



**Town of Fort Macleod  
Council Meeting Agenda  
Monday, February 13, 2023  
GR Davis Administration Building  
Council Chambers  
7:00 pm**

*Section 197 of the MGA states that councils and council committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy (FOIPP) Act (Sections 16 to 29).*

**Mayor Brent Feyter, Deputy Mayor Gord Wolstenholme**

*This agenda has not been approved by Council and is subject to change.*

**A. CALL TO ORDER**

**B. MOMENT OF REFLECTION**

**C. APPROVAL OF AGENDAS**

1. Consent Agenda
2. Regular Meeting Agenda

**D. FOR THE GOOD OF COUNCIL**

**E. DELEGATIONS**

1. Fort Macleod RCMP Detachment – *Cpl. Paul Bedard*

**F. PUBLIC HEARINGS**

1. Bylaw 1961: Macleod Landing ASP (*continuance*) – *Gavin Scott, ORRSC*
2. Bylaw 1965: LUB Rezone CG to DC (*continuance*) – *Gavin Scott, ORRSC*
3. Bylaw 1962: Residential Multi-Unit Tax Incentive – *CAO Anthony Burdett*

**G. CONSIDERATION OF DELEGATIONS and PUBLIC HEARINGS**

1. Bylaw 1961: Macleod Landing ASP (*2<sup>nd</sup> & 3<sup>rd</sup> reading*) – *Gavin Scott, ORRSC*
2. Bylaw 1965: LUB Rezone CG to DC (*2<sup>nd</sup> & 3<sup>rd</sup> reading*) – *Gavin Scott, ORRSC*
3. Bylaw 1962: Residential Multi-Unit Tax Incentive (*2<sup>nd</sup> & 3<sup>rd</sup> reading*) – *CAO Anthony Burdett*

**H. UNFINISHED BUSINESS**

**I. NEW BUSINESS**

1. Bylaw 1970: LUB Rezone R to R-MU 9 Lots (*1<sup>st</sup> reading*) – *Gavin Scott, ORRSC*
2. Bylaw 1971: LUB Rezone R to R-MU 5 Lots (*1<sup>st</sup> reading*) – *Gavin Scott, ORRSC*
3. Bylaw 1972: LUB Rezone CG to R-MU Browns Store (*1<sup>st</sup> reading*) – *Gavin Scott, ORRSC*
4. Bylaw 1969: Road Closure Perkins Street (*1<sup>st</sup> reading only*) – *Adrian Pedro, Director of Operations*
5. MD of Willow Creek Request for Comment: Bylaw 1942 – *Adrian Pedro, Director of Operations*
6. MD of Willow Creek Request for Comment: Bylaw 1943 – *Adrian Pedro, Director of Operations*
7. Capital Budget Adjustments – *Adrian Pedro, Director of Operations*
8. Attendance at CPAA Conference – *Councillor Wolstenholme*

**J. IN CAMERA**

1. Personnel

**K. ADJOURNMENT**

**Town of Fort Macleod**  
**CONSENT AGENDA**  
**Monday, February 13, 2023**

**A. COUNCIL MEETING MINUTES**

1. Council Meeting Minutes – January 23, 2023
2. Finance & Infrastructure Committee of the Whole Minutes – February 1, 2023

**B. CORRESPONDENCE AND INFORMATION ITEMS**

1. National Police Federation Update
2. Government of Alberta Digital Strategy
3. Letter of Appreciation: Werner Dressler
4. Letter of Support: Camrose Casino Appeal

**C. FINANCIALS**

1. Cheque Listing – February 8, 2023

**D. ADMINISTRATIVE REPORTS**

*(Quarterly - January, April, July, October)*

**E. COMMITTEE REPORTS**

*(First meeting of the month)*

1. ORRSC – Councillor Wolstenholme
2. Willow Creek Foundation – Councillor Wolstenholme & Monteith



**Town of Fort Macleod  
Council Meeting Minutes  
Monday, January 23<sup>rd</sup>, 2023  
GR Davis Administration Building  
Council Chambers  
7:00 pm**

**Council Present:** Mayor Brent Feyter, Councillors Jim Monteith, Christina Fox, Gord Wolstenholme, Mackenzie Hengerer, Marco Van Huigenbos, and Aaron Poytress.

**Administration:** CAO Anthony Burdett, Director of Finance Kris Holbeck, Director of Community & Protective Services Liisa Gillingham, Fire Chief Allen Zoeteman, and Executive Assistant Meranda Day Chief.

**A. CALL TO ORDER**

**Mayor Brent Feyter called the meeting to order at 7:00 pm.**

**B. MOMENT OF REFLECTION**

**C. APPROVAL OF THE AGENDA**

1. Consent Agenda

**R.021.2023** Moved by Councillor Poytress that Council approves the consent agenda as presented.

**CARRIED**

2. Regular Meeting Agenda

**R.022.2023** Moved by Councillor Monteith that Council approves the regular meeting agenda with additions.

Additions: **J. IN CAMERA**

2. Land Sale – FOIP Section 16

3. Land Sale – FOIP Section 16

**CARRIED**

**D. FOR THE GOOD OF COUNCIL**

**E. DELEGATIONS**

**F. PUBLIC HEARINGS**

**G. CONSIDERATIONS OF DELEGATIONS and PUBLIC HEARINGS**

**H. UNFINISHED BUSINESS**

**I. NEW BUSINESS**

1. Bylaw 1962: Residential Multi-Unit Tax Incentive – *Anthony Burdett, CAO*

**R.023.2023** Moved by Councillor Fox that Bylaw 1962, being a bylaw of the Town of Fort Macleod in the Province of Alberta, for the purpose of establishing a Residential Multi-Unit Tax Incentive, be given first reading; and further scheduling a Public Hearing for February 13<sup>th</sup>, 2023 at 7:00 pm.

**CARRIED**

2. 2022 Audit: Control Documentation – *Kris Holbeck, Director of Finance*

**R.024.2023** Moved by Councillor Monteith that Council approves the Control Documentation for the 2022 audit as presented.

**CARRIED**

3. Draft Letter to Minister Copping: EMS & Rural Ambulance Response Times – *Liisa Gillingham, Director of Community & Protective Services & Allen Zoeteman, Fire Chief*

**R.025.2023** Moved by Councillor Van Huigenbos that Council approves the Volunteer Fire Departments and Rural Ambulance Response for Mayor Feyter to sign and send to Minister Copping as presented.

**CARRIED**

4. Transporting Patients During AHS EMS Delayed Response Times – *Liisa Gillingham, Director of Community & Protective Services & Allen Zoeteman, Fire Chief*

**R.026.2023** Moved by Councillor Fox that Council authorizes those fire departments identified in the Intermunicipal Emergency Services Agreement to transport critical patients in accordance with the criteria and process outlined in Operations Policy OP14 for transporting patients during prolonged response times.

**CARRIED**

5. a. 2023 Membership Review – *Anthony Burdett, CAO*

b. Oldman Watershed Council: 2023 Donation Request – *Anthony Burdett, CAO*

**R.027.2023** Moved by Councillor Wolstenholme that Council approves the following budgeted governance memberships for the 2023 year.

Fort Macleod Chamber of Commerce  
Alberta Association of Police Governance  
Oldman Watershed Council  
Alberta Municipalities  
Highway 3 Twinning Development Association  
Federation of Canadian Municipalities  
Alberta Southwest Regional Alliance

**CARRIED**

**R.028.2022** Moved by Councillor Poytress that Council move in camera to discuss a Land Sale item at 7:41 pm.

**CARRIED**

#### **J. IN CAMERA**

1. Land Sale – FOIP Section 16
2. Land Sale – FOIP Section 16
3. Land Sale – FOIP Section 16

**R.029.2023** Moved by Councillor Fox that Council moves out of in camera at 8:16 pm.

**CARRIED**

**K. ADJOURNMENT**

**Mayor Feyter adjourned the meeting at 8:16 pm.**

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*Mayor Brent Feyter*

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*CAO Anthony Burdett*

DRAFT

**Town of Fort Macleod  
Committee of the Whole Meeting  
Finance & Infrastructure  
GR Davis Administration Building  
Conference Room  
Wednesday February 1<sup>st</sup>, 2023  
12:00 pm**

**Council Present:** Mayor Brent Feyter, Councillors Jim Monteith, Christina Fox, Aaron Poytress, Gord Wolstenholme, and Marco Van Huigenbos.

**Regrets:** Councillor Mackenzie Hengerer.

**Administration:** CAO Anthony Burdett, Director of Operations Adrian Pedro, and Executive Assistant Meranda Day Chief.

**A. CALL TO ORDER**

**Mayor Brent Feyter called the meeting to order at 12:07 pm.**

**B. APPROVAL OF AGENDA**

**R.030.2023** Moved by Councillor Monteith that Council approves the meeting agenda as presented.

**CARRIED**

**C. NEW BUSINESS**

1. Macleod Landing: Updated Map – *Director of Operations, Adrian Pedro*

**Councillor Van Huigenbos entered the meeting at 12:10 pm.**

**D. ADJOURNMENT**

**Mayor Feyter adjourned the meeting at 1:01 pm.**

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*Mayor Brent Feyter*

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*CAO Anthony Burdett*

**From:** Maryanne King <[mking@npf-fpn.com](mailto:mking@npf-fpn.com)>  
**Sent:** January 13, 2023 9:17 AM  
**To:** Brent Feyter <[brent.feyter@fortmacleod.com](mailto:brent.feyter@fortmacleod.com)>  
**Cc:** admin <[admin@fortmacleod.com](mailto:admin@fortmacleod.com)>  
**Subject:** The NPF's Recommendations for a Safer Alberta - Budget 2023

Good morning Mayor Feyter,

We hope you are well, and that the Town of Fort Macleod is looking ahead to a prosperous 2023.

We continue to push back against the government's unnecessary, expensive, proposed provincial police service transition that is both unpopular and unfounded.

I'm connecting to share the National Police Federation's 2023 provincial pre-budget submission that was sent to the Government of Alberta earlier this month with you. Instead of spending the proposed \$371 million for one-time transition costs, we have made specific investment recommendations of the same amount to the Government of Alberta. Our recommendations direct this funding into concrete steps that the government can take toward improving public safety across the province today and into the immediate future.

Some highlights of our submission's recommendations include:

- \$164M to increase Regular Member strength by 633 additional positions, plus 250 administrative support staff;
- \$38M invested in proactive initiatives to reduce rural crime across the province, with an additional \$100M invested into areas across the public safety continuum to support rural and remote community access to services; and,
- \$4M in grant funding to municipalities in support of the implementation of Police Advisory Committees.

A release on our recommendations is [available for your reference](#), and a copy of our submission can be [accessed on our website for your consideration](#).

As we move toward a pivotal time for Alberta, we are asking the Government to listen to Albertans and invest in the critical services and programs they care about most.

If you have any questions or comments, please don't hesitate to connect.

Kind regards,

**Maryanne King**  
Policy Advisor | Conseiller Politique  
**National Police Federation | Fédération de la Police Nationale**  
(587) 672-0695  
[npf-fpn.com](http://npf-fpn.com)



**NATIONAL  
POLICE  
FEDERATION**

**FÉDÉ  
DE LA  
NATIC**



NPF coffee table book  
now available to pre-order!

***Why We Serve : Stories of  
Today's RCMP Members  
– Celebrating 150 Years***



Livre de prestige de la FPN maintenant  
disponible en précommande !

***Pourquoi nous servons :  
Histoires des membres de la GRC  
d'aujourd'hui – Célébrons 150 ans***

The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP Members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des Membres de la GRC.

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January 20, 2023

AR 300

Dear Chief Administrative Officer:

The world is becoming increasingly digital and it is critical that Alberta is keeping pace with technology and expectations of communities and Albertans. The Government of Alberta has been exploring how we can deliver world-class digital services to Albertans, modernize our processes and deliver better, faster and smarter services.

The Ministry of Technology and Innovation (TI) is leading efforts to make technology and innovation the driving force behind Alberta's economic diversification and growth. We are invested in digital transformation as a way to improve digital government services and to ensure all services are accessible and inclusive.

Over the past several months, our Ministry has been developing a Digital Strategy, which will help the government modernize digital service delivery and improve user experiences by better integrating technologies into the delivery of government services. The proposed strategy will help the government:

- Respond to the greater reliance on digital government services among Albertans;
- Help deliver high quality digital services;
- Recognize how the Internet has changed the lives of Albertans; and
- Accelerate the growth of the new digital economy in Alberta.

The Government of Alberta cannot do our digital transformation work alone, and our number one priority is to serve Albertans and improve their quality of life. As we move forward with advancing our Digital Strategy we want to work with municipalities. We recognize and greatly appreciate the contributions of municipalities across the province in strengthening our economic and social prosperity. We are interested in learning about how residents within your municipalities engage with government services in a virtual manner and in hearing your feedback on our upcoming Digital Strategy. We are all in the service of our citizens and/or residents and we want to ensure they have a positive user experience when they interact with us.

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Strategy development will be an ongoing process as we connect with partners across the province with a focus on improving the user experience. We intend to specifically engage municipalities over the coming months as we work towards implementing the strategy in a meaningful way. Technology and Innovation will be reaching out in the near future to seek your interest in engaging.

Should you have any questions or feedback on the proposed Digital Strategy or future opportunities to engage with your municipality, please contact Michael Crerar, Executive Director, Partnerships ([michael.crerar@gov.ab.ca](mailto:michael.crerar@gov.ab.ca)).

Please find the draft Digital Strategy Executive Summary attached. Please note that this is a confidential document, and we kindly request that you not share it externally.

We believe that Alberta's challenges are best solved together, and I look forward to working with you in the future.

Sincerely,

A handwritten signature in black ink, appearing to be 'David James', with a long horizontal flourish extending to the right.

David James  
Deputy Minister

Attachment – Executive Summary – Government of Alberta Digital Strategy



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## Executive Summary – Government of Alberta Digital Strategy

In 2020, Albertans quickly adapted and found new ways to excel while working, accessing government services, and connecting with loved ones virtually during the COVID-19 pandemic. The usage of digital government services through [www.alberta.ca](http://www.alberta.ca) increased by more than 300 percent, and mobile access increased by 500 percent.

As the province emerges from the pandemic, the expectations of Albertans have shifted and there is a greater reliance on accessing on-demand virtual government services. Through the Government of Alberta Digital Strategy, we have an opportunity to modernize digital service delivery and improve user experience by better integrating technologies into the delivery of government services.

The new delivery model outlined in the Strategy provides government with better access to technological expertise, develops clearer standards, lowers delivery risk, and reduces opportunity costs. It will also enable highly skilled teams to provide services in a fast and more cost-efficient manner. The Strategy will result in the government being able to do more for less cost, will allow government to be more responsive and adaptive to changes, and will ensure digital services meet the expectations of users and achieve positive outcomes.

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### The Digital Strategy

The Government of Alberta Digital Strategy will:

- Respond to the greater reliance on digital government services among Albertans;
- Help the Government of Alberta deliver high quality digital services;
- Recognize how the Internet has changed the lives of Albertans;
- Modernize government service delivery; and
- Accelerate the growth of the new digital economy in Alberta.

The Government of Alberta Digital Strategy will achieve these goals through the following activities:

- Integrate technologies into all areas of service delivery;
- Eliminate the administrative burden among Albertans while they interact with government;
- Create the processes and implement the technologies required to provide high-quality services to meet the needs of Albertans; and
- Develop productive data and technology infrastructure.

The Strategy will be led by the Ministry of Technology and Innovation in close collaboration with all provincial Ministries, supported by the Deputy Minister's Data and Digital Committee, a new Digital Investment Board, and newly developed product teams of government employees. The Government of Alberta Digital Strategy is a living document and will cover a three-year time period. Quarterly updates will be provided on progress and changes to the Strategy will be made with input from Albertans.

Digital services will be built using standard platforms such as cloud hosting, software development, and testing services that accelerate development and deployment of technologies through automation. During the implementation phase, digital services will replace current technologies and outdated storage infrastructure to improve user experience, efficiency, and cost effectiveness. This will result in digital services that improve the quality of life of Albertans who seek access and support from the government.

A new ecosystem of common data services will be developed through this strategy. Live structured datasets, for example, will be created to enable teams to easily build services and liberate data from closed legacy systems. Common data services will help the government meet the needs of Albertans by providing accurate, authoritative sources of data while also protecting user privacy.

Strategy implementation will require new roles, skills, and agile, citizen-focused approaches to service design and delivery. Hands-on designers, developers, and technology experts will be an integral part of our future workforce and the Strategy will aim to make the Government of Alberta an appealing employer for those with these specialized skills. The Strategy sets out 14 criterions to help in-house and vendor teams design and deliver efficient services for Albertans, such as:

- Understanding users and their needs before developing a solution;
- Structuring budgets and contracts to support agile service delivery; and
- Effectively measuring performance.

## Our Vision

Our vision is to help Alberta become a leader in delivering world-class digital services and opportunities for all Albertans. The Government of Alberta will achieve this vision by completing the three missions described below:



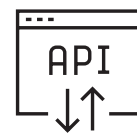
### Mission 1: User-centred services

- We will redesign Government of Alberta services to meet the needs of all Albertans with fast, seamless access to services when needed.
- We will redesign and improve the highest-impact services.
- We will mandate that all services meet a new Government of Alberta Digital Service Standard.
- We will provide a seamless user experience for all services through alberta.ca.
- We will more smartly invest in digital technology.



### Mission 2: Digitally capable public service

- We will develop and implement the processes and technologies needed for the Government of Alberta to become a leader in digital service delivery and create more opportunities for innovation.
- We will invest in internal teams to design, develop, operate, and continuously improve citizen-centred digital services.
- We will develop a digital leadership team at senior levels of government.
- We will create a workplace where digital, data, and technology professionals are supported.
- We will adopt and scale Internet-era ways of working in government.
- We will reshape how the government purchases digital products and services.



### Mission 3: Flexible modern foundations

- We will create a new generation of shared components, APIs, and data services.
- We will fully utilize the cloud and other commodity services.
- We will adopt open standards and favour the use of open-source technologies.
- We will commit to replacing legacy technology systems that constrain our public services.
- We will work towards continuous improvement of digital services.

# A New Standard That Government Services Must Meet

Today, our services are inconsistent and often do not meet users' expectations. Standards and the guidance supporting them are among the most powerful ways to address this by changing the incentives acting on public servants at scale.

We have adapted the GoA Digital Service Standard from tried and tested standards in other jurisdictions, including Ontario, the UK, and Australia. It sets out 14 criteria to help in-house and vendor teams design, deliver, and operate simpler, faster, smarter services for Albertans



## Understand users and their needs before the solution.

Develop a deep and ongoing understanding of who the service users are, how they behave, and what that means for the design and evolution of the service.



## Establish and empower the right team.

Put in place a multidisciplinary team that can create, operate, and continuously improve the service in a sustainable way. A suitably skilled product owner, who is empowered to make decisions, should lead the team.



## Iterate and improve frequently.

Start small and scale the service rapidly using agile ways of working. Design with users and continuously improve services based on their feedback.



## Operate a reliable service.

Sustainably resource the service so it can operate, improve, and adapt to changing user needs with minimum disruption for users.



## Structure budgets and contracts to support agile delivery.

When buying products, services, or solutions, apply modular contracting principles to mitigate risk, avoid vendor lock-in, and encourage the delivery of working software to users at pace.



## Create a secure, ethical service that protects user privacy.

Identify the data the service will use, store, or create. Apply privacy by design principles and appropriate legal and security measures to protect users as they use the service and afterwards. Ensure ethical data usage throughout the service.



## Make the service simple to use.

Ensure that users can do what they need to do as simply as possible and succeed the first time with minimal help.



## Make the service accessible and inclusive.

Design the service for inclusion so that all who need it can use it. A diverse, inclusive delivery team improves the chance of success.



## Design and test the service from end to end.

Design a seamless, resilient, omnichannel experience that meets user needs. Test end-to-end, early and often, with users to validate this.



## Choose the right tools and technology.

Choose technology that is scalable, interoperable, secure, accessible, and open, showing a bias to small pieces of technology, loosely joined.



## Work in the open.

Make new source code and non-sensitive data open and reusable. Expose the service via an API that can be used within and (where possible) beyond the government. Share research, learning, and progress openly throughout the service's design, build, and operation.



## Use and contribute to open standards, common components and patterns.

Build on open standards, common components, and patterns from inside and outside the GoA. Identify and share any patterns and components that are developed so that others can use them.



## Measure performance.

Measure how well all parts of the service work for users, including how people interact with it in real time and publish performance data.



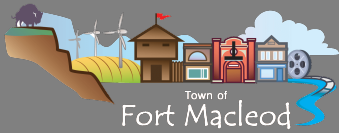
## Make data useable.

Ensure data will map into other services, and follows standards for data governance, metadata management, and quality assurance. Also, ensure that data will support a more precise understanding of service performance.

## Final Thoughts

The implementation of the Strategy will impact all services provided by the Government of Alberta to citizens, businesses, professionals, and internal government services. Small teams inside and outside government will have the resources needed to create and iterate services at a pace necessary to meet the needs of all Albertans and make the Government of Alberta a leader in digital public service delivery.

Flexible and modern technologies will support public service delivery, replacing old technology and ensuring that services meet the new Government of Alberta Digital Service Standard. These changes will serve to attract small, medium, and large enterprises, students, and new graduates to work with and innovate around government, stimulating design and technology jobs. This agile approach will also translate to other areas of government, with policy teams being able to test new ideas in a much shorter timeframe and receive feedback from real users. Technology funding will also be aligned with the new Government of Alberta Digital Service Standard so digital government services will meet the needs of Albertans with less financial investment required from government. Finally, all Albertans including citizens, businesses, professionals, and public servants will enjoy more simple and efficient digital services. These commitments will be delivered alongside the actions outlined in the Alberta Broadband Strategy and will align with the upcoming Government of Alberta Data Strategy.



## Agenda Item Submission Form

**Date**

1/24/2023

**Meeting Type \***

Regular Council Meeting

**Meeting Date \***

02/13/2023

**Agenda Section \***

Consent Agenda

**Department \***

Council

**Consent Agenda Category \***

Correspondence and Information Items

**Director Name \***

Anthony Burdett

**Director Email**

a.burdett@fortmacleod.com

### Submitter Information

**Submitter Name**

Meranda Day Chief

**Email**

execassist@fortmacleod.com

**Submission Title Name \***

Government of Alberta Digital Strategy

**Recommendation \***

That Council accept as information within the consent agenda.

**Rationale****Background****Financial Implications****Council Strategic Plan**

How is this submission supporting Council's Strategic Plan, Vision and Mission?

- This submission is making Fort Macleod more VIBRANT.
- This submission is helping GROWTH in Fort Macleod.
- This submission is building COMMUNITY in Fort Macleod.
- This submission is improving SERVICE in Fort Macleod.

Vision: A vibrant, growing community, full of opportunity. Mission: To provide high-quality service in an efficient and responsible manner.

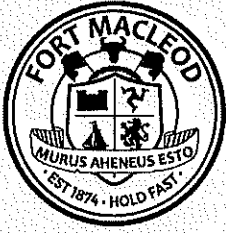
**Attachments**

DMLetter\_DS\_Municipalities.pdf

101.5KB

Executive Summary\_GoA\_DigitalStrategy.pdf

111.68KB



# Town of Fort Macleod

BOX 1420, FORT MACLEOD, ALBERTA, CANADA TEL: (403)553-4425 FAX (403)553-2426 WWW.FORTMACLEOD.COM

## Letter of Appreciation and Gratitude

**Werner Dressler, CD - Retirement 25 years Canadian Armed Forces**

The Town of Fort Macleod is very honoured to be able to express our gratitude to Lieutenant Werner Dressler, CD for dutifully and faithfully serving our country in the Canadian Armed Forces for 25 years.

On behalf of myself, fellow Council members and our community we express the utmost respect and esteem for our former Town Councillor Mr. Dressler in his dedication and commitment to the Canadian Armed Forces.

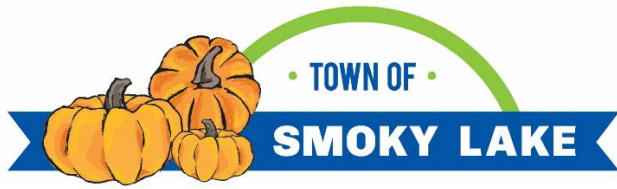
The willingness to enroll and maintain status in this capacity speaks to the kind of man Werner is and we are proud of him and this significant accomplishment.

We wish Werner every success in his future and congratulate on him on reaching this milestone.

Sincerely,

**Brent Feyter**

**Mayor, Town of Fort Macleod**



PO Box 460, 56 Wheatland Avenue  
Smoky Lake AB T0A 3C0  
PH: 780-656-3674 | FX: 780-656-3675  
smokylake.ca | town@smokylake.ca

February 6, 2023

Nadja Lacroix  
Senior Manager,  
Inspections Gaming  
[Nadja.lacroix@aglc.ca](mailto:Nadja.lacroix@aglc.ca)

**Re: Letter of Support: Appeal of Denied Application to Relocate  
Camrose Casino to South Edmonton**

Dear Nadja:

On behalf of the Not-for-Profit community groups and the residents of the Town of Smoky Lake, please accept this letter in support of the owners of the Camrose casino appeal of the AGLCs decision to deny the request to relocate the casino from Camrose to South Edmonton.

The decision to deny the relocation, we are informed, may result in the closure of the casino. This will have a significant negative impact on our community groups and, by extension the people within our region. The casino has long been a significant source of funding for the groups in our rural area.

In the current economy, parents specifically rely on an equitable charitable gaming model to help serve the under-served (the rural people within the Province of Alberta). Those same parents are the eager volunteers who take advantage of every opportunity they are given to "work at a casino event" to raise much needed funds for their organization.

I'm given to understand that should the Camrose casino close, our groups will have far fewer fundraising opportunities and will have to travel greater distances to fill the funding gap.

.../2

Again, in the pursuit of equality of opportunity that would have Rural Albertans presented with the same funding opportunities as our urban counterparts, we ask that you consider the appeal by the Camrose Casino owners and allow the relocation. This will ensure the survival and growth of the current rural charitable gaming region.

Sincerely,

TOWN OF SMOKY LAKE  
Per

Amy Cherniwchan  
Mayor  
Town of Smoky Lake

AC/bt

Cc:

Glenn van Dijken, MLA – [Athabasca.Barrhead.Westlock@assembly.ab.ca](mailto:Athabasca.Barrhead.Westlock@assembly.ab.ca)

Brian Jean, Minister of Jobs, Economy & Northern Development –  
[jend.minister@gov.ab.ca](mailto:jend.minister@gov.ab.ca)

Travis Toews, President of Treasury Board & Minister of Finance – [tbf.minister@gov.ab.ca](mailto:tbf.minister@gov.ab.ca)

Nicole Marshall, Director of Alcohol, Gaming & Cannabis – [Nicole.marshall@gov.ab.ca](mailto:Nicole.marshall@gov.ab.ca)

Kandice Machado, AGLC CEO – [kandice.machado@aglc.ca](mailto:kandice.machado@aglc.ca)

Len Rhodes, AGLC Board Chair – [len.rhodes@aglc.ca](mailto:len.rhodes@aglc.ca)

Wyatt Skabron, Manager of Policy & Advocacy, RMA – [wyatt@rmaalberta.com](mailto:wyatt@rmaalberta.com)





## Agenda Item Submission Form

**Date**

2/8/2023

**Meeting Type \***

Regular Council Meeting

**Meeting Date \***

02/13/2023

**Agenda Section \***

Consent Agenda

**Department \***

Administration

**Consent Agenda Category \***

Financials

**Director Name \***

Kris Holbeck

**Director Email**

k.holbeck@fortmacleod.com

### Submitter Information

**Submitter Name**

Kris

**Email**

finance@fortmacleod.com

**Submission Title Name \***

Cheque Listing February 8, 2023

**Recommendation \***

That Council approves the cheque listing as part of the consent agenda .

**Rationale****Background****Financial Implications****Council Strategic Plan**

How is this submission supporting Council's Strategic Plan, Vision and Mission?

- This submission is making Fort Macleod more VIBRANT.
- This submission is helping GROWTH in Fort Macleod.
- This submission is building COMMUNITY in Fort Macleod.
- This submission is improving SERVICE in Fort Macleod.

Vision: A vibrant, growing community, full of opportunity. Mission: To provide high-quality service in an efficient and responsible manner.

