



AGENDA

Regular Council Meeting

5:00 PM - Tuesday, October 12, 2021

ZOOM

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- 1.0 CALL TO ORDER**
- 1.1 Conflict of Interest Declaration: Pecuniary and Non-pecuniary.
- 2.0 ACCEPTANCE OF THE AGENDA**
- 2.1 Regular Council Meeting Agenda – October 12, 2021
- 3.0 ADOPTION OF PREVIOUS MINUTES**
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- 4.0 BUSINESS ARISING FROM THE MINUTES**
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- 5.0 DELEGATION BY APPOINTMENT**
- 6.0 PUBLIC HEARING**
- 6.1 5:05pm, LUB Amendment 825-P-09-21 (Public Hearing, 2nd, 3rd Reading) - S. Croil
- See supporting documentation included with Item 8.1.
- 6.2 5:30pm, ASP Prairie Crossing 828-P-09-21 (Public Hearing, 2nd, 3rd Reading) - S. Croil
- See supporting documentation included with Item 8.2.
- 6.3 6:00pm, LUB Amendment, Landscape Guidelines 827-P-09-21 (Public Hearing, 2nd, 3rd Reading) - S. Croil
- See supporting documentation included with Item 8.3.
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- 143 - 197 7.2 5:30pm, Area Structure Plan Bylaw 828-P-09-21 - Prairie Crossing ASP (Public Hearing, 2nd, 3rd reading) - S. Croil

- [ASP Bylaw 828-P-09-21](#)
- 198 - 222 7.3 Land Use Bylaw Amendment 827-P-09-21 (Public Hearing, 2nd, 3rd Reading) - S. Croil
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- 223 - 237 7.4 Fees and Rates Bylaw 829-C-09-21 (2nd, 3rd Reading) - K. Beauchamp
[Fees and Rates Bylaw 829-C-09-21](#)
- 238 - 272 7.5 Community Standards Bylaw 830-R-09-21 (2nd, 3rd Reading) - K. Beauchamp
[Community Standards Bylaw Amendment 830-R-09-21](#)
- 273 - 277 7.6 Cannabis Consumption Bylaw 831-R-09-21 (2nd, 3rd Reading) - K. Beauchamp
[Cannabis Consumption Bylaw 831-R-09-21](#)
- 278 - 300 7.7 Dog Regulation & Control Bylaw 832-R-09-21 (2nd, 3rd Reading) - K. Beauchamp
[Dog Regulation & Control Bylaw 832-R-09-21](#)
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MINUTES

Regular Council Meeting

5:00 PM - Monday, September 27, 2021
ZOOM

The Regular Council Meeting of the Town of Coaldale was called to order on Monday, September 27, 2021, at 5:00 PM, via ZOOM, with the following members present:

PRESENT: Kim Craig, Mayor
Bill Chapman, Councillor
Briane Simpson, Councillor
Butch Pauls, Councillor
Doreen Lloyd, Councillor
Jacen Abrey, Councillor
Roger Hohm, Councillor

EXCUSED: None

STAFF PRESENT: Kalen Hastings, Chief Administrative Officer
Spencer Croil, Director of Planning & Development, Deputy CAO
Kyle Beauchamp, Chief Financial Officer, Deputy CAO
Russ Tanner, Director of Recreation & Community Services
Cam Mills, Manager of Economic Development
Dustin Yanke, Municipal Engineer
Melanie Messier, Planning Intern
Leia Cathro, Community Development Intern
Tim Koba, Asset Manager
Lana Antony, Legislative Coordinator

1.0 CALL TO ORDER

Mayor Craig called the meeting to order at 5:00 pm.

1.1 Mayor Craig inquired if there was a Conflict-of-Interest Declaration: Pecuniary and Non-pecuniary. None declared.

2.0 ACCEPTANCE OF THE AGENDA

2.1 Regular Council Meeting Agenda - September 27, 2021

Mayor Craig suggested that the order of the agenda be amended to allow Item 7.2 to be moved after Item 3.2 to accommodate the speaker on hand, Shawn Murray.

326-2021

Moved by Councillor Bill Chapman

THAT Council adopt the Regular Council Meeting Agenda, as amended.

Carried 7-0

3.0 ADOPTION OF PREVIOUS MINUTES

- 3.1 Regular Council Meeting Minutes - September 13, 2021

327-2021

Moved by Councillor Bill Chapman

THAT Council approve the Regular Council Meeting Minutes from September 13, 2021, as circulated.

Carried 7-0

- 3.2 Special Council Meeting Minutes - September 17, 2021

328-2021

Moved by Councillor Bill Chapman

THAT Council approve the Special Council Meeting Minutes from September 17, 2021, as circulated.

Carried 7-0

7.0 BYLAWS & POLICIES

- 7.2 Land Use Bylaw Amendment 824-P-09-21 (2nd, 3rd Reading) - C. Mills

329-2021

Moved by Councillor Doreen Lloyd

THAT Council provide SECOND reading of Land Use Bylaw Amendment 824-P-09-21.

Carried 7-0

330-2021

Moved by Councillor Briane Simpson

THAT Council provide THIRD and FINAL reading of Land Use Bylaw Amendment 824-P-09-21.

Carried 7-0

4.0 BUSINESS ARISING FROM THE MINUTES

- 4.1 Main Street Update & Proposed Action Plan - S. Croil, C. Mills, D. Yanke, M. Messier

331-2021

Moved by Councillor Bill Chapman

THAT Council approve the Main Street Action Plan as presented.

Carried 7-0

- 4.2 South Coaldale Transportation Network Update - S. Croil

332-2021

Moved by Councillor Butch Pauls

THAT Council receive the south Coaldale transportation network update for information.

Carried 7-0

- 4.3 Mountain Bike Park Project Update - S. Croil, R. Tanner

333-2021

Moved by Councillor Roger Hohm

THAT Council accept the MTB park update for information and directs staff to initiate the exploration processes required to start a skatepark project, including putting a call out for interested members of the community to sit on a skatepark working group.

Carried 7-0

- 4.4 2021 Municipal Accountability Program (MAP) Report - K. Hastings

334-2021

Moved by Councillor Bill Chapman

That Council adopt the 2021 Municipal Accountability Program Report as read and directs administration to come back with a full report at the next meeting.

Carried 7-0

5.0 DELEGATION BY APPOINTMENT

6.0 PUBLIC HEARING

7.0 BYLAWS & POLICIES - CONTINUED

- 7.1 Road Closure Bylaw 821-P-06-21 (2nd and 3rd readings) - S. Croil

335-2021

Moved by Councillor Jacen Abrey

THAT Council provide SECOND reading of Road Closure Bylaw 821-P-06-21.

Carried 7-0

336-2021

Moved by Councillor Doreen Lloyd

THAT Council provide THIRD and FINAL reading of Road Closure Bylaw 821-P-06-21.

Carried 7-0

- 7.3 Fees and Rates Bylaw 829-C-09-21 (1st Reading) - K. Beauchamp

337-2021

Moved by Councillor Doreen Lloyd

THAT Council provide FIRST reading of Fees and Rates Bylaw 829-C-09-21.

Carried 7-0

- 7.4 Community Standards Bylaw 830-R-09-21 (1st Reading) - K. Beauchamp

338-2021

Moved by Councillor Jacen Abrey

THAT Council provide FIRST reading of Community Standards Bylaw 830-R-09-21.

Carried 7-0

- 7.5 Cannabis Consumption Bylaw 831-R-09-21 (1st Reading) - K. Beauchamp

339-2021

Moved by Councillor Briane Simpson

THAT Council provide FIRST reading of Cannabis Consumption Bylaw 831-R-09-21.

Carried 7-0

- 7.6 Dog Regulation & Control Bylaw 832-R-09-21 (1st Reading) - K. Beauchamp

340-2021

Moved by Councillor Jacen Abrey

THAT Council provide FIRST reading of Dog Regulation & Control Bylaw 832-R-09-21.

Carried 7-0

- 7.7 Lot Grading Bylaw 833-P-09-21 (All 3 Readings) - K. Beauchamp

341-2021

Moved by Councillor Jacen Abrey

THAT Council provide FIRST reading of Lot Grading Bylaw 833-P-09-21.

Carried 7-0

342-2021

Moved by Councillor Roger Hohm

THAT Council provide SECOND reading of Lot Grading Bylaw 833-P-09-21.

Carried 7-0

343-2021

Moved by Councillor Doreen Lloyd

THAT Council provide UNANIMOUS CONSENT to hold all three readings in one meeting for Lot Grading Bylaw 833-P-09-21.

Carried 7-0

344-2021

Moved by Councillor Jacen Abrey

THAT Council provide THIRD and FINAL reading of Lot Grading Bylaw 833-P-09-21.

Carried 7-0

8.0 NEW BUSINESS

- 8.1 Council Remuneration Review - K. Beauchamp

345-2021

Moved by Councillor Jacen Abrey

THAT Council receive the Council Remuneration Report for information.

Carried 7-0

9.0 DEPARTMENTAL REPORTS

- 9.1 Development Statistics Update - January to June 2021 - C. Mills

346-2021

Moved by Councillor Jacen Abrey

THAT Council accept the development statistics report update as information.

Carried 7-0

- 9.2 Communications & Engagement Summary Report: January - June 2021 - L. Cathro

347-2021

Moved by Councillor Briane Simpson

THAT Council receive the Communications Summary report for information.

Carried 7-0

10.0 COUNCIL & COMMITTEE REPORTS

- 10.1 SAEWA Briefing Update - K. Craig

348-2021

Moved by Councillor Bill Chapman

THAT Council receive the SAEWA briefing update as information.

Carried 7-0

11.0 CORRESPONDENCE

12.0 INFORMATION ITEMS

13.0 CLOSED MEETING

In addition to Council and the CAO, the following persons were in attendance during the closed meeting session to provide information and/or administrative support: K. Beauchamp.

349-2021

Moved by Councillor Doreen Lloyd

THAT Council move to go into CLOSED SESSION at 7:08 pm in accordance with Section 197(2) of the Municipal Government Act to discuss matters exempt from disclosure for Agenda Items 13.1 and 13.2 subject to FOIPP Section 16 - Third-party business interests; Section 17 - Third-party personal privacy; and Section 23 and 24 - Inter-Government Relations.

Carried 7-0

Councillor Hohm exited Council Chambers at 8:12 pm for the duration of the meeting.

350-2021

Moved by Councillor Jacen Abrey

THAT Council move to come out of CLOSED SESSION at 8:21 pm.

Carried 6-0

13.1 West Coaldale Land Update (FOIPP Section 16) - K. Hastings

351-2021

Moved by Councillor Briane Simpson

THAT Council has entertained discussions with interested parties;

AND WHEREAS Council intends to sell properties it acquires for fair market value for the purpose of facilitating growth and development;

NOW, THEREFORE, be it resolved that Council proceed with the sale of the property known civically as 2215 30th Street in Coaldale as per option 1 of the accompanying staff report, subject to the purchase terms and development timelines contained in the letter of September 22, 2021, provided to Council by the purchasing party.

Carried 6-0

352-2021

Moved by Councillor Bill Chapman

THAT Council direct administration to facilitate discussion between the interested parties on a portion of the lands described civically as 2215 - 30th Street, Coaldale.

Carried 6-0

13.2 CAO Report - K. Hastings (FOIPP Sections 16, 17, 23 and 24)

14.0 ADJOURNMENT

353-2021

Moved by Councillor Butch Pauls

THAT Council move to adjourn the meeting at 8:24 pm.

Carried 6-0

Kim Craig, Mayor

Kalen Hastings, CAO

AGENDA ITEM REPORT



Title: Main Street Action Plan - Public Participation Plan - S. Croil
Report Type:
Report Author: Spencer Croil
Meeting: Regular Council Meeting - 12 Oct 2021
Department: Communications, Planning
Reviewed by Kalen Hastings
Supervisor/Peer:

TOPICS:

OBJECTIVE:

The purpose of this report is to present to Council the draft Public Participation (P2) Plan for the Main Street Action Plan that was presented at the regular meeting of September 27, 2021.

PREVIOUS COUNCIL DIRECTION:

This matter has appeared before council previously

At the regular meeting of September 27, 2021, Council approved the Main Street Action Plan as presented.

ANALYSIS:

As noted in the Main Street Action Plan, a critical step in the delivery of the items identified in that plan is going to be on making new relationships, and building on existing relationships with area stakeholders.

The P2 Plan that is attached to this report represents a starting point with which to partner with the Chamber, to ensure relationship building is approached in a thoughtful and stakeholder-centric manner.

KEY CONSIDERATIONS:

The P2 Plan identifies 4 key phases with which to engage and dialogue with Main Street stakeholders. These phases include:

1. Setting the stage (forming partnership with the Chamber and reaching out to stakeholders)
2. Initial meetings (in-person or virtual meetings)
3. Generating and refining ideas (working through the 4 points presented in the Action Plan)
4. Setting new goals and objectives (identifying what the stakeholders want for the future)

Additional staff time could be dedicated to how each specific area of focus identified in the Action Plan (patios policy, incentives, and design guidelines) should be approached from a P2 perspective.

Instead, it is proposed that for each of these areas of focus, should the Main Street stakeholders wish to formalize further outreach, that the stakeholders drive the discussion regarding what that outreach should be. This means that instead of staff making P2 plans for specific goals/objectives, the stakeholders are providing the basis for the P2 plans, and staff is just formalizing the stakeholders' ideas for presentation to Council.

Should Council find merit in the P2 Plan as attached, the next step would be for staff to meet with the Chamber to form a strategy for outreach to members and non-Chamber stakeholders in the Main Street area.

The immediate goal is to get stakeholders together to form a working group which could then transition into something more formal in the future, if the working group so wishes.

FINANCIAL IMPACT:

Operating
Staff Time

There may be some operational cost to the P2 Plan as presented, and future stakeholder-driven P2 Plans for specific projects. However, these costs are likely to be able to be covered within the operating budget without the need for additional funding.

STAKEHOLDER ENGAGEMENT:

Public Participation

The P2 plan that is attached to this report represents the first step in a broader effort to ensure dialogue, ideas, and decisions are driven by Main Street area stakeholders.

DECISION OPTIONS:

Council may wish to consider:

1. Approval of the P2 Plan as presented
2. Approval of the P2 Plan with amendments
3. Tabling of the item for consideration at a future meeting
4. Refusal of the P2 Plan as presented.

RECOMMENDATION:

THAT Council approve the Main Street Action Plan Public Participation Plan, as presented.

RATIONALE:

The Main Street Action Plan P2 Plan represents a first step in building relationships and opportunities for an ongoing forum for Main Street and area stakeholders to come together and share their ideas,

questions, concerns and perspectives on how to continue the success of the Main Street area into the future.

STRATEGIC ALIGNMENT WITH COUNCIL STRATEGIC PLAN:



1. Focus on Community Safety



2. Focus on Livability



3. Focus on Economic Health



4. Focus on Good Governance and Corporate Excellence



5. Focus on Responsible and Responsive Growth

ATTACHMENTS:

[Main Street Action Plan - public participation plan - DRAFT - October 5, 2021](#)



PUBLIC PARTICIPATION PLAN
Main Street Action Plan

Submitted to Council for approval: October 12, 2021

Motion _____ approved development and execution of this plan of Council at the Regular Council Meeting of _____:
_____.

Prepared by:
Planning and Development

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PROJECT SUMMARY

The Main Street Revitalization project was completed successfully in 2020. Since that time the downtown area has played host to a successful summer event termed “Celebrate Main”, and has been home to new patios and new investment as well.

To ensure this special place in the community continues to succeed and grow in its vibrancy and offerings, the Town will be working with area stakeholders to ensure that a shared vision for the ongoing success of the area can be realized.

As was presented to Town Council at the regular meeting of September 27th, the Main Street Action Plan, which consists of three key elements, will be the basis from which stakeholder dialogue and meaningful, community-driven outcomes can be achieved for the area. To start with, the areas of focus will be the formalization of a patios policy, incentives programs, and design guidelines. Other areas of focus will almost certainly be identified and added to the list as stakeholder dialogue continues.

STAKEHOLDERS

The DRAFT Project Stakeholder Register is shown below and captures the individuals and/or groups that are considered stakeholders in the context of this project.

Downtown Revitalization – Stakeholder Register – Current to July 24, 2019				
Name of Stakeholder or Group of Stakeholders	Stakeholder <i>Individual or group</i>	Project Role	Organization	Type of stakeholder <i>Internal or external to project</i>
Council	Town Council	Elected Officials and Project Sponsors	Town of Coaldale	Internal
Town staff	Staff	Various	Town of Coaldale	Internal
Coaldale Chamber of Commerce	Executive Director, Board members and member businesses	Key stakeholder and project partner	Coaldale Chamber of Commerce	External
Main Street businesses	All businesses in the Main Street area, regardless of membership status with the Chamber	Key stakeholder		

Community	Coaldale community <i>Community broken down further below.</i>	External stakeholders	All residents, businesses and organizations in Coaldale	External
	Commerce-focused groups	External stakeholders	SouthGrow	External
	Universal access	External stakeholders <i>Community advisors</i>	Access Coaldale	External
<p style="color: red;">While this list is intended to be all-inclusive, there is always a chance a small number of stakeholder groups has been inadvertently missed. All other stakeholder groups that self-identify and ask to be included will be included in the engagement process.</p>				

ENGAGEMENT OBJECTIVES AND KEY MESSAGES

Objectives

A clear understanding of the objective, and the focus of the project should allow for the tools and techniques recommended by the International Association for Public Participation (IAP2) to result in the following:

- The most usable information is collected
- Commitment as to how feedback will be used will be clear to all stakeholders, internal and external to the project
- Stakeholders most likely to share what they want
- A shared understanding of what success is can be developed together

The current understanding of the public participation objectives is:

Downtown Revitalization: Overarching Objective

To work collaboratively with all stakeholders to create a policy framework, incentives programs, and public realm that results in a Main Street where investment interest is high, business is good, and the community, and visitors to the community, want to be.

Key Messages

Engagement Objectives	Key Messages
The project team will work closely with the Chamber of Commerce, local business owners and other key stakeholders to build interest in a Main Street working group.	In partnership with the Chamber, we want to work with businesses and other stakeholders in the Main Street area to create a forum in which to share questions, concerns and ideas

	focused on the continued success of the Main Street area.
To communicate to the public about the work being driven by the Main Street working group.	We want the public to be well informed about the Main Street working group's efforts to maintain transparency and build trust
To encourage innovative and creative ideas that will help elevate the Main Street area, including the businesses and organizations that call the area home, and investors looking to bring new business to Coaldale.	We want to identify what is going to work best for existing and future property owners, businesses, and organizations to ensure Main Street is vibrant and successful in a way that is based on stakeholder-driven ideas.

ENGAGEMENT TOOLS AND TECHNIQUES

The engagement tools and techniques presented here are based on the idea that the Main Street working group, and any other groups (example: committee) that comes out of it, will be an ongoing process and will not have defined end dates. Instead, it is suggested that the work of this group will be ongoing, and will shift from one set of priorities to the next, as a reflection of the need for ongoing focus on the area in order to ensure that it succeeds over time.

Phase 1 – Setting the stage (building connections with stakeholders)

Tools:

- Partnership with Chamber of Commerce
- Outreach to businesses by email

Phase 2 – Initial meetings

Tools (depending on COVID status):

- In-person meetings or
- Virtual meetings
 - Initial meetings to present the Action Plan passed Sept. 27
 - Workshops to start to discuss details regarding each area of focus in the Action Plan
 - Communications: capture discussions through scribing or recording virtual meetings

Phase 3 – Generating and refining ideas

Tools:

- letsconnectcoaldale.ca project page
- Surveys, virtual whiteboards, etc.
- In-person or virtual meetings to discuss and refine ideas

Phase 4 – setting new goals and objectives for the area

Tools:

- In-person or virtual meetings
- Surveys, virtual whiteboards, etc.
- Any other methods desired by the group

COMMUNICATION STRATEGY

Objectives and Key Messages

Objectives	Key Messages
To ensure an open and comfortable forum for Main Street area stakeholders to communicate with Town representatives, each other, and the community.	We promise to keep you proactively informed about the work the group is doing as it develops at each phase.
To increase awareness of the opportunity for engagement and dialogue for area stakeholders.	We will proactively and consistently share information about opportunities to participate in Main Street area dialogue.
To explain how the input will be used to influence the options for consideration that will be presented to Town Council.	We will work with stakeholders to draft outcomes that will be presented to Council for consideration.

TIMELINE

Phase 1 – Setting the Stage – October/November 2021

Phase 2 – Initial meetings – December 2021 – February 2022

Phase 3 – Generating and refining ideas – February 2022 onward

Phase 4 – Setting new goals and objectives – TBD

RISK AND RISK MITIGATION

Risk	Risk Mitigation
That the efforts put forward to form the group do not result in the desired outcome. Put another way, low participation rates.	Ensure the purpose of the group is clear, and use existing relationships to promote the benefits of having the group formed and functioning.
Skepticism about if or how questions, concerns and ideas generated by the group will be used to inform Council decisions.	Demonstrate early on in the process the commitment to communicating in meaningful ways and undertaking every effort to deliver, where feasible, on key asks from the group.

Main Street Action Plan: Public Participation Plan framework (DRAFT)						
Project Phase	Participation Goal	S.M.A.R.T Participation Objective	Communication items	Tools/Techniques*	Desired Outcomes	Event Date(s)
Setting the Stage	<p>INVOLVE</p> <p><i>Involve</i></p> <p><i>To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.</i></p> <p><i>(as per IAP2 spectrum)</i></p>	<p>To work with the Chamber to promote the benefits of joining the working group</p> <ul style="list-style-type: none"> By the end of October 	<ul style="list-style-type: none"> The Town wants to support the continued success of the Main Street area in any way that it can; please join the discussion by participating in the working group 	<ul style="list-style-type: none"> Initial meetings with the Chamber Email invitations to participate in the group Survey (if needed) 	<p>A high rate of participation from Main Street stakeholders, and a commitment to meaningful dialogue that will inform the development of policies, incentives, design guidance, and other future goals and objectives</p>	<p>Meetings with the Chamber later in October</p> <p>Call for working group participation: email and possible survey in November</p>
Initial Meetings	<p>INVOLVE</p> <p><i>Involve</i></p> <p><i>To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.</i></p> <p><i>(as per IAP2 spectrum)</i></p>	<p>To bring those who have agreed to participate together in an open and comfortable setting</p> <ul style="list-style-type: none"> By the end of the year 	<ul style="list-style-type: none"> Let's meet, get to know more about each other, and start to form connection that will help drive Main Street success into the future 	<ul style="list-style-type: none"> In-person meetings OR Virtual meetings 	<p>To start to form connections and to build on existing connections with one another, in order that deeper discussions can occur as specific topics are brought forward for consideration later in the process</p>	<p>November/December 2021</p>
Generating and Refining Ideas	<p>INVOLVE</p> <p><i>To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions</i></p> <p><i>(as per IAP2 spectrum)</i></p>	<p>To start to generate ideas and feedback regarding each area of focus mentioned in the Action Plan, with one of the first goals being to develop a P2 plan for the areas of focus</p> <ul style="list-style-type: none"> By Spring 2022 	<ul style="list-style-type: none"> Work on the details has begun, and we are committed to positive outcomes for each area of focus. 	<ul style="list-style-type: none"> In-person workshops OR Virtual workshops Letsconnectcoaldale.ca and related resources 	<p>To start with, a P2 plan developed by the working group for the areas of focus, and approved by Council, followed by work on the areas of focus resulting in proposed policies, incentives and design guides for Council review and approval</p>	<p>Spring/Summer 2022</p>
Setting New Goals and Objectives	<p>INVOLVE</p> <p><i>To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions</i></p> <p><i>(as per IAP2 spectrum)</i></p>	<p>To continue the work of the group by committing to regular meetings focused on new topics to discuss and address for the Main Street Area</p>	<ul style="list-style-type: none"> TBD 	<ul style="list-style-type: none"> TBD 	<p>TBD</p>	<p>TBD</p>

EVALUATION STRATEGY

What are the indicators of success for the public involvement process?	All participants agree that they have been provided fair and ample opportunity to share their questions, ideas and concerns, and agree that their feedback was collected and considered in the project process.
What will we measure or evaluate about the public involvement process?	Through the use of qualitative questions that are posed in survey format at the end of each participation opportunity, a sense of whether stakeholders feel the process has been successful.
When and how?	As noted above, after each participation opportunity.
What will we do with the results of the evaluation?	The results of the evaluation will be presented to Council in the engagement summary that is prepared.

RESOURCE MANAGEMENT

Staff/Contractors	As noted in the Stakeholders table.
Technical information and materials	Demographic, land use, economic and community data that is available will be used.
Communication	Internal project stakeholders will ensure effective communication by way of Project Management tools i.e. change logs, weekly updates, and scope and schedule management software.
Participant Expenses	None for external stakeholders. All internal stakeholder expenses are included in the project budget.

AGENDA ITEM REPORT



Title: Municipal Accountability Program (MAP) - Response Plan
Report Type: Information Update
Report Author: Kalen Hastings
Meeting: Regular Council Meeting - 12 Oct 2021
Department: Admin
Reviewed by Kalen Hastings, CAO
Supervisor/Peer:

TOPICS:

Administrative:
Reporting

OBJECTIVE:

To follow up with Council on the Municipal Accountability Plan (MAP) document that was provided to Council at the Regular Council Meeting of September 27 by providing the response plan element of this process.

PREVIOUS COUNCIL DIRECTION:

This matter has appeared before council previously

See above.

ANALYSIS:

Please see attached report.

FINANCIAL IMPACT:

None.

STAKEHOLDER ENGAGEMENT:

Municipal Affairs has been provided with a copy of the attached response plan.

DECISION OPTIONS:

That Council receive the response plan for the MAP review for information.

RECOMMENDATION:

THAT Council receive the response plan for the MAP review for information.

STRATEGIC ALIGNMENT WITH COUNCIL STRATEGIC PLAN:



1. Focus on Community Safety



2. Focus on Livability



3. Focus on Economic Health



4. Focus on Good Governance and Corporate Excellence



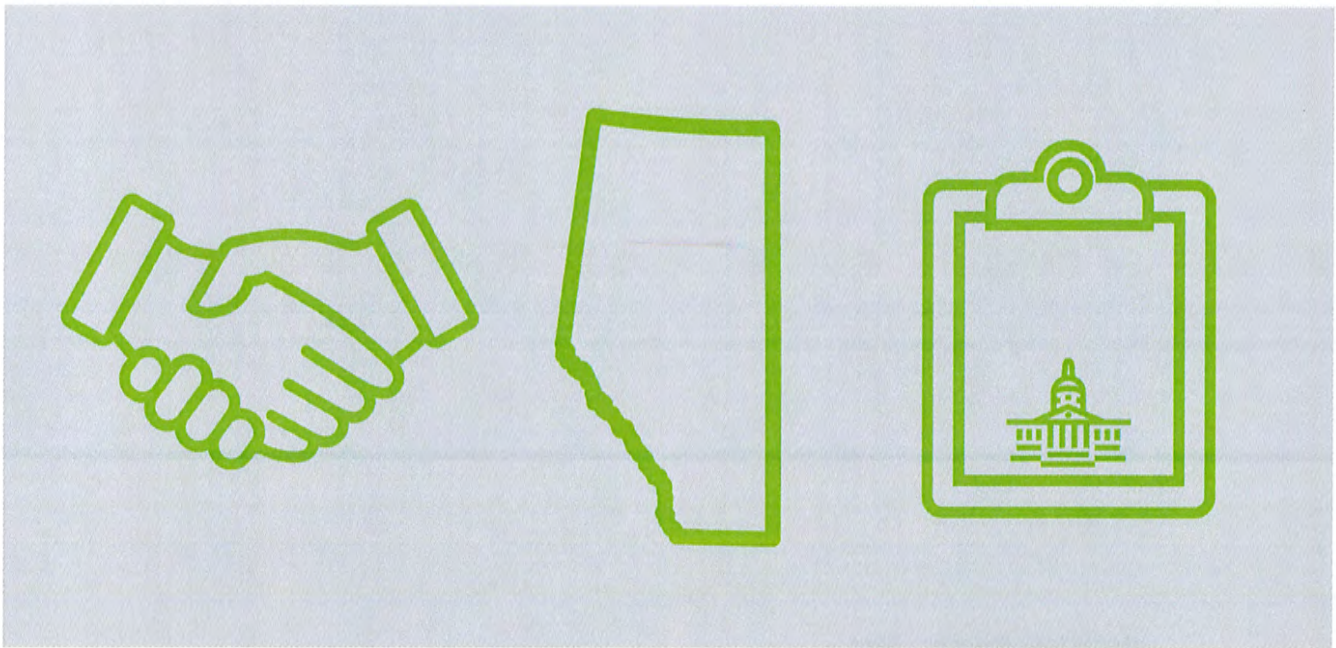
5. Focus on Responsible and Responsive Growth

ATTACHMENTS:

[20211008144427139](https://www.austlii.edu.au/au/other/dfat/special/20211008144427139)

2021

Municipal Accountability Program Report



Town of Coaldale

Municipal Affairs, Government of Alberta

June 21, 2021

Town of Coaldale 2021 Municipal Accountability Program Report

The Municipal Accountability Program is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with requirements of municipal legislation or to identify concerns and develop corrective solutions where needed. The scope of this report is limited to confirming the compliance or lack of compliance with mandatory legislative requirements. The content of the report does not constitute an opinion on the legal effectiveness of any documents or actions of the municipality, which should be determined in consultation with independent legal advice.

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Section 1: Introduction

1.1 Our Commitment

Alberta Municipal Affairs is committed to helping to ensure Albertans live in viable municipalities and communities with fiscally responsible, well-managed, accountable local governments. To achieve this, Municipal Affairs plays an important role in assisting and supporting municipalities in Alberta through various programs to foster capacity building, transparency and accountability, which are essential elements for responsible local government.

The *Municipal Government Act (MGA)*, which provides the legislative framework for local government in Alberta, has numerous mandatory requirements that may at times seem overwhelming and difficult to manage for municipalities. Municipalities are also bound by other statutes and corresponding regulations that fall under the purview of Municipal Affairs. Compliance with these statutes and regulations is essential to good governance, the successful operation of a municipality and the viability, safety and well-being of a community. The Municipal Accountability Program is designed to help municipal officials successfully meet the challenges involved in responding to this wide range of legislative needs.

1.2 The Municipal Accountability Program

With a focus on supporting municipalities in continuing to strengthen municipal accountability and transparency, the purpose of this program is to:

- support municipalities in strengthening their knowledge of mandatory legislative requirements with a primary focus on the *MGA*;
- support municipalities in achieving legislative compliance;
- support municipalities in being well-managed, accountable and transparent; and
- provide a collaborative partnership between Municipal Affairs and municipalities to address legislative discrepancies that may exist.

In December 2020, the Minister of Municipal Affairs received from the electors of the Town of Coaldale, a petition requesting an inspection into the affairs of the municipality. Following a preliminary review into the issues and concerns that led to the petition, the Minister ordered that a Municipal Accountability Program (MAP) review be conducted in the town in 2021.

Working with the chief administrative officer (CAO), support is provided to mitigate any minor legislative gaps that may be identified. Ministry staff work with CAOs to validate compliance,

identify gaps, provide resource information, and develop corrective solutions where needed. The outcome of this program will be strong, well-managed, accountable municipalities and a strong collaborative relationship between the CAOs and the ministry.

The results of the Town of Coaldale review, contained in this report, are offered to support the municipality's efforts in achieving its goals for ongoing legislative compliance with the *MGA* and its associated regulations, as well as other legislation under the responsibility of Alberta Municipal Affairs.

Section 2: Executive Summary

2.1 Methodology

The Municipal Accountability Program consists of a review of council meeting minutes, municipal bylaws, and other municipal documents. A visit and interview with county administration is also included. These components assist in determining areas where the municipality is in compliance with legislative requirements, and to identify any areas that require improvement to achieve compliance with the many requirements the *Municipal Government Act* and other legislation imposes on municipalities.

Adhering to the current COVID-19 social distancing recommendations, Municipal Affairs staff met with town administration on June 21, 2021 by electronic means. This virtual format was used to complete the on-site portion of the Municipal Accountability Program review and to examine compliance with mandatory requirements of the *MGA* and other legislation under the purview of Municipal Affairs.

The Town of Coaldale is commended for their cooperation and assistance throughout the review. As well as the time commitment during the site visit, municipal staff promptly responded to questions and provided documentation as requested. Ministry staff appreciate this additional time and effort and recognize the commitment to the well-being and success of the municipality demonstrated by town administration.

2.2 Legislative Compliance

Overall the review findings are positive. The areas in which the municipality is meeting mandatory legislative requirements include:

- orientation training;
- chief administrator officer evaluation;
- public presence at meetings;
- authority to act;
- quorum;
- council meeting minutes;
- bylaw enforcement officer bylaw;
- borrowing bylaw;
- passing bylaws;
- public participation policy;

- financial matters;
- assessment and taxation matters;
- municipal development plan;
- municipal development plan;
- elections;
- municipal emergency management; and
- libraries.

2.3 Legislative Gaps

Specific areas where the municipality is required to take action to achieve compliance are included below along with the page numbers which detail the legislative requirements and the gaps to be addressed:

- requirement to designate a place for the municipal office ([page 11](#));
- requirement to close meetings in accordance with the *MGA* and *FOIPP* ([page 18](#));
- requirement for all of council to vote unless permitted or required to abstain ([page 24](#));
- requirement for the code of conduct bylaw include all legislative requirements ([page 27](#));
- requirement for the property tax bylaw to be in accordance with the *MGA* ([page 30](#));
- requirement to appoint an assessment review board clerk ([page 31](#));
- requirement for the procedural bylaw to be in accordance with the *MGA* ([page 34](#));
- requirement to consolidate bylaws in accordance with the *MGA* ([page 39](#));
- requirement to designate a financial institution ([page 44](#));
- requirement to report the status of appointed subdivision and development appeal board members on the statistical information return ([page 63](#)); and
- requirement to list and publish policies related to planning decisions ([page 65](#)).

2.4 Next Steps

This report contains a complete summary of the Municipal Accountability Program review including legislative requirements, comments and observations, recommendations for actions, as well as links to resources to assist the municipality.

A response by the municipality is required that includes a plan detailing the actions to be taken to rectify the legislative gaps identified in this report. This response must be submitted to Municipal Affairs within eight weeks of receiving this report. For your municipality's convenience, this report

has been formatted to provide space in each section for responses to the findings on each particular area of non-compliance; however, your municipality is not required to use this report to provide its responses, and may prefer instead to develop a customized document for the responses and implementation plan.

Ministry staff are available to provide support and additional resources to guide the municipality through the development of the plan and to successfully address the legislative gaps identified. The review will formally conclude upon receipt of documentation confirming that all items have been addressed.

Section 3: Municipal Accountability Review Findings

3.1 General

1. Municipal Office

Legislative requirements: *MGA 204*

1. Has council named a place as its municipal office?

Comments/Observations: The municipal office for the Town of Coaldale is located at 1920 17 Street, Coaldale, AB. A resolution naming the location of the municipal office could not be located.

Meets Legislative Requirements: No

Recommendations/Action Items: The town must name the location of the municipal office by resolution as required by section 204 of the *MGA*.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

Motion: 258-2021

THAT Council appoint the property known civically as 1920 - 17th Street in Coaldale, Alberta, as the official municipal office location for the Town of Coaldale.
Carried.

2. Orientation Training

Legislative requirements: MGA 201.1

1. How was orientation training offered to elected officials following the 2017 general election and any subsequent by-elections?

Comments/Observations: All members were offered and attended orientation sessions as documented by municipal records.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Chief Administrative Officer Evaluation

Legislative requirements: MGA 205.1

1. Has council provided the CAO with an annual written performance evaluation?

Comments/Observations: Formal written CAO evaluations are being completed annually by council.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Provision of Information

Legislative requirements: *MGA 153.1*

1. When information regarding the operation or administration of the municipality is requested by a councillor, how does the CAO provide information to all of council as soon as practicable?

Comments/Observations: The CAO is aware of the *MGA* requirements, and typically provides information to all members of council by email.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Signing of Municipal Documents

Legislative requirements: MGA 213

1. Are the minutes of council meetings signed by:
 - the person presiding at the meeting; and
 - a designated officer?
2. Are the bylaws of a municipality signed by:
 - the chief elected official; and
 - a designated officer?
3. Are agreements, cheques, and other negotiable instruments signed by:
 - the chief elected official or another person authorized by council, and by a designated officer; or
 - by a designated officer acting alone if so authorized by council?

Comments/Observations: As the visit was conducted electronically due to the COVID-19 pandemic, the town's minutes and bylaw binders were not reviewed; however, the minutes and bylaws provided and accessed online were signed by both the mayor and CAO. Cheques, and negotiable instruments are all signed by the CAO and a member of council. The documents reviewed were signed in accordance with the requirements of section 213 of the MGA and council resolution 297.19 (October 7, 2019 council meeting).

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

6. Repair of Roads, Public Places, and Public Works (for discussion only)

Legislative requirements: MGA 532

Each municipality must ensure that every road or other public place that is subject to the direction, control and management of the municipality, including all public works in, on or above the roads or public place put there by the municipality or by any other person with the permission of the municipality, are kept in a reasonable state of repair by the municipality, having regard to:

- the character of the road, public place or public work; and
- the area of the municipality in which it is located.

1. Is the municipality aware of this section?
2. What does the municipality do to support this requirement?
3. Is the above supported through the annual budget?
4. Is the municipality aware of the level of risk and liability if the municipality fails to perform its duty outlined in section 532?

Comments/Observations: The municipality is encouraged to review all policies and practices in place. In the event the policies and practices established set specific service levels, it may be appropriate to review the service levels and seek the necessary advice to ensure that the service levels are appropriate, and are being followed.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3.2 Meetings

1. Public Presence at Meetings

Legislative requirements: *MGA 197(1)*, [Meeting Procedures \(COVID-19 Suppression\) Regulation 50/2020](#)

1. Are council and council committee meetings held in public?

Comments/Observations: Meetings of council, including regular council meetings and special meetings, are advertised to the public and open for members of the public to attend. The town had adopted a practice of live streaming council meetings prior to the public health emergency. During the public health emergency, the town utilized provisions of the Meeting Procedures (COVID-19 Suppression) Regulation, and at times conducted meetings through electronic means with a website link for members of the public and council to attend.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Closed Meetings

Legislative requirements: MGA 197

1. Before closing all or a part of a meeting to the public:
 - Is a resolution passed to indicate what part of the meeting is to be closed?
 - Does the resolution identify what exception to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPP)* applies to the part of the meeting that is to be closed?
 - Are members of the public notified once the closed portion of the meeting is concluded?

Comments/Observations: The minutes for May 10, 2021 show that council went into a closed session. The minutes do not record the exception to disclosure applicable under *FOIPP*; nor is the exception to disclosure cited as part of the resolution to enter into a closed session as required by section 197(4)(b) of the *MGA*.

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, the resolution to enter a closed session must contain the exception to disclosure applicable to the portion of the meeting to be closed under the *FOIPP Act* in accordance with section 197(4)(b) of the *MGA*.

Resources: Municipal Affairs has developed an online resource for municipalities regarding closed meetings: [Closed Meetings of Council \(Municipal Affairs\)](#).

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

As of July 12, 2021 Council has committed to including the following details into their motion to go into closed session: THAT Council move to go into CLOSED SESSION at _____(insert time) in accordance with Section 197(4) of the Municipal Government Act to discuss matters exempt from disclosure for Agenda Items _____(insert items), subject to FOIPP Sections _____(insert sections to reflect the nature of the closed session items).

3. Organizational Meeting

Legislative requirements: MGA 150, 152, 159(1), 192

1. Is an Organizational Meeting held annually?
2. Is a chief elected official (CEO) appointed (not a requirement if the CEO is elected at large or it is included in the procedural bylaw)?
3. Is a Deputy CEO appointed?

Comments/Observations: Council held their last organizational meeting on October 26, 2020, within two weeks of the third Monday in October, which is in accordance with section 192 of the MGA. Council appoints the deputy chief elected official from among councillors.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Special Meetings

Legislative requirements: MGA 194

1. Has a special council meeting been held?
2. Was the proper notification provided to the public?
3. If less than 24 hours was provided as notification, was the appropriate documentation signed by two-thirds of council?
4. Was there a need to change the agenda for the special meeting?
5. If the agenda was modified, was all of council present at the meeting to approve the change?

Comments/Observations: The last special council meeting occurred on April 3, 2021. The meeting was held with less than 24 hours' notice. Two-thirds of council agreed to the special meeting in writing, prior to the commencement of the meeting. The agenda for the special meeting was not changed.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Regular Meeting Change Notice

Legislative requirements: MGA 193

1. Has the date, time or place of a regularly scheduled meeting been changed?
2. Was at least 24 hours' notice of the change provided to any councillors not present at the meeting at which the change was made, and to the public?

Comments/Observations: No changes to regularly scheduled meetings of council have occurred.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.3 Meeting Procedures

1. Authority to Act

Legislative requirements: MGA 180-181

1. Are resolutions or bylaws passed in an open public meeting?

Comments/Observations: A review of past meeting minutes indicate that resolutions were made for all actions requested of administration and council acted only by resolution or bylaw.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Quorum

Legislative requirements: *MGA 167* and [Meeting Procedures \(COVID-19 Suppression\)](#)
[Regulation 50/2020](#)

1. Is a majority of council present at the meeting to exercise their authority to act under sections 180 and 181?

Comments/Observations: The Town of Coaldale council consists of seven elected officials. The minutes that were reviewed met the quorum requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Voting

Legislative requirements: *MGA 182-185*

1. Does each councillor participate in voting (unless an abstention is required or permitted and is noted)?
2. Is an abstention from voting recorded in the minutes?
3. Is the request for a recorded vote made prior to the vote being taken?

Comments/Observations: The CAO indicated that each member of council votes on all matters put to a vote of council. The minutes of March 22, 2021 document a councillor abstaining from a vote to approve the minutes from a previous meeting. The abstention was declared due to an absence from the meeting in which the minutes had been recorded for. This is in contravention of section 183 of the *MGA*.

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, councillors must vote on all matters put to a vote before council unless, the councillor(s) was absent from all or part of a public hearing or the councillor declares a pecuniary interest.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

The Mayor has added to the Council Meeting procedure to ensure that each Member of Council votes on all matters put forward before Council unless, the Councillor was absent from all or part of a public hearing or the Councillor declares a conflict of pecuniary interest.

4. Pecuniary Interest

Legislative requirements: MGA 172

1. When a pecuniary interest is declared:
 - is the general nature of the pecuniary interest disclosed?
 - has the councillor abstained from voting on any question relating to the matter?
 - has the councillor abstained from any discussion on the matter if applicable? and
 - has the councillor left the room if applicable?

Comments/Observations: The minutes reviewed indicate that members of council declare a pecuniary interest and leave the council chambers, the minutes include a disclosure of the general nature of the pecuniary interest as required by section 172(5) of the MGA (e.g., June 14, 2021 regular council meeting minutes).

A resource is provided below to assist councillors with the legislative procedure and criteria in the event a pecuniary interest arises again in the future.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs has prepared a document that describes pecuniary interest, exceptions and the procedures for disclosure: [Pecuniary Interest](#).

5. Council Meeting Minutes

Legislative requirements: *MGA 172, 184, 185, 197, 208, 230*

1. Are the minutes recorded in the English language?
2. Do the minutes include the names of the councillors present at the council meeting?
3. Are the minutes given to council for adoption at a subsequent council meeting?
4. Are recorded votes documented?
5. Are abstentions from public hearings recorded?
6. Are the minutes recorded in accordance with section 230 of the *MGA* when a public hearing is held?
7. Are the minutes kept safe?

Comments/Observations: Minutes of council were recorded in English. Names of councillors present were recorded and minutes of the previous meeting were reviewed and approved by a resolution of council. Minutes of public hearings (e.g., council meeting held on April 12, 2021) are in accordance with section 230 of the *MGA*. The minutes are kept in a safe location at the town office.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.4 Mandatory Bylaws

1. Code of Conduct

Legislative requirements: *MGA 146.1*, [Code of Conduct for Elected Officials Regulation 200/2017](#)

1. Has a code of conduct governing the conduct of councillors been established by bylaw?
2. Does the bylaw apply to all councillors equally?
3. Are there sanctions for breaching the code of conduct?
4. Does the bylaw include the following topics:
 - representing the municipality;
 - communicating on behalf of the municipality;
 - respecting the decision-making process;
 - adherence to policies, procedures and bylaws;
 - respectful interactions with councillors, staff, the public and others;
 - confidential information;
 - conflicts of interest;
 - improper use of influence;
 - use of municipal assets and services; and
 - orientation and other training attendance?
5. Has a complaint system been established within the bylaw?
6. Does the complaint system address:
 - who may make a complaint alleging a breach of the code of conduct;
 - the method by which a complaint may be made;
 - the process to be used to determine the validity of a complaint; and
 - the process to be used to determine how sanctions are imposed if a complaint is determined to be valid?
7. Has the code of conduct been reviewed in the last four years? (Not applicable until 2022)

Comments/Observations: The town council passed a code of conduct bylaw on June 26, 2017 (bylaw 724-GE-06-17). The bylaw applies to all members of council equally and there are sanctions in place for violations of the code of conduct bylaw. A complaint system has been established within the bylaw, which addresses who may make a complaint, how a complaint is made, the process to determine the validity of the complaint and the process to determine how sanctions are imposed.

The bylaw does not include the following items:

- adherence to policies, procedures and bylaws; and
- orientation and other training attendance.

Meets Legislative Requirements: No

Recommendations/Action Items: Bylaw 724-GE-06-17 must be amended or replaced to address the following topics required by legislation;

- adherence to policies, procedures and bylaws; and
- orientation and other training attendance.

Resources: The [Councillor Code of Conduct: A Guide for Municipalities](#) is a tool developed by the Alberta Urban Municipalities Association (AUMA), in partnership with the Rural Municipalities of Alberta (RMA) and Alberta Municipal Affairs, to help municipalities develop their local codes of conduct.

The resource is divided into two parts:

1. The first part is an explanation of codes of conduct and what the legislative amendments require.
2. The second part is a template that municipalities can use and adapt to their local context: [Access the Word version of the bylaw template.](#)

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

The Town of Coaldale has a Code of Conduct Bylaw. Two areas within the existing bylaw will be amended to ensure it complies with the MGA:
 Point #1: "Members will adhere to municipal policies, procedures and bylaws"
 Point #2: "Members will attend Council orientation and other prescribed training sessions"

2. Establishment of the Chief Administrative Officer Position

Legislative requirements: MGA 205

1. Is there a bylaw establishing the position of CAO?
2. Is there a council resolution that appoints the current CAO?

Comments/Observations: Council passed bylaw 738-GE—01-18 on January 22, 2018 establishing the position of chief administrative officer for the Town of Coaldale. Council resolution 061-15 was passed at the February 9, 2015 council meeting appointing the current CAO.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Property Tax Bylaw

Legislative requirements: [MGA 353-359](#), [Matters Relating to Assessment Sub-classes Regulation 202/2017](#)

1. Is a property tax bylaw passed annually?
2. Are the rates in accordance with the:
 - assessment class (section 297);
 - Matters Relating to Assessment Sub-classes Regulation; and
 - municipal assessment sub-class bylaw (if required)?
3. Does the tax rate bylaw maintain a maximum 5:1 tax ratio between residential and non-residential assessment classes?
4. Are the requisitions accounted for (Alberta School Foundation Fund, Seniors, Designated Industrial Property)?
5. Are the calculations correct?
6. Is there a minimum tax applied as per section 357?

Comments/Observations: The Town of Coaldale passes a tax bylaw annually. The 2021 tax bylaw (bylaw 813-C-04-21) was passed by council on May 25, 2021.

The bylaw includes a requisition for the "Family and Community Supports Services". At this time, there is no legislative authority for that organization to requisition the municipality; therefore, this requisition should be rolled into the general municipal levy.

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, the property tax bylaw for the town must only include legislatively permitted requisitions.

Resources: Municipal Affairs Financial Advisors are available to provide financial support by calling toll-free 310-0000 and then 780-427-2225. In addition, Municipal Affairs has created an example tax bylaw to assist municipalities when developing their annual property tax bylaw: [Example Property Tax Bylaw](#).

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

The requisition for "Family and Community Support Services" (FCSS) should be rolled into the general municipal levy. The next update to the Property Tax bylaw will be done in May 2022 and will ensure this step is undertaken.

4. Assessment Review Boards

Legislative requirements: [MGA 454-456](#), [Matters Relating to Assessment Complaints Regulation 201/2017](#)

1. Has a local assessment review board been established?
 - Are at least three members appointed to this board?
 - Is the term of the office of each member appointed established?
 - Has council prescribed the remuneration and expenses, if any, payable to each member?
 - Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any, and expenses?
 - Have the appointed members received the mandatory training?
2. Is a composite assessment review board established?
 - Are at least two members appointed to this board?
 - Is the term of the appointment established?
 - Has council prescribed the remuneration and expenses, if any, payable to each member?
 - Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any and expenses?
 - Have the appointed members received the mandatory training?
3. Has a person been appointed as the clerk and received the mandatory training?
4. Has the municipality jointly established the local assessment review board, composite assessment review board, or both, with one or more other municipalities?
 - Have the member councils jointly designated one of the board members as chair?
 - Have the member councils jointly prescribed the chair's term of office and the remuneration and expenses, if any, payable to the chair?
 - Have the member councils jointly appointed the clerk of the assessment review boards?

Comments/Observations: Bylaw 655-AP-05-11 was passed on May 24, 2011 and recently amended by bylaw 818-AP-06-21. The bylaw establishes a regional local assessment review board and a regional composite assessment review board for the town.

Members and a chair have been appointed to the board, and all have received the mandatory training.

A resolution appointing a clerk of the boards was not available.

Meets Legislative Requirements: No

Recommendations/Action Items: Council must appoint a clerk, and the clerk must receive the mandatory training.

Resources: Municipal Affairs has developed a website to assist municipalities with respect to [Assessment Review Boards](#). In addition, Municipal Affairs Assessment Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

<p>An amending Bylaw was approved by Council, which changed the terminology contained within the bylaw from "designated officer" to "clerk."</p> <p>Council appointed the Oldman River Regional Services Commission (ORRSC) as the body that will serve as the designated "clerk."</p>
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5. Bylaw Enforcement Officers

Legislative requirements: MGA 555-556

1. Has the municipality passed a bylaw enforcement officer bylaw?
2. Are the powers and duties established within the bylaw for the bylaw enforcement officer?
3. Does the bylaw include:
 - disciplinary procedures;
 - penalties; and
 - an appeal process?
4. Have all individuals who perform bylaw enforcement within the municipality taken the official oath?

Comments/Observations: Council passed bylaw 788-AP-09-20 on September 14, 2020 establishing the powers and duties of bylaw enforcement officers, and establishing disciplinary procedures, including penalties and an appeal process for allegations of abuse of authority. The bylaw enforcement officer has taken the official oath.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.5 Discretionary Bylaws

1. Procedural Bylaw

Legislative requirements: MGA 145

1. Does the municipality have a procedural bylaw?

Comments/Observations: Bylaw 802-GE-02-21 was passed on February 8, 2021 and establishes meeting procedures for council and council committee meetings for the town.

Section 8 of the bylaw states that council may cancel a meeting with or without 24 hours' notice with written consent from a majority of councillors. This section is in contravention of sections 180 and 181 of the *MGA*, which requires council to act only by bylaw or resolution at an open public meeting with quorum present.

Section 13 of the bylaw provides that a councillor may be removed from a meeting or from future meetings. The position of Municipal Affairs is that this contravenes section 153(c) of the *MGA*, in that all councillors must participate in council and council committee meetings.

Section 28.5 of the bylaw provides that all resolutions of council will be documented as a recorded vote within the council meeting minutes. This is in contravention of section 185 of the *MGA*, which establishes a specific process for a recorded vote.

Section 32 of the bylaw provides for committees of the town and while the bylaw is not clear on the establishment of committees, council is able to simply appoint to committees as needed. This is contrary to section 145(a) of the *MGA*, which requires that if council chooses to establish committees, they must be established by bylaw.

Meets Legislative Requirements: No

Recommendations/Action Items: Council must amend or replace bylaw 802-GE-02-21 to address and ensure compliance with the *MGA* with respect to the cancellation of meetings, councillor participation, recorded votes, and committee establishment.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

Legal counsel has been directed to review the current Council Procedural Bylaw so it can be properly amended to address and ensure compliance with the MGA with respect to: the cancellation of meetings, councillor participation, recorded votes, and committee establishment. This exercise will take place in the first 8 weeks of next Council term to see if the new Council wishes to make any additional changes to said bylaw.

2. Borrowing Bylaw(s)

Legislative requirements: *MGA 251-259*, [Debt Limit Regulation 255/2000](#)

1. Does the municipality have any debt?
2. Has the borrowing been authorized by a borrowing bylaw?
3. Does the borrowing bylaw set out:
 - the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
 - the maximum rate of interest, the term and the terms of repayment of the borrowing; and
 - the source or sources of money to be used to pay the principal and interest owing under the borrowing?
4. Was the borrowing bylaw advertised (if required)?

Comments/Observations: Bylaw 792-B-11-20 was passed November 23, 2020 and authorizes a long-term borrowing to refinance debt. The bylaw establishes the term and terms of repayment, the amount to be borrowed, and the purpose of the borrowing. The bylaw also specifies the maximum rate of interest to be paid, and the source of funding to be used to pay the borrowing. As the borrowing was made for the purpose of refinancing, section 261 of the *MGA* does not require the bylaw to be advertised.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Public Notification and Advertising Bylaw

Legislative requirements: *MGA 606.1*

1. Does the municipality have public notification and advertising bylaw?

Comments/Observations: Bylaw 814-R-05-21 was passed on June 14, 2021 to establish alternative methods of notifying and advertising to members of the public. The bylaw received a public hearing in accordance with section 230 and met the general requirements of the *MGA*.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.6 *Bylaw Procedures*

1. Passing Bylaws

Legislative requirements: MGA 187-189

1. Are bylaws given three distinct and separate readings?
2. If all readings are conducted at one council meeting, is there a resolution passed that gives unanimous consent to consider third reading?

Comments/Observations: A review of a selection of past council minutes indicates the proper process of three readings of bylaws, including that a resolution was passed unanimously giving consent before proceeding to third reading (e.g., resolutions 38-2021 to 41-2021 that were passed on February 8, 2021).

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Bylaw Revisions and Amendments

Legislative requirements: *MGA 63-69, 191, and 692*

1. Are revision bylaws limited to:
 - consolidation of two or more bylaws;
 - altering citation; and
 - changes that do not materially affect a bylaw (clerical, technical, grammatical, or typographical)?
2. Does the title of the bylaw indicate that it is a revision bylaw?
3. Has the CAO certified in writing the revision prior to the bylaw being given first reading?
4. How are schedules to bylaws amended (e.g., fees charges or rate schedules)?
5. Have there been amendments to a bylaw that initially required advertising?
6. Was the amending bylaw advertised?
7. Are bylaws amended or repealed in the same way as the original bylaw was enacted?

Comments/Observations: The town does not use revision bylaws, but instead changes non-statutory bylaws by repealing and replacing.

The town's land use bylaw (bylaw 677-P-04-13) has been amended and in each instance, the amendment was advertised and received a public hearing prior to being passed. The bylaw has been consolidated up to and including April 2021 amendments. A designated officer may only make a consolidation of bylaws when council has delegated the authority by bylaw in accordance with section 69(1) of the *MGA*.

Meets Legislative Requirements: No

Recommendations/Action Items: A bylaw that authorizes the CAO or a designated officer to consolidate one or more bylaws in accordance with section 69(1) of the *MGA* is required.

Resources: Municipal Affairs has created a handbook that includes the procedures to pass, amend and revise bylaws: [Basic Principles of Bylaws](#).

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

The Council Procedural Bylaw will be amended to include:

1. Clerical, typographical and grammatical errors in bylaws may be corrected by the Dept. of Legislative Services.
2. Dept. of Legislative Services may consolidate a bylaw by incorporating all amendments to it into one bylaw.

3.7 Mandatory Policies

1. Public Participation Policy

Legislative requirements: *MGA 216.1*, [Public Participation Policy Regulation 193/2017](#)

1. Has a public participation policy been passed?
2. Does the policy identify:
 - types or categories of approaches the municipality will use to engage the public; and
 - types and categories of circumstances in which the municipality will engage with the public?
3. Is the public participation policy available for public inspection?
4. Has the public participation policy been reviewed by council in the last four years? (Not applicable until summer of 2022.)

Comments/Observations: The town passed their public participation policy C-017-0618 on June 25, 2018. The policy establishes the circumstances when the municipality will engage the public and methods the town will use to engage the public. The policy is available for inspection on the municipal website.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.8 Finance

1. Operating Budget

Legislative requirements: *MGA 242, 243, 244, 248, 248.1*

1. Has an operating budget been adopted for each calendar year?
2. Does the operating budget include the estimated amount of each of the following expenditures and transfers:
 - the amount needed to provide for the council's policies and programs;
 - the amount needed to pay the debt obligations in respect of borrowings made to acquire, construct, remove or improve capital property;
 - the amount of expenditures and transfers needed to meet the municipality's obligations as a member of a growth management board, or its obligations for services funded under an intermunicipal collaboration framework (not applicable until April 1, 2020);
 - the amount needed to meet the requisitions or other amounts that the municipality is required to pay under an enactment;
 - if necessary, the amount needed to provide for a depreciation or depletion allowance, or both, for its municipal public utilities as defined in section 28;
 - the amount to be transferred to reserves;
 - the amount to be transferred to the capital budget; and
 - the amount needed to recover any shortfall as required under section 244?
3. Does the operating budget include estimated amounts of each source of revenue (taxes, grants, service fees)?
4. Are the estimated revenues and transfers sufficient to pay the estimated expenditures?
5. Does the budget align with the property tax rate bylaw?
6. Has council established procedures to authorize and verify expenditures that are not included in a budget?

Comments/Observations: On December 14, 2020, council adopted the operating budget for 2021 - 2023 by resolution 430-2020. The operating budget contains the estimated amounts for revenues, expenses, and transfers in accordance with the above identified legislative requirements. The estimated revenues are sufficient to pay the estimated expenses.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Capital Budget

Legislative requirements: MGA 245, 246, 248.1

1. Has a capital budget for each calendar year been adopted?
2. Does the capital budget include the estimated amount for the following:
 - the amount needed to acquire, construct, remove or improve capital property;
 - the anticipated sources and amounts of money to pay the costs to acquire, construct, remove or improve capital property; and
 - the amount to be transferred from the operating budget?

Comments/Observations: The 2021 capital budget was adopted at the December 14, 2021 council meeting by resolution 430-2020. The capital budget includes the estimated amounts to be spent on capital purchases, the amount and sources of funds needed for capital spending, and the amounts required from the operating budget in accordance with legislation.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Financial Records and Receipts

Legislative requirements: *MGA 268.1*

1. Are accurate records and accounts kept of the municipality's financial affairs?
2. Are actual revenues and expenditures of the municipality, compared with the estimates, reported to council as often as council directs?
3. Are revenues of the municipality collected and controlled, and receipts issued in the manner directed by council?

Comments/Observations: The town uses Serenic and Questica Software to maintain their financial records. Financial records reviewed met the requirements set out in section 268.1 of the *MGA*. Council is provided with quarterly variance reports.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Municipal Accounts

Legislative requirements: MGA 270

1. Is all money belonging to or held by the municipality deposited into a financial institution designated by council?

Comments/Observations: A resolution designating the Bank of Montreal as the financial institution for the town was not available. Banking records reviewed confirm that BMO holds municipal financial assets for the town.

Meets Legislative Requirements: No

Recommendations/Action Items: The town must designate by resolution of council, the financial institution(s) holding money belonging to the municipality.

Resources: Municipal Affairs Financial Advisors are available to provide general financial support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

At the Regular Council Meeting of June 28, 2021, it was moved (Motion 255-2021):
THAT Council approve BMO Bank of Montreal as the Town's financial institution.

5. Fidelity Bond

Legislative requirements: *MGA 212.1*

1. Does the municipality annually obtain a fidelity bond or equivalent insurance?
2. Does the bond or insurance cover:
 - the CAO of the municipality;
 - the designated officers of the municipality; and
 - other employees of the municipality?

Comments/Observations: The town has insurance through AMSC Insurance Services Ltd. Based on information provided, insurance was in place.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

6. Auditor, Audited Financial Statements, Auditor Report

Legislative requirements: *MGA 276, 280, 281*, [Debt Limit Regulation 255/2000](#)

1. Has one or more auditors for the municipality been appointed?
2. Are annual financial statements of the municipality prepared for the immediately preceding year?
3. Do the financial statements include:
 - the municipality's debt limit; and
 - the amount of the municipality's debt as defined in the regulations under section 271?
4. Are the financial statements, or a summary of them, and the auditor's report on the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared?
5. Has council received the auditor's report on the annual financial statements and financial information return of the municipality?

Comments/Observations: The auditor was appointed by resolution 264.18 which was passed at the July 24, 2018 council meeting. The auditor presented the audited financial statements at the April 26, 2021 council meeting and the 2020 financial statements were approved by resolution 139-2021. The financial statements are available to the public on the municipal website.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

7. Salary and Benefits

Legislative requirements: *MGA 217*, [Supplementary Accounting Principles and Standards Regulation 313/2000](#)

1. Has information been provided on the salaries of councillors, the chief administrative officer and all designated officers of the municipality, including the assessor?

Comments/Observations: Information regarding the salaries and benefits of members of council, the chief administrative officer, and designated officers are contained within the annual audited financial statements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

8. Management Letter

Legislative requirements: MGA 281(3)

1. Has council received a separate auditor's report on any improper or unauthorized transaction or non-compliance with this or another enactment or a bylaw that is noted during the course of an audit?

Comments/Observations: The town received confidential recommendations from the auditor.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

9. Three-Year Operating and Five-Year Capital Plans

Legislative requirements: *MGA 283.1*, [Municipal Corporate Planning Regulation 192/2017](#)

1. Has the municipality prepared a written plan respecting its anticipated financial operations over a period of at least the next three financial years and does it include the following;
 - a. major categories of expenditures and revenues;
 - b. annual surplus/deficit;
 - c. accumulated surplus/deficit?
2. Has the municipality prepared a written plan respecting its anticipated capital property additions over a period of at least the next five financial years and does it include;
 - a. anticipated expenditures; and
 - b. anticipated sources of revenue?
3. Does the three-year operating plan or the five-year capital plan include the current financial year in which the financial plan or capital plan is prepared?
4. Has council reviewed and updated its financial plan and capital plan annually?

Comments/Observations: The municipality has prepared both a three-year operating and five-year capital plan.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.9 Assessment and Taxation

1. Assessment Roll

Legislative requirements: MGA 210, 284.2(1), 307

1. Has the assessor been established as a designated officer by bylaw?
2. Has a person who has the qualifications as set out in the Municipal Assessor Regulation 347/2009 been appointed to the position of designated officer to carry out the functions of a municipal assessor?
3. Is the assessment roll available for inspection?
4. Is there a fee for this?
5. Does the municipality have a bylaw to establish this fee?

Comments/Observations: Council appointed a qualified assessor by resolution 204.07 which was passed at the May 28, 2007 council meeting. In addition, bylaw 738-GE-01-18 establishes the municipal assessor as a designated officer of the town. The assessment roll is made available upon request and there is no fee established.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Tax Roll

Legislative requirements: MGA 327, 329

1. Has an annual tax roll been prepared for the municipality?
2. Does the tax roll include the following:
 - a description sufficient to identify the location of the property or business;
 - name and mailing address of the taxpayer;
 - the assessment;
 - the name, tax rate, and amount of each tax imposed in respect of the property or business;
 - the total amount of all taxes imposed in respect of the property or business;
 - the amount of tax arrears; and
 - if the property is subject to an agreement between the taxpayer and the municipality (section 347 or 364)?

Comments/Observations: An annual tax roll has been completed and contains the required legislated content. As the visit was done electronically due to the COVID-19 pandemic, the town's tax software was not reviewed.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Assessment and Tax Notice

Legislative requirements: *MGA 308, 333*

1. Does the municipality provide for a combined property assessment and tax notice?
2. Are assessment notices prepared annually for all assessed property, other than designated industrial property, shown on the assessment roll?
3. Are assessment notices sent to assessed persons?
4. Are tax notices prepared annually for all taxable property and businesses shown on the tax roll of the municipality?
5. Are the tax notices sent to the taxpayers?

Comments/Observations: Combined assessment and tax notices are prepared annually and sent to taxpayers in accordance with *MGA* requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Content of Assessment Notices

Legislative requirements: MGA 303, 308.1, 309

1. Has the assessor set a notice of assessment date, which must be no earlier than January 1 and no later than July 1?
2. Has the assessor set additional notice of assessment dates for amended and supplementary assessment notices? Are those notice of assessment dates later than the date that tax notices are required to be sent under Part 10?
3. Does the municipal assessment notice show the following:
 - the same information that is required to be shown on the assessment roll;
 - the notice of assessment date;
 - a statement that the assessed person may file a complaint not later than the complaint deadline; and
 - information respecting filing a complaint in accordance with the regulations?

Comments/Observations: The assessor set a notice of assessment date of June 9, 2020 and the combined assessment and tax notice contains the required assessment information, the notice of assessment date, a statement that an assessed person may file a complaint and information on how to file an assessment complaint in accordance with legislation.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Content of Tax Notices

Legislative requirements: MGA 334

1. Does the municipal property tax notice show the following:
 - the same information that is required to be shown on the tax roll;
 - the date the tax notice is sent to the taxpayer;
 - the amount of the requisitions, any one or more of which may be shown separately or as part of a combined total;
 - except when the tax is a property tax, the date by which a complaint must be made, which date must not be less than 30 days after the tax notice is sent to the taxpayer;
 - the name and address of the designated officer with whom a complaint must be filed;
 - the dates on which penalties may be imposed if the taxes are not paid; and
 - information on how to request a receipt for taxes paid?

Comments/Observations: The combined assessment and tax notice includes the required information from the tax roll, the date the notice is sent to the taxpayer, the amount of the requisitions, the date on which penalties may be imposed and information on how to request a receipt for taxes paid in accordance with legislative requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

6. Notice and Certification

Legislative requirements: MGA 311, 335, 336

1. Has the municipality published in one issue of a newspaper having general circulation in the municipality, or in any other manner considered appropriate by the municipality, a notice that the assessment notices have been sent?
2. Has a designated officer certified the date the tax notices were sent?
3. Have the tax notices been sent before the end of the year in which the taxes were imposed?

