

**AGENDA
CLEAR HILLS COUNTY
POLICY & PRIORITY COUNCIL MEETING
TUESDAY, APRIL 2, 2024**

The Policy & Priority meeting of the Council for Clear Hills County will be held on Tuesday, April 2, 2024, commencing at 9:30 a.m. in the Clear Hills County Council Chambers, 313 Alberta Ave, Worsley Alberta.

1. CALL TO ORDER

2. AGENDA

3. NEW BUSINESS

a. COUNCIL

- 1. Town of Fairview Mutual Aid2
- 2. Municipal Emergency Management Plan Presentation..... 7
- 3. Town of Fairview – Aquatic Centre 19
- 4. Appreciation Banquet.....21
- 5. Policy 3201 Road Construction 23
- 6. Beautification Program.....33

4. ADJOURNMENT

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	April 02, 2024
Originated By:	Crystal Dei, Community Service Coordinator
Title:	TOWN OF MANNING MUTUAL AID CALL OUTS
File:	23-20-02

DESCRIPTION:

Council has requested administration to bring back how many Callouts the Town of Manning has made into the Chinchaga Forestry Road.

BACKGROUND:

C127-24(3-12-24) RESOLUTION by Deputy Reeve Janzen to bring back information regarding Mutual Aid on the Chinchaga Forestry Road to a future meeting. CARRIED.

Town Of Manning Mutual Aid Payments 2009-2024

2010-07-19	\$ 2,500.00
2011-01-05	\$ 2,500.00
2012-01-03	\$ 2,500.00
2013-03-20	\$ 2,500.00
2014-01-21	\$ 2,500.00
2017-01-17	\$ 2,500.00
2018-01-11	\$ 2,500.00
2019-02-01	\$ 2,500.00
2020-02-04	\$ 2,500.00
2022-05-06	\$ 2,500.00
2023-05-31	\$ 2,500.00
Total	\$27,500.00

Town of Manning Invoice 2009-2024

2013-03-01	Chinchaga	\$2,000.00
2014-03-01	Chinchaga	\$2,400.00
IN#202200024	Chinchaga	\$9,117.50
IN#202300265	Chinchaga	\$2,607.50
Total		\$16,125.00

ATTACHMENTS:

- 2013 Call Out
- 2014 Call Out
- 2022 invoice from the Town of Manning
- 2023 invoice from the Town of Manning

RECOMMENDATION:

RESOLUTION by

Initials show support - Reviewed by:	Manager:	CAO:
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Payables Transaction Entry Zoom - MD21 (Natasha)

OK
 Attach
 Options
 View
 Additional
 File
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 Add Note

Voucher No.	00057459	Batch ID	REGINV 04-12-13
Document Type	Invoice <small>Intercompany</small>	Doc. Date	2013-03-31
Description	Incident Response Chinchaga Rd	Date Voided	0000-00-00
		P.O. Number	
Vendor ID	TOWNMAN01	Currency ID	
Name	TOWN OF MANNING	Document Number	5632
Address ID	MAIN	Shipping Method	DELIVERY
Remit-To ID	MAIN	Tax Schedule ID	
Payment Terms	30 DAYS	1099 Amount	\$0.00
Purchases	\$2,000.00	Total Payments	\$0.00
Trade Discount	\$0.00	Terms Disc Taken	\$0.00
Freight	\$0.00	On Account	\$2,000.00
Miscellaneous	\$0.00		
Tax	\$0.00		
Total	\$2,000.00		

Apply Distributions

Payables Transaction Entry Zoom - MD21 (Cr...



OK Attach Options View Additional File Print Tools Help Add Note

Actions Options View Additional File Help

Voucher No.	00061053	Batch ID	REGINV03-31-14
Document Type	Invoice	Doc. Date	2014-03-17
Description	P.D. MED. ASSIST CHIN AREA	Date Voided	0000-00-00
		P.O. Number	6328

Vendor ID	TOWNMAN01
Name	TOWN OF MANNING
Address ID	MAIN
Remit-To ID	MAIN
Payment Terms	30 DAYS

Currency ID	
Document Number	6177
Shipping Method	DELIVERY
Tax Schedule ID	

1099 Amount	\$0.00
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Purchases	\$2,400.00
Trade Discount	\$0.00
Freight	\$0.00
Miscellaneous	\$0.00
Tax	\$0.00
Total	\$2,400.00

Total Payments	\$0.00
Terms Disc Taken	\$0.00
On Account	\$2,400.00

Town of Manning
 PO Box 125
 413 Main Street
 Manning, AB T0H 2M0
 (780) 836-3606



Invoice #	202200024
GST #	RT 108128000
Date	2022-Jan-31
P.O. #	
Location	KM 104 South 500 Road - Chinchaga Forestry RI
Account #	882

CLEAR HILLS COUNTY
 BOX 240
 WORSLEY, AB T0H 3W0

RECEIVED

FEB 04 2022

Fire Invoice

Service Provided: MVC-Chinchaga Forestry Road					Extended	GST
Date of Service: 2022-01-27 Insured Name:						
Policy Number:						
Attending Unit: 1903/1907						
Code	Description	Quantity	Price	GST		
UNIT	RAPID RESPONSE #1903	6.2500	630.0000	0.00	3,937.50	<input type="checkbox"/>
UNIT	RESUCE #1907	6.0000	630.0000	0.00	3,780.00	<input type="checkbox"/>
OFFICER	OFFICER MAN HOUR-1950	4.0000	50.0000	0.00	200.00	<input type="checkbox"/>
OFFICER	OFFICER MAN HOUR-1954	4.0000	50.0000	0.00	200.00	<input type="checkbox"/>
OFFICER	OFFICER MAN HOUR-1956	4.0000	50.0000	0.00	200.00	<input type="checkbox"/>
FIREF	FIRE FIGHTER-MAN HOURS-1953	4.0000	40.0000	0.00	160.00	<input type="checkbox"/>
FIREF	FIRE FIGHTER-MAN HOURS-1964	4.0000	40.0000	0.00	160.00	<input type="checkbox"/>
FIREF	FIRE FIGHTER-MAN HOURS1972	4.0000	40.0000	0.00	160.00	<input type="checkbox"/>
FIREF	FIRE FIGHTER-MAN HOURS-1976	4.0000	40.0000	0.00	160.00	<input type="checkbox"/>
FIREF	FIRE FIGHTER-MAN HOURS-1978	4.0000	40.0000	0.00	160.00	<input type="checkbox"/>
Subtotal					9,117.50	
Total GST					0.00	
Invoice Total					9,117.50	

Mutual Aid - Clear Hills County
 MVC Location KM 104 Chin Forestry RD & South West Fraser 500 and 200 ROAD

*** Police File Number 20222113304***

2-23-20-02-351
 FD Mutual aid MVC chin Rd
 ARJ

Incident Number MAN22-002

Terms : Net 30 Days

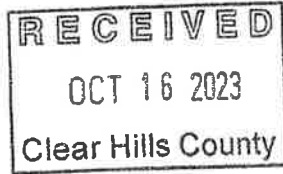
A rate of 18.00% per annum (1.50% per month) interest will be charged on overdue accounts.

Town of Manning
 PO Box 125
 413 Main Street
 Manning, AB T0H 2M0
 (780) 836-3606



Invoice #	202300265
GST #	RT 108128000
Date	2023-Sep-30
P.O. #	
Location	50KM West Chin RD
Account #	882

CLEAR HILLS COUNTY
 BOX 240
 WORSLEY, AB T0H 3W0



Fire Invoice

Service Provided: MVC-Chinchaga Forestry Road Date of Service: 2023-09-29 Insured Name: Policy Number: Attending Unit: 1903						
Code	Description	Quantity	Price	GST	Extended	GST
UNIT	RAPID RESPONSE #1903	2.7500	700.0000	0.00	1,925.00	<input type="checkbox"/>
OFFICER	OFFICER MAN HOUR-1950	2.7500	50.0000	0.00	137.50	<input type="checkbox"/>
OFFICER	OFFICER MAN HOUR-1951	2.7500	50.0000	0.00	137.50	<input type="checkbox"/>
OFFICER	OFFICER MAN HOUR-1954	2.7500	50.0000	0.00	137.50	<input type="checkbox"/>
OFFICER	OFFICER MAN HOUR-1952	1.0000	50.0000	0.00	50.00	<input type="checkbox"/>
FIREF	FIRE FIGHTER-MAN HOURS-1976	2.7500	40.0000	0.00	110.00	<input type="checkbox"/>
FIREF	FIRE FIGHTER-MAN HOURS-1978	2.7500	40.0000	0.00	110.00	<input type="checkbox"/>
Subtotal					2,607.50	
Total GST					0.00	
Invoice Total					2,607.50	

Mutual Aid - Clear Hills County
 MVC Quad Accident - Location 50KM West Chinchaga Road-Halfway
 Hotchkiss River Plant

***** Police File Number 20231454166 *****

2-23-20-02-351

Mutual Aid MVC *RC*

Incident Number MAN23-059

Terms : Net 30 Days A rate of 18.00% per annum (1.50% per month) interest will be charged on overdue accounts.