**Attachments**

Cheque listing February 8, 2023.pdf

59.52KB



# TOWN OF FORT MACLEOD

## Cheque Listing For Account Payable

2023-Feb-8  
10:48:48AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount	Batch #
							<b>14580</b>
20230104	2023-01-19	EFT	EFT	1769	AMAZON.COM.CA	168.38	
20230105	2023-01-19	EFT	EFT	1687	DYNAMIC MARINE SERVICES INC.	29.50	
20230106	2023-01-19	EFT	EFT	374	MACLEOD GAZETTE LTD.	6,570.80	
20230107	2023-01-19	EFT	EFT	414	MPE ENGINEERING LTD.	1,940.93	
20230108	2023-01-19	EFT	EFT	978	NEXT HOME AND GARDEN	15.00	
20230109	2023-01-19	EFT	EFT	980	RICOH CANADA INC.	4,830.00	
20230110	2023-01-19	EFT	EFT	514	SILVER AUTOMOTIVE FORT MACLEOD LTD.	27.64	
							13,582.25
							<b>14605</b>
20230143	2023-01-30	EFT	EFT	72	ALBERTA WATER & WASTEWATER	179.99	
20230144	2023-01-30	EFT	EFT	1769	AMAZON.COM.CA	508.13	
20230145	2023-01-30	EFT	EFT	112	CANADIAN LINEN & UNIFORM SERVC	95.38	
20230146	2023-01-30	EFT	EFT	127	CHINOOK ARCH REGIONAL LIBRARY	11,725.36	
20230147	2023-01-30	EFT	EFT	143	CLEARTECH INDUSTRIES INC.	5,660.87	
20230148	2023-01-30	EFT	EFT	213	EMPRESS THEATRE SOCIETY	37,500.00	
20230149	2023-01-30	EFT	EFT	255	FORT MACLEOD HISTORICAL ASSOCIATION	62,500.00	
20230150	2023-01-30	EFT	EFT	846	GMS MECHANICAL & EQUIPMENT LTD.	1,174.92	
20230151	2023-01-30	EFT	EFT	281	GREGG DISTRIBUTORS LP	2,348.99	
20230152	2023-01-30	EFT	EFT	1585	JWC ENVIRONMENTAL CANADA ULC	613.20	
20230153	2023-01-30	EFT	EFT	337	KAIZENLAB	163.75	
20230154	2023-01-30	EFT	EFT	1717	LAWRENCE, AMANDA	103.38	
20230155	2023-01-30	EFT	EFT	369	LO-COST PROPANE	147.00	
20230156	2023-01-30	EFT	EFT	373	MAC AUTOGLASS & GRAPHICS LTD.	204.75	
20230157	2023-01-30	EFT	EFT	978	NEXT HOME AND GARDEN	15.00	
20230158	2023-01-30	EFT	EFT	436	OLDMAN RIVER REGIONAL SERVICES	27,676.05	
20230159	2023-01-30	EFT	EFT	1250	PATTISON OUTDOOR ADVERTISING LP	787.50	
20230160	2023-01-30	EFT	EFT	682	PRACTICA	833.19	
20230161	2023-01-30	EFT	EFT	1623	PROFICIENCY TESTING CANADA INC.	1,160.25	
20230162	2023-01-30	EFT	EFT	1086	TRINUS TECHNOLOGIES INC.	52.50	
							153,450.21
							<b>14606</b>
20230163	2023-01-27			1777	AIR NAVIGATION PRODUCTS	192.74	
20230164	2023-01-27			9	ALBERTA ASSOC. OF RECREATION	463.05	
20230165	2023-01-27			1730	ASSOCIATION OF ALBERTA MUNICIPALITIES	4,165.64	
20230166	2023-01-27			159	CANADIAN PACIFIC RAILWAY COMPANY	592.00	
20230167	2023-01-27			169	CANADIAN UNION OF PUBLIC EMPLOYEES 70	895.04	
20230168	2023-01-27			1778	COMMERCIAL TRUCK EQUIPMENT CORP	118.08	
20230169	2023-01-27			1644	HIGHWAY 3 TWINNING DEVELOPMENT ASSOC.	1,483.50	
20230170	2023-01-27			1779	HILGERSOM LANDSCAPE CENTRE	4,961.25	
20230171	2023-01-27	EFT	EFT	322	IMPREST CASH - Town of Fort Macleod	151.45	
20230172	2023-01-27			1	MAY, MARY	75.00	
20230173	2023-01-27			1	MORA, CRISTINA	101.78	
20230174	2023-01-27			1	POELMAN, JERRY	350.00	
							13,549.53



# TOWN OF FORT MACLEOD

## Cheque Listing For Account Payable

2023-Feb-8  
10:48:48AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Batch #	Amount
20230175	2023-01-27			900100	VALLIERES, CANDICE L	<b>14607</b>	75.00
							75.00
							<b>14611</b>
20230176	2023-01-30			1775	BIG SKY CALL CENTERS INC.		272.80
20230177	2023-01-30			1025	CLEAN AIR SERVICES		577.50
20230178	2023-01-30			1548	GREEN ARROW RECYCLING AND JANITORIAL		1,107.75
							1,958.05
							<b>14612</b>
20230179	2023-01-31	EFT	EFT	1260	DIGITEX		101.91
20230180	2023-01-31	EFT	EFT	486	ROCKY MOUNTAIN PHOENIX		1,121.40
							1,223.31
							<b>14613</b>
20230181	2023-01-30	EFT	EFT	19	ALBERTA LAND TITLES		10.00
20230182	2023-01-30	EFT	EFT	1156	DIRECT ENERGY BUSINESS		155,884.36
20230184	2023-01-30	EFT	EFT	454	PITNEY WORKS		2,121.00
20230185	2023-01-30	EFT	EFT	562	TELUS		1,765.98
20230186	2023-01-30	EFT	EFT	564	TELUS MOBILITY		240.00
							160,021.34
							<b>14620</b>
20230187	2023-01-30	EFT	EFT	1745	GFL ENVIRONMENTAL INC.		32,310.59
							32,310.59
<b>Total</b>							<b>376,170.28</b>

\*\*\* End of Report \*\*\*



**EXECUTIVE COMMITTEE MEETING MINUTES**  
**November 10, 2022; 6:00 pm**  
**ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)**

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, November 10, 2022, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance:

Executive Committee:

Don Anderberg, Vice Chair (Virtual)  
Jesse Potrie  
Brad Schlossberger (Virtual)  
Neil Sieben (Virtual)

Staff:

Lenze Kuiper, Chief Administrative Officer  
Raeanne Keer, Executive Assistant

Absent:

Gordon Wolstenholme, Chairman  
Christopher Northcott

Vice Chair Anderberg called the meeting to order at 6:03 pm.

**1. Approval of Agenda**

**Moved by: Neil Sieben**

THAT the Executive Committee approves the November 10, 2022 Executive Committee Meeting Agenda, as presented

**CARRIED**

**2. Approval of Minutes**

**Moved by: Brad Schlossberger**

THAT the Executive Committee adopts the October 13, 2022 Executive Committee Meeting Minutes, as presented.

**CARRIED**

**3. Business Arising from the Minutes**

There was no business arising from the minutes.

**4. New Business**

**a. Budget Discussion**

L. Kuiper, CAO, presented the proposed 2023 Operating and Capital Budget to the Committee, highlighting an increase to membership fees, subdivision fees, and GIS fees, a 5% cost-of-living increase for staff due to rising inflation, and the purchase of a third staff vehicle in 2023. L. Kuiper noted that a vehicle was budgeted in 2020, but due to the pandemic restrictions it was not purchased at the time as it was not needed.

**Moved by: Jesse Potrie**

THAT the Executive Committee for the Oldman River Regional Services Commission recommends the Draft Budget for 2023 to the Board of Directors for approval, as presented.

**CARRIED**

**b. Board of Directors Organizational Meeting & Executive Committee Elections – Thursday, December 1, 2022**

L. Kuiper stated that the Organizational Meeting would be held on December 1, 2022 and that nomination forms were sent out for those who wish to let their name stand for the Executive Committee.

Don Anderberg verbally provided his nomination for Vice Chair.

Jesse Potrie, Brad Schlossberger, and Neil Sieben verbally provided their nominations for the Executive Committee.

**c. Subdivision Activity**

The Subdivision Activity to the month ending October 2022, was presented for information.

**5. Accounts and Financial Statements**

**a. Office Accounts**

**Moved by: Neil Sieben**

THAT the Executive Committee approve the Monthly Office Account for September 2022 and the Payments and Credits for August 2022.

**CARRIED**

**b. Financial Statements**

**Moved by: Brad Schlossberger**

THAT the Executive Committee approve the following Financial Statements:

- (i) Balance Sheet
  - As of September 30, 2022
- (ii) Comparative Income Statement
  - Actual to September 30, 2022
- (iii) Details of Account
  - As of September 30, 2022

**CARRIED**

**6. New Business**

There was no new business to discuss.

**7. CAO Report**

L. Kuiper provided his CAO Report to the Committee, highlighting the new periodical to be presented at the Board of Directors Meeting, recruitment update for upcoming vacant planning position, and a status update on the Assessment Appeal hearings.

**8. Round Table Discussion**

The Committee members reported on various projects and activities in their respective municipalities.

**9. Next Meeting – January 12, 2023**

**10. Adjournment**

Following all discussions, Vice Chair Anderberg adjourned the meeting, the time being 7:07 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER

Willow Creek Foundation  
Regular Meeting  
January 19, 2023

Present:

Board Members: Jim Monteith, Maryanne Sandberg (zoom), Mickey Slood, Gordon Wolstenholme and Pam Young. Staff: Jackie Vanee Palmer

Absent: John Van Driesten

1. Call to Order

Vice Chairperson, Gordon Wolstenholme, called the regular meeting to order at 10:05 at the Pioneer Lodge.

2. Adopt Consent Agenda

**MOTION 2022-01** Mickey Slood to adopt the **consent agenda** including:

3.1. Minutes of regular meeting December 15, 2022

4.1 CAO report dated January 19, 2023

**Carried**

6. Next meeting February 16, 2023

7. Adopt Agenda

**MOTION 2023- 02** Pam Young to adopt the **agenda** with the following addition:

10.6 Funding for the Building Committee

10.7 Reimbursement of expenses

**Carried**

8. Financial Statements

8.2 Financial Statements –Pioneer Lodge

**MOTION 2023- 03** Jim Monteith to accept, for information, the **financial statements for the Pioneer Lodge** including:

Balance Sheet as of December 31,2022

Income Statement YTD Actual VS 2022 Fiscal Budget – December 31,2022

Reconciliation Detail 100210 Commercial Chequing Account Period Ending December 31,2022

**Carried**

8.3 Financial Statements – The Manors

**MOTION 2023-04** Mickey Slood to accept, for information, the **financial statements for the Manors** including:

Balance Sheet as of December 31,2022

Income Statement YTD Actual VS 2022 Fiscal Budget – December 31,2022

Reconciliation Detail 100210 Commercial Chequing Account Period Ending December 31,2022

**Carried**

## 9. Old Business

## 9.1 Action Items

<b>Action Items for January 19, 2023</b>			
<b>Action Item</b>	<b>Responsibility</b>	<b>When</b>	<b>Completed (Yes or No)</b>
Review Donor Recognition policy	Policy Comm	<del>October mtg</del> January mtg	yes
Review/recommend policy to recognize employee long service to WCF	<del>Policy Comm</del> HR Comm	January mtg	yes
Check utility meters at Chinook Arch Manor for accuracy	CAO		no
Telephone call of appreciation for donation in memory of Jean O'Sullivan	Maryanne Sandberg		no
<b>For Future Consideration</b>			
Obtain information regarding potential design of putting a two-way door between select studio suites to transform them into one suite; the cost to do so; how rent could be managed to ensure no net loss to the WCF; and if/how the existing contract with AHS would be affected.	CAO	<del>November mtg</del> <del>December mtg</del> Look at again in the spring of 2023 (any suites that may be suitable for conversion are currently occupied)	
Note to send letter re WCF Board competency requirements to municipal councils prior to 2023 appointments to the Board of WCF.		September 2023	
Note to bring forward review of the 2020-2023 Strategic Plan			
Note to review form to be used for CAO Performance Appraisal			

## 9.2 Covid Update

- Mask mandate remains
- 2 residents tested for COVID – no results yet



10. Moving Forward

10.1 Fort Macleod Housing Request

CAO reports that FCSS Housing Coordinator asks if WCF is open to assuming responsibility for affordable housing in Fort Macleod. Response is, "Not at this time".

10.2 Policy 37 Employee Recognition

**MOTION 2023-05** Mickey Slood to accept the recommendation of the Human Resources Committee to approve **Policy 37 Employee Recognition** with minor amendments as discussed.  
**Carried**

10.3 ASCHA Learning Centre Update

CAO advised that the ASCHA Learning Centre recently created new courses intended to support members with meeting training/education requirements in accordance with the Continuing Care Health Service Standards (CCHSS), specifically Standard 9.00

10.4 ASCHA Conference April 3-5, 2023

**MOTION 2023-06** Pam Young to authorize registration at the **2023 ASCHA Conference April 3-5, 2023** for the CAO and 1 Board member (Mickey Slood) and that Mickey Slood be the voting member for WCF.

**Carried**

10.5 Board Recognition on social media

Board is asked if members are willing to be featured on social media platforms. Most members are willing with restrictions particular to each member.

10.6 Building Committee Funding

**MOTION 2023-07** Jim Monteith to allocate a maximum of \$10,000 from donated funds to look into the feasibility of developing property at 604-27<sup>th</sup> street.

**Carried**

10.7 Reimbursement of expenses

**MOTION 2023-08** Gordon Wolstenholme to **reimburse** Maryanne Sandberg for receipted expenses.

**Carried**

11. In Camera

**MOTION 2023- 09** Mickey Slood to go **in camera** re legal at 12:05 p.m.

**Carried**

**MOTION 2023-10** Jim Monteith to come **out of camera** at 12:15 p.m.

**Carried**

12. Round Table

- Kudos to management and staff at the Pioneer Lodge for the commendation received from a resident family member who enjoyed a short term stay at the Pioneer Lodge
- Staff performance appraisals have been completed, staff are happy with wage increases.

13. Adjourn

**MOTION 2023-11** Jim Monteith to **adjourn** at 12:20 p.m.

X

Maryanne Sandberg  
Chairperson

X

Pam Young  
Secretary

Action Items for February 16, 2023			
Action Item	Responsibility	When	Completed (Yes or No)
Check utility meters at Chinook Arch Manor for accuracy	CAO		no
Telephone call of appreciation for donation in memory of Jean O’Sullivan	Maryanne Sandberg		no
<b>For Future Consideration</b>			
Obtain information regarding potential design of putting a two-way door between select studio suites to transform them into one suite; the cost to do so; how rent could be managed to ensure no net loss to the WCR; and if/how the existing contract with AHS would be affected.	CAO	<del>November mtg</del> <del>December mtg</del> Look at again in the spring of 2023 (suites that may be suitable for conversion are currently occupied)	
Note to send letter re WCF Board competency requirements to municipal councils prior to 2023 appointments to the Board of WCF.		September 2023	
Note to bring forward review of the 2020-2023 Strategic Plan			
Note to review form to be used for CAO Performance Appraisal			



**Town of Fort Macleod  
Council Meeting Agenda  
Monday, February 13, 2023  
GR Davis Administration Building  
Council Chambers  
7:00 pm**

*Section 197 of the MGA states that councils and council committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy (FOIPP) Act (Sections 16 to 29).*

**Mayor Brent Feyter, Deputy Mayor Gord Wolstenholme**

*This agenda has not been approved by Council and is subject to change.*

**A. CALL TO ORDER**

**B. MOMENT OF REFLECTION**

**C. APPROVAL OF AGENDAS**

1. Consent Agenda
2. Regular Meeting Agenda

**D. FOR THE GOOD OF COUNCIL**

**E. DELEGATIONS**

1. Fort Macleod RCMP Detachment – *Cpl. Paul Bedard*

**F. PUBLIC HEARINGS**

1. Bylaw 1961: Macleod Landing ASP (*continuance*) – *Gavin Scott, ORRSC*
2. Bylaw 1965: LUB Rezone CG to DC (*continuance*) – *Gavin Scott, ORRSC*
3. Bylaw 1962: Residential Multi-Unit Tax Incentive – *CAO Anthony Burdett*

**G. CONSIDERATION OF DELEGATIONS and PUBLIC HEARINGS**

1. Bylaw 1961: Macleod Landing ASP (*2<sup>nd</sup> & 3<sup>rd</sup> reading*) – *Gavin Scott, ORRSC*
2. Bylaw 1965: LUB Rezone CG to DC (*2<sup>nd</sup> & 3<sup>rd</sup> reading*) – *Gavin Scott, ORRSC*
3. Bylaw 1962: Residential Multi-Unit Tax Incentive (*2<sup>nd</sup> & 3<sup>rd</sup> reading*) – *CAO Anthony Burdett*

**H. UNFINISHED BUSINESS**

**I. NEW BUSINESS**

1. Bylaw 1970: LUB Rezone R to R-MU 9 Lots (*1<sup>st</sup> reading*) – *Gavin Scott, ORRSC*
2. Bylaw 1971: LUB Rezone R to R-MU 5 Lots (*1<sup>st</sup> reading*) – *Gavin Scott, ORRSC*
3. Bylaw 1972: LUB Rezone CG to R-MU Browns Store (*1<sup>st</sup> reading*) – *Gavin Scott, ORRSC*
4. Bylaw 1969: Road Closure Perkins Street (*1<sup>st</sup> reading only*) – *Adrian Pedro, Director of Operations*
5. MD of Willow Creek Request for Comment: Bylaw 1942 – *Adrian Pedro, Director of Operations*
6. MD of Willow Creek Request for Comment: Bylaw 1943 – *Adrian Pedro, Director of Operations*
7. Capital Budget Adjustments – *Adrian Pedro, Director of Operations*
8. Attendance at CPAA Conference – *Councillor Wolstenholme*

**J. IN CAMERA**

1. Personnel

**K. ADJOURNMENT**



## Agenda Item Submission Form

**Date**

1/26/2023

**Meeting Type \***

Regular Council Meeting

**Meeting Date \***

02/13/2023

**Agenda Section \***

Delegation

**Department \***

Other\_

**Department Other Information \***

RCMP

**Director Name \***

Anthony Burdett

**Director Email**

a.burdett@fortmacleod.com

### Submitter Information

**Submitter Name**

Meranda Day Chief

**Email**

execassist@fortmacleod.com

**Submission Title Name \***

RCMP Quarterly Update

**Recommendation \***

Accept as information.

**Rationale****Background****Financial Implications****Council Strategic Plan**

How is this submission supporting Council's Strategic Plan, Vision and Mission?

- This submission is making Fort Macleod more VIBRANT.
- This submission is helping GROWTH in Fort Macleod.
- This submission is building COMMUNITY in Fort Macleod.
- This submission is improving SERVICE in Fort Macleod.

Vision: A vibrant, growing community, full of opportunity. Mission: To provide high-quality service in an efficient and responsible manner.

**Attachments**

Q3 Report Town of FM\_2022.pdf

6.54MB



Strategic Analysis and Research Unit

Fort MacLeod (Provincial) Crime Statistic Summary – January to January

2023-02-02

### *Fort MacLeod (Provincial) – Highlights*

- **Break & Enters** are showing a -66.7% decrease when compared to the same period in 2022 (January to January). There were -2 fewer actual occurrences (from 3 in 2022 to 1 in 2023).
- **Theft of Motor Vehicles** decreased by -100.0% when compared to the same period in 2022 (January to January). There were -3 fewer actual occurrences (from 3 in 2022 to 0 in 2023).
- **Theft Under \$5,000** decreased by -75.0% when compared to the same period in 2022 (January to January). There were -6 fewer actual occurrences (from 8 in 2022 to 2 in 2023).

### *Fort MacLeod (Provincial) – Criminal Code Offences Summary*

Crime Category	% Change 2022 – 2023 (January to January)
Total Persons Crime	62.5% Decrease
Total Property Crime	46.9% Decrease
Total Criminal Code	53.2% Decrease

From January to January 2023, when compared to the same period in 2022, there have been:

- 10 fewer **Persons Crime** offences;
- 15 fewer **Property Crime** offences; and
- 33 fewer **Total Criminal Code** offences;

### *Fort MacLeod (Provincial) – January, 2023*

- There were 0 **Thefts of Motor Vehicles** in January: 0 cars, 0 trucks, 0 minivans, 0 SUVs, 0 motorcycles, 0 other types of vehicles, and 0 vehicles taken without consent.
- There were 1 **Break and Enters** in January: 0 businesses, 1 residences, 0 cottages/seasonal residences, 0 in some other type of location, and 0 unlawfully being in a dwelling house.
- There were a total of 1 **Provincial Roadside Suspensions** in January (1 alcohol related and 0 drug related). This brings the year-to-date total to 1 (1 alcohol related and 0 drug related).
- There were a total of 3 files with the **Spousal Abuse** survey code in January (January 2022: 9). This brings the year-to-date total to 3 (2022: 9).
- There were 140 files with **Victim Service Unit** referral scoring in Fort MacLeod Provincial: 3 accepted, 12 declined, 6 proactive, 0 requested but not available, and 119 files with no victim.

PROS Data pull 2023/02/02

The data contained in this document was obtained from PROS, which is a live database. As such, some of the information presented could differ slightly from any past or future reports regarding the same time period.



## Fort MacLeod Provincial Crime Gauge

2023 vs. 2022  
January to January

### Criminal Code Offences



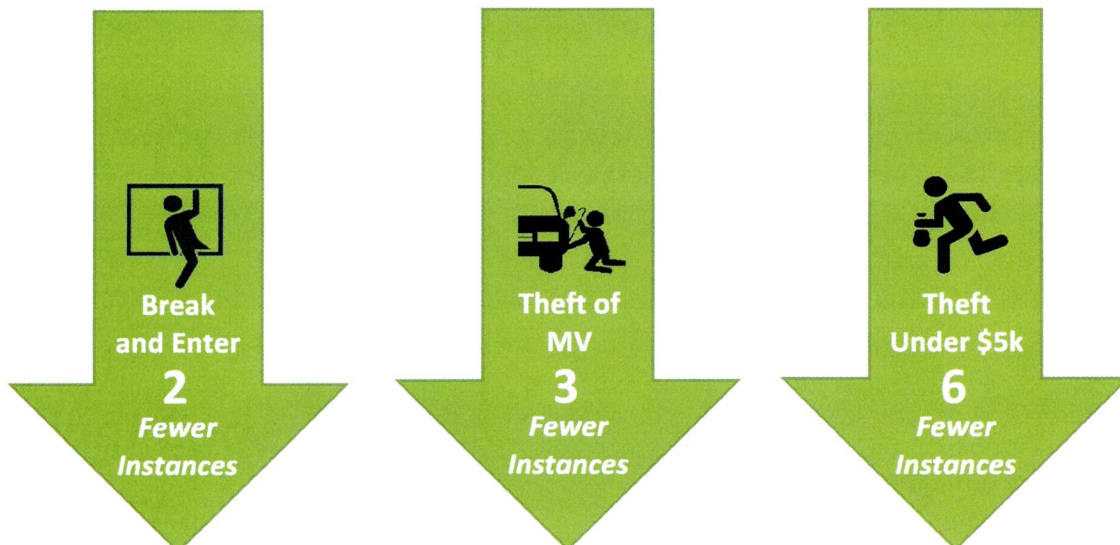
**Total  
Criminal Code  
Offences:**

# 53%

## Decrease

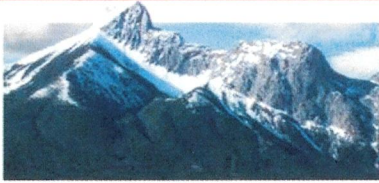
When compared to  
January to January, 2022

### Select Property Crime



NOTE: If in both 2021 and 2022 a category had fewer than 20 offences, a percent change is not shown. All numbers without a '%' beside them represent counts.





January 25, 2023

Cpl Paul Bedard  
Acting Detachment Commander  
Fort Macleod, AB

Dear Mr. Anthony Burdett

Please find attached the quarterly Community Policing Report that serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Fort Macleod spanning the October 1<sup>st</sup> to December 31<sup>st</sup>, 2022 reporting period. This report is a key tool to address any questions or concerns you may have, as part of our continued commitment to engage with your leadership team and the constituents you represent.

As we embark on 2023, the top priority for the Alberta RCMP remains the safety and security of all Albertans. Thus, this letter and attached appendixes will provide for you an update on our Next Generation 9-1-1 (NG911) upgrades in our Operational Communications Centers (OCC). The Alberta RCMP OCC Program provides response to police emergencies and routine calls for service to approximately 1.3 million citizens of Alberta, including 22 First Nations communities. The OCC provides police dispatch and call-taking services supporting 117 RCMP detachments and several contracted and/or integrated units. Our call-taking services also serve as a Secondary Public Safety Answering Point (PSAP) for Alberta's 9-1-1 system.

The Canadian Radio-television and Telecommunications Commission (CRTC) has mandated the replacement of the current Enhanced 9-1-1 service in Canada with NG911. This change will enhance public safety communications in an increasingly wireless society and will fundamentally change 9-1-1 and emergency services operations as it exists today. The evolution of NG911 future improvements are anticipated to include:

- 9-1-1 Real-time Text (RTT) by Spring 2024.
- Further location improvements including the potential addition of azimuth to enhance coordinates, vehicle telematics, and building schematics.
- The potential to communicate with 911 operators via video call.

As early adopters of this transition to NG911, the Alberta RCMP's lead in modernizing public safety communications demonstrates our commitment to the safety and security of all Albertans.

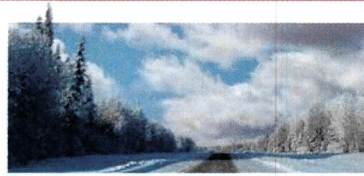


As a further update, we are also getting the process underway for multi-year financial plans for MPSA and PPSA contracts. If you are policed under a MPSA, I will be working directly with you to craft the multi-year financial plan for your community. If you are policed under the Provincial Police Service (communities under 5,000), the Alberta RCMP will be working directly with the Province of Alberta to develop the multi-year financial plan.

The attached reporting along with your valued feedback will help ensure we are meeting your community needs on an ongoing basis. As the Chief of Police for your community, please do not hesitate to contact me if you have any questions or concerns.

Cpl Paul Bedard  
Acting Detachment Commander  
Fort Macleod





## RCMP Provincial Policing Report

<b>Detachment</b>	Fort McLeod
<b>Detachment Commander</b>	Cpl Paul Bedard
<b>Quarter</b>	Q3
<b>Date of Report</b>	2023-01-25

### Community Consultations

<b>Date</b>	October 25, 2022
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Meet and Greet with Mayor Feyter - Introduction of Sgt Wright as temporary Commander in Fort Macleod.
<b>Notes/Comments</b>	

<b>Date</b>	November 12, 2022
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Sgt Wright attended to Council to perform swearing in duties to newly elected Council members.
<b>Notes/Comments</b>	

<b>Date</b>	November 30, 2022
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Cpl Bedard and Sgt Wright met with CAO, Anthony Burdette for ongoing discussion around introduction of "Pawn Shop" Bylaw.
<b>Notes/Comments</b>	





## Community Priorities

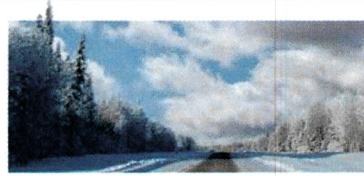
<p><b>Priority 1</b></p>	<p><b>Crime Reduction</b></p>
<p><b>Current Status &amp; Results</b></p>	<p>Currently two subjects identified for Offender Management monitoring. Subjects being monitored for curfew conditions. Maintaining contact with Probations Services via email in regards to Offenders in our area with conditions that can be monitored. Initiative is on track.</p> <p>Completed a warrant round-up where 2 offenders were arrested. Media release completed with regards to these arrests as both subjects were prolific offenders in the area. Several warrants for other jurisdictions have been executed throughout the quarter. Initiative is on track.</p> <p>There were 4 media releases for incidence/arrests submitted this quarter. Messaging from the Mayor indicated that they media releases are being well received in the community and are having the desired affect. Several other community events were captured by the local media showing RCMP participation throughout the quarter (Remembrance Day Services, Santa Claus Parade, Sirens For the Season). Initiative is on track.</p>
<p><b>Priority 2</b></p>	<p><b>Community Engagement</b></p>
<p><b>Current Status &amp; Results</b></p>	<p>There were no Town Hall meetings scheduled for Q3. Efforts will be made to plan and prepare for 2 Town Hall meetings going forward into Q4.</p> <p>At the end of Q3, detachment have completed 10 foot patrols in the down town areas. Increased visibility has been noticed by the business community.</p> <p>Q3 broken down by School visits as follows:          Hutterite - 0 visits          Granum School - 1 visits          WA Day School - 11 visits          FP Walshe School - 8 visits</p>
<p><b>Priority 3</b></p>	<p><b>Enhance Road Safety</b></p>
<p><b>Current Status &amp; Results</b></p>	<p>Member are continuing to complete pro-active patrols with Road Safety as a priority. A total of 30 traffic tickets and 13 warnings were issued during Q3.</p> <p>School Zone/Playground Zone patrols completed for Q3 = 20. This was not a statistical category but a community concern that has been tracked. Positive comments received from community and council on increased presence in school zones.</p> <p>There were several check stops conducted throughout this quarter.</p> <p>Checkstop with Fort Macleod and Claresholm members in Granum at Hwy 519.</p>



Checkstop with CP Rail police conducted in the Town of Fort Macleod on Hwy #3.

Candy Cane Check Stop with VSU on Hwy #3 - This was strictly a visibility and educational campaign undertaken along with VSU. Campaign was well received and lasted approx. 1.5 hrs and several hundred vehicles.





