:00 am on weekends and holidays.
17. Delivery of goods to the residence as a direct result of the home-based business by tandem trucks or semi-trailer units will not be permitted.
18. All Type “E” home-based business shall be subject to review by the Municipal Planning Commission following six (6) months from the date of issuance of the development permit.
19. All home-based business permits may be revoked by the Development Authority if the operation of the business is deemed to be violation of the Land Use Bylaw #22-2007.
20. The applicant is to be properly licensed by the Town in accordance with the Business License By-Law #19-2018.

**ADDITIONAL NOTES: (not conditions of the Development Permit)**

- This development permit approves the home-based Business located **301 - 13 Street SE**. Should the applicant/landowner move to another location; a new home-based Business application must be submitted and approved prior to operating the business at the new location.

CARRIED

**6. Land Use Bylaw/Statutory Plan Amendments**

- a) **Land Use Bylaw Amendment  
Bylaw #16-2022 - Redistricting from R1 to R2  
Metis Urban Housing**

MOVED by F. Ward that the Municipal Planning Commission supports Bylaw #16-2022.

CARRIED

- b) **Land Use Bylaw Amendment  
Bylaw #17-2022 – Regulatory  
2020 Investment Group Inc.**

MOVED by S. Jayarman that the Municipal Planning Commission supports Bylaw #17-2022.

CARRIED

- c) **Municipal Development Plan Amendment  
Bylaw #18-2022 – Re-designating  
Lakeview Optometry Clinic**

MOVED by S. Gramlich that the Municipal Planning Commission supports Bylaw #18-2022.

CARRIED

**d) Land Use Bylaw Amendment  
Bylaw #19-2022 – Redistricting from R1 to C1  
Lakeview Optometry Clinic**

MOVED by S. Torresan-Chykerda that the Municipal Planning Commission supports Bylaw #19-2022.

CARRIED

**7. Proposed Subdivisions**

**8. Other Business**

- a) December 2022 Building Value Report

MOVED by K. Hughes to accept the December 2022 Building Value Report as presented.

CARRIED

- b) Ten Year Building Value Report

MOVED by F. Ward to accept the Ten Year Building Value Report as presented.

CARRIED

**9. MPC Development Concerns**

**10. Meeting Review**

- Next regularly scheduled meeting is February 6, 2023.

**Adjournment:**

Meeting adjourned at 5.48 pm.

Recorder: Laurie Skrynyk  
Minutes Prepared by: Laurie Skrynyk

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Chairperson

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Date



**REPORT TO THE MUNICIPAL PLANNING COMMISSION  
MEETING OF FEBRUARY 6, 2023**

**FROM:** Laurie Skrynyk  
Director of Planning and Development

**DATE:** February 1, 2023

**SUBJECT:** Discretionary Use  
"Outdoor Recreational Facility - Inflatable Water Slide"

**FILE:** DP #45.08.22

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**PURPOSE**

The purpose of this report is for the Municipal Planning Commission to consider the application for an Outdoor Recreational Facility – Inflatable Water Slide, which is a Discretionary Use in the RR1 – Recreation Facility and Resort District at 1000 Caribou Trail NW located on Pt. SW 1-73-6-W5.

**BACKGROUND**

**Name of Applicant:** Big Fish Bay RV Resort

**Name of Owner:** Town of Slave Lake

**Proposal:** That the Municipal Planning Commission considers an application for an Outdoor Recreational Facility – Inflatable Water Slide, which is a Discretionary Use in the RR1 – Recreation Facility and Resort District.

**Legal Description:** Pt. SW 1-73-6-W5

**Civic Address:** 1000 Caribou Trail NW

**Existing Land Use:** RR1 – Recreation Facility and Resort District

**Land Use Bylaw:** The purpose of the RR1 District is to provide areas where the public may enjoy recreational pursuits on site capable of accommodating major or intensive recreational buildings and activities.

The Land Use Bylaw does not contain a definition for Outdoor Recreational Facility.

In accordance with Section 3 of the Land Use Bylaw #22-2007 "Parks and Playgrounds" mean a use where open space is set aside for recreational, educational, cultural, or aesthetic purposes.

In accordance with Section 115 (3) of the Land Use Bylaw #22-2007, "Outdoor Recreational Facility" is listed as a discretionary use and must be considered by the MPC.

In accordance with Section 115 (2) Parks and Playgrounds are listed as a permitted use.

## DISCUSSION

### Proposal:

The applicant has purchased an Inflatable Water Slide for the Big Fish Bay RV Resort. They would like to offer campers within the resort the opportunity to utilize the Water Slide over the summer months while staying at the resort. The Water Slide is located adjacent to the existing storm ponds closer to the west boundary of the site.

The Water Slide possesses anchor lines and is anchored to the ground so that it cannot blow over. When fully inflated the Water Slide is 70 m (230 ft.) long, 19 m (62 ft.) wide and 13.7 m (45 ft.) high.

The applicants original desire was to have users discharge out of the Water Slide into one of the existing storm ponds on site; however, these ponds have not been approved for swimming. As such, the applicants are utilizing an inflatable pool located at the bottom of the slide so that users discharge into that pool. The Water Slide is currently utilizing potable water on the slide surface itself and within the discharge pool at the bottom.

The applicant has indicated that they have inflated and utilized the slide for training purposes only and that it has not been made available to the public yet. They would like to be able open the Water Slide for public use during the 2023 summer season.

### Referrals:

On August 10, 2022, the application was referred to NAV Canada as the subject lands are adjacent to municipal Airport. Unfortunately, NAV Canada misplaced the file, which accounts for the very long delay in a response. On January 3, 2023, NAV Canada responded indicating that they had evaluated the proposal and had no objections. See attached letter.

The application was also referred to the Airport Manager and the Fire Chief who both indicated that they had no concerns with the application.

The application was also forwarded to Alberta Health Services for their information.

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The applicants are currently working with Alberta Health Services and Superior Safety Codes with respect to their approvals and the on-going operation of the Water Slide.

**Liability:** The Town owns the subject lands however leases to the applicants. The Lease requires the applicants to obtain and maintain appropriate insurance and to obtain all necessary approvals, licenses and permits for the facilities within the Resort.

#### **OPTIONS**

**Option 1:** The Municipal Planning Commission could refuse the application.

**Option 2:** The Municipal Planning Commission could approve the application.

#### **RECOMMENDATION**

The Land Use Bylaw does not provide any regulations with respect to the establishment or use of the Water Slide and as stated previously, any conditions imposed by the Development Authority must be contemplated within the Land Use Bylaw.

The proposed Water Slide will be located approximately in the middle of the Resort close to the west boundary of the property and as such, when inflated is not easily visible outside of the Resort. That said, the applicants have indicated that they are providing the Water Slide for their campers only and the use will not be opened to the general public. Required referral agencies have no objections to the proposed use.

The applicants will be required to meet the requirements stipulated by Alberta Health Services and Superior Safety Codes (i.e., Alberta Building Code) for the establishment of and on-going operation of the Water Slide.

The Planning Department feel the use of the Water Slide should have no greater impact on neighboring properties than any other recreational use already offered within the Resort. As such, the Planning Department has no concerns with this application and recommends the MPC approve Development Permit No. 45.08.22.

#### **MOTION REQUESTED**

The Municipal Planning Commission approves Development Permit #45.08.22 for the approval of an Outdoor Recreational Facility – Inflatable Water Slide, which is a Discretionary Use in the RR1 – Recreation Facility and Resort District on Pt. SW 1-73-6-W5 located on 1000 Caribou Trail NW subject to the following conditions.

1. If in the progress of work on this development the landowner/applicant desires to change in any way from the terms and conditions of this development permit, he/she shall notify the Town in writing and submit amended drawings, and if necessary, shall apply for a new development permit.
2. The Town assumes no responsibility or liability for any inaccuracy, mistake or error of law or fact, which arises from the information supplied by or on behalf of the landowner/applicant.
3. If the development authorized by this development permit is not commenced and completed within eighteen (18) months from the date of issuance of this development permit, the permit is deemed to be VOID unless an extension has been granted by the Development Authority or the Municipal Planning Commission. It is the landowner/applicant's responsibility to advise the Town if the development will not be completed within the 18-month time frame and request an extension.
4. The Development is to comply with all Municipal, Provincial and Federal Codes and Regulations. The landowner/applicant is to obtain all necessary permits (building, fire, electrical, plumbing gas and other disciplines) required under the authority of the Alberta Safety Codes Act from an accredited agency prior to proceeding with any construction. **A copy of the Building Permit shall be submitted to the Town. The issuance of this development permit does not exempt the landowner/applicant from any additional requirements or approvals in any of the disciplines.**

#### PERMIT COMPLIANCE

5. The Landowner and applicant shall comply with the Town's Development Standards and Procedures, the Town's Policies and Procedures, the Town's municipal bylaws, the Alberta Safety Codes Act, all applicable federal and provincial legislation and any conditions of caveat, covenant, easement, or other instrument registered on title to the lands.

#### SITE PLAN

6. All structures on the site must conform to the submitted and approved Site Plan and must also be in accordance with Section 115 of the Land Use Bylaw #22-2007 unless otherwise varied on the issuance of a development permit.

#### PUBLIC LANDS

7. The landowner/applicant is responsible for ensuring that all improvements on the lot, such as building, driveway, etc., do not interfere with fire hydrants, storm drains, light standards, or utility easements, etc., and landowner/applicant will be held responsible for damage he or his contractors may cause.

8. Prior to construction proceeding, any existing damage to sidewalks, roads or public utility services is to be reported to the Town or the landowner/applicant will be held responsible for damage.
9. Any existing public landscaped areas that are damaged during construction are to be repaired to their original condition by the landowner/applicant.

#### **GENERAL CONDITIONS**

10. The landowner/applicant and any other contractors working on this development are to be properly licensed by the Town and/or the Province.
11. The landowner/applicant shall ensure that the construction site remains in a tidy and orderly condition and that construction debris and materials are contained within the boundaries of the parcel and not permitted to scatter to neighbouring parcels.

#### **ADDITIONAL NOTES: (not conditions of the Development Permit)**

- If you require a time extension in order to complete your development, please contact the Planning Department at 780-849-8004.
- Please remember to CALL BEFORE YOU DIG by contacting Alberta 1<sup>st</sup> Call at 1-800-242-3447 or CLICK BEFORE YOU DIG at <http://albertaonecall.com>.
- Any signs must be approved under a separate development permit. However, signs displayed within buildings, on door plates, door boards or kick plates, and sandwich board signs do not require a development permit but must comply with the regulations of the current and prevailing Land Use Bylaw.

#### **Attachments:**

1. Application
2. Location Map
3. Letter from NAV Canada
4. Email from A Pavcek, Fire Chief
5. Email from P Gauthier, Airport Manager
6. Site Plan
7. Pictures of Inflatable Water Slide



Development Permit # 45.08.22.  
 Application Date: Aug. 8/22

**APPLICATION FOR INDUSTRIAL, COMMERCIAL or INSTITUTIONAL  
 DEVELOPMENT PERMIT**

**1. GENERAL INFORMATION:**  
 (Please complete contact information on the second page)

Landowner: Town of Slave Lake

Applicant: Big Fish Bay RV Resort.

**2. PROPERTY:**

Address to be Developed: 1000 Caribou Trail NW

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ or, SW-1-73-6 -W5

Land Use District RRI Roll # \_\_\_\_\_ Qtr Sec Twp Rge Mer

**3. TYPE OF DEVELOPMENT AND/OR USE:**

- |  |   |
|--|---|
| <input type="checkbox"/> Commercial Building         | <input type="checkbox"/> Landscaping/Stripping/Clearing             |
| <input type="checkbox"/> Industrial Building         | <input type="checkbox"/> Renovation                                 |
| <input type="checkbox"/> Institutional Building      | <input type="checkbox"/> Addition to a Building                     |
| <input type="checkbox"/> Sea Cans & Containment Area | <input type="checkbox"/> Logging                                    |
|  | <input checked="" type="checkbox"/> <u>Recreation - waterslide.</u> |

Please include a description of your proposed development: Inflatable waterslide - Outdoor Recreation Facility

**4. FEES, DEPOSITS, ETC.:**

Application Fee	\$ <u>200.00</u>
Development Deposit	\$ _____
Offsite Levies	\$ _____
Intersection/Road Charges	\$ _____
Variance	\$ _____
Other ( _____ )	\$ _____
<b>Total</b>	\$ <u>200.00</u>

**Note:** Only the application fees are payable at time of application. The Offsite Levies and other fees/charges may be paid by post-dated cheque and cashed at the end of the Development Permit appeal period. The Development Deposit may also be paid by Letter of Credit.

**The Development Deposit is refunded upon satisfactory completion of all the conditions of the Development Permit.**

Should you have any questions about your permit, we would be happy to assist you.

**CONTACT INFORMATION**

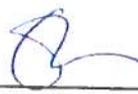
Applicant: Big fish Bay  
 Mailing Address: 15602A - 102 St Grande Prairie AB T6X 0K7  
 Town/City: Slave Lake Province: AB Postal Code: T0G 2A0  
 Phone: 780 849 2020 Fax: \_\_\_\_\_ Cell/Alternate: 805 1976  
 Email: edie.k@bigfishbay.com

(If Different Than Above)

Landowner: Town of Slave Lake  
 Mailing Address: Box 1030  
 Town/City: Slave Lake Province: AB Postal Code: T0G 2A0  
 Phone: 780 849 4888 Fax: \_\_\_\_\_ Cell/Alternate: \_\_\_\_\_  
 Email: \_\_\_\_\_

The personal information is being collected under the authority of the Municipal Government Act M-26 and will be used for administering the affairs of the Town of Slave Lake and provision of services. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the Town of Slave Lake FOIP Coordinator.

- I hereby acknowledge and understand that a Development Permit comes into effect 21 days after the date of decision of the Development Authority.
- The Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Authority may appeal to the Subdivision and Development Appeal Board within 21 days of the date of decision.
- I hereby agree that, should I not appeal the conditions of the approval of the DEVELOPMENT AUTHORITY within 21 days from the date of the decision, I will undertake to perform, fulfill and abide by all conditions of the Development Permit.
- I understand that I may be required to obtain permits pursuant to the Alberta Safety Codes Act.

<u>Edie Klassen</u> Name of Applicant (Please Print in Block Letters)	 Signature of Applicant	<u>Aug 8/22</u> Date
_____ Name of Landowner (Please Print in Block Letters)	_____ Signature of Landowner	_____ Date

5. CONSENT TO ELECTRONIC NOTIFICATION:

I consent to receive documents from the Planning Department by electronic means and have provided the following e-mail address to be used by the Town for that purpose.

E-mail address to be used: ediek@bigfishbay.com

<u>T O S L</u>	_____	_____
Landowner's Name (printed)	Landowner's Signature	Date
<u>Edie Klassen</u>	<u>[Signature]</u>	<u>Aug 8/22</u>
Applicant's Name (printed)	Applicant's Signature	Date

6. RIGHT OF ENTRY:

RIGHT OF ENTRY BY AN AUTHORIZED PERSON OF THE TOWN OF SLAVE LAKE FOR THE PURPOSES OF SITE INSPECTIONS OF THE LAND AFFECTED BY A PROPOSED DEVELOPMENT PERMIT APPLICATION.

I DO  OR I DO NOT

GIVE CONSENT FOR AN AUTHORIZED PERSON(S) OF THE TOWN OF SLAVE LAKE TO ENTER UPON THE LAND THAT IS SUBJECT TO A DEVELOPMENT PERMIT APPLICATION FOR THE PURPOSES OF MAKING A SITE INSPECTION IN ORDER TO:

- PRE-DEVELOPMENT INSPECTION(S) EVALUATE THE SITE WITH THE PROPOSED DEVELOPMENT
- LOT GRADING INSPECTION(S) EVALUATE THE LOT GRADING ON SITE
- FINAL DEVELOPMENT COMPLETION INSPECTION(S) CONFIRM ALL CONDITIONS OF THE DEVELOPMENT PERMIT HAVE BEEN MET.

All inspections will be conducted during regular business hours i.e. Monday to Friday from 8:00 am to 4:30 pm. You are not required to be present during these inspections however you may be present if you so choose. The Planning Department will not be entering into any structures at any time and will not be conducting inspections for any other reason(s) than those specified above. However, if this application is for an Apartment, a Secondary Suite, a Security Suite or a Bunkhouse the Planning Department will conduct an inspection of the interior of these developments.

Please be advised that if consent is given, the Planning Department will not provide further notice before conducting these inspections.

SUBJECT LAND: 1000 Caribou Trail NW  
(CIVIC ADDRESS)

_____	_____	_____
Landowner's Name (printed)	Landowner's Signature	Date

7. APPLICATION REQUIREMENTS CHECKLIST:

ONE (1) SET OF PLANS, PAPER AND DIGITAL COPY SHOWING THE FOLLOWING:

- Site Plan, Scale 1:200 minimum illustrating distances and dimensions as follows:
  - Side Yard Setback
  - Front Yard Setback
  - Rear Yard Setback
  - Separation Distance between buildings on site including landing, decks and stairs
  - Location of Driveway and Dimensions
  - Location of Sidewalk(s) and Dimensions
- Exterior Elevations (Height of Structure)
- Complete set of Plans (Blue Prints) in paper and digital form
- Location of Existing and Proposed Municipal and Private Improvements

Some of these requirements may not be necessary for all applications. Please consult with the Development Officer for the requirements for your application.

To ensure your application is finished please complete the pertinent checklist for the development you are proposing. The following items are required in addition to those listed in #7:

8. COMMERCIAL/INDUSTRIAL/INSTITUTIONAL BUILDING

- Estimated Cost of Project: \$ \_\_\_\_\_
- Estimated Completion Date: \_\_\_\_\_

9. PROPOSED PARCEL COVERAGE: \_\_\_\_\_

10. PARKING PLAN

- Total Number of Proposed Parking Stalls: \_\_\_\_\_
- Total Number of Loading Stalls: \_\_\_\_\_
- Parking Plan includes dimensions of Parking Stalls and Maneuvering Aisles? (choose one) Y or N
- Parking Plans includes access to the site? (choose one) Y or N
- A Parking Lot Lighting Plan has been provided? (choose one) Y or N

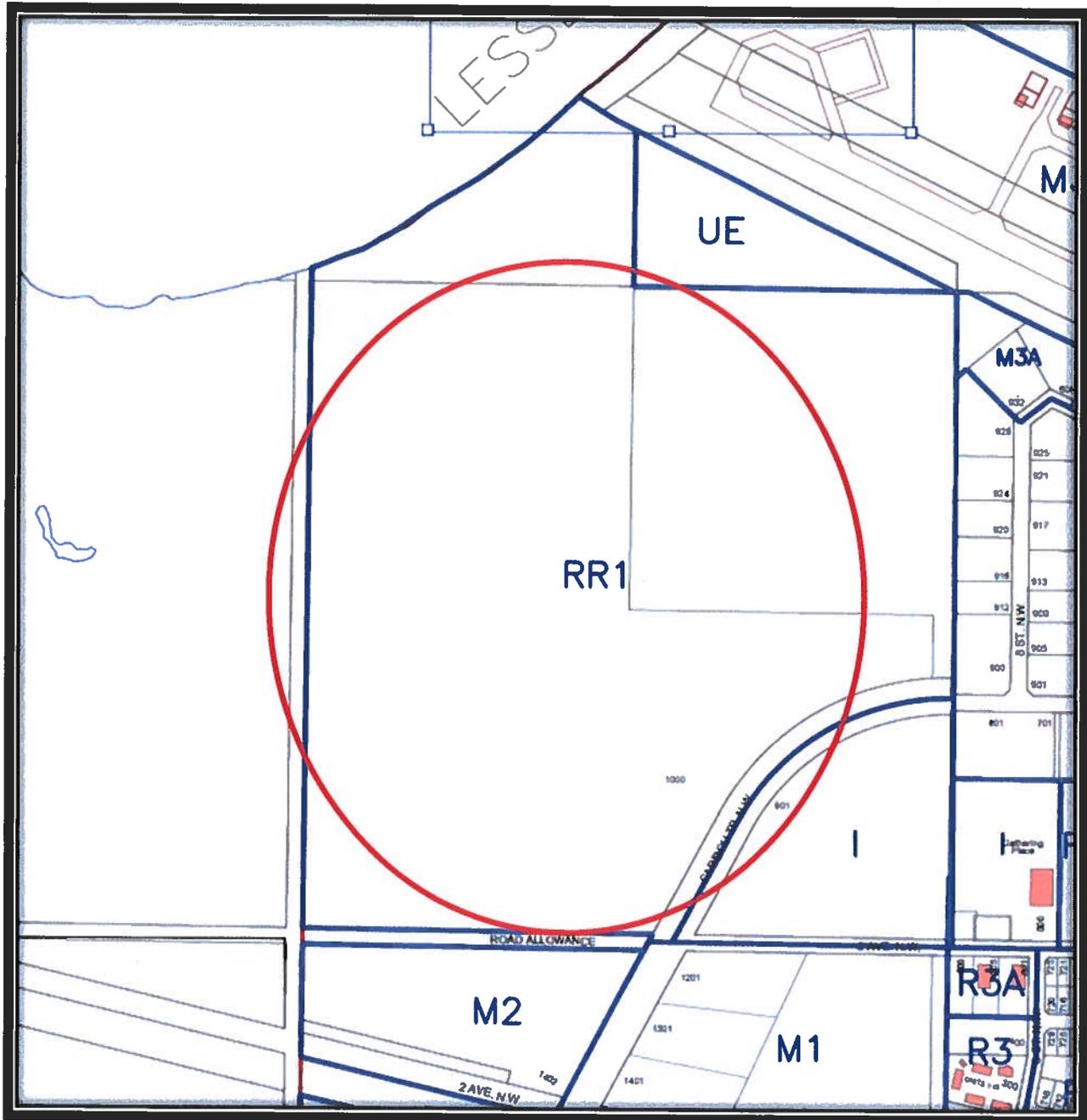
*Recreation waterslide (inflatable)*

- 11. Screening and Fencing is proposed? (choose one) Y or (N)
- 12. A Landscaping Plan has been provided? (choose one) (Y) or N
- 13. A Site Servicing Plan has been provided? (choose one) (Y) or N
- 14. A Lot Grading Plan has been provided? (choose one) (Y) or N
- 15. A Garbage Containment Area has been shown on the Site Plan? (choose one) (Y) or N

16. SIGNS

- a) Type of Sign(s) \_\_\_\_\_
- b) Size of Sign(s) \_\_\_\_\_
- c) Location of Sign(s) \_\_\_\_\_
- d) Number of Signs required \_\_\_\_\_
- e) Are the Sign(s) illuminated? (choose one) Y or N
- f) Do the Sign(s) contain digital components? (choose one) Y or N
- g) Please attach a Sketch and/or Pictures of the Signs

# LOCATION MAP



Big Fish Bay RV Resort – Pt. SW 1-73-6-W5 located at 1000 Caribou Trail NW



Serving a world in motion  
Au service d'un  
monde en mouvement  
navcanada.ca

January 3, 2023

Your file  
CYZH - DP 45.08.22. RV Resort (SW 1-73-6-W5)  
Our file  
22-2980

Edie Klassen  
Big Fish Bay  
1000 Caribou Trail  
Slave Lake, AB  
T0G 2A0

**RE: Misc.: Inflatable Water Slide - Slave Lake, AB  
(N55° 17' 27.92" W114° 47' 44.26" / 45' AGL / 1944.1798' AMSL)**

Klassen,

NAV CANADA has evaluated the captioned proposal and has no objection to the project as submitted. Our assessment does not constitute an approval and/or permit from other agencies.

In the interest of aviation safety, it is incumbent on NAV CANADA to maintain up-to-date aeronautical publications. **To assist us in that end, we ask that you notify us at least 10 business days prior to the start of construction.** This notification requirement can be satisfactorily met by returning a completed, signed copy of the attached form by email at [landuse@navcanada.ca](mailto:landuse@navcanada.ca) or fax at 613-248-4094. In the event that you should decide not to proceed with this project or if the structure is dismantled, please advise us accordingly so that we may formally close the file.

If you have any questions, contact the Land Use Department by email at [landuse@navcanada.ca](mailto:landuse@navcanada.ca).

**NAV CANADA's land use evaluation is based on information known as of the date of this letter and is valid for a period of 18 months, subject to any legislative changes impacting land use submissions. Our assessment is limited to the impact of the proposed physical structure on the air navigation system and installations; it neither constitutes nor replaces any approvals or permits required by Transport Canada, other Federal Government departments, Provincial or Municipal land use authorities or any other agency from which approval is required. Innovation, Science and Economic Development Canada addresses any spectrum management issues that may arise from your proposal and consults with NAV CANADA engineering as deemed necessary.**

This document contains information proprietary to NAV CANADA. Any disclosure or use of this information or any reproduction of this document for other than the specific purpose for which it is intended is expressly prohibited except as NAV CANADA may otherwise agree in writing.

Regards,

Land Use Office  
NAV CANADA

cc NOPR - Northern and Prairie Region, Transport Canada  
CYZH - SLAVE LAKE  
CSL6 - SLAVE LAKE HELICOPTERS(HELI)  
laurie@slavelake.ca

# Construction Start Notification

## File Information

<b>NC File No</b> 22-2980	<b>TC File No</b>	<b>Proponent File No</b> CYZH - DP 45.08.22. RV Resort (SW 1-73-6-W5)
------------------------------	-------------------	--

<b>To:</b> NAV CANADA, Land Use Email: <a href="mailto:landuse@navcanada.ca">landuse@navcanada.ca</a>	<b>From:</b> Edie Klassen Big Fish Bay 1000 Caribou Trail Slave Lake, AB T0G 2A0
--	--

<b>Site Information:</b>	<table style="width: 100%;"> <tr> <td><b>Nearest town:</b></td> <td>Slave Lake, AB</td> </tr> <tr> <td><b>Latitude (N)</b></td> <td>N55° 17' 27.92"</td> </tr> <tr> <td><b>Longitude (W)</b></td> <td>W114° 47' 44.26"</td> </tr> <tr> <td><b>Ground (above sea level)</b></td> <td>1899.1798 <span style="float: right;">ft</span></td> </tr> <tr> <td><b>Structure Height (above ground level)</b></td> <td>45 <span style="float: right;">ft</span></td> </tr> <tr> <td><b>Total Height (above sea level)</b></td> <td>1944.1798 <span style="float: right;">ft</span></td> </tr> </table>	<b>Nearest town:</b>	Slave Lake, AB	<b>Latitude (N)</b>	N55° 17' 27.92"	<b>Longitude (W)</b>	W114° 47' 44.26"	<b>Ground (above sea level)</b>	1899.1798 <span style="float: right;">ft</span>	<b>Structure Height (above ground level)</b>	45 <span style="float: right;">ft</span>	<b>Total Height (above sea level)</b>	1944.1798 <span style="float: right;">ft</span>
<b>Nearest town:</b>	Slave Lake, AB												
<b>Latitude (N)</b>	N55° 17' 27.92"												
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<b>Ground (above sea level)</b>	1899.1798 <span style="float: right;">ft</span>												
<b>Structure Height (above ground level)</b>	45 <span style="float: right;">ft</span>												
<b>Total Height (above sea level)</b>	1944.1798 <span style="float: right;">ft</span>												

## Construction Timeline

In the interest of aviation safety, NAV CANADA must be notified at least 10 days in advance of the start of construction. Please enter the construction start date (and end date if required) in the space provided below along with any lighting and marking information (as required by Transport Canada).

**Construction start date:** (permanent structures)

**Construction date(s):** (temporary structures or cranes) **From:**  **To:**

**Construction daily time(s):** (temporary structures or cranes) **From:**  **To:**

*Daily Usage Times – Indicate date/times for which the crane will be in operation up to the maximum height.*

## Structure Lighting and/or Marking

All objects, regardless of their height, that have been assessed by Transport Canada as constituting a hazard to air navigation require marking and/or lighting in accordance with the *Canadian Aviation Regulations (CARs)* and should be marked and/or lighted to meet the standards specified in **CAR 621**.

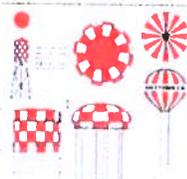
**Structure will have temporary lighting during construction:** Yes  No

*If no, please provide anticipated date for permanent lighting system to be operational:*

**Structure will have permanent lighting upon completion:** Yes  No




**Structure will be marked upon completion:** Yes  No




I hereby certify that the location, height/elevation, construction dates, as well as lighting and marking information contained herein to be true and accurate.

