



AGENDA

Regular Council Meeting

5:00 PM - Monday, September 27, 2021
Council Chambers

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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**
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 - 3.0 ADOPTION OF PREVIOUS MINUTES**
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 - 5.0 DELEGATION BY APPOINTMENT**

 - 6.0 PUBLIC HEARING**

 - 7.0 BYLAWS & POLICIES**
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[Road Closure Bylaw 821-P-06-21](#)
 - 191 - 204** 7.2 Land Use Bylaw Amendment 824-P-09-21 (2nd, 3rd Reading) - C. Mills
[LUB Amendment 824-P-09-21](#)
 - 205 - 217** 7.3 Fees and Rates Bylaw 829-C-09-21 (1st Reading) - K. Beauchamp
[Fees and Rates Bylaw 829-C-09-21](#)
 - 218 - 252** 7.4 Community Standards Bylaw 830-R-09-21 (1st Reading) - K. Beauchamp
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 - 253 - 257** 7.5 Cannabis Consumption Bylaw 831-R-09-21 (1st Reading) - K. Beauchamp
[Cannabis Consumption Bylaw 831-R-09-21](#)
 - 258 - 280** 7.6 Dog Regulation & Control Bylaw 832-R-09-21 (1st Reading) - K. Beauchamp

- [Dog Regulation & Control Bylaw 832-R-09-21](#)
- 281 - 293 7.7 Lot Grading Bylaw 833-P-09-21 (All 3 Readings) - K. Beauchamp
[Lot Grading Bylaw 833-P-09-21](#)
- 8.0 NEW BUSINESS**
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- 10.0 COUNCIL & COMMITTEE REPORTS**
- 319 - 333 10.1 SAEWA Briefing Update - K. Craig
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- 11.0 CORRESPONDENCE**
- 12.0 INFORMATION ITEMS**
- 13.0 CLOSED MEETING**
- 13.1 West Coaldale Land Update (FOIPP Section 16) - K. Hastings
- 13.1 CAO Report - K. Hastings (FOIPP Sections 16, 17, 23 and 24)
- 14.0 ADJOURNMENT**



MINUTES

Regular Council Meeting

5:00 PM - Monday, September 13, 2021
ZOOM

The Regular Council Meeting of the Town of Coaldale was called to order on Monday, September 13, 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
Tim Koba, Asset Manager
Lana Antony, Legislative Coordinator
Leia Cathro, Community Development Intern

1.0 CALL TO ORDER

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

Councillor Pauls was absent at the start of the meeting.

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

2.0 ACCEPTANCE OF THE AGENDA

289-2021

Moved by Councillor Doreen Lloyd

THAT Council adopt the Regular Council Meeting Agenda for September 13, 2021, as circulated.

Carried 6-0

3.0 ADOPTION OF PREVIOUS MINUTES

3.1 Regular Council Meeting Minutes - July 12, 2021

290-2021

Moved by Councillor Bill Chapman

THAT Council approve the Regular Council Meeting minutes from July 12, 2021, as circulated.

Carried 6-0

4.0 BUSINESS ARISING FROM THE MINUTES

5.0 DELEGATION BY APPOINTMENT

6.0 PUBLIC HEARING

6.1 5:05pm, Disposal of a portion of Municipal Reserve - Cottonwood Pond area (Public Hearing) - S. Croil

Mayor Craig opened the Public Hearing at 5:05 pm, and then closed it at 5:12 pm. There were no residents wishing to speak to the matter, nor any feedback received.

Councillor Pauls was not present for the public hearing and did not participate in the subsequent vote.

291-2021

Moved by Councillor Roger Hohm

THAT Council, recognizing the requirements for advertising and notification for the disposal of a municipal reserve lot or a portion of a Municipal Reserve lot as per the Municipal Government Act has been fulfilled, administration is permitted to finalize the disposal process for the portion of MR as described.

Carried 6-0

Councillor Pauls entered the meeting at 5:17 pm. Mayor Craig inquired if he had any declarations to make for pecuniary or non-pecuniary interests. Councillor Pauls responded with none to declare.

6.2 5:15pm, Land Use Bylaw Amendment 824-P-09-21 (Public Hearing, all 3 Readings) - C. Mills

Mayor Craig opened the Public Hearing at 5:17 pm. There were no residents wishing to speak to the matter, nor any feedback received.

The public hearing was paused at 5:37 pm due to technical difficulty with the live streaming equipment. The meeting resumed at 5:45 pm.

Cam Mills asked Council if they would accept feedback provided via email after the deadline from Denise Ockerman. Mayor Craig accepted. Cam Mills read off the feedback.

Mayor Craig closed the public hearing at 5:53 pm.

7.0 BYLAWS & POLICIES

7.1 Borrowing Bylaw 823-B-07-21 Aerated Lagoon Upgrades (2nd and 3rd Readings) - K. Beauchamp

292-2021

Moved by Councillor Briane Simpson

THAT Council provide SECOND reading of Borrowing Bylaw 823-B-07-21, Aerated Lagoon Upgrades.

In Favour: Mayor Kim Craig, Councillor Bill Chapman, Councillor Briane Simpson, Councillor Butch Pauls, Councillor Doreen Lloyd, and Councillor Roger Hohm

Opposed: Councillor Jacen Abrey

Carried 6-1

293-2021

Moved by Councillor Bill Chapman

THAT Council provide THIRD and FINAL reading of Borrowing Bylaw 823-B-07-21, Aerated Lagoon Upgrades.

In Favour: Mayor Kim Craig, Councillor Bill Chapman,
Councillor Briane Simpson, Councillor Butch
Pauls, Councillor Doreen Lloyd, and Councillor
Roger Hohm

Opposed: Councillor Jacen Abrey

Carried 6-1

- 7.2 Land Use Bylaw Amendment 824-P-09-21 (Public Hearing, all 3 Readings) - C. Mills

294-2021

Moved by Councillor Bill Chapman

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

In Favour: Mayor Kim Craig, Councillor Bill Chapman,
Councillor Briane Simpson, Councillor Butch
Pauls, Councillor Doreen Lloyd, and Councillor
Roger Hohm

Opposed: Councillor Jacen Abrey

Carried 6-1

295-2021

Moved by Councillor Roger Hohm

THAT Council table SECOND and THIRD reading of Land Use Bylaw Amendment 824-P-09-21 to allow more information on the matter at the next Council Meeting.

Carried 7-0

- 7.3 Land Use Bylaw Amendment 825-P-09-21 (1st Reading) - C. Mills

296-2021

Moved by Councillor Roger Hohm

THAT Council provide FIRST reading of the Land Use Bylaw Amendment 825-P-09-21, and set the public hearing date and time as October 12th, 2021 at 5:05 pm.

Carried 7-0

- 7.4 Assessment Review Board Bylaw 826-AP-09-21 (All 3 Readings) - S. Croil

297-2021

Moved by Councillor Jacen Abrey

THAT Council provide FIRST reading of Assessment Review Board Bylaw 826-AP-09-21.

Carried 7-0

298-2021

Moved by Councillor Bill Chapman

THAT Council provide SECOND reading of Assessment Review Board Bylaw 826-AP-09-21.

Carried 7-0

299-2021

Moved by Councillor Doreen Lloyd

THAT Council provides UNANIMOUS CONSENT to hold all three readings in one meeting for Assessment Review Board Bylaw 826-AP-09-21.

Carried 7-0

300-2021

Moved by Councillor Briane Simpson

THAT Council provide THIRD and FINAL reading of Assessment Review Board Bylaw 826-AP-09-21.

Carried 7-0

- 7.5 Land Use Bylaw Amendment 827-P-09-21 (1st Reading) - S. Croil

301-2021

Moved by Councillor Bill Chapman

THAT Council provide FIRST reading to the Land Use Bylaw Amendment 827-P-09-21, and set the Public Hearing date and time for October 12th, at 6:00 pm.

Carried 7-0

- 7.6 Area Structure Plan Bylaw 828-P-09-21 - Prairie Crossing ASP (1st Reading) - S. Croil

302-2021

Moved by Councillor Doreen Lloyd

THAT Council provide FIRST reading of the Area Structure Plan Bylaw 828-P-09-21, and set the Public Hearing date and time for October 12th at 5:30 pm.

Carried 7-0

- 7.7 Tangible Capital Assets Policy ARG-032 - T. Koba

303-2021

Moved by Councillor Bill Chapman

THAT Council rescind the Tangible Capital Assets Policy ARG-013 and approve the Tangible Capital Assets Policy ARG-032.

Carried 7-0

- 7.8 Vacant Residential Tax Policy C-021 - C. Mills

304-2021

Moved by Councillor Roger Hohm

THAT Council adopt the Vacant Residential Tax Policy C-021 and direct Administration to prepare a Bylaw adopting the Vacant Residential mill rate subclass in conjunction with the upcoming mill rate bylaw.

Carried 7-0

8.0 NEW BUSINESS

- 8.1 September 30th Truth and Reconciliation Day - K. Beauchamp

305-2021

Moved by Councillor Roger Hohm

THAT Council adopts September 30, 2021, as Truth and Reconciliation Day and that all staff have 5 minutes of silence and stop work at 11:00 am, and that administration work towards adding this day to our collective bargaining agreement for future years as a day off.

In Favour: *Councillor Jacen Abrey and Councillor Roger Hohm*

Opposed: *Mayor Kim Craig, Councillor Bill Chapman, Councillor Briane Simpson, Councillor Butch Pauls, and Councillor Doreen Lloyd*

Defeated 2-5

306-2021

Moved by Councillor Jacen Abrey

THAT Council adopt September 30th as Truth and Reconciliation Day and making it a new statutory holiday for the Town of Coaldale.

In Favour: *Councillor Jacen Abrey and Councillor Roger Hohm*

Opposed: *Mayor Kim Craig, Councillor Bill Chapman, Councillor Briane Simpson, Councillor Butch Pauls, and Councillor Doreen Lloyd*

Defeated 2-5

307-2021

Moved by Councillor Briane Simpson

THAT Council proclaims September 30, 2021, as Truth and Reconciliation Day in the Town of Coaldale.

In Favour: *Mayor Kim Craig, Councillor Bill Chapman, Councillor Briane Simpson, and Councillor Doreen Lloyd*

Opposed: *Councillor Butch Pauls, Councillor Jacen Abrey, and Councillor Roger Hohm*

Carried 4-3

9.0 DEPARTMENTAL REPORTS

- 9.1 Financial Update Q2 - June 30, 2021 - K. Beauchamp

308-2021

Moved by Councillor Roger Hohm

THAT Council accept the Q2 Financial Update for the period ended June 30, 2021 as presented for information.

Carried 7-0

- 9.2 Senate Vote and Referendum questions included in Municipal Election - L. Antony

309-2021

Moved by Councillor Doreen Lloyd

THAT Council receive the senate vote and referendum questions update as information.

Carried 7-0

- 9.3 Election 2021 Update - L. Antony

310-2021

Moved by Councillor Roger Hohm

THAT Council receive the Election 2021 Update as information.

Carried 7-0

- 9.4 Waves & Blades Sportsplex Innovation Working Group -
Proposed Terms of Reference - R. Tanner

311-2021

Moved by Councillor Briane Simpson

*THAT Council approve the Waves & Blades Sportsplex
Innovation Working Group Terms of Reference.*

Carried 7-0

10.0 COUNCIL & COMMITTEE REPORTS

- 10.1 Council Meeting Location - K. Craig

312-2021

Moved by Councillor Doreen Lloyd

*THAT Council approve that the next two Council meetings be
conducted electronically, via Zoom.*

Carried 7-0

11.0 CORRESPONDENCE

- 11.1 M. Paterson - July 16, 2021

313-2021

Moved by Councillor Bill Chapman

THAT Council receive correspondence item 11.1 as information.

Carried 7-0

12.0 INFORMATION ITEMS

- 12.1 Minister of Public Safety, Hon. Bill Blair, dated Jul.20.2021
12.2 FCM - Response to RCMP Collective Agreement, dated
Jul.28.2021

314-2021

Moved by Councillor Briane Simpson

THAT Council receives Items 12.1 and 12.2 as information.

Carried 7-0

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. Beachamp, S. Croil, C. Mills.

315-2021

Moved by Councillor Bill Chapman

THAT Council move to go into CLOSED SESSION at 8:10pm in accordance with Section 197(2) of the Municipal Government Act to discuss matters exempt from disclosure for Agenda Items 13.1, 13.2 and 13.3, and 13.4 subject to FOIPP Section 16 - Third-party business interests; Section 17 - Third-party personal privacy; and Section 21, 22, 23, 24 - Inter-Government Relations.

Carried 7-0

316-2021

Moved by Councillor Butch Pauls

THAT Council move to come out of CLOSED SESSION at 9:28pm.

Carried 7-0

- 13.1 West Coaldale Development (FOIPP Sections 16, 17) - K. Hastings

317-2021

Moved by Councillor Doreen Lloyd

THAT Council move to receive the west Coaldale development update as information.

Carried 7-0

- 13.2 Land Matter Update (FOIPP Sections 16, 17) - K. Hastings, C. Mills

318-2021

Moved by Councillor Bill Chapman

THAT Council move to receive the land matter update as information.

Carried 7-0

- 13.3 Municipal Policing Service Agreement (FOIPP Sections 21, 22, 23, 24) - K. Beauchamp

319-2021

Moved by Councillor Bill Chapman

THAT Council direct administration to continue exploring 70/30 cost-sharing options for RCMP policing costs in Coaldale.

Carried 7-0

- 13.4 CAO Report (FOIPP Sections 16, 17) - K. Hastings

320-2021

Moved by Councillor Roger Hohm

THAT Council receive the CAO report for information.

Carried 7-0

14.0 ADJOURNMENT

321-2021

Moved by Councillor Butch Pauls

THAT Council move to adjourn the meeting at 9:30 pm.

Carried 7-0

Kim Craig, Mayor

Kalen Hastings, CAO



MINUTES

Special Council Meeting

10:00 AM - Friday, September 17, 2021
ZOOM

The Special Council Meeting of the Town of Coaldale was called to order on Friday, September 17, 2021, at 10:00 AM, via ZOOM, with the following members present:

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

EXCUSED: Briane Simpson, Councillor

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
Tim Koba, Asset Manager
Lana Antony, Legislative Coordinator

1.0 CALL TO ORDER

Mayor Craig called the meeting to order at 10:00 am.

Mayor Craig noted that Councillor Simpson would be absent from the meeting due to a death in the family.

1.1 Mayor Craig inquired if anyone had any Conflict of Interest Declaration: Pecuniary and Non-pecuniary. None declared.

2.0 ACCEPTANCE OF THE AGENDA

2.1 Special Council Meeting Agenda - September 17, 2021

322-2021

Moved by Councillor Bill Chapman

THAT Council adopt the Special Council Meeting agenda for September 17, 2021, as presented.

Carried 6-0

3.0 ADOPTION OF PREVIOUS MINUTES

4.0 BUSINESS ARISING FROM THE MINUTES

5.0 DELEGATION BY APPOINTMENT

6.0 PUBLIC HEARING

7.0 BYLAWS & POLICIES

8.0 NEW BUSINESS

8.1 Recreation Facilities - COVID Restrictions - Russ Tanner

323-2021

Moved by Councillor Butch Pauls

THAT Council adopt Option 1; the Restrictions Exemption Program for recreation facilities within the Town of Coaldale.

Councillor Pauls exited the meeting at 10:35 am for another appointment and did not return to the meeting.

In Favour: Councillor Jacen Abrey and Councillor Roger Hohm

Opposed: Mayor Kim Craig, Councillor Bill Chapman, and Councillor Doreen Lloyd

Absent: Councillor Butch Pauls

Defeated 2-3

324-2021

Moved by Councillor Doreen Lloyd

THAT Council adopt a hybrid approach where option 1 and 2 of the Restrictions Exemption Program be applied on an activity-by-activity basis, after consultation with individual user groups. It is

recognized by Council that some activities and user groups, in order to follow provincial public health guidelines, will need to fall under option 1 to operate while others will have the option of falling under option 2.

In Favour: Mayor Kim Craig, Councillor Bill Chapman, and Councillor Doreen Lloyd

Opposed: Councillor Jacen Abrey and Councillor Roger Hohm

Carried 3-2

9.0 DEPARTMENTAL REPORTS

10.0 COUNCIL REPORTS

11.0 CORRESPONDENCE

12.0 INFORMATION ITEMS

13.0 CLOSED MEETING

14.0 ADJOURNMENT

325-2021

Moved by Councillor Jacen Abrey

THAT Council move to adjourn the meeting at 10:40 am.

Carried 5-0

Kim Craig, Mayor

Kalen Hastings, CAO

AGENDA ITEM REPORT



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

Report Type: Request for Decision
Information Update

Report Author: Cam Mills, Dustin Yanke, Melanie Messier, Spencer Croil

Meeting: Regular Council Meeting - 27 Sep 2021

Department: Planning

Reviewed by Supervisor/Peer: Kalen Hastings

TOPICS:

Infrastructure:

Projects

Planning and Community Development:

Development, Economic Development

OBJECTIVE:

The purpose of this report is to provide Council with a final project update regarding the Main Street construction project, and to present a proposed action plan for the Main Street area.

PREVIOUS COUNCIL DIRECTION:

This matter has appeared before council previously

Council has received numerous updates during and after the construction phase of the Main Street project. Notably, updates were provided on July 13, 2020, September 14, 2020, October 13, 2020, December 14 2020, February 8, 2021 and April 26, 2021. The updates covered topics such as general construction updates, a mural opportunity, temporary patios, and snow removal.

ANALYSIS:

CONSTRUCTION

As is the case with many communities, Main Street is the heart of Coaldale. With rejuvenation to the streetscape and investments in renovations and frontage enhancements being made by Main Street businesses, this special area of the community continues to evolve.

The construction phase of the Main Street area is now complete, and warranty matters have been addressed with Tollestrup Construction, the general contractor. As a result, a project close-out report can be provided by staff at this time. Following is a summary of the construction-related elements of the project:

2021 Warranty Work

During the construction period, it was noted that sections of the concrete sidewalk installed along the project had various deficiencies that did not meet the contractual obligations. These deficiencies ranged from the physical properties of the concrete to the appearance. Over the winter and spring, Town Staff, MPE Engineering, and Tollestrup Construction had many detailed conversations on what the best steps forward would be. Considerations involved which areas required replacement, which areas were suitable for reduced payment, as well as keeping in mind the negative impact that businesses would be faced with from construction once again. Ultimately, it was agreed that Tollestrup would replace a large section of concrete along the block between 17th and 18th street and the Town would accept a reduced payment factor for other areas that did not meet the specified requirements. This warranty work was completed in May of 2021 and now meets the contractual obligations.

Structural Inspections

The risk of damage to surrounding buildings was heightened on this project due to the age/ condition of the buildings as well as their proximity to the work being completed. As a step of due diligence, MPE Engineering performed structural inspections of all buildings within the project vicinity prior to the commencement of construction and formalized their findings into individual reports. From there, they were able to provide guidance on the types of compaction methods to be used based on the level of perceived risk. These reports were also used to document a baseline of any deficiencies that were present in the buildings prior to construction which could be referenced in determining any damage caused by construction activities after the project was completed. MPE recently completed their final inspections and only noted slight damage to one building that may have been a result of construction. This matter was addressed between the Town, Tollestrup and the building owner amicably and with a positive outcome.

Budget

Project Budget: [\\$3,540,000](#)

Final Project Costs: \$3,447,543

Difference: (\$92,457)

TEMPORARY PATIOS

The Temporary Patios Program was approved and rolled out in the Spring of this year and was comparable to what many other communities have offered this year; permit fees waived and staff assistance with preparing applications.

In total, three businesses in Coaldale took advantage of the opportunity, two of which are located on Main Street. McLennan's Pub and the Coaldale Bakery have both had outdoor patios running since May of this year, as well as KC's Pub on the east side of the community. To assess how the patios were performing, and what positive and negative impacts may have resulted, a stakeholder survey was prepared and released in February of this year. Over the course of the patio season, the survey was responded to 95 times and has provided an excellent basis for understanding the positives and negatives of the patios, user and business owner sentiments, and ways the patios can be enhanced in the future. The full survey report is attached to this agenda item for reference, and a brief summary of the outcomes is as follows:

- The patios were enjoyed by the majority of users
- Features such as comfortable seating and being able to enjoy the downtown in good weather were key positive outcomes related to comfort and enjoyment of the patio spaces
- External elements (as in elements outside the Town or business owners control) such as wind and cooler weather were cited as the most common reasons for discomfort
- Some respondents did share a level of discomfort with being relatively close to vehicles

It is also worth noting that both McLennan's and the Coaldale Bakery have expressed that they would like to be able to open their patios again next season. As discussed at the April 26th Council meeting, the intent for this year was to understand in as much detail as possible the positives and negatives of temporary patios in Coaldale's downtown (and other parts of the community) and to use those findings to inform the development of a Temporary Patios Policy, which could be worked on over the winter. A brief proposal as to how that policy can be formed is presented in the next section of this agenda item.

MURALS

In July of this year, Council approved the design and completion of a mural that had been applied for by the Bud Supply Group. The mural has been finished for several weeks and has added to the existing murals in the area.

Earlier this year, Dr. Justin Steed approached the Town suggesting there was an opportunity to have a mural placed on the east side of the Pharmasave/Remax/Wally's Pizza building. As per direction from Council, Town staff continues to work through what an ideal process would be to see that opportunity realized. A separate agenda item will be presented to Council regarding options for this opportunity in the near future.

SNOW REMOVAL

Last winter, the Operations department piloted a street and sidewalk snow clearing program for the Main Street area. Due to the snowfalls of last winter, the program was only deployed twice. As such, the goal is to deploy again this year and then follow-up with a full report to Council in the Spring of 2022 regarding how the pilot went and whether it is something that can work long term, or if another approach may be more fruitful.

MATTERS FOR FURTHER CONSIDERATION

As the Main Street area continues to evolve, the needs of the area will evolve as well. Given the recent revitalization efforts and private investments, it is expected that interest in further investment into Main Street will continue. While outreach such as the Community Futures interest free loans program, temporary patios program and staff assistance with development applications, is a step in the right direction, a more robust and formalized incentives program will help support the continued growth of the area, and build strength in the relationship between the Town and the stakeholders in the heart of the community.

KEY CONSIDERATIONS:

Following is a list of proposed areas of focus for the Main Street area in 2022 and beyond.

Patios Policy

As initially presented to Council in April of this year, one of the purposes of the temporary patios program was to help inform the development of a patios policy. The development of a patios policy will help to formalize the program and provide more certainty to businesses wishing to open or continue with seasonal patios, and for surrounding businesses regarding how potential impacts will be managed.

Incentives

Many communities offer incentives to existing and potential businesses in special areas such as downtowns. Incentive programs can sometimes represent good intentions from a municipality, but fall short of achieving the goals of such programs due to unnecessarily onerous application processes, incentives focused on parts of a business where there is little to no benefit to a business, or due to lack of communication to businesses that incentives are available.

As a first step for Coaldale's Main Street area, substantial background research has been done to determine what variety of incentive programs are currently available in other communities across the country. Instead of bringing recommendations forward regarding specific incentive programs for Coaldale, it is proposed that the next step should be to dialogue with Main Street business owners to determine what their needs are, and which incentives programs they might find most useful. With that in mind we will highlight broadly the types of programs that will potentially be discussed with the business community.

Incentive programs can take a variety of forms, and should be designed with consideration for the municipalities short and long term goals for the space, the needs of the established business community as well as potential new investors, and with consideration for the municipality's ability to support the program's financially. With that in mind, there are any number of programs which have been implemented in similar municipalities which could be successful in Coaldale; the Town commissioned a senior planning student (without pay) to review programs designed for main street revitalization and to provide Town administration with a report providing an overview of those programs. A snapshot of those programs includes the following, broken down into three principle categories of Financial, Operating, and Programing incentive structures.

Financial Incentives Examples:

1. Basic Revitalization Tax Exemption Program: This type of incentive has been utilized in Courteney, BC and allows for an exemption of up to 100% of the municipal portion of property tax calculated on the property's assessed value of improvements. This is fundamentally the same principle that has been applied to incentivize new construction in Coaldale's industrial park where a 1% rebate is provided to certain new construction once the increase in assessment is shown.

2. Enhanced Revitalization Tax Exemption Program: This type of incentive is similar to the above, with the caveat that the exemption is applied over a period of several years, may be tied to specific municipal requirements, and may also provide for the multi-year exemption allowance up front. For example, to incentivize LEED construction, the municipality may offer a 3 year exemption program for LEED silver construction and a 5 year exemption option for more intensive LEED options. It could also differentiate between new construction where demolition is required vs. minor aesthetic upgrades, etc. This would provide a more significant financial incentive for redevelopment but also come at a significantly higher cost to the municipality. The City of Prince George initially adopted a basic revitalization in 2005 but found it had little effect, and instituted a more aggressive enhanced

revitalization tax exemption in 2011 as a response which generated more positive results (though again at a higher cost).

3. Interest Free Loan Programs: Coaldale is the example of note for this type of program, as the Community Futures interest-free loan was updated recently to become the most comprehensive in the region in terms of availability, and the most generous in terms of total available amount; this adjustment was made with the intention of improving program up take (and consequently driving additional investment into business revitalization) and the result has been exactly that, with one project already nearing completion (the Ventura Hotel property) and another in the process of finalizing terms for the loan.

Programming Incentives Examples:

Lloydminster recently began implementing a series of downtown programming options in an effort to drive redevelopment back to its downtown core. This has been done in conjunction with the rewriting of a Downtown Area Redevelopment Plan and includes:

- Town support for the establishment of a downtown farmers market
- Support for a rotating food truck vendor program in underutilized public spaces
- Partnering with local businesses to host outdoor, family friendly movies

Programming options such as those listed above are designed to provide indirect support to local business by increasing the general appeal of downtown and bringing in foot traffic that has spill-over effects to area businesses.

Operating Incentives Examples:

Development of a Downtown Business Association: Work with potential partners including the Province, Chamber of Commerce, business owners, etc. to provide a long term cohesive voice to advocate for improvements to the area. This group may also benefit from the establishment of a community revitalization levy on businesses within the area to provide consistent direct funding to projects which are deemed beneficial to the area.

Facade and Wayfinding improvements are designed to make the entire downtown area more visually appealing and consistent. The town can provide a direct cash incentive to cover a portion of the redevelopment costs associated with facade or wayfinding improvements in order to incentivize private investment which in turn improves the overall sense of place and user experience; this type of program has recently been introduced in Spruce Grove, AB.

Temporary patios program (no application fees and staff prepare the applications) is designed to make the establishment of temporary patios as quick and painless as possible for potential operators in order to eliminate perceived barriers to establishing these types of operations.

Design Guidelines

The revitalized streetscape has provided a consistent backdrop within which existing businesses have updated frontages and projects such as Civic Square will benefit from. To ensure a consistent approach to the design of new development and the updating of existing buildings in the Main Street area, design guidelines should be developed. Unlike some other communities, Coaldale's Main Street does not have a clear historic or architectural theme. Therefore, design guidelines would not be

focused on achieving a contrived design outcome for a future version of Main Street, but simply to identify and encourage materials and design features that complement one another.

Continuing to build relationships

Amongst all of the work focused on the Main Street area over the recent past, substantial effort has been put into communicating and engaging with Main Street stakeholders. All of the proposed action items proposed in this agenda item will succeed only if developed based on dialogue and engagement with the Main Street stakeholders. This includes businesses, organizations and Main Street users.

The strong relationship with Coaldale's Chamber of Commerce has been integral to recent projects undertaken in the Main Street area, and it is proposed that in collaboration with the Chamber, a Main Street stakeholder's group be formed. The purpose of a Main Street-centric group is to provide a forum for all Main Street stakeholders (Chamber members and non-members) where questions, concerns, ideas, and requests can be discussed and actioned collaboratively and effectively.

MAIN STREET ACTION PLAN

The following plan is intended to be actioned over the winter of 2021/2022, and be supported by a comprehensive Public Participation Plan.

It is recommended that the work plan consist of the following items:

1. Seasonal Patios Policy
2. Incentives Program
3. Design Guidelines

The three items listed above will only be successful if time is spent early on building a formalized setting in which Main Street stakeholders can meet with Town representatives on a consistent basis. As noted previously, Town staff will continue to work with the Chamber and non-members in the Main Street area to work towards a more robust format/schedule for dialogue with area stakeholders.

FINANCIAL IMPACT:

No financial impact is expected as a result of this agenda item. However, depending on direction provided by Council, financial impact may be realized through future work such as determining what types of incentives programs may be beneficial for the Main Street area.

STAKEHOLDER ENGAGEMENT:

Public Participation
Community Consultation Sessions
Engagement already carried out

The attached temporary patios survey was open from February of this year to the first week of September. The survey was open for a period of time reflective of the patios season, to ensure feedback that was provided was representative of each phase of the program.

Future engagement

As noted throughout the report, there is an ongoing need to maintain and enhance dialogue with the Main Street stakeholders. Regardless of the proposal contained in this report, the intention is to ensure meaningful dialogue informs next steps and the roll-out of programs and procedures intended to support stakeholders in the Main Street area, and continue to elevate the Main Street area. Public Participation Plans will be brought forward for Council's consideration once further direction has been received on specific items in this report.

DECISION OPTIONS:

Council may wish to:

1. Approve the Main Street Action Plan as presented
2. Approve some but not all of the items in the action plan
3. Defer a decision to a future Council meeting
4. Refuse the action plan

RECOMMENDATION:

THAT Council approve the Main Street Action Plan as presented.

RATIONALE:

The Main Street area is one of Coaldale's special places, and it has seen substantial growth and investment recently. It will take a concerted and consistent effort by the Town and all stakeholders to ensure it becomes even more vibrant and enticing 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:

[Survey Responses Report 56735f3ce457de966c952230ff5c994e](https://www.surveymonkey.com/r/56735f3ce457de966c952230ff5c994e)

Patio Pilot Survey

SURVEY RESPONSE REPORT

12 February 2021 - 16 September 2021

PROJECT NAME:

Temporary Patio Pilot Project

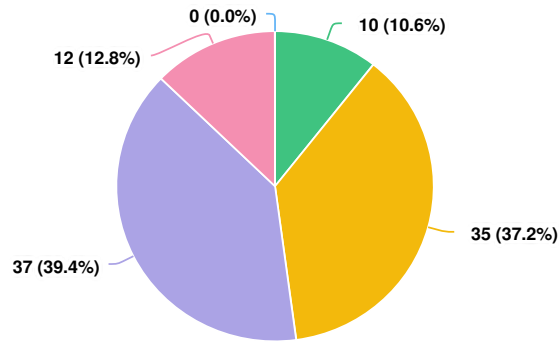




SURVEY QUESTIONS

Patio Pilot Survey : Survey Report for 12 February 2021 to 16 September 2021

Q1 | What is your age?

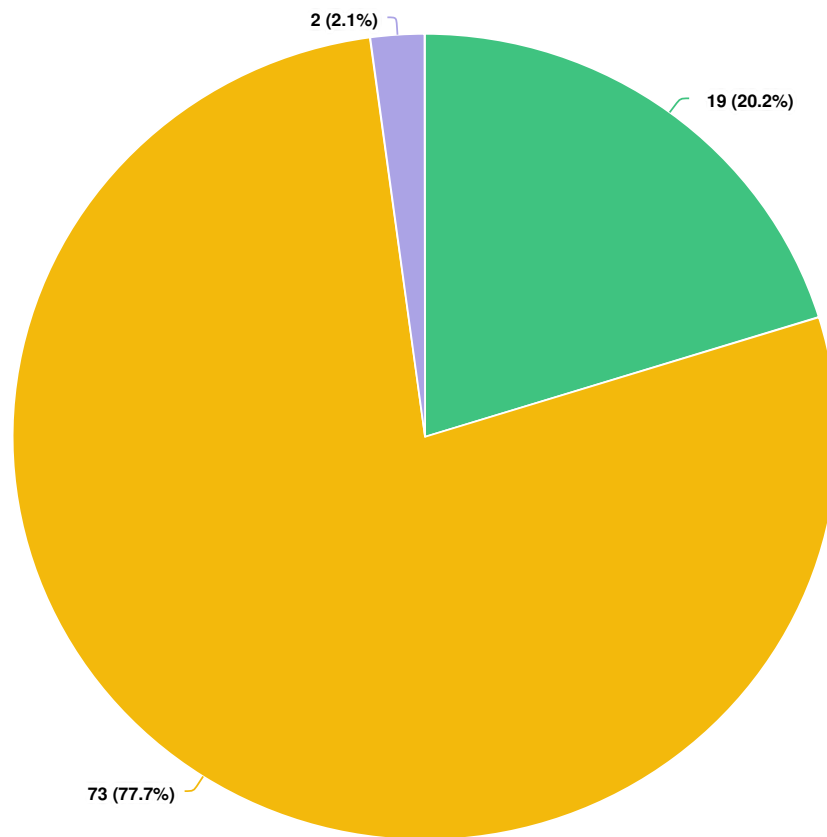


Question options

- 20-29 years old
- 30-39 years old
- 40-64 years old
- 65+ years old
- 19 years and younger

Optional question (94 response(s), 1 skipped)
Question type: Radio Button Question

Q2 What is your gender?



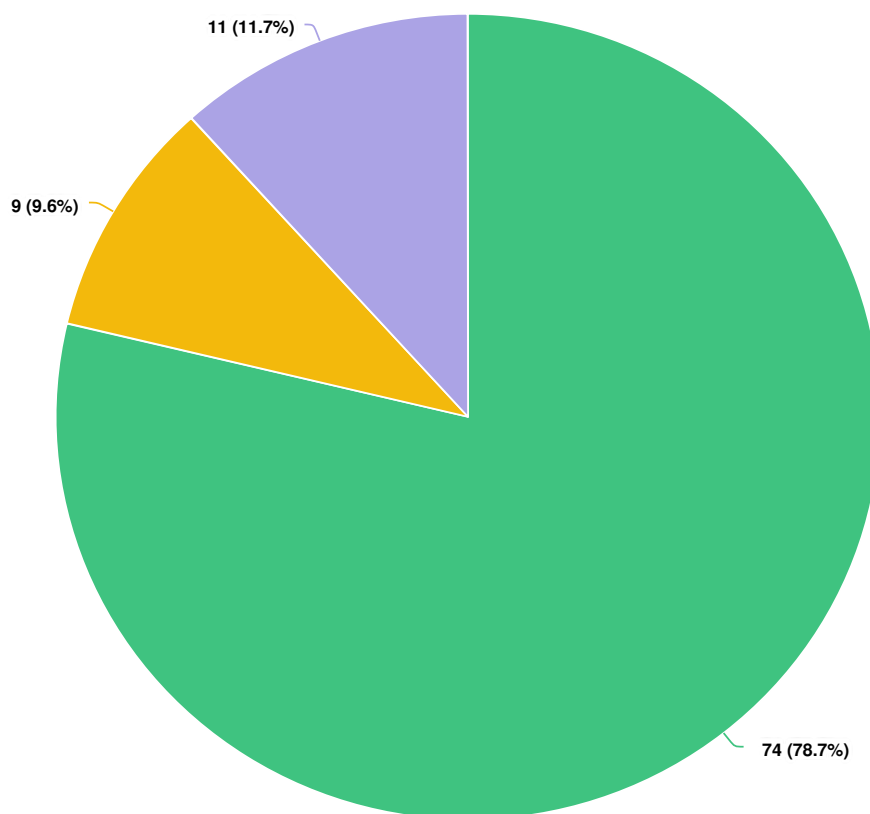
Question options

- Male
- Female
- Prefer not to answer

*Optional question (94 response(s), 1 skipped)
Question type: Radio Button Question*

Patio Pilot Survey : Survey Report for 12 February 2021 to 16 September 2021

Q3 Are you a resident, business owner or visitor to Coaldale?



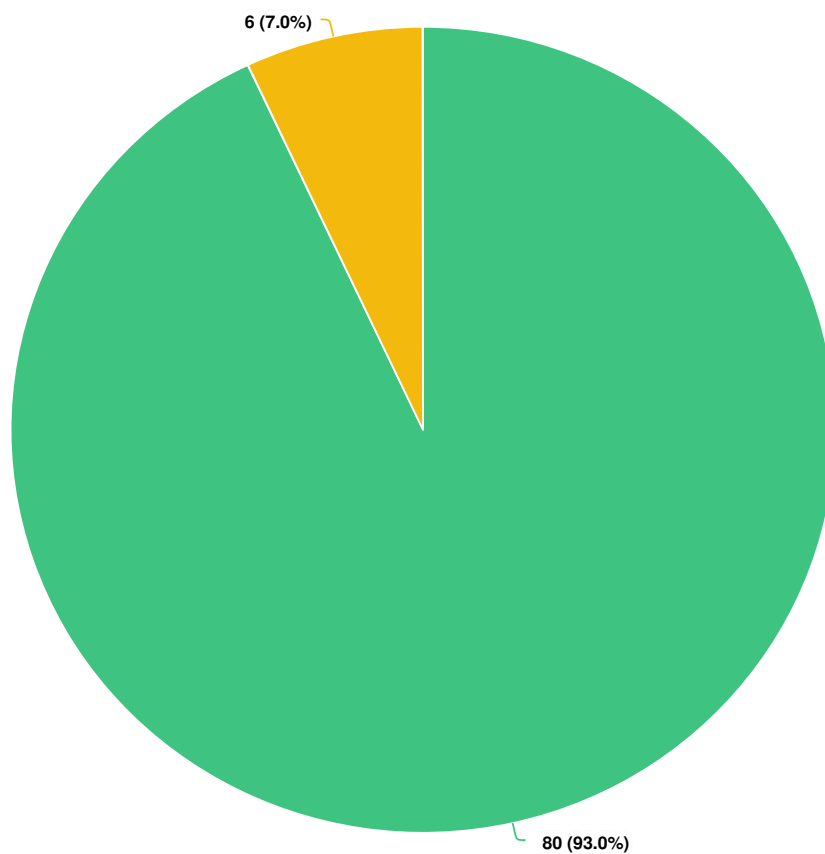
Question options

- Resident
- Business owner or employee
- Visitor to Coaldale

Optional question (94 response(s), 1 skipped)
Question type: Radio Button Question

Patio Pilot Survey : Survey Report for 12 February 2021 to 16 September 2021

Q4 Have you had an opportunity to visit one of the patios in town?



