

**TOWN OF SLAVE LAKE**  
**COUNCIL POLICY**

Department:	Planning and Development	Policy No:	PD.PLN-24.1009
Policy Title:	Subdivision Signs and Fences	Issue Date:	03-12-2024

**1. PURPOSE**

- 1.1. The purpose of this policy is to:
- 1.1.1. Provide clear direction to Administration, developers and private landowners regarding the Town's role and responsibilities with respect to the ownership, maintenance and replacement of Subdivision Identification Signs and Fences within new and existing subdivisions.

**2. POLICY STATEMENT**

- 2.1. The Town of Slave Lake will be responsible for the on-going maintenance, replacement or removal of Subdivision Identification Signs and Fences that are located on Town owned property. The Town will ensure whenever and wherever possible that Subdivision Identification Signs and Fences are developed or placed on or within the property boundary of privately owned land such that the ownership, maintenance, or replacement is not the responsibility of the Town of Slave Lake.

**3. DEFINITIONS**

- 3.1. Development Agreement means an agreement entered between a developer and the Town of Slave Lake which authorizes and guides the subdivision and development of land.
- 3.2. Development Permit means a document authorizing a development issued by the Development Authority.
- 3.3. Environment Reserve Lot means a parcel of land owned, operated, or maintained in whole by a public authority or municipality and consists of a swamp, gully, ravine, coulee, or natural drainage course, or land that is subject to flooding, or is considered unstable, or is a strip of land abutting

- a bed and shore of any lake, river, stream, or other body of water.
- 3.4. Fence means a structure like a wall built outdoors usually of wood or metal that separates two areas or prevents people or animals from entering or leaving and includes a perimeter fence.
- 3.5. Public Open Space means an open space area, owned, operated, or maintained in whole or in part by a public authority or municipality as recreational area for public use, including passive and active forms of recreation, designed to serve the neighborhood and community and may include buildings for recreational and community facilities. A Public Open Space includes a park or tot lot.
- 3.6. Public Utility Lot means a parcel of land owned, operated, and maintained in whole by a municipality and is used for the installation and maintenance of utilities owned by the municipality.
- 3.7. Subdivision means the division of a parcel of land by a plan or by instrument and "subdivide" has a corresponding meaning.
- 3.8. Subdivision Identification Sign means a sign containing the name of the subdivision and such sign has been mounted on a free-standing structure or fence with the intent of identifying the subject subdivision and neighborhood.
- 3.9. Walkway means a path or passage defined for the movement of pedestrians and which is primarily constructed of concrete, asphalt, paving stones, or any similar material.

#### **4. GUIDELINES**

- 4.1. Procedure and Responsibility
- 4.1.1. Chief Administrative Officer (CAO) Ensures the Subdivision Signs and Fences Policy is implemented and followed.
- 4.1.2. The Director of Community Services ensures that all subdivision identification signs and fences that are placed on Town owned lands are maintained, repaired, and replaced when required.

- 4.1.3. The Director of Planning and Development ensures that all requests for the installation, maintenance or replacement of subdivision signs and fences are dealt with in a timely manner and in accordance with the approved policy.
- 4.1.4. Town Council approves the Subdivision Signs and Fences Policy and any amendments thereto.
- 4.2. General
  - 4.2.1. Standards/Guidelines
    - 4.2.1.1. For all new subdivision or condominium developments the associated Development Agreement or Development Permit must address the construction, maintenance, and replacement of Subdivision Identification Signs and Fences.
    - 4.2.1.2. Whenever possible, Subdivision Identification Signs and Fences shall be constructed or placed on private property such that the Town of Slave Lake is not the owner of the Sign or Fence and is not responsible for the construction, maintenance, or replacement thereof.
- 4.3. Policy and Procedures
  - 4.3.1. Upon For all new subdivisions where the developer is required or desires the placement or erection of a Subdivision Identification Sign or Fence, the Director of Planning and Development will ensure that the associated Development Agreement or Development Permit clearly indicates that the Sign and/or Fence must be installed or erected on or within the property boundary such that the titled owner of the land becomes the owner of the Sign and/or Fence, and the maintenance and replacement of the Sign and/or Fence becomes the responsibility of the current landowner.
  - 4.3.2. For all new subdivisions where the developer is required to place or erect a Fence along a Walkway, Public Utility Lot, Environment Reserve Lot, or Public Open Space; the Fence must be installed or erected on or within the property boundary such that the titled owner

of the Fence will be the Town of Slave Lake. These Fences will become the responsibility of the Town of Slave Lake and all costs associated with the maintenance and replacement of the Fence will be the responsibility of the Town. As the owner of the subject land and the Fence, the Town will have the discretion to decide if the Fence is replaced or removed entirely.

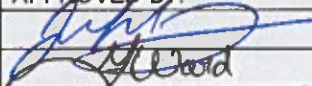
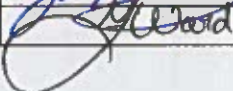
- 4.3.3. The Director of Planning & Development will advise the Director of Community Services of any new Subdivision Identification Signs or Fences to be constructed on Town owned land.
- 4.3.4. Where the developer is proposing a Plan of Condominium and is required or desires the placement or erection of Subdivision Identification Sign and/or Fence, the Director of Planning and Development will ensure that the that associated Development Agreement or Development Permit clearly indicates that the Sign and/or Fence must be installed or erected on or within the property boundary such that the Condominium Association or the titled owner of the subject land becomes the owner of the Sign and/or Fence. As such, the construction, maintenance, and replacement costs of the Sign and/or Fence becomes the responsibility of the Condominium Association or the current landowner.
- 4.3.5. For all existing subdivisions where existing Subdivision Identification Signs and/or Fences have been placed or erected, these Subdivision Identification Signs and/or Fences are the responsibility of the current landowner where the subject Sign or Fence has been placed. The maintenance and replacement costs of the Sign or Fence become the responsibility of the current landowner. If the subject Subdivision Identification Sign or Fence exists on or within the boundary of a Walkway, Public Utility Lot, Environmental Reserve Lot, or Public Open Space the Town of Slave Lake, as the owner of the subject land, will have the discretion to decide if the Sign or Fence is replaced

or removed entirely.

4.3.6. The Director of Planning & Development shall notify, in writing, the owner of any Subdivision Identification Sign and/or Fence that falls into a state of disrepair and requires the owner to repair, replace or remove the subject Sign or Fence.

4.3.7. The Director of Community Services shall maintain an operating budget for, and carry out the construction, maintenance, and removal of Subdivision Identification Signs and Fences located on Town owned land.

## 5. **APPROVAL and REVISION CONTROL**

ISSUED BY	APPROVED BY:	DATE:
Chief Administrative Officer		2024/04/23
Mayor		2024/04/23