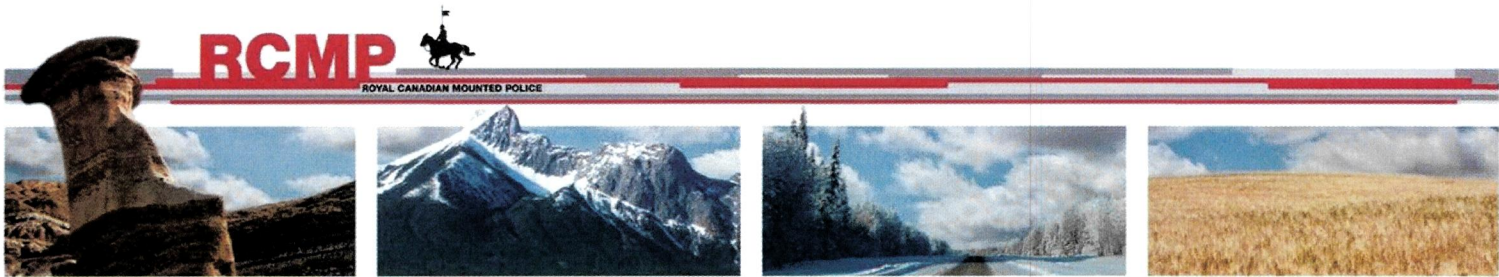
## Crime Statistics<sup>1</sup>

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	October - December			January - December		
	2021	2022	% Change Year-over-Year	2021	2022	% Change Year-over-Year
<b>Total Criminal Code</b>	189	130	-31%	877	757	-14%
<i>Persons Crime</i>	32	27	-16%	131	160	22%
<i>Property Crime</i>	125	79	-37%	563	456	-19%
<i>Other Criminal Code</i>	32	24	-25%	183	141	-23%
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>	3	18	500%	29	57	97%
<i>Provincial Code Traffic</i>	200	141	-30%	1,028	735	-29%
<i>Other Traffic</i>	0	0	N/A	3	2	-33%
<b>CDSA Offences</b>	5	3	-40%	18	20	11%
<b>Other Federal Acts</b>	8	3	-63%	31	30	-3%
<b>Other Provincial Acts</b>	44	36	-18%	250	187	-25%
<b>Municipal By-Laws</b>	5	6	20%	44	45	2%
<b>Motor Vehicle Collisions</b>	81	75	-7%	208	200	-4%

<sup>1</sup> Data extracted from a live database (PROS) and is subject to change over time.

## Trends/Points of Interest



### Provincial Police Service Composition<sup>2</sup>

Staffing Category	Established Positions	Working	Soft Vacancies <sup>3</sup>	Hard Vacancies <sup>4</sup>
Police Officers	7	6	1	0
Detachment Support	2	2	0	0

<sup>2</sup>Data extracted on December 31, 2022 and is subject to change over time.

<sup>3</sup>Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

<sup>4</sup>Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

### Comments

**Police Officers:** Of the seven established positions, six officers are working with one on special leave (one medical leave). One position has two officers assigned to it. There are no hard vacancies at this time.

**Detachment Support:** Of the two established positions, two resources are working with none on special leave. There are no hard vacancies at this time.

### Quarterly Financial Drivers



# RCMP-GRC



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA  
Fort Macleod Provincial Detachment

## Crime Statistics (Actual) Q3 (Oct - Dec): 2018 - 2022

All categories contain "Attempted" and/or "Completed"

January 5, 2023

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		2	2	2	2	1	-50%	-50%	-0.2
Drug Enforcement - Trafficking		4	4	1	3	2	-50%	-33%	-0.5
Drug Enforcement - Other		0	0	2	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>6</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>-50%</b>	<b>-40%</b>	<b>-0.7</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		1	0	0	3	0	-100%	-100%	0.1
<b>TOTAL FEDERAL</b>		<b>7</b>	<b>6</b>	<b>5</b>	<b>8</b>	<b>3</b>	<b>-57%</b>	<b>-63%</b>	<b>-0.6</b>
Liquor Act		13	12	8	5	4	-69%	-20%	-2.5
Cannabis Act		0	1	0	0	0	N/A	N/A	-0.1
Mental Health Act		14	8	12	18	19	36%	6%	2.0
Other Provincial Stats		24	19	24	21	13	-46%	-38%	-2.0
<b>Total Provincial Stats</b>		<b>51</b>	<b>40</b>	<b>44</b>	<b>44</b>	<b>36</b>	<b>-29%</b>	<b>-18%</b>	<b>-2.6</b>
Municipal By-laws Traffic		2	2	1	0	1	-50%	N/A	-0.4
Municipal By-laws		22	23	17	5	5	-77%	0%	-5.2
<b>Total Municipal</b>		<b>24</b>	<b>25</b>	<b>18</b>	<b>5</b>	<b>6</b>	<b>-75%</b>	<b>20%</b>	<b>-5.6</b>
Fatals		1	2	0	1	0	-100%	-100%	-0.3
Injury MVC		1	5	6	6	8	700%	33%	1.5
Property Damage MVC (Reportable)		60	48	66	70	57	-5%	-19%	1.6
Property Damage MVC (Non Reportable)		3	7	18	4	10	233%	150%	1.1
<b>TOTAL MVC</b>		<b>65</b>	<b>62</b>	<b>90</b>	<b>81</b>	<b>75</b>	<b>15%</b>	<b>-7%</b>	<b>3.9</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	1	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		<b>380</b>	<b>253</b>	<b>211</b>	<b>200</b>	<b>141</b>	<b>-63%</b>	<b>-30%</b>	<b>-53.1</b>
Other Traffic		0	0	2	0	0	N/A	N/A	0.0
<b>Criminal Code Traffic</b>		<b>10</b>	<b>18</b>	<b>9</b>	<b>3</b>	<b>18</b>	<b>80%</b>	<b>500%</b>	<b>0.1</b>
<b>Common Police Activities</b>									
False Alarms		15	12	17	13	7	-53%	-46%	-1.5
False/Abandoned 911 Call and 911 Act		13	9	4	5	10	-23%	100%	-1.0
Suspicious Person/Vehicle/Property		53	66	52	66	35	-34%	-47%	-3.6
Persons Reported Missing		5	7	17	12	18	260%	50%	3.1
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		23	28	18	4	9	-61%	125%	-5.2
Form 10 (MHA) (Reported)		0	0	2	1	2	N/A	100%	0.5



## Fort MacLeod Provincial Detachment Crime Statistics (Actual) Q3 (Oct - Dec): 2018 - 2022

All categories contain "Attempted" and/or "Completed"

January 5, 2023

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		0	0	0	0	2	N/A	N/A	0.4
Robbery		0	0	0	0	1	N/A	N/A	0.2
Sexual Assaults		2	0	2	1	4	100%	300%	0.5
Other Sexual Offences		0	0	0	2	0	N/A	-100%	0.2
Assault		25	39	22	16	7	-72%	-56%	-5.9
Kidnapping/Hostage/Abduction		2	1	1	0	1	-50%	N/A	-0.3
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		0	4	1	4	6	N/A	50%	1.2
Uttering Threats		10	10	6	9	6	-40%	-33%	-0.9
<b>TOTAL PERSONS</b>		<b>39</b>	<b>54</b>	<b>32</b>	<b>32</b>	<b>27</b>	<b>-31%</b>	<b>-16%</b>	<b>-4.6</b>
Break & Enter		20	10	14	17	3	-85%	-82%	-2.7
Theft of Motor Vehicle		7	13	8	9	4	-43%	-56%	-1.0
Theft Over \$5,000		1	3	2	1	2	100%	100%	0.0
Theft Under \$5,000		40	53	26	29	19	-53%	-34%	-6.6
Possn Stn Goods		8	3	7	8	6	-25%	-25%	0.1
Fraud		9	10	11	13	4	-56%	-69%	-0.7
Arson		1	0	1	1	1	0%	0%	0.1
Mischief - Damage To Property		0	20	11	22	13	N/A	-41%	2.8
Mischief - Other		34	29	17	25	27	-21%	8%	-1.8
<b>TOTAL PROPERTY</b>		<b>120</b>	<b>141</b>	<b>97</b>	<b>125</b>	<b>79</b>	<b>-34%</b>	<b>-37%</b>	<b>-9.8</b>
Offensive Weapons		6	3	5	0	0	-100%	N/A	-1.5
Disturbing the peace		22	21	13	23	12	-45%	-48%	-1.8
Fail to Comply & Breaches		15	27	18	4	7	-53%	75%	-3.9
<b>OTHER CRIMINAL CODE</b>		<b>7</b>	<b>5</b>	<b>14</b>	<b>5</b>	<b>5</b>	<b>-29%</b>	<b>0%</b>	<b>-0.4</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>50</b>	<b>56</b>	<b>50</b>	<b>32</b>	<b>24</b>	<b>-52%</b>	<b>-25%</b>	<b>-7.6</b>
<b>TOTAL CRIMINAL CODE</b>		<b>209</b>	<b>251</b>	<b>179</b>	<b>189</b>	<b>130</b>	<b>-38%</b>	<b>-31%</b>	<b>-22.0</b>





## **A. Who we are....**

The Alberta RCMP has two 9-1-1 call taking centres located in Edmonton and Red Deer. Each centre employs 75 highly trained 9-1-1 call taker / dispatchers, responding to police emergency and routine calls. Employees working in RCMP Emergency Communications has successfully completed a mandatory national certification program consisting of 320 hours of facilitator led classroom and another 700 hours of on-the-job training with a Field Coach.

## **B. What we do....**

The RCMP Provincial Operational Communications Centres (OCC) are the secondary answering point for approximately 1.3 million Albertans, and dispatching 117 RCMP detachments/units.

In 2021, we received and processed 236,669 9-1-1 and 361,271 complaint (routine/non-emergency) calls, which equates to about 1,600 calls per day. Approximately 60% of these calls will result in the creation of a police file which will be dispatched to a front-line police officer.

Call takers are tasked with asking numerous questions to ensure an appropriate response. These questions will focus on your/the incident location (exact address expedites the process), what is occurring and who is involved. You can expect questions regarding weapons, alcohol and drugs, to ensure everyone's safety. And don't worry, often while we are continuing to ask questions, we have already dispatched a police officer who is enroute.

## **C. How it happens....**

When you call 9-1-1, you can expect the first response to be "9-1-1 what is your emergency?", followed by "what is your exact location?". At this point dependant upon your response, you may be transferred to the correct emergency service provider (i.e. Police, Fire or Ambulance). You will then be asked a 2<sup>nd</sup> time for your exact location. The more specific you are, will expedite our ability to generate a file for dispatch.

The call taker is generating an electronic file .....

## **D. How you can help....**

1. Know your location. A specific address is always best.
2. Be patient and respond to the questions asked. There is no delay in emergency service response but we must ensure the most appropriate personnel, equipment are enroute to you and make sure everyone is safe.





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### **E. What's next....**

The Canadian Radio-television and Telecommunication Commission (CRTC) is the Government of Canada body that regulates telephone and cellular service companies. These companies create networks that make it possible to connect 9-1-1 calls to call centres. These centres then dispatch emergency responders, such as police, firefighters and paramedics.

On March 7, 2019, the CRTC directed that all telecommunication service providers and incumbent local exchange carriers (phone, cable & wireless services) must evolve their current networks to provide Internet Protocol-based capabilities by 2025. The new and improved platform is known as Next Generation 9-1-1 or NG9-1-1.

NG9-1-1 networks and services will allow Canadians access to new, improved and innovative emergency services. The design and related interconnection arrangement of NG9-1-1 networks are secure, reliable, resilient and cost-effective for stakeholders.

---

### **F. How will NG9-1-1 changes impact me....**

The Next Generation 9-1-1 network and related communications technology will provide emergency service providers with new opportunities to keep the public and field responders safer, while also giving 9-1-1 Emergency Dispatch Centres tools to make them more effective and efficient within their communities.

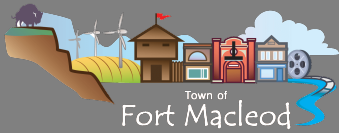
Some of the improvements that will assist in providing improved and safer service delivery will include, better location accuracy (three-dimensional mapping showing which floor of a high rise etc.); improved crash data (vehicle telematics etc.); real-time video and picture sharing; text with 9-1-1 for the deaf and hard of hearing community; new services such as language assistance/translation services; downlinks to smartphone applications (i.e. medical records etc.); and improved coordinated responses and information sharing amongst emergency service providers.

---

### **G. To find out more....**

To find out more about Next Generation 9-1-1, you can visit the [CRTC website](#).

To find out more about RCMP 9-1-1 Call Taking/Dispatch jobs, please visit our [website](#).



## Agenda Item Submission Form

**Date**

2/8/2023

**Meeting Type \***

Regular Council Meeting

**Meeting Date \***

02/13/2023

**Agenda Section \***

Public Hearing

**Department \***

Development

**Director Name \***

Adrian Pedro

**Director Email**

a.pedro@fortmacleod.com

### Submitter Information

**Submitter Name**

Keli Sandford

**Email**

k.sandford@fortmacleod.com

**Submission Title Name \***

Bylaw 1961- Area Structure Plan Macleod Landing- Public Hearing continuance and second and third reading

**Recommendation \***

That Council give Second and third reading to Bylaw 1961 being the Macleod Landing Area Structure Plan which will establish standards and requirements regarding the development and subdivision for residential and commercial purpose on the lands legally described as;

Lot 3, Block 31, Plan 1212310 having a portion within the NE¼ Sec 12, Twp 9, Rge 26, W4M and a portion within the NW¼ Sec 7 Twp 9, Rge 25, W4M, should there be no concerns from the public hearing.

**Rationale**

Maintain and enhance the quality of life in Fort Macleod by providing a variety of housing types, complimentary commercial development and a network of parks, trails and open space.

**Background**

Advertisement for the public hearing was placed in the Gazette December 7th & 14th & 21st 2022 and posted on social media.

Council gave first reading at the November 28th 2022 meeting with a resolution as follows:

R.259.2022 Moved by Councillor Wolstenholme that Bylaw 1961, being the Macleod Landing Area Structure Plan, being a Bylaw in the Town of Fort Macleod in the Province of Alberta, for the purpose of establishing standards and requirements regarding the development and subdivision for residential and commercial purposes on the lands legally described as;

Lot 3, Block 31, Plan 1212310 having a portion within the NE1/4, Sec 12, Twp 9, Rge 26, W4M and a portion within the NW ¼, Sec 7, Twp 9, Rge 25, W4M,  
be given first reading; advertising and scheduling a Public Hearing to be held on January 9th, 2023, at 7:00 pm.  
CARRIED

January 9th 2023 Council Meeting - Public Hearing

Council opted for a continuance of the Public Hearing through the following motion:

R.004.2023 Moved Councillor Poytress that Council hereby call for a continuance of the Public Hearing for Bylaw 1961: Macleod Landing Area Structure Plan at 7:17 pm, to reconvene at a future Council Meeting and aloe for additional information to be presented and considered.  
CARRIED

Advertisement for the public hearing continuance was placed in the Gazette January 18, and 25, 2023 and posted on social media.

### Financial Implications

#### Council Strategic Plan

How is this submission supporting Council's Strategic Plan, Vision and Mission?

- This submission is making Fort Macleod more VIBRANT.
- This submission is helping GROWTH in Fort Macleod.
- This submission is building COMMUNITY in Fort Macleod.
- This submission is improving SERVICE in Fort Macleod.

Vision: A vibrant, growing community, full of opportunity. Mission: To provide high-quality service in an efficient and responsible manner.

#### Attachments

6D Town of Fort Macleod Macleod Landing Area Structure Plan Bylaw 1961 reduced.pdf	4.96MB
Fort Macleod - ASP - Macleod Landing - Lot 2 - Block 31 - Plan 0012301 - OPTION 1-Infrastructure.pdf	3.25MB
Fort Macleod - ASP - Macleod Landing - Lot 2 - Block 31 - Plan 0012301 - OPTION 1-Land Use Concept.pdf	3.44MB
Fort Macleod ASP Bylaw 1961.pdf	13.57KB
Fort Macleod Macleod Landing ASP Public Hearing Notice Bylaw 1961- continuance.pdf	300.81KB





# MACLEOD LANDING

# AREA STRUCTURE PLAN

Bylaw No. 1961

Prepared by



*OLDMAN RIVER REGIONAL SERVICES COMMISSION*

NOVEMBER 2022

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# 1.0 INTRODUCTION

## 1.1 BACKGROUND



The Town of Fort Macleod is a vibrant community in southern Alberta with a long and important history. Recent growth within the Town has been spurred by the availability of vacant commercial and residential lots. Long term plans outlined in the Town’s Municipal Development Plan identify development expansion to the east. The Macleod Landing lands identified in this Area Structure Plan (ASP) are readily serviceable and close to existing amenities and transportation infrastructure (see Figure 1 and Maps 1 & 2). For these reasons, as well as the need for affordable housing alternatives, the area has been chosen as a priority for future subdivision and development.

The Macleod Landing ASP will outline the future subdivision and development for the land identified in Figure 1 below and on Map 1. The primary development parcel is approximately 13.68 ha (33.8 acres) and is legally known as Lot 3, Block 31, Plan 121 2310. Overall, the ASP involves 36.0 acres.

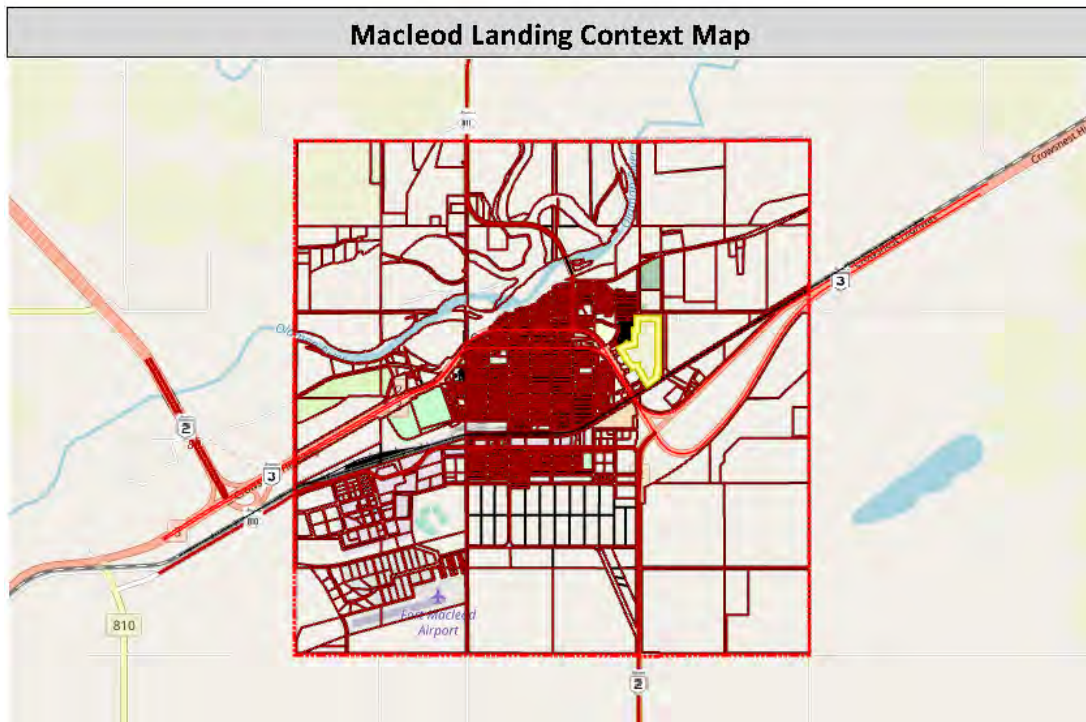


Figure 1: Town of Fort Macleod - Macleod Landing Context Map



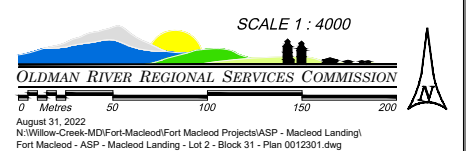




**MACLEOD LANDING  
AREA STRUCTURE PLAN  
MAP 1  
LOCATION MAP**

**LEGEND**

 MACLEOD LANDING ASP LOCATION





## 1.2 OWNERSHIP

The subject lands are owned entirely by the Town of Fort Macleod. There is one encumbrance on title, which is a deferred municipal reserve caveat in the amount of 4.44 acres.

## 1.3 PURPOSE AND INTENT OF THE PLAN

The intent of the Macleod Landing Area Structure Plan is to set the stage for the future subdivision and development of the lands identified in Map 1.

## 1.4 MUNICIPAL DEVELOPMENT PLAN



These lands are identified in the Town’s Municipal Development Plan (MDP) as a portion of Area 5 and are ranked as a high priority for future town growth and expansion. The MDP states, *“Proposed development should include a mix of residential accommodations, single detached, semi-detached and multi-unit dwellings. There is opportunity for neighbourhood commercial and other small-scale commercial uses to locate adjacent to the north boundary of the railway...”*

The Town’s MDP also contains specific policies that must be considered when developing an Area Structure Plan. These policies address a variety of topic areas, including: residential and commercial development; sour gas facilities; municipal and school reserve; and recreation, parks and open space. Reference the *Fort Macleod Municipal Development Plan Bylaw No. 1826* for the complete document. The design of this Area Structure Plan was based on the following applicable MDP policies.

### Future Growth Direction

#### Area 5 Policies

*5.28 Area 5 should be encouraged as the first or one of the first areas to accommodate the subdivision and development of new urban areas of the Town.*

*5.29 The subdivision and development of undeveloped lands in Area 5 should benefit from the preparation of an Area Structure Plan.*

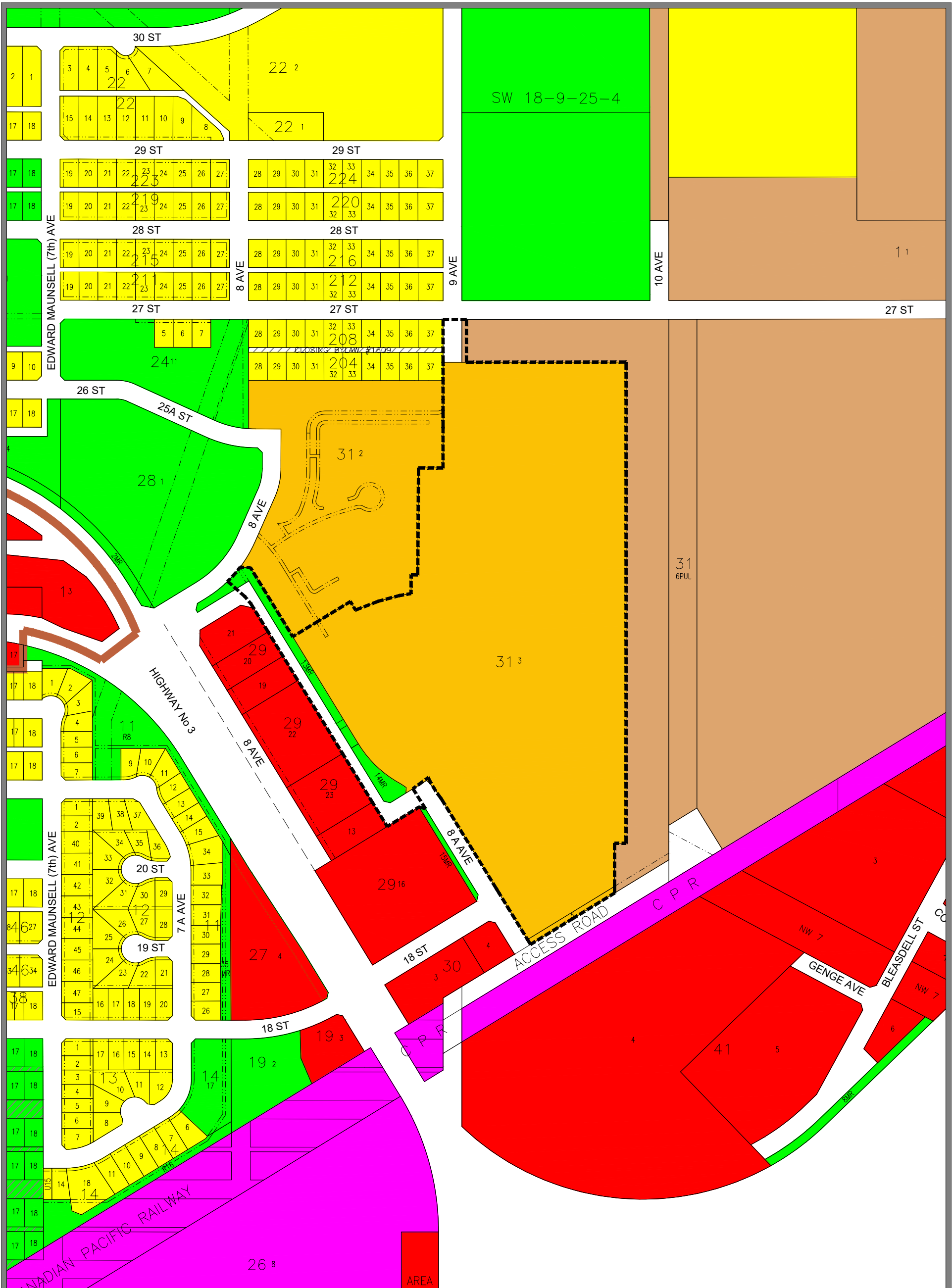
*5.30 Subdivision and development in Area 5 shall be sequenced properly; extending directly south from the built-up area of the Town with no undeveloped lands in between new urban development, and the built-up area.*

### Residential Development

*6.2 Residential development programs and decisions should ensure:*

*(a) a choice of new residential neighbourhoods with provision for different housing types to cater to all housing needs and income levels of the public;*





**LEGEND**

MACLEOD LANDING ASP LOCATION

**LAND USE DISTRICTS**

- RESIDENTIAL - R
- RESIDENTIAL MANUFACTURED HOME COMMUNITY RMC
- COMMERCIAL GENERAL CG
- INDUSTRIAL GENERAL IG
- PUBLIC AND INSTITUTIONAL PI
- AGRICULTURE AG

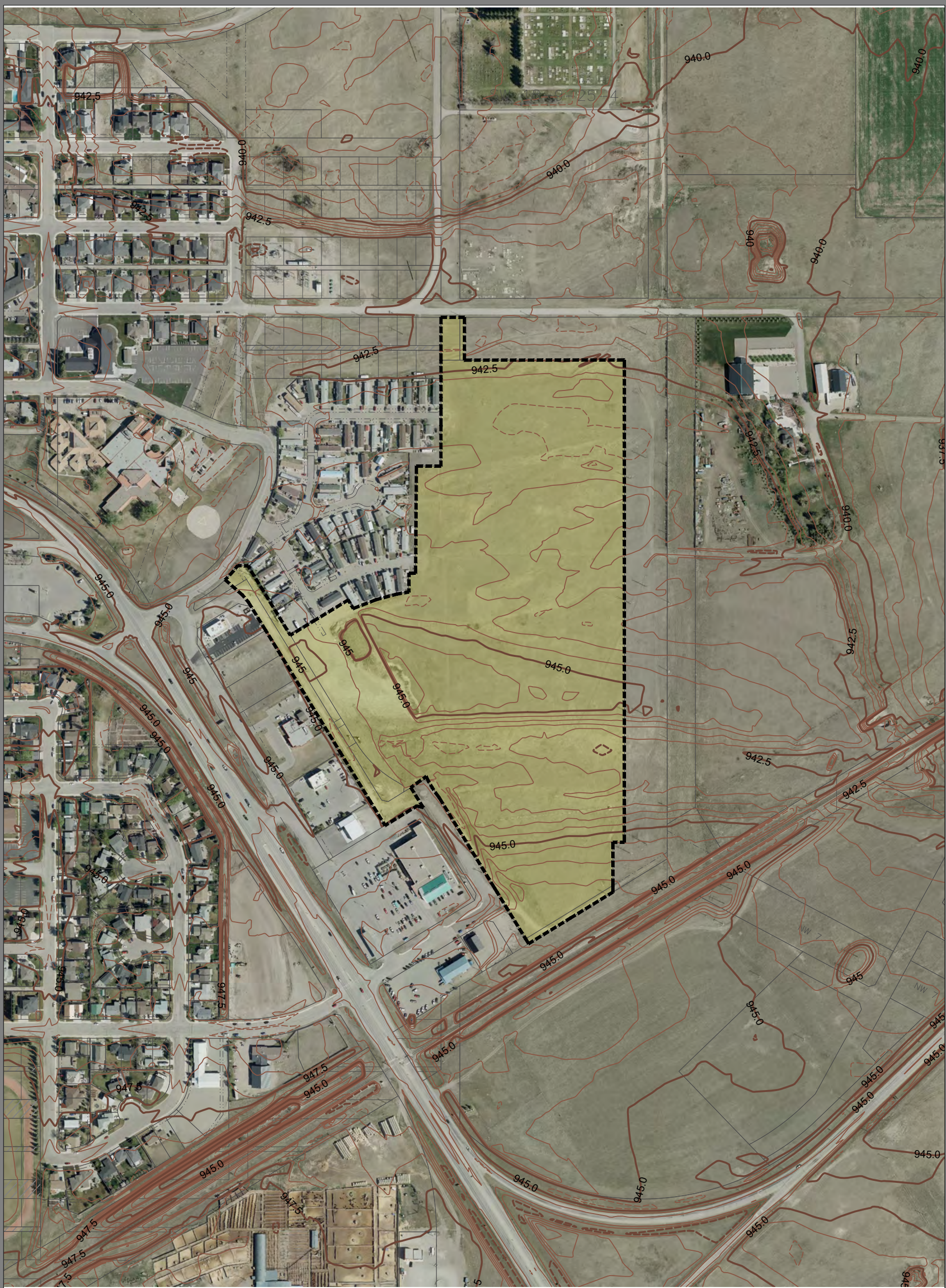
**MACLEOD LANDING  
AREA STRUCTURE PLAN  
MAP 2  
ZONING**








SCALE 1 : 4000  
 OLDMAN RIVER REGIONAL SERVICES COMMISSION  
 0 Metres 50 100 150 200

August 31, 2022  
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 Fort Macleod - ASP - Macleod Landing - Lot 2 - Block 31 - Plan 0012301.dwg





**LEGEND**

-  MACLEOD LANDING ASP LOCATION
-  CONTOUR - INDEX
-  CONTOUR - INDEX DEPRESSION
-  CONTOUR - INTERMEDIATE
-  CONTOUR - INTERMEDIATE DEPRESSION

**MACLEOD LANDING  
AREA STRUCTURE PLAN  
MAP 3  
CONTOURS**



SCALE 1 : 4000



AERIAL PHOTO DATE: APRIL 2017

August 31, 2022  
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Fort Macleod - ASP - Macleod Landing - Lot 2 - Block 31 - Plan 0012301.dwg



(b) *safe, attractive residential environments secure from incompatible land uses and in conformity with the existing historic, natural and cultural quality of residential neighbourhoods;*

(c) *rational and economical extensions of existing municipal services.*

6.3 *Council should strive to achieve a proportionate increase in various multi-unit housing that caters to broad socio-economic and demographic groups.*

6.4 *Applications submitted for large-scale (multi-family) or multi-lot residential developments shall be evaluated on the basis as to how the proposal will affect the existing municipal infrastructure and servicing capacities prior to approval being granted. Residential subdivisions may be planned and developed in phases, which would take into consideration market demand and future servicing.*

### **Commercial Development**

7.4 *When Land Use Bylaw amendments are proposed to accommodate new commercial uses, consideration shall be made to existing and adjacent land use patterns in the area.*

7.7 *The design of new commercial areas, sites and buildings should accommodate pedestrian connectivity, and should ensure building orientation and design is supportive of pedestrian movement.*

### **Recreation, Parks and Open Space**

9.1 *The Town should strive to make all public spaces more enjoyable, safe and accessible to all members of the community, including those with special needs.*

9.9 *The Town should investigate the opportunity to establish a continuous open space corridor system and pathway system.*

### **Economic Growth**

14.2 *Future land use decisions should create a compatible situation whereby industry; recreation and environmental uses can co-exist and not create potential conflicts.*

## **1.5 LEVEL OF PLANNING DETAIL AND FLEXIBILITY**

This Area Structure Plan meets the requirements of higher level planning documents. The level of planning detail provided in the Area Structure Plan reflects the appropriate balance between long range vision and flexibility. The adoption of this Area Structure Plan by Council provides for a level of certainty for town citizens as well as Council and the land development community in defining Council's long range vision for development of the subject lands. If the original vision and design intent is proposed to be significantly modified, an amendment of the revised version of the Area Structure Plan shall be forwarded to Council for consideration.