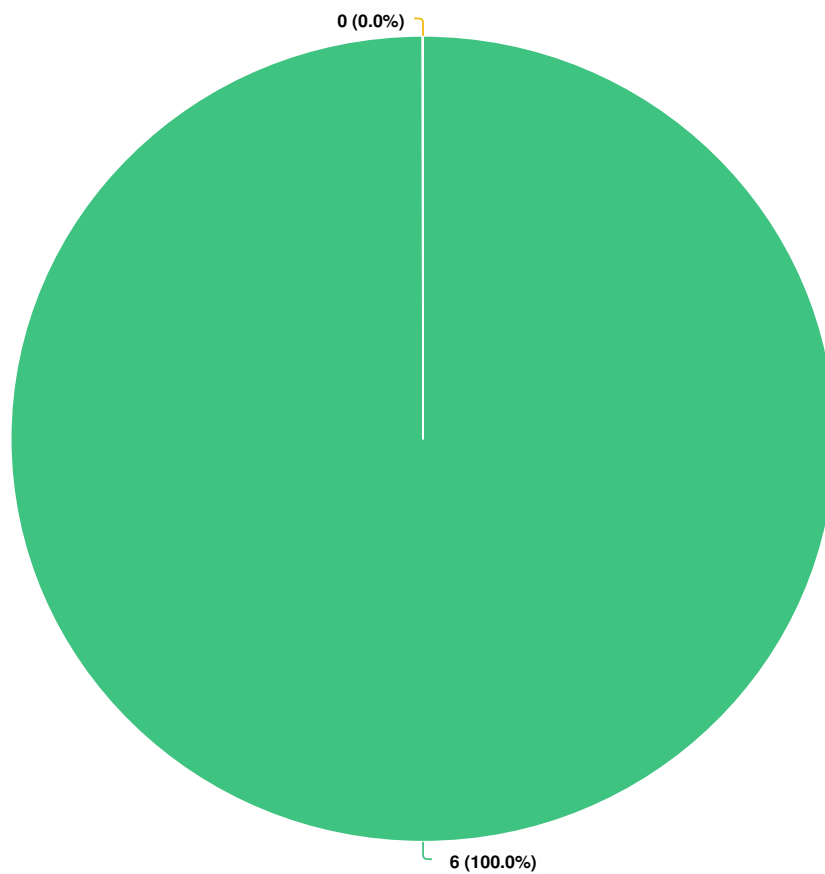
Question options

- Yes
- No

*Optional question (86 response(s), 9 skipped)
Question type: Radio Button Question*

Patio Pilot Survey : Survey Report for 12 February 2021 to 16 September 2021

Q5 Do you plan on visiting the patios sometime this summer?

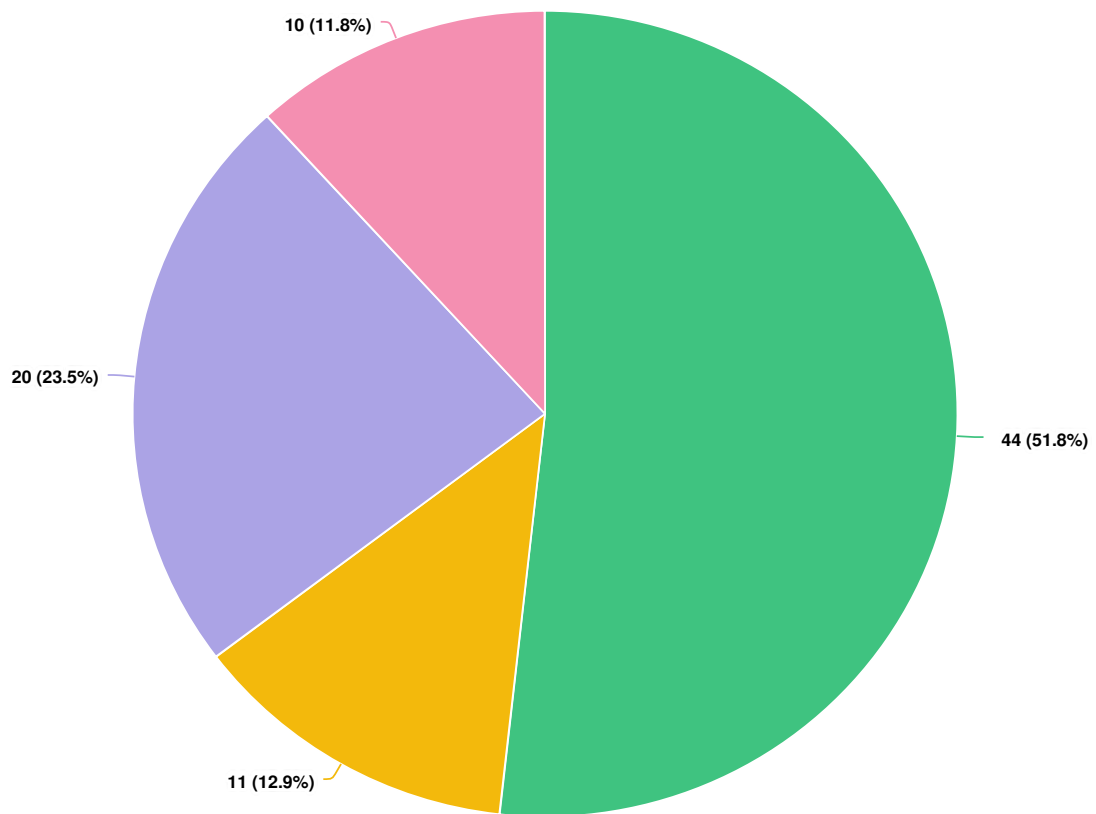


Question options

- Yes
- No

Optional question (6 response(s), 89 skipped)
Question type: Radio Button Question

Q6 Which patios have you visited or would like to visit in Coaldale?



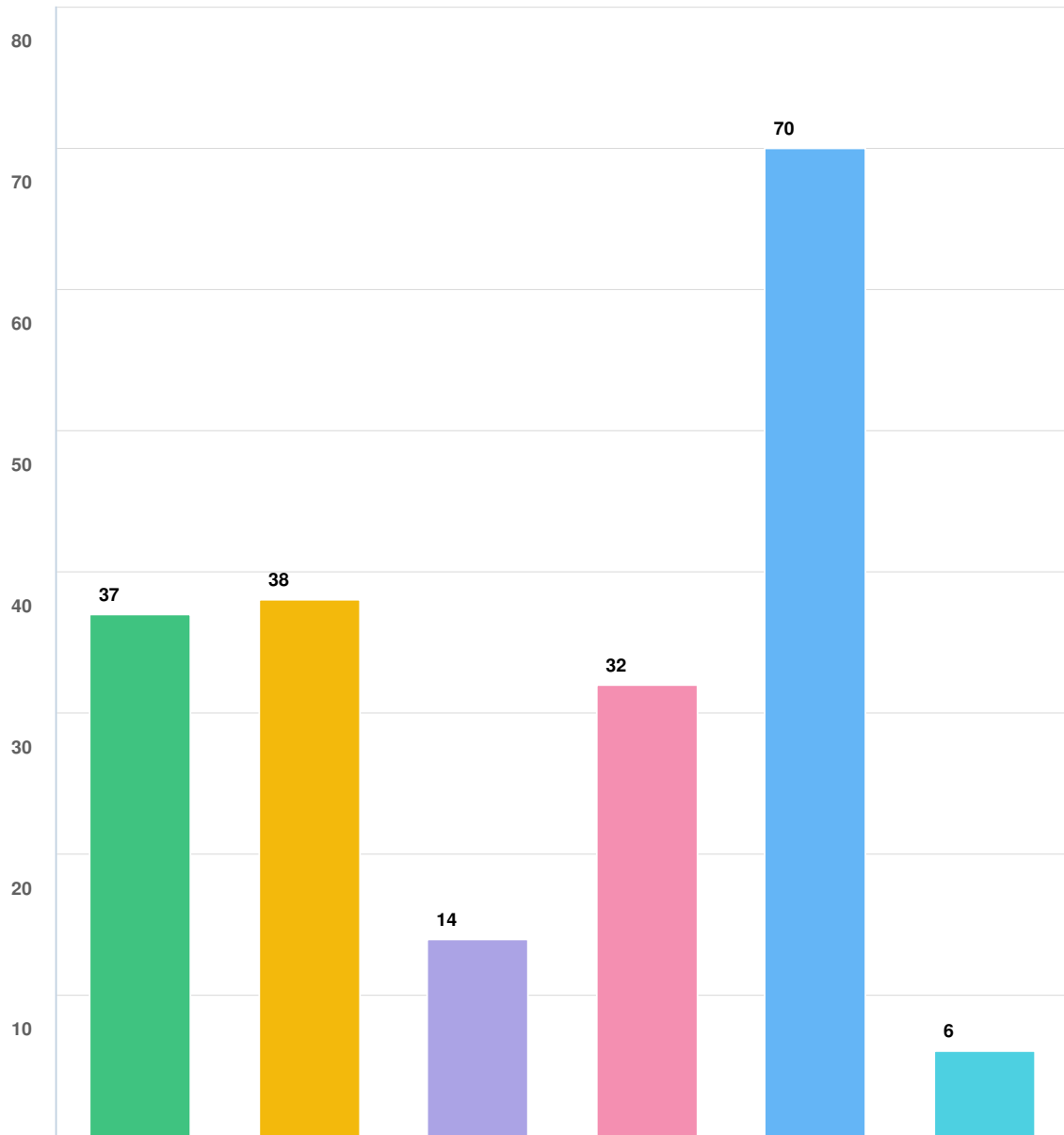
Question options

- McLennan's Cocktails and Cues
- The Coaldale Bakery
- KC's Pub at the Coaldale Inn
- Other (please specify)

Optional question (85 response(s), 10 skipped)
Question type: Radio Button Question

Patio Pilot Survey : Survey Report for 12 February 2021 to 16 September 2021

Q7 What elements of the patios made you feel comfortable? Select all that apply.



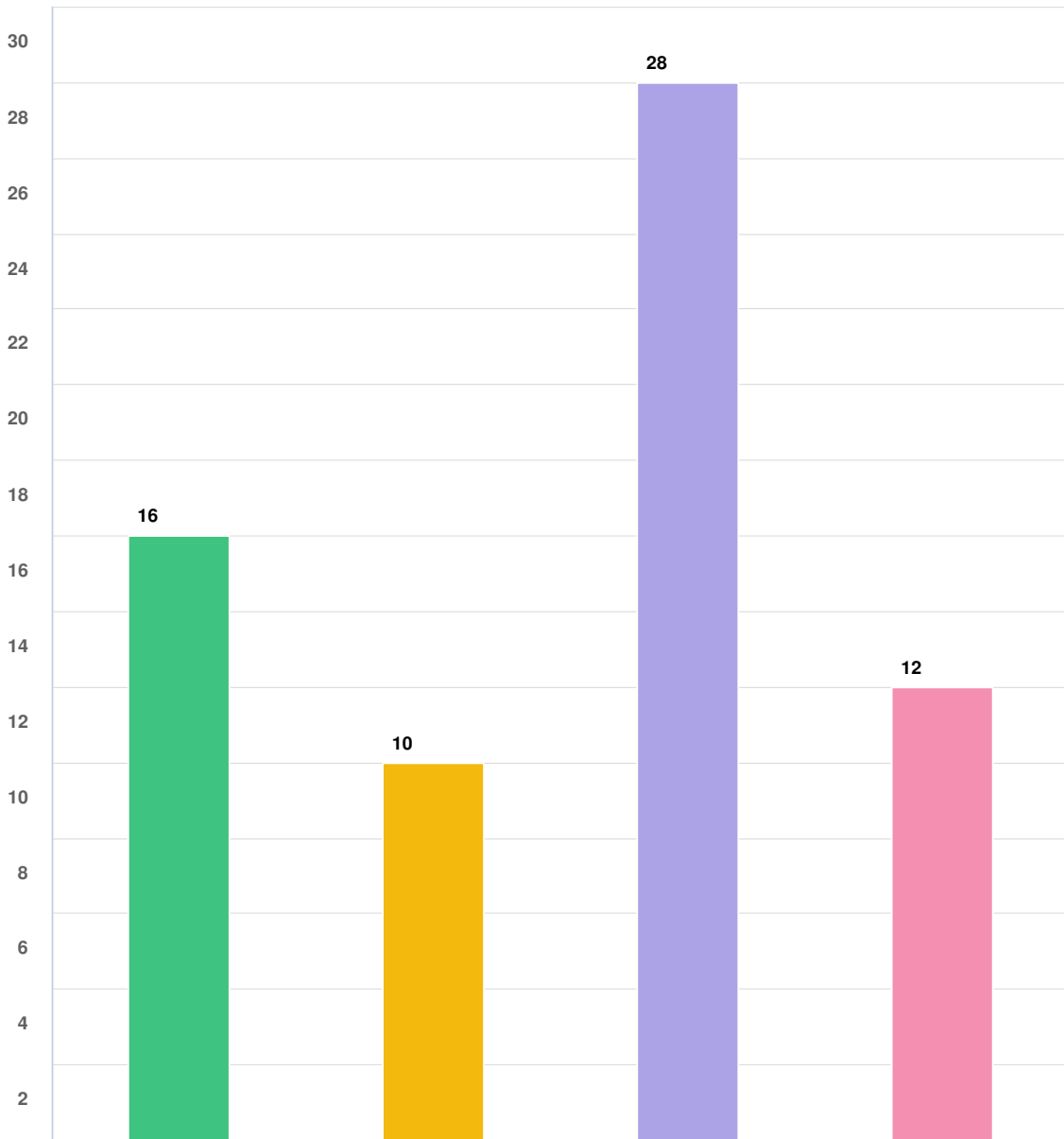
Question options

- Temporary fencing
- Sidewalk extension
- Concrete barriers
- Distance from moving cars
- Furnishings (plants, umbrellas, seating, decorations)
- Other (please specify)

Optional question (83 response(s), 12 skipped)
Question type: Checkbox Question

Patio Pilot Survey : Survey Report for 12 February 2021 to 16 September 2021

Q8 What elements of the patios made you feel uncomfortable? Select all that apply.



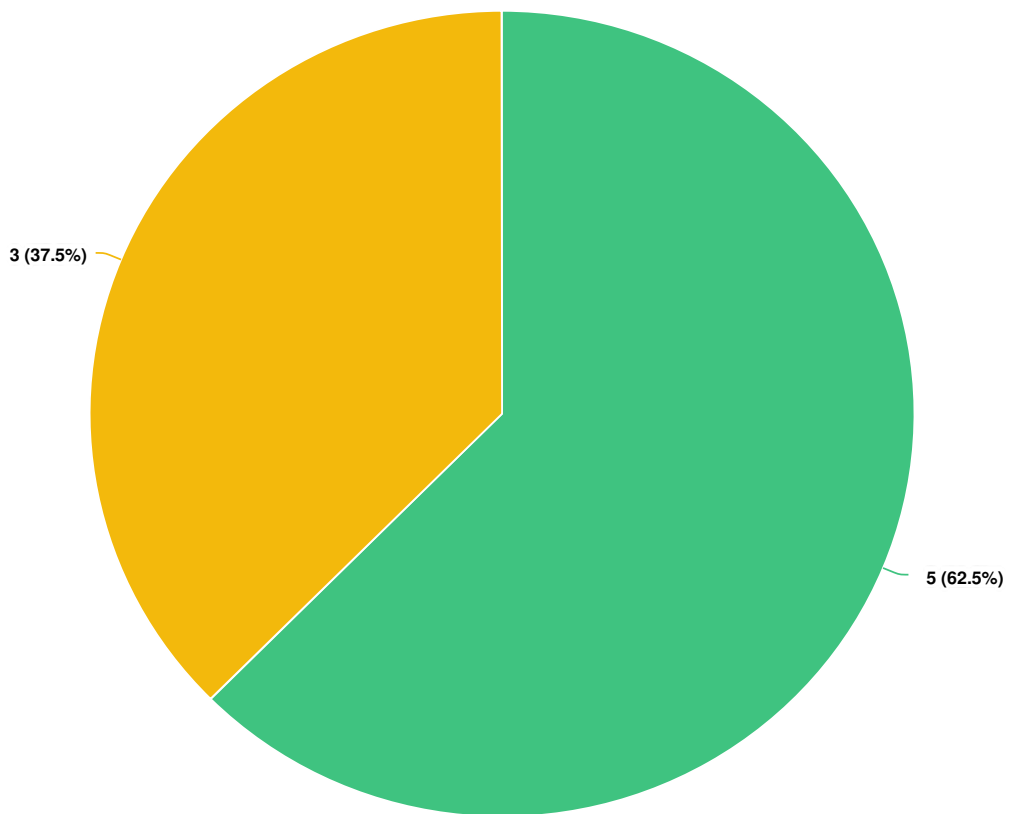
Question options

- Being too close to cars with little to no separation
- Feeling in the way of sidewalk movement
- Weather elements such as wind, heat, etc.
- Other (please specify)

*Optional question (56 response(s), 39 skipped)
Question type: Checkbox Question*

Patio Pilot Survey : Survey Report for 12 February 2021 to 16 September 2021

Q9 Are you a business owner near one of the existing patios?



Question options

- Yes
- No

Optional question (8 response(s), 87 skipped)
Question type: Radio Button Question

Patio Pilot Survey : Survey Report for 12 February 2021 to 16 September 2021

Q10 Have you experienced any positive or negative impacts since the patio has been open?

Screen Name Redacted
8/18/2021 04:55 PM
Love the atmosphere gets people involved in the community nice to sit out and people watch

Screen Name Redacted
9/01/2021 03:38 PM
not really. did sit at the Coaldale bakery "patio" and found the ground to be uneven so the tables were a little wobbly.

Screen Name Redacted
9/01/2021 04:16 PM
Nothing but Positive- this town needs more of it!

Screen Name Redacted
9/01/2021 05:22 PM
Patio is good idea but it is not suitable for Coaldale because street is narrow and dangerous by the patio.

Screen Name Redacted
9/01/2021 11:07 PM
Only positive

Screen Name Redacted
9/02/2021 07:54 AM
We have heard both positive and negative comments regarding the patio. Our patrons who could not access the pub due to no wheelchair access can now experience the pub however, there is no parking available. We have seen countless fights re parking.

Screen Name Redacted
9/08/2021 12:05 PM
We have not been affected by the patios.

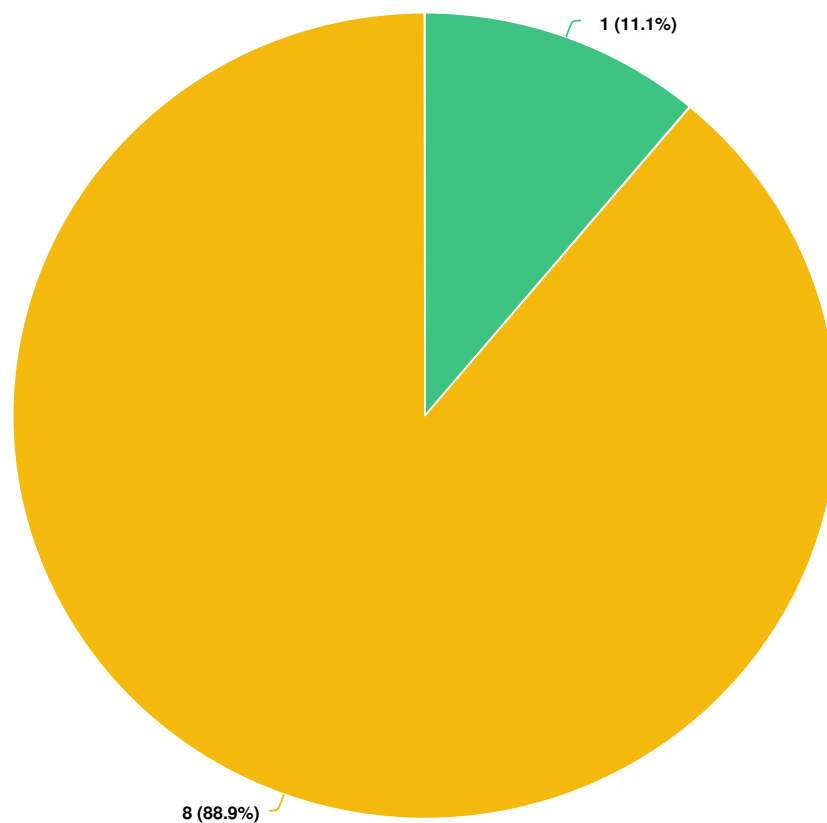
Screen Name Redacted
9/10/2021 09:41 AM
Positive: I think its good for people who are in wheel chairs.
Negative: Its hard to see when oncoming traffic when ur

Optional question (8 response(s), 87 skipped)

Question type: Single Line Question

Patio Pilot Survey : Survey Report for 12 February 2021 to 16 September 2021

Q11 Would you like to be contacted by a Town staff member to discuss your feedback further?

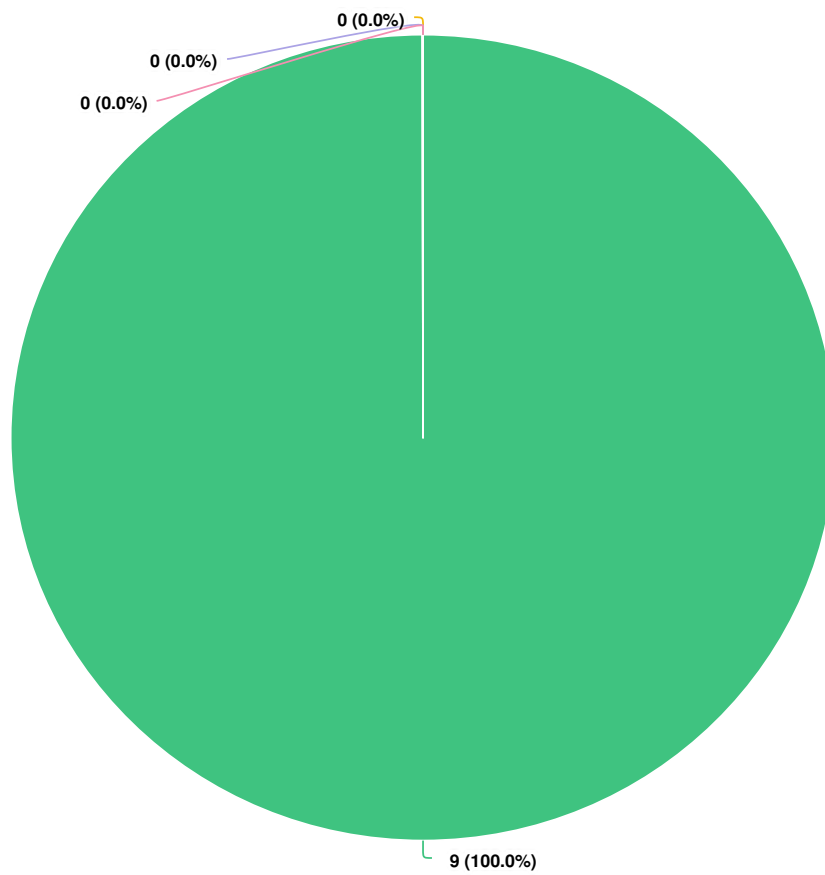


Question options

- Yes
- No

Optional question (9 response(s), 86 skipped)
Question type: Radio Button Question

Q12 As a business owner, do you have any interest in applying for a temporary patio permit?



Question options

- No
- Yes
- We already have a permit
- Other (please specify)

Optional question (9 response(s), 86 skipped)
Question type: Radio Button Question

Patio Pilot Survey : Survey Report for 12 February 2021 to 16 September 2021

Q13 Are there any limitations or concerns that would keep you from applying for a temporary patio permit?

Screen Name Redacted irrelevant to our business
 9/01/2021 03:38 PM

Screen Name Redacted None
 9/01/2021 04:16 PM

Screen Name Redacted own a repair shop, no patio needed
 9/01/2021 05:59 PM

Screen Name Redacted Not all businesses can operate on the patio - not an even playing field when you assume that they can.
 9/02/2021 07:54 AM

Screen Name Redacted We are not a business that needs one.
 9/08/2021 12:05 PM

Screen Name Redacted N/A
 9/10/2021 09:41 AM

Optional question (6 response(s), 89 skipped)

Question type: Single Line Question

Patio Pilot Survey : Survey Report for 12 February 2021 to 16 September 2021

Q14 Please share any thoughts you may have about the temporary patios currently in place.

Screen Name Redacted Great for the community
8/18/2021 04:55 PM

Screen Name Redacted I think it is not safe for people
9/01/2021 05:22 PM

Screen Name Redacted I like it, think it's a great idea!
9/01/2021 05:59 PM

Screen Name Redacted If the owner was not so arrogant and was more courteous to his surrounding neighbors and the impact on parking, hit and runs and drunk drivers, we probably would not have any issues.
9/02/2021 07:54 AM

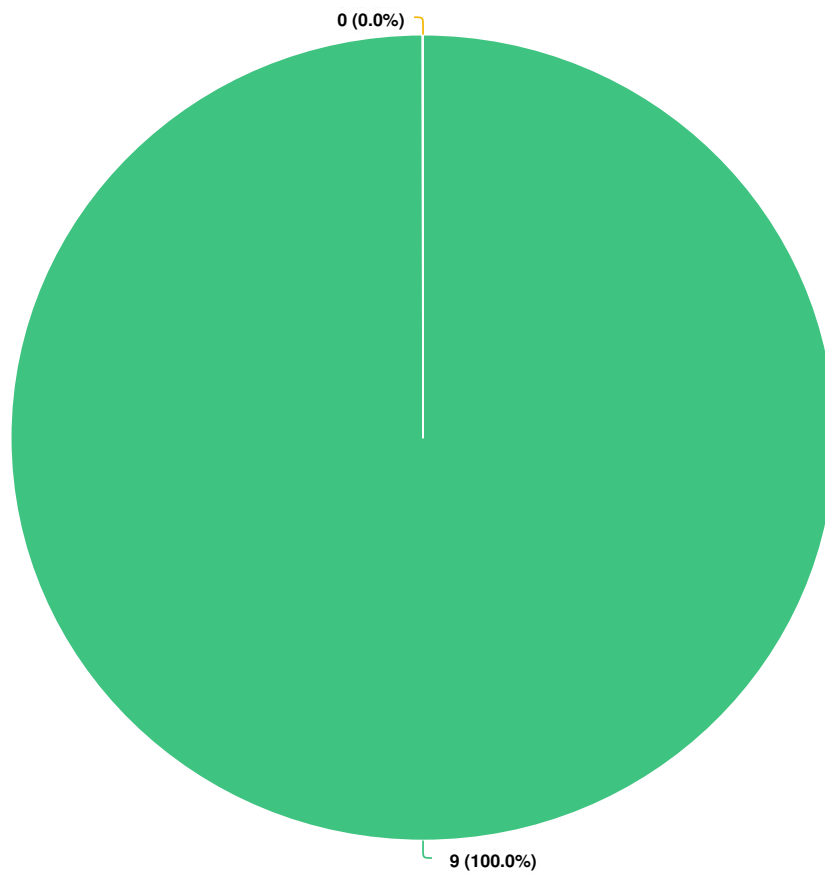
Screen Name Redacted N/A
9/10/2021 09:41 AM

Optional question (5 response(s), 90 skipped)

Question type: Single Line Question

Patio Pilot Survey : Survey Report for 12 February 2021 to 16 September 2021

Q15 Would you like to be contacted by a Town staff member to discuss your feedback further?



Question options

- No
- Yes

Optional question (9 response(s), 86 skipped)
Question type: Radio Button Question

AGENDA ITEM REPORT



Title: South Coaldale Transportation Network Update - S. Croil
Report Type:
Report Author: Spencer Croil
Meeting: Regular Council Meeting - 27 Sep 2021
Department: Infrastructure, Planning
Reviewed by Kalen Hastings
Supervisor/Peer:

TOPICS:

Infrastructure:
Studies

Planning and Community Development:
Municipal Planning

OBJECTIVE:

The purpose of this report is to provide a brief update to Council regarding the direction provided to staff at the regular meetings of June 14th and June 28, 2021.

PREVIOUS COUNCIL DIRECTION:

At the conclusion of a substantial amount of work analyzing the network in the southeast part of the community, at the regular meeting of June 28th, Council provided the following direction:

(Motion 250-2021)

THAT Council direct administration to collaborate with the developer of Field Stone Meadows and The Seasons to create and improve upon active modes transportation infrastructure in and around the existing portion of 13th Street and 31st Avenue, including the following steps and timeline:

- *Data collection and analysis - 2021*
- *In-depth discussion/negotiation with the developer - 2021;*
- *Update to Council - 2021;*
- *Formal agreement with the developer regarding conceptual design and costs - 2021;*
- *Preliminary design - 2021/2022;*
- *Detailed design - TBD;*
- *Construction - TBD.*

and; (Motion 251-2021)

THAT Council direct administration to negotiate with the developer of Field Stone Meadows and The Seasons to create a through road to 8th Street from 31st Avenue, with the understanding that said roadway be designed with public use in mind. Specifically, that the following steps take place, with the understanding that no municipal costs toward capital be agreed to at this time:

- *Data collection and analysis - 2021*
- *In-depth discussion/negotiation with the developer - 2021;*
- *Update to Council - 2021;*
- *Formal agreement with the developer regarding conceptual design and costs - 2021;*
- *Preliminary design - 2021/2022;*
- *Detailed design - TBD;*
- *Construction - TBD.*

ANALYSIS:

Administration recently met with the developer of Fieldstone Meadows and The Seasons (Mr. Douglas Bergen) to discuss the items in the above motions that required dialogue with him.

Specifically, the feasibility and options for active modes infrastructure in the area of 13th Street and 31st Avenue was discussed, along with the possibility and complexities of whether a public-use roadway could be created between 13th Street and 8th Street.

KEY CONSIDERATIONS:

Initial discussions with the developer focused on the complexities of active modes r-o-w and the construction of a public-use road from 13th Street to 8th Street. While neither item was described as impossible, some of the complexities of each item includes:

1. Active modes r-o-w in the area of 13th Street and 31st Ave.

- The cross-section that was approved as per The Seasons ASP and civil drawings is a rural cross-section with effectively no shoulder, which makes adding an active modes r-o-w challenging.
- There may be a possibility of creating a similar outcome to 30th Avenue by identifying an area on one side of 13th and 31st to paint a strip of active modes r-o-w.
- The strip of active modes r-o-w could be enhanced by adding curbing and/or flexible bollards, as was shown in the WATT Consulting Group South Coaldale Transportation Network documents at the June 28th meeting.
- The developer proposed that there may be an alternative worthy of consideration, which would be to pave the (currently gravel/shale) walking paths along the strip of Municipal Reserve land separating The Seasons from Fieldstone Meadows, and connecting that to the pathway on the west side of the Quads. (This option has not been reviewed in detail as of yet).

2. Connecting a public-use roadway from 13th Street to 8th Street, through The Seasons

- Exact alignment of a possible public roadway through The Seasons is difficult to identify because lots have already been developed to the north, and lots are in the process of being subdivided on the SW corner of the development.
- This effectively leaves alignment options to some version of The Seasons Boulevard, depending on whether that is intended to connect to 8th on the north end of the development or at another point, which would require negotiation with the acreage landowner to the east of The Seasons as well.
- The cross-section The Seasons Boulevard is currently partially constructed to is not municipal specification and would have to be reviewed in terms of suitability for a public road.

- Above all-else, the most important consideration is the need to communicate with The Seasons condominium board as they are a key stakeholder in this matter.
- Staff and Mr. Bergen have discussed the importance of meeting with the condominium board as early on in discussions as possible, to determine if there is any way to come to an agreement with the board that would be acceptable, in order to continue pursuing this option.

FINANCIAL IMPACT:

Staff Time

To be determined, depending on detailed options that have yet to be identified.

STAKEHOLDER ENGAGEMENT:

Public Participation

Proactive stakeholder involvement will continue to be critical to finding successful outcomes for the South Coaldale Transportation Network. As more detailed options are identified, regular updates will continue to be brought back to Council and will be distributed to area stakeholders in a timely manner.

In the immediate future, staff will identify a date and time that is suitable for The Seasons condominium board to discuss the possibility of a public-use roadway from 13th Street to 8th Street.

DECISION OPTIONS:

Council may wish to receive this update for information, or provide further direction on a specific aspect of the motions made on June 28th.

RECOMMENDATION:

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

RATIONALE:

With recognition for the complexity of the South Coaldale Transportation Network, and the specific items addressed in this update, it will be helpful for administration to continue to receive clear direction from Council regarding next steps for this matter.

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:

[June 14th and 28th Council reports re South Coaldale Transportation Network](#)

AGENDA ITEM REPORT



Title: Update - South Coaldale Transportation Network Summary of Findings and Recommendations
- S. Croil

Report Type: Request for Decision
Information Update

Report Author: Spencer Croil

Meeting: Regular Council Meeting - 28 Jun 2021

Department: Infrastructure, Planning

Reviewed by Supervisor/Peer: Kalen Hastings

TOPICS:

Infrastructure:

Studies

Planning and Community Development:

Municipal Planning

OBJECTIVE:

The purpose of this report is to provide a brief update to Council regarding the South Coaldale Transportation Network item that was presented at the June 14, 2021 regular meeting of Council.

This report covers the major transportation elements in the South Coaldale area.

PREVIOUS COUNCIL DIRECTION:

Council tabled further consideration of the report at the June 14, 2021 regular meeting.

ANALYSIS:

Background:

The report and presentation made at the Regular Council Meeting of June 14 are attached to this report for information. After the presentation to Council and subsequent discussion, a number of questions were asked regarding the constructability of the proposed urban cross-section for 30th Avenue in particular.

A brief update can be provided for that part of the network and that component of the discussion.

By way of a site visit and review of previously completed conceptual materials from past investigation of the area, Town infrastructure and engineering staff have confirmed that the reconstruction of 30th Avenue to an urban cross-section would be possible. As noted during the Council discussion at the June 14 meeting, consideration will most certainly need to be given to the existing elevations of both

Agenda Item #4.4

HW 845 and the frontages of the properties facing 30th Avenue, to ensure that operational components such as drainage and ease of access are maintained.

More broadly, when considering future changes to the transportation network in an area such as South Coaldale, which includes a major shift in what parts of the network will look like (from ditches and no sidewalks, to curbs, gutters and sidewalks) can, understandably, lead to some skepticism. However, preliminary design work has not started yet and through processes such as that, the components of the work required to shift from rural to urban cross-sections are accounted for, to mitigate unintended consequences once upgrades are in place.

The same comment is relevant for the other parts of the network that have been discussed in the previous report and recommendations. Therefore, this update represents an opportunity to clarify what the recommendations presented on June 14th mean in terms of next steps.

KEY CONSIDERATIONS:

As mentioned in the analysis section, this update represents an opportunity to provide further clarity on the steps and types of work involved with the recommendations presented at the June 14th meeting.

For the purposes of clarity and consideration of next steps, it is worth describing what the recommendations are, and what they are not.

The recommendations made at the June 14 meeting are an opportunity to start in motion a plan that represents a way of managing the transportation network in the South Coaldale area that is based on robust analysis and where feasible, feedback from stakeholders.

The recommendations are not a request for funding or for the green light on the construction of any one component of the network, but rather direction on how to chart the course moving forward, recognizing that any such decision is likely a multi-year process.

For further clarification, each set of recommendations is broken down below into a number of steps that would be undertaken if the related recommendation were to be approved as a part of the proposed strategy that was presented at the June 14th meeting.

Upgrades to cross-sections

Overview

At the June 14th meeting, and as reflected in the information presented at that meeting, upgrades to the cross-sections of 17th Street and 30th Avenue are recommended.

The recommendations for what those upgrades entail are based on expertise from our consulting transportation engineers with WATT Consulting Group, and from feedback collected through the April/May engagement that was undertaken.

Next steps

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If Council finds merit in the recommended upgrades for the 17th Street and 30th Avenue cross-sections, next steps would include:

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1. Data collection, analysis and broad concept development - 2021/2022
2. Preliminary design - 2022
3. Request to Council for funding in a future budget year - 2022 (the request would be made in 2022 but funding may not be dedicated until a future year beyond that)
4. Subsequent to budget approval, detailed design - TBD
5. Tendering - TBD
6. Construction - TBD

Within the above steps, consultation with properties fronting onto 30th Avenue would be required, to ensure the potential impacts of upgrades are comprehensively understood and managed for not only the road r-o-w but the properties as well.

Beyond the standard focus civil engineering practice brings to projects such as this, particular attention would be paid to stormwater drainage, to ensure drainage from properties to the road is maintained.

Timeline: suggested to gather background site data in 2021, and begin work on this asap and obtain broad concepts and preliminary designs in 2022.

Value-added elements: with the design, tendering and construction of Malloy Phase 2B scheduled for 2022/2023, it is likely there will be substantial benefit to the 30th Avenue area from a stormwater drainage perspective. This would reduce the requirements for stormwater conveyance capacity along 30th Avenue and overall project cost.

Estimated cost (2022): concept development and preliminary design is estimated at \$50,000 to \$75,000. The benefits of this approach is that multiple concepts can be developed for the more complex components of the area, such as stormwater drainage design.

Request as of today: no costs, only approval of the general approach.

2. The addition of active modes r-o-w along the existing 13th Street and 31st Avenue

The recommendation to add active modes r-o-w in the existing parts of the network included consideration for the existing portion of 13th Street, and 31st Avenue. This area is complex due to the nature of The Seasons and Fieldstone Meadows communities and the cross-sections of the existing 13th Street and 31st Avenue in this area.

Next steps

If Council finds merit in the recommendation that active modes accommodations be introduced to this area, next steps would include:

1. Data collection and analysis - 2021
2. In-depth discussion/negotiation with the developer - 2021
3. Update to Council - 2021
4. Formal agreement with the developer regarding conceptual design and costs - 2021
5. Preliminary design - 2021/2022
6. Detailed design - TBD
7. Construction - TBD

Agenda Item #4.4

Within the above steps, consultation with the developer will be paramount. The reason tendering is not mentioned is due to an assumption that the developer would pay all or most of the costs associated with adding active modes accommodations for this particular area.

Request as of today: no costs, but approval to enter into negotiations with the developer to finalize options and details.