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	April 02, 2024
Originated By:	Crystal Dei, Community Service Coordinator
Title:	Municipal Emergency Management Plan Presentation
File:	24-02-02

DESCRIPTION:

Council is presented with Municipal Emergency Management Plan Presentation.

BACKGROUND:

C171-24(3-26-24) RESOLUTION by Councillor Hansen to receive the discussion regarding the Municipal Emergency Management Plan for information and bring back to a future meeting. CARRIED.

ATTACHMENT:

- Municipal Emergency Plan Slideshow

RECOMMENDATION:

RESOLUTION by

Initials show support - Reviewed by:

Manager:

CAO:

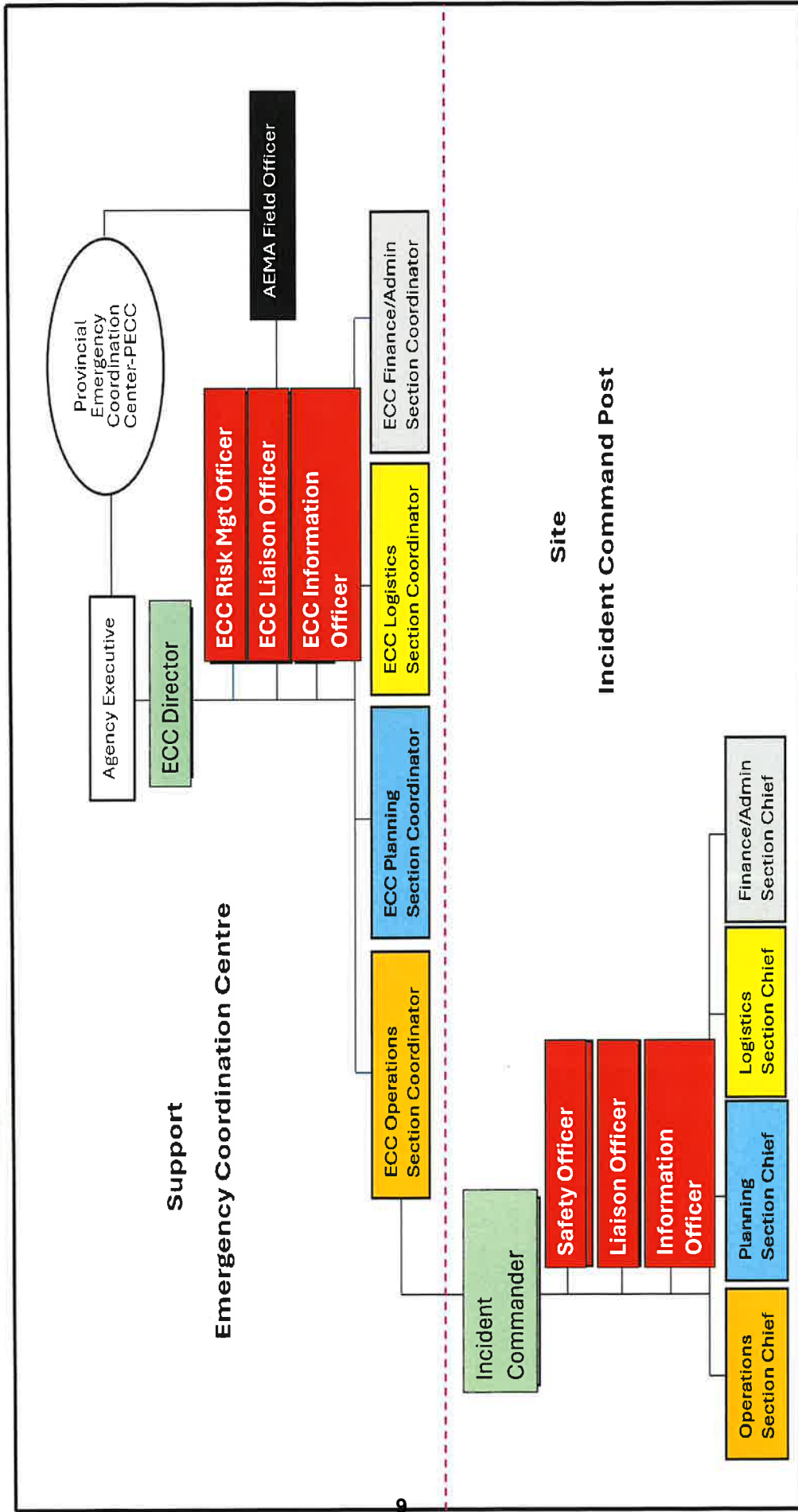




Clear Hills County Municipal Emergency Management Plan

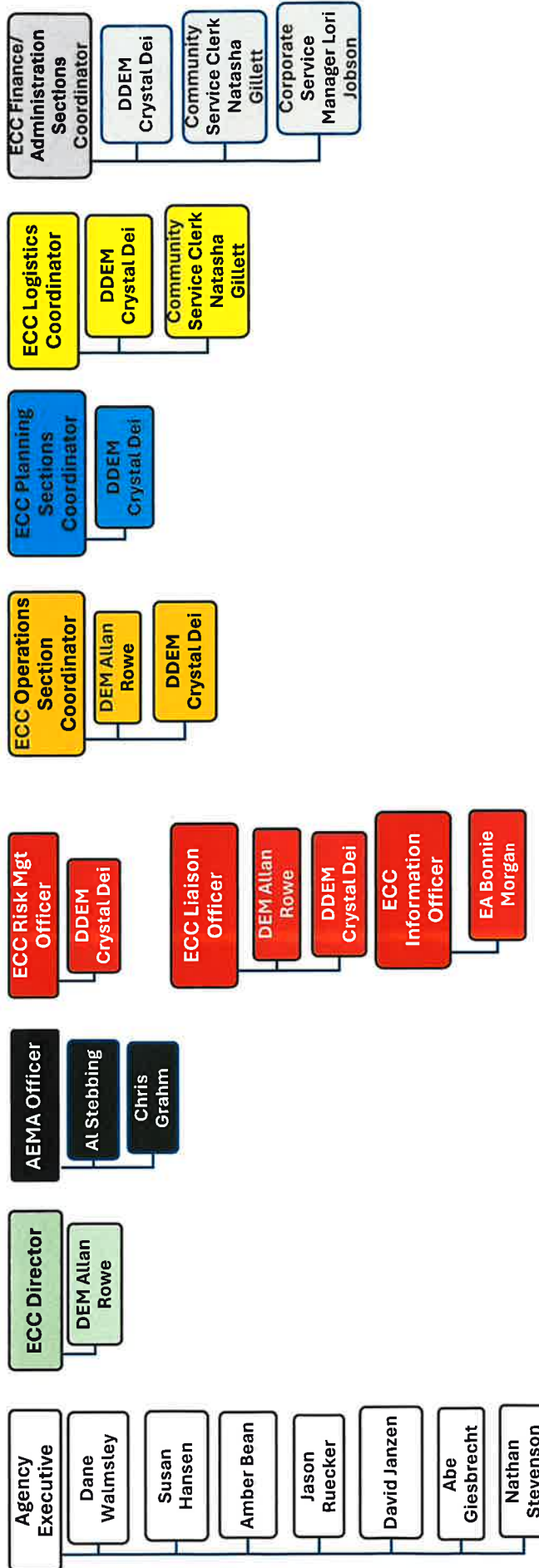
March 2024

Emergency Coordination Centre Organization Chart (Refer to Page 10 MEMMP)