## **1.6 PROCESS**

The following process will be used to develop the Macleod Landing Area Structure Plan:

- (i) Draft plan reviewed by Council and town administration;



- (ii) Public Open House;
- (iii) Adoption of the Area Structure Plan by bylaw.

Once adopted by bylaw, the Town will use the plan to guide and direct future subdivision and development decisions on the subject lands.

**Objectives**

The Macleod Landing Area Structure Plan will seek to accomplish the following:

OBJECTIVE  <b>1</b>	<p><b>C</b>reate a vision for the future sustainable growth and development on the subject lands that balances the needs of future residents for:</p> <ul style="list-style-type: none"> <li>(a) high-quality residential neighbourhoods;</li> <li>(b) access to parks, trails and open space;</li> <li>(c) pedestrian linkages to commercial nodes; and</li> <li>(d) efficient transportation corridors to Fort Macleod’s historic downtown and Highway 3.</li> </ul>
OBJECTIVE  <b>2</b>	<p><b>M</b>aintain and enhance the quality of life in Fort Macleod by providing a variety of housing types, complimentary commercial development and a network of parks, trails and open space.</p>
OBJECTIVE  <b>3</b>	<p><b>P</b>rovide a framework and guidance for the orderly subdivision and development of lands within the ASP area.</p>
OBJECTIVE  <b>4</b>	<p><b>E</b>nsure that the type and distribution of land uses comply with the policies and objectives of the Town’s policy documents, including the Town’s Municipal Development Plan and Land Use Bylaw.</p>



## 2.0 DESIGN CONSIDERATIONS

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### 2.1 SITE CONTEXT AND ADJACENT LAND USES

The Macleod Landing ASP area is located in the northeastern part of the Town of Fort Macleod (see Map 1). Directly adjacent to the west is an existing manufactured home park. Northwest of the area is an existing residential neighbourhood. To the immediate north of the parcel there is vacant land and the Town cemetery. East of the ASP area is a major electrical transmission corridor. West and southwest of the area is commercial development, including a large grocery store, Tim Horton's, Dairy Queen, a carwash and the RCMP detachment. Adjacent zoning is identified on Map 2.

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Extra Foods grocery store



Tim Horton's restaurant



Transmission corridor



RCMP office

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### 2.2 EXISTING LAND USE

The subject property is currently vacant. Historically, it is uncertain if there has been previous development on the subject property. The total parcel size is approximately 13.68 ha (33.8 acres) and is legally known as Lot 3, Block 31, Plan 121 2310. The existing parcel is designated (zoned) Residential Manufactured Home Community: R-MC in the Town's Land Use Bylaw. Re-designation (re-zoning) must occur prior to any subdivision and development on the site in line with this Area Structure Plan.

### 2.3 TOPOGRAPHY AND EXISTING SITE CONDITIONS

The topography of the site (Map 3) is relatively flat with a distinctive small plateau in the middle of the parcel, approximately 1-2 metres higher than the elevation of the remainder of the parcel. From the small plateau in the middle of the parcel the land slopes down to the north, while south of the plateau the land falls slightly before rising to a high point in the far south of the parcel. The small elevation changes on the parcel are not significant constraints to development and will likely not have any negative impacts on the potential of these lands to accommodate a variety of residential, commercial and recreational uses. In order to accommodate the engineering design for the provision of storm water management and infrastructure (i.e. water and sanitary sewer) some re-grading of the land will more than likely be required to mitigate any current elevation challenges that exist.



## 2.4 EXISTING ROAD NETWORK

The ASP area is bounded by 18<sup>th</sup> Street to the south and 27<sup>th</sup> Street to the north. Off-site road improvements will be determined by the Town. Highway 3 is in close proximity to the south of the site with access from 18<sup>th</sup> Street. The Transportation Impact Study will be determined by Alberta Transportation. There are no existing internal roads within the ASP area.

Access to and from Highway 3 from 8<sup>th</sup> Avenue or 18<sup>th</sup> Street provides the most logical linkage to the Town's historic downtown. With a focus on maintaining the commercial vibrancy of the historic downtown, appropriate and adequate transportation connection to Highway 3 is important in the proposed design of the ASP area.

The manufactured home park to the west of the subject site will only have an emergency access onto 9<sup>th</sup> Avenue.

## 2.5 EXISTING SERVICING AND INFRASTRUCTURE

The subject lands are easily serviced with sanitary sewer, storm sewer and water from both the east and the west (Map 4). Servicing and infrastructure connections exist from 18th Street as well as from the main trunk lines to the east. Servicing on 27<sup>th</sup> Street is a block away and can be tied into 9<sup>th</sup> Avenue when needed. The Town's existing water and sewage treatment plants have capacity to handle new commercial and residential development on the subject lands. For more information regarding Engineered Servicing and Infrastructure needs prospective developers should contact the Town directly.

## 2.6 RESIDENTIAL HOUSING DEMAND AND EXISTING CONDITIONS

The existing housing stock in Fort Macleod is predominantly single-detached dwelling units with a mix of apartment/rowhouse dwellings and duplex/semi-detached dwellings (see Figure 2 below).

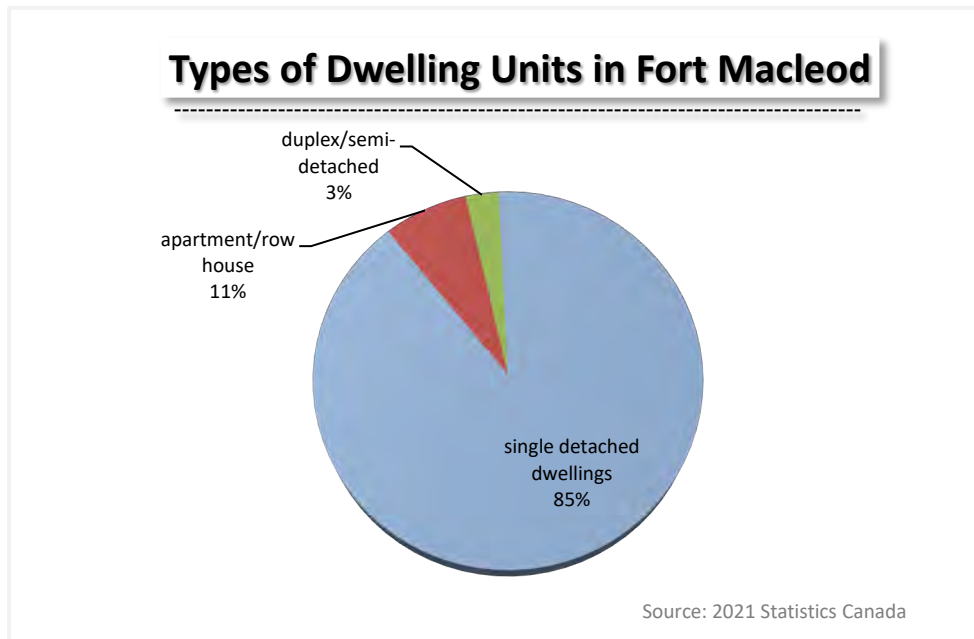


Figure 2: Types of Dwelling Units in Fort Macleod





The increasing demand for more efficient use of Town land and infrastructure as well as a need for greater housing affordability has resulted in a desire for increased housing variety and better balance between the various dwelling types.

Increasing the percentage of multi-unit dwelling types (e.g. semi-detached, rowhouse/townhouse, apartment) in new development areas has numerous benefits in the short and long-term, including:

- more efficient use of existing Town infrastructure such as roads, sanitary sewer, water and storm sewer;
- greater variety of housing options providing for all socio-economic classes;
- increased ability to attract a greater variety of residents, such as retirees and young adults;
- ability for residents to 'age-in-place';
- more efficient use of land resulting in a greater ability to house additional population and provide amenities, such as parks and open space within the same land area footprint; and
- greater commercial development appeal due to increased residential density in proximity to commercial lands.



For a full analysis of Town of Fort Macleod housing needs also refer to the *Fort Macleod Housing Needs Assessment 2021* report. The report provides a number of recommendations for housing best practices including higher-density housing developments, ageing in place and mixed-use developments. It should be noted that the report was produced prior to the latest 2021 Canada Census. Updated statistics to the 2021 Federal Census have been placed in this report. However, the major recommendations in the *Fort Macleod Housing Needs Assessment 2021* are still very much applicable.

### Household Size in Fort Macleod

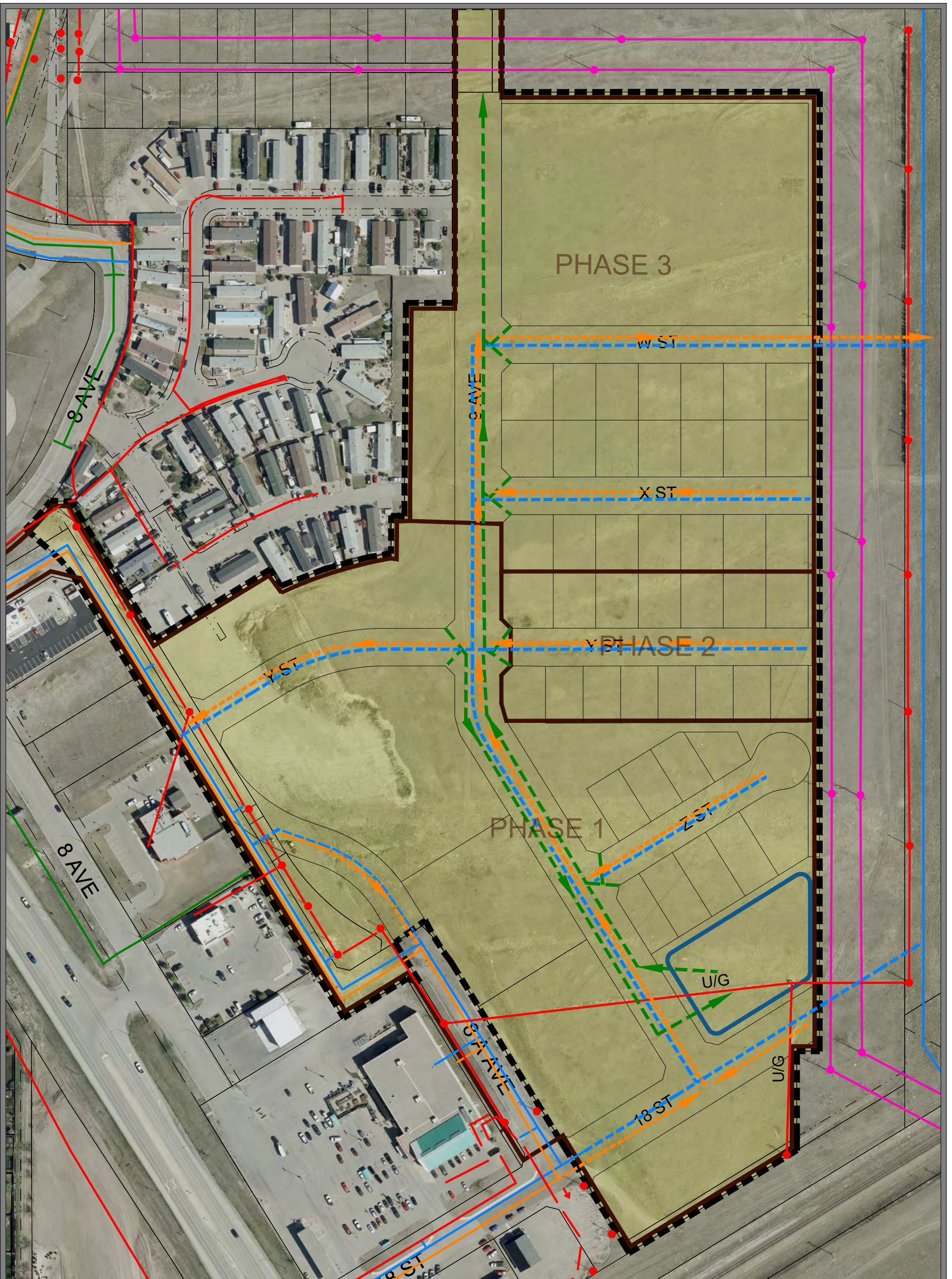
Household size is an important consideration when planning for new residential communities. Household size is defined by Statistics Canada as “a group of persons who co-reside in, or occupy, a dwelling.” The residential housing stock provided in the community should reflect the needs and desires of those who are likely to live there. In general, a typical assumption is that households with more persons (e.g. 3 or more persons) may desire larger detached dwelling units while smaller households (e.g. 1-2 persons) may desire smaller more attached dwelling units. These assumptions are not always true but provide a starting point for discussion about what type of mix (or ratio) of dwelling units may be appropriate within the subject site.

In Fort Macleod the majority of households (67%) have either one or two persons, while the remaining 33% of households have three or more persons (see Figure 3). If this data is compared to Figure 2 - Types of Dwelling Units in Fort Macleod, an interesting result is discovered. While 67% of households within the Town have only one or two persons, the housing stock within the Town is composed of 85% single detached dwelling units.













This is not to suggest that one or two person households do not desire a single detached dwelling. It does highlight the possibility that smaller households may not currently have their needs fully met when 77% of the dwelling units are single-detached and that there may be opportunity in the marketplace for the provision of alternative forms of housing.







**LEGEND**

- |  |  |
|--|--|
|  MACLEOD LANDING ASP LOCATION |  PROPOSED SANITARY GRAVITY MAIN |
|  SANITARY GRAVITY MAIN        |  PROPOSED STORM GRAVITY MAIN    |
|  STORM GRAVITY MAIN           |  PROPOSED WATER PRESSURE MAIN   |
|  WATER PRESSURE MAIN          |  PHASING LINES                  |
|  ELECTRICAL LINE              |  |
|  ELECTRICAL POLE              |  |
|  TRANSMISSION LINE            |  |
|  TRANSMISSION POLE            |  |

**MACLEOD LANDING  
AREA STRUCTURE PLAN  
MAP 4  
INFRASTRUCTURE**



SCALE 1 : 2000



AERIAL PHOTO: 2021

February 06, 2023  
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Fort Macleod - ASP - Macleod Landing - Lot 2 - Block 31 - Plan 0012301 - OPTION 1.dwg



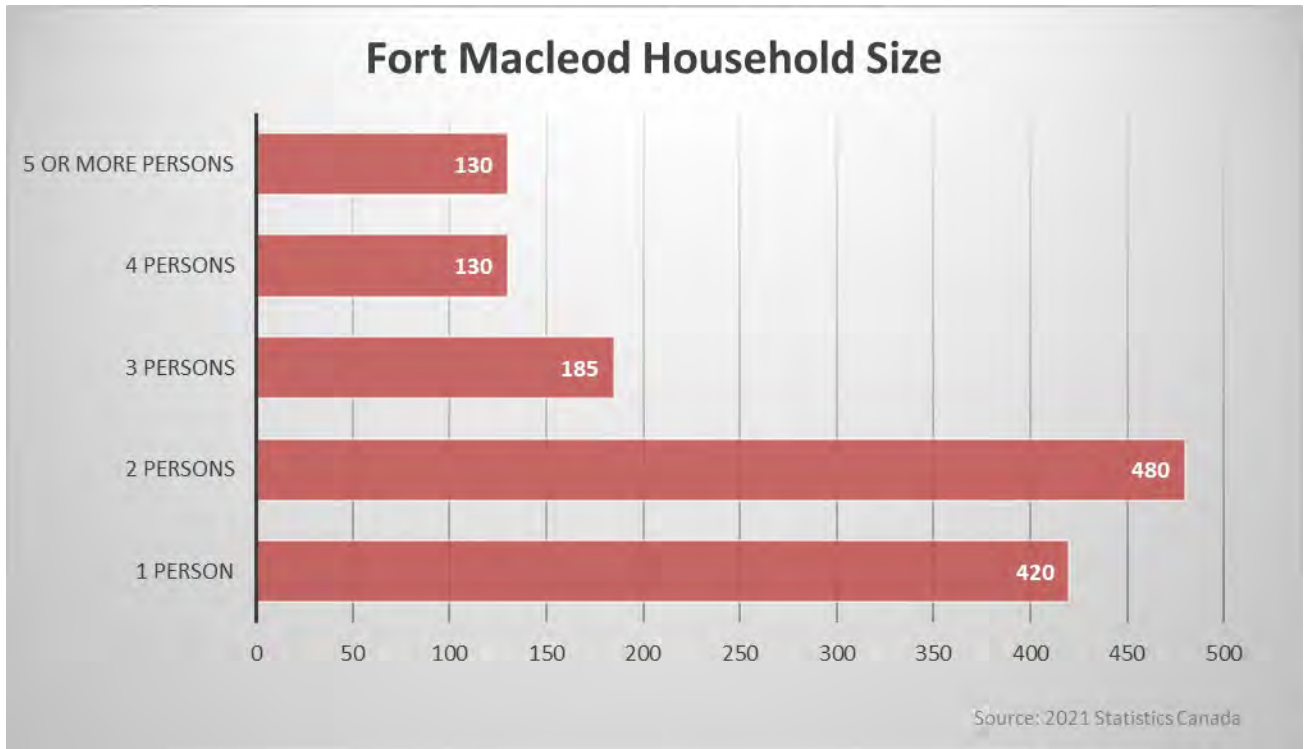


Figure 3: Fort Macleod Household Size

As per the recommendations from the *Fort Macleod Housing Needs Assessment 2021*, there is an opportunity within new developments to provide a greater range of dwelling types.

The Macleod Landing Area Structure Plan will seek to provide a greater range of housing types than what currently exists within the Town. This will attempt to: allow residents to 'age-in-place'; attract new residents both younger and older; and more adequately match the housing stock to the housing needs of the citizens of Fort Macleod.



## 3.0 LAND USE CONCEPT

### 3.1 OVERVIEW OF DESIGN

The Macleod Landing Area Structure Plan is focused on creating a vibrant residential neighbourhood with a mix of housing types, served by a connective network of parks, trails and open space and complimented by commercial development (see Map 5). The goal of this Area Structure Plan is to propose a balance between the number of single-detached residential dwellings and multi-unit dwellings (i.e. apartments, rowhouses). For example, the total land area proposed for single detached dwellings is approximately equal to the area proposed for seniors and multi-unit development; thereby achieving that important balance.

As a logical extension of the existing commercial activity to the south of the ASP area, a commercial area has been proposed to accommodate a variety of possible future commercial developments.

Parks, trails, open space and pedestrian accessibility are integral to the enjoyment and quality of life provided in every neighbourhood. The provision of a central park, playground and multi-use dry storm pond area (with recreation potential) offers residents a pedestrian and recreation destination close to where they live as well as a logical buffer for single-detached dwellings from the highway/railway and commercial uses. Pathway linkages to the central park northward to the rest of the Town's park system may look to utilizing the Altalink and Town utility corridors on the east and north side of the ASP.

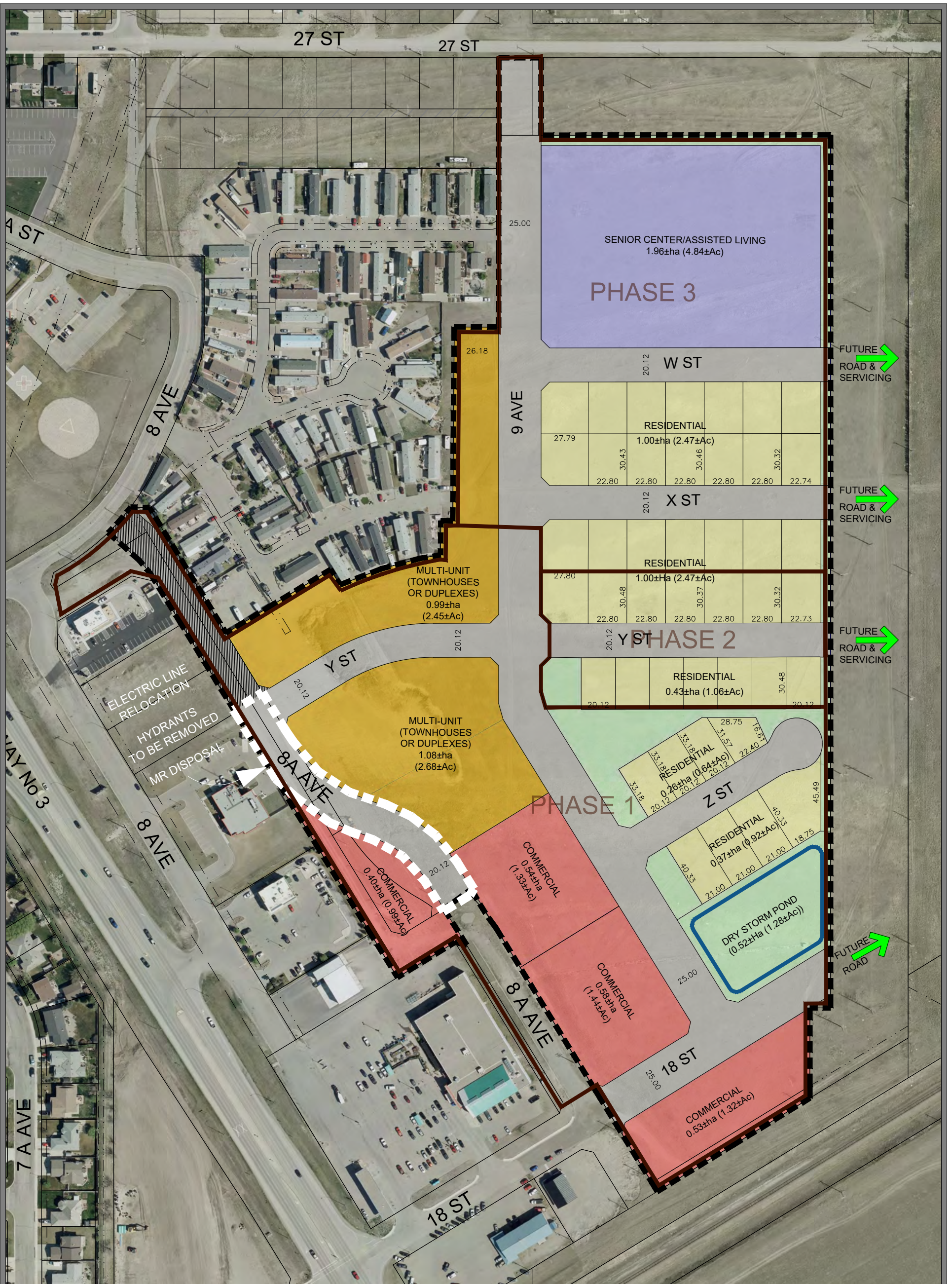
Table 1: Land Use Distribution

LAND USE	ACRES	% OF TOTAL AREA	NUMBER OF LOTS	NUMBER OF DWELLING UNITS
<b>Single detached residential</b> (low density single lots or two unit dwellings)	8.15	22.6%	43	43
<b>Multi-unit residential</b> (medium density - 10-25 units per acre net density)	5.13	14.2%	TBD	51-128
<b>Seniors / Assisted Living</b> (high density – 26-40 units per acre net density)	4.84	13.4%	1	125-193
<b>Commercial</b>	5.08	14.0%	TBD	N/A
<b>Parks, Dry Storm Pond, Trails &amp; Open Space</b>	3.20	8.9%	N/A	N/A
<b>Roads</b>	9.66	26.8%	N/A	N/A
<b>TOTAL</b> Density range 7.0 – 14.0 units per acre (gross density)	36.06	100%		219-364

Source: *ORRSC*







**LEGEND**

- MACLEOD LANDING ASP LOCATION (TOTAL AREA 14.59±ha (36.06±Ac))
- RESIDENTIAL (TOTAL AREA 3.30±ha (8.15±Ac))
- MULTI-UNIT (TOWNHOUSES & DUPLEXES) (TOTAL AREA 2.07±ha (5.13±Ac))
- COMMERCIAL (TOTAL AREA 2.05±ha (5.08±Ac))
- DRY STORM POND(TOTAL AREA 0.52±ha (1.28±Ac))
- GREEN SPACES (TOTAL AREA 0.78±HA (1.92±AC))
- SENIOR CENTRE / ASSISTED LIVING (TOTAL AREA 1.96±ha (4.84±Ac))
- PHASING LINES
- TEMPORARY ACCESS
- 8A AVE EXTENSION

**MACLEOD LANDING  
AREA STRUCTURE PLAN  
MAP 5  
LAND USE CONCEPT**



AERIAL PHOTO: 2021

February 06, 2023  
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Fort Macleod - ASP - Macleod Landing - Lot 2 - Block 31 - Plan 0012301 - OPTION 1.dwg



## 3.2 RESIDENTIAL DEVELOPMENT



The availability of vacant residential units in the Town is shrinking. In order to attract new residents to Fort Macleod a variety of housing opportunities should be available. Given the close proximity to the large economic centres such as Lethbridge and Calgary, the Town has a great opportunity to capitalize on its market advantage of more affordable residential housing and a small town quality of life. Providing an adequate supply and variety of both single detached and multi-unit dwellings will position Fort Macleod to meet the future market demand and support the long-term growth of the community.

### 3.2.1 LOT TYPES

#### **SINGLE DETACHED RESIDENTIAL**

Single detached residential lots will be designed with an average size of 20 m (66 ft.) in width by (30 m) 99 ft. length. This meets the minimum lot size for the Residential: R land use district while still increasing density within the Town to provide for more efficient use of infrastructure and servicing. All residential lots will be within close walking distance of a park for recreational purposes. A few select amenity lots with an exposure backing onto the park is also a feature of the plan.