<b>Name</b>	<b>Signature</b>
<b>Title</b>	<b>Date</b>

## Laurie Skrynyk

---

**From:** Alex Pavcek  
**Sent:** August 10, 2022 2:22 PM  
**To:** Laurie Skrynyk; Pierre Gauthier  
**Subject:** RE: Development Permit Application for Inflatable Slide

We also have no issues.  
Alex

**From:** Laurie Skrynyk <laurie@slavelake.ca>  
**Sent:** August 10, 2022 1:49 PM  
**To:** Pierre Gauthier <pierre@slavelakeairport.ca>  
**Cc:** Alex Pavcek <alex.pavcek@slavelake.ca>  
**Subject:** RE: Development Permit Application for Inflatable Slide

Ok great, Thanks Pierre

**From:** Pierre Gauthier <pierre@slavelakeairport.ca>  
**Sent:** August 10, 2022 1:45 PM  
**To:** Laurie Skrynyk <laurie@slavelake.ca>  
**Cc:** Alex Pavcek <alex.pavcek@slavelake.ca>  
**Subject:** Re: Development Permit Application for Inflatable Slide

**CAUTION:** This email originated from outside the organization. Do not click any links or attachments unless you know the content is safe.

Laurie,  
The airport has no issue with the slide. I viewed the site a couple weeks ago, it is over 600m from the runway strip and height is well below what are Obstacle Limiting minimums would be.

Pierre Gauthier  
Slave Lake Airport Services Commission  
Office 780-849-3089  
Cell 780-805-9670

On Aug 10, 2022, at 1:29 PM, Laurie Skrynyk <laurie@slavelake.ca> wrote:

Hi Alex and Pierre

Please find attached a development permit application from Big Fish Bay for an Inflatable Slide.

Please provide me with any comments and concerns you may have.

Thank you.

*Laurie Skrynyk*

## Laurie Skrynyk

---

**From:** Pierre Gauthier <pierre@slavelakeairport.ca>  
**Sent:** August 10, 2022 1:45 PM  
**To:** Laurie Skrynyk  
**Cc:** Alex Pavcek  
**Subject:** Re: Development Permit Application for Inflatable Slide  
**Attachments:** 2022.08.10 DP Application for BFB Inflatable Slide.pdf

**CAUTION:** This email originated from outside the organization. Do not click any links or attachments unless you know the content is safe.

Laurie,  
The airport has no issue with the slide. I viewed the site a couple weeks ago, it is over 600m from the runway strip and height is well below what are Obstacle Limiting minimums would be.

Pierre Gauthier  
Slave Lake Airport Services Commission  
Office 780-849-3089  
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On Aug 10, 2022, at 1:29 PM, Laurie Skrynyk <laurie@slavelake.ca> wrote:

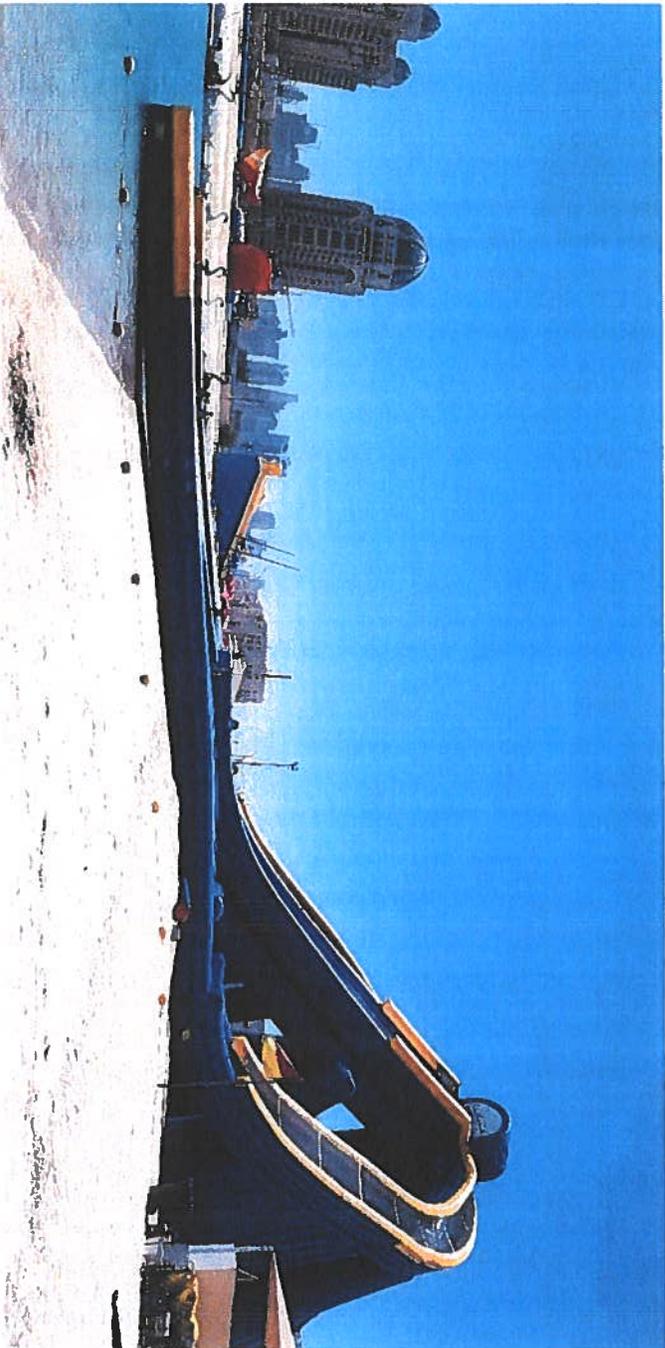
Hi Alex and Pierre

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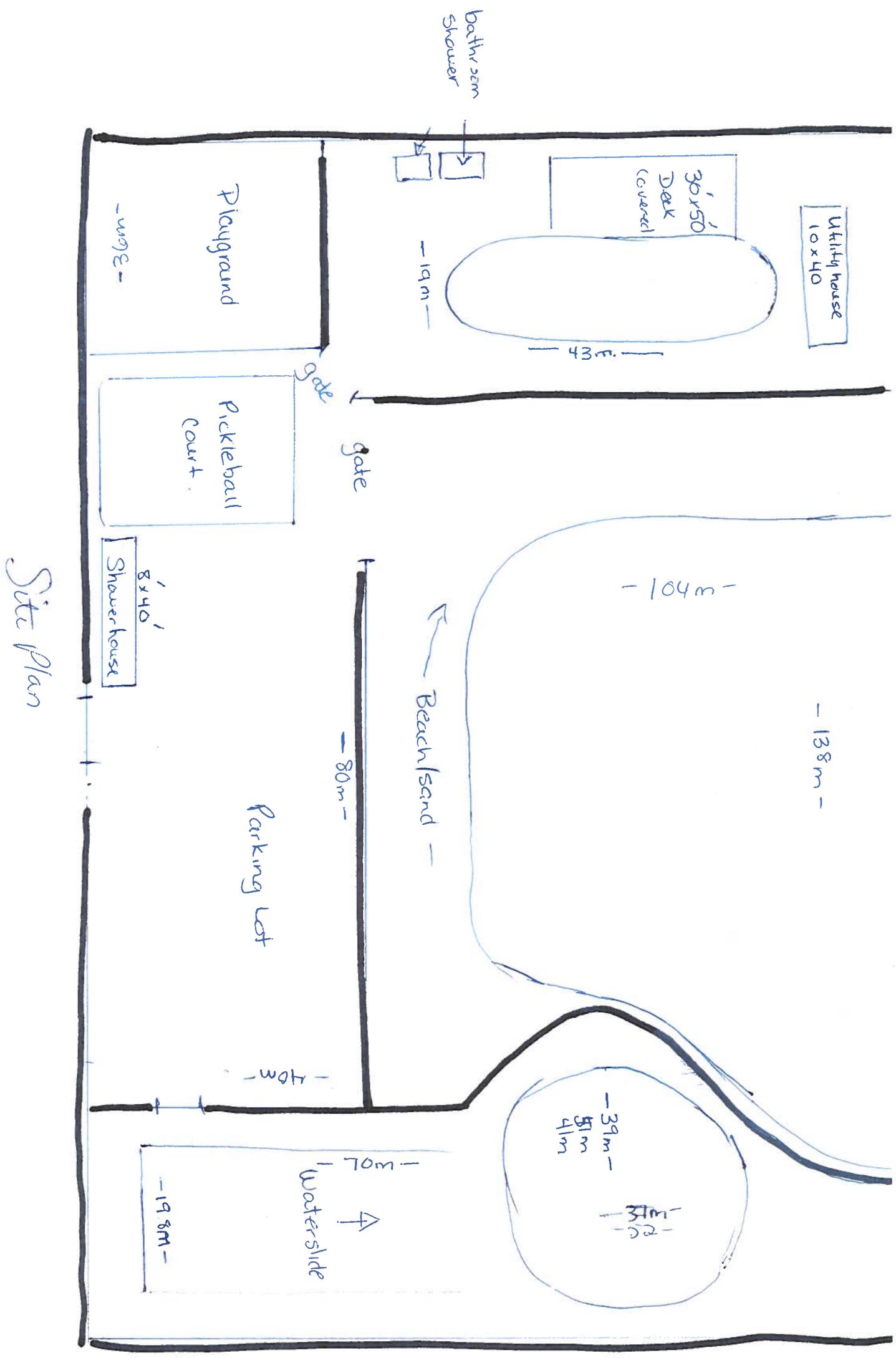
Please provide me with any comments and concerns you may have.

Thank you.

*Laurie Skrynyk*  
*Director of Planning and Development*

Picture	Details
	<ul style="list-style-type: none"> <li>1. Size: 70*19.3*15mH</li> <li>2. Material: Best Plato 0.55mm PVC</li> <li>3. Color &amp; theme: As color or customized</li> <li>4. Certificate: CE certificated</li> <li>5. Accessories: <ul style="list-style-type: none"> <li>A: Blowers included. Blower is CE &amp; UL certificated.</li> <li>B: repair kit: same color material and imported glue for repair</li> <li>C: installation &amp; repair &amp; safety instruction</li> </ul> </li> </ul>
	





Site Plan

**REPORT TO THE MUNICIPAL PLANNING COMMISSION  
MEETING OF FEBRUARY 6, 2023**

**FROM:** Laurie Skrynyk  
Director of Planning and Development

**DATE:** January 31, 2023

**SUBJECT:** Discretionary Use – “Self Storage Facility, Variance to Rear Yard Setback, “Major Renovation for Residential Units” and Fascia Signs

**FILE:** DP #06.01.23

**PURPOSE**

The purpose of this report is for the Municipal Planning Commission to consider the application for Discretionary Uses, Self Storage Facility, a variance to the rear yard setback of the Self Storage Facility, as well Permitted Uses such as a major renovation to the existing mixed commercial/residential building to convert commercial spaces to residential units, and the installation of two (2) Fascia Signs at 217 – 3 Avenue NW located on Lots 20-22, Block 1, Plan 1794 ET in the C1 – Downtown Commercial Mixed-Use District.

**BACKGROUND**

**Name of Applicant:** 20/20 Investment Group Inc. (Tyler Warman)

**Name of Owner:** 1659244 AB. Ltd. (DC Ventures – Devon Phelps)

**Proposal:** That the Municipal Planning Commission considers an application for Discretionary Uses, Self Storage Facility, and a variance to the rear yard setback of the Self Storage Facility, as well as Permitted Uses such as a major renovation to the existing mixed commercial/residential building to convert commercial space to residential units, and the installation of two (2) Fascia Signs.

**Legal Description:** Lots 20-22, Block 1, Plan 1794 ET

**Civic Address:** 217 – 3 Avenue NW

**Existing Land Use:** C1 - Downtown Commercial Mixed-Use District.

**Land Use Bylaw:** The following are the regulations within the Land Use Bylaw #22-2007 that apply to this application.

In accordance with Section 3 “SELF STORAGE FACILITY” means a use where goods are stored in a building, where the building is made up of separate compartments and each compartment has separate access; and may be available to the general public for the storage of personal items; and, may include the administrative functions associated with the business; and, may incorporate custodial quarters for the custodian of the facility.

---

In accordance with Section 13 (9) (i) the Municipal Planning Commission may grant a 30% variance to the front and rear yard setbacks.

In accordance with Section 37 (3) 90° parking stalls shall be 9 ft. wide by 20 ft. long. The maneuvering aisle for 90° parking stalls shall be 20 ft. wide.

In accordance with Section 39 (1) the minimum number of off-street parking stalls required for an Apartment is 1.5/unit. Visitor parking will be required based on 1 stall for every 6 units.

In accordance with Section 76 A Sea Cans must be screened as follows:

- (a) a structure with roof and walls that completely encloses the Sea Can or 3.0 m (10 ft.) walls constructed around the perimeter of the Sea Can (i.e., containment walls);
- (b) screening of the Sea Can (i.e., complete enclosure or containment walls) must be constructed of the same or like materials and match or aesthetically compliment the principle building on site to the satisfaction of the Development Authority;
- (c) the complete enclosure or containment walls may include a gate/door or gates/doors for access and such gate/door(s) shall also match or aesthetically compliment the principle building on site to the satisfaction of the Development Authority;
- (d) no portion of the Sea Can may be visible from ground level outside of the containment walls regardless of the location of the Sea Can on the site;
- (e) fences are not considered containment walls;
- (f) containment walls may be post and solid panel or a continuous solid wall construction.

In accordance with Section 72A 10 the Minimum Floor Area for Each Dwelling Unit

Bachelor Unit	35 m <sup>2</sup> (377 ft <sup>2</sup> )
1 Bedroom Unit	45 m <sup>2</sup> (484 ft <sup>2</sup> )
2 Bedroom Unit	55 m <sup>2</sup> (592 ft <sup>2</sup> )
3 Bedroom Unit	65 m <sup>2</sup> (700 ft <sup>2</sup> )

In accordance with Section 87, these are the General Rules for Commercial Districts, the following rules shall apply:

- (1) Minimum Parcel Area - 275 m<sup>2</sup> (2960 ft<sup>2</sup>)
- (2) Minimum Parcel Width - 7.5 m (25 ft.)
- (3) Minimum Front Yard - 3 m, except 0 m if fronting onto Main Street
- (4) Minimum Side Yard - 0 m, except 3 m if abutting a residential district.
- (5) Minimum Rear Yard - 6 m
- (6) Maximum Parcel Coverage - 100%, provided that provision has been made for parking, loading, storage and waste disposal
- (7) Maximum Building Height - 4 Storeys

- (8) Maximum Floor Area - 2,322 m<sup>2</sup> (25,000 ft<sup>2</sup>) for retail stores not including food stores.
- (9) Outdoor Living and Amenity Area
  - (a) In mixed residential and commercial buildings, a minimum private amenity area of 7.5 m<sup>2</sup> per residential unit shall be required. This requirement may be waived or reduced at the discretion of the Municipal Planning Commission.
- (10) Other Provisions
  - (a) In mixed residential and commercial buildings:
    - (i) residential uses shall be located above all commercial/office uses;
    - (ii) the residential dwelling units shall satisfy the minimum floor area requirements of Section 72 A (10);
    - (iii) the parking for the residential units must be provided as per the requirements of the Land Use Bylaw and that the residential parking must be totally independent of and secured from the commercial parking; and
    - (iv) the parking for residential units (indoor or outdoor) shall be located to the rear of the development site.
  - (a) Parking shall be located at the rear of the building. On-site surface parking areas shall be screened from the public roadway by using landscaping and/or architectural features.

#### **History of developments on the Site:**

**On May 30, 2013, Development Permit #38.04.13** was issued for the construction of a one-story mixed-use commercial/residential building. The development consisted of a 22-unit Self Storage Facility in the basement, one residential unit with required amenity area and 3 commercial units on the main floor.

The developer was required to provide an outdoor amenity for the single residential unit on the ground floor which consisted of an area with a minimum depth of 7.5 m (25 ft.), a minimum privacy area of 4.5 m (15 ft.) for the full width of the dwelling and a 1.5 m (5 ft.) fence containing the area. This was provided.

Parking required was 1.5 parking stalls for the residential unit and 11.5 for the commercial uses as well as 1 loading stall. This was provided.

Landscaping was required and provided at the front of the building (i.e., within the front yard setback).

A garbage containment area was required.

This development permit also required the consolidation of Lots 20 & 21, Block 1, Plan 1794 ET no later than July 5, 2012. To date the consolidation has not taken place.

---

**On August 14, 2013, Development Permit #92.07.13** was issued for Apartments Suites to be constructed over the existing Commercial Units (i.e., on the second floor).

The development permit required 1.5 parking stalls for the residential unit on the main floor and 4.5 parking stalls for the 3 units on the second floor for a total of 6 parking stalls. These parking stalls were to be separated from the commercial parking stalls and were to be painted and signed to indicate "Residential Parking Only". Seven (7) parking stalls and one (1) loading stalls were to be provided for the commercial components of the development for a total of 13 parking stalls for the entire development. The loading stall was to be signed to indicate "Loading Stall Only". All required parking and loading were provided.

Outdoor Living and Amenity Area for the three (3) units on the second floor was provided in the form of balconies and the amenity for the existing unit on the ground floor was provided in the form of a fenced in area on the ground.

Finally, it is important to note that TELUS owns the adjacent lot to the east (i.e., Lot 23, Block 1, Plan 1794 ET) and that the TELUS parking lot and fence is encroaching 6 to 8 feet onto Lot 22, Block 1, Plan 1794 ET. The current landowner has a lease arrangement with TELUS for this encroachment.

## **DISCUSSION**

The applicant is in the process of acquiring the subject lands and the existing developments on site. The existing landowner has signed the application as the conveyancing and Title change is not complete. Further, we have received a letter from the applicant's legal counsel advising that they have a surveyor actively working on the consolidation for all three (3) lots to facilitate the proposed developments.

The applicant is proposing to maintain the lease in place with TELUS for the encroachment and as such, the side yard setback shown for the proposed Self Storage Facility is measured from the fence and not the east side property boundary.

### **Proposal**

The applicant is proposing to undertake a major renovation to the main floor of the existing mixed commercial/residential building by converting the two (2) existing commercial bays to three (3) residential units and to construct a Self Storage Facility consisting of 12 storage units, applying for a variance to the rear yard setback of the new Self Storage Facility and erecting two (2) Fascia Signs, one on each building on site.

### **Plan Review**

The Planning Department has conducted a Plan Review of the proposed development which is attached to this report. The following is a brief outline of various elements compared to the land use bylaw regulations.

## Self Storage Facility

The applicant is proposing to develop a 12-unit Self Storage Facility on the east side of the lot. The construction of the Self Storage Facility will utilize sea cans that will be enclosed in their entirety except for the sea can doors. The sea cans will be brought onto the site, bolted together and then strapped with a 1 in. x 4 in. frame. Metal siding will be attached to the strapping. Once the sea cans are enclosed, the building will be 96 ft. x 20 ft.

**Setbacks:** In accordance with submitted Site Plan and Sections 87 (1) to (5) the proposed development meets with the required front yard setback of 3.0 m (10 ft.) and the required side yard setbacks of 0 m.

The applicant is proposing a rear yard setback of 4.87 m (16 ft.) which is less than the required 6 m (20 ft.). As such, the applicant is seeking a 20% variance to the rear yard setback. See pages 2 and 3 of the Plan Review.

**Building Height:** The proposed Self Storage Facility meets with the maximum height as it will be 1 story in height (i.e., 14 ft. measured from the grade to the peak).

**Sea Can Dimensions:** In accordance with the application, the sea cans utilized in the development will be 8 ft. wide x 20 ft. long and 8.5 ft. high. See Section 76A regarding the use of sea cans in commercial districts.

**Exterior Finish:** The exterior of the building will be clad in brown metal siding to aesthetically match the existing building on site. The sea can doors will be painted beige. The proposed enclosing of the Sea Cans that will make up the Self Storage Facility meets with Section 76A. See Page 2 of the Plan Review

**Parcel Coverage:** In accordance with Section 87 (6) the maximum parcel coverage is 100%. The parcel coverage for the entire site (i.e., all three lots) including existing and proposed structures is 33%. See Page 4 of the Plan Review.

**Parking:** In accordance with Section 39 parking regulations are not established for Self Storage Facilities.

**Based on 12 storage units we are recommending 2 parking stalls and 1 loading stall.** See Page 4 of the Plan Review.

The applicant is proposing a total of 24 on-site parking stalls and as such there is sufficient parking on site for the existing and proposed developments.

**Parking Dimensions:** The proposed parking stalls and maneuvering aisle meet with Section 37 (3) with respect to length and width.

---

**Access:** The applicant is proposing to utilize the existing access to the site from 3 Avenue NW. No additional accesses are being proposed.

**Landscaping:** Additional landscaping will be provided within the front yard setback area of the new self storage building (i.e., 10 ft in width) and will consist of a shrub bed. The applicant indicates that he would like to provide the same form of landscaping that exists in front yard setback area of the existing commercial/ residential building, however that area is currently covered by snow. We believe the landscaping to be a shrub bed and not just a grassed area.

**Lot Grading:** The applicant has submitted a Lot Grading Plan that meets with the Town's requirements.

**Signs:** The applicant is proposing two (2) Fascia Signs for the site. One 4 ft. x 8 ft. Fascia sign will be placed on the existing mixed commercial/residential building and will have the name of the building on it. See Page 6 of the Plan Review.

The second 4 ft. x 8 ft. Fascia sign will be placed on the new Self Storage Facility and will have wording as follows:

"For Storage call: 805- ----"

## Residential Units

The conversion of the commercial units to residential units will only involve interior changes to the building and will not affect the exterior, the building envelope, the site servicing, the lot grading, or the landscaping for that portion of the site. The three (3) existing exterior doors on the west side of the building, that existed for the commercial units on the ground floor, will be removed and replaced with casement windows. All doors into the individual residential units will be at the ground level on the east side of the building.

**Location of Residential:** The residential units on the main floor will be located above the Self Storage Facility in the basement and as such, the proposal meets with Section 87 (11) (a). See Page 6 of the Plan Review.

**Floor Areas:** The floor areas of the proposed residential units meet with Section 72A (10). See Page 6 of the Plan Review.

**Amenity:** In accordance with Section 87 (9) of the Land Use Bylaw, the MPC can vary or waive the outdoor amenity requirements in mixed commercial/ residential buildings.

The applicant is proposing to provide amenity at the ground level for the new residential units. Currently there is a four-foot wall that partially encloses the covered walkway at the front of the building. This entire space will be dedicated as outdoor amenity for all three (3) residential units,

however, will not be divided, separated, or dedicated for each unit. See attached photographs.

Outdoor amenity for the single existing residential unit on the main floor and the three (3) existing residential units on the second floor have already been provided on a previous application.

**Parking:** In accordance with Section 39 (1) the minimum number of off-street parking stalls required for an Apartment is 1.5/unit. Visitor parking will be required based on 1 stall for every 6 units.

**All Residential**

There are 4 existing and 3 new residential units for a total of 7 units.

$7 \times 1.5 = 11$  parking stalls plus 1 visitor parking stall for a total of 13 parking stalls for the residential units.

**Existing Commercial – Self Storage Facility in the Basement**

The Land Use Bylaw does not stipulate the number of parking stalls for the Self Storage use. As such, based on 22 existing self storage units we are recommending 3 parking stalls and one (1) loading stall.

The required parking for the existing mixed commercial/residential building is 16 parking stalls and 1 loading stall.

**New Commercial – Self Storage Facility**

Based on 12 storage units we are recommending 2 parking stalls and 1 loading stall. See Page 4 of the Plan Review.

**Total Parking for all developments - 18 parking stalls and 2 loading**

The applicant is proposing a total of 24 on-site parking stalls and as such there is sufficient parking on site for the existing and proposed developments.

Conditions of the permit should include requirements to separate the residential parking from the commercial parking and that the stalls are appropriately signed to indicate "Residential Parking Only", "Commercial Parking Only" and "Loading".

**Garbage Containment:** The garbage containment area for the site will be located in the southeast corner of the site near the rear lane and contains a 6 yard dumpster.

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**OPTIONS**

- Option 1:** The Municipal Planning Commission could refuse the application.
- Option 2:** The Municipal Planning Commission could approve the application.

**RECOMMENDATION**

The Planning Department has conducted a thorough review of the application. The proposed development meets with the requirements of the Land Use Bylaw #22-2007, except for the proposed variance to the rear yard of the new Self Storage Facility.

As such, the Planning Department is recommending the MPC approved Development Permit #06.01.23.

**MOTION REQUESTED**

The Municipal Planning Commission approves Development Permit No. 06.01.23 which approves the development of a Self Storage Facility, which is a Discretionary Use and a major renovation to the existing mixed commercial/residential building to convert the existing commercial spaces to residential units, and the placement of two (2) 4 ft. x 8 ft. Fascia Signs to be erected on the exterior of the existing mixed commercial/residential building and on the new Self Storage building, which are Permitted Uses in the C1 – Downtown Commercial Mixed-Use District on Lots 20-22, Block 1, Plan 1794 ET located at 217 – 3 Avenue NW subject to the following conditions.

1. The Municipal Planning Commission approves a variance to the rear yard setback of the proposed Self Storage Facility from the required 6 m (20 ft.) to 4.87 m (16 ft.).
2. The applicant is to ensure a Consolidation Plan is registered with Alberta Lands Titles and a copy of the Title evidencing the consolidation shall be submitted to the Town office no later than December 31, 2023, for Lots 20-22, Block 1, Plan 1794 ET.
3. If in the progress of work on this development the landowner/applicant desires to change in any way from the terms and conditions of this development permit, he/she shall notify the Town in writing and submit amended drawings, and if necessary, shall apply for a new development permit.
4. The Town assumes no responsibility or liability for any inaccuracy, mistake or error of law or fact, which arises from the information supplied by or on behalf of the landowner/applicant.

5. If the development authorized by this development permit is not commenced and completed within eighteen (18) months from the date of issuance of this development permit, the permit is deemed to be VOID unless an extension has been granted by the Development Authority or the Municipal Planning Commission. It is the landowner/applicant's responsibility to advise the Town if the development will not be completed within the 18-month time frame and request an extension.
6. The Development is to comply with all Municipal, Provincial and Federal Codes and Regulations. The landowner/applicant is to obtain all necessary permits (building, fire, electrical, plumbing gas, and other disciplines) required under the authority of the Alberta Safety Codes Act from an accredited agency prior to proceeding with any construction. **A copy of the Building Permit shall be submitted to the Town.** The issuance of this development permit does not exempt the landowner/applicant from any additional requirements or approvals in any of the disciplines.
7. The landowner/applicant is to provide a development deposit in the name of the Town of Slave Lake in the amount of \$10,000.00 to guarantee the performance of all obligations under this permit. **This deposit will be refunded once all conditions of the development permit have been met. Please note that the development deposit will be returned to the individual or company who provided it to the Town.**

#### **PERMIT COMPLIANCE**

8. The Landowner shall comply with the Town's Development Standards and Procedures, the Town's Policies and Procedures, the Town's municipal bylaws, the Alberta Safety Codes Act, all applicable federal and provincial legislation and any conditions of caveat, covenant, easement, or other instrument registered on title to the lands.

#### **SITE PLAN**

9. All structures on site must conform to the submitted and approved Site Plan and must also be in accordance with the requirements of Sections 72A, 76A, and 87 of the Land Use Bylaw #22-2007; unless otherwise varied under the issuance of a development permit.
10. **The Town will require a copy of an original Real Property Report (RPR), prepared by an Alberta Land Surveyor, for review when the Self Storage Facility is complete.** A variance fee ranging from \$500.00 to \$2,500.00, in accordance with the prevailing Planning Fees Bylaw, will be imposed on new construction that does not comply with the requirements of the Land Use Bylaw or the Development Permit issued.

#### **CIVIC ADDRESS**

11. The civic address for this development is as follows:

**Mixed Commercial/Residential Building**

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Existing Residential Unit on the ground floor remains as 101, 217 – 3 Avenue NW  
New Residential Unit (to north) is 103, 217 – 3 Avenue NW  
New Residential Unit (in the middle) is 105, 217 – 3 Avenue NW  
New Residential Unit (to the south) is 107, 217 – 3 Avenue NW

#### **New Self Storage Building**

New Self Storage Facility is 213 – 3 Avenue NW

No changes to the civic address will apply to the residential units on the second floor of the mixed commercial/residential building.

12. The owner of the property shall maintain the Address Number in good condition and shall not allow the visibility of the address to be obscured.
13. The civic address for each building is to be posted in a location that is easily visible from the street.