3. The connection of HW 845 to 8th Street

The recommendation is to investigate the possibility of connecting HW 845 to 8th Street, to complete a network enhancement that has been noted since 1999 and reiterated by WATT Consulting Group earlier this year.

Next steps

If Council finds merit in the recommendation that a connection be sought between HW 845 and 8th Street, using as much of the existing network as possible, next steps would include:

1. Data collection and analysis - 2021
2. In-depth discussion/negotiation with the developer - 2021
3. Update to Council - 2021
4. Formal agreement with the developer regarding conceptual design and costs - 2021
5. Preliminary design - 2022
6. Detailed design - TBD
7. Tendering - TBD
8. Construction - TBD

Request as of today: no costs, but approval to enter into negotiations with the developer and The Seasons community.

4. The proposed extension of 13th Street to connect to a new e/w street as a part of a development concept in the South Coaldale Revised ASP area

The suggestion in the June 14th report and presentation was to consider the potential network benefits of extending 13th Street (south of the canal) as compared to instead reallocating those funds to upgrading the 30th Avenue cross-section, with the suggestion from WATT Consulting Group being that the reallocation of funds to the reconstruction of 30th Avenue would produce a broader network benefit.

Next steps

Given the upcoming public hearing relating to this particular part of the proposed strategy, it may be prudent to defer further discussion until stakeholder and developer feedback during that public hearing.

Request as of today: none.

5. The proposed protection of 8th Street for a future major collector and the proposed introduce of 32nd Avenue for long-term growth of the SE portion of the community

Agenda Item #4.4

These recommendations are intended to be long-term, which for context is associated with a future annexation at some point far enough into the future where the majority of recently annexed lands are developed. A reasonable assumption would be that the actual design and construction of 8th Street and 32nd Avenue would be 20+ years into the future.

The long-term recommendations are intended to proactively note the need for future network enhancements in this area and not to initiate cross-section design or further investigation at this point in time.

Additional considerations

The July 10, 2017 motion (298.17) and September 24, 2018 motion (303.18) relate to the gate that was in place at the end of 31st Avenue until 2017, which up to that point required residents of The Seasons to use 8th Street as the main point of access.

Motion 298.17 in particular requires further direction from Council regarding how to proceed with the question of whether the gate/barrier should be reinstalled where it previously was.

Consideration should be given to the recommendation by WATT Consulting Group that the reinstallation of the gate/barrier would likely have a negative impact on the network, as compared to investigating the connection of HW 845 to 8th Street.

With the desire for active modes accommodations in the South Coaldale area, and the recommendation from the consultant being to avoid reinstallation of the gate, there may be merit in requiring the developer to design/install active modes accommodations along 31st and 13th, and work with the Town to identify how and where a connection from 31st Avenue to 8th Street can be made, to complete the connection of HW 845 to 8th Street for South Coaldale. It could further be considered that the above actions be tied to a timeline to ensure the network enhancements are completed by a certain point in time as The Seasons community continues to grow.

FINANCIAL IMPACT:

No immediate financial impact. As updates and next steps that do carry financial impact are investigated, updates will be brought to Council for further direction.

STAKEHOLDER ENGAGEMENT:

Public Participation
Community Consultation Sessions

Engagement completed in April and May of 2021, has helped to inform this report.

DECISION OPTIONS:

There are a number of options available for Council to choose from. Council may wish to:

1. Approve the proposed next steps for cross-sections, active modes accommodations, and network enhancements and requests as presented.
2. Approve the proposed next steps for cross-sections, active modes accommodations, and network enhancements and requests with changes.

Agenda Item #4.4

3. Approve parts of the proposed next steps and requests and defer others pending further information (such as the public hearing of July 12).

4. Defer any further decisions.

RECOMMENDATION:

THAT Council approve the proposed next steps for the South Coaldale Transportation findings and recommendations.

RATIONALE:

The proposed next steps and requests contained in this report represent clarification on the proposed strategy and related information that was presented at the June 14th meeting. The proposed strategy, next steps, and requests presented in this report are based on comprehensive technical information and stakeholder feedback.

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:

[South Coaldale Transportation Network - agenda report - June 14, 2021](#)

AGENDA ITEM REPORT



Title: South Coaldale Transportation Network - summary of findings and recommendations

Report Type:

Report Author: Spencer Croil

Meeting: Regular Council Meeting - 14 Jun 2021

Department: Infrastructure, Planning

Reviewed by Supervisor/Peer: Kalen Hastings

TOPICS:

Infrastructure:

Studies

Planning and Community Development:

Municipal Planning

OBJECTIVE:

The purpose of this report is to present a summary of findings for the South Coaldale transportation network, including engagement outcomes and cross-section and network recommendations from a transportation planning and engineering perspective.

PREVIOUS COUNCIL DIRECTION:

This matter has appeared before council previously
 The matter of the South Coaldale transportation network appeared before Council at the March 22nd, 2021 meeting and a brief progress update was provided at the May 25, 2021 meeting. The original catalyst for the work completed this year is highlighted in detail in the March 22nd Council agenda item.

ANALYSIS:

Engagement and Feedback

Since the progress update was provided to Council at the May 25th meeting, a summary of findings from community engagement efforts has been prepared, and is attached to this item for reference.

The survey was responded to 88 times, and primarily by residents in the project area.

As shown in the attached summary, the survey provided to the area stakeholders was made up of two components. The first part of the survey was focused on existing and proposed cross-sections for 17th Street, 30th Avenue, and a possible extension of 13th Street.

The cross-section questions focused on the idea that when 17th Street and 30th Avenue are rebuilt, there will be opportunity to consider what is referred to as an 'urban' cross-section, which typically includes buried stormwater conveyance, curb and gutter, sidewalks or pathways, and street lights.

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Respondents provided feedback regarding their preference for how these cross-sections could be organized, which generally consisted of parking on one or both, or no sides of the street, and sidewalks vs. pathways.

Much of the cross-section feedback was clear in terms of respondent preference. For this part of the survey, feedback was generally homogenous.

The second part of the survey focused on the network, or how all of the existing and potential future roads in South Coaldale should be organized. Four scenarios were presented to participants, each of which is reflective of either previous feedback collected in 2016/2017 or network analysis and modeling that had been completed as a part of the TMP.

The network-focused questions did not garner the same level of clarity regarding respondent preferences. Overall, the feedback and findings from this portion of the survey can be characterized as generally heterogeneous.

Analysis

WATT Consulting Group completed network analysis and modeling for this area in the following forms:

1. Network Analysis for the Town's TMP (2020)

The network analysis completed for the Town's TMP indicated that, broadly speaking, the network in South Coaldale was sufficient to move existing and future volumes.

2. South Coaldale Transportation Impact Assessment (TIA) (2020-2021)

The TIA represents a more detailed version of analysis in that it focuses on future scenarios for a particular area. In the case of South Coaldale, the TIA completed again indicated the network is capable of moving future vehicle volumes expected as the area builds-out.

3. The Seasons Manufactured Home Community - Memo (2021)

This memo was produced in part to help answer one of the outstanding that resulted from 2017 Council deliberations on the network. The specific question answered was whether future traffic volumes from The Seasons could be accommodated by the South Coaldale transportation network. The work done to complete the memo also indicated that the network can accommodate The Seasons at full build-out, as well as the 30th Avenue area at full build-out.

Notes for Clarification

How modeling and analysis is completed

All of the above modeling and analysis was completed objectively and dispassionately, which is to say that it only looked at network function and did not account for the outstanding question of whether the barrier that used to be at the east end of 31st Street should or should not be reinstalled as a matter of community preference.

What is Traffic?

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For the purposes of the modeling and analysis that has been completed for the area, traffic was always made up of motor vehicles.

All three documents referenced above have clarified that for the South Coaldale area, active modes (walkers, cyclists, wheelchair users, skateboarders, etc.) are not accommodated in this part of the network. It has also been clarified in all three documents, in varying degrees of specificity, that active modes users should be accommodated by introducing rights-of-way such as pathways and sidewalks.

Recommendations from Modeling and Analysis

WATT Consulting Group has provided a set of recommendations for the South Coaldale network, which are organized from the scale of the network, to the cross-section. The memo that has been provided by WATT is attached to this report for reference.

1. A brief summary of **network recommendations** includes (as per p. 7 of the memo):

- An east/west connection through South Coaldale should be introduced from a network efficiency/connectivity perspective.
- In the short-term, the east/west connection could be provided along the 31st Street alignment. It is recognized that negotiations with the developer of The Seasons would be necessary to achieve this.
- From a network planning perspective, there are some local benefits to extending 13th Street north of 30th Avenue. More specifically future residents located south of the canal close to 13th Street would have a more direct route to connect to the east. However, from a network planning perspective, there is more benefit in upgrading 30th Avenue in the short term and exploring a connection to 8th Street.
- As the lands south of 30th Avenue and west of 13th Street redevelop, it is recommended that 31st Avenue not connect all the way through to 20th Street to maintain adequate intersection spacing along 20th Street.
 - **Please note:** on the above bullet point, this is specifically referencing an idea shared by a respondent that 31st Avenue could be pushed all the way west to connect to HW 845. This does not mean the recommendation is to stop all traffic from 31st Avenue from moving west.
- In the longer term, the Town should plan to build 32nd Avenue as the primary east/west collector that will service South Coaldale.
- The alignment of 32nd Avenue should be along the ¼ Section line, consist with what is shown in Suggestion "C".
- As development proceeds on the east side of South Coaldale, 8th Street should be constructed as a two-lane urban roadway with the protection of enough land to allow for expansion to four lanes, since this road will be the primary north/south arterial servicing east Coaldale in the future.

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- **Please note:** this is with reference to a future point at which additional development will occur south of the existing SE boundary of the community. This is very much a future planning consideration.
- As streets and roads are added and upgraded in South Coaldale, developers should be contributing to those costs as a part of the approval process.

2. A brief summary of **cross-section recommendations** includes the following (as per p. 10, 12 and 13 of the memo):

- Based on best practices in transportation planning, the Town should consider the following for the 17th Avenue cross-section:
 - 3.0m multi-use pathway on one side
 - 1.5m sidewalk on one side
 - 7.5-8.0m asphalt surface to accommodate two travel lanes and parking on one side (preferably on the side with the multi-use pathway)
 - Standard curb and gutter
 - Potential for street trees
- Based on best practices in transportation planning, the Town should consider the following for the 30th Avenue cross-section:
 - 3.0m multi-use pathway on one side
 - 1.5m sidewalk on one side
 - 11.0m asphalt surface to accommodate two travel lanes and two parking lanes (if parking is only needed on one side, a reduced asphalt width of 9.0m-9.5m could be considered).
 - Standard curb and gutter
 - Potential for street trees
- (For roads in Fieldstone Meadows) If access to The Seasons remains open to the public, the Town should explore opportunities to accommodate active transportation along 13th Street and 31st Avenue. If a rural cross-section is to remain, the Town could consider widening the asphalt width by 1.5m on each side or 3.0m on one side to accommodate active transportation.
- (For all cross-section specific work) To move forward with the planning process, it is recommended that the Town finalize the concept for the cross-section and then initiate the detailed design work and construction. Cost-sharing opportunities with developers in the area should be sought.

3. Recommendations on implementation (network and cross-section) (from p. 14 of the memo):

As development proceeds in South Coaldale, the Town should explore opportunities to cost-share with developers to upgrade the road network. Pending deep utility work in the area may also be a good opportunity to address the transportation network and cross-section issues outlined in this report.

Recognizing a variety of perspectives

Agenda Item #4.4

The recommendations provided above are the result of dispassionate and objective analysis, and transportation planning and engineering best practices.

The recommendations are not intended to undermine feedback from the many individuals that call this area of the community home and that took the time to fill out the survey. Instead, by recognizing that in some instances, the technical recommendations do not align with feedback from individual respondents to the survey, the work becomes more about identifying opportunities to incorporate respondent feedback into the analysis and technical recommendations, where possible.

For instance, Council may wish to prioritize the installation of active modes r-o-ws in the 31st Avenue and existing 13th Street areas, as a way of addressing concerns relating to additional traffic from The Seasons neighbourhood, without closing the roadway, which is the recommendation for this part of the network.

KEY CONSIDERATIONS:

Background

At the March 22nd meeting, it was suggested that a reasonable basis for considering how to manage the network in this part of the community could be as follows:

technical information

(existing and expected future development, modeling, and transportation engineering standards)

+

local stakeholder feedback and perspectives

(ideas, concerns, and points for discussion from residents currently living in the area)

Additionally, it was also suggested that there were two outstanding pieces of information that would be critical to understanding the South Coaldale network included:

1. detailed information regarding traffic flows and volumes
2. feedback from area stakeholders

Both pieces of information are now available and have been included in this report as noted in the analysis section.

Budgetary Considerations

All aspects of the network changes that have been suggested here have budgetary impact.

Specific cost estimates have not been prepared for any of the recommendations as of yet. Instead, it is worth highlighting a number of points here that will be worth ongoing consideration in preparation for one or more of the recommendations to be implemented:

- As noted by WATT, it will be important to continue seeking cost-sharing opportunities from developers who wish to grow this area of the community.

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- As the Town continues to build its Asset Management program, it will be important to identify the best timing for the variety of projects that may have an impact on this area, to ensure the dollars being spent on capital projects here are the best possible dollars.
- Some of the recommended changes to the network could be considered to be tied to previously-agreed to cost-sharing arrangements and may result in new opportunities to seek cost-sharing from area developers.

Timing

The recommendations provided by WATT have been organized temporally.

For instance, the construction of 32nd Avenue and the protection of 8th Street for future construction as a major collector are two longer-term items, meaning that future planning should reflect these recommendations but that construction is not likely in the near term.

Conversely, a number of items could be considered for design and construction sooner rather than later.

- the design and installation of active modes r-o-w along 31st Avenue and 13th Street should be investigated, designed and installed as soon as possible, with the goal being to tie-in to the existing pathway starting at the entrance to the Quads.
- the design and construction of a new 17th Street cross-section and 30th Avenue cross-section should be completed as development interest allows and/or as other infrastructure projects may require substantial work to be done in and around these roads.

Addressing Previous Motions

As presented in the March 22nd report, motion 298.17 and 303.18 speak to the question of whether the barrier at the east end of 31st Avenue should be re-installed.

As such, Council may wish to consider addressing this matter.

A brief summary of relevant information is presented here:

1. Feedback

- As was the case in 2016 and 2017 prior to the decision to allow the barrier to be removed, respondents from The Seasons have indicated they do not wish for the barrier to be reinstalled.
- A number of respondents from adjacent neighbourhoods have indicated they wish for the barrier to be reinstalled either permanently, or at least until such time that better active modes networks are incorporated into the area.
- Some of the feedback from respondents who wish for the barrier to be reinstalled was focused on that being the original agreement in the original Seasons ASP and that is why they purchased their lots in the area.

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- There were also a number of general comments focused on a desire for a final decision to be made on the matter.

2. Analysis

- The analysis completed for the TMP, TIA and Seasons Memo, all indicated that the network as it exists today, will accommodate full build-out of The Seasons and the areas to the west.
- The findings from analysis was qualified with the recognition that active modes r-o-w needs to be incorporated into the network in this area of the community. It should be clarified that no specific timeline was identified for this but rather it was a general comment that as the area develops, active modes r-o-w should be incorporated.

3. Recommendations

- The recommendation from WATT Consulting Group was to seek a public access from HW 845 to 8th Street, as a positive outcome for the network in this area. - p. 3 of the memo
- The scenario by which the barrier would be reinstalled was also commented on by WATT, with the suggestion being that this would result in "an inefficient road network that does not provide functional benefits to the overall Town" - p. 4 of the memo.

A proposed strategy

Should Council find merit in the recommendations and suggestions contained in this report, the following is suggested as a strategy to manage the various aspects of the network in this part of the community:

Longer-term network components

- 32nd Avenue can be included in future updates to the Town's TMP
- The protection of 8th Street and future r-o-w necessary to construct it as a major collector can be added into future updates to the Town's TMP

Shorter-term network components

- The reconstruction of 30th Avenue should be investigated as it relates to other infrastructure work going on in the area that may result in cost-savings for road reconstruction, for instance:
 - the alignment and construction of Malloy Phase 2B and the potential for favourable outcomes relating to stormwater drainage in the 30th Avenue area
 - the need for a sanitary upgrade between HW 845 and 17th Street as identified in the Infrastructure Master Plan (IMP).
 - development interest that could result in cost-sharing from private developers for certain parts of the roadway.

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- The findings from the above should be organized and summarized for presentation to Council as soon as possible, in order that budgetary impact and more specific timing can be determined and communicated to the community.
- The reconstruction of 17th Street should be prioritized and cost-shared if development is to occur in the area in the short-term.

Short-term cross-section components

- The introduction of active modes r-o-ws in the 31st Avenue and 13th Street areas, connecting to the pathway starting at the Quads entrance, should be investigated for design and installation as soon as possible.
- With the desire for the developer of The Seasons to maintain vehicle access to 30th Avenue, which the modeling and analysis supports, discussions should be initiated regarding cost sharing for the introduction of active modes r-o-w in this area.

Financial considerations

Cost-sharing agreements and budgeting for the abovementioned items should be carried out in a way that ensures the best possible value for each item.

Next Steps

Should Council find merit in the strategy either as presented, or with changes, the next steps will include:

1. preparing a more formalized document for the strategy.
2. preparing cost estimates and more specific timelines for the items in the strategy.
3. presenting the strategy to Council for information purposes.

In Summary

The tensions that arise in the underdeveloped parts of a community are not uncommon, especially when development interests start to increase. This can make discussion and decisions on localized challenges and issues difficult as no decision is going to satisfy all perspectives, desires and concerns.

In this instance, the collective history of ongoing developments, previous studies, and past decisions, is substantial.

The strategy presented in this report represents an opportunity to balance technical recommendations with the elements of feedback that can be incorporated into that technical foundation. By actively seeking costs from area developers and prioritizing network improvements based on Asset Management principles, the transportation network in South Coaldale can be adjusted and grown to serve the residents and visitors to the area in a responsible manner. Page 68 of 184

FINANCIAL IMPACT:

Capital
Staff Time

Financial impact will be able to be determined more accurately once the strategic plan for the South Coaldale network is decided on.

Ultimately, the financial impact of changes to this part of the network will be largely capital as the cross-sections for each existing road are updated, and as new roads are introduced to the area.

It is suggested that a reasonable funding model for the expected costs could be a combination of off-site levies collected as new development occurs in the area, actual construction costs paid by developers as they wish to connect new roadways to the existing network, and infrastructure reserve funds.

STAKEHOLDER ENGAGEMENT:

Public Participation
Community Consultation Sessions

Stakeholder engagement for this project was carried out in accordance with the Public Participation Plan that was approved by Council at the March 22, 2021 meeting. The Plan can also be found on the letsconnectcoaldale.ca project page.

Once a final decision has been made regarding network management in this part of the community, that will be communicated to area residents by way of direct mailouts.

DECISION OPTIONS:

Council may wish to:

1. Approve the proposed strategy with or without changes.
2. Defer a decision and request additional information.

RECOMMENDATION:

THAT Council approve the proposed strategy as presented or with changes.

RATIONALE:

Several additional steps will be required to investigate, design and execute the work represented by the proposed strategy. Approving the strategy either as presented or with changes, provides a foundation to move forward with for the community and for staff.

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:

[Memorandum - South Coaldale Transportation Network 2021-06-03 Final](#)

[South Coaldale Survey Summary Report](#)

[South Coaldale Transportation Network - agenda report - March 22, 2021](#)

Agenda Item #4.4



WATT CALGARY
#310, 3016 – 5th Avenue N.E.,
Calgary, AB T2A 6K4
(403) 273-9001

MEMORANDUM

Town of Coaldale
1920 17th Street
Coaldale AB T1M 1M1

June 3, 2021
Our File No: 3823.T01

Attention: Spencer Croil, RPP, MCIP

Re: South Coaldale Transportation Network

Further to our recent conversations and correspondence, WATT Consulting Group (WATT) has completed a technical review of the South Coaldale Transportation Network. The purpose of this Memorandum is to summarize the results of our assessment and provide short and long-term recommendations to improve the transportation network from an operations and safety perspective.

Background

The South Coaldale Area includes the lands located between 20th Street and 8th Street, south of 24th Avenue as shown in **Figure 1**. Recent development activity in the area has prompted discussions about the broader transportation network that serves the area. Residents in South Coaldale have identified issues with the network related to the lack of walking and cycling facilities and the level of traffic on some roads. To address the resident's concerns, the Town of Coaldale initiated a public engagement process to gain feedback on street cross-sections and the overall transportation network for South Coaldale. The Town has retained WATT to review the engagement material and to provide short and long-term recommendations based on transportation engineering best practices.

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WATT CONSULTING GROUP
To: Spencer Croil, RPP, MCIP
RE: South Coaldale Transportation Network

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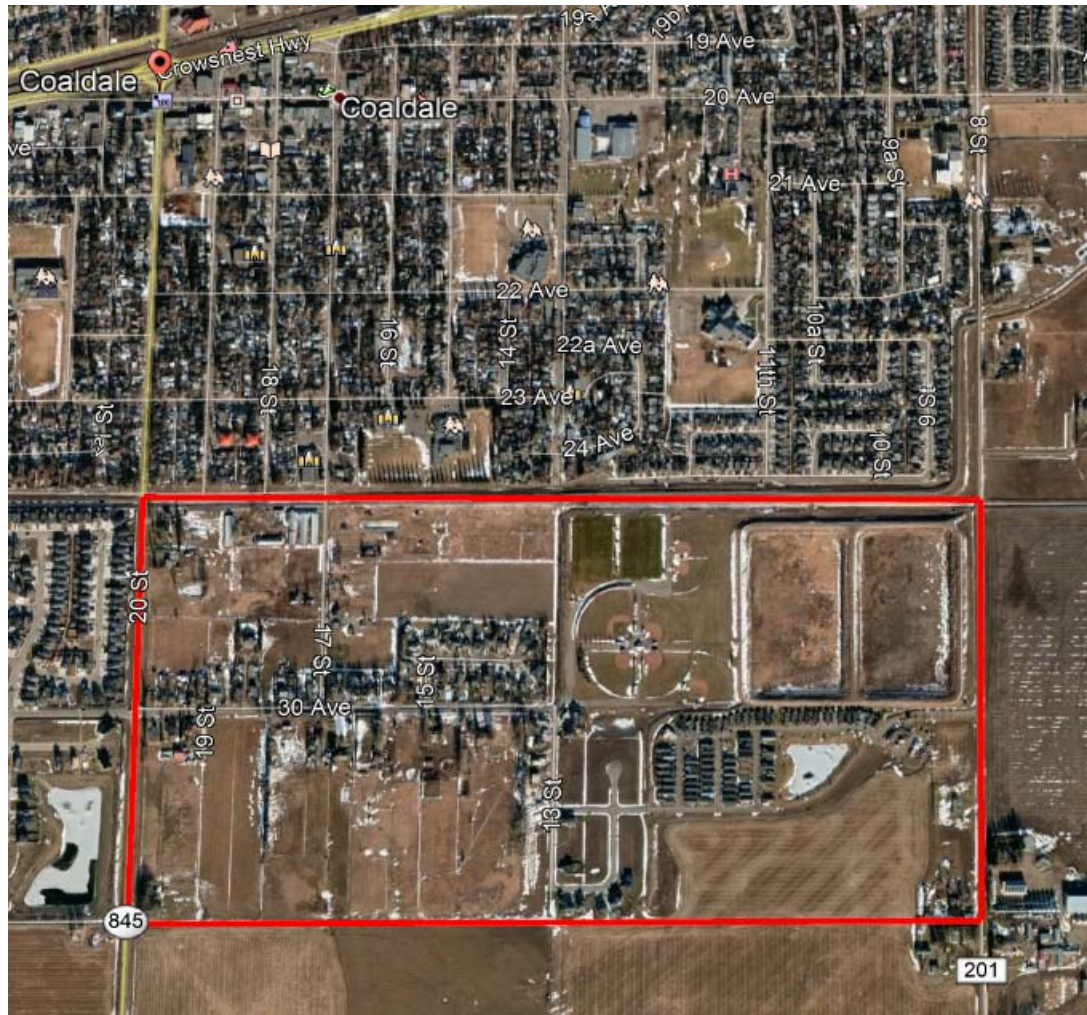


FIGURE 1: SOUTH COALDALE AREA (GOOGLE EARTH IMAGE)

Network Analysis and Recommendations

As part of the public engagement process, the Town of Coaldale requested feedback on four overall transportation network scenarios for South Coaldale. Based on the review of the feedback from the public, the Town has now prepared four “suggested” road networks for Sout Coaldale. Each Suggested Network as prepared by the Town is provided below together with technical commentary regarding the functional benefits to the Town.

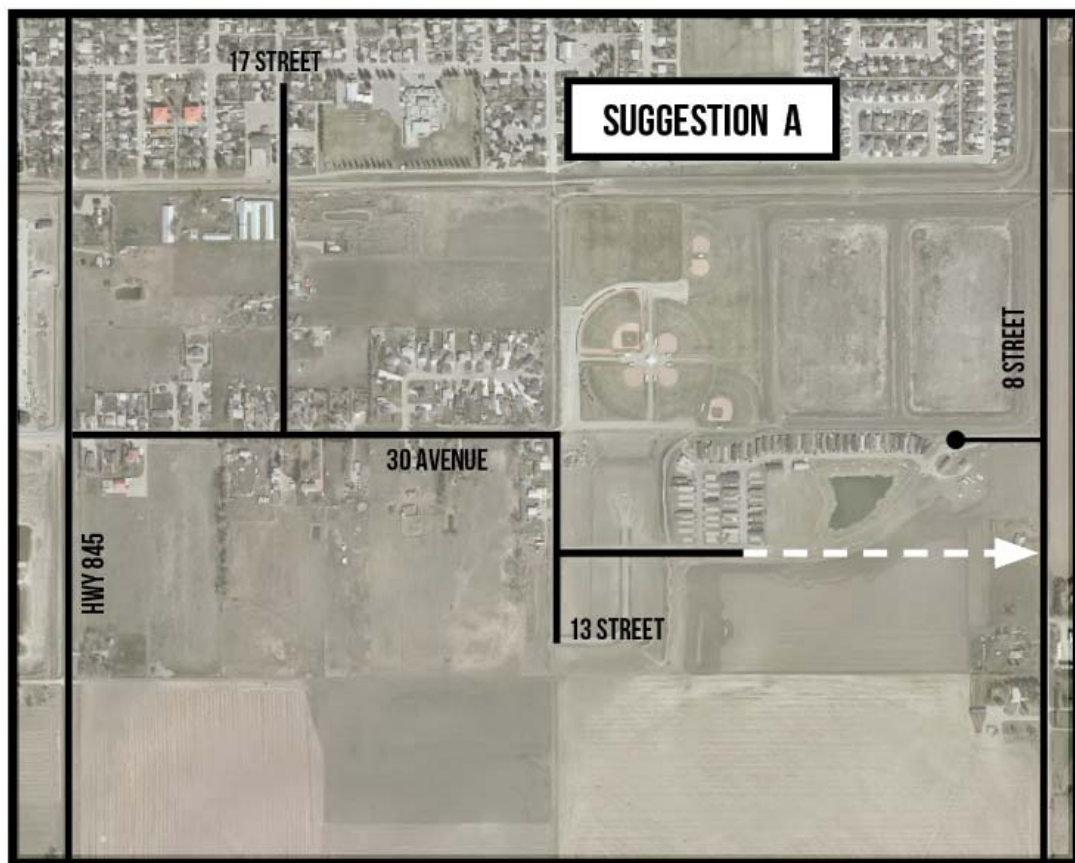
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Suggestion “A”

This network maintains the existing alignment of 30th Avenue and 17th Street and provides an extension of 31st Avenue to connect with 8th Street south of The Seasons development.



Suggestion “A” is positive from a network planning perspective since it provides an east/west connection in the South Coaldale area from 8th Street to 13th Street, thereby maintaining the overall connection between 8th Street and 20th Street. This option provides residents with direct connections to Coaldale’s broader transportation network without having to “double-back”. This network is efficient and practical however, it is understood that the cross-section of 31st Avenue would need to be reviewed and revised to better suit a public collector roadway.

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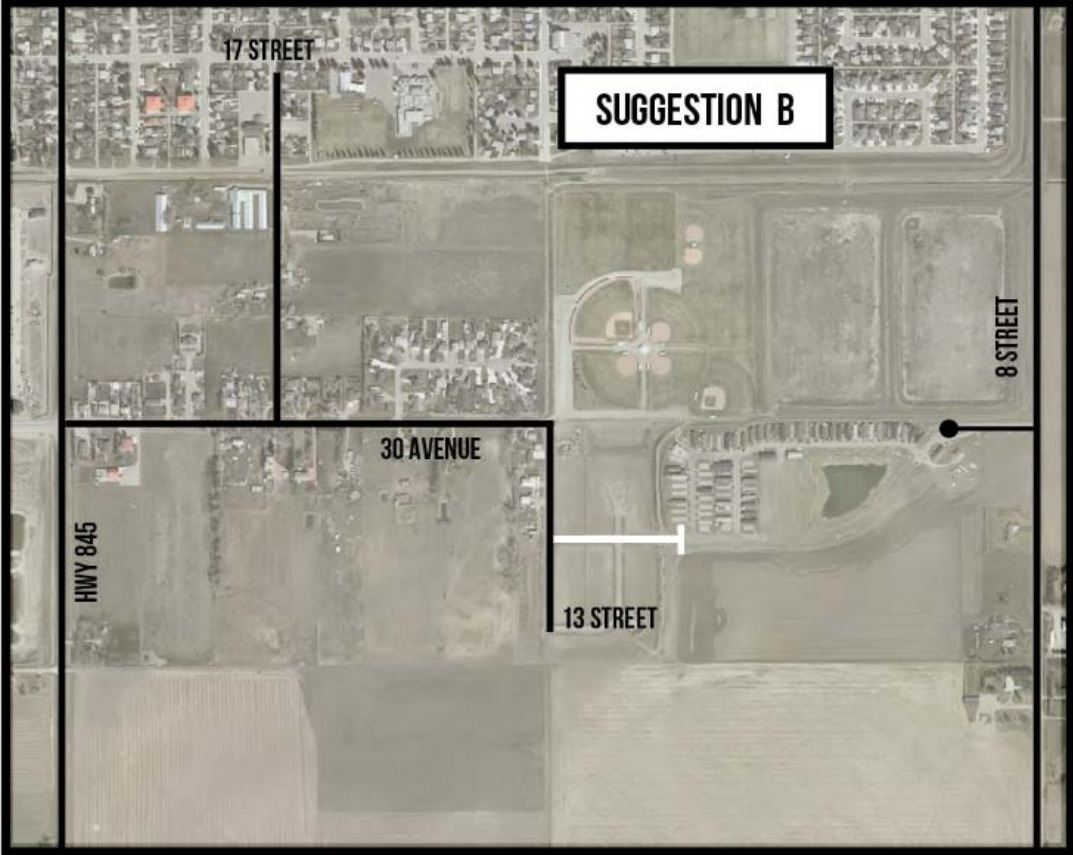
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To: Spencer Croil, RPP, MCIP
RE: South Coaldale Transportation Network

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Suggestion “B”

This option forces residents of The Seasons (and future residents south of here) to use 8th Street to access the Town. Although more amenities will likely be provided along the 8th Street corridor in the future, most residents in the short to medium term would have to double back to access the downtown core of Coaldale. Similarly, residents located west of the Seasons would not have direct access to 8th Street and would have to double back if they are headed east.



From a network planning perspective, this option results in an inefficient road network and does not provide functional benefits to the overall Town. Therefore, this Suggestion is not recommended.

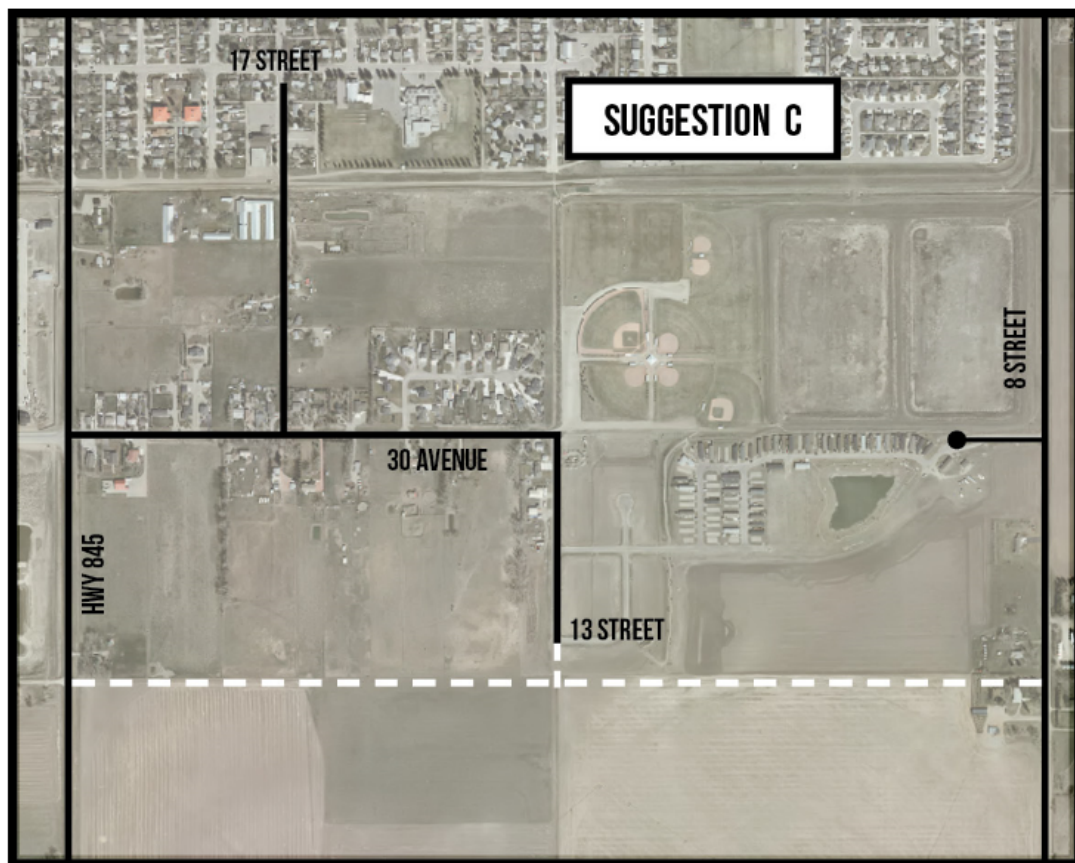
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WATT CONSULTING GROUP
 To: Spencer Croil, RPP, MCIP
 RE: South Coaldale Transportation Network

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Suggestion “C”

This option provides a new east/west collector street at the south end of the study area that connects 20th Street to 8th Street. Residents of The Seasons and future residents south of there would be forced to use 8th Street. Adding north/south residential streets connecting The Seasons area to the new 32nd Avenue in the future would improve the overall efficiency of the network.



From a network planning perspective, collector streets are typically provided every 800m, depending on the density of development. Therefore creating 32nd Street to connect 20th Street to 8th Street on a grid pattern is very efficient for the network and will adequately serve future development in the area. Therefore, this option is recommended for implementation in the long term and the right-of-way for the future 32nd Avenue should be acquired and protected.

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Suggestion “D”

This option extends 13th Street to the north, over the canal and limits access to The Seasons development to 8th Street.



Previous technical analysis indicated that extending 13th Street over the canal is infeasible from a cost perspective due to the significant grade changes and the presence of the canal. Therefore, this option was not considered viable from a network planning perspective.

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WATT CONSULTING GROUP
 To: Spencer Croil, RPP, MCIP
 RE: South Coaldale Transportation Network

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Transportation Network Recommendations

Based on our review of the South Coaldale transportation network, the following recommendation are provided for the Town's consideration:

- An east/west connection through South Coaldale should be introduced from a network efficiency/connectivity perspective.
- In the short-term, the east/west connection could be provided along the 31st Street alignment. It is recognized that negotiations with the developer of The Seasons would be necessary to achieve this.
- From a network planning perspective, there are some local benefits to extending 13th Street north of 30th Avenue. More specifically future residents located south of the canal close to 13th Street would have a more direct route to connect to the east. However, from a network planning perspective, there is more benefit in upgrading 30th Avenue in the short term and exploring a connection to 8th Street.
- As the lands south of 30th Avenue and west of 13th Street redevelop, it is recommended that 31st Avenue not connect all the way through to 20th Street to maintain adequate intersection spacing along 20th Street.
- In the longer term, the Town should plan to build 32nd Avenue as the primary east/west collector that will service South Coaldale.
- The alignment of 32nd Avenue should be along the ¼ Section line, consist with what is shown in Suggestion "C".
- As development proceeds on the east side of South Coaldale, 8th Street should be constructed as a two-lane urban roadway with the protection of enough land to allow for expansion to four lanes, since this road will be the primary north/south arterial servicing east Coaldale in the future.
- As streets and roads are added and upgraded in South Coaldale, developers should be contributing to those costs as a part of the approval process.

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 To: Spencer Croil, RPP, MCIP
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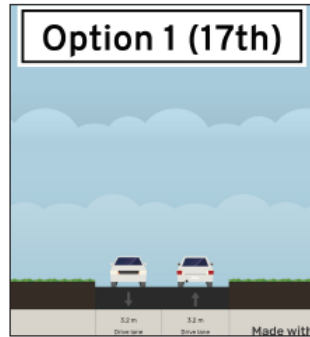
Cross-Sections

Through the public engagement process, the Town has received feedback from residents on the preferred cross-sections for 17th Street and 30th Avenue. The purpose of this section is to provide the Town with technical recommendations that represent best practices for the elements of a cross-section from a transportation operations, safety and active modes perspective.

17th Street

This street is expected to accommodate traffic volumes that would warrant a residential (local) road classification. Typical residential streets have a right-of-way between 16-18m. Several options for the 17th Street cross-section were proposed as part of the engagement process as shown below. The results of the engagement indicated a preference for Option 3 which includes two travel lanes, parking on one side and a multi-use pathway on one side.

