

# The City of Canby Welcomes You!

City of Canby  
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Canby MN, 56220  
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## **Welcome!**

**We are so glad that you chose to make Canby your home. We are a small town with big city amenities. We have everything you need from shopping, food, entertainment, such as the movie theater, parks, and the pool, to an amazing school district and hospital.**

**We would like to offer you some information to help you settle into town. If you have any questions, you can always call or stop at City Hall and we would be happy to assist you!**

## **City Hall Hours and Website**

Monday-Friday: 8am-5pm  
**Summer Hours:** 7:30am-5pm Monday-Thursday; 8am-12pm Friday

<http://canbymn.gov>

## **Mayor and Council:**

The City of Canby operates under a Home Rule Charter. The governing body consists of a Mayor and four Council members who are elected at large.

Regular Council meetings are held on the first and third Wednesday of each month beginning at 6:00 p.m.

Meetings of the City Council convene in the City Council Chambers at City Hall. City Hall is located at 110 Oscar Avenue North.

You can find a current list of Council members on the City's website.

## **Election Information:**

Both the Mayor and Council are elected for a 4-year term. Elections are held the first Tuesday after the first Monday in November on even-numbered years. Voting takes place at the Canby City Hall. To be eligible to vote you must be a US citizen, be at least 18 years of age on Election Day, be a MN resident for at least 20 days, and to have finished all parts of a felony sentence.

You are able to register online at the MN Secretary of State's webpage. There is also same day registration at the poles.

## **Utilities**

The City of Canby provides and bills customers monthly for water, sewer, storm sewer, and garbage. When you move to town or out of town, call or visit the City Office to sign up for or discontinue service. If the water is off at your home, there is a \$25.00 reconnect fee to turn the water on. Bills go out around the 5<sup>th</sup> of the month. They are due on the 20<sup>th</sup>; unless the 20<sup>th</sup> falls on a weekend or holiday. If that is the case, they are due the next Monday. Late fees are 10% of your bill if not paid on time. Bills can be dropped off in the office during business hours, placed in the after-hours drop box (black box by the library book return, paid online through PSN, or directly taken out of your account (please see office for details.)

If you are late with your payment, you will be notified by a letter that your payment was not received and that you have until a specified date to pay. If it is not paid your water will be shut off. If your water is disconnected for non-payment, the water will not be turned on until the past due amount along with a \$50.00 total reconnect and disconnect fee is paid.

Garbage is picked up every Monday by Olson Sanitation. Recycling is picked up every other Friday. Please see the recycling schedule on our website. Put garbage and recycling on the curb early in the morning.

## **Zoning Applications:**

The City of Canby requires zoning permits for new construction, home additions, garages, or signs. The application is available at City Hall or on our website under City Documents and then Online Forms.

## **Ordinance Reminders**

**Animal Waste Clean-up:** The City of Canby would like to remind its citizens to be mindful when taking your pets out for walks. City ordinance 294.1 mandates that all feces must be disposed of in a sanitary manner whether it is on your own property, someone else's property, or public property. Leaving animal waste is a public nuisance, a health hazard, and degrades the beauty of our city. Owner failure to pick up after their animals is a misdemeanor offense and punishable by a fine of up to \$900. The City of Canby thanks its animal owning citizens for picking up their animal's waste and keeping the city clean.

**Recreational Vehicles on Public Streets:** The City of Canby would like to remind its citizens to be aware of the recreational vehicle restrictions on public streets. City ordinance 309 states recreational vehicles are not allowed on public streets for longer than 72 hours to load/unload or perform maintenance on the vehicle. Permits are available for longer than 72 hours, but no longer than 1 week, if a citizen needs additional time. The City thanks its citizens for helping keep our city streets clear.

**Grass and Weeds:** City ordinance 109.3 maintains that citizens of all property in city limits must keep grass and weeds cut lower than 6 inches in height. Furthermore, no weeds which throw off any unpleasant or noxious odor are allowed to remain on the property. Grass clippings should not be thrown in to the streets. The City thanks its citizens for keeping our city looking beautiful.

**Recreational Campfires:** Campfires are a natural part of the summer experience and the City wishes everyone to stay safe while enjoying them. City ordinance 133 prohibits the burning of garbage, rubbish, leaves, or other such materials. Leaves and other plant material should be brought to the City's compost site. Furthermore, recreational campfires are to be in a small in-ground protected setting or in an above-ground, enclosed container. Campfires are to be kept in control and in a manner as so not to endanger any person or property.

## **Parking During Snow Plowing Operations:**

Ordinance 309 regulates parking during snow plowing operations. Vehicles need to be off the streets when City crews are plowing. City crews will generally plow snow when there has been 3 inches of snow or more. How do you know when to have vehicles off? If

snow falls before 10:00 A.M. and crews have not plowed then your vehicle needs to be off by 10:00 A.M. If snow falls before 10:00 P.M. and crews have not plowed then your vehicle needs to be off by 10:00 P.M. Violation of this ordinance starts with a \$50 fine.

### **Sidewalk Snow Removal:**

Ordinance 109.3 regulates clearing of sidewalks after snow falls. Sidewalks must be cleared of all snow within 24 hours after snow falls. Violation of this ordinance starts with a \$50 fine.

### **Snowmobile Usage and Operation:**

Ordinance 150.3 regulates the use of snowmobiles within City limits. If you plan on operating a snowmobile within City limits we encourage all users to come in and receive a copy of the snowmobile ordinance to ensure proper and lawful operation. Violation of this ordinance starts with a \$50 fine.

**City ordinances are available at City Hall if you have questions or would like to read them.**

### **Gopher State One-Call:**

Before you dig make sure you are not digging near buried gas, electrical, phone, or water lines by calling: **1-800-252-1166 or 811 for Non-Emergencies, and 866-640-3637 for Emergency calls.** There is not a charge to residents for this service. This needs to be done 2 days in advance of digging.

### **Utility Providers in Canby:**

- Otter Tail Power Company (electricity provider): 800-257-4044
- Minnesota Energy (natural gas provider): 800-889-9508
- Frontier Communications (internet provider): 800-921-8101
- Midco (internet provider): 800-888-1300