#### **MULTI-UNIT RESIDENTIAL**

Multi-unit residential lots will remain in large block parcels in order to allow a developer to propose a high-quality design that meets the needs of the housing sector while at the same time complying with this Area Structure Plan and the Town's vision.

Target densities will be between 10 units per acre (townhouse/duplex) and 25 units per acre (multi-unit/apartment) net density resulting in between 51 and 128 dwelling units.



Source: Lincoln Land Institute

Example of approximately 10 units per acre townhouse development



Source: Lincoln Land Institute

Example of approximately 25 units per acre apartment/townhouse development

### SENIORS CENTRE/ASSISTED LIVING

There is an expressed need to provide more seniors and assisted living housing opportunities within Fort Macleod. A large portion of the seniors housing available in southern Alberta is centralized in Lethbridge, almost forcing seniors to relocate to a large urban centre they may not be familiar with in terms of street directions, shopping, and social supports. Increasingly towns are trying to allow residents to 'age-in-place', meaning that they do not need to relocate as their independence decreases over time. In order to facilitate the potential development of a seniors/assisted living centre by a private developer, a large five acre block has been designated for this type of use. The vision for this site may include a mix of senior's row housing/semi-detached dwellings and/or an extended care assisted living facility or nursing home.

### 3.2.2 ARCHITECTURAL DESIGN CONSIDERATIONS FOR RESIDENTIAL DEVELOPMENT



The latest research in community planning suggests there are many benefits to providing a greater street presence of buildings and dwellings. This means ensuring that buildings are oriented towards the main street frontage and allowed to be closer to the life on the street with provision for parking at the rear of the lot. Theoretically, benefits of this type of design include greater pedestrian interaction (i.e. public/private space), improved street security as homeowners are more part of the on-street action and enhanced streetscape aesthetics. Excepting out the lots on the park, the Area Structure Plan has incorporated lanes throughout, rear attached, or detached garage designs may be appropriate instead of the traditional front drive garage housing product.



# Macleod Landing Design Scheme

## Architectural Design Examples



Townhouse units with strong street presence



High-quality multi-unit development



Neighbourhood scale commercial development



Seniors centre / assisted living development



Single detached dwellings



Storm retention pond, open space and recreational facilities



Highway commercial and retail development



### **SINGLE DETACHED RESIDENTIAL**

Quality residential design must be a strong consideration in any new neighbourhood. In order to attract new residents to a community, dwellings should be designed to enhance the streetscape and create a desirable and livable neighbourhood. The majority of lots have rear lane access and construction of front driveways on these rear access lots will be discouraged to ensure the desired aesthetic.

The Town may wish to consider allowing a reduction in the required minimum front yard setback to allow greater street presence of the single-detached dwellings (e.g. 3.0m setback rather than standard 7.6m). Additional architectural components that will be encouraged include: front porches, usage of a variety of exterior materials other than vinyl siding such as brick and stone, planting of trees and shrubs and provision of landscaping.



Photo: 1 - Example of Home with front porch and rear access in Fort Macleod. Source: ORRSC



Photo: 2 - Example of Multi-unit development with prominent street frontage in Airdrie, AB. Source: ORRSC

### **MULTI-UNIT RESIDENTIAL**

It is recommended that multi-unit dwellings be built to the street with parking in the rear of the building. In addition, multi-unit dwellings should contain a minimum amount of landscape elements to break up the visual impact of a larger building (see Photo 2).

Multi-unit residential developments will be encouraged to bring forth innovative and high-quality designs that address the following:

- street presence;
- soft landscaping (trees, shrubs, grass);
- amenity areas;
- parking allocation and design;
- variety of exterior materials; and
- pedestrian connectivity to Town parks and open spaces.

### 3.3 PARKS, PATHWAYS AND OPEN SPACE DESIGN



The concept design includes plenty of park space and pathway connections. Increasingly parks and open space are viewed as critical components to the quality of life for citizens. No longer are they viewed as expensive bonus features, rather the latest research indicates that overall mental and physical well-being is directly related to the proximity of parks and open spaces to a person's place of residence. The goal of the concept design was to ensure that each dwelling unit had quick and easy access to a park area or open space.

The Altalink transmission corridor to the east of the ASP site provides an opportunity to develop a trail network that would loop around the development to the north and link into existing the town parks and trail system.



Photo: 3 - Example of residential dwellings with direct access onto a park. *Source: ORRSC*

### 3.3.1 ARCHITECTURAL DESIGN CONSIDERATIONS FOR PARKS, PATHWAYS & OPEN SPACE

The most critical component of pedestrian infrastructure is the ability for continuous uninterrupted movement. Pathways must have a safe and viable connection to either a sidewalk or a destination, such as a park, open space, residence or commercial node. An important element of the pathway system in the Macleod Landing Area Structure Plan is the linkage between residential areas and the central park and commercial node destinations. These would provide for highly visible, unimpeded and safe crossing links for pedestrians to the various destinations within the neighbourhood.



Photo: 4

Example of a crosswalk bulb at an intersection in Fort Macleod. Similar traffic calming measures would address pedestrian safety within this development.

Source: Google Maps



Photo: 5

Example of a pedestrian crosswalk in a residential neighbourhood.

Source: ORRSC



### 3.4 COMMERCIAL DEVELOPMENT DESIGN



Besides the Town’s historic downtown, there are few commercial nodes within the Town. One such node is the highway commercial development directly to the west of the ASP area. Building off of the success of this existing highway commercial area, the commercial development component of this plan will focus on meeting both highway commercial opportunities as well as neighbourhood needs. Both types of customers should be planned for in order to achieve the right balance between business success and neighbourhood feel with respect to land uses, building design, building orientation and site design for vehicles and pedestrians.

#### 3.4.1 LOT TYPES

Commercial areas will remain in large blocks until a developer proposes a design suitable to the Town’s subdivision and development authority. Lot sizes must conform to those specified in the Town’s Land Use Bylaw. If a developer brings forth a suitable innovative proposal that does not meet the Town’s Land Use Bylaw, either variances to the Town’s Land Use Bylaw standards must be given or a proposal to amend the Land Use Bylaw must be made to Council.

#### 3.4.2 ARCHITECTURAL DESIGN CONSIDERATIONS



Photo: 6 Example of Pedestrian-oriented commercial space. Source: ORRSC

Commercial development in the ASP area will focus on both neighbourhood scale and large-scale highway commercial development.

Larger scale commercial developments will be encouraged to locate in the south portion of the ASP area, farthest from residences. These types of developments may have greater building massing and be more vehicle-oriented in design and parking accommodation. However, adequate landscaping and accommodation for pedestrians should still be present on the site (see Photo 9 below).

Transitioning to the north and west of the ASP area, commercial developments will be encouraged to be smaller in scale and more pedestrian oriented (see Photo 8). Any interfaces between commercial development and residential areas should be treated sensitively with increased attention to form, scale, design, pedestrian access and landscaping.

New neighbourhood-scale commercial developments should be designed to accommodate all modes of transportation, including passenger vehicles, cycling and walking. Retail commercial

buildings should be street oriented, with minimal front setback, and designed at a scale appropriate for pedestrians. Parking should ideally be accommodated with a combination of on-street parking, rear parking on-site or a central parking lot. The retail space should ensure seamless and safe connectivity for pedestrians as they walk from their neighbourhood to the commercial area. This requires careful attention be paid at the subdivision and development approval stages to the location of parks, open space, building location, setbacks and provision of sidewalks and pathways. In addition, retail commercial spaces should be adjoined to large sidewalks able to accommodate street furniture, such as benches, garbage receptacles, trees and other plantings (where appropriate) in the context of the surrounding land uses and the building and site design components of a particular project.



Photo: 7

Example of neighbourhood scale commercial development with prominent street presence and accommodation for both pedestrian and vehicle traffic.  
*Source: ORRSC*



Photo: 8

Example of large scale (e.g. highway) commercial development with extensive landscaping and accommodation for pedestrian traffic.  
*Source: ORRSC*



**SIGNAGE**

Business signage is an important component of any successful commercial area. Signage is also a critical design component that can either enhance or detract from a person’s experience of an area or space. Signage that is predominantly car-oriented, usually with extremely tall freestanding signs and roof signs, can feel unfriendly and cold to a pedestrian, who may simply going for a walk or purchasing their daily newspaper.



An important balance must be struck in order for businesses to attract an adequate amount of vehicle traffic, while at the same time not making the space feel distant and unwelcoming to local residents walking to the site or living adjacent to the area. Tall freestanding signs and roof signs should be discouraged in this area while fascia and canopy signs will be encouraged. In order to attract highway traffic to the Macleod Landing commercial area, municipal signage may be required.



Fascia signs downtown Fort Macleod. Source: ORRSC

**3.4.3 SIDEWALKS, STREET LIGHTING AND ROADS**

All sidewalks, streetlights and roadways shall be built to the approved standards of the Town of Fort Macleod. The Major collector streets shall contain adequate sidewalk width as well as a landscaped boulevard of the same or greater width (see figures below).

Within the development, 18<sup>th</sup> Street and 9<sup>th</sup> Avenue will be considered collector streets and all others will be designated as local streets.

MAJOR COLLECTOR ROADWAY (9<sup>th</sup> Avenue and 18<sup>th</sup> Street)



25m (82 ft.) ROW for collector streets allowing for sidewalk both sides, boulevard and on-street parking

LOCAL/MINOR COLLECTOR ROADWAY



20.12m (66 ft.) ROW for local streets with sidewalk and landscaping areas on both sides



The depicted portion of 8A Street that extends up the existing alley corridor behind the Dairy Queen to 8th Avenue is presented as a short term option to gain access to the Multi-unit land use areas south of the Macleod Landing trailer park. As highlighted on Map, the development of this portion of lane into a street comes with some large expenses and constraints. It is not an ideal location for a connection to 8th Street given the curve in 8th Street and the proximity to two other accesses to 8th. To gain full street width the MR parcels would need to be removed as well as the hydrants and power poles. It is therefore suggested that if development progresses from either 27th Street southward or from 18th Street northward that the 8A Street connection be halted at Y Street. It may also be necessary to close the alley in this vicinity to eliminate cut through traffic.



## 3.5 SUSTAINABILITY

The Macleod Landing Area Structure Plan addresses the four pillars of sustainability: economic, environmental, social & cultural and governance.

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### ECONOMIC SUSTAINABILITY

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A vibrant economy enables citizens to contribute to a healthy environment, strong social fabric and cultural scene. The Area Structure Plan provides for economic sustainability in the following ways:

- commercial opportunities within close proximity to both residential neighbourhoods and regional highway traffic; potentially providing multiple sources of sustainable revenue;
- compact development minimizing the costs of infrastructure and servicing to both the Town and developers; and
- potential for local employment nearby residential neighbourhoods.

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### ENVIRONMENTAL SUSTAINABILITY

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A healthy environment is a benefit to everyone. The Area Structure Plan provides for environmental sustainability in the following ways:

- abundance of parks, trails and open space;
- walkable neighbourhoods in close proximity to commercial destinations; and
- compact residential development through increased densities.

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### SOCIAL & CULTURAL SUSTAINABILITY

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A sustainable community provides for all of the needs of its citizens. Social sustainability means that community members have opportunities to enrich themselves through social interactions, recreation, community events and the maintenance of their overall mental and physical well-being. The Area Structure Plan provides for social sustainability in the following ways:

- provision of a wide range of dwelling types (multi-unit, single-detached, etc.);
- housing for all ages, including opportunities for seniors to stay in their community; and
- viable commercial opportunities that serve to support and not detract from the Town's historic downtown and existing cultural opportunities (Empress Theatre, RCMP Musical Ride, etc.).

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### GOVERNANCE SUSTAINABILITY

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Strong government and leadership and participative decision-making processes create an atmosphere that empowers citizens to take action on sustainability. The Area Structure Plan provides for governance sustainability in the following ways:

- demonstrated leadership from Council to plan for future growth and development in this area in compliance with the Town's MDP;
- strong vision to the development industry for increased residential density and the provision of a variety of dwelling types; and
- foresight into the need to capitalize on opportunities for Town growth and development.



## 4.0 SEQUENCE OF DEVELOPMENT



Once the Area Structure Plan has been passed by Council there is a three-stage process to begin developing a parcel of land: redesignation (rezoning), subdivision, and development.

### 4.1 REDESIGNATION OF LAND (REZONING)

#### 4.1.1 PURPOSE

The process for redesignation as outlined in the *Municipal Government Act, Revised Statutes of Alberta 2000 (MGA)*, provides for advertising of the proposal and the holding of a public hearing where affected landowners may comment on the proposal. Council will make the final decision to redesignate a parcel and there is no appeal of this decision.

All land eligible to be subdivided within the ASP area is currently designated as *Residential Manufactured Home Community: R-MC* within the Land Use Bylaw. The proposed design concept contains land use districts including: *Residential: R*, *Residential Multi-unit: R-MU*, *Commercial General: CG*, *Commercial Neighborhood: CN* and *Public and Institutional: PI*. Where necessary, land will need to be redesignated to the appropriate district prior to the subdivision and development of the ASP area.

#### 4.1.2 PROCESS AND POLICIES

Proposals for redesignation of lands shall follow the process outlined in the *Municipal Government Act, Revised Statutes of Alberta, 2000* and Land Use Bylaw.

- 4.1.2.1 The Macleod Landing Area Structure Plan is to be used at the time of redesignation.
- 4.1.2.2 A concept plan may be required in support of any redesignation.
- 4.1.2.3 Where a redesignation request is contrary to this plan, an ASP amendment may be necessary as a first step.

### 4.2 SUBDIVISION OF LAND

#### 4.2.1 SEQUENCE AND REQUIREMENTS

After a parcel of land is redesignated to the appropriate district as outlined in the plan, the land may be subdivided into separate titles. The landowner (which is currently the Town) or land developer will have certain costs to consider as part of the subdivision process. These include the following:

- i. Subdivision application fees, survey costs and registration costs.



- ii. Provision of municipal reserve (MR) will be provided as land in conjunction with the dry storm pond and linear park buffer parcels along the east and north sides of the development as shown on Map 5. Any amounts owing beyond those shown on Map 5 shall be provided as money in lieu, in accordance with s.666 and 667 of the MGA.
- iii. Developers will be required to enter into a development agreement with the Town of Fort Macleod for the provision of infrastructure to service the ASP area.
- iv. Developers will be required to provide the following infrastructure to the Town's specifications to adequately service the area:
  - water mains and service connections,
  - sanitary sewer mains and service connections,
  - storm sewer mains and service connections (storm ponds if required),
  - overland drainage system,
  - paved roadways complete with curb and gutter,
  - landscaped park/open space areas and trails,
  - sidewalks and lanes where required,
  - private utilities (natural gas, electrical and street lighting, telephone, cable television)
  - Town off-site levies and development fees (planning and engineering costs associated with the preparation of this ASP) may be applied to developers of the area at the time of development.

#### 4.2.2 POLICIES

- 4.2.2.1 The Macleod Landing Area Structure Plan is to be used at the time of subdivision.
- 4.2.2.2 Subdivision proposals will be reviewed in terms of conformity to the Area Structure Plan. Prior to the application for survey of the subdivision, developers are encouraged to consult with the Town and their planning staff to determine if the proposal is in compliance with the ASP.
- 4.2.2.3 As a condition of subdivision approval, the landowner or developer shall enter into a development agreement with the Town of Fort Macleod.
- 4.2.2.4 A subdivision requesting the portion 8A Avenue running north of Y Street as a permanent street will be required to remove the portion of street from the final Plan of Survey.
- 4.2.2.5 At the time of subdivision, the subdivision authority shall require a landowner to provide the 10 percent reserve requirement by providing land and/or money-in-lieu in accordance with map 5.
- 4.2.2.6 Costs of infrastructure construction shall be borne by the persons owning and developing land in the ASP area.
- 4.2.2.7 The design of utility infrastructure shall be to the Town of Fort Macleod standards. The Town will provide detailed engineering standards to the developer at the time of subdivision and/or development.
- 4.2.2.8 Any costs associated with topographic survey or engineering work that may be required for the subdivision shall be at the expense of the developer.
- 4.2.2.9 Any utility rights-of-way(s) as required by utility companies, or the Town of Fort Macleod shall be established prior to finalization of any subdivision application.
- 4.2.2.10 Lot sizes and layouts shall conform to the standards as described in this ASP, however, in all instances the minimum lot size of the corresponding land use district in the Town's Land Use Bylaw shall be adhered to when subdividing a lot.





- 4.2.2.11 The Town of Fort Macleod will agree to a formula for the distribution of the costs associated with the development of the storm water management system for the area and any oversizing of infrastructure as deemed necessary by the Town.
- 4.2.2.12 Professional reports required at the time of subdivision shall include: geotechnical, historical resource clearance, and any other professional reports deemed necessary by the Town.
- 4.2.2.13 The development of architectural controls may be contemplated by the Town or the developer siting the Architectural Design Considerations section of this document. When created a copy of the architectural controls are to be reviewed against the requirements of the Area Structure Plan and Land Use Bylaw and registered on title with the subdivision.

### 4.3 DEVELOPMENT OF INDIVIDUAL LOTS



#### 4.3.1 DEVELOPMENT PERMIT APPROVAL PROCESS

Once the ASP area has been subdivided, the necessary infrastructure in place, conditions met and separate titles issued, the landowner can apply to the Town of Fort Macleod for a development permit to develop a permitted or discretionary use as listed in the appropriate district and contained in the Land Use Bylaw.

In accordance with the land use bylaw, the development approval process will include the following:

- i. The landowner will be required to submit an application form, a fee, a site plan showing the location of the building on the lot, building plans and a grading plan in keeping with the overall conceptual grading plan for the ASP area.
- ii. Once the application, applicable fee and any required information have been submitted, the designated officer or the development authority will review and make a decision on the application. If a proposed development conforms to this plan and the Land Use Bylaw, the designated officer shall issue a development permit with or without conditions. If the application is for a development permit for a discretionary use the designated officer shall either, make the decision or forward it to the municipal planning commission depending on where the authority lies. In this instance, the development authority shall notify persons likely to be affected by the issuing of the development permit.
- iii. The development authority may require that as a condition of issuing a development permit, the applicant enter into a development agreement with the Town of Fort Macleod regarding the provision of infrastructure services or pay for an off-site levy.
- iv. The landowner should be aware of the location of any underground services present before any excavation work is commenced.

- v. The applicant must commence the development within 12 months from the date of issuance of the permit, unless the development permit is suspended or cancelled, otherwise the permit is no longer valid.

#### 4.3.2 POLICIES

- 4.3.2.1 This Area Structure Plan is to be used as a guideline for development in conjunction with the Land Use Bylaw when considering a development permit application. Subsequently Council may wish to amend the Land Use Bylaw to ensure compliance with aspects of the Area Structure Plan.
- 4.3.2.2 All development shall be required to connect to both the municipal water supply and sanitary sewage systems.
- 4.3.2.3 The landowner/developer will be required to submit an application form, a fee, a site plan showing the location of the building on the lot, building plans and a grading plan.
- 4.3.2.4 Any costs associated with topographic survey or engineering work that may be required shall be at the expense of the developer.
- 4.3.2.5 Landowners will be required to provide for adequate storm water drainage management as created by their land parcel and proposed development in compliance with the approved building grade plan for the area.
- 4.3.2.6 Legal access and egress from a lot shall be indicated on a site plan and shall be at a location to the satisfaction of the designated officer or the development authority.
- 4.3.2.7 That a developer identifying the alley extension of 8A Avenue running north of Y Street as a construction access shall consider this access as temporary. Once the street network provides another means of egress the temporary access on 8A Avenue to 8 Avenue must be returned to its status as a Municipal Reserve strip and alley.
- 4.3.2.8 Landscaping shall be provided on all street frontages and shall be to the satisfaction of the designated officer or the development authority. Additional landscaping may be required to sufficiently address the interface between commercial and residential areas.
- 4.3.2.9 The development authority may require the developer to provide additional standards of development (building color and materials, parking, landscaping, screening of storage/goods, etc.) in conjunction with the Land Use Bylaw.

## 5.0 PUBLIC CONSULTATION PROCESS

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Public consultation in the planning process is intended to give citizens input into the land use planning process. The information gathered through public consultation is used to establish or confirm the goals, objectives and policies in support of the land use concept for the land within the ASP area. An open house will be scheduled whereby citizens can review the Area Structure Plan and offer their comments. Any comments will be forwarded to Town Council.

Following adoption of the Area Structure Plan by Council, the appropriate administrative and decision-making bodies will be using this Area Structure Plan in concert with other local plans and bylaws to guide decisions concerning future subdivision and development of the ASP area.



## 6.0 SUMMARY

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The Macleod Landing Area Structure Plan has been prepared to provide a framework for subdivision and development within the subject lands for the Town of Fort Macleod. The Area Structure Plan puts forward a vision for a mixed-use residential and commercial neighbourhood that maintains the Town's high-quality of life and integrates well with the Town's existing development. The proposed neighbourhood offers a mix of residential dwelling units, a centrally located park, and complimented with commercial development accessible by pedestrians and vehicles and an extensive pedestrian network with good linkages to existing and future neighbourhood areas.

The road network has been designed to give safety to the area's residents by promoting easy access to Highway 3 and the Town's historic downtown area and future road and servicing stubs to the east. The development of the Macleod Landing Area Structure Plan will benefit the Town through the provision of additional residential and commercial development opportunities all within the Town's existing boundaries and infrastructure capacity.



# APPENDIX

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## DEFINITIONS AND ACRONYMS

### DEFINITIONS

**Area Structure Plan** means a framework adopted by bylaw in accordance with *the Municipal Government Act* for the subdivision and development of an area of land which describes the sequence of development, land uses proposed, population density, location of major transportation routes and public utilities and other matters Council considers necessary.

**Subject Area/Lands or ASP area** means the lands identified in Map 1 in this document.

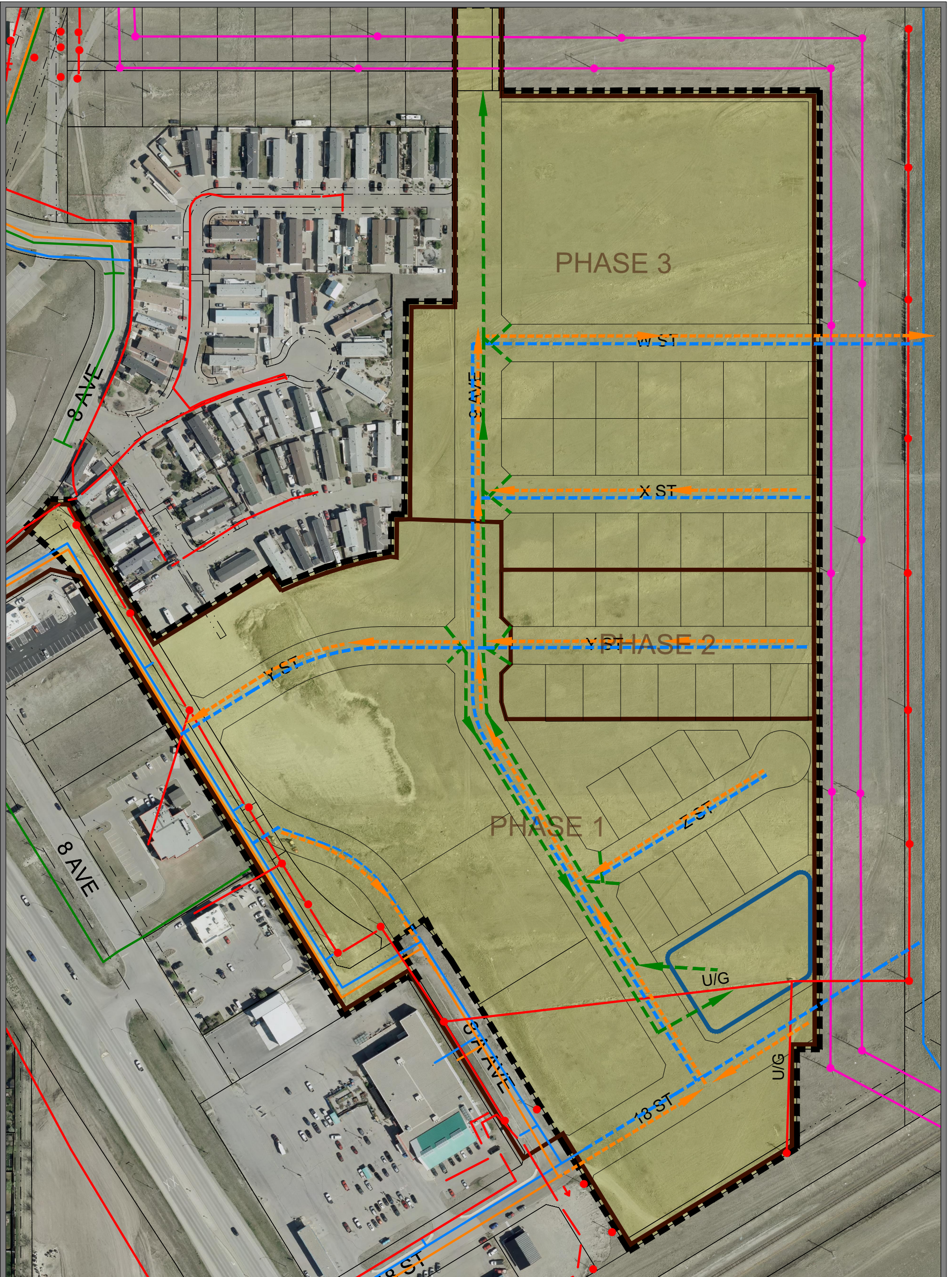
**Linear Park** means a park area that is generally longer than it is wide and developed to accommodate one or more modes of recreational pedestrian travel such as walking, running, rollerblading or cycling.

### ACRONYMS













- ASP:** Area Structure Plan
- MDP:** Municipal Development Plan
- LUB:** Land Use Bylaw
- PUL:** Public Utility Lot
- MGA:** *Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26*
- MR:** Municipal Reserve







**LEGEND**

- |  |  |
|--|--|
|  MACLEOD LANDING ASP LOCATION |  PROPOSED SANITARY GRAVITY MAIN |
|  SANITARY GRAVITY MAIN        |  PROPOSED STORM GRAVITY MAIN    |
|  STORM GRAVITY MAIN           |  PROPOSED WATER PRESSURE MAIN   |
|  WATER PRESSURE MAIN          |  PHASING LINES                  |
|  ELECTRICAL LINE              |  |
|  ELECTRICAL POLE              |  |
|  TRANSMISSION LINE            |  |
|  TRANSMISSION POLE            |  |

**MACLEOD LANDING  
AREA STRUCTURE PLAN  
MAP 4  
INFRASTRUCTURE**



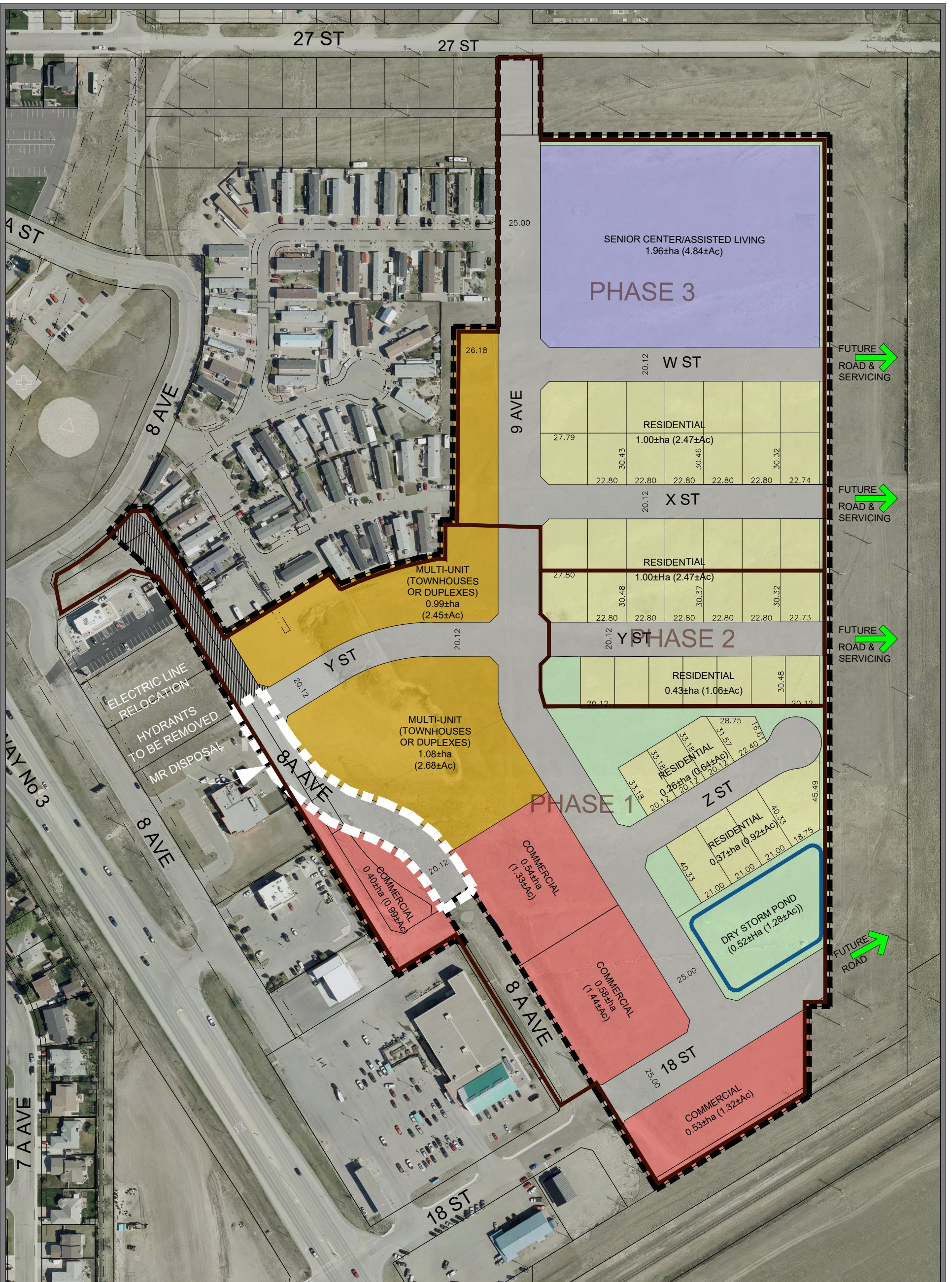
SCALE 1 : 2000













AERIAL PHOTO: 2021

February 06, 2023  
N:\Willow-Creek\MID\Fort-Macleod\Fort Macleod Projects\ASP - Macleod Landing\  
Fort Macleod - ASP - Macleod Landing - Lot 2 - Block 31 - Plan 0012301 - OPTION 1.dwg





**LEGEND**

-  MACLEOD LANDING ASP LOCATION (TOTAL AREA 14.59±ha (36.06±Ac))
-  RESIDENTIAL (TOTAL AREA 3.30±ha (8.15±Ac))
-  MULTI-UNIT (TOWNHOUSES & DUPLEXES (TOTAL AREA 2.07±ha (5.13±Ac)))
-  COMMERCIAL (TOTAL AREA 2.05±ha (5.08±Ac))
-  DRY STORM POND(TOTAL AREA 0.52±ha (1.28±Ac))
-  GREEN SPACES (TOTAL AREA 0.78±HA (1.92±AC))
-  SENIOR CENTRE / ASSISTED LIVING (TOTAL AREA 1.96±ha (4.84±Ac))
-  PHASING LINES
-  TEMPORARY ACCESS
-  8A AVE EXTENSION

**MACLEOD LANDING  
AREA STRUCTURE PLAN  
MAP 5  
LAND USE CONCEPT**



AERIAL PHOTO: 2021

February 06, 2023  
N:\Willow-Creek-MDF-Fort-Macleod\Fort Macleod Projects\ASP - Macleod Landing\  
Fort Macleod - ASP - Macleod Landing - Lot 2 - Block 31 - Plan 0012301 - OPTION 1.dwg



**TOWN OF FORT MACLEOD**  
**in the Province of Alberta**  
**BYLAW NO. 1961**

**BEING** a bylaw of the Town of Fort Macleod in the Province of Alberta to adopt Bylaw No. 1961 being the **Macleod Landing Area Structure Plan**.