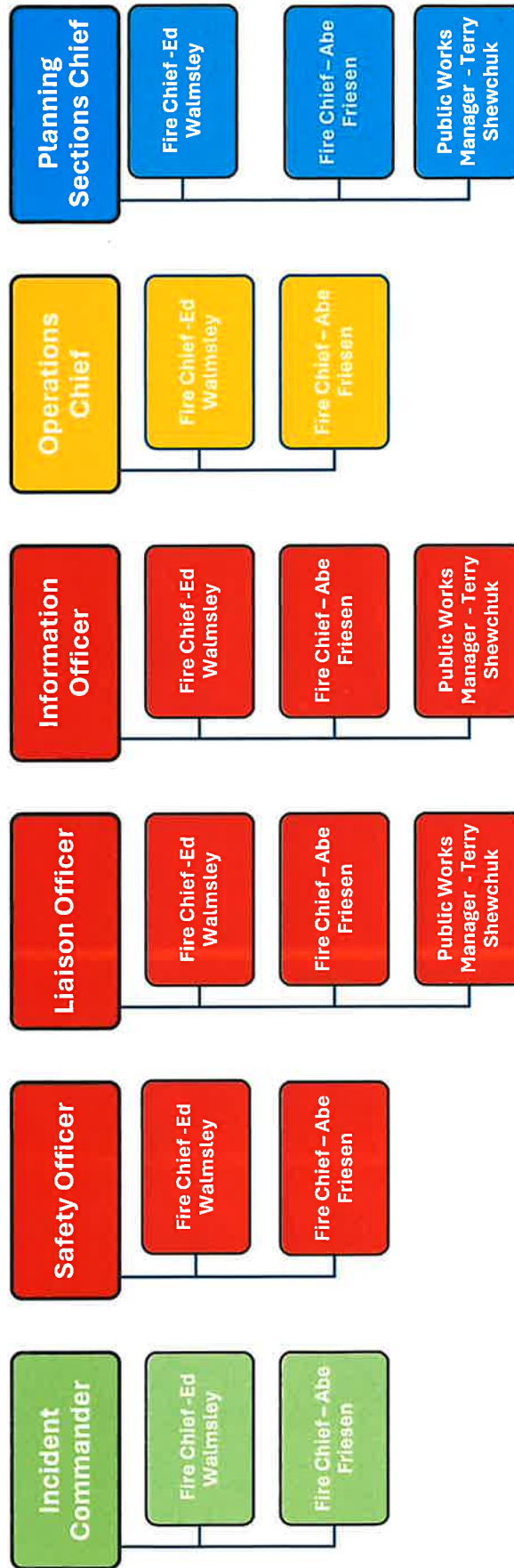
Support Emergency Coordination Centre

(refer to page 10-33 of MEMP)



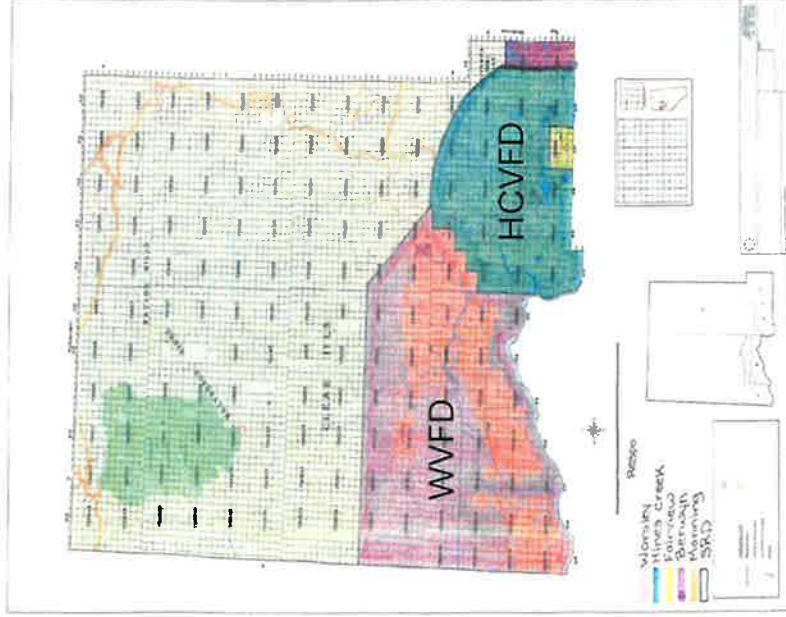
Site Incident Command Post

(Refer To page 10-33 of MEMPP)



Clear Hills County Fire Department Districts

- In the event of an emergency within the jurisdiction of the WVFD, Fire Chief Freisen will assume the role of Operations Chief, while Fire Chief Walmsley will act as Incident Commander.



- In the event of an emergency within the jurisdiction of the HCVFD, Fire Chief Walmsley will assume the role of Operations Chief, while Fire Chief Freisen will act as Incident Commander.

Activating the Emergency Coordination Centre (ECC)

- Upon receiving a 911 call, the fire department dispatches firefighters to the emergency.
- The fire chief then notifies the CAO (Chief Administrative Officer).
- The CAO (Allan Rowe) then activates the ECC (Emergency Coordination Center) if required.
- ECC staff members respond:
 - **ECC Staff:**
 - Allan Rowe-CAO/DEM
 - Crystal Dei- DDEM
 - Natasha Basnett- Backup
 - Bonnie Morgan-Communications
 - Fire Chief Freisen or Fire Chief Walmsley will contact Allan/Crystal for permission to use an available Fire Chief (not in an emergency area) as the Incident Commander.
 - The Incident Commander Fire Chief will provide updates on the emergency site to the Allan/Crystal and make any necessary requests.
 - Allan/Crystal will approve the Incident Commander Fire Chief's requests.

Access Water Procedure

1. Locate Water Source:

- The Incident Commander (IC), will identify the most suitable water source for firefighting operations.

2. Secure Water Access (if required):

- The Emergency Communications Center (ECC) will provide a list of landowners and their contact information to Fire Chief, if necessary, to obtain permission for water access.
- The IC will then secure approval from the landowner to utilize their water source.

3. Deploy Water Supply Equipment:

- Once water access is secured, the IC will direct firefighting crews and equipment to establish a water supply line from the chosen source. These instructions will ensure efficient water delivery to the fire scene.

2024 Emergency Contacts

Alberta Wildfire -Kerry Rudneski (Peace River Area Manager)-----780-618-3823
 RCMP (Road Control) -----780-835-4031
 Clear Hills County Office-----780-685-3925
Clear Hills County Emergency Management Contacts:
 CAO/DEM- Allan Rowe -----780-835-8097
 DEM -Crystal Dei -----780-835-9527
 Backup-Natasha Gillett-----780-835-9685
 Communications-Bonnie Morgan-----780-835-7171
 Public Works Manager- Terry Shewchuk-----780-772-0464
 Public Works Forman -Mario Drouin-----780-835-8098
 Public Works Forman Martin Schmidt-----780-835-0153
 Fire Chief Worsley-Abe Friesen-----780-835-1810
 Fire Chief Hines Creek-Ed Walmsley-----780-835-1465

Transportation:

Alberta Transportation-Ken Szmata(HWY Control)-----780-835-8677
 UFA Worsley-----780-685-3943
 UFA Hines Creek-----780-835-4023

Water Trucks:

Roaming Transport-----780-834-0079
 H&G Mason Holding----- (H) 780-494-3320 (C) 780-835-1803
 Johmar Contracting Ltd-----780-835-8385
 Envirosize Oilfield Services Ltd-----780-596-3637

Heavy Equipment (e.g. cats, loaders etc.):

Log Right-----780-835-8359
 NFD-----780-835-6941
 DEP Ventures-----780-834-7074
 Cleardale Logging-----780-502-9402
 H&G Mason Holding----- (H) 780-494-3320 (C) 780-835-1803
 Cal-R Contracting 2001 Ltd.----- (B) 780-835-3588 (C) 780-835-0286
 Grimshaw Gravel Sales Ltd.----- (B) 780-332-2284 (C) 780-618-8292 (C) 780-618-6426
 Abe Zacharias-----780-835-8425
 Mehlisen Energy Projects-----780-835-2424
 Envirosize Oilfield Services Ltd-----780-596-3637

Misc. Equipment (e.g. water pumps, generators, parts):

Peace County Supply-----780-494-2545
 Greggs Distributors-----780-835-5115
 Scanalta Power Sales-----780-494-3536
 Cycle West-----780-835-4202
 Partline Plus-----780-685-2002
 Quintel Communications-----780-624-2730
 Rentco Peace River-----780-624-4646
 Grande Prairie-----780-539-7860
Food and Lodging:
 Worsley Gateway Inn-----780-685-2080
 Sharma's Open Camp-----780-685-3000
 Cleardale Co-operative-----780-685-3939
 Hines Creek General Store-----780-494-3929
 Worsley General Store-----780-685-2095

Highlighting Position Responsibilities: Duties and Role Requirements

Operations Chief - Friesen or Walmsley

- Requests for Emergency Incident Commander
- Collaborates with the Incident Commander (Fire Chief) on:
 - Planning
 - Safety
 - AEA (Emergency Action Plan)
- Responsible for:
 - managing department personnel on the frontline of the emergency.
 - Requests the Incident Commander for necessary equipment, goods, services, and supplies.