#### **LOT GRADING & DRAINAGE**

14. **Lot drainage and building elevation for the Self Storage Facility and parking area associated with the Self Storage Facility** shall be in accordance with the requirements of the prevailing Land Use Bylaw. For confirmation of grades contact the Development Authority. Lots are to be graded in accordance with the Town of Slave Lake's Development Standard and Procedures.
15. The lot shall be drained so that water is not diverted onto adjacent properties. As such, all down spouts and sump pump discharge pipes shall be directed either into the front or rear yard of your property or into a side yard where a drainage swale is present.
16. All elevations re: grades, inverts, etc. should be field checked and taken into consideration when setting the building grades.
17. **The lot must be graded in accordance with the approved Lot Grading Plan.** The landowner/applicant is required to submit a Lot Grading Plan prepared by an Alberta Land Surveyor or an Engineer (prepared in accordance with the Town's Development Standards and Procedures) for the new Self Storage Facility and surrounding area; showing proposed lot and building grades and grade percentages, prior to commencement of construction on the site. The Lot Grading Plan will illustrate how the landowner/applicant will grade the site from the foundation of the building. Where no lot grading design for the subdivision exists, it will be the responsibility of the landowner/applicant to work with an Alberta Land Surveyor to develop a Lot Grading Plan that illustrates both existing and proposed grades. The Surveyor or Engineer shall also calculate the elevation of the foundation and stake this information along with the foundation location of the new development. **Once the lot grading is complete i.e.,**

---

**topsoil has been placed, the landowner/applicant is to submit to the Town a Lot Grading Certificate, as prepared by an Alberta Land Surveyor or Engineer.** The Lot Grading Certificate shall include proposed and as-built grades as well as grade percentages at the corners of the property and the foundation of the structure (at minimum). The Town will review the Lot Grading Certificate with the Lot Grading Plan and the Town's Development Standards and Procedures. Once satisfied that the lot grading has been completed in accordance with these Plans the Town will sign off on this requirement.

18. Lot Grading Certificates prepared at rough grade or prior to the placement of topsoil **will not be accepted by the Town**. Lot Grading Certificates must be prepared after the topsoil is placed in order for the Town to properly assess compliance with the drainage plans.
19. The Town will conduct two (2) Lot Grading Inspections at no charge to the landowner/applicant. All additional re-inspections required over and above the first two (2) will be charged at a rate of \$125.00 per inspection. As such, the Planning Department urges you to ensure all required work with respect to Lot Grading is completed prior to requesting an inspection.

## **PARKING**

20. All driveways shall have a minimum clearance of 1.5 m from structures such as hydrants, catch basins, streetlights, or service pedestals, unless otherwise authorize by the Town.
21. All off street parking areas must be properly graded so as to dispose of storm water accumulation.
22. The maximum width of driveway for all Commercial, Industrial, and Institutional developments, measured at the property boundary, shall be 9.1 m (30 ft.). Mountable curbs shall be lowered for commercial and industrial driveways and lane crossings.
23. All on-site lighting shall be located, orientated, and shielded so as not to adversely affect any adjacent residential development.
24. The developer is to provide 18 on-site parking stalls and 2 on-site loading stalls. One loading stall shall be located adjacent to the existing mixed commercial/residential building for the self storage business located in the basement and 1 loading stall shall be located adjacent to the new Self Storage Facility. Thirteen (13) of the 18 parking stalls are to be dedicated for Residential Parking and the remaining 5 are to be dedicated for Commercial Parking.
25. Parking for the residential units must be totally independent of the commercial parking. All parking stalls for the residential units shall be signed "Residential Parking Only", all parking stalls for the commercial uses shall be signed "Commercial Parking Only", and

all loading stalls shall be signed "Loading Stall".

26. In parking areas and similarly congested locations, curbs and other protective measures shall be used to protect adjacent fences, walls, boulevards, and landscaped areas or building on the site or an adjacent site. Barriers are to be installed and maintained on the periphery of parking lots and access aisles to physically restrict vehicle encroachment or overhang onto adjacent roadways.
27. Parking stalls and manoeuvring aisles must be developed as per the regulations of the Land Use Bylaw #22-2007 and the submitted and approved Parking Plan.
28. In any Commercial or Institutional District every off-street parking, loading, or unloading space provided or required and the access thereto shall be hard surfaced if the access is from a street or lane that is also hard surfaced. Hard surfacing shall mean the provision of a durable, hard surfaced material constructed of concrete, asphalt, rubber, or a similar pavement. **Hard surfacing shall be completed within eighteen (18) months of the date of decision of this development permit or prior to occupancy of the building or commencement of the approved use, whichever comes first.**

#### AMENITY

29. Outdoor amenity area for the three (3) new residential units on the ground floor shall be provided under the existing covered walkway on the east side of the building and shall comprise the entire area of the walkway.

#### LANDSCAPING

30. All areas of a lot not covered by buildings, driveways, parking, storage, and display areas must be landscaped.
31. Landscaping of the front yard setback area in front of the new Self Storage Facility shall consist of a shrub bed and is to be completed in accordance with the approved Site Plan and the regulations of the Land Use Bylaw, within eighteen (18) months of the date of decision of this development permit or prior to the occupancy of the building or commencement of the approved use, whichever comes first.
32. The quality and extent of the landscaping shown on the approved Landscaping Plan shall be the minimum standard to be maintained on site for the life of the development.
33. Adequate means of irrigating or maintaining the landscaping shall be provided.
34. In accordance with the Town of Slave Lake's current and prevailing Boulevard Bylaw the boulevard area immediately adjacent to your property must be developed and maintained

in a turf standard. Please be advised that no rocks, trees, plantings, or structures of any kind are permitted in the boulevard area.

35. Garbage shall be stored in weatherproof and animal proof containers screened from the adjacent properties and public thoroughfares.
36. Fences and retaining walls must not be located on any adjacent Town lands.

## **PUBLIC LANDS**

37. The landowner/applicant is responsible for ensuring that all improvements on the lot, such as building, driveway, etc., do not interfere with fire hydrants, storm drains, light standards, or utility easements, etc., and landowner/applicant will be held responsible for damage he or his contractors may cause.
38. Prior to construction proceeding, any existing damage to sidewalks, roads or public utility services is to be reported to the Town or the landowner/applicant will be held responsible for damage.
39. Any existing public landscaped areas that are damaged during construction are to be repaired to their original condition by the landowner/applicant.

## **FIRE**

40. The burning of building material and debris on construction site or within the boundaries of the Town is strictly prohibited. Violators will receive a fine.
41. Where a building incorporates fire protection equipment, elevator controls or door accesses as outlined in the Alberta Fire Code, a key box shall be provided, keyed, and located in a manner acceptable to the Town of Slave Lake; and shall contain a set or set of keys or devices required to be used in an emergency. All such key boxes and keys shall be purchased from the Town of Slave, being available at the Town office.

## **SIGNS**

42. All signs shall be developed in accordance with Part 9 of the Land Use Bylaw #22-2007.
43. If in the progress of work on the subject sign(s) the landowner/applicant desires to change in any way from the terms and conditions of this development permit, he/she shall notify the Town in writing and submit amended drawings, and if necessary, shall apply for a new development permit.

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44. Signs or advertising structures shall not be erected on or affixed to a fence, pole, tree, or any object in a public street or private or public place in any district.
  45. Signs shall not be erected to obstruct free and clear vision or vehicular traffic or at any location where it may interfere with, or be confused with, any authorized traffic sign, signal, or device.
  46. All Signs must contain "Point-of-Sale" Advertising only and must not contain "Third Party" Advertising.

"POINT OF SALE ADVERTISING" means advertising that relates to the name of the occupier of the firm, the nature of the business conducted and/or the goods produced, and/or the main products and services sold or obtainable at the premises on which the advertising is displayed. This definition includes Community Signs.

"THIRD PARTY ADVERTISING SIGN" means a sign that contains copy directing attention to a business, commodity, service, or entertainment that is conducted, sold, or offered elsewhere than on the site where the sign is located.

47. The subject sign(s) must be maintained to the satisfaction of the Development Authority. Should the sign(s) become unsightly or fall into a state of disrepair, notice will be served by the Development Authority requiring repair or removal.
48. The Fascia signs shall be erected so that it does not project more than 0.5 m (1.6 ft.) above the top of the vertical face of the wall to which it is attached.
49. The Fascia signs shall not exceed in area the equivalent of 25% of the superficial area of the wall comprising the business frontage.

## GENERAL CONDITIONS

50. In mixed residential and commercial buildings all residential uses must be located above all commercial/office uses.
51. The landowner/applicant shall ensure that the construction site remains in a tidy and orderly condition and that construction debris and materials are contained within the boundaries of the parcel and not permitted to scatter to neighbouring parcels.
52. **There shall be no public occupancy of buildings on site until such time as the required essential services have been installed. The essential services required shall include the installation and construction of all municipal improvements, as defined in the Land Use Bylaw, and shall include but are not limited to, water, sanitary sewer, storm sewer, natural gas, electric power, approved fire protection, lot grading to achieve positive lot drainage and paving of the parking area.**

53. The landowner/applicant and any other contractors working on this development are to be properly licensed by the Town and/or the Province.
54. The landowner/applicant shall ensure that the construction site remains in a tidy and orderly condition and that construction debris and materials are contained within the boundaries of the parcel and not permitted to scatter to neighbouring parcels.

**ADDITIONAL NOTES: (not conditions of the Development Permit)**

- Development Deposits are refunded once all of the conditions of your development permit have been met and are refunded to the individual or company that provided the deposit to the Town.
- If you require a time extension in order to complete your development, please contact the Planning Department at 780-849-8004.
- Please remember to CALL BEFORE YOU DIG by contacting Alberta 1<sup>st</sup> Call at 1-800-242-3447 or CLICK BEFORE YOU DIG at <http://albertaonecall.com>.
- Any signs for this development must be approved under a separate development permit. However, signs displayed within buildings, on door plates, door boards or kick plates, and sandwich board signs do not require a development permit but must comply with the regulations of the current and prevailing Land Use Bylaw.

**Attachments:**

1. Application
2. Letter from Murphy Law
3. Location Map
4. Site Plan
5. Floor Plan for the new Residential Units
6. Photographs of the Covered Walkway – Amenity Space
7. Drawings for the New Self Storage Building
8. Plan Review
9. Drawings of Existing Mixed Commercial/Residential Building



Development Permit # 06-01-23  
 Application Date: Jan 23 2023

**APPLICATION FOR INDUSTRIAL, COMMERCIAL or INSTITUTIONAL DEVELOPMENT PERMIT**

**1. GENERAL INFORMATION:**

(Please complete contact information on the second page)

Landowner: DC Ventures. (1659244 AB Ltd.)  
 Applicant: 20/20 Investment Group INC

**2. PROPERTY:**

Address to be Developed: 217-3ave NW, Slave Lake, AB T0G 2A0  
 Legal Description: Lot 20-23 Block 1 Plan 1794 ET or, - - - - -W5  
 Land Use District C1 Roll # 20022-00 Qtr. Sec. Twp. Rge. Mer

**3. TYPE OF DEVELOPMENT AND/OR USE:**

- |  |   |
|--|---|
| <input type="checkbox"/> Commercial Building         | <input type="checkbox"/> Landscaping/Stripping/Clearing |
| <input type="checkbox"/> Industrial Building         | <input checked="" type="checkbox"/> Renovation          |
| <input type="checkbox"/> Institutional Building      | <input type="checkbox"/> Addition to a Building         |
| <input type="checkbox"/> Sea Cans & Containment Area |   |

Please include a description of your proposed development: convert 2 commercial spaces to 3 residential units (2600 sq ft) - 12 unit sea can storage building on west side of property becaan 8x20ft

**4. FEES, DEPOSITS, ETC.:**

Application Fee	\$ <u>612.00</u>
Development Deposit	\$ <u>10,000.00</u>
Offsite Levies	\$ <u>/</u>
Intersection/Road Charges	\$ <u>/</u>
Variance	\$ <u>/</u>
Other ( )	\$ <u>/</u>
<b>Total</b>	\$ <u>10,612.00</u>

*Major Renovation - Residential Conversion + Self Storage facility.*

**Note:** Only the application fees are payable at time of application. The Offsite Levies and other fees/charges may be paid by post-dated cheque and cashed at the end of the Development Permit appeal period. The Development Deposit may also be paid by Letter of Credit.

The Development Deposit is refunded upon satisfactory completion of all the conditions of the Development Permit.

Should you have any questions about your permit, we would be happy to assist you.

**CONTACT INFORMATION**

Applicant: 20/20 Investment Group Inc  
 Mailing Address: 301- 951 NE  
 Town/City: Slave Lake Province: AB Postal Code: T0G 2A2  
 Phone: 780-805-4045 Fax: \_\_\_\_\_ Cell/Alternate: 780-805-4045  
 Email: Tyler@2020investmentgroup.ca

(If Different Than Above)

Landowner: DC Ventures (1659244 AB Ltd.)  
 Mailing Address: 217- 3 Ave NW  
 Town/City: Slave Lake Province: AB Postal Code: T0G 2A1  
 Phone: 780-805-9636 Fax: \_\_\_\_\_ Cell/Alternate: \_\_\_\_\_  
 Email: DCventures@outlook.com

The personal information is being collected under the authority of the Municipal Government Act M-26 and will be used for administering the affairs of the Town of Slave Lake and provision of services. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the Town of Slave Lake FOIP Coordinator.

- I hereby acknowledge and understand that a Development Permit comes into effect 21 days after the date of decision of the Development Authority.
- The Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Authority may appeal to the Subdivision and Development Appeal Board within 21 days of the date of decision.
- I hereby agree that, should I not appeal the conditions of the approval of the DEVELOPMENT AUTHORITY within 21 days from the date of the decision, I will undertake to perform, fulfill and abide by all conditions of the Development Permit.
- I understand that I may be required to obtain permits pursuant to the Alberta Safety Codes Act.

<u>TYLER WARMAN</u> Name of Applicant (Please Print in Block Letters)	 Signature of Applicant	<u>Jan 18/23</u> Date
<u>DEVON PHELPS</u> Name of Landowner (Please Print in Block Letters)	 Signature of Landowner	<u>Jan 18/23</u> Date

5. CONSENT TO ELECTRONIC NOTIFICATION:

I consent to receive documents from the Planning Department by electronic means and have provided the following e-mail address to be used by the Town for that purpose.

E-mail address to be used: Tyler@2020investmentgroup.ca

Devon Phelps [Signature] Jan 18/23  
Landowner's Name (printed) Landowner's Signature Date

TYLER WARMAN [Signature] Jan 18/23  
Applicant's Name (printed) Applicant's Signature Date

6. RIGHT OF ENTRY:

RIGHT OF ENTRY BY AN AUTHORIZED PERSON OF THE TOWN OF SLAVE LAKE FOR THE PURPOSES OF SITE INSPECTIONS OF THE LAND AFFECTED BY A PROPOSED DEVELOPMENT PERMIT APPLICATION.

I DO  OR I DO NOT

GIVE CONSENT FOR AN AUTHORIZED PERSON(S) OF THE TOWN OF SLAVE LAKE TO ENTER UPON THE LAND THAT IS SUBJECT TO A DEVELOPMENT PERMIT APPLICATION FOR THE PURPOSES OF MAKING A SITE INSPECTION IN ORDER TO:

- **PRE-DEVELOPMENT INSPECTION(S)** EVALUATE THE SITE WITH THE PROPOSED DEVELOPMENT
- **LOT GRADING INSPECTION(S)** EVALUATE THE LOT GRADING ON SITE
- **FINAL DEVELOPMENT COMPLETION INSPECTION(S)** CONFIRM ALL CONDITIONS OF THE DEVELOPMENT PERMIT HAVE BEEN MET.

All inspections will be conducted during regular business hours i.e. Monday to Friday from 8:00 am to 4:30 pm. You are not required to be present during these inspections however you may be present if you so choose. The Planning Department will not be entering into any structures at any time and will not be conducting inspections for any other reason(s) than those specified above. However, if this application is for an Apartment, a Secondary Suite, a Security Suite or a Bunkhouse the Planning Department will conduct an inspection of the interior of these developments.

Please be advised that if consent is given, the Planning Department will not provide further notice before conducting these inspections.

SUBJECT LAND: 217 - 3ave NW Slave Lake, AB T0G 2A1  
(CIVIC ADDRESS)

Devon Phelps [Signature] Jan 18/23  
Landowner's Name (printed) Landowner's Signature Date

7. APPLICATION REQUIREMENTS CHECKLIST:

ONE (1) SET OF PLANS, PAPER AND DIGITAL COPY SHOWING THE FOLLOWING:

- Site Plan, Scale 1:200 minimum illustrating distances and dimensions as follows:
  - Side Yard Setback
  - Front Yard Setback
  - Rear Yard Setback
  - Separation Distance between buildings on site including landing, decks and stairs
  - Location of Driveway and Dimensions
  - Location of Sidewalk(s) and Dimensions
- Exterior Elevations (Height of Structure)
- Complete set of Plans (Blue Prints) in paper and digital form
- Location of Existing and Proposed Municipal and Private Improvements

Some of these requirements may not be necessary for all applications. Please consult with the Development Officer for the requirements for your application.

To ensure your application is finished please complete the pertinent checklist for the development you are proposing. The following items are required in addition to those listed in #7:

8. COMMERCIAL/INDUSTRIAL/INSTITUTIONAL BUILDING

- Estimated Cost of Project: \$ 500,000.00
- Estimated Completion Date: Aug 1, 2023

9. Proposed Parcel Coverage: \_\_\_\_\_

10. PARKING PLAN

- Total Number of Proposed Parking Stalls: 12-24
- Total Number of Loading Stalls: \_\_\_\_\_
- Parking Plan includes dimensions of Parking Stalls and Maneuvering Aisles? (circle one) Y or N
- Parking Plans includes access to the site? (circle one) Y or (N) Not changing existing
- A Parking Lot Lighting Plan has been provided? (circle one) Y or (N) Not changing existing

- 11. Screening and Fencing is proposed? (circle one) Y or (N) NOT changing existing
- 12. A Landscaping Plan has been provided? (circle one) Y or (N) Not changing existing
- 13. A Site Servicing Plan has been provided? (circle one) Y or (N)
- 14. A Lot Grading Plan has been provided? (circle one) Y or N - In process
- 15. A Garbage Containment Area has been shown on the Site Plan? (circle one) Y or N

16. SIGNS

- Type of Signs Proposed: 4x8 on building "Name of Business" and "for Storage call 845-...."
- Number of Signs Proposed: 2
- Copy Content for Sign provided? (circle one) Y or (N)

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January 24<sup>th</sup>, 2023

**Re: 20/20 Investment Group Inc. Purchase from 1659244 Alberta Ltd.  
1794ET;1;20-22  
Our File 2637-59**

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This letter will confirm that we have arranged for Greg Stromsmoe of Explore Surveys In.c to do the consolidation of the lands legally described as PLAN 1794ET Block 1 Lots 20 to 22 Inclusive. He is waiting for us to give him the "go ahead" once conditions are removed on the purchase contract. We have approved his quote. He estimates that the time to prepare the plan will be one to two weeks.

Id you require further information please do not hesitate to contact me.

Yours truly,

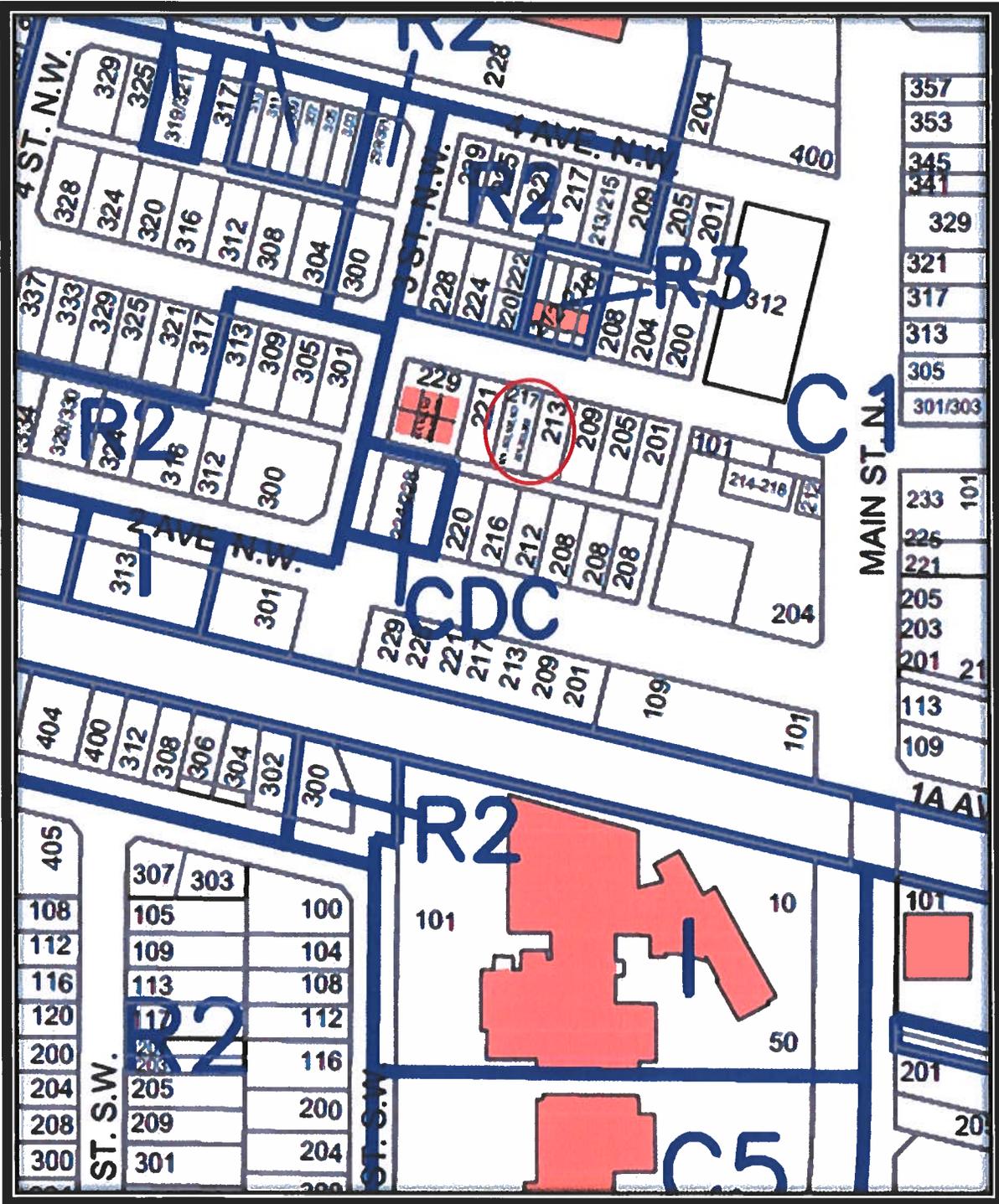
Murphy Law

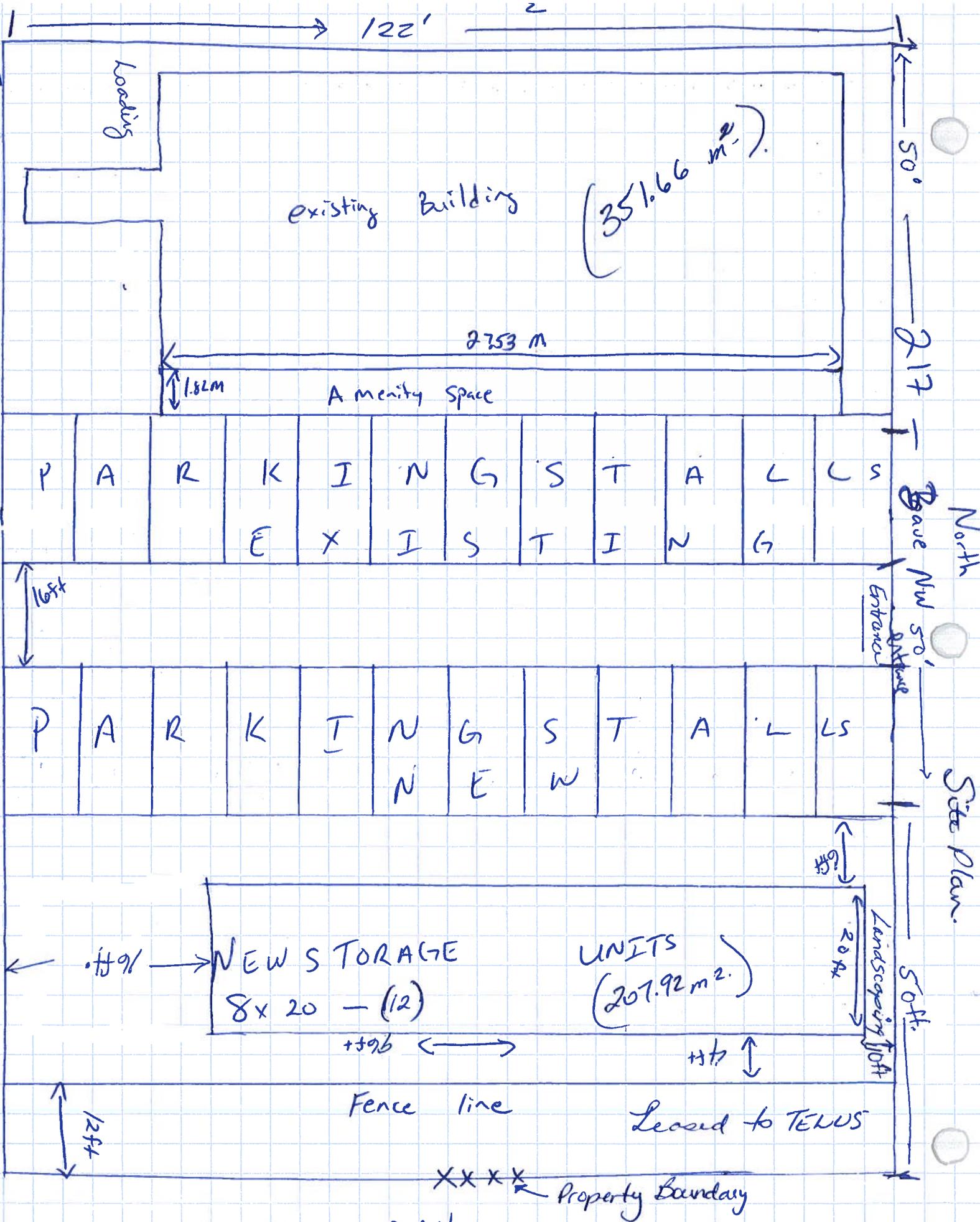
Per:



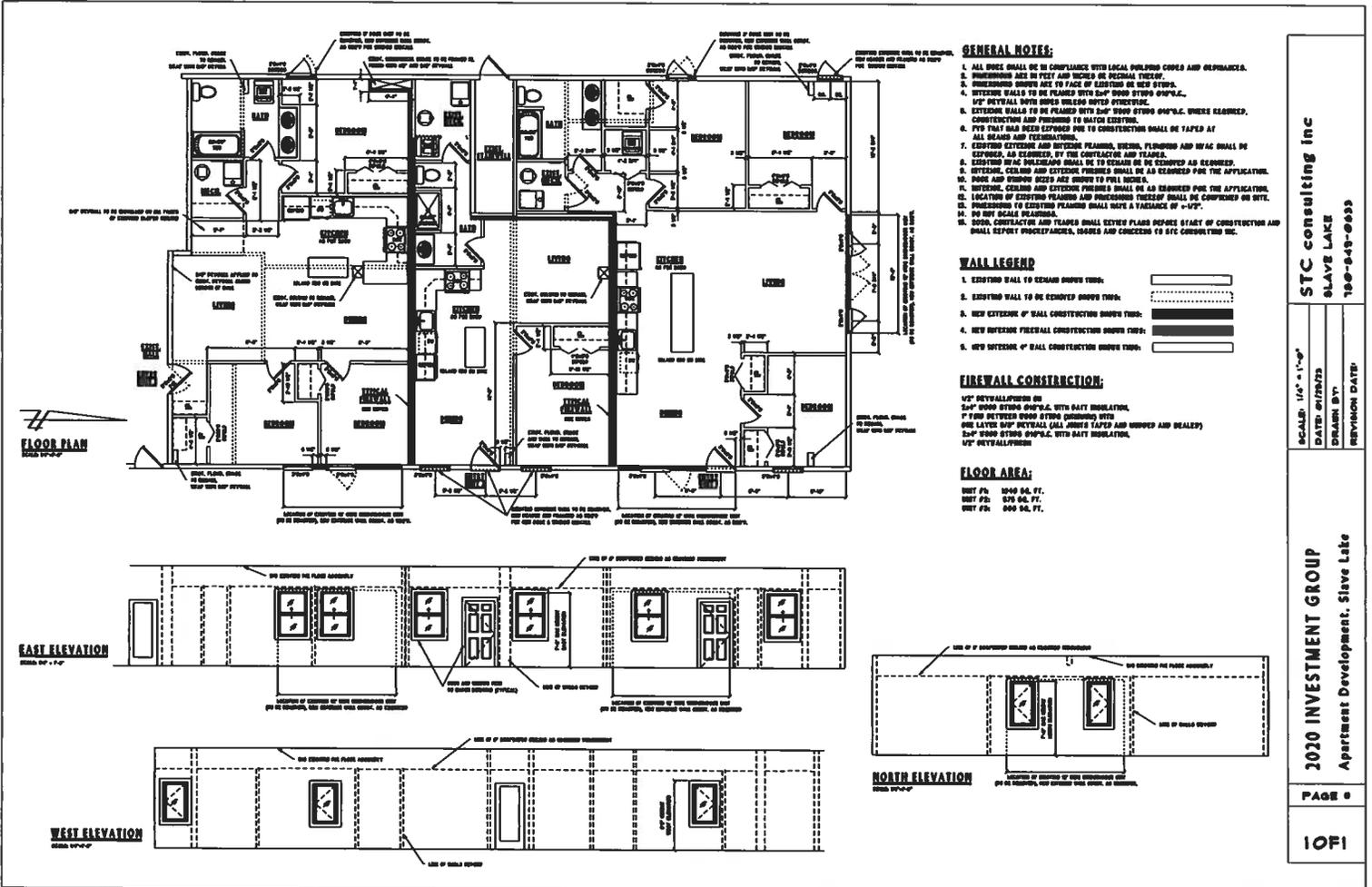
Amy K. Murphy  
AKM/ac

# LOCATION MAP





**SITE PLAN**



STC consulting inc  
SLAVE LAKE  
1800-848-0633

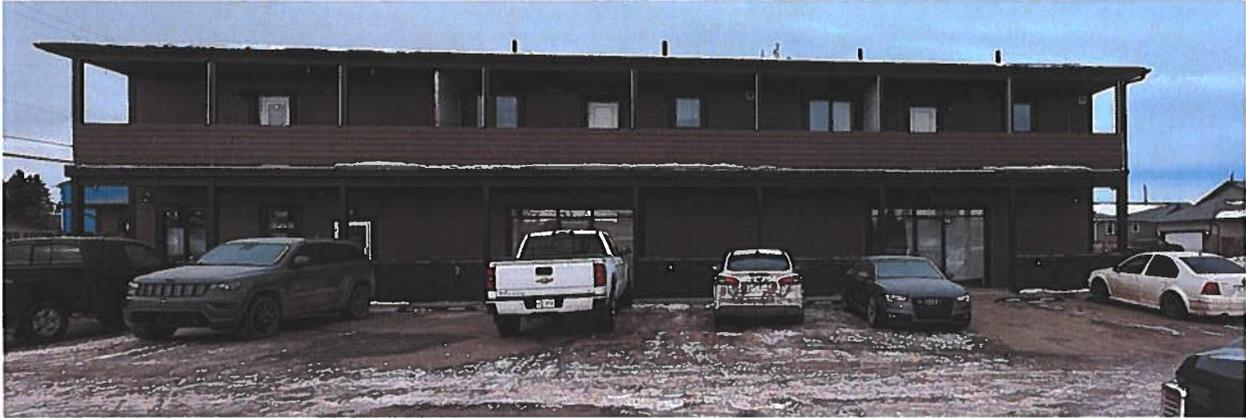
SCALE: 1/4" = 1'-0"  
DATE: 01/17/23  
DRAWN BY:  
REVISION DATE:

2020 INVESTMENT GROUP  
Apartment Development, Slave Lake

PAGE 0

10FI

PICTURES OF EXISTING COMMERCIAL RESIDENTIAL BUILDING SHOWING COVERED WALKWAY AND PROPOSED OUTDOOR AMENITY SPACE





Rear, Roof, All sides and full exterior cld in brown metal to match building on property. This structure will look like its own Stand alone building.