**AND WHEREAS** the purpose of proposed Bylaw No. 1961 is to establish standards and requirements regarding the development and subdivision for residential and commercial purpose on the lands;

**AND WHEREAS** the municipality wishes to provide for orderly growth and development to occur while minimizing land use conflicts;

**AND WHEREAS** the municipality may adopt an area structure plan pursuant to Section 633 of *the Municipal Government Act, RSA 2000, Chapter M-26*, as amended, and provide for its consideration at a public hearing.

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

1. Adopt Bylaw No. 1961 being the **Macleod Landing Area Structure Plan** (attached) for lands legally described as Lot 3, Block 31, Plan 1212310 having a portion within the NE¼ Sec 12, Twp 9, Rge 26, W4M and a portion within the NW¼ Sec 7 Twp 9, Rge 25, W4M.
2. This bylaw shall come into effect upon third and final reading hereof.

READ a **first** time this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
*Mayor – Brent Feyter*

\_\_\_\_\_  
*Chief Administrative Officer–Anthony Burdett*

READ a **second** time this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
*Mayor – Brent Feyter*

\_\_\_\_\_  
*Chief Administrative Officer– Anthony Burdett*

READ a **third** time and finally PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
*Mayor – Brent Feyter*

\_\_\_\_\_  
*Chief Administrative Officer– Anthony Burdett*



# NOTICE OF PUBLIC HEARING

## TOWN OF FORT MACLEOD

PROPOSED BYLAW NO. 1961

MACLEOD LANDING AREA STRUCTURE PLAN

7:00 p.m., February 13, 2023

Town of Fort Macleod Council Chambers (410 20<sup>th</sup> Street)

PURSUANT to Sections 216.4, 606 and 692 of the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, as amended, the Council of the Town of Fort Macleod in the Province of Alberta, hereby gives notice of its intention to **consider adoption of Bylaw No. 1961** being the **Macleod Landing Area Structure Plan** for Lot 3, Block 31, Plan 1212310 having a portion within the NE¼ Sec 12, Twp 9, Rge 26, W4M and a portion within the NW¼ Sec 7, Twp 9, Rge 25, W4M.

THE PURPOSE of proposed **Bylaw No. 1961** is to establish the standards and requirements for a proposed residential and commercial development on the above mentioned land.

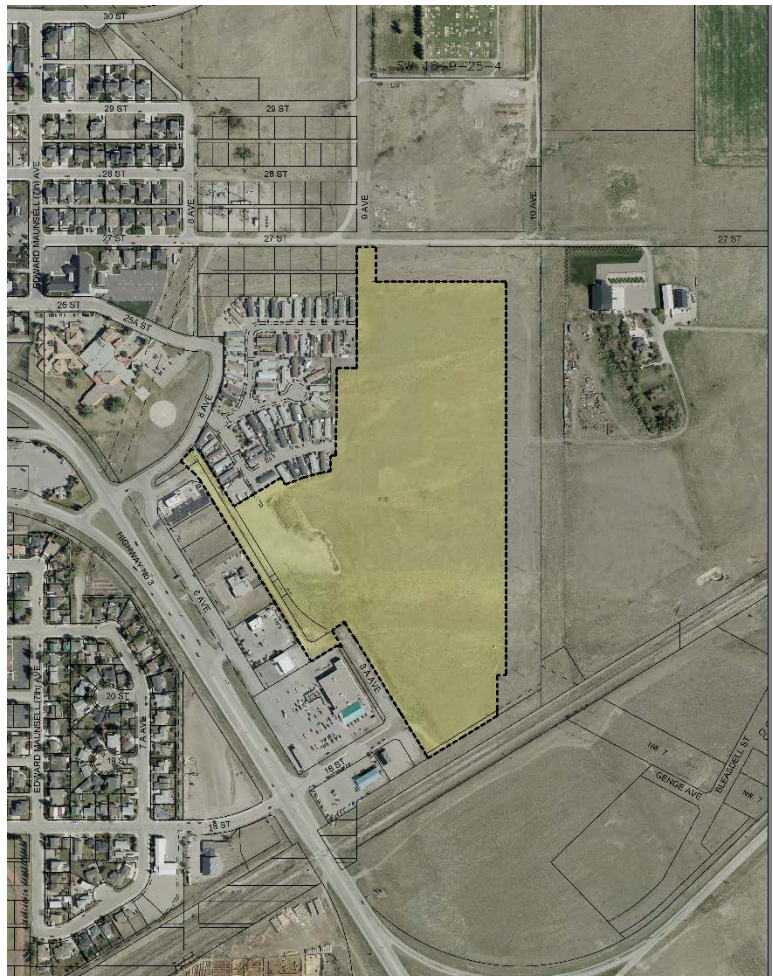
THEREFORE, TAKE NOTICE THAT a Public Hearing will be reconvened to contemplate proposed Bylaw No. 1961 which will be held in the Town of Fort Macleod Council Chambers at **7:00 p.m. on February 13, 2023**.

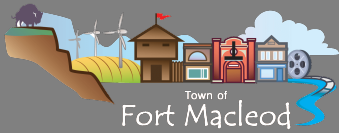
AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed Bylaw should provide written comments to the Municipal Administrator no later than 4:00 p.m. on **February 7, 2023**.

Both written and/or verbal presentations may be given at the public hearing. A copy of the proposed bylaw may be inspected at the Town of Fort Macleod Office during normal business hours.

DATED at the Town of Fort Macleod, in the Province of Alberta, this 18<sup>th</sup> day of January, 2023.

*Anthony Burdett, CAO*  
Town of Fort Macleod  
Box 1420  
Fort Macleod, Alberta  
TOL 020





## Agenda Item Submission Form

**Date**

2/6/2023

**Meeting Type \***

Regular Council Meeting

**Meeting Date \***

02/13/2023

**Agenda Section \***

Public Hearing

**Department \***

Development

**Director Name \***

Adrian Pedro

**Director Email**

a.pedro@fortmacleod.com

### Submitter Information

**Submitter Name**

Keli Sandford

**Email**

k.sandford@fortmacleod.com

**Submission Title Name \***

Bylaw 1965- Amendment Commercial General- CG- Direct Control-DC Public Hearing continuance

**Recommendation \***

That council reconvenes the public hearing and that Bylaw 1965 to designate the lands for Machinery and equipment sales and service development under a direct control district in the downtown at the location legally described as:

Lots 13-15 and West ½ of Lot 12, Block 440, Plan 92B within the NW1/4 of Section 12, Township 9, Range 26, W4M

from "Commercial General: CG" to "Direct Control: DC" be DEFEATED given the Policies of the Municipal Development Plan and that the proposal does not compliment the future use of the area.

**Rationale****Background**

Applicant is in violation of the current Land Use Bylaw and was issued a violation notice and Stop Order. Requirement is to remove equipment from the property and comply with the Land Use Bylaw. Applicant request to submit an amendment for Councils consideration. Applicant was advised that there is no guarantee of approval and an amendment is at Councils discretion.

Advertisement for the public hearing was placed in the Gazette December 7, 14, and 21st 2022 and posted on social media.

Telephone response from an adjacent land owner who was not in favour of the rezoning, however they did not want to submit a written response for presentation.

Council Gave first reading at the November 28, 2022 meeting with a resolution as follows:

R.260.2022 Moved by Councillor Hengerer that Bylaw 1965, being a bylaw of the Town of Fort Macleod in the Province of Alberta, to amend Bylaw No. 1882, being the municipal Land Use Bylaw, to redesignate lands for machinery and equipment sales, and service development under a direct control district in the downtown at the location legally described as:

Lot 13-15 and West ½ of Lot 12, Block 440, Plan 92B within the NW1/4 of Section 12, Township 9, Range 26, W4M,

from "Commercial General: CG" to "Direct Control: DC"; be given first reading; advertising and scheduling a Public Hearing to be held on January 9th, 2023, at 7:00 pm.

CARRIED

January 9th 2023 Council Meeting - Public Hearing

Council opted for a continuance of the Public Hearing through the following motion:

R.006.2023 Moved Councillor Monteith that Council hereby call for a continuance of the Public Hearing for Bylaw 1965: Amendment CG to DC at 7:34 pm to reconvene at a future Council meeting and allow for additional information to be presented and considered.

CARRIED

Advertisement for the public hearing continuance was placed in the Gazette January 18, and 25, 2023 and posted on social media.

No comments have been received. It was suggested to the applicant to attend the upcoming public hearing as council may have questions.

#### **Financial Implications**

#### **Council Strategic Plan**

How is this submission supporting Council's Strategic Plan, Vision and Mission?

- This submission is making Fort Macleod more VIBRANT.
- This submission is helping GROWTH in Fort Macleod.
- This submission is building COMMUNITY in Fort Macleod.
- This submission is improving SERVICE in Fort Macleod.

Vision: A vibrant, growing community, full of opportunity. Mission: To provide high-quality service in an efficient and responsible manner.

#### **Attachments**

Fort Macleod LUB 1882 Amendment Bylaw 1965.pdf	18.06KB
Fort Macleod LUB 1882 Amendment Notice 1965- continuance.pdf	13.61KB
Ft Macleod - Bylaw 1965 - MAP- Lot 12-15, Blk 440, Plan 92B- Schedule A.pdf	279.06KB



**TOWN OF FORT MACLEOD  
in the Province of Alberta  
BYLAW NO. 1965**

BEING a bylaw of the Town of Fort Macleod in the Province of Alberta, to amend Bylaw No. 1882, being the municipal Land Use Bylaw.

WHEREAS the Town of Fort Macleod Council is in receipt of a request to redesignate certain lands within the municipality;

WHEREAS the intent of proposed Bylaw No. 1965 is to redesignate lands legally described as:

LOT 13-15 AND WEST 1/2 OF LOT 12, BLOCK 440, PLAN 92B  
WITHIN NW 1/4 SEC 12, TWP 9, RGE 26, W 4 M

from “Commercial General: CG” to “Direct Control: DC”; and

WHEREAS the lands that are the subject of this proposed redesignation are shown on the map in Schedule ‘A’ attached hereto;

AND WHEREAS the purpose of the bylaw is the lands for Machinery and equipment sales and service development under a direct control district in the downtown 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, as amended, the Council of the Town of Fort Macleod in the Province of Alberta duly assembled does hereby enact the following:

1. Lands legally described Lots 13-15 and West ½ of Lot 12, Block 440, Plan 92B be redesignated such that lands designated as “Commercial General: CG” be designated “Direct Control: DC”.
2. The Land Use Districts Map shall be amended to reflect this change.
3. That the following be added to Land Use Bylaw Schedule 2 Direct Control: DC Section 8:

**8.4 LOTS 13-15 and West ½ Lot 12, BLOCK 440, PLAN 92B**

- (1) Permitted or Discretionary Uses applicable to this lot:

Permitted Uses	Discretionary Uses
<b>Machinery and equipment sales and service</b>	Accessory structure
	Accessory use
	Sign

- (2) This lot is subject to the minimum requirements, application procedures, additional requirements, and applicable schedules per Sections 3 to 7 of this land use district.
- (3) This lot is subject to all sections of Schedule 5: Overlays.
- (4) **The decision making authority for the listed uses is Council.**

- (5) A development permit is required for the Machinery and equipment sales and service use. The permit will be limited as temporary permit for one (1) year. Council may include any condition deemed necessary when considering the development.
- (6) The Machinery and equipment sales and service use may also, prior to the expiration of the permit, be considered by Council for a single one (1) year extension.
- (7) A development permit is required for listed discretionary uses under section 8.4(1). These uses will be approved as temporary coinciding with the Machinery and equipment sales and service permit and will expire with the expiration of that use.

- 4. Bylaw No. 1882 is hereby amended and consolidated.
- 5. This bylaw shall come into effect upon third and final reading hereof.

READ a **first** time this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
*Mayor – Brent Feyter*

\_\_\_\_\_  
*Chief Administrative Officer–Anthony Burdett*

READ a **second** time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
*Mayor – Brent Feyter*

\_\_\_\_\_  
*Chief Administrative Officer– Anthony Burdett*

READ a **third** time and finally PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
*Mayor – Brent Feyter*

\_\_\_\_\_  
*Chief Administrative Officer– Anthony Burdett*

# NOTICE OF PUBLIC HEARING

## TOWN OF FORT MACLEOD IN THE PROVINCE OF ALBERTA

### PROPOSED BYLAW NO. 1965

**7:00 p.m., February 13, 2023**  
**Town of Fort Macleod Council Chambers**  
410 20th Street, Fort Macleod, AB

PURSUANT to sections 216.4, 606 and 692 of *the Municipal Government Act, Revised Statutes of Alberta 2000*, Chapter M-26, as amended, the Council of the Town of Fort Macleod in the Province of Alberta hereby gives notice of its intention to consider Bylaw No. 1965, being a bylaw to amend Bylaw No. 1882, being the municipal Land Use Bylaw.

THE PURPOSE of Bylaw No. 1965 is designate the lands for Machinery and equipment sales and service development under a direct control district in the downtown at the location legally described as:

Lots 13-15 and West ½ of Lot 12, Block 440, Plan 92B within the NW1/4 of Section 12, Township 9, Range 26, W4M

from “Commercial General: CG” to “Direct Control: DC”; and

THEREFORE, TAKE NOTICE THAT a public hearing will be reconvened to contemplate proposed Bylaw No. 1965 which will be held in the Town of Fort Macleod Council Chambers at 7:00 p.m. on the 13<sup>th</sup> day of February 2023.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should contact the Chief Administrative Officer no later than 4:00 p.m. on the 7<sup>th</sup> day of February 2023. Both written and/or verbal presentations may be given at the public hearing.

A copy of the proposed bylaw may be inspected at the Town of Fort Macleod municipal office during normal business hours.

DATED at the Town of Fort Macleod in the Province of Alberta this 18<sup>th</sup> day of January 2023.

*Anthony Burdett*  
*Chief Administrative Officer*  
*Town of Fort Macleod*  
*Box 1420*  
*Fort Macleod, Alberta T0L 0Z0*





# LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: COMMERCIAL GENERAL: CG  
TO: DIRECT CONTROL: DC

LOT 13-15 AND W. 1/2 OF LOT 12, BLOCK 440, PLAN 92B  
WITHIN NW 1/4 SEC 12, TWP 9, RGE 26, W 4 M

MUNICIPALITY: TOWN OF FORT MACLEOD  
DATE: NOVEMBER 22, 2022

Bylaw #: 1965  
Date: \_\_\_\_\_



OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 50 100 150 200



MAP PREPARED BY:  
OLDMAN RIVER REGIONAL SERVICES COMMISSION  
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8  
TEL. 403-329-1344

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



## Agenda Item Submission Form

**Date**

2/1/2023

**Meeting Type \***

Regular Council Meeting

**Meeting Date \***

02/13/2023

**Agenda Section \***

Public Hearing

**Department \***

Administration

**Director Name \***

Anthony Burdett

**Director Email**

a.burdett@fortmacleod.com

### Submitter Information

**Submitter Name**

Meranda Day Chief

**Email**

execassist@fortmacleod.com

**Submission Title Name \***

Bylaw 1962: Residential Multi-Unit Tax Incentive (Public Hearing 2nd & 3rd Reading)

**Recommendation \***

That Council holds the Public Hearing and gives 2nd & 3rd reading to Bylaw 1962: Residential Multi-Unit Tax Incentive Bylaw.

That Bylaw 1962, being a Bylaw in the Town of Fort Macleod in the Province of Alberta to establish Residential Multi-Unit Tax Incentives, be given second reading.

That Bylaw 1962, being a Bylaw in the Town of Fort Macleod in the Province of Alberta to establish Residential Multi-Unit Tax Incentives, be given third reading and finally declared passed.

**Rationale**

For consideration:

1. Our Land Use Bylaw defines Residential Multi-Unit as two or more units. The proposed Bylaw applies to 4 or more units.
2. Our business Tax Incentive Bylaw No. 1960 is for three years. (100%, 75%, & 50%). The proposed bylaw is for four years (100%, 75%, 50% & 25%)

**Background**

October 11, 2022, Council directed Administration to draft and bring forward a Residential Multi-Unit Tax Incentive Bylaw. (Motion R.228.2022).

Administration reviewed other communities' Residential Multi-Unit Tax Incentive Programs (ie: Drumheller) as well as our Business Tax Incentive Bylaw to compile and create this Bylaw.

1st reading was given to this Bylaw at the January 23, 2023, Council meeting.

R.023.2023 Moved by Councillor Fox that Bylaw 1962, being a bylaw of the Town of Fort Macleod in the Province of Alberta, for the purpose of establishing a Residential Multi-Unit Tax Incentive, be given first reading; and further scheduling a Public Hearing for February 13th, 2023 at 7:00 pm.

CARRIED

The Public Hearing was advertised in the Gazette on January 25th, 2023, February 1st, 2023, and February 8th, 2023. As well as posted in the Town Office, our website and social media communication channels.

**Financial Implications**

**Council Strategic Plan**

How is this submission supporting Council's Strategic Plan, Vision and Mission?

- This submission is making Fort Macleod more VIBRANT.
- This submission is helping GROWTH in Fort Macleod.
- This submission is building COMMUNITY in Fort Macleod.
- This submission is improving SERVICE in Fort Macleod.

Vision: A vibrant, growing community, full of opportunity. Mission: To provide high-quality service in an efficient and responsible manner.

**Attachments**

PH Notice Bylaw 1962 Residential Multi Unit Tax Incentives.pdf	15.11KB
DRAFT Bylaw 1962 Multi-Unit Res Tax Incentive Feb 2023.pdf	103.38KB



# BYLAW NO. 1962

## TOWN OF FORT MACLEOD PROVINCE OF ALBERTA

### A BYLAW OF THE TOWN OF FORT MACLEOD IN THE PROVINCE OF ALBERTA, TO ESTABLISH A RESIDENTIAL MULTI-UNIT TAX INCENTIVE.

**WHEREAS** pursuant to the provision of *Section 347 (1) of the Municipal Government Act, RSA 2000, Chapter M-26*, Council may by bylaw cancel, reduce, refund, or defer taxes it is considered equitable to do so, or phase-in increases or decreases from the preparation of a new assessment;

**WHEREAS** pursuant to the provision of *Section 347 (1) of the Municipal Government Act, RSA 2000, Chapter M-26*, and amendments thereto, the Council of the Town of Fort Macleod deems it equitable to provide for a Bylaw to implement "Residential Multi-Unit Tax Incentive";

**NOW, THEREFORE**, be it resolved that the Council of the Town of Fort Macleod, in the Province of Alberta, duly enacts as follows:

#### 1. SHORT TITLE:

1.1. This Bylaw may be referred to as the "Residential Multi-Unit Tax Incentive Bylaw."

#### 2. PURPOSE:

2.1. The purpose of this Residential Multi-Unit Tax Incentive Bylaw is to;

2.1.1. Allow tax incentives for Exemptions from taxation under Part 10, Division 2 of the *Municipal Government Act* for Qualifying Properties in the Town of Fort Macleod that meet the requirements of this Residential Multi-Unit Tax Incentive Bylaw.

2.1.2. Establish an incentive program to develop Residential Multi-Unit dwellings and create a positive environment for residential construction.

#### 3. DEFINITIONS

3.1. In this Bylaw, unless the context otherwise requires:

3.1.1. "Act" means the *Municipal Government Act, RSA 2000, Chapter M-26*, as amended from time to time;

3.1.2. "Administration" means the administrative and operational arm of the Town comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;

3.1.3. "Applicant" means a person who applies for an Exemption or their Agent as authorized by the land owner through an agent authorization or director's resolution;

3.1.4. "Application Fee" means the fee established by this Bylaw to be paid at the time an application is submitted pursuant to this Bylaw;

- 3.1.5.** “Assessed Person” means an assessed person as that term is defined under Section 284(1)(a) of the Act;
- 3.1.6.** “Chief Administrative Officer” or “CAO” means the chief administrative officer as appointed by Council, including the CAO’s delegate;
- 3.1.7.** “Complete Application” means an application submitted pursuant to this Residential Multi-Unit Tax Incentive Bylaw that includes the Application Fee and the Application Form as set out in Schedule “A” attached hereto;
- 3.1.8.** “Council” means all the councillors of the Town, including the Chief Elected Official for the Town;
- 3.1.9.** “Dwellings or Units” means self-contained living premises with cooking, eating, living, sleeping and sanitary facilities for domestic use for one or more individuals but does not include travel trailers, motor homes, recreational vehicles, or other mobile units, hotel, motel, dormitory, boarding house, or similar accommodation, as defined in the Town of Fort Macleod Land Use Bylaw;
- 3.1.10.** “Exemption” is an exemption from taxation for Multi-Unit Residential Property as provided in Part 10, Division 2 of the Act. For purposes of clarity, the exemption from taxation applies only to taxes imposed by the Town under Part 10, Division 2 of the Act and not any Provincial requisitions;
- 3.1.11.** “Expansion” means development that adds to an existing Structure to increase the Structure’s physical space;
- 3.1.12.** “Residential Multi-Unit” as per this Bylaw, means a property that is located in the Town of Fort Macleod, has four (4) or more units and is zoned “*Residential Multi-Unit: R-MU*” under the Land Use Bylaw;
- 3.1.13.** “New Construction” means the construction of a new Structure to establish a Residential Multi-Unit building as defined within the Town of Fort Macleod’s Land Use Bylaw;
- 3.1.14.** “Qualifying Property” means a Structure that is the subject of the New Construction or an Expansion;
- 3.1.15.** “Structure” means a structure as that term is defined in s 284(1)(u) of the Act;
- 3.1.16.** “Tax Incentive Agreement” means a written agreement setting out the terms and conditions for an Exemption for the Qualifying Property; and
- 3.1.17.** “Town” means the Town of Fort Macleod in the Province of Alberta.

#### **4. CRITERIA FOR EXEMPTION:**

- 4.1.** Eligibility for a Residential Multi-Unit Tax Incentive under this Bylaw requires the following criteria:

- 4.1.1. \$400,000.00 increase in the assessed value of the Qualifying Property from the previous year resulting from New Construction or an Expansion; and
- 4.1.2. Minimum of four (4) units or dwellings.
- 4.2. To qualify for an Exemption, the Qualifying Property must meet the following criteria:
  - 4.2.1. The Qualifying Property must be located within the geographical boundaries of the Town;
  - 4.2.2. The Qualifying Property must be zoned “Residential Multi-Unit: R-MU” as per the Town of Fort Macleod Land Use Bylaw;
  - 4.2.3. The development of the Qualifying Property must qualify as New Construction or Expansion;
  - 4.2.4. All required Town development approvals concerning the development of the Qualifying Property must have been issued.
- 4.3. Concerning the Qualifying Property, only one agreement per four-year period is allowed.
- 4.4. Tax exemptions apply to the municipal portion of property taxes only.
- 4.5. To apply for an Exemption, an Applicant must meet the following criteria:
  - 4.5.1. The Applicant must be the Assessed Person for the Qualifying Property that is the subject of the application; and
  - 4.5.2. The Applicant must have no outstanding monies owing to the Town of Fort Macleod; and
  - 4.5.3. The Applicant must submit a Complete Application in accordance with the terms of this Bylaw.

## **5. APPLICATION FOR AN EXEMPTION:**

- 5.1. Applicants must submit a Complete Application to the CAO or delegate. The application form is attached in “Schedule A.”
- 5.2. The Application Fee is \$100.00.
- 5.3. Complete Applications must be received by May 15<sup>th</sup>; of the year in which the requested Exemption is to commence.
- 5.4. Applications for past years’ Expansion or New Construction will not be eligible in accordance with section 5.3.
- 5.5. Complete Applications may be considered and approved in accordance with the criteria of this Residential Multi-Unit Tax Incentive Bylaw before construction on the Qualifying Property is complete. However, the Exemption will not apply until all construction on the Qualifying Property is complete and the development is inspected and approved for occupancy.



- 5.6. Notwithstanding the Complete Application requirements set out in this Bylaw, the CAO may require any additional information that, at the discretion of the CAO, is necessary to complete the application.
- 5.7. The CAO or designate will advise Applicants in writing if their application is accepted for consideration. Applications accepted for consideration shall become the property of the Town and may not be returned.
- 5.8. The CAO has the discretion to reject applications that are incomplete or illegible.
- 5.9. Applicants whose applications are returned as incomplete or illegible may resubmit an application provided the application is resubmitted by the deadline provided in section 5.3 of this Bylaw.
- 5.10. The CAO will advise Applicants in writing with reasons if their application is rejected.

## **6. CONSIDERATIONS OF APPLICATIONS**

- 6.1. Administration shall review the Complete Application to determine if it meets the criteria and requirements for an Exemption and provides a written report with recommendations to Council.
- 6.2. Council shall review the Complete Application and Administration's report and may:
  - 6.2.1. Pass a resolution directing Administration to enter into a Residential Multi-Unit Tax Incentive Agreement; or
  - 6.2.2. Pass a resolution refusing the Complete Application.
- 6.3. A resolution directing Administration to enter into a Residential Multi-Unit Tax Incentive Agreement must include the following:
  - 6.3.1. The taxation years to which the Exemption applies;
  - 6.3.2. The legal land description; and
  - 6.3.3. Property owner's name.
- 6.4. A Residential Multi-Unit Tax Agreement shall be honoured notwithstanding this Bylaw being amended or repealed after entering into such an agreement.
- 6.5. A resolution passed under section 6.2.2. refusing an application must include the reason(s) for refusal.
- 6.6. Administration shall provide written notice of a refusal to an Applicant, including the resolution passed under section 6.2.2.

## **7. TAX INCENTIVE AGREEMENT**

**7.1.** Where Council has passed a resolution approving an Exemption, Administration shall draft a Tax Incentive Agreement in accordance with the resolution of Council.