Incident Commander- Friesen or Walmsley

- Acts as the liaison between Emergency and ECC
- Collaborates with Allan (CAO/DEM) and Crystal (DDEM) to schedule AEA
- Collaborates with the Fire Chief (Operations Section Chief) on Emergency regarding
 - Planning
 - Safety
 - AEA (Emergency Action Plan)
- Responsible for:
 - Signing in and out all personnel.
 - Ensuring safety on-site.
 - Managing requests for equipment, goods, and services.
 - Initiating mutual aid requests when necessary.

Highlighting Position Responsibilities: Duties and Role Requirements

CAO/DEM- Allan Rowe

- Activates the MERP (Municipal Emergency Response Plan).
- Collaborates with the Fire Chief (Incident Commander) on emergency planning.
- Provides approval of requests to the Fire Chief (Incident Commander).
- Maintains communication with the Council.
- Activates mutual aid when deemed necessary.

DDEM- Crystal Dei

- Supports Allan (DEM) and the Fire Chief (IC) during emergencies.
- Provides approval for requests to the Fire Chief (IC).
- Tracks costs associated with emergency response.
- Collaborates with the Disaster Recovery Planner (DRP) if necessary.

Highlighting Position Responsibilities: Duties and Role Requirements

COMMUNICATIONS- Bonnie Morgan

- Alan/Crystal will supply Bonnie with information to fulfill the following:
 - Prepare and issue Alberta Emergency Alerts
 - Prepare and post information on Social Media/website platforms. (keep the public informed of necessary information in a timely manner)
 - Generate maps for sharing updates as required.

PUBLIC WORKS

- Maintain closures of Clear Hills County roads if needed
- Provide all signage required for Emergency.
- Assist Fire Chiefs and CAO when required.

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	April 2, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Town of Fairview – Fairview Aquatic Centre
File:	11-02-03

DESCRIPTION:

Council is presented with a draft letter to the Town of Fairview regarding the letter Council received regarding the Fairview Aquatic Centre.

BACKGROUND:

C648-22(12-13-22) RESOLUTION by Councillor Ruecker to approve a Beyond Borders Grant for the Town of Fairview for replacement of the waterslide stairs for the Fairview Regional Aquatic Centre for 20% of the project cost up to a maximum of \$40,000.00 funds to be allocated from the Rate Stabilization Reserve. CARRIED.

C689-16(12/13/16) RESOLUTION by Councillor Svederus to approve a grant of \$7,500.00 (seven thousand five hundred dollars) to the Fairview Regional Aquatic Centre to assist with phase 2 basin resurfacing, funds to be allocated from the 2017 Operating budget. CARRIED.

C156-15(03/24/15) RESOLUTION by Councillor Ruecker to approve a Beyond Borders Grant for the Town of Fairview for one third of the costs to a maximum of \$15,000.00 (fifteen thousand dollars) to resurface portions of the main pool and hot tub at the Fairview Aquatics Centre. CARRIED.

717-21(11/28/00) MOTION by Councillor Maxwell to contribute one time funding of \$150,000.00 toward construction of a water slide in conjunction with the Fairview Swimming Pool, and an agreement that the M.D. will not be requested to contribute toward the operating costs for a period of 5 years and that a representative from Council sit on the Swimming Pool Committee. CARRIED.

CHC total contributions = \$212,500.00

ATTACHMENTS:

Draft Letter

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:	Manager:	CAO: 
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CLEAR HILLS COUNTY

March 27, 2024

File: 11-02-02

Town of Fairview
PO Box 730
Fairview, AB
T0H 1L0

Dear Mayor Gordon MacLeod and Council,

On behalf of the Clear Hills County Council, we received the letter dated March 22, 2024, with regards to the Fairview Aquatic Centre. Council discussed this at our March 26, 2024, Regular Council meeting and would like to express our disappointment with the recent motion passed by your council regarding the Fairview Aquatic Centre. We believe the motion unfairly singles out Clear Hills County residents and misrepresents our long-standing support for the facility.

While Clear Hills County does not directly contribute to the operational expenses of the Aquatic Centre, we have an extensive history of substantial financial contributions to various capital projects associated with the facility as well as several other facilities in the Town of Fairview. Our cumulative donations to the Fairview Aquatic Centre alone, surpassing \$200,000.00, demonstrate our commitment to providing quality recreational opportunities for residents of both our county and the Town of Fairview.

This motion pertaining to these cards overlooks the positive economic impact generated by residents of Clear Hills County. Our residents and those from neighboring municipalities actively support Fairview's economy by utilizing recreational facilities and supporting local businesses. Generating revenue that strengthens Fairview's economic development, no different than visitors from other municipalities that contribute to the economic advancement of Clear Hills County by utilizing our local businesses and recreational facilities. This mutual exchange demonstrates the core principles of constructive economic development.

If you have any further questions or concerns, feel free to contact CAO, Allan Rowe, at the County office 780-685-3925 ext. 121.

Sincerely,

Amber Bean
Reeve

AB/bm

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	April 02, 2024
Originated By:	Crystal Dei, Community Services Coordinator
Title:	Appreciation Banquet
File:	62-30-10

DESCRIPTION:

Councillor Hansen has requested the 2025 Appreciation Banquet be brought to the Policy & Priority meeting for discussion.

BACKGROUND:

Clear Hills County annually hosts the Appreciation Banquet the first weekend of February.

- 2025 Appreciation Banquet
 - Date: February 1 2025
 - Location: Dave Shaw Memorial Complex in Hines Creek, AB

ATTACHMENTS:

- 2024 Appreciation Banquet Cost Analysis

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:



2024 Appreciation Banquet Analysis	
Banquet Budget \$20,000.00	
Tickets	\$ 34.00
Hall Rental(estimate)	\$ 300.00
General Supplies	\$ 245.82
Awards	\$ 581.64
Catering	
Nancy Cox	
<u>200@30.00</u>	\$ 6,000.00
Door prizes \$1000.00	
Garden boxes	\$ 500.00
Gardening supplies	\$ 97.46
Gift cards (2)	\$ 413.90
Entertainment \$5,000.00	
Rusty Rails	\$ 1,600.00
Janzen Girls	\$ 500.00
Leif Gillet	\$ 500.00
Staff Wages	\$ 1,600.00
Total	\$ 12,372.82
Ticket Sales	\$ 1,550.00
Total	\$ 10,822.82

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	April 2, 2024
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Policy 3201 Road Construction
File:	11-02-03

DESCRIPTION:

Council is presented with a Policy 3201 Road Construction draft for review.

BACKGROUND:

C173-24(3-26-24) RESOLUTION by Councillor Giesbrecht to bring back Policy 3201 Road Construction back to a future meeting. CARRIED.

C142-24(03-12-24) RESOLUTION by Councillor Ruecker to bring back Policy 3201 Road Construction to a future meeting. CARRIED.

ATTACHMENTS:

Policy 3201 Road Construction
Policy 3201 Road Construction Draft

RECOMMENDATION:

RESOLUTION by... to recommend Council approval Policy 3201 Road Construction draft, as presented.