Comments/Observations: Certification and notification was provided to taxpayers that the combined assessment and tax notices for 2021 were mailed on May 31, 2021.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

7. Tax Arrears List

Legislative requirements: MGA 412, 436.03

1. Has a tax arrears list been prepared showing the parcels of land in the municipality in respect of which there are tax arrears?
2. Has the list been sent to the Registrar and to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*?
3. Has the list been posted in a place that is accessible to the public during regular business hours?
4. Were persons notified who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar?

Comments/Observations: The town prepared the tax arrears list, and submitted the list to the Registrar on March 31, 2021, which was before the required March 31 deadline. The list has been publicly posted in the entry way of the municipal office and the proper notifications to persons liable to pay were made.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

8. Tax Sale

Legislative requirements: MGA 418, 436.08

1. Have those properties appearing on the tax arrears list been offered for sale within the time frame provided?

Comments/Observations: Tax arrears balances have been brought up to date; therefore, the town has not been required to conduct a tax sale recently. In the event the town encounters a tax sale, a resource is provided below.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs has developed a resource for assisting municipalities in [A Guide to Tax Recovery in Alberta](#).

3.10 Planning

1. Municipal Development Plan (MDP)

Legislative requirements: MGA 230, 606, 632, 641, 692

1. Is there a Municipal Development Plan (MDP) adopted by bylaw?
 - If the municipality is less than 3,500 in population and did not have an MDP before April 1, 2018, is the municipality preparing to complete and adopt the MDP by bylaw by April 1, 2021?
 - If the population of the municipality is less than 3,500, does the Land Use Bylaw for the municipality contain 'Direct Control' districting as per section 641(1)?
2. Does the MDP address/include:
 - future land use;
 - future development;
 - coordination of land use, growth patterns and infrastructure with adjacent municipalities (if there is no intermunicipal development plan);
 - transportation systems within the municipality and in relation to adjacent municipalities; and
 - provision of municipal services and facilities?

Comments/Observations: Council passed bylaw 786-P09-20 on October 13, 2020 adopting a new municipal development plan (MDP) for the Town of Coaldale. The content of the MDP includes the topics listed above. There have been no amendments to the MDP.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Land Use Bylaw (LUB)

Legislative requirements: *MGA 230, 606, 639, 640, 642 (1), 692 (4)*, [Subdivision and Development Regulation 43/2002](#)

1. Is there a land use bylaw?
2. Does the land use bylaw:
 - divide the municipality into districts (zones);
 - establish a method of making decisions on development permit applications, including provisions for:
 - the types of development permits that may be issued;
 - processing an application for, or issuing, canceling, suspending or refusing to issue development permits;
 - the conditions (contained in the land use bylaw) that development permits may be subject to;
 - how long development permits remain in effect (if applicable);
 - the discretion the development authority may exercise with respect to development permits;
 - provide for how and to whom notice of the issuance of development permits is to be given;
 - establish the number of dwelling units permitted on a parcel of land; and
 - identify permitted and discretionary uses?
3. When an application to amend or change the land use bylaw is submitted, did the notice of the amendment include:
 - the municipal address/legal address of the parcel of land;
 - a map showing the location of the parcel of land;
 - written notice to the assessed owner of that parcel of land; and
 - written notice to the assessed owner of the adjacent parcel of land;
 - the purpose of the bylaw amendment or change and public hearing;
 - the address where the proposed bylaw, and any documents can be inspected; and
 - the date, time and place of the public hearing?

Comments/Observations: Bylaw 677-P-04-13 was passed on July 8, 2013 to establish a land use bylaw for the Town of Coaldale. The bylaw divides the municipality into zones, and establishes a method for making development permit application decisions, including the topics listed above. The bylaw identifies permitted and discretionary uses, establishes the number of dwelling units allowed on a parcel, and provides for the issuance of development permit notices.

As noted in section 3.6.2 – Bylaw revisions and amendments, the land use bylaw consolidation has not been conducted in accordance with section 69 of the *MGA*.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Subdivision Authority

Legislative requirements: *MGA 623, 625-626*

1. Has the municipality bylaw provided for a subdivision authority?
2. Does the structure of the subdivision authority comply with section 623(2) of the *MGA* which specifies that it may include one or more of the following:
 - any or all members of council;
 - a designated officer;
 - a municipal planning commission;
 - any other person or organization?

Comments/Observations: Bylaw 683-AP-09-13 was passed on September 23, 2013 and establishes the subdivision authority as a municipal planning commission.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Development Authority

Legislative requirements: *MGA 624, 625 - 626*

1. Has the municipality by bylaw provided for a development authority?
2. Does the structure of the development authority comply with section 624(2) of the *MGA* which specifies that it may include one or more of the following:
 - a designated officer;
 - a municipal planning commission;
 - any other person or organization?

Comments/Observations: Bylaw 681-AP-07-13 was passed on July 8, 2013 and establishes the development authority as a designated officer and a municipal planning commission.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Subdivision and Development Appeal Board (SDAB)

Legislative requirements: [MGA 627, 628](#), [Subdivision and Development Regulation 43/2002](#), [Subdivision and Development Appeal Board Regulation 195/2017](#)

1. Is a subdivision and development appeal board bylaw or intermunicipal agreement established by bylaw?
2. Does the SDAB bylaw describe the functions and duties of the SDAB?
3. Do the SDAB members exclude those who are:
 - municipal employees;
 - members of the municipal planning commission; and
 - individuals who can carry out subdivision and development powers on behalf of the municipality?
4. Is there no more than one councillor appointed to serve on a panel of the board?
5. If more than one, is there Ministerial approval for the additional councillors to sit on the panel?
6. Is there a clerk appointed to the SDAB?
7. Has the clerk successfully completed the required SDAB training?
8. Is the member(s) appointed to the SDAB qualified to do so in accordance with the SDAB provisions in the Act and regulation?
9. Has the municipality completed its Statistical Information Return (SIR) to report that the SDAB clerk and members are trained?

Comments/Observations: Bylaw 795-P-12-20 was passed on December 14, 2020 and establishes a subdivision and development appeal board for the town. The bylaw excludes municipal employees, members of the municipal planning commission and any person with subdivision or development authority powers from serving on the SDAB. A clerk is appointed and they have received the mandatory training.

The Town of Coaldale's 2020 submitted Statistical Information Return does not report on the SDAB nor the status of the members as required by section 3 of the Subdivision and Development Appeal Board Regulation 195/2017.

Meets Legislative Requirements: No

Recommendations/Action Items: The town is required to complete and report the training status of the clerk and members on the annual Statistical Information Return.

Resources: If you are seeking information on SDAB clerk or member training please contact the MGB at 780-427-4864 or via email at mgbtraining@gov.ab.ca. In addition, Municipal Affairs

Planning Advisors are available to discuss these topics further by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

The Town can confirm that participating Town members, as well as the clerk, have all completed the required training. The Statistical Information return for 2021 (submitted in 2022), will include reference to this moving forward.

6. Listing and Publishing Policies Used to Make Planning Decisions

Legislative requirements: MGA 638.2

1. Are the following published on the municipal website:
 - an up-to-date list of council approved policies (by bylaw or resolution) used to make planning/development decisions;
 - a summary of these policies and their relationship to each other and to statutory plans and bylaws passed under Part 17 of the MGA; and
 - documents incorporated by reference in any bylaws passed under Part 17?

Comments/Observations: The municipal website for the town contains a list of council approved policies and bylaws relating to planning decisions; however, there is no summary of the policies and their relationship to each other as required by section 638.2 of the *MGA*.

Meets Legislative Requirements: No

Recommendations/Action Items: The website for the town must be updated to include a document summarizing the policies and their relationship to each other in accordance with legislative requirements.

Resources: Municipal Affairs Planning Advisors are available to provide planning and development support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

The website for the Town has a dedicated section for Planning & Community Development that summarizes the policies, bylaws and supporting resources. It was noted that Municipal Affairs (MA) did not note this in their initial review of the website but has since indicated it was more than sufficient in meeting the MGA requirements. This section of the Town's webpage has been live since April 2021:
<https://www.coaldale.ca/PlanningandDevelopment/directory-planning-and-development-policies-and-resources>

7. Joint Use and Planning Agreements (for discussion only)

Legislative requirements: MGA 670.1, 672 and 673, Education Act 53.1

1. Is the municipality aware that, where a school board is operating within the municipal boundaries of a municipality, the municipality must, by June 11, 2023, enter into an agreement with the school board?

2. Are they aware that the agreement must contain provisions:

- establishing a process for discussing matters relating to:
 - the planning, development and use of school sites on municipal reserves, school reserves and municipal and school reserves in the municipality;
 - transfers under section 672 or 673 of the MGA of municipal reserves, school reserves and municipal and school reserves in the municipality;
 - disposal of school sites;
 - the servicing of school sites on municipal reserves, school reserves and municipal and school reserves in the municipality;
 - the use of school facilities, municipal facilities and playing fields on municipal reserves, school reserves and municipal and school reserves in the municipality, including matters relating to the maintenance of the facilities and fields and the payment of fees and other liabilities associated with them, and
 - how the municipality and the school board will work collaboratively,
- establishing a process for resolving disputes, and
- establishing a time frame for regular review of the agreement, and may, subject to the governing legislation, contain any other provisions the parties consider necessary or advisable?

Comments/Observations: The CAO is aware of the legislative amendments requiring school boards and municipalities to enter into joint use and planning agreements prior to June 11, 2023.

Resources: Municipal Affairs Planning Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3.11 Elections

1. Returning /Substitute/Deputy Officers

Legislative requirements: *LAEA 13, 16*, [Local Authorities Election Forms Regulation 106/2007](#)

1. Has a returning officer been appointed for the 2021 general election?
2. Has a substitute returning officer been appointed for the 2021 general election?
3. Have all of the appointed election officers taken the required oath/statement per the Local Authorities Election Forms Regulation?

Comments/Observations: A returning officer has been appointed for the 2021 general election (e.g., resolution 442-2020 was passed on December 14, 2020) and the appropriate oath has been taken. A substitute returning officer has not yet been appointed. Section 13(2.1) of the *LAEA* requires that a substitute returning officer be appointed prior to June 30.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Nomination Forms

Legislative requirements: LAEA 27, 28.1, 34, 97

1. Were the nomination papers signed by at least five electors of the municipality?
2. Were the nomination papers accompanied by the candidate information form (form 5)?
3. Have all nomination papers that were filed prior to the most recent election been retained?
4. Were copies of the prescribed form for the identification of an official agent, campaign workers and scrutineers for the purposes of identification under section 52 made available to the candidates?
5. Does the municipality ensure that the Deputy Minister is forwarded a signed statement showing the name of each nominated candidate, election results, and any information about the candidate that the candidate has consented to being disclosed (for general elections and by-elections)?

Comments/Observations: Nomination papers were signed, filed, and the Deputy Minister received the required information in accordance with the LAEA. The nomination papers for the 2017 general election have been retained by the municipality.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Ballot Account

Legislative requirements: LAEA 88, 89, 94, 100

1. Has a copy of the ballot account been retained?

Comments/Observations: The town retained copies of the ballot accounts for the 2017 general election as required.

Meets Legislative Requirements: Yes

Recommendations/Action Items: Not applicable.

Resources: Not required.

4. Disposition of Election Material

Legislative requirements: LAEA 101

1. Were the election materials disposed of in accordance with section 101 of the *LAEA*?
2. Is there a copy of the affidavits of destruction of the ballot box contents sworn or affirmed by the two witnesses?

Comments/Observations: The election materials from the 2017 general election were destroyed on November 28, 2017. A copy of the duly executed affidavits of destruction was provided.

Meets Legislative Requirements: Yes

Recommendations/Action Items: Not applicable.

Resources: Not required.

5. Campaign Disclosure Statements

Legislative requirements: LAEA 147.4

1. Have all campaign disclosure statements filed within the last four years been retained by the municipality?
2. Are all documents filed under this section available to the public during regular business hours?

Comments/Observations: Campaign disclosure statements were filed by candidates in the 2017 general election and have been retained by the municipality. The statements are available for public viewing at the town office.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

6. Local Authorities Election Act (for discussion only)

Legislative requirements: LAEA

1. Is the municipality aware of the amendments passed in July 2020 under Bill 29 (Local Authorities Amendment Act)?
 - Campaign Finance and Contribution Disclosure
 - Candidates must be nominated before incurring any campaign expenses or accepting contributions.
 - Campaign period is shortened from 4 years to one year (January 1 through December 31 of a general election year).
 - Nomination period will now align with beginning of the campaign period (nine months, January 1 of a general election year until nomination day, occurring four weeks before election).
 - Voter Accessibility
 - The Minister of Municipal Affairs may create a list of acceptable identification, in addition to government issued identification and identification provided by the List of Acceptable Identification produced by the Chief Electoral Officer of Alberta.
 - An elector may only vouch for one person, unless multiple individuals share the same residence, in which case the elector may vouch for all persons residing in the same residence.
 - The six-month Alberta residency requirement to be an eligible elector has been removed to align with provincial rules.
 - Advertising and Campaign Restrictions
 - Campaign activities and advertising on property surrounding voting stations will be prohibited.
 - Returning Officers can enforce the restriction on campaign activities or advertising at voting stations by causing campaign advertising to be removed, and instruct those obstructing the voting process or taking part in campaign activities to leave the property.
 - The names of nominated candidates will be released by municipalities 48 hours following the close of nominations.
 - Technical and Clarifying Amendments
 - Definition has been added for "nomination period" to reflect the nomination period from January 1 in the year of an election to four weeks prior to election day.
 - The local jurisdiction may pass bylaws to allow for a returning officer to establish one or more locations, outside of the local jurisdiction office, to accept nomination papers.

- The returning officer can reject a nomination paper that does not have the correct number of signatures, has not been sworn/affirmed and/or is not accompanied by a deposit (if required).
- Candidates can withdraw nomination papers given the nomination period beginning on January 1st in the year of an election.
- The Minister is no longer required to be notified of the use of special ballots, or to appoint special ballot advisors.
- Age-related limitations for institutional votes in care facilities have been removed.
- Municipalities may choose to align their election notifications with a bylaw passed under section 606.1 of the *Municipal Governance Act* that allows for electronic or other methods of advertising.
- The term "incapacitated elector" was amended to "persons with disabilities" or similar wording depending on the context.
- Clarification that if a recount has been requested in a municipality/school board that is divided into wards/divisions, the recount only has to occur in that ward/division where the recount has been requested, and not the entire municipality/school division.
- Notification of a by-election for advance vote and election day is only required to be given to the electors in the affected ward/division.
- Clarified when election materials must be destroyed (after six weeks, before 12 weeks)
- The returning officer must report all complaints or allegations under Parts 5.1 or 8 of the *LAEA* to the Elections Commissioner?

Comments/Observations: The CAO is aware of the legislative changes to the *LAEA* and has been encouraged to review and discuss existing election procedures with municipal staff and council in preparation for the 2021 general election.

Resources: Municipal Affairs has developed a number of resources available to assist municipalities and individuals with the municipal election process and is available online at [Municipal Elections](#).

3.12 Emergency Management

1. Municipal Emergency Organization/Agency/Advisory Committee

Legislative requirements: *Emergency Management Act (EMA) 11, 11.1, 11.2*

1. Has the emergency management committee been established by bylaw?
2. Has an emergency advisory committee been appointed consisting of a member or members of council to advise on the development of emergency plans and programs?
3. Is an emergency management agency established by bylaw to act as the agent of the local authority in exercising the local authority's powers and duties under the EMA?
4. Has a director of the emergency management agency been appointed?
5. Has the director of emergency management received the required training (Basic Emergency Management, ICS-300, and Director of Emergency Management courses)?
6. Have municipal elected officials received the required training (Municipal Elected Officials course)?
7. Have municipal staff who have been assigned responsibilities respecting the implementation of the emergency plan received the required training (Basic Emergency Management and ICS-100 courses)?
8. Are there prepared and approved emergency plans and programs?

Comments/Observations: Bylaw 787-AP—09-20 was passed on September 14, 2020 establishing an emergency management committee and an emergency management agency for the town. A director of emergency management has been appointed and the required training has been completed.

The CAO indicated that the remaining appointees have received the mandatory training. There is an approved municipal emergency plan for the town.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.13 Libraries

1. Municipal Library Board

Legislative requirements: Libraries Act 3-5

1. Is a municipal library board established?
2. Has council provided a copy of the bylaw establishing the board to the Minister?
3. Has council appointed all of the members of the library board?
4. Have two or fewer councillors been appointed to the board?
5. Are there alternate members of council appointed to the board?
6. In the case of an intermunicipal library board, are members appointed to the board in accordance with the intermunicipal agreement?
7. Does the appointment term exceed three years?
8. Does any member's number of terms exceed three consecutive terms? If so, did two-thirds of council pass a resolution stating that they may be reappointed (for each additional term)?

Comments/Observations: The Town of Coaldale's municipal library is established through bylaw 240, which was passed on April 13, 1959. Council appoints a council member to the board at the annual organizational meeting. The appointment term does not exceed three years, and no member has exceeded three consecutive terms.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. System Library Board

Legislative requirements: *Libraries Act 16, Libraries Regulation 141/1998*

1. Is the municipality a member of a library system?
2. If so, has council appointed one member to the board?
3. If so, does the appointment term exceed three years?
4. Does any member's years of service exceed nine consecutive years? If so, did two-thirds of council approve each additional term?

Comments/Observations: The town is a member of the Chinook Arch Regional Library System and council makes an appointment to this board at the annual organizational meeting. No member has served more than nine consecutive years.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

Section 4: Conclusion

Your participation and cooperation during the 2021 Municipal Accountability Program review are appreciated. This report is intended to help the Town of Coaldale reach full mandatory legislative compliance.

No confidential information is contained within this report; therefore, the report in its entirety should be shared with council to strengthen awareness of the diversity and magnitude of municipal responsibilities, the significant tasks and work involved, and achievements in compliance. The report can be used as a planning tool for addressing the compliance gaps identified and for future training purposes. To demonstrate transparency and accountability to citizens, it is strongly encouraged that the review results are shared during an open public meeting.

The ministry is committed to maintaining a strong collaborative working relationship. We welcome your feedback on our review process as we work together to ensure Albertans live in viable municipalities with well-managed, accountable and transparent local governments.

AGENDA ITEM REPORT



Title: 5:05pm, Land Use Bylaw Amendment 825-P-09-21 (Public Hearing, 2nd, 3rd Reading) - C. Mills

Report Type: Bylaw

Report Author: Cam Mills

Meeting: Regular Council Meeting - 12 Oct 2021

Department: Planning

Reviewed by Supervisor/Peer: Spencer Croil

TOPICS:

Planning and Community Development:

Municipal Planning

OBJECTIVE:

The purpose of this report is to present to Council Bylaw 825-P-09-21, being a bylaw to redesignate a portion of the lands legally described as Lot 1&2, Block B, Plan 49FJ, from Urban Reserve (UR) and Country Residential Two (CR-2) to Residential Multi-unit (R2) and Residential (R-1A).

PREVIOUS COUNCIL DIRECTION:

This matter has appeared before council previously

Bylaw 825-P-09-21 is being brought forward based on the direction provided by the South Coaldale Revised Area Structure Plan (ASP), as amended, which was adopted in July 2021. Town Council passed first reading of Bylaw 825-P-09-21 at the regular meeting of September 13, 2021.

ANALYSIS:

The application to redesignate the portion of the subject lands as identified in the plans that were provided with the application, and as shown in Schedule A of the proposed bylaw, align generally with the suggested land uses as per the concept plan contained within the ASP. The ASP is also included in this report for reference.

KEY CONSIDERATIONS:

As noted above, the proposed rezoning aligns generally with the concept plan shown in the ASP.

FINANCIAL IMPACT:

None expected

STAKEHOLDER ENGAGEMENT:

Public Hearing(s)
Advertisement(s)

Notice of the public hearing was circulated directly to adjacent landowners, advertised in two editions of the Sunny South News, and promoted on the Town's website through the Town's engagement platform, letsconnectcoadale.ca.

As of the date of the preparation of this report, no written feedback nor requests to speak for or against the bylaw at the public hearing have been received.

DECISION OPTIONS:

Council may:

1. approve the bylaw by granting 2nd and 3rd reading, or
2. Table the bylaw for further consideration, or
3. deny the proposed rezoning

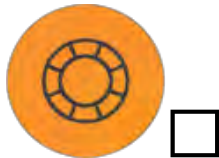
RECOMMENDATION:

THAT Council provide SECOND and THIRD reading of the Land Use Bylaw Amendment Bylaw 825-P-09-21.

RATIONALE:

The rezoning application is in line with the uses and concepts set forth in the recently approved South Coaldale Area Structure Plan and will allow for the development to follow the plan set forth in the ASP. No feedback had been received on the proposal at the time of preparation of this report.

STRATEGIC ALIGNMENT WITH COUNCIL STRATEGIC PLAN:



1. Focus on Community Safety



2. Focus on Livability



3. Focus on Economic Health



4. Focus on Good Governance and Corporate Excellence



5. Focus on Responsible and Responsive Growth

ATTACHMENTS:

[LUB Amendment 825-P-09-21](#)

[LUB Amendment 825-P-09-21 Schedule A](#)

[Bylaw 820-P-06-21 - South Coaldale Revised ASP FINAL - with figures](#)

**BYLAW 825-P-09-21
TOWN OF COALDALE
PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF COALDALE
TO AMEND BYLAW 677-P-04-13,
BEING THE MUNICIPAL LAND USE BYLAW**

WHEREAS the municipal council wishes to amend the municipal Land Use Bylaw.

AND WHEREAS the municipal council is in receipt of an application to redesignate lands within the municipality.

AND WHEREAS the purpose of proposed Bylaw 825-P-09-21 is to redesignate a portion of lands legally described as:

Plan 49FJ Block B Lot 2

Excepting Thereout:

A) Plan 7945JK Drain Right of Way (0.117 Hectares) more or less

B) Plan 1810870 Subdivision (0.720 Hectares) more or less

WITHIN THE S.W. 11-9-20 W4M

AND

Plan 49FJ Block B Lot 1

Excepting Thereout:

A) Plan 7945JK Drain Right of Way (0.117 Hectares) more or less

WITHIN THE S.W. 11-9-20 W4M

from Urban Reserve (UR) and Country Residential Two (CR-2) to Residential Multi-unit (R2) and Residential (R-1A)

AND WHEREAS the said lands are illustrated on the map in "Schedule A" attached hereto.

AND WHEREAS the municipality must prepare an amending bylaw and provide for its consideration at a public hearing.

NOW THEREFORE, under the authority and subject to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Town of Coaldale, in the Province of Alberta, duly assembled does hereby enact the following:

1. A portion of lands legally described and illustrated on the map in Schedule "A" attached hereto shall be redesignated from "Urban Reserve UR" and "Country Residential CR-2" to "Residential R-1A" and "Residential Multi-Unit – R2".

- 2. Bylaw 677-P-04-13, being the municipal Land Use Bylaw, is hereby amended.
- 3. This bylaw comes into effect upon third and final reading hereof.

READ a FIRST time this 13th day of September, 2021 for LUB Amendment 825-P-09-21.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #

Public Hearing scheduled for ____ p.m. on _____, 2021

READ a SECOND time this ____ day of _____, 2021 for LUB Amendment 825-P-09-21.

Mayor – Kim Craig

CAO – Kalen Hastings

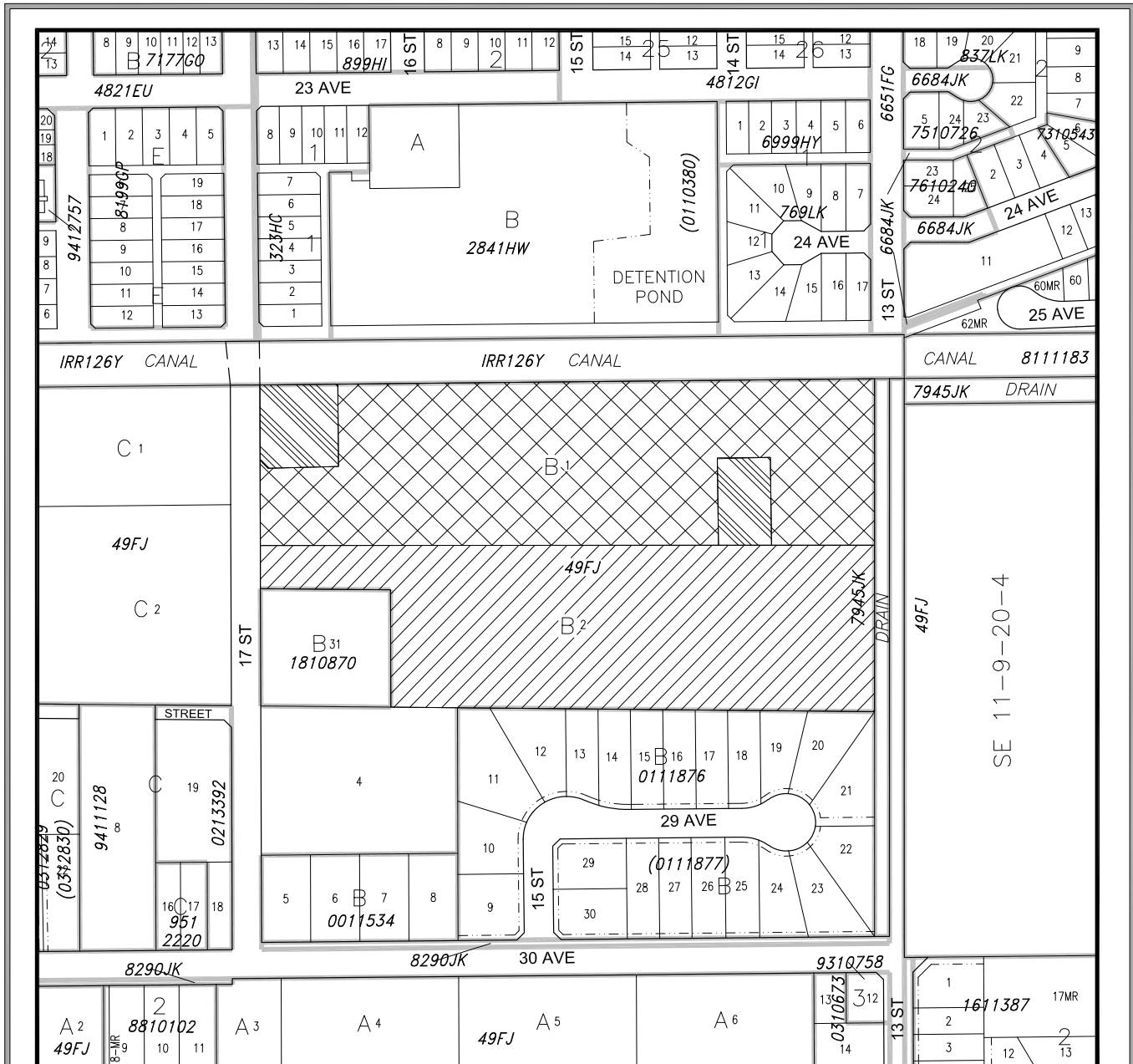
Motion #

READ a THIRD and FINAL time this ____ day of _____, 2021 for LUB Amendment 825-P-09-21.

Mayor – Kim Craig



CAO – Kalen Hastings

Motion #



**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'A'**

PORTIONS OF LOT 1, BLOCK B, PLAN 49FJ

-  FROM: Urban Reserve UR
TO: Residential R-1A
-  FROM: Urban Reserve UR
TO: Residential Multi-Unit R-2

LOT 2, BLOCK B, PLAN 49FJ

-  FROM: Country Residential Two CR-2
TO: Residential R-1A

WITHIN SW 1/4 SEC 11, TWP 9, RGE 20, W 4 M

MUNICIPALITY: TOWN OF COALDALE

DATE: AUGUST 25, 2021

Bylaw #: 825-P-09-21

Date: _____

MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



**BYLAW 820-P-06-21
TOWN OF COALDALE
PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF COALDALE
TO AMEND BYLAW 634-P-03-10
BEING THE MUNICIPAL LAND USE BYLAW**

WHEREAS the municipal council is in receipt of an application to amend the South Coaldale Revised Area Structure Plan (Bylaw 634-P-03-10) within the municipality.

AND WHEREAS the purpose of the proposed amendment is to execute a number of text amendments intended to align the Area Structure Plan (ASP) more closely with current provincial legislation, such as but not limited to the South Saskatchewan Regional Plan (SSRP), and to propose a change in the neighbourhood design and dwelling types envisioned for the parcels of land legally described as Lot 1, Block B, Plan 49FJ, Lot 2, Block B, Plan 49FJ and Lot 2, Block C, Plan 49FJ.

AND WHEREAS the changes to the lands legally described as Lot 1, Block B, Plan 49FJ, Lot 2, Block B, Plan 49FJ and Lot 2, Block C, Plan 49FJ can be described as changing the future desired use of these lands from exclusively large lot residential properties intended for single detached dwellings, to a mix of residential development forms including a small area identified for seniors housing, single detached residential in the southern area of the three subject properties referenced above, transitioning to multi-unit residential in the central and northern parts of the three lots, including specific reference to townhouses and low-rise apartment-style development at the northernmost portion of the lots.

AND WHEREAS the changes to the lands legally described as Lot 1, Block B, Plan 49FJ, Lot 2, Block B, Plan 49FJ and Lot 2, Block C, Plan 49FJ also includes reference to the expansion of the transportation network by way of the introduction of new roads intended to serve the development concept identified for the three lots referenced above, as well as pathways to serve the three lots and tie into the existing pathways network in the area.

AND WHEREAS all changes to the ASP as generally described above are identified specifically in "Schedule A" attached hereto.

AND WHEREAS the municipality must prepare an amending bylaw and provide for its consideration at a public hearing.

NOW THEREFORE, under the authority and subject to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Town of Coaldale, in the Province of Alberta, duly assembled does hereby enact the following:

1. The South Coaldale Revised Area Structure Plan amendments referenced above and identified specifically in "Schedule A" shall make up the amended South Coaldale Revised Area Structure Plan.

- 2. Bylaw 634-P-03-10, being the South Coaldale Revised Area Structure Plan, is hereby amended.
- 3. This bylaw comes into effect upon third and final reading hereof.

READ a FIRST time this 14th day of June, 2021 for Land Use Bylaw 820-P-06-21.



 Mayor – Kim Craig
 Motion # 228-2021



 CAO – Kalen Hastings

Public Hearing scheduled for July 12, 2021, at 5:20 pm.

READ a SECOND time this 12th day of July, 2021 for Land Use Bylaw 820-P-06-21.



 Mayor – Kim Craig
 Motion # 273-2021



 CAO – Kalen Hastings

READ a THIRD and FINAL time this 12th day of July, 2021 for Land Use Bylaw 820-P-06-21.



 Mayor – Kim Craig
 Motion # 274-2021



 CAO – Kalen Hastings

**SOUTH COALDALE
REVISED
AREA STRUCTURE PLAN**

(PORTION OF AREA NORTH OF 30TH AVE)

**Prepared by: MARTIN GEOMATIC CONSULTANTS LTD.
Amended by: ISL Engineering and Land Services. Ltd.**

MAY 2021

(Approved by Bylaw 820-P-06-21 on July 12, 2021)

South Coaldale Revised Area Structure Plan (Portion of Area North of 30th Avenue)
 May 2021

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South Coaldale Revised Area Structure Plan (Portion of Area North of 30th Avenue)
 May 2021

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South Coaldale Revised Area Structure Plan (Portion of Area North of 30th Avenue)
May 2021

I . Introduction

A. Purpose

The *South Coaldale Revised Area Structure Plan* (SCRASP) was developed in 2010 to (1) amend the existing *South Coaldale Area Structure Plan*¹ (hereafter the original ASP) to reflect changes to assumptions, regulations and landowners' development goals and (2) to provide a framework to allow higher density residential land use compatible with adjoining areas and consistent with an urban municipality for the land north of 30 Avenue. The original ASP is still in effect for the properties south of 30th Avenue. The SCRASP (2021) updates a portion of the lands north of 30th Avenue and replaces the previously approved SCRASP (2010).

1. Legislative Framework

The SCRASP complies with the following legislative documents and statutory plans.

a) Municipal Government Act (Alberta)

The SCRASP was produced in accordance with Section 633 of the *Municipal Government Act (Alberta)*. The intent of an Area Structure Plan (ASP) is to create a framework for future subdivision within the "site area" (as defined in **Sub-section I.B**). In particular, this document will outline the following

- sequence of development,
- proposed land uses,
- population density,
- access and circulation,
- location and general design of public utilities and
- other related matters.

b) South Saskatchewan Regional Plan (SSRP)

The SSRP is a legislative document that was prepared in accordance with Section 13 of the Alberta Land Stewardship Act (ALSA). It sets objectives for the management of land and natural resources, while balancing long-term social, economic, and environmental goals of the province. All municipal statutory plans and relevant documents are required to align with the objectives and strategies of the SSRP.

¹ Oldman River Intermunicipal Services Agency (now ORRSC), *South Coaldale Area Structure Plan*, 1999, Adopted as Town of Coaldale By-law #407-P-07-99 on 14 July 1999.

South Coaldale Revised Area Structure Plan (Portion of Area North of 30th Avenue)
May 2021

c) County of Lethbridge & Town of Coaldale Intermunicipal Development Plan (IDP)

The IDP² is intended to address future growth and development-related matters of joint interest between the County and Town, including future land use surrounding the Town.

d) Town Plan

- The Town's Municipal Development Plan (Town Plan, Bylaw No. 786-P-09-20)³ provides strategic direction to guide future growth and development within the Town. It forecasts population growth, directs future land use, and anticipates future transportation and servicing needs within the Town. It also serves as an important decision-making tool for Council, administration, landowners, residents, and developers on matters related to community growth and development. The Town Plan was updated after the preparation of the SCRASP (2010). The Town Plan identifies the site area as an "Area of Change" which means that the area is already established, and both incremental and larger-scale development has been occurring over time. Town Plan directions for growth and change in Areas of Change that are being reflected in the 2021 revision include:
 - Maximizing the use of existing lands within the Areas of Change before developing lands within the Areas of Growth
 - Expanding housing opportunities and increasing residential density throughout Coaldale
 - Including active transportation infrastructure in new developments and promoting upgrades in older areas
 - Balancing urban development with the inclusion of naturalized areas and infrastructure that emulates and mimics natural processes
 - Ensuring development in the Area of Change is intentional and guided by comprehensive planning documents such as the Town Plan, Area Redevelopment Plans, conceptual schemes and mechanisms in the Land Use Bylaw

² County of Lethbridge & Town of Coaldale, *Intermunicipal Development Plan*, County Bylaw 1337, as amended by Bylaw No. 20-015 and Town By-law 631-P-02-10, as amended by Bylaw No. 785-P-07-20.

³ Town of Coaldale, *Town Plan*, Bylaw No. 786-P-09-20.

South Coaldale Revised Area Structure Plan (Portion of Area North of 30th Avenue)
May 2021

e) Town of Coaldale Land Use Bylaw

The Land Use Bylaw⁴ describes the permitted land uses and land use districts in the Town of Coaldale.

2. Relation to Other Plans

The Oldman River Regional Services Commission (ORRSC) produced the original *South Coaldale Area Structure Plan*. This plan provided a framework for development within an area generally south of the St. Mary River Irrigation District (SMRID) Coaldale Lateral Canal, west of Highway 845, north of the present Town boundary and east of the extension of the alignment of 13 Street (this is shown on **Figure 1.0**). The SCRASP revised the framework for a specific area within the boundaries of the original ASP (this is shown on **Figure 2.0**). SCRASP supersedes the existing ASP within the “site area” (as defined in **Sub-section I.B**). The SCRASP (2021) represents an updated concept to the previously approved SCRASP (2010).

Reason for Revision to the original ASP

2010 Revision

The South Coaldale Area Structure Plan (Bylaw No. 407-P-07-99) was amended in 2010 to create the South Coaldale Revised Area Structure Plan (Portion of Area North of 30th Avenue) (Bylaw No. 634-P-03-10). Several assumptions used in preparing the original ASP were deemed invalid when the ASP was revised in 2010:

- The original ASP assumed that if density was kept to less than the maximum permitted for the country residential land use designation, there would be no requirement for specific stormwater management plans, installation of detention storage, or runoff control.⁵ Issues surrounding the Malloy Basin and the recent Conveyance agreement executed between the Town of Coaldale and SMRID⁶ have set specific requirements for stormwater management (see **Article IV.B.2**) which make implementation of the existing ASP untenable.
- The existing ASP assumed that only a single intersection would be permitted on Highway 845 between the Coaldale Lateral Canal and the south Town boundary – at the existing Highway 845/30 Avenue/future Cottonwood Drive junction. Alberta Transportation has since indicated that, provided traffic safety requirements (sight lines, intersection geometry, spacing etc...)

⁴ Town of Coaldale, *Land Use Bylaw*, Bylaw No. 677-P-04-13.

⁵ Information provided by Steve Harty – ORRSC.

⁶ Stormwater Conveyance Agreement, between St. Mary River Irrigation District and Town of Coaldale and County of Lethbridge, executed by SMRID and Town on 26 June.

South Coaldale Revised Area Structure Plan (Portion of Area North of 30th Avenue)
May 2021

can be met for the road's gazetted speed limit (50 km/h), a second access could be approved north of 30 Avenue (see **Sub-section IV.A**).

- The recent 13th Street Sanitary Sewer Twinning construction that was extended to the South side of SMRID Canal has capacity for new developments in the South Coaldale area for a maximum gross density of 30 capita per gross hectare⁷. This is a higher density than land use proposed in the existing ASP would allow. Presently the Town does not permit sanitary collection system extensions from the existing sanitary trunk on 30th Avenue due to capacity issues (see **Article IV.B.1**).

Additionally, a community meeting held in Coaldale on 12 November 2009 as well as prior and subsequent discussions with landowners within the “site area” indicated that a revision allowing higher density development, including re-development of existing agricultural businesses (e.g. the Coaldale Egg Farm) would be desirable. Such higher-density land use would be consistent with an urban municipality and with adjacent development to the north and west (e.g. existing Town residential areas and the proposed Cottonwood Estates development).

2021 Revision

SCRASP (2010) was amended to reflect the following:

- A three-phase community engagement process to gather adjacent landowner and resident input on the proposed future residential development for the northeast portion of the site was implemented from January to April 2021. The purpose of the engagement process was to gather input on potential opportunities and concerns, review and provide input into the draft concept proposed and collect feedback to finalize the concept. Input gathered during this engagement process was used, where appropriate, to prepare the concept for the northeast portion of the site area.

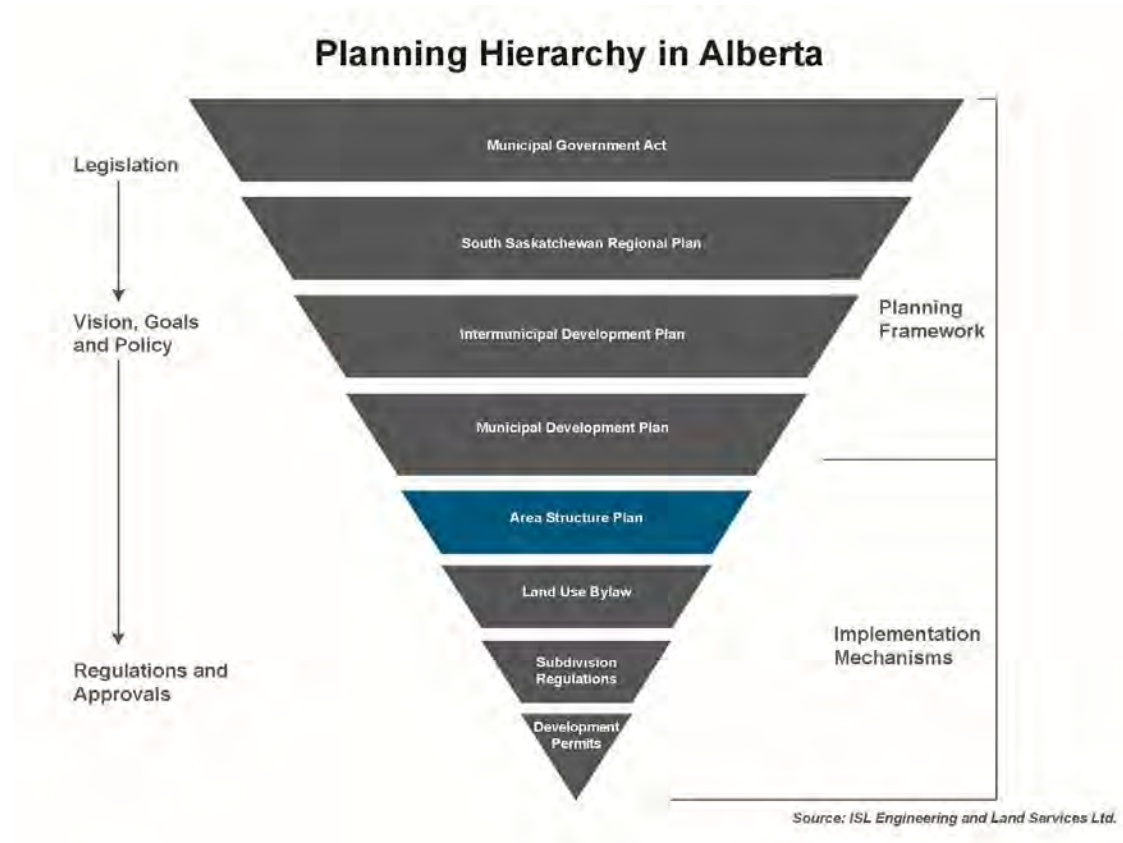
3. Town Planning Process

Figure 3.0 shows, schematically, the planning process in the Town of Coaldale with the highest-order legislation and the subsequent documents and steps in the planning process. This process represents the statutes, regulations and bylaws noted in **Article I.A**. Also, as noted in **Article I.A.1**, once adopted by Town Council as a bylaw, an ASP describes the policies to which all future land use re-designations and subdivisions within the subject area must conform.

Figure 3.0 – Schematic of Coaldale’s Planning Process

⁷ Information provided by Douglas Mickey – MPE Engineering Ltd.

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Section 1.19 of the Town Plan also requires the preparation of an Outline Plan to be submitted at the redesignation or subdivision stage. An Outline Plan provide more detailed information for a smaller portion of the site area, confirming servicing, transportation, and environmental information to support development of the lands

B. General Location and Plan Area

The plan area is located generally south of the existing residential areas of Coaldale, within the Southwest Quarter of Section 11, Township 9, Range 20 West of the 4th Meridian (SW11-9-20-4). Generally, the area affected by the SCRASP is located south of the SMRID Coaldale Lateral Canal, east of Highway 845 and the Cottonwood Estates development, north of 30 Avenue and west of 13 Street and the South Coaldale Drain. Specific lands affected by the SCRASP are as described below. **Figure 2.0** shows the SCRASP site area.

- Remainder of SW11-9-20-4,
- Lot 1, Block C, Plan 49 FJ
- 17 Street

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- Lot 1, Block B, Plan 49 FJ
- Lot 2, Block B, Plan 49 FJ
- Lot 4, Block B, Plan 49 FJ
- Lot 2, Block C, Plan 49 FJ and an unnamed road allowance to the south
- Lot 19, Block C, Plan 0213392
- Lot 8, Block C, Plan 9411128
- Lot 20, Block C, Plan 0312829
- Lot 18, Block C, Plan 0210504
- Block X, Plan 1540 GP

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1.1. Site Analysis

The following describes the existing condition of the “site area” defined in **Sub-section I.B. Figure 4.0** shows the existing topography, surface features and known utilities in the site area.

A. Site Characteristics

Currently, the site area is relatively flat land (slopes are on the order of 1%). Generally, the land slopes from west to east. Physical features within the site area include:

- The SMRID South Coaldale Lateral Canal along the north boundary. An embankment separates the canal from the lands adjacent. Culverts for road crossings exist at Highway 845 and 17 Street. A pedestrian bridge crosses at the south end of 13 Street.
- The South Coaldale Drain is located along the east boundary and south of the south boundary. It is crossed by several culverts and small bridges along its length.

The low point of the site area is located near the northeast corner of Lot 1, Block B, Plan 49 FJ – adjacent the South Coaldale Drain.

B. Soil Classification

According to the Alberta Soil Information Viewer, the following soils exist or may exist within the site area:

Miscellaneous undifferentiated mineral soils (ZUN) and disturbed land (urban, open pit mines, gravel pits) (DL).⁸

A Geotechnical Report will be required prior to Detailed Engineering Design stage as part of the Town of Coaldale requirements for new developments.

C. Water and Hydrology

The site area (and Coaldale in general) is located within the catchment of the Malloy Drain. This channel was constructed to convey irrigation return water from the SMRID to Stafford Lake. Tributary to the Malloy Drain are the Coaldale Lateral Canal and the South Coaldale Drain.

- The Coaldale Lateral Canal is located in a natural draw which extends westward as far as the City of Lethbridge. This canal has its turnout from the SMRID Main Canal approximately 4.1 km east of the Lethbridge City Limit and approximately 1.2 km south of Highway 512 (Jail Road). East of

⁸ Alberta Soil Information Viewer, Soil Polygon #5882, URL: <http://www2.agric.gov.ab.ca/app77/imf.jsp?site=agrasid>, retrieved: 6 May 2021.

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the SMRID Main Canal, the Coaldale Lateral flows east-northeast and serves numerous agricultural water users and (due to its location in a natural draw) drains upstream lands. Within the Town of Coaldale, the canal deflects to an east-west alignment immediately east of the Cottonwood Drive crossing. From this point the canal flows west-to east, passing under Highway 845. East of 17 Street, the canal flows on an embankment, above surrounding land. A spillway exists east of 13 Street which allows high flows to be diverted into the adjacent South Coaldale Drain. At the east Town boundary, the canal deflects northward, serving lands in the County of Lethbridge east of Coaldale and, eventually, discharging into the Malloy Drain.

- The South Coaldale Drain is an open channel that provides the major drainage path for surface runoff north of Highway 512, east of Range Road 20-3 and south of the Coaldale Lateral. The drain begins south of Coaldale and follows the west ditch of Highway 845 to 30 Avenue. Here, the drain crosses under Highway 845 and follows the south ditch of 30 Avenue to 17 Street, where it crosses to the north ditch. The drain continues eastward to the end of the 30 Avenue (at the extension of the alignment of 13 Street) where it deflects northward. The drain proceeds northward to the embankment of the Coaldale Lateral Canal, where it deflects eastward. At this location, the Coaldale Lateral spillway discharges into the drain. The drain continues eastward into the County of Lethbridge, eventually discharging into the Malloy Drain.

The Malloy Drain is managed by SMRID. In recent years, landowners adjacent the Malloy Drain have experienced floods during long-duration storm events. Concerns have been expressed by SMRID with respect to development in the area. As such, obtaining licenses from Alberta Environment to construct new development, as are required under the *Water Act (Alberta)*, has become more difficult. Recently, a conveyance agreement was reached between SMRID and the Town of Coaldale detailing the requirements relating to stormwater management in Coaldale. These are discussed further in Article IV.B.2

As stated in **Sub-section II.A**, the site area drains generally west to east. Over the years, agricultural and country residential development in the area has necessitated the construction of dugouts for stock and land irrigation and ditches for drainage of runoff. The lowest point in the site area is located near the northeast corner of Lot 1, Block B, Plan 49 FJ, where a draw exists which discharges into the adjacent South Coaldale Drain.

Infiltration of water from the Coaldale Lateral has required the owners of the two adjacent parcels (Lot 1, Block B, Plan 49 FJ and Lot 1, Block C, Plan 49 FJ) to construct a piped drainage system on their land. Land in the northeast part of Lot 1, Block B, Plan 49 FJ along the canal embankment can be wet or have a seasonally high water table, likely due to infiltration from the canal.

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D. Habitat and Vegetation

The plan area consists mainly of mixed grasses that produce a hay crop and is also used for grazing purposes. There are mature trees scattered throughout the site, encircling many farmstead buildings. A variety of grasses and brush are intermixed with the trees, providing habitat for birds and small animals.

E. Environmental, Historical and Archaeological Significance

The land has been continuously developed as agricultural and small acreages since the late 19th Century. The original ASP notes no locations of environmental, historical or archaeological significance.

F. Existing Land Use

Generally, land use in the area is either agricultural (including an egg farm, cattle feed lot and pastures), single-family residential and country residential/small acreages. **Figure 5.0** shows the designations as noted in the Town of Coaldale Land Use Bylaw at the time of printing. While a portion of the lands are zoned as R-2, they are currently being used for agricultural purposes (egg farm).

G. Constraints

The site area places the following constraints on development:

1. Stormwater Management and Drainage

The site's location within the Malloy Basin and the Town of Coaldale places several important constraints on development:

- a) A sizable area must be set aside for stormwater detention and treatment;
- b) Overflows from the South Coaldale Drain could inundate low areas unless backwater controls are constructed;
- c) The elevation of the South Coaldale Drain dictates that no storm sewers can have inverts below 861.5 m (unless a lift station is constructed);
- d) Infiltration from the Coaldale Lateral may cause high groundwater in some areas unless acceptable interception and conveyance is constructed;
- e) Drainage routes must be defined and preserved between multiple landowners.

2. Sanitary Sewer Capacity

The 13th Street Sanitary Sewer Twinning project (constructed in 2009) was extended to the South side of SMRID Canal. This sewer has capacity

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to allow new development to a maximum gross density of an average of 30 people per hectare across the entire site area. At the time of the 2010 ASP revision, the Town did not permit sanitary collection system extensions from the existing sanitary trunk on 30th Avenue due to capacity issues.

3. Access and Circulation

There are presently only two accesses to the area from outside:

- 30 Avenue running east-west that connects to Highway 845 and
- 17 Street running north-south that extends across the canal connecting to the downtown.

Although an additional public access from Highway 845 may be feasible, Highway 845 is a provincial highway and, as such, is controlled access. Therefore, no direct accesses to private property will be permitted from Highway 845 (existing accesses are permitted until such time as subdivision occurs). As such, all new lots will have to access an internal road network and circulation though the site area must be maintained for all landowners as the area develops.

4. Existing Irrigation Infrastructure

Much irrigation infrastructure (canal, pipes, drains and dugouts) is covered by a blanket or statutory easement which does not specify the location on a given parcel of land. As subdivision takes place on land with irrigation infrastructure it would be preferable to have a separate right-of-way registered for the irrigation work or to relocate it to an existing right-of-way. Individual landowners/developers and SMRID will need to work cooperatively in this regard. In addition, when irrigation infrastructure are no longer required they should be regraded and consolidated with adjacent property where feasible.

H. Opportunities

Redevelopment of South Coaldale presents the following opportunities.

1. Encouragement of Compatible Land-Uses

Presently, intensive agriculture operations (an egg farm and a cattle feed lot) exist immediately adjacent existing single-family residential development. These two land uses would not generally be considered compatible. The SCRASP permits these lands to be redeveloped into residential uses. Further south and east, a mix of residential uses are envisioned, with single-family residential development immediately adjacent to existing country residential properties in the southeast of the plan area, transitioning to medium-density in the northeast of the plan area.

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2. Permitting More Choice in Housing

The plan allows a mix of residential land uses, including low- and medium-density and seniors housing, appropriate for families, young professionals, seniors and others who desire a variety of affordable and appropriate housing options that meet their specific needs.

3. Proximity to Services

Two schools are located in close proximity to the site area:

- St Joseph's School (Holy Spirit Roman Catholic Separate Regional Division No 4.) at 1413 - 23 Avenue.
- Jennie Emery Elementary School (Palliser Regional School District) at 1101 - 22 Avenue.

Coaldale's central business area is only 10 blocks north. The Town softball fields (Quads-Baseball and Soccer Fields) are located immediately east across the South Coaldale Drain.

4. Additional Parks and Open Space

The requirement for stormwater management means land will need to be set aside for public use. The design of the stormwater facilities (see **Article IV.B.2**) is intended to provide a scenic "lake" area surrounded by public pathways. It is intended that these pathways connect with existing pathways from 13 Street and along the Coaldale Lateral Canal. In addition, the stormwater facility is located immediately adjacent an existing Town park (the Quads-Baseball and Soccer Fields east of the South Coaldale Drain).

Development within the site area is intended to provide for internal pathways to allow pedestrian circulation and access to open space. An east-west pathway and open space along the southeast boundary of the plan area is to be included to support additional connectivity through the ASP area and provide a buffer between existing country residential and new single-family residential.

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III. Proposed Land Use and Design

A. Proposed Land Use

Land uses proposed within the site area are intended to allow a variety of choices in residential development to meet the needs of all residents and to support aging in place. Generally, the following land uses are proposed:

Low-density residential: much of the development will consist of low-density residential lots. Lot sizes of between 540 m² and 2104 m² (0.13 to 0.52 acre) are proposed.

Medium-density residential: medium-density residential development is proposed for Lot 1, Block B, Plan #49FJ and the north portion of Lot 2, Block B, Plan #49FJ. These areas are intended for a mix of low-rise apartment buildings and row housing. Lot 1, Block C; Plan #49FJ (the egg farm) development will consist of 24 units in a collection of three-plex and four-plex condominium buildings on the 1.54 ha (3.81 acre) parcel.

Seniors housing: a seniors housing complex is planned for the northwest portion of Lot 1, Block B, Plan #49FJ.

The proposed land uses are shown on **Figure 6.0**.

The ASP does not designate land use to a parcel. Prior to development, the subject lands will need to be re-zoned to the appropriate district, except for areas of the plan where the appropriate land use is already designated.

B. Population and Housing Densities

Table 1 details the projected population within the site area, if developed according to land uses noted in **Figure 6.0**. The maximum gross density of an average of 30 persons per hectare across the entire site imposed for South Coaldale by the downstream sanitary sewer's capacity is noted.

Table 1.0 – Population and Housing Densities

Legal Description:	Area (ha)	Projected Lots	Projected Population
Lot 1, Block B, Plan 49FJ	4.74	178	283
Lot 2, Block B, Plan 49FJ	4.74	50	125
Lot 2, Block C, Plan 49FJ	2.36	17	51
Parcel X, Plan 1540GP	3.24	18	54
Lot 18, Block C, Plan 021 0504	0.89	4	12
Lot 20, Block C, Plan 031 2829	0.42	2	6
Lot 8, Block C, Plan 941 1128	0.89	4	12
Lot 19, Block C, Plan 021 3392	0.51	6	18
Lot 4, Block B, Plan 49FJ	1.37	13	39
SW ¼ Sec. 11-9-20-W4M	1.20	8	24
Lot 1, Block C, Plan 49FJ	1.53	25	75
Total:	21.89 ha	325	699

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IV. Proposed Infrastructure

To implement the SCRASP, the following new infrastructure is proposed.

A. Access and Circulation

1. Highway 845 Access

To provide access to all existing and proposed properties, given the restriction on private access to Highway 845, an internal road network is proposed. This is shown on **Figure 7.0**. As noted, a new all-turns intersection is proposed for Highway 845 approximately 180 m north of the existing Highway 845/30 Avenue intersection. Ongoing discussion with Alberta Transportation will determine the specific intersection treatment required at this location. The gazetted speed limit along this section of Highway 845 is 50 km/h. Access to Highway 845 requires approval of Alberta Transportation.

2. Other Connections

Additional existing accesses to the site area from 30 Avenue and the 17 Street/Coaldale Lateral Canal crossing appear adequate for the proposed population density noted in the SCRASP. A Transportation Impact Assessment⁹, completed in 2021 for the South Coaldale area, confirmed that additional traffic anticipated to be generated by the proposed development can be accommodated by the existing road network over the next 20 years.

To further support connectivity within and to the northeast portion of the site area, including the Quads Baseball and Soccer Fields, and support implementation of recommendations from the Town's Transportation Master Plan¹⁰, 13 Street is to be extended north from 30 Avenue to connect to proposed 28 Avenue, with a second access to the Quads provided, as shown in **Figure 7.0**.

3. Internal Roads

Roadways will be developed to Town of Coaldale standards.

4. Pathway Connections

As noted, there are numerous opportunities to provide a new comprehensive public pathway network within the site area itself and provide connections to existing pathways. Pathway Plan will be outlined in Development Agreement.

⁹ Town of Coaldale, *South Coaldale Transportation Impact Assessment*, 2021

¹⁰ Town of Coaldale, *Transportation Master Plan*, 2021

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B. Public Utilities and Servicing

1. Sanitary Sewers

The sanitary servicing scheme is shown on **Figure 8.0**. The ultimate connection point is a manhole on the east side of the South Coaldale Drain, approximately 100 m south of the south end of 13 Street. This manhole is at the present high end of a 375-mm diameter trunk sewer. Its invert elevation is 857.84 m.¹¹ As stated earlier, this trunk sewer is meant to serve the South Coaldale area (both north and south of 30 Avenue) to a maximum average population density of 30 people per gross hectare across the site. In 2021, a study¹², that reviewed sanitary capacity in South Coaldale, found that development proposed within the SCRASP site area, plus approved development in the Seasons, Fieldstone Meadows and the last phase of Cottownwood, can be accommodated by the existing sanitary system before any major sanitary upgrades will be required. **Table 2.0** shows an initial design for the sanitary sewers serving the site area. This is provided to confirm the following:

- That there is adequate downstream capacity in the existing trunk sewer to serve the proposed development,
- That adequate grade exists within the site and the existing sanitary trunk sewer to provide gravity sanitary sewers to serve the proposed development.

It must be noted that conservative assumptions were used in **Table 2.0**. Design of sanitary sewers will be done at the development permit/detail design stage.

2. Drainage and Stormwater Management

Proposed drainage and stormwater management for the SCRASP is shown on **Figure 9.0**.

a) Stormwater Detention

As stated, the subject area is surface-drained. Much of the land is tributary to the South Coaldale Drain (a small area drains directly to the Coaldale Lateral Canal). As the area (same with all of Coaldale) is part of the Malloy Basin, certain special standards apply to new drainage works. As part of these conditions, the Town has entered into an agreement with SMRID to convey stormwater to Stafford Lake. It is understood that SMRID specifically requires the following:

¹¹ Based on topographic and utility survey by MGCL, March 2010.

¹² Town of Coaldale, *Infrastructure Master Plan*, 2021

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- that detention storage be provided on-site to detain all runoff resulting from a 100-year design storm,
- that controls be provided on the discharge from detention facilities such that flow from these facilities can be stopped until such time as conveyances downstream to Stafford Lake can accommodate this flow.

Given this, a preliminary plan was made with respect to sizing a storm detention facility within the plan area. A catchment boundary was drawn to include the plan area as well as adjacent rear yards and part of the Highway 845 right-of-way. This area was assumed to drain to a new storm detention facility located in the east portion of the plan area, immediately adjacent the South Coaldale Drain. This drainage area was estimated at approximately 27 ha (21.9 ha within SCRASP, 6.1 ha of offsite area). The 100-year storm event (109 mm of rainfall in 24 hours) generated 24,500 m³ (approximately 90 mm) of runoff. This was assumed to be the volume that must be detained by the storm detention facility. As can be seen, the existing ground contours indicate that, in general, runoff will flow toward the proposed pond location.

b) Runoff Conveyance

Due to the topography and density of development proposed in the SCRASP, a dual drainage system is proposed for the plan area – as opposed to the previously proposed surface drainage system. The dual drainage system will be designed as follows:

- The major or overland drainage system will be designed to catch runoff from the buildings and streets and convey it to the nearest minor system (storm sewer) inlet or catch basin. Elements of the major system include roof leaders, grassed areas, swales, lanes, road gutters, pathways and other open channels. This system is designed to safely convey peak runoff resulting from a 100-year return period design storm event. Depths and velocities of runoff in major system conveyances (particularly streets, lanes and pathways) are checked against Provincial and Town guidelines to ensure the protection of the public safety, the environment and property – as well as roadway level-of-service criteria.
- The minor or storm sewer system is designed to drain low areas of roads (trapped lows) and other areas where runoff may pond, spread unacceptably or otherwise create a nuisance. Elements of the minor system consist of drainage inlets (headwalls, catch basins, street grates), subdrains (weeping tile, French drains), pipes and manholes. This system is designed to convey runoff

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resulting from a 5-year storm event without surcharging (e.g. water levels in pipes do not exceed the pipe's depth/diameter).

- The minor system is also often used to convey drainage from building foundations. Present practice in greater Lethbridge discourages the use of inlet control devices (ICDs) in street catch basins to prevent surcharges as they cause maintenance problems. As such, storm sewers are subject to surcharge in events more frequent than the 100-year storm; therefore, no building foundation drainage system should be directly connected to the storm sewers except by means of a sump and pump with a check valve consistent with City of Lethbridge standards.¹³ An alternative to the storm sewer connection is to pump from the sump to a splash pad located as per City of Lethbridge standards.¹⁴

c) Low-impact Development (LID)

In an effort to reduce the impact of development on surrounding lands and the downstream drainage system, developers within the SCRASP are strongly encouraged to implement low-impact development best management practices (LID BMP). These can take many forms. The Alberta Low-Impact Development Partnership (ALIDP) is a resource that should be consulted as part of planning LID. Proposed LID features and their effects on the storm drainage system should be addressed in consultation with the Town at the detail design stage. LID BMPs may become a mandatory requirement in the Town of Coaldale.

3. Potable Water

The conceptual potable water servicing scheme is shown on **Figure 10.0**.

a) Connection Points

Proposed connections for the potable water system at the following locations:

- i. To the existing 300-mm diameter trunk water main in 30 Avenue at the intersection of 30 Avenue and 17 Street,
- ii. Extension of the existing 150-mm diameter watermain in 17 Street south under the Coaldale Lateral Canal

These will be confirmed with the Town's water distribution system model to ensure an adequate level of service is achieved.

¹³ City of Lethbridge, *Design Standards*, 2009, §9.1.4.2

¹⁴ *Ibid.*

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b) Internal Looping

The main looping will be provided by the connection of the 30 Avenue trunk watermain to the existing watermain in 17 Street. Internal looping and valves will be constructed such that a main shut-down will not affect more than 30 homes.

c) Predicted Demand

Given the proposed population of 492 people, average daily demand for the subject area at full buildout is predicted to be 204 m³ (based on City of Lethbridge 2009 Design Standards).

d) Design Standards

All new watermains within the site area will be 200-mm diameter or larger. Hydrants will be located as required to ensure a clear travel distance to all lots does not exceed 90 m. The proposed distribution system will be confirmed with the Town's water distribution system model to ensure an adequate level of service is achieved.

Any required canal under-crossings will be constructed as per SMRID's requirements.

4. Community Irrigation System

Given the subject area's proximity to the Coaldale Lateral Canal, the opportunity exists for a community irrigation system to be designed to serve this area. Indeed, several landowners within the SCRASP boundary are served by SMRID. A community irrigation system may provide a significant long-term benefit to the Town by decreasing the demand for potable water for uses such as yard and park irrigation. Such a system exists in the adjacent Cottonwood Estates subdivision.

A community irrigation system would use water from the storm pond as its primary source. SMRID would be the secondary source. The Town encourages the developers in the area to form a water co-operative to provide this service.

5. Shallow Utilities

a) Natural Gas

ATCO Gas will be provided to all newly developed lots as part of a 4-party shallow utility servicing within the front-yard utility right-of-way.

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b) Electrical

FORTIS Alberta underground electric power service will be provided as part of 4-party shallow utility servicing within the front-yard utility right-of-way. Street lighting will be provided consistent with the Town's agreement with FORTIS.

c) Telephone

Telus underground telecommunications cable will be provided as part of 4-party shallow utility servicing within the front-yard utility right-of-way.

d) Cable Television

Shaw Cable television (CATV, internet, etc...) will be provided as part of 4-party shallow utility servicing within the front-yard utility right-of-way.

C. Solid Waste

Solid waste pickup will be provided by the Town of Coaldale.

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Table 2.0 – Preliminary Sanitary Sewer Design

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V. Subdivision and Development Staging

Development will be staged based on individual landowners' subdivision plans. The plan provided in the ASP allows owners to develop while still ensuring servicing and access to adjacent owners is preserved. Minor modifications to lot sizes shall be allowed without requiring an amendment to the ASP.

VI. Development Control

Purchasers must apply for development approval according to the process in effect for the appropriate Land Use District in the Town of Coaldale Land Use Bylaw in effect at the time of application.

VII. Development Agreements

At the time of subdivision, the Developer will be required to enter into a Development Agreement with the Town of Coaldale.