Scenario Options:



17th Street in its current state



17th Street as a 'local standard' road as per City of Lethbridge specifications



17th Street as a modified 'local standard' road, with a separated pathway on one side

Results:

- » Option 3 (Most Preferred)
- » Option 2
- » Option 1 (Least Preferred)

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WATT's technical comments on the elements that comprise the 17th Street cross-section are provided below:

Travel/Parking Area: The asphalt surface for a residential street is typically in the range of 8.5-9.0m which accommodates two travel lanes and parking on both sides. Option three which includes two travel lanes and parking on one side is proposed with an asphalt surface of 8.9m. This is excessive for a residential street with parking only on one side and **could be reduced to 7.5m-8.0m**. This width of asphalt surface would help to reduce travel speeds while maintaining adequate space for parking and emergency access. The concept of having parking on only one side is appropriate if the existing/future residential development along the street has front driveways. In our experience, on-street parking is underutilized along streets with front-drive garages. If laned product or multi-family housing is proposed along 17th Street, then parking on both sides should be considered since these product types tend to result in higher use of on-street parking.

Multi-Use Pathway: The suggested 3.0m multi-use pathway is adequate to accommodate walking and cycling in both directions. However, if the future residential development along the same side of the pathway has front drive garages, these would pose numerous conflict points and are generally not recommended for multi-use pathways from a traffic operations/safety perspective. To reduce conflict points between vehicles and cyclists/pedestrians, multi-use pathways are typically recommended for streets with flankage lots, parks or schools where there are limited access points. Based on the current development along 17th Street, a multi-use pathway could be accommodated on either side of the roadway. As the area densifies and redevelops, the Town could work with the landowners/developers to ensure the future plans along 17th Street limit the number of driveway crossings.

Sidewalks: The Town has proposed a 1.8m sidewalk on one side as part of the Option 2 cross-section. For residential streets, a 1.5m sidewalk is adequate and can meet accessibility requirements by allowing two people in wheelchairs to pass each other. To meet current best practice in terms of accommodating active modes and providing a safe environment for pedestrians, sidewalks on both sides of residential streets is recommended (or a path on one side and sidewalk on the other).

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Curb & Gutter / Stormwater: To provide separation between vehicles and pedestrians/cyclists and to manage stormwater in a system as opposed to overland drainage, curb and gutter is recommended as part of the 17th Street cross-section. Depending on the future development pattern along 17th Street, a standard curb and gutter is recommended. Rolled curbs would be appropriate for a street with frequent driveway accesses. The details of the storm system in terms of where it will connect to the Town's system can be determined at the detailed design stage for the street.

Utilities / Streetlights / Street Trees: Urban cross-sections typically provide streetlights, line assignments for shallow and deep utilities and street trees. Again, these are issues that can be addressed at the detailed design stage in terms of where they are located within the road right-of-way and the amount of space allocated for each element.

Recommendations:

Based on best practices in transportation planning, the Town should consider the following for the 17th Avenue cross-section:

- 3.0m multi-use pathway on one side
- 1.5m sidewalk on one side
- 7.5-8.0m asphalt surface to accommodate two travel lanes and parking on one side (preferably on the side with the multi-use pathway)
- Standard curb and gutter
- Potential for street trees

To move forward with the planning process, it is recommended that the Town finalize the concept for the cross-section and then initiate the detailed design work and construction. Cost-sharing opportunities with developers in the area should be sought.

30th Avenue

This road is anticipated to carry traffic volumes that would warrant a collector classification. Typical right-of-way for collector streets ranges from 21-26m. As part of the public engagement process, three cross-section options were presented as shown below and the preference was for Option 3.

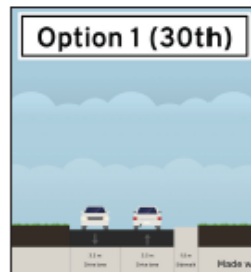
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Agenda Item #4.4

WATT CONSULTING GROUP
 To: Spencer Croil, RPP, MCIP
 RE: South Coaldale Transportation Network

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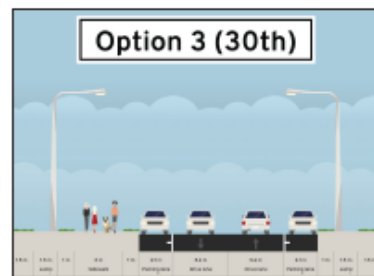
Scenario Options:



30th Street in it's current state



30th Street shown as a "minor collector" as per City of Lethbridge specifications, with separated sidewalks and boulevards on each side.



30th Street shown as a modified "minor collector", with a separated multi-use pathway on one side and boulevards.

Results:

- » Option 3 (Most Preferred)
- » Option 2
- » Option 1 (Least Preferred)

WATT's commentary on the cross-sectional elements for 30th Avenue are provided below.

Travel/Parking Area: The asphalt surface for collector streets typically range from 10.5 – 11.0m with two full travel lanes and parking on both sides. The cross-section proposed as part of Option 3 includes 11.0m of asphalt surface. Although this is in the typical range of collector streets, it can result in speeding issues if the parking lanes are not well utilized. If the future land uses are conducive to on-street parking, an 11.0m asphalt surface is appropriate. If the Town believes that on-street parking along 30th Avenue will be underutilized, a narrower asphalt surface or limiting parking to one side could be explored.

Multi-Use Pathway: The commentary on multi-use path as presented as part of the discussion on 17th Street is also applicable to 30th Avenue. It is desirable to accommodate walking and cycling in a safe manner if the number of driveway crossings can be limited. Careful treatment of the intersections and transitions to streets with no pathways would also need to be considered.

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Sidewalks: The Town has proposed 1.5m sidewalks on both sides as part of the Option 2 cross-section. The proposed width of 1.5m is adequate to meet accessibility requirements and should be accommodate anticipated pedestrian volumes in South Coaldale.

Curb & Gutter / Stormwater: See commentary for 17th Street

Utilities / Streetlights / Street Trees: See commentary for 17th Street

Recommendations:

Based on best practices in transportation planning, the Town should consider the following for the 30th Avenue cross-section:

- 3.0m multi-use pathway on one side
- 1.5m sidewalk on one side
- 11.0m asphalt surface to accommodate two travel lanes and two parking lanes (if parking is only needed on one side, a reduced asphalt width of 9.0m-9.5m could be considered).
- Standard curb and gutter
- Potential for street trees

To move forward with the planning process, it is recommended that the Town finalize the concept for the cross-section and then initiate the detailed design work and construction. Cost-sharing opportunities with developers in the area should be sought.

Agenda Item #4.4

WATT CONSULTING GROUP
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13th Street and Access to The Seasons

If access to The Seasons remains open to the public, the Town should explore opportunities to accommodate active transportation along 13th Street and 31st Avenue. If a rural cross-section is to remain, the Town could consider widening the asphalt width by 1.5m on each side or 3.0m on one side to accommodate active transportation. The additional asphalt area could be delineated with flexible pylons, small concrete barriers or a combination of both as shown in **Figure 2** below.



FIGURE 2: SPACE FOR PEDESTRIANS/CYCLISTS IN CALGARY (GOOGLE EARTH IMAGE)

Implementation Strategy

As development proceeds in South Coaldale, the Town should explore opportunities to cost-share with developers to upgrade the road network. Pending deep utility work in the area may also be a good opportunity to address the transportation network and cross-section issues outlined in this report.

Agenda Item #4.4

WATT CONSULTING GROUP
To: Spencer Croil, RPP, MCIP
RE: South Coaldale Transportation Network

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In the longer term, 32nd Avenue should be constructed to a collector standard road and should connect 20th Street to 8th Street. Similarly, 8th Street should be constructed to an urban 2-lane roadway with enough right-of-way protected to expand to a four-lane roadway to serve east Coaldale.

We trust that this Memorandum addresses the Town's request for technical input on the South Coaldale Transportation network. Feel free to contact me directly if you have any questions about this Memorandum or require additional information.

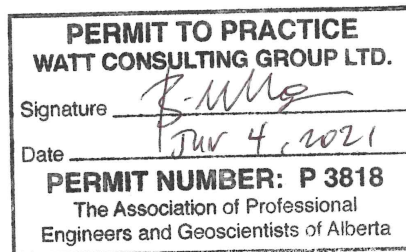
Sincerely,
WATT Consulting Group



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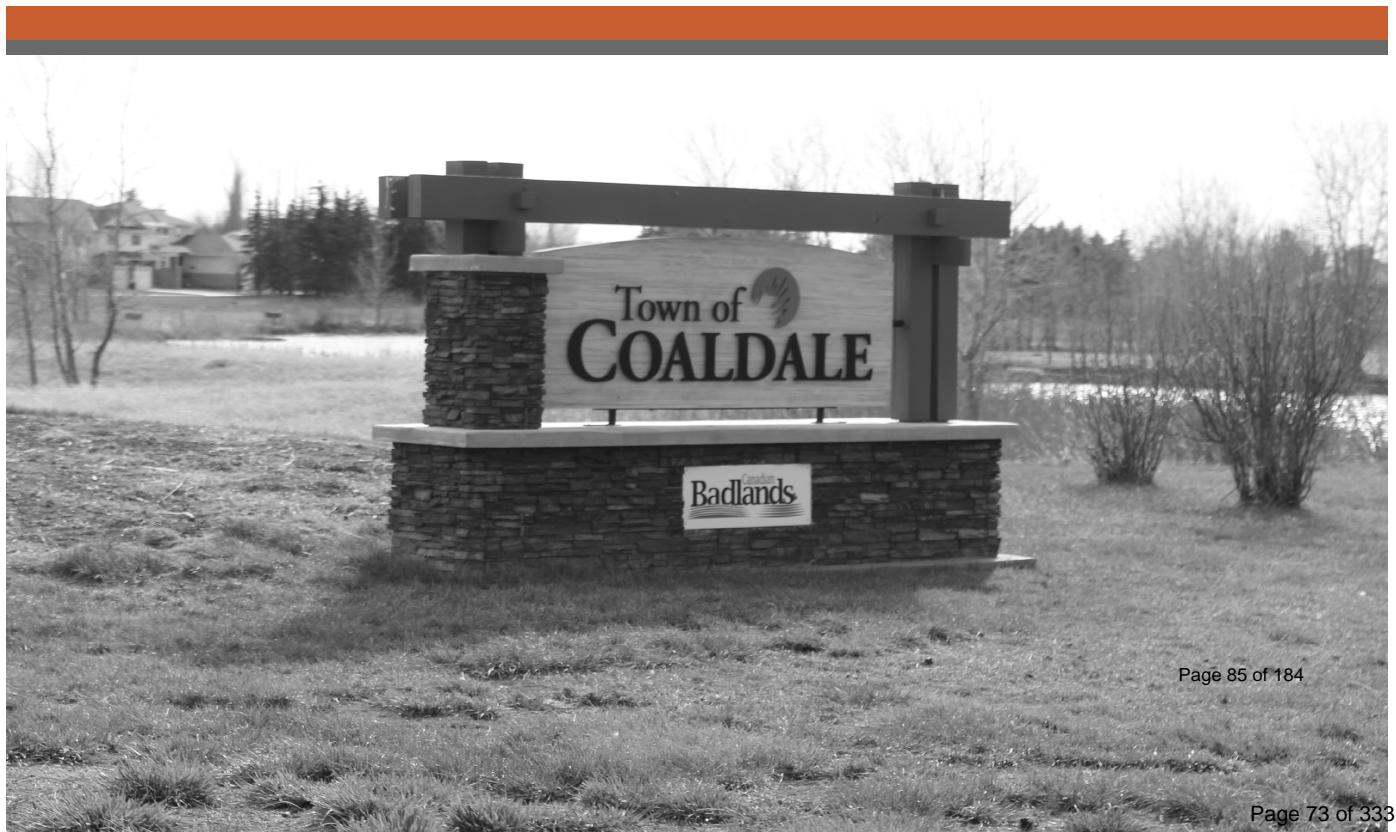
#WEAREWATT



South Coaldale Transportation Network Survey

Engagement Summary Report

May 2021



Demographics

What neighbourhood in Coaldale do you live in?

- » The Seasons - 39
- » Cottonwood - 5
- » Station Grounds - 2
- » Eastview - 8
- » South Coaldale (30th Ave) - 12
- » Fieldstone - 5.5
- » Land O Lakes - 1
- » Garden Grove - 5
- » Lethbridge - 1
- » Westgate - 1
- » Central Coaldale - 8
- » Parkside - 0.5

Total Respondents - 88

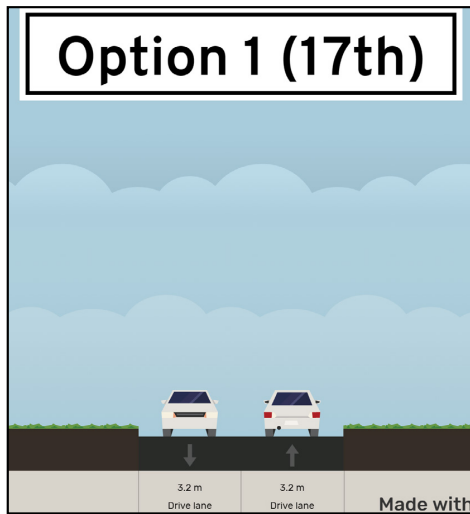
Section 1: South Coaldale

Section 1A: 17th Street

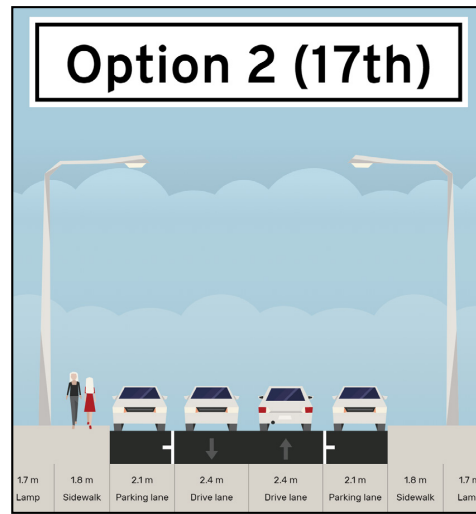
Question 1:

“Please rank these options from Most Preferred (1) to Least Preferred (3).”

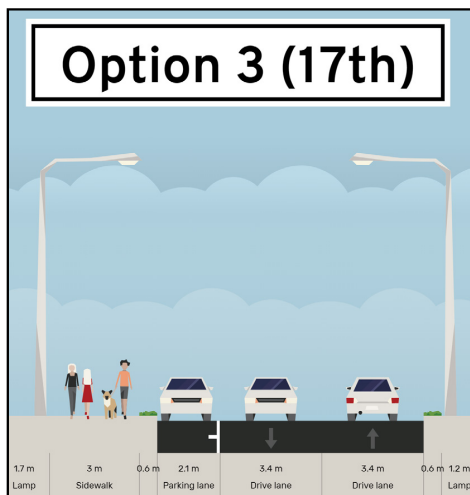
Scenario Options:



17th Street in its current state



17th Street as a “local standard” road as per City of Lethbridge specifications



17th Street as a modified “local standard” road, with a separated pathway on one side

Results:

- » Option 3 (Most Preferred)
- » Option 2
- » Option 1 (Least Preferred)

Question 2:

“Please indicate which parts of a future 17th Street are most important to you by selecting the statement that most accurately describes your preferences”.

Options:

1. Parking on both sides of the street is my preference
2. Parking on one side of the street is my preference
3. Sidewalks on both sides of the street is my preference
4. A sidewalk on one side of the street is my preference
5. A separated multi-use pathway on one side of the street is my preference

Overview of Results*:

- » Parking was not seen as being overly important on both sides of the street
- » Parking was seen as somewhat important on one side of the street
- » A sidewalk on one side of the street was by a small margin, the number one preference
- » A separated multi-use pathway was second only to a sidewalk on one side
- » Sidewalks on both sides was the third most preferred outcome regarding pedestrian r-o-w

*Survey results on the following page

Survey Results:



Question 3:

“Please let us know if you have any other feedback regarding 17th Street (south of the Canal)”.

Overview of Responses:

- » 32 responses were provided
- » Some of the more frequent questions and comments included:
- » Curiosity regarding the need for parking on either side of the street
- » The desire for longer-term thinking with whatever upgrades are made
- » A desire for sidewalks on one or both sides, and/or a multi-use pathway


Specific comments regarding infrastructure and operational components included:

- » A desire for buried pipe for stormwater conveyance
- » A note to address blowing snow in this area given the difficulty of seeing the road edge during wind and snow events

Full List of Q3 Responses:

Extend 13th ST. Across the canal!
I don't feel that parking is needed (the current residents have off-street parking). There is definitely a need to widen the road to accomodate for increased traffic and put in a multi-use pathway that would allow for pedestrians and bicycles.
I love the idea of leaning in to the pathway system. I'm an active person and love when I can run or cycle around town with as little worry about traffic as possible.
Storm sewer should be a buried pipe.
Definitely needs sidewalks! Not sure why there needs to be parking??? That is a main road way without residence.... ???
The efforts on 17th will only have a full impact if 30th is also adjusted to include safe walking space. The current painted line doesn't work.
I would encourage to think future - the highest possible need, not a now need.
Don't see a need for significant street parking at this time. Not sure how much parking will be allotted for in the proposed multi-unit development though. Typically townhouses/ apartment buildings lack parking which then would substantially increase the need for street parking. So if the developers don't allow for 2 cars per household then i think 2 way street parking becomes more important.
Currently my main priority is active use. A similar path as the canal path would be nice, but a wider road (to allow for bikes) and sidewalk (for pedestrians/ kids skateboarding) also does the trick.
We feel that based upon our experience in neighbourhoods with sidewalks only on one side of the street, sidewalks on both sides provide the safest option for pedestrians. Is parking actually necessary on 17th Street if it is accounted for in the future developments? If not, then we would recommend a modified option with 2 travel lanes, sidewalks both sides and landscaping that would be in keeping with the country residential theme of the existing area.
Not exactly sure why parking would be needed at the present time.
I like to see a sidewalk and a bicycle path

Full List of Q3 Responses (cont.):

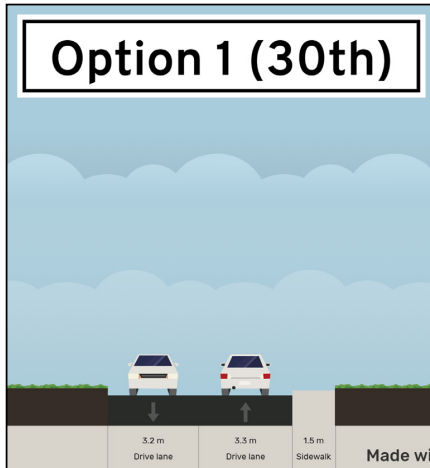
To increase traffic on this road in its current state is a safety hazard. There are many walkers and bikers and increasing traffic puts everyone at risk.
The traffic has significantly increased on 17th since we moved into the area. Something needs to be done before someone gets hurt.
I don't fully agree with any of the 3 options. However this street is currently not wide enough to have 2 vehicles meet each other and have sufficient enough room for pedestrians as well. It is always busy with school aged children coming to and from school In the winter having no shoulder and steep ditches it came become dangerous. This street needs to be widened so that if would have 2 full lanes of traffic and a pathways is required in order to allow for multi-use pedestrian traffic
17 street needs to be completely upgraded. With more people living in the area and growth potential it is vital for the future.
Sidewalks here would be great. On both sides ideally, but whatever works to make this area better for walking/running would be a vast improvement.
I think that by not making too wide of a driving lane, will force cars to stay at a slower speed. If it becomes a wide open space, more of a chance to speed through.
If 17th Avenue becomes our link to Coaldale perhaps make it possible to turn west onto Hwy 3 from it as well.
If 17th Street is going to be a main artery connecting the south to down town, it should be built so that it doesn't have to be changed in another 25 years.
Sure improvements like a sidewalk or pathway would be great but impossible unless you remove some homes.
Drifting snow in winter needs ro be addressed also. Very hard to see where road edges are when snow is drifting.
17th street from 30th to the canal dose not need parking but the street it's self needs to be wider with sidewalks or paths
As long as there is a sidewalk along 17th street to separate the vehicles from the pedestrians, that is what is most important.
This is long overdue and some of the cost should be passed on to the developer
With a 66ft. right of way is there room for sidewalk on one side and a designated path on the other ?
This area is growing with affordable housing, which usually means young families. Any plans should accommodate future, not just currently planned growth.
Improvement is needed to facilitate safe access to the downtown area. Especially in winter, the deep ditches are extremely hazardous.

Just need wider lanes plus a bike /walking lane. No sidewalk needed. Street lights yes
adding some trees might help
People along 17th st have driveways So I don't believe that street parking is necessary.
Parking on this street doesn't seem like it would be a high priority; maybe a little hence the one side only. I'd rather see that space used for a bike lane and/or planting trees.

Section 1B: 30th Street

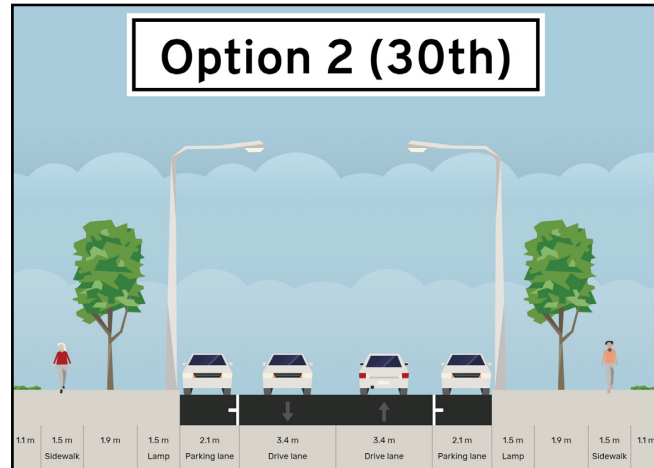
Question 1:

"Please rank these options from Most Preferred (1) to Least Preferred (3)."

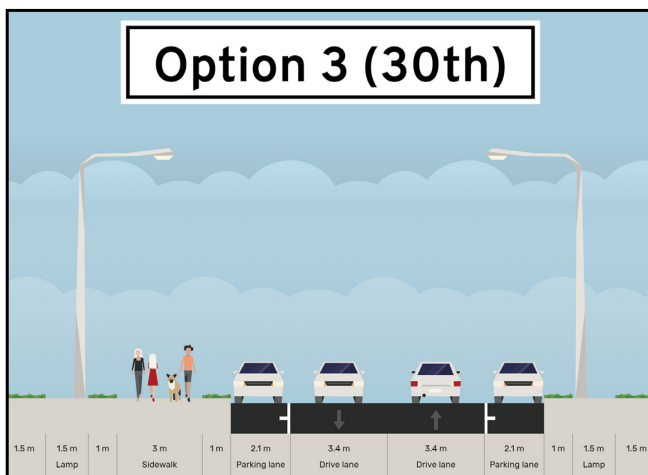
Scenario Options:



30th Street in it's current state



30th Street shown as a "minor collector" as per City of Lethbridge specifications, with separated sidewalks and boulevards on each side.



30th Street shown as a modified "minor collector", with a separated multi-use pathway on one side and boulevards.

Results:

- » Option 3 (Most Preferred)
- » Option 2
- » Option 1 (Least Preferred)

Question 2:

“Please indicate which parts of a future 30th Avenue are most important to you by selecting the statement that most accurately describes your preferences”.

Options:

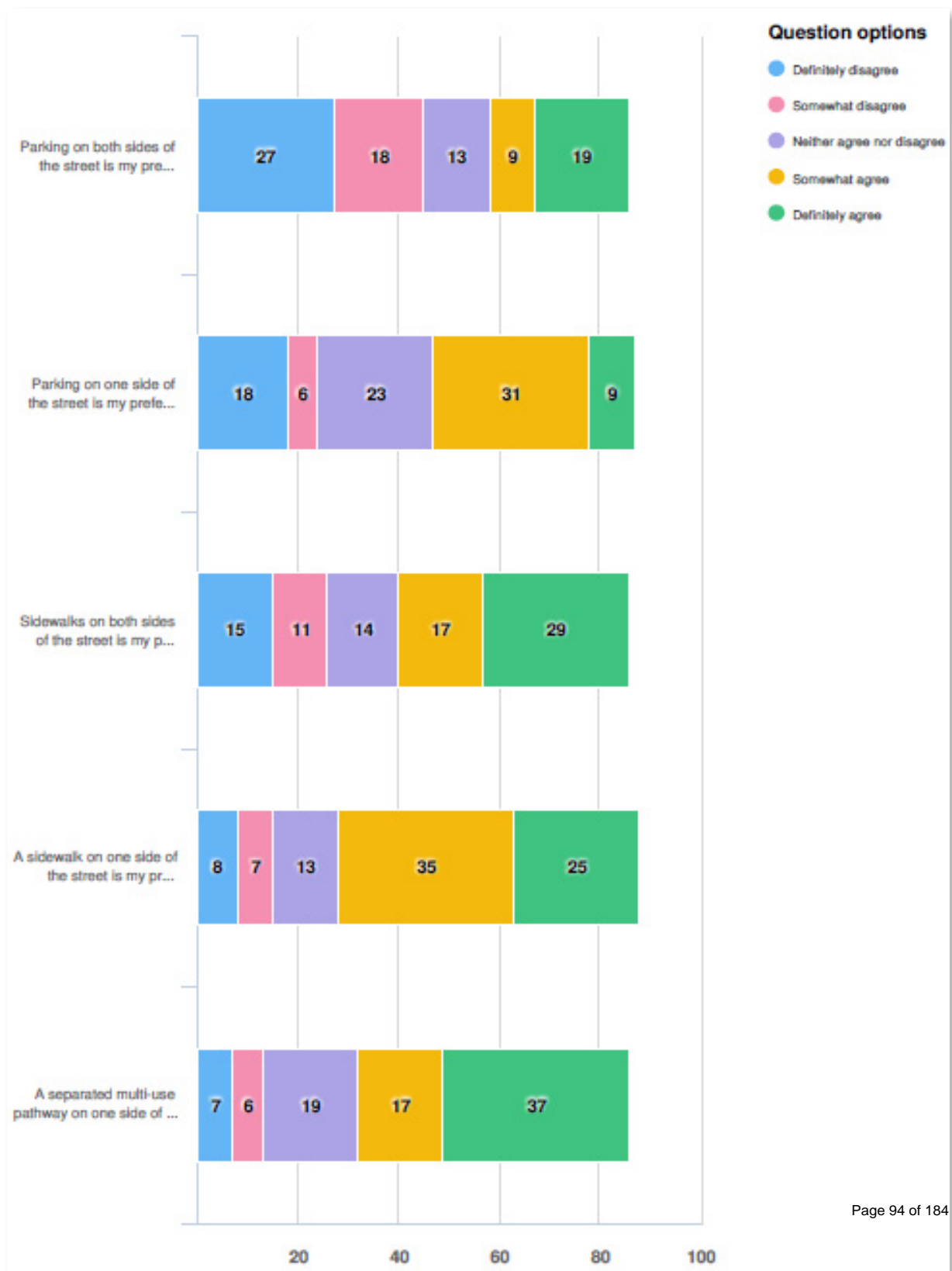
1. Parking on both sides of the street is my preference
2. Parking on one side of the street is my preference
3. Sidewalks on both sides of the street is my preference
4. A sidewalk on one side of the street is my preference
5. A separated multi-use pathway on one side of the street is my preference

Overview of Results*:

- » Parking was not seen as being overly important on both sides of the street, or one side of the street
- » A sidewalk or separated multi-use pathway on one side of the street was the preference

*Survey results on the following page

Survey Results:



Question 3:

“Please let us know if you have any other feedback regarding 30th Street”.

Overview of Responses:

- » 27 responses were provided

Some of the more frequent questions and comments included:

- » Curiosity regarding the need for parking on either side of the street
- » The desire for longer-term thinking with whatever upgrades are made
- » A desire for sidewalks on one or both sides, and/or a multi-use pathway

Specific comments regarding infrastructure and operational components included:

- » A desire to have stormwater drainage incorporated into future upgrades
- » A desire for the stop sign at 13th and 30th to be removed
- » A desire to have The Seasons traffic start to use 8th Street again
- » A desire to address angle parking on the north side of 30th Avenue, which pushes walkers and cyclists into the vehicle lanes

Full List of Q3 Responses:

Extend 13th St. Across the canal and connect to 30th to allow another entrance route for emergency vehicles.
Once again, why parking spaces?? The homes along this road have long driveways and ample parking space.
Just needs a safe walking area like an actual sidewalk and parking to be more regulated so long trucks aren't sticking out across the walking area
This is a tough one as if you stick to the spirit of the trails and pathways master plan the pathway along the canal and the future pathway that is shown along the south side of the acreages that front onto 30th Street will eliminate the need for a multi-use pathway along this road. However, it is foreseeable that multi-use traffic to and from Cottonwood to the quads will use 30th instead of the pathways. In regard to drainage along the roadway, the need for the existing large drainage ditch should be eliminated by the Malloy Drain Phase 2B drainage project. However if you choose to go with the curb and gutter / storm sewer option, you will need to lower the road to accommodate the drainage from the adjacent properties. This may be problematic as the depth of cover on the major watermain in 30th may be reduced to the point that freezing from ground frost during the winter is a problem.
what we really need is a bicycle path 1.5 m side walk is to narrow , you could have one 3m sidewalk and one 1.5 m side walk and only parking on one side . currently people are parking on the walk/ bicycle path which is not very good
The painted lines in the current state are a joke. You can not have 2 vehicles and pedestrians pass at the same time and have anyone feel safe. Cars have to stop so that only 1 vehicle passes the pedestrians at a time.
30 Ave is in dire need of a complete upgrade from proper storm drainage, wider roadway sidewalks and lighting. This will alleviate a lot of issues with the residents along 30th Ave.
I run on this street quite frequently and it definitely needs a sidewalk, at least on the north side of the street to connect with Cottonwood pathways.
Water issues will need to addressed

Full List of Q3 Responses (cont.):

No parking is needed when more than half of the house on the street have their own parking. It's suppose to be county residential not a city street.
As with 17th street, what is important is a sidewalk. The current faded painted line offers no protection to pedestrians and during the winter months is covered with snow. During spring when the quads are in use, it is downright dangerous to be walking along 30th avenue and 17th street.
The Montera Development (Hoppy's Feedlot) and the expansion of the Seasons (50 Condominiums ?) will only add to the volume. Will the Seasons expansion exit to the east on the county road or will all traffic flow west to 30th Ave? Maybe a new road needs to be created south of 30th ave? It is prudent to look at the long term picture and not put a band aid solution in place as this will become the highest population density in Coaldale in the near future.
Long overdue !!!
With a 66ft. right of way is there room for a sidewalk on one side and a designated pathway on the other side?
With growing communities, increased use of the Quads and the proposed extension of 13th street I think this should be a priority.
Something needs to be done about the people that are angle parking on the west end of 30th Av. They are always taking up to much of the bike lane. Also, people need to stop putting their garbage and recycling on the road. I've almost hit garbage cans multiple times.
30th Ave definitely needs improvement. Perhaps if the residents who live along there see some additional stability in the structure, they will be less territorial about it, and stop trying to prevent its use by other residents who need it.
Option two would be ideal without the parking lanes
30th ave as it is now can be very tight when there are pedestrians/cyclists on one side of the street (and often on both sides). Mail boxes are on the opposite side of the street from the sidewalk and there is currently no room for vehicles to park while mail is being picked up and often (especially in winter) there is limited room on garbage collection days for the tubs. In front of a few of the homes the vehicle that are parked extend into the road.
30th is fine just could use a better walking /bike lane
I don't see that 30th goes into the Modular Home park, I think this should be another access in and out of that area
If the walking path goes down there, there should be at least a sidewalk.
Option 2 seems like it would be very expensive; I don't see the need for full walkability on both sides.

Section 1C: 13th Street Extension

Question 1:

“Please indicate your level of agreement with the following statements”.

Options:

1. The trees to the east of the area where 13th Street will be extended should be maintained at all costs
2. On-street parking along the extension may be difficult to fit into the design, and should only be considered if it does not impact the trees to the east
3. On-street parking along the extension should not be considered at all
4. Because of the existing multi-use pathway east of where 13th Street will be extended, sidewalks or additional pathways along the extension of 13th Street may not be necessary

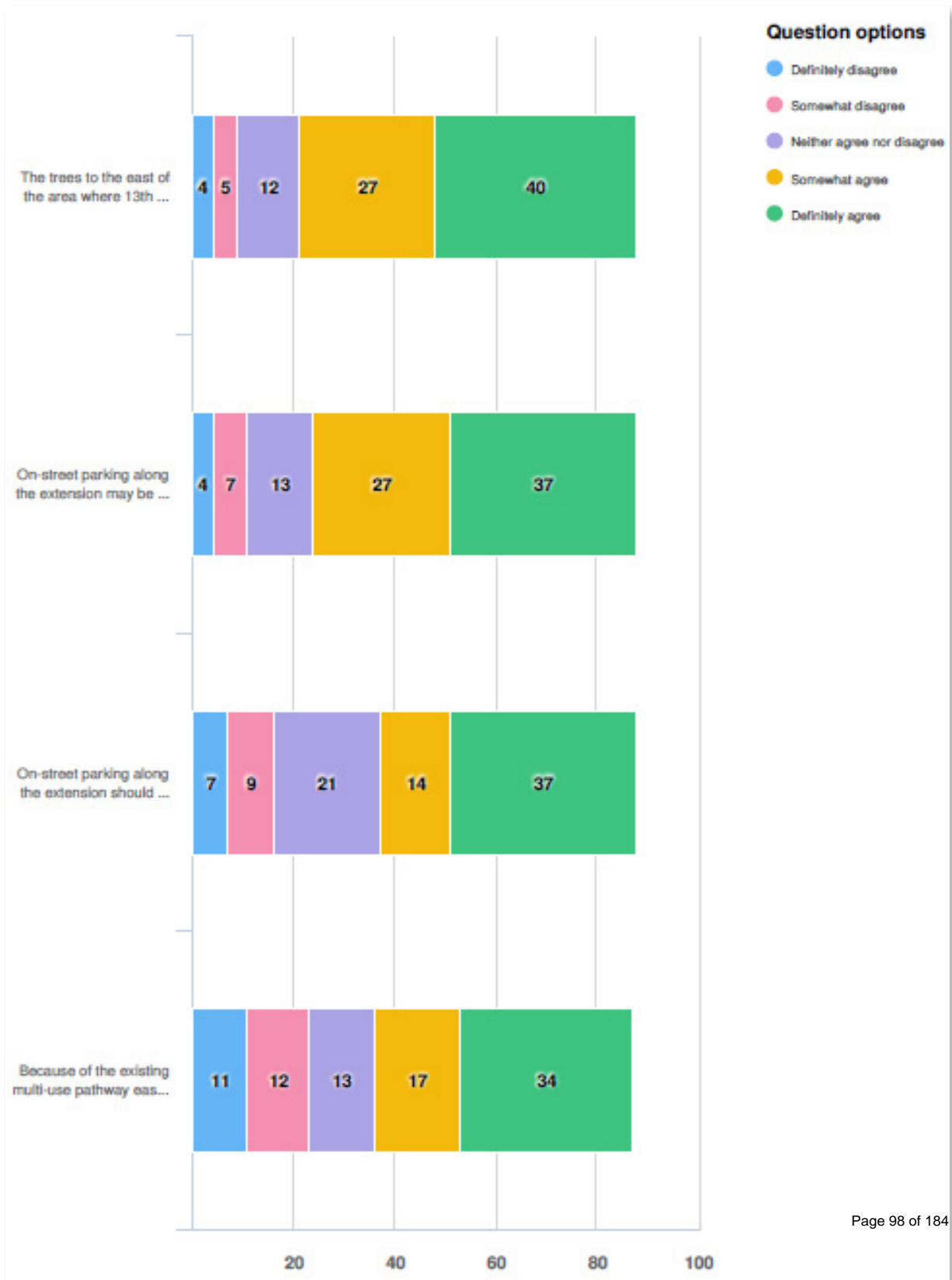
Overview of Responses:

The results were general agreement with all statements, with the rankings as follows:

- » The trees should be maintained at all costs – 67 of 88 responses somewhat or strongly agreed
- » On-street parking should only be considered if it doesn't impact trees – 64 of 88 responses somewhat or strongly agreed
- » On-street parking should not be considered at all – 51 of 88 responses somewhat or strongly agreed
- » Sidewalks or additional pedestrian pathways along the extension may not be necessary – 51 of 88 responses somewhat or strongly agreed

Survey Responses on the following page:

Survey Results:



Question 2:

“If there are any other parts of the 13th Street extension you would like to provide feedback on, please let us know”.

Overview of Responses:

- » 27 responses were provided

Some of the more frequent questions and comments included:

- » Curiosity regarding the need for parking on either side of the street
- » The desire for longer-term thinking with whatever upgrades are made
- » A desire for sidewalks on one or both sides, and/or a multi-use pathway

Specific comments regarding infrastructure and operational components included:

- » A desire to have stormwater drainage incorporated into future upgrades
- » A desire for the stop sign at 13th and 30th to be removed
- » A desire to have The Seasons traffic start to use 8 th Street again
- » A desire to address angle parking on the north side of 30th Avenue, which pushes walkers and cyclists into the vehicle lanes

Full List of Q2 Responses:

Extent 13th St. Across the canal and connect to 40th.
A map/visual to refer to as we answered the 13 street scenarios would have been helpful
13th street should be connected to the north if at all possible. This would prevent congestion at 17th street as it would provide another alternate street to schools, etc.
Please do not take away any parking spaces from the Quads!!! There isnt enough spots to park as it is!!!
Take it North all the way across the canal creating another exit out of South Coaldale.
Just make it like a normal road with sidewalks and parking lanes.
It would be preferred to have as many sidewalks connected as possible for accessibility
Despite the objections of the residents to the north of the canal, 13th should be extended across the canal to provide additional north-south connectivity.
If you really want to do this right you extend 13 street all the way across the canal ,I and you can go east and west when you approach Hyw 3. I am new in town but that makes the most sense you can do less of an upgrade on 17th street
We are in favour of 13th street extension. With the town growing, it makes sense to do it now.
I don't agree with this extension of 13th street at all the intersection of 13th and 30th is already congested and awkward and I think this will extend the problem rather than fix it. What should be considered is a large cul-de-sac at the end of the street with in that new development, it would be more aesthetically pleasing, and would maintain a more park like area around the new pathway in which I believe all residence are enjoying. Please do not extend this street and consider allowing public access to an exit through the seasons.