Initials show support - Reviewed by:	Manager:	CAO:
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Clear Hills County

Effective Date: August 16, 2023	Policy Number: 3201
Title: ROAD CONSTRUCTION	

1 POLICY STATEMENT

- 1.1 Clear Hills County will develop and enhance the vital road network system within the County for the safe transportation of passengers, tourists, industry, and goods.
- 1.2 The County will evaluate and prioritize road construction.
- 1.3 All Road Construction Requests will require a completed road request application form to be filled out and submitted to the Clear Hills County office by March 1st to be considered for construction in the following year.
- 1.4 Prior to the approval of new or existing requests, the County will proceed with the required assessment standards set out by Alberta Environments within the MSSC.
Definition - The Master Schedule of Standards and Conditions (MSSC) identifies conditions that apply to formal disposition applications approved under the Public Land Act. Conditions in this document are part of multiple approval systems and processes.
- 1.5 Following the assessment, a full report will be brought back to Council to present compensation costs and requirements that will need to be met as per Alberta Environment standards prior to proceeding with construction.
- 1.6 MSSC Assessment Study
The County will cover ninety percent (90%) of the costs associated with the initial mandatory MSSC Assessments studies that will determine the compensation and requirements as per Alberta Environment standards. The applicant is required to pay the additional ten percent (10%) of the costs.
- 1.7 Study Outcome Compensation
The County will pay up to a maximum of \$10,000.00 (ten thousand dollars) of the Compensation Costs, per road construction application. All compensation costs will be required to be paid in full by the applicant prior to the commencement of construction.
- 1.8 Construction
The County will pay up to a maximum of \$200,000.00 (two hundred thousand dollars), per ½ mile, for the engineering and construction cost on approved road construction applications.

2 ROAD CONSTRUCTION PRIORITIZATION

- 2.1 The CAO shall present to Council the new road construction applications for Councils review and approval annually in March of each year.
- 2.2 The list will include estimated costs to construct new roads that are presented for prioritization.
- 2.3 Council will allocate an annual budget of \$1,000,000.00 for new road construction.
- 2.4 All road requests will be on a first come basis.

Effective Date August 16, 2023

3 TO BE COMPLETED BY APPLICANT/LANDOWNER

3.1 Proof of ownership by applicant.

Name of applicant: _____ Date: _____

Phone Number: _____ Email Address: _____

Legal Land Location: _____ Mailing Address: _____

3.2 Purpose for requesting new or upgraded road:

New Yard Site

Existing Yard Site

Upgrading Access

Crop/Grazing

Timber Salvage

Subdivision

Other Explanation: _____

3.2.1 If for farmland, do you have:

a. At least 1/2 (minimum 80 acres) in seedbed condition

b. The property is fenced for pasture

3.2.2 If for residential purpose, do you:

a. Currently live on the land? Yes No

b. Where is your primary residence? _____ N/A

c. When will you reside on the land and will be claiming it as your primary residence? _____ N/A

d. Have you applied for utilities? Power Gas N/A

e. Have you submitted a subdivision or development application? Yes No N/A

3.2.3 How have you been getting to this land previously?

3.2.4 What is the condition of the present access? Good Fair Poor None

3.2.5 Date the land was acquired? _____

3.2.6 Have you received and reviewed the County's policy for Road Construction requests, and will you provide the required compensation costs? Yes No

Landowners Name _____ Signature _____

Witness Name _____ Signature _____

Effective Date August 16, 2023

4 SCHEDULE A- SCORING GRID

Road Scoring Grid:

The following Road Scoring Grid will be used to evaluate road construction requests.

Priority	Scoring Criteria	Points
1. a	No Access – To a Quarter Section with Residence	95
1. b	No Access – To a Quarter Section with a Residence on a School Bus Route	90
1. c	No Access – To a Quarter Section of Farmland or titled fenced pasture	85
2	Miles school bus route is reduced	5/mile
	Anticipated school bus years	Years
3	Reduced distance by existing roads	5/mile
	Miles reduced	
4	Number of groups/households served	5/group
	Basic access	minus 20
	Limited Access	minus 10
	Wet Years -No Access	50
	Wet Years- Limited Access	25
	Water Crossing Required: Bridge File	minus 50
	Water Crossing Required: 36-48"	minus 25
	Muskeg/Coulee	minus 20
	Distance	minus 5 per ½ mile over 1 mile
	Total Points	
	Minimum Points to qualify	60

Notes:

*Applicants for roads that do not achieve minimum points will be notified in writing that the requested project is denied.

5 END OF POLICY**Related Policies:**

- 3202 Road Construction Specifications
- 3203 Approach Construction
- 3205 Land Need and Acquisition

ADOPTED
Resolution #C190-03

Date: March 25, 2003

Effective Date **August 16, 2023**

AMENDED
Resolution #C876-03 Date: November 25, 2003

AMENDED
Resolution #C153(03/13/07) Date: March 13, 2007

AMENDED
Resolution #C180(02/23/10) Date: February 23, 2010

AMENDED
Resolution #C393-12 Date: July 10, 2012

AMENDED
Resolution # C398-12(07/24/12) Date: July 24, 2012

AMENDED
Resolution # C405-14(06/24/14) Date: June 24, 2014

AMENDED
Resolution # C413-17 08/22/17 Date: August 22, 2017

AMENDED
Resolution #C463-20(10-13-20) Date: October 13, 2020

AMENDED
Resolution #C357-22(07-12-22) Date: July 12, 2022

AMENDED
Resolution #C426-23(08-15-22) Date: August 15, 2023



Clear Hills County

Effective Date: DRAFT	Policy Number: 3201
Title: ROAD CONSTRUCTION	

1. POLICY STATEMENT

Clear Hills County will develop and enhance the vital road network system within the County for the safe transportation of passengers, tourists, industry, and goods.

2. ROAD CONSTRUCTION INFORMATION **PRIORATIZATION**

- 2.1 The County will evaluate and prioritize road construction.
- 2.2 All road requests will be on a first come basis.
- 2.3 Council will allocate an annual budget of \$1,000,000.00 for new road construction.
- 2.4 All Road Construction requests will require a completed road request application form to be filled out and submitted to the Clear Hills County office by March 1st to be considered for construction in the following year.
- 2.5 The CAO shall present to Council the new road construction applications with the estimated project cost for Councils review and initial approval annually in March of each year.
- 2.6 Prior to the final approval of new road construction or existing requests, the County will proceed with the required assessment standards set out by Alberta Environments within the MSSC. The Master Schedule of Standards and Conditions (MSSC) identifies conditions that apply to formal disposition applications approved under the Public Land Act. Conditions in this document are part of multiple approval systems and processes.
- 2.7 Following the M CCS assessment, a full report will be brought back to Council to present compensation costs and requirements that will need to be met as per Alberta Environment standards prior to proceeding with construction.
- ~~2.8 The list will include estimated costs to construct new roads that are presented for prioritization.~~

3. APPLICANT LANDOWNER RESPONSIBILITY

- 3.1 MSSC Assessment Study
The County will cover ninety percent (90%) of the costs associated with the initial mandatory MSSC Assessments studies that will determine the compensation and requirements as per Alberta Environment standards. The applicant is required to pay the remaining additional ten percent (10%) of the costs.
- 3.2 Study Outcome Compensation
The County will pay up to a maximum of \$10,000.00 (ten thousand dollars) of the Compensation Costs, per road construction application. All compensation costs will be required to be paid in full by the applicant prior to the commencement of construction.

3.3 Construction

The County will pay up to a maximum of \$200,000.00 (two hundred thousand dollars), per ½ mile, for the engineering and construction cost on approved road construction applications.

3.4 Fill Material

3.4.1 Road Construction Projects that do not exceed 950 meters.

- a) The responsibility for supplying fill material lies with the applying landowner of the designated land where the road is being constructed with the following rules:
 - I. Fill material must be suitable for the project.
 - II. Fill material must be accessible as close to the project as possible.
 - III. Follow all engineered environmental plans outlined.
- b) Should the construction of the road require fill material from the designated land, the landowner is required to provide the required dirt at no cost to the contractor or Clear Hills County.
- c) The landowner shall not accept any financial compensation or profit, apart from the potential benefit of establishing a borrow pit or landscape borrow, if required, for the road construction project.