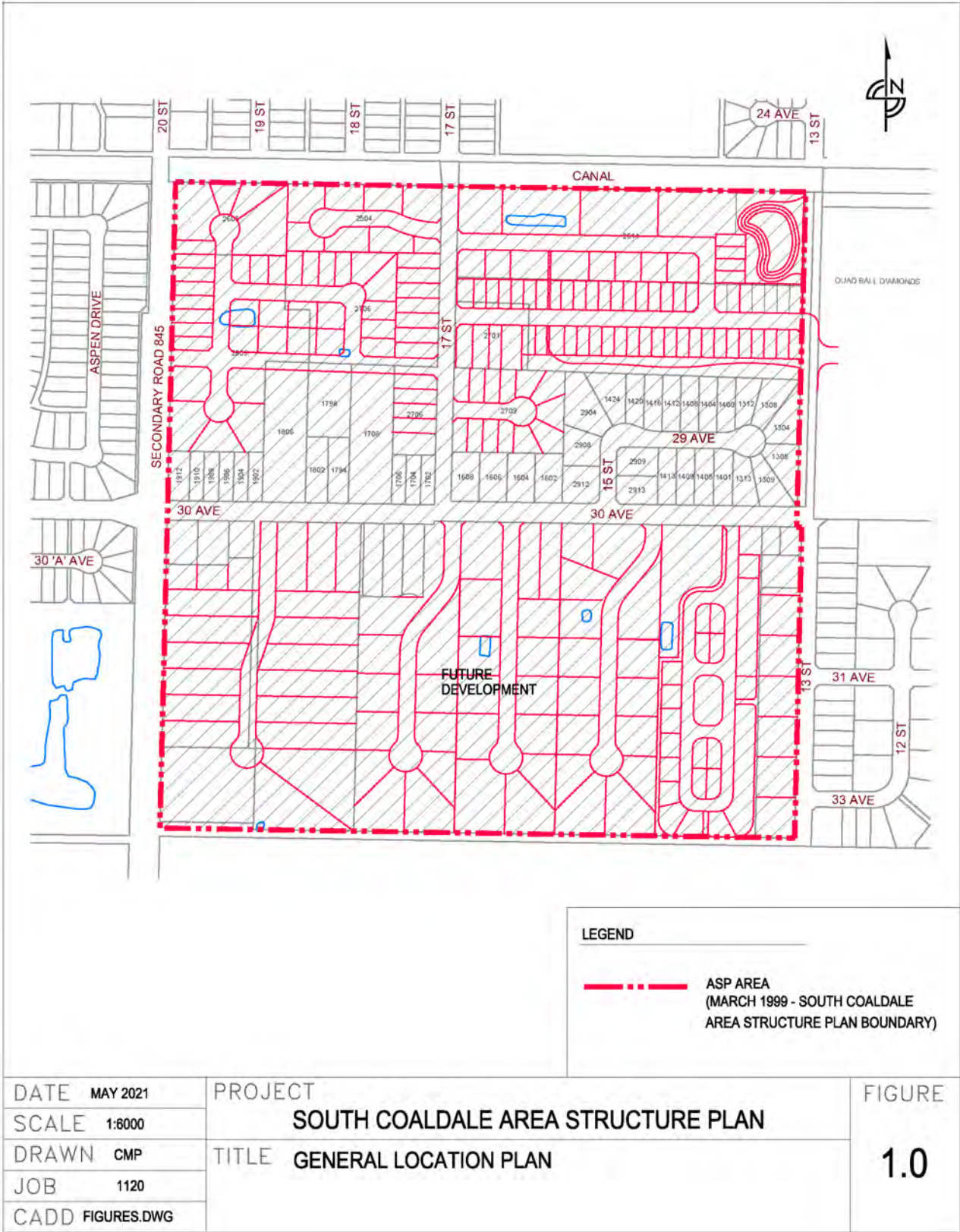
VIII. Architectural Control Guidelines

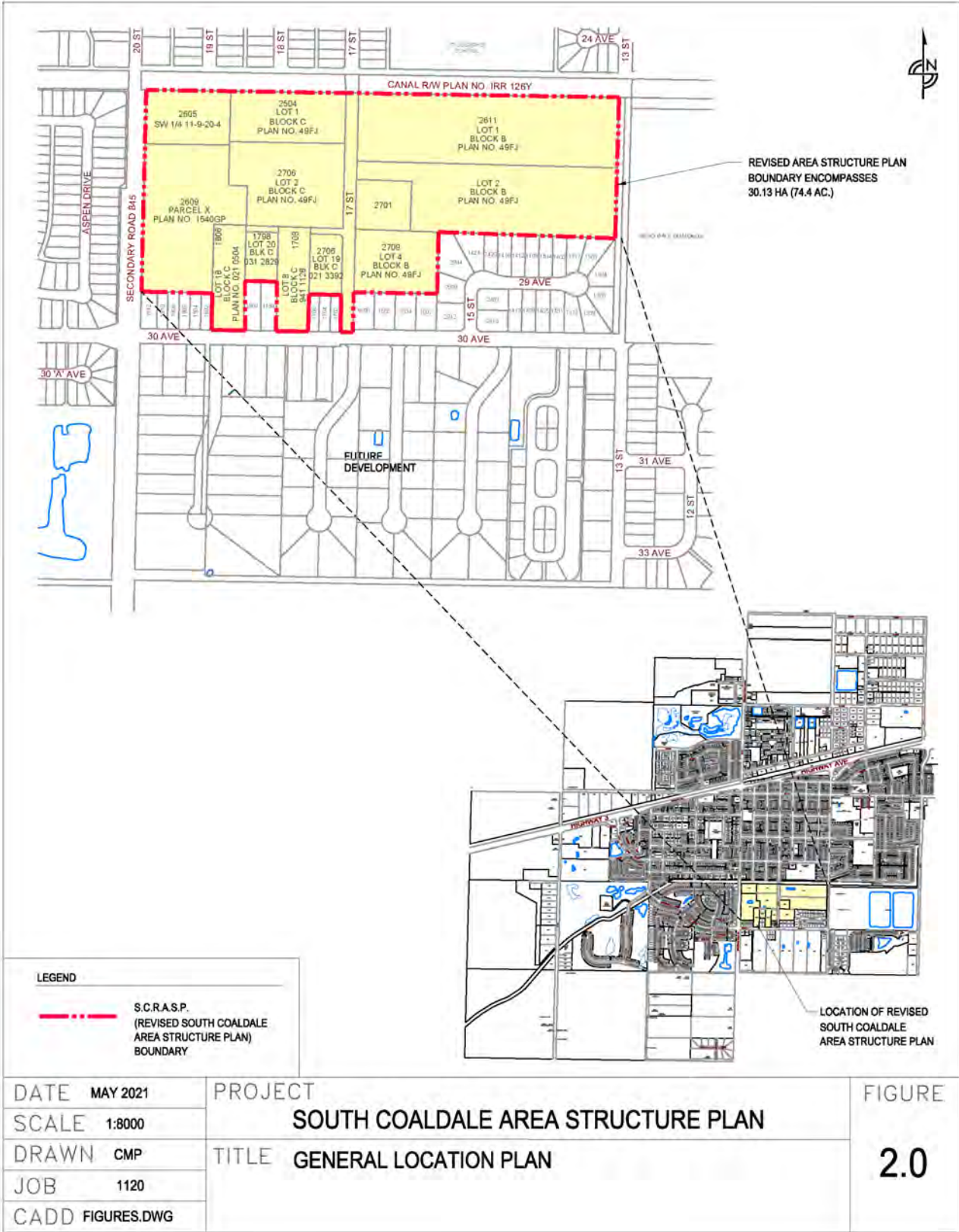
The developer will be required to submit Architectural Control Guidelines to the Town of Coaldale for approval.


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Appendix A – Included Figures

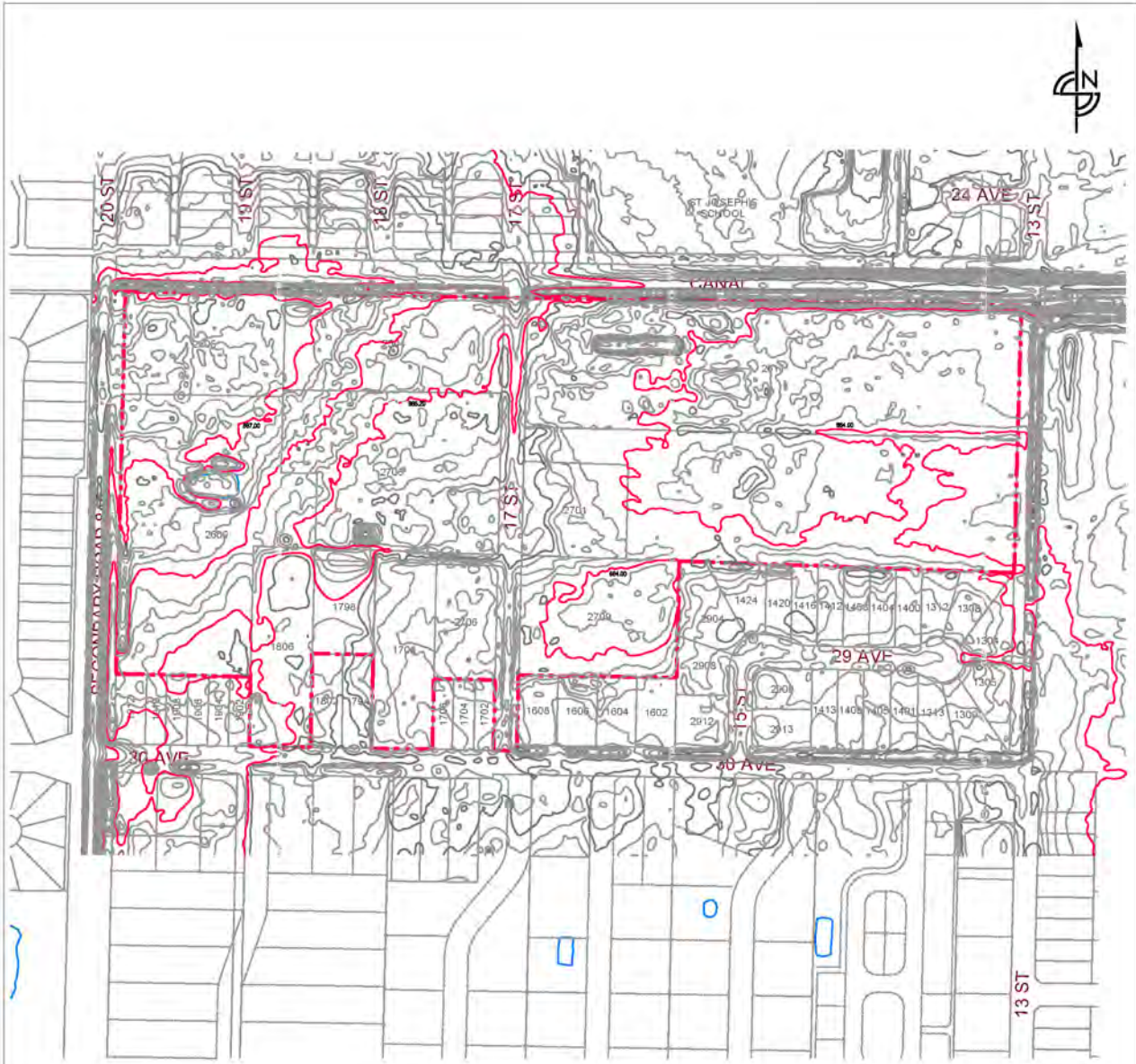
The following figures are referenced in the text.







LEGEND	
	S.C.R.A.S.P. (REVISED SOUTH COALDALE AREA STRUCTURE PLAN) BOUNDARY

DATE	MAY 2021	PROJECT	FIGURE
SCALE	1:8000		
DRAWN	CMP	TITLE	GENERAL LOCATION PLAN
JOB	1120		
CADD	FIGURES.DWG		



LEGEND	
	S.C.R.A.S.P. (REVISED SOUTH COALDALE AREA STRUCTURE PLAN) BOUNDARY
	EXISTING CONTOUR LINE

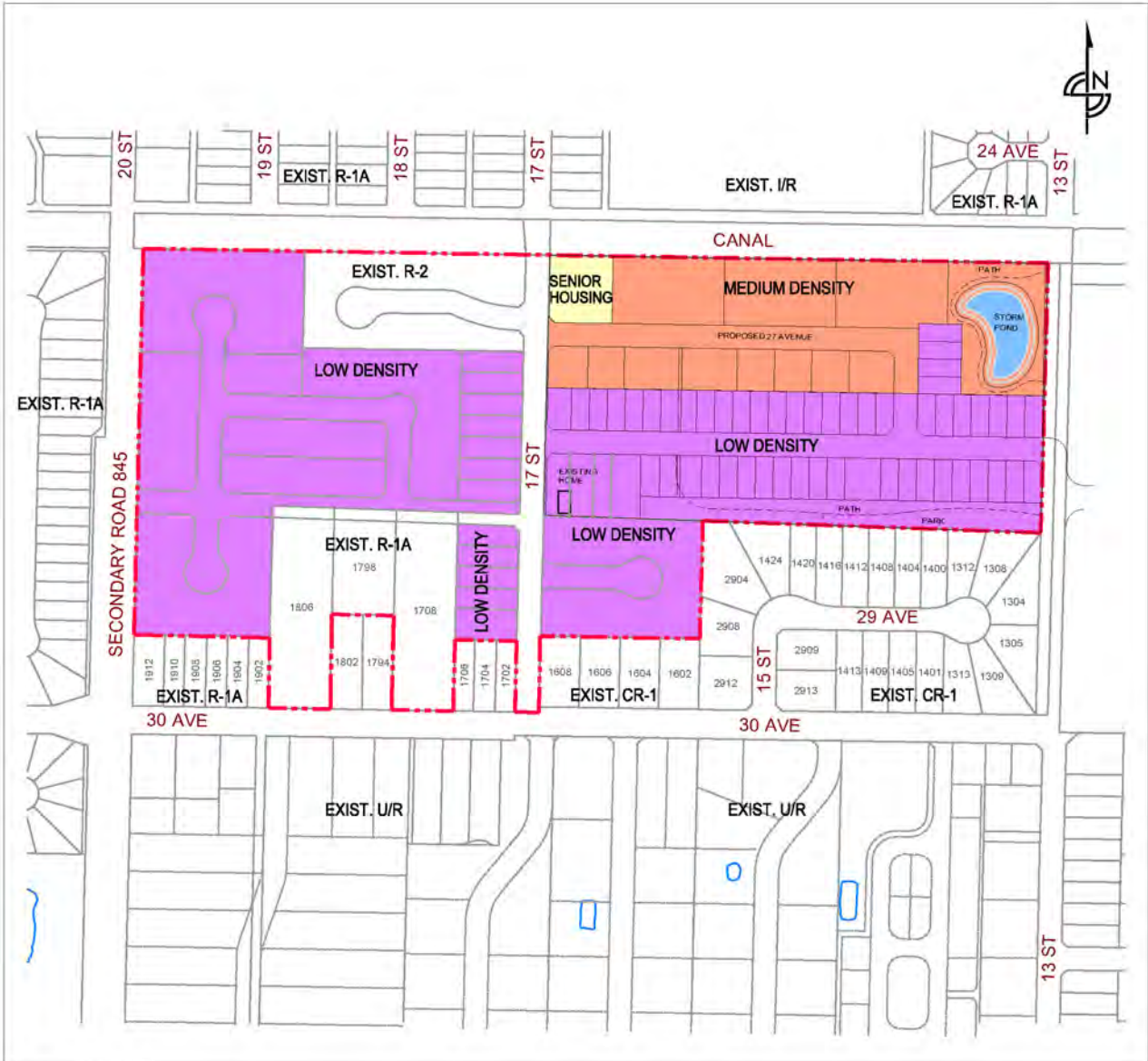
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SCALE	1:5000				
DRAWN	CMP			TITLE	EXISTING LAND CONDITIONS
JOB	1120				
CADD	FIGURES.DWG				



LEGEND

- UR URBAN RESERVE
- R-1A RESIDENTIAL
- CR-2 COUNTRY RESIDENTIAL 2
- CR-1 COUNTRY RESIDENTIAL 1
- R-2 RESIDENTIAL MULIT-UNIT
- S.C.R.A.S.P. (REVISED SOUTH COALDALE AREA STRUCTURE PLAN) BOUNDARY

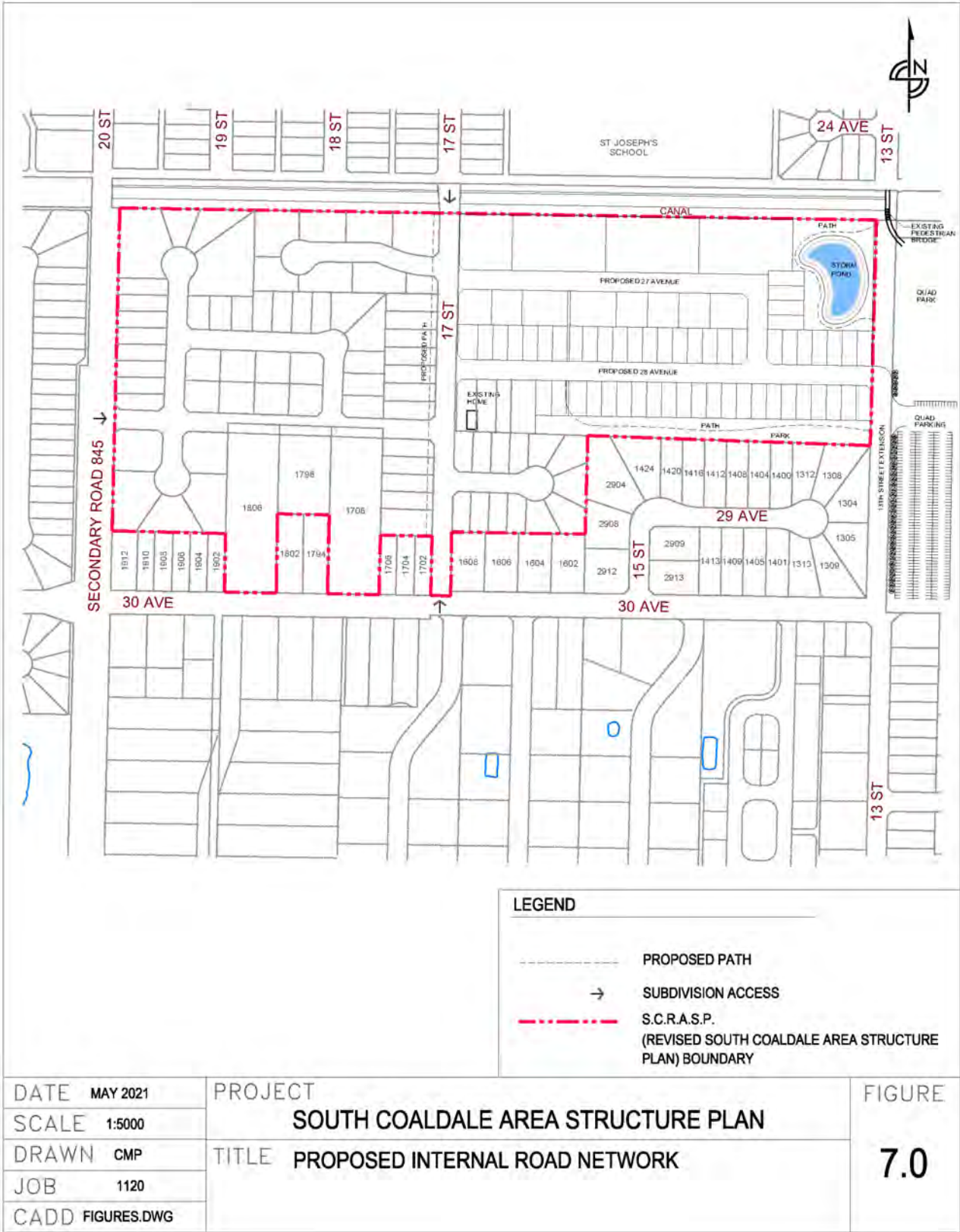
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DRAWN CMP	TITLE	
JOB 1120	EXISTING LAND USE DESIGNATION	
CADD FIGURES.DWG		

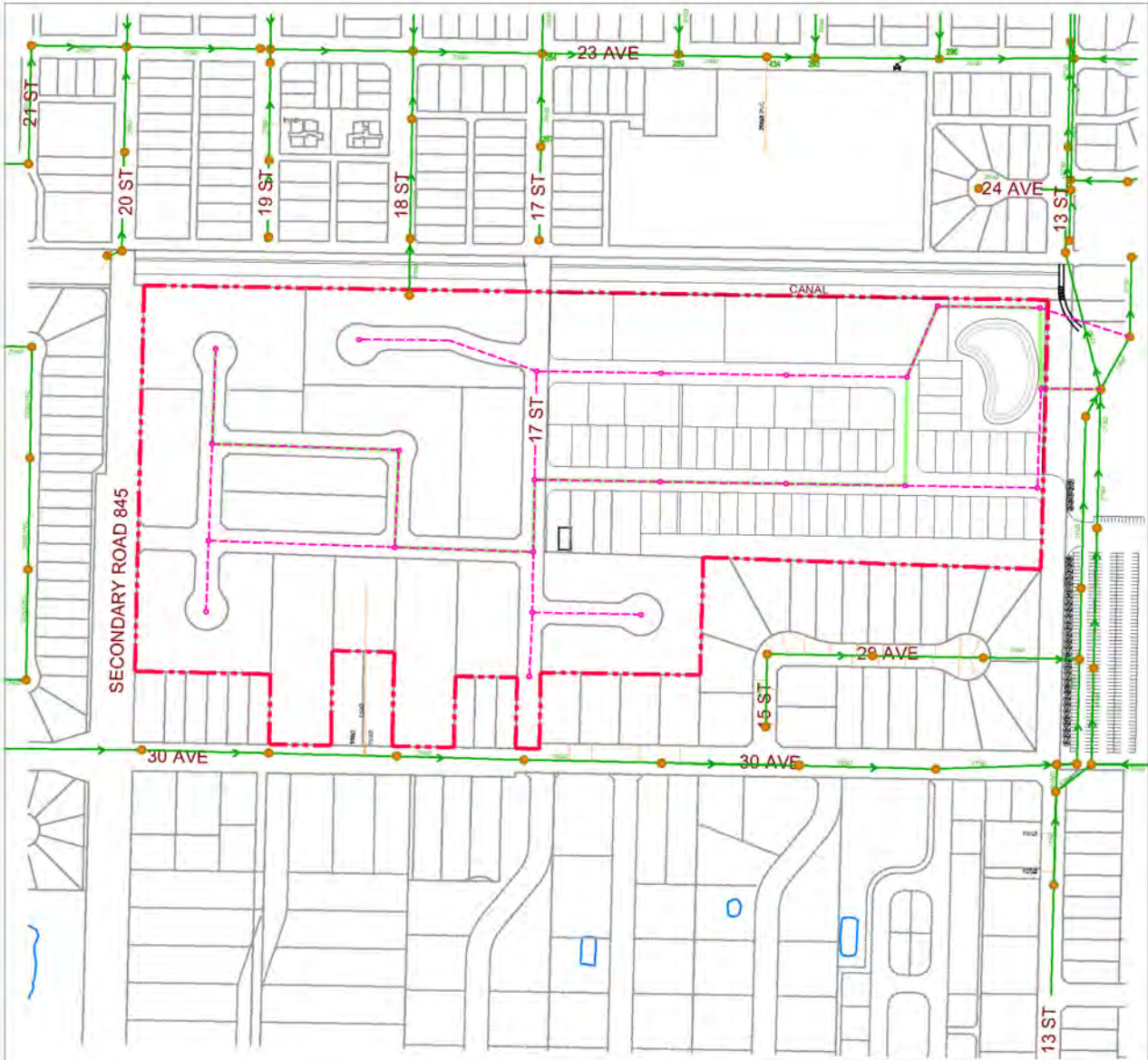


LEGEND

- LOW DENSITY
- MEDIUM DENSITY
- SENIOR HOUSING
- S.C.R.A.S.P. (REVISED SOUTH COALDALE AREA STRUCTURE PLAN) BOUNDARY

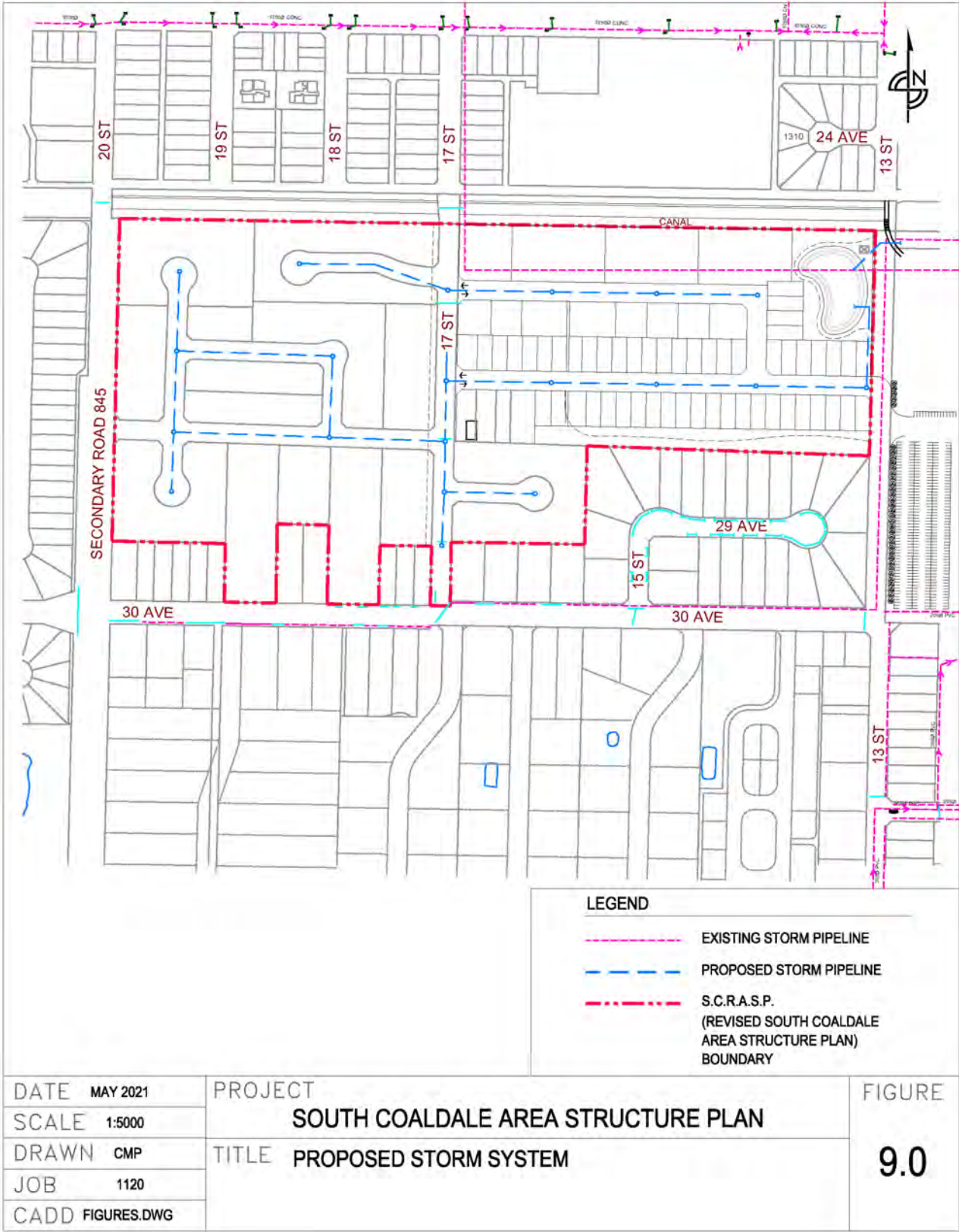
DATE	MAY 2021	PROJECT	FIGURE 6.0	
SCALE	1:5000	SOUTH COALDALE AREA STRUCTURE PLAN		
DRAWN	CMP	TITLE		PROPOSED LAND USES
JOB	1120			
CADD	FIGURES.DWG			

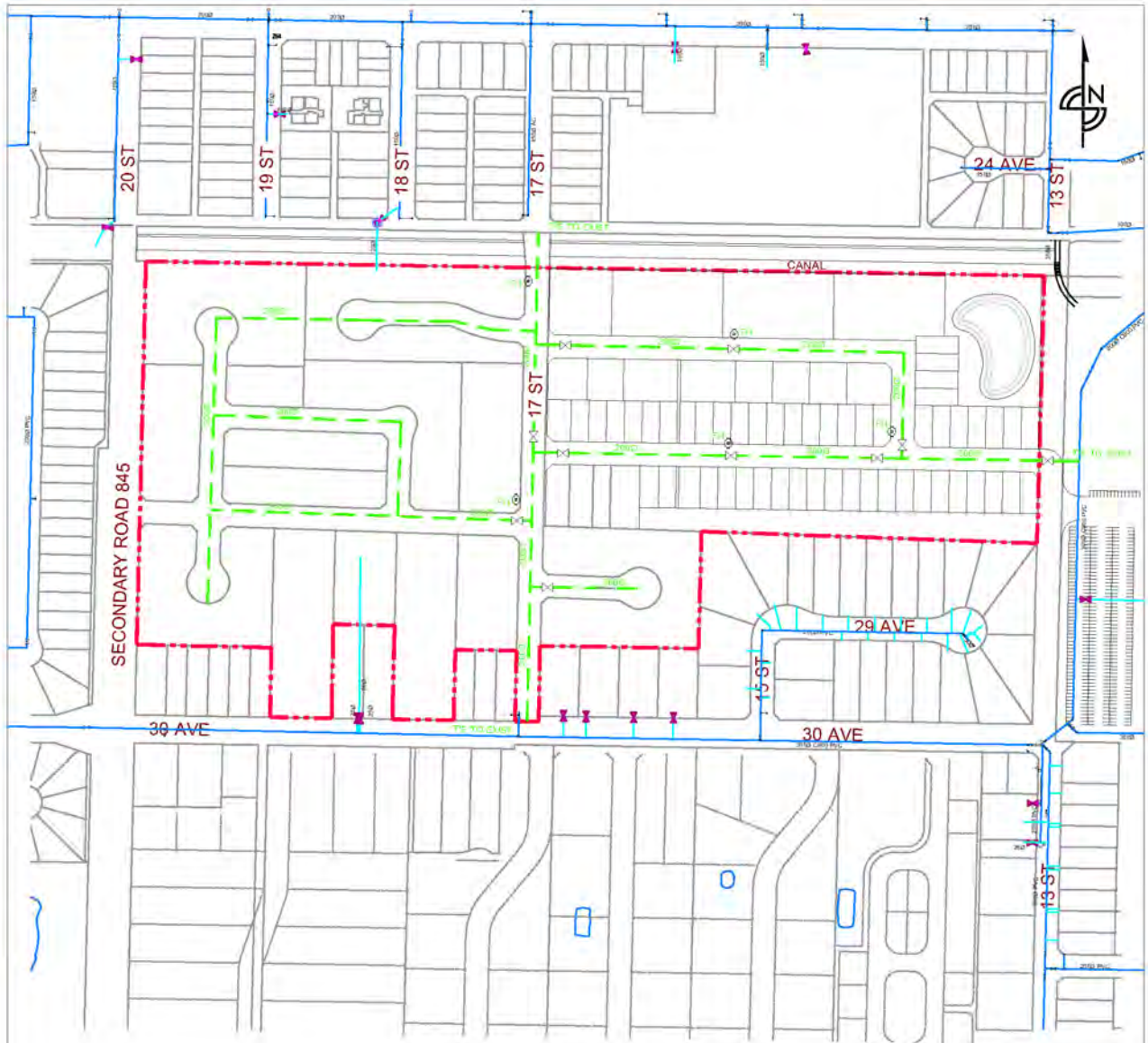




LEGEND	
	EXISTING SANITARY PIPELINE
	PROPOSED SANITARY PIPELINE
	SANITARY PROFILE ROUTE FOR TABLE #3
	S.C.R.A.S.P. (REVISED SOUTH COALDALE AREA STRUCTURE PLAN) BOUNDARY

DATE	MAY 2021	PROJECT	SOUTH COALDALE AREA STRUCTURE PLAN	FIGURE
SCALE	1:5000			
DRAWN	CMP	TITLE	PROPOSED SANITARY SYSTEM	8.0
JOB	1120			
CADD	FIGURES.DWG			





LEGEND	
	PROPOSED WATER HYDRANT
	EXISTING WATER PIPELINE
	PROPOSED WATER PIPELINE
	S.C.R.A.S.P. (REVISED SOUTH COALDALE AREA STRUCTURE PLAN) BOUNDARY

DATE	MAY 2021	PROJECT SOUTH COALDALE AREA STRUCTURE PLAN	FIGURE 10.0		
SCALE	1:5000				
DRAWN	CMP			TITLE	PROPOSED WATER SYSTEM
JOB	1120				
CADD	FIGURES.DWG				

AGENDA ITEM REPORT



Title: 5:30pm, Area Structure Plan Bylaw 828-P-09-21 - Prairie Crossing ASP (Public Hearing, 2nd, 3rd reading) - S. Croil

Report Type: Bylaw

Report Author: Spencer Croil

Meeting: Regular Council Meeting - 12 Oct 2021

Department: Planning

Reviewed by Kalen Hastings

Supervisor/Peer:

TOPICS:

OBJECTIVE:

The purpose of this report is to present the proposed Prairie Crossing Area Structure Plan that has been submitted for the east end of the community, for consideration at a public hearing, which has been scheduled for Tuesday, October 12th at 5:30 pm

PREVIOUS COUNCIL DIRECTION:

This matter has appeared before council previously

Town Council provided 1st reading to Bylaw 828-P-09-21 at the regular meeting of September 13, 2021.

ANALYSIS:

The Prairie Crossing Area Structure Plan/Outline Plan has been developed over the past several months, for the property legally described as Lot 1, Block 3, Plan 0811507. This parcel may be better recognized as primarily undeveloped 13.513 hectare (33.39 acre) parcel of land directly to the east of Parkside Acres.

The consultant working on behalf of the property owner has undertaken the following actions to prepare the Plan:

1. Preliminary meetings with staff to review keystone documents (Town Plan, TMP, etc.)
2. Preparation of preliminary concepts for review by Town staff
3. Scheduling and execution of public engagement opportunities
4. Finalization of the ASP for submission to the Town

The work and detail represented by each of the above points will be presented thoroughly at the Public Hearing.

The proposed ASP is made up of seven parts; Introduction, Land Use Concept, Open Spaces, Transportation, Utility Servicing, Engagement, and Summary.

The key aspects of the document, being the Land Use Concept, Open Spaces, Transportation, Utility Servicing and Engagement, can be summarized as follows:

Land Use Concept

The Land Use Concept identifies a layout and land uses that are complimentary to the existing Parkside Acres neighbourhood to the west. Notably, the area of the site that is adjacent to 20th Avenue is proposed to remain Country Residential in nature and to be subdivided into a total of seven lots, one of which will maintain the existing homestead that is there.

Other features include a largely single family component to the proposed neighbourhood, with a commercial component at the far north end of the site that effectively mirrors the existing commercial lots to the west.

Open Spaces

Complimenting the areas identified for residential development is a park space of approximately 1.34 ha (3.31 acres), and a storm pond that is approximately 1.01 ha (2.50 acres) in size. The pond has been conceptually sized based on the Town's stormwater management requirements, and would be designed in much greater detail subsequent to an approval of the ASP/OP.

Transportation

The transportation network laid out in the ASP shows what may be referred to as a modified grid system that is connected to the Parkside Acres neighbourhood to the west, and to 19A Avenue to the north. The provision of two distinct points of access is favourable, as is the identification of a third access to the east, when future development occurs east of this parcel of land.

A comprehensive sidewalk and pathways plan shows sidewalks on both sides of the streets, along with a pathway connection from the park space in the Prairie Crossing area, to the sidewalk and pathway network in the Parkside Acres neighbourhood.

The Plan notes that the Town does not currently have a formal policy indicating when a Traffic Impact Assessment (TIA) is required, which is accurate. Instead, the TMP notes that if it is not clear a TIA is required based on a certain amount of development, a different form of analysis can be identified and required by the Town instead. It is anticipated in the short term that, with the Plan proposing the development of the seven acreage lots first, a TIA would not be necessary. However, as the remainder of the area is slated for development, a TIA or truncated version of the same may be advantageous, especially with consideration for identifying whether the cross-section that has been identified in the ASP will be sufficient based on future traffic volumes.

Utility Servicing

Utilities are shown to generally follow the transportation network and generally speaking the existing infrastructure to the west has sufficient capacity to accommodate the proposed development reflected in the Prairie Crossing concept. Some aspects of the existing infrastructure may require upgrading however it is anticipated that this work would be carried out during the servicing of the ASP area.

Engagement

In accordance with the Town's direction, a phased approach to community development was provided by the owner's consultant. The approach taken was a combination of virtual and online open house complemented by an online survey. A summary of engagement feedback will be presented at the Public Hearing. A summary of engagement is attached to this report.

KEY CONSIDERATIONS:

Broadly speaking, the ASP meets the policy direction of the Town Plan and Transportation Master Plan.

While the seven acreages on the south end of the development do not meet the guidance in the Town Plan, consideration should be given to the overall development proposal and expected lot density for the neighbourhood. The expected net density of the area is between 14 and 22 net units per hectare (6 and 9 units per acre).

Open space and pathways networks are proposed to be provided in accordance with the Town Plan's policy guidance.

Regarding the requirement for a TIA, the Plan notes that a TIA is likely required as the residential areas beyond the Country Residential area begin to be planned for subdivision and development.

Changes to the proposed ASP:

As was noted in the agenda item report for 1st reading of Bylaw 828-P-09-21, there was a small discrepancy with the fire response times for the plan area, which will be adjusted in the final version of the plan.

Additionally, the cross-section proposed for streets in the proposed plan were noted as being at 16.0 m in width, where as the Town uses the City's road standards and therefore would require local roads to be between 16.5 and 18.5 metres, and collector roads to be wider. This will also be adjusted in the final version of the ASP.

Finally, in response to the feedback provided by Lethbridge County, all items of concern have been addressed in the updated version of the ASP. The County has indicated the same in email correspondence that is also attached to this agenda item.

As a result of the changes made, the ASP is considered to be amended from the version that was provided 1st reading. Therefore, should Council wish to consider 2nd and 3rd reading of Bylaw 828-P-09-21, 2nd reading of the bylaw would need to capture the amendments made.

FINANCIAL IMPACT:

None expected

STAKEHOLDER ENGAGEMENT:

Community Consultation Sessions
Public Hearing(s)
Advertisement(s)

As mentioned above, the consultant completed a multi-step approach to public engagement and will be presenting those results at the Public Hearing. A summary of engagement is attached to this report.

In support of communicating the public hearing, the following steps were taken:

1. The letsconnectcoaldale.ca project page was launched on September 23rd
2. Notice of the public hearing was sent to surrounding landowners on September 24th
3. Notice of the public hearing was advertised in the Sunny South Newspaper (SSN) on September 28th and October 5th

As of the date of the preparation of this report, no requests to speak have been made, and one (1) written feedback item has been submitted.

The written feedback was received via email and comes from acreage owners in the County. The feedback provided is attached to this agenda item report for Council's consideration. Clarification was provided to the respondents that the subject property was annexed in 2018 with the intent of accommodating future Town growth.

DECISION OPTIONS:

Subsequent to discussion and deliberation during and after the Public Hearing, Council is respectfully requested to vote on 2nd and 3rd reading of the bylaw. It is worth noting that should Council find merit in the ASP as updated, 2nd reading would need to be passed to Bylaw 828-P-09-21, as amended.

RECOMMENDATION:

THAT Council provide SECOND reading to Area Structure Plan Bylaw 828-P-09-21, as amended, and THIRD reading the Area Structure Plan Bylaw 828-P-09-21.

RATIONALE:

As noted in the body of this report, the proposed amendment can be considered generally to align with the purpose and intent of the goals and policies contained in the Town Plan.

However, the matter of local context and stakeholder feedback needs to be considered and accounted for in the broader discussion and deliberations for proposals such as this.

STRATEGIC ALIGNMENT WITH COUNCIL STRATEGIC PLAN:

				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1. Focus on Community Safety	2. Focus on Livability	3. Focus on Economic Health	4. Focus on Good Governance and Corporate Excellence	5. Focus on Responsible and Responsive Growth

ATTACHMENTS:

- [Prairie Crossing ASP and Outline Plan Compiled Oct4 27858 Engagement Summary - Coaldale Prairie Crossing](#)
- [ASP Prairie Crossing Bylaw 828-P-09-21](#)
- [Town Plan - Areas of Change map](#)

[Town Plan - Land Use Strategy](#)

[Town Plan - Residential Goals and Policies](#)

[Town Plan - Commercial policies - current to Sept. 30, 2021](#)

[Lethbridge County response to updated plan - Updated Prairie Crossing ASP](#)

[Lethbridge County Comments - Prairie Crossing ASP - October 4, 2021](#)

[Bylaw 828-P-09-21 - Response from County resident](#)

Prairie Crossing

AREA STRUCTURE PLAN /
OUTLINE PLAN

Bylaw No.

Adopted By Council

Prepared By:





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1.0 Introduction

The Prairie Crossing Area Structure Plan (ASP)/Outline Plan has been developed to provide a framework for future development on lands east of the Parkside neighbourhood which were annexed to the Town in 2018. The annexation was to provide for a 25-year growth horizon to accommodate future development within the Town.

1.1 Location and Area Context

The Prairie Crossing neighbourhood encompasses 33 acres, located south of Highway 3 and north of 20 Avenue, on the east boundary of the Town, as shown on Figure 1: Location Plan.

Lands to the east are located within the Intermunicipal Planning area between the Town of Coaldale and Lethbridge County. The County lands are predominantly agricultural, with the exception of a number of smaller parcels along 20 Avenue (Township Road 92) which accommodate existing country residential development.

The residential neighbourhood of Parkside is immediately adjacent to the west boundary of the subject parcel and lands north of Highway 3 are anticipated to accommodate industrial and/or agricultural uses.

1.2 Topography

The parcel is relatively flat, and generally drains towards the southeast part of the site. The land has been used for agricultural purposes and there are no significant slopes within the parcel.

1.3 Existing Land Use

The parcel is currently zoned UR (Urban Reserve District), with the exception of a parcel at the northeast corner of the property which is zoned DC (Direct Control District) to accommodate temporary commercial uses along the Highway 3 corridor.

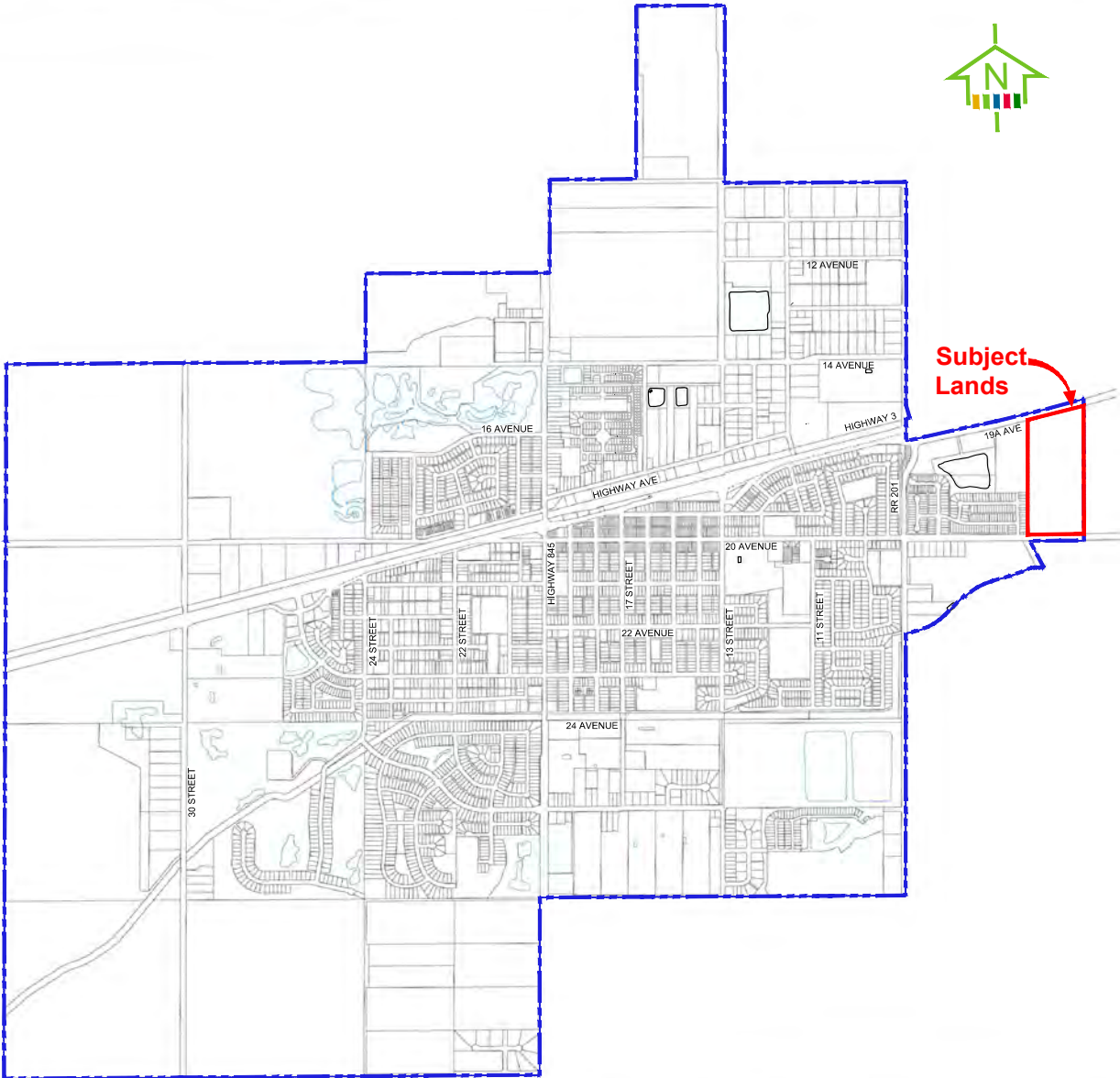
1.4 Land Ownership

The lands are owned by Destiny Homes Inc., including a farmstead located on the south portion of the parcel. The intent is to preserve the existing farmstead within the ASP/Outline Plan design in such a way to be compatible with the existing country residential development on the south side of 20 Avenue.

1.5 Policy Context

1.5.1 South Saskatchewan Regional Plan (SSRP)

The SSRP establishes broad policies to guide responsible land management in southern Alberta. The ASP/Outline Plan aligns with the key policies within the SSRP by promoting efficient land use, quality of life and response to community needs.



--- Town Boundary
 --- ASP/Outline Plan Boundary

**PRAIRIE CROSSING
 ASP/OUTLINE PLAN**

FIGURE 1.0
 PLAN LOCATION



1.5.2 Lethbridge County/Town of Coaldale Intermunicipal Development Plan (IDP)

The proposed development is adjacent to the municipal boundary on the east side of the Town and subject to the Lethbridge County/Town and Coaldale IDP. The lands to the east of the subject lands are not identified in the IDP for future urban growth and expansion.

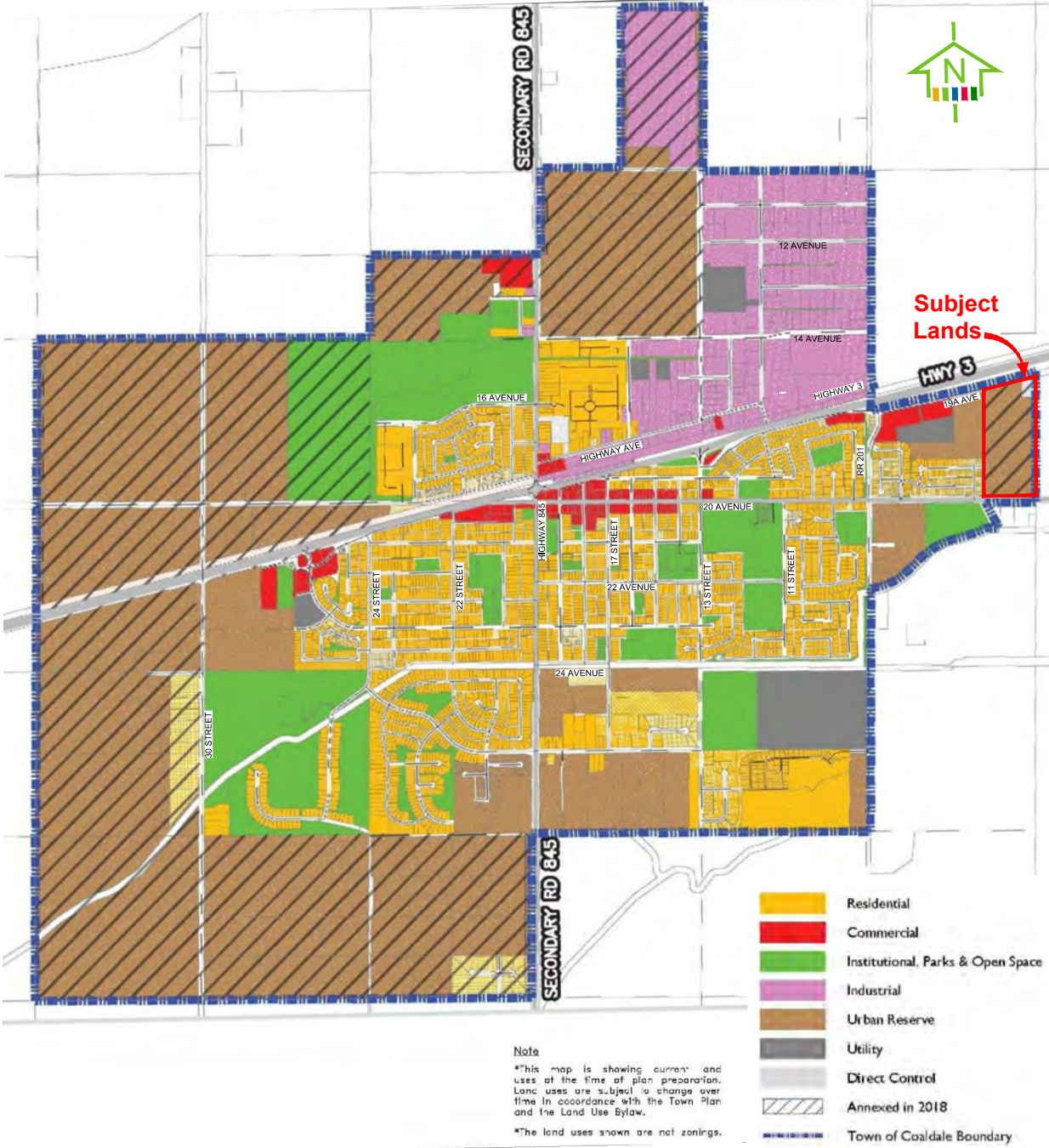
1.5.3 Town Plan and Transportation Master Plan (TMP)

The proposed Prairie Crossing development is designated as an Area of Growth in the Town Plan and aligns with key goals and objectives of the Plan by providing efficient and effective development, promoting active modes, providing key connections to community amenities. Proposed land uses are consistent with the Town Plan and are a logical extension to existing development. The block-based design and expansion of the sidewalk network provides walkable access to commercial amenities and recreational spaces.

While vehicles remain the primary users of the transportation network, the proposed design enhances the opportunities to connect active modes throughout the Town, consistent with TMP policies. The subject lands are identified within the context of the Town Plan on Figure 2: Policy Context Plan.

1.5.4 ASP Alignment

While the Town typically requires an Area Structure Plan (ASP) to be prepared prior to approving an Outline Plan, it has been determined that due to the size of the parcel and scale of the proposed development, the separate preparation of an ASP and an Outline Plan would not be beneficial. The ASP/Outline Plan provides a more appropriate level of detail to ensure that future growth occurs in a responsible manner, consistent with current policy direction for the Town.



**PRAIRIE CROSSING
ASP/OUTLINE PLAN
FIGURE 2.0
POLICY CONTEXT PLAN**



2.0 Land Use Concept

2.1 Vision

The proposed Prairie Crossing concept provides for the development of a primarily residential neighbourhood area to meet the growing demand for housing within the Town. A row of country residential development is proposed along the south boundary of the plan area to be consistent with the country residential development south of 20 Avenue in Lethbridge County. The country residential development will back onto the open space network which will serve as a buffer to the neighbourhood residential development. A commercial area has been included along the Highway 3 corridor, consistent with the direction of the Town Plan.

The proposed neighbourhood will provide a variety of housing types to respond to a broad range of demographic needs in a comprehensively designed and aesthetically pleasing environment. The neighbourhood supports varied business and housing opportunities within a safe and inclusive environment.

2.2 Neighbourhood Design

The ASP/Outline Plan design and general land use typologies are illustrated on Figure 3. ASP/Outline Plan.

The country residential development along the south boundary of the plan area is consistent with the country residential development south of 20 Avenue within Lethbridge County. The country residential development backs onto the open space network which will serve as a buffer to a more typical density for residential development within the Town. A commercial area has been included along the Highway 3 corridor, consistent with the direction of the Town Plan. The block-based design provides additional connectivity throughout and adjacent to the plan area and allows for the flexibility to provide a range of housing product to respond to market demand as development occurs. The road network has been designed to discourage cut-through traffic and the challenges associated with direct vehicular routes that encourage shortcutting.

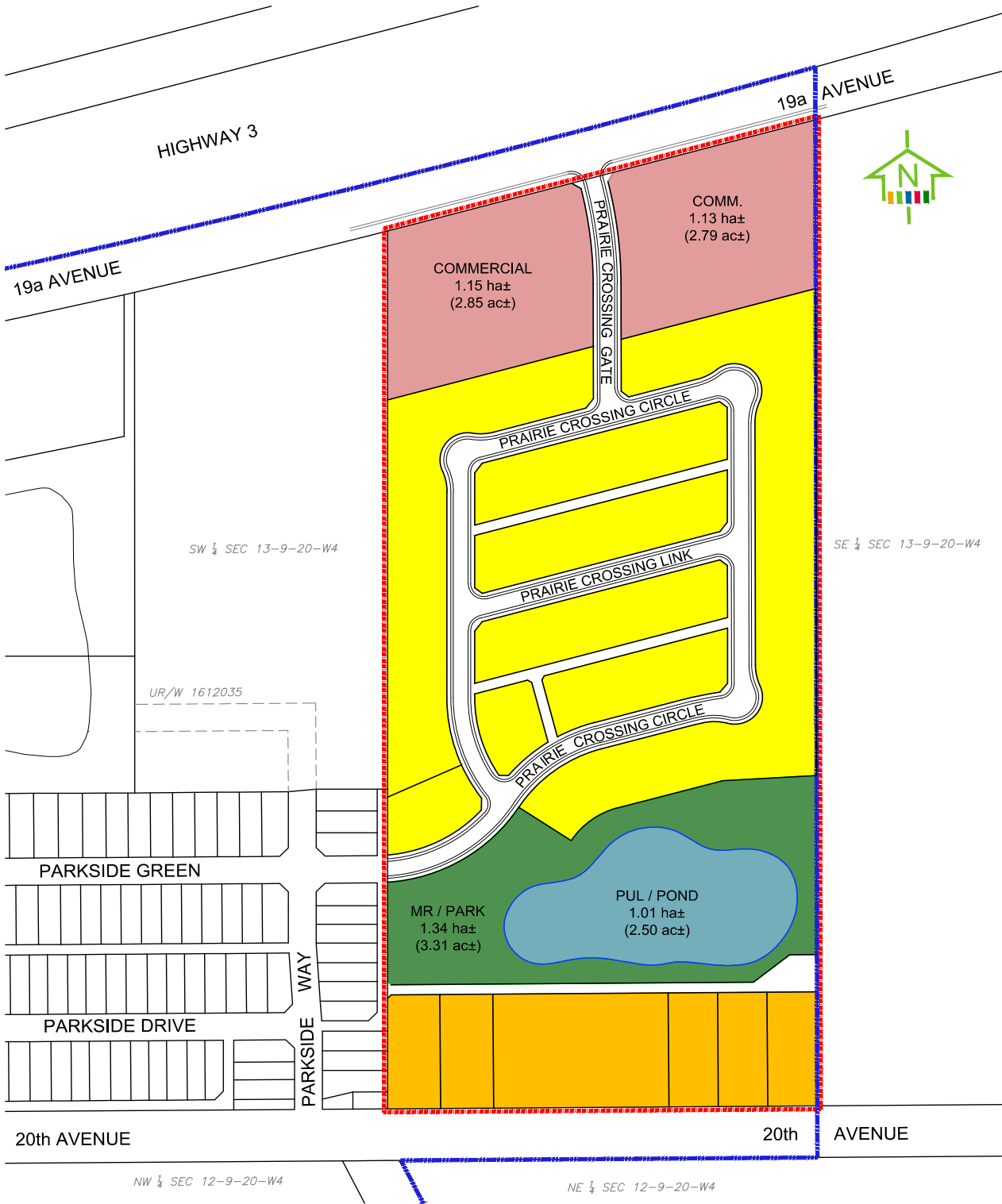
2.3 Phasing








The country residential portion of the plan will be the initial phase of development followed by commercial development along the Highway 3/19A Avenue corridor as shown on Figure 4: Phasing Plan. The portion of the commercial site currently zoned DC is part of an existing development permit to accommodate interim uses for an undetermined period of time. As development occurs this will become part of the commercial development along Highway 3.

It is anticipated that the open space and stormwater facilities will be developed as the neighbourhood residential components proceed. Land use amendments to identify the specific residential districts per the Land Use Bylaw will be submitted concurrent with the associated subdivision plans.

2.4 Architectural Standards

Similar to the land use amendments, architectural guidelines will be considered at the subdivision stage when specific land use districts are established.

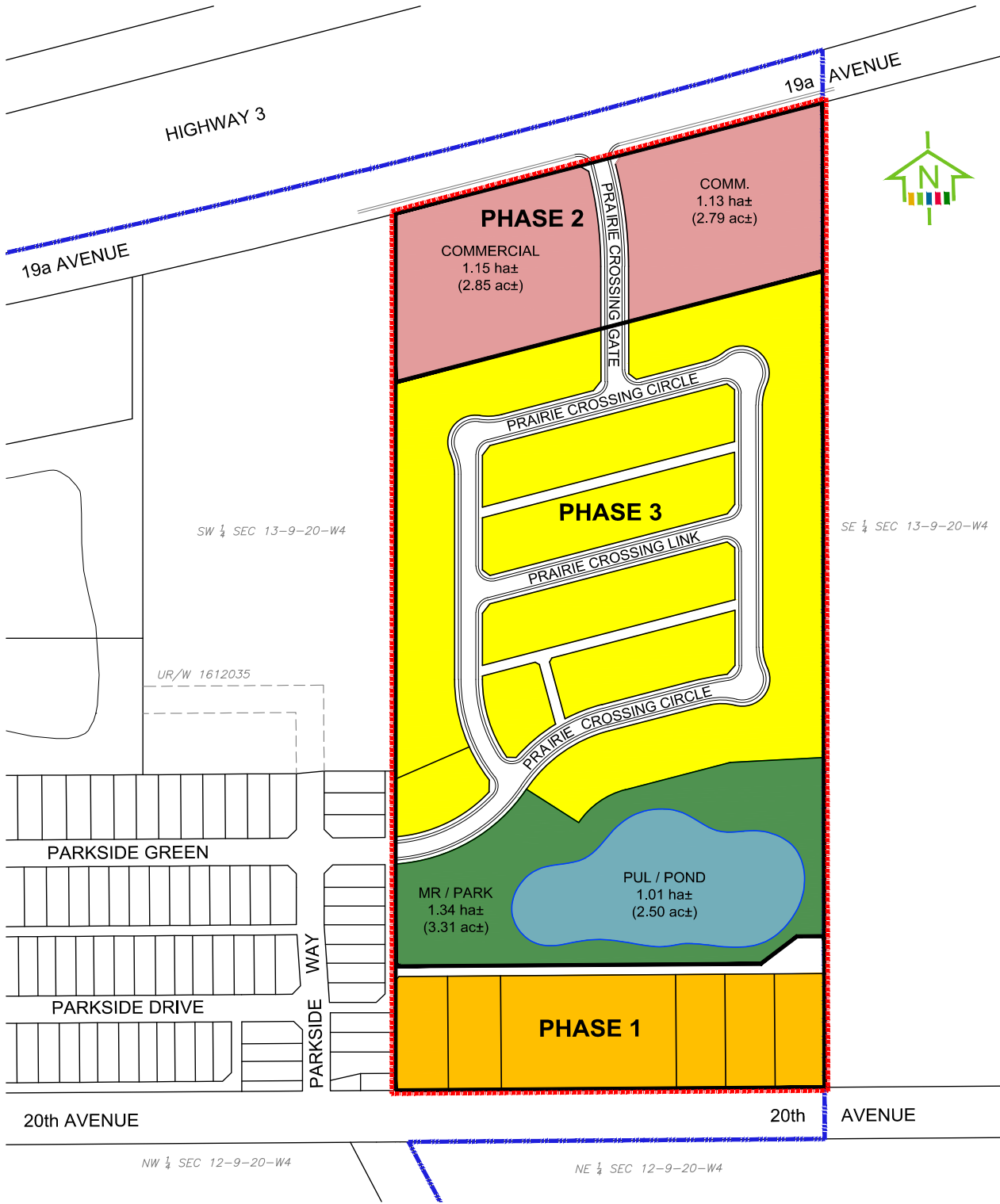


-  Town Boundary
-  ASP/Outline Plan Boundary
-  Country Residential
-  Residential
-  Commercial
-  Open Space
-  Storm Water Management

**PRAIRIE CROSSING
ASP/OUTLINE PLAN**

FIGURE 3.0
Outline Plan

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- Town Boundary
- - - - - ASP/Outline Plan Boundary
- Phase Boundaries

**PRAIRIE CROSSING
ASP/OUTLINE PLAN**

**FIGURE 4.0
Phasing Plan**



2.5 Land Use Statistics

Table 1: Land Use Statistics

Proposed Land Use	Area	% of GDA	Anticipated Units	Density Range
Gross Developable Area (GDA)	13.50 ha	100%		
Public Open Space	1.34 ha	10.0%		
Roadways	2.18 ha	16.1%		
Stormwater Management	1.01 ha	7.5%		
Commercial Development	2.23 ha	16.5%		
Country Residential	1.65 ha	12.2%	7	0.23 upha
Low to Medium Density Residential	5.09 ha	37.7%	90-142	17.7-27.9 upha*
Overall Density Range based on GDA	13.50 ha	100%	97-149	7.26-11.16 upha

Note: based on average lot widths of 7.8m -15.0m consistent with policy direction

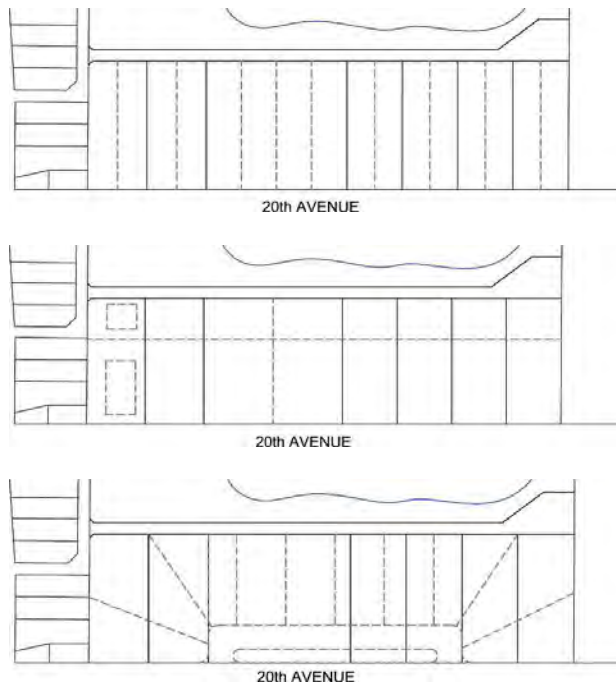


2.6 Residential Land Uses

2.6.1 Country Residential

The country residential development comprises 7 lots, including the existing farmstead. The proposed development, fronting onto 20 Avenue is consistent with existing development in Lethbridge County on the south side of 20 Avenue. The country residential lots provide a transition from lower density residential development to the typical neighbourhood densities which are consistent with current policy directives and support the efficient use of Town infrastructure.

Development of the country residential lots does not preclude long-range transition to a higher density housing form. While higher densities are not anticipated at this time or in the near future, the proposed lotting options shown below illustrate possible transitions from acreage lots to a clustered development similar in density to the adjacent residential neighbourhoods. Future housing types could include laneway carriage housing, single or semi-detached housing with shared driveway access or row-housing/townhouses.



Any future intensification of density will require an amendment to the Land Use Bylaw, including a Public Hearing.

2.6.2 Neighbourhood Residential

The neighbourhood residential development has been designed on a block-based roadway network to accommodate a broad range of lot sizes and housing types, including single detached, semi-detached, duplex, row housing or townhouses. The potential diversity of housing allows the area to respond to evolving needs of future residents.



2.7 Commercial Land Uses

2.7.1 Highway 3 Corridor

The Town Plan identifies the Highway 3 corridor for commercial uses. Access will be provided via 19A Avenue. A local entry to the residential neighbourhood south of the commercial development will provide an opportunity for a neighbourhood focus with convenient pedestrian access.

2.7.2 Current DC Parcel

A portion of the commercial corridor is currently zoned DC and is subject to the conditions of Development Permit No 2020-09 7. The subject parcel will accommodate interim uses for an undetermined period of time and is anticipated to transition to commercial uses as part of the Highway 3 Corridor.

2.8 Community Elements

2.8.1 Activity Nodes

As noted above, Prairie Crossing Gate creates an opportunity to develop a local activity node to service the future residents of the adjacent residential area. Commercial development will be readily accessible for vehicular traffic and active modes. The roadway has been designed to slow traffic to improve safety and enhance the pedestrian environment.

2.8.2 Fire/EMS Response

The neighbourhood is close to Fire and EMS facilities and it is anticipated that response times would be less than three minutes, well below typical recommended time frames.

2.8.3 Mail Delivery

Mail delivery will be provided per standard Canada Post protocol at the time of development.



■ 3.0 Open Spaces

3.1 Parks

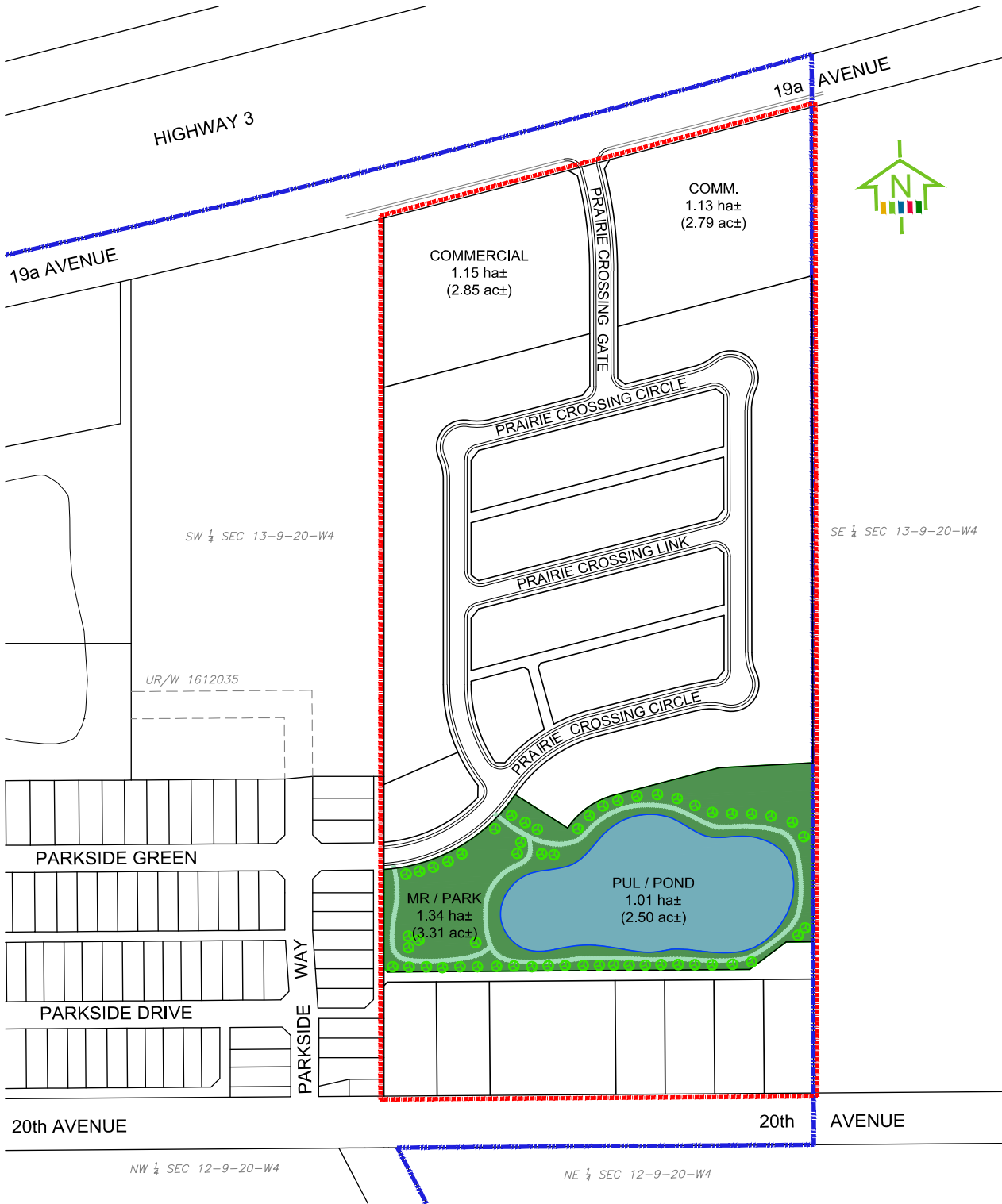
Open space has been provided north of the country residential development to accommodate active and passive recreation and a buffer to the neighbourhood residential areas. The park is shown on Figure 5: Open Space. Open Space will provide spaces for informal gathering and pathways will connection to the overall pedestrian network which leads to commercial amenities along Highway 3 and other amenities in the Parkside neighbourhood to the west.