**7.2.** A Tax Incentive Agreement must outline the following:

**7.2.1.** The taxation years to which the Exemption applies, which must not include any taxation year earlier than the taxation year in which the Exemption is granted;

**7.2.2.** The extent of the Exemption for each taxation year to which the Exemption applies;

**7.2.2.1.** First Year - 100% Property Tax Exemption

**7.2.2.2.** Second Year- 75% Property Tax Exemption

**7.2.2.3.** Third Year- 50% Property Tax Exemption

**7.2.2.4.** Fourth Year- 25% Property Tax Exemption

**7.2.3.** A deadline for submission of proof that the Qualifying Property has been approved for occupancy.

**7.2.4.** Any criteria in section 4 which formed the basis of granting the Exemption and taxation year or years to which the requirements apply, all of which are deemed to be a condition or conditions of the Residential Multi-Unit Tax Incentive Agreement. The breach of which will result in the cancellation of the Exemption for the taxation year or years to which the criteria applies;

**7.2.5.** In the event of a cancellation pursuant to Section 8 of this Bylaw, any monies owed to the Town shall be immediately paid by the applicant; and

**7.2.6.** Any other conditions Administration deems necessary and the taxation years(s) to which the condition applies. Residential Multi-Unit Tax Incentive Agreements shall be executed by the chief elected officer, their delegate, and the CAO.

## **8. CANCELLATION OF TAX INCENTIVE AGREEMENT:**

**8.1.** If at any time after an Exemption is granted, Administration determines that the Applicant or their application:

**8.1.1.** Did not meet or ceased to meet any of the applicable criteria in Section 4, which formed the basis of granting the Exemption;

**8.1.2.** Tax arrears are owing with respect to the Qualifying Property; or

**8.1.3.** That there was a breach of any condition of the Residential Multi-Unit Tax Incentive Agreement,

**8.1.4.** Administration shall recommend to Council, and Council may, by resolution, cancel the Exemption for the taxation year or years in which the criterion was not met or to which the condition applies.

**8.2.** A resolution passed by Council pursuant to section 8.1 must include reasons and identify the taxation year or years to which the cancellation applies.

**8.3.** Administration shall provide written notice of cancellation to an Applicant, including the resolution passed under section 8.1.

**9. REVIEW OF DECISION:**

**9.1.** Where Administration has rejected an Application on the basis that it needs to be completed, Applicants may apply to Council within 15 business days of receiving notice of the refusal to review the decision to reject the application.

**9.2.** Applicants may apply to Council within 15 business days of receiving a Residential Multi-Unit Tax Incentive Agreement to review the Agreement on the limited issues of whether it follows the direction of Council. Council may revise the Residential Multi-Unit Tax Incentive Agreement or provide direction to Administration to revise the Tax Incentive Agreement in accordance with Council's initial resolution.

**9.3.** Applicants may apply to Council within 15 business days of receiving a notice of cancellation to review the cancellation, and Council may uphold or revoke the cancellation.

**10. REVIEW OF BYLAW:**

**10.1.** This bylaw shall be reviewed by Council in a public Council meeting at least every second year from the date of passing of the bylaw for the purpose of assessing whether to amend or repeal the bylaw.

**11. SEVERABILITY:**

**11.1.** If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this Bylaw is deemed valid.

**12. EFFECTIVE DATE:**

**12.1.** This Bylaw shall come into force and take effect upon receiving the third reading.

READ a **first** time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

READ a **second** time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

READ a **third** time and finally PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
*Mayor – Brent Feyter*

\_\_\_\_\_  
*Chief Administrative Officer – Anthony Burdett*



**SCHEDULE "A"**  
**Application Form for Residential Multi-Unit Tax Incentive**  
*Pursuant to the Residential Multi-Unit Tax Incentive Bylaw No. 1962*

**Applicant & Authorized Agent Information:**

Applicant Name:	
Mailing Address:	
Authorized Agent Name: <i>(If applicable)</i>	
Authorized Agent Address: <i>(if different from above)</i>	
Email Address:	
Phone Number:	
Registered Corporate Name <i>(If applicable):</i>	
Corporate Registry Office Address of Applicant:	

The Applicant is applying for a four-year tax incentive for:

- New Construction       Expansion

**Qualifying Property Information:**

Physical address of Assessed Property:	
Legal Description of Assessed Property:	
Property Tax Roll number:	
Development Permit number:	
Assessed property value of previous year:	
Assessed property value of current year:	
Type and number of units or dwellings being built:	

Date construction will be completed:	
Date Qualifying Property is expected to be approved for occupancy:	

Describe, or append, an explanation of your Exemption and how you meet the criteria for the tax incentive programs listed above:

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Indicate if the application includes the following:

- Application Fee (\$100.00 required)       Agent Authorization Form/Directors' Resolution (if applicable)  
 Photos (optional)       Other materials (optional)

Date of the Application	Signature of Applicant (or Applicant's Agent)
	Print Name of Applicant (or Applicant's Agent)

**FOR OFFICE USE ONLY**

DATE THE APPLICATION WAS RECEIVED	NAME OF RECIPIENT
-----------------------------------	-------------------

**Note:**  
**Complete applications must be received by May 15<sup>th</sup> of the year when the requested Exemption is to commence.**  
 Applications and materials may be included in reports to Council and Council agenda packages. All Qualifying Properties may be subject to inspection by the Town Administration to ensure the validity of the application.

Personal Information required by the Town of Fort Macleod application forms is collected under the authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your application may be included in reports that are available to the public as required or allowed by legislation. If you have any questions, please get in touch with the Town's FOIP Head at Liisa Gillingham, Director of Community and Protective Services @ 403 553-4425.

**NOTICE OF PUBLIC HEARING  
THE TOWN OF FORT MACLEOD**

**PROPOSED BYLAW NO. 1962**

**To be held at 7:00 pm, February 13<sup>th</sup>, 2023  
Town of Fort Macleod Council Chambers  
410 20<sup>th</sup> Street Fort Macleod.**

**PURSANT** to the provision of *Section 347 (1) of the Municipal Government Act, RSA 2000, Chapter M-26*, Council may by bylaw cancel, reduce, refund, or defer taxes it is considered equitable to do so, or phase-in increases or decreases from the preparation of a new assessment.

**THE PURPOSE** of Bylaw No. 1962 is to Allow tax incentives for Exemptions from taxation under Part 10, Division 2 of the *Municipal Government Act* for Qualifying Properties in the Town of Fort Macleod and establish an incentive program to develop Residential Multi-Unit dwellings, creating a positive environment for Residential Multi-Unit construction in the Town of Fort Macleod.

**THEREFORE, TAKE NOTICE THAT** a public hearing to consider proposed Bylaw No. 1962 will be held in the Town of Fort Macleod Council Chambers at 7:00 pm on the 13<sup>th</sup> of February, 2023.

**AND FURTHER TAKE NOTICE THAT** anyone wishing to make a presentation regarding the proposed bylaw should contact the Chief Administrative Officer no later than 4:00 pm on the 10<sup>th</sup> of February, 2023. Both written and/or verbal presentations may be given at the public hearing.

A copy of the proposed bylaw may be reviewed at the Town of Fort Macleod administration office during normal business hours.

DATED at the Town of Fort Macleod in the Province of Alberta on this 24<sup>th</sup> day of January 2023.

*Anthony Burdett  
Chief Administrative Officer  
Town of Fort Macleod  
Box 1420  
Fort Macleod, Alberta  
T0L 0Z0*





## Agenda Item Submission Form

**Date**

2/8/2023

**Meeting Type \***

Regular Council Meeting

**Meeting Date \***

02/13/2023

**Agenda Section \***

New Business

**Department \***

Development

**Director Name \***

Adrian Pedro

**Director Email**

a.pedro@fortmacleod.com

### Submitter Information

**Submitter Name**

Keli Sandford

**Email**

k.sandford@fortmacleod.com

**Submission Title Name \***

Bylaw 1970- Land Use Amendment Residential R- Residential Multi Unit R-MU 1st Reading and Advertise Public Hearing

**Recommendation \***

That Council give first reading to Bylaw 1970 to designate the lands from Residential-R to Residential Multi Unit-R-MU at the locations legally described as:

Lots 10-18, Block 315, Plan 92B  
within the SW1/4 of Section 12, Township 9, Range 26, W4M

from "Residential-R" to "Residential Multi Unit- R-MU" and advertise and schedule a Public Hearing to be held on February 27th, 2023 at 7 pm.

**Rationale****Background**

Request from a developer. Multi unit zoning would be required to accommodate future and / or proposed development within the area.

Advertisement for the Public Hearing posted in the Gazette on February 8th and 15th  
Notice was circulated to adjacent land Owners and posted on social media.

**Financial Implications****Council Strategic Plan**

How is this submission supporting Council's Strategic Plan, Vision and Mission?

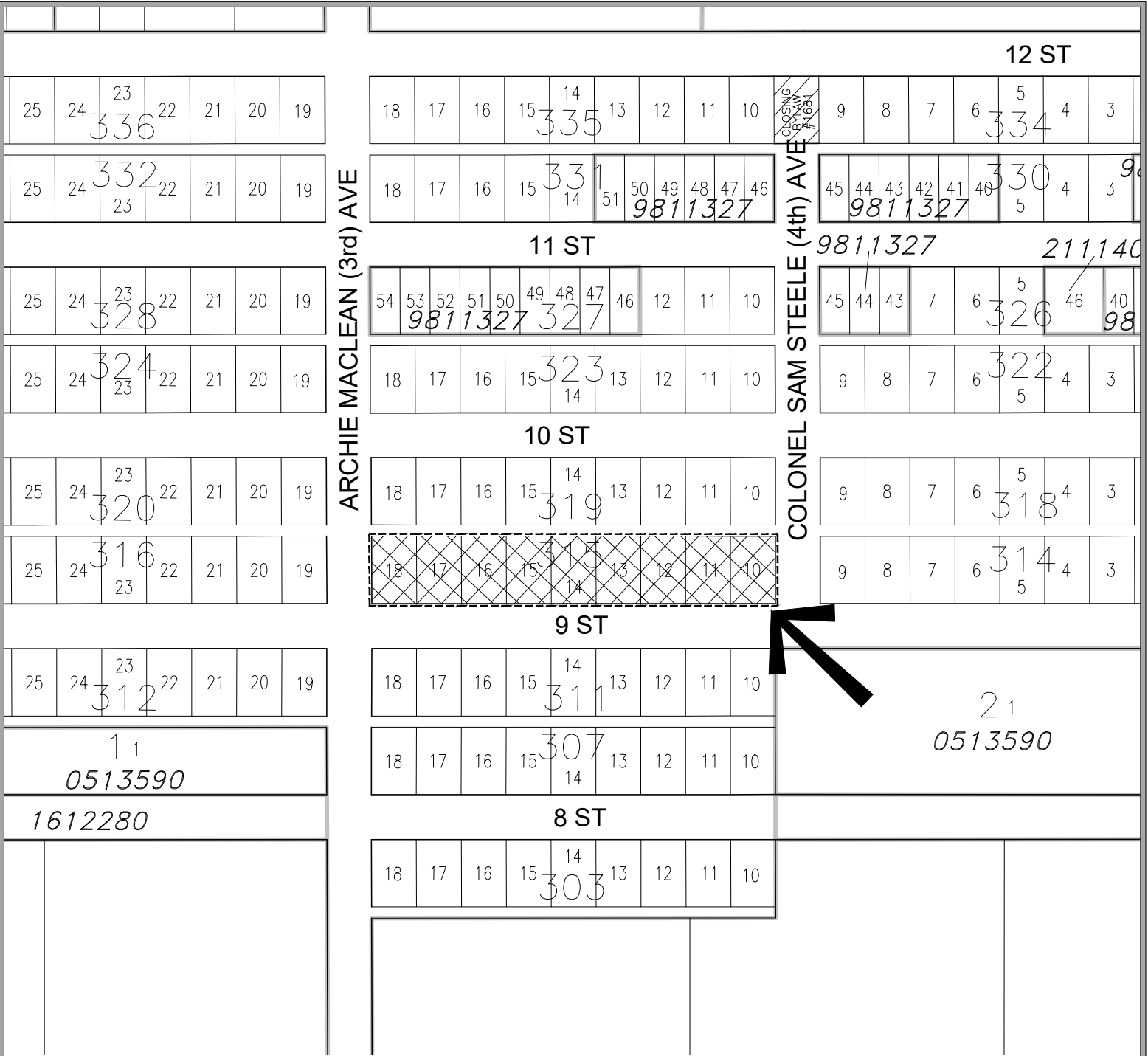
- This submission is making Fort Macleod more VIBRANT.
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- This submission is building COMMUNITY in Fort Macleod.
- This submission is improving SERVICE in Fort Macleod.

Vision: A vibrant, growing community, full of opportunity. Mission: To provide high-quality service in an efficient and responsible manner.

**Attachments**

Fort Macleod Lot 10-18 Blk 315 Plan 92B - Bylaw 1970-LUD Redesign.pdf	228.91KB
Fort Macleod LUB 1882 Amendment Bylaw 1970.pdf	14.08KB
Fort Macleod LUB 1882 Amendment Notice 1970.pdf	13.29KB





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



FROM: RESIDENTIAL: R  
TO: RESIDENTIAL MULTI-UNIT: R-MU

LOTS 10-18, BLOCK 315, PLAN 92B  
WITHIN SW 1/4 SEC 12, TWP 9, RGE 26, W 4 M

MUNICIPALITY: TOWN OF FORT MACLEOD  
DATE: JANUARY 27, 2023

Bylaw #: 1970  
Date: \_\_\_\_\_



MAP PREPARED BY:  
OLDMAN RIVER REGIONAL SERVICES COMMISSION  
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8  
TEL. 403-329-1344

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



**TOWN OF FORT MACLEOD**  
**in the Province of Alberta**  
**BYLAW NO. 1970**

BEING a bylaw of the Town of Fort Macleod in the Province of Alberta, to amend Bylaw No. 1882, being the municipal Land Use Bylaw.

WHEREAS the Town of Fort Macleod Council is in receipt of a request to redesignate certain lands within the municipality;

WHEREAS the intent of proposed Bylaw No. 1970 is to redesignate lands legally described as:

Lots 10-18, Block 315, Plan 92B  
within the SW1/4 of Section 12, Township 9, Range 26, W4M

from "Residential: R" to "Residential Multi-unit: R-MU"; and

WHEREAS the lands that are the subject of this proposed redesignation are shown on the map in Schedule 'A' attached hereto;

AND WHEREAS the purpose of the bylaw is to designate the lands for residential use and that a 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, as amended, the Council of the Town of Fort Macleod in the Province of Alberta duly assembled does hereby enact the following:

1. Lands legally described Lots 10-18, Block 315, Plan 92B be redesignated such that lands designated as "Residential: R" be designated "Residential Multi-unit: R-MU".
2. The Land Use Districts Map shall be amended to reflect this change.
3. Bylaw No. 1882 is hereby amended and consolidated.
4. This bylaw shall come into effect upon third and final reading hereof.

READ a **first** time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
*Mayor – Brent Feyter*

\_\_\_\_\_  
*Chief Administrative Officer–Anthony Burdett*

READ a **second** time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
*Mayor – Brent Feyter*

\_\_\_\_\_  
*Chief Administrative Officer– Anthony Burdett*

READ a **third** time and finally PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
*Mayor – Brent Feyter*

\_\_\_\_\_  
*Chief Administrative Officer– Anthony Burdett*

# NOTICE OF PUBLIC HEARING

## TOWN OF FORT MACLEOD IN THE PROVINCE OF ALBERTA

### PROPOSED BYLAW NO. 1970

**7:00 p.m., February 27, 2023**  
**Town of Fort Macleod Council Chambers**  
410 20th Street, Fort Macleod, AB

PURSUANT to sections 216.4, 606 and 692 of *the Municipal Government Act, Revised Statutes of Alberta 2000*, Chapter M-26, as amended, the Council of the Town of Fort Macleod in the Province of Alberta hereby gives notice of its intention to consider Bylaw No. 1970, being a bylaw to amend Bylaw No. 1882, being the municipal Land Use Bylaw.

THE PURPOSE of Bylaw No. 1970 is redesignate a lands legally described as:

Lots 10-18, Block 315, Plan 92B within the SW1/4 of Section 12, Township 9,  
Range 26, W4M

from “Residential: R” to “Residential Multi-unit: R-MU”; and

THEREFORE, TAKE NOTICE THAT a public hearing to contemplate proposed Bylaw No. 1970 will be held in the Town of Fort Macleod Council Chambers at 7:00 p.m. on the 27<sup>th</sup> day of February, 2023.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should contact the Chief Administrative Officer no later than 4:00 p.m. on the 20<sup>th</sup> day of February, 2023. Both written and/or verbal presentations may be given at the public hearing.

A copy of the proposed bylaw may be inspected at the Town of Fort Macleod municipal office during normal business hours.

DATED at the Town of Fort Macleod in the Province of Alberta this 8<sup>th</sup> day of February, 2023.

*Anthony Burdett*  
*Chief Administrative Officer*  
*Town of Fort Macleod*  
*Box 1420*  
*Fort Macleod, Alberta T0L 0Z0*



## Agenda Item Submission Form

**Date**

2/8/2023

**Meeting Type \***

Regular Council Meeting

**Meeting Date \***

02/13/2023

**Agenda Section \***

New Business

**Department \***

Development

**Director Name \***

Adrian Pedro

**Director Email**

a.pedro@fortmacleod.com

### Submitter Information

**Submitter Name**

Keli Sandford

**Email**

k.sandford@fortmacleod.com

**Submission Title Name \***

Bylaw 1971- Land Use Amendment Residential R- Residential Multi Unit R-MU 1st Reading and Advertise Public Hearing

**Recommendation \***

That Council give first reading to Bylaw 1971 to designate the lands from Residential-R to Residential Multi Unit-R-MU at the locations legally described as:

Lots 10-14, Block 311, Plan 92B  
within the SW1/4 of Section 12, Township 9, Range 26, W4M

from "Residential-R" to "Residential Multi Unit- R-MU" and advertise and schedule a Public Hearing to be held on February 27th, 2023 at 7 pm.

**Rationale****Background**

Multi unit zoning would be required to accommodate future and / or proposed development within the area.

Advertisement for the Public Hearing posted in the Gazette on February 8th and 15th  
Notice was circulated to adjacent land Owners and posted on social media.

**Financial Implications****Council Strategic Plan**

How is this submission supporting Council's Strategic Plan, Vision and Mission?

- This submission is making Fort Macleod more VIBRANT.
- This submission is helping GROWTH in Fort Macleod.
- This submission is building COMMUNITY in Fort Macleod.
- This submission is improving SERVICE in Fort Macleod.

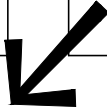
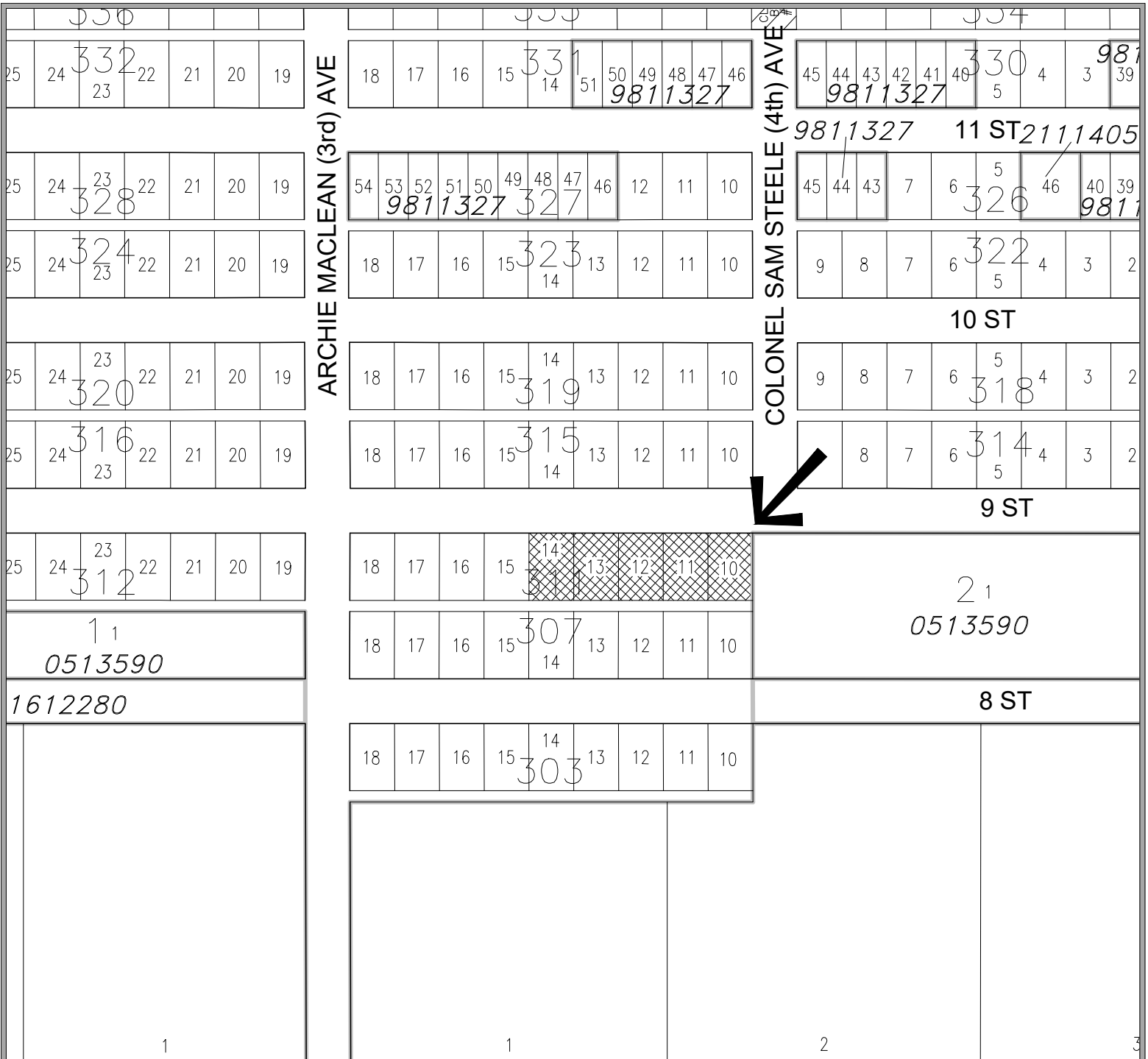
Vision: A vibrant, growing community, full of opportunity. Mission: To provide high-quality service in an efficient and responsible manner.

**Attachments**

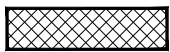
Fort Macleod Lot 10-14 Blk 311 Plan 92B - Bylaw 1971-LUD Redesign.pdf	223.33KB
Fort Macleod LUB 1882 Amendment Bylaw 1971.pdf	14.08KB
Fort Macleod LUB 1882 Amendment Notice 1971.pdf	13.28KB







# LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: RESIDENTIAL: R  
TO: RESIDENTIAL MULTI-UNIT: R-MU

LOTS 10-14, BLOCK 311, PLAN 92B  
WITHIN SW 1/4 SEC 12, TWP 9, RGE 26, W 4 M  
MUNICIPALITY: TOWN OF FORT MACLEOD  
DATE: FEBRUARY 1, 2023

Bylaw #: 1971  
Date: \_\_\_\_\_



MAP PREPARED BY:  
OLDMAN RIVER REGIONAL SERVICES COMMISSION  
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8  
TEL. 403-329-1344

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

**TOWN OF FORT MACLEOD**  
**in the Province of Alberta**  
**BYLAW NO. 1971**

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WHEREAS the Town of Fort Macleod Council is in receipt of a request to redesignate certain lands within the municipality;

WHEREAS the intent of proposed Bylaw No. 1971 is to redesignate lands legally described as:

Lots 10-14, Block 311, Plan 92B  
within the SW1/4 of Section 12, Township 9, Range 26, W4M

from "Residential: R" to "Residential Multi-unit: R-MU"; and

WHEREAS the lands that are the subject of this proposed redesignation are shown on the map in Schedule 'A' attached hereto;

AND WHEREAS the purpose of the bylaw is to designate the lands for residential use and that a 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, as amended, the Council of the Town of Fort Macleod in the Province of Alberta duly assembled does hereby enact the following:

1. Lands legally described Lots 10-14, Block 311, Plan 92B be redesignated such that lands designated as "Residential: R" be designated "Residential Multi-unit: R-MU".
2. The Land Use Districts Map shall be amended to reflect this change.
3. Bylaw No. 1882 is hereby amended and consolidated.
4. This bylaw shall come into effect upon third and final reading hereof.

READ a **first** time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
*Mayor – Brent Feyter*

\_\_\_\_\_  
*Chief Administrative Officer–Anthony Burdett*

READ a **second** time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
*Mayor – Brent Feyter*

\_\_\_\_\_  
*Chief Administrative Officer– Anthony Burdett*

READ a **third** time and finally PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
*Mayor – Brent Feyter*

\_\_\_\_\_  
*Chief Administrative Officer– Anthony Burdett*

# NOTICE OF PUBLIC HEARING

## TOWN OF FORT MACLEOD IN THE PROVINCE OF ALBERTA

### PROPOSED BYLAW NO. 1971

**7:00 p.m., February 27, 2023**  
**Town of Fort Macleod Council Chambers**  
410 20th Street, Fort Macleod, AB

PURSUANT to sections 216.4, 606 and 692 of *the Municipal Government Act, Revised Statutes of Alberta 2000*, Chapter M-26, as amended, the Council of the Town of Fort Macleod in the Province of Alberta hereby gives notice of its intention to consider Bylaw No. 1971, being a bylaw to amend Bylaw No. 1882, being the municipal Land Use Bylaw.

THE PURPOSE of Bylaw No. 1971 is redesignate a lands legally described as:

Lots 10-14, Block 311, Plan 92B within the SW1/4 of Section 12, Township 9,  
Range 26, W4M

from “Residential: R” to “Residential Multi-unit: R-MU”; and

THEREFORE, TAKE NOTICE THAT a public hearing to contemplate proposed Bylaw No. 1971 will be held in the Town of Fort Macleod Council Chambers at 7:00 p.m. on the 27<sup>th</sup> day of February, 2023.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should contact the Chief Administrative Officer no later than 4:00 p.m. on the 20<sup>th</sup> day of February, 2023. Both written and/or verbal presentations may be given at the public hearing.

A copy of the proposed bylaw may be inspected at the Town of Fort Macleod municipal office during normal business hours.

DATED at the Town of Fort Macleod in the Province of Alberta this 8<sup>th</sup> day of February, 2023.

*Anthony Burdett*  
*Chief Administrative Officer*  
*Town of Fort Macleod*  
*Box 1420*  
*Fort Macleod, Alberta T0L 0Z0*



## Agenda Item Submission Form

**Date**

2/8/2023

**Meeting Type \***

Regular Council Meeting

**Meeting Date \***

02/13/2023

**Agenda Section \***

New Business

**Department \***

Development

**Director Name \***

Adrian Pedro

**Director Email**

a.pedro@fortmacleod.com

### Submitter Information

**Submitter Name**

Keli Sandford

**Email**

k.sandford@fortmacleod.com

**Submission Title Name \***

Bylaw 1972- Land Use Amendment Commercial General-CG- Residential Multi Unit R-MU 1st Reading and Advertise Public Hearing

**Recommendation \***

That Council give first reading to Bylaw 1972 to designate the lands from Commercial General-CG to Residential Multi Unit- R-MU at the locations legally described as:

North 25 feet of Lot 28, Block 373, Plan 92B  
within the SW1/4 of Section 12, Township 9, Range 26, W4M

from "Commercial General- CG" to "Residential Multi Unit- R-MU" and advertise and schedule a Public Hearing to be held on February 27th, 2023 at 7 pm.

**Rationale****Background**

Request from property owner. Multi unit zoning is required to accommodate proposed development.

Advertisement for the Public Hearing posted in the Gazette on February 8th and 15th  
Notice was circulated to adjacent land owners and posted on social media.

**Financial Implications****Council Strategic Plan**

How is this submission supporting Council's Strategic Plan, Vision and Mission?