3.4.2 Road Construction Projects that exceed 950 meters, to a maximum of 3,200 meters.

- a) The responsibility for supplying fill material for the closest 950 meters to the project, lies with the applying landowner of the designated land where the road is being constructed with the following rules:
 - I. Fill material must be suitable for the project.
 - II. Fill material must be accessible as close to the project as possible.
 - III. Follow all engineered environmental plans outlined.
- b) Should the road construction of the 950 meters closest to the project require fill material from the applying landowners designated land, the landowner is required to provide the required dirt at no cost to the contractor or Clear Hills County.
- c) The remainder of fill material needed to complete the road project will be purchased by the County at a cost per cubic meter or a lump sum as directed by Council motion.
- d) The landowner shall not accept any financial compensation or profit, apart from the potential benefit of establishing a borrow pit or landscape borrow, if required, for the road construction project.

4. SCHEDULE A- SCORING GRID

Road Scoring Grid:

The following Road Scoring Grid will be used to evaluate road construction requests.

Priority	Scoring Criteria	Points
1. a	No Access – To a Quarter Section with Residence	95
1. b	No Access – To a Quarter Section with a Residence on a School Bus Route	90
1. c	No Access – To a Quarter Section of Farmland or titled fenced pasture	85
2	Miles school bus route is reduced	5/mile
	Anticipated school bus years	Years
3	Reduced distance by existing roads	5/mile
	Miles reduced	
4	Number of groups/households served	5/group
	Basic access	minus 20
	Limited Access	minus 10
	Wet Years -No Access	50
	Wet Years- Limited Access	25
	Water Crossing Required: Bridge File	minus 50
	Water Crossing Required: 36-48"	minus 25
	Muskeg/Coulee	minus 20
	Distance	minus 5 per ½ mile over 1 mile
	Total Points	
Minimum Points to qualify		60

Notes:

*Applicants for roads that do not achieve minimum points will be notified in writing that the requested project is denied.

5. TO BE COMPLETED BY APPLICANT LANDOWNER

5.1 Proof of ownership by applicant.

Name of applicant: _____ Date: _____

Phone Number: _____ Email Address: _____

Legal Land Location: _____ Mailing Address: _____

5.2 Purpose for requesting new or upgraded road:

New Yard Site

Existing Yard Site

Upgrading Access

Crop/Grazing

Timber Salvage

Subdivision

Other Explanation: _____

5.2.1 If for farmland, do you have:

a. At least 1/2 (minimum 80 acres) in seedbed condition

b. The property is fenced for pasture

5.2.2 If for residential purpose, do you:

a. Currently live on the land? Yes No

b. Where is your primary residence? _____ N/A

c. When will you reside on the land and will be claiming it as your primary residence? _____ N/A

d. Have you applied for utilities? Power Gas N/A

e. Have you submitted a subdivision or development application? Yes No N/A

5.2.3 How have you been getting to this land previously?

5.2.4 What is the condition of the present access? Good Fair Poor None

5.2.5 Date the land was acquired? _____

5.2.6 Have you received and reviewed the County's policy for Road Construction requests, and will you provide the required compensation costs? Yes No

5.2.7 Will supply fill material? Yes No

a) If yes, borrow pit or land scrape

Landowners Name _____ Signature _____

Witness Name _____ Signature _____

6. END OF POLICY**Related Policies:**

Policy 3202 Road Construction Specifications

Policy 3203 Approach Construction

Policy 3205 Land Need and Acquisition

ADOPTED

Resolution #C190-03

Date: March 25, 2003

AMENDED

Resolution #C876-03

Date: November 25, 2003

AMENDED

Resolution #C153(03/13/07)

Date: March 13, 2007

AMENDED

Resolution #C180(02/23/10)

Date: February 23, 2010

AMENDED

Resolution #C393-12

Date: July 10, 2012

AMENDED

Resolution # C398-12(07/24/12)

Date: July 24, 2012

AMENDED

Resolution # C405-14(06/24/14)

Date: June 24, 2014

AMENDED

Resolution # C413-17 08/22/17

Date: August 22, 2017

AMENDED

Resolution #C463-20(10-13-20)

Date: October 13, 2020

AMENDED

Resolution #C357-22(07-12-22)

Date: July 12, 2022

AMENDED

Resolution #C426-23(08-15-22)

Date: August 15, 2023

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	April 2, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Beautification Incentive Program
File:	11-02-03

DESCRIPTION:

Council requested information on programs offered in other municipalities for beautification Incentive programs.

Facade Improvement Grants: These programs provide financial assistance to property owners or businesses to improve the appearance of building exteriors. This could include things like repainting, repairing facades, adding decorative elements, or enhancing landscaping.

Landscaping Grants or Rebates: Municipalities may offer grants or rebates to homeowners or businesses for landscaping projects that enhance curb appeal and contribute to the overall beautification of the community. This could include initiatives such as planting trees, installing flower beds.

Beautification Awards or Contests: Municipalities may recognize and incentivize beautification efforts by residents or businesses through awards programs or contests. This can encourage community engagement and inspire others to take pride in maintaining and enhancing the visual appeal of their surroundings.

ATTACHMENT:

Saint John Incentives Program

RESOLUTION by...

Initials show support - Reviewed by:	Manager:	CAO:
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onestop@saintjohn.ca
saintjohn.ca/beautificationapplication



Excellent program. Everything was A-1. The program ended up helping to pay for the labour to beautify my small property and get my renovations done sooner.

Jim Murphy



VISIT US

The One Stop Development Shop is the City of Saint John's integrated Building Permits, Community Planning and Infrastructure Services area. Through the One Stop Shop, you can access all your development related approvals and permits required by the City of Saint John.



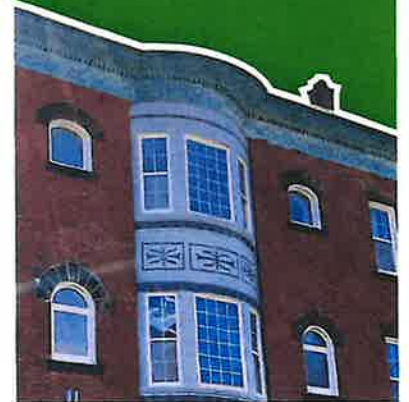
ONE STOP DEVELOPMENT SHOP
City of Saint John | 10th Floor, City Hall
P.O. Box 1971 | Saint John, NB E2L 4L1
506.658.2911

onestop@saintjohn.ca
saintjohn.ca/beautificationapplication

This document is intended to be used for information purposes only and is not intended to be legal advice nor to be used in place of the Beautification Grant Policy.



BEAUTIFICATION GRANT PROGRAM



PROGRAM OVERVIEW

The purpose of the Beautification Grant is to invest in the facades of homes and landscaping front yards, as an effort to help beautify streets and neighbourhoods in the Central Peninsula. The Beautification Grant Program pays 35% of the cost of eligible work, up to a maximum of \$4,000, or \$6,000 in the case of a corner lot. The grant is awarded through a competitive process that ensures the best quality projects receive funding.

PROGRAM CRITERIA

Only projects that can meet the following criteria will be considered for a grant:

- 1 The project is located within the Central Peninsula, but outside the Heritage District (see Policy).
- 2 The property taxes for the property are current;
- 3 All required information and documentation has been submitted with a completed application form;
- 4 Individual apartment-style condominium units will not be eligible for a grant;
- 5 Only work conducted on the first four storeys of the dwelling is eligible;
- 6 If required, a building permit must be issued and work must be completed prior to the payment of a grant.

ELIGIBLE WORK

The following work conducted to the front or flankage facades of a dwelling will be eligible for a grant*:

- 1 Exterior painting, including any entranceway, siding, trim, moldings, porches, decks or other features of the exterior of the main building;
- 2 Siding repair, or the replacement of siding with new siding material;
- 3 The cleaning and/or repointing of existing brick on the exterior of the main building;
- 4 The repair and/or replacement of architectural elements that are original to the design of the building, or are similar to the architectural style of the building;
- 5 The replacement or installation of any exterior windows or doors;
- 6 The replacement, renovation or installation of exterior front steps, handrails or walk ways;
- 7 The installation of any landscaping details including, but not limited to, sod, shrubs, trees and plant beds.

Please note: Work that has been started prior to the submission of an application will not be considered eligible.