14ft

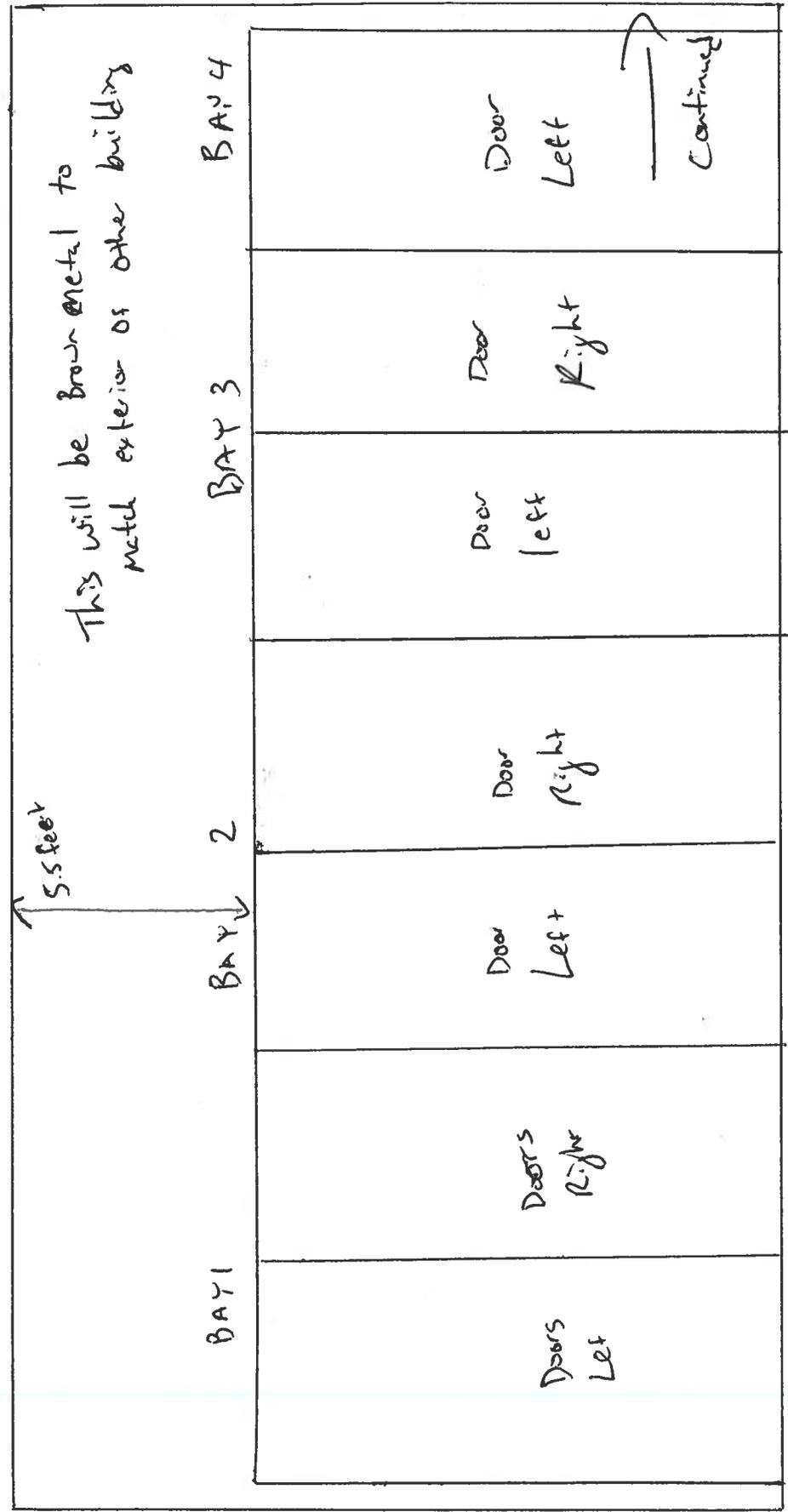
Bill roof pitch

SEA CAN

20ft

3ave facing South

Front View facing East Standing in Parking lot



## PLAN REVIEW – COMMERCIAL BUILDING

(DOWNTOWN COMMERCIAL MIXED-USE DISTRICT)

Review Conducted by: Lauri Skrzynek Date: Jan 24, 2023  
 NAME OF APPLICANT: 20/20 Investment Group DP#: 06.01.23  
 PROJECT NAME: Major Rene (Residential) and Self Storage Facility  
 LAND USE DISTRICT: C1 DOWNTOWN PRECINCT: yes

HAS THE **RIGHT OF ENTRY FORM** SIGNED?

HAS THE **CONSENT FOR ELECTRONIC NOTIFICATION FORM** SIGNED?

HAS THE **APPLICATION** BEEN SIGNED?

ARE THERE ANY **RIGHT-OF-WAYS** ON THE SUBJECT LANDS?

ARE ALL **FEES AND DEPOSITS** PAID?

ARE **OFF-SITE LEVIES AND CHARGES** PAID?

IS THE SUBJECT SITE A **BROWNFIELD OR ENVIRONMENTALLY SENSITIVE**?

ARE **CIVIC ADDRESSES** REQUIRED?

(Civic addresses are required for more than one bay/building. If required, please attached the site plan with civic addresses applied.)

Y/N  
Y/N  
Y/N  
Y/N  
Y/N  
Y/N  
Y/N  
Y/N

**RESTRICT CONSTRUCTION START (IAC Issued):**

Restrict Construction Start Date as a condition of the Development Permit if an Initial Acceptance Certificate (IAC) has not been issued for the subject subdivision. Also notify the developer. See Section 36B (c) of the LUB.

Y/N n/a

**PREVIOUS APPROVALS:** (List any variances, etc. that may have been previously approved for subject site.)

none

**HAVE NAV CANADA AND TRANSPORT CANADA BEEN NOTIFIED OF THE DEVELOPMENT?**

Y/N n/a

**IS THE PROPOSED DEVELOPMENT A CAR WASH ESTABLISHMENT?**

If yes, refer to the regulations outlined in Section 83 of the Land Use Bylaw.

Y/N

**IS THE PROPOSED DEVELOPMENT A DRIVE-IN BUSINESS?**

If yes, refer to the regulations outlined in Section 84 of the Land Use Bylaw.

Y/N

**IS THE PROPOSED DEVELOPMENT A GAS BAR AND SERVICE STATION?**

If yes, refer to the regulations outlined in Section 85 of the Land Use Bylaw.

Y/N

**IS THE PROPOSED DEVELOPMENT A HOTEL/MOTEL?**

If yes, refer to the regulations outlined in Section 86 of the Land Use Bylaw.

Y/N

**1. COMMERCIAL BUILDING** (Residential portion to follow) *Self Storage Facility*

**BLUE PRINTS/DRAWINGS PROVIDED?**

Y  N

Review Drawings and compare to the Site Plan to ensure all portions of the development have been plotted on the Site Plan (i.e. projections, decks, balconies, steps, etc.)

Drawings shall include exterior elevations or building heights from natural grade to peak.

Maximum Height of Commercial Building: 4 Storeys

Proposed Height of Commercial Building: 1 Storey

*Sec. 87(8)*

*No Change to existing Building on Site.*

**BUILDING ARCHITECTURE**

**ARE ARCHITECTURAL ELEMENTS PROVIDED?**

Y  N

Various architectural elements can be used to express the Nature Unlimited theme through: sloping roofs natural material (stone and wood) and exposed structural architectural elements such as wooden columns, timber trusses, brackets, arches, masonry lintels and sills and exposed cross-bracing etc.

**WHAT ARE THE PROPOSED COLOR AND MATERIAL PALLETS?** Dark Brown and Beige

Aspects of the built environment and public realm can use a custom-design pallet of colors and materials that express nature inspired elements.

**BUILDING FAÇADES**

**WHAT ARE THE PROPOSED FAÇADE CHARACTERISTICS, IF ANY?** None

Color and materials, cornices, entrances, porches, signs, vertical articulation, windows

**ARE THE PROPOSED FAÇADE CHARACTERISTICS MEET THE UDH?**

Y  N

**DO THE PROPOSED COLOUR AND MATERIALS MEET THE REGULATION OF THE UDH?**  Y  N

The applicant may also express Nature Unlimited theme through unique signage, natural colors and textures, plantings of local species, art elements and personal items.

**SITE PLAN**

**SITE PLAN HAS BEEN SUBMITTED?**

Y  N

**SETBACKS:**

No portion of a development shall project over or onto a required yard, except a canopy or extension over a rear yard, please refer to the regulations outlined in the Land Use Bylaw.

Required Front Yard Setback: 3m (10ft.)

Proposed Front Yard Setback: 3m (10ft.)

Variance Required:

Y  N

As per the UDH, front yard building setbacks should be minimized.

Required Rear Yard Setback: 6m (19ft. 8")  
 Proposed Rear Yard Setback: 4.87m (16ft.)

Variance Required: (Y/N)

Required Side Yard Setback: 0m  
 Proposed Side Yard Setback: 5.4m (18ft.)  
 Proposed Side Yard Setback: 8.6ft.

Variance Required: (N)

**Are there any Sea Cans proposed?**

If yes, the development permit application must be reviewed by the Municipal Planning Commission, as Sea Cans are listed as a Discretionary Use in all Commercial Districts.

**ACCESSORY STRUCTURES**

See regulations for the height of Accessory Structure in the various Districts.

*Self storage building to be constructed using sea cans, that will be totally enclosed, except sea can doors. Section 76A.*

Maximum Height of Accessory Structure: \_\_\_\_\_  
 Proposed Height of Accessory Structure: \_\_\_\_\_

Maximum Allowable Parcel Coverage covered by Accessory Buildings (%): \_\_\_\_\_  
 Proposed Parcel Coverage covered by Accessory Buildings: \_\_\_\_\_

Maximum floor area of an Accessory Structure: \_\_\_\_\_ *n/a.*  
 Proposed floor area of an Accessory Structure: \_\_\_\_\_

Required Rear Yard Setback: \_\_\_\_\_ Variance Required: Y/N  
 Proposed Rear Yard Setback: \_\_\_\_\_

Required Side Yard Setback: \_\_\_\_\_ Variance Required: Y/N  
 Proposed Side Yard Setback: \_\_\_\_\_

**Proposed Architectural Detailing on the Accessory Structure?** Y/N

**COMMERCIAL FLOOR AREAS**

Maximum floor area: Only Required for "Retail"  
 Proposed floor area: \_\_\_\_\_ *n/a*

Proposed percentage of the Commercial floor area on the first floor: n/a incl %

The minimum commercial area on the first floor shall be greater than the residential portion i.e. > 50%.

**IS THE PROPOSED DEVELOPMENT ADJACENT TO A RESIDENTIAL AREA?** (Y/N)

If Yes, Fencing and/or some form of Screening is required.  
 If Yes, a Parking Lot Lighting Plan is required (see below).

**PARCEL COVERAGE:**



PLAN REVIEW – MIXED COMMERCIAL & RESIDENTIAL BUILDING

Depending on the district, Parcel Coverage may be 100% provided that provisions have been made for parking, loading, storage and waste disposal. *Sec. 87(6)*

Maximum Parcel Coverage: 100%  
Proposed Parcel Coverage: 33% Variance Required: Y/N  
*Parcel is 1,697m<sup>2</sup>*

COMMERCIAL PARKING REQUIREMENTS:

*Historical*  
*DPA# 38.04.13*  
*13 stalls +*  
*1 Loading.*  
*DPA# 92.07.13*  
*6 Residential*  
*Stalls*  
*7 Commercial*  
*stalls*  
*1 Loading.*

ACCESS/EGRESS PLAN SUBMITTED? *No Req on # of stalls for* Y/N

Required Number of Parking Stalls: *New Self Storage Facility.*  
Based on the use: \_\_\_\_\_

Required # of Parking Stalls: 2  
Proposed # of Parking Stalls: 2 + 1 Loading Variances Required: Y/N

Proposed Small Car Parking Stalls: \_\_\_\_\_ Variances Required: Y/N

Required Stall Width: \_\_\_\_\_  
Proposed Stall Width: \_\_\_\_\_ *n/a*

Small Car Parking may be approved by the Development Officer and must be signed/marked.

Off-site Parking Proposed: \_\_\_\_\_ *n/a* Variances Required: Y/N

MPC may consider off-site parking subject to conditions outlined in Section 39(6).

IS THE PROPOSED PARKING PLAN MEETING THE REGULATIONS OUTLINED IN THE UDH? Y/N  
Parking should be designed such that it is not located at the front of the building. *n/a*

PARKING ZONE:  
Provide parallel parking on-street parking.  
Provide curb extensions at regular intervals to reduce pedestrian crossing distances, improve pedestrian safety, and provide space for amenities. *n/a*

PARKING LOT LIGHTING PLAN SUBMITTED? Y/N  
Ensure Parking Lot and Building Lights are directed away from Residential areas.

SCREENING/FENCING:  
All fencing must not contain barbed or razor wire.  
Is the subject site adjacent to a Residential Area? Y/N  
If Yes, Fencing and/or some form of Screening is required.  
If Yes, a Parking Lot Lighting Plan is required (see below).

Is Outdoor Storage being considered for this Site?

Y/N

If Yes, Fencing and/or some form of Screening is required.

Is there an Amenity Area Provided for the Residential unit(s)?

Y/N

If yes, the area shall be contained by a privacy fence. (see below)

*n/a.*

**LANDSCAPING:**

All areas of the parcel not covered by buildings, driveways, parking, storage and display areas shall be landscaped.

If the setback of the principle building is significantly more than the minimum required setback, enhanced landscaping should be provided along front property line to provide visual interest to pedestrians.

**HAS A LANDSCAPING PLAN SUBMITTED:**

*area dedicated for landscaping.*

Y/N

**IS THERE PROPOSED LANDSCAPING ALONG THE VEHICLE ACCESS?**

Y/N

This applies when the property has a vehicle access from a public street.

**IS THERE LANDSCAPING ALONG THE PROPOSED WALKWAY?**

Y/N

**IF THE PARKING IS LOCATED IN THE FRONT YARD, IS THERE PROPOSED LANDSCAPING?**

Y/N

Total Landscaped Area: \_\_\_\_\_

Ratio of Tree Planting Required based on Landscaped Area: \_\_\_\_\_

Half of trees required on site shall be coniferous: \_\_\_\_\_

Number of Large trees required: \_\_\_\_\_

*Shrub bed to match existing landscaping on site.*

**SERVICING PLANS PROVIDED?**

*Only paver to Self Storage.*

Y/N

In accordance with Development Standards and Procedures the Developer must provide a separate water and sanitary sewer service which must be shown on the Site Servicing Plan. Only one service is permitted regardless of the number of buildings on site.

*n/a*

The Development Permit shall include a condition stating that "there shall be no subdivision on the common wall as long as the residential use is in effect". Further, should the applicant wish to subdivide and the residential use discontinues, the applicant will have to install a separate set of services prior to subdivision.

**LOT GRADING PLAN PROVIDED?**

Y/N

Refer to and complete Lot Grading Plan Review.

**SIGNS**

The proposed signs should meet the regulations of the Land Use Bylaw, but because the signs are located in the Downtown Area, they must also comply with the regulation of the ASP and the UDH.

Check the following to ensure that the proposed sign(s) meet the regulations outlined in the Urban Design Handbook.:

- Symbols are to be encouraged
- Simple sign designs are preferred
- Ensure there is a visual continuity with adjacent signs on the neighboring properties i.e. letters are located at similar height
- Incorporate colors and Materials established in the "Nature Unlimited" Theme

**DO THE PROPOSED SIGN(S) MEET WITH THE URBAN DESIGN HANDBOOK?** Y/N

Comment:

n/a

**DO THE PROPOSED SIGN(S) MEET WITH THE REGULATIONS OF THE LAND USE BYLAW?** Y/N

Comment:

2 Fascia Signs 1- 4'x8' on Mixed Use Building - Name of Bldg  
1- 4'x8' on Self Storage Building - "For Storage  
Call 805-...."

**GARBAGE RECEPTACLES:**

Required to provide enclosed garbage containment area:

Proposed garbage containment shown: Southeast Corner of Site

Proposed fencing or form of screening: 6 yard Dumpster

Y/N  
Y/N

**2. RESIDENTIAL PORTION** Major Reno of Mixed Use Building to convert Commercial to Residential Units.

**RESIDENTIAL DWELLING UNIT(S)** Sec 87(11)(a)

Required location of the residential dwelling unit(s): Above Commercial

Proposed location of the residential dwelling unit(s): yes Variance Required? Y/N

The residential dwelling unit(s) shall generally be located above ground floor level except that in the case of the development of a single business on a single lot, the Municipal Planning Commission may allow the residential unit (s) to be located on the same floor as the business.

**RESIDENTIAL FLOOR AREAS** Sec 72A(10)

The minimum floor area for each dwelling unit shall be as follows:

- Bachelor Unit: 35 m2 (377 ft2)
- 1 Bedroom Unit: 45 m2 (484 ft2)
- 2 Bedroom Unit: 55 m2 (592 ft2)
- 3 Bedroom Unit: 65 m2 (700 ft2)

3 New Residential Units  
1 Bedroom @ 575 ft<sup>2</sup>  
3 Bedroom @ 1,046 ft<sup>2</sup>  
3 Bedroom @ 896 ft<sup>2</sup>



PLAN REVIEW – MIXED COMMERCIAL & RESIDENTIAL BUILDING

Proposed Number of Bachelor Units: \_\_\_\_\_  
Required maximum floor area: n/a Sec 72A(00)  
Proposed floor area: \_\_\_\_\_

Proposed Number of 1 Bedroom Units: 1  
Required maximum floor area: 484 ft<sup>2</sup>  
Proposed floor area: 575 ft<sup>2</sup>

Proposed Number of 2 Bedroom Units: 1  
Required maximum floor area: 592 ft<sup>2</sup>  
Proposed floor area: 1,046 ft<sup>2</sup>

Proposed Number of 3 Bedroom Units: 1  
Required maximum floor area: 700 ft<sup>2</sup>  
Proposed floor area: 896 ft<sup>2</sup>

*No Variance Required*

**RESIDENTIAL AMENITY AREA:**

Proposed Type of Amenity Area: Non dedicated amenity space provided under the front covered walkway for 3 new Residential Units on the ground floor.  
**Ground Level and/or Balconies**

**GROUND LEVEL AMENITY AREA:**

Required Amenity Area: n/a.  
Proposed Amenity Area: \_\_\_\_\_

Variance Required? Y/N

Is the amenity area contained by a privacy fence of at least 1.5 m (5 ft.) in height? Y/N

**AMENITY AREA PROVIDED IN THE FORM OF BALCONIES ABOVE-GROUND FLOOR:**

For each bachelor or one bedroom dwelling unit, the amenity area shall be 18.5 m<sup>2</sup> (200 ft<sup>2</sup>).  
For each 2 & 3 Bedroom dwelling unit, the amenity area shall be 27.8 m<sup>2</sup> (300 ft<sup>2</sup>).

Required Amenity Area: n/a.  
Proposed Amenity Area: \_\_\_\_\_

Variance Required? Y/N

**RESIDENTIAL PARKING REQUIREMENTS:**

*Site Plan shows 27 Parking stalls + 1 loading*

**Required Number of Parking Stalls:**  
Based on the use: 3 New Residential Units  
Required Parking Stalls: 1.5/Unit + Visitor (3 x 1.5)  
Proposed Parking Stalls: 4.5 stalls Variance Required: Y/N

*Recommend:  
3 Parking stalls for  
22 Self Storage  
Units +  
1 Loading*

*Existing Residential Units = 4  
4 x 1.5 = 6*

*Total of 11 parking stalls and 1 Visitor  
Parking stall for all Residential*



PLAN REVIEW – MIXED COMMERCIAL & RESIDENTIAL BUILDING

Does the residential unit have separate and direct access to the street?

Y/N

Are the proposed parking stalls for the residential portion totally independent and secured from the commercial parking?

Y/N

Is the parking for residential units located at the rear of the property?

Y/N

Proposed Setback from residential parking to the front property line: n/a

Parking for residential units may not be located closer than 21 m to the front property line.

**NOTES:**

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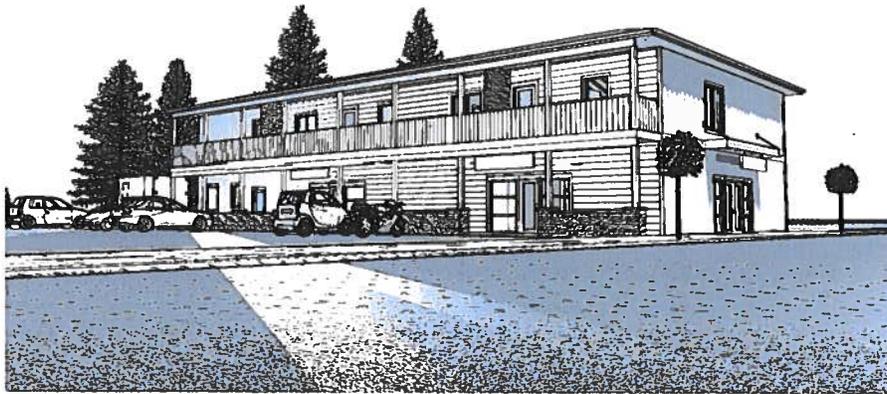
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# PHELPS COMMERCIAL

2 STORY MIXED DEVELOPMENT

**DRAWINGS**  
A1 - SITE  
A2 - FOUNDATION - BASEMENT  
A3 - MAIN  
A4 - UPPER  
A5 - ELEVATIONS FRONT & REAR  
A6 - ELEVATIONS RIGHT & LEFT - ROOF  
A7 - SECTIONS

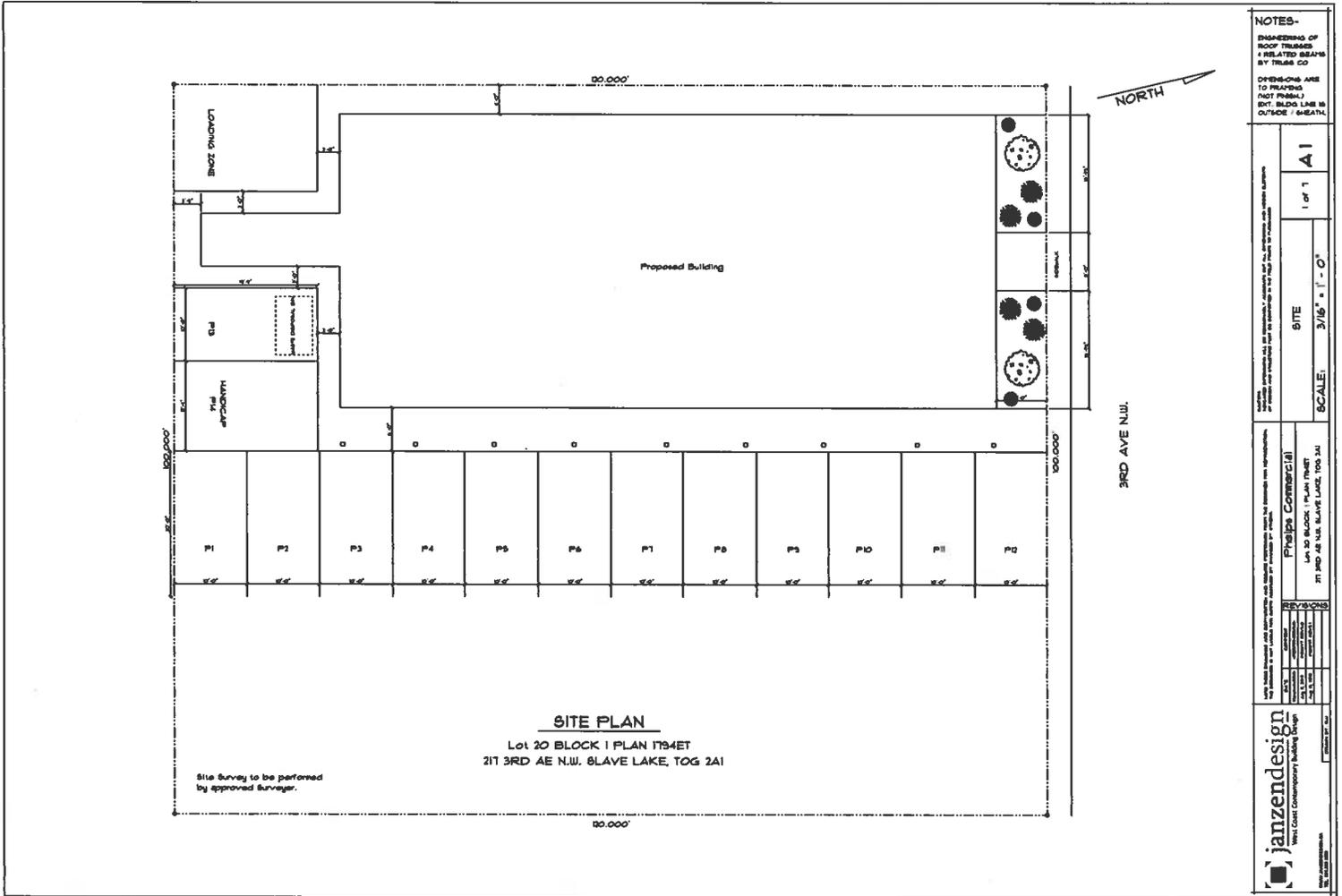


**IMPORTANT NOTE:** This is a completely revised set of plans from PERMIT PLANS REV LO March 4, 2013. Changes included but are not listed to:

- (1) As-Build drawings for Main Floor Plan including:
  - Room layout, window/door assembly sizes, entry door positions.
  - Repositioned all exterior front posts and pillars/planters
  - Modified roof layout - Main Hip ends are now 34" overhang - not 42" overhang
- (2) Additional Grid Floor added
- (3) Drawings numbers have been changed
- (4) As-Build drawings for Basement Plan

 **janzendesign**  
West Coast Contemporary Building Design

PERMIT PLANS © REV2.1 AUG 21, 2013

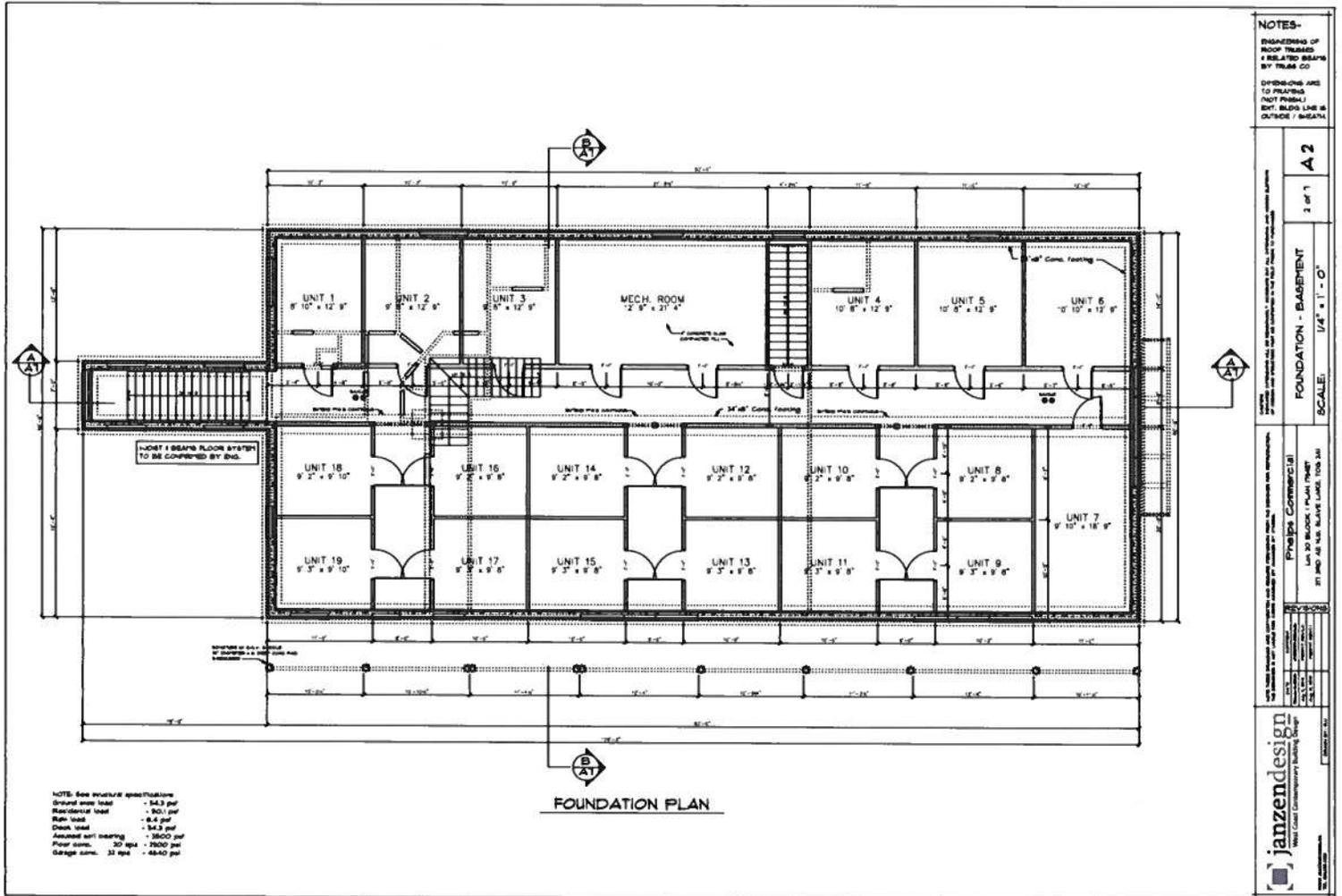


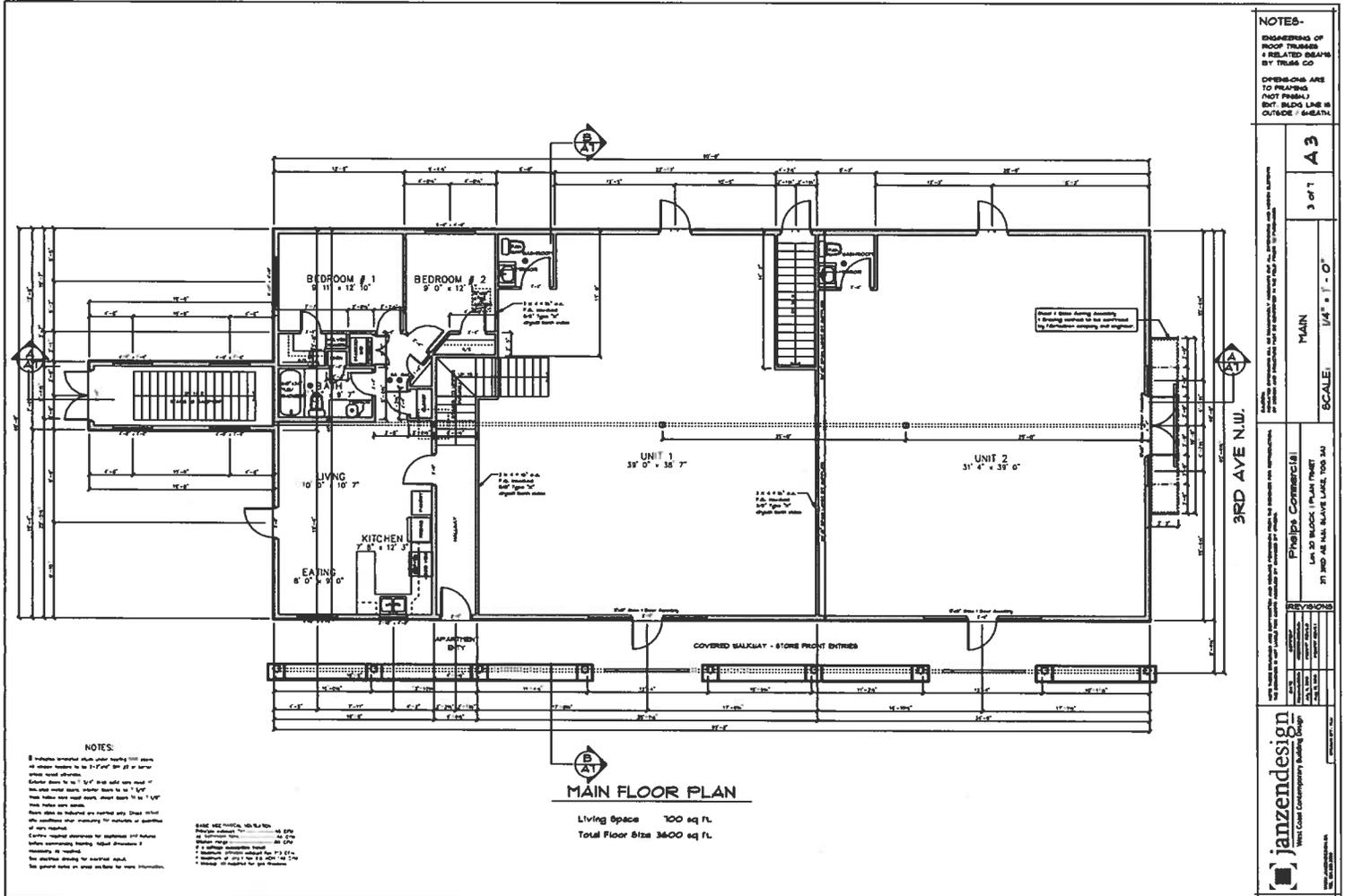
**NOTES-**  
 DIMENSIONS OF ROOF TRUSSES & RELATED BEAMS BY TRUSS CO  
 DIMENSIONS ARE TO FRAMING NOT FINISH  
 EXT. FINISH LINE IS OUTSIDE / SEATH.

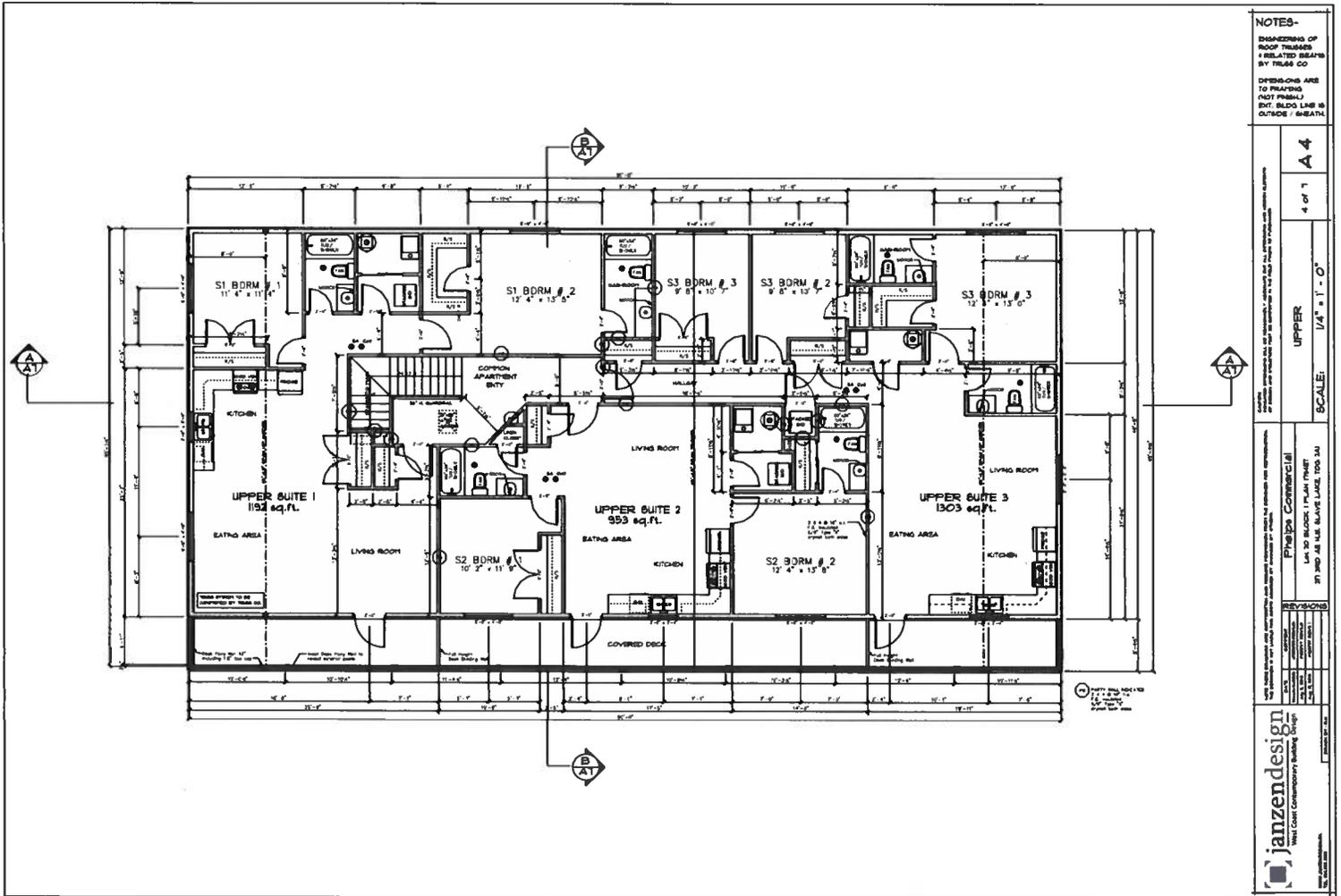
3RD AVE N.W.

NORTH

janzendesign West Coast Contemporary Building Design		Project: <b>Phelps Commercial</b> Lot: <b>LOT 20 BLOCK I PLAN 1734ET</b> City: <b>SLAVE LAKE</b> TOG: <b>2A1</b>	SCALE: <b>3/16" = 1' - 0"</b>	SHEET: <b>A1</b> 1 of 1
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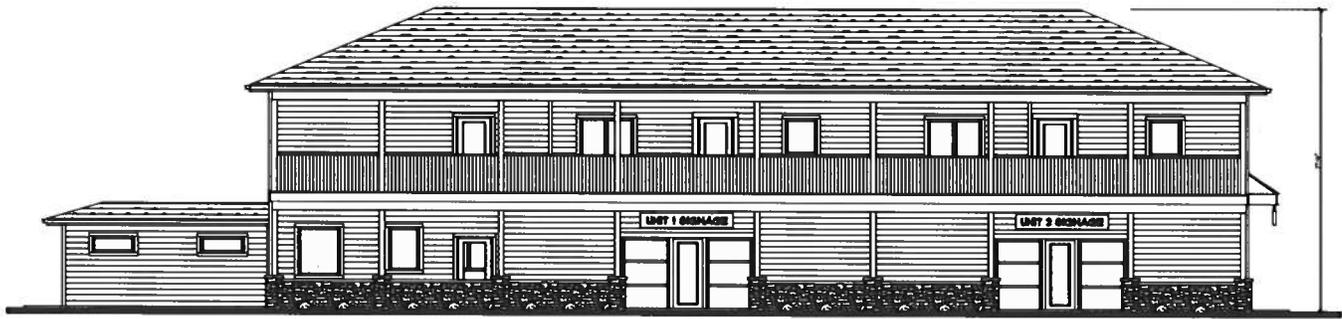


**NOTES-**  
 ENGINEERING OF  
 ROOF TRUSSES  
 & RELATED BEAMS  
 BY TRUSS CO  
 DIMENSIONS ARE  
 TO FINISHING  
 NOT FINISH  
 BUT BLDG LINE IS  
 OUTSIDE / FINISH

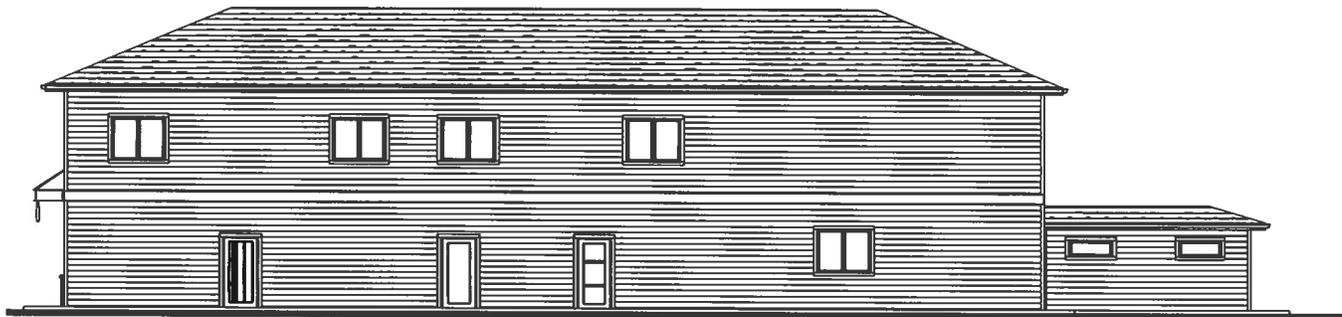
PROJECT	UPPER
SCALE	1/4" = 1' - 0"
DATE	4 of 1
NO.	A 4

NO.	DATE	REVISIONS

**ianzen design**  
 West Coast Contemporary Building Design  
 1000 10th St, Suite 100  
 San Francisco, CA 94103  
 (415) 774-1111  
 www.ianzen.com



FRONT ELEVATION



REAR ELEVATION

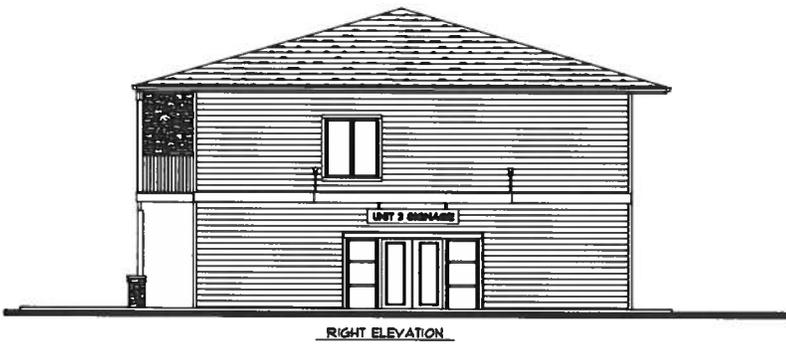
**NOTES-**  
 ENGINEERING OF  
 ROOF TRUSSES &  
 RELATED BEAMS  
 BY TRUSS CO.

DIMENSIONS ARE  
 TO FINISH  
 NOT FINISH  
 EXC. BLDG. LINE IS  
 OUTSIDE / 6-SEAL

AS  
 9 of 1  
 ELEVATIONS FRONT & REAR  
 SCALE: 1/4" = 1'-0"

PHILIP COMMERCIAL  
 1000 10th Street, Suite 100  
 ST. JOSEPH, MO 64504

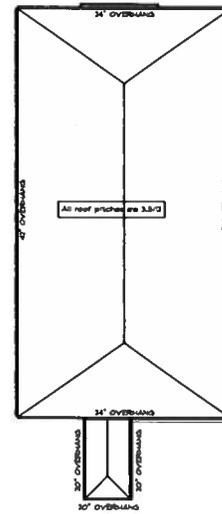
**janzendesign**  
 West Coast Contemporary Building Design



RIGHT ELEVATION



LEFT ELEVATION



ROOF PLAN

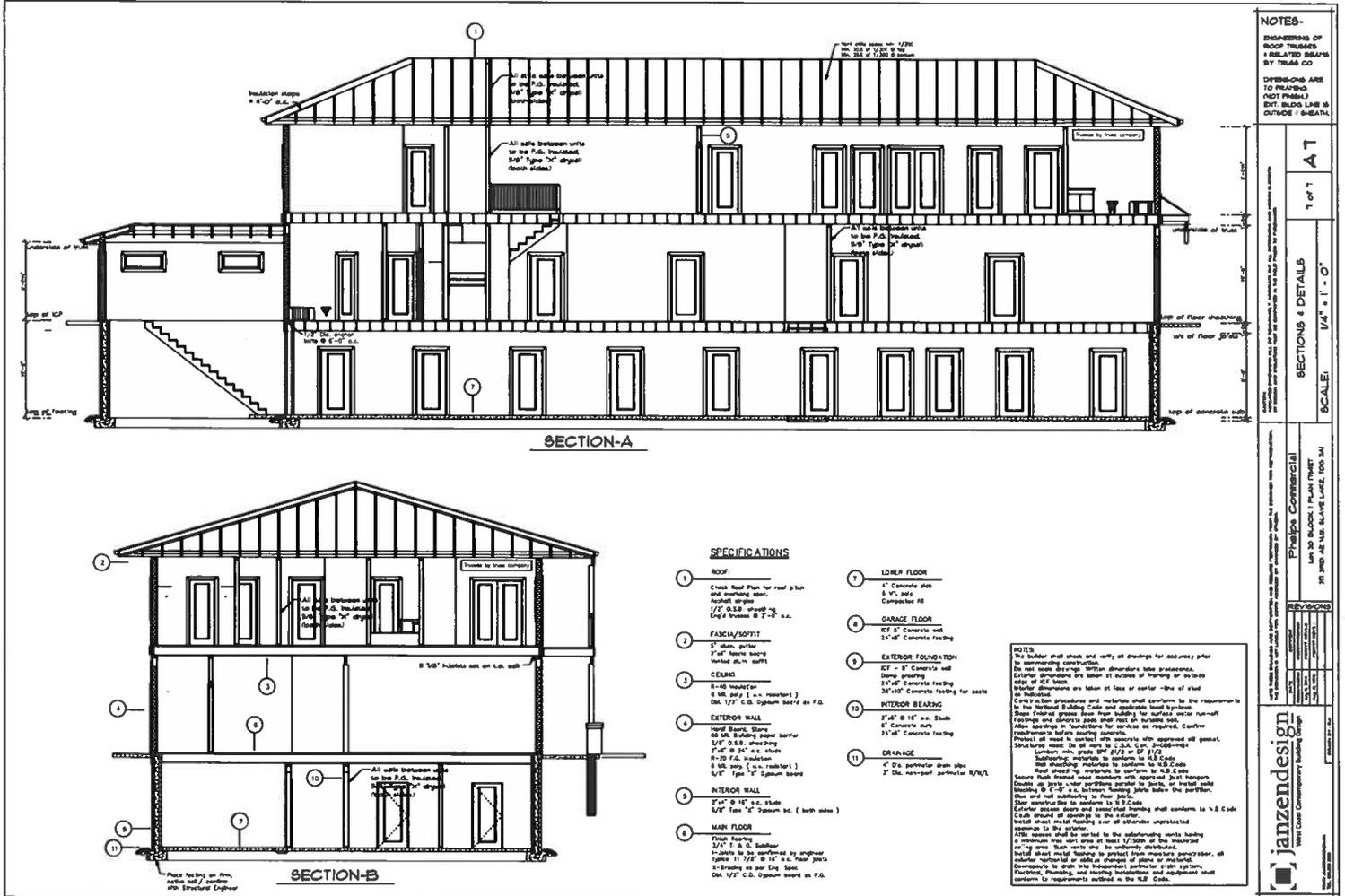
NOTES:  
 1. Roof trusses, rafters, joists, etc. to be supplied by truss supplier.  
 2. All roof pitches are 12/12.  
 3. Eaveless roof to be supplied by truss supplier.  
 4. Overhang dimensions to show to outside face of fascia board.  
 5. Dimensions are taken from framing / serve with truss supplier.

NOTES-  
 DIMENSIONS OF  
 ROOF TRUSSES  
 & RELATED BEAMS  
 BY TRUSS CO.  
 DIMENSIONS ARE  
 TO FINISH  
 NOT FINISH  
 EXT. BLDG LINE IS  
 OUTSIDE / 8-1/2"

ELEVATIONS RIGHT & LEFT - ROOF  
 SCALE: 1/4" = 1' - 0"

PHILIP COMMERCIAL  
 271 AND 281 EAST LAKE, LOS AN  
 271 AND 281 EAST LAKE, LOS AN

janzedesign  
 West Coast Contemporary Building Design  
 1000 10th St, Suite 100  
 San Francisco, CA 94103  
 415.774.8888



**NOTES-**  
 DIMENSIONS OF ROOF TRUSSES & RELATED BEAMS BY TRUSS CO.  
 DIMENSIONS ARE TO FINISH (NOT FRAMING). EXT. BLDG. LINE IS OUTSIDE / SEATH.

**SECTIONS & DETAILS**  
 SCALE: 1/4" = 1' - 0"

**PHILIP Commercial**  
 1415 W. BUCKINGHAM STREET  
 ST. LOUIS, MO 63104

**janzedesign**  
 West Coast Contemporary Building Design  
 1415 W. BUCKINGHAM STREET  
 ST. LOUIS, MO 63104

- SPECIFICATIONS**
- 1 ROOF  
 Check Roof Plan for roof pitch and sheathing specs. Insulation slopes 4:12 on g.e. All walls between units to be F.O.S. finished. 1/2" Type "X" drywall floor slabs.
  - 2 FASCIA/SOFFIT  
 3" diam. soffit 2" x 4" soffit boards installed d.w. walls.
  - 3 CEILING  
 5/8" gypsum board (1" x 12" material) 1/2" C.B. gypsum board as F.A.
  - 4 EXTERIOR WALL  
 Hard Board Stone 60 lbs. Building paper barrier 1/2" O.S.B. sheathing 2" x 4" s.c. studs R-19 F.A. insulation 6" x 6" s.c. studs (1" x 12" material) 1/2" Type "X" gypsum board
  - 5 INTERIOR WALL  
 2" x 4" s.c. studs 1/2" Type "X" gypsum bc. (both sides)
  - 6 MAIN FLOOR  
 1/2" x 1/2" S.G. Subfloor 1/2" to be finished by another trades (1/2" x 1/2" s.c. floor joists 2" x 4" s.c. joists as per Eng. Spec. 1/2" C.B. gypsum board as F.A.
  - 7 LOWER FLOOR  
 1" Concrete slab 4" x 4" joists Compact fill
  - 8 GARAGE FLOOR  
 2" x 8" Concrete wall 2 1/2" Concrete footing
  - 9 EXTERIOR FOUNDATION  
 2" x 8" Concrete wall 2 1/2" Concrete footing 2" x 8" Concrete wall 2 1/2" Concrete footing for each
  - 10 INTERIOR BEARING  
 2" x 10" s.c. Studs 4" Concrete curb 2 1/2" Concrete footing
  - 11 DRAINAGE  
 4" Dia. perforator drain pipe 2" Dia. non-perforator R/W/V

**NOTES:**  
 The builder shall check and verify all drawings for accuracy prior to commencing construction. Do not make drawings without dimensions being processed. Exterior dimensions are taken at finish of framing or outside edge of S.F. walls. Interior dimensions are taken at face of wall or center-line of stud as indicated. Construction procedures and materials shall conform to the requirements in the National Building Code and applicable local codes. Steel framing girders from floor building for surface water run-off. Finishes and concrete shall rest on suitable soil. Allow openings in foundations for services as required. Confirm requirements before pouring concrete. Protect all steel to contact with concrete with approved oil product. Shearhead used on all steel in T.C.A. Cap. Reinforced concrete - min. grade per R/C or R/C Code. Scaffolding - erected to conform to R/C Code. Wall sheathing - minimum to R.C. Code. Roof sheathing - minimum to conform to R.C. Code. Secure studs framed under masonry with approved 3/16" rebar. Studs and wall sheathing to floor joists. Shearhead used on all steel in T.C.A. Cap. Exterior masonry doors and concealed framing shall conform to N.B. Code. Cast-in-place concrete in the exterior wall shall not be required. 1/2" of minimum ungrouted openings to the exterior. 1/8" grommets shall be used for the substituting units having a minimum free end area at least 1/10th of the intended net free area. Such units may be uniformly distributed, but all sheet metal flashing to protect from moisture penetration, all exterior vertical or walls or changes of plane or material. Consistent to other fire resistance, exterior finish shall be fire-rated. Fire-rated, fireproofing and fireproofing shall conform to requirements outlined in the N.B. Code.

**REPORT TO THE MUNICIPAL PLANNING COMMISSION  
MEETING OF FEBRUARY 6, 2023**

**FROM:** Laurie Skrynyk  
Director of Planning & Development

**DATE:** February 1, 2023

**SUBJECT:** Telecommunications Tower  
Tentative Location

**FILE:**

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**PURPOSE**

The purpose of this report is for the Municipal Planning Commission to consider a tentative location for a proposed telecommunications tower.

**BACKGROUND**

**Name of Applicant:** Evolve Surface Strategies Inc. for TELUS

**Name of Owner:** Slave Lake Accommodations Ltd.

**Proposal:** That the Municipal Planning Commission considers a tentative location for a proposed telecommunications tower.

**Legal Description:** Plan 892 1201, Block 1, Lot 3

**Civic Address:** 801 Main Street SE

**Existing Land Use:** UV – Urban Village District

**Siting Protocol:**

**In accordance with the Antenna System Siting Protocol (the Protocol) the Town has no authority to issue a development permit for a telecommunication tower or antenna.** Industry Canada is the approving body. That said, Industry Canada expects that proponents will consult with the municipality and follow the requirements established in the Protocol. The municipality will then issue a letter of Concurrence or Non-Concurrence as the case may be.

In accordance with Section 4 of the Protocol, proponents should anticipate that the municipality will request that all proposals for new freestanding antenna systems and additions to existing freestanding antenna systems that are proposed within the Prescribed Distance from the nearest residential area be subject to the pre-consultation, proposal submission and public consultation process.

In accordance with the definitions section the “Prescribed Distance” is six times the proposed tower height, measured horizontally from the base of the Telecommunications Tower or building-

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mounted structure or from the outside perimeter of the supporting structure (e.g., guy wires), whichever is greater in circumference around the proposed antennae structure.

**In accordance with Section 6 of the Protocol, the Town of Slave Lake prefers to locate towers in industrial districts, however, other locations will be considered on a case-by-case basis. Section 6 also states that a Tower must accommodate, where possible, co-location.**

**Any freestanding tower over 20 m in height will not be supported in an existing residential area (including school sites, commercial site, churches, and parks that are located in residential areas).**

**Telecommunication towers should be located on a proposed site where it would be least noticeable and only in exceptional circumstance would it be allowed in the front yard of the site.**

**Discourage Locations:**

**New Antenna Systems should avoid the following areas:**

- **Residential, Commercial, and Institutional areas.**
- **Environmentally Sensitive Areas and significant natural areas.**
- **Parks locations as determined by the Development Officer in consultation with Community Services Department.**

## **DISCUSSION**

**Proposal:**

Anthony Novello, with Evolve Surface Strategies Inc, is working for TELUS and has contacted the Town. They are searching for a location for a new TELUS tower to provide coverage. See email dated January 12, 2023.