Full List of Q2 Responses (cont.):

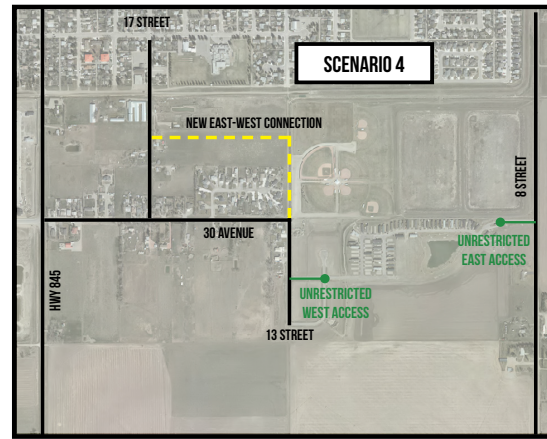
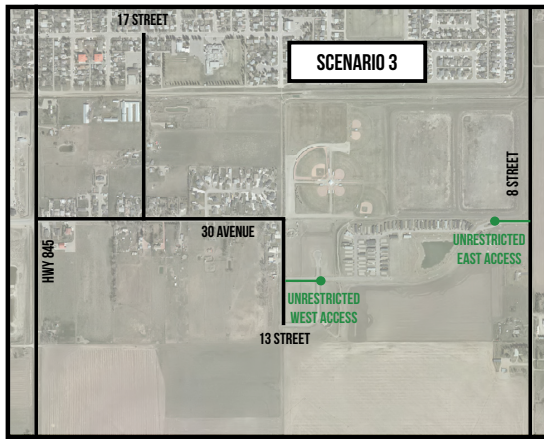
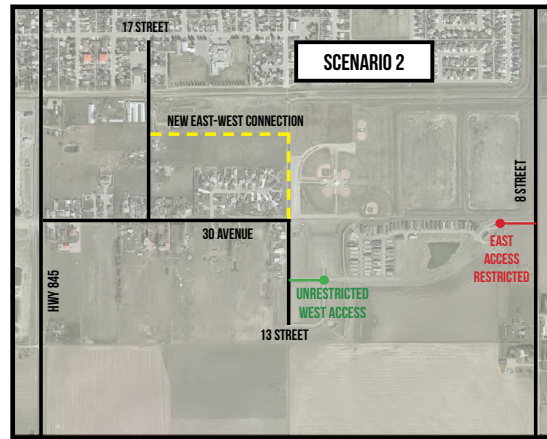
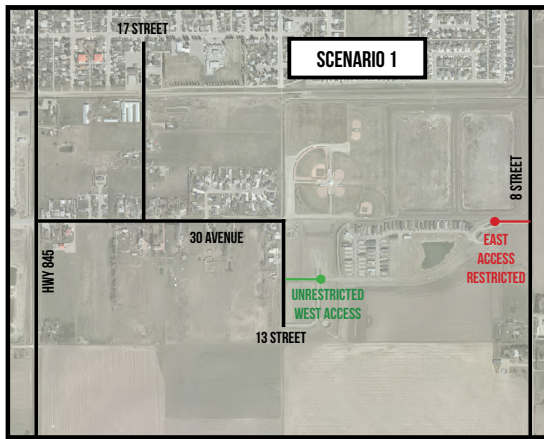
Definitely needs sidewalks.
A visual map of the area in question would of been helpful here.
I don't think extending 13th is needed if 30th and 17th are improved. It's just wasting money.
Not really other than we now have the opportunity to do it right this time, let's do it!
Again, change the STOP sign and make sports field users stop.
13 street should be extended north across the canal
I wonder what the purpose of this road extension is. It goes nowhere new, no houses empty onto it. Seems like a complete waste. ie. just build a road then you can say look at all the roads we have there must be no tragic problems. This is a wish and a dream if you think it will have any real impact on 30th or 17th. #bigwaste, #publicitystunt
13th street extension would be a waist of money if it's not going over the canal
It is important to ensure that there is a second access to the quads for safety reasons.
Will there be another entrance to the quads? If not then that intersection will become very busy. Having a second entrance would greatly help in traffic flow at the intersection of 30th and 13th
No consideration now or EVER again should be considered in extending 13th street through the SMRID canal !!
Would like to see 13st.cross the canal
People are going to park on the side of the road regardless of whether you provide a parking lane - they do it along the current 30ave and 17St road and they will do it on the 13th extension. So at minimum you need to have parking on at least one side. As the Quads grow people desiring a quick escape after games or who can't find a space in the parking lot will park on the road.
This extension would greatly beneficial to the residents of The Seasons.
13th Street should not have parking because they can park in the quads, however I believe there should be a sidewalk/pathway.
The Seasons Community must have access to a paved road as is currently in place
Southside of Coaldale is growing fast and extending 13th street to 30th Ave, is necessary, especially for emergency vehicles and the growing number of vehicles and homes in this area .
It is a busy walking path it needs to be bigger
This extension should not and does not need to happen. The only one pushing for this is [REDACTED] It's a total waste of tax payers money to add a road along this little piece of beautiful traffic free path. That south part of town is more of a small acreage, larger lots, no sidewalks and quiet neighbourhood.

Section 2: The Seasons

Question 1:

“Rank the four scenarios that were modeled by WATT.”

Scenario Options:



Results:

- » Scenario 4 (Top selection)
- » Scenario 3
- » Scenario 2
- » Scenario 1
- » Scenario 5 (re-install barrier at 31st Avenue) (Lowest selection)

Question 2:

“If you have any feedback on the scenarios outlined above, please let us know”

Overview of Responses:

- » 45 responses were provided

Some of the more frequent questions and comments included:

- » Some commentary regarding extending 13th across the canal
- » The Seasons community entering and existing only from 8 th Street i.e. reinstating the barrier
- » A feeling of being disconnected from Coaldale if The Seasons could only access the rest of town from 8th Street
- » Comments regarding the consideration of public access all the way from HW 845 to 8th Street
- » Commentary regarding the condition of 8th Street
- » Thinking long term

Full List of Q2 Responses:

You cannot stop traffic into & out of the Seasons. We pay taxes too!
Please exert 13th St. To 30th Ave.
If a barrier is put at 31st Ave why should residence of Seasons pay town taxes as they are not allowed to use town roads.
The East entrance should absolutely be opened up!!! One example, as a volunteer delivering meals on wheels. The Seasons is totally out of the way. Being able to connect to 8th street would help make the route so much faster and smoother for volunteers!
If the Seasons gets access to the west, 13 street, then those living in Fieldstone especially, should be given access to 8th street as well.
30th really needs a way to connect with 8th for ALL traffic.
I think we need to open access to 8th street, and we should keep access open to the west out of The Seasons
If you are considering the 13th street extension please have the new development on 17th plan for appropriate road width. The developer typically builds his roads narrower than any I have ever seen.
Regardless the changes that are made the east access in the seasons need to be opened up. Most seasons traffic ends up coming through 30th ave anyway. Again the extension of 13th street is a very poor plan as it will create more congestion.
Both entrances need to be available for residents of the seasons. Many businesses and contractors use the area from 31 ave to access the seasons. Not just those businesses from Coaldale, but also Lethbridge and beyond.
I feel that cutting through the canal at 13th street north is the best option.
All traffic eventually goes to HWY 845 this road is already very busy. No more vehicles
I bought a lot in Field Stone Meadows, to build a home for my family. I have two small kids and there are no sidewalks on the street. If the town is going to allow the Seasons to expand without the barriers back in place. We will reconsider building in Coaldale.
Barricading that road is ridiculous and unnecessary in my opinion.

Full List of Q2 Responses (cont.):

I like the extension north on 13th Street as that means there will be 2 ways to come in and out of the Community Quad Ball Diamonds. I have seen the volume of vehicles and kids that go there and worried about getting out in an emergency!!
I don't understand why People would like to take my access to coaldae roads because I live in Seasons .I pay the same rate of taxes as people in cottonwood .I expect to have access to all roads if not the town better drop my taxes to accommodate this .
8th street should be paved with walk/bike path to 20th
Scenario 5 stinks of Discrimination, we pay taxes to the town just as the people living on 30th Ave. It appears that people along 30th think that the families living in the Seasons are 2nd class citizens. Pretty sad in this day and age.
Why would a development such as Seasons be developed without road access?? It requires 2 entrance/exit areas to allow for traffic flow and especially for emergency vehicles access.
Unless the road east of the Seasons is properly paved, both access roads should remain open.
The home owners living in the Seasons pay taxes to the town - we are merely part of the Coaldale expansion. Most home owners in the Seasons are elderly and need transportation availability by medical, fire, and police.
seasons was originally to access 8 street only & that should be left that way
You have politely focused on capacities of roads with no mention of the area they are servicing. Bridge drive in Lethbridge can handle thousands of cars daily but who would do that considering topography of the area. Why would you push dense res to ctry?
At some point the long term transportation plan needs to consider access going East rather than all traffic flowing west.
The seasons is a trailer park which had its own entrance to begin with. Move the entrance back to where it was and block off access at 31st St. It would reduce traffic, eliminate the need for 13th to be extended, and make the area much more friendly
Seasons should be entering and exiting only via 8th street !!!!
Season's residents would not like traffic using their subdivision as a shortcut to 8 street
The development of the Seasons was to pave 8th street as part of the agreement. Why is the seasons even part of the conversation.
The roads in the Season are privately maintained, does the town plan to take over the cost of maintenance if both exits are open? If the west exit is closed do the Seasons residents get a tax break for not being able to drive on roads their taxes pay for?
I don't see a problem with using 30th Ave to access the seasons. The study shows that 30th Ave is able to support the traffic flow. Also 8Th St. is in terrible conditions and needs to be fixed.
The idea that The Seasons residents should be denied access to 30th Ave is ridiculous. Many of our residents work in lethbridge and 30th Ave is the most direct route. 8th street is still a gravel road in poor condition and causes damage to our vehicles.
A barrier is potentially problematic In due fact if there is ever an emergency situation that road is the obvious choice for all emergency personal to get in faster than going all the way around
In regards to Scenario 5: We should never be blocked in, and as Coaldale tax payers we should be entitled to use all the roads of Coaldale. And in emergency situations we NEED and DESERVE to have two accessible roads to exit out of The Seasons.
I would be very angry if our main entry point would be blocked off!!!! The 8th street access is not useable for small vehicles.

Full List of Q2 Responses (cont.):

The Seasons must have access to a paved road to get to a main highway. 8th Street could be paved from The Seasons north past the school, so then it would not be known as Washboard Road
I would like to see the west access remain open in whatever scenario is decided. If the east access is our only way in it would mean that to go into Coaldale to shop or visit with friends or relatives our option is to travel north to 20th Av or hwy 3.
The seasons is a community in Coaldale and restringing access to roadways is unethical as well as dangerous if evacuation is needed in the future, since there would only be one way out of the community.
Scenario 5 is unacceptable and disgusting to think it's being considered. We would use 8th street more is it was paved and we didn't have to go through a gate with a remote that we have to pay for.
I would like to point out that every neighborhood needs to have 2 entrances and exits, in case of an emergency(like a fire and not being able to exit through one way people could still get out safely. west entrance is used daily to access Coaldale to shop
To cut off access to 30th from the seasons is ridiculous. We pay the same amount of taxes and need access to 845 ,the golf course, etc without going around town and wasting money . Also the east access road is in terrible condition and needs to be improv
As a Coaldale taxpayer i strongly object to the closure of the west entrance into the seasons. This will restrict residents access to the amenities of downtown coaldale, we deserve the same access as others in this community. We pay our taxes same as oth
I absolutely do not want west entrance of Seasons blocked. The 8th Street road is not well maintained. If it were paved it would be better.
I don't see why access would have been restricted to 8th Street in the first place and we do not require a new West-East Connection... unless a developer considers building affordable housing along this route.
the barrier at 31st needs to be put back. The original plans showed them using the other entrance. Surrounding neighbourhoods should not have to deal with the extra traffic and insufficient roadways for the kids to play and walk on.

Question 3:

“In previous public meetings and community discussions, a variety of ways the transportation network in the area could change have been shared. Some of the points for consideration, suggestions, recommendations and requests we have heard over the past several years have included:

- » The placement and function of the barrier/gate for The Seasons manufactured home community.
- » Paving 8th Street from the entrance of The Seasons to the canal.
- » The construction of a roadway along the entire south boundary of the Town’s boundary east of HW 845, to connect to 8th Street.
- » Upgrading 30th Avenue to include pathways or sidewalks.
- » Upgrading 17th Street to an appropriate width, including pathways or sidewalks.
- » Upgrading other parts of the network in this area to include pathways or sidewalks.
- » And, a combination of some or all of the above.

If you have additional feedback regarding any of the points above, please let us know.”

Overview of Responses:

- » 30 responses were provided

Some of the more frequent questions and comments included:

- » The Seasons developer should be required to pave 8th
- » A desire for the original ASP to be followed (paving 8th Street)
- » Allow 30th Ave to join 8th Street for public access
- » Construct a road on the south boundary of town from 845 to 8th
- » Just make a plan and stick with it
- » Consideration for reinstalling the barricade
- » A desire to not reinstall the barricade

Full List of Q3 Responses:

Surely if we can put men on the moon and fly helicopters on Mars, our engineers should be able to figure out a way to connect 13th street to the North.
Paving from 8th to Seasons should only be done if there are no traffic restrictions through the Seasons. South boundary roadway from 845 to 8th street should be a priority.
I agree with the points above. Nothing further to add.
This is starting to feel like work.
A lot of good comments here, most important is that 30th Ave needs upgrading, corner by 13th street and 30th Ave is very awkward it doesn't flow you need a stop sign out of the park not north bound on 13th. aving 8th street to the seasons makes a lot of sense
It would be great to see sidewalks and accessibility considered an important access of all upgrades. Communities need sidewalks and mobility!
I would like to see the truck route or heavy load road known as HWY 845 moved to another location and return 20th street to a residential area
Please follow the master plan and put the barrier back up.

Full List of Q3 Responses (cont.):

<p>If paving 8th is needed then [REDACTED] can help pay for that, instead of helping pay for 13th extension. That dose nothing for anyone involved in Field Stone Meadows. It wasn't design with sidewalks we shouldn't be subjected to the traffic. We will have to reconsider building our Home in Fields Stone Meadows, Coaldale.</p>
<p>Forget the barrier/gate, just put up a cage and lock us all in. Real nice town your running here. How do the few people living along 30th get so much say in what happens in Coaldale???</p>
<p>Improving 8th street and constructing road on south boundary east of 845 would improve access to Seasons and keep certain amount of traffic away from 30th ave.</p>
<p>Considering we pay very high property taxes for a small town, I hope most of these upgrades can be done in the next year or two.</p>
<p>Do not barricade the Seasons at all. Yes- pave 8th street from the Seasons to the canal. We all live in Coaldale and are part of this community.</p>
<p>I was under the impression that the developer was supposed to pave with street when the seasons reached a certain point. Will he still pay part.</p>
<p>It seems every new council has new plans new strategies and new "ways" to the point that right or wrongly my view is that they couldn't tell the truth on anything even if it sounded better. You say there is a need to revisit decisions of the past again and again and again with just as many surveys. Please make a decision and just STICK WITH IT!!! I grow weary each time a new man-ufactured home community or local developer forces a "re-vote" every time they feel they want things changed. I am already dreading the survey on this 3 years from now. People invest hundreds of thousands of dollars on an ASP only to have it thrown out 5 years later. I feel I live in a hamlet with uncle bob making decisions. In my opinion the area structure plan of 15 years ago is the best. Solves your tragic problems and is why I built a house here.</p>
<p>"The construction of a roadway along the entire south boundary of the Town's boundary east of HW 845, to connect to 8th Street" This needs to be considered in the long term rather than bottle neck all the traffic down 30th and 17th.</p>
<p>Block off the seasons entrance and move it back to its original entrance.</p>
<p>Extend 32 ave to the east and allow 30 ave to join 8 st which would be paved to the north and south -Hwy 3 and jail road</p>
<p>The original developer of the season should be paying to pave 8th street !!!</p>
<p>Upgrade both 30ave. and 17st.</p>
<p>Growth trends in Coaldale seem to have residential development planned for the south end of town. It won't be many more years before there are new communities further south than the Seasons and Cottonwood. Any upgrades to 30th, 17th and 13th need to take that into consideration. Singling out the residents of the Seasons and denying them access to town roads seems very prejudicial. If the current roads can accommodate the Max volume of the development why restrict their access? The use of 8th is proposed as an alternative for the Seasons, but there are no plans for sustantial improvements to that road and it is in just as bad or worse shape than 30th (no side walks, no street lights, no shoulder - and it goes in front of a school putting young children at risk). The message that gets sent to the residents here in the Seasons is that you don't want us to be a part of Coaldale, we aren't good enough to be a part of your town.</p>
<p>I think placing a barrier/gate at the entrance of the seasons could do more harm than good. It will make access harder for EMS, deliveries, and visitors. I think a barrier/gate could become more of a problem.</p>
<p>Do not restrict access from the Seasons to 30th Ave. All roads should be accessible to all Residents of Coaldale at all times. Anything else is discrimination.</p>

Full List of Q3 Responses (cont.):

<p>A barrier is potentially problematic In due fact if there is ever an emergency situation that road is the obvious choice for all emergency personal to get in faster than going all the way around.</p>
<p>But paving the road way that is gravel and was regavelled last year is very smart because it never did anything to help it, personally I think it was a quick fix and the holes are still there and currently right now it like drive on a broken wash board.</p>
<p>A barrier is ridiculous idea because its more than seasons that use that road but paving 8th that is smart it should have been done last year instead of just gravelling it</p>
<p>The added shoulder on 30th avenue was a good thought but has not been easy for drivers. An already small road was made even smaller and pedestrians often don't even stay within the allotted path. That road could greatly use a path or sidewalk.</p>
<p>My opinion..13th and 17th Streets are not a priority right now and neither are the sidewalks along those street</p>
<p>I feel that even though The Seasons is a newer community within Coaldale we should have the same access to town facilities as the other communities. If the west entrance is closed our access to town is more limited and for those residents working in Lethbridge it would add travel time. I am sure there is a happy medium that can be achieved and still give the residents of The Seasons access via the west entrance.</p>
<p>If they close the west entrance to the seasons it feels like the town does not consider us part of the town. We pay our taxes which are quite an amount then it should go to the county because that is what you are making us feel like we are not wanted in the town.</p>
<p>There is alot of traffic to the quads from 30th so maybe an extension from 13 would help but to block off access to the seasons is crazy. We are part of the town we pay same mill rate as other town property owners but have no sidewalks, sewer maint, snow removal. People feel we are what is causing the extra traffic on 30th but the quads and soccer feilds bring in a ton of traffic. The gravel road on 8th is nasty and more seasons residents would use it if it was paved and lights at hwy 3 and 8th.. there is no need to touch 17th its a road to nowhere. We can use 845 to get into downtown.</p>
<p>In the original plans for the south end of Coaldale involving the seasons and Fieldstone it always showed an entrance for the seasons on eighth and an emergency access at the end of 31st that had a barrier. It would just make sense to make 8th better for their own access thereas I am sure over by the seasons will get more development shortly after it's done. The town should've never let [REDACTED] take that barrier away.</p>

Question 4:

“Please let us know if you have any other feedback for us regarding the transportation network in South Coaldale”

Overview of Responses:

- » 28 responses were provided

Some of the more frequent questions and comments included:

- » A desire for careful consideration of the best solutions long-term
- » Commentary regarding connecting 13th over the canal
- » A desire for pedestrian accommodations for the area, with a focus on non-vehicle user safety

Full List of Q4 Responses:

Extend 13th St. To 30th Ave, pave 8th St. From the Seasons east entrance to 20th Ave.
Open the Seasons two entrances to allow flow either direction.
My thought would be to build a road along the south boundary of town. Maybe pave 17 street. It is always enjoyable walking through the quads and area the way it is now. Also if these roads can handle existing traffic including projections why spend money on things that are not necessary. Find some other projects that are higher priority.
Overall, i notice on my daily walks with kids on bikes and strollers, on 23rd ave and other areas in coaldale.. many of the corners do not have curb cuts making it difficult to cross the road safely with children as they have to go off early and around. If this could be fixed at some point, it would be appreciated!
Thanks for the opportunity to give feedback! You will not be able to please everyone unfortunately!
I strongly believe a sidewalk/walkway should be put in along 845 connecting cottonwood drive to the canal.
Upgrades are necessary to accommodate development in the area and improve non-vehicle road user safety. Carefully consider the best long term solution for the area and implement them to avoid costly upgrades in the future. 13th Street needs to be extended across the canal. This will improve emergency access to the area, especially for EMS responding from the hospital.
I really think you have to develop 13th street north all the way to the hwy 3 as a mentioned earlier unless you take 30th all the way to 8 street
Active transport!
Currently traffic along HWY 845 starts around 5:am and continues until past 11:pm. Residents along this road must live with incredible constant noise and smell as well as truckers not obeying the sign that asks them to avoid the use of engine retarders. Lack of Enforcement about this by law is unacceptable and continues to be a source of aggravations for residents who live along HWY 845
People should have been made aware that the traffic from the Season is going to double, before they filled out the survey.
Having lived in the seasons for the past 9 years I have noticed my taxes rise each year yet there is no extra work in this area for the town to do. We clean and maintain our roadways within the community. As tax payers we deserve access from 31 Ave and barricading the West entrance is not acceptable.
Thank you for allowing us to do this survey!

Full List of Q4 Responses (cont.):

As citizens of coaldale living in Seasons .We are tax paying as well .If you want to block our entrances to roads we pay taxes on .you better adjust our tax rate accordingly
If the Mayor and Town Council cannot stand up to these few people, you can be assured the voters in the Seasons will be looking at someone other than you.
Restrict recreational vehicles from parking on streets restricts visibility at intersections as do overgrown trees at intersections, one has to travel too far into intersections
Whichever company painted the lines on the road last year - use better paint.
Both 17th street and 30th Avenue need to be paved with real pavement, not the cold roll that is currently on both
In all your plans, at some point 30th ave will need to be upgraded to actual asphalt. The cold mix put down was rated for 7 years, and that was 10 years ago.
Transportation network needs to be upgraded before anymore development is allowed. We have been promised upgrades but nothing has been done. If we are no longer considered Country residential then we deserve the same standards and services as the rest of the town.
We shouldn't add another street until what we already have is more suitable for the expansion.
You may want to consider paving the gravel road that runs parallel to the canal/walking path between Hwy 845 and 17th street once the Montera development begins. This road will be heavily used and the residents will be exposed to the dust.
How close will new roads be allowed to be to the houses? I don't want a highway right on my front doorstep
Better roads better communities.
Keep it fair and equitable to all residents who pay taxes on all the roads. We are all entitled to use any route we choose.
Don't put a barricade at both ends of The Seasons. Guests, EMS, and Postal Service need to be able to get in.
The seasons are primarily elderly or young families not bothering anyone but we are discriminated against because of the style of our homes. We have to right to come and go from our homes with ease just like everyone else.
Same as above. By the way the new walkways are the smartest thing you have done. Thanks for that.
The 13th expansion only accommodates the people in the seasons and brings extra traffic down unsidewalked streets that are meant to be pedestrian friendly with the path and baseball diamond close by. Put the barrier back up and make [REDACTED] pay to finish eighth!!

Full List of Q4 Responses (cont.):

Dear Town of Coaldale – Traffic Response

I would like to thank the Town of Coaldale for the opportunity to provide comment in the long-debated traffic matters pertaining to the south east area of Coaldale. The focus, as I understand it, has largely pertained to perceived over loading of 30th Avenue and 17th Street.

My involvement in this quadrant of the municipality dates back to 2007 when I first considered the development of the 70 acre Betke property directly south of the former fresh water retention ponds. I studied the current ASP of the time along with the FINN Transportation Master Plan for the town. Although not explicitly laid out, the documents pointed to an east west corridor that connected Highway 845 (20 Street) and RR 20-1 (8th Street). Given that the SMRID canal acted as a severing point of north and south as it pertains to traffic, this connection not only seemed logical but vital to the connectivity of the road network.

I purchased the Betke property in 2008 and worked with my consultants to produce an ASP that reflected the result of my study. (see attached site plan).

The administration of the day rejected my draft copy of the ASP stating that they would not be presented my proposed development to council until all of the traffic generated be directed to RR 20-1.

The misguided direction given by the town administration is a direct reflection of the problem we find ourselves in today. The recently adopted Traffic Master Plan prepared by Watt Consulting points to the same findings of the FINN study of 20 years ago.

While I understand that there is a balance between sound engineering practice and the will of those living in a particular area, we must rely on the science to ultimately provide responsible leadership to the citizens we serve. Heart felt concerns related to traffic are to be heard for certain; however, they do not often lead to the best solution for all.

The Seasons’ traffic should never have been directed to a country road. The land was annexed to the town many years ago and subject to the ASP and Traffic Master Plan of the day. Neither document suggested traffic be directed solely to the east.

We intentionally drafted an “emergency access” point at the west boundary of the Seasons in hopes of one day realizing proper access to the community under a more enlightened administration.

The right and logic of this connection to the road network and ultimately the community at large was recognized by the road authority in 2017 when the 31st Avenue blockade was opened.

Watt Consulting presented a recent Public Engagement Session for the proposed Monterra development on the former Unger feedlot property. The presenter stated that his firm’s findings were that the existing road network in the south area was adequate as it relates to safety and volume for the next 20 years. Consideration was of course given to full buildout of the Seasons and adjacent lands.

Council’s decision to open the 31st Avenue barricade at the Seasons was related to the extension of 13th Street over the SMRID canal. I had agreed to a substantial financial contribution to the construction of this solution to relieve traffic on 30th Avenue. Council elected not to proceed with this plan given the resistance offered by the residents to the north of the canal. The matter is now therefore being revisited.

I believe both the history and the science would lead us to agree that the Seasons’ west entrance is both practical and deserved. It would appear that the Monterra proposal will do much to provide better access to the Quad park as well as direct northbound traffic on 13th Street past 30th Avenue to the new 27th Ave. Seasons traffic to the town core would naturally follow this path of least resistance.

I trust this narrative sheds some light on the issue at hand and assists you in your decisions.

Thank you again for the opportunity to share my thoughts and thank you for your continued service to our fine community.

Traffic Solutions based on Community Feedback

The following imagery is based on the full commentary collected in questions 2, 3, and 4, staff has prepared the imagery to reflect the suggestions made. Traffic connections suggested by the community are displayed in white dashed lines.



Results:

- » Suggestion A - extend 30th Avenue to 8th Street
- » Suggestion B - re-install the barrier at the entrance of the Seasons
- » Suggestion C - create a connection that extends from HWY 845 to 8th Street
- » Suggestion D - extend 13th Street north over the canal (At the March 22nd regular meeting of Council, as per motion 95-2021, it has already been decided that the extension of 13th Street would terminate south of the canal and connect with 17th Street by way of a new east/west connection. For more information please see pp. 71-73 of the Transportation Master Plan [here](#)).

AGENDA ITEM REPORT



Title: Mountain Bike Park Project Update - S. Croil, R. Tanner
Report Type: Information Update
Report Author: Russ Tanner, Spencer Croil
Meeting: Regular Council Meeting - 27 Sep 2021
Department: Parks, Planning
Reviewed by Kalen Hastings
Supervisor/Peer:

TOPICS:

Infrastructure:
Projects

Planning and Community Development:
Development

Recreation & Community Services:
Facilities

OBJECTIVE:

The purpose of this item is to provide Council with a brief update regarding the mountain bike park project.

PREVIOUS COUNCIL DIRECTION:

This matter has appeared before council previously

Previous reports to Council have focused on the progress the MTB Working Group had made, and prior to that, the approval of the project itself.

ANALYSIS:

The MTB Park project kicked-off with the sale of the campground. As a result of that sale, and with substantial effort and commitment by the project working group, and the generous contributions of project sponsors, the Town now has a facility that is now known regionally as being a premier MTB park. The project also resulted in a new connection to the community pathway system that was enhanced substantially in 2020.

A soft opening was held on Friday, September 3rd for Town representatives, project sponsors, the community-based project working group, and family and friends. At the soft opening event video crews were on-site and with the footage from that afternoon, a celebratory video was produced that has now been viewed over 40,000 times.

A grand opening will be held sometime in the spring of 2022. The plan is to schedule the grand opening at the same time as the opening of the Owl's Nest Campground and to reach out to a number of MTB clubs across Southern Alberta to host a multi-day event and competition.

The grand opening will also be another opportunity to show appreciation to the organizations that sponsored the project, including:

- The Kinsmen Club of Coaldale - \$50,000 donation
- Alpenland Ski and Sport - the development, and cost of all signage
- Dennis' Dirtworx: boulders throughout the park
- Ascent Cycle: a bicycle repair station to be installed either this fall or spring 2022
- Western Tractor: \$1,000

Throughout the process of designing and planning the park, the community-based working group dedicated many hours to the project. During this time, more than one group member identified a revitalized skatepark as an opportunity for a 'next project'.

KEY CONSIDERATIONS:

While the MTB park has been a resounding success, there are still a number of tasks to be completed to put the finishing touches on the rideable elements of the park. For instance, permanent trail and user responsibility signage needs to be installed.

Similarly, a number of supporting features are in the works and will be constructed and installed over the fall of 2021 and spring of 2022. Supporting features that will be installed and constructed include:

- a 16' by 32' shade structure w/6 picnic tables (sponsored by the Kinsmen Club of Coaldale)
- benches and waste receptacles (also sponsored by the Kinsmen Club of Coaldale)
- a bicycle repair station near the centre of the park (sponsored by Ascent Cycle)
- the installation of new pathway from the 20th Avenue/Parkside Blvd. intersection east, to the main entrance to the MTB park,
- the installation of a crosswalk from the new pathway to the park entrance

As noted above, the idea of revitalizing or replacing Coaldale's skatepark was brought up intermittently throughout the MTB design, planning and construction process. Given the level of success with the MTB park and the number of dedicated community-based working group members that brought their passion and interest to the MTB project, a suggestion at this time would be to start an exploratory process for a skatepark project, and put a call out to the community for anyone interested in sitting on a skatepark working group. Should Council find merit in the idea of starting such a process and forming a group for a skatepark project, it would be clarified in all outgoing communications that no funding has been secured yet for a skatepark project but that the work of designing and planning for such a project can start ahead of funding sources being identified. This would be similar to how the Arena Enhancement Working Group started, for instance.

FINANCIAL IMPACT:

None.

STAKEHOLDER ENGAGEMENT:

N/A

DECISION OPTIONS:

Council may wish to accept this agenda item report for information and direct staff to initiate the work required to start a skatepark exploration process, including the formation of a skatepark working group.

RECOMMENDATION:

THAT Council accept the MTB park update for information and direct 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.

RATIONALE:

As the project nears completion and the grand opening starts to be planned in greater detail, additional updates will be brought forward to Council. Regarding the recommendation to start the exploratory process for a skatepark project, the value of proactively starting such a process has been realized already with the dedication and work demonstrated by the Arena Enhancement Working Group (now the Waves and Blades Sportsplex Innovation Group).

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

AGENDA ITEM REPORT



Title: 2021 Municipal Accountability Program (MAP) Report - K. Hastings
Report Type:
Report Author: Kalen Hastings
Meeting: Regular Council Meeting - 27 Sep 2021
Department: Admin
Reviewed by Kalen Hastings, CAO
Supervisor/Peer:

TOPICS:

OBJECTIVE:

To provide Council with a copy of the 2021 Municipal Accountability Report.

PREVIOUS COUNCIL DIRECTION:

None.

ANALYSIS:

Attached to this cover report is a copy of the 2021 Municipal Accountability Report. All of the items flagged in the report are minor and/or have been addressed previously. A follow up report with a list of the deficiencies will appear before Council in the coming weeks.

FINANCIAL IMPACT:

None.

STAKEHOLDER ENGAGEMENT:

Administration has been in contact with Municipal Affairs.

DECISION OPTIONS:

That Council acknowledge receipt of the 2021 Municipal Accountability Program Report.

RECOMMENDATION:

That Council acknowledge receipt of the 2021 Municipal Accountability Program 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:

[MAP - Response from Municipal Affairs, dated Jul.20.2021](#)

[MAP - Program Report, received Jul.20.2021](#)



Office of the Assistant Deputy Minister
Municipal Services Division
17th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-2225

AR106061

July 20, 2021

Ms. Kalen Hastings
Chief Administrative Officer
Town of Coaldale
1920 - 17 Street
Coaldale, AB T1M 1M1

Dear Mr. Hastings:

Your participation and cooperation during the municipal accountability review conducted in June 2021 for the Town of Coaldale is greatly appreciated. On behalf of the Minister, I have accepted the Town of Coaldale's Municipal Accountability Review Report as prepared by the Municipal Affairs staff who met with you. I am confident the outcomes will be beneficial for the ongoing successful administration of the town.

Attached is a copy of the report, which identifies areas of legislative compliance, as well as areas deemed to be legislatively non-compliant and requiring attention. Recommendations and resources are also offered to assist in remedying any legislative gaps. To ensure legislative gaps are addressed, please prepare a response to the report, including a plan detailing the actions to be taken to rectify these issues, and submit this response to my office eight weeks after you receive this letter. The response must include a timeline for completion, which is not to exceed one year.

You may email your response plan to MAP@gov.ab.ca, or send it by mail to:

Municipal Affairs – Municipal Services Division
Attention: Desiree Kuori
17th floor, Commerce Place
10155 – 102 Street
Edmonton AB T5J 4L4

As ministry staff discussed with you during the review, it is expected the Municipal Accountability Review report will be shared with your council as a way to build awareness of the diversity of municipal responsibilities. Municipal Affairs does not deem the report to be confidential in nature and encourages sharing the results in a public meeting to demonstrate accountability and transparency with town citizens.

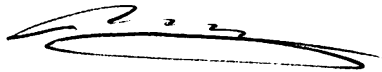
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- 2 -

Municipal Affairs is committed to maintaining a collaborative working relationship with you as the Chief Administrative Officer for your municipality. We are available to help you address the non-compliant matters identified in the report and welcome your feedback on our review process.

For further information, please contact Desiree Kuori, Municipal Accountability Advisor, toll-free at 310-0000, then 780-644-8528.

Yours truly,



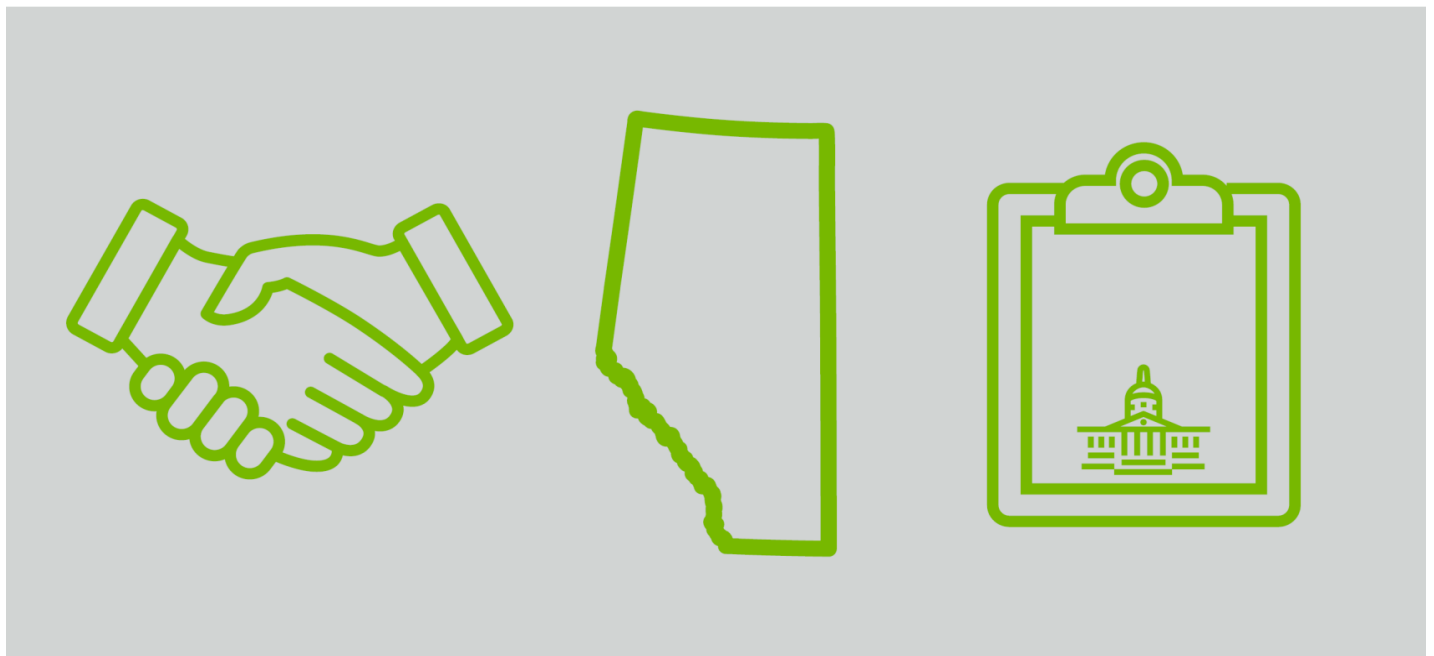
Gary Sandberg
Assistant Deputy Minister

Attachment: Town of Coaldale Municipal Accountability Review Report

cc: Honourable Ric McIver, Minister of Municipal Affairs
Brandy Cox, Deputy Minister, Municipal Affairs
Desiree Kuori, Municipal Accountability Advisor, Municipal Affairs

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.

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.

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.

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.

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.

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.

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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.

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.

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.

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 by 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.

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.

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 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: Road Closure Bylaw 821-P-06-21 (2nd and 3rd readings) - S. Croil
Report Type: Bylaw
Report Author: Spencer Croil
Meeting: Regular Council Meeting - 27 Sep 2021
Department: Planning
Reviewed by Kalen Hastings
Supervisor/Peer:

TOPICS:

Planning and Community Development:
 Municipal Planning

OBJECTIVE:

The purpose of this report is to present Bylaw 821-P-060-21, signed by the Minister of Transportation, for consideration of 2nd and 3rd reading.

PREVIOUS COUNCIL DIRECTION:

This matter has appeared before council previously

At the regular meeting of July 12, 2021, Bylaw 821-P-06-21 was presented to Council.