3.2 Connectivity

Residents will benefit from close proximity to commercial amenities with direct access through sidewalks and pathways. Connections to the adjacent Parkside neighbourhood and access to 20 Avenue will be maintained to provide pedestrian and vehicular links to the downtown core to the west. Sidewalks will be provided on both sides of the local streets to promote active modes. Pathways will be provided around the stormwater pond and connecting to the adjacent areas. The proposed connections have been shown on Figure 6: Connectivity Plan.

3.3 Reserve Dedication

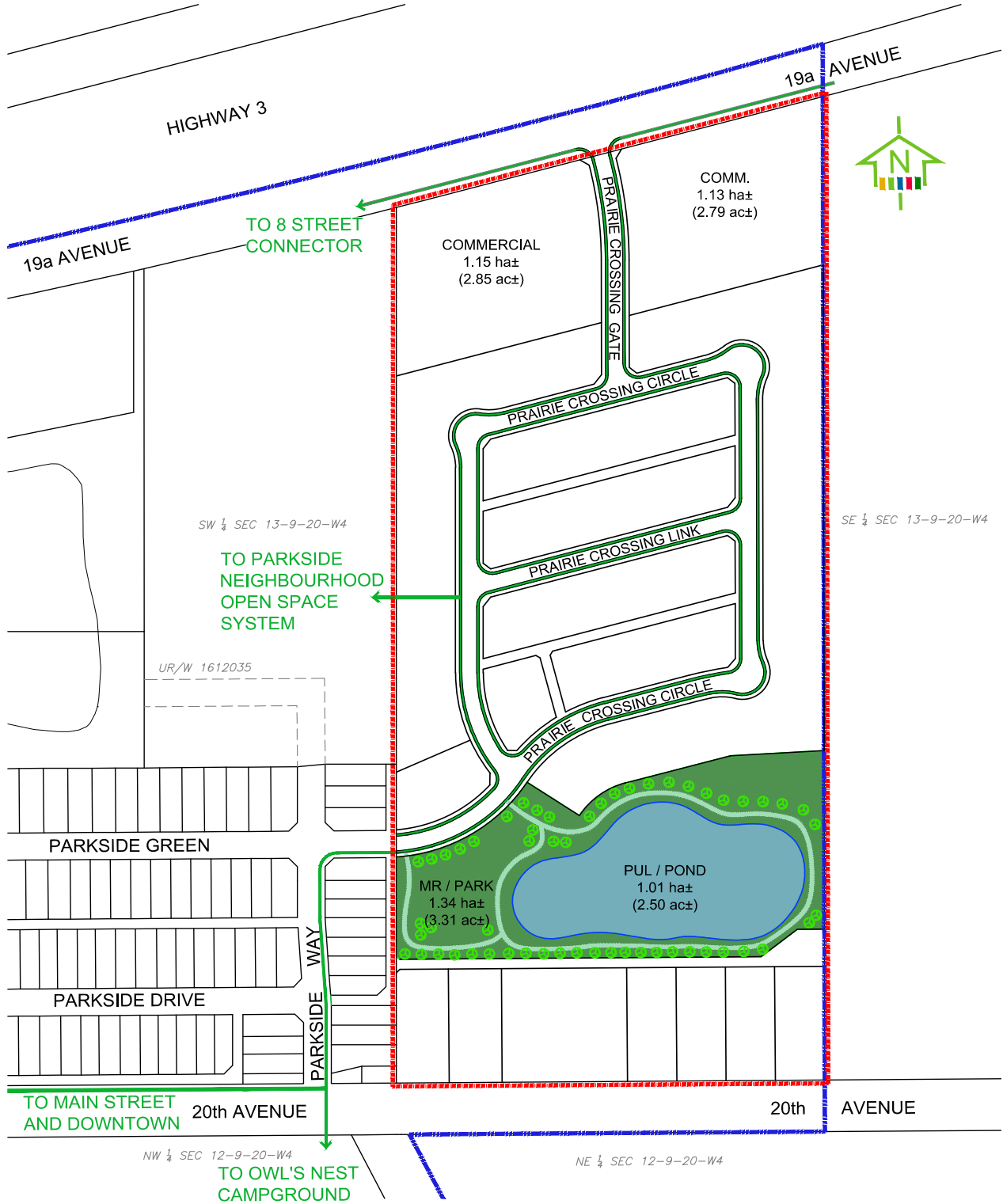
The open space network provides for 3.3 acres of land surrounding the stormwater facility. This represents the 10% reserve dedication required for the subject lands and will provide a local open space amenity for future residents.



- Town Boundary
- - - - - ASP/Outline Plan Boundary
- Open Space
- Storm Water Management

**PRAIRIE CROSSING
ASP/OUTLINE PLAN**

FIGURE 5.0
Open Space



- - - - - Town Boundary
- - - - - ASP/Outline Plan Boundary
- - - - - Pathway and Sidewalk Connections

**PRAIRIE CROSSING
ASP/OUTLINE PLAN**

FIGURE 6.0
Connectivity Plan
OCTOBER 2021



4.0 Transportation

4.1 Access and External Road Systems

The proposed roadway concept has been shown on Figure 6. Connectivity Plan, which illustrates how the proposed development integrates with the existing transportation network. Both 19A Avenue (service road and 20 Avenue extend into Lethbridge County where they are under the control and management of Lethbridge County.

The developer and/or the Town may be required to address traffic and road impacts with Lethbridge County if the County determines the rural road system will be adversely impacted by the proposed development.

4.2 Road Classifications

Local roadways will be developed to Town standards and connect to the adjacent road network. Exact road ROWs will be determined at the Plan of Subdivision and/or Land Use Amendment and will range from 16.5-18.5m in width.

Lane access has been provided for a portion of the neighbourhood lots as well as for the country residential development to accommodate servicing infrastructure. Local roads are anticipated to accommodate street parking and sidewalks on both sides.

4.3 Traffic Impact Assessment

The Town does not currently have any policies that indicate when a traffic impact assessment (TIA) is required to be undertaken. Per typical engineering standards, a site that generates less than 100 trips during the peak hour does not require a TIA. Using trip generation rates from the City of Calgary, it is estimated that the proposed 7 initial residential lots in Prairie Crossing will generate 5 and 12 additional trips per hour in the AM and PM peaks, respectively. This is a negligible amount of traffic and will have minimal impact on existing traffic operations.

Per Alberta Transportation (AT), a detailed TIA is required when a development is located within the development control zone (more than 300 metres from provincial right-of-way or more than 800 metres from the centerline of a highway and public road intersection). The proposed development is located within this control zone, however, due to the low volumes of generated traffic from the 7 residential lots, a detailed TIA should not be required from AT for the proposed 7 residential lots.

In future phases of Prairie Crossing when larger areas of the developments and/or higher trip generation land uses (i.e., commercial) are developed, a TIA would likely be required. The scope of work of the TIA would need to be confirmed with AT and/or the Town and would likely include: the traffic impacts to the adjacent roadway network, including intersections off Highway 3, the internal road classification, etc.

4.4 Active Transportation Connections

Vehicular access will be provided along Prairie Crossing Gate from 19A Avenue, which functions as a service road to the commercial corridor. South access will be provided from 20 Avenue through the Parkside neighbourhood using the existing alignment. The access from 19A Avenue, Prairie Crossing Gate, provides an opportunity to develop an active node oriented to the north/south connector. The



local roadway network through the neighbourhood residential area has been designed as a T-intersection to provide traffic calming while still allowing connections through to 20 Avenue.

4.5 Street Naming

The name Prairie Crossing has been chosen to identify the area as a distinct neighbourhood. The naming suggests a respect for the prairie environment and the integration of uses, promoting a small town feel and a welcoming environment for future residents. Prairie Crossing Link will provide the main access from the north and is envisioned as an active streetscape, serviced by local businesses and amenities. Prairie Crossing Circle provides access through the residential development and connects to existing roadways in the Parkside neighbourhood and a possible future link to the area east of the Town boundary.



5.0 Utility Servicing

The utility designs for this development have been conceptually design in accordance with the findings of the Coaldale Infrastructure Master Plan, Dec 2019, MPE Engineering Ltd.

5.1 Water Servicing

Water servicing is shown on Figure 7: Water Servicing. Water Servicing is currently available with a 200mm waterline in Parkside Green, a 300mm waterline in 20th Avenue, and a 300mm waterline in 19th Avenue, approx. 230m east of 8th Street. The 300mm waterline in 19th Avenue would need to be extended to the boundaries of the development in order to provide a looped water system throughout the development. Single service connections to the acreage lots along 20th Avenue would have to be discussed with Coaldale since the connections are outside of the Pressure Sustaining and Metering Station.

5.2 Sanitary Servicing

Sanitary servicing is shown on Figure 8: Sanitary Servicing. Sanitary Servicing is currently available from Parkside Green with a 200mm sanitary sewer at the west side of the development, from 20th Avenue at Parkside Way, and in 19th Avenue, approx. 230m east of 8th Street. Sanitary service connections to the acreage parcels will require a sanitary sewer extension east along 20th Avenue. The commercial lands in the north of the parcel may require the extension of the sanitary sewer in 19th Avenue. This will be determined during detailed design.

5.3 Stormwater Servicing

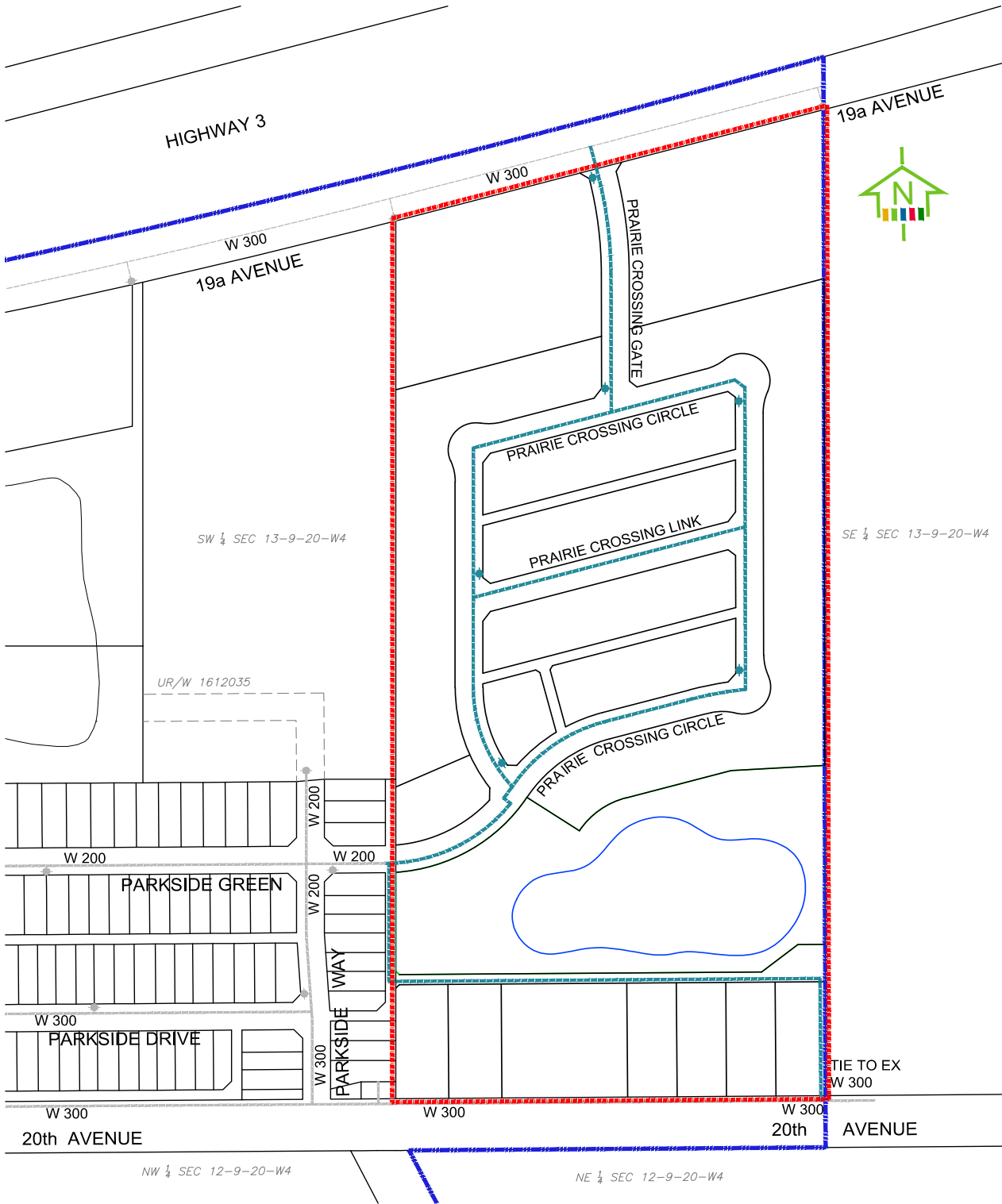
The stormwater management facilities have been conceptually sized based on the Coaldale Infrastructure Master Plan, Dec 2019, MPE Engineering Ltd, as shown on Figure 8. Stormwater Servicing. This site is located immediately east of Area 'K' and the 8th Street Pond. A 750mm storm sewer is extended from the pond to the west side of the site in Parkside Green. The 8th Street Pond is designed with a zero-discharge rate and only discharges into the South Malloy Drain when capacity is available after a storm event. This same criteria will apply to this site, and discharges will be through the 750mm storm pipe when downstream capacity is available.

The pond is located in the south-central area of the site that coincides with the current topographic low spot, where connection to the 750mm storm sewer is easiest.

The storm sewers and drainage throughout the site will be designed based on a dual drainage concept where sewers will be designed to accommodate an approx. 1 in 5 year storm event. For larger events up to a 1:100 year event, the roads and grades will be designed to provide short term storage capacity, and safely convey drainage to the storm pond.

5.4 Shallow Utilities

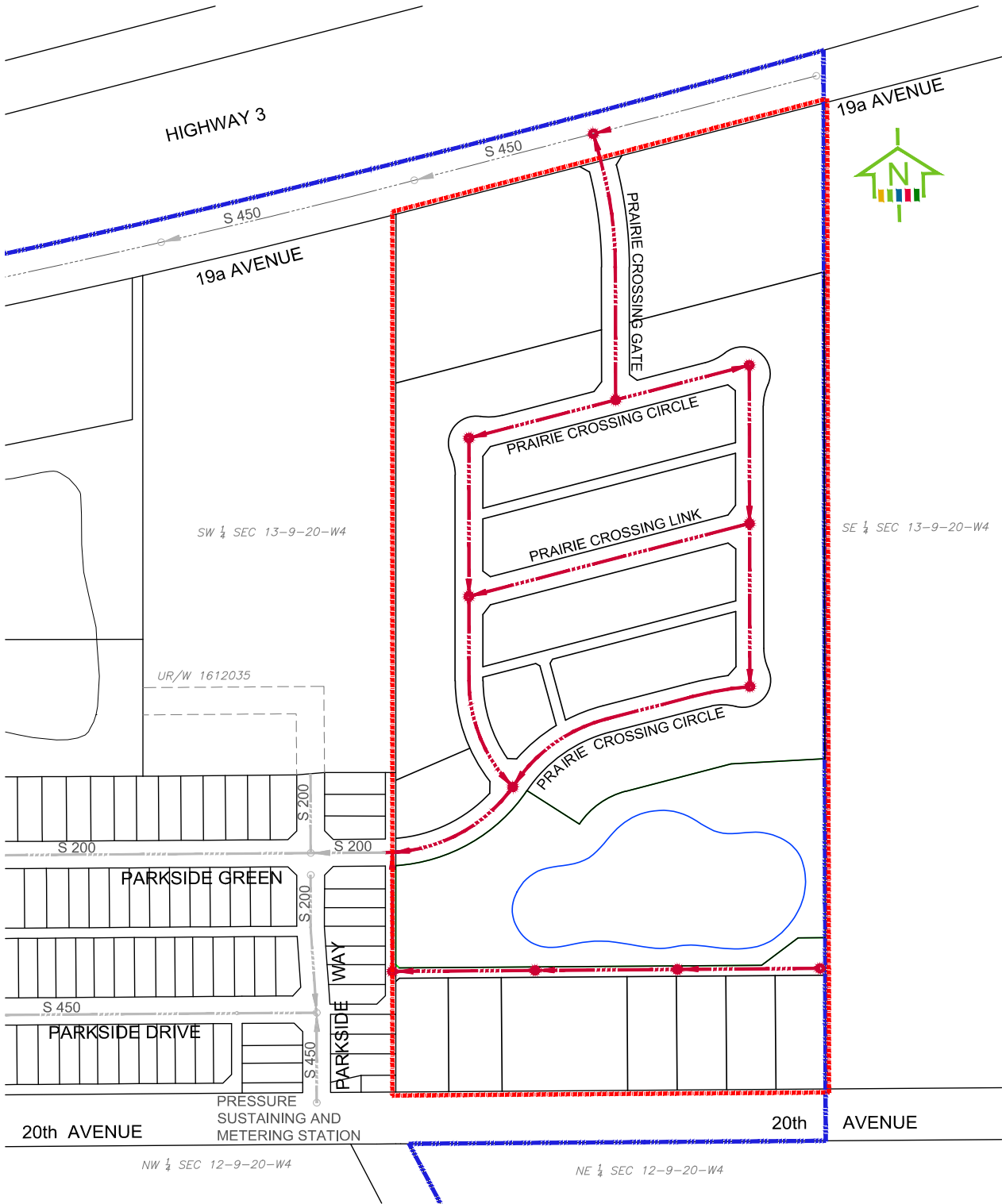
The franchise utility companies will be contacted as the development progresses. Shallow utilities for the development will be extended from existing utilities within Coaldale. The residential portion will require single phase power and be serviced with underground shallow utilities. The power requirements of the commercial have yet to be determined but may include three phase power requirements. Electrical utilities for the commercial are likely to be by overhead power along 19th Avenue.



- Town Boundary
- ASP/Outline Plan Boundary
- Existing Waterline
- Proposed Waterline

**PRAIRIE CROSSING
ASP/OUTLINE PLAN**

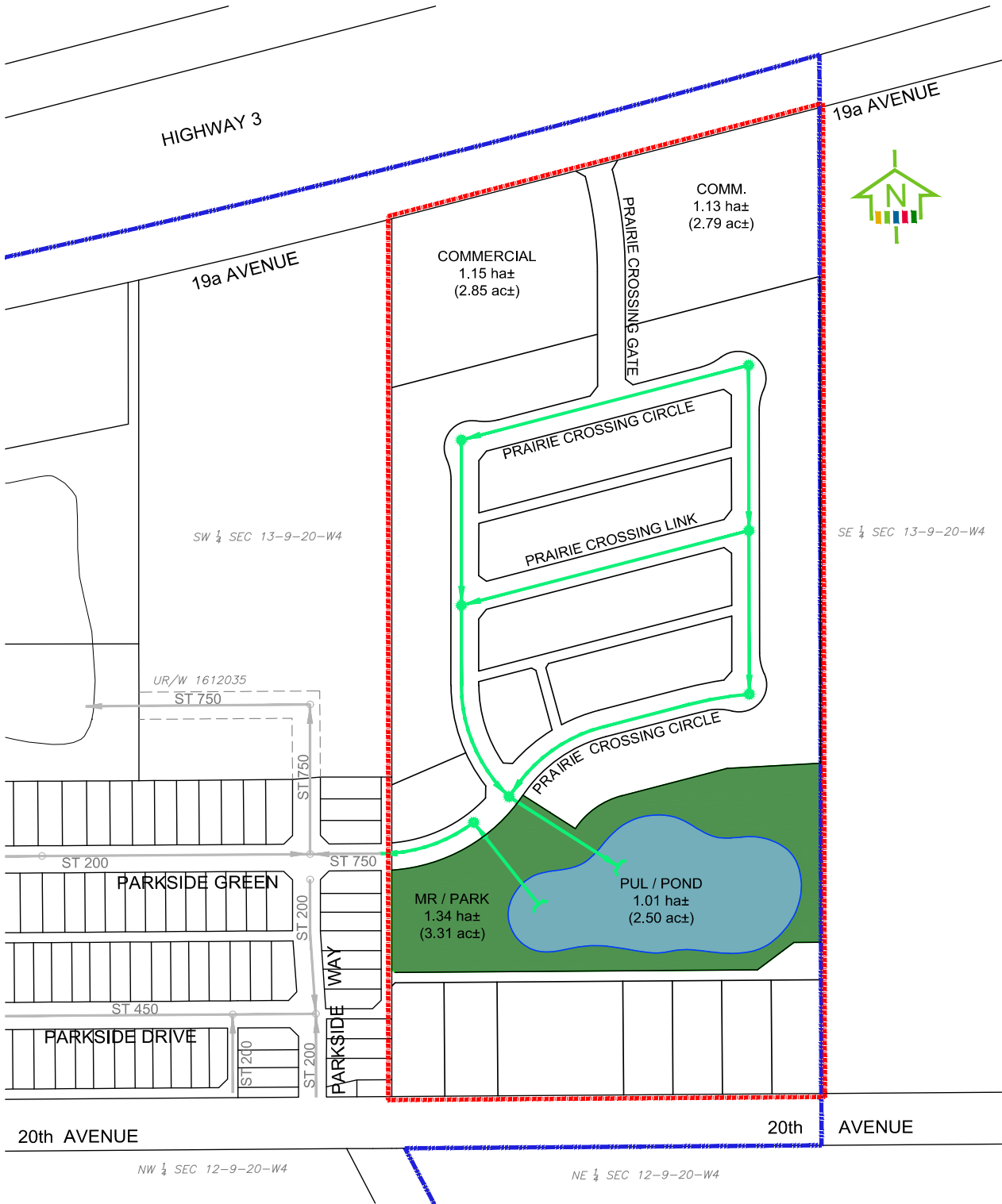
FIGURE 7.0
Water Servicing



- Town Boundary
- ASP/Outline Plan Boundary
- Existing Sanitary Sewer
- Proposed Sanitary Sewer

**PRAIRIE CROSSING
ASP/OUTLINE PLAN**

FIGURE 8.0
Sanitary Servicing



- - - - - Town Boundary
- - - - - ASP/Outline Plan Boundary
- Existing Storm Sewer
- Proposed Storm Sewer

**PRAIRIE CROSSING
ASP/OUTLINE PLAN
FIGURE 9.0
Stormwater Servicing**



6.0 Engagement

Early discussions with the Town administration and current policy direction informed the initial design of the neighbourhood.

Subsequently, the preliminary design for the Prairie Crossing ASP/Outline Plan was presented for public and stakeholder review as part of a hybrid virtual/in-person engagement process. Notification was provided through direct mailings to adjacent landowners and postings on the Town's website.

A virtual open house and online survey were conducted prior to formal submission of the application and followed by an in-person information session to solicit feedback and garner support. Input from the engagement process was generally positive, particularly with respect to the mix of uses, location of country residential development and open spaces. There was also support for the commercial development adjacent to Highway 3.

There were concerns expressed regarding the specifications for the local roadways. The Prairie Crossing Outline Plan proposes a cross-section which accommodates street parking and sidewalks on both sides, developed to the Town's standards.

The Plan was also circulated to stakeholders for comments per the Town's standard protocol, including Lethbridge County and comments received have been addressed.



■ 7.0 Summary

The proposed Prairie Crossing development will be a logical extension of current development within the Town and will be consistent with the intent of the 2018 annexation and the current policies and development regulations. The flexible design will allow refinement of the neighbourhood housing component to respond to market demand as development proceeds.

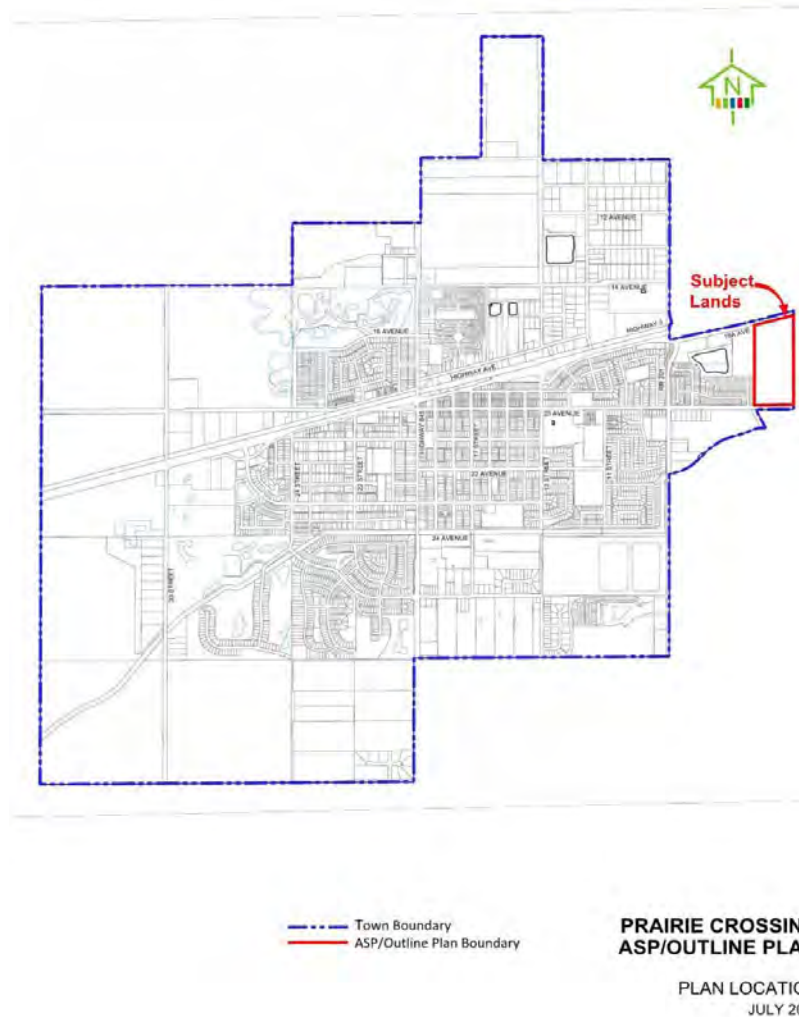
Prairie Crossing Area Structure Plan/Outline Plan

Engagement Summary

INTRODUCTION

ISL Engineering and Land Services Ltd. (ISL) was engaged by Destiny Homes Inc. (Destiny Homes) to prepare an Area Structure Plan/Outline Plan for their lands indicated on the plan below and facilitate the associated engagement. The Area Structure Plan/Outline Plan will provide a framework for future development which is consistent with the goals and objectives of the Town of Coaldale.

Figure 2, Prairie Crossing ASP/OP Plan Location



Prairie Crossing Area Structure Plan/Outline Plan

HOW WE ENGAGED

WEBSITE CONTENT AND DIRECT MAILINGS

ISL coordinated with the Town of Coaldale’s Planning and Community Development department to include content about the Prairie Crossing Area Structure Plan/Outline Plan on the Town’s website. This included general information about the project, upcoming engagement opportunities, and a registration link for the in-person open house. Adjacent landowners were also informed of the plan and engagement opportunities through direct mailings.

PUBLIC ONLINE SURVEY

An online survey was made available to the public from August 16 – 29, 2021. It was promoted on the Town of Coaldale’s website, and participants in both the virtual and in-person open houses were encouraged to complete the survey and provide feedback. A total of 13 individuals participated.

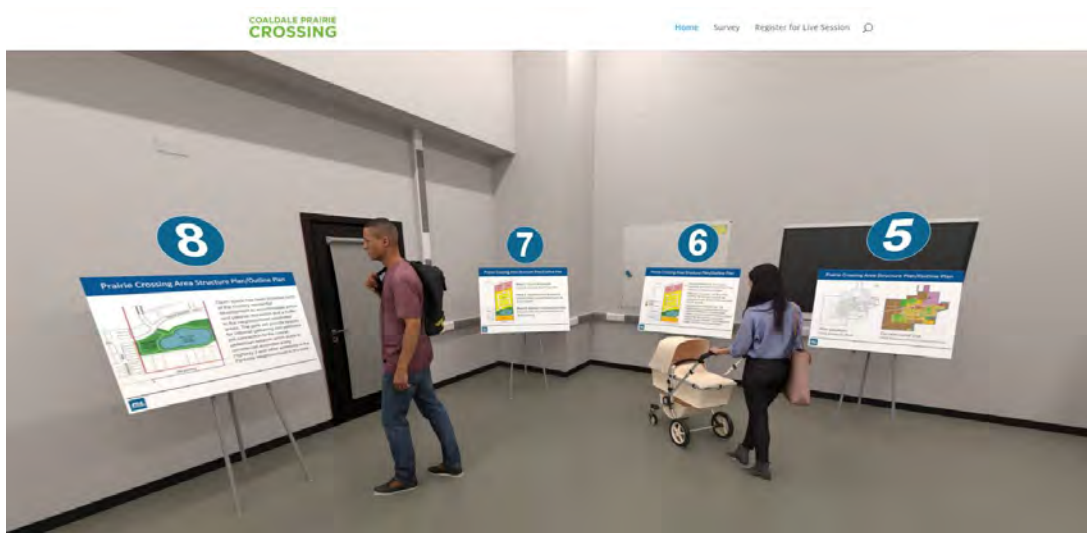
VIRTUAL OPEN HOUSE

A virtual open house was made available starting August 13, 2021 through the Town of Coaldale’s website to encourage those who were unable to attend in-person, or uncomfortable doing to, to participate in the engagement process. The materials shared virtually mirrored those that were shared in-person. A total of 204 unique visitors participated, with 308 total page views.

IN-PERSON OPEN HOUSE

On August 24, 2021 an in-person Public Open House was held from 5:00 – 7:00pm at the Coaldale Community Centre. A total of 3 individuals participated.

Figure 1, Virtual Open House



Prairie Crossing Area Structure Plan/Outline Plan

WHAT WE HEARD – OVERALL THEMES ONLINE SURVEY

The following represents the overall key themes that emerged based on feedback provided by participants, more detailed themes are available in the following section that break down the feedback based on the specific questions asked.

- Many respondents enjoyed the incorporation of green spaces, parks, and the pond into the design for the area, and liked how commercial areas and green spaces were used to provide separation from the highway and different densities of housing.
- Narrow roadways/alleyways, lack of off-street parking, limited sidewalks, and congestion are concerns that have affected other new areas in the Town, respondents would like to see Prairie Crossing designed to mitigate these concerns.
- Increased development, traffic, and impacts to wildlife were concerns for respondents who were not in favour of the project.

WHAT WE HEARD – THEMES PER ONLINE SURVEY QUESTION

“What are your thoughts on the Draft Outline Plan and Development Phasing Plan?”

12 Responses

- The majority of respondents were in favour of the Area Structure Plan/Outline Plan, sharing that they liked the materials that had been shared with them.
- Respondents in favour also shared that they liked the design of the site, the planned connections to existing developments and roadways, and the planned commercial area that will provide separation from the highway for the residential area.
- Those who were not in favour referenced concerns regarding congestion, parking, and narrow roadways currently being experienced in another neighbourhood in Coaldale not developed by Destiny Homes. There were also concerns over the land being developed and the potential impacts to wildlife.

“What is your favorite part of the Draft Outline Plan and Development Phasing Plan?”

11 Responses

- Many respondents enjoyed the inclusion of green space and parks in the plan, and the addition of the pond.
- Respondents were also in favour of the country residential/acreage lots included in the plan, and how park space was used to separate the higher density residential from the country residential areas.
- The industrial/commercial area was seen as something that would be a positive addition to the area.
- The one respondent to this question who was not in favour of this Plan was concerned that developing this area could lead to congestion and traffic.

Prairie Crossing Area Structure Plan/Outline Plan

“Is there anything you would like to see considered in the Draft Outline Plan and Development Phasing Plan?”

11 Responses

- Many respondents expressed that street parking, narrow alleyways and roads, and limited sidewalks have been a concern in another neighbourhood adjacent to the Plan area not developed by Destiny Homes.
 - It will be important to consider these challenges when developing Prairie Crossing to ensure that they do not become an issue in the neighbourhood.
 - Incorporating off-street parking options was highly encouraged.

- Respondents also shared that they would like to see the planned density for the area reflected in the Plan as the area becoming too developed or too dense is a concern.
- One respondent requested that there be affordable housing options for those aged 55 and older reflected in the Plan.

“Are you a(n) (select all that apply):”

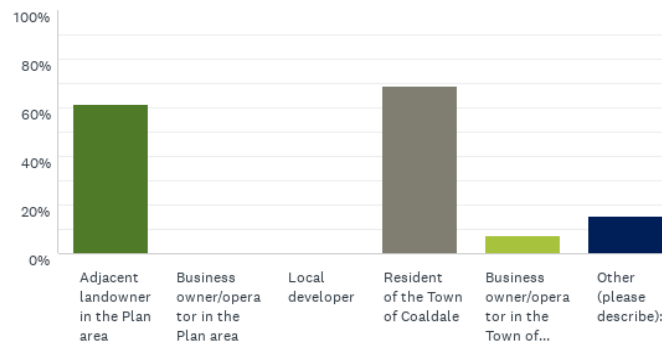
13 Responses

The below Table 1 and Figure 3 indicate the number of survey respondents who identified as adjacent landowners in the Plan area, business owners/operators in the Plan area, local developers, residents of the Town, business owners/operators in the Town, or other.

Table 1, Survey Respondent Demographics

Option	Number of Times Selected
Adjacent Landowner in Plan Area	8
Business Owner/Operator in Plan Area	0
Local Developer	0
Resident of the Town of Coaldale	9
Business Owner/Operator in the Town of Coaldale	1
Other (Please Describe)	2

Figure 3, Survey Respondent Demographics



Prairie Crossing Area Structure Plan/Outline Plan

NEXT STEPS

Feedback shared through the engagement process will be reviewed by the project team and incorporated into the Area Structure Plan/Outline Plan where possible. When the review and incorporation of feedback is complete, the Area Structure Plan/Outline Plan will be finalized and presented to the Town for review and approval.

**BYLAW 828-P-09-21
TOWN OF COALDALE
PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF COALDALE
TO ADOPT THE PRAIRIE CROSSING AREA STRUCTURE PLAN**

WHEREAS the municipal council is in receipt of an application to adopt a new Area Structure Plan for the municipality, entitled the Prairie Crossing Area Structure Plan (Bylaw 828-P-09-21).

AND WHEREAS the purpose of the Prairie Crossing Area Structure Plan (herein referred to as the ASP) is to provide for a framework for subsequent subdivision and development of an area of land, as per the requirements of Section 633 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as may be amended from time to time (herein referred to as the Act).

AND WHEREAS the ASP identifies the sequence of development proposed for the area, land uses proposed for the area, expected density of population proposed for the area generally, and the general location of major transportation routes and public utilities, as required by Section 633 of the Act.

AND WHEREAS the area of land upon which the ASP shall apply is legally described as LOT 1, BLOCK 3, PLAN 0811507.

AND WHEREAS the municipality must prepare a bylaw and provide for its consideration at a public hearing.

NOW THEREFORE, under the authority and subject to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Town of Coaldale, in the Province of Alberta, duly assembled does hereby enact the following:

1. The Prairie Crossing Area Structure Plan, as provided in "Schedule A" shall make up the Prairie Crossing Area Structure Plan.
2. Bylaw 828-P-09-21, being the Prairie Crossing Area Structure Plan, is hereby approved.
3. This bylaw comes into effect upon third and final reading hereof.

READ a FIRST time this 13th day of September, 2021 for Area Structure Plan Bylaw 828-P-09-21.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #

READ a SECOND time this ____ day of _____, 2021 for Area Structure Plan Bylaw 828-P-09-21.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #

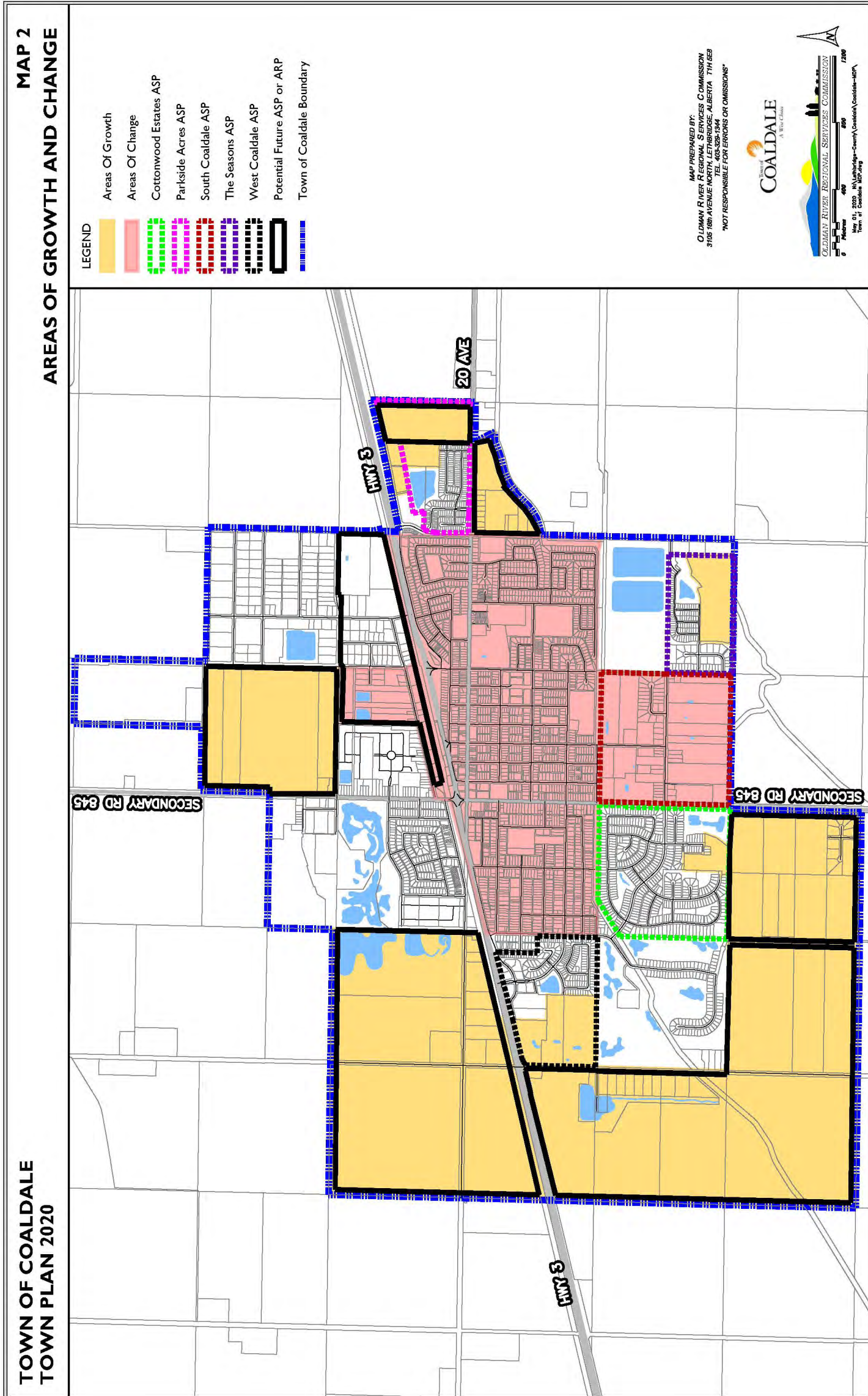
READ a THIRD and FINAL time this ____ day of _____, 2021 for Area Structure Plan Bylaw 828-P-09-21.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #

Map 2 - Areas of Growth and Change



2.2 Land Use Strategy

The Town of Coaldale has experienced strong population growth over the last few decades. Looking to the future, the Town should expect to see a continuation of this trend. As the Town grows, new development will be required to accommodate the increased demand for residential, commercial and industrial uses.

It is important to create a growth strategy at this time to set the framework for sound decision-making, consistency and certainty for residents, developers, businesses and industry. Coaldale's land use strategy uses the concept of Areas of Growth and Areas of Change to help define the type of land uses that are currently happening in the Town and how development should continue to be directed in order to achieve the vision of the Town Plan.

2.1.1 Areas of Growth

Areas of Growth can generally be described as those areas of the community that have not yet been developed in a significant way (See Map 2). These areas are intended to accommodate the future growth of the community in general, and are representative of all land uses, including residential, commercial, industrial and institutional development. Development that exists in the Areas of Growth portions of the community is generally incidental in nature and may also include historic development that was originally undertaken in Lethbridge County, prior to annexation by the Town.

Areas of Growth defined:

- little to no development exists in these areas
- development that is present is generally historic in nature and was undertaken when an area was part of Lethbridge County
- those Areas of Growth that are not yet developed but that are immediately adjacent to existing urban development have already been planned and approvals for lot layouts and servicing already exist (see Parkside, Cottonwood and Seasons neighbourhoods)

2.1.2 Areas of Change

Areas of Change can generally be described as those parts of the community where development has been established for many years and that are either already changing or are ready for a change of some kind (See Map 2). Examples of change, in this case, can be something as small as a duplex being built where there was previously a single detached dwelling, or it can be on a larger scale, such as the 2019/2020 Downtown Revitalization project. Newer neighbourhoods that have been guided by an approved Area Structure Plan and require a certain form and visual style of development as per developer-enforced Architectural Controls, are not considered to be Areas of Change.

Areas of Change defined:

- the established areas of the community
- these areas have already been seeing incremental change over time as well as large scale changes

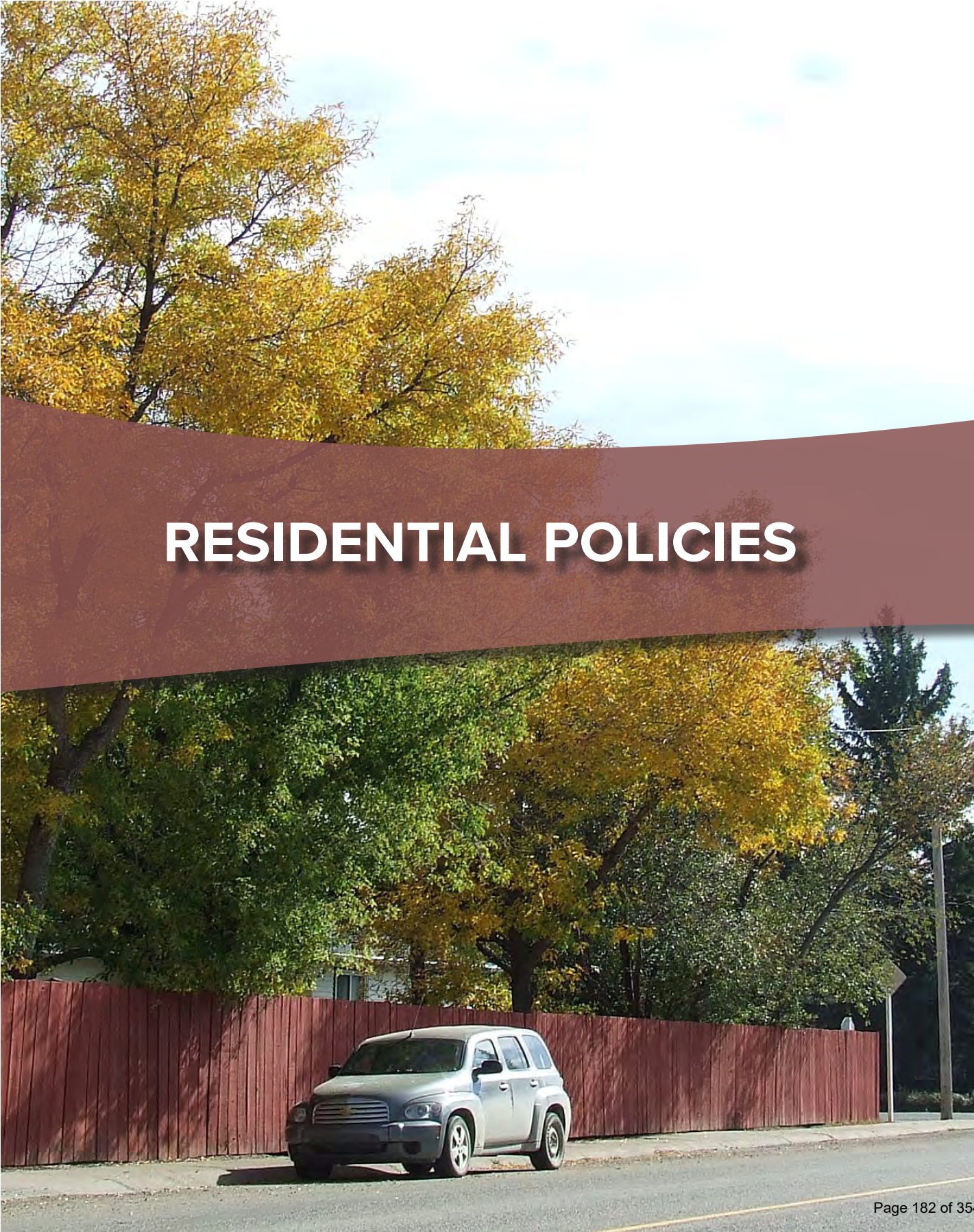
Town of Coaldale

- does not include newer neighbourhoods such as Cottonwood, Westgate or Waterfront Landing, Parkside, the Seasons, or Station Grounds

2.1.3 Approaches to Growth & Change

The following directions, paired with the guiding themes form Coaldale’s Growth Management Strategy:

GUIDING THEME	DIRECTION FOR GROWTH & CHANGE
Foster a caring, inclusive and safe community	Provide quality services and amenities that welcome residents, businesses and visitors
Support varied business and housing opportunities	Maximize the use of existing lands within the Areas of Change before developing lands within the Areas of Growth, while recognizing potential limitations regarding servicing constraints and the need for a developer to undertake land assembly prior to development occurring
	Continue growing Coaldale’s industrial and commercial sectors to promote local job creation and the diversification of the municipal tax base
	Expand housing opportunities and increase residential density throughout Coaldale
Prioritize accessibility and connectivity	Include active transportation infrastructure in new developments and promote upgrades in older areas
Infuse good design, beauty and nature into decisions	Create an aesthetically pleasing Town with the downtown as the benchmark for design, innovation and appearance
	Ensure the protection and stewardship of Coaldale’s environment to allow future generations to enjoy clean water, fresh air and thriving biodiversity
	Provide diverse parks, open space and recreational opportunities for Town residents
	Balance urban development with the inclusion of naturalized areas and infrastructure that emulates and mimics natural processes
Deliver accountability and transparency	Ensure development in the Areas of Change is intentional and guided by comprehensive planning documents such as the Town Plan, Area Redevelopment Plans, conceptual schemes, and mechanisms in the Land Use Bylaw
	Require a comprehensive plan approved by Town Council prior to development of any Areas of Growth and ensure development is guided by Town planning documents and best practice in new development



RESIDENTIAL POLICIES

3.2 Residential Development Policies

3.2.1 History and Context

Coaldale's residential neighbourhoods have historically been based on a neighbourhood design framework first applied by the Dominion Land Surveyors. Dominion Land Surveyors were charged with plotting out the vast majority of communities in the prairie provinces in the late 1800s and early 1900s. The basic street and block grid pattern laid out during this time is still evident in Coaldale's established neighbourhoods. This basic layout has accommodated a consistent level of development of new infill properties over the years.

In contrast to older neighbourhoods in Coaldale, newer development in the Town has been developed with more contemporary curvilinear and modified grid street layouts, paired with larger than average lot sizes. Notwithstanding, Coaldale is known for predominantly single detached homes and larger lots, some multi-unit homes have also been developed in recent years and have been well received by the housing market.

Moving forward Coaldale can accommodate a mix of housing types, lot sizes and options for street layouts. In considering new residential development in the Town, it is important to balance the development of sustainable residential neighbourhoods that use infrastructure efficiently, with the higher municipal taxes the Town receives from the development of larger lots and homes.

Substantial evidence and provincial guidance suggests that average densities in many of Alberta's communities should increase over time to ensure long-term costs for property owners and municipalities are balanced and sustainable. As is the case with many other communities in Alberta, Coaldale can benefit from an increase in average residential densities, however the path to increased densities should not ignore housing market indicator that will help to guide how quickly this can be achieved.

3.2.2 Goals

- 2A** Support a diversity of housing forms and lot sizes that provide options for residents.
- 2B** Encourage housing options that cater to people of diverse abilities and means so that everyone in the community has access to safe housing.
- 2C** Ensure residential development makes efficient use of infrastructure and achieves densities that support the long-term prosperity of the Town.
- 2D** Support safe and attractive residential development compatible with the historic, natural and cultural quality of existing residential neighbourhoods.

3.2.3 Policies

Infill Development

2.1 Infill development shall be designed to be compatible with existing dwellings on the block, taking into consideration the following:

- Setbacks from the street that are within a similar range to adjacent homes
- Vehicle access from a lane or front attached garage depending on the pattern on the street
- Height, scale and mass to ensure sufficient landscaping, drainage and privacy

2.2 Strive for a target of 10% of new development to be built in existing areas (identified as Areas of Change on Map 2).

2.3 Encourage the development of secondary suites and multi-unit dwellings where appropriate to increase densities in existing neighbourhoods and take advantage of existing infrastructure.

Strategy 2.3a – Examine updates to the Land Use Bylaw to accommodate secondary suites and multi-unit dwellings in more land use districts.

SSRP Compliance Link: Use Land Efficiently (Strategy 5.1)

Secondary Housing

2.4 Explore the use of secondary suites to increase residential densities in the Town.

Strategy 2.4a - Consider amendments to the Land Use Bylaw to allow for detached secondary suites and garage suites on lots of an appropriate size.

2.5 Continue to consider secondary suites within the principal dwelling in all appropriate residential land use districts and provision of diverse housing types and lot sizes that meet the needs of residents at all income levels and stages of life.

SSRP Compliance Link: Building Sustainable Communities (Strategy 8.14)

Inclusionary Housing

2.6 Encourage inclusionary housing to locate in all parts of Town while avoiding over-concentration in any one area.

2.7 Inclusionary housing should have walkable access to schools, parks, playgrounds and the downtown.

2.8 Inclusionary housing shall be of a high quality that is visually indistinguishable from neighbouring market housing.

SSRP Compliance Link: Use Land Efficiently (Strategy 8.14)

Multi-Unit Dwellings

2.9 Multi-unit dwellings shall be dispersed throughout the community and not segregated to an individual area.

2.10 Multi-unit dwellings shall be encouraged to locate in the following places:

Town of Coaldale

- Where possible within a 400 m walking radius to downtown, parks, the trail system and schools
- If not close to a green space, trail or park, provide sufficient recreation and green space on site to the satisfaction of the Development Authority
- On corner lots where possible

2.11 Multi-unit dwellings should be designed in a manner to be complementary to existing residential developments using high quality building materials, contextual landscaping, and unique architectural features.

SSRP Compliance Link: Building Sustainable Communities (Strategy 8.14)

Balanced Residential Densities

2.12 Work towards an average residential density in the Town of 8.0 dwelling units per developable (net) acre. This average density shall be measured at the scale of the whole Town, not by neighbourhood.

Strategy 2.11a - Development in new neighbourhoods shall not be allowed that results in an average residential density that is less than 5.0 dwelling units per developable acre, measured at the block scale.

2.13 Ensure residential density targets are achieved by the development of a diversity of dwelling styles in neighbourhoods including single detached dwellings, row housing, secondary suites, and apartment buildings.

2.14 Balance providing a diversity of lot sizes to meet market demand with the provision of higher residential densities.

Strategy 2.13a - Explore amendments to the Land Use Bylaw to add maximum lot sizes for some residential land use districts.

2.15 Neighbourhoods with higher densities should be equipped with high quality public spaces to complement and offset the effects of higher density.

SSRP Compliance Link: Use Land Efficiently (Strategy 5.1)

Neighbourhood Design and Placemaking

2.16 Neighbourhood designs, through an Area Structure Plan, Area Redevelopment Plan, or Outline Plan should include the following:

- A variety of lot sizes and housing types located throughout the neighbourhood
- Neighbourhood commercial uses that are walkable for residents
- Traffic calming measures and proper street and lot layout to minimize through traffic and speeding
- Retention and integration of natural, cultural and historically important features
- Parks and trails, which facilitate active transportation use and are designed comprehensively to connect to the Town's broader open space system
- A grid or fused grid layout, where appropriate, to provide the best connectivity within and outside of the neighbourhood

- High visual standards and interesting streetscapes, achieved through a mix of housing styles and an emphasis on the pedestrian experience
- Design features to promote walkability including, but not limited to, front porches, rear garages, tree-lined streets, sidewalks and trails connecting the neighbourhood to other parts of the Town

Redistricting of Newly Annexed Lands

2.17 Area Structure Plans shall be prepared before annexed lands on the fringe of the Town are redistricted and developed, unless determined to be unnecessary by Council.

2.18 Prior to newly annexed lands being needed for urban use, they shall remain in a holding district (Urban Reserve) to protect the lands from premature and/or fragmented development.

SSRP Compliance Link: Use Land Efficiently (Strategy 5.1)

Housing Stock Diversification

2.19 Diversification of the Town’s housing stock shall take place through an increase in various types of multi-unit and non-single detached housing that supports a variety of lifestyle and tenure options.

Strategy 2.18a - The Town shall track the housing mix of single detached dwellings to non-single detached dwellings to achieve the following housing mix: 70% single-detached dwellings to 30% non-single detached dwellings, including at least 10% multi-unit dwellings.

SSRP Compliance Link: Building Sustainable Communities (Strategy 8.14)

Seniors Housing

2.20 Opportunities for housing that facilitates aging-in-place shall be supported, especially in locations within or adjacent to the downtown and the hospital.

Strategy 2.19a - The Town shall encourage innovative methods, and partner with stakeholders where possible, to provide seniors housing products that offer physically and financially accessible housing.

SSRP Compliance Link: Building Sustainable Communities (Strategy 8.14)

Factory Built Housing

2.21 Factory built housing shall consider unique site conditions and shall employ design measures and construction materials that are consistent with the visual standards and architectural design treatments of surrounding dwellings. In some cases, a pre-fabricated development may not be appropriate and a custom development solution may be necessary.

Strategy 2.20a - Factory built housing shall be regulated through clear standards in the Land Use Bylaw which may also limit this use to certain land use districts.

SSRP Compliance Link: Use Land Efficiently (Strategy 8.14)

Home Occupations

2.22 Home occupations shall be carefully regulated to limit their size and scope so as not to create

land use conflict within the primarily residential areas that they are located in.

Strategy 2.21a - the Town will review home occupations on a case-by-case basis and may make changes to the Land Use Bylaw where necessary to ensure compatibility with residential development.



3.3 Commercial Development Policies

3.3.1 History and Context

The City of Lethbridge is Coaldale’s largest neighbour and is a regional service centre. Lethbridge’s role as a commercial centre for surrounding communities limits Coaldale’s commercial development as service industries in Coaldale are faced with a relatively small consumer base and competition from the service offered in Lethbridge. Retail industries are also faced with a small consumer base because of the increasing prevalence of alternative retailing (i.e. online sales). Despite these constraints, the presence of commercial businesses in the Town has steadily increased over the last few decades. Growth in commercial development is important to help create more balance to the Town’s taxes by increasing the proportion of taxes from non-residential versus residential development (see the historic tax ratio in Figure 7).

FIGURE 7. Historic Tax Assessment in Coaldale



Commercial development in the Town is mostly limited to the downtown area, with additional nodes on the west and east end of Town. Aside from a few historically or architecturally significant buildings in the downtown core, the building stock and form is not very memorable. A downtown’s strength is in its role as a central congregation area for retail, eating establishments, offices, personal services and other compatible, pedestrian oriented uses. Typically, a downtown will outperform strip malls and big box store sites in tax revenue, while also adding to the unique sense of place of a community.

To bolster Coaldale's downtown, the 2017-2021 Town Council approved approximately \$8 million in capital projects, including the following elements:

- three blocks of new streetscape, including wider sidewalks, street furnishings and landscaping
- new pavement from 17th to 20th Street on 20th Avenue (Main Street)
- the construction of a major multi-story commercial building that will also house the Town office

As the Town continues to grow, downtown revitalization should be encouraged and thoughtfully planned along with supporting other commercial needs in Coaldale, including highway and neighbourhood commercial sites.

3.3.2 Goals

- 3A** Support commercial development to help achieve a sustainable municipal tax ratio of 20 percent non-residential to 80 percent residential.
- 3B** Attract a wide range of commercial businesses to meet the needs of residents, visitors and those passing through Coaldale.
- 3C** Strengthen the downtown core to ensure businesses thrive and the downtown main street becomes a vital part of Coaldale's identity.
- 3D** Encourage commercial businesses with high quality design and building materials, that contribute to the positive appearance of the Town, and that are accessible to different modes of travel.

3.3.3 Policies

General Commercial Development

- 3.1** Encourage future commercial development to locate in existing commercial areas, including the downtown and other designated commercial areas, through the development of vacant sites and the redevelopment of existing sites wherever possible.
- 3.2** Work with existing and prospective businesses and investors to strengthen Coaldale's position as an excellent community to do business in.

Strategy 3.3a - The Town will annually create an economic development agenda or plan to identify programs and incentives to work with businesses and support Coaldale's economy.

Local Food Distribution

3.3 The Town may facilitate opportunities for local food distribution to support the local economy.

Strategy 3.4a - Allow the use of Town facilities and land for the distribution of locally and regionally produced food where appropriate, such as providing space for farmers markets.

Commercial Building and Site Design

3.4 Commercial developments with large surface parking lots should provide landscaping within parking areas and side yards to create an attractive development and provide shade and screening.

Strategy 3.5a - New commercial development may be required to submit a landscaping plan that illustrates the location of trees, planters, boulevard plantings and other landscape elements as required by the Town.

3.5 Where possible landscaping in commercial parking lots should use low impact development (LID) stormwater management practices, such as bioswales.

3.6 Waste and recycling pick up and storage shall be appropriately segregated and screened from street frontage.

3.7 Commercial sites shall include safe and convenient pedestrian access, adequate parking and safe vehicle access that minimizes conflicts with pedestrians and does not disrupt the flow of traffic on adjacent streets.

Strategy 3.8a - New commercial development may be required to submit a transportation impact assessment or parking study as required by the Town.

Strategy 3.8b - As an access management strategy, commercial areas should, where reasonably achievable, share site access from Town roadways.

3.8 Encourage the addition of unique and memorable architectural elements where possible and the use of custom design approaches for uniquely shaped lots.

Neighbourhood Commercial Nodes

3.9 Dwellings in residential neighbourhoods shall be a maximum of 400 meters from a commercial development or node.

3.10 All new neighbourhoods in Areas of Growth shall plan for a commercial node within walking distance (400 meters) of all dwellings in the neighbourhood.

3.11 Commercial vehicular access and parking and loading areas should be located to minimize the impact of parking and driveways on the pedestrian environment and adjacent residential properties.

3.12 Neighbourhood commercial shall be located:

- on or adjacent to major roadways
- with direct access to active modes routes, whether that be a portion of the Town’s pathways and trails system or a local sidewalk network
- to provide adequate vehicle and bike parking

Highway Commercial Development

3.13 Commercial development within highway areas that act as entryways to Coaldale shall incorporate uses and designs that create a sense of place and serve as a gateway to the community.

Strategy 3.14a - Highway commercial development shall adhere to the universal guidelines and site specific strategies, where appropriate, as outlined in the Gateways and Corridors Strategic Plan.

3.14 Highway commercial shall be screened and buffered from adjacent residential and public uses.

Strategy 3.14a - A concept plan may be required at the discretion of the Town for large site highway commercial developments to ensure good traffic flow and an appropriate transition between the commercial development and adjacent residential areas.

Downtown Business Diversification

3.15 Encourage a diversity of businesses to locate in the downtown core, including a mix of retail, entertainment and specialty services.

Strategy 3.16a - Complete a market retail analysis to understand the strengths and opportunities of Coaldale’s downtown and what types of businesses may be attracted to Coaldale.

Strategy 3.16b - Explore the option of making vacant lots or retail space available for pop-up or short term retail and entertainment, to support the establishment of new businesses and to add to the vibrancy of downtown.

3.16 Diversify the local economy by attracting diverse and innovative commercial/industrial/business development.

SSRP Compliance Link: Building Sustainable Communities (Strategy 8.13)

Downtown Design and Placemaking

3.16 Downtown developments and infrastructure investments shall create a sense of place through the use of high quality street, site and building design, including the following elements:

- the use of sidewalk patios, permanent street furniture, zero front setbacks and parking lots at the rear of buildings to create an active pedestrian friendly street
- promotion of barrier free design (universal design)
- best practices for Crime Prevention Through Environmental Design (CPTED)
- mixed use buildings with commercial on the ground floor and residential above
- pedestrian oriented, architecturally interesting signage
- building designs that provide transparency at the street level with ample windows and glazing
- site designs that mitigate the impact of weather (strong winds, snow and rain)
- interesting building fronts with a mix of high quality materials, colours and architectural elements to create visual interest and create a human scaled streetscape
- street lighting appropriate for both pedestrians and vehicles

Strategy 3.16a - The Town may develop a strategic document or design guidelines for the

downtown to guide development and investment.

Strategy 3.16b - The Town may consider amendments to the Land Use Bylaw to incorporate updated downtown design guidelines into land use districts and the downtown overlay.

Strategy 3.16c - The Town shall take a more active role in helping businesses and investors achieve the policy directives of this section by:

- Identifying how and where local regulatory processes related to permitting, development and operation of businesses in the downtown can be made more efficient and productive
- Ensuring that any downtown-focused incentive programs are tailored to assist with design and placemaking, where possible

3.17 Promote the downtown as a place for gathering and celebration through the following:

- the use of public spaces for short-term, flexible activities such as but not limited to seasonal patios and pop-ups
- places to sit, relax and connect with others
- a mix of businesses to provide places to visit and meet others on the evenings and weekends
- support for activities, events and festivals throughout the year

Strategy 3.18a - Develop a strategic document, policy or incentives to work with downtown stakeholders to create places for connection and activation in the downtown.

Downtown Fringe

3.18 The primarily residential areas within and adjacent to the downtown should accommodate appropriate non-residential uses, including home occupations, that are complementary to the existing downtown core.

3.19 Residential properties within the downtown overlay, as identified in the Land Use Bylaw overlay area in the Commercial (C-1) land use district, should be transitioned to commercial developments over time, as the market allows.



Spencer Croil <planner@coaldale.ca>

Updated Prairie Crossing ASP

Hilary Janzen <hjanzen@lethcounty.ca>

Tue, Oct 5, 2021 at 1:06 PM

To: Spencer Croil <planner@coaldale.ca>, Larry Randle <lrandle@lethcounty.ca>, Ann Mitchell <amitchell@lethcounty.ca>

Cc: Kalen Hastings <cao@coaldale.ca>

Spencer,

I have reviewed the revised plan and note that all the requested changes have been made. At this time the County has no concerns with the Prairie Crossing Area Structure Plan as amended. Please notify the County if Coaldale Council has proceeded with the amended plan and what (if any) decision was made.

With regards to the County's request to have the Intermunicipal Development Plan revised, we would like to reiterate that we believe that this is an important document to revise in order to address any future plans for both the Town and the County and ensure that the IDP is relevant to both municipalities.

Please contact me if you wish to discuss this matter further.

Regards,

Hilary Janzen, RPP, MCIP

Supervisor of Planning and Development

Lethbridge County

905 4th Ave S

Lethbridge, AB T1J 4E4

From: Spencer Croil <planner@coaldale.ca>

Sent: October 5, 2021 10:40 AM

To: Hilary Janzen <hjanzen@lethcounty.ca>; Larry Randle <lrandle@lethcounty.ca>; Ann Mitchell <amitchell@lethcounty.ca>

Cc: Kalen Hastings <cao@coaldale.ca>

Subject: Updated Prairie Crossing ASP

Good morning Hilary,

[Quoted text hidden]



#100, 905 - 4th Avenue South, Lethbridge, Alberta T1J 4E4

October 4, 2021

Town of Coaldale
1920-17 Street
Coaldale, Albert
T1M 1M1
Attention – Spencer Croil

Dear Mr. Croil:

RE: Lethbridge County Response – Coaldale Bylaw 828-P-09-21 (Prairie Crossing Area Structure Plan)

Lethbridge County has reviewed the proposed Area Structure Plan and has the following concerns and comments:

- The referral response time provided to the County is deficient and does not follow the referral response times as stipulated in the Intermunicipal Development Plan.
- The County finds that Section 6 (Engagement) of the plan is deficient as the County was not consulted as per of the process which is a requirement under the Intermunicipal Development Plan and the County is also a directly affected stakeholder.
- The Area Structure Plan is deficient in that it does not refer to the Intermunicipal Development Plan between the two municipalities.
 - Section 1.5 Policy Context does not address the Intermunicipal Development Plan between the two municipalities and should be amended to include a clear statement that the proposal is adjacent to the municipal boundary and subject to the Lethbridge County and Town of Coaldale IDP and that the lands to the east of this proposal are not identified in the IDP for future urban growth and expansion.
 - Section 4 does not address the existing road network (19A Avenue and 20 Avenue) that extends into Lethbridge County.
- The diagrams and the transportation sections show a future road connection through the east side of the Plan Area into Lethbridge County.
 - The inclusion of a road that shows a 'connection to future development' into Lethbridge County foreshadows a future annexation of lands which has not been discussed between the two municipalities.
 - The Town has recently completed an annexation of County lands. The County has concerns with a proposal that would suggest any future annexation.