Mr. Novello indicated that they have reviewed the Antenna System Siting Protocol and are aware of the Town's preferred locations for telecommunication towers. That said, they have indicated that to provide service to the coverage area indicated on their map, a tower needs to be placed in the commercial area in the vicinity of Main Street and the Northern Lakes college.

Mr. Novello is asking the MPC to provide an indication if it will consider an alternate location to the preferred areas (i.e., industrial locations).

It should be noted that the application is only in initial stages of the process with respect to site selection and that the public consultation phase has not commenced and will not commence until they have settled on a suitable site. Once the public consultation stage is complete, a detailed report will come to the MPC for Concurrence.

**Attachments:**

1. Email from Anthony Novello, Evolve Surface Strategies Inc.
2. Antenna System Siting Protocol

## Laurie Skrynyk

---

**From:** Anthony Novello <Anthony.Novello@evolvesurface.com>  
**Sent:** January 12, 2023 10:07 AM  
**To:** Laurie Skrynyk  
**Cc:** Cam Dyer  
**Subject:** RE: TELUS AB002857 Mainstreet South - EVO\_30740 - Site Specific Area for comment - Lot 3, Block 1, Plan 8921201

You don't often get email from anthony.novello@evolvesurface.com. [Learn why this is important](#)

**CAUTION:** This email originated from outside the organization. Do not click any links or attachments unless you know the content is safe.

Good morning Laurie,

We have discussed your comments with TELUS and they have explained that as this facility will be for in-fill coverage and capacity support (offload traffic from their other towers in the Town, they are unable to look in the industrial area for placement. This is because the overloading is happening due to the number of users in the area that we have been asked to explore. That said, we have managed to find a location with a willing landowner that's hidden behind the Northern Star Hotel & Convention Centre. We did try to place it up against the building to hide it a little better but the Landowner would like to see it in the treeline instead.

I am hoping that you could review the location and provide some preliminary comments. We do understand that this is not a preferred district but are hoping that this location is tucked away enough to still see support from administration. Preliminarily speaking only, does this look a location that you feel could possibly be supported?

I am also hoping that you could comment on what the requirements for public consultation might be due to the significant screening of the facility at this location.

I have included the details and a sketch below, to aid you in responding to my request.

### Quick Details:

- **Tower Height:** ± 25m
- **Tower Type:** Flush Mounted Monopole
- **Proposed Site Centre:** 55.275999°, -114.773096°
  - o Placed along the tree line, away from main street, and screened by existing trees and the Convention centre.
  - o PD is 6 X tower height, I am unsure if the radius for this location actually touches the residential property to the NE, but hoping you could also comment on whether this is of concern as there are existing trees (screening) between that property and the proposed site.
- **Access:** Utilize existing approach
- **Parcel Legal:** Lot 3, Block 1, Plan 8921201
- **Civic Address:** 801 Main St SE
- **Zone:** C2 – Secondary Commercial

Legend for below Image:

- **Red** line: shows a portion of the Search Area
- **Yellow** highlighting: Approximately property boundaries
- Pin: site centre at 55.275999°, -114.773096°



Anthony Novello  
Evolve Surface Strategies Inc.  
403.305.6517

**From:** Anthony Novello <Anthony.Novello@evolvesurface.com>

**Sent:** December 7, 2022 9:20 AM

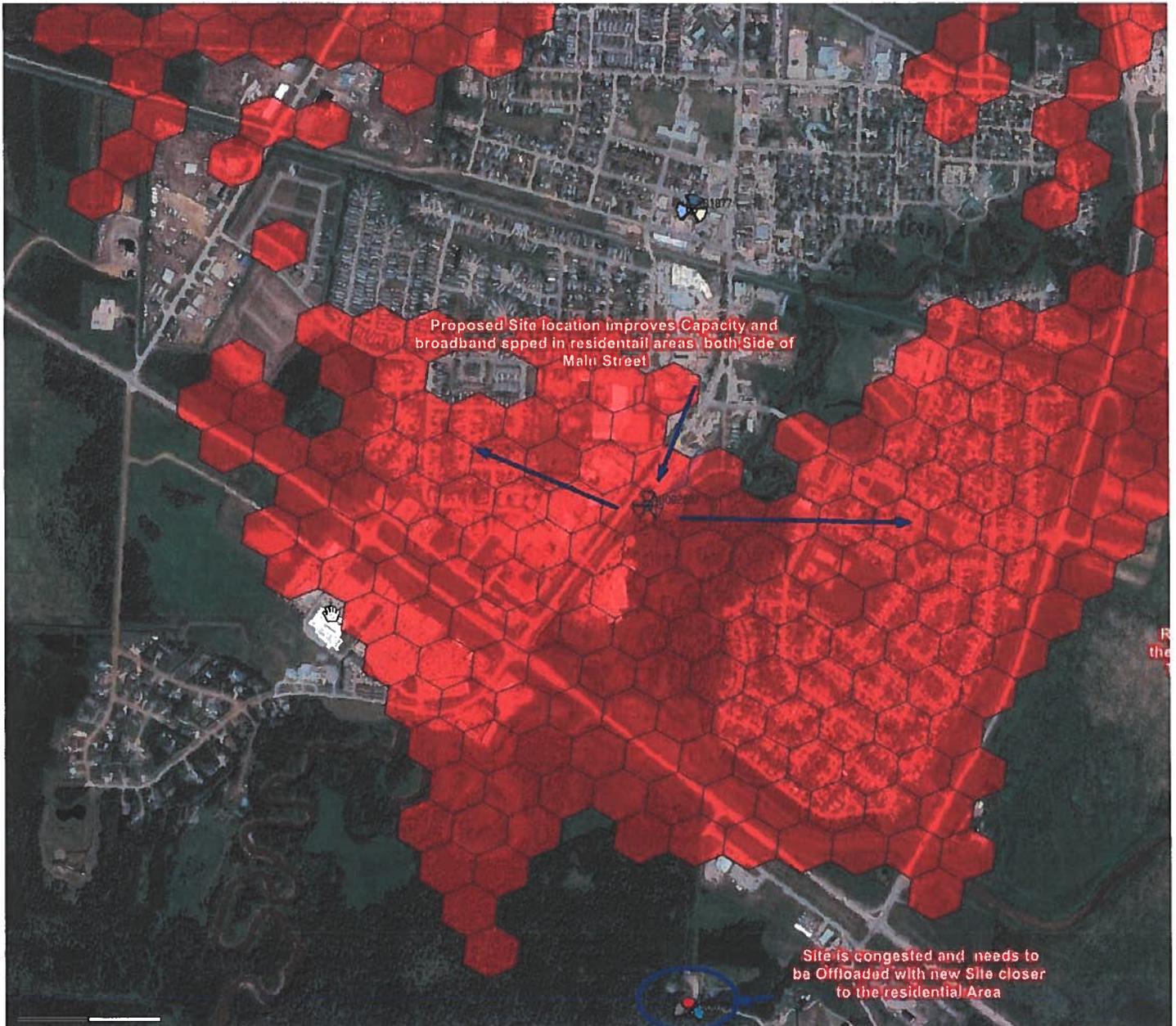
**To:** Laurie Skrynyk <laurie@slavelake.ca>

**Subject:** RE: TELUS AB002857 Mainstreet South - EVO\_30740 - Search Area for comment

Good morning Laurie!

Thank you for the response and I apologize for the delay in getting back to you.

We have since discussed the concern, about placing in industrial areas only, with TELUS and they have provided a coverage projection map to show why they need to place a tower in the noted search area. I have included that below to see if you feel the justification is solid enough to potentially see a tower receive concurrence in this area. I will also send you the location once/if we find a willing landowner for a more targeted preliminary review as I assume the actual tower placement may be the main deciding factor in the end.



Anthony Novello  
Evolve Surface Strategies Inc.  
403.305.6517

From: Laurie Skrynyk <laurie@slavelake.ca>  
Sent: Tuesday, November 29, 2022 9:08 AM

**To:** Anthony Novello <[Anthony.Novello@evolvesurface.com](mailto:Anthony.Novello@evolvesurface.com)>

**Subject:** RE: TELUS AB002857 Mainstreet South - EVO\_30740 - Search Area for comment

Hi Anthony

I apologize for the late response, I was away ill and I only work three days per week.

As you have indicated, in accordance with our Antenna System Siting Protocol, the Town has indicated on page 17 of the Protocol that the preferred locations are industrial districts, however, other location will be considered on a case-by-case basis. That said, to date the Town has not agreed to any other locations other than industrial.

As the protocol discourages all other locations other than industrial i.e., commercial locations, you would need to demonstrate why an industrial location was not feasible and at this point, I am not certain if the Municipal Planning Commission would be willing to issue a letter of concurrence for any location other than an industrial one.

Let me know if you need more information or direction. I also have a meeting with the Municipal Planning Commission on December 5<sup>th</sup> and I could attempt to get a feel from the group about how they feel about it.

**Laurie Skrynyk**

Director of Planning and Development

(T) 780-849-8019

(E) [laurie@slavelake.ca](mailto:laurie@slavelake.ca)



In the spirit of respect, authenticity, and reconciliation the Town of Slave Lake honours and acknowledges that we are situated on the traditional lands of Sawridge First Nation within Treaty 8 territory. Home to Indigenous, Metis and Inuit peoples who have occupied these lands since time immemorial.

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**From:** Anthony Novello <[Anthony.Novello@evolvesurface.com](mailto:Anthony.Novello@evolvesurface.com)>

**Sent:** November 25, 2022 10:13 AM

**To:** Planning Dept <[planning@slavelake.ca](mailto:planning@slavelake.ca)>

**Cc:** Cam Dyer <[cam.dyer@evolvesurface.com](mailto:cam.dyer@evolvesurface.com)>

**Subject:** RE: TELUS AB002857 Mainstreet South - EVO\_30740 - Search Area for comment

You don't often get email from [anthony.novello@evolvesurface.com](mailto:anthony.novello@evolvesurface.com). [Learn why this is important](#)

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Good morning!

I am just looking to follow up on my email from November 21<sup>st</sup> if I could. We would like your input before we start reaching out to any landowners, so we don't get anyone excited and then be unable to place a tower in this area due to the zones being discouraged by policy.

We have found that municipalities can be agreeable to allowing a tower in discouraged areas depending on the area context so we wanted to check in to see if the Town of Slave Lake would be as well.

Please let me know if you need any additional information, other than what is provided in the email below, and I should be able to get you what you may need pretty quickly.

If I do not hear back today, I hope you have a great weekend!



Anthony Novello  
Evolve Surface Strategies Inc.  
403.305.6517

---

**From:** Anthony Novello

**Sent:** Monday, November 21, 2022 1:27 PM

**To:** [planning@slavelake.ca](mailto:planning@slavelake.ca)

**Cc:** Cam Dyer <[cam.dyer@evolvesurface.com](mailto:cam.dyer@evolvesurface.com)>

**Subject:** TELUS AB002857 Mainstreet South - EVO\_30740 - Search Area for comment

Good afternoon,

We have been asked by TELUS Communications Inc. to try to find a location to place a telecommunications tower within the south area of main street. The reason for this is to increase capacity and coverage for the town. There is one existing TELUS tower that is located at 55.263725°, -114.771864° which is currently being overloaded by wireless traffic.

As per Innovation, Science and Economic Development Canada's CPC 2-0-03, we approach the LUA (Town of Slave Lake in this case) as early on in the exploration process as possible. This allows us to let the LUA know that we are in their backyard and gives us an opportunity to obtain preliminary comments on the search area. These comments help guide us away from areas within the search area that you may not be able to support and ultimately issue a letter of concurrence for.

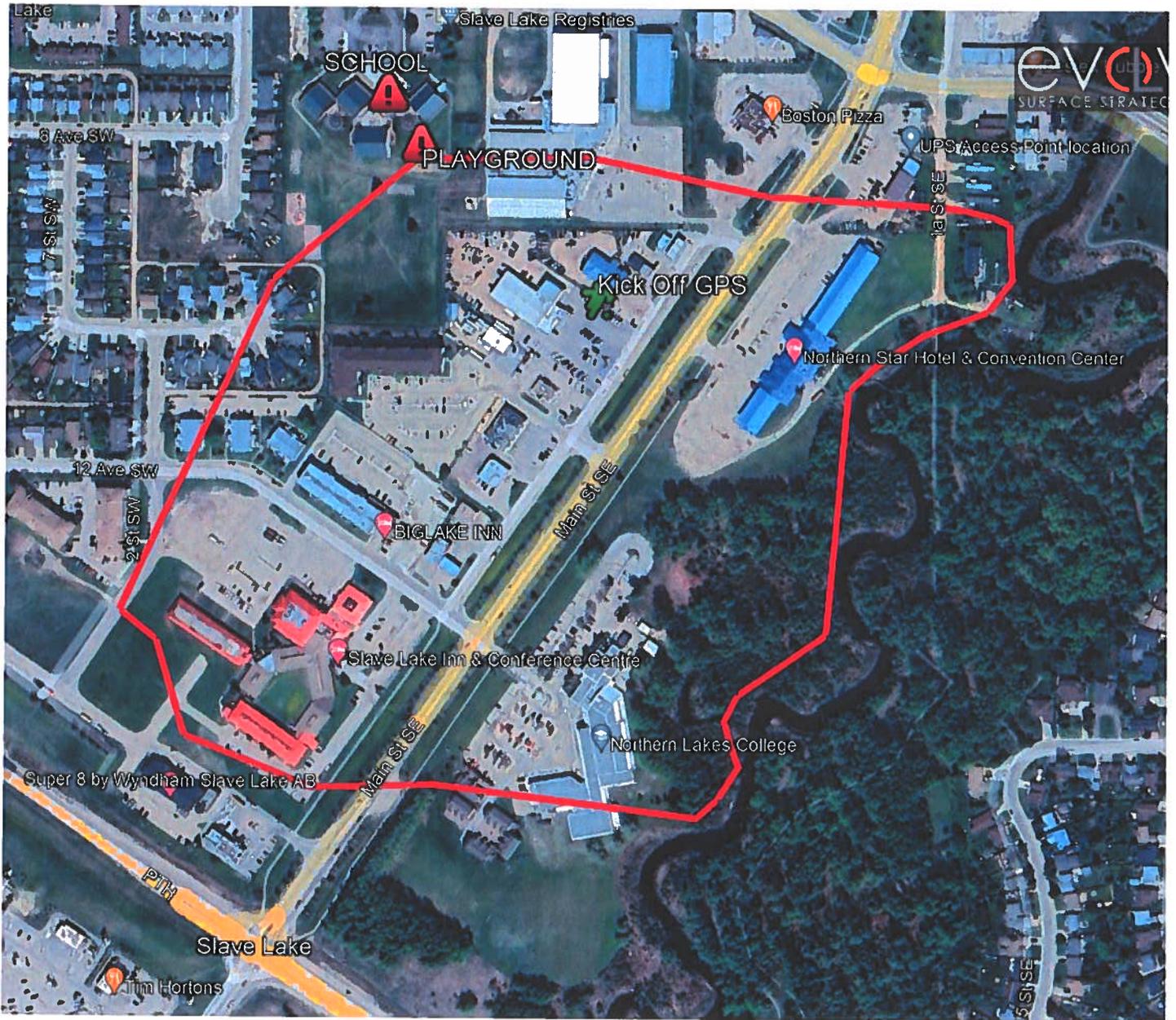
As this is still very early in the process, specific comments may be difficult to provide but I am hoping that you can identify areas within the search area that the Town would not be able to support a tower in. Additionally, I am hoping that you might be able to point me to portions of the search area where the town feels that they may be able to issue support.

I will reach out to you again once we find a location with a willing landowner. This is to provide you the opportunity to provide preliminary comments on that, to-be-determined, specific location.

I have also reviewed the Town of Slave Lake Antenna Protocols and it looks like much of the search area is discouraged...possibly even all of it. If a location is in a discouraged location, is the likelihood for non-concurrence high? I should note that we would avoid the residential areas and the school property I have the caution pin on.

**Quick Details:**

- Tower Height: 25-30 meters tall
- Tower type: Typically, a monopole
- General GPS location for the search area: 55.276930°, -114.775870°
- Search area below shown outlined in **red**.



Please let me know if you require any additional information in order to provide the requested feedback.

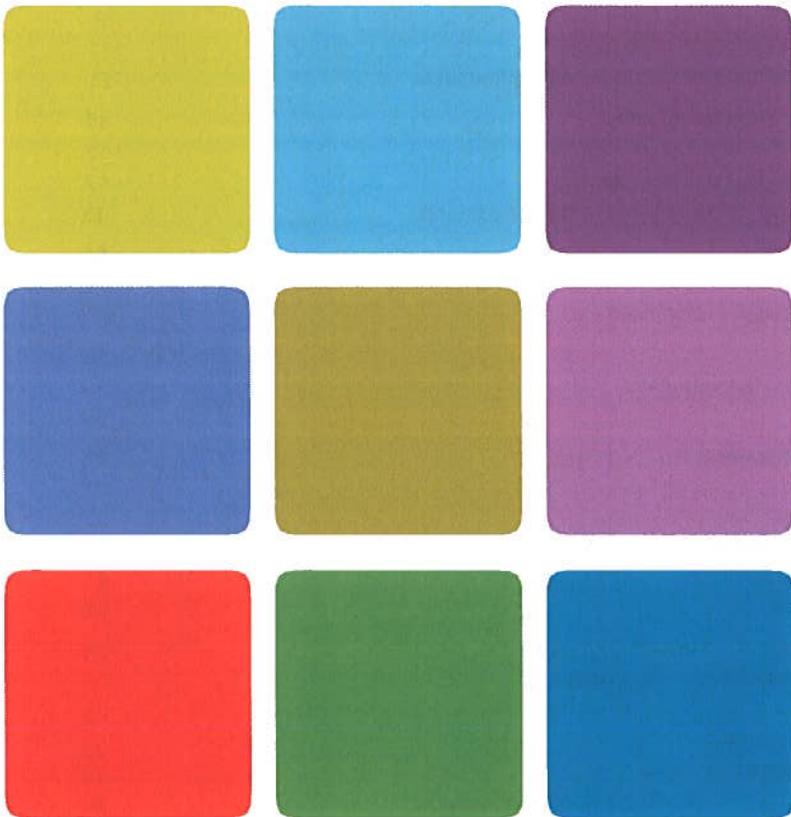
Kind Regards,



Anthony Novello  
 Municipal Affairs Specialist, Telecommunications, Evolve Surface Strategies Inc.  
 403.305.6517 | [Anthony.Novello@EvolveSurface.com](mailto:Anthony.Novello@EvolveSurface.com)  
<https://www.EvolveSurface.com>

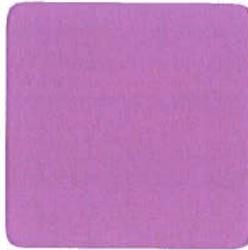
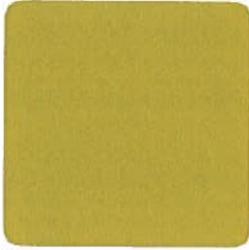
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# ANTENNA SYSTEM SITING PROTOCOL



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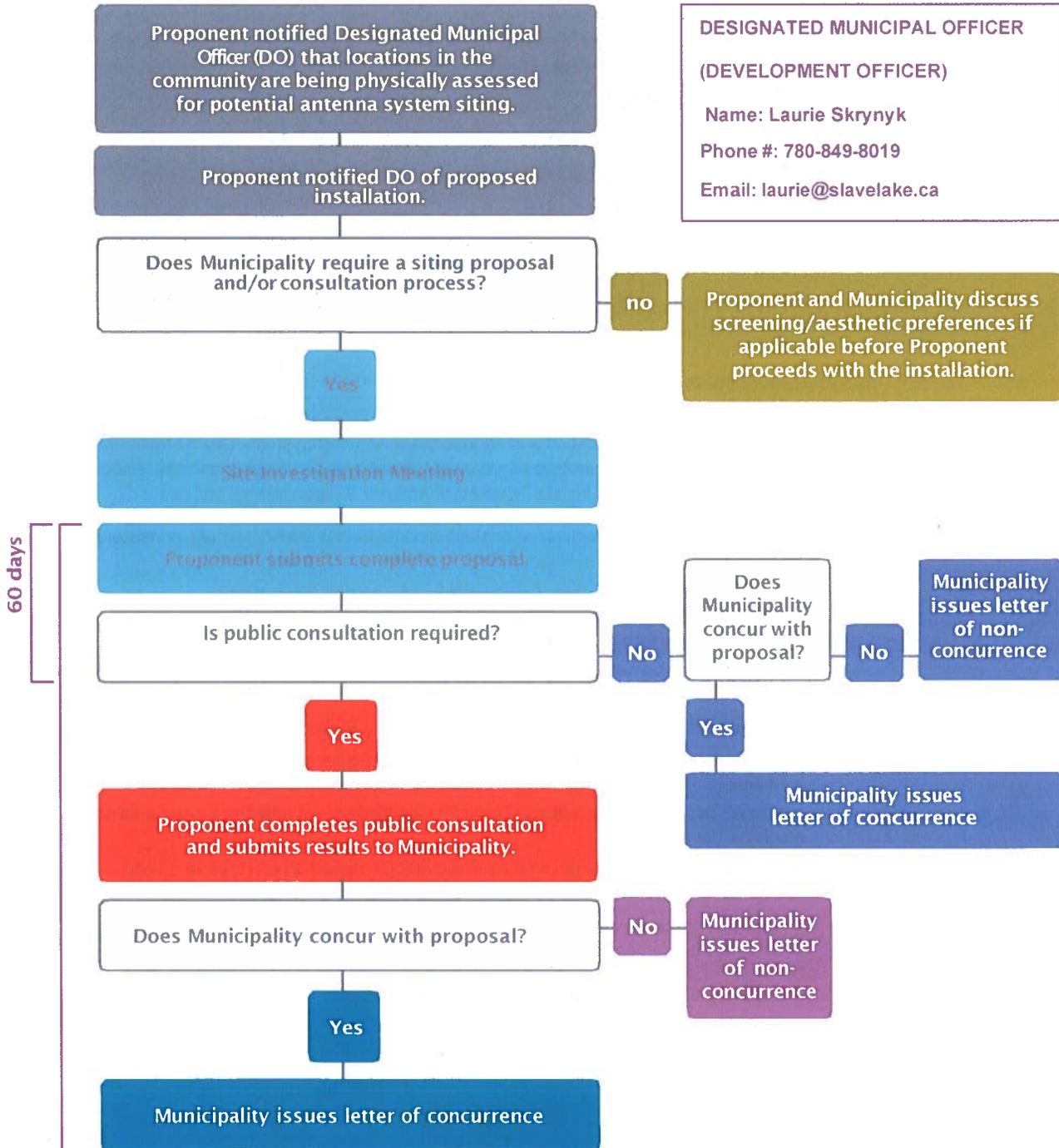


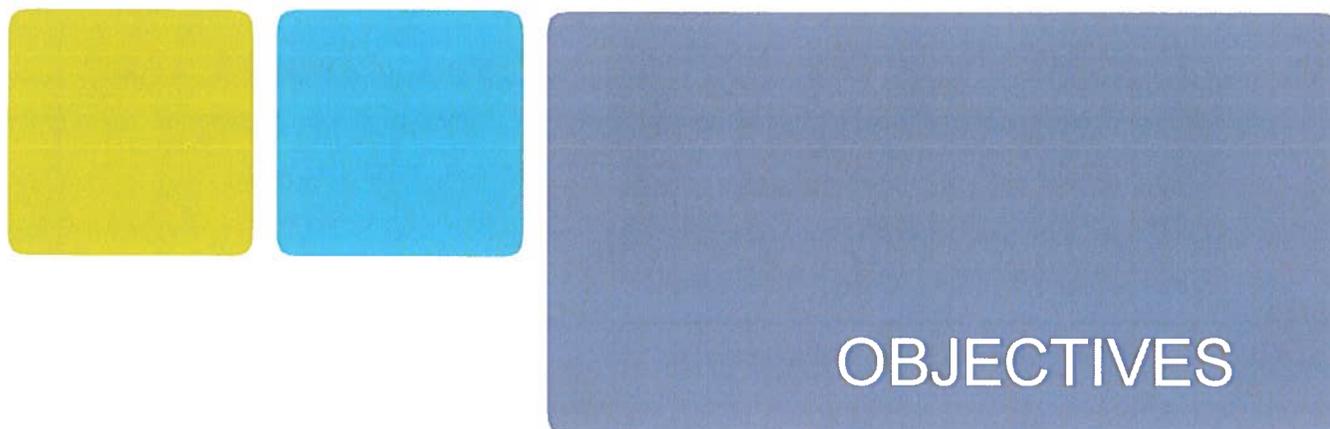


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## Antenna System Siting Process Flowchart





The objectives of this Protocol are:

- (1) To establish a siting and consultation process that is harmonized with industry Canada's *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03)* and *Guide to Assist Land-use Authorities in Developing Antenna Siting Protocols* for reviewing land use issues associated with Antenna System siting proposals.
- (2) To set out an objective process, criteria and guidelines that are transparent, consistent and predictable for the evaluation of Antenna System siting proposals that:
  - a. minimize the number of new antenna sites by encouraging co-location;
  - b. encourage designs that integrate with the surrounding land use and public realm;
  - c. establish when local public consultation is required; and
  - d. allow Industry Canada and the communications industry to identify and resolve any potential land use, siting or design concerns with the Municipality at an early stage in the process.
- (3) To provide an expeditious review process for Antenna System siting proposals;
- (4) To establish a local land use consultation framework that ensures the Municipality and members of the public contribute local knowledge that facilitates and influences the siting – location, development and design (including aesthetics) – of Antenna Systems within municipal boundaries;
- (5) To contribute to the orderly development and efficient operation of a reliable, strong radiocommunication network in the Municipality; and
- (6) To provide the Municipality with the information required to satisfy the requirements of Industry Canada regarding local land use and use consultation, resulting in an informed statement of concurrence, concurrence with conditions, non-concurrence from the Municipality to Industry Canada at the end of the process.



## JURISDICTION AND ROLES

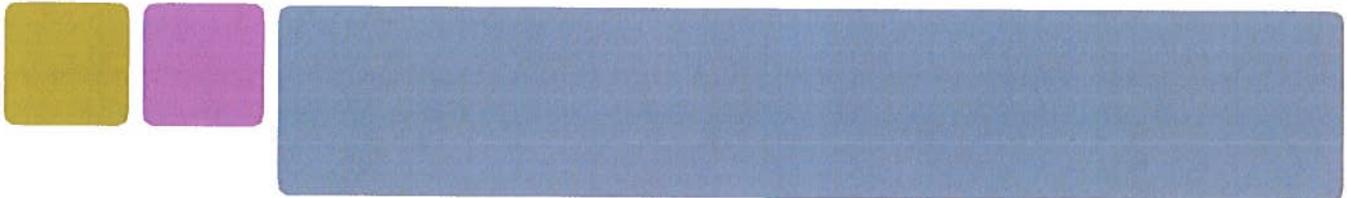
**INDUSTRY CANADA:** Under the *Radiocommunication Act*, the Minister of Industry has sole jurisdiction over inter-provincial and international communication facilities. **The final decision to approve and license the location of Antenna Systems is made only by Industry Canada.** In June 2007, Industry Canada issued an update to its *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular* (CPC-2-0-03) which outlines the process that must be followed by Proponents seeking to install or modify Antenna Systems, effective January 1, 2008.<sup>1</sup>

Industry Canada also requires that Proponents intending to install or modify an Antenna System notify and consult with Municipality (Land Use Authority), and the local community within a Prescribed Distance from the proposed structure. Industry Canada also published a *Guide to Assist Land-use Authorities in Developing Antenna Siting Protocols* in January 2008, stating that it "considers that the municipality's and local residents' questions, comments and concerns are important elements to be considered by a Proponent seeking to install, or make modifications to, an antenna system." the CPC also establishes a dispute resolution process to be used where the Proponent and municipality have reached an impasse.

**ROLE OF THE MUNICIPALITY:** **the ultimate role of the Municipality is to issue a statement of concurrence or non-concurrence to the Proponent and to Industry Canada.** The statement considers the land use compatibility of the Antenna System, the responses of the affected residents and the Proponent's adherence to this Protocol. The municipality also guides and facilitates the siting process by:

- **communicating** to Proponents the particular amenities, sensitivities, planning priorities and other relevant characteristics of the area;
- **developing the design guideline** for Antenna Systems contained in Section 6 of this Protocol; and
- **establishing** a community consultation process, where warranted.