ANALYSIS:

The area known as Sprucewoods Country Estates was annexed into the Town boundaries in 2018. The 10 vacant lots making up the subdivision were created in 2009 and can be legally described as Lots 1-4, Block 10, Plan 0913542 and Lots 1-6, Block 11, Plan 0913542.

The property owners wish to consolidate the 10 existing lots into 3 larger Country Residential lots. As such, the two east-west roadways known as Sprucewoods Haven and Sprucewoods Grove, will not be required to gain access to any of the 3 larger lots that will result from the consolidation. Instead, the road known as Sprucewoods Estate will provide access for the three consolidated lots.

KEY CONSIDERATIONS:

Generally speaking, the Town Plan discourages the development of larger Country Residential style lots. However, given the historic nature of the development, and the servicing options and simplicity that would be created through a consolidation process such as this, staff is recommending this proposal for Council approval.

Once the 10 lots are consolidated into 3 larger lots, only 3 dwellings will be developed in the same area. Through the future development of an Area Structure Plan for the quarter-section, the undeveloped parts of the 3 consolidated lots can be included in a future suburban or urban-style neighbourhood design.

FINANCIAL IMPACT:

None.

STAKEHOLDER ENGAGEMENT:

Public Hearing(s)
Advertisement(s)

Notice of the public hearing was mailed to all surrounding properties on June 21st and was advertised in the Sunny South Newspaper on June 29th and July 6th.

The letsconnectcoaldale.ca project page was launched on June 21st and remains open for information purposes.

DECISION OPTIONS:

Council may wish to consider 2nd and 3rd reading of the bylaw, in order that it may allow for the road closure process to be finalized.

RECOMMENDATION:

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

RATIONALE:

As per the provincially mandated road closure process, 2nd and 3rd reading can now be passed by Council.

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:

- [Road Closure Bylaw 821-P-06-21 - FORMATTED](#)
- [Bylaw 821 - 21-15310A](#)
- [Bylaw 821 - 21-15310B](#)
- [Alberta Transportation response - Sept. 9, 2021](#)

**BYLAW 821-P-06-21
TOWN OF COALDALE
PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF COALDALE
FOR THE PURPOSE OF CLOSING TO PUBLIC TRAVEL
A PUBLIC ROADWAY IN ACCORDANCE WITH SECTION 22
OF THE MUNICIPAL GOVERNMENT ACT,
REVISED STATUTES OF ALBERTA 2000, CHAPTER M-26, AS AMENDED.**

WHEREAS, the right-of-way that is the subject of this bylaw was never intended as a road right-of-way and will have no material impact to the local road system if closed, and

WHEREAS the Council of the Town of Coaldale deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads, or portions thereof situated in the said municipality, and

WHEREAS notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act* by way of advertising the public hearing for this bylaw, held on July 12th at 5:05 pm, for two consecutive weeks in a locally circulating newspaper (the Sunny South Newspaper) on June 29th, 2021 and July 6th, 2021, and by mailing notification of the proposed bylaw to adjacent property owners in advance of the public hearing.

NOW THEREFORE be it resolved that the Council of the Town of Coaldale in the Province of Alberta does hereby close to public travel and disposing of the following described roadway, subject to rights of access granted by other legislation:

1. **Plan 091 3542, That portion of Sprucewoods Haven contained within Lot 6, Block 10, Plan 211 _ _ _ _ (BOA File 21-15310A.DWG), containing 0.293 ha (0.724 acres) more or less, excepting thereout all mines and minerals.**
2. **Plan 091 3542, That portion of Sprucewoods Grove contained within Lot 7, Block 11, Plan 211 _ _ _ _ (BOA File 21-15310B.DWG), containing 0.152 ha (0.376 acres) more or less, excepting thereout all mines and minerals.**

This bylaw comes into force on the date it is passed.

READ a FIRST time this 14th day of June, 2021, for Road Closure Bylaw 821-P-06-21.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #

APPROVED this _____ day of _____, 2021

Minister of Transportation

READ a SECOND time this ____ day of _____, 2021, for Road Closure Bylaw 821-P-06-21.

Mayor – Kim Craig

CAO – Kalen Hastings

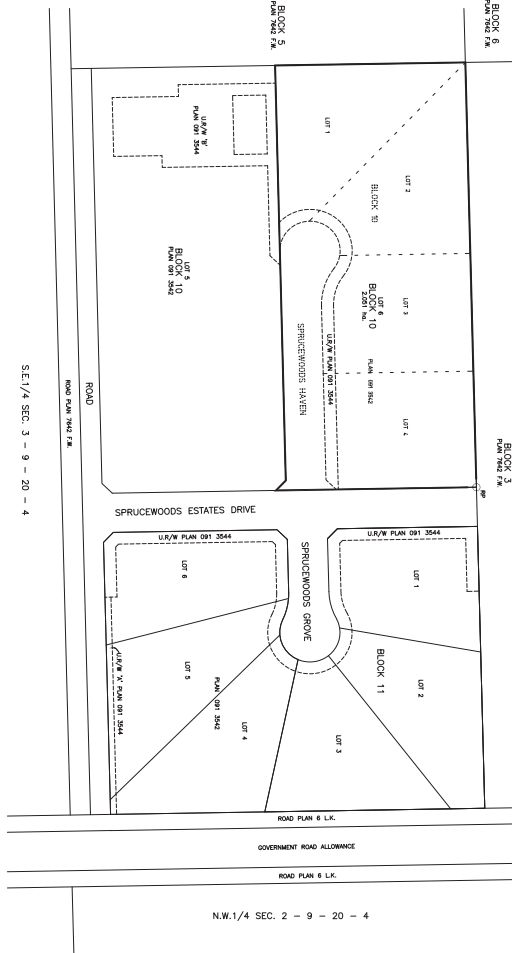
Motion #

READ a THIRD and FINAL time this ____ day of _____, 2021, for Road Closure Bylaw 821-P-06-21.

Mayor – Kim Craig

CAO – Kalen Hastings

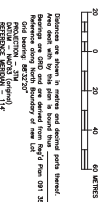
Motion #



TOWN OF COALDALE

DESCRIPTIVE PLAN
SHOWING
ROAD CLOSURE AND CONSOLIDATION
OF ALL OF
LOTS 1 TO 4 INCLUSIVE; BLOCK 10; PLAN 091 3542
AND PART OF
SPRUCEWOODS HAVEN; PLAN 091 3542
ALL WITHIN
N.E. 1/4 SEC. 3; TWP. 9; RGE. 20; W.4 M.

BY: D. J. AMANTEA, A.L.S.
SCALE 1:1000



Distance in feet is shown in red and distance in meters is shown in blue. The distance in meters is derived from the distance in feet by the factor 0.3048. The distance in feet is derived from the distance in meters by the factor 3.2808. The distance in feet is derived from the distance in meters by the factor 3.2808. The distance in feet is derived from the distance in meters by the factor 3.2808.

TABLE OF AREAS

Lot 1	10,000.00 sq. ft.	2,942.08 sq. m.
Lot 2	10,000.00 sq. ft.	2,942.08 sq. m.
Lot 3	10,000.00 sq. ft.	2,942.08 sq. m.
Lot 4	10,000.00 sq. ft.	2,942.08 sq. m.
Block 10	10,000.00 sq. ft.	2,942.08 sq. m.
Block 11	10,000.00 sq. ft.	2,942.08 sq. m.
Sprucewoods Haven	10,000.00 sq. ft.	2,942.08 sq. m.
Sprucewoods Grove	10,000.00 sq. ft.	2,942.08 sq. m.

REGISTERED OWNER
SPRUCEWOODS ESTATES

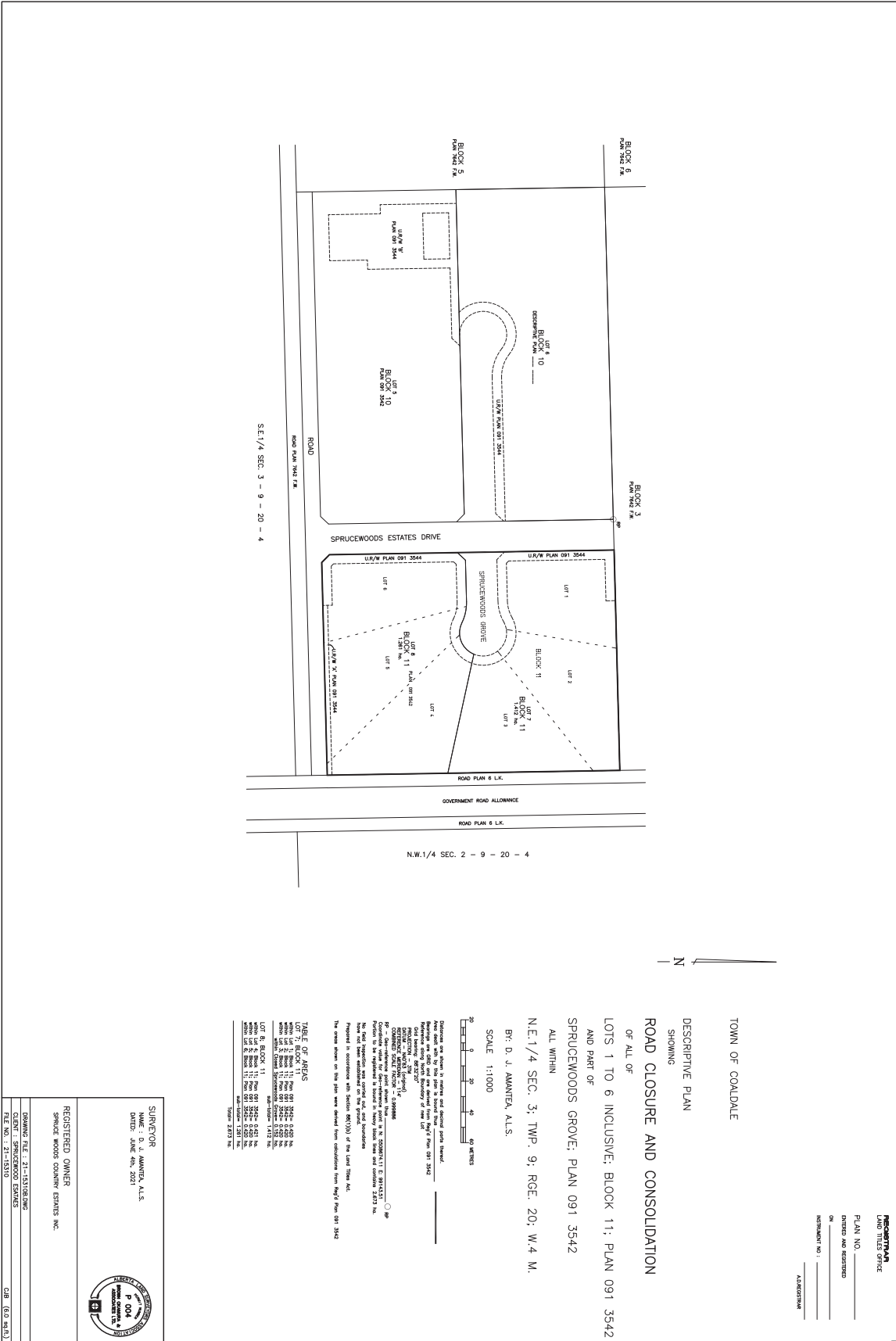
SUPERVISOR
NAME: D. J. AMANTEA, A.L.S.
DATED: JUNE 16, 2021

REGISTERED OWNER
SPRUCEWOODS ESTATES INC.

PLAN NO.: 091 3542
INSTRUMENT NO.: 21-15110
DATE: JUNE 16, 2021

PLAN NO.: 091 3542
INSTRUMENT NO.: 21-15110
DATE: JUNE 16, 2021



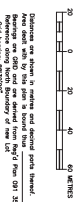


TOWN OF COALDALE

DESCRIPTIVE PLAN
SHOWING
ROAD CLOSURE AND CONSOLIDATION
OF ALL OF

LOTS 1 TO 6 INCLUSIVE; BLOCK 11; PLAN 091 3542
AND PART OF
SPRUCEWOODS GROVE; PLAN 091 3542
ALL WITHIN

N.E. 1/4 SEC. 3; TWP. 9; RGE. 20; W.4 M.
BY: D. J. AMANTEA, A.L.S.
SCALE 1:1000



Distance and bearings to nearest and adjacent points shown.
Reference to other lots and areas shown from Map of Plan 091 3542
not shown on this map.
CONVEYANCE TO BE REGISTERED IN THE PUBLIC RECORDS OF THE COUNTY OF SHERBORN, ONTARIO.
CONVEYANCE TO BE REGISTERED IN THE PUBLIC RECORDS OF THE COUNTY OF SHERBORN, ONTARIO.
The map is a true and correct copy of the original.
The map is a true and correct copy of the original.
The map is a true and correct copy of the original.

TABLE OF AREAS

LOT	AREA (SQ. METERS)	AREA (SQ. FEET)
LOT 1	1,234.56	287,123.45
LOT 2	1,567.89	361,234.56
LOT 3	1,890.12	431,345.67
LOT 4	2,123.45	491,456.78
LOT 5	2,456.78	561,567.89
LOT 6	2,789.01	631,678.90
LOT 7	3,123.45	711,789.01
LOT 8	3,456.78	791,890.12
TOTAL	18,543.21	4,234,567.89

SURVEYOR
NAME: D. J. AMANTEA, A.L.S.
DATED: JUNE 16, 2021

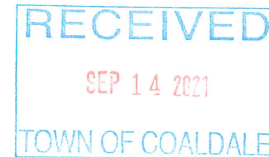
REGISTERED OWNER
SPRUCEWOODS COASTAL REALTY INC.

FRANKING FILE: 21-15110/096
CLIENT: SPRUCEWOODS COASTAL REALTY INC.
FILE NO.: 21-15110
COP: (6.0 M/L)

Alberta Transportation

TECHNICAL STANDARDS BRANCH
2ND FLOOR, TWIN ATRIA BUILDING
4999-98 AVENUE
EDMONTON, ALBERTA, CANADA
T6B 2X3

TELEPHONE NO: 780-638-3505
Toll Free Connection Dial 310-0000



September 9, 2021

Town of Coaldale
1920 – 17 Street
Coaldale, AB T1M 1M1

Attention: Spencer Croil

RE: ROAD CLOSURE – BYLAW 821-P-06-21

Enclosed is the above noted bylaw which was approved by Alberta Transportation for closure and disposal on September 9, 2021.

Following the second and third readings by your council, the bylaw may be registered at Land Titles. Please notify me of the second and third readings and when the documents closing the road are registered at Land Titles.

Yours truly,

Grace.Saina Digitally signed by Grace.Saina
Date: 2021.09.09 15:17:40 -06'00'

Road Closure Coordinator

cc: Leah Olsen
Development and Planning Technologist
Lethbridge, Alberta

Enclosures

Classification: Protected A

AGENDA ITEM REPORT



Title: Land Use Bylaw Amendment 824-P-09-21 (2nd, 3rd Reading) - C. Mills
Report Type: Bylaw
Report Author: Cam Mills
Meeting: Regular Council Meeting - 27 Sep 2021
Department: Planning
Reviewed by Spencer Croil
Supervisor/Peer:

TOPICS:

Planning and Community Development:
 Municipal Planning

OBJECTIVE:

To Review Proposed Bylaw 824-P-09-21, which is proposed to amend the Land Use Bylaw (LUB) by adding to the permitted uses list of the "Light Industry I-2" district to include Railway and Railway Related Uses. A public hearing to discuss the proposal was held at the September 12, 2021 regular meeting of Council.

PREVIOUS COUNCIL DIRECTION:

First reading of Bylaw 824-P-09-21 was passed by Council at the regular meeting of September 13th, 2021.

ANALYSIS:

The Light Industry I-2 zoning classification currently encompasses four lots within the Town of Coaldale: 3 are located along the southern boundary of the CP Rail line, the fourth being the site currently occupied by Live Electric to the East of the Gem of the West Museum.

The purpose of the Light Industry I-2 district is:

To allow light industrial and other compatible development in those areas of the Town of Coaldale that is considered most suitable, while prohibiting noxious uses, through the regulation of the following permitted and discretionary uses.

Despite the use of the zoning adjacent to the rail line, the Bylaw does not currently allow for railway related uses as either a permitted or discretionary use in the I-2 zoning; it is a permitted use in the Industry I zoning.

5 Suns Transloading, which operates the transloading station along the rail line and Highway 3, owns the lots to the west of the operation and is looking to expand a rail spur to accommodate larger volumes of primarily agricultural commodities along the rail line. It should be noted that the proposed additional spur is intended to allow for the existing car capacity to be more easily sorted and accessed, rather than to allow for a larger volume of rail cars. There is no anticipated impact to the volume of cars available for loading or for the loading to impact the adjacent rail crossings; the new

rail is instead designed to improve the efficiency of the facilities existing services. The proponent, Mr. Shawn Murray of 5 Suns Transloading will provide additional clarity on this matter.

KEY CONSIDERATIONS:

The lots in which this expansion is planned are adjacent to Highway 3 and any development, including a permitted use as proposed, would first require approval from the Province of Alberta as the manager of the adjacent Highway. The lots have previously been used to support relatively high-traffic uses such as a car lot, and currently would allow for other uses such as a car wash, manufacturing facility, equipment sales, garden center, etc. All of these uses could reasonably be forecast to create higher volumes of traffic accessing the lot from the highway compared to a rail spur, which generally speaking is likely to be the most significant area of concern from a planning and traffic safety perspective. For these reasons it is suggested that the addition of rail as a permitted use is less likely to create adverse transportation-related impacts, as compared to other uses that are already listed as permitted in the Light Industrial zoning.

It should also be noted that the existing loading station sits in the centre of an area of lots bordering the rail line to the north and south. Lots (including the lot upon which the transloading station sits) to the south/east, north/east, and north/west of the loading station are zoned industrial, only those lots to the south/west are light industrial. The proposed use of railway and related activities is a permitted use in industrial lots, so expansion of the track in any other direction is fundamentally permitted as it stands from a zoning perspective. The proposal to expand the track to the south/west is based on it being the most efficient and most economically viable path for the business.

Please note that Alberta Transportation reviewed the proposal and issued an approval for the proposed development on September 16, 2021. The permit from Alberta Transportation clearly indicates that no parking or stacking of trucks onto the highway will be permitted.

FINANCIAL IMPACT:

N/A

STAKEHOLDER ENGAGEMENT:

Public Hearing(s)

The Notice of public hearing was advertised in the Sunny South News and through the Town's digital channels in accordance with Town of Coaldale requirements.

DECISION OPTIONS:

1. THAT Council move second and third reading of amendment Bylaw 824-P-09-21; or
2. THAT Council defeat proposed amendment Bylaw 824-P-09-21.

RECOMMENDATION:

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

RATIONALE:

The amendment to the zoning allows for the expansion of an economically important business closely tied to the local agricultural community; allowing for the change to the zoning regulations simply allows for that expansion to occur in the cheapest and most efficient way possible as opposed to expanding north or the track or to east of the transloading station - additionally, allowing for the expansion will ensure other, more onerous uses do not take place on lots accessing directly to the

highway and furthermore will allow for a degree of landscaping to be applied to highly visible lots along Coaldale's main traffic corridor.

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 824-P-09-21](#)
- [LUB Amendment 824-P-09-21, Schedule 2](#)
- [5 Suns Transloading Ltd. permit 6048-21 \(RSDP038089\) - AT](#)
- [Bylaw 824 - zoning map](#)
- [3550-5 SUNS TRANSLOAD FACILITY-SETBACKS-SE1321-LANDSCAPING BUFFER \(2\)](#)
- [3550-5 SUNS TRANSLOAD FACILITY-SETBACKS-SE1321-3 GENERAL SITE PLAN WITH DIMS TO PL \(2\)](#)

**BYLAW 824-P-09-21
TOWN OF COALDALE
PROVINCE OF ALBERTA**

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

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

WHEREAS the Council wishes to amend the list of uses in the “Light Industry – I-2” land use district by adding the use “Railway and Railway Related Uses” to the list of permitted uses.

AND WHEREAS the purpose of proposed Bylaw 824-P-09-21 is so that applications for the development of “Railway and Railway Related Uses” may be considered by the Development Authority.

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, Schedule 2 (Land Use Districts) – Light Industry – I-2, Section 1(A) – Permitted Uses, is amended by adding the following use: “Railway and Railway Related Uses”
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 824-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 824-P-09-21.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #

READ a THIRD and FINAL time this _____ day of _____, 2021, for LUB Amendment 824-P-09-21.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #

SCHEDULE 2

LIGHT INDUSTRY – I-2



Purpose:

To allow light industrial and other compatible development in those areas of the Town of Coaldale that is considered most suitable, while prohibiting noxious uses, through the regulation of the following permitted and discretionary uses.

1. (A) PERMITTED USES

- Accessory building, structure or use to an approved permitted use
- Automotive Repair and Service Shop
- Building Supplies
- Car Wash
- Contractor, Building and Trade
- Equipment Sales, Rental or Service
- Garden Centre or Greenhouse
- Horticultural Operations or Facilities
- Light Fabrication Shop
- Light Industry/Manufacturing
- Machinery and Equipment Rental
- Public or Private Utility
- **Railway and Railway Related Uses**
- Seasonal Sales
- Shipping Container (temporary)
- Sign Types¹: 1A, 2, 3, 4, 5, 6, 10
- Truck wash
- Warehouse, Retail
- Warehouse, Wholesale
- Warehouse Storage

(B) DISCRETIONARY USES

- Accessory building, structure or use to an approved discretionary use
- Automotive Sales and Service
- Bulk Fuel Storage and Sales
- Educational Institution
- Farm/Industrial Machinery Sales, Rental and Service
- Kennel
- Lounges/Beverage Room
- Manufacturing
- Recycling Facility
- Restaurant
- Retail Uses Ancillary to Industrial or Warehousing Use
- Service Station or Gas Bar
- Shipping Container (permanent)
- Sign Types¹: 1B, 7², 8, 9, 11, 12
- Small Wind Energy System – Type A and B³
- Truck Transportation Depot
- Veterinary Clinic

- Notes:**
- 1 – See Schedule 13: Sign Regulations, Section 8 for definitions of sign types.
 - 2 – Sign Type 7 (Billboard) limited to lots immediately adjacent to Highway 3.
 - 3 – See Schedule 4, Section 27 for definition of small wind energy system types.

(C) PROHIBITED USES

- Abattoir
- Anhydrous Ammonia Storage
- Contractor, Heavy Duty Equipment
- Feed Mill/ Grain Elevator
- Food Processing Facility
- Livestock Sales Yard
- Natural Resource Extraction
- Noxious and Hazardous Use
- Seed Cleaners and Storage
- Salvage Yard
- Any use which is not listed as either a permitted or discretionary use, or is not ruled to be a similar use to a permitted or discretionary use in accordance with the Administration Section, subsection 35(a), is a prohibited use



2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	ft ²
All uses	30.48	100	30.48	100	929.03	10,000

- (a) The Designated Officer may approve a development on an existing registered lot if the minimum dimensions or area are less than those specified above in Section 2.

3. MINIMUM YARD DIMENSIONS FOR PRINCIPAL BUILDINGS

Use	Front Yard		Secondary Front (Corner Lots)		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.	m	ft.
All Uses	7.62	25	4.57	15	3.05	10	7.62	25

4. MAXIMUM SITE COVERAGE

- (a) **All Buildings – 60%**
The principal building and accessory buildings shall not occupy more than 60 percent of the surface area of any lot within this land use district.

5. OUTDOOR STORAGE

- (a) No outdoor storage shall be permitted in the required front yard setback of 7.6 m (25 ft.) or in the required corner lot secondary front yard setback of 4.6 m (15 ft.).
- (b) Outdoor storage areas shall be effectively screened from view by buildings, solid fences, trees, landscaped features or combinations thereof and be maintained in good repair to the satisfaction of the Development Authority.
- (c) Sites for other outdoor storage of goods, machinery, vehicles, building materials, scrap metal material, other waste materials and other items, at the discretion of the Development Authority, may be permitted if kept in a neat and orderly manner and/or suitably enclosed by a fence or wall or screened with landscaping to the satisfaction of the Development Authority.

6. OUTSIDE DISPLAY OF GOODS

- (a) Outside display of goods shall be limited to examples of products, merchandise, equipment, and/or items sold by the business or industry on the lot(s) or development site and shall be located in conformance with *Schedule 9: Landscaping and Amenity Area Standards and Guidelines*.

7. LANDSCAPING REQUIREMENTS

- (a) Landscaping shall be provided on all street frontage and shall be to the satisfaction of the Designated Officer or the Municipal Planning Commission.



8. ENVIRONMENTAL SITE ASSESSMENT / ENVIRONMENTAL IMPACT ASSESSMENT

- (a) Where, in the opinion of the Designated Officer or the Municipal Planning Commission, a proposed development may create an unacceptable environmental impact and/or where there may have been historical environmental impacts (i.e. soil contamination), an environmental site assessment and/or environmental impact assessment may be required prior to dealing with the application.

- 9. STANDARDS OF DEVELOPMENT** – SCHEDULE 4
- 10. LANDSCAPING AND AMENITY AREAS STANDARDS AND GUIDELINES** – SCHEDULE 9
- 11. INDUSTRIAL, COMMERCIAL AND WAREHOUSING STANDARDS** – SCHEDULE 10
- 12. OFF-STREET PARKING AND LOADING REQUIREMENTS** – SCHEDULE 11
- 13. SIGN REGULATIONS** – SCHEDULE 13



Construction and Maintenance
Southern Region
Box 314, 909 3 Avenue North
Lethbridge, Alberta T1H 0H5
www.alberta.ca

AT File Reference: RSDP038089
Our Reference: 2511-SW 14-9-20-W4M (3)
Permit No. 6048-21

September 16, 2021

5 Suns Transloading Ltd.
jfmshawn@gmail.com
Box 86
Picture Butte, AB T0K 1V0

Dear 5 Suns Transloading Ltd.:

RE: PROPOSED RAIL SIDING EXPANSION

Attached is a permit issued under the Highways Development and Protection Regulation, being Alberta Regulation 326/2009 and amendments thereto, authorizing the above noted development. This permit is subject to the conditions listed on page 2.

In consideration of Permit No. 6048-21, the applicant shall indemnify and hold harmless Alberta Transportation, its employees and agents, from any and all claims, demands, actions, and costs whatsoever that may arise, directly or indirectly, from anything done or omitted to be done in the construction, maintenance, alteration, or operation of the works authorized.

Issuance of this permit by Alberta Transportation does not relieve the holder of the responsibility of complying with relevant municipal bylaws, and this permit once issued does not excuse violation of any regulation, bylaw, or act that may affect this project.

Upon completion of the project, we ask that you notify Darren Davis, Assistant Development/Planning Technologist, or Leah Olsen, Development/Planning Technologist, at Lethbridge, 403-381-5426, who will inspect the conditions of the permit. Your cooperation in this matter will be appreciated.

Yours truly,

Leah Olsen
Development/Planning Technologist
403-388-3105

LO

cc: Town of Coaldale – cameron.mills@coaldale.ca; planner@coaldale.ca
Volker Stevin – lethbridge.admin@volkerstevin.ca
Curtis Nagel – emailed
Don Kovacs – emailed



.../2



- 2 -

(To be completed by Alberta Transportation)

**ROADSIDE DEVELOPMENT APPLICATION APPROVAL
FOR DEVELOPMENT NEAR A PRIMARY HIGHWAY
PERMIT**

Permission is hereby granted to <u>5 Suns Transloading Ltd.</u> to carry out the development in accordance with the plan(s) and specifications attached hereto and subject to the conditions shown below.	
If the development has not been carried out by the <u>16th</u> day of <u>September</u> <u>2022</u> this permit lapses and the applicant must reapply for a new permit if they wish to proceed.	
SIGNED _____	PERMIT NO. <u>6048-21</u>
	FILE NO. <u>2511-SW 14-9-20-W4M (3)</u>
TITLE <u>Development/Planning Technologist</u>	DATE <u>September 16, 2021</u>

PERMIT CONDITIONS: (Note: This permit is subject to the provisions of Section 11 – 19 inclusive of the Highways Development and Protection Act, Chapter H-8.5 2004, amendments thereto, and Highways Development and Protection Regulation (Alberta Regulation 326/2009) and amendments thereto).

- A. ACCESS CONDITIONS:** (Note: All highway accesses are to be considered temporary. No compensation shall be payable to the applicant or his assigns or successors when Alberta Transportation removes or relocates the temporary access or if highway access is removed and access provided via service road).
- ~~(a) No direct highway access will be permitted. Access shall be via the local municipal road.~~
(b) Use of the existing highway access may continue on a temporary basis.
~~(c) Permit authorizes construction of proposed access at the location shown and to the attached specifications. (Figure D-3.3b)~~
 - No additional highway access will be permitted.
 - The applicant shall construct and maintain any highway access to Alberta Transportation's satisfaction.
 - Approval of companies having buried utilities shall be obtained prior to access construction or upgrading.
- B. SETBACK CONDITIONS** (Note: Minimum setbacks usually allow for anticipated highway widening and construction of a service road parallel and adjacent to the highway).
- The proposed **rail siding expansion** is to be setback minimum **12.75 metres (41 feet)** from the highway property line as shown on attached approved Drawing No. C103.
 - Alberta Transportation accepts no responsibility for the noise impact of highway traffic upon any development or occupants thereof.
- C. OTHER CONDITIONS:**
- This permit is issued subject to the approval of **Town of Coaldale**
 - This permit approves only the development contained herein, and a further application is required for any changes or additions.
 - Alberta Transportation is under no obligation to reissue a permit if the development is not completed before expiry of this permit.
 - Darren Davis, Assistant Development/Planning Technologist, or Leah Olsen, Development/Planning Technologist, in Lethbridge, telephone 403-381-5426, shall be notified before construction commencement.
 - The applicant shall not place any signs contrary to Alberta Regulation 326/2009. A separate "SIGN APPLICATION" form shall be submitted for any proposed sign.

D. ADDITIONAL CONDITIONS and/or ADVISEMENTS:

See attached Schedule "A" – Site Specific Conditions

.../3

5 Suns Transloading Ltd.

- 3 -

September 16, 2021

SCHEDULE "A"
Site Specific Conditions
Permit 6048-21

D: ADDITIONAL CONDITIONS and/or ADVISEMENTS:

1. This permit is approval for development of a rail siding expansion only. Any additional development will be expressly subject to Condition C.2.
2. No parking or stacking of trucks and/or equipment onto the highway at any time.
3. The applicant shall ensure that all on-site development, including ancillary development, is setback from the highway right-of-way boundary as shown on the attached approved site plan. Under no circumstance shall a different setback be implemented without the written permission of Alberta Transportation.
4. Furtherance to the "Access Note" in Condition A, Alberta Transportation will not accept any responsibility for compensation requests/claims dealing with loss of business, inconvenient access, or any other disruption that may arise as result of the possible revision to the existing access arrangement. The possible revision to the existing access arrangement may be due to access management/operational, construction, or planning activities carried out by Alberta Transportation or its consultants.
5. The applicant shall ensure that storm water and/or site drainage are controlled and not directed toward or do not alter the existing Highway 3 drainage patterns. Any alteration to the existing highway drainage patterns may be subject to the acceptance of a Storm Water Management Plan by Alberta Transportation.
6. Further to Condition B.2, noise impact and the need for attenuation should be thoroughly assessed. The applicant is advised that provisions for noise attenuation are the sole responsibility of the developer and should be incorporated as required into the development of the property.
7. Any peripheral lighting (yard lights/area lighting) that may be considered a distraction to the motoring public or deemed to create a traffic hazard will not be permitted.
8. It is the applicant's/developer's responsibility to ensure that no mud or debris is tracked onto the highway from the proposed development.

Town of Coaldale



Legend

- Block Lines
- Plan Text Line
- Plan Lines
- Block Text
- Block Text Line
- Lot Text
- Lot Text Line
- Easement Text
- Easement Text Lines
- Easement Lines
- Modular Homes Lot Text
- Modular Homes Road Text
- Condo Text
- Condo Lines
- Water
- Town Boundary
- Symbols
- 3
- 845
- Road Labels
- Land Use
- RESIDENTIAL R-1A
- RESIDENTIAL SMALL LOT R-1B
- RESIDENTIAL STARTER LOT R-1
- RESIDENTIAL MULTI-UNIT R-2
- RESIDENTIAL MULTI-UNIT LIMITE
- MANUFACTURED HOME PARK R
- COUNTRY RESIDENTIAL ONE CF
- COUNTRY RESIDENTIAL ONE 'A'
- COUNTRY RESIDENTIAL TWO CF
- COMMERCIAL C-1
- HIGHWAY COMMERCIAL C-2
- INSTITUTIONAL / RECREATIONAL
- INDUSTRY I
- LIGHT INDUSTRY I-2
- URBAN RESERVE UR
- UTILITY U
- DIRECT CONTROL DC
- GROUPED COUNTRY RESIDENT

1:3,000



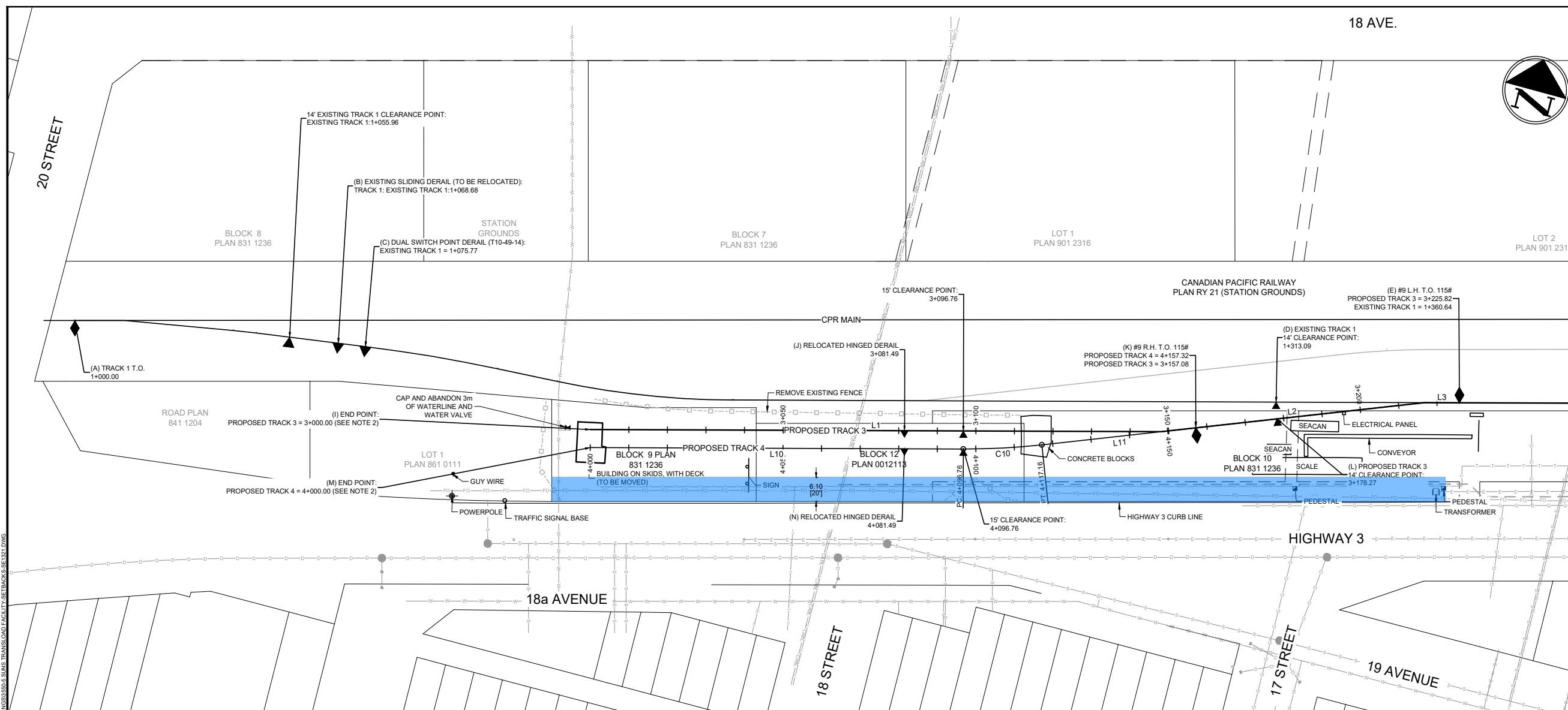
0.2 0 0.08 0.2 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere
© OpenStreetMap contributors

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

© Town of Coaldale



LEGEND

EXISTING TRACK TO REMAIN		EXISTING MAJOR CONTOURS (1.0m)		BURIED TELUS LINE	
PROPOSED TRACK		EXISTING MINOR CONTOURS (0.25m)		BURIED ELECTRICAL LINE	
TURN OUT (EXISTING / PROPOSED)		PROPOSED SHOULDER SUB BALLAST		BURIED FIBRE OPTIC CABLE	
CLEARANCE POINT (EXISTING / PROPOSED)		PROPOSED DAYLIGHT CUT		BURIED SHAW CABLE	
DERAIL POINT (EXISTING / PROPOSED)		PROPOSED DAYLIGHT FILL		SANITARY U/G	
		EXISTING OVERHEAD POWER		STORM U/G	
		EXISTING FENCE		WATER U/G	

- NOTE:**
- CAR CAPACITY INCLUDES ALLOWANCE OF UP TO 6" PER CAR FOR POTENTIAL "SLACK". CAR CAPACITY CALCULATIONS ROUND DOWN TO THE NEAREST CAR FOR TOTAL CAR STORAGE.
 - PROVIDE HAYES MODEL WD BUMPING POST OR EQUIVALENT OTHER (TRACK 3&4)

EXISTING FACILITY TRACKAGE			
TRACK	LENGTH	CLEAR LENGTH	60' CAR CAPACITY
TRACK 1	A-->H: 993.61m [3,259.9']	B-->G: 863.74m [2,833.8']	46 CARS (SEE NOTE 1)

NEW PROPOSED FACILITY TRACKAGE			
TRACK	LENGTH	CLEAR LENGTH	60' CAR CAPACITY
TRACK 1	A-->H: 993.61m [3,259.9']	C-->D: 237.32m [778.6'] E-->F: 565.61m [1,855.7']	C-->D: 12 CARS, E-->F: 30 CARS (SEE NOTE 1)
TRACK 3	I-->E: 225.82m [740.9']	I-->L: 178.27m [584.9']	I-->J: 4 CARS (SEE NOTE 1)
TRACK 4	M-->K: 157.30m [516.08']	M-->N: 96.76m [317.5']	M-->N: 4 CARS (SEE NOTE 1)

DISCLAIMER: THE BOUNDARY AND LEGAL EVIDENCE ILLUSTRATED WITHIN THIS DOCUMENT DOES NOT CONSTITUTE A LEGAL DOCUMENT OR PLAN. ALL BOUNDARIES AND EVIDENCE SHOWN HAVE BEEN OBTAINED FROM PUBLICLY AVAILABLE RESOURCES OR OBSERVED IN THE FIELD. ADDITIONALLY, ANY REFERENCE MADE WITHIN THIS DOCUMENT WITH RESPECT TO BOUNDARIES, ARE UNDERSTOOD TO BE APPROXIMATE AND RELATIVE. WHILE MSSL PROVIDES THIS DOCUMENT FOR INFORMATION PURPOSES, AND STANDS BEHIND ITS WORK, NO DETERMINATION OR EVALUATION OF THE PRESENTED BOUNDARIES OR EVIDENCE HAS BEEN VERIFIED OR EVALUATED BY AN ALBERTA LAND SURVEYOR.