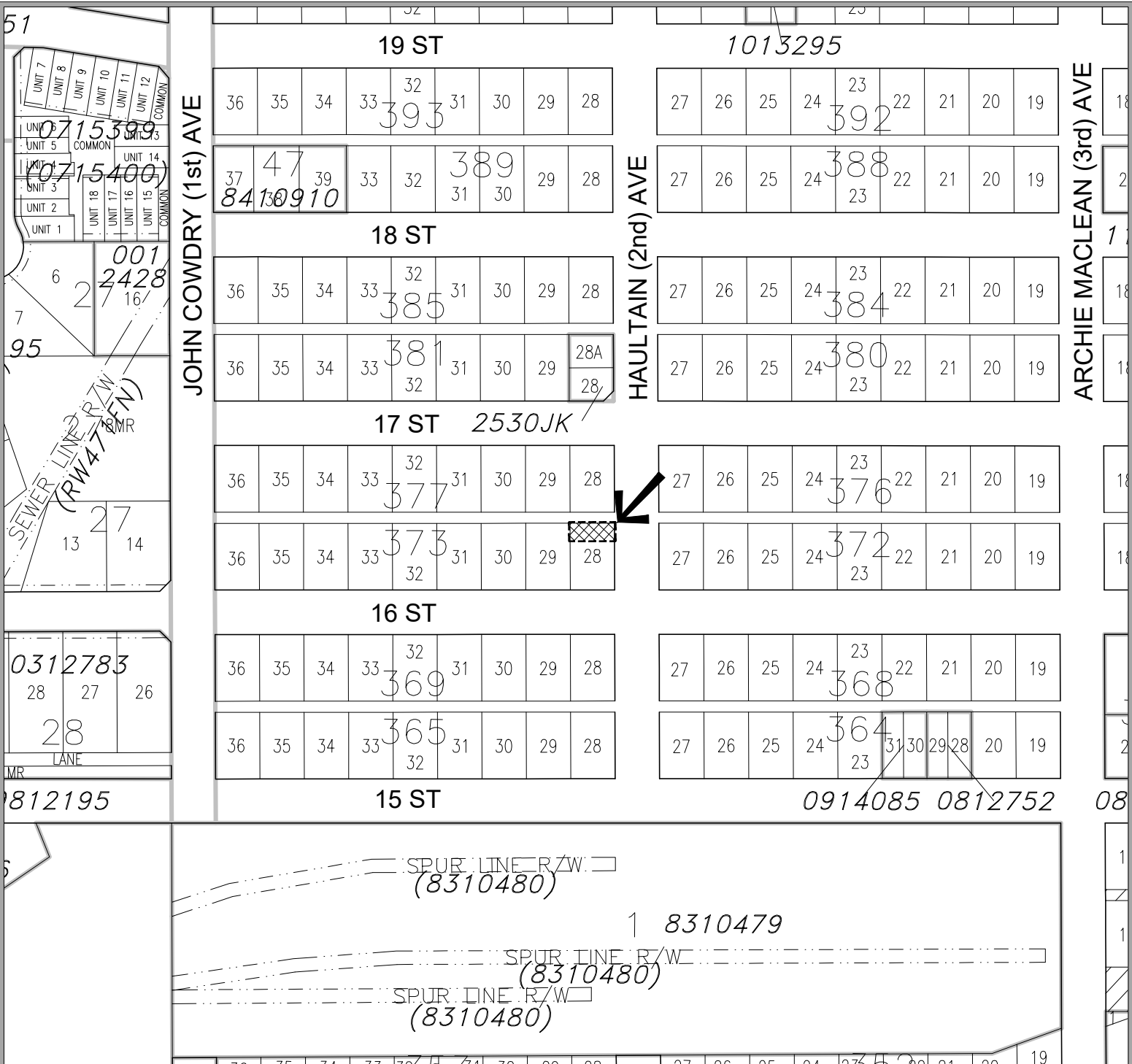
- This submission is making Fort Macleod more VIBRANT.
- This submission is helping GROWTH in Fort Macleod.
- This submission is building COMMUNITY in Fort Macleod.
- This submission is improving SERVICE in Fort Macleod.

Vision: A vibrant, growing community, full of opportunity. Mission: To provide high-quality service in an efficient and responsible manner.

**Attachments**

Fort Macleod Lot 28 Blk 373 Plan 92B - Bylaw 1972-LUD Redesign.pdf	255.14KB
Fort Macleod LUB 1882 Amendment Bylaw 1972.pdf	14.13KB
Fort Macleod LUB 1882 Amendment Notice 1972.pdf	13.3KB





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



FROM: COMMERCIAL GENERAL: CG  
TO: RESIDENTIAL MULTI-UNIT: R-MU

NORTH 25 FEET OF LOT 28, BLOCK 373, PLAN 92B  
WITHIN SW 1/4 SEC 12, TWP 9, RGE 26, W 4 M

MUNICIPALITY: TOWN OF FORT MACLEOD  
DATE: FEBRUARY 2, 2023

Bylaw #: 1972  
Date: \_\_\_\_\_



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

**TOWN OF FORT MACLEOD**  
**in the Province of Alberta**  
**BYLAW NO. 1972**

BEING a bylaw of the Town of Fort Macleod in the Province of Alberta, to amend Bylaw No. 1882, being the municipal Land Use Bylaw.

WHEREAS the Town of Fort Macleod Council is in receipt of a request to redesignate certain lands within the municipality;

WHEREAS the intent of proposed Bylaw No. 1972 is to redesignate lands legally described as:

North 25 feet of Lot 28, Block 373, Plan 92B  
within the SW1/4 of Section 12, Township 9, Range 26, W4M

from "Commercial General: CG" to "Residential Multi-unit: R-MU"; and

WHEREAS the lands that are the subject of this proposed redesignation are shown on the map in Schedule 'A' attached hereto;

AND WHEREAS the purpose of the bylaw is to designate the lands for residential use and that a 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, as amended, the Council of the Town of Fort Macleod in the Province of Alberta duly assembled does hereby enact the following:

1. Lands legally described North 25 feet of Lot 28, Block 373, Plan 92B be redesignated such that lands designated as "Commercial General: CG" be designated "Residential Multi-unit: R-MU".
2. The Land Use Districts Map shall be amended to reflect this change.
3. Bylaw No. 1882 is hereby amended and consolidated.
4. This bylaw shall come into effect upon third and final reading hereof.

READ a **first** time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
*Mayor – Brent Feyter*

\_\_\_\_\_  
*Chief Administrative Officer–Anthony Burdett*

READ a **second** time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
*Mayor – Brent Feyter*

\_\_\_\_\_  
*Chief Administrative Officer– Anthony Burdett*

READ a **third** time and finally PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
*Mayor – Brent Feyter*

\_\_\_\_\_  
*Chief Administrative Officer– Anthony Burdett*

# NOTICE OF PUBLIC HEARING

## TOWN OF FORT MACLEOD IN THE PROVINCE OF ALBERTA

### PROPOSED BYLAW NO. 1972

**7:00 p.m., February 27, 2023**  
**Town of Fort Macleod Council Chambers**  
410 20th Street, Fort Macleod, AB

PURSUANT to sections 216.4, 606 and 692 of *the Municipal Government Act, Revised Statutes of Alberta 2000*, Chapter M-26, as amended, the Council of the Town of Fort Macleod in the Province of Alberta hereby gives notice of its intention to consider Bylaw No. 1972, being a bylaw to amend Bylaw No. 1882, being the municipal Land Use Bylaw.

THE PURPOSE of Bylaw No. 1972 is redesignate a lands legally described as:

North 25 feet of Lot 28, Block 373, Plan 92B within the SW1/4 of Section 12, Township 9, Range 26, W4M

from “Commercial General: CG” to “Residential Multi-unit: R-MU”; and

THEREFORE, TAKE NOTICE THAT a public hearing to contemplate proposed Bylaw No. 1972 will be held in the Town of Fort Macleod Council Chambers at 7:00 p.m. on the 27<sup>th</sup> day of February, 2023.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should contact the Chief Administrative Officer no later than 4:00 p.m. on the 20<sup>th</sup> day of February, 2023. Both written and/or verbal presentations may be given at the public hearing.

A copy of the proposed bylaw may be inspected at the Town of Fort Macleod municipal office during normal business hours.

DATED at the Town of Fort Macleod in the Province of Alberta this 8<sup>th</sup> day of February, 2023.

*Anthony Burdett*  
*Chief Administrative Officer*  
*Town of Fort Macleod*  
*Box 1420*  
*Fort Macleod, Alberta T0L 0Z0*



## Agenda Item Submission Form

**Date**

2/7/2023

**Meeting Type \***

Regular Council Meeting

**Meeting Date \***

02/13/2023

**Agenda Section \***

New Business

**Department \***

Development

**Director Name \***

Adrian Pedro

**Director Email**

a.pedro@fortmacleod.com

### Submitter Information

**Submitter Name**

Keli Sandford

**Email**

k.sandford@fortmacleod.com

**Submission Title Name \***

Bylaw 1969- Road Closure- Perkins Street

**Recommendation \***

That Council give first reading to Bylaw 1969 to close the road to public travel and creating a title to and disposing of the following described highways subject to rights of access granted by other legislation

FIRSTLY:

PLAN 1327JK

ALL THAT PORTION OF PERKINS ST. AND CORNER CUTOFF

FORMING A PART OF LOT 17, BLOCK 32, PLAN \_\_\_\_\_

CONTAINING 0.441 HECTARES (1.09 ACRES)

EXCEPTING THEREOUT ALL MINES AND MINERALS

SECONDLY:

PLAN 821 1014

THE CORNER CUTOFF AT THE INTERSECTION OF PERKINS STREET AND MANNING AVENUE FORMING

A PART OF LOT 17, BLOCK 32, PLAN \_\_\_\_\_

CONTAINING 0.001 HECTARES (0.002 ACRES)

EXCEPTING THEREOUT ALL MINES AND MINERALS

and advertise a public hearing to be held on a date yet to be determined once the circulation to utility companies, landowners within 30 metres and other government agencies has been completed.

**Rationale****Background**

Request from purchaser of adjacent lands(west) to have the road closed and consolidated with the 15 acre parcel.

**Financial Implications**

All associated costs including but not limited to, closure, consolidation, survey/ appraisal, legal and/ or any other professional costs to be borne by the adjacent property owner (west). Unless otherwise agreed upon.



**Council Strategic Plan**

How is this submission supporting Council's Strategic Plan, Vision and Mission?

- This submission is making Fort Macleod more VIBRANT.
- This submission is helping GROWTH in Fort Macleod.
- This submission is building COMMUNITY in Fort Macleod.
- This submission is improving SERVICE in Fort Macleod.

Vision: A vibrant, growing community, full of opportunity. Mission: To provide high-quality service in an efficient and responsible manner.

**Attachments**

Fort Macleod Road Closure Bylaw 1969.pdf	14.54KB
Map 2.pdf	1.76MB
Road Closure Area.pdf	43.52KB

**TOWN OF FORT MACLEOD**  
**in the Province of Alberta**  
**BYLAW NO. 1969**

Being a bylaw of the Town of Fort Macleod for the purpose of closing to public travel and creating title to and disposing of portions of a public highway in accordance with section 22 of the Municipal Government Act, chapter M26, revised statutes of Alberta 2000, as amended.

**AND WHEREAS**, the lands hereafter described are no longer required for public travel,

**AND WHEREAS**, application has been made to Council to have the roadway closed,

**AND WHEREAS**, the Council of the Town of Fort Macleod 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 thereafter creating title to and disposing of same,

**AND WHEREAS**, notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act,

**AND WHEREAS**, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw

**NOW THEREFORE BE IT RESOLVED** that the Council of The Town of Fort Macleod in the Province of Alberta does hereby close to Public Travel and creating title to and disposing of the following described highways, subject to rights of access granted by other legislation.

**FIRSTLY:**

PLAN 1327JK  
ALL THAT PORTION OF PERKINS ST. AND CORNER CUTOFF  
FORMING A PART OF LOT 17, BLOCK 32, PLAN \_\_\_\_\_  
CONTAINING 0.441 HECTARES (1.09 ACRES)  
EXCEPTING THEREOUT ALL MINES AND MINERALS

**SECONDLY:**

PLAN 821 1014  
THE CORNER CUTOFF AT THE INTERSECTION OF PERKINS STREET AND MANNING AVENUE  
FORMING A PART OF LOT 17, BLOCK 32, PLAN \_\_\_\_\_  
CONTAINING 0.001 HECTARES (0.002 ACRES)  
EXCEPTING THEREOUT ALL MINES AND MINERALS

Received first reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Brent Feyter, Mayor  
(Seal)

\_\_\_\_\_  
Anthony Burdett, CAO

Approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Minister of Transportation

Received second reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Received third reading and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

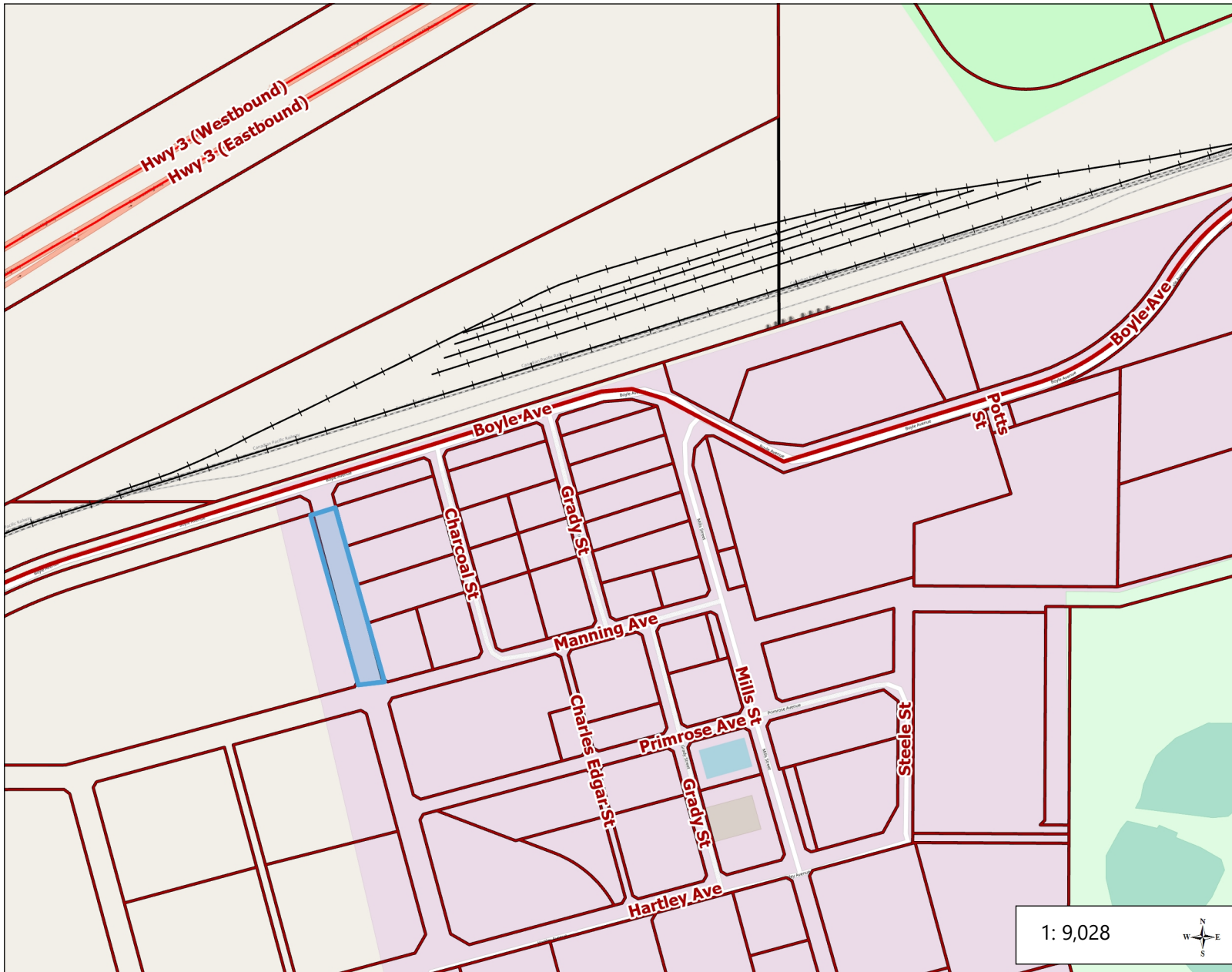
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Brent Feyter, Mayor  
(Seal)

---

Anthony Burdett, CAO

# Town of Fort Macleod



## Legend

- Boundary
- Railway
- Hwy 2 Symbol
- Hwy 2
- Hwy 3 Symbol
- Hwy 3
- Hwy 811 Symbol
- Highway 811 Bridge
- Hwy 811
- Hwy 810 Symbol
- Hwy 810
- Title Linework
- Parcels

1: 9,028



0.5 0 0.23 0.5 Kilometers

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© OpenStreetMap contributors

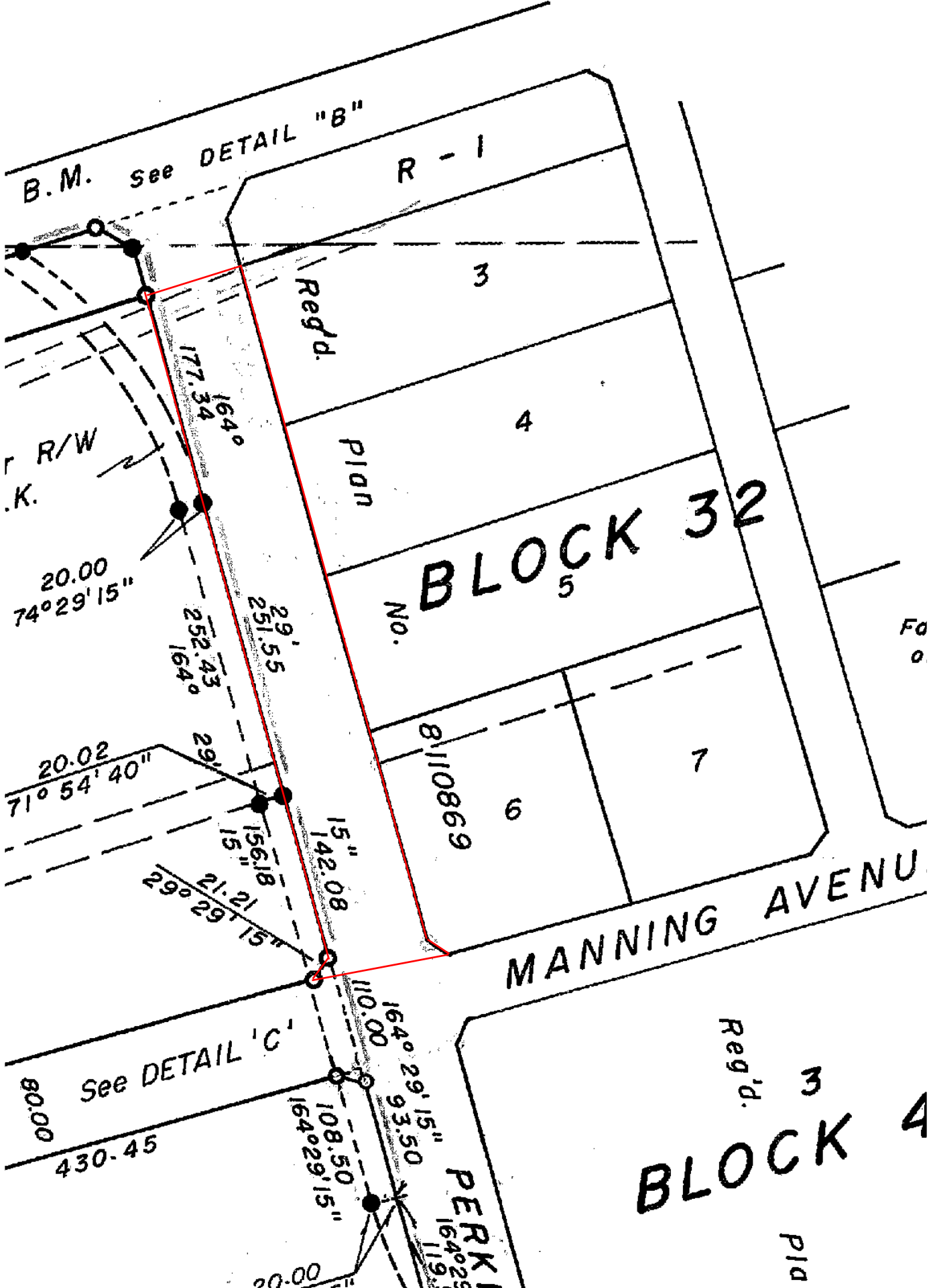
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

## Notes

© Town of Fort Macleod





B.M. See DETAIL "B"

R - 1

Redd.

3

PLAN

4

**BLOCK 32**  
No. 5

Fo  
o

8110869

6

7

MANNING AVENUE

Reg'd. 3

**BLOCK 4**

PLAN

PERK AVE

R/W  
K.

20.00  
74° 29' 15"

177.34

164°

252.43

164°

29.55

164°

20.02  
71° 54' 40"

29.18

15.618

15"

21.21  
29° 29' 15"

15.00

142.08

80.00

See DETAIL 'C'

430.45

108.50  
164° 29' 15"

20.00

110.00

164° 29' 15"

93.50

164° 29' 15"

119.50



## Agenda Item Submission Form

**Date**

2/6/2023

**Meeting Type \***

Regular Council Meeting

**Meeting Date \***

02/13/2023

**Agenda Section \***

New Business

**Department \***

Development

**Director Name \***

Adrian Pedro

**Director Email**

a.pedro@fortmacleod.com

### Submitter Information

**Submitter Name**

Keli Sandford

**Email**

k.sandford@fortmacleod.com

**Submission Title Name \***

Bylaw 1942 MD Willow Creek- Request for comments and/or concerns

**Recommendation \***

For discussion.

Does council wish to send confirmation (Email) to MDWC that TOFM has or has no comments or concerns at this time.

**Rationale****Background****Financial Implications****Council Strategic Plan**

How is this submission supporting Council's Strategic Plan, Vision and Mission?

- This submission is making Fort Macleod more VIBRANT.
- This submission is helping GROWTH in Fort Macleod.
- This submission is building COMMUNITY in Fort Macleod.
- This submission is improving SERVICE in Fort Macleod.

Vision: A vibrant, growing community, full of opportunity. Mission: To provide high-quality service in an efficient and responsible manner.

**Attachments**

6A LUA A-01-23 MDWC Bylaw 1942 Hurlburt - Industrial - Public Notice.pdf	1.66MB
A-01-23 LUA Application - Hurlburt Ranch_Redacted.pdf	9.35MB



## **NOTICE OF PUBLIC HEARING**

**MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26**

**IN THE PROVINCE OF ALBERTA**

### **PROPOSED BYLAW NO. 1942**

**1:00 p.m., February 22, 2023**

**Municipal District of Willow Creek No. 26  
Council Chambers**

PURSUANT to sections 216.4, 606, and 692 of the Municipal Government Act, Statutes of Alberta, Chapter M-26, 2000, as amended, the Council of the Municipal District of Willow Creek No. 26 in the Province of Alberta hereby gives notice of its intention to consider Bylaw No. 1942 being an amendment to the existing municipal Land Use Bylaw No. 1826.

The land that is the subject of the proposed land use bylaw amendment is legally described as

**PORTION OF LOT 3, BLOCK 1, PLAN 121 3346 WITHIN THE  
NORTHWEST OF SECTION 9, TOWNSHIP 9, RANGE 26, WEST OF THE 4<sup>TH</sup> MERIDIAN**

and this land is also shown on the map in Schedule "A" attached hereto.

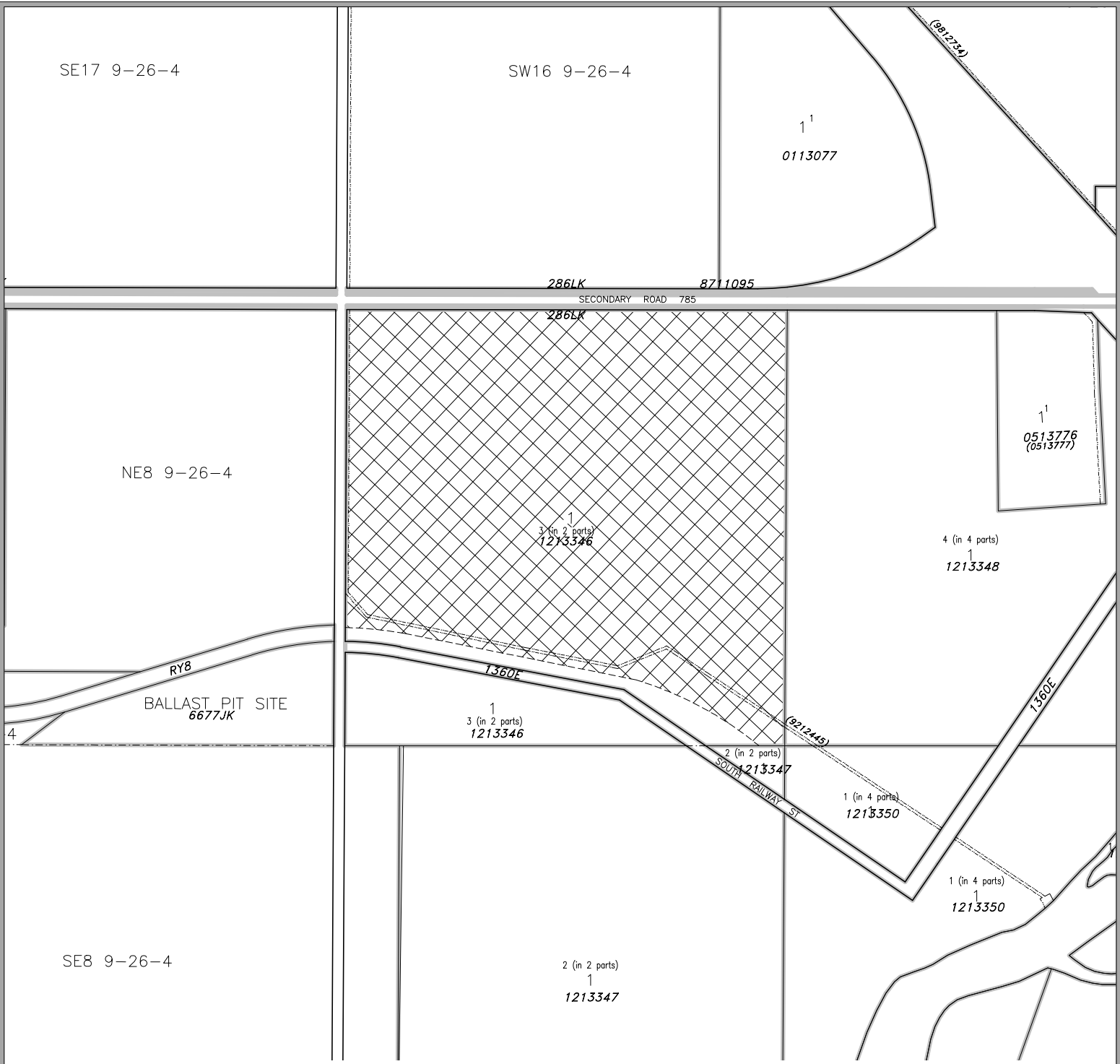
AND WHEREAS the purpose of proposed Bylaw No. 1942 is redesignate portions of the above-noted lands from "Rural General - RG" to "Rural Industrial - RI" to accommodate an existing legal non-conforming gravel extraction operation and enable the future development of lands with associated industrial development.

THEREFORE, TAKE NOTICE THAT a public hearing to contemplate the proposed Bylaw No. 1942 will be held in the Municipal District of Willow Creek No. 26 Council Chambers at 1:00 p.m. on the 22<sup>th</sup> day of February, 2023. A copy of the proposed bylaw may be inspected at the Municipal District of Willow Creek No. 26 office during normal business hours or on the website [www.mdwillowcreek.com](http://www.mdwillowcreek.com)

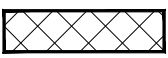
AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should contact the Chief Administrative Officer no later than 4:00 p.m. on the 17<sup>th</sup> day of February, 2023. Both written and/or verbal presentations may be given at the public hearing.

DATED at the Municipal District of Willow Creek No. 26 in the Province of Alberta this 25<sup>th</sup> day of January, 2023.

*Derrick Krizan  
Municipal District of Willow Creek No. 26  
Box 550  
273129 Secondary Highway 529 West  
Claresholm, Alberta  
T0L 0T0*



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



FROM: RURAL GENERAL - RG  
TO: RURAL INDUSTRIAL - RI

PORTION OF NW 1/4 SEC 9, TWP 9, RGE 26, W 4 M  
MUNICIPALITY: M.D. OF WILLOW CREEK  
DATE: JANUARY 16, 2023

Bylaw #: \_\_\_\_\_  
Date: \_\_\_\_\_



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





# LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: RURAL GENERAL - RG  
TO: RURAL INDUSTRIAL - RI

PORTION OF NW 1/4 SEC 9, TWP 9, RGE 26, W 4 M  
MUNICIPALITY: M.D. OF WILLOW CREEK  
DATE: JANUARY 16, 2023

Bylaw #: \_\_\_\_\_

Date: \_\_\_\_\_



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

**THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26**

273129 Sec Highway 520 West  
Box 550, Claresholm, AB T0L 0T0  
Phone (403) 625-3351 Fax (403) 625-3886 www.mdwillowcreek.com

FOR OFFICE USE ONLY  
Roll No. 2121.000  
Proposed Bylaw No.1942  
Council January 25, 2023  
  
Application No. A-01-23  
Fees Submitted: \$ 2,500.00  
Site Inspection: \_\_\_\_\_

**APPLICATION FOR A  
LAND USE BYLAW AMENDMENT**

**IMPORTANT:** This information may also be shared with appropriate government/other agencies (e.g. Alberta Agriculture, Food and Rural Development; Alberta Environment; the regional health authority), and may also be kept on file by those agencies. This information may also be used by and for any or all municipal programs and services. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection of this information, please contact The Municipal District of Willow Creek No. 26.

**Form I**

**APPLICANT:** Thane Hurlburt (for Hurlburt Ranch Ltd.) Telephone: \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ Email: \_\_\_\_\_

Bus/Cell: \_\_\_\_\_

**REGISTERED OWNER:** Hurlburt