<sup>1</sup> For additional information regarding industry Canada's mandate and the application of its authority in the wireless telecommunications process, please consult Industry Canada's Spectrum management and telecommunications Sector at <http://ic.gc.ca/spectrum>.



By working with Proponents throughout the siting process, beginning with preliminary notification and the site investigation meeting, the Municipality seeks to facilitate Antenna System installations that are sensitive to the needs of the local community.

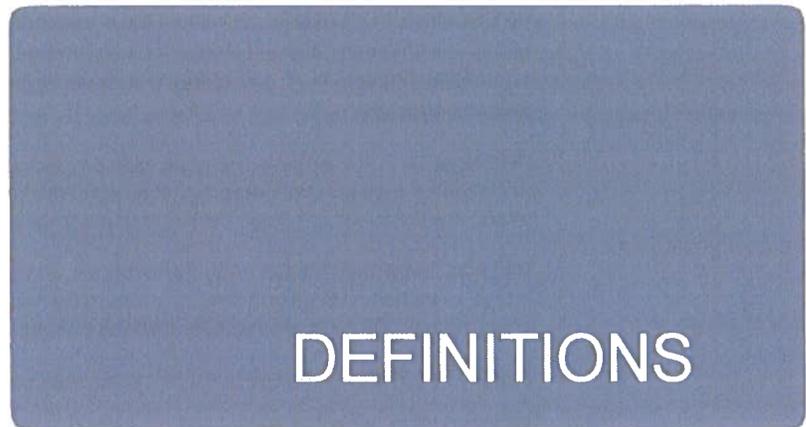
**ROLE OF THE PROPONENT:** Proponents need to strategically locate Antenna Systems to satisfy technical criteria and operational requirements in response to public demand. Throughout the siting process, Proponents must adhere to the antenna siting guidelines in the CPC, including:

- Investigating sharing or using existing infrastructure before proposing new antenna-supporting structures (consistent with CPC-2-0-17 *Conditions of License for Mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit Exclusive Site Arrangements*);
- Contacting the Municipality to determine local requirements regarding Antenna Systems; and
- Undertaking public notification and addressing relevant concerns as is required and appropriate.

**OTHER FEDERAL LEGISLATION:** Proponents additionally must comply with the following federal legislation and/or regulations, where warranted:

- Health Canada's Safety Code 6 – Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 KHZ to 300 PHZ - Safety Code 6 (2009)<sup>2</sup>
- The *Canadian Environmental Assessment Act*, and
- NAV Canada and Transport Canada's painting and lighting requirements for aeronautical safety.

<sup>2</sup> the municipality does not assess any submission for an Antenna System with respect to health and radiofrequency exposure issues or any other non-placement or non-design related issues. Any questions or comments the public may wish to make regarding health issues related to cell phones, cell towers and radiofrequency exposure guidelines (Safety code 6) should be directed to Health Canada on-line at [healthcanada.gc.ca](http://healthcanada.gc.ca) and to the Proponent's representative.



## DEFINITIONS

**ANTENNA:** Any structure or device used for the purpose of collecting or transmitting electromagnetic waves, including but not limited to directional antennas, such as panels, microwave dishes, and satellite dishes, and omni-directional antennas, such as whip antennas, but does not include cellular phones, cordless phones, taxi radios, or other similar personal devices.

**CO-LOCATION:** The placement of antenna/equipment operated by one or more Proponents on a Telecommunication Antenna System operated by a different Proponent, thereby creating a shared facility.

**COMMERCIAL/INDUSTRIAL BUILDING:** Any building which is located in a commercial or industrial district according to the Land Use Bylaw.

**COMMUNITY SENSITIVE LANDS:** Land on which the siting of new Antenna Systems is discouraged, or requested to be subject to greater consultation than otherwise dictated by the standard protocol. Such locations may be defined in local zoning bylaws, community plans, or statutory laws.

**DESIGNATED COMMUNITY ASSOCIATION:** Area- or neighbourhood - specific group that is recognized by the Municipality.

**DESIGNATED MUNICIPAL OFFICER/DEVELOPMENT OFFICER:** The municipal staff member(s) tasked with receiving, evaluating and processing submissions for Telecommunication Antenna Systems. The Designated Municipal Officer's name and contact information is provided in the Antenna System Siting Flowchart provided in this protocol.

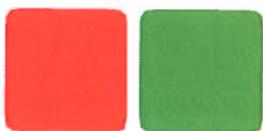
**ELECTED MUNICIPAL OFFICER:** The political leader of the demarcated area of the municipality (e.g. ward) in which the Antenna System is proposed.

**ENVIRONMENTALLY SENSITIVE AREA:** An area protected for environmental reasons in regional or local land use plans, or by a local, regional, provincial or federal government body.

**FREESTANDING TOWER/TOWER:** Any ground mounted pole, spire, structure or combination thereof, including supporting lines, cables, wires, braces, and antennas, intended primarily for the purpose of mounting an antenna, meteorological device or similar apparatus above grade.

**MOUNTED ANTENNA:** Any antenna that is placed on the roof or facing of a building.

**MUNICIPAL DEPARTMENTS:** Branches of municipal government that administer public services and are operated by Town staff.



**PRESCRIBED DISTANCE:** Six times the proposed tower height, measured horizontally from the base of the Telecommunications Tower or building-mounted structure, or from the outside perimeter of the supporting structure (e.g. guy wires), whichever is greater in circumference around the proposed antenna structure.

**PROPONENT:** A company or organization proposing to site an Antenna System (including contractors undertaking work for telecommunications carriers) for the purpose of providing commercial or private telecommunications services, exclusive of personal or household users.<sup>3</sup>

**RADIOCOMMUNICATION:** Any transmission, emission or reception of signs, signals, writing, images, sounds or intelligence of any nature by means of electromagnetic waves of frequencies lower than 3,000 GHz propagated in space without artificial guide.

**REGULAR MAIL:** Non-registered first class mail services offered by Canada Post.

**RESIDENTIAL AREA:** An area that is zoned for residential or residential-related uses and includes an abutting road right-of-way.

**SITE:** The subject property for which the Telecommunications Facility is proposed.

**STEALTH STRUCTURE:** Means an Antenna System that is designed and constructed so as to:

- a) be integrated into a building or other structure in such a way that it appears to be part of that building and not a Tower or Antenna; or
- b) disguise, blend with, or mimic the surrounding environment in order to remain unnoticed.

**TELECOMMUNICATION:** For the purpose of this policy "telecommunication" refers to any device used for radio communication, telecommunication or other wireless transmission but excludes any device that is for personal or household use.

**TELECOMMUNICATION FACILITY:** The Telecommunication Tower(s), Antenna(s), accessory building(s), fencing, equipment boxes, the premises, access areas to the compound/telecommunication facility, and any other associated infrastructure required for the transmission of Radiocommunication.

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<sup>3</sup> The Municipality may wish to apply this Protocol to amateur radio operators or, alternatively, introduce a separate review process for amateur radio installations



## EXCLUDED STRUCTURES

This section outlines the criteria for identifying Antenna Systems excluded from the consultation process by Industry Canada, the need to consider local circumstances for all exempt structures, and the process for Proponents to notify and discuss proposed exempt structures with the Municipality. Depending on the type of Antenna System proposed and the proposed system's proximity to discouraged locations (i.e. within the Prescribed Distance from the nearest Residential Area), structures typically excluded by Industry Canada may be required to follow all or part of the pre-consultation, proposal submission and public consultation identified in this protocol.<sup>5</sup>

### 4.1 EXEMPTIONS FROM ANTENNA SYSTEM SITING PROPOSAL REVIEW AND PUBLIC CONSULTATION

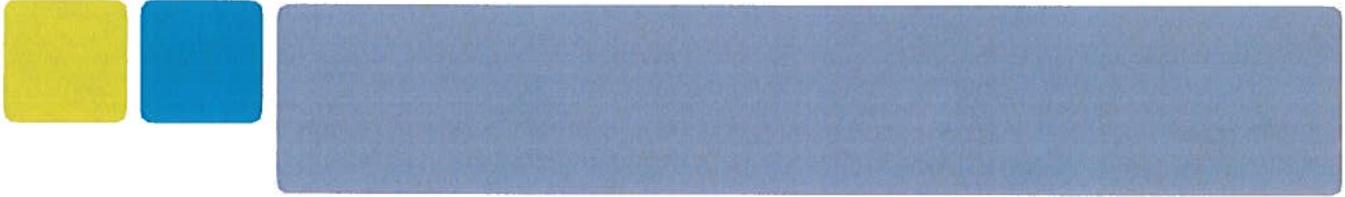
For the following types of installations, Proponents are generally excluded by Industry Canada from the requirement to consult with the municipality and the public, but must still fulfill the General requirements outlined in Section 7 of the CPC:

- (1) New Antenna Systems, including masts, towers or other antenna-supporting structure, with a height of less than **15 meters** above ground level **except where required by the Municipality as per Section 4.2.2;**
- (2) Maintenance of existing radio apparatus including the Antenna System, transmission line, mast, tower or other antenna-supporting structure;
- (3) Addition or modification of an Antenna System (including improving the structural integrity of its integral mast to facilitate sharing), the transmission line, antenna-supporting structure or other radio apparatus to existing infrastructure, a building, water tower, etc., including additions to rooftops or support pillars, provided:
  - a) the addition or modification does not result in an overall height increase above the existing structure of 25% of the original structure's height;
  - b) the existing Antenna System is at least 15 meters in height<sup>6</sup>; and
  - c) the existing Antenna System has not previously been modified to increase its original height by 25%;<sup>7</sup>

<sup>5</sup> in developing this joint Antenna System Siting Protocol with the Federation of Canadian Municipalities (Fcm), the Canadian Wireless Telecommunications Association (CWTA) has agreed that Proponents will follow all or part of the pre-consultation, proposal submission and public consultation requirements for typically exempt Freestanding Antenna Systems and additions to Freestanding Antenna Systems, as long as these requirements are reasonable and consistent with the process identified in this protocol.

<sup>6</sup> Any modifications or additions to existing Antenna Systems 15 meters or less in height that would extend the height of the existing antenna above 15 meters will be subject to the consultation process as applicable.

<sup>7</sup> the exemption for modifications or additions that increase the height of the existing system by 25% or less applies only once. Subsequent modifications or additions to the same structure will be subject to the consultation process as applicable.



- (4) Maintenance of an Antenna System's painting or lighting in order to comply with Transport Canada's requirements; and
- (5) Installation, for a limited duration (typically not more than 3 months), of an Antenna System that is used for a special event, or one that is used to support local, provincial, territorial or national emergency operations during an emergency, and is removed within 3 months after the emergency or special event.<sup>8</sup>

The CPC also states that: Individual circumstances vary with each Antenna System installation and modification, and the exclusion criteria above should be applied in consideration of local circumstances. Consequently, it may be prudent for the Proponents to consult the Municipality and the public even though the proposal meets an exclusion noted above. Therefore, when applying the criteria for exclusion, Proponents should consider such things as:

- the Antenna System's physical dimensions, including the antenna, mast, and tower, compared to the local surroundings;
- the location of the proposed Antenna System on the property and its proximity to neighbouring residents;
- the likelihood of an area being a Community-Sensitive location; and
- Transport Canada marking and lighting requirements for the proposed structure.

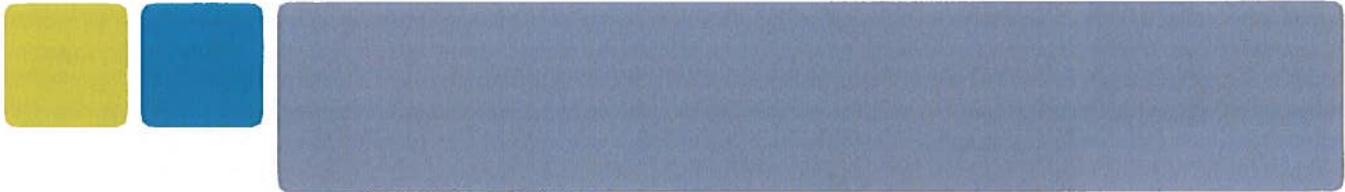
#### **4.2 NOTIFICATION AND MUNICIPAL REVIEW EXEMPT ANTENNA SYSTEMS**

Notwithstanding Industry Canada's exemption criteria for certain Antenna Systems, Municipalities should be informed of all new Antenna System installations within their boundaries so they can:

- be prepared to respond to public inquiries once construction/installation has begun;
- be aware of site Co-location within the Municipality;
- maintain records to refer to in the event of future modifications and additions; and
- engage in meaningful dialogue with the Proponent with respect to the appearance of the Antenna System and structure prior to the Proponent investing in full design.

**Therefore, Proponents are required to undertake the following steps outlined in 4.2.1 and/or 4.2.2 for all exempt antenna system installations before commencing construction**

<sup>8</sup> the municipality may grant, upon request, additional time for the removal of Antenna Systems used for a special event or emergency operation.



#### **4.2.1 BUILDING/STRUCTURE-MOUNTED ANTENNA SYSTEM:**

The Proponent will in all cases provide the following information for all new Antenna Systems or modifications to existing Antenna Systems that are mounted to an existing structure, including (but not limited to) a building/rooftop, water tower, utility pole or light standard:

- (1) the location of the Antenna System (address, name of building, rooftop or wall mounted, etc.);
- (2) description of proposed screening or stealth design measures with respect to the measures used by existing systems on that site and/or the preferences expressed in Section 6;
- (3) the height of the Antenna System;
- (4) the height of any modifications to existing systems.

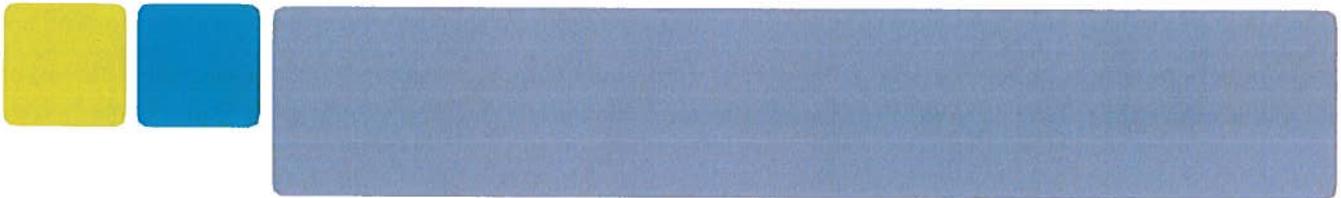
The Municipality may notify the Proponent of any inconsistency with the preferences and sensitivities expressed in Section 6 and the parties will work towards a mutually agreeable solution.

#### **4.2.2 FREESTANDING ANTENNA SYSTEMS AND ADDITIONS TO FREESTANDING ANTENNA SYSTEMS:**

The Proponent will confirm to the municipality that the Freestanding Antenna System to be erected, or an addition to an existing Freestanding Antenna System as defined in Section 4.1(3), meets the exclusion criteria in Section 4.1 by providing the following:

- (1) the proposed location, including its address and location on the lot or structure;
- (2) a short summary of the proposed Antenna System including a preliminary set of drawings or visual rendering of the proposed system; and
- (3) a description of how the proposal meets one of the Section 4.1 exclusion criteria.

The Municipality will review the documentation and will contact the Proponent where there is a site-specific basis for modifying the exception criteria based on the preferences and sensitivities expressed in Section 6 of this Protocol. In such cases, the Municipality and the Proponent will work toward a mutually agreeable solution, which may include the Municipality requesting the proposal be subject to all or part of the pre-consultation, proposal submission and public consultation process defined in Sections 5, 7 and 8 of this protocol, as applicable, concluding with a letter of concurrence or non-concurrence.



**Proponents should anticipate that the Municipality will request that all proposals for new freestanding antenna systems and additions to existing freestanding antenna systems that are proposed within the Prescribed distance from the nearest residential area be subject to the pre-consultation, proposal submission and public consultation process. For this reason, Proponents are strongly encouraged to initiate this process before investing in a final design or site.**

#### **4.3 EXEMPTIONS FROM PUBLIC CONSULTATION ONLY**

In addition to Industry Canada's basic exceptions listed in subsection 4.1, the following types of Antenna Systems are exempt from the public consultation requirement by the Municipality:

- (1) new Antenna Systems which will be located outside the Prescribed Distance (as identified in Section 3) for the nearest Residential Area.
- (2) notwithstanding subsection (1) above, the Municipality may, on a case-by-case basis, exempt a Proponent from all or part of the consultation requirements under Section 8 of this Protocol.<sup>9</sup> For example, exceptions may be granted where the proposed location is separated from a Residential or Heritage area or structure by an arterial roadway, and/or is buffered by substantial tree cover, topography, or buildings.

#### **4.4 SITING ON MUNICIPAL-OWNED PROPERTIES**

Any request to install an Antenna System on lands owned by the municipality shall be made to the appropriate official dealing with Municipal properties, in accordance with municipal policy.<sup>10</sup>

<sup>9</sup> For example, a municipality may decide to exclude certain proposals from the requirement to hold a public meeting, but not from issuing a public notification to affected property owners/tenants within the prescribed distance.

<sup>10</sup> existing municipal procedures related to the leasing/selling of municipal-owned land to third parties may necessitate a consultation process irrespective of whether an exemption is provided under this Protocol.



Pre-consultation is one of the most important elements in the antenna siting process as it generally occurs at a point before the Proponent is committed to a site or design. As a result it represents the best opportunity to influence the siting decision since the Proponent will more likely become committed to a site once the detailed engineering has been completed. While a discussion of submission requirements is appropriate the proposal will benefit most from early direction on matters of siting and design. Proponents are strongly encouraged to initiate pre-consultation as early as possible in the antenna siting process for exempt and non-exempt structures.

Prior to submitting an Antenna System proposal, including for Freestanding Antenna Systems or additions to Freestanding Antenna Systems as may be required under Section 4.2.2, the Proponent will undertake the following preliminary consultations with the municipality.

#### **5.1 NOTIFICATION**

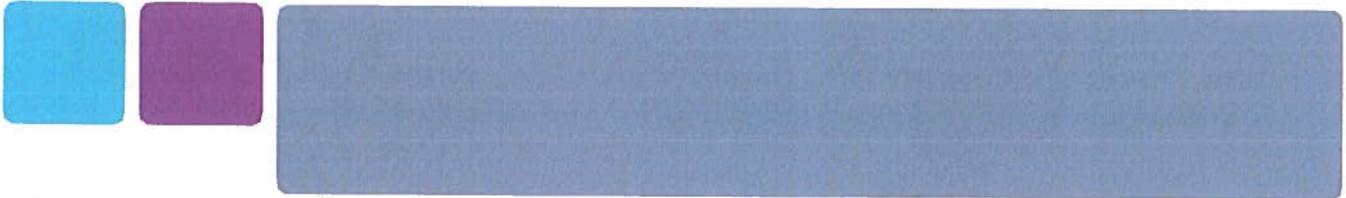
Proponents will notify the Development Officer that locations in the community are being physically assessed for potential Antenna System siting.

#### **5.2 SITE INVESTIGATION MEETING WITH MUNICIPALITY**

Prior to submitting an Antenna System siting proposal, the Proponent will initiate a site investigation meeting with the municipality.

The purpose of the site investigation meeting is to:

- Identify preliminary issues of concern;
- Identify requirements for public consultation (including the need for additional forms of notice and a public information session);
- Guide the content of the proposal submission; and
- Identify the need for discussions with any municipal Departments and other Agencies as deemed necessary by the Development Officer.



Where the Municipality has an initial concern with the proposed siting of the proposal they will make known to the Proponent alternative locations within the Proponent's search area for consideration.

The Proponent will bring the following information to the site investigation meeting<sup>11</sup>:

- (1) the proposed location;
- (2) potential alternative locations;
- (3) the type and height of the proposed Antenna System; and
- (4) preliminary drawings or visual renderings of the proposed Antenna System superimposed to scale; and
- (5) documentation regarding the investigation of co-location potentials on existing or proposed Antenna Systems within 500 meters of the subject proposal. (See Appendix "A")

If desired by both the Proponent and the Municipality, multiple Antenna System siting proposals may be reviewed at a site investigation meeting.

### 5.3 CONFIRMATION OF MUNICIPAL PREFERENCES AND REQUIREMENTS

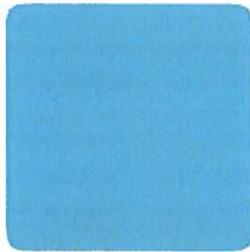
Following the Site Investigation meeting, Municipal staff will provide the Proponent with an information package that includes:

- (1) this Protocol, which outlines the approval process, excluded structures, requirements for public consultation and guidelines regarding site selection, co-location, installation, design and landscaping;
- (2) proposal submission requirements;
- (3) a list of plans and studies that may be required (i.e. environmental impact statements);
- (4) a list of Municipal Departments and other Agencies to be consulted; and
- (5) an indication of the municipality's preferences regarding co-location for the site(s) under discussion.

To expedite the review of the proposal, the Proponent will review this information package before the proposal is submitted so that the interests of Municipal departments are taken into account. The Proponent is encouraged to consult with affected departments as well as the local Elected Municipal Official and/or Designated Municipal Officer before submitting the proposal.

<sup>11</sup> Proponents may prefer to attend the site investigation meeting without some of the required documents – particularly preliminary drawings – if it is waiting on municipality feedback before settling on a final location, structure height or design. This should be confirmed with the municipality. Such documents will be required to be provided following the meeting and prior to the municipality providing the Proponent with the information package.

## Section 6



# DEVELOPMENT GUIDELINES

Antenna Systems should be sited and designed to respect local sensitivities and preferences as identified by the Municipality.

The Municipality has set out a number of guidelines under the following criteria for the selection of sites and/or construction of new Antenna Systems:

- **Location, including co-location; and**
- **Development and Design Preferences**

The Proponent should review the guidelines identified below as early as possible, and should attempt to resolve any outstanding issues prior to submitting its Antenna Systems siting proposal and undertaking the public consultation, where required by the Municipality. Because expressed preferences may be location- or site- specific, the Proponent is encouraged to discuss the guidelines fully with the Municipality at the site investigation meeting.

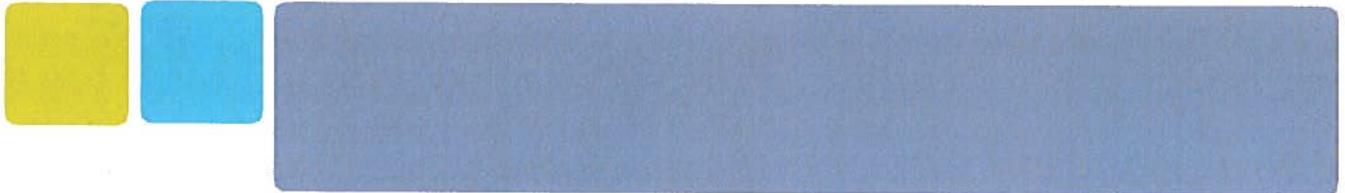
Proponents are also required to obtain all applicable building permits for additions and/or modifications to existing buildings.

## 6.1 LOCATION

### Co-location:

Before submitting a proposal for an Antenna System on a new site, the Proponent must explore the following options:

- consider sharing an existing Antenna System, modifying or replacing a structure if necessary;
- locate, analyze and attempt to use any feasible existing infrastructure, including (but not limited to) rooftops, water towers, utility poles or light standards.
- a proposal for a freestanding tower (or a network of new freestanding towers) will not be supported unless the operator submits evidence that the telecommunications equipment planned for the proposed tower cannot be accommodated on an existing or approved tower or building within a 1.6 kilometer (one mile) search radius of the proposed tower location due to one or more of the following reasons:
  - a) the planned telecommunications equipment would exceed the structural capacity of the existing or approved tower or building as documented by a qualified and licensed professional engineer and the existing or approved tower cannot be reinforced, modified, or replaced to accommodate planned or equivalent equipment at a reasonable cost;
  - b) the planned telecommunication equipment would cause interference materially impacting the usability of other existing or planned telecommunication equipment located at the tower or building as documented by a qualified and licensed engineer and the interference cannot be prevented at a reasonable cost;



- c) existing or approved towers and buildings within the search radius cannot accommodate the planned telecommunication equipment at a height necessary to function reasonably as documented by a qualified and licensed professional engineer; and
  - d) other unforeseen reasons that do not make it feasible to locate the planned telecommunication equipment upon an existing or approved tower or building.
- As part of the application process to locate telecommunication facilities, the applicant shall demonstrate that other potential users of the subject telecommunications site have been contacted to ascertain their willingness to share the site.
  - All applicants/telecommunication operators shall be requested to provide the Town with a letter that indicates that the operator has not precluded other operators from using the same building or tower through either an exclusive agreement with the building owner or through company policy. It is also requested that the letter indicate the company's willingness to share the subject tower site in the future. This clause is not intended to restrict an operator's decision to exclude other users from a site when there are technical reasons that preclude co-location.

Where Co-location on an existing Antenna System or structure is not possible, a new Antenna System should be designed with co-location capacity, including in Residential Areas when identified as the Municipality's preference.

The Municipality recognizes that the objective of promoting Co-location and the objective of making Antenna Systems less noticeable may sometimes come into conflict. Nevertheless, the Municipality intends to review each submission on its merits with a view to promoting both objectives and, where necessary, will determine the appropriate balance between them. The Proponent should, in all cases, verify the Municipality's site-specific design preferences during the pre-submission consultation process before investing in a final design or site.

**Preferred Locations:**

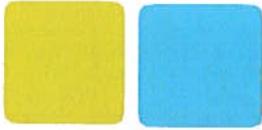
When new Antenna Systems must be constructed, *where technically feasible*, the following locations are preferred;

- Industrial districts are preferred for antenna systems in the Town, however other locations will be considered on a case-by-case basis.
- Any freestanding tower over 20 meters in height will not be supported in an existing residential area (including school sites, commercial sites, churches, and parks that are located in residential areas).
- Companies shall co-locate their antenna systems where possible.
- A telecommunication tower should be located on a proposed site where it would be least noticeable and only in exceptional circumstances would it be allowed in the front yard of the site.
- Any proposed telecommunication facility shall comply with land use plans and bylaws.
- Transportation & utility corridors
- Roof top or wall-mounted facilities on buildings having a height greater than 23 meters.
- A location within a residential area shall only be considered as a location of last resort and in no case shall such a tower be higher than 20 meters.

**Discouraged Locations:**

New Antenna Systems should avoid the following areas;

- Residential, Commercial, and Institutional areas
- Environmentally Sensitive Areas and significant natural areas
- Parks locations as determined by the Development Officer in consultation with Community Services Department.



## 6.2 DEVELOPMENT AND DESIGN PREFERENCES

Antenna Systems should be designed in terms of appearance and aesthetics to respect their immediate surroundings (e.g. residential, parkland, etc.), including being un-obtrusive and inconspicuous, minimizing visual impact, avoiding disturbance to natural features, and reducing the need for future facilities in the same area, where appropriate. The Municipality's preferred design and development preferences are described below.

The Municipality will identify to the Proponent which of the following development and design preferences are encouraged in the proposed location.

### Style and Colour:

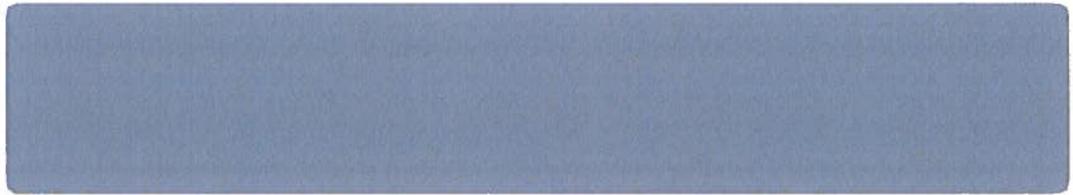
- Sensitive and complimentary to the style of architecture, the materials and colours used, the overall design and the massing of the existing buildings on the Site and within the vicinity. Where placed adjacent to a principle building, Antenna Systems should be constructed so that they are as similar as possible in appearance to the facades of the principle building.
- Towers and Communication equipment should have a non-reflective surface.
- Cable trays should generally not run up the exterior faces of buildings.
- Antennas should extend above the top of a supporting utility pole or light standard should appear to be a natural extension of the pole.

### Buffering and Screening:

- Antenna Systems and associated equipment shelters should be attractively designed or screened and concealed from ground level or other public views to mitigate visual impacts. Screening could include using existing vegetation, landscaping, fencing, or other means in order to blend with the built and natural environments.
- A mix of deciduous and coniferous trees is preferred to provide year round coverage.
- Where adjacent to a principle building, equipment shelters should be constructed of a material similar in appearance to at least one of the materials used in the facades of the principle building and one of the same colours used in the principle building.