MIKE SPENCER
GEOMETRICS Ltd.
 #70 - 491 W.T. Hill Blvd. South
 Lethbridge, Alberta
 Tel: (403) 320-5320

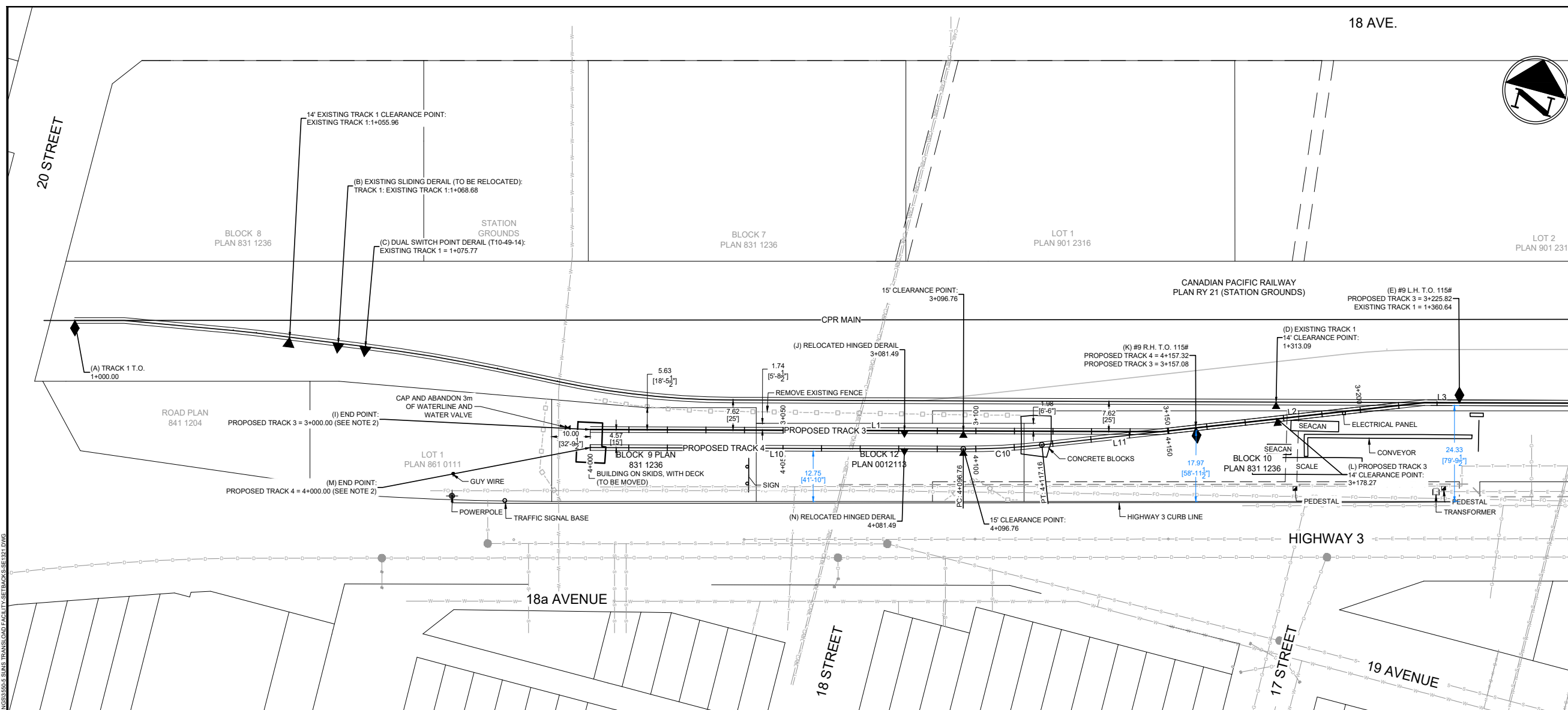
REVISION	DESCRIPTION	DRN	CHK	APP	DATE	DESCRIPTION	CR	CR	SM
1	ISSUED FOR REVIEW				21/06/01	ISSUED FOR REVIEW			
2	ISSUED FOR REVIEW				21/04/13	ISSUED FOR REVIEW			
3	ISSUED FOR REVIEW				21/09/13	ISSUED FOR REVIEW			

PROFESSIONAL ENGINEER ALBERTA
 BRUCE D. THURMER
 PERMIT TO PRACTICE
 BDT ENGINEERING LTD.
 SIGNATURE: _____
 DATE: _____
 PERMIT NUMBER: P 13556
 The Association of Professional Engineers
 and Geoscientists of Alberta

FIVE SUNS TRANSLOADING
 RAIL EXPANSION - 1604 18A AVE, COALDALE, ALBERTA
 WITHIN SW 1/4 SEC. 14, TWP. 9, RGE. 20 W4M
 PROPOSED TRACK
 LANDSCAPING BUFFER

PROJECT NUMBER 3550	DRAWING NUMBER 1 OF 1	REVISION 0
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PROJECT DATE: September 13, 2021 1:20:42 PM
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 L3CN CURB CROSS



LEGEND

EXISTING TRACK TO REMAIN		EXISTING MAJOR CONTOURS (1.0m)		BURIED TELUS LINE	
PROPOSED TRACK		EXISTING MINOR CONTOURS (0.25m)		BURIED ELECTRICAL LINE	
TURN OUT (EXISTING / PROPOSED)		PROPOSED SHOULDER SUB BALLAST		BURIED FIBRE OPTIC CABLE	
CLEARANCE POINT (EXISTING / PROPOSED)		PROPOSED DAYLIGHT CUT		BURIED SHAW CABLE	
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REV	DATE	DESCRIPTION	DRN	CHK	APP	ISSUE	CR	CR	SM
1	21/06/01	ISSUED FOR REVIEW							
2	21/04/13	ISSUED FOR REVIEW							
3	21/06/04	ISSUED FOR REVIEW							
4	YY/MM/DD	DESCRIPTION							

PROFESSIONAL ENGINEER ALBERTA
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 PERMIT TO PRACTICE
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 SIGNATURE: _____
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FIVE SUNS TRANSLOADING
 RAIL EXPANSION - 1604 18A AVE, COALDALE, ALBERTA
 WITHIN SW 1/4 SEC. 14, TWP. 9, RGE. 20 W4M
 PROPOSED TRACK
 GENERAL SITE PLAN

PROJECT NUMBER 3550	DRAWING NUMBER C103	REVISION 0
SHEET OF TOTAL SHEETS 3 OF 10		

AGENDA ITEM REPORT



Title: Fees and Rates Bylaw 829-C-09-21 (1st Reading) - K. Beauchamp
Report Type: Bylaw
Report Author: Kyle Beauchamp
Meeting: Regular Council Meeting - 27 Sep 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

The Fees and Rates bylaw was previously presented to Council as bylaw 797-C-12-20 at the December 14, 2020 Council Meeting.

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.

STAKEHOLDER ENGAGEMENT:

N/A

DECISION OPTIONS:

1. Council can provide FIRST reading of the Fees and Rates Bylaw, 829-C-09-21.
2. Council request further information from Administration before proceeding.

RECOMMENDATION:

THAT Council provide FIRST reading of Fees and Rates Bylaw 829-C-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:

[829-C-09-21 Fees & Rates Bylaw, with schedules](#)

BYLAW ~~797-C-12-20829-C-09-21~~
TOWN OF COALDALE
PROVINCE OF ALBERTA

BEING A BYLAW OF THE TOWN OF COALDALE
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 _____ day of _____, for Fees and Rates Bylaw ~~797-C-12-20~~ 829-C-09-21.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #

READ a THIRD and FINAL time this _____ day of _____, 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
----------------	-----------

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
 <u>Subdivision</u>						
Application fee (non-refundable)					\$	710.00
Per lot fee (each)					\$	330.00
Per lot endorsement fee (each)					\$	205.00
 <u>Other Fees</u>						
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
 <u>Penalties</u>						
Minimum					Double Permit Fee	
Maximum					\$	2,000.00
Waivers Exceeding 10% of a Measurable Requirement						
Approved Post Construction Waivers					\$	1,000.00
 <u>Miscellaneous Fees</u>						
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
 <u>Home Occupation</u>						
Home Occupation 1					\$	50.00
Home Occupation 2					\$	200.00
 <u>Signs</u>						
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
 <u>Planning Fees</u>						
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	<u>\$ 1,200.00</u>
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
Buring 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)	\$ 100.00

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 \$ 615.00

Town Motor Vehicle Collision Response - per hour \$ 615.00

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 \$ 700.00

Wildland \$ 300.00

Engine \$ 615.00

Water Tender \$ 615.00

Rescue Truck \$ 615.00

Utility Truck \$ 185.00

Command Vehicle \$ 185.00

Fire Apparatus and Personnel Stand-By \$ 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 \$ 500.00

LOT GRADING PERMIT FEES

Lot Grading Permit - Dwellings \$ 100.00

Non-refundable: Application Fee for Filing Extension \$ 100.00

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

Rates are subjected to GST where applicable

**SCHEDULE A
2020 FEE SCHEDULE**

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

AGENDA ITEM REPORT



Title: Community Standards Bylaw 830-R-09-21 (1st Reading) - K. Beauchamp
Report Type: Bylaw
Report Author: Ashley Crabb
Meeting: Regular Council Meeting - 27 Sep 2021
Department: Corporate Services
Reviewed by Kyle Beauchamp
Supervisor/Peer:

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 - Penalties" from this Bylaw.

PREVIOUS COUNCIL DIRECTION:

This matter has appeared before council previously

The Community Standards Bylaw 810-R-04-21 was approved by Council on April 12, 2021. No other changes are recommended or requested from Council for this bylaw, aside from removing the fee schedule and adding proper reference to the Town's Fees and Rates bylaw as noted above.

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.

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 approve FIRST reading of the Community Standards Bylaw 830-R-09-21.
2. Council request further information from Administration if necessary.

RECOMMENDATION:

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

RATIONALE:

Only first reading of the bylaw is being presented to Council at this time to align with the proposed readings of the updated Fees and Rates bylaw. Second and third readings of this bylaw will be brought to Council at the October 11th, 2021 Council meeting.

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;

ii) **“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;

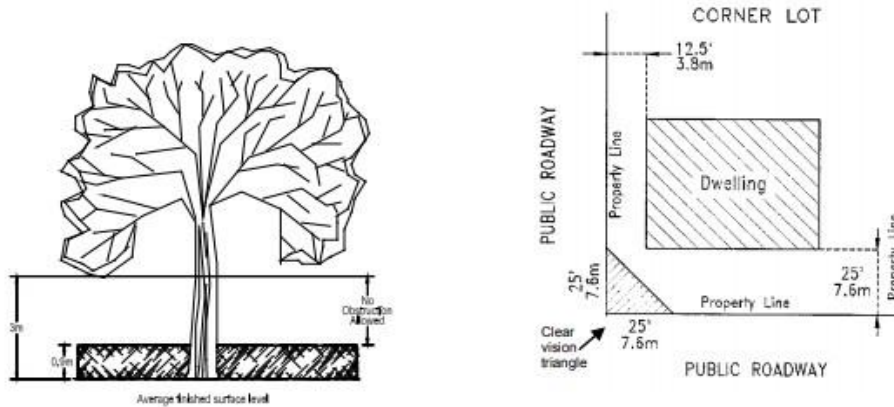
3. Upon such container being filled, it must be completely secured in such a manner so that no portion of the load can escape, blow, drop, spill, or fall onto a highway or premises or property adjacent thereto. It must then be transported to an appropriate location designated for the disposal of such 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

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**
 - 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:	Sumname:
-------------	----------

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.		
Countersigned by Town Representative:	Position:	Permit Approved:

AGENDA ITEM REPORT



Title: Cannabis Consumption Bylaw 831-R-09-21 (1st Reading) - K. Beauchamp
Report Type: Bylaw
Report Author: Ashley Crabb
Meeting: Regular Council Meeting - 27 Sep 2021
Department: Corporate Services
Reviewed by Kyle Beauchamp
Supervisor/Peer:

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

The Cannabis Consumption Bylaw 745-R-09-18 was approved by Council on October 9, 2018. No other changes are recommended or requested from Council for this bylaw, aside from removing the fee schedule and adding proper reference to the Town's Fees and Rates bylaw as noted above.

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 FIRST reading of the Cannabis Consumption Bylaw 831-R-09-21.
- 2. Council request further information from Administration if necessary.

RECOMMENDATION:

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

RATIONALE:

Only first reading of the bylaw is being presented to Council at this time to align with the proposed readings of the updated Fees and Rates bylaw. Second and third readings of this bylaw will be brought to Council at the October 11th, 2021 Council meeting.

STRATEGIC ALIGNMENT WITH COUNCIL STRATEGIC PLAN:

				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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:

[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 (1st Reading) - K. Beauchamp
Report Type: Bylaw
Report Author: Ashley Crabb
Meeting: Regular Council Meeting - 27 Sep 2021
Department: Corporate Services
Reviewed by Kyle Beauchamp
Supervisor/Peer:

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

The Dog Regulation and Control Bylaw was approved by Council on December 11, 2006. No other changes are recommended or requested from Council for this bylaw, aside from removing the fee schedule and adding proper reference to the Town's Fees and Rated bylaw as noted above.

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 first reading 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 FIRST reading of Dog Regulation & Control Bylaw 832-R-09-21.

RATIONALE:

Only first reading of the bylaw is being presented to Council at this time to align with the proposed readings of the updated Fees and Rates bylaw. Second and third readings of this bylaw will be brought to Council at the October 11th, 2021 Council meeting.

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” not withstanding 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
Motion #

CAO – Kalen Hastings

READ a THIRD and FINAL time this ____ day of _____, for Dog Regulation and Control Bylaw 832-R-09-21.

Mayor – Kim Craig
Motion #

CAO – Kalen Hastings

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: Lot Grading Bylaw 833-P-09-21 (All 3 Readings) - K. Beauchamp
Report Type: Bylaw
Report Author: Ashley Crabb
Meeting: Regular Council Meeting - 27 Sep 2021
Department: Corporate Services
Reviewed by Kyle Beauchamp
Supervisor/Peer:

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 & B from this Bylaw.

PREVIOUS COUNCIL DIRECTION:

First time this matter has appeared before council

The Town of Coaldale Lot Grading Bylaw 722-P-02-17 was approved by Council on March 27, 2017. No other changes are recommended or requested from Council for this bylaw, aside from removing the fee schedule and adding proper reference to the Town's Fees and Rates bylaw as noted above.

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.

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 approve the readings of the Town of Coaldale Lot Grading Bylaw 833-P-09-21.
2. Council can request further information from Administration if necessary.

RECOMMENDATION:

1. THAT Council provide FIRST reading of Lot Grading Bylaw 833-P-09-21.
2. THAT Council provide SECOND reading of Lot Grading Bylaw 833-P-09-21.
3. THAT Council proceed with unanimous consent for THIRD and FINAL reading of Lot Grading Bylaw 833-P-09-21.
4. THAT Council proceed with THIRD reading of Lot Grading Bylaw 833-P-09-21.

RATIONALE:

All three readings are requested from Council at this time as the Lot Grading fees being removed are already recorded in the Town's existing Fees and Rates Bylaw. As a result the bylaw can be fully passed by Council if they wish, without waiting for the amended Fees and Rates bylaw to pass third reading.

STRATEGIC ALIGNMENT WITH COUNCIL STRATEGIC PLAN:

				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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:

[Lot Grading Bylaw 833-P-09-21](#)

**BYLAW 833-P-09-21
TOWN OF COALDALE
PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF COALDALE
TO AMEND BYLAW 722-P-02-17
TO REGULATE LOT GRADES WITHIN THE TOWN OF COALDALE.**

WHEREAS the Legislature of the Province of Alberta has passed the Municipal Government Act, R.S.A. 2000, Chapter M-26;

AND WHEREAS the Municipal Government Act R.S.A 2000, c. M-26 and amendments thereto authorize a municipality to pass bylaws respecting public utilities, the protection of property and the enforcement of bylaws;

AND WHEREAS the Municipal Government Act R.S.A 2000, c. M-26 and amendments thereto authorizes a municipality to deal with development and provide for a system of permits;

AND WHEREAS it is desirable to ensure that properties are graded at the completion of construction in compliance with approved grades;

NOW THEREFORE, the Municipal Council of the Town of Coaldale, Alberta duly assembled, hereby enacts as follows:

1. This Bylaw shall be known as "Lot Grading Bylaw".
2. In this Bylaw:
 - a. 'APPLICANT' means the person who has applied for a development permit for the construction of a building.
 - b. 'AS BUILT DRAWINGS' is a drawing, supplied by the applicant, which depicts a lot upon completion of grading.
 - c. 'AS CONSTRUCTED GRADE CERTIFICATE' is a post-construction Plot Plan, completed in accordance with Schedule 'C' of this bylaw, bearing the stamp or seal of either:
 - i. A Registered Alberta Land Surveyor, as the term is used in the Land Surveyor Act; or
 - ii. A Professional Engineer, as the term is used in the Engineering Geological and Geophysical Professionals Act; or
 - iii. A Registered Architect, as that term is used in the Architects Act;

- d. 'BUILDER' means a person directly responsible for the construction of a building and may be an Applicant or another entity designated by the Applicant.
 - e. 'BUILDING GRADE PLAN' means a drawing stamped and signed by a Registered Professional indicating the suggested grades for a piece of property which has been authorized by the Town of Coaldale Planning and Development Department to allow for construction.
 - f. 'TOWN' means the municipal corporation of The Town of Coaldale.
 - g. 'TOWN COUNCIL' means the municipal council of the Town.
 - h. 'GRADE SLIP' means a document issued by a developer which contains the approved and required final surface grades and elevations for a parcel of land;
 - i. 'PERSON' means an Applicant or Builder as applicable.
 - j. 'LOT GRADING PERMIT' means a permit issued by the Town pursuant to this Bylaw;
 - k. 'PLOT PLAN' means a plan view of a lot, showing the proposed location of the home and any other information as required in this Bylaw or other Bylaws of the Town of Coaldale;
 - l. 'SIDE YARD' means the area between the side of the house and the property line.
3. It is the purpose of this Bylaw to stipulate the conditions, requirements and fees for permits for the grading of a lot upon which a building is sited.
 4. All schedules attached to this Bylaw shall form part of this Bylaw.
 5. If a Builder identifies any grade discrepancy on site, that Builder must contact the Town of Coaldale's Development Department and have the grade discrepancy resolved. The Builder is responsible for making homeowners aware that they must not grade their lot until a final As Constructed Grade Certificate has been completed by the Builder. Noncompliance will be noted on file for future reference.
 6. A person who applies for the construction of a single-detached dwelling, semi-detached dwelling, duplex, three-plex or four plex, shall obtain a Lot Grading Permit from the Town of Coaldale prior to beginning construction. The Builder must complete the lot grading as per the approved Building

Grade Plan. A tolerance of plus or minus five (5) cm may be acceptable. A subgrade tolerance of minus five (5) cm to minus twenty (20) cm may also be acceptable.

7. Building Grade Plans submitted with a Lot Grading Permit or an As Constructed Grade Certificate shall show:
 - a. All corner grades of the lot;
 - b. Elevations at top of foundation walls;
 - c. The drainage pattern of the lot;
 - d. Right of way and easements;
 - e. Dimensions from property lines to the building
 - f. Top of footing elevations

All information on the Plot Plan shall be legible and drawn to a scale of 1:200.

The Town of Coaldale may charge a fee as set out in [Schedule 'A' the Fees and Rates Bylaw](#) for the issuance of Lot Grading Permits

8. A person who applies for a development permit for a dwelling, other than a building for which Professional Involvement is required, must submit to the Town of Coaldale an As Constructed Grade Certificate for the parcel of land to which the Lot Grading Permit relates within twelve (12) months of the final building inspection.

Every As Constructed Grade Certificate required by this bylaw must:

- a. Demonstrate that it conforms to the Building Grade Plan provided prior to foundation wall construction.
- b. State that the lot grading as shown on the Building Grade Plan will provide positive slope to the property lines and will not have an adverse effect on the common boundary with adjacent properties.
- c. Be prepared no earlier than that time after the final heavy load of materials (i.e. gypsum board) has been delivered to site.

A person who fails to obtain a Lot Grading Permit, or a person who fails to submit an As Constructed Grade Certificate shall be subject to penalties as stated in [the Fees and Rates Bylaw, Schedule 'B'](#)

9. The Builder or Applicant may apply in writing for an extension of time within which to submit an As Constructed Grade Slip by submitting a completed Schedule 'DF' of this bylaw, along with the prescribed non-refundable fee, not less than five (5) working days prior to the expiry date of the original filing deadline.
10. The fee for each permit shall be paid at the time the application is submitted.
11. (1) Any Person who contravenes any provision of this Bylaw by:
 - (a) doing any act or thing which the Person is prohibited from doing; or
 - (b) failing to do any act or thing the Person is required to do; 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 a period of imprisonment not exceeding six (6) months.

(3) Where a designated 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 pursuant to the Provincial Offences Procedures Act, R.S.A. 2000 c. P-24.

(4) Where there is a specified penalty listed for an offence in ~~Schedule "B" to this Bylaw~~ the Fees and Rates Bylaw, that amount is the specified penalty for the offence.

(5) This Section shall not prevent any officer from issuing a violation ticket requiring a court appearance of the defendant, pursuant to the provisions of the Provincial Offences Procedures Act, R.S.A. 2000 c. P-24, or from laying an information in lieu of issuing a violation ticket.

(6) 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 doing any thing or paying any fees, charges or costs from which that Person is liable under the provisions of this Bylaw or any other bylaw.
12. It is the intention of Town Council that each separate provision of the Bylaw shall be deemed independent of all other provisions herein and it is further the intention of Town Council that if any provisions of the Bylaw be declared invalid all other provisions thereof shall remain valid and enforceable.

13. The Town shall issue Notices of Compliance, Field Compliance or Non-Compliance in approximately the form as set out in **Schedules 'BD', 'CE' and 'EG'**.
14. That this Bylaw 833-P-09-21 rescinds the following bylaw:
Bylaw 722-P-02-17.
15. Lot Grading Bylaw 833-P-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, Lot Grading Bylaw 833-P-09-21.

<p>Mayor – Kim Craig</p> <p>Motion #</p>	<p>CAO – Kalen Hastings</p>
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READ a SECOND time this 27th day of September, 2021, Lot Grading Bylaw 833-P-09-21.

<p>Mayor – Kim Craig</p> <p>Motion #</p>	<p>CAO – Kalen Hastings</p>
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UNANIMOUS CONSENT provided to hold all three readings at one meeting, for Lot Grading Bylaw 833-P-09-21.

<p>Mayor – Kim Craig</p> <p>Motion #</p>	<p>CAO – Kalen Hastings</p>
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READ a THIRD and FINAL time this 27th day of September, 2021, Lot Grading Bylaw 833-P-09-21.

<p>Mayor – Kim Craig</p> <p>Motion #</p>	<p>CAO – Kalen Hastings</p>
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SCHEDULE 'CA'

As Constructed Grade Certificate

Date: _____

Attention: Manager of Development & Environmental Services

RE: As Constructed Grade Certificate

Project Address: _____

Legal Description Lot: _____ Block: _____ Plan: _____

Builder/ Applicant: _____

Subdivision: _____ Phase: _____

I hereby certify that I have been appointed by the builder as the Registered Professional of Record for the property indicated above. I have reviewed the information below in compliance with the current Town of Coaldale Lot Grading Bylaw and have performed and/or reviewed the items below and certify that this information is correct to the best of my knowledge:

I confirm that the relative difference between the elevations at the points shown on the Building Grade Plan and those surveyed on _____ day of _____, 20____, shown on the attached *As Constructed Grade Certificate*, meet the required tolerances set out in the Town of Coaldale Lot Grading Bylaw.

I confirm that the respecting As Built lot grades as provided by the Builder shown on the attached Plot Plan provide positive slope from the building to the property lines and I confirm that the lot grading as shown on the As Built Grade Certificate reflects the status of the grades as of the date of survey only.

Signature: _____

Title: _____

SCHEDULE 'BD'

Notice of Non-Compliance

Date: _____

To: _____

RE: Lot Grading - **Notice of Non-Compliance**

The Town of Coaldale serves notice to the _____ of Lot _____ Block _____ Plan _____ that the lot grading requirements of the Town of Coaldale have not been met for the above mentioned property as of the _____ day of _____, 20_____.

Condition(s) of Lot Grading permit number _____ dated the _____ day of _____ 20_____ stated that an As Constructed Grade Certificate was to be submitted to the Town of Coaldale within twelve (12) months of the final building inspection.

This letter is notice that a response is required on or before the _____ day of _____, 20_____ or a penalty may be issued in accordance with the Town of Coaldale Lot Grading Bylaw.

Note: An extension can be requested in accordance with the Town of Coaldale Lot Grading Bylaw.

SCHEDULE 'CE'

Notice of Compliance

Date: _____

To: _____

RE: As Constructed Grade Certificate - **Notice of Compliance**

Development Permit # _____

Project Address: _____

Legal Description Lot: _____ Block: _____ Plan: _____

Builder/ Applicant: _____

Subdivision: _____ Phase: _____

The Town of Coaldale Development Department has received and reviewed the 'As Constructed Grade Certificate' submitted for the above property and is satisfied with the contents of the certificate.

The closure of this file is based upon the builder/applicant certifying that the grades of the above property conform to the Town of Coaldale Lot Grading Bylaw #722-P-02-17.

Please forward a copy of this letter to the homeowner of the above property for their information.

Respectfully,

Manager of Development & Environmental Services

SCHEDULE 'DF'

Request for Extension of Time for Filing an As Constructed Grade Certificate

Date: _____

Town of Coaldale
Development Department
1920 - 17th Street
Coaldale, AB T1M 1M1

Attention: Manager of Development & Environmental Services

Re: Request for an Extension of Time to File as As Constructed Grade Certificate

Development Permit # _____

Project Address: _____

Legal Description Lot: _____ Block: _____ Plan: _____

Final Inspection Date: _____

Builder/ Applicant: _____

Subdivision: _____ Phase: _____

In accordance with the Town of Coaldale Lot Grading Bylaw, the above mentioned Builder/
Applicant is requesting an extension to file an As Constructed Grade Certificate for the
building at the above mentioned address until _____.
We understand that this extension request is required to be filed at least five (5) business days
prior to the filing deadline as set out in the Lot Grading Bylaw.

The reason for the extension request is as follows: _____

**\$100.00 Fee for filing a request for Extension to File a Construction Grade Certificate -
Must be paid at the time of the request**

Office Use Only

Extension Refused: _____ Reason: _____

Extension Granted By: _____ Date: _____

Extended Until: _____ Builder/Applicant notified: _____

SCHEDULE 'EG'

Notice of Field Compliance

Date: _____

To: _____

RE: As Constructed Grade Certificate - **Notice of Field Compliance**

Development Permit # _____

Project Address: _____

Legal Description Lot: _____ Block: _____ Plan: _____

Builder/ Applicant: _____

Subdivision: _____ Phase: _____

The Town of Coaldale's Development Department has received and reviewed the 'As Constructed Grade Certificate' submitted for the above property and is satisfied with the contents of this certificate.

The adjacent property(ies) were completed prior to the implementation of the Lot Grading Bylaw, or are existing lots which are being infilled with newly constructed homes. These adjacent properties are therefore exempt from the compliance process.

The closure of this file is based upon the builder certifying that the grades of the above property conform to the Town of Coaldale Lot Grading Bylaw # 722-P-02-17.

Please forward a copy of this letter to the homeowner of the above property for their information.

Respectfully,

Manager of Development & Environmental Services

AGENDA ITEM REPORT



Title: Council Remuneration Review - K. Beauchamp
Report Type: Request for Decision
Report Author: Kyle Beauchamp
Meeting: Regular Council Meeting - 27 Sep 2021
Department: Corporate Services
Reviewed by Kalen Hastings
Supervisor/Peer:

TOPICS:

Corporate Services:

Financial

Topic Legislative Services:

Bylaws & Policies

OBJECTIVE:

The following report is to provide Council with a review of the current remuneration for Town Council, with a market comparison to similar municipalities in size and nature (in Alberta) to that of Coaldale.

PREVIOUS COUNCIL DIRECTION:

This review was previously requested from Town Council; this is, however, the first time this matter has been presented to Council.

ANALYSIS:

In July of 2021, the Town of Coaldale participated in a council remuneration survey that was completed by Hillcrest Financial and sponsored by the Town of Blackfalds. With the Town participating in the survey, Coaldale received the survey results free of cost. The results of the survey have been compiled and attached to this staff report.

The municipalities who were given the opportunity to participate in this compensation survey were selected based on various similarities to each other (largely population), and were selected by the firm completing the compensation survey. Administration is reporting the results of this survey to ensure transparency and consistency of the data which has been compiled and reviewed by a third party.

KEY CONSIDERATIONS:

Council Remuneration

- As has been the custom for many years Council's remuneration is currently adjusted each year based on a cost-of-living factor (COLA). The COLA rate used for Council (and non-unionized employees) is the same one that is negotiated as part of the Collective Agreement between

the Town of Coaldale and AUPE. Historical rates of increase of the past few years have been as follows:

- 2018 - 0%
- 2019 - 1.50%
- 2020 - 1.75%
- 2021 - 2.00%

2019 Changes to the Income Tax Code

- Prior to 2019 as an elected official in Canada, one third of their taxable salary was not taxable according to the Canadian Tax Law. However, in 2019 the Federal Government removed the one third tax exemption, thus making the annual salary of elected officials 100% taxable.
- This issue was previously discussed with Council, as even though the gross remuneration had not changed, the net (after tax) had decreased based on this change to the tax code. Some municipalities had voted to increase Council's gross salary to adjust for the lost income, while others did not. After discussion with Council at the time, Council elected not to change/increase salary levels.
- While it cannot be concluded, one potential reason for Coaldale Council being on the lower end could be a result of other municipalities adjusting for the previous one third tax exemption noted above, while Coaldale did not make any changes.

FINANCIAL IMPACT:

Operating

Appendix A - Mayor

Appendix B - Councillor

- The data has been sorted and presented in a format from highest annual salary compensation to lowest for Mayor and Councillor. Further, the average, 25th, 50th, 75th, and 90th percentile has been calculated for comparison. The subsequent annual salary \$ and % increase has been calculated as what would be required to match the various comparisons.

Appendix C - Summary

- With an estimated tax base of \$9,000,000 for 2022, the adjustments required to bring any changes to Council remuneration in line with the comparable marks has been totaled and calculated as to what the resulting tax increase would be. Currently a 2% increase has been included in the 2022 budget, however anything above that would require additional tax dollars.

As a final note, Council requested that this matter be brought back to Council at the end of the 2017-2021 Council Term, so as not to deliberate a raise for themselves but to make an objective comparable compensation assessment for the elected positions, where any changes would take effect next Council term.

STAKEHOLDER ENGAGEMENT:

N/A

DECISION OPTIONS:

1. Council can accept the report for information and not make any further changes to the Council Remuneration Policy.
2. Council can request a change to the current Council Remuneration after considering the comparable data and request Administration bring back an updated Council Remuneration Policy to Council at the October 12, 2021 Council meeting.

RECOMMENDATION:

THAT Council direct Administration to proceed with a recommendation for Council Remuneration.

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:

[Appendix A, B, C](#)

Appendix A

Mayor Salary Comparison

Municipality	Population	Annual Salary		
Morinville	10,578	65,664		
Hinton	10,308	60,000		
Whitecourt	10,204	51,816		
Edson	8,524	45,696		
Taber	8,711	45,288		
Drumheller	8,223	44,256		
Olds	9,753	39,360		
Coaldale	8,933	33,528		
Innisfail	8,868	32,400		
Coalhurst	2,864	17,148	\$ Increase Required to Match	Salary % Increase
Average	8,697	43,516	9,988	29.8%
25th Percentile		33,246	-282	-0.8%
50th Percentile		44,772	11,244	33.5%
75th Percentile		53,862	20,334	60.6%
90th Percentile		65,098	31,570	94.2%

Appendix B

Councillor Salary Comparison

Municipality	Population	Annual Salary		
Morinville	10,578	35,280		
Edson	8,524	26,796		
Taber	8,711	25,332		
Drumheller	8,223	23,184		
Hinton	10,308	21,600		
Olds	9,753	21,540		
Whitecourt	10,204	20,388		
Coaldale	8,933	20,112		
Innisfail	8,868	15,600		
Coalhurst	2,864	10,644		
Average	8,697	22,048	\$ Increase Required to Match	Salary % Increase
25th Percentile		18,984	-1,128	-5.6%
50th Percentile		21,570	1,458	7.2%
75th Percentile		25,698	5,586	27.8%
90th Percentile		34,432	14,320	71.2%

Appendix C

Combined (Mayor and Councillor)		
	Estimated \$ Increase	Tax Increase
Average	23,761	0.26%
25th Percentile	-7,755	-0.09%
50th Percentile	21,991	0.24%
75th Percentile	59,235	0.66%
90th Percentile	129,239	1.44%

AGENDA ITEM REPORT



Title: Development Statistics Update - January to June 2021 - C. Mills
Report Type: Information Update
Report Author: Cam Mills
Meeting: Regular Council Meeting - 27 Sep 2021
Department: Planning
Reviewed by Spencer Croil
Supervisor/Peer:

TOPICS:

Planning and Community Development:
 Development

OBJECTIVE:

To provide Council with an update on the development statistics relative to the first half of the year.

PREVIOUS COUNCIL DIRECTION:

N/A

ANALYSIS:

The statistics are provided for Council's information. Full year statistics were most recently prepared in March 2021 for the 2020 year. At the most recent presentation, a new format was developed to provide greater context to the values presented. The attached report is prepared in line with that format covering the period of January 1 to June 30 2021.

KEY CONSIDERATIONS:

N/A

FINANCIAL IMPACT:

N/A

STAKEHOLDER ENGAGEMENT:

N/A

DECISION OPTIONS:

N/A

RECOMMENDATION:

Accept the development statistics report update as information.