Tel: (403) 328-5525 E-Mail: mailbox@lethcounty.ca Fax: (403) 328-5602



#100, 905 - 4th Avenue South, Lethbridge, Alberta T1J 4E4

With regards to these concerns Lethbridge County requests the following:

1. That the application be put on hold until the Town and County complete a new Intermunicipal Development Plan which will address future development and growth for both municipalities.
2. That the Town follow the Dispute Settlement Process as outlined in the Intermunicipal Development Plan:
 - Town and County administration meet to discuss the deficiencies of the Area Structure Plan and determine a way to resolve the deficiencies.
 - If the issue cannot be resolved administratively the dispute settlement process be followed.
3. That the Prairie Crossing Area Structure Plan be amended:
 - To address the deficiencies in Sections 1.5 and 6.
 - That section 3.2 be amended and the sentence "Provision for future roadways connection to the east will accommodate possible future expansion" be removed.
 - That figure 6 be amended, removing the "connection to future development" in Figure 6.
 - That in all maps the road connection into Lethbridge County (via Prairie Crossing Circle) be removed.
 - That Section 4 on transportation be amended to include text and show that both 19A Avenue (service road) and 20 Avenue extend into Lethbridge County and are under the control and management of Lethbridge County.
 - Section 4 be amended to include text that developers and/or the Town may be required to address traffic and road impacts with Lethbridge County if the County determines the rural road system will be adversely impacted by future development.

If you wish to discuss this matter further regarding this matter, please contact me at 403-328-5525 or email at planning@lethcounty.ca.

Regards,

Hilary Janzen, RPP, MCIP
Supervisor of Planning and Development

cc: Ann Mitchell, Lethbridge County CAO
Larry Randle, Director of Community Services
Kalen Hastings, Coaldale CAO

Tel: (403) 328-5525 E-Mail: mailbox@lethcounty.ca Fax: (403) 328-5602

----- Forwarded message -----

From: **Shelly Oakes** <shelly.oakes@alumni.uleth.ca>

Date: Thu, Oct 7, 2021 at 1:17 PM

Subject: Bylaw No. 828-P-09-21

To: <melanie.messier@coaldale.ca>

Hello,

I am writing you on behalf on my husband and myself about the proposed bylaw no. 828-P-09-21. We live on an acreage in Lethbridge County just down the road on Township 9-2. We love our quiet acreage, enjoy the space we have and mostly like having no neighbour's close by. We are outside most of the evenings and weekends, enjoying the view of the fields and open space. By passing this proposed bylaw, we strongly feel this would impact our daily living on our acreage. We moved to an acreage outside of Coaldale to be in the county and have the peace and quiet we do. We do not want another subdivision, more houses and more people being that much closer to us. Therefore, we opposite the above proposed bylaw and do not want the Town of Coaldale to go through with passing this. Please take our thoughts into consideration.

Much appreciated,
Darcy and Shelly Frechette
200028 TWP RD 9-2

AGENDA ITEM REPORT



Title: 6:00pm, Land Use Bylaw Amendment 827-P-09-21 (Public Hearing, 2nd, 3rd Reading) - S. Croil

Report Type: Bylaw

Report Author: Spencer Croil

Meeting: Regular Council Meeting - 12 Oct 2021

Department: Planning

Reviewed by Supervisor/Peer: Kalen Hastings

TOPICS:

OBJECTIVE:

The purpose of this bylaw is to action a set of recommendations for streamlining and clarifying landscaping requirements for commercial and industrial developments, as presented to Council at the regular meeting of March 8th, 2021.

PREVIOUS COUNCIL DIRECTION:

This matter has appeared before council previously

At the regular meeting of March 8th, 2021, Council was presented with a number of proposed measures to continue the streamlining and clarification of a variety of planning and development processes and procedures. One such measure was to provide greater clarity regarding landscaping standards and guidelines contained in the Land Use Bylaw.

ANALYSIS:

As a result of the recommendations brought forward to Council in March of this year, the proposed changes shown in Bylaw 827-P-09-21 are as follows:

1. To allow up to 20% of trees required to be replaced by shrubs, at a ratio of 5 shrubs for every 1 tree.
2. To remove the 10% of a lot or site requirement for area to be landscaped, for industrial lots only.
3. To clarify that irrigation systems are required to be installed in landscaped areas.
4. To clarify that refundable security fees are required for commercial and industrial landscaping projects.
5. To clarify that the minimum landscape buffer of 6 m (20 ft.) is to be measured from the back of curb vs. the property boundary.
6. To clarify that for industrial lots, parking areas and loading bays cannot be placed adjacent to the frontage of a lot and instead must be placed behind the required landscape buffer.

KEY CONSIDERATIONS:

In addition to the key points the amendments address as outlined above, the following considerations have been made in preparing the amendments:

1. Tree/shrub replacement allowance

This allowance is being proposed as a result of many industrial developers requesting consideration for this type of replacement allowance.

2. To remove 10% lot or site coverage

For commercial developments coverage is more relevant than industrial. For the industrial area, the goal appears to be more focused on gaining a level of consistency regarding what frontages look like. Recognizing that the majority of industrial lots are the same or similar in size and layout, exact coverage requirements could be considered to be less important than minimum frontage area to be landscaped, which will create a visual consistency regardless of whether the lot is exactly 10% landscaping. This will also reduce the number of waiver requests that will need to be made to the MPC on this matter, which saves staff, MPC and applicant time and money.

3. Irrigation systems being required

A key aspect of the landscaping security fees is based on landscaping surviving for at least two growing seasons. The best way to ensure long term survival of landscaping is to ensure sufficient water supply to the landscaping. Therefore, instead of indicating that irrigation systems may be required, it could be considered prudent to require irrigation.

4. Refundable security fees being required

Instead of the current bylaw indicating security fees may be required, it provides a more consistent approach to require all industrial landscaping to require security fees. In addition, it is recommended that the security fee NOT be a flat \$1000 fee nor a calculated percentage of the total estimated cost of landscaping, which is additional time and work for the applicant, the landscape professional, and staff. Instead, recognizing the goal is to provide an incentive for developers to complete their landscaping requirements, it is recommended that a flat \$5000 per acre security fee be implemented. Should Council support this recommendation, the Rates and Fees bylaw will be updated accordingly.

5. Clarity regarding the minimum landscape buffer being measured from back of curb

A consistent point of confusion for developers has been whether the 6 m (20 ft.) landscape buffer is measured from back of curb or property boundary. With consideration for the requirement as per the Community Standards Bylaw for a property owner to maintain the boulevard in front of their lot, it could be considered prudent to clarify for the developer that the minimum landscape buffer is from the back of curb. This would allow for a better outcome for the Town in that the boulevard is landscaped as a part of a development project, the developer gains a portion of their lot back for a different use, and a consistent amount of lot frontage/boulevard is landscaped in future industrial developments.

6. Loading bay and parking areas not being permitted in landscape buffer areas

Another point of confusion between Town staff and developers has been whether a developer can make the majority of their frontage loading bay access or parking areas. By allowing loading bay access and parking areas directly off the frontage of lots, this breaks down the consistency of the landscape buffer that is required, and removes on-street parking that is typically well-used by commercial vehicles. It can also create safety issues by allowing large commercial vehicles to exit loading bays right onto Town streets.

In addition to the bylaw amendments as proposed, an Industrial Landscaping Requirements Guide has been authored by the Planning and Community Development department. The purpose of the guide is to provide clarity to a developer as to the landscaping regulations they are required to meet, and to act as a resource for the variety of vegetation and ground cover options they may wish to consider when preparing a landscaping plan for submission.

It is worth noting that the guide, and specifically the varieties of vegetation (plants, trees) and ground cover, was developed in close consultation with the community's landscaping and nursery businesses.

Ultimately, the goal is to provide clarity and ease of application to developers, in order that the Town's industrial areas can be developed and maintained consistently and in such a way that they uphold a level of visual appeal that promotes high quality industrial development for the community and the region.

FINANCIAL IMPACT:

Operating
Staff Time

A benefit should be seen in that less time will be spent discussing areas of the LUB landscaping requirements that are not currently as clear as they could be. Shifting security fee deposits to a flat fee that is high enough to incentivize the completion of landscaping, but not so high that it becomes a substantial burden to developers, should also have a net benefit to the cost and time that would otherwise need to be spent completing or enforcing the completion of landscaping requirements.

STAKEHOLDER ENGAGEMENT:

Public Hearing(s)

Broadly speaking, the recommendations made here have been based on recognizing the issues that have consistently arisen in development discussions and in processing development files in the industrial area of the community.

In support of communicating the public hearing for this bylaw, the following steps were taken:

Notice of the public hearing was advertised in the Sunny South Newspaper (SSN) on September 28th and October 5th.

The letsconnectcoaldale.ca project page was launched on September 22nd.

As of the date of the preparation of this report, no written submissions have been received nor have any requests to speak at the public hearing.

DECISION OPTIONS:

Council is respectfully requested to vote on 1st reading of Bylaw 827-P-09-21.

RECOMMENDATION:

THAT Council provide SECOND and THIRD reading to the Land Use Bylaw Amendment 827-P-09-21.

RATIONALE:

The proposed amendments are intended to provide more clarity and consistency to the development processes related to industrial development in Coaldale.

STRATEGIC ALIGNMENT WITH COUNCIL STRATEGIC PLAN:



1. Focus on Community Safety



2. Focus on Livability



3. Focus on Economic Health



4. Focus on Good Governance and Corporate Excellence



5. Focus on Responsible and Responsive Growth



ATTACHMENTS:

- [LUB Amendment 827-P-09-21](#)
- [Bylaw 827-P-09-21 - SCHEDULE A](#)
- [Landscaping Guidelines - V3](#)

**BYLAW 827-P-09-21
TOWN OF COALDALE
PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF COALDALE
TO AMEND BYLAW 677-P-04-13
BEING THE MUNICIPAL LAND USE BYLAW**

WHEREAS the municipal council wishes to amend the municipal Land Use Bylaw.

AND WHEREAS the purpose of proposed Bylaw No. 827-P-09-21 is to make a series of amendments to Schedule 9: Landscaping and Amenity Areas Standards and Guidelines, of the Land Use Bylaw.

AND WHEREAS the municipality must prepare an amending bylaw and provide for its consideration at a public hearing.

NOW THEREFORE, under the authority and subject to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Town of Coaldale, in the Province of Alberta, duly assembled does hereby enact the following:

1. The Land Use Bylaw 677-P-04-13 is amended by making the additions and deletions as illustrated in Schedule "A" (attached), including the following matters:
 - a. Separate commercial and industrial landscaping guidelines and standards into two (2) distinct categories;
 - b. In the commercial and industrial sections, adding a provision for the replacement of up to twenty (20) percent of trees required by allowing shrubs to replace trees at a rate of five (5) shrubs for every one (1) tree;
 - c. Requires irrigation systems to be installed as a part of a development permit approval, for commercial and industrial developments.
 - d. Clarifies where the minimum 6 m (20 ft.) landscape buffer is to be measured from, for commercial and industrial developments;
 - e. Identifies how specific instances regarding the application of the 6 m (20 ft.) landscape buffer can be applied in a variety of circumstances.
 - f. Clarifies that parking and loading areas are not permitted to be within the frontage of a lot that would otherwise be required to be landscaped and that lot access cannot be designed in such a way that it takes up the entirety of the frontage of a lot;
 - g. Maintains that a professionally prepared landscape plan is required but does not specifically state that the professional involved in the development of the

plan must be of a certain professional designation, such as a landscape architect;

- h. Clarifies that a refundable fee is required as a condition of any development permit approval;
- i. Removes specific fee amounts from the bylaw which will instead be placed in Rates and Fees bylaw by way of a separate amendment to that bylaw;
- j. Clarifies that landscaping shall be completed within 24 months of occupancy, with no exceptions for weather-related matters;

2. Bylaw 677-P-04-13, being the municipal Land Use Bylaw, is hereby amended.

3. This bylaw comes into effect upon third and final reading hereof.

READ a FIRST time this 13th day of September, 2021, for Land Use Bylaw 827-P-09-21.

Mayor – Kim Craig
Motion:

CAO – Kalen Hastings

Public Hearing scheduled for:

READ a SECOND time this ____ day of _____, 2021, for Land Use Bylaw 827-P-09-21.

Mayor – Kim Craig
Motion:

CAO – Kalen Hastings

READ a THIRD and FINAL time this ____ day of _____, 2021, for Land Use Bylaw 827-P-09-21.

Mayor – Kim Craig
Motion:

CAO – Kalen Hastings

Schedule A to Bylaw 827-P-09-21



SCHEDULE 9: LANDSCAPING AND AMENITY AREAS STANDARDS AND GUIDELINES

LANDSCAPING means the modification, beautification and enhancement of a site or development through the use of the following elements:

- (a) natural landscaping consisting of vegetation such as trees, shrubs, hedges, grass, flowers and other ground cover or materials and this may include xeriscaping or xerigardening;
- (b) hard landscaping consisting of non-vegetative materials such as brick, rock, stone, decorative concrete, tile and wood, excluding monolithic concrete and asphalt; and
- (c) excludes all areas utilized for driveways and parking.

1. PURPOSE AND INTENT

- (a) To create and provide for an attractive, aesthetic and high quality urban environment in all land use districts.
- (b) To create and provide for environmental buffers or transition areas between incompatible land uses and sensitive environmental interfaces.
- (c) To provide minimum regulations, standards and/or requirements in recognizing the important linkage between landscaping and the associated economic, social and environmental benefits to the greater community.

2. GENERAL STANDARDS AND REQUIREMENTS FOR ALL DISTRICTS

- (a) The quality and extent of landscaping established on a lot (or site) shall be the minimum standard to be maintained on the lot (or site) for the life of the development.
- (b) Any area not constructed upon shall be developed or landscaped to the satisfaction of the Municipal Planning Commission or Designated Officer.
- (c) The Municipal Planning Commission or Designated Officer may impose landscaping and/or screening requirements as a condition of approval for permitted and discretionary uses if, in their opinion, these would serve to better and improve the quality and/or compatibility of any proposed development with adjacent uses and the immediate neighbourhood area.
- (d) Vegetation and other landscaping features shall be placed in a manner which will not obstruct access to any fire hydrant. Vegetation, especially trees, hedges or shrubs must be located in a manner such that it will not obstruct or impede vision of traffic on roadways or intersecting streets.
- (e) The majority of any required landscaping shall be concentrated in those yards adjacent to streets/roads unless the developer can show reasonable cause why this cannot occur, to the satisfaction of the Municipal Planning Commission or Designated Officer.
- (f) A professionally prepared landscape plan may be required by the Municipal Planning Commission or Designated Officer at the time of the submission of a development permit application or placed as a condition of a development permit approval, unless otherwise specified in this Land Use Bylaw.
- (g) Existing vegetation should be preserved and protected unless the need for removal is demonstrated to the satisfaction of the Municipal Planning Commission or Designated Officer.



- (h) Selection of plant varieties shall be based on regional climatic conditions, constraints of location, effectiveness in screening adjacent properties, resistance to disease and insect attack, cleanliness, appearance and ease of maintenance.
- (i) All natural landscaping shall be planted in accordance with good horticultural practice.
- (j) At the time of planting, the minimum calliper width for all trees required as part of a specific development project shall be 20 millimetres (0.79 in.).
- (k) At the time of planting, a minimum of 50 percent of any required trees shall be coniferous.

3. MINIMUM STANDARDS AND REQUIREMENTS FOR COMMERCIAL ~~AND INDUSTRIAL~~ LANDS

- (a) Except for lands located within the Downtown Overlay (see Section 8 of the C-1 land use district), a minimum of 10 percent of the total lot area (or total site area) shall be required to contain landscaping.
- (b) Except for lands located within the Downtown Overlay (see Section 8 of the C-1 land use district), a minimum 6 m (20 ft.) landscape buffer is required (except for those areas occupied by sidewalks and driveways) for all commercial and industrial projects located adjacent to municipal roadways, to the satisfaction of the Municipal Planning Commission or Designated Officer.
 - i. For land or property located within the designated Downtown Overlay, where a principal structure is not developed to the front property boundary, the front setback shall be comprehensively landscaped to the satisfaction of the Municipal Planning Commission or the Designated Officer.
- (c) A professionally prepared landscape plan shall be required for all commercial ~~and industrial~~ development projects and shall be submitted as part of a development permit application.
- (d) All lots or sites abutting a residential district shall be buffered and/or screened to the satisfaction of the Municipal Planning Commission or Designated Officer.
- (e) Parking lots shall be landscaped to the satisfaction of the Municipal Planning Commission or Designated Officer.
- (f) Parking or storing of vehicles is not permitted on required landscaping areas unless approved specifically by the Municipal Planning Commission or Designated Officer as an outside display area as part of an approved development permit.
- (g) In all commercial land use districts, trees are required as part of an overall landscape plan and shall be planted at the overall minimum ratio of one (1) tree per 35 m² of landscaped area provided.
- ~~(g)(h)~~ At the discretion of the Municipal Planning Commission or Designated Officer, a tree may be replaced by shrubs at a ratio of five (5) shrubs to one (1) tree, to a maximum of twenty (20) percent of trees required.
- ~~(h)~~ ~~In all industrial land use districts, trees are required as part of an overall landscape plan and shall be planted at the overall minimum ratio of one (1) tree per 65 m² of landscaped area provided.~~
- (i) Wherever space permits and where acceptable to the Town of Coaldale, trees shall be planted in groups.
- (j) To ensure the continued care of lawns and other vegetation, developers ~~may be~~ required to install underground watering/irrigation systems as a condition of development permit approval.
- (k) The height, type and location of a fence in all Commercial and Industrial land use districts (including the Downtown Overlay – see Section 8 of the C-1 land use district), shall be to the satisfaction of the Designated Officer or Municipal Planning Commission. Additional fencing regulations may apply and may be found in Schedule 4, Section 14 of this Land Use Bylaw.



4. MINIMUM STANDARDS AND REQUIREMENTS FOR INDUSTRIAL LANDS

- (a) a minimum 6 m (20 ft.) landscape buffer is required (except for those areas occupied by sidewalks and driveways) for all industrial projects located adjacent to municipal roadways, to the satisfaction of the Municipal Planning Commission or Designated Officer.
- i. The minimum 6 m (20 ft.) landscape buffer is measured from the back of curb and not the property boundary.
 - ii. In instances where a curb is not in place in the public r-o-w adjacent to a lot, but will be in place as a part of a future road upgrade, the landscape buffer can be partially developed until such time that the curb is in place, at which time the landscaping will be fully installed to the back of curb, to the satisfaction of the Municipal Planning Commission or Designated Officer.
 - iii. In instances where a curb is not in place in the public r-o-w adjacent to a lot and is not planned to be put in place in the future, such as but not limited to instances where open drainage (ditches and swales) is present adjacent to the frontage of the lot, the landscape buffer is required to be measured from the property boundary, and shall be a minimum of 6 m (20 ft.).
 - iv. For interior lots and instances where a lot access on a corner lot is located adjacent to an interior lot, a landscape buffer along a side yard is required, to a minimum width of 1 m (3 ft. 3.37 inches) and depth of 6 m (20 ft.) as measured from back of curb or as outlined in subsection ii or iii as outlined above.
 - v. Parking stalls and loading areas are not permitted to be located in the landscape buffer area.
 - vi. Lot access is not permitted to be placed across the entirety of lot frontage and instead shall be designed and placed in such a way as to ensure the majority of lot frontage is landscaped, to the satisfaction of the Municipal Planning Commission or Designated Officer.
- (b) Parking or storing of vehicles is not permitted on required landscaping areas unless approved specifically by the Municipal Planning Commission or Designated Officer as an outside display area as part of an approved development permit.
- (c) In all industrial land use districts, trees are required as part of an overall landscape plan and shall be planted at the overall minimum ratio of one (1) tree per 65 m² of landscaped area provided.
- (d) At the discretion of the Municipal Planning Commission or Designated Officer, a tree may be replaced by shrubs at a ratio of five (5) shrubs to one (1) tree, to a maximum of twenty (20) percent of trees required.
- (e) Wherever space permits and where acceptable to the Town of Coaldale, trees shall be planted in groups.
- (f) To ensure the continued care of lawns and other vegetation, developers are required to install underground watering/irrigation systems as a condition of development permit approval.
- (g) A professionally prepared landscape plan shall be required for all industrial development projects and shall be submitted as part of a development permit application.

4.5. MINIMUM STANDARDS AND REQUIREMENTS FOR RESIDENTIAL LANDS

- (a) For all single-detached and semi-detached dwelling development projects (typically districted as R-1A, R-1B, and R-1C), a minimum of 25 percent of the front yard area of the principal building/use shall be required to contain landscaping.

- (b) A minimum of one (1) tree is required to be planted on each lot that is occupied by a single detached dwelling or semi-detached dwelling (preferably in the front yard).
- (c) For all major multi-unit dwelling development projects (i.e. townhouses, apartments or similar multi-unit dwelling projects that contemplate more than three (3) dwelling units on a lot), a minimum of 25 percent of the total lot area shall be provided as landscaping. Communal amenity areas (such as playground area, sitting areas, or the like) may be calculated as part of the overall landscaping area.
- (d) Parking or storing of vehicles is not permitted on any required landscaping area.

5.6. MINIMUM STANDARDS AND REQUIREMENTS FOR INSTITUTIONAL/RECREATIONAL AND URBAN RESERVE LANDS

- (a) Any minimum requirements for landscaping shall be required at the discretion of the Municipal Planning Commission or Designated Officer.
- (b) The height, type and location of a fence in all Institutional/Recreational, Public or Reserve land use districts, shall be to the satisfaction of the Municipal Planning Commission or Designated Officer. Additional fencing regulations may apply and may be found in Schedule 4, Section 14 of this Land Use Bylaw.

6.7. LANDSCAPING SECURITY AND IMPLEMENTATION

- (a) A refundable security fee ~~is may be~~ required as a condition of any development permit approval.
- (b) ~~A refundable security fee of \$1,000.00 may be required to ensure compliance with any and all landscaping requirements to the satisfaction of the Municipal Planning Commission or Designated Officer. Refundable security fees for landscaping shall be required as outlined in Policy XX-XX (Landscaping Security Fees).~~
- ~~(c) If the costs for implementation of the required and approved landscaping for a commercial, industrial, major multi-unit residential dwelling or institutional project exceed the abovementioned refundable security fee of \$1,000.00, the Municipal Planning Commission or Designated Officer may require the applicant and/or landowner to provide an estimate of the cost of landscaping (including all site work and/or irrigation) and may secure up to 100 percent of the cost of such landscaping (re: letter of credit) until such time that it has been determined that all landscaping has been provided and is healthy/viable, to the satisfaction of the Municipal Planning Commission or Designated Officer.~~
- ~~(d)~~(c) Landscaping shall be completed within 24 months of occupancy ~~(weather permitting)~~ unless otherwise specified on a development permit.
- ~~(e)~~(d) If the landscaping requirements are not completed to the satisfaction of the Development Authority within 24 months of occupancy the refundable security fee shall be forfeited by the applicant/landowner or the security held in trust (i.e. letter of credit) may be collected by the Town of Coaldale and used to complete the landscaping.
- ~~(f)~~(e) As part of all new development projects, landscaping shall be successfully maintained for two consecutive growing seasons. Partial refund (re: refundable security fee or security deposit) may be considered after one successful growing season, at the discretion of the Municipal Planning Commission or Designated Officer.

Industrial Landscaping Guidelines



Content

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What is the purpose of industrial landscaping guidelines?

Over the past year, the Town of Coaldale has been updating its requirements for landscaping in its industrial areas and refining the design process for new industrial developments. Recent updates to the Land Use Bylaw and the creation of a landscaping policy are part of a commitment from the town to streamline development processes and ensure clarity for developers when planning for their respective development. The importance of landscaping on industrial lots is to provide quality design, character, and appearance and deliver a professional finish for businesses and the general industrial area.

What are our landscaping objectives for industrial areas?

The overall intent behind the “Industrial Landscaping Guidelines” is to implement landscape design objectives such as water conservation, cohesive design, improved views from public areas, and adding environmental value to the community. With the continued installment of effective industrial landscaping, the town aims to achieve the following objectives:

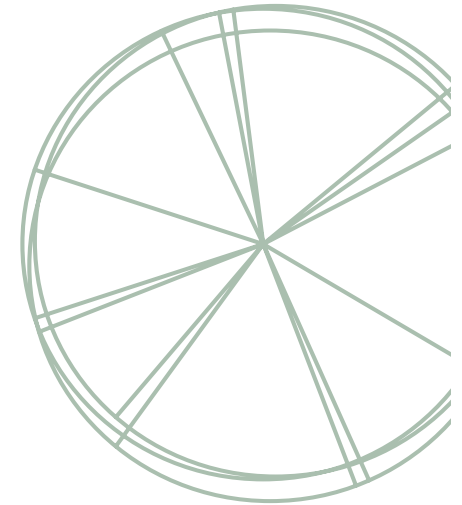
Landscaping Design Objectives

- 1 Treat water as a valued commodity and continue to explore water conservation measures.
- 2 Landscaping features, where possible, are to absorb surface runoff and provide drainage solutions for industrial sites.
- 3 Plant materials are to improve and soften the impact of buildings, parking and any development adjacent to residential uses by use of buffering and screening, where necessary.
- 4 Industrial sites are to consist of a variety of trees and shrubs to achieve a cohesive design.
- 5 Trees are to be used to moderate temperatures while providing visual and environmental value to the site.

Landscaping Process

When reviewing development permit applications, planning staff will use the landscaping process to provide developers with additional direction on landscaping requirements.

- 1 Submit a professionally prepared landscaping plan**
 - a. Select one of the three town-prepared landscaping plan options **OR**
 - b. Submit a professionally prepared landscape plan.
- 2 Submit a landscaping deposit to the town**
 - a. Deposits are calculated on a per acre basis beginning at \$5000
- 3 Complete your landscaping**
- 4 Landscaping approved**



Please note:

- » *A refundable security fee is required as a condition of any development permit approval.*
- » *Landscaping shall be completed within 24 months of occupancy (weather permitting) unless otherwise specified on a development permit.*
- » *The landscaping security shall be retained by the Town to ensure the survival and maintenance of the landscaping for a period of one year or growing season (April to September) from the date of acceptance by the Development Authority.*

Industrial Landscaping Requirements *as per the Land Use Bylaw*

Within the current Land Use Bylaw 677-P-04-13, there are general landscaping requirements and considerations specific to industrial areas. If you are planning to construct a new industrial building or undertake renovations or redevelopment. You must consult with the Land Use Bylaw for direction on the applicable rules and regulations you will need to consider.

Minimum Standards and Requirements for Industrial lands

- » A minimum 6 m (20 ft.) landscape buffer is required (except for those areas occupied by sidewalks and driveways) for all industrial projects located adjacent to municipal roadways, to the satisfaction of the Municipal Planning Commission or Designated Officer.
 - i. The minimum 6 m (20 ft.) landscape buffer is measured from the back of curb and not the property boundary.
 - ii. In instances where a curb is not in place in the public r-o-w adjacent to a lot, but will be in place as a part of a future road upgrade, the landscape buffer can be partially developed until such time that the curb is in place, at which time the landscaping will be fully installed to the back of curb, to the satisfaction of the Municipal Planning Commission or Designated Officer.
 - iii. In instances where a curb is not in place in the public r-o-w adjacent to a lot and is not planned to be put in place in the future, such as but not limited to instances where open drainage (ditches and swales) is present adjacent to the frontage of the lot, the landscape buffer is required to be measured from the property boundary, and shall be a minimum of 6 m (20 ft).
 - iv. For interior lots and instances where a lot access on a corner lot is located adjacent to an interior lot, a landscape buffer along a side yard is required, to a minimum width of 1 m (3 ft. 3.37 inches) and depth of 6 m (20 ft.) as measured from back of curb or as outlined in sub-section ii or iii as outlined above.
 - v. Parking stalls and loading areas are not permitted to be located in the landscape buffer area.
 - vi. Lot access is not permitted to be placed across the entirety of lot frontage and instead shall be designed and placed in such a way as to ensure the majority of lot frontage is landscaped, to the satisfaction of the Municipal Planning Commission or Designated Officer.
- » Parking or storing of vehicles is not permitted on required landscaping areas unless approved specifically by the Municipal Planning Commission or Designated Officer as an outside display area as part of an approved development permit.
- » In all industrial land use districts, trees are required as part of an overall landscape plan and shall be planted at the overall minimum ratio of one (1) tree per 65 m² of landscaped area provided.

Schedule 9:
Landscaping and
Amenity Areas
Standards and
Guidelines

Minimum Standards and Requirements for Industrial Lands *(continued)*

- » At the discretion of the Municipal Planning Commission or Designated Officer, a tree may be replaced by shrubs at a ratio of five (5) shrubs to one (1) tree, to a maximum of twenty (20) percent of trees required.
- » Wherever space permits and where acceptable to the Town of Coaldale, trees shall be planted in groups.
- » To ensure the continued care of lawns and other vegetation, developers are required to install underground watering/irrigation systems as a condition of development permit approval.
- » A professionally prepared landscape plan shall be required for all industrial development projects and shall be submitted as part of a development permit application.

Property Maintenance *as per the Community Standards Bylaw*

Within the town’s Community Standards Bylaw 810-R-04-21, there are considerations for developers installing landscaping that can be found within the Property Maintenance section.

Minimum Requirements for Boulevard Maintenance

An owner or occupant of a premises shall maintain any boulevard adjacent the premises or property by:

- » Keeping any grass on the boulevard cut to a length of no more than 15 cm.
- » Removing any accumulation of fallen leaves or other refuse or debris; and subject to obtaining written permission from the Municipality, any owner who chooses to utilize any landscaping material other than natural grass (e.g. crushed rock, mulch, artificial turf, hard- surfacing, plantings, etc.) in the boulevard or any other publicly owned premises or property adjacent to their premises or property assumes responsibility for all maintenance of such landscaping material and the repair of damage to such landscaping material, regardless of cause.

<p>Part II - Property Maintenance</p> <p>Section 203. Boulevards</p>



Irrigation Systems

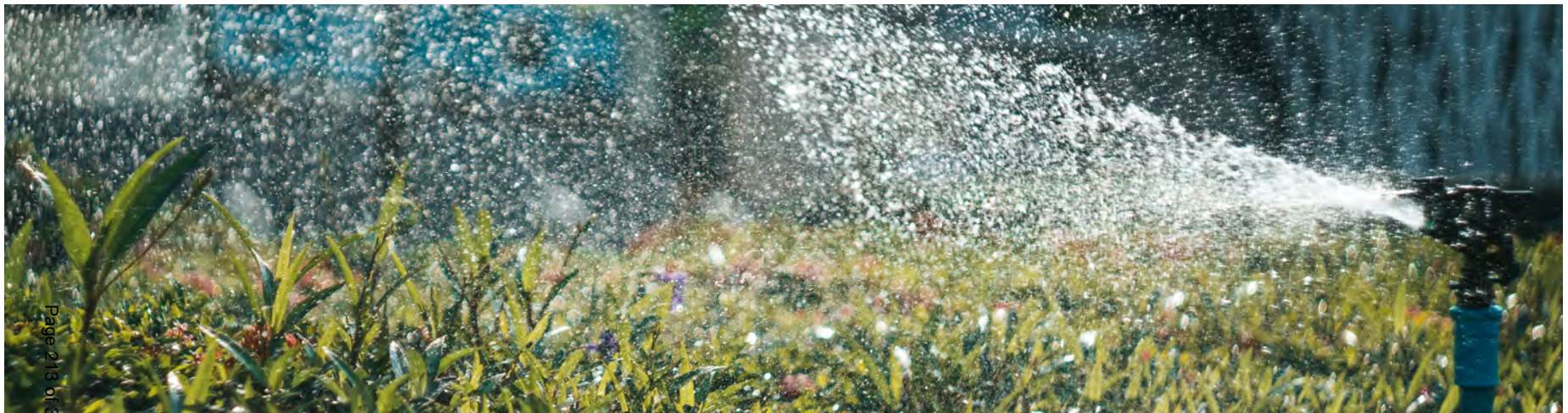
The primary purpose of a landscape irrigation system is to deliver supplemental water when rainfall is not sufficient to maintain the turfgrass and plant materials to meet their intended purpose. A quality irrigation system and its proper management are required to efficiently distribute water in a way that adequately maintains plant health while conserving and protecting water resources and the environment. To assure the overall quality of an irrigation system it requires attention to system design, installation, and management.

For irrigation design standards, please refer to the City of Lethbridge Irrigation Design Standards:

- » [Irrigation Approved Equipment List](#)
- » [Irrigation Design Standard](#)

Water Conservation

- » Where possible, all planted areas are to be covered with landscape fabric and mulched.
- » The use of drought tolerant plant material is encouraged.



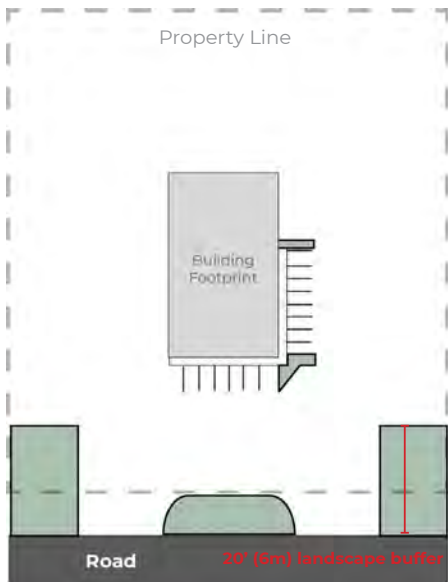
Site Requirements

The industrial area consists of a combination of interior and corner lots. The obvious difference of lots is the overall size and a narrower lot can restrict the flexibility of the lot layout. The Town of Coaldale has focused on providing industrial lot sizes that accommodate the various activities that can occur within an industrial use.

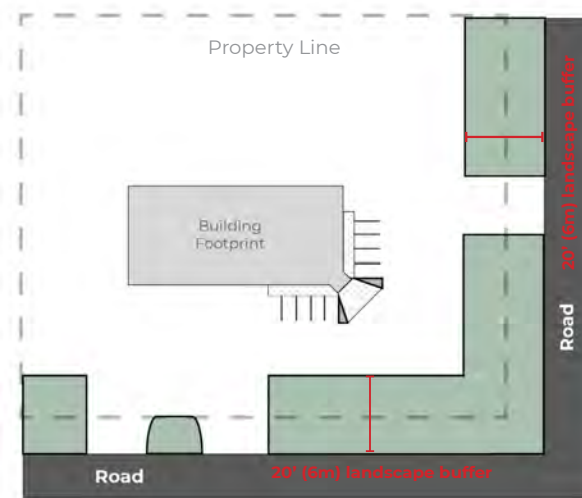
Interior and Corner Lot Layouts

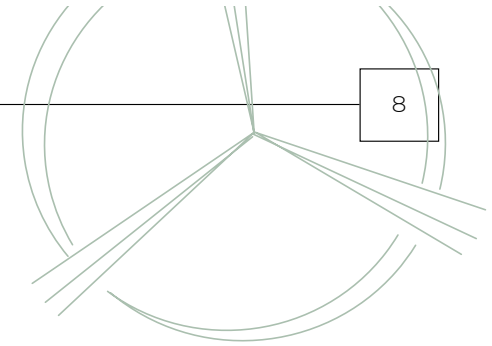
The following images provide an example of interior and corner lot layouts that meet landscaping requirements:

Sample Interior Lot Layout



Sample Corner Lot Layout





Acceptable Landscaping Materials

Organic Ground Covers

“Natural landscaping” consists of vegetation such as trees, shrubs, hedges, grass, flowers and other ground cover or materials and this may include xeriscaping or xerigardening

- » When seeding or sodding, 150 mm (6”) of top soil is required
- » When hydroseeding, hydromulching is encouraged to achieve desirable results

Examples of organic ground covers



Kentucky Blue Grass Sod



Grass Seed Blends



Mulch and Wood Bark Products

Inorganic Ground Covers

“Hard Landscaping” consists of non-vegetative materials such as brick, rock, stone, decorative concrete, tile and wood, excluding monolithic concrete and asphalt.

Examples of inorganic ground covers



Rundle Rock



Limestone



Black Lava Rock



Rainbow Rock



Washed Rock



River Rock

Coniferous Plant Materials

The following table outlines a selection of coniferous plant materials appropriate for Coaldale's Zone 4 climate.

Coniferous Trees	
Botanical Name	Common Name
<i>Picea pungens</i>	Colorado Blue Spruce
<i>Picea pungens glauca</i>	Montgomery Spruce
<i>Picea pungens 'Hoopsii'</i>	Hoopsi Spruce
<i>Picea pungens 'Fastigiata'</i>	Columnar Blue Spruce
<i>Pinus ponderosa</i>	Ponderosa Pine
<i>Pinus sylvestris</i>	Scots Pine
<i>Pinus mugo</i>	Mountain Pine
<i>Juniperus scopulorum</i>	Upright Juniper
<i>Thuja occidentalis Brandon</i>	Brandon Cedar
<i>Thuja occidentalis 'Holmstrup'</i>	Holmstrup Cedar

Coniferous Shrubs	
Botanical Name	Common Name
<i>Juniper horizontalis</i>	Blue Chip Juniper
<i>Juniper horizontalis 'Plumosa Compacta'</i>	Andora Juniper
<i>Juniperus horizontalis</i>	Blue Rug Juniper
<i>Juniperus horizontalis 'Prince of Wales'</i>	Prince of Wales Juniper
<i>Juniperus sabina</i>	Savin Juniper
<i>Juniperus sabina arcadia</i>	Arcadia Juniper
<i>Juniperus sabina 'Broadmoor'</i>	Broadmoor Juniper
<i>Juniperus sabina 'Monna'</i>	Calgary Carpet Juniper
<i>Juniperus chinensis</i>	Gold Coast Juniper



Deciduous Plant Materials

The following table outlines a selection of deciduous plant materials appropriate for Coaldale's Zone 4 climate.

Deciduous Trees	
Botanical Name	Common Name
Aesculus glabra	Ohio Buckeye
Crataegus x mordenensis	Snowbird Hawthorn
Elaeagnus angustifolia	Russian Olive
Fraxinus pennsylvanica	Excel Green Ash
Fraxinus pennsylvanica 'Foothills'	Foothills Green Ash
Fraxinus pennsylvanica 'Patmore'	Patmore Green Ash
Fraxinus pennsylvanica 'Rugby'	Prairie Spire Green Ash
Malus 'Spring Snow'	Spring Snow Crabapple
Malus 'Thunderchild'	Thunderchild Crabapple
Malus x adstingens 'Durleo'	Gladiator Crabapple
Malus x 'Jeflite'	Starlite Crabapple
Populus tremula 'Erecta'	Swedish Aspen
Populus deltoides	Sargent Poplar
Populus x 'Assiniboine'	Assiniboine Poplar
Prunus virginiana 'Schubert'	Schubert Chokecherry
Syringa reticulata 'Ivory Silk'	Ivory Silk Lilac Tree
Syringa reticulata	Japanese Lilac Tree

Deciduous Trees continued	
Botanical Name	Common Name
Tilia x flavescens 'Dropmore'	Dropmore Linden
Tilia cordata	Little Leaf Linden
Elm Ulmus americana 'Brandon'	Brandon Elm

Deciduous Shrubs	
Botanical Name	Common Name
Amelanchier alnifolia	Saskatoon
Caragana pygmaea	Pygmy Caragana
Cornus florida	Dogwood
Cotoneaster acutifolius	Peking Cotoneaster
Cinquefoil	Potentilla
Hydrangea arborescens	Annabelle Hydrangea
Philadelphus lewisii	Waterton Mockorange
Physocarpus opulifolius	Ninebark
Prunus tomentosa	Nanking Cherry
Spiraea	Spirea
Prunus x cistena	Purple Leaf Sandcherry

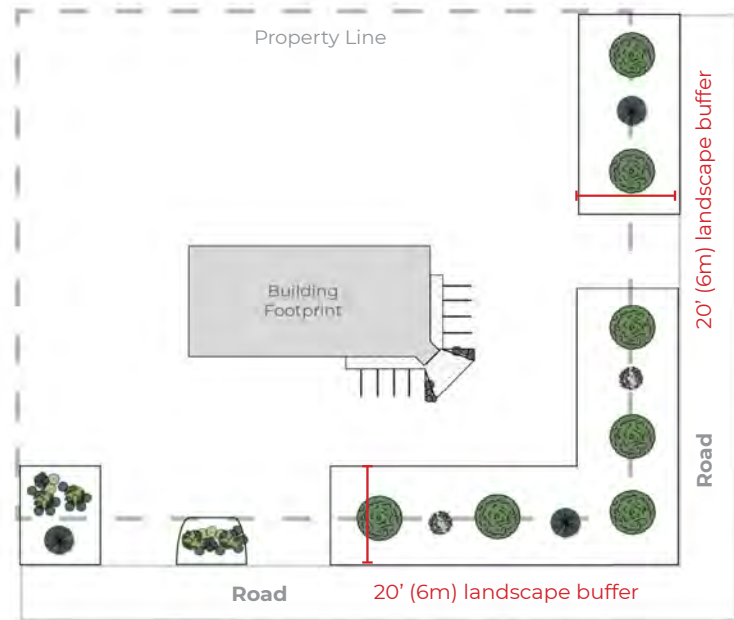
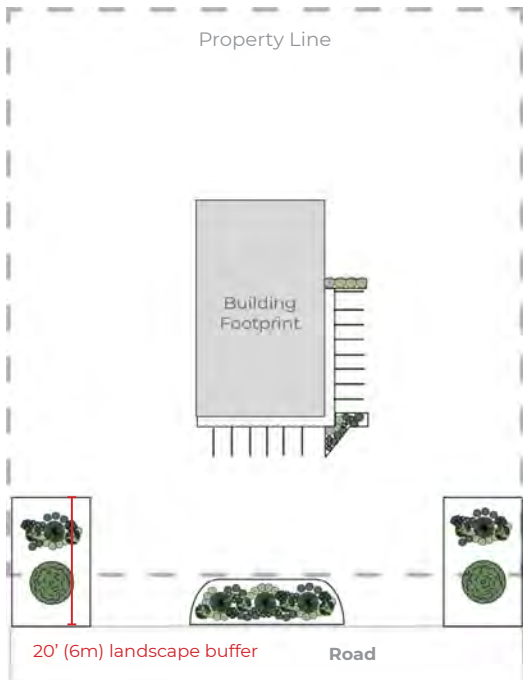
Landscape Plan Option 1

Planting Requirements:

- » At the time of planting, minimum caliper width for all trees shall be 20 millimetres (0.79 in).
- » At the time of planting, a minimum of 50% of any required trees shall be coniferous.
- » An overall minimum ratio of one (1) tree per 65 m² of landscaped area.

Landscape Materials Legend

- | | | | |
|---|----------------------|---|-----------------------------|
|  | Ohio Buckeye |  | Savin Juniper |
|  | Colorado Blue Spruce |  | Annabelle Hydrangea |
|  | Gladiator Crabapple |  | Japanese Spirea 'Goldmound' |
|  | Saskatoon Berry Bush |  | Blue Chip Juniper |






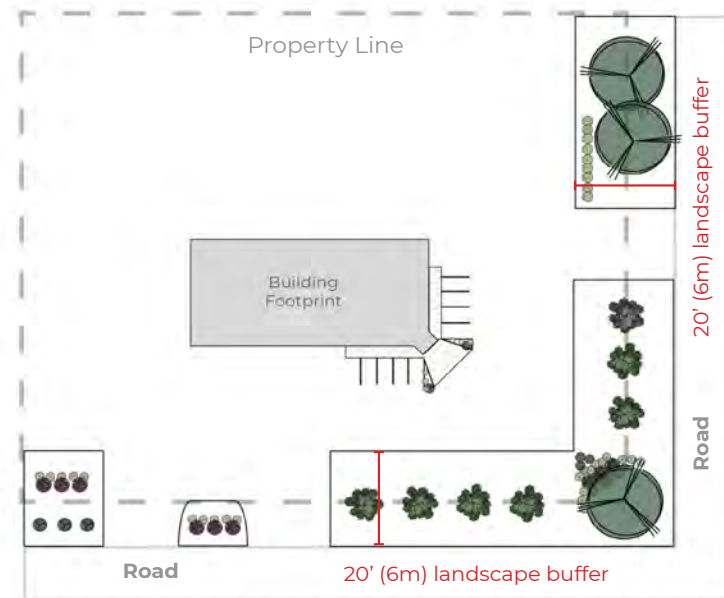
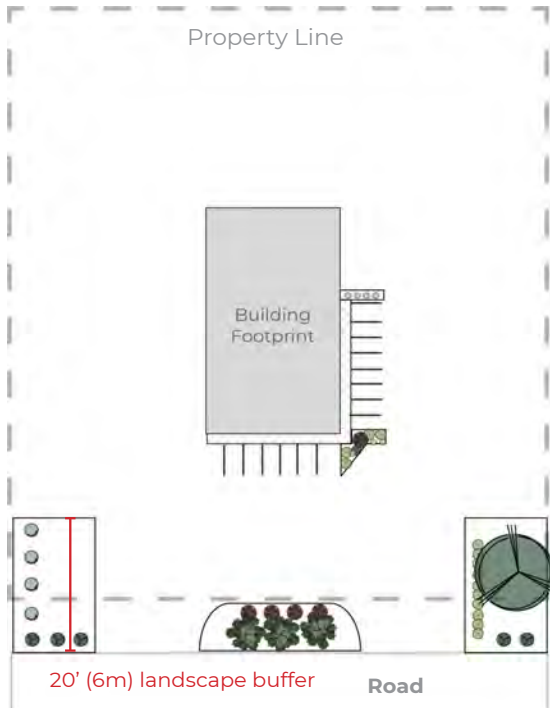
Landscape Plan Option 2

Requirements:

- » At the time of planting, minimum caliper width for all trees shall be 20 millimetres (0.79 in).
- » At the time of planting, a minimum of 50% of any required trees shall be coniferous.
- » An overall minimum ratio of one (1) tree per 65 m² of landscaped area.

Landscape Materials Legend

- | | | | |
|---|-----------------------|---|-------------------------------------|
|  | Scot's Pine |  | Ninebark 'Summer Wine' |
|  | Spring Snow Crabapple |  | Annabelle Hydrangea |
|  | Swedish Aspen |  | Feather Reed Grass 'Karl Foerester' |
|  | Upright Juniper |  | Prince of Wales Juniper |



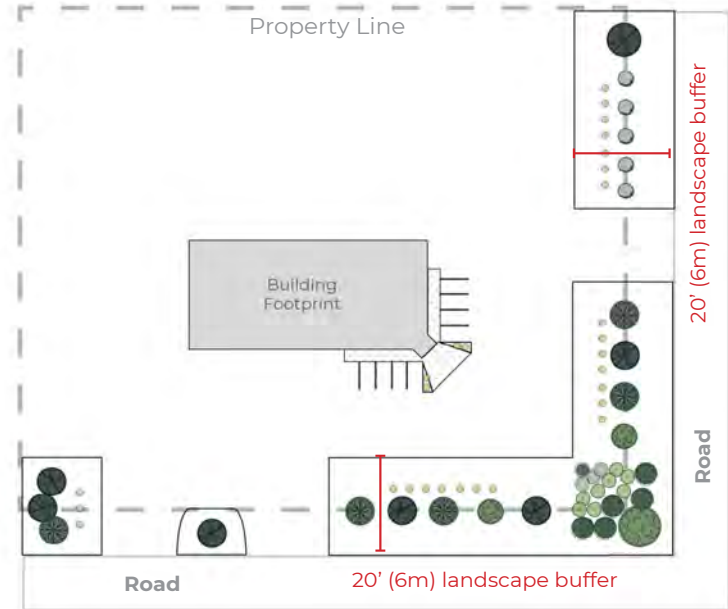
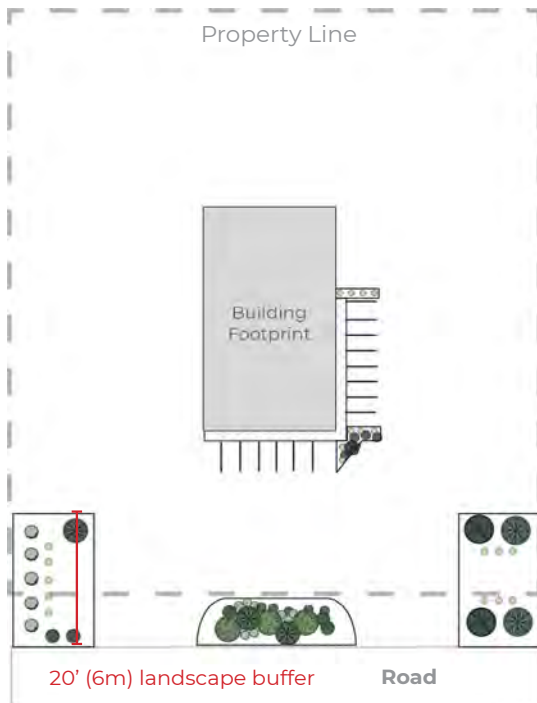
Landscape Plan Option 3

Planting Requirements:

- » At the time of planting, minimum caliper width for all trees shall be 20 millimetres (0.79 in).
- » At the time of planting, a minimum of 50% of any required trees shall be coniferous.
- » An overall minimum ratio of one (1) tree per 65 m² of landscaped area.

Landscape Materials Legend

- | | | | |
|---|-----------------------|---|------------------------------------|
|  | Hoopsi Spruce |  | Savin Juniper |
|  | Mountain Pine |  | Annabelle Hydrangea |
|  | Ivory Silk Lilac Tree |  | Magic Carpet Spirea |
|  | Swedish Aspen |  | Feather Reed Grass 'Karl Forester' |
|  | Red Osier Dogwood |  | Calgary Carpet Juniper |

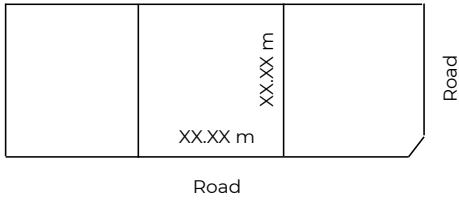


Sample Landscape Plan

Municipal Address:
222 - 22 Street

Lot: X Block: XX
Plan: XXXXXXX





Date: 00/00/0000
Scale: 1: 300

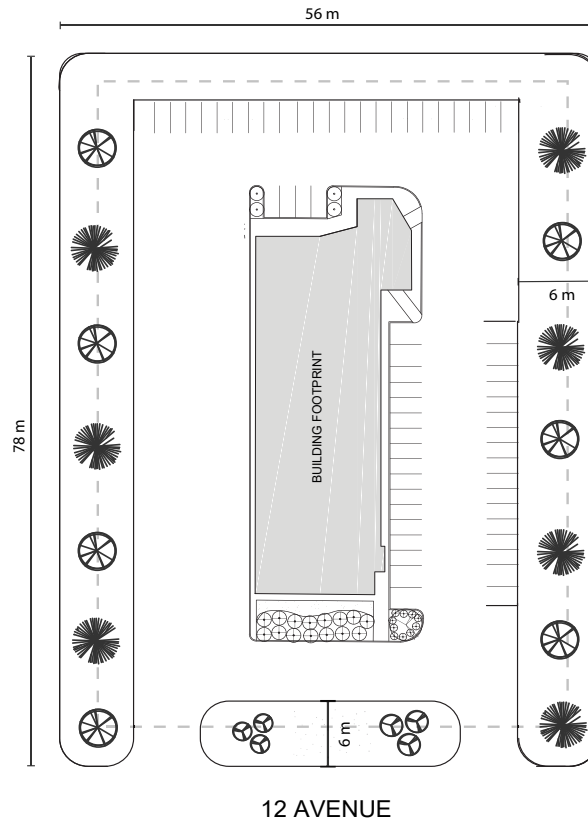


Lot Area: XX.XX m²
 Total Building Area: XXX.XX m²
 Total Lot Coverage: XX.XX %
 Total Landscaped Area: XXX.XX m²
 Total Landscape Coverage: XX.XX %

Zoning District: Industry - I

Landscape Materials Legend:

-  Plant variety 1 (minimum 50% coniferous)
-  Plant variety 2
-  Plant variety 3
-  Plant variety 4



Resources

Alberta One Call

For your safety, prior to any excavation, please call before you dig.

Toll Free: 1 800 242 3447

www.albertaonecall.com



International Society of Arboriculture

An educational resource on the benefit trees and how to care for trees in an urban environment.

www.treesaregood.org



Community Partners

Bos Scapes Inc.

403 345 5607

www.bosscapes.ca



Coaldale Nurseries

403 345 4633

www.coaldalenurseries.ca



Bos Sod Farms

403 345 5600

www.bossod.ca



Simon Bos Nurseries

403 330 8010

www.bosnurseries.com



AGENDA ITEM REPORT



Title: Fees and Rates Bylaw 829-C-09-21 (2nd, 3rd Reading) - K. Beauchamp
Report Type: Bylaw
Report Author: Kyle Beauchamp
Meeting: Regular Council Meeting - 12 Oct 2021
Department: Corporate Services
Reviewed by Kalen Hastings
Supervisor/Peer:

TOPICS:

Corporate Services:

Fees

Topic Legislative Services:

Bylaws & Policies

OBJECTIVE:

To present Council with an update to the Fees and Rates Bylaw for review and approval.

PREVIOUS COUNCIL DIRECTION:

This matter has appeared before council previously

First reading of this bylaw was presented to Council at the September 27th, 2021 Council meeting. There has been a change noted to the Fire & Emergency Service fees (green - noted below) from first reading of this bylaw. As a result the bylaw is being presented to Council for second and third readings as amended.

ANALYSIS:

The intention of the Fees and Rates Bylaw is to consolidate the fees the Town of Coaldale is able to charge for various services as required and requested (utility fees excluded from this bylaw). As part of updating this bylaw, two types of adjustments are being brought forward to Council for consideration.

1. There are some fees and rates to which the Town has previously implemented through other various bylaws. When the Fees and Rates Bylaw was first brought to Council, Administration attempted to capture all of these fees into the consolidated Fees and Rates Bylaw. However upon further research, it was discovered that there were some existing Town bylaws which contained fees and rates that were not included in the Town's Fees and Rates Bylaw as intended. As a result, these fees and rates are being added to the Bylaw. It should be noted as part of this adjustment, Administration is not recommending any increase to these fees at this time. Simply we are adding them to the Fees and Rates bylaw to consolidate all of these amounts the Town is able to charge when applicable.

2. There are some new fees (not previously charged or adjustments) which are being brought to Council for review and approval. These are based on recommendations from various Town of Coaldale departments.

FINANCIAL IMPACT:

Operating

Cemetery – Disinterment Fee

- An inquiry earlier resulted in an evaluation of our rates in this area. The cost and difficulty associated with a disinterment identified that our rates are much too low. After much evaluation these fees are being expanded and increased to reflect the difficulty and cost associated with disinterment.

Cemetery – Monument Permit Fee

- When the Cemetery Bylaw 798-R-01-21 was approved earlier in the year, Schedule D states a larger headstone may be placed with a permit and surcharge as per the Fees and Rates Bylaw. The staff report requested a \$500.00 charge for summer and \$1000.00 charge for winter. However, after discussions internally a seasonal fee doesn't fit in this situation. Monument permits are paid for when the monument is placed, and we cannot predict if work around those monuments will take place in summer or winter. For that reason, we are proposing a \$1000.00 year-round fee.

Development Fees – Refundable Landscaping Deposit

- Public Hearing Oct 11 for proposed change to the refundable landscaping deposit charged to industrial lots.

Dog Enforcement Fees - Impound and Care Fees

- Animal Control is contracted out to Lethbridge Animal Services. The fees are being updated to reflect their current rate structure.

Dog Enforcement Fees – Fines and Penalties

- Upon review of the Dog Regulation and Control Bylaw it was noted not all fees were included in the Fees and Rates Bylaw. The fees identified in red are being added, as we remove them from the Dog Regulation and Control Bylaw with no increase to the fees.

Community Standards Fees – All

- These fees were never captured in the Fees and Rates Bylaw. These fees are being added and removed from the Community Standards Bylaw with no increase to the fee.

Cannabis Consumption Fees – Infraction

- These fees were never captured in the Fees and Rates Bylaw. these fees are being added and removed from the Cannabis Consumption Bylaw with no increase to the fee.

Fire & Emergency Service Fees - Items in green have changed

- The fire related fees in green have changed based on recommendations from Coaldale & District Emergency Services. These rate changes relate a more accurate fee structure that is used in common practice.
- It is also requested that Council rescind Bylaw 693-C-08-14 - Fire Service Fees. This bylaw is not longer relevant with the related fees now captured in the fees and rates bylaw.

STAKEHOLDER ENGAGEMENT:

N/A

DECISION OPTIONS:

1. Council can provide SECOND & THIRD readings of the Fees and Rates Bylaw, 829-C-09-21 as amended.

2. Council request further information from Administration before proceeding.

RECOMMENDATION:

1. THAT Council provide SECOND and THIRD reading of Fees and Rates Bylaw 829-C-09-21 as amended, AND

2. THAT Council rescind Bylaw 693-C-08-14 - Fire Service Fees.

STRATEGIC ALIGNMENT WITH COUNCIL STRATEGIC PLAN:



1. Focus on Community Safety



2. Focus on Livability



3. Focus on Economic Health



4. Focus on Good Governance and Corporate Excellence



5. Focus on Responsible and Responsive Growth

ATTACHMENTS:

[Fees & Rates Bylaw 829-C-09-21 \(2nd & 3rd reading\)](#)
[693-C-08-14 Fire Services Fees](#)

BYLAW ~~797-C-12-20~~829-C-09-21
TOWN OF COALDALE
PROVINCE OF ALBERTA

**BEING A BYLAW OF THE TOWN OF COALDALE IN THE PROVINCE OF ALBERTA,
 THIS BYLAW AUTHORIZES ADMINISTRATION TO APPLY RATES, FEES AND
 CHARGES FOR INFORMATION AND SERVICES PROVIDED.**

WHEREAS pursuant to the *Municipal Government Act R.S.A. 2000, Chapter M-26* and amendments thereto, that Council may pass a bylaw respecting the fees and rates a Municipality may charge for services rendered;

AND WHEREAS the Freedom of Information and Protection of Privacy Act, as amended, states that a municipality must make certain information available to the public and that the Council may pass a bylaw to establish fees for the provision of such information;

AND WHEREAS the Municipal Council of the Town of Coaldale, in the Province of Alberta, deems it expedient to consolidate the fees, rates and charge for various municipal services;

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

1. That this Bylaw shall be cited as the "Fees and Rates Bylaw".
2. That the fees, rates, and charges payable for municipal services provided by the Town may be outlined in Schedule A which is attached to and forms part of this Bylaw. Such fees may be subject to G.S.T.
3. That the rates specified in Schedules A which is attached to this Bylaw may be amended from time to time upon the recommendation of the Chief Administrative Officer (CAO) and shall be approved by a Bylaw of Council.
4. That Council may consider reducing or permitting special rates for special circumstances, special items, or individual agreements with outside parties or for any items not covered in Schedule A, by way of Council resolution.
5. That Council may waive any fee for items that are of benefit to the community as a whole by Council resolution.
6. That in the event this Bylaw conflicts with another existing bylaw, this Bylaw shall take precedence.
7. That this Bylaw and attached Schedule A will be reviewed for amendments annually, by the respective department heads, as well as by Council.
8. That this Bylaw will rescind bylaw ~~781-C-04-20~~ 797-C-12-20.
9. That this Bylaw 829-C-09-21 shall come into force and effect upon THIRD and FINAL reading.

READ a FIRST time this ~~14th-27th~~ day of ~~December, 2020~~September 2021, for Fees and Rates Bylaw ~~797-C-12-20~~ 829-C-09-21.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #

READ a SECOND time this ~~12~~¹⁴~~th~~ day of ~~December, 2020~~October 2021, for Fees and Rates Bylaw ~~797-C-12-20~~ 829-C-09-21.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #

~~UNANIMOUS CONSENT provided to hold all three readings at one meeting, for Fees and Rates Bylaw 797-C-12-20.~~

~~Mayor – Kim Craig~~

~~CAO – Kalen Hastings~~

~~Motion #~~

READ a THIRD and FINAL time this ~~12~~¹⁴~~th~~ day of ~~December, 2020~~October 2021, for Fees and Rates Bylaw ~~797-C-12-20~~ 829-C-09-21.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #

**SCHEDULE A
2020 FEE SCHEDULE**

CEMETERY FEES

Any purchaser of a Cemetery Lot, Cremation Plot or Infant Plot must remit a fee for both the Grave and Endowment at time of purchase.

Cost of Cemetery Lots

Per Grave Lot	\$ 815.00
Per Cremation Plot	\$ 815.00
Per Grave Lot 'B' Reserve Couples	\$ 1,045.00
Non Resident	\$ 1,160.00

Cost of Endowment

Per Grave Lot	\$ 330.00
Per Cremation Plot	\$ 330.00
Columbarium	\$ 330.00

Opening & Closing Rates

Summer Rate (per grave lot)	\$ 640.00
Winter Rate (per grave lot)	\$ 690.00
Per Cremation Plot	\$ 290.00

Applicable for Sections 'A', 'B', and 'C' (see map in Cemetery Bylaw)

NOTE: For openings and closings outside of regular work hours (8:00 am to 3:30pm, Monday to Friday excluding holidays) there shall be an additional charge of \$300.00.

Columbarium

Per Internment	\$ 205.00
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Cost of Disinterment

Per Grave Lot	\$ 700.00
Per Cremation Plot	\$ 290.00

~~*NOTE: Cost of moving headstones or monuments will be an additional charge.*~~

Cost of Disinterment

Adult

Nine (9) Foot Depth with Permanent Outer Box	\$ 2,500.00
Nine (9) Foot Depth without Permanent Outer Box	\$ 4,500.00
Six (6) Foot Depth with Permanent Outer Box	\$ 2,200.00
Six (6) Foot Depth without Permanent Outer Box	\$ 3,500.00
In-ground Cremation with Permanent Outer Box - per cremated remains	\$ 1,140.00
In-ground Cremation without Permanent Outer Box - per cremated remains	\$ 1,325.00
Columbarium Niche - per cremated remains	\$ 375.00

Child

Six (6) Foot Depth with Permanent Outer Box	\$ 1,000.00
Six (6) Foot Depth without Permanent Outer Box	\$ 1,695.00
In-ground Cremation with Permanent Outer Box - per cremated remains	\$ 3,390.00
In-ground Cremation without Permanent Outer Box - per cremated remains	\$ 1,000.00
Columbarium Niche - per cremated remains	\$ 1,140.00
	\$ 375.00

Cost of Disinterment and Reinternment of Existing Ground Cremations to

Conduct Full Casket Interment Services

In-ground Cremation with Permanent Outer Box - per cremated remains	\$ 1,140.00
In-ground Cremation without Permanent Outer Box - per cremated remains	\$ 1,325.00

NOTE: Cost of moving headstones or monuments will be an additional charge.

Transfer or Exchange of Plots

Per Grave Lot and/or Cremation Plot	\$ 100.00
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Rates are subjected to GST where applicable

**SCHEDULE A
2020 FEE SCHEDULE**

Monument Permits

Base or Border up to 914mm (36")	\$	80.00
Base or Border 914mm (36") to 1,829mm (72")	\$	104.19
Base or Border 1,854mm (73") to 2,743mm (108")	\$	140.00
Block C & B - Reserved Section		
A headstone exceeding the maximum height 1,075mm (42") or maximum width 1,500mm (60")	\$	1,000.00
Base or Border ____ to ____		Pro-rated
Vase at Side		No Charge
Administration Fee	\$	55.00

NOTE: Section 'C' only allows up to a maximum of 1524 mm (60") (see map in Cemetery Bylaw).

BUSINESS LICENCE FEES

Zoning C-1, C-2, I/R, I, UR - per annum	\$	60.00
Home Occupation 1 (Home Office) - per annum	\$	100.00
Home Occupation 2 (Home Occupation) - per annum	\$	175.00
Non-Resident Fee		
Daily Fee	\$	20.00
Monthly Fee	\$	100.00
Annual Fee	\$	300.00
Business Licence transfer fee	\$	10.00

NOTE: Zoning refers to the Land Use District as identified in the Town's Land Use Bylaw.

NOTE: Business License Fee will be prorated based on the month purchased effective July 1st of each year.