### Structure:

- Wherever possible, Antenna Systems should be built as Stealth Structures. The Stealth Structures shall be unobtrusive at street level so that a casual observer would not realize it is being used for Radiocommunication.
- Single operator loaded towers are generally unobtrusive and of low impact and may therefore be located near living areas.
- Individual wall-mounted antennas should be fixed as close to the wall as possible and should not project above the height of the wall face they are mounted on, in order to avoid visual clutter, and should be painted to match the wall colour for stealth.
- Facilities located on the rooftop should not be visible from the street.
- The appropriate type of telecommunication antenna structure for each situation should be selected based upon the goal of making best efforts to blend with the nearby surroundings and minimize the visual aesthetic impacts of the telecommunication antenna structure on the community.

**Setbacks, Parking and Access:**

- All Antenna Systems must meet with the regulations for required setbacks as specified in the Land Use Bylaw. Antenna Systems should be separated from adjacent development without unduly affecting the development potential of the lot over the lease period.
- Parking spaces, where provided at each new Antenna System site, should have direct access to a public right-of-way or a private approach that does not unduly interfere with traffic flow or create safety hazards.

**Height:**

- Proponents should scale building-mounted Antenna Systems in such a way that height meets one of the exclusions for consultation, as indicated by Industry Canada in CPC-2-0-03.

**Equipment Cabinets in Public Spaces:**

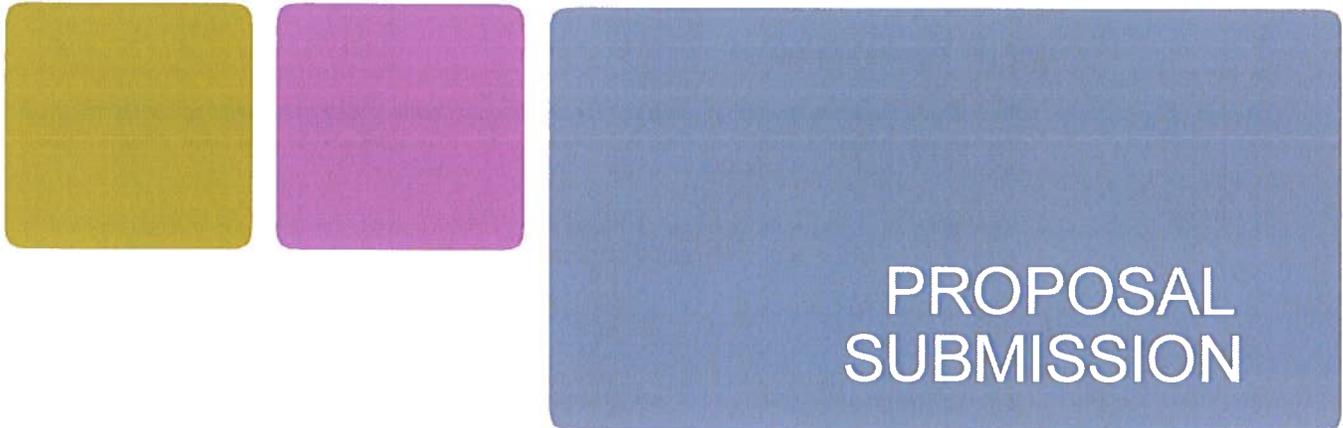
- Cabinets shall be designed in such a way as to integrate them into their surroundings, including use of decorative wraps that are graffiti-resistant.
- Cabinet dimensions shall be as minimal as possible.
- Cables and wires must be concealed or covered.

**Signage and Lighting:**

- Small owner identification signs up to a maximum of 0.19 meters may be posted on Antenna systems and associated equipment shelters.
- No advertising sign or logo is permitted.  
Warning and/or equipment identification signs are permitted.
- Unless specifically required by Transport Canada and/or NAV Canada, the display of any lighting is discouraged.
- Where Transport Canada and/or NAV Canada requires a structure to be lit, the lighting should be limited to the minimum number of lights and the lowest illumination allowable, and any required strobe lighting should be set to the maximum strobe interval allowed by Transport Canada.
- The lighting of Antenna Systems and associated equipment shelters for security purposes is supportable provided it is shielded from adjacent residential properties, is kept to a minimum number of lights and illumination intensity, where possible, is provided by a motion detector or similar system.

**Rooftop Equipment:**

- Equipment shelters located on the roof of a building should be setback from the roof edge to the greatest extent possible, and painted to match the building.



For a proposed Antenna System, except for cases in which consultation is not required as per Section 4.2.1 or the Municipality has not requested consultation as per Section 4.2.2, the Proponent will submit to the Municipality an Antenna System siting proposal and the applicable fee.

### 7.1 PROPOSAL SUBMISSION REQUIREMENTS

The Proponent must include the following information when submitting an Antenna System siting proposal.

- (1) A letter or report from the Proponent indicating the need for the proposal, the proposed site, the rationale for site selection, coverage and capacity of existing Antenna Systems in the general area and a summary of opportunities for co-location potentials on existing or proposed Antenna Systems within 500 meters of the subject proposal;
- (2) Visual rendering(s) of the proposed Antenna System superimposed to scale;
- (3) A site plan showing the proposed development situated on the site and all setbacks from property boundaries and other structures on site;
- (4) A map showing the horizontal distance between the property boundary of the proposed site and the nearest property in residential use;
- (5) For Antenna Systems requiring public consultation, a map showing all properties located within the Prescribed Distance from the proposed Antenna System;<sup>12</sup>
- (6) Confirmation of legal ownership of the lands subject to the proposal, or a signed letter of authorization from the registered property owner of the land, their agent, or other person(s) having legal or equitable interest in the land;
- (7) An attestation that the Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices; and
- (8) Any other documentation as identified by the Municipality following the site investigation meeting.<sup>13</sup>

<sup>12</sup> the Proponent may request to use the municipality's mapping system.

<sup>13</sup> For example, in cases where the Proponent commits to a design that includes co-location capacity, the municipality may require the Proponent to verify that other Proponents in the area have been notified of the potential co-location opportunities.



A determination on the completeness of an application or request for additional information will be provided within **five (5) working days** of receipt of the proposal.

Upon receipt of a complete proposal submission, the Municipality will circulate the proposal for review and comment to:

- (1) affected Municipal Departments;
- (2) any adjacent Municipalities within the Prescribed Distance;<sup>14</sup> and
- (3) the local Elected Municipal Official.

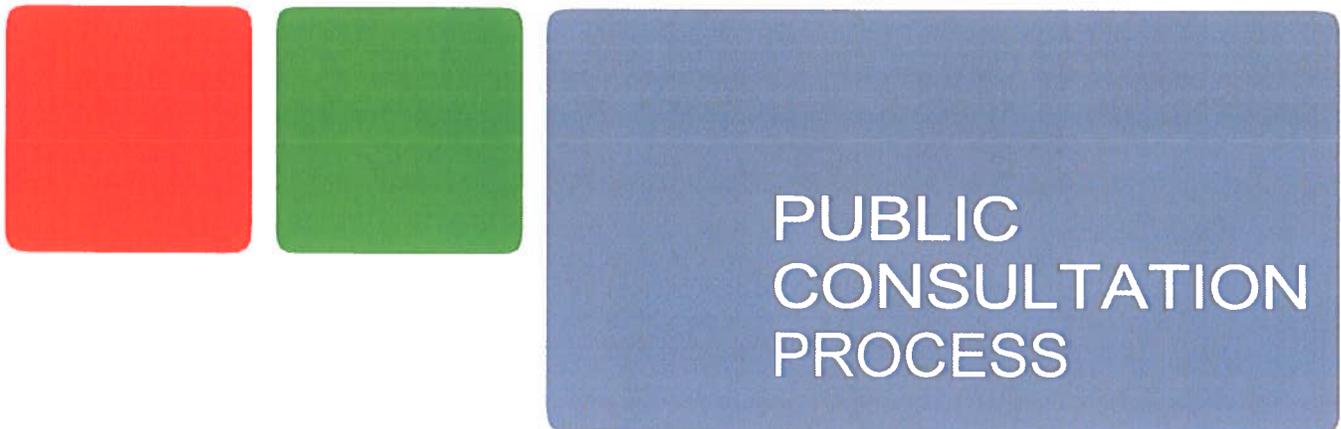
## 7.2 FEES

The Proponent must pay any applicable application fee to the Municipality.

The Proponent is responsible for securing applicable applications or permissions from all relevant municipal departments and paying any applicable application fees or charges as required to the Municipality.

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<sup>14</sup> As part of inter-municipal processes, the municipality may also request that the Proponent notify adjacent municipalities at greater distances, subject to review by the municipality or at the request of the adjacent municipality.

**BACKGROUND:**

Industry Canada believes that nearby residents should be consulted regarding non-excluded antenna proposals. Consultation allows the community to be involved and ultimately influence the proposal's siting. Discussions allow stakeholders to work towards a consensus.

While Industry Canada provides a default public consultation process in the CPC, Municipalities are free to structure their public consultation process to meet their needs. Most often, Municipalities customize their public consultation process in two ways:

- by prescribing which information must be included in the public notification; and
- requiring that either a face-to-face public consultation (i.e. open-house, drop-in or public meeting) process or a written (or other) consultation process take place.

If the proposed Antenna System is not exempt from the public consultation process as per the requirements in Section 4, the Proponent will initiate the following public consultation process, including issuing notice, undertaking written consultation, hosting a public information session where required and reviewing the consultation results with the Municipality.

**8.1 NOTICE RECIPIENTS**

After the Proponent has submitted an Antenna Systems siting proposal, the Proponent will give notice to:

- (1) all affected residential properties within the Prescribed Distance;
- (2) all designated Community Associations within the Prescribed Distance;
- (3) any adjacent Municipalities within the Prescribed Distance;
- (4) the local Elected Municipal Official;
- (5) the designated Municipal Officer; and
- (6) the Industry Canada Regional Office.



The Municipality will assist the Proponent in compiling a mailing list of addresses of the affected residences within the Prescribed Distance from the proposed Antenna System<sup>15</sup>. The Municipality may charge a fee for this service.

## 8.2 NOTICE REQUIREMENTS

The notice will be sent by regular mail or hand delivered, a minimum of thirty days before the public information session (where a public information session is required), and include:

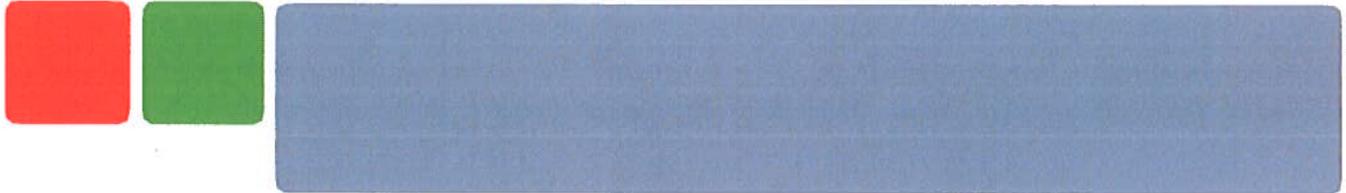
- (1) information on the location, height, type, design and colour of the proposed Antenna System; including a 21 cm x 28 cm (8½" x 11") size copy of the site plan submitted with the application;
- (2) the rationale, including height and location requirements, of the proposed Antenna System;
- (3) the name and contact information of a contact person for the Proponent;
- (4) the name and contact information of the Designated Municipal Officer;
- (5) an attestation that the Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices;
- (6) the date, time and location of the public information session where required; and
- (7) a deadline date for receipt by the Proponent of public responses to the proposal.
  - a. where a public information session is required, the deadline date must be no more than five (5) days before the date of the session.
  - b. where a public information session is not required, the deadline date must be at least thirty(30) days after the notices are mailed.

The notification shall be sent out in an envelope addressed to the "Occupant" and shall clearly show in bold type on the face of the envelope the statement:

**"NOTICE FOR RESIDENTS WITHIN (INSERT PRESCRIBED DISTANCE) OF A NEW PROPOSED CELL TOWER. INFORMATION IS ENCLOSED."**

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<sup>15</sup> notices may be delivered to a condo/strata corporation instead of to each unit owner.



The Municipality may also require the Proponent, based on local conditions such as a high proportion of rental accommodation in the vicinity of the site, to provide such additional forms of notice as deemed necessary. Additional notification requirements will be identified by the Municipality during or following the site investigation meeting. Other forms of notification may include, but are not limited to:

- a large format notice board sign or signs, posted on the site of the proposed Antenna System, that is clearly visible from any roadway abutting the site;
- publication of the notice in a local newspaper(s); and/or,
- hand delivery of notices to specified buildings.

### **8.3 WRITTEN CONSULTATION PROCESS**

Following the delivery of the notification, the Proponent will allow the public to submit written comments or concerns about the proposal.

The Proponent will:

- (1) Provide the public at least thirty (30) days to submit questions, comments or concerns about the proposal;
- (2) Respond to all questions, comments and concerns in a timely manner (no more than sixty (60) days from the date of receipt); and
- (3) Allow the party to reply to the Proponent's response (providing at least twenty one (21) days for public reply/comments).
- (4) Keep a record of all correspondence that occurred during the written consultation process. This includes records of any agreements that may have been reached and/or any concerns that remain outstanding.
- (5) Provide a copy of all written correspondence to the Municipality and the regional Industry Canada office.



#### **8.4 PUBLIC INFORMATION SESSION**

The Municipality may request the Proponent chair a public information session in cases where there is significant public interest in the proposed Antenna System. The type of public meeting to be conducted (open house, drop-in or town hall format) is up to the discretion of the Proponent, however:

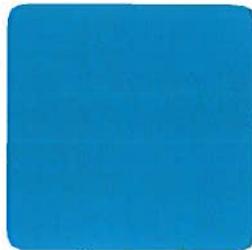
- an appropriate date, time and location for the public information session will be determined in consultation with the Designated Municipal Officer.
- the Proponent will make available at the public information session an appropriate visual display of the proposal, including a copy of the site plan submitted with the application and an aerial photograph of the proposed site.

The Proponent will provide the Municipality with a package summarizing the results of the public information session containing at a minimum, the following:

- (1) list of attendees, including names, addresses, and phone numbers (where provided voluntarily);
- (2) copies of all letters and other written communications received; and
- (3) a letter of response from the Proponent outlining how all the concerns and issues raised by the public were addressed.

#### **8.5 POST CONSULTATION REVIEW**

The Municipality and the Proponent will communicate following completion of the public consultation process (and arrange a meeting at the Municipality's request) to discuss the results and next steps in the process.



## STATEMENT OF CONCURRENCE OR NON-CONCURRENCE

### 9.1 CONCURRENCE AND CONCURRENCE WITH CONDITIONS

The Municipality will provide a letter of concurrence to Industry Canada (copying the Proponent) where the proposal addresses, to the satisfaction of the Municipality, the requirements as set out within this Protocol and the Municipality's technical requirements, and will include conditions of concurrence, if required.<sup>16</sup>

The Municipality will issue the letter of concurrence within the timeframe established in Section 10.

### 9.2 NON-CONCURRENCE

The Municipality will provide a letter of non-concurrence to Industry Canada (copying the Proponent) if the proposal does not conform to the Municipality requirements as set out within this Protocol. The Municipality will also forward to Industry Canada any comments on outstanding issues, including those raised during the public consultation process.

The Municipality will issue the letter of non-concurrence within the timeframe established in Section 10.

### 9.3 RESCINDING A CONCURRENCE

The Municipality may rescind its concurrence if following the issuance of a concurrence, it is determined by the Municipality that the proposal contains a misrepresentation or a failure to disclose all the pertinent information regarding the proposal, or the plans, and conditions upon which the concurrence was issued in writing have not been complied with, and a resolution cannot be reached to correct the issue.

In such cases, the Municipality will provide notification in writing to the Proponent and to Industry Canada and will include the reason(s) for rescinding of its concurrence.

<sup>16</sup> the municipality may, on case-by-case basis, include in writing specific conditions of concurrence such as design, screening or co-location commitments.



#### **9.4 DURATION OF CONCURRENCE**

A concurrence remains in effect for a maximum period of three (3) years from the date it was issued by the Municipality. If construction has not commenced within this time period the concurrence expires and a new submission and review process is required.

In addition, if construction has not commenced after two years from the date the concurrence was issued, the Municipality requests that the Proponent send a written notification of an intent to construct to the Designated Municipal Officer, the Elected Municipal Officer and any Designated Community Association once the work to erect the structure is about to start. The notification should be sent sixty (60) days prior to any construction commencing. No further consultation is required.

#### **9.5 TRANSFER OF CONCURRENCE**

Once concurrence has been issued, that concurrence may be transferred from the original Proponent to another Proponent (the current Proponent) without the need for further consultation provided that:

- (1) all information gathered by the original Proponent in support of obtaining the concurrence from the Municipality is transferred to the concurrent Proponent.
- (2) the structure for which concurrence was issued to the original Proponent is what the current Proponent builds; and
- (3) construction of the structure is commenced within the Duration of Concurrence period.

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<sup>17</sup> For the purpose of this Protocol, construction will be deemed by the municipality to have commenced when the preparation of a base for an antenna structure has been physically initiated or an existing structure is about to be altered in any way in preparation of an increase in height to that structure.

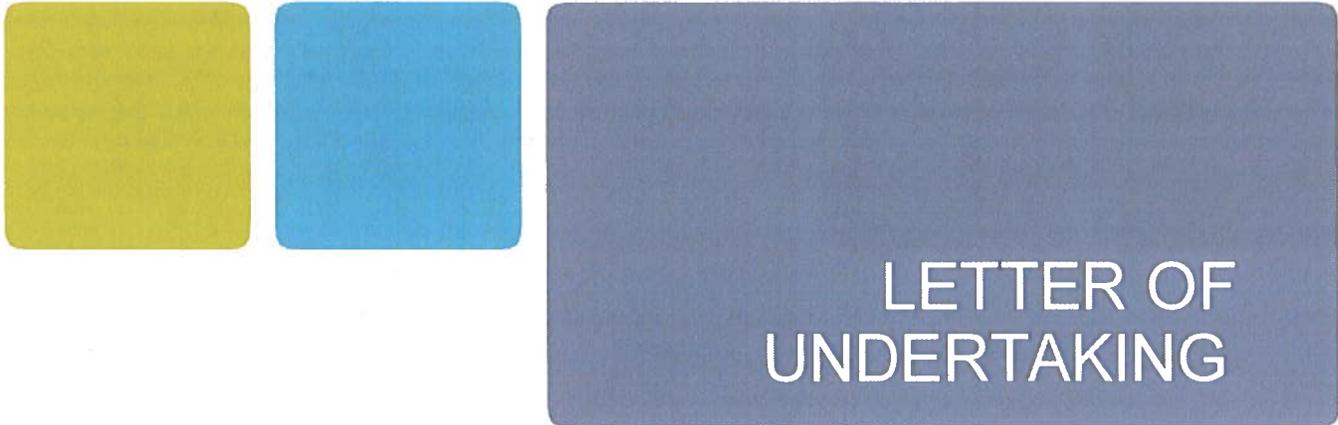


Consultation with the Municipality is to be completed within sixty (60) days of the proposal being accepted as complete by the Municipality as explained in Section 7 of this Protocol.

Where public consultation process is required, consultation with the Municipality and public consultation are both to be completed within one hundred and twenty (120) days of the proposal being accepted as complete by the Municipality.

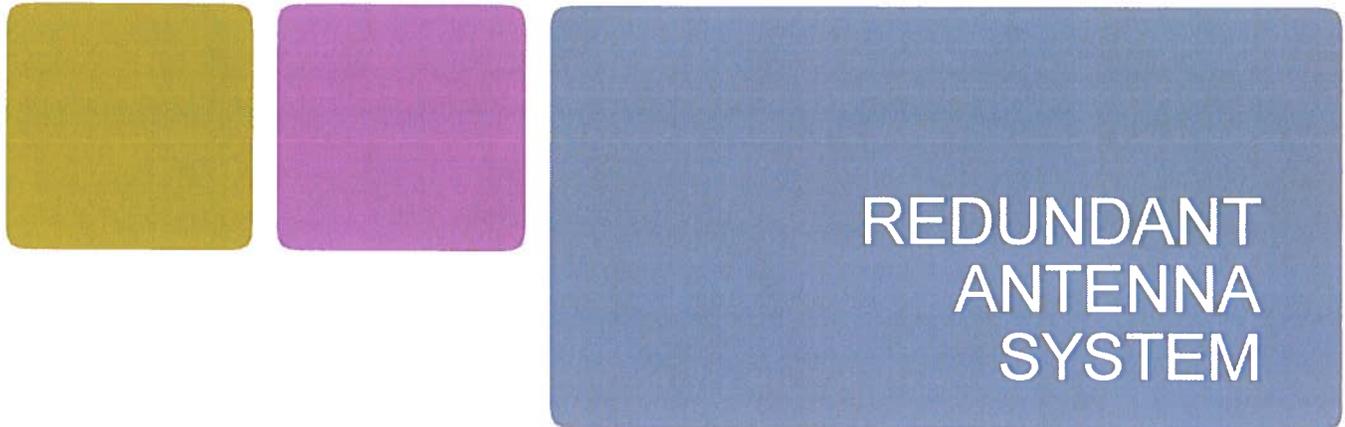
The Municipality or Proponent may request an extension to the consultation process timeline. This extension must be mutually agreed on by both parties.

In the event that the consultation process is not completed in two hundred and seventy (270) days, the Proponent will be responsible for receiving an extension from the Municipality or reinitiating the consultation process to the extent requested by the Municipality.



The Proponent may be required, if requested by the Municipality, to provide a letter of undertaking, which may include the following requirements:

- (1) the posting of a security for the construction of any proposed fencing, screening and landscaping;
- (2) a commitment to accommodate other communication providers on the Antenna System, where feasible, subject to the usual commercial terms and Industry Canada Conditions of license for mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit exclusive Site Arrangements (CPC-2-0-17); and
- (3) all conditions identified in the letter of concurrence.



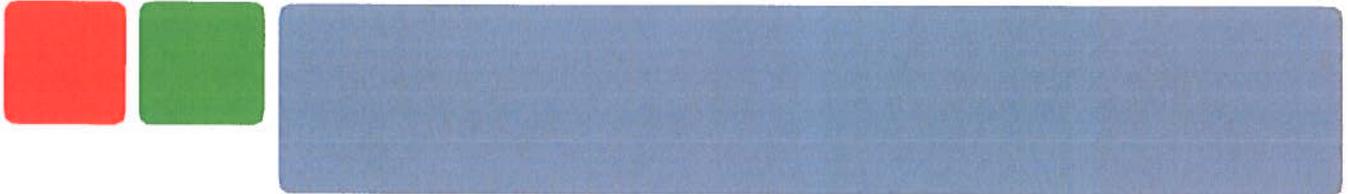
Municipalities can issue a request to network operators to clarify that a specific Antenna System is still required to support communication network activity. The network operator will respond within thirty (30) days of receiving the request, and will provide any available information on the future status or planned decommissioning of the Antenna System.

Where the network operators concur that an Antenna System is redundant, the network operator and municipality will mutually agree on a timeframe to remove the system and all associated buildings and equipment from the site. i.e. Removal will occur no later than one (1) year from when the Antenna System was deemed redundant.



#### **SITE INVESTIGATION:**

1. When a Proponent decides that wireless service demand in the area necessitates the erection of additional Antenna System, the Proponent shall commence a site investigation in preparation for an initial submission to the Town.
2. Co-location Feasibility Review:
  - a) In cases where an Antenna System is proposed to include a new Antenna System, the Proponent shall first determine the suitability of Co-location on existing Antenna System, other infrastructure, or buildings within the operational range of the Antenna, typically a minimum of 500 meters of the locations of the proposed Antenna System.
    - i) The Proponent shall submit a site selection and justification analysis during the Site Investigation Meeting with the Town as stated in Section 6. The analysis is expected to be prepared by a professional who is qualified to give an opinion, and include details about how the existing antenna infrastructure does not meet the need of the network. If the Proponent determines that Co-location is not viable, the analysis shall include detailed documentary evidence as to why Antenna Co-location on an existing Antenna System is not a viable alternative to a new Antenna System. The Town may require verification of the results through Industry Canada.
    - ii) In addition, the analysis should include maps that show the location of existing Antenna Systems, and the opportunities each has for Antenna Co-Location. Ideally, these maps would show the gap in coverage or capacity in the existing network and the options that the Proponent is considering for Co-location or Site selection to close the gap.
    - iii) Proponents should consider the possibility of future requests for co-location on proposed facilities and sites, in the design of Antenna Systems.
  - b) The Proponent shall contact the owner/operator of those Antenna Systems, other infrastructure, or buildings as listed in 2.a) to determine availability and suitability of Antenna Co-location or Site Co-location
    - i) All Proponents so contacted shall provide a response in writing to the Proponent indicating the feasibility of co-locating on existing equipment (if applicable) and/or their interest or lack thereof, and include an assessment of the likelihood of potential for use of a site within 500 meters of the proposed facility, in accordance with Section 3 of Industry Canada's Client Procedures Circular: CPC-2-0-03;



### 3. Other Proponent Interest:

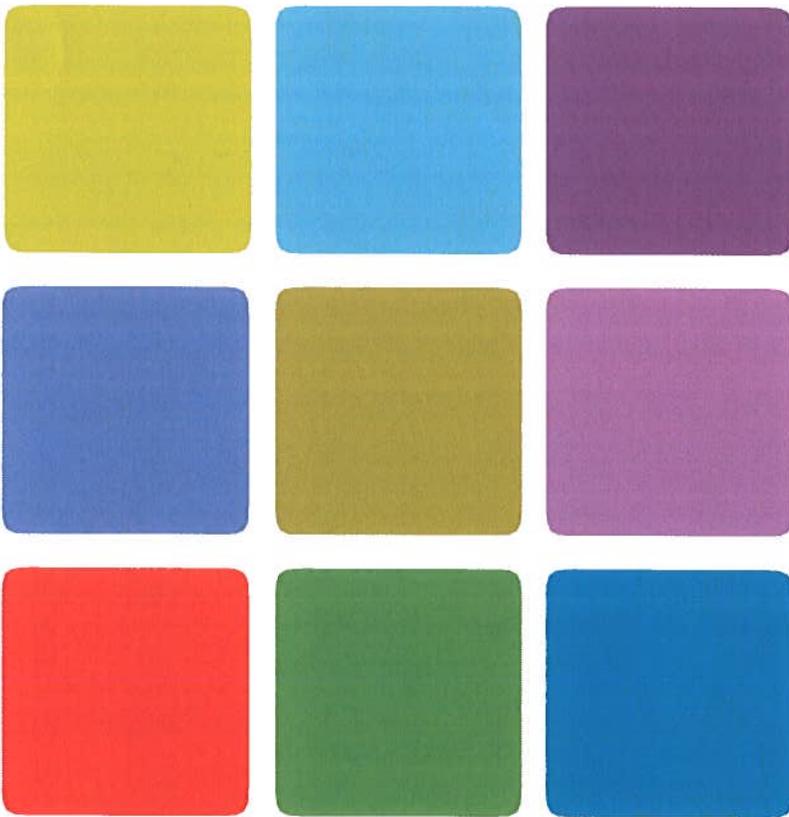
- a) If no existing Antenna Systems, other infrastructure, or buildings are found to be suitable for co-location, the Proponent shall contact in writing all other Proponents who provide similar services, using similar structures, who are operating in the Town of Slave Lake, including, but not limited to those who may own equipment identified in 2.a) and 2.b) above, in order to advise the other Proponents of its requirements and the potential siting area, and seek an expression of interest in co-location opportunities in that area. It is anticipated that thirty (30) days is reasonable time for existing Antenna system owners/operators to reply to a request by a proponent in writing either:
  - i) a proposed set of reasonable terms to govern the sharing of the Antenna system; or
  - ii) a detailed explanation of why sharing is not possible.
- b) This process can occur concurrently with the other consultation requirements in this document. If the Proponent does not receive a response within thirty (30) days, the Town shall deem that there is no Proponent interest.

### 4. Inter-Proponent Communication:

- a) If one or more of the Proponents contacted indicate a need to locate in the identified area, the Proponents shall co-operate, in good faith, and in a timely manner to involve technical and real estate representatives of each Proponent and landowner(s) if appropriate, to exchange further information and to determine if co-location is possible.

### 5. Proponent/Councilor/Interest Group Meeting:

- a) Prior to a Public Consultation Meeting the Proponent may invite, or be invited by, the Town and the representatives of the executive of any neighborhood group operating in the area to a pre-consultation meeting to discuss the potential location(s) for the Antenna System.
- b) The intent of this meeting is to fully discuss all potential locations within an identified service area, to determine which site is (or sites are) most likely to meet with community support and which most closely meet the requirements of this policy.
- c) The design, location, strategy and other relevant alternatives identified shall then be the subject of the Public Consultation Requirements, as described in Section 8. The Proponent shall document the proceedings and make them available to the Town.



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