RATIONALE:

N/A

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



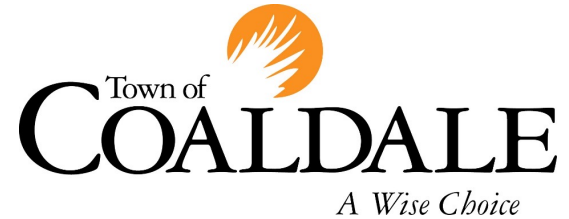
5. Focus on
Responsible and
Responsive Growth

ATTACHMENTS:

[dev stats January to June 2021](#)

Planning and Development

Development Report for January to
June 2021



Development Statistics Jan-June 2021



2021 Development Summary

DEVELOPMENT PERMITS																						
MONTH	NEW HOME VALUE		RESIDENTIAL ADDITION OR RENOVATION VALUE		MOBILE HOME VALUE		MULTI-FAMILY UNITS VALUE		INDUSTRIAL VALUE	COMMERCIAL VALUE	INSTITUTIONAL VALUE	MONTHLY TOTAL VALUE	Home Occ.	Sign	Use Change	Other	MONTHLY TOTAL PERMITS					
January	0	\$0	3	\$102,000	0	\$0	0	0	\$0	2	\$2,925,000	0	\$0	0	\$0	\$3,027,000	5	1	2	1	14	
February	0	\$0	1	\$4,000	0	\$0	0	0	\$0	2	\$755,000	1	\$2,500	1	\$800,000	\$1,561,500	2	1	0	0	8	
March	4	\$1,460,000	11	\$214,884	0	\$0	0	0	\$0	0	\$0	1	\$5,400,000	0	\$0	\$7,074,884	4	0	1	0	21	
April	5	\$2,061,670	6	\$204,500	1	\$155,000	0	0	\$0	0	\$0	3	\$0	1	\$1,000	\$2,422,170	4	2	0	1	23	
May	1	\$250,000	6	\$222,500	0	\$0	0	0	\$0	0	\$0	0	\$0	0	\$0	\$472,500	2	0	0	5	22	
June	3	\$1,125,000	2	\$48,000	0	\$0	0	0	\$0	0	\$0	0	\$0	0	\$0	\$1,173,000	2	0	3	0	14	
July																						
August																						
September																						
October																						
November																						
December																						
TOTAL	13	\$4,896,670	29	\$795,884	1	\$155,000	0	0	\$0	4	\$3,680,000	3	\$5,402,500	2	\$801,000	\$15,731,054	19	4	6	7	102	

NEW HOUSING STARTS BY SUBDIVISION	
Cottonwood Estates	7
South Coaldale Country Residential	2
Parkside Acres	1
Waterfront Harbour	
Other Areas (in-fill)	3
Stebion Grounds	
The Seasons - Phase I	1
TOTAL	14

YEAR TO DATE
TOTAL VALUE ALL DEVELOPMENT PERMITS
\$15,731,054
TOTAL NEW DWELLINGS / DWELLING UNITS
14

COMPLIANCE LETTERS	
January	10
February	6
March	11
April	6
May	6
June	12
July	
August	
September	
October	
November	
December	
TOTAL	51



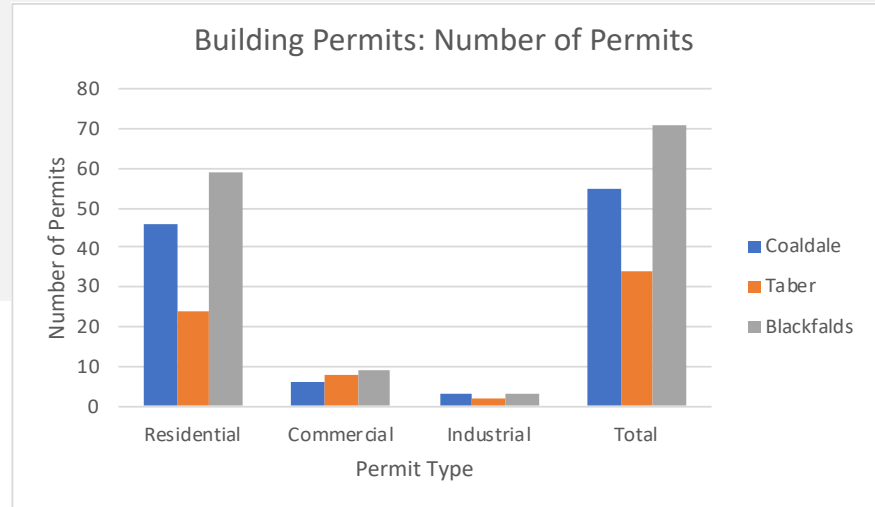
Comparative Building Permit Data

- Building Permit Data > Development Permit Data
- Multi Year + Multi Location = Greater Clarity
- Compare to main comparators from Comparative analysis for consistency



Comparative Permit Data: Number of Permits Issued

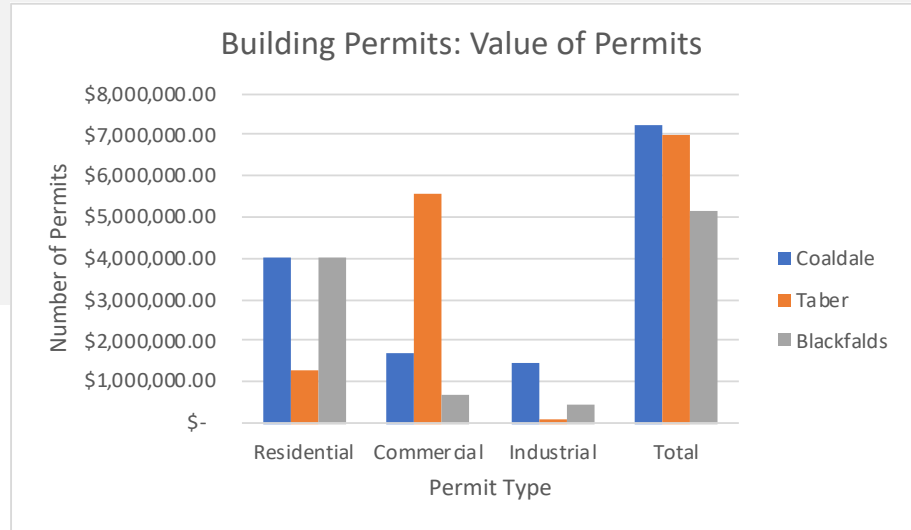
Municipality	Residential	Commercial	Industrial	Total
Coaldale	46	6	3	55
Taber	24	8	2	34
Blackfalds	59	9	3	71



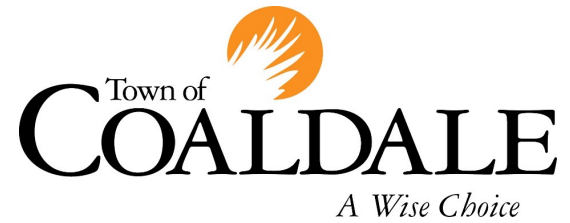


Comparative Permit Data: Value of Permits

Municipality	Residential	Commercial	Industrial	Total
Coaldale	\$ 4,033,686.00	\$ 1,723,500.00	\$ 1,447,100.00	\$ 7,204,286.00
Taber	\$ 1,309,800.00	\$ 5,542,300.00	\$ 124,000.00	\$ 6,976,100.00
Blackfalds	\$ 4,030,974.00	\$ 671,600.00	\$ 458,900.00	\$ 5,161,474.00



Thank you!



AGENDA ITEM REPORT



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

Report Type: Information Update

Report Author: Leia Cathro

Meeting: Regular Council Meeting - 27 Sep 2021

Department: Communications

Reviewed by Supervisor/Peer: Cam Mills, Spencer Croil

TOPICS:

OBJECTIVE:

To provide Council with a summary of the communications and engagement work completed January - June 2021

PREVIOUS COUNCIL DIRECTION:

This matter has appeared before council previously

These reports are produced bi-annually. The previous report was presented to Council in January 2021 and contained the communications summary from July - December 2020.

ANALYSIS:

The purpose of this report is to provide Council with a summary of the official communications work completed in the first half of 2021. These reports are produced bi-annually to give Council an overview of the volume of communications and engagement work that is being distributed to inform and engage with residents. This is the first time engagement statistics have been included in this report.

FINANCIAL IMPACT:

N/A

STAKEHOLDER ENGAGEMENT:

N/A

DECISION OPTIONS:

THAT Council receive the Communications & Engagement Summary Report for information.

RECOMMENDATION:

THAT Council receive the Communications Summary report for information. FURTHER, that Council provide guidance for future data collection if necessary.

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:

[January - June 2021](#)

Communications & Engagement Summary Report

January - June 2021

Town of Coaldale
1920 - 17 Street
Coaldale, AB, T1M 1M1
www.coaldale.ca / 403-345
red by the Corporate
Involved for their con

The **Communications & Engagement Summary Report** is intended to provide Town Council and the general public a summary of the official communications and public engagement work completed by Town staff within a 6 month period. These reports are produced bi-annually to give an overview of the volume of communications and engagement work that is being completed and distributed to inform and engage with residents and stakeholders.

This report is an important tool to give context and clarity to the volume of communication and engagement work completed by the Town of Coaldale in an effort to achieve transparency within all aspects of Council and administration's scope of work.



COMMUNICATIONS

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. There are a variety of channels used to communicate with residents and community members.

The following communication statistics were collected from January to June 2021:

# of Facebook posts	230
# of Twitter posts	161
# of press releases published*	35
# of press statements	5
# of press events organized	1
Purchased ad space in the Sunny South News**	22
# of publications produced	8
Stories within publications	40
# of videos produced & published	3
# of direct mailouts distributed	1
# of livestreams	11
# of livestream viewers	799
# of webform submissions	116

*Press releases are distributed to contacts at local and regional media outlets including the Lethbridge Herald, Vista Radio, CKXU 88.3 FM, Global News, CTV News, Prarie Post, Bell Media, Sunny South News, Shaw Spotlight and Municipal Information Network.

**This includes advertisements and sponsored space on a feature page. This does not include articles about the Town of Coaldale that the newspaper decided to publish on their own.



ENGAGEMENT

The Town of Coaldale utilizes a combination of digital tools and in-person strategies to engage with community members.

In-person engagement:

In-person engagement has been severely limited over the past 18 months due to Covid-19. Consequently, these statistics have not been included in the engagement section of this semi-annual report.

Let's Connect Coaldale

Let's Connect is Coaldale's one-stop shop for digital community engagement. Users can connect with the Town on topics in the community at any time, from anywhere. Let's Connect is designed to make it easy for users to learn about projects and initiatives in Coaldale, discuss important topics, provide feedback and contribute to the future of the community.

www.letsconnectcoaldale.ca



LET'S CONNECT COALDALE

Stay informed. Share your feedback.





Let's Connect Coaldale

The engagement statistics are broken down by each type of tool offered on the Let's Connect engagement platform. There are 8 different types of tools:

Surveys:

The Survey tool gives people an opportunity to answer questions and voice their opinion in a convenient and guided manner.

Forums:

The Forum tool creates a space for discussion, dialogue and debate. People share their experiences with others, ask questions and have conversations in a safe and interactive environment.

Quick Polls:

The Poll tool encourages people to give a quick answer on one question selecting from multiple choice answers.

Guestbooks:

The Guestbooks tool allows people to upload comments.

Questions:

The Question tool is a managed space for the community to ask questions and for staff to respond publicly or privately.

Stories:

The Stories tool gives users an opportunity to tell a candid story that helps staff better understand, empathize and relate to others as well as to the project goals.

Places:

The Places tool is a simple way to gather community feedback and ideas directly on a map. Participants drop a "pin" in the area of interest.

Ideas:

The Ideas tool provides virtual post it notes for individuals to add their ideas to a collective board. Users can "like" ideas that inspire them the most.

The following engagement statistics were collected from Let's Connect Coaldale from January to June 2021*:

# of project published	10
# of site registrations	296

Tool	# produced/ published	# of responses/ submissions/entries
Survey	12	385
Forum	1	3
Quick Poll	1	29
Guestbook	1	0
Questions	2	0
Stories	1	0
Places	2	2
Ideas	3	7

This data includes the engagement that was conducted through the Town of Coaldale's engagement platform, Let's Connect Coaldale. Let's Connect Coaldale was launched on February 12, 2021. Engagement data prior to the launch date is not included in these statistics.

*The stats above do not include the public notice advertisement pages.





The Town of Coaldale advertises public notices on Let’s Connect and allows opportunities for feedback and questions through the engagement portal. Each public notice page had a Guestbook tool where users can submit their feedback and a Question tool where users can ask questions relevant to the public notice.

The stats below include the feedback collected from the public notice advertisement pages:

# of public notice pages published	12
# of Guestbook entries	21
# of questions asked (and answered)	4



Southern Alberta Energy from Waste Association (Est 2012)

Briefing Update 08.2021

Progress on Requests for Expression of Interest to partner with SAEWA – Summer 2021

- Tech Vendor REOI Process (Phase 1) Deadline for submissions has been extended to September 20, 2021

2022 Priorities - What to expect next?

- Tech Vendor Expression of Interest (31 plus) Submissions Review, Qualification and Shortlist to Selection of Preferred Tech Vendor to develop Energy-from-Waste Facility (Phase 2) will occur after the Municipal Election/Organisational Meetings and the appointment of the new municipal representatives.

SAEWA Mission Statement: Research and implementation of energy recovery from NON-RECYCLABLE WASTE MATERIALS to reduce long term reliance on landfills.

Membership: Fifty communities consisting of Hamlets, Villages, small Urban and Rural Municipalities

Processing Capacity: Up to 300k tonnes per year.

Potential Outputs: +/- 50 MW electricity +/- 1m tonnes process steam

Estimated tipping fees: \$50 per tonne with higher level (non granted) government support. \$90 per tonne with debt financing.

Green House Gas Reductions (peer reviewed): 230k tonnes per year, 7m tonnes over 30 year lifespan of the facility

Engineers of Record: HDR Inc.

Funds Expended:

Higher level of Governments \$1.5m

Municipal support estimated \$2.0m

Engineering Work Completed: (FCM & ACP Funding Programs \$1.5m)

- Project Development Plan
- Regulatory Requirements Plan
- Siting Process Plan
- Communications Plan
- Procurement Process Plan
- Initial Business Plan
- Detailed Business Plan
- Waste Stream Characterization
- Member Waste Stream Current Costs
- Governance Model: Brownlee LLP/Municipal Affairs
- Siting Analysis: U of A
- Environmental Life Cycle Analysis: HDR with 3rd Party Review by O&G Sustainability and Pembina Institute

Work Completed February 2020: (ACP \$400,000)

- Site Study Evaluation Analysis completed by HDR and
- Site Announcement: Newell Regional Waste Landfill Site
- Extensive Provincial Government Engagement process completed

Work Completed Summer – Winter 2020 (CARES \$84,000)

- EfW Economic & Environmental Outreach Analysis roll-up



September 21, 2021

Dear SAEWA Members:

As we advance towards the 2021 Municipal Elections this fall, it is an important time to re-engage with our members in reminder of the Tech Vendor Request for Expressions of Interest Process that is currently underway. SAEWA is reaching the September 20th deadline date to receive the Tech Vendor Expressions of Interests.

There has been considerable discussion amongst the SAEWA Board, with concerns that we are in an unprecedented Municipal Election year and that there is anticipation of a large changeover in Councils. This could possibly have a direct effecting on representation to the SAEWA Board therefore it is essential to convey to you that the corporate memory of the project must be retained to ensure we can continue on working towards investment attraction with a non-interruptive process.

We ask that when Member Councils are making their considerations for appointments to SAEWA's Board that they recognize that in accordance with SAEWA bylaws that a representative to the Board is not required to be an elected official; that the appointment of an ambassador whom has corporate memory of SAEWA's progress to date is both acceptable and beneficial to moving forward progress without interruption. (please reference: SAEWA Bylaws 2014 as attached)

Through the vision and steadfast mission of SAEWA the next scope of work in selection of a Tech Vendor to develop an Energy from Waste Facility will be a game changer in evolution of moving forward Energy from Waste as a solution to landfilling!

Thank you to our Membership Community for your continued support as we narrow in on the goal line.

Sincerely in this regard,



SAEWA Chair, Tom Grant on behalf of SAEWA and Board

Encl.

Southern Alberta Energy from Waste Association
www.saewa.ca

Society Bylaw Change - Proof of Filing

Alberta Amendment Date: 2014/02/04

The Bylaws are filed as of 2014/02/04

Service Request Number: 20956034
Corporate Access Number: 5016813429
Legal Entity Name: SOUTHERN ALBERTA ENERGY FROM WASTE ASSOCIATION
Legal Entity Status: Active
Fiscal Year End: 12/31

Annual returns are outstanding for the 2013 file year(s).

Annual Return

No Records returned

Attachment

Attachment Type	Microfilm Bar Code	Date Recorded
Nuans	10000007112336137	2012/05/17
Notice of Address	10000207112336136	2012/05/17
Correspondence	10000807112336138	2012/05/17
Application	10000707112336134	2012/05/17
Bylaws	10000407112336135	2012/05/17
Correspondence	10000407114955195	2013/02/04
Correspondence	10000407109940161	2013/08/23
Bylaws & Special Resolution	10000107115281560	2014/02/04

**Registration Authorized By: KIM CRAIG
 CHAIRMAN**

Society Bylaw Change - Registration Statement

Alberta Amendment Date: 2014/02/04

Service Request Number: 20956034
Corporate Access Number: 5016813429
Legal Entity Name: SOUTHERN ALBERTA ENERGY FROM WASTE ASSOCIATION
French Equivalent Name:
Legal Entity Status: Active
Fiscal Year End: 12/31

Annual returns are outstanding for the 2013 file year(s).

Annual Return

No Records returned

Attachment

Attachment Type	Microfilm Bar Code	Date Recorded
Nuans	10000007112336137	2012/05/17
Notice of Address	10000207112336136	2012/05/17
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Application	10000707112336134	2012/05/17
Bylaws	10000407112336135	2012/05/17
Correspondence	10000407114955195	2013/02/04
Correspondence	10000407109940161	2013/08/23
Bylaws & Special Resolution	10000107115281560	2014/02/04

Registration Authorized By: KIM CRAIG
 CHAIRMAN



SPECIAL RESOLUTION

I hereby certify that the following special resolution was passed at a meeting of the members of

Southern Alberta Energy from Waste Association on **November 29 2013**
 (Name of Society) (Date meeting was held)

Bylaws were repealed and replaced with the attached bylaws.
 The bylaws were changed as follows:

BYLAW REVISION

Moved by Mr. Earl Hemmaway, seconded, debated, amended, THAT the revised bylaws as proposed and provided with the notice of this meeting be approved as amended, and that the Board of Directors be hereby authorized and instructed to make such conforming, spelling, grammatical and layout changes as they see fit, and that the Board of Directors be further hereby authorized and instructed to make such changes as may be necessary to comply with any request or requirement of the Registrar of Corporations of Alberta in order to file the revised bylaws.

In the consideration of the revised bylaws, the following motions were considered,

Moved by Mr. Mike Maynes, seconded, THAT the assembly consider the bylaws only by requested sections. ADOPTED

Moved by Mr. Martin Shields, seconded, debated, TO amend Article III, Section 2, Pg 2 Line 41- first sentence, by striking "by ballot" and inserting in its place "by motion at the AGM". ADOPTED

Moved by Mr. Matt Rockley, seconded, debated, TO amend Article IV, Section 2.1, first sentence, by striking "by ballot" and inserting in its place "by motion at the AGM". ADOPTED

Moved by Mr. Don Johnson, seconded, TO amend Article IV, Section 1, by striking "eight (8)" and inserting "ten (10)". ADOPTED

Moved by Mr. Paul Ryan, seconded, debated, TO amend Article IV, Section 5, by striking "for at least one (1) year)". ADOPTED

ADOPTED by more than 75% of the voting members present.

Date: February 4, 2014

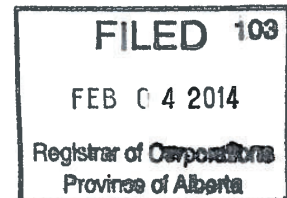
Original Signature of Authorized Officer:

Print Name of Authorized Officer:

Kim Craig

Title Held Within Society:

Chair



Southern Alberta Energy from Waste Association
 Town of Coaldale, 1920 - 17 Street Coaldale, AB T1M 1M1
www.saewa.ca



SOUTHERN ALBERTA ENERGY FROM WASTE ASSOCIATION

BYLAWS

ARTICLE I - NAME

The name of this association incorporated under the Societies Act of Alberta shall be named the Southern Alberta Energy From Waste Association (hereinafter referred to as “SAEWA”).

ARTICLE II - MEMBERSHIP

Section 1. Membership. Any municipality, regional services commission or municipal waste management authority as defined in the *Municipal Government Act* (Alberta) that subscribes to the purpose of SAEWA shall be eligible to apply for membership.

Section 2. Membership Categories. There shall be two (2) membership categories: Voting Member, and Non-Voting Member.

Section 3. Voting Member Category. Voting Member membership shall be open to any municipality as defined in the *Municipal Government Act* (Alberta) who may apply to the Board of Directors of SAEWA (“the Board”) for Voting Member membership, and upon approval by the Board and payment of prescribed fees and dues, shall become a Voting Member.

3.1 Voting Members Rights. Each Voting Member shall have the following rights,

1. To appoint an individual person to act as its authorized representative,
2. To appoint an individual person to act as its authorized alternate representative,
3. To receive notices of annual and special general meetings,
4. Through the authorized representative or alternate representative, to have the right to attend annual and special general meetings, make motions, speak in debate, and have a single voting privilege on each question, when annual dues and any required registration fee has been paid, and,
5. These rights shall continue so long as the Voting Member continues to be a member unless some or all of these rights are properly restricted or rescinded pursuant to the adopted rules of SAEWA.

3.2 Voting Member Representative. Each Voting Member shall appoint an individual person to act as its authorized representative to be recognized as a Voting Member for all purposes at any meeting of Members. The authorized representative shall become the Voting Member Representative upon the Secretary receiving a written confirmation of such appointment including the name, address, email address and telephone number of the Voting Member Representative, and shall continue as such until the Secretary receives a written confirmation, that the appointment has been withdrawn, or of the appointment of another individual to act as the Voting Member Representative. Voting Member Representatives shall be eligible for election or appointment, to hold the office of an officer or director.

3.3 Voting Member Alternate Representative. Each Voting Member may appoint an individual person to act as its alternate authorized representative to act in the absence of the appointed Voting Member Representative, and when acting as such shall be recognized as a Voting Member for all purposes at any meeting of Members. The alternate authorized representative shall become the Voting Member Alternate Representative upon the Secretary receiving a written confirmation of such



appointment including the name, address, email address and telephone number of the Voting Member Alternate Representative, and shall continue as such until the Secretary receives a written confirmation, that the appointment has been withdrawn, or of the appointment of another individual to act as the Voting Member Alternate Representative.

Section 4. Non-Voting Member Category. Non-Voting Member membership shall be open to any municipality, regional services commission or municipal waste management authority as defined in the *Municipal Government Act* (Alberta) who may apply to the Board for Non-Voting Member membership, and upon approval by the Board and payment of prescribed fees and dues, shall become a Non-Voting Member.

4.1 Non-Voting Members Rights. Each Non-Voting Member shall have the following rights,

1. To receive notices of annual and special general meetings,
2. To have a delegate attend annual and special general meetings, make motions, and speak in debate, when annual dues and any required registration fee has been paid, and,
3. These rights shall continue so long as the Non-Voting Member continues to be a member unless some or all of these rights are properly restricted or rescinded pursuant to the adopted rules of SAEWA.

Section 5. Dues and Fees. The Board shall set all dues and fees to be paid by the members.

5.1 Dues. Membership dues shall be payable on or before January 1 for the following calendar year.

Section 6. Termination. Membership shall cease by resignation, non-payment of dues, loss of municipality status, or expulsion.

6.1 Resignation. A member may resign by sending a written resignation to the Secretary. The resignation shall be effective upon receipt unless specified otherwise.

6.2 Non-payment of Dues. A membership, in any category, shall cease for non-payment of dues if dues are not received one hundred and twenty (120) days after the due date.

6.3 Loss of Municipality Status. Membership shall cease upon loss of municipality, regional services commission or municipal waste management authority status as defined in the *Municipal Government Act* (Alberta).

6.4 Expulsion. A member may be expelled for cause by ballot vote of two-thirds of the entire membership of the Board at a regular or special meeting of the Board.

ARTICLE III - OFFICERS AND DUTIES

Section 1. Officers. There shall be a chair, vice-chair, secretary, and treasurer.

Section 2. Election, Term of Office. The officers shall be elected by motion at the AGM. The officers shall serve a term of two (2) years or until their successors are elected, and their term of office shall begin at the close of the meeting at which they were elected. The chair and secretary shall be elected in even numbered years, and the vice-chair and treasurer shall be elected in odd numbered years. In the event that the Board fills a vacancy, the appointed officer shall serve until the next annual or special general meeting at which an election shall be held for the vacated positions for the balance of the original term that was vacated. At any annual general or special general meeting called for that purpose, an election for any officer position can be held for the unexpired term of the office being elected.

Section 3. Eligibility. Only Voting Member Representatives who have been appointed by the Voting



Member for at least one (1) year shall be eligible for election or appointment as an officer. A chair shall not serve a third two-year consecutive term. No member shall hold more than one (1) office at a time.

Section 4. Duties of the Chair. The chair shall be the official representative of SAEWA. The chair shall appoint a presiding officer, who may be themselves, for meetings of the Board and general meetings of SAEWA, and shall have all of those duties and powers set forth for same in the parliamentary authority of SAEWA. In addition, the chair shall have such further duties and powers as are set forth in these bylaws, the standing orders, and as may be authorized or instructed by the Board.

Section 5. Duties of the Vice-Chair. The vice-chair shall succeed to the presidency upon the death, resignation, or incapacity of the chair. The vice-chair shall perform such other duties as may be prescribed by the chair or the executive committee. The vice-chair shall have such other duties and powers as are set forth in these bylaws, the standing orders, and as may be authorized or instructed by the Board.

Section 6. Duties of the Secretary. The secretary shall maintain the records of SAEWA other than the financial records. All documentation regarding membership, contracts, awards, certifications, correspondence, minutes, and notices shall be filed with the secretary. The Board may designate a repository for this documentation with a contractual party, but the secretary shall retain control of and access to these filings and archives. The secretary shall have such other duties and powers as are set forth in these bylaws, the standing orders, and as may be authorized or instructed by the Board.

Section 7. Duties of the Treasurer. The treasurer shall maintain the financial records of SAEWA. The treasurer shall compile the information with which to prepare the annual budget and the annual audit. The treasurer shall report current financial information at each meeting of the Board and at the AGM; a written copy of this report must be filed with the secretary. The treasurer shall chair the budget and finance committee. The treasurer shall have such other duties and powers as are set forth in these bylaws, the standing orders, and as may be authorized or instructed by the Board.

Section 8. Ceasing to be an Officer. An officer shall cease to hold the office and the office shall be deemed to be vacant upon,

1. The death of the officer,
2. The Secretary receiving a written resignation from the officer, and the resignation shall be effective upon receipt unless specified otherwise,
3. The Secretary receiving a written confirmation, that the officer's appointment as the Voting Member Representative has been withdrawn, or of the appointment of another individual to act as the Voting Member Representative,
4. The vice-chair succeeding to the presidency creating a vacancy in the office of vice-chair,
5. The Voting Member who appointed the officer as its representative, ceasing to be a member of SAEWA,
6. The bankruptcy of the officer, or,
7. The incapacity of the officer.

Section 9. Filling Officer Vacancies. In the event of the vacancy in the office of the chair, the vice-chair shall succeed to the Presidency. In the event of a vacancy in the office of the vice-chair, secretary, or treasurer, the Board shall fill the vacancy until the next annual or special general



meeting. The chair shall secure and transfer the records of the vacant office to the successor expeditiously.

ARTICLE IV - BOARD OF DIRECTORS

Section 1. Composition. The Board of directors, (herein referred to as the “Board”), shall be composed of the officers of SAEWA, and ten (10) directors, elected at an annual or special general meeting.

Section 2. Election and Terms.

2.1 Election, Term of Office. The directors shall be elected by motion at the AGM. The directors shall serve a term of two (2) years or until their successors are elected, and their term of office shall begin at the close of the meeting at which they were elected. Four (4) directors shall be elected in even numbered years and four (4) directors shall be elected in odd numbered years. In the event that the Board fills a vacancy, the appointed director shall serve until the next annual or special general meeting at which an election shall be held for the vacated positions for the balance of the original term that was vacated. At an annual general or a special general meeting called for that purpose, an election for any director position can be held, for the unexpired term of the director position being elected.

Section 3. Ceasing to be a Director. A director shall cease to be a director and a vacancy shall be created upon,

1. The death of the director,
2. The Secretary receiving a written resignation from the director, and the resignation shall be effective upon receipt unless specified otherwise,
3. The Secretary receiving a written confirmation from the Voting Member, that the director’s appointment as the Voting Member Representative has been withdrawn, or of the appointment of another individual to act as the Voting Member Representative,
4. The Voting Member, who appointed the director as its representative, ceasing to be a member of SAEWA,
5. The bankruptcy of the director, or,
6. The incapacity of the director.

Section 4. Vacancies on the Board. A vacancy in a position of director shall be filled by the Board until the next annual or special general meeting. No such vacancy shall be filled in the period commencing thirty (30) days prior to the AGM. If an action is taken at an AGM that will create a vacancy in the position of director upon adjournment, the vacancy shall be filled by election at that AGM.

Section 5. Eligibility. Only Voting Member Representatives who have been appointed by the Voting Member shall be eligible for election or appointment, as a director.

Section 6. Duties of the Board. The Board shall have general operational control and responsibility for SAEWA. It shall have all of those duties and powers set forth for same in the parliamentary authority of SAEWA and those duties and powers set forth under the statutes of Alberta. In addition, the Board shall have such further duties and powers as are set forth in these bylaws, the standing orders, and as may be authorized, instructed or delegated by the Board, including the setting of any remuneration to be paid to directors and officers.



Section 7. Duties of the Directors. The directors may be assigned duties by the chair, by the executive committee, or the Board.

Section 8. Appointment of Administrator. The Board shall engage and appoint an Administrator to carry out the day-to-day operations of SAEWA, and shall determine compensation, responsibilities and authority of the Administrator. The Administrator shall have the right to attend, make motions, speak in debate, but not vote at, meetings of the budget and finance committee and all special committees.

Section 9. Regular Meetings. The Board shall meet at least six (6) times during the year at a time and by such means as determined by the Board. These regular meetings shall have at least thirty (30) days notice. One of the regular meetings shall be held on the day of and immediately following the close of the AGM, and shall be identified as the “post-AGM Board meeting.”

Section 10. Special Meetings. Special meetings of the Board may be called by the chair or by any five (5) Board members who provide all Board members with at least fifteen (15) days notice of the special meeting, and said notice may be electronic.

Section 11. Quorum. A majority of members of the Board shall constitute a quorum.

Section 12. Method of Meeting. Meetings of the Board may be held in person, telephonically, or electronically. Any meeting shall provide for communication among all members of the Board synchronously and, excepting executive sessions, shall provide for attendance, but not participation, by any member of SAEWA.

Section 13. Method of Notice for Meetings. Meetings of the Board shall be noticed to the Board members, verbally, or by electronic mail.

Section 14. Authority. No member of the Board shall have any authority to act on behalf of SAEWA except as may be authorized in these bylaws, the standing orders, and as may be authorized, instructed or delegated by the Board.

Section 15. Directors Resolution. In the absence of a meeting, a written resolution signed by all the Directors is as valid as if it had been passed at a meeting of the Directors.

ARTICLE V - NOMINATIONS AND ELECTIONS

Section 1. Notice of Candidacy. Those persons who declare to the SAEWA Secretary their candidacy for officer and director positions, and who give notice of intent to run at least thirty days prior to the issuance of the call of the AGM shall have their names, along with the position for which they are candidates, listed in the call.

Section 2. Nominations and Elections at the Annual General Meeting.

2.1 Officers and Directors. Officers and directors shall be elected at the AGM by a majority vote.

2.2 Sequence of Elections. The election of officers shall occur prior to the election of directors.

2.3 Nominations from the Floor. Candidates for officer and director positions may be nominated from the floor. No person’s name may be placed on the ballot until the nominee has signed a form



affirming qualification for the office sought and an agreement to serve if elected.

ARTICLE VI - MEETINGS OF THE MEMBERSHIP

Section 1. Annual General Meeting. A regular annual meeting of the membership, herein referred to as the annual general meeting ("AGM"), shall be held each year at a date and at a location in Alberta to be determined by the Board, at which a financial statement shall be presented setting out SAEWA's income, disbursements, assets and liabilities, audited and signed by SAEWA's auditor. In the event of an emergency, an AGM may be rescheduled by a two-thirds vote of the Board.

Section 2. Special General Meeting. A special general meeting of the membership may be called by a majority vote of the Board, or upon written request of at least twenty-five (25) percent of the Voting Members delivered to the secretary ("Meeting Request"). Upon receipt of the Meeting Request, the Board shall provide notice of the requested meeting within fourteen (14) days of the receipt of the Meeting Request.

Section 3. Notice. The official notice of each general meeting shall be distributed to all members at least twenty-one (21) days, but no more than sixty (60) days before the meeting is to convene. Notices may be distributed to members using mail service or electronic mail (e-mail) and may be distributed by electronic mail unless otherwise requested in writing to SAEWA.

Section 4. Voting Members. The record date for eligibility of the Voting Member Representative to vote at meetings of the membership shall be five (5) days prior to the meeting. The roll of Voting Members shall be those members whose dues are current on that date, five (5) days before the meeting.

Section 5. Quorum. Fifteen (15) Voting Members, including a majority of the Board, shall constitute a quorum for an AGM or special general meeting.

Section 6. Proxy Voting. Proxy voting shall not be allowed at any meeting of the membership.

ARTICLE VII - EXECUTIVE COMMITTEE

Section 1. Composition. The executive committee shall be composed of the officers and two (2) other Board members, elected by the Board at the post AGM Board meeting.

Section 2. Terms. The membership of the executive committee shall have a term corresponding to that of the officers and directors.

Section 3. Duties and Powers. The executive committee shall manage, negotiate, and approve all contracts of SAEWA, shall administer the annual budget and all contracts, shall appoint the auditor, and shall perform any other duties delegated to it by the Board or the AGM. Subject to ratification by the Board, the executive committee may exercise the powers of the Board between meetings of the Board.

Section 4. Meetings. Meetings shall be at the call of the chair, with at least two (2) days notice given to all members of the executive committee, including a copy of the proposed agenda for the meeting.



Meetings may be held in person, telephonically, or electronically. Any meeting shall provide for communication among all executive committee members synchronously.

Section 5. Reports. Within thirty (30) days of any meeting of the executive committee, minutes of the meeting shall be forwarded to all Board members.

ARTICLE VIII - COMMITTEES

Section 1. Purpose and Meetings of Standing and Special Committees. The purpose of committees is to support SAEWA by member involvement in SAEWA, and to provide for a strong and effective governance system. Committee meetings may be held in person, telephonically, or electronically. Any meeting shall provide for communication among all committee members synchronously.

Section 2. Standing Committees. There shall be the following standing committees: Audit; and, Budget and Finance;

2.1 Audit Committee. The audit committee shall be appointed by the Board and shall secure an annual audit of all annual financial statements, an audit when there is a change in the office of treasurer, and at other times as deemed necessary by the audit committee and with the consent of the Board. The committee shall submit a report at each AGM for consideration by the membership. No person may serve simultaneously on both the audit committee and the budget and finance committee.

2.2 Budget and Finance Committee. The budget and finance committee shall be appointed by the Board, chaired by the Treasurer, and shall submit an annual budget at the beginning of the fiscal year for approval by the Board.

Section 3. Membership of Standing Committees. All standing committees shall have a minimum of three (3) and a maximum of seven (7) members.

3.1 Terms. Except as otherwise provided in the bylaws, term of office shall begin upon appointment and conclude when a successor is appointed.

3.2 Vacancies. Vacancies on a committee shall be filled in the same manner as the original selection of the members for the balance of the term.

Section 4. Special Committees. Except as otherwise provided in the bylaws or standing orders, special committees may be established by the AGM, the Board, the executive committee, or the chair.

Section 5. Chair's Ex-Officio Committee Membership. The chair shall be an ex officio member of all committees except a nominating committee, and as such, when the chair is not in attendance shall not be counted in determining a quorum, but when in attendance shall be included in the count in determining the presence of a quorum.

ARTICLE IX – CONFLICT OF INTEREST

Section 1. Conflict of Interest. A director or Officer of SAEWA who is a party to a material contract or proposed material contract with SAEWA, or is a director or an officer of or has a material interest in any organization, partnership, company, corporation, society or individual (“person”) who is a party to a material contract or proposed material contract with SAEWA shall disclose fully the nature and extent of the interest. No such director of SAEWA shall vote on any resolution to approve



such a contract, however, the director can be present during such a vote and if present at the meeting shall be counted to determine the presence of a quorum at the meeting whether the director was present for the vote or not.

Section 2. Valid Contracts. If a material contract is made between SAEWA and one or more of its directors or officers, or between SAEWA and another person of which a director or officer of SAEWA is a director or officer or in which he has a material interest: (i) the contract is neither void or voidable by reason only of the relationship, or by reason only that a director with an interest in the contract is present or is counted to determine the presence of a quorum at a meeting of directors that authorized the contract: and (ii) a director or officer or former director or officer of SAEWA to whom a profit accrues as a result of the making of the contract is not liable to SAEWA for that profit by reason only of holding office as a director or officer if the director or officer disclosed their interest in accordance herewith and the contract was approved by the directors or the members and it was reasonable and fair to SAEWA at the time it was approved.

Section 3. Notice of Conflict. A general notice that any director or officer is a member of a person and if it is to be regarded as interested in any subsequent transaction with such person, shall be sufficient disclosure under the previous section and after such notice, it shall not be necessary to give any further notice relating to any particular transaction with such person.

ARTICLE X - INDEMNIFICATION

Officers, directors, and employees of SAEWA shall be indemnified for any costs, expenses, or liabilities necessarily incurred in connection with the defense of any action, suit or proceeding in which they are made a part by reason of being or having been a member serving in an elected or an appointed capacity. No member or employee shall be indemnified when adjudged in the action or suit to be liable for gross negligence or misconduct in the performance of duty.

ARTICLE XI – DISSOLUTION

In the event of the dissolution of SAEWA, the assets shall be liquidated and distributed to non-profit entities or municipalities within the Province of Alberta as directed by the Board.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The current edition of *Robert's Rules of Order Newly Revised* shall govern SAEWA so far as it is applicable and not inconsistent with the bylaws, standing orders and any special rules of order that SAEWA may adopt.

ARTICLE XIII – AMENDMENT AND SPECIAL RESOLUTION

Section 1. Amendment of Bylaws. The bylaws may be amended by adoption of a special resolution.

Section 2. Special Resolution. A special resolution is a resolution adopted following notice of the proposed amendments given to all members with the official notice of the AGM or special general meeting called for that purpose, with not less than twenty-one (21) days notice of the meeting, and adopted by at least a seventy-five (75) percent vote of Voting Members present and voting at the meeting.



ARTICLE XIV – FINANCES, BORROWING AND RECORDS

Section 1. Fiscal Year. The fiscal year shall be January 1 through December 31.

Section 2. Borrowing. SAEWA may borrow funds or other assets, but shall not issue or grant any form of security without the consent of the members by adoption of a Special Resolution.

Section 3. Records Inspection. Any member may inspect the books and records of SAEWA after having provided a reasonable notice and arranging a time satisfactory to the Officer having charge of the records.

Section 4. Corporate Seal. SAEWA has dispensed with the use of a corporate seal.

Provisos Relating to Transition

Proviso 1. Re: ARTICLE III - OFFICERS AND DUTIES, Section 2. Election, Term of Office.

The first time officers are elected pursuant to these revised bylaws, if the election is held during an even numbered year the chair and the secretary shall be elected and shall serve a term of two (2) years and the vice-chair and treasurer shall be elected and shall serve a term of one (1) year, or until their successors are elected, and their term of office shall begin at the close of the meeting at which they were elected. If the first election is held during an odd numbered year the vice-chair and treasurer shall be elected and shall serve a term of two (2) years and the chair and the secretary shall be elected and shall serve a term of one (1) year, or until their successors are elected, and their term of office shall begin at the close of the meeting at which they were elected.

Proviso 2. Re: ARTICLE IV - BOARD OF DIRECTORS, Section 2. Election, Term of Office.

The first time directors are elected pursuant to these revised bylaws, ten (10) directors shall be elected, five (5) of which will be elected to serve a term of two (2) years and five (5) of which will be elected to serve a term of one (1) year, or until their successors are elected, and their term of office shall begin at the close of the meeting at which they were elected.

Bylaw History

1 - Bylaws Adopted March 30, 2012, Registered by the Registrar of Corporations, Province of Alberta May 17, 2012

2 - Revised Bylaws Adopted by the members November 29, 2013, Registered by the Registrar of Corporations, Province of Alberta _____, 20____