DEVELOPMENT FEES

	Permitted Use	Discretionary Use	MDA Fee
<u>Residential</u>			
Single-Family and Two-Family Dwellings	\$ 100.00	\$ 100.00	\$ 200.00
Multi-Family Dwellings including institutional Housing (for the purpose of this section, the total number of dwelling units in the complex will be used to determine the fee)			
3 - 20 Units	\$ 150.00	\$ 150.00	\$ 200.00
21 - 50 Units	\$ 250.00	\$ 150.00	\$ 200.00
Addition of or Renovation to: A Covered or Uncovered Deck, Attached or Detached Garage, Porch, Breezeway, Accessory Building Greater than 9.3 m2 (100 ft2)	\$ 50.00	\$ 50.00	\$ 200.00
Addition to an Existing Single-Family, Two-Family or Multi-Family Dwelling that would increase the interior square footage of the residence	\$ 50.00	\$ 50.00	\$ 200.00
New Secondary Suite	\$ 200.00	\$ 200.00	\$ 200.00
Manufactured home moving into a designated Manufactured Home Park	\$ 100.00	\$ 100.00	No Charge
Accessory Buildings less than 9.3m2 (100 ft2)	No Charge	No Charge	No Charge
<u>Commercial</u>			
Change of Occupancy	\$ 50.00	\$ 50.00	\$ 200.00
Commercial Buildings			
0 - 464.5m2 (5,000 ft2)	\$ 200.00	\$ 200.00	\$ 200.00
464.6 - 1,858m2 (5,001 - 20,000 ft2)	\$ 300.00	\$ 300.00	\$ 200.00
1,858.1 - 4,654 m2 (20,001 - 50,000 ft2)	\$ 400.00	\$ 400.00	\$ 200.00
All Shopping Centers, High-rise Buildings or other Major Commercial Applications Greater than 4,645 m2 (50,000 ft2)	\$ 600.00	\$ 600.00	\$ 200.00
<u>Industrial</u>			
Change of Occupancy	\$ 50.00	\$ 50.00	\$ 200.00
Industrial and Warehouse Buildings			

Rates are subjected to GST where applicable

**SCHEDULE A
2020 FEE SCHEDULE**

0 - 464.5m2 (5,000 ft2)	\$	200.00	\$	200.00	\$	200.00
464.6 - 1,858m2 (5,001 - 20,000 ft2)	\$	300.00	\$	300.00	\$	200.00
1,858.1 - 4,654 m2 (20,001 - 50,000 ft2)	\$	400.00	\$	400.00	\$	200.00
Multi-Tenancy Industrial Buildings or Companies Greater than 4,645 m2 (50,000 ft2)	\$	600.00	\$	600.00	\$	200.00

Subdivision

Application fee (non-refundable)				\$	710.00
Per lot fee (each)				\$	330.00
Per lot endorsement fee (each)				\$	205.00

Other Fees

Waivers Exceeding 10% of a Measurable Requirement					
Pre-Construction Waivers - initial fee				\$	200.00
Post Construction Waivers - additional fee if approved				\$	400.00
Approved Pre-Construction Waivers				\$	400.00

Penalties

Minimum					Double Permit Fee
Maximum				\$	2,000.00
Waivers Exceeding 10% of a Measurable Requirement					
Approved Post Construction Waivers				\$	1,000.00

Miscellaneous Fees

Public Service Buildings such as: Churches, Schools, Auditoriums, Community Halls, Fire Halls, Police Stations, etc.					
0 - 929 m2 (10,000 ft2)				\$	200.00
929.1 - 1,858 m2 (10,001 - 20,000 ft2)				\$	300.00
Greater than 1,858 m2 (20,000 ft2)				\$	400.00
Government Office Buildings (shall be regarded as Commercial Buildings for the purpose of determining fees)					See Commercial
Over Height Fences				\$	150.00
Discretionary Use				\$	200.00
Demolition Notice				\$	50.00
Removal of a Manufactured Home				\$	50.00
Type A Small Wind Energy				\$	200.00
Type B Small Wind Energy				\$	400.00
Zoning Letter				\$	25.00
Compliance Certificates				\$	100.00
Special Notification Fee				\$	200.00
Special Meeting Fee				\$	300.00
Subdivision and Development Appeal Fee				\$	300.00

Home Occupation

Home Occupation 1				\$	50.00
Home Occupation 2				\$	200.00

Signs

Applied for in conjunction with a new development					No Charge
Portable				\$	50.00
Temporary				\$	50.00
All other Signs not applied for as part of the initial Development Application for the Commercial, Industrial or Institutional / Recreational Land Use Districts (including third party signs)				\$	100.00

Planning Fees

Land Use Bylaw Amendment					
Amendment Fee				\$	400.00
Advertising and Notification Fee				\$	600.00

Rates are subjected to GST where applicable

**SCHEDULE A
2020 FEE SCHEDULE**

Total Applicable Fee	\$	1,000.00
Area Structure Plan Amendment		
Amendment Fee	\$	600.00
Advertising and Notification Fee	\$	600.00
Total Applicable Fee	\$	1,200.00
Condominium Certificate - per unit	\$	40.00

Refundable Fees

Water Meter Deposit	\$	500.00
Sidewalk Deposit	\$	500.00
Landscaping Deposit	\$	1,000.00
Industrial Landscaping Deposit (per acre)	\$	5,000.00
Complete Conditions of Development Permit	\$	2,000.00
Access Parkland and Open Spaces	\$	500.00

NOTE: The fee for an application for a permit after construction has begun is double the cost of the permit.

DOG ENFORCEMENT FEES

Dog License

License for an altered male or female dog	\$	20.00
License for an unaltered male or female dog	\$	40.00
License for an assistance Dog		No Charge
Fanciers License (plus regular license fee per dog)	\$	50.00
Fee for Replacement License Tag	\$	5.00
Restricted Dog License Fee	\$	100.00

NOTE: License Fee will be reduced by 50% per dog in any case where an owner acquires a new dog or where an owner becomes a resident in the Town of Coaldale, after August 1st of the calendar year.

Impound and Care Fees

Impoundment fee	\$	60.00
Impoundment fee - Restricted dog	\$	100.00
Care and sustenance (per day or portion thereof to commence at midnight on the day of impoundment)	\$	9.00
Veterinary fee		Amount Expended
Owner drop off fee	\$	10.00
Voucher towards sterilization (plus GST)	\$	60.00
Purchase price - all dogs (plus sterilization voucher on unsterilized dogs)	\$	30.00
Destruction of dog (plus GST)	\$	300.00

Fines and Penalties

Owner have an unlicensed dog	\$	100.00
Providing false or misleading information	\$	100.00
Improper use of license tag	\$	100.00
Owner of a licenced dog not wearing a license tag while off the owner's property	\$	40.00
Failure of owner of a restricted dog to provide a secure pen	\$	200.00
Failure of owner of a restricted dog to keep the animal muzzled and harnessed or leashed while off of the owners' property	\$	200.00
Owner of an animal at large:		
Unlicensed dog	\$	250.00
Licenced dog	\$	100.00
Owner of a dog which barks or howls or makes another noise: thereby disturbing the quiet or repose of any person between 7 am and 10 pm	\$	150.00
thereby disturbing the quiet or repose of any person between 10 pm and 7 am	\$	200.00
Owner of a Dog which causes damage to property (damages plus fine)	\$	200.00
Owner of a dog which is present in an area where the presence of animals is prohibited	\$	60.00
Owner of a dog which bites, attacks, threatens, harasses, bars at, chases, kills, or injures any person	\$	500.00

Rates are subjected to GST where applicable

**SCHEDULE A
2020 FEE SCHEDULE**

Owner of a dog which bites, attacks, threatens, harasses, bars at, chases, kills, or injures any other animal (cost plus fine)	\$ 400.00
Owner of a dog which bites, barks at, or chases an vehicle	\$ 100.00
Failure of owner to remove defecation immediately from property which is not the Owner's property, and dispose of in a sanitary manner	\$ 100.00
Failure of owner to keep a female dog in heat housed and confined to a building or kennel	\$ 100.00
Teasing, tormenting, annoying, abusing, or injuring any dog	\$ 400.00
Untying, loosening or otherwise freeing a dog without the owner's authorization	\$ 200.00
Interfering with, impeding or hindering an Animal Control Officer's enforcement	\$ 200.00
Removing or attempting to remove any dog from the possession of an Animal Control Officer	\$ 200.00
An offence for which a penalty is not otherwise provided	\$ 100.00
Second or subsequent offence within one year of the first offence	2x first offence
Third or subsequent offence within one year of the first offence	3x first offence
<i>Any person who commits an offence relative to a restrictive dog will be subject to penalty not more than one and one-half (1 1/2) times the penalty (except for any offence which specifies a "restricted dog").</i>	
<i>NOTE: Penalty reduced by half (50%) if payment made within 14 days</i>	

COMMUNITY STANDARDS FEES

Infraction/Offence	First Offence (specified penalty)	Second Offence	Third and Subsequent Offence
<u>Property Offences</u>			
Unlawful accumulation of materials	\$ 115.00	\$ 230.00	\$ 500.00
Fail to secure appliances on property	\$ 115.00	\$ 230.00	\$ 500.00
Fail to maintain boulevard	\$ 115.00	\$ 230.00	\$ 500.00
Commercial vehicle > 5,500kg parked where prohibited	\$ 115.00	\$ 230.00	\$ 500.00
Unsecured building material/debris	\$ 230.00	\$ 500.00	\$ 1,000.00
Noxious weeds on property	\$ 115.00	\$ 230.00	\$ 500.00
Grass over 15 cm	\$ 115.00	\$ 230.00	\$ 500.00
Fail to maintain tree	\$ 115.00	\$ 230.00	\$ 500.00
Fail to maintain shrub	\$ 115.00	\$ 230.00	\$ 500.00
Unsecured refuse/debris	\$ 115.00	\$ 230.00	\$ 500.00
Deposit flyers without permission	\$ 115.00	\$ 230.00	\$ 500.00
Unlawfully create or apply graffiti	\$ 230.00	\$ 500.00	\$ 1,000.00
Conduct unlawful repair on motor vehicle	\$ 115.00	\$ 230.00	\$ 500.00
Unlawful accumulation of motor vehicle parts	\$ 115.00	\$ 230.00	\$ 500.00
Accumulation of junked vehicles	\$ 115.00	\$ 230.00	\$ 500.00
Park vehicle on lawn/dirt	\$ 115.00	\$ 230.00	\$ 500.00
Park vehicle on empty lot	\$ 115.00	\$ 230.00	\$ 500.00
Unlawful nuance on property	\$ 115.00	\$ 230.00	\$ 500.00
Recreational vehicle used as a dwelling unit	\$ 115.00	\$ 230.00	\$ 500.00
Recreational vehicle with slide outs and trailer steps extended into a street or sidewalk	\$ 115.00	\$ 230.00	\$ 500.00
Recreational vehicle parked where prohibited	\$ 115.00	\$ 230.00	\$ 500.00
Fail to maintain sidewalk	\$ 115.00	\$ 230.00	\$ 500.00
Placing snow on Town property	\$ 115.00	\$ 230.00	\$ 500.00
<u>Behavior in a Public</u>			
Unlawfully littering	\$ 115.00	\$ 230.00	\$ 500.00
Unlawfully dumping at charity	\$ 115.00	\$ 230.00	\$ 500.00
Scavenging from charity collection	\$ 115.00	\$ 230.00	\$ 500.00
Unlawfully urinating/defecating	\$ 115.00	\$ 230.00	\$ 500.00
Unlawfully fighting	\$ 230.00	\$ 500.00	\$ 1,000.00
Unlawfully panhandling	\$ 115.00	\$ 230.00	\$ 500.00

Rates are subjected to GST where applicable

**SCHEDULE A
2020 FEE SCHEDULE**

Unlawfully discharging a firearm	\$	230.00	\$	500.00	\$	1,000.00
<u>Curfew</u>						
Child in a public place after 11:00 pm and before 6:00 am without proper adult guardianship or a legitimate reason	\$	115.00	\$	230.00	\$	500.00
Any guardian whose child is in a public place after 11:00 pm and before 6:00 am without proper adult guardianship or legitimate reason is guilty of an offence for lack of supervision	\$	230.00	\$	500.00	\$	1,000.00
<u>Fireworks</u>						
Fireworks possession, sell, offer for sale, give away or otherwise distribute, discharge, fire or set off any fireworks	\$	500.00	\$	1,000.00	\$	1,000.00
<u>Noise</u>						
Making unnecessary noise	\$	230.00	\$	500.00	\$	1,000.00
Owner allow the making of unnecessary noise on his/her property	\$	230.00	\$	500.00	\$	1,000.00
Causing excessive noise	\$	230.00	\$	500.00	\$	1,000.00
Vendor operating after 8:00 pm	\$	115.00	\$	230.00	\$	500.00
Operating equipment after 11:00 pm	\$	115.00	\$	230.00	\$	500.00
Perform construction after 11:00 pm	\$	115.00	\$	230.00	\$	500.00
Operating sound amplifying equipment	\$	115.00	\$	230.00	\$	500.00
Fail to produce special permit or permission	\$	115.00	\$	230.00	\$	500.00
<u>Fires</u>						
Unlawful burning	\$	150.00	\$	300.00	\$	1,000.00
Burning during fire ban	\$	500.00	\$	2,500.00	\$	5,000.00
Unsupervised fire	\$	150.00	\$	300.00	\$	1,000.00
Burning unauthorized material on property	\$	150.00	\$	300.00	\$	1,000.00
Fire in a non-conforming firepit	\$	150.00	\$	300.00	\$	1,000.00
<u>Order to Remedy</u>						
Fail to comply with a written order	\$	230.00	\$	500.00	\$	1,000.00
Owner fail to comply with a written order	\$	230.00	\$	500.00	\$	1,000.00
Obstruct Peace Officer	\$	230.00	\$	500.00	\$	1,000.00

CANNABIS CONSUMPTION FEES

Infraction/Offence	First Offence (specified penalty)	Second Offence	Third and Subsequent Offence
Failure to comply with provisions of the Cannabis Consumption Bylaw	\$ 115.00	\$ 230.00	\$ 500.00

FIRE & EMERGENCY SERVICES FEES

FIRE PREVENTION FEES

<u>Occupancy Postings</u>	
Temporary Posting Special Events	\$ 50.00
<u>Inspections</u>	
Annual Code Compliance Inspection	No Charge
1 st Non-Compliance Re-Inspection	No Charge
2 nd Non-Compliance Re-Inspection	\$ 100.00
3 rd Non-Compliance Re-Inspection & Subsequent	\$ 150.00
Home Safety Inspections/Smoke Alarms	No Charge
Fire Investigation (per hour OR part thereof plus expenses and third-party costs)	\$ 132.00

Rates are subjected to GST where applicable

**SCHEDULE A
2020 FEE SCHEDULE**

PERMITS

Pyrotechnics

Fire Works Permit \$ 25.00

Open burning

Residential Fire Pits – No Permit Required No Charge

Annexation Residents Only – Permit Required No Charge

Administrative Functions

File Search and Report - per report up to two hours research and preparation \$ 100.00

Digital Photographs -per photo \$ 2.00

Public Education Training

Fire Extinguisher Training - per person, minimum charge of \$150 \$ 25.00

Fire Drills No Charge

Emergency Response

Town Structure Fire (insured loss) - per hour to a maximum of \$10,000 plus cost of materials and third-party costs \$ 630.00

~~Town Motor Vehicle Collision Response - per hour \$ 615.00~~

Fire Response - per hour \$ 630.00

Mutual Aid Response - per hour \$ 630.00

Emergency Response - per hour \$ 630.00

Hazardous Material Incident Response (apparatus rates plus cost of materials and third party costs) See below

Response to Motor Vehicle or Fire on Provincial Highways Current Alberta Transportation Rates

Fire Apparatus Rates (hourly)

Aerial Ladder / Platform Truck \$ 630.00

Wildland \$ 300.00

Engine \$ 630.00

Water Tender \$ 630.00

Rescue Truck \$ 630.00

Utility Truck \$ 185.00

Command Vehicle \$ 185.00

Fire Apparatus and Personnel Stand-By \$ 250.00

Zodiak Boat \$ 250.00

Response to False Alarms

First Response related to malfunctioning fire safety installation or other safety device during a calendar year No Charge

Second response related to malfunctioning fire safety installation or other safety device during a calendar year No Charge

Third response related to malfunctioning fire safety installation or other safety device during a calendar year \$ 150.00

Fourth & subsequent responses related to malfunctioning fire safety installation or other safety device during a calendar year \$ 300.00

Miscellaneous

Fill SCBA Cylinders - per cylinder \$ 15.00

Proctor Services - Full day \$ 500.00

LOT GRADING PERMIT FEES

Lot Grading Permit - Dwellings \$ 100.00

Non-refundable: Application Fee for Filing Extension \$ 100.00

Rates are subjected to GST where applicable

**SCHEDULE A
2020 FEE SCHEDULE**

Non-refundable: Application Fee for Filing Extension Late	\$	200.00
Failure to obtain lot grading permit prior to beginning construction	\$	1,000.00
Failure to file an as constructed grade certificate	\$	1,000.00

INFRASTRUCTURE AND TRANSPORTATION FEES

Equipment Rates

Equipment Hourly Rates will be Based on the Most Current Edition of the Alberta Roadbuilders & Heavy Construction Association

Labor Rate / Hour

Labor will be billed at one and one-half (1 & 1/2) times the employee's basic labor rate.

RECREATION AND CULTURE FEES

NOTE: Fees are effective September 1 - August 31 of the calendar year

Arena Ice Rentals

	Per Hour
Adult Resident	\$ 185.00
Adult Non-Resident	\$ 225.00
Early Morning Ice	\$ 75.00
Junior B (Copperheads)	\$ 147.00
School Rate	\$ 95.00
Youth Resident	\$ 95.00
Youth Non-Resident	\$ 185.00

Other Facility Rentals

	Per Hour
HUB	\$ 45.00
Community Center	\$ 45.00
Kinsmen Picnic Shelter	\$ 45.00
Pool	\$ 45.00
Quads	\$ 45.00
Facility Day Rates	
1 Day - 18 hrs (flat fee) - 8am - 2am	\$ 600.00
2 Day - 31 hrs (flat fee) - Fri 5pm - Sun 12pm	\$ 900.00
3 Day - 42 hrs (flat fee) - Fri 8am - Sun 8pm	\$ 1,100.00
Funerals - reception only	Free

NOTE: 1 week cancellation notice - damage deposit and rental refunded within 1 week of event date.

MISCELLANEOUS FEES

Tax Certificates	\$	30.00
Assessment Information Request	\$	30.00
NSF / Returned Cheque Charge - per item	\$	20.00
Town Maps	\$	15.00
Photocopying Charges per page		
Color	\$	0.50
Black & White	\$	0.25
FOIP Fees (Bylaw 406 - C-06-99)	\$	25.00
Interest Charges - General Accounts Receivable - per month		1.50%
Assessment Appeal Fee		
Three or fewer dwellings and farmland	\$	50.00
Four or more dwellings	\$	650.00
Non-residential Property	\$	650.00

Rates are subjected to GST where applicable

BYLAW 693-C-08-14

TOWN OF COALDALE

PROVINCE OF ALBERTA

*A BYLAW OF THE TOWN OF COALDALE IN THE
PROVINCE OF ALBERTA FOR THE PURPOSE OF
ESTABLISHING FEES FOR FIRE SERVICES.*

WHEREAS the Council of the Town of Coaldale has authority under the Municipal Government Act of the Province of Alberta to set fees for the purpose of charging for services rendered with regard to providing Fire Services.

WHEREAS the fees are set out in Schedule "A" of this Bylaw of the Town of Coaldale as attached.

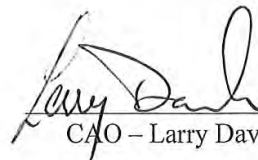
THEREFORE the Town of Coaldale will adhere to and not exceed the fees provided for in the attached schedule.

1. Bylaw 565-C-08-06 and all amendments hereto and hereby repealed in their entirety.
2. This Bylaw shall come into effect on the final day of passing thereof.

Read a first time this 11 day of August 2014.
Read a second time this 11 day of August 2014.
Unanimous consent to hold third and final reading.
Read a third and final time this 11 day of August 2014.



Mayor- Kim Craig



CAO - Larry Davidson

SCHEDULE A

FIRE SERVICES FEES
WITHIN TOWN BOUNDARIES

Emergency Response Callout Fee	\$600.00/hour (1/2 hour minimum charge)	
Motor Vehicle Collision and Rescue Calls	\$600.00/hour	Pumper Truck (Engine)
	\$600.00/hour	Rescue Truck
	\$175.00/hour	Command Unit
Structure Fire	\$ N/C	

AGENDA ITEM REPORT



Title: Community Standards Bylaw 830-R-09-21 (2nd, 3rd Reading) - K. Beauchamp
Report Type: Bylaw
Report Author: Kyle Beauchamp
Meeting: Regular Council Meeting - 12 Oct 2021
Department: Corporate Services
Reviewed by Supervisor/Peer: Kalen Hastings

TOPICS:

OBJECTIVE:

As part of the Town's recent change in process, amounts to which the Town is able to charge for fees and services are now consolidated within the Town's Fees and Rates Bylaw. Due to this, existing bylaws which contain fee schedules must be updated to remove said fee schedules from the bylaw and now reference the Town's approved Fees and Rates Bylaw. As a result the objective is to remove "Schedule A - Penalties" from this Bylaw.

PREVIOUS COUNCIL DIRECTION:

This matter has appeared before council previously

First reading of this bylaw was completed by Council at the September 27th Council meeting.

ANALYSIS:

Historically charges and penalties have been maintained within the related bylaw for that service. To improve the practice of reviewing these fees, the Town of Coaldale introduced the Fees and Rates Bylaw to encompass the fees. This allows for charges and penalties to be reviewed annually by updating one bylaw.

As a result, "Schedule A - Penalties" has been removed from this Bylaw and included in Fees and Rates Bylaw 829-C-09-21.

FINANCIAL IMPACT:

N/A

STAKEHOLDER ENGAGEMENT:

N/A

DECISION OPTIONS:

1. Council can approve SECOND & THIRD readings of the Community Standards Bylaw 830-R-09-21.
2. Council request further information from Administration if necessary.

RECOMMENDATION:

THAT Council provide SECOND and THIRD reading of Community Standards Bylaw 830-R-09-21.

STRATEGIC ALIGNMENT WITH COUNCIL STRATEGIC PLAN:



1. Focus on
Community Safety



2. Focus on Livability



3. Focus on Economic
Health



4. Focus on Good
Governance and
Corporate Excellence



5. Focus on
Responsible and
Responsive Growth

ATTACHMENTS:

[830-R-09-21 Community Standards Bylaw](#)

**BYLAW 830-R-09-21
TOWN OF COALDALE
PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF COALDALE
TO AMEND BYLAW ~~741810-R-064-1821~~,
RESPECTING COMMUNITY STANDARDS.**

WHEREAS, Section 7, Part 2, Division 1 of the *Municipal Government Act*, Revised Statutes of Alberta 2000 Chapter M-26 and amendments thereto, authorizes a council to pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;

AND WHEREAS, Section 7, Part 2, Division 1 of the *Municipal Government Act*, Revised Statutes of Alberta 2000 Chapter M-26 an/d amendments thereto, authorizes a council to pass bylaws for municipal purposes respecting nuisances, including unsightly premises or property;

AND WHEREAS, pursuant to Sections 542, 543, 545, 546 (0.1), 546.1, 547, 549, and 550 of *Municipal Government Act*, Revised Statutes of Alberta 2000 Chapter M-26 and amendments thereto, Council believes the regulation through a Community Standards Bylaw would benefit the community as a whole;

AND WHEREAS, it is desirable for regulations affecting community standards of property within Coaldale to be located, as much as possible, in one bylaw;

NOW THEREFORE, the Municipal Council of the Town of Coaldale, Alberta duly assembled, hereby enacts as follows:

TITLE: This bylaw may be cited as the "Community Standards Bylaw".

PART I - INTERPRETATION

Definitions:

- a) **"BUILDING"** means any structure used or intended for supporting or sheltering any use or occupancy and includes a structure and any part of a building or structure placed in, on or over land whether or not it is so affixed to become transferred without special mention by a transfer or sale of the land;
- b) **"BUILDING MATERIAL"** means any construction material which may result from the construction, renovation, or demolition of any structure and includes, but is not limited to, wood, gypsum, vinyl siding, metal, bricking, packaging material and containers of construction material, gravel, concrete and asphalt and any earth, rocks and vegetation displaced during such construction, renovation or demolition of any structure;

- c) **“CHARITY COLLECTION SITE”** means an area accessible to the public, which is marked by signs identifying the name of the charity and identifying the area for the collection of donated goods, and which contains a receptacle or bin for the collection of donated goods;
- d) **“CHIEF ADMINISTRATIVE OFFICER (CAO)”** means the Chief Administrative Officer of the Town of Coaldale, or the Director(s) or Department(s) designated by the Chief Administrative Officer;
- e) **“CHILD”** means a person who is under sixteen (16) years of age;
- f) **“COMMUNITY SPECIAL EVENT”** means any event that is operated, coordinated, or sanctioned by the Town of Coaldale or by resolution of Council and is meant for the unhindered enjoyment and benefit of all residents (e.g. Settler Days, festivals, parades, special events, sporting events
- g) **“COMMERCIAL VEHICLE”** - means a vehicle operated on a highway by or on behalf of a person for the purpose of providing transportation but does not include a private passenger vehicle;
- h) **“CONSTRUCTION EQUIPMENT”** means and includes but is not limited to a riveting machine, concrete mixer, gravel crusher, steam shovel, dragline, backhoe, air or steam compressor, jack-hammer, pneumatic drill, truck, dump truck, vac truck, tractor, other than a tractor used in agriculture, bulldozer, front-end loader, bob-cat, scraper, motor grader, or any other tool, device or machine if of a noisy nature;
- i) **“CONSTRUCTION NOISE”** means noise caused by construction equipment;
- j) **“COUNCIL”** means the duly elected Municipal Council of the Town of Coaldale;
- k) **“DEBRIS”** means building material or refuse arising from building construction or development;
- l) **“FENCE”** means a vertical barrier which is used to prevent or restrict passage, to provide visual screening, sound attenuation, protection from dust or other elements, or to mark a boundary;
- m) **“FIREARM”** includes a gun, an air-gun, a spring-gun, a pellet gun, a paint ball gun, a crossbow, a long-bow or any class or type thereof;
- n) **“FIREWORKS”** means fireworks, fireballs, squibs, crackers, pyrotechnic devices or any other noisy, offensive or dangerous substances or articles;
- o) **“GOOD REPAIR”** means maintaining the condition of an object or Structure such that it does not become untidy, unsightly or dangerous and such that the object or Structure can continue to be used in the means that it was originally

intended;

- p) **“GRAFFITI”** means words, figures, letters, drawings, initials, symbols, marks or slogans scribbled, scratched or sprayed on a surface of a premise or property;
- q) **“GUARDIAN”** means a parent, legal guardian, or foster parent; a temporary guardian means an adult person who has been given prior permission by a guardian to look after a child for a specified time period and; a proper adult guardianship means under the care and control of, and accompanied by a guardian or temporary guardian;
- r) **“HIGHWAY”** means the same as in the *Traffic Safety Act*, Revised Statutes of Alberta 2000 Chapter T-6 and amendments thereto;
- s) **“JUNKED VEHICLE”** means any vehicle that is not located in an enclosed structure such that the vehicle, or any portion thereof, would be visible from a highway or another premises or property and:
 1. the whole of any part of any vehicle which are not currently registered or licensed in accordance with Alberta Motor Vehicle Registries for the current year;
 2. are inoperative or incapable of movement under its own power by reason of disrepair, removed parts or missing equipment; or
 3. does not form part of the business enterprise with a valid business license lawfully being operated on that premises or property;
- t) **“LANE”** means a public thoroughfare, which provides a secondary means of access to a lot or lots;
- u) **“LAND USE BYLAW”** means the Town of Coaldale Land Use Bylaw, and amendments thereto;
- v) **“LEGITIMATE REASON”** includes only the following in relation to the curfew provisions:
 1. travelling directly to and from a place of employment whether paid or volunteer work;
 2. working at a job whether paid or volunteer that requires the child to be in a public place; or
 3. travelling directly between home from an organized sporting or other event which has been supervised by proper adult guardianship;

- w) **“MINOR”** means an individual who has yet to reach the age of majority, as described by the *Age of Majority Act*, Revised Statutes of Alberta 2000 Chapter A-6 and amendments thereto;
- x) **“MOTOR VEHICLE (MV)”** means the same as in the *Traffic Safety Act*, Revised Statutes of Alberta 2000 Chapter T-6 and amendments thereto;
- y) **“MEDICAL OFFICER OF HEALTH”** means the individual that holds that position for the Health Region at any given time and includes any person authorized to act for and in the name of that individual;
- z) **“MUNICIPAL GOVERNMENT ACT {MGA}”** means the *Municipal Government Act*, Revised Statutes of Alberta 2000 Chapter M-26 and amendments thereto;
- aa) **“NUISANCE”** means any activity or thing which arises from unreasonable, unwarranted or unlawful use by any person on a premises or property so as to produce a material annoyance, inconvenience or discomfort to the public or create annoyance or inconvenience to people living, working or pursuing activities in the vicinity of the premises or property; and, anything by act or omission that causes or permits a condition to exist which injures or endangers the public health, safety or welfare, or may reasonably be anticipated to be likely to injure or endanger public health, safety or welfare;
- bb) **“NOISE”** means any sound having regard for all circumstances, including the time of day and the nature of the activity generating the sound, likely to unreasonably annoy or disturb persons or to injure, endanger or detract from the comfort, repose, health, peace and safety of persons within the boundary of the Town of Coaldale;
- cc) **“OCCUPANT”** means residing on or to be in apparent possession or control of premises or property or; property pursuant to a written or verbal rental or lease agreement, license or permit;
- dd) **“ORDER TO REMEDY”** means written notice issued pursuant to this Bylaw to remedy a condition that is not in compliance with any provision of this Bylaw or any applicable Bylaw within The Town of Coaldale including the Land Use Bylaw or an order written pursuant to Section 545 of the *Municipal Government Act*, Revised Statutes of Alberta 2000 Chapter M- 26 and amendments thereto;
- ee) **“OWNER”** means a person:
 1. who is registered under the *Land Titles Act*, Revised Statutes of Alberta 2000 Chapter L-4 and amendments thereto as the owner of a parcel of land;
 2. who is recorded as the owner of a premises or property on the tax

assessment roll of the Municipality of Town of Coaldale;

3. who has purchased or otherwise acquired a parcel of land, whether he or she has purchased or otherwise acquired the land directly from the owner or from another purchaser, and has not yet become the registered owner thereof;
4. holding himself or herself out as the person having the powers and authority of ownership of a premises or property or who for the time being exercises the powers and authority of ownership;
5. in possession or control of a premises or property under construction;

ff) “PANHANDLING” means to ask for a gratuitous donation of money, food, or goods of any kind, whether by spoken or printed work, or bodily gesture, but does not include the solicitation of charitable donations allowed or authorized pursuant to the *Charitable Fundraising Act*, Revised Statutes of Alberta 2000 Chapter C-9. And amendments thereto or any other legislation permitting the solicitation of charitable donations;

gg) “PARK” means any development specifically designed or reserved for the general public for active or passive recreational use. It includes all natural and man-made landscaping, facilities, building, playing fields, and other structures consistent with the general purposes or purposes of public parkland, whether or not such recreational facilities are publicly operated or operated by other entities pursuant to arrangements with the public authority owning the park; Any land acquired by Coaldale as a municipal reserve and/or school reserve, public utility lots, or environmental reserve as defined in the Land Use Bylaw; Any land designated by Council as a park or recreational area for the purposes of this Bylaw; Any land developed or designated by the Town of Coaldale as a trail system including pathways other than sidewalks;

hh) “PEACE OFFICER” has the same meaning as in the *Provincial Offences Procedure Act*, Revised Statutes of Alberta 2000 Chapter P-34 and amendments thereto. This includes a Town of Coaldale Community Peace Officer, as well as Bylaw Officer duly appointed by the Town of Coaldale Council;

ii) “PERSON” means any individual, firm, partnership, association, corporation, trustee, executor, administrator, or other legal representative;

jj) “PREMISES” means any external surfaces of all structures and the whole or part of any parcel of real property, including property immediately adjacent to any structure and includes all forms of vegetation and including any property or structures owned or leased by the Municipality, including up to the center of lanes or alleys at the rear or side of the premises;

kk) “PROPERTY” means:

1. in the case of land, a parcel of land including any structures; or,
2. in other cases, personal property;

ll) **“PUBLIC PLACE”** means any premises or property, whether publicly or privately owned, to which members of the public have access as a right or by express or implied invitation, whether on payment of any fee or not and shall also mean:

1. a highway, road, street, sidewalk, lane, other thoroughfare or a parking lot;
2. a place or building to which the public has or is permitted to have access (ie: coffee shops, restaurants, shopping malls, retail stores, movie theatres);
3. a park or playground or any other place of public resort of amusement;

mm) **“REAR-YARD TO REAR-YARD FENCE”** means a uniform fence erected by a developer intended to enclose an entire development or subdivision area, excluding sound Fences

nn) **“RECREATIONAL VEHICLE”** means a vehicle or trailer that provides temporary accommodation for recreation or travel purposes and includes any motor home, travel trailer, fifth wheel trailer, tent trailer, any camper van, bus or truck converted for use as a recreation vehicle, campers mounted on a truck or any similar vehicle, but does not include small utility trailers, off-road vehicles or watercraft and trailers to transport them, unless they are being used as a dwelling unit, in which case they will be considered recreational vehicles for the purposes of this bylaw;

oo) **“REFUSE”** means articles including, but not limited to, loose scrap or litter including cigarettes or cigarette "butts/ends", solid waste such as rubber, metal, glass, plastic, paper, cardboard, fabric, food, garbage bags, grass cuttings, shrubbery and tree pruning, weeds, garden waste, the whole or part of an animal carcass, animal or human feces, sewage, manure, dirt, soil, ash, gravel, rocks, or any other such waste of a decomposing or non-decomposing matter which may or may not harbor vermin or pests therein; petroleum products, hazardous materials, disassembled equipment and machinery, discarded household chattels or goods; and/or equipment or machinery which has been rendered inoperative by reason of disassembly, age or mechanical condition, including household appliances;

pp) **“SIDEWALK”** means that part of a highway especially adapted to the use of or ordinarily used by pedestrians, and includes that part of a highway between the curb line, or where there is no curb line, the edge of the roadway and the adjacent property line, whether or not it is paved;

- qq) **“SPECIAL PERMIT”** means a written permit issued by the CAO (as defined) pursuant to this Bylaw and is designed to be temporary in nature;
- rr) **“STRUCTURE”** includes any Building, utility box, retaining wall, scaffolding, Receptacle, mobile home, shed or portable shack;
- ss) **“STRUCTURAL MEMBER”** means a support that is a constituent part of any Structure or Building;
- tt) **“UNTIDY AND UNSIGHTLY PREMISES OR PROPERTY”** means any Premises or Property or part of it which is characterized by visual evidence of a lack of general maintenance and upkeep or the excessive accumulation on the premises or property of:
1. garbage, animal or human excrement, sewage, weeds, tree pruning or dead grass, the whole or a part of an animal carcass, dirt, soil, gravel, rocks, petroleum products, hazardous materials, disassembled equipment or machinery, broken household chattels or goods, or
 2. the whole or any part of any vehicle or vehicles which are not registered with a Motor Vehicle Registry for the current year and which are inoperative by reason of disrepair, removed parts or missing equipment, or
 3. equipment or machinery which has been rendered inoperative by reason of disassembly, age or mechanical condition, including household appliances, or
 4. animal material, ashes, building material, refuse or debris as defined in this bylaw, or
 5. any other form of scrap, litter, trash or waste of any kind;
- uu) **“VEHICLE”** means the same as in the *Traffic Safety Act*, Revised Statutes of Alberta 2000 Chapter T-6 and amendments thereto;
- vv) **“VIOLATION TICKET”** means the same as in the *Provincial Offences Procedure Act*, Revised Statutes of Alberta 2000 Chapter P-34 and amendments thereto;
- ww) **“WEEDS”** means the definitions found in the *Weed Control Act*, Statutes of Alberta 2011 Chapter W-5.1 and amendments thereto;

For the purposes of this Bylaw, all terms referred to and not defined in this Bylaw are as defined in the Land Use Bylaw and amendments thereto.

PART II - PROPERTY MAINTENANCE

201. Untidy and Unsightly Premises or Property

1. No owner of a Premises or Property shall cause, allow or permit the Premises or Property to become or continue to be an Untidy and Unsightly Premises or Property as defined by this bylaw.
2. Whether or not a particular Premises or Property is “characterized by visual evidence of a lack of general maintenance” or as a result of the “excessive accumulation” of the materials listed in Part 1 (SS) of this bylaw are questions of fact to be determined by a court hearing a prosecution pursuant to the provisions of this bylaw.
3. When making the determination during a trial as to whether a particular premises or property constitutes an “Untidy and Unsightly Premises or Property” the Court’s considerations shall include any admissible evidence as to:
 - a) The general condition and state of tidiness of the neighboring or surrounding premises or properties; and
 - b) The location and permitted use of the Premises or property and whether or not the premises or property is located within a Residential Development; and
 - c) The period of time the premises or property has been in the state complained of; and
 - d) Whether or not the premises or property is undergoing construction or renovation, and the period of time that such activity has been ongoing; and
 - e) Any other circumstances of factors relating to the premises or property which the court deems are relevant to the said determination.

202. Appliances, Refrigerators and Freezers

1. No owner or occupant of a premises shall allow a refrigerator or freezer to remain on the exterior of the premises without first ensuring that the hinges and latches, or lid or doors of the unit have been removed unless authorized by the Town;
2. Without limiting the generality of Section 202(1), measures considered to be effective may include: complete removal of the door of the appliance; the removal of the door handle mechanism if this prevents opening and closing of the door; the removal of the door hinges; locking the appliance; or otherwise wrapping or containing the appliance so that the interior is inaccessible.

203. Boulevards

1. An owner or occupant of a premises shall maintain any boulevard adjacent to the premises or property by:
 - a) keeping any grass on the boulevard cut to a length of no more than 15 cm;
2. removing any accumulation of fallen leaves or other refuse or debris; and Subject to obtaining written permission from the Municipality, any owner who chooses to utilize any landscaping material other than natural grass (e.g. crushed rock, mulch, artificial turf, hard- surfacing, plantings, etc.) in the boulevard or any other publicly owned premises or property adjacent to their premises or property assumes responsibility for all maintenance of such landscaping material and the repair of damage to such landscaping material, regardless of cause.
3. Notwithstanding the above, if the Municipality is responsible for the damage due to the repair of public utilities, the Municipality will only cover the cost to repair the damage with natural grass.

204. Commercial Vehicle

1. No owner or occupant of a premises shall keep in any part of any yard within any residential premises or property any vehicle that is registered for commercial use, loaded or unloaded, of a gross vehicle weight in excess of 5,000 kg. for longer than is reasonably necessary to actively load or unload the vehicle.
2. Commercial vehicles with a town approved trucking permit are exempt from this bylaw provided they are following the conditions of the permit as per the Traffic Control Bylaw 570-R-11-06.

205. Construction of Premises or Property

1. An owner or occupant of a premises or property under construction shall ensure that building materials or debris on the premises or property are removed or contained and secured in such a manner that prevents such building material or debris from being blown off or scattered from the premises or property;
2. No person shall keep or permit in any part of a premises or property, an excavation or debris during construction or renovation unless said excavation is properly secured or debris is stored in a container and removed within a reasonable period of time of being filled or required to complete the stage of renovation or construction, unless said excavation or debris is allowed pursuant to the Land Use Bylaw;

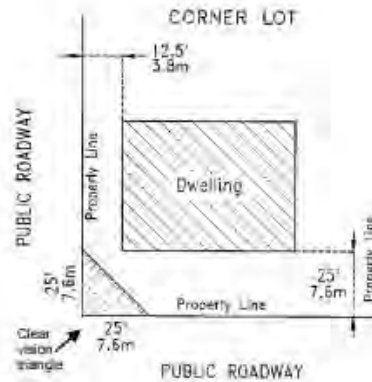
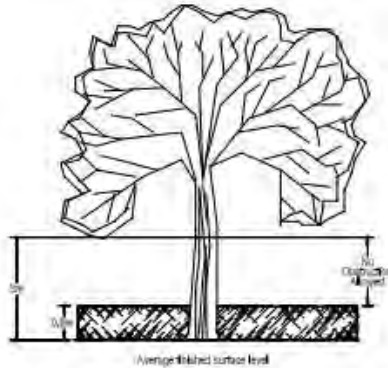
3. Upon such container being filled, it must be completely secured in such a manner so that no portion of the load can escape, blow, drop, spill, or fall onto a highway or premises or property adjacent thereto. It must then be transported to an appropriate location designated for the disposal of such building materials or debris; or,
4. An owner or a premises or property under construction or renovation shall not pile or store any building materials or debris related to the construction or renovation on the street, sidewalk or any premises or property owned by the Municipality or other landowners without written permission from the municipality to do so.

206. Control of Weeds and Unmaintained Vegetation on Premises or Property

1. An owner or occupant of a premises shall, with the exception of farmland or natural grasslands or natural municipal sanctioned grasslands or garden projects:
 - a) cut, mow, or carry out measures designed to inhibit propagation of nuisance or noxious weeds on the premises or property that is infested with weeds;
 - b) cut, mow or carry out measures designed to inhibit propagation of uncontrolled grass or other vegetation on the premises from May 1st through to October 31st to ensure it does not exceed 15 cm in height;
 - c) prune any and all trees or shrubs that interfere with any public utility or public works, traffic control devices or curb sight lines, that are/or could be a public safety hazard, including lines, poles, conduits, pipes, sewer or other works of the Town of Coaldale or utility company on their premise or property;
 - d) No owner or occupant of private property shall allow any vegetation overhanging a sidewalk, boulevard, roadway or alley, or to reach a height no less than three (3) meters above the sidewalk, boulevard, roadway or alley.
 - e) destroy the restricted weed if specified by a Peace Officer or Weed Inspector pursuant to the *Weed Control Act*, Statutes of Alberta 2008 Chapter W-5.1 and amendments thereto; or,
 - f) carry out other measures as prescribed by a Peace Officer or Weed Inspector pursuant to the *Weed Control Act*, Statutes of Alberta 2008 Chapter W-5.1 and amendments thereto.
 - g) Clear vision triangle for corner lots (all uses) – on a corner lot nothing shall be erected, placed, planted or allowed to grow in such a manner

Section 206 (1)
(g) is
amended as
per Bylaw
#741-R-06-18.

as to materially impede vision between a height of 0.9 m and 3.0 m above the centre line grades of the intersecting streets in the area bounded by the property lines of such corner lots and line joining points along the said property lines 7.6 m from the point of intersections. This restriction may apply in the commercial district at the discretion of the Designated Officer or Development Authority.



207. Graffiti, Flyers and Refuse

1. An owner or occupant of a premises or property shall ensure that loose refuse or debris are collected and contained on the premises or property so that they do not escape onto adjacent or other neighboring properties;
2. An owner or occupant of a premises or property is responsible for papers and flyers on their premises or property regardless of whether they solicited for the delivery of these papers or flyers;
3. No person shall deposit commercial flyers on a premise or property where sign(s) or notice(s) have been posted and are clearly visible at the entrance to a dwelling unit indicating that such material is not wanted;
4. No person shall create or apply graffiti and every owner or occupant of a premises or Property shall ensure that any graffiti placed on their premises or property is removed, painted over, or otherwise permanently blocked from public view;
5. Notwithstanding Section 207(4), street painting, graphic art, street art, murals and other similar art work on buildings, specified areas and on sidewalks may be allowed where sanctioned and authorized by the Municipality in accordance with any applicable bylaws of the Municipality including any relevant provisions of the Land Use Bylaw; or, made with the consent of the

owner of the Premises or Property, the onus of proving the owner's consent rests with the person relying on consent.

208. Motor Vehicles

1. No person may conduct any repair work on a Motor Vehicle, including mechanical repairs, auto body work, frame repair, collision repair, auto painting or modifications to the body or rebuilding of a Motor Vehicle, on any premises in a residential district unless:
 - a) the activity does not create a nuisance or noise complaints from the neighborhood;
 - b) there is no escape of offensive, annoying, or noxious odors, fumes or smoke from the premises;
 - c) vehicle fluids, oil, gasoline products or other hazardous material are properly disposed of and not swept or washed onto a highway or down storm or sanitary sewers;
 - d) all discarded automobile parts and materials are properly stored and disposed of from the premises; and
 - e) the activity is routine maintenance work done on any Motor Vehicle, provided that all building and fire code regulations are met.
2. No owner or occupant of a premises shall allow the accumulation of automobile parts on the premises unless they are contained in a structure which has been approved by the Town.
3. No owner or occupant of a premises shall allow the accumulation of any junked vehicles.
4. No owner or occupant of a premises shall park or store a Motor Vehicle, Recreational Vehicle, trailer, ATV, snowmobile or boat in the front yard of a premises and wholly or partially on turf, lawn, or dirt.
5. No owner of an undeveloped lot shall park or allow to be parked any motor vehicle, recreational vehicle, trailer, ATV, snowmobile, boat or the trailers used to convey the snowmobile or boat, on the underdeveloped lot until such time there appears on the lot a principle building as per the conditions of the Land Use Bylaw.

209. Obligation to Maintain Property

1. Any structure shall be kept in Good Repair and shall be free from health and fire hazards.

2. In the event that an Owner or Occupant neglects to repair or maintain a damaged or deteriorating Fence, the Town may require the Owner of the subject Premises to repair, rehabilitate or replace their portion of fence through the enforcement of this bylaw. The maintenance and/or replacement of any Fence shall be the sole responsibility of the Owner.
3. The owner, agent, lessee, or occupant of a premise shall prevent stagnant water from remaining on any such Premises and becoming a breeding place for mosquitoes or other Pests.
4. Once a Rear-yard to Rear-yard Fence has been constructed by a subdivision developer to the Town's satisfaction, it shall become the property of the Owner of the lot or lots upon which it is situated, and maintenance shall be the responsibility of the respective Owner. Any maintenance, repairs shall be done to meet its original design.
5. No owner or occupant of a premises shall permit any excavation, depression, drain, ditch, watercourse, pond, surface water, refuse or other matter of thing upon private land, street, road, or in or about any building to be or to remain a Nuisance or danger to public health or safety.
6. With respect to eaves troughs and downspouts:
 - a) an owner or occupant of a premises shall direct any rainwater downspout or eaves trough on the Premises towards the front or rear of the premises or a side yard which does not abut another Premises unless it is pre-existing, otherwise authorized or would be considered unreasonable or impractical to change.
 - b) no owner or occupant of a premises shall allow a flow of water from a hose or similar device, rain water, downspout or eaves trough to be directed over a public sidewalk so as to be a hazard to any person.
7. Every Person, Owner, or Occupant of a Premises shall ensure the following areas are maintained in Good Repair;
 - a) Fences, and their Structural Members; and
 - b) Structures including:
 - i. foundations and foundation walls;
 - ii. exterior walls and their components;
 - iii. roofs;
 - iv. windows and their casings;

- v. doors and their frames;
- vi. protective and decorative finishes of all exterior surfaces; and
- vii. exterior stairs, landings, porches, balconies and decks.

210. Unoccupied Buildings

1. If a building normally intended for human habitation is unoccupied, any and all door openings, window openings or any other openings in the building are to be securely closed, or may be covered with a solid piece of wood, but only if the wood is:
 - a) installed from the exterior and fitted within the frame of the opening in a watertight manner;
 - b) of a thickness sufficient to prevent unauthorized entry into the building; and
 - c) secured in a manner sufficient to prevent unauthorized entry into the building.

211. Recreational Vehicle

1. No person shall park any Trailer (whether designed for occupancy by persons or for the carrying of property or equipment) upon any Highway unless said trailer is attached to a vehicle, by which it may be propelled or drawn and when so attached, the Trailer shall be deemed part of the vehicle and subject to the laws and regulations pertaining to vehicles.
2. Notwithstanding subsection 1, a recreational vehicle that needs to be attached to a vehicle for its transportation, except truck campers, may be parked unattached to a vehicle from Victoria Day to Thanksgiving Day, as long as the parking of the unattached recreation vehicle meets the criteria set forth subsection 3.
3. An owner or operator of a recreational vehicle for which its registration shows a Town of Coaldale address shall not park the recreation vehicle on a street in the Town, except:
 - a) in the area of the street immediately adjoining the owner or operator's primary place of residence, and;
 - b) for more than seventy-two (72) consecutive hours following which the owner or operator shall move the recreation vehicle to an off-street

location for a period of not less than forty-eight (48) consecutive hours before the recreation vehicle may be parked again in the same area of the street immediately adjoining the owner or operator's primary place of residence.

4. An owner or operator of a recreational vehicle for which its registration shows a non-Town of Coaldale address shall not park the recreational vehicle unattached on a street in the Town.
5. An owner or operator of a recreational vehicle that is parked on a street shall not have, if so equipped, its slide outs or trailer stairs open to extend into the street or over a sidewalk.
6. An owner or operator of a recreational vehicle shall not live in or allow another to live in the said recreational vehicle while parked on a street.
7. No owner or occupant of a premises or property shall have more than one (1) Recreational Vehicle parked on the premises or property ensuring that:
 - a) the Recreational Vehicle shall not be used as a dwelling unit; and
 - b) is located on a hard-surfaced parking area as defined in the Land Use Bylaw and is not overhanging the sidewalk or curb.

212. Sidewalk (Snow Removal)

1. A person shall maintain any sidewalk adjoining and adjacent to land they own or occupy and clear of any dangerous condition caused by snow or ice within 24 hours from which the dangerous condition was formed.
2. For the purpose of greater certainty, a dangerous condition with respect to snow and ice accumulation means a condition that, a Peace Officer has reasonable grounds to believe, may cause someone to slip, trip or fall.
3. No person shall remove snow or ice from any sidewalk or property by causing such material to be placed upon the Town of Coaldale property, other than the adjacent boulevard they occupy.
4. Notwithstanding Section 212(3), where any portion of a building abuts a sidewalk, a person may clear snow or ice onto the side of the road, but only in a manner so as to avoid causing a dangerous roadway condition or obstruction.
5. Where possible, any cost incurred by the Town of Coaldale while acting in accordance with Section 212(6) is the responsibility of the owner or occupant of a premises or property and may be added to the tax roll respecting the referenced property.

6. If a person:
 - a) fails to remove the snow or ice from the sidewalk as required in Section 211(1) or;
 - b) permits or causes the snow or ice to be placed upon Town of Coaldale property in contravention of Section 211(3), the Town of Coaldale may cause the removal of that snow or ice.

PART III - PUBLIC BEHAVIOR

301. Littering

1. No person shall leave, place, deposit or throw upon any public place any refuse or debris except in a receptacle designated and intended for such use.
2. A person who has left, placed, deposited or thrown any matter mentioned in Section 301(1) upon any public place shall forthwith remove it.

302. Charity Collection Sites

1. No Person shall dump or deposit household garbage or other litter at a charity collection site.
2. No Person shall scavenge from or disturb any material, bag or box in or at a charity collection site, whether or not that material, bag or box is contained in a receptacle or resting upon the ground.

303. Urination and Defecation

1. No person shall urinate or defecate in public except in a facility designed and intended for such use.

304. Fighting

1. No person shall participate in a fight which a Peace Officer has reasonable grounds to believe is a physical or verbal confrontation in any public place or anyplace to which the public reasonably has access; this prohibition does not apply to participants of an organized sporting event who are governed by the rules of conduct of that sporting event.

305. Panhandling

1. No person shall engage in panhandling.

306. Discharge of a firearm and other projectiles

1. No person shall discharge, cause to be discharged or permit to be discharged a firearm within the limits of the Town.
2. No owner or occupier of a property shall permit the discharge of a firearm on the property that they own or occupy, except as provided for in this bylaw.
3. Despite the provisions of Section 306(1) of the bylaw, nothing in this bylaw shall serve to prohibit the discharge of a firearm;
 - a) by a member of the R.C.M.P. or any other police officer during the performance of his/her duties as a police officer;
 - b) by an animal service officer during the performance of his/her duties as an animal control officer;
 - c) by a Town employee or Town's contractor during the performance of his/her duties for animal control;
 - d) a participant of an organized sporting event who is governed by the rules of conduct of that sporting event or a member of a recognized organization that promotes the instruction and safe handling of firearms.
4. No person, within the Town of Coaldale, shall use a type of slingshot commonly referred to as a "wrist rocket".

307. Curfew

1. No child shall be in a public place within the corporate limits of the Town of Coaldale after the hour of 11:00 pm on any day and before 6:00 am on the following day without Proper Adult Guardianship or a legitimate reason.
2. Any child who is found in a Public Place after 11:00 pm and before 6:00 am without Proper Adult Guardianship or legitimate Reason will be warned to go home by a Peace Officer.
3. Any child who is found in a public place after 11:00 pm and before 6:00 am without Proper Adult Guardianship or legitimate Reason is guilty of an offence.
4. Any guardian whose child is in a public place after 11:00 pm and before 6:00 am without proper adult guardianship or legitimate reason is guilty of an offence for lack of supervision.
5. Any child, to whom this Bylaw applies, found in a public place within the Town of Coaldale during the hours specified in Section 307(4), without proper guardianship may be warned to go directly home by a peace officer. If after such warning the said child refuses or otherwise thwarts the directive to go home, the Peace Officer may take further actions, including escorting the child home.

308. Fireworks

1. Except with an approved fireworks permit, no person shall have in his possession, sell, offer for sale, give away or otherwise distribute, discharge, fire or set off any fireworks.
2. The Fire Chief or his designate may grant a Fireworks Permit to any society or organization within the Town of Coaldale for the purposes of setting off any fireworks of any description for a fee of TWENTY-FIVE DOLLARS (\$25.00) provided the permit issued is in accordance with this bylaw, the Alberta Fire Code, Safety Codes Act or any other regulations applicable thereto.

PART IV – NOISE

401. Provisions, Infractions and General Abatement Provisions

1. No person shall make, continue or cause, or allow to be made or continue any loud, unnecessary, or unusual noise or any noise whatsoever which either annoys, disturbs, injures, endangers, or detracts from the comfort, repose, health, peace, or safety of other persons within the limits of the Town of Coaldale.
2. No person shall allow property they own or control to be used so that there originates from the property any loud, unnecessary, or unusual noise that disturbs the comfort or the repose of other persons in the vicinity of such property or generally within the limits of the Town of Coaldale.
3. Except to the extent permitted by the Bylaw, no person shall:
 - a) cause excessive noise within the Town of Coaldale;
 - b) operate or permit any other person to operate within the Town of Coaldale a motor vehicle that causes noise;
 - c) operate or permit any other person to operate within Town of Coaldale an off-highway vehicle that causes noise;
 - d) operate or permit any person to operate within Town of Coaldale any vehicle or equipment contrary to the *Traffic Safety Act*, Revised Statutes of Alberta 2000 Chapter T-6 and amendments thereto;
 - e) allow a domestic animal, which by reason of barking, howling, crying, screeching or other similar noise, to disturb a person in the vicinity of his home.

402. Determination of unreasonable sound

1. In determining if a sound is reasonably likely to disturb the peace of others, the following criteria may be considered:
 - a) Type, volume, and duration of the sound;
 - b) Time of day and day of week;
 - c) Nature and use of the surrounding area; and,
 - d) Any other relevant factor, such as multiple complaints.

403. Vendors

1. No person shall ring bells or knock-on doors to advertise the sale of goods and services in a residential area between the hours of 8:00 pm and 9:00 am.

404. Operation of Equipment

1. No person shall operate a power lawn mower, a snow removal device, or motorized model toy or any other power tool or mechanical device in a residential district between the hours of 11:00 pm and 7:00 am Monday thru Friday; Saturday and Sunday between the hours of 11:00 pm and 9:00 am Any such equipment must be properly maintained, operated in a normal manner for that type of equipment, and the noise must be temporary and intermittent in nature. Where an activity which is not specifically prohibited by any federal, provincial or municipal law or regulation or statute; including this Bylaw and which involves creating or making a sound which:
 - a) is or may become; or, creates or produces or may create or produce noise,
 - b) a person engaging in such activity shall do so in such a manner as to create as little sound as practicable under the circumstances.

405. Construction

1. No person shall carry on construction of any kind that can be heard beyond the boundary of the construction site between the hours of 11:00 pm and 7:00 am Monday thru Friday; Saturday and Sunday between the hours of 11:00 pm and 9:00 am.

406. Sound Amplifying Equipment

1. No person shall operate sound amplifying equipment from any premises, park, or other public space so as to unduly disturb residents of the Town of Coaldale.

407. Noise Exemptions and Allowances

1. A person may make a written application to the CAO for a special permit allowing for noise or sound levels that would otherwise violate this Bylaw.
2. Any application made pursuant to this section must be made at least five (5) business days prior to the proposed activity and must contain the following information pertaining to the work or activity for which the exemption is sought:
 - a. the name, address, and telephone number of the applicant;
 - b. the address of the site;
 - c. the building permit number (if applicable);
 - d. a description of the source(s) of noise and sound levels;
 - e. the period of time that the exemption is desired;
 - f. the applicant's reason(s) why the exemption should be given; and,
 - g. a statement of the measures that will be taken to minimize the noise or sound levels.

408. The CAO May In Their Sole Discretion;

1. Waive any requirement of Part IV (Noise);
2. Issue the special permit where a Peace Officer determines that circumstances make it impractical for the applicant to comply with this Bylaw;
3. Revoke any special permit that has been issued where a Peace Officer or the R.C.M.P. determine the applicant has not taken sufficient measures to minimize the noise of sound levels; or,
4. Impose any conditions on the issuance that a Peace Officer or the R.C.M.P. considers appropriate.

409. Any such special permit or permission shall be produced to a Peace Officer upon demand.

410. Persons owning or controlling construction equipment, and persons owning or controlling land on which construction equipment is being operated shall be exempt from the provisions of this Bylaw if:

1. the noise is generated pursuant to work done in the normal manner to the industry;

2. the noise is not generated between the hours of 11:00 pm and 7:00 am; Monday thru Friday; Saturday and Sunday between the hours of 11:00 pm and 9:00 am; and
 3. all necessary federal, provincial and municipal permits, licenses, and approvals have been obtained and the work is not contrary to any federal, provincial or municipal laws, statutes, or regulations.
411. Notwithstanding the Operation of Equipment Section, a person may at any time unload a vehicle containing:
1. fresh fruit, produce and perishable merchandise including milk, milk products and baked goods, meat or;
 2. daily or weekly newspapers delivered to vendors;
 3. Canada Post deliveries;
 4. banking deliveries; and
 5. commercial merchandise either within the truck route or off of the route.

412. Coaldale Sanctioned Activities

1. Activities of employees, servants, contractors and agents of the Town of Coaldale while acting in the course of their employment and duties are exempt from the provisions of this Bylaw. This provision includes, but is not limited to, activities such as snow removal, street cleaning and community special events.
2. Activities of persons operating domestic equipment including without restricting the generality of the foregoing; lawn mowers, snow blowers, garden tillers, hedge trimmers, weed trimmers, and air blowers (gas or electric), and persons owning or controlling property upon which such equipment is used if the noise is of a temporary or intermittent nature, the equipment is properly maintained and operated in a normal manner for that type or equipment; and the noise occurs between the hours of 7:00 am and 11:00 pm. Monday thru Friday and Saturday and Sunday between the hours of 9:00 am and 11:00 pm.

413. Emergencies

1. Any person performing work of an emergent nature for the preservation or protection of public safety, life, health, or property, may be exempt from this Bylaw. The onus will be on the person performing the work to demonstrate that the work was of an emergent nature to the satisfaction of a Peace Officer. This includes those acting in “good will”.

414. Relaxations

1. Notwithstanding the General Abatements Section, a person may operate a snow clearing device powered by an engine for the purpose of commercial, industrial and institutional removal of snow and ice from streets, parking lots and sidewalks during the 48-hour period following a snowfall, rain or freezing rain, subject to the right of the CAO to withdraw this relaxation on a site-specific basis.

PART V – FIRES

501. FIRE ON PREMISES

1. For the purposes of this Part:
 - a) “Fire Pit” includes a permanently affixed outdoor fire receptacle and a Portable Fire Receptacle;
 - b) “Fire Place” means an enclosed and permanently affixed outdoor fire receptacle which incorporates a permanently affixed chimney or flue, and is constructed of brick, rock or other masonry;
 - c) “Portable Fire Receptacle” means an outdoor fire receptacle which is not permanently affixed.
 - d) This section does not apply to fire pits that are fueled by natural gas or propane.

502. General Prohibition. Except for a fire which is allowed by the Fire Chief or his designate, no Person shall burn, or allow to be burned, a fire on a Premises that does not comply with the requirements of this Bylaw.

Exemption: Effective April 12, 2021, annexed lands with approval of a Town of Coaldale Burning Permit issued by the Fire Chief or designate, shall allow open burning outside of Item 506, until ANY new developments (Primarily Residential) are approved within their respective 1/4 section of land in accordance with the Town of Coaldale Annexation Map. Area C and B on the TOC Annexation map will be considered ONE area.

The Annexation Map is found in Schedule B.

Please note the Burning Permit referenced in this section can be found in Appendix A of this Bylaw and is for information purposes only and does not form part of this Bylaw.

Upon declaration of a Fire Ban issued by the Town of Coaldale, all burning is prohibited and all Burning Permits are invalid. Any person who ignites or allows to burn a fire while a Fire Ban is in effect may be found in violation of this Bylaw

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 Town of Coaldale
 Community Standards Bylaw 830-R-09-21
 September 27, 2021

Section 502 is amended as per Bylaw #741-R-06-18 and Bylaw #810-R-04-21.

and subject to penalties as described in Schedule "A" Fees and Rates Bylaw.

503. Restrictions Applying to All Fires Allowed Pursuant to This Bylaw

Section 503 is amended as per Bylaw #741-R-06-18.

1. No Person shall burn, at any time, on any Premises, the following materials:
 - a) treated or painted lumber;
 - b) lumber products containing glue or resin;
 - c) wet or unseasoned wood;
 - d) leaves, brush or yard waste;
 - e) garbage;
 - f) rubber, tires or plastic; or
 - g) any animal carcass or part thereof.

2. No Person shall ignite or allow a fire to burn on a Premises between 1:00 am and 10:00 am.

504. Fires in Fireplaces. A Person may build, ignite or allow a fire on a Premises in an outdoor Fire Place, as long as that Person complies with Sections 503 and 504 of this Bylaw.

505. Fires in fire pits

3. A Person may build, ignite, or allow a fire on a Premises in a Fire Pit as long as that Person ensures that the fire is contained in a Fire Pit that:
 - a) is constructed of non-combustible material;
 - b) has an open flame area that does not exceed 1 meter at its widest point;
 - c) does not have walls which exceed 0.75 meters in height measured from the floor of the Fire Pit to the top of the wall of the Fire Pit excluding any chimney;
 - d) is set upon or built into the bare ground or a non-combustible material such as brick or stone;
 - e) is situated at least 3 meters from any house, garage or similar structure including wooden decks, porches and similar amenity space attached to a structure measured from the part of the Fire Pit which is closest to the

structure or amenity space;

- f) is situated at least 3 meters from any other combustible material measured from the part of the Fire Pit which is closest to the combustible material; and
- g) is not located directly under any tree, overhanging branches or combustible material.

4. Notwithstanding subsection 506(1)(e), a Person may build, ignite or allow a fire in a Portable Fire Receptacle on a wooden deck as long as that Person ensures that:

- a) a non-combustible material such as brick or stone is placed between the Portable Fire Receptacle and the wooden deck, which extends 450mm in all directions beyond the receptacle measured from the outside edges.
- b) the Portable Fire Receptacle is situated at least 3 meters from any house, garage, similar structure or other combustible material, measured from the part of the receptacle which is closest to the structure or combustible material.

5. Every Person who builds, ignites or allows a fire in a Fire Pit must ensure that:

- a) a means of extinguishing the fire is kept on hand at all times while the fire is burning;
- b) the flames from the fire do not exceed 1 meter in height at any time;
- c) the fire pit must have a metal mesh grate with openings no more than 6mm;
- d) the fire is extinguished completely, leaving only cold ashes, prior to leaving the fire.

506. Powers of The Fire Department. If, in the opinion of a Peace Officer or member of the R.C.M.P., or in the sole opinion of a member of the Fire Department, a fire poses a danger or does not comply with the requirements of this Bylaw, a member of the Fire Department may extinguish the fire and take any other steps that member of the Fire Department deems necessary to ensure that the fire and site of the fire no longer pose a danger. Any costs associated to extinguishing the fire will be charged to the home owner of the premises on which the fire was extinguished.

507. Powers of the Peace Officer and Fire Chief

6. Notwithstanding any other provision in this Bylaw, the Fire Chief may, in his sole discretion, issue an order that prohibits a Person from building or igniting

a fire in a Fire Pit or Portable Fire Receptacle on a Premises.

7. No person shall contravene an order of the Peace Officer or Fire Chief that prohibits building or igniting a fire in a Fire Pit or Portable Fire Receptacle.
8. The Peace Officer or the Fire Chief may, in either's sole discretion, withdraw an order issued under subsection (1).

PART VI - INSPECTION AND ORDER TO REMEDY

601. Inspections. A Peace Officer, a Medical Officer of Health, a Building Inspector or person(s) as designated by the CAO are hereby authorized in accordance with Section 542 of the *Municipal Government Act* to enter into any premises or property other than a dwelling unit after giving reasonable notice to the owner of the premises or property to be inspected; and to inspect for conditions that may contravene or fail to comply with the provisions of this Bylaw.

602. A Peace Officer, when investigating an alleged contravention of this Bylaw, is hereby authorized to enter upon any premises or property other than a dwelling unit, to inspect for conditions that may contravene the provisions of this Bylaw. A Peace Officer may thereafter issue a verbal or written order to the owner to remedy any condition(s) of the subject premises or property that have been found to be in contravention of this Bylaw.

603. If a person refuses to allow or interferes with the entry, inspection, enforcement or action referred to in Sections 601 or 602 or refuses to produce anything to assist in the inspection, remedy, enforcement or action referred to in Sections 601 or 602, the Municipality may apply to the Court of Queen's Bench for an order under Section 543(2) of the *Municipal Government Act*.

604. Orders to Remedy

1. Where premises or property are found to be in violation of any provisions of this Bylaw, the Peace Officer may in accordance with Section 546 of the *Municipal Government Act* issue a written order to the owner of the premises or property to remedy the condition on the premises or property which violates this Bylaw.
2. Without limiting the powers under Sections 604(1) and 604(2), an order written pursuant to Section 604(1) may:
 - a) require the owner of a structure in disrepair to eliminate the danger to public safety in the matter specified, or remove and demolish the structure and level the site after obtaining all required permits;
 - b) require the owner of the premises or property that contains the excavation or hole to eliminate the danger to public safety in the manner specified, or

fill in the excavation or hole and level the site;

- c) require the owner of the premises or property to relocate or remove any vehicle, including recreational vehicles and junked vehicles, that does not comply with this bylaw in the manner specified in the order;
 - d) require the owner of the untidy and unsightly premises or property or that creates a nuisance to improve the condition of the premises or property in the manner specified in the order or if the premises or property is a structure, to remove or demolish the structure and level the site; and/or
3. The Peace Officer shall give not less than seven (7) days from the date of the notice being issued for compliance with the notice. During this period for compliance, a person may appeal the notice with the appeals section of this Bylaw.
4. An order written pursuant to Section 604(1) may:
- a) direct a person to stop doing something, or to change the way in which the person is doing it;
 - b) direct a person to take any action or measures necessary to remedy the contravention of the enactment or bylaw, including the removal or demolition of a structure that has been erected or placed in contravention of a bylaw, and, if necessary, to prevent a re-occurrence of the contravention;
 - c) state a time within which the person must comply with the directions;
 - d) state that if the person does not comply with the directions within a specified time, the municipality will take the action or measure at the expense of the person;
 - e) require the owner, lessee, occupant of the premises or property to remove graffiti that is in an unsightly or nuisance condition to improve the appearance of the premises or property in the manner specified in the order.

605. Service of an Order to Remedy

An Order to Remedy by a Peace Office shall be deemed to be sufficiently served if:

- a) served personally on the individual or corporation named in the order;
- b) mailed to the last known address of the registered owner of premises or Property as it appears on the Town of Coaldale Tax records or to the person concerned;

- c) it is left with a person apparently over the age of 16 years at the place of abode of the person to whom the notice is addressed;
- d) it is posted in a conspicuous place on the premises or property referred to on the order; or,
- e) in the opinion of a Peace Officer, service of the written order cannot be reasonably affected, or if the Peace Officer believes that the owner of the premises or property is evading service, the Peace Officer may post the written order in a conspicuous place on the premises or property to which the written order relates, or on the private dwelling place of the owner of the premises or property, and the written order shall be deemed to be served upon the expiry of three (3) days after the written order is posted.