**Under certain circumstances, exterior painting to a side yard façade may be considered.*



HOW TO APPLY

Applications may be obtained online and submitted to onestop@saintjohn.ca. Each application is reviewed and evaluated on a first-come, first-serve basis by a Committee that will assess projects according to six categories: siding, painting, entryways, architectural detailing, windows and landscaping. The top projects are awarded grants until all funds are exhausted. To make an application you will need to provide the following:

- A completed application form
- A description of the project
- A professional estimate of the cost of the proposed work
- Photographs of existing conditions

PAYMENT SCHEDULE

The payment of grants for approved projects will occur after final site inspection has been conducted and it has been determined by staff that the approved work has been completed. The applicant must submit all receipts to staff in order to verify expenses by November 30 of the year of application.

Schedule 3: City of Saint John Urban Beautification Grant Application

(aussi disponible en français)

Applicant Information

Name of Applicant _____

Mailing Address of Applicant (with Postal Code) _____

Personal Telephone Number _____ Work Telephone Number _____

Fax Number _____ E-mail _____

Name of Property Owner (if different from applicant) _____

Mailing Address (with Postal Code) _____

Property Information

Location _____
Civic # Street PID

NOTE: PROPERTIES LOCATED WITHIN HERITAGE CONSERVATION AREAS ARE INELIGIBLE.

If the applicant is **NOT** the owner, the Owner's signature or authorization (in writing) to submit this application is required.

In signing this application, I confirm that this project abides by all requirements set out in the Urban Beautification Policy.

Signature of Applicant _____ Signature of Owner _____

Date _____ Date _____

Description of the Urban Beautification Incentive Application

Clearly describe work you intend to do in each of the applicable categories below:

SIDING, PAINTING, ENTRYWAY, ARCHITECTURAL DETAILING, WINDOW REPLACEMENT, LANDSCAPING

Estimated Cost of Construction

Construction Cost Estimate	\$
----------------------------	----

Information Accompanying Application:

- Letter of Intent Cost Estimate
 Site Plan Building Elevations/Renderings
 Other _____



Schedule 3: City of Saint John Urban Beautification Grant Application

Project Schedule:

Estimated Project Start Date: _____

*An application must have been submitted prior to commencing any work

Estimated Project Completion Date: _____

*All work must be complete and receipts submitted by November 30th of the same year.


For Office Use Only

Reviewed By: _____ Date: _____

Project Number: _____ Eligibility Confirmed: Yes No

City Hall Building
1st Floor - 15 Market Square
Saint John, NB E2L 1E8
OneStop@saintjohn.ca
(506) 658-4455



			
Urban Beautification Policy		Policy Category: Policy	
Policy No.: 16-77.2		Implementation Procedure No.:	
Approved or Last Reviewed Date: June 2023		Next Review Date: April 2025	
Area(s) this policy applies to: Financial incentives supporting development in the Old North End		Owner Service: Growth and Community Services	
Related Policy(ies): Urban Development Incentives Policy			
Revision History December 2017 March 2019 June 2023			
Date Created: March 15, 2016	Senior Leadership Review Date:	Council Approval Date:	Contact: Commissioner of Growth and Community Services

Urban Beautification Program – Old North End Pilot

Overview

The purpose of the Urban Beautification Program Old North End Pilot is to provide incentives for people living in the Old North End to invest in the beautification of the façades of their homes and small businesses, or the landscaping of their front yards. Increased reinvestment in the facades and front yards of properties coordinated with community enhancement and enforcement will result in a more desirable streetscape. The Program prioritizes transformative projects which seek to restore original character elements or use high quality materials and well accepted design practice to revitalize facades. As part of the Old North End Pilot Program, incentives will remain available in the Central Peninsula for a transition period.

A. Qualifying Criteria:

- i. The project is located within the boundaries outlined in Schedule 1 or Schedule 2;
- ii. Individual apartment-style condominium units will not be eligible for a grant;
- iii. All work proposed as part of an Urban Beautification Program application must be conducted on the first four storeys of the dwelling;
- iv. Where required, all work must have an approved building permit in order to receive funding.

B. Eligible Work:

The following work will be eligible for a grant:

- i. The front or flankage façade of a building;
- ii. Exterior painting, including any entranceways, siding, trim, moldings, porches, decks or other features of the exterior of the main building;
- iii. Siding repair, or the replacement of any siding with new siding material;
- iv. The repointing of existing brick on the exterior of the main building;
- v. The repair and/or replacement of any architectural elements of the building that are original to the design of the building, or are similar to the architectural style of the building;
- vi. The replacement or installing of any exterior windows or doors;
- vii. The replacement, renovation or installation of exterior front steps, handrails or walkways;
- viii. The installation of any landscaping details including, but not limited to, sod, shrubs, trees and plant beds; and
- ix. Notwithstanding section B(i), exterior painting to a side yard façade of a property may be eligible where: (i) the adjacent lot is a vacant or surface parking lot and has a frontage of at least 11 metres, or, (ii) the side yard is occupied by surface parking with a width of least 11 metres.
- x. Any additional work not identified below as ineligible work, which incorporates decorative elements and contributes to the beautification of the property.

C. Ineligible Work:

The following work conducted to the subject property will not be eligible for a grant:

- i. The renovation of any interior spaces;

- ii. Work that has been started prior to the submission of an application;
- iii. The replacement or repair of the roof, with the exception of a roof that forms a significant part of the front wall of the building and has significantly deteriorated (e.g. damaged mansard roof);
- iv. Any work done to a driveway or any other parking area;
- v. Any work done to a property located within a Heritage Conservation Area;
- vi. Any work that consists of regular maintenance over restoration and does not have a transformative effect that meets with the Goals of the Program as deemed by the Application Evaluation Committee;
- vii. Any work done to an existing or proposed detached garage;
- viii. Any exterior improvements done to backyards, or areas not visible from the street front; and,
- ix. Projects receiving any funding through the Urban Development Incentives Program are not eligible.

D. Eligible Costs:

The following costs associated with the project will be eligible towards evaluation of grant:

- i. Official quotes from a contractor service
- ii. Receipts from a licensed business
 - a. Must include proper description of the item, costs, taxes, location of business, and date

E. Program Guidelines

i. Structure:

- a. An approved grant will provide 35% of the cost of the eligible work completed, including HST, to a
 - i. maximum of \$4,000;
 - ii. Where a grant application is for both a front and flankage building façade, an approved grant will provide 35% of the cost of eligible work completed, including HST, to a maximum of \$6,000.
- b. Beautification Grants will be awarded to the applicants with the highest scores, as determined by the Application Evaluation Committee, until the funds have been exhausted.
 - i. Where a grant application is deducted points by the Application Evaluation Committee, the overall value of the grant shall be reduced from 35% of the cost of eligible work according to the following formula:
 - ii. *Reduced Grant* =
$$\text{Cost of Eligible Work} * 35\% * \left(1 - \frac{\text{Total Points Deducted}}{\text{Total Points Awarded}}\right)$$
 - iii. Any work undertaken on the exterior of the building or property within the same year will be included as part of the application for the purposes of determining the project score.
- c. Any application that receives a score of zero or lower will not be eligible for a
 - i. Beautification Grant.

ii. Distribution of Funds:

- a. The distribution of funds for an approved project will occur after a final site inspection has been conducted and it has been determined by staff that the approved work has been completed.
- b. No project will receive more than the 35% of the submitted proposal.
- c. The applicant must submit all accompanying receipts necessary to provide

proof of eligible expenses prior to November 30th.

- d. Where an applicant performs the required work for a Beautification Grant themselves, only the material costs will be eligible for reimbursement.
- e. Where work is performed by a company owned by the applicant, the City of Saint John may request formal documentation outlining both detailed material and labour costs for the project.

iii. Undertaking painting and/or landscaping without a contractor/professional

- a. Notwithstanding subsection D(ii)(d), an applicant may be reimbursed for undertaking painting or landscaping work themselves, as described in subsections B(ii) and B(viii).
- b. The total reimbursement of material costs shall result in an adjustment to the reimbursement of total material costs from 35% up to 100%, but no more than the maximum grant amount (\$4000 for interior lot, \$6000 for corner lot).
- c. Receipts submitted for reimbursement must adhere to subsection D.