606. Failure to Comply with an Order to Remedy

1. When an owner fails to remedy a contravention of this bylaw within the time allowed in an order to remedy issued under Section 504(1) of this Bylaw, the Town of Coaldale may exercise its powers under Sections 546.1, 549 or 550 of the *Municipal Government Act* in its discretion, including but not limited to entering upon the premises or property to perform or complete the work necessary to remedy the violation of this Bylaw. The costs incurred by the Town to remedy the violation, as well as any applicable fines under this Bylaw, will be billed to the owner and will be amounts owing to the Town. If the costs are not paid in the time specified by the Town of Coaldale, the costs may be charged against the premises or property as a special assessment to be recovered in the same manner as other taxes and in accordance with Sections 553, 553.1 or 553.2 of the *Municipal Government Act*.
2. Every person who fails to comply with a written order issued pursuant to this section within the time set out in the written order commits an offence.
3. In addition, any owner, agent, lessee or occupier of any premises or property within the Municipality who fails to comply with Part II of this Bylaw will be liable for fines listed in [Schedule "A" Fees and Rates Bylaw](#).
4. If the municipality sells all or a part of a structure that has been removed under 606(1), the proceeds of the sale must be used to pay the expenses and costs of the removal and any excess proceeds must be paid to the person entitled to them.
5. The imposition of a violation ticket or summary conviction in court shall not relieve any person so fined of any costs incurred in having work performed by the Municipality or agents of the Municipality where authorized by this Bylaw.
6. The municipality may register a caveat under the *Land Titles Act*, Revised

Statutes of Alberta 2000 Chapter L-4 and amendments thereto, in respect to an order made under Section 505(1) dealing with a dangerous structure, excavation or hole or untidy and unsightly premises or property against the certificate of title for the land that is the subject of the order.

7. If a municipality registers a caveat under Section 606(7), the Municipality must discharge the caveat when the order has been complied with or when the Municipality has performed the actions or measures referred to in the order.
8. When a structure is being constructed in contravention of this bylaw, a contravention of this bylaw is of a continuing nature, or any person is carrying on business or is doing any act, matter or thing without having paid money required to be paid by this bylaw, in addition to any other remedy and penalty imposed by this bylaw, the Municipality may apply to the Court of Queen's Bench for an injunction or other order.
9. Any items of value, in the opinion of CAO and the Peace Officer, removed pursuant to Section 606(1), will be removed to a place of safekeeping and will:
 - a) be subject to a daily fee for storage costs; and
 - b) if unclaimed within ninety (90) days of removal, will be sold or disposed of at the discretion of the Municipality.

607. Emergencies

In an emergency or in extraordinary circumstances, the designated officer need not give reasonable notice or enter at a reasonable hour and may do the things in Section 542(1)(a) and (c) of the *Municipal Government Act* without the consent of the owner or occupant. Pursuant to Section 551 of the *Municipal Government Act*, in an emergency, a municipality may take whatever actions or measures are necessary to eliminate the emergency.

608. Appeals

1. A person who receives a written order to comply with a section pursuant to this Bylaw may by written notice; request Council to review the order within fourteen (14) days after the date the order is received.
2. After reviewing the order, Council may confirm, vary, substitute or cancel the order.
3. Notwithstanding Sections 608(1) and 608(2), this subsection does not apply to violation tickets written by a Peace Officer.
4. If a person considers himself aggrieved by a decision under Section 608(2), he may appeal the decision by originating Notice to the Court of Queen's

Bench:

- a) in the case of an appeal of an order under section 545 of the *Municipal Government Act*, within 30 days after the date the decision under section 547 of the *Municipal Government Act* is served on the person affected by the decision, and;
 - b) in the case of an appeal of an order under section 546 of the *Municipal Government Act*, within fifteen 15 days after the date the decision under section 547 of the *Municipal Government Act* is served on the person affected by the decision.
5. For the purposes of this Bylaw, an act or omission by an employee or agent of a person is deemed also to be an act or omission of the person if the act or omission occurred in the course of the employee's employment with the person, or in the course of the agent's exercising the powers or performing the duties on behalf of the person under their agency relationship.

PART VII- POWERS OF PEACE OFFICERS AND PROSECUTION

701. General Penalty Provisions

- 1. Any person that contravenes any provision of this Bylaw is guilty of an offence.
- 2. Any person who is convicted of an offence pursuant to this Bylaw is liable on summary conviction to a fine not exceeding \$10,000.00, and in default of payment of any fine imposed, to imprisonment for not more than six (6) months.
- 3. Without restricting the generality of Section 701(2), the fine amounts established for use on Violation Tickets if a voluntary payment option is offered are as set out in [Schedule "A"-Fees and Rates Bylaw](#).

702. Municipal Violation Tags and Violation Tickets

- 1. A Peace Officer is hereby authorized and empowered to issue a Municipal Violation Tag to any Person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 2. A Municipal Violation Tag may be served:
 - a) personally, to the accused; or
 - b) mailed to the address of the owner as registered with the Town of Coaldale.
- 3. Where a contravention of this Bylaw is of a continuing nature, further

Municipal Violation Tags may be issued by a Peace Officer.

4. A person to whom a Municipal Violation Tag has been issued may pay the penalty specified on the Municipal Violation Tag and if the amount is paid on or before the required date, the Person will not be prosecuted for the offence.
5. Where a Municipal Violation Tag has been issued and the penalty specified on the Municipal Violation Tag is not paid within the prescribed time, a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part 2 of the *Provincial Offences Procedure Act*, Revised Statutes of Alberta 2000 Chapter P-34 and amendments thereto.
6. Notwithstanding Section 702(6), a Peace Officer may immediately issue a Violation Ticket to any Person whom the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
7. A Violation Ticket issued with respect to a contravention of this Bylaw shall be served upon the Person responsible for the contravention in accordance with the *Provincial Offences Procedure Act*, Revised Statutes of Alberta 2000 Chapter P-34 and amendments thereto.
8. The Municipal Violation Tag shall be in a form approved by the Chief Administrative Officer and shall state:
 - a) the name of the person to whom the Municipal Violation Tag is issued, if known;
 - b) a description of the offence and the applicable Bylaw section;
 - c) the appropriate penalty for the offence as specified in ~~Schedule "A" of this Bylaw~~ Fees and Rates Bylaw;
 - d) that the penalty shall be paid on or prior to the prescribed due date in order to avoid prosecution;
 - e) and any other information as may be required by the Chief Administrative Officer.
9. If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
 - a) specify the fine amount established by this Bylaw for the offence in ~~Schedule "A"~~ Fees and Rates Bylaw; or;
 - b) require a person to appear in court without the alternative of making a voluntary payment.
10. A person who commits an offence may:

- a) if a Violation Ticket is issued in respect of the offence; and
- b) if a Violation Ticket specifies the fine amount established by this Bylaw for the offence; make a voluntary payment equal to the specified fine.

11. When a clerk records in the Court records the receipt of a voluntary payment pursuant to this Bylaw and the *Provincial Offences Procedure Act*, Revised Statutes of Alberta 2000 Chapter P-34 and amendments thereto, the act of recording receipt of that payment constitutes acceptance of the guilty plea and also constitutes a conviction and the imposition of a fine in the amount of the specified penalty.

703. In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which the offence continues and any person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such separate offence.

704. The levying and payment of any fine or the imprisonment for any period provided in this Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs from which he is liable under the provisions of this Bylaw.

705. A person shall not obstruct or hinder any person in the exercise of performance of the person's powers pursuant to this Bylaw.

706. If any section or part of this Bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other Section or parts of this Bylaw shall be deemed to be separate and independent there from and to be enacted as such.

707. This Bylaw 830-R-09-21 rescinds the following bylaw:

Bylaw 810-R-04-21

Community Standards Bylaw 830-R-09-21 shall come into force when it receives THIRD and FINAL reading and is duly signed.

READ a FIRST time this 27th day of September, 2021, for Community Standards Bylaw 830-R-09-21.

Mayor – Kim Craig
Motion #

CAO – Kalen Hastings

READ a SECOND time this 27th day of September, 2021, for Community Standards Bylaw 830-R-09-21.

Mayor – Kim Craig
Motion #

CAO – Kalen Hastings

UNANIMOUS CONSENT provided to hold all three readings at one meeting, for Community Standards Bylaw 830-R-09-21.

Mayor – Kim Craig
Motion #

CAO – Kalen Hastings

READ a THIRD and FINAL time this 27th day of September, 2021, for Community Standards Bylaw 830-R-09-21.

Mayor – Kim Craig
Motion #

CAO – Kalen Hastings



APPENDIX A

Town of Coaldale Burning Permit

Appendix A is an addition to Amending Bylaw #741-R-06-18.

THIS PERMIT IS ISSUED UNDER THE AUTHORITY OF THE TOWN OF COALDALE BYLAW #725-R-03-17. A BURNING PERMIT IS REQUIRED UNLESS PART 506 OF BYLAW #725-R-03-17 CRITERIA IS MET.

C.D.E.S Office Use Only

Permit Number Issued: _____

Date Issued: _____

Permit Expires: _____

Information collected on this Burning Permit is protected under the Freedom of Information and Protection of Privacy Act and Regulation. May 2018

SECTION 1 PERMIT HOLDER S OBLIGATIONS

- This permit is not valid until approved by the Town of Coaldale Fire Chief or Designate and a permit number, date issued and permit expiry date are written in the top right-hand corner. If a site inspection is required, additional conditions may be imposed prior to the issuance of this burning permit. This permit must be retained by you and you must be able to produce this permit upon the request of an authorized officer at any time during the duration of the fire. Failure to retain this permit will be deemed to be a breach of the conditions of permit.
- Applicant will not burn items listed in Section 504 of Bylaw #725-R-03-17
- THE PERMIT HOLDER MUST PROVIDE THE CITY OF LETHBRIDGE PUBLIC SAFETY COMMUNICATIONS CENTRE WITH THE PERMIT NUMBER AND THE TIME AND ESTIMATED DURATION OF THE BURN BY CALLING 30 MINUTES PRIOR TO IGNITION AND ONCE ALL BURNING IS COMPLETE. [CALL 403-329-1225](tel:403-329-1225)
- AT THE TIME OF BURNING AIR TEMPERATURE IN °CELSIUS SHALL NOT EXCEED THE % OF RELATIVE HUMIDITY. WIND SPEED (INCLUDING GUSTS) SHALL NOT EXCEED 20KPH. Environment Canada Weather, Current Conditions for Lethbridge Alberta shall be the source for weather information www.weather.gc.ca.
- To better understand your obligations please contact our Fire Dept office at 403-345-1330. To Fax or email your Permit to the Fire Department - Fax 403-345-1335 or email publicsafety@coaldale.ca

NOTE: Upon the declaration of a Fire Ban your permit is revoked. If your fire is actively burning you must take immediate steps to extinguish it.

SECTION 2 PERMIT HOLDER (MUST BE A PERSON) AND FIRE DESCRIPTION

Given Name:					Surname:					
Mailing Address:					Tel:		Email:		Cell:	
BURN LOCATION: Legal Land Description:	NW	NE	SW	SE	SEC	TWP	RGE	or	Municipal/Town Address:	

DESCRIPTION OF MATERIAL TO BE BURNED: - Items answered as "Yes" in the following section may require inspection and approval prior to the issuance of permit.

1. Piles of debris or surface areas larger than 10 meters sq.	No	Yes
2. Structures (Will require site inspection and approval)	No	Yes
3. Log piles, mixed debris or large straw bales	No	Yes
4. Stubble Field (burning stubble fields will not be approved)	No	Yes

SECTION 3 PRECAUTIONS Items answered as "No" in the following section will be cause to refuse issuance of the burning permit.

5. Do you understand your obligations under the Town of Coaldale Community Standards Bylaw # 725-R-03-17?	Yes	No
6. Are you in legal control of the lot or parcel of land as herein described?	Yes	No
7. Have you ensured that adequate clearance has been provided from readily combustible materials (example: grass to be mowed) with material(s) to be burned located a minimum of 7.5 m from ANY structure AND 7.5 m from ANY property line?	Yes	No
8. Will the appropriate number of competent individuals be on site for the duration of the burn?	Yes	No
9. Will the appropriate fire extinguishing equipment capable of controlling the fire be available at the burn location?	Yes	No
10. Have precautions been taken to assure confinement, intensity and size of said burn and to not create a smoke nuisance or hazard to neighboring properties, persons, roadways or traffic?	Yes	No

SECTION 4 APPLICANTS SIGNATURE AND TOWN AUTHORIZATION

I VERIFY THAT THE INFORMATION GIVEN ON THIS PERMIT APPLICATION IS CORRECT AND A CLEAR REPRESENTATION OF THE FACTS PERTAINING TO THE PROPOSED BURN AT THE LOCATION STATED HEREON. ADDITIONALLY, I VERIFY THAT I HAVE READ AND UNDERSTAND THE CONDITIONS ON THIS PERMIT AND ACCEPT FULL RESPONSIBILITY FOR ANY CONSEQUENCES THAT MAY ARISE AS A RESULT OF THE BURN REFERRED TO IN THIS PERMIT. ANY ADDITIONAL CONDITIONS APPLIED TO THIS PERMIT WILL BE ATTACHED BY THE TOWN FIRE CHIEF OR DESIGNATE AS PER SECTIONS 1 AND 2 AND WILL BE ADHERED TO BY THE PERMIT HOLDER.

Signature of Applicant:	Print Name:	
If applying electronically, I the permit applicant, authorize the e-mail address attached to this electronic application, to stand and represent me as the permit applicant in the absence of my written signature as required above.		Yes
Countersigned by Town Representative:	Position:	Permit Approved:

AGENDA ITEM REPORT



Title: Cannabis Consumption Bylaw 831-R-09-21 (2nd, 3rd Reading) - K. Beauchamp

Report Type: Bylaw

Report Author: Kyle Beauchamp

Meeting: Regular Council Meeting - 12 Oct 2021

Department: Corporate Services

Reviewed by Supervisor/Peer: Kalen Hastings

TOPICS:

Corporate Services:

Fees

Topic Legislative Services:

Bylaws & Policies

OBJECTIVE:

As part of the Town's recent change in process, amounts to which the Town is able to charge for fees and services are now consolidated within the Town's Fees and Rates Bylaw. Due to this, existing bylaws which contain fee schedules must be updated to remove said fee schedules from the bylaw and now reference the Town's approved Fees and Rates Bylaw. As a result the objective is to remove "Schedule A" from this Bylaw.

PREVIOUS COUNCIL DIRECTION:

This matter has appeared before council previously

First reading of this bylaw was reviewed by Council at the September 27th, 2021 Council meeting.

ANALYSIS:

Historically charges and penalties have been maintained within the related bylaw for that service. To improve the practice of reviewing these fees the Town of Coaldale introduced the Fees and Rates Bylaw to encompass the fees. This allows for charges and penalties to be reviewed annually by updating one bylaw.

As a result, "Schedule A" has been removed from this Bylaw and included in Fees and Rates Bylaw 829-C-09-21.

KEY CONSIDERATIONS:

The Schedule has been removed as well as any reference to that Schedule. Where the Schedule was previously referenced within the Bylaw will now refer to the Fees and Rates Bylaw 829-C-09-21.

FINANCIAL IMPACT:

N/A

STAKEHOLDER ENGAGEMENT:

N/A

DECISION OPTIONS:

1. Council can provide SECOND & THIRD readings of the Cannabis Consumption Bylaw 831-R-09-21.
2. Council request further information from Administration if necessary.

RECOMMENDATION:

THAT Council provide SECOND and THIRD reading of Cannabis Consumption Bylaw 831-R-09-21.

STRATEGIC ALIGNMENT WITH COUNCIL STRATEGIC PLAN:



1. Focus on Community Safety



2. Focus on Livability



3. Focus on Economic Health



4. Focus on Good Governance and Corporate Excellence



5. Focus on Responsible and Responsive Growth

ATTACHMENTS:

[Cannabis Consumption Bylaw 831-R-09-21](#)

**BYLAW 831-R-09-21
TOWN OF COALDALE
PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF COALDALE
TO RESTRICT THE CONSUMPTION OF CANNABIS IN PUBLIC PLACES.**

WHEREAS the House of Commons has given three readings to the Cannabis Act (Bill C-45, *An Act respecting cannabis and to amend the Controlled Drugs and Substances Act, the Criminal Code and other Acts*, 1st Sess, 42nd Parl, 2017) which will permit persons to possess cannabis if purchased from an authorized person;

AND WHEREAS it is anticipated that the Cannabis Act will come into force on October 17, 2018;

AND WHEREAS the Province of Alberta has enacted An Act to Control and Regulate Cannabis, S.A. 2017, c. 21 which will place restrictions on the smoking or vaping of cannabis in public places;

AND WHEREAS pursuant to section 7 of the Municipal Government Act, R.S.A. 2000, c. M-26, Council may pass bylaws respecting:

- a) the safety, health and welfare of people and the protection of people and property;
- b) people activities and things in, on or near a public place or place that is open to the public; and
- c) the enforcement of bylaws made under the Municipal Government Act or any other enactment;

AND WHEREAS Council deems it necessary to impose additional restrictions on the smoking, vaping and other forms of consumption of cannabis in public places to prevent behaviours and conduct that may have a negative impact on the enjoyment of public places;

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

1.0 TITLE:

- 1.1 This Bylaw may be cited as the “Cannabis Consumption Bylaw”.

2.0 DEFINITION & INTERPRETATION

- 2.1 In this Bylaw:

- (a) **CANNABIS** has the meaning given to it in the Cannabis Act;
- (b) **CANNABIS ACT** means Bill C-45, *An Act respecting cannabis and to amend the Controlled Drugs and Substances Act, the Criminal Code and other Acts*, 1st Sess, 42nd Parl, 2017;

4.0 MEDICAL CANNABIS

- 2.0 A person who is entitled to possess *cannabis* pursuant to a medical document issued pursuant to the Access to Cannabis for Medical Purposes Regulations, SOR/2016-230, or any successor or replacement regulation is not subject to this Bylaw.
- 2.1 A person referred to in subsection (1) is subject to the Tobacco Reduction Bylaw.

5.0 OFFENCES

- 5.1 Any person who contravenes any provision of this Bylaw by doing any act or thing which the person is prohibited from doing, or by failing to do any act or thing the person is required to do, is guilty of an offence pursuant to this Bylaw.

6.0 ENFORCEMENT

- 6.1 Where an *officer* believes that a person has contravened any provision of this Bylaw, the *officer* may commence proceedings against the person by issuing a violation ticket in accordance with the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34.
- 6.2 This section shall not prevent an *officer* from issuing a violation ticket requiring a court appearance of the defendant pursuant to the Provincial Offences Procedures Act or from laying an information instead of issuing a violation ticket.

7.0 PENALTY

- 7.1 Where there is a specified penalty listed for an offence in Fees and Rates Bylaw, that amount is the specified penalty for the offence.
- 7.2 Where there is a minimum penalty listed for an offence in Fees and Rates Bylaw, that amount is the minimum penalty for the offence.
- 7.3 In this section, "specified penalty" means an amount that can be paid by a person who is issued a violation ticket and is authorized to make a voluntary payment without a Court appearance.

Cannabis Consumption Bylaw 831-R-09-21 shall come into force when it receives THIRD and FINAL reading and is duly signed.

Cannabis Consumption Bylaw 745-R-09-18 is rescinded.

READ a FIRST time this 27th day of September, 2021, for Cannabis Consumption Bylaw 831-R-09-21.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion:

READ a SECOND time this 11th day of October, 2021, for Cannabis Consumption Bylaw 831-R-09-21.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion:

READ a THIRD and FINAL time this 11th day of October, 2021, for Cannabis Consumption Bylaw 831-R-09-21.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion:

AGENDA ITEM REPORT



Title: Dog Regulation & Control Bylaw 832-R-09-21 (2nd, 3rd Reading) - K. Beauchamp

Report Type: Bylaw

Report Author: Kyle Beauchamp

Meeting: Regular Council Meeting - 12 Oct 2021

Department: Corporate Services

Reviewed by Supervisor/Peer: Kalen Hastings

TOPICS:

Corporate Services:

Fees

Topic Legislative Services:

Bylaws & Policies

OBJECTIVE:

As part of the Town's recent change in process, amounts to which the Town is able to charge for fees and services are now consolidated within the Town's Fees and Rates Bylaw. Due to this, existing bylaws which contain fee schedules must be updated to remove said fee schedules from the bylaw and now reference the Town's approved Fees and Rates Bylaw. As a result the objective is to remove "Schedule A - License Fees", "Schedule B - Penalties", and "Schedule C - Impound and Care Fees" from this bylaw. To rename "Schedule D - Customer Service Request" to "Appendix A - Customer Service Request".

PREVIOUS COUNCIL DIRECTION:

This matter has appeared before council previously

First reading of this bylaw was presented to Council at the September 27th Council meeting.

ANALYSIS:

Historically charges and penalties have been maintained within the related bylaw for that service. To improve the practice of reviewing these fees the Town of Coaldale introduced the Fees and Rates bylaw to encompass the fees. This allows for charges and penalties to be reviewed annually by updating one bylaw.

As a result "Schedule A", "Schedule B", and "Schedule C" have been removed from this Bylaw and included in Fees and Rates Bylaw 829-C-09-21.

KEY CONSIDERATIONS:

The Schedules have been removed as well as any reference to those Schedules. Where the Schedules were previously referenced within the Bylaw will now refer to the Fees and Rates Bylaw 829-C-09-21.

FINANCIAL IMPACT:

N/A

STAKEHOLDER ENGAGEMENT:

N/A

DECISION OPTIONS:

1. Council can approve the second and third readings of the Dog Regulation and Control Bylaw 832-R-09-21
2. Council can request further information from Administration if necessary.

RECOMMENDATION:

THAT Council provide SECOND and THIRD reading of Dog Regulation & Control Bylaw 832-R-09-21.

STRATEGIC ALIGNMENT WITH COUNCIL STRATEGIC PLAN:



1. Focus on Community Safety



2. Focus on Livability



3. Focus on Economic Health



4. Focus on Good Governance and Corporate Excellence



5. Focus on Responsible and Responsive Growth

ATTACHMENTS:

[832-R-09-21 Dog Regulation__Control Bylaw](#)

**BYLAW 832-R-09-21
TOWN OF COALDALE
PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF COALDALE
TO AMEND BYLAW 569-R-10-06,
~~THIS BYLAW~~ TO PROVIDE FOR THE CONTROL AND REGULATING OF DOGS.**

WHEREAS by virtue of the powers conferred upon it by the *Municipal Government Act* the Council of the Municipality of the Town of Coaldale may pass a Bylaw with respect to domestic animals and activities in relation to them;

AND WHEREAS the Council of the Municipality of the Town of Coaldale, in the Province of Alberta, deems it expedient to pass such a Bylaw regarding dogs;

NOW THEREFORE, the Municipal Council of the Town of Coaldale, Alberta duly assembled, hereby enacts as follows:

1. TITLE

This Bylaw may be cited as the "Dog Regulation and Control Bylaw".

2. DEFINITIONS:

- a) **Altered Dog** means a female dog that has been spayed or a male dog that has been neutered.
- b) **Animal Control Officer** means a Bylaw Enforcement Officer appointed by the Town of Coaldale to do any act or perform any duties under this Bylaw and includes a member of the Lethbridge Regional Police Service, an independent contractor who is under contract with the Town of Coaldale to provide By-law enforcement services and, when authorized, a special constable or Town of Coaldale employee.
- c) **Animal Shelter** means premises designated by the Town of Coaldale for the impoundment and care of dogs and includes premises supplied by an independent contractor under contract with the Town of Coaldale to provide such premises.
- d) **Assistance Dog** means special highly skilled service and therapy dogs, registered as such, that assist adults and children with physical or mental challenges to improve quality of life and include but are not limited to: Guide Dogs, Hearing Dogs, Support Dogs such as; Mobility Assist Dogs, Walker Dogs, Seizure Alert/Response Dogs, Psychiatric Service Dogs, Ssig Dogs (assist with Autism) and Search and Rescue Dogs.
- e) **At Large** means where a dog is at any place other than the Owner's Property or Permitted Property and is not being carried by any person or

is not otherwise restrained by a Permitted Leash held by a person, and that Permitted Leash is attached to a choke chain, collar or harness securely holding that dog. If it is difficult for a person to restrain the dog by a Permitted Leash, then the dog shall be deemed to be "At Large" notwithstanding the presence of a Permitted Leash.

- f) **Controlled Confinement** means the confinement of a dog in a "Secure Enclosure" or building or securely tethered in a manner that will not allow the Animal to bite, harm or harass any person or animal.
- g) **Day** means a continuous period of twenty-four (24) hours.
- h) **Damage to Property** means damage to property other than the Owner's Property, and includes defecating or urinating on such property.
- i) **Dangerous Dog** means any dog that an Animal Control Officer determines on reasonable grounds to be a dangerous dog, either through personal observation or on the basis of facts determined after an investigation initiated by a complaint, and will include but not be restricted to a dog which meets any one or more of the following conditions:
 1. a dog that, while running at large, has attacked, bitten, caused injury to, or killed a domestic animal;
 2. a dog that, while running at large, has aggressively pursued or harassed a person;
 3. a dog that, while running at large, has aggressively pursued or harassed a domestic animal;
 4. a dog with a known propensity to attack or injure a person without provocation;
- j) **Dog** means a male or female animal of the canidae family and includes any dog that is a cross between a wolf and a dog or a coyote and a dog or a combination thereof.
- k) **Fanciers License** means a dog license issued annually to an owner permitting the keeping or harboring, on land or premises occupied by the owner, of up to five (5) licensed dogs over the age of six (6) months.
- l) **Former Owner** means the person who, at the time of impoundment, was the owner of the dog.
- m) **Impounded** means seized, delivered, received or taken into the Pound, or in the custody of the Animal Control Officer as provided for in this Bylaw.
- n) **Housed and Confined** means to confine a female dog during the whole period of time that such Animal is in heat in such a manner that the dog will not be a source of attraction to other dogs.
- o) **Kennel** means any place, owned by a person, group of persons or corporation engaged in the commercial business of breeding, buying, selling or boarding dogs.

- p) **License** means a Dog License issued by the Town of Coaldale in accordance ~~with~~ the provisions of this Bylaw.
- q) **License Fee** means the applicable fee payable in respect of a License for any particular dog as set out in the Fees and Schedule "A" of this Bylaw. Rates Bylaw.
- r) **License Tag** means an identification tag issued by the Town of Coaldale showing the license number for a specific dog.
- s) **Muzzle** means a humane fastening or covering device of adequate strength over the mouth of a dog to prevent it from biting.
- t) **Owner** means:
1. a person who has the care, charge, custody, possession or control of a dog;
 2. a person who owns or who claims any proprietary interest in a dog;
 3. a person who harbors, suffers or permits a dog to be present on any property owned, occupied or leased by him, or which is otherwise under his control;
 4. a person who claims and receives a dog from the custody of the Animal Shelter or an Animal Control Officer; or
 5. a person to whom a License Tag was issued for a dog in accordance with this Bylaw;
 6. for the purpose of this Bylaw a dog may have more than one (1) owner.
- u) **Owner's Property** means any property in which the Owner of a dog has a legal or equitable interest or over which the Owner of a dog has been given the control or use of, by the legal or equitable owner of the property, and which property shall include, without limiting the generality of the foregoing, land, buildings and vehicles.
- v) **Permitted Leash** means a leash adequate to control the dog to which it is attached, and which leash shall not exceed 3.0 meters in length.
- w) **Permitted Property** means private property upon which the Owner of a dog has the express permission of the Owner of that property to allow the Owner's dog to be "At Large" thereon.
- x) **Potentially Dangerous Dog** is a dog:
1. that has been impounded 3 times within 12 continuous calendar months; or
 2. for which the owner has received a Violation Tag and/ or a Violation Ticket for the dog running at large 3 times within 12 continuous calendar months; or
 3. for which the total number of impounds and tickets total 3 within 12 continuous calendar months.

4. a dog, which is running at large.

- y) **Pound** means premises designated by the Town for the impoundment and care of dogs and includes premises supplied by an independent contract with the Town of Coaldale to provide such premises.
- z) **Public Property** means all property owned by or under the control and management of the Town of Coaldale.
- aa) **Replacement License Tag** means a License Tag issued to replace a lost or damaged License Tag pursuant to Section 3.9. of this Bylaw.
- bb) **Restricted Dog** means any dog that has been determined a "Dangerous Dog"
- cc) **Serious Wound** means an injury to a human or animal resulting from the action of a dog, which causes the skin to be broken or flesh to be torn.
- dd) **Secure Enclosure** means a fence or structure of 1.83 meters in height and 1.22 meters in width, with a concrete or asphalt floor forming or causing an enclosure suitable to prevent the entry of young children, and suitable to confine a "Restricted Dog" in conjunction with other measures which may be taken by the owner or keeper, such as the tethering of the "Restricted Dog". The enclosure must be constructed of cement, bricks, concrete, chain link fence, wire or bars of a suitable thickness, gauge or diameter to prevent the "Restricted Dog's" escape, and to protect the "Restricted Dog" from injury. The enclosure must be well braced and securely anchored at ground or floor level and utilize metal clamps, ties or braces of strength adequate to safely contain the "Restricted Dog". The enclosure has to have a lock that is kept locked at all times when the "Restricted Dog" is kept in the enclosure and capable of preventing the entry of children under the age of 13 years.
- ee) **Town** means the Town of Coaldale.
- ff) **Town Manager** means the Chief Administrative Officer of the Town of Coaldale.
- gg) **Unaltered Dog** means a dog, which has not been spayed or neutered.
- hh) **Vicious Dog** means any dog which bites any human being or domestic animal or which demonstrates menacing behavior toward human beings or domestic animals, except that a dog shall not be deemed vicious if it bites, attacks or menaces a trespasser on the property of its owner or menaces anyone who has tormented or abused it.
- ii) **Violation Tag** means a Municipal violation notice or tag, allowing for a voluntary payment of a specified penalty to be paid out of court to the Town in lieu of appearing in answer to a summons.

jj) Violation Ticket means a ticket issued pursuant the Provincial Offenses Procedure Act.

3. LICENSING PROVISIONS

1. Every person who is, or becomes the owner of an dog which is six (6) months of age or older, or takes up residence within the Town of Coaldale and who is the owner of an dog which is over the age of six (6) months and which is not currently licensed in accordance with this Bylaw, shall apply for a license for that dog to the Town of Coaldale office and pay the applicable license fee within fifteen (15) days of becoming the owner of the said dog, or taking up residence within the Town of Coaldale.
An owner of an Assistance Dog, or any person being assisted by an Assistance Dog is not subject to the obligations imposed by this subsection and will be provided a license annually without charge.
2. Every person who is desirous of applying for a Fanciers License [which allows an owner to keep up to five (5) dogs] must make application in writing to the Animal Control Officer who will attend and inspect the location where the dogs are to be kept. The Animal Control Officer will then process the application further as provided by the Dog Regulation and Control Bylaw [Section 3.17. and 3.18.].
3. Every person who is, or becomes the owner of a dog, which is determined to be a "Restricted Dog", in accordance with this Bylaw, shall apply for a license for that animal to the Town office and pay the applicable license fee within fifteen (15) days of becoming the owner of the said dog, or of receiving notice from the Animal Control Officer of the said dog as a "Restricted Dog".
4. Every person who becomes the Owner of a dog, which is currently licensed in accordance with the provisions of the Dog Regulation and Control Bylaw, shall provide the Town with the Owner's name, telephone number, street and/or postal address and the license number of the dog, within fifteen (15) days of becoming the Owner of the said dog to apply for a license as the new Owner.
5. An Owner of a dog which is unlicensed, and which is required to be licensed pursuant to this Bylaw is guilty of an offence.
6. An Owner shall provide with each application for a License the information as may be required by the Town or the Animal Control Officer, and shall include:
 1. name, telephone number and Street and/or postal address of the Owner;
 2. Street and/or postal address where the dog will be kept;
 3. name and description of the Animal to be licensed;
 4. such other relevant and necessary information as may be required by the Town of Coaldale in respect to the application.

7. Any person who provides the Town with false or misleading information with respect to the information required in Section 3.1., 3.2., 3.3. or 3.4. of this Bylaw is guilty of an offence.
8. A License issued under this Bylaw shall not be transferable from one dog to another, nor from one Owner to another. An Owner who improperly uses ~~a License~~ License Tag is guilty of an offence.
9. If the application is approved, and the required License Fee is paid as per ~~the Fees and Schedule "A", Rates Bylaw~~, the Owner will be supplied with a License Tag, which shall have a number registered to the respective dog.
10. An Owner shall ensure that the License Tag is securely fastened to a choke chain, collar or harness worn by the dog, with the License Tag to be worn by the dog at all times when the Animal is on property other than the Owner's Property unless it is not possible to securely fasten the License Tag (directly or indirectly) to the Animal.
11. The owner of a dog, which has been duly licensed under the Dog Regulation and Control Bylaw, may obtain a license tag to replace a tag which has been lost, upon payment of a fee as set out in ~~Schedule "A" of this Bylaw~~ the Fees and Rates Bylaw
12. An Owner of a licensed dog is guilty of an offence if that dog is not wearing a License Tag while that dog is on property other than the Owner's Property unless it is not possible to securely fasten the License Tag (directly or indirectly) to the dog.
13. The provisions of Sections 3.1. to 3.12., inclusive, shall not apply to persons temporarily in the Town of Coaldale for a period not exceeding two (2) weeks, nor to holders of a valid Development Permit issued pursuant to the Land Use Bylaw providing for a private and/or boarding kennel.
14. No person is entitled to a refund or a rebate for any License Fee paid.
15. A license tag shall be valid for the calendar year, or until the dog no longer resides within the Town of Coaldale, and license fees will be paid annually prior to January 15th of each calendar year.
16. If the said license tag is not associated with current ownership and the dog information, it shall be deemed invalid.
17. The Animal Control Officer shall consider all applications for Licenses and may, in his or her discretion:
 1. require the applicant to submit such information as the Animal Control Officer deems appropriate, including information respecting the dog(s), proposed Controlled Confinement, the lands where the dog(s) is to be kept; availability and nature of insurance, a site plan of the lands, and the number of dogs to be kept;

2. in the case of a Fanciers License seek input from residents in the neighborhood in which the dog(s) are to be kept.
3. reject the application; or
4. approve the application, with or without any conditions relevant to the presence of the dog(s) at the lands.

The decision of the Animal Control Officer may be appealed to the Manager for the Town of Coaldale provided that such appeal is submitted in writing within fifteen (15) days of the date of the Animal Control Officers decision. The written appeal must include information that may alter a determination made by an Animal Control Officer. The Town Manager shall, as soon as is reasonably possible, cause the matter to be reviewed by the Regulatory and Safety Services Manager, who will make a final determination.

18. The Animal Control Officer may revoke a License if:
 1. the applicant fails to comply with the conditions of the License;
 2. the License was issued on the basis of incorrect information or misrepresentation by the applicant;
 3. the License was issued in error;
 4. the Owner breaches a provision of this Bylaw.

4. RESTRICTED DOGS

1. The owner of a "Restricted Dog" shall take all necessary steps to ensure that it does not bite, chase or attack any human being or other animal whether the animal is on the property of the owner or not. The owner of a "Restricted Dog" that is in contravention of any provision as set out in this Bylaw will be subject to penalty as prescribed in ~~Schedule "B"~~ the Fees and Rates Bylaw and as prescribed in Section 9.4. herein.
2. If a "Restricted Dog" bites, chases or attacks a human being or animal, the owner is guilty of an offence and is liable to a penalty under this Bylaw, exclusive of any other civil actions or penalties.
3. When a dog that has been declared a "Restricted Dog", is on the premises of its owner, it shall be confined in a secure enclosure as described in Section 2.30.; definition: of "Secure Enclosure".
4. Any such pen shall have a secure top and sides and either:
 1. have a secure bottom effectively attached to the sides; or
 2. the sides shall be embedded in the ground to a minimum of 30 centimeters.
5. When a "Restricted Dog" is off the premises of the owner, it shall be securely muzzled, and shall be either harnessed or leashed securely to effectively prevent it from attacking or biting a human being or other animal; provided that this requirement shall not apply when the "Restricted Dog" is in a building or enclosure in attendance at a bona fide dog show,

- or confined in a pen meeting the requirements of subsections 4.3. and 4.4. herein.
6. When any Restricted Dog is off the premises of the Owner, the Owner shall either harness it or leash it securely, and securely place a muzzle to prevent the dog from attacking or biting a person or animal. The dog must be under the effective control of a person over the age of 16 years.
 7. The owner of a dog, which the owner knows or ought to know, is a "Dangerous Dog":
 1. shall ensure that such dog is confined and secured in accordance with the provisions of section 4. herein, and shall license the dog as a "Restricted Dog".
 2. if an Animal Control Officer determines on reasonable grounds that a dog is a "Dangerous Dog", either through personal observation or on the basis of facts determined after an investigation initiated by a complaint, the Animal Control Officer may:
 - (i) give the owner a written notice that the dog has been declared to be a "Restricted Dog", and such dog will be registered as a "Restricted Dog" and must be licensed as a "Restricted Dog"
 - (ii) require the owner to keep such dog in accordance with provisions of section 4.3. and 4.4. of this Bylaw upon the owner's receipt of the notice; and
 - (iii) inform the owner that if the "Restricted Dog" is not kept in accordance with section 4.3., 4.4., 4.5. and 4.6. of this Bylaw, the owner will be fined, or subject to enforcement action under this Bylaw.
 8. Where the owner of a dog that has been determined to be a "Restricted Dog" produces information to the Town Manager, that may alter a determination made under subsection 2.9., 2.28., 2.34. or 4.7.2. herein, the Town Manager shall, as soon as is reasonably possible, cause the matter to be reviewed by the Regulatory and Safety Services Manager, who will make a final determination.
 9. Provisions in this Bylaw, which apply to Dangerous Dogs, shall not apply to dogs owned by a Police service solely by reason of any events or actions which occur while the dogs are engaged in police work.
 10. In addition to the remedies set forth in this Bylaw, if a Peace Officer or Animal Control Officer determine that a Restricted Dog is not being kept in accordance with this Bylaw, they may make a complaint pursuant to the *Dangerous Dogs Act RSA*, Alberta for an order directing the Dog be controlled or destroyed.

11. An Animal Control Officer shall keep all impounded Restricted Dogs for a period of at least seventy-two (72) hours, including the Day of impounding.
12. At the expiration of the seventy-two (72) hour period any Restricted Dog not redeemed pursuant to section 7.3.2. herein shall be destroyed.

5. ANIMAL CONTROL PROVISIONS

1. An Owner whose dog is "At Large" is guilty of an offence.
 1. As this Bylaw relates to dogs being "At Large" the Town will allow an owner of a licensed dog exemption from prosecution for the first offence of being "At Large" through a "Free Ride Home Program" with proviso that a person over the age of (16) is present at the dogs licensed place of residence. The "Free Ride Home" program will not apply to non-licensed dogs. This section will not apply to any other offences committed while at large, and will apply to Licensed and Non-Licensed Dogs as per ~~Schedule "B"~~ the Fees and Rates Bylaw.
2. No owner of a dog may allow or permit the dog, by its cries, barks or other noises, to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the neighborhood or of persons in the vicinity of the place where the dog is kept.
 1. No owner may allow a dog or dogs to call, cry or bark continuously or sporadically, in such a way that the noise is audible outside of the parcel where the dog or dogs are kept, as such noise may be objectionable and liable to disturb the peace, rest, enjoyment, comfort or convenience of individuals and the public between 7 am and 10 pm.
 2. No owner may allow a dog or dogs to call, cry or bark continuously or sporadically, in such a way that the noise is audible outside of the parcel where the dog or dogs are kept, as such noise may be objectionable and liable to disturb the peace, rest, enjoyment, comfort or convenience of individuals and the public between 10 p.m. and 7 am.
 3. In order for barking to be in violation of this Bylaw, it must be:
 - (i) Frequent and persistent; and,
 - (ii) Disturbing to the neighborhood (more than one household, unless otherwise determined to be bona fide)
3. An Owner whose dog has caused Damage to Property within the Town of Coaldale is guilty of an offence.
4. The Town may post signs in areas where dogs are not permitted, and an Owner whose dog is in an area where a sign prohibits the presence of dogs, is guilty of an offence regardless of whether or not such dog is At Large.

5. An Owner of a dog is guilty of an Offence if such dog:
 4. bites, attacks, threatens, harasses, barks at, chases, injures, or kills any person including, but not limited to, when such person is on bicycle, horse-back or while walking or running;
 5. bites, attacks, threatens, harasses, barks at, chases, injures, or kills any animal belonging to other persons; or
 6. bites, barks at, or chases any vehicle.

6. If a dog defecates on property, which is not the Owner's Property, the Owner shall cause such defecation to be removed immediately and disposed of in a sanitary manner. An Owner who fails to do so is guilty of an offence.

A blind owner of a registered Assistance Dog, or a blind person being assisted by a registered Assistance Dog is not subject to the obligations imposed in this subsection.

7. An Owner of a female dog is guilty of an offence if the Owner of such female dog does not keep it housed and confined in a building or secure enclosure during the entire period such female dog is in heat except that the female dog may be allowed outside any such building or secure enclosure for a reasonable period for the sole purpose of eliminating on the Owner's Property.

8. No person shall tease, torment, annoy, abuse or injure any dog, and any person who does so is guilty of an offence.

9. No person shall untie, loosen or otherwise free any dog, which is not in distress unless such person has the authorization of the Owner, and any person acting contrary to this section is guilty of an offence.

10. An Owner must ensure that a dog which, is in or on the rear or back of a moving or parked vehicle, is secured so as to:
 1. ensure the dog is unable to fall out of or leave the vehicle; and
 2. be unable to reach any of the sides or rear of the vehicle to prevent the dog from disturbing people walking by the vehicle.

11. No person shall interfere with, hinder or impede an Animal Control Officer in the performance of any duty authorized by this Bylaw, and any person who does so is guilty of an offence. No person shall:
 1. interfere with or attempt to obstruct anyone who is attempting to capture, or who has captured any dog in accordance with the provisions of this Bylaw;
 2. induce any dog to enter a house or other place where it may be safe from capture, or otherwise assist the dog to escape capture;
 3. falsely represent that they are in charge or control of a dog so as to establish that the dog is restrained as the term is defined by this Bylaw;
 4. unlock or unlatch or otherwise open the van or vehicle in which a dog captured for impoundment has been placed so as to

allow or attempt to allow any dog to escape; or remove or attempt to remove any dog from the possession of an Animal Control Officer or assistants.

12. For greater certainty, and to provide clear authority for the Animal Control Officer to perform duties under this Bylaw, an explicit authority is granted for the Animal Control Officer to enter onto private property to perform any of those duties, which are required to be performed under this Bylaw. For the purposes set out in Section 7. and Section 8. herein, an Animal Control Officer may enter any privately owned premises, provided however, the word "premises" does not include a building used as a "dwelling house".
13. No person shall remove or attempt to remove, any dog from the possession of an Animal Control Officer, or any person authorized to enforce any of the provisions of the Dog Regulation and Control Bylaw.
14. No person residing within the Town of Coaldale shall keep or harbor more than Three (3) dogs of whatever sex, and aged six (6) months or more, at the same time in any house, shelter, room or place within the Town. This Section shall not apply to premises lawfully used for the care and treatment of dogs operated by and in charge of a licensed veterinarian, nor to premises for which permission by the Town has been granted for temporary use for the purpose of a dog show, nor to any person who has been granted a permit to operate a kennel within the Town; nor to a dog owner to whom a Fanciers License has been issued.

6. CONTROLLED CONFINEMENT

1. A person who has received a Serious Wound or the Owner of any animal which has received a Serious Wound and the Owner of a dog which has inflicted the Serious Wound, shall promptly report the dog to an Animal Control Officer who may thereupon place the dog under Controlled Confinement and the dog shall not be released from such Controlled Confinement except by written permission of a registered veterinarian. At the discretion of the Animal Control Officer, such Controlled Confinement may be on the premises of the Owner, a registered veterinarian, or the Animal Shelter,
2. Upon demand made by the Animal Control Officer, the Owner shall forthwith surrender for supervised quarantine, any dog which has inflicted a Serious Wound to any human being, or any dog which the Animal Control Officer has reasonable and probable grounds to suspect of having been exposed to rabies. The dog may be reclaimed by the Owner: if adjudged free of rabies;
 1. upon payment of confinement expenses and payment of any penalties pursuant to this Bylaw;
 2. upon compliance with the licensing provisions of this Bylaw.

However, if the Animal Control Officer determines that a License will not be issued for the dog, or if there is no License issued then the dog shall be treated pursuant to Section 7.3. below.

3. In the event of an outbreak or a threatened outbreak of rabies or any disease affecting Animals, which may be transmitted to human beings, the Animal Control Officer, by virtue of this Bylaw, may direct that all dogs be securely tied up by the Owner or be otherwise effectively confined and prevented from being at large. Any dog found at large in contravention of this section shall be impounded.
4. Except as herein provided, no person shall kill or cause to be killed, any rabid dog, any dog suspected of having been exposed to rabies, or any dog which has bitten a human, nor remove such a dog from the Town without prior written permission from the Animal Control Officer.
5. When, in the judgment of a licensed veterinarian, a dog should be destroyed for humane reasons, such dog may not be redeemed, until such dog has been destroyed.
6. No action shall be taken against any person acting under the authority of the Dog Regulation and Control Bylaw for damages, for the destruction or other disposal of any dog. The Town will take no responsibility for the health or disposition of any dog kept, sold or given up for adoption by the Town.

7. POWERS OF AN ANIMAL CONTROL OFFICER

1. An Animal Control Officer is authorized to capture and impound in the Animal Shelter, any dog which is At Large. The Animal Control Officer is further authorized to take such reasonable measures as are necessary to subdue any dog which is At Large, including the use of tranquilizer equipment and materials. If any such dog is injured, it may be taken to a registered veterinarian for treatment and then to an Animal Shelter.
2. An impounded dog shall be kept in the Animal Shelter for a period of seventy-two (72) hours. Saturdays, Sundays and Statutory holidays shall not be included in the computation of the seventy-two (72) hour period. During this period, any Animal may be redeemed by its Owner, except as otherwise provided in this Bylaw, upon payment to the Town or its authorized agent of:
 1. The appropriate impoundment fee as set out in ~~the Schedule "C" Fees and Rates Bylaw of this By-law;~~
 2. The appropriate penalty as set out in ~~the Fees and Rates Bylaw Schedule "B" of this Bylaw;~~
 3. The appropriate License Fee when the dog is not licensed as set out in ~~Schedule "A" the Fees and Rates Bylaw;~~ and
 4. The cost of any veterinary treatment to relieve pain or bleeding of any dog that is found to be injured when picked up or injured in the process of capture.

However, if no License is issued for the dog, or the conditions of the License have not been met, the Animal Control Officer is not obliged to release the dog to the Owner.

3. At the expiration of the seventy-two (72) hour period as prescribed in Section 7.2. of this Bylaw, the Animal Control Officer is authorized to:
 1. Offer the dog for sale, or for gift;
 2. Destroy the dog in a humane manner;
 3. Allow the dog to be redeemed by its Owner in accordance with the provisions of Section 7.2., herein; or
 4. Continue to impound the dog for an indefinite period of time or for such further period of time as the Animal Control Officer, in his or her discretion, may decide.

Any person given possession of an impounded dog pursuant to the provisions of this Bylaw whether by sale or otherwise will obtain full right and title to the dog and the right and title of the Former Owner of the dog will cease thereupon. The new owner will be required to meet the licensing requirements as per this Bylaw.

Any person taking possession of any dog from the Town will be required to acknowledge in writing that the Town has no responsibility whatsoever for the health or disposition of the dog.

4. An Animal Control Officer may destroy sell or otherwise dispose of a dog after the dog is retained in the Pound for seventy-two (72) consecutive hours from the time of the impoundment unless:
 1. a person having authority orders the further retention or the destruction of the dog; or
 2. the Owner makes arrangements with the Animal Control Officer for the further retention of the dog.
5. In any case where a dog is euthanized, the cost will be the responsibility of the owner. If the expense, and cost, incurred by the Town pursuant to section 7.4. of this Bylaw, is not paid by said owner, the Town may:
 1. recover the expense and cost by action in a court of competent jurisdiction, which will include court and legal fees.
6. A Peace Officer or Animal Control Officer may capture and impound any dog which is:
 1. off the premises of it's Owner or when it is pursued on to the premises of it's Owner;
 2. running at Large;
 3. named or described or otherwise designated in a complaint made pursuant to the *Dangerous Dogs Act*, Alberta
 4. named or described or otherwise designated in a complaint alleging the dog to be vicious;
 5. biting or attempting to bite any person while Running at Large;
 6. actually, or apparently affected with rabies or any other contagious disease;

7. chasing, worrying, or annoying any poultry or domestic animals on property other than that belonging to the Owner of the dog; or,
8. in the opinion of an Animal Control Officer, the Owner is in breach of any provision of this Bylaw.

7. A Peace Officer or Animal Control Officer may stop and inspect any dog found in a public place whether with the Owner or not.

8. DUTIES OF THE ANIMAL CONTROL OFFICER

An Animal Control Officer shall:

1. Have general supervision and control of the Animal Shelter;
2. Maintain the Animal Shelter in a safe and sanitary condition;
3. Capture and impound or cause to be captured and impounded all dogs the Animal Control Officer deems required to be impounded pursuant to the provisions of this Bylaw or any statute of Canada, or of the Province of Alberta, or of any regulations made there under;
4. Supervise and direct the duties of any agent, assistant or employee engaged; appointed or employed to assist the Animal Control Officer in the performance of his or her duties;
5. Subject to this Bylaw, have control of all dogs in the Pound;
6. Ensure that dogs impounded in the Pound receive adequate care and sufficient food and water;
7. Report any apparent illness, communicable disease, injury or unhealthy condition of any dog to a Veterinarian if, in the opinion of the Animal Control Officer, the condition of the dog warrants the examination or care of a Veterinarian, and act upon the Veterinarian's recommendation. The Owner shall be held responsible for all resulting charges;
8. Immediately segregate from other animals and restrain any dog brought to the Pound if it has or appears to have rabies or any other communicable disease, and in the case of rabies, report such condition to the Medical Health Officer, to a Veterinary Inspector of the Health of Animals Division of the local office of the Federal Department of Agriculture, or to any other official designated for that purpose pursuant to the *Health of Animals Act*, Canada;
9. Collect from person or persons liable all fees and charges levied pursuant to the provisions of this Bylaw as authorized by this Bylaw; ~~Schedule "A": Licence Fees, Schedule "B": Penalties, Schedule "C": Impound and Care~~

~~Fee~~the Fees and Rates Bylaw; and remit all such fees and charges to the treasurer of the Town as required.

10. Sell or dispose of all dogs by appropriate manner and process as provided for in this Bylaw.
11. Maintain adequate records of:
 1. licenses issued to dog owners in the Town of Coaldale.
 2. any complaint made under the provisions of this Bylaw and the disposal of such complaint;
 3. any complaint made under the *Dangerous Dogs Act*, Alberta when such complaint has been reported to the Animal Control Officer and the action taken on such complaint;
 4. the daily operation of the Pound;
 5. each dog impounded and the disposition made of such Dog;
 6. notices sent to the Owners of dogs and others pursuant to the provisions of this Bylaw; and
 7. telephone calls made attempting to contact Owners of dogs;
12. Receive all dogs dropped off by Owners once an Owner has paid the fee as set out in ~~Schedule "C" of this Bylaw~~the Fees and Rates bylaw;
13. Make complaint when required pursuant to the *Dangerous Dogs Act*, Alberta.

9. PENALTIES

1. Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable to penalty as set out in ~~Schedule "B" of this Bylaw~~the Fees and Rates bylaw.
2. As outlined by ~~the Schedule "B" of this Bylaw~~Fees and Rates bylaw, penalty for a second offence within a period of twelve (12) continuous months will be two times the penalty of the first offence.
3. As outlined by ~~Schedule "B" the Fees and Rates bylaw of this Bylaw~~, penalty for a third offence and any subsequent offence within a period of twelve (12) continuous months will be three times the penalty of the first offence.
4. Notwithstanding Section 9.1. of this Bylaw, any person who commits an offence under this Bylaw relative to a Restricted Dog will be subject to penalty not more than one and one-half (1½) times the penalty as set out in ~~Schedule "B" of this Bylaw~~the Fees and Rates bylaw excepting for any offence, which specifies "Restricted Dog".
5. Under no circumstance shall any person contravening any provision of this Bylaw be subject to the penalty of imprisonment.

10. VIOLATION TAGS AND TICKETS

1. The Animal Control Officer is hereby authorized and empowered to issue a Violation Tag to any person who contravenes any provision of the Dog Regulation and Control Bylaw.
2. Such Violation Tag may be issued to such persons either:
 1. Personally, or by leaving a copy for the offender, at the offender's last or usual place of abode; or
 2. By mailing a copy to the offender, at the offender's last known post office address.
3. The Violation Tag shall be in a form approved by the Town and shall state, inter alia:
 1. The name of the offender;
 2. The offence;
 3. The appropriate penalty for the offence as specified in ~~Schedule "B" to this Bylaw~~ the Fees and Rates bylaw; and
 4. That the penalty shall be paid within FOURTEEN (14) days of the issuance of the Violation Tag to avoid prosecution.
 5. That the penalty will be reduced by ½ (50%) of that specified if paid within FOURTEEN (14) days.
4. Where a contravention of the Animal Control Bylaw is of a continuing nature, further Violation Tags for the same offence, may be issued by the Animal Control Officer, provided however, that no more than one Violation Tag shall be issued for each day that the contravention continues.
5. Where a Violation Tag is issued pursuant to either Section 10.1. or 10.4. of the Dog Regulation and Control Bylaw, the person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town the sum specified on the Violation Tag which will be reduced 50% if paid within Fourteen (14) days.
6. If the penalty specified on the Violation Tag is not paid within the prescribed time period, an Animal Control Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the Provincial Offences Procedure Act.
7. The Violation Ticket must be in the form prescribed under the Act and must include both a complaint and a summons.
8. The complaint portion of the Violation Ticket must be duly sworn and filed with the clerk of the Provincial Court prior to the initial appearance date indicated on the ticket. At the time of issue, the Animal Control Officer will assign a date by which the person charged must pay the penalty or appear in court to plead to the charges as provided by the Provincial Offences Procedure Act. Assuming that the person charged does not pay the fines, they will be required to appear in court and enter a plea. Once the plea is entered, a trial date will be assigned.

11. PAYMENT BY CHEQUE

1. Where a fine or fee is issued pursuant to this Bylaw and has been paid by the tender of an uncertified cheque the fine or fee is:
 1. is considered paid subject to the cheque being accepted and cashed by the bank upon which it is drawn without any mention of this condition being made on the fine or fee; and
 2. is automatically reinstated if the cheque is not accepted and cashed by the bank on which it is drawn in which case the Owners shall pay forthwith the total amount of the fine or fee plus a fee set by the Town for the processing of the cheque.

12. POUNDS

1. The Town shall establish such number of "Animal Shelters" and appoint such Animal Control Officers as are necessary to provide for the enforcement of this Bylaw.

13. VICIOUS DOGS

1. No person shall own, keep, maintain, or harbour a Vicious Dog.
2. A Vicious Dog shall be impounded and a complaint shall be made by the Animal Control Officer pursuant to the *Dangerous Dogs Act, Alberta*, for an order directing that the Vicious Dog be destroyed.

14. PROHIBITED AREA

1. No Dogs shall be permitted in the following areas:
 1. cemetery;
 2. school grounds (unless with approval from the Animal Control Officer or attending an approved special event and under the direct control of the Owner); or
 3. within 30 metres of playground equipment in a park.

15. COMPLAINTS

1. Any person may make a complaint to an Animal Control Officer regarding a dog in the Town by submitting to the Animal Control Officer a signed and duly commissioned Complaint.
2. Such Complaint must be in the form of Appendix "A" to this Bylaw.

3. An Animal Control Officer shall only investigate complaints received in the specified form.
4. Upon receipt of a Complaint in the specified form the Animal Control Officer shall:
 1. investigate the complaint;
 2. prepare a written report; and
 3. take whatever action the Animal Control Officer in their sole discretion deems appropriate.

16. EXEMPTIONS

1. This Bylaw shall not apply to trained police dogs owned, kept, and maintained or harboured by law enforcement officers.
2. This Bylaw shall not apply to dogs, which are trained in Search and Rescue Operations and are in the execution of, and are actively involved in a search effort.

17. GENERAL

1. This Bylaw shall not apply to:
 1. the animals kept at a zoo, or being securely transported within motor vehicle to or from a zoo;
 2. the animals kept at any veterinary clinic, or being securely transported within a motor vehicle to or from a veterinary clinic.
2. An applicant is responsible for and is not excused from ascertaining and complying with the requirements of any Federal, Provincial or other Municipal legislation, including the Town's Land Use Bylaw. Where the keeping of the Dogs would not comply with any Federal, Provincial or other Municipal legislation, the Animal Control Officer may refuse to issue a License.

18. COUNCIL INTENT

1. It is the intention of Town Council that each separate provision of this By-law shall be deemed independent of all other provisions herein and it is further the intention of Town Council that if any provisions of this Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

19. SCHEDULES

1. The Schedules attached to this Bylaw form part of this Bylaw.

2. The Schedules attached to this Bylaw may be amended by resolution of Council to preclude need for an amendment to the Bylaw.

20. EFFECTIVE DATE

1. This Bylaw shall come into force and effect upon the final passing thereof.

21. REPEAL OF BY LAWS

1. That this Bylaw 832-R-09-21 rescinds the following bylaw:

Bylaw 569-R-10-06.

Dog Regulation and Control Bylaw 832-R-09-21 shall come into force when it receives THIRD and FINAL reading and is duly signed.

READ a FIRST time this 27th day of September, 2021, for Dog Regulation and Control Bylaw 832-R-09-21.

Mayor – Kim Craig
Motion #

CAO – Kalen Hastings

READ a SECOND time this ____ day of _____, for Dog Regulation and Control Bylaw 832-R-09-21.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #

READ a THIRD and FINAL time this ____ day of _____, for Dog Regulation and Control Bylaw 832-R-09-21.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #

APPENDIX "A"
CUSTOMER SERVICE REQUEST

FORM # _____

Date:

Time:

Received By:

Customer Name:	Address:
Phone #:	
Request:	

Referred To:

Date:	Time:
Response/Action Taken:	
Request Completed:	
Yes:	
No:	
Reported By:	

Referred To:

Date:	Time:
Response/Action Taken:	
Request Completed:	
Yes:	
No:	
Reported By:	

The personal information requested on this form is being collected for the administration and operation of the Town of Coaldale customer and ratepayer's complaint process, under the authority of the Municipal Government Act (MGA) and is protected by provisions of the Freedom of Information and Protection of Privacy (FOIP) Act.

AGENDA ITEM REPORT



Title: Communications Policy C-023 - L. Cathro
Report Type:
Report Author: Leia Cathro
Meeting: Regular Council Meeting - 12 Oct 2021
Department: Communications
Reviewed by Cam Mills
Supervisor/Peer:

TOPICS:

OBJECTIVE:

The objective of the policy amendment is to create a formalized process for other departments to add additional social media accounts under the Town's jurisdiction.

PREVIOUS COUNCIL DIRECTION:

Council approved the Communications Policy C-022 on February 22, 2021

ANALYSIS:

As Coaldale continues to grow over the next several years, there may be a need to add additional social media accounts. While the scope of the Town's main social media accounts is quite exhaustive, in certain cases it may be more appropriate that certain departments, special interest groups, projects, services, and/or organizations have a dedicated social media presence to push certain messaging without interfering with official Town content.

KEY CONSIDERATIONS:

Example: The Access Coaldale Facebook account was created by the Planning Department and the Accessibility Working Group to promote messaging specific to the working group's vision and mission while building a following that is interested specifically in this topic.

FINANCIAL IMPACT:

N/A

STAKEHOLDER ENGAGEMENT:

N/A

DECISION OPTIONS:

1. Council approve the Communications Policy revisions.
2. Council decline the Communications Policy revisions.

3. Council direct administration to prepare changes to the Communications Policy to be presented for future consideration.

RECOMMENDATION:

THAT Council approve Communications Policy C-023 as presented.

RATIONALE:

Having this policy in place allows other departments or special interest groups to create new accounts that promote specialized messaging and content while still adhering to the Town's Communications Policy.

STRATEGIC ALIGNMENT WITH COUNCIL STRATEGIC PLAN:



1. Focus on Community Safety



2. Focus on Livability



3. Focus on Economic Health



4. Focus on Good Governance and Corporate Excellence



5. Focus on Responsible and Responsive Growth

ATTACHMENTS:

[Communications Policy C-023](#)



POLICY #C-023

POLICY NUMBER: C-023
 POLICY SUBJECT: COMMUNICATIONS POLICY
 DEPARTMENT: COUNCIL
 INITIAL EFFECTIVE DATE: 2013
 EFFECTIVE DATE: OCTOBER 12, 2021
 REVISION DATE (s): 2016, FEBRUARY 22, 2021
 REVISION NUMBER: C-019, C-022

I POLICY STATEMENT

The Town of Coaldale welcomes the opportunity to communicate accurately and clearly about Town programs, services, and issues. As an open and accountable organization, the Town of Coaldale is committed to communicating and promoting public awareness and understanding of Council decisions, Town policies, issues facing the Town, services and programs, and new and emerging initiatives.

II PURPOSE

- 1.1 To set out guidelines for staff and Council which indicate the general principles and protocol for working with the media on behalf of the Town of Coaldale.
- 1.2 To ensure media enquiries are responded to in a professional and timely manner, that is accurate and clear, and by the most appropriate Town spokesperson.
- 1.3 To encourage appropriate and proactive media relations that provide residents, businesses, and visitors with timely, accurate, and newsworthy information about programs, services, and issues of public interest.
- 1.4 To maintain an open and transparent communication process that enables media to have access to Town decision-makers and knowledgeable staff.
- 1.5 To ensure **the Town's** media relations activities comply with municipal legislation, corporate policies and council directives.

III DEFINITIONS

- 3.1 In this Policy:
 - a) **"Chief Elected Officer"** means the individual duly elected as Mayor of the Town of Coaldale, or that individual appointed by Council as Acting Mayor of the Town of Coaldale.
 - b) **"Deputy Chief Elected Official"** means that person appointed by Council as Deputy Mayor of the Town of Coaldale.
 - c) **"Elected Official(s)"** means those individuals duly elected to serve on the Town Council of the Town of Coaldale.
 - d) **"CAO"** refers to the Chief Administrative Officer.
 - e) **"Media"** is defined by the Town of Coaldale as any print, radio, television or online media outlet.



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- f) "Communications department" refers to the staff member(s) within the Town that manage the day-to-day tasks of Town sanctioned external communications.
 - g) **"Online media" refers to websites that publish news, investigative reports, analysis, commentary, events and/or general information.**
 - h) **"Social media" is defined by the Town as websites and applications that enable users to create and share content or to participate in social networking.**

IV ROLE & RESPONSIBILITIES

4.1 MAYOR & COUNCILLORS

The official spokesperson of Council is the Mayor. In his/her absence this duty falls first to the Deputy Mayor or his/her designate. Councillors can be designated spokesperson(s) for specific issues, Boards or Committees to which they are assigned, subject to the approval of the Mayor. **This assists the Town of Coaldale in maintaining "one voice" in communications with all of its stakeholders.**

In relation to personal online and social media use, on issues of official Town business Council is asked to retweet or share the official Town release at all times. When expressing personal opinions or making personal comments online, Council, like staff are asked to use a disclaimer **stating "The postings on this site are my own and do not necessarily represent the Town of Coaldale's positions, strategies or opinions."**

4.2 OFFICIAL DEPARTMENTAL SPOKESPERSON

Authorized spokespersons will provide accurate and timely information on programs, services, activities, initiatives, and issues that relate specifically to their business area

4.2.1 Official/Authorized Department Spokespersons include:

- a) The CAO or his/her designate shall be the spokesperson on major staff or administrative issues or initiatives.
- b) Department Directors or designate or managers shall be the spokesperson on issues or programs that fall under the department that he/she serves for which they are considered to be the subject matter experts.
- c) The Director of Emergency Management or his/her designate shall be the spokesperson on all Emergency or public health matters, Emergency Management Act (and other appropriate legislation) and all other emergency situations as they arise.
- d) The CAO shall be the Town spokesperson with regard to Council agendas and Council decisions of record.
- e) The Fire Chief or his/her designate may handle media enquiries specifically related to public safety emergencies (for example: fires, accidents and so on).



All authorized/official spokespersons should complete the appropriate media training in consultation with the Communications department.

4.3 COMMUNICATIONS DEPARTMENT

The Communications department is responsible for the majority of all internal and external communications on behalf of the Town of Coaldale. The Communications department will act as a liaison between the media and both Council and staff.

Any request for information from the media should be directed to the Communications department.

It is also the responsibility of the Communications department to review any and all posts to online and social media platforms.

4.4 NON-SPOKESPERSONS

Town staff who are not designated spokespersons, and who are contacted by a news media representative shall:

- explain that they are not a spokesperson for the Town and respectfully decline the request for an interview or information. An appropriate response to the **media would be, "I'm sorry, I do not have the full information regarding that issue. I will pass along your request to our Communications department who will respond to you as soon as possible."**
 - help provide timely responses to the media by collecting the following information **journalist's** name and who they work for
 - contact number
 - deadline
 - topic of the interview
- advise the reporter that the request will be forwarded to the appropriate spokesperson.

4.5 SOCIAL MEDIA

Only approved/official media spokespeople are authorized to lead/manage/participate in Social Media outreach activities pertaining to Town related issues, programs or services.

4.6 MEDIA TRAINING

The Communications department will be available to both the Mayor and Council, as well as approved spokespeople for any requested media training. The Coordinator will also act as a resource for media interview preparation.



POLICY #C-023

VII APPENDIX

- 5.1 MEDIA RELATIONS TOOLS
- 5.2 SOCIAL MEDIA USE

VIII RELATED DOCUMENTS

Town of Coaldale Employee Handbook & Core Practices
Town of Coaldale Municipal Emergency Management Plan
Freedom of Information and Protection of Privacy Act



APPENDIX 5.1 – MEDIA RELATIONS TOOLS

1. Media Releases

Media Releases are to be issued to the media when there is something newsworthy to announce, such as a major program change or a new Town initiative. The message must have news value, must be written for journalists and must be part of an overall communications plan. As a guideline, staff and Council must consider:

- i) whether the announcement is significant enough to attract an **editor's** attention;
- ii) whether the message has significant impact or not. In order to be newsworthy, a significant number of people must be affected by the message. If it is a specific group of stakeholders or too narrow an audience, then a general news release may not be appropriate and more targeted communications may be in order.

2. Media Advisories

Media advisories are used for several purposes. One is to alert members of the media of information regarding routine or commonplace events, issues or functions that affect day-to-day activity. For example, issues of public health, street or facility closures, emergency alerts, or basic public information such as service level information, notices of public consultations, etc. The second is to alert members of the media about events happening at the Town at a specific date, time, and place to which the media is invited. Examples include park openings, launches of programs, demonstrations, etc. Media advisories can also include major announcements related to projects or developments within the Town or in partnership with other organizations. Finally, Media advisories can be used to alert media to any other proactive media relations activity being initiated by the Town such as a news conference or media availability session.

3. Media Events/Photo Opportunities

Occasionally, it is worthwhile to invite the media to an event or opportunity that will allow them to see a Town initiative, service, program, or facility in action. Such events allow the Town to provide hands-on demonstrations or examples directly to media and give them the opportunity to communicate directly with authorized spokespeople. Among the common examples of media events and photo opportunities are:

- demonstrations of Town equipment such as fleet vehicles and specialized tools;
- ribbon-cutting or plaque-unveiling ceremonies to a launch new project or facility;
- awards presentations;
- flag-raising ceremonies;
- opportunities for members of the media to participate in an event such as a bicycle or fleet rodeo; or



3.1 News Gathering at Town Facilities (Videotaping, Photographing and SoundRecording):

Media should obtain where necessary any waiver from any individual (or their parent/guardian if under 18), in order to videotape, photograph and/or record patrons of Town facilities, as governed by *FOIP section 1 (n), (q)*.

4. News Conferences

News conferences are limited to major announcements by the Town of Coaldale or when there is a great deal of information to present (i.e. during emergencies). News conferences allow the Town to communicate directly to several members of the media at the same time and allow media the opportunity to ask questions of authorized spokespersons directly. News conferences **are arranged when it is appropriate for the Town's messages to be conveyed by multiple** spokespeople, as is the case during a critical incident facing the town, such as a labour disruption, significant public health issue, or an emergency situation with broad impact.

5. Correction Advisories

Occasionally, there may be a situation where important facts have not been accurately reported. Depending on the seriousness of the error, corrective action could range from a call to the reporter to a formal request for a printed or broadcast correction. Factual inaccuracies must be corrected so they are not repeated by other reporters. The Communications department can provide advice on how to best handle each situation and will liaise with appropriate spokesperson to handle the corrections.



 APPENDIX 5.2 - SOCIAL MEDIA USE

Purpose of Social Media Use

The Town recognizes that, when used appropriately, social media may be useful in furthering the goals of the Town and the missions of its departments. The purpose of using social media platforms as a method of communication is as follows:

- To establish a strong presence and recognizable brand within the community;
- To build and maintain a relationship with citizens;
- To present important information and convey matters of public interest;
- To make public statements on behalf of the Town;
- To provide supplementary communication in case of an emergency;
- To promote local initiatives, events and programming; and
- To promote and enhance the **Town's image**.

I POLICY STATEMENT

The Town of Coaldale recognizes the importance of engaging the community through various communication avenues. In addition to traditional methods of community feedback the Town needs to keep pace with technology and establish a clear process for approved staff to participate in strategic social media opportunities for approved business purposes. Participation in social media tools provides many benefits such as rapid sharing and receiving of information. The intention of this Policy is to establish the roles, responsibilities and expectations when using social media as well as to promote a culture of openness, trust and integrity in activities involving social media.

The Town of Coaldale also recognizes that employees may be participating in online communities for personal and/or approved business purposes. However, all employees must understand their roles, responsibilities and legal obligations when participating in online communities, as it may have implications for the Town. Employees should participate in a responsible and professional manner.

Employees are reminded that unless they have received specific written approval from the Communications department, they cannot participate in social media on behalf of the Town of Coaldale (i.e. Staff cannot use their personal Twitter accounts to discuss, promote or respond to **Town-related matters**). **For the Town of Coaldale's policy on personal social media use while at work please see page 19 of the *Employee Handbook & Core Practices*.**



II PURPOSE

- 2.1 Provide staff and Council with guidelines for participating in online communities for approved Town purposes and for personal purposes if staffs are in any way identifying themselves as Town employees;
- 2.2 protect the reputation of the Town of Coaldale;
- 2.3 limit the liability of employees and the corporation; and
- 2.4 manage brand integrity and identity;

III DEFINITIONS

- a) **“Chief Elected Officer”** means the individual duly elected as Mayor of the Town of Coaldale, or that individual appointed by Council as Acting Mayor of the Town of Coaldale.
- b) **“Deputy Chief Elected Official”** means that person appointed by Council as Deputy Mayor of the Town of Coaldale.
- c) **“Elected Official(s)”** means those individuals duly elected to serve on the Town Council of the Town of Coaldale.
- d) **“CAO”** refers to the Chief Administrative Officer.
- e) **“Communications department”** refers to the staff member(s) within the Town that manage the day-to-day tasks of Town sanctioned external communications.
- f) **“Social media”** is defined by the Town as websites and applications that enable users to create and share content or to participate in social networking.

IV PROFESSIONAL USE OF SOCIAL MEDIA – ROLES AND RESPONSIBILITIES

Communications department

The Communications department is responsible for creating, distributing, and monitoring social media content pertaining to all Town messaging. This information must be presented in a way that is easily accessible and understandable with credible sources of information to accommodate the messaging. The Communications department will work within all other departments to break down and communicate key messages pertaining to their scope of work through the **Town’s social media channels**.

Only authorized employees are allowed to generate and post content on official Town of Coaldale social media channels. All authorized employees will be appointed by the CAO or his/her designate. Content that needs to be **posted should be sent to the Town’s** Communications department for uploading and final content approvals.

Additional Social Media Accounts

Other departments may be granted permission to open social media account(s) for exceptional purposes. Additional accounts allow the Town to push messaging specific to certain projects.



departments, services, or organizations linked to the Town without interfering with official Town content.

A designate will be responsible for posting and maintaining the account(s) and will be responsible for adhering to Section 4.3 – Online Code of Conduct outlined in the Town of Coaldale Communications Policy #C-022.

The designate must produce a Code of Conduct to the Communications department for approval before being granted permission to open a new account(s). The designate will also be responsible for coordinating with the Communications department to generate and post content when appropriate.

Town Council

Council members are encouraged to associate themselves with the Town when posting but they must clearly distinguish their online posts as their own so personal opinions and motivations are not mistaken as Town messaging. Council members are also encouraged to actively participate in discussion taking place on social media as a way of building continued dialogue with residents as well as advocating for and validating Council matters which may be presented through the Town's social media channels.

Further, Town Council members are encouraged share the Town's messaging across their platforms. if there are questions or concerns regarding Council matters made on Town posts via commenting or replying, it is recommended that Town Council members attempt to address these comments, preferably in a private or offline setting to empower a more meaningful and constructive conversation. This can include direct messaging or providing contact information in a comment or reply.

Proper copyright and reference laws should be observed by Council when posting.

4.1 SOCIAL MEDIA FRAMEWORK

The following list of guiding principles are designed to help avoid the over-allocation of Town resources towards unproductive forms of communications and cultivate mutual expectations when outlining productive forms of using social media.

1. Provide information to the public that is timely, accurate, clear, accessible and proactive;
2. Work collaboratively across the organization to ensure that information is thorough, factual, and timely;
3. Strive for excellence by fostering a personable, approachable, and trustworthy presence;
4. Consider the range of communication tools at our disposal and use the most appropriate to address the needs associated with each circumstance; and
5. Support opportunities for engagement.

To avoid unproductive communication efforts, the Town social media accounts are active during



regular working hours and are only monitored periodically throughout the day. It is encouraged that residents contact the Town office through email, phone or in-person to ensure that concerns are addressed by appropriate members of administration who have a depth of understanding that is greater than what can be expected from the Communications department. Accounts are not monitored outside of regular working hours or during weekends or holidays.

Communication through social media can take many different forms, including posting text, images or video, commenting or replying, and direct messaging. Below is a set of guidelines for utilizing each component appropriately to ensure the best use of the **Town's** time and resources

Posting

- Wherever possible, links to more information will be provided in the initial post, not the **subsequent comments or replies, and should direct users back to the Town's official** website or encourage users to contact the Town via phone or email for additional information, forms, documents or online services necessary to conduct business with the **Town. The Town's social media posts are intended to *inform***, not act as a space to *converse* as there are more appropriate and productive channels in which to have these conversations.
- When appropriate, the Town will use its accounts to share and promote messaging from local businesses and community groups.

Commenting or Replying

- In general, Communications staff will not respond to comments or replies unless it is to clarify information from the initial post that may have unintentionally caused confusion. Communications staff may also comment or reply to enforce social media guidelines and codes of conduct. It is encouraged that discussions are taken offline and users are directed to other resources such as the Town office, phone, email or website.
- In general, the Town will not leave comments on or reply to other **user's** posts.
- Those authorized to use the **Town's social media accounts have the right to remove** inappropriate or inflammatory comments. It is at the sole discretion of the staff members to determine what content is inappropriate. For the full Communications Code of Conduct, see page 11-12.

Direct Messaging

- **The Direct Messaging feature is to be disabled on the Town's social media accounts.** Disabling this feature ensures that users utilize the appropriate channels such as phone or email to contact the Town office which ensures that concerns are addressed by the appropriate members of administration who have a depth of understanding of the issue greater than what can be expected of the Communications department.

4.2 BECOMING AUTHORIZED TO COMMENT

Before engaging in social media as a representative of the Town, you must become authorized



to comment. You may not comment as a representative of the Town unless you are authorized to do so. To become authorized to comment in an official capacity, you must receive approval, in writing, from the CAO or his/her designate. Before commenting in any capacity on behalf of the Town you must receive the appropriate training from the Communications department.

4.3 SOCIAL MEDIA AND PUBLIC PARTICIPATION

Social media can be used for promoting public engagement opportunities when applicable. The **details of public engagement are determined by the Town's Public Participation Policy #C-017-0618**. The role of social media in public participation is to assist in ensuring that details regarding public participation opportunities are broadcast.

When public participation is requested through social media channels, comments on the post will not generally be responded to or collected as part of the formal engagement process unless specified otherwise. Feedback must be provided through the appropriate channels as instructed.

4.4 ONLINE CODE OF CONDUCT

For the Communications department:

If you are authorized to use any of the Town's social media accounts, you are effectively acting as a spokesperson for the Town and must conduct yourself accordingly. We ask that all staff members authorized to use Town's social media accounts be respectful of the audience and abide by the Code of Conduct:

- Protect the privacy and freedoms of citizens and users according to the Freedom of Information and Protection of Privacy Act (FOIP);
- Uphold principles as set out in the Town's Respectful Workplace Policy #ARG-024;
- Refrain from voicing personal statements, opinions, and views from the Town accounts; and
- Behave in a manner that supports and reinforces a fair, open and inclusive digital sphere.

For Staff and Council:

If authorized to comment as a Town representative, you must:

- disclose you are an employee of the Town, and only use your own identity, or an approved official account;
- disclose and comment only on information classified as public domain information;
- ensure that all content published is accurate and not misleading and complies with all relevant departmental and Town policies (i.e. Oath of Confidentiality and privacy laws and legislation);
- ensure you are not the first to make an announcement (unless specifically given



-
- permission to do so);
 - comment only on your area of expertise and authority;
 - ensure comments are respectful of the community and audience; and
 - adhere to the Terms of Use of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws.

If you are authorized to comment, you must *not*:

- post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a Court suppression order, or is otherwise unlawful or;
- use or disclose any confidential or secure information make any comment or post any **material that might otherwise cause damage to the Town of Coaldale's reputation** or bring it into disrepute.

At no time, will employees:

- Reveal, disclose or discuss:
 - Town of Coaldale matters which have confidentiality requirements;
 - identifiable and/or personal information about another employee or citizen that is not publicly known or without their explicit consent; and/or
 - information gained from companies, or other third parties as contracted with the Town of Coaldale to provide goods, programs, and/or services.
- Use, modify, or post:
 - materials that are owned/copyrighted by the Town of Coaldale, including images, screenshots, video, or information, unless approved by the Communications department;
 - materials licensed to the Town of Coaldale by a third party, including purchased images, and consultant reports.
 - Comment on behalf of the Town of Coaldale, unless designated by Council or by the CAO to do so.

Staff in some positions, including managers, members of Council, directors, may be viewed as spokespersons of the Town *even when they are speaking from a personal perspective using personal social media accounts*. Employees in these or other positions should use judgment when commenting on Town-related matters, including matters that involve another department of the Town.

Any employee who becomes aware of an accidental or intentional privacy breach must report it to their supervisor in a timely fashion. Managers will contact their respective Director and Human Resources for direction.

*For Users:*

Comments or questions of the following nature will not be responded to and/or have the right to be removed or deleted:

- Personal and/or confidential information including but not limited to addresses, phone numbers, and email addresses relating to yourself or others;
- Messages that contain spam, advertisements, and/or commercial endorsements;
- Information that is inaccurate, misleading, and/or unrelated to the initial post;
- Threatening, profane, rude, disrespectful, abusive, aggressive, hateful, defamatory, and/or offensive commentary;
- Content that promotes, fosters, or perpetuates discrimination based on race, national or ethnic origin, religion, age, gender, marital status, socio-economic status, physical or mental disability, or sexual orientation;
- Users impersonating or falsely claiming to represent a person or an organization; and
- Content that does not abide by the Terms of Use for the company hosting the site.

Determining inappropriate content will be at the sole discretion of Town Administration. By engaging with the Town's social media platforms, you are agreeing to these guidelines.

V PERSONAL USE OF SOCIAL MEDIA

The Town of Coaldale recognizes that employees participate in online communities and social media in their personal lives. If an employee were to discuss matters related to the Town of Coaldale (where the employee is directly identified with the Town of Coaldale), while participating in online communities and social media in their personal lives, employees will clearly note they are representing their personal views and not the views of the Town. For example, if you note in your personal Twitter bio/description that you work at the Town of Coaldale, you must include the following disclaimer in your description: **"Comments made are my own and not that of my employer"**. Otherwise, your comments will be subject to the policy guidelines outlined below.

The Town also recognizes the importance of the internet in shaping public thinking about The Town. The Town acknowledges the importance of our employees joining in and helping shape the conversation through blogging and interaction in social media. The Town does not seek to limit your interaction with social media but provides you with the following guidelines so you may know when and how to act:

- Do not write about Town matters unless the content has been pre-approved.
- If, on your personal time, you insist on writing about Town business, you must



follow **Town's** guidelines. For more information see the *Town of Coaldale Employee Handbook & Core Practices*.

- Blogs and other forms of online discourse are individual interactions and are not corporate communications. Individuals are personally responsible for their posts. Be mindful that what you write could be around and in the public domain forever. Therefore, it is wise to protect your privacy accordingly.
- Identify yourself. And write in the first person. You must make it clear that you are speaking for yourself and not on behalf of Town.
- If you publish a blog or post to a blog and it has something to do with the work you do or subjects **associated with Town, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent the Town of Coaldale's positions, strategies or opinions."**
- You must comply with copyright, fair use and financial disclosure laws at all times.
- Do not provide the **Town's** or **another's** confidential or other proprietary information.
- Do not name, cite or reference clients, partners or suppliers.
- **Do not violate the Town's policy against harassment.** Do not use ethnic slurs, sexual innuendo, personal insults, obscenity etc., and how proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory – such as politics and religion, or any protected class status.
- Use your best judgment. There are always consequences to what you write. If **you're** about to post something that makes you even the slightest bit uncomfortable, review the suggestions above and think about why that is. You have sole responsibility for what you choose to post to your blog.
- If your account is hacked and information about the Town is posted, remove the information immediately, change your password, and inform your manager of the situation.
- **Don't** forget your day job. Social media should be used outside of work.

VI GENERAL GUIDELINES FOR USE

- 6.1 Under no circumstances shall Town content be generated from a personal account on behalf of the Town. Only posts published by authorized Town of Coaldale handles will be considered official information.
- 6.3 Respect copyright and fair use laws.
- 6.4 Protect confidential information:
 - Understand that online content is not private.
 - Town employees must realize what they post will be around for a long time and could be shared by others.
 - Avoid identifying, discussing or posting multimedia of others – including clients, partners, vendors, or co-workers
 - unless you give credit to the content owner.
- 6.5 Be respectful and aware:

- Respect your audience and your co-workers.
 - Make sure your communications are in good taste and be sensitive when providing links to content.
 - Redirecting to another site may imply an endorsement of its content.
- 6.6 Protect the brand:
- Only those authorized by the Town of Coaldale or an approved agency may use brand marks or logos in communications.
 - Do not include the Town logo or program logos in personal blogs or postings.

VII BREACH OF POLICY

A breach of this policy by an employee is a serious matter and may result in disciplinary action up to and including termination of employment. Online content is also subject to the Town of Coaldale Confidentiality Agreement, and breaches are subject to the same disciplinary actions as found in the agreement.

VIII RELATED DOCUMENTS

Town of Coaldale Employee Handbook & Core Practices
 Town of Coaldale Municipal Emergency Management Plan
 Freedom of Information and Protection of Privacy Act
 Canadian Charter of Rights and Freedoms
 Canadian Copyright Act

IX APPENDIX

GUIDELINES FOR USING FACEBOOK FOR BUSINESS PURPOSES
 GUIDELINES FOR USING TWITTER FOR BUSINESS PURPOSE

GUIDELINES FOR USING FACEBOOK FOR BUSINESS PURPOSES

About Facebook

www.facebook.com - Facebook is a social networking service that lets you connect with friends, co-workers, and others who share similar interests or who have common backgrounds. Users create profiles including photos and lists of personal interests, exchange private or public messages, and join various groups. The website is free to users but generates revenue from advertising.

Guidelines

Refer to the Social Media Policy for guidelines for usage of social media for business projects. Please refer to the "*Social Media Usage Checklist*". All staff are required to complete this



POLICY #C-023

checklist and meet with their Communications department prior to commencing a project which incorporates Facebook. Communications staff should review any major content added to the **Town's** Facebook page.

Do not:

- Disclose information, including textual or visual material that is confidential or has been disclosed to the Town of Coaldale by a third party;
- Post anything to Facebook that would not be disclosed to journalists or external sources; and
- Refer or cite Town of Coaldale employees without their approval.

Do:

- Update the information on Facebook as often as possible. If the campaign ends or the page becomes outdated, ensure the page is deleted/inactive.
- Work with communications staff to determine if a response is necessary if a negative comment is posted, and how to best approach it.
- Implement the **"Wall"** application and not **"Reviews"** application when setting up your page. Reviews cannot be edited or deleted.
- A general policy statement outlining the monitoring of Facebook pages for business **purposes should be included. For example: "We welcome your opinions and encourage open discussion about the topics we post. If we become aware of messages that contain advertising, are off-topic, use offensive or inappropriate language, are intended to defame, infringe someone's rights, or are a violation of law, we reserve the right to remove them."**



Please **Remember...**

Facebook pages require a high level of commitment and time to review and update. Be aware that you are responsible for the maintenance of your independent sites.

When posting on behalf of the Town always link back to the Town of Coaldale website for more information. All official Town operated online platforms should be updated with similar content. In the case of major media release all content should be consistent across all three outlets (Twitter, Facebook and website).

It is also important to recognize a large portion of activity on Facebook occurs in the evening hours and on weekends. You may wish to place a disclaimer on your page that notes: This page is primarily reviewed during regular business hours, between 8:30am – 4:30 pm: Monday – Friday.

Facebook Links

Terms of Use: <http://www.facebook.com/terms.php?ref=pf>

Facebook Copyright Policy: <http://www.facebook.com/copyright.php>

Advertising Guidelines: <http://www.facebook.com/ads/?ref=pf>



 GUIDELINES FOR USING TWITTER FOR BUSINESS PURPOSES

About Twitter

www.twitter.com Twitter is a social networking site that allows users to create and share ideas and information instantly in 140 characters or less. It is used for personal and business use, including marketing, branding and product updates. The website is free to users but generates revenue from advertising.

Guidelines

Refer to the Social Media Policy for guidelines for usage of social media for business projects. Please refer to the "*Social Media Usage Checklist*". All staff are required to complete this checklist and meet with their Communications department prior to commencing a project which incorporates Twitter. Communications staff should review any major content added to twitter.

Do not:

- Disclose information, including textual or visual material that is confidential or has been disclosed to the Town of Coaldale by a third party;
- Post anything to Twitter that would not be disclosed to journalists or external sources; and
- Refer or cite Town of Coaldale employees without their approval.

Do:

- Update the information on Twitter as often as possible.
- Work with communications staff to determine if a response is necessary if a negative comment is posted, and how-to best approach it.
- A general policy statement outlining the monitoring of Twitter handles for business purposes should be included. For example: "We welcome your opinions and encourage open discussion about the topics we post. If we become aware of messages that contain advertising, are off-topic, use offensive or inappropriate language, are intended to defame, infringe someone's rights, or are a violation of law, we reserve the right to remove them."

 Please **Remember...**

Twitter requires a high level of commitment and time to review and update. Be aware that you are responsible for the maintenance of your independent sites.

Twitter is fast moving and immediate, while requiring the user to be concise. Please choose your words carefully. When in doubt please contact the Communications department before posting.

Always link back to the Town of Coaldale website for more information. All official Town operated online platforms should be updated with similar content. In the case of major media release all content should be consistent across all three outlets (Twitter, Facebook and



POLICY #C-023

website).

Twitter Links

Terms of Service: <https://twitter.com/tos?PHPSESSID=57a411f70b1964a2bc78b82638ba1843>

Twitter Copyright Policy: <http://support.twitter.com/articles/15795-copyright-and-dmca-policy>

Advertising Guidelines: <https://support.twitter.com/articles/20170019-twitter-ads-profile-guidelines>.

AGENDA ITEM REPORT



Title: CRA - Authorized Representatives - K. Beauchamp
Report Type: Request for Decision
Report Author: Kyle Beauchamp
Meeting: Regular Council Meeting - 12 Oct 2021
Department: Corporate Services
Reviewed by Kalen Hastings
Supervisor/Peer:

TOPICS:

Corporate Services:
 Financial

OBJECTIVE:

Administration is in the process of updating the Town of Coaldale's authorized representatives with the Canada Revenue Agency (CRA). In order to complete this, a motion from Council is requested for this. This motion will be included with the documentation submitted to the CRA to authorize the request.

PREVIOUS COUNCIL DIRECTION:

None

ANALYSIS:

This request will give Administration the ability to access the Town's financial document online, as well as submit information change requests when required.

FINANCIAL IMPACT:

N/A

STAKEHOLDER ENGAGEMENT:

N/A

DECISION OPTIONS:

1. Council approve the motion as requested.
2. Council request additional information from Administration.

RECOMMENDATION:

THAT Council authorize the addition of Kyle Beauchamp, Chief Financial Officer & Deputy CAO as an authorized owner for the Town of Coaldale (business number 108125717) with the Canada Revenue Agency.

STRATEGIC ALIGNMENT WITH COUNCIL STRATEGIC PLAN:



1. Focus on
Community Safety



2. Focus on Livability



3. Focus on Economic
Health



4. Focus on Good
Governance and
Corporate Excellence



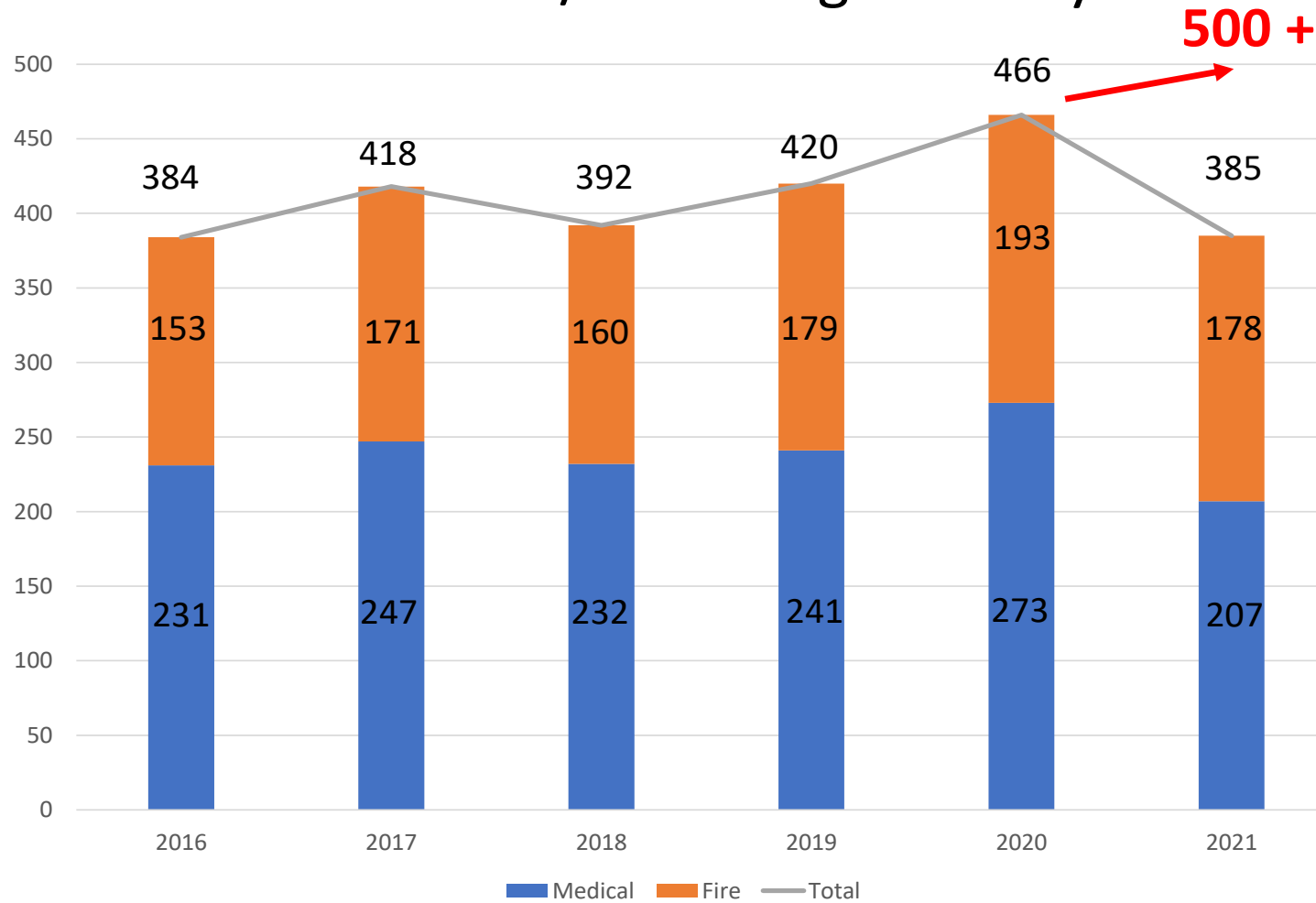
5. Focus on
Responsible and
Responsive Growth

Coaldale & District Emergency Services 2021 YTD Report (09/30/21)

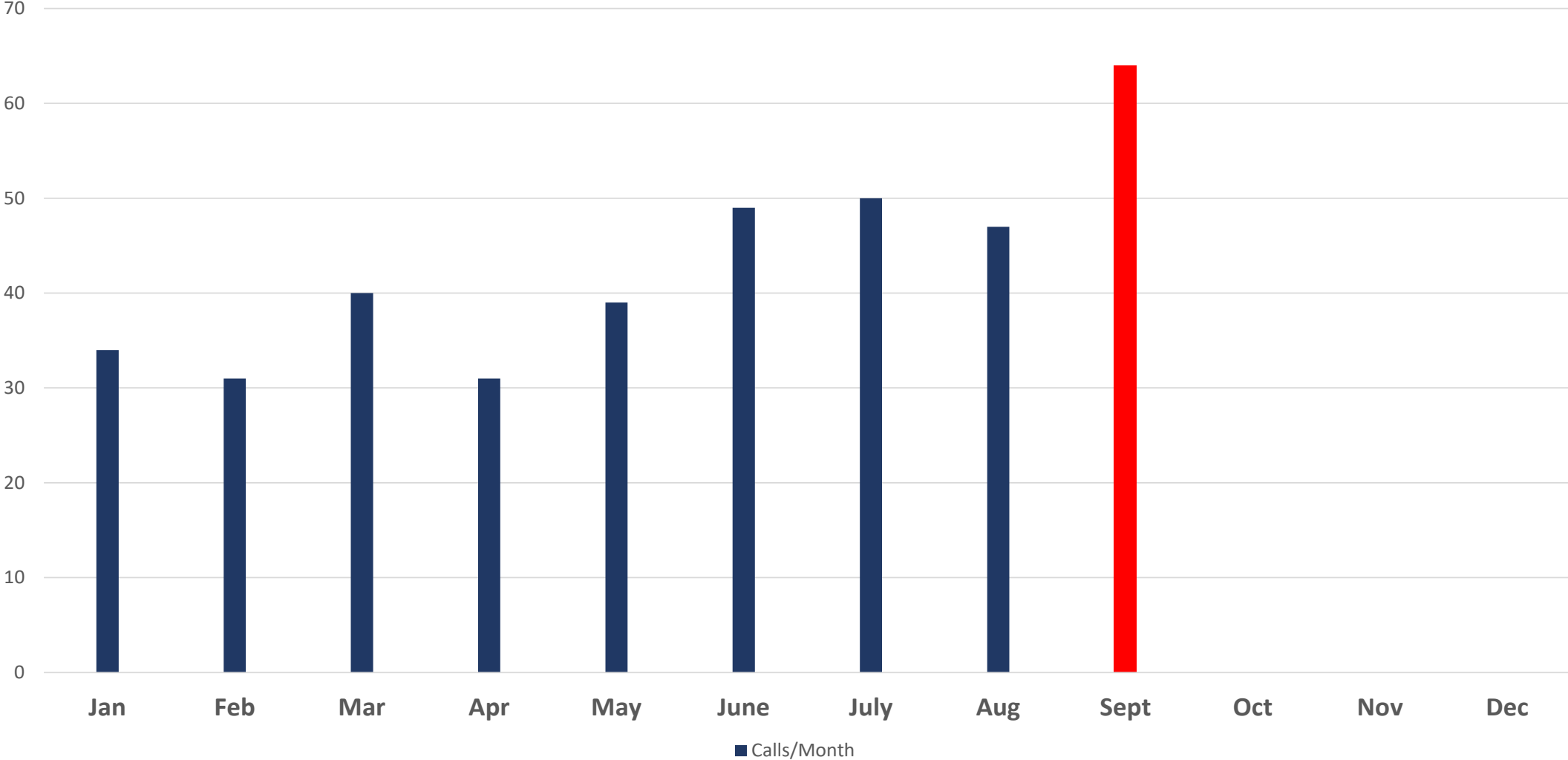


“Respect the tradition-Embrace the culture-Live the life”

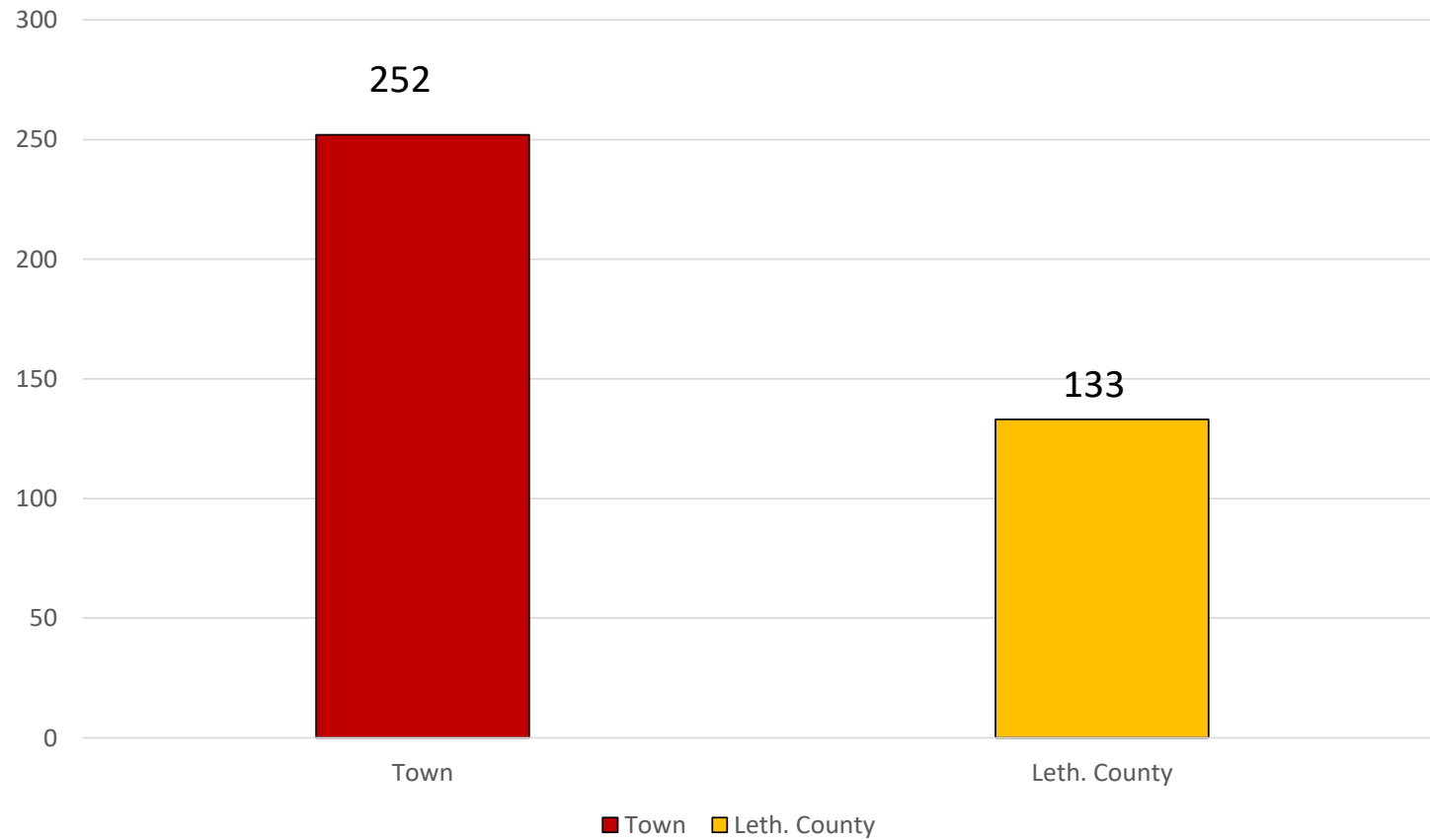
5 Year Call Totals Coaldale/Lethbridge County



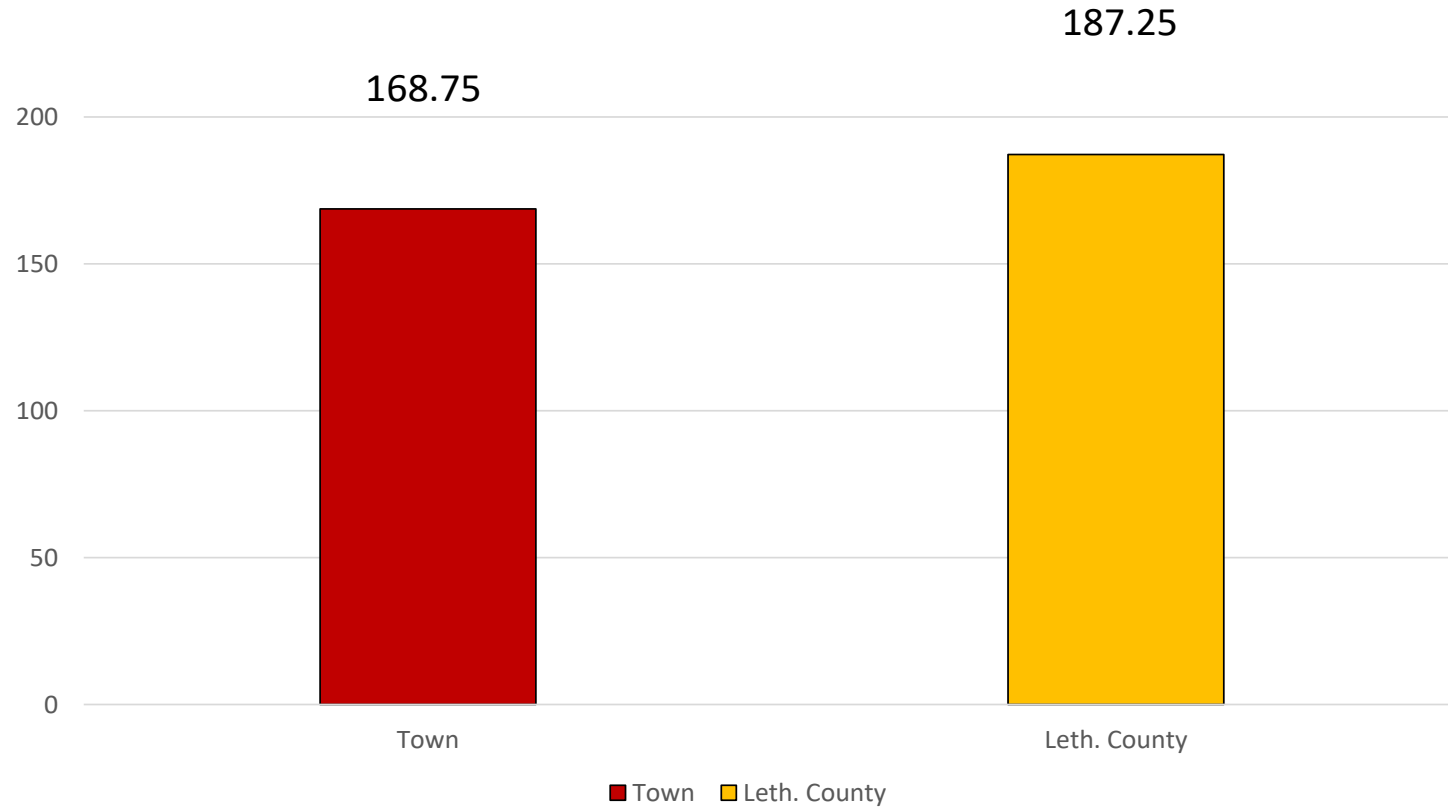
Calls By Month



Coaldale vs Lethbridge County Incidents 2021



Coaldale vs Lethbridge County Incidents 2021 Hours



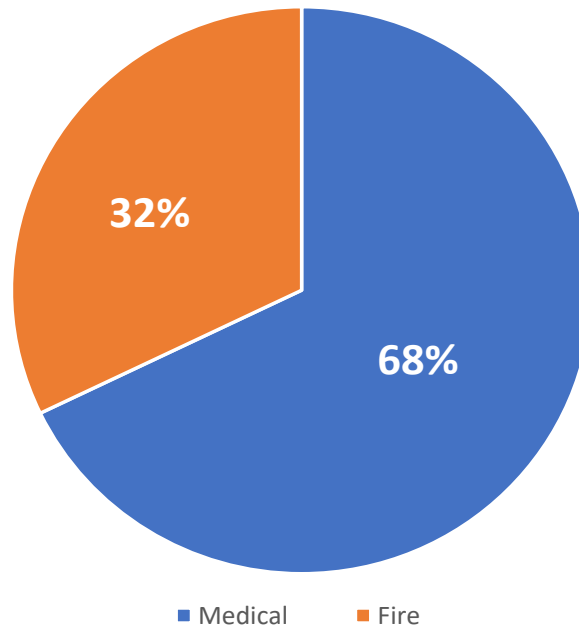


Town of Coaldale: 252

Fire: 81 Medical: 171



Town calls



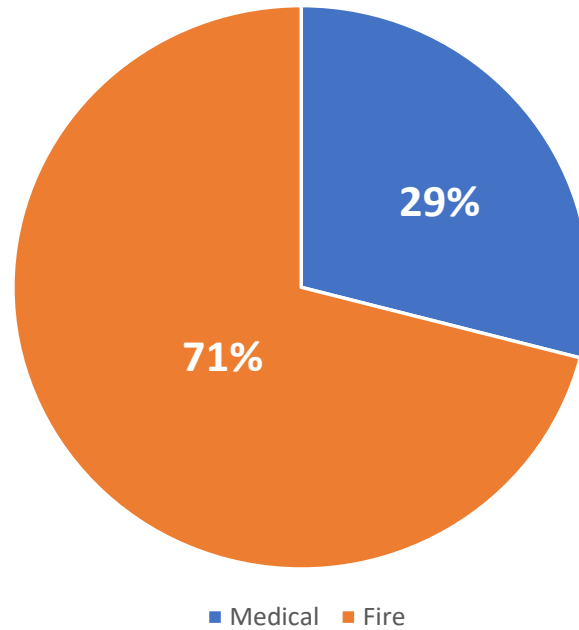


Lethbridge County: 124

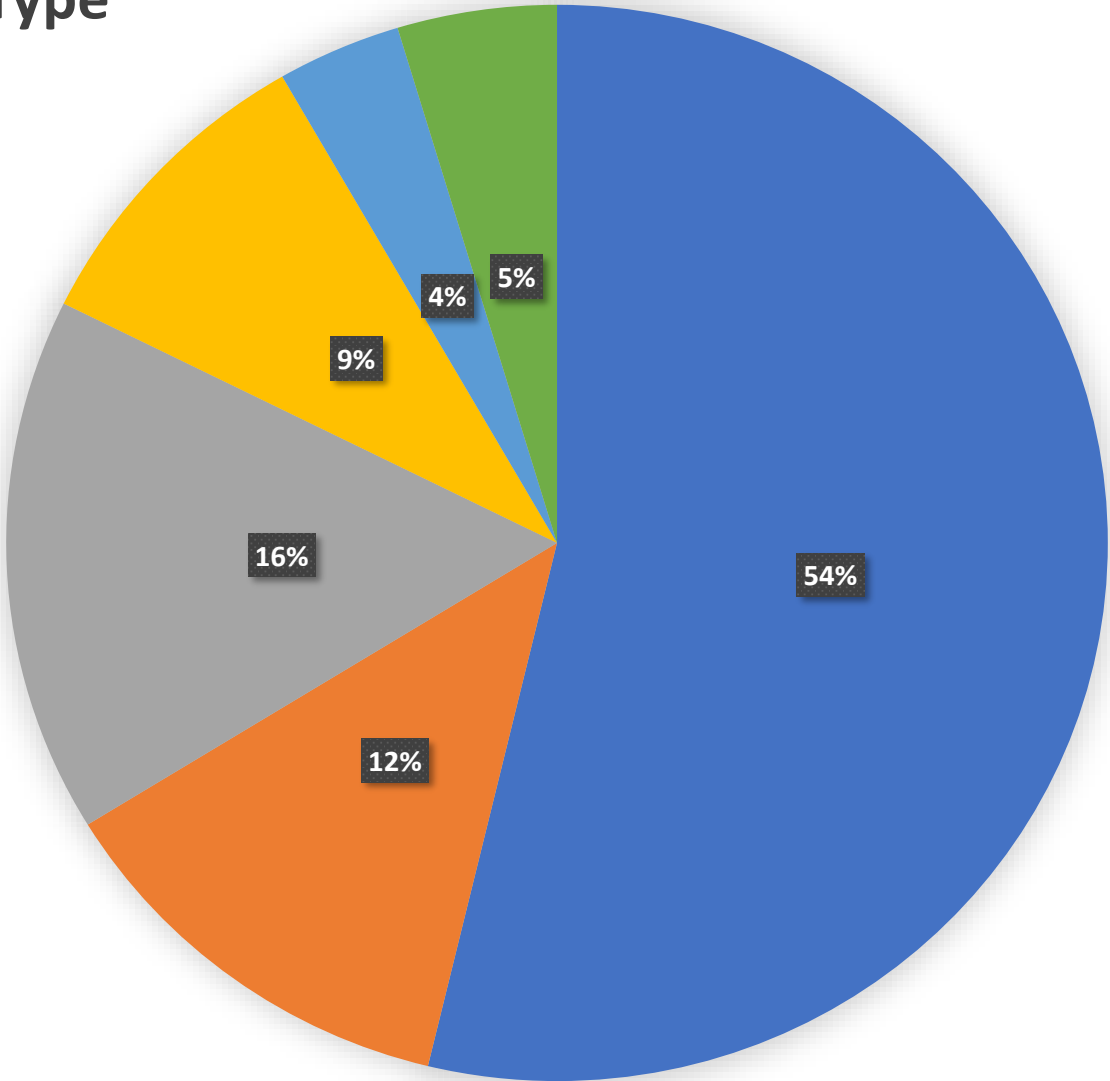
Fire: 88 Medical: 36



County Calls



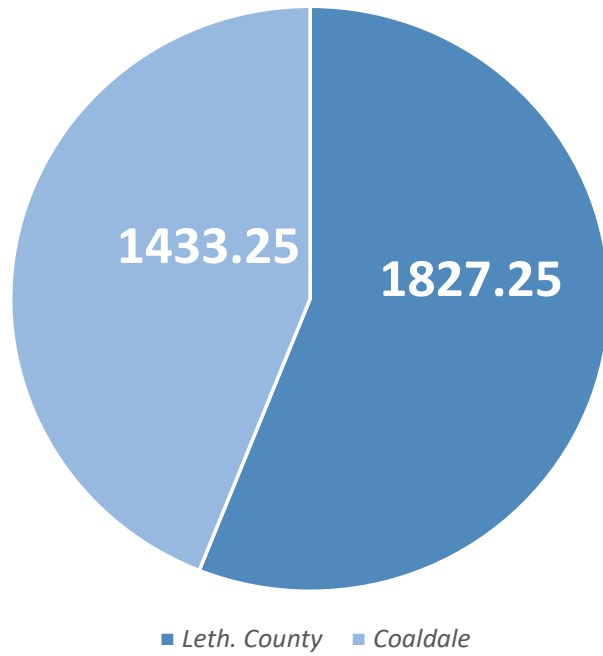
Calls by Type



- Medical
- Alarms
- Fire
- MVC
- Mutual Aid
- Other



FF Hours Incidents



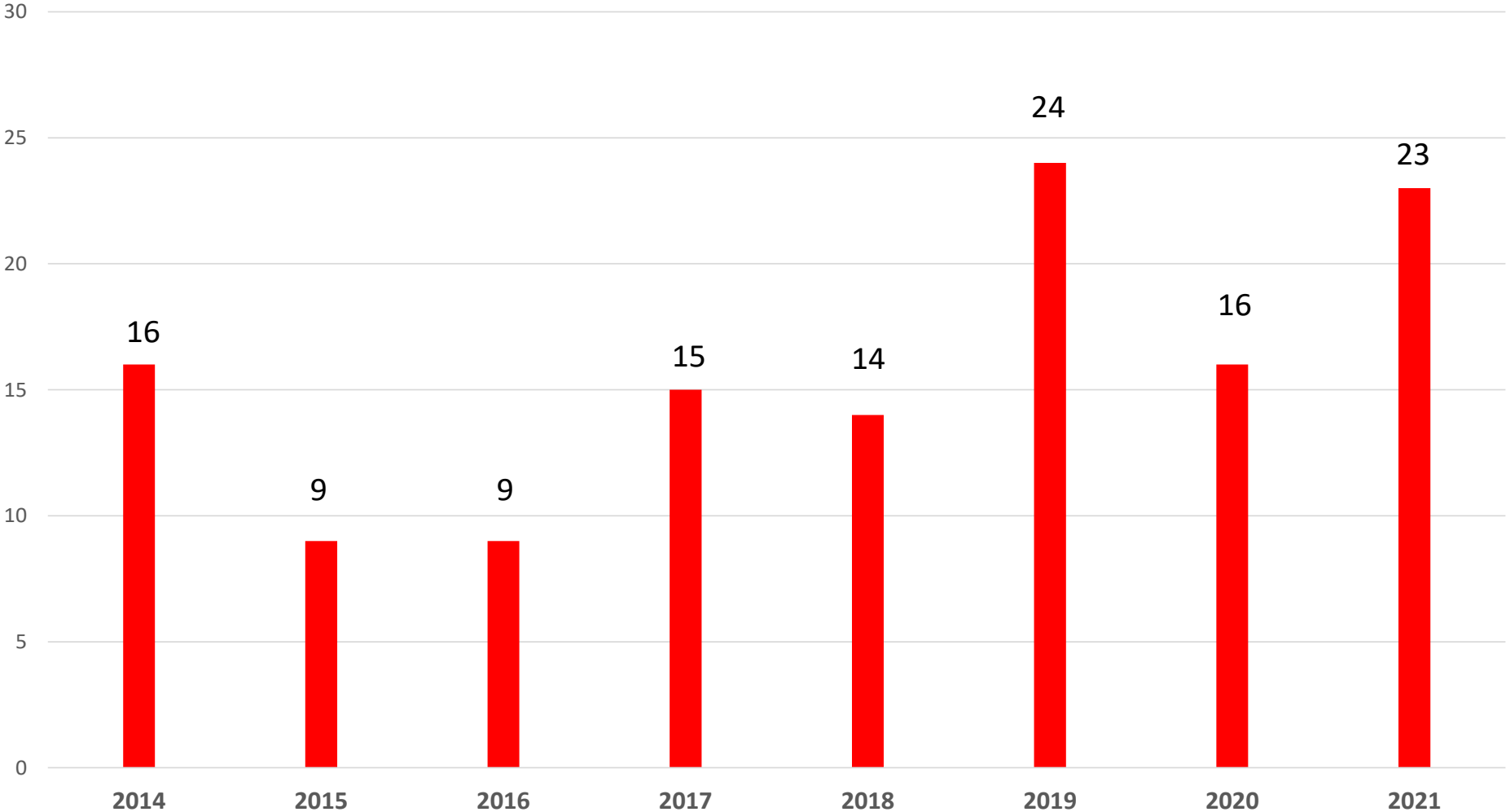
3260.5 HRS

Training Hours



2247 HRS

CODE RED CALLS



Fire Prevention and Public Education



Fire Inspections: 113 (11 LC)

Fire Investigations: Town 7/LC 8

Home Safety Inspections: 2

Smoke Alarms Replacements: 4



Public Education: 5 K-classes visited, colouring contest + Fire Safety bags for K classes (JEES, John Davidson, Coaldale Christian, St. Joes, Sunny Side School)



Firefighter Training

- NFPA 1051 (PB) - 3
- NFPA 1521 (Taber) - 1
- Big RIG Rescue (Nisku) - 2
- WUI (Stirling) – 3
- NFPA 1006 Technical Rescue Awareness – 5
- Mental Health First Aid – 2
- NFPA 1041 Level 2 – 1
- ICS 100 – 10 Recruits
- Recruit Training 2.5 months – 10
- Bluecard Command Recertification – 9
- NFPA 1072 Awareness/Operations – 11 current
- NFPA 1001 Level 2 – 7 current

2021 Highlights

Met all requirements of the Fire Service Training Program Grant (2020-2021) - \$25,238
- 114 regional firefighters received training / 8 different certification courses

Firehall completion and move in

2021 Capital Projects Completed – Self-Contained Breathing Apparatus Compressor/Fill Station
(ON BUDGET)

Mental Health Program: 5 Psychology Sessions - \$900

Firefighter Fitness Program – 5 Annual Memberships

Volunteer FF Tax Credit/Business Credit – 22 FF's eligible \$18,400 / 5 Businesses eligible \$4000
= \$22,400 (\$25,000)

2021 Highlights

Hurst E-Draulic Combi-Tool – Purchased by Coaldale Volunteer Firefighter’s Association - \$17,000

Kate Andrews Fire and Emergency Services Academy – 18 students NAIT MFR

Work Experience Volunteer – Current KAFESA student 2nd Year

Purchased retired LFES Zodiac boat/trailer with money donated to the Firefighters Association (\$1800)

Town of Coaldale/Lethbridge County Fire and Rescue Services Agreement (Apr 1,2021 – Mar 31, 2024)

Kate Andrews Fire Academy Graduation – June 18, 2021



Zodiac Rescue Boat



Breathing Air Compressor and Fill Station



Kate Andrews Fire & Emergency Services Academy



HURST – Combi-Tool



Captain Wilson Celebration of Life – August 20, 2021



REST EASY CAPT, WE'LL TAKE IT FROM HERE...



Looking Ahead - 2022

- Technical Rescue Team (opportunity)
- Command Truck Replacement 2022
- Boat Rescue Training
- Pre-Plans Town/County
- Lethbridge County Inspections
- Summer Student Placement (KAFESA)
- Parking Lot Paving and Swale Grating (Firehall)
- Fire Department RMS System transition
- Strategic Planning
- Fire Service's Bylaw Update





THANK YOU

Report to Town Council for October 12, 2021 meeting.

Subject: Southern Alberta Energy to Waste Association (SAEWA)

Prepared by Mayor Kim Craig.

Further to the update provided in my September 27th, 2021 report to Council I will provide a brief verbal update with regards to the October 8th, 2021 Board meeting of SAEWA with regards to the Request for Expressions of Interest for Technology Venders that closed October 4th, 2021.

Attached to this report is a template for a letter of support that I recommend council resolve to provide to SAEWA for upcoming intakes to Alberta Community Partnership program.

Recommendation: Council resolves to issue a letter of support for Alberta Community Partnership as worded in the attached template.

Respectfully submitted.

Kim Craig

Mayor.

Letter of Support Template

Attention to:

Alberta Community Partnership Fund – January 5, 2022 intake

Re: SAEWA – Project Application

SAEWA's mission is to bring a solution forward to reduce the environmental and economic impacts of landfilling by developing an Energy-from-Waste (EfW) Facility that will treat 300,000 tonnes of non-recyclable waste that will reduce 7 million tonnes of GHG's over lifecycle of facility, and create 500 jobs.

SAEWA in 2020 underwent a rigorous scientific review process to screen 13 expressions of interest in qualification of a preferred site to host the development of an EfW facility. The preferred qualified site announced is Newell County Landfill.

During the site selection process several EfW Technology Developers approached SAEWA who were invited to a formal Technology Vendor Request for Expression of Interest for SAEWA to move forward in attraction of innovative EfW Technology and investment to develop the 300,000 tonne facility.

To move forward in the attraction of innovative technology in the development of an EfW Facility and Economic Clean Energy Cluster modelled after Durham York / Covanta (ref: <https://www.covanta.com/where-we-are/our-facilities/durham-york>) SAEWA is submitting an application to the Alberta Community Partnership Program for the January 5, 2022 intake that will bring the project to investment and development that will empower Alberta in creation of 500 jobs, spurring a clean energy economy for sustainable growth, attracting innovative technology to Alberta, renewable energy and co-generative partnership capacity along with supply of steam, ash, and metal recovery.



Southern Alberta Energy from Waste Association

MEDIA RELEASE

October 6, 2021

SAEWA ANNOUNCES RESULTS OF REQUEST FOR EXPRESSIONS OF INTEREST

The Southern Alberta Energy from Waste Association issued a Request for Expression of Interest for an Energy-from-Waste Development Partner which closed at 2:00 pm (EST) on October 4, 2021.

We are pleased to report that SAEWA has received 3 Expressions of Interest from prospective project development partner consortia as listed below in alphabetical order:

- [Covanta Energy](#)
- [Hitachi Zosen INOVA](#) & [ACCIONA](#)
- [SUEZ Canada Waste Services Inc.](#)

The Expressions of Interest will go through a formal evaluation process scheduled to commence following the October 2021 municipal elections period.

For more information about SAEWA and it's vision, please visit our website at <https://www.saewa.ca> or contact the Executive Director, SAEWA.

Contact Information:

Sherry Poole, Executive Director
sherry@saewa.ca or tel. 403.563.5759
<https://www.saewa.ca>

Paul Ryan, Project Lead / Vice Chair
paul@saewa.ca or tel. 403.609.7465

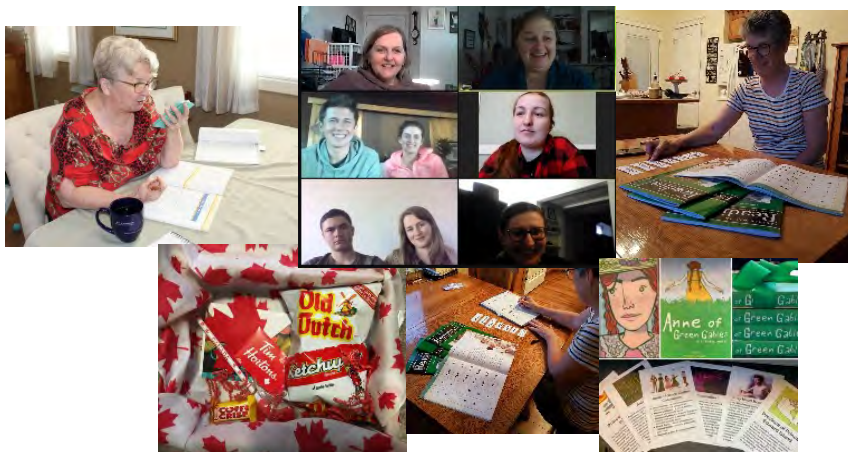
County of Lethbridge Community Learning Council July 2020 - June 2021



SNAPSHOT

Serving Lethbridge County, including the communities of Barons, Coaldale, Coalhurst, Diamond City, Iron Springs, Monarch, Nobleford, Picture Butte, Shaughnessy and Turin.

During the COVID-19 pandemic, CLCLC was able to pivot from in-person learning and utilize other platforms such as Zoom, WhatsApp, phone calls and literacy boxes to keep learners engaged.



Our instructors & tutors provided **647 hours** of instruction. We even had a tutor instructing through WhatsApp while visiting her family farm in Saskatchewan! She was able to utilize the Wifi of the closest small town library and work with her student from Nobleford.

LEARNER DEMOGRAPHICS

LEARNERS SERVED	60
PERMANENT/TEMPORARY RESIDENTS/REFUGEES	21

PREVIOUS SCHOOLING

GRADES 1 - 6	13
POST SECONDARY GRADUATES	11
SOME POST SECONDARY	6

SOCIAL MEDIA FOLLOWERS

# OF FACEBOOK FOLLOWERS	471
# OF TWITTER FOLLOWERS	124

VOLUNTEERS CONTRIBUTED 155 HOURS

9 board members volunteered
98 hours

8 ELL tutors volunteered
50 hours

1 CLCLC library volunteer contributed **10 hours**



MINUTES

Emergency Advisory Committee Meeting

3:30 PM - Thursday, May 6, 2021
Firehall

The Emergency Advisory Committee of the Town of Coaldale was called to order on Thursday, May 6, 2021, at 3:30 PM, in the Firehall, with the following members present:

PRESENT: Butch Pauls, Councillor
Lindsay Fraser, Co-Chair
Joe Michielsen, Chair
Rene van de vendel, Committee Member

EXCUSED:

STAFF PRESENT: Clayton Rutberg, Deputy Chief of Operations, DEM
Julie Garbutt, Emergency Services Coordinator
Spencer Croil, Director of Planning & Development, Deputy CAO

1.0 CALL TO ORDER

J. Michielsen called the meeting to order at 3:31 pm.
S. Croil arrived at 3:38 pm.

2.0 ADDITIONS TO/ADOPTION OF THE AGENDA

1-2021

Moved by Committee Member Rene van de vendel

That the committee adopts the agenda as presented.

Carried 3-0

3.0 ADOPTION OF MINUTES

3.1 Emergency Advisory Committee Minutes - January 21, 2021

That the committee adopts the January 21, 2021, Emergency Advisory Committee Minutes as presented.

2-2021

Moved by Co-Chair Lindsay Fraser

That the committee adopts the Emergency Advisory Committee Minutes - January 21, 2021 as amended.

Carried 3-0

4.0 BUSINESS ARISING FROM THE MINUTES

4.1 COVID-19 Update

The town continues to alternate staffing to ensure the safety of staff and adequate resources to provide services to the public.

- Public works and the town administration office employees are working from home and splitting shifts.
- The Emergency Management Agency Zoom meeting in April included external stakeholders. The external stakeholders involved in the meeting did not have any COVID-19 needs from the town.

4.2 Flood Plan

The Flood Plan is being reviewed and improved by the Operations and Engineering Departments. The Flood Plan will be included in the September Emergency Advisory Committee meeting for review and will be distributed in mid August.

4.3 NAIT Stakeholder Summit

Four people from the town attended the Summit. It was a great day of various presentations.

J. Michielsen found it interesting, but prefers person to person vs online.

4.4 Training Update

Minimum staff training requirements

- Basic Emergency Management (BEM)
- ICS 100

Online Module

- Sent out in January 2021
- Coaldale specific
- Outlines process utilized when activated and what role you will fill

Scheduled Training

- ICS Courses will resume when COVID restrictions ease.
- Emergency Social Services tabletop exercise in 2021
- Incident Command Post tabletop exercise in 2021

Minimum Committee training requirements

- BEM
- Municipal Elected Official (MEO)

Available Online Training

AEMA:

- Basic Emergency Management
- ICS 100
- Scribing For Emergency Management
- Emergency Social Services
- o Register by emailing aema.training@gov.ab.ca
- o When registering CC emergencyservices@coaldale.ca & let them know that you have an active role in Coaldale.

Town of Coaldale:

- Coaldale ICP Refresher
- o Email emergencyservices@coaldale.ca

Available Online Training

NAIT:

- Command Staff ICS Course
- Planning Section ICS Course
- Logistics Section ICS Course
- Finance/Admin Section ICS Course
- Crisis Communications and the IO
- o Approaching quickly, if you have a role in one of these sections and are interested contact emergencyservices@coaldale.ca ASAP.

- Staff training is about 95% complete, the new employee's still needs to take training. BEM and ICS 100 available online.

- Due to low enrollment, NAIT's training was canceled.
- There will be two tabletop exercises this year, one will be for the ESS team, the other will be an ICP refresher for the IC team.
- Lethbridge County exercise should have been in May, the government extended the grant to the end of 2022 and will not be having functional exercises until COVID-19 restrictions are lifted.
- C. Rutberg is now able to teach ICS 300.

5.0 NEW BUSINESS

5.1 Emergency Social Services (ESS) Plan

The ESS Plan Review Team consists of the following:

Russ Tanner, ESS Branch Director

Lana Antony, Reception Centre Manager

Chad Glasser, Assistant Reception Centre Manager

Cindy Hoffman, Client Services Group Supervisor

Kaitlyn Davis, Specialized Services Group Supervisor

Zakk Morrison, Health Services Group Supervisor

Shelby Kamphius & Steve Pothegadoo, Pet Care

1. Plan Review and Improvements from the planning team.
 - Distributed by April 23, 2021, including Emergency Advisory Committee
 - Comments back by May 28, 2021
2. Review & Comments by Emergency Advisory Committee.
 - Distributed by April 23, 2021
 - Comments back by May 28, 2021
3. Implement changes post feedback.
 - Completed by June 11, 2021
4. Approval by DEM for use.
 - June 14, 2021
5. Final Review and Approval by Committee
 - Distributed by June 14, 2021
 - Special Meeting approval June 17, 2021, via zoom

Red Cross has been the lead in registration in the past but has not been given access or training to the new RRCP software. If

the town would like to use Red Cross we would need to see if they could be given training through the town.

RRCP has the ability to let you self register if you decide to leave and not use the Reception Centre. You will need a MyAlberta Digital ID account in order to self-register.

R. van de vendel brought up the following:

- When registering is FOIP considered? J. Michielsen informed the committee that yes, with Red Cross the information is gathered for registration purposes only, and the information is not shared.
- School districts have their own emergency plan, should the plans be streamlined? C. Rutberg stated that outside organizations have to have their own evacuation plan and the town would take over if they requested us to help. If our help is requested, their current policies are void.
- Reception Centre garbage removal? C. Rutberg will look into this.
- Reception Centre will not accept donations, will they accept a list of pre-approved vendors? There is a vendor list maintained by the Finance Department, which can be added to the document. The approved list is basically any business that is open at the time and has an inspected kitchen.
- The Salvation Army Thrift Store is currently closed and is hoping to reopen within the next year. Is there a list of approved organizations, like the United Church, that could help with clothing, etc.? The Salvation Army would use coupons that could be easily distributed to people in the reception centre.
- Would the Coaldale Campground or Coaldale Motor Inn work for lodging instead of going to the City of Lethbridge? It could work, but in the case of an evacuation, we would send everyone to Lethbridge.
- Pet care is being provided by Coaldale Pet Clinic and Lethbridge Animal Services.
- Activities for kids in the Reception Centre, what happens in reality? C. Rutberg stated we would have recreation-type stuff. The occupancy load is 9m2 per individual.
- Assigned roles, do employees know what their assigned roles are? Yes, all employees that work for the town are given an Emergency Management job description, i.e., the Operations department plays the evacuation role, the

Library staff and FCSS are all part of the Reception Centre.

- Reception Centre Supplies? The supplies are stored at the Community Centre in the Reception Centre storage closet. In the event an evacuation was to take place, we would need our neighboring partners, the Reception Centre would be an access point to get people to Lethbridge.
- Showers and facilities? Port-a-potties would not be needed because people would be using the facilities on-site, including the Ice Arena and pool area. We would not be hosting for over 24 hours.
- Financially, does the town have emergency funds available? When responding to a disaster, a municipality can make applications to the province. Some insurance companies will pay for things like hotel rooms, but if not, the application would be made to the province.

C. Rutberg will send the ESS Plan to the committee in a Word Document.

5.2 Emergency Preparedness Week - Be Ready for Anything

C. Rutberg has been working with the Communication Department sharing Emergency Preparedness videos on social media, the Coaldale Connection and the Sunny South News.

R. van de vendel requested the information be sent to the Chamber of Commerce as well.

5.3 Disaster Recovery Program (DRP)

Changes from Province 2021

- Any event that is reasonably insurable is not eligible for the DRP.
- There is now a one-time limit on a property.
- \$500,000 funding limit.
- 90:10 cost-sharing where the province covers 90% of the eligible disaster and the applicant covers the remaining 10%.
- Any non-insurable events meaning anything that you could not get insurance for.

The goal would be to plan for the future, continuing to grow and mitigating high-risk areas.

5.4 Emergency Operation Centre (EOC)

The new EOC is up and operating. Improvements include functional space, wall space, televisions, phone lines, generator, and additional space in the Firehall if needed. The EOC can remain set up and functional at all times.

6.0 INFORMATION ITEMS

6.1 Emergency Management Agency Meeting Minutes - April 20, 2021

The committee accepted the Emergency Management Agency Meeting Minutes - April 20, 2021 as an information item.

7.0 ROUNDTABLE

C. Rutberg informed the committee that there is now an on-call DEM contact phone number. The number is 403-345-1321 and the DEM or DDEM will be available 24/7.L. Fraser inquired if there is a new provincial director, Scott Long is still acting.

8.0 ADJOURNMENT

8.1 Move to adjourn at 4:56 pm.

Chair

Recording Secretary