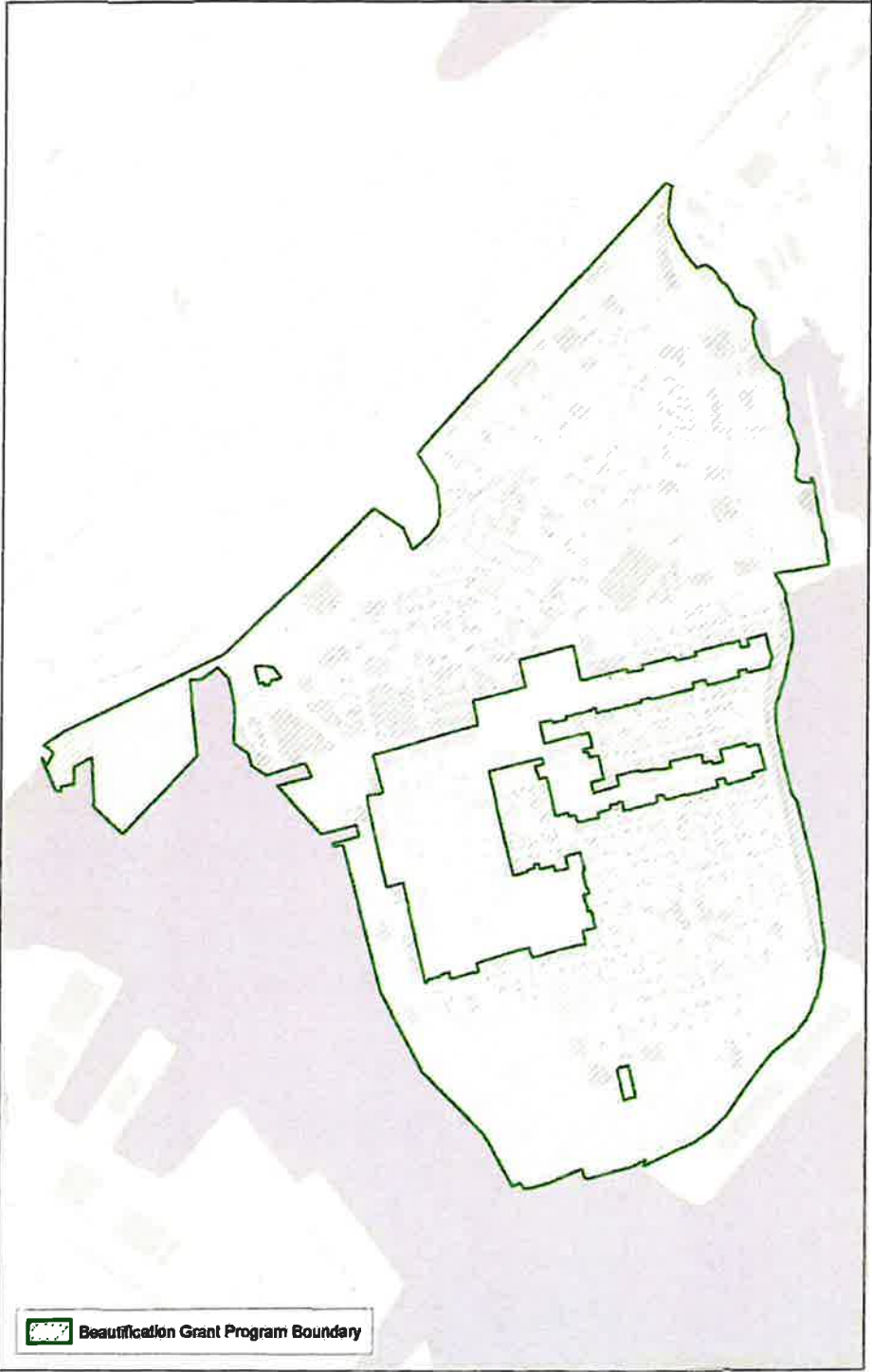
a. Schedule:

- i. The effective date of the program is January 30, 2023.
- ii. The Application Evaluation Committee will meet three times during a year, if required, for the purpose of reviewing and approving applications.
- iii. The Application Evaluation Committee shall determine meeting dates, application deadlines, and any other necessary deadlines for the Program, subject to the approval of the Commissioner of Growth and Community Planning.
- iv. Conditionally approved grants shall be incomplete and the applicant will not be eligible for any funding if work has not commenced within one month of the approval date.
- e. All work approved by the Committee for a Beautification Grant must be completed by November 30 in the same year as the application. If the proposed work approved by the Committee for a Beautification Grant is not completed by November 30, the project will be deemed incomplete, and the applicant will not be eligible to receive any funding.

b. Application Evaluation Committee:

- i. The role of the Application Evaluation Committee is to provide a technical evaluation of applications in the context of the Beautification Grant Score Card (Schedule 3).
- ii. The Application Evaluation Committee will consist of five technical staff members from one or more of the following City of Saint John Departments: Growth and Community Services, Finance and Administrative Services, and Communications.
- iii. The members of the Application Evaluation Committee will be determined by the Commissioner of Growth and Community Services.
- iv. The members of the Application Evaluation Committee may step down from their role on the Committee, or be replaced, subject to the approval of the Commissioner of Growth and Community Services.

**Schedule 1 Beautification Grant Program Boundaries -
Central Peninsula**



**Schedule 2 Beautification Grant Program Boundaries -
Old North End**



Schedule 3 Beautification Grant Score Card				
High	Moderate	Low	None	Negative
Siding				
6 Points Repairs or replaces 25% or more of a deteriorated façade. Replaces asbestos siding. Appropriate materials include: Fiber Cement; Masonry Work; Wood Siding; Shingle Siding; Vinyl Siding (if existing).	4 Points Repairs or replaces 25% or more of the façade. Appropriate materials include: Fiber Cement; Masonry Work; Wood Siding; Shingle Siding.	2 Points Minor repair on 25% or less of the façade.	0 Points Not within scope of project.	Minus 14 Points Proposes to use vinyl siding unless installed in a location where there is existing vinyl siding that is deteriorated; proposes to cover exposed brick; undertakes work which creates an irregular pattern of cladding which is inconsistent with that of intact, traditional buildings along the same street.
Painting				
5 Points Painting greater than 25% of an eligible façade that was previously peeling or faded AND with accentuation of architectural details.	4 Points Painting greater than 25% of an eligible façade that was previously peeling or faded. OR Painting greater than 25% of an eligible façade, with accentuation of architectural details.	2 Points Painting of greater than 25% of an eligible façade that was not previously peeling or faded.	0 Points Not within scope of project.	Minus 5 Points Painting and thereby maintaining an irregular pattern of cladding and/or painting without removing loose and deteriorated paint from wood components using infra-red heat guns or hand scrapers and applying adequate primer prior new paint.
Entryways				
3 Points Restoring entryway using high quality materials. Restoration must include two of the following: restores original entryway; installs contextually appropriate door; installs contextually appropriate steps (including painted handrails); adds vestibule, covered porch or canopy with an appropriate design that matches the building style.	2 Point Installs only one of the previous items in an entryway that was previously boarded up.	1 Point Installs only one of the previous items.	0 Points Not within scope of project.	Minus 3 Points Installs non-residential door on a residential building.
Architectural Details				
3 Points Restores original architectural detailing to façade.	1 Point Installation or improvements to compatible architectural detail such as window trim, lintels, cornices, brackets and other similar features.	Not applicable.	0 Points Not within scope of project.	Minus 3 Points Removal of architecturally significant original detailing without replacement using high quality materials.
Windows				
5 Points Proposes to replace broken windows while maintaining or restoring fenestration pattern using high quality materials such as wood, fiberglass or aluminium clad wood windows.	3 Points Maintains or restores fenestration pattern using high quality materials such as wood, fiberglass or aluminium clad wood windows. OR Proposes to replace broken windows while maintaining or restoring fenestration pattern.	1 Point Use of contextually appropriate vinyl while maintaining fenestration, proportion, and style.	0 Points Not within scope of project.	Minus 10 Points Replace with white vinyl windows and/or storm windows, unless replacing broken or boarded up windows; The removal of windows and disruption of traditional fenestration patterns; The replacement do not maintain fenestration, proportion, and style.
Landscaping				
3 Points Removal of unsightly debris. Derelict vehicle removal. AND Shrubs; trees; perennial gardens; new grass; box planters.	2 Points Clean up and removal of unsightly debris. Derelict vehicle removal. OR Shrubs; trees; perennial gardens; new grass; box planters on vacant lot.	1 Point Shrubs; trees; perennial gardens; new grass; box planters.	0 Points Not within scope of project.	Minus 2 Points Removal of landscaping.
Total score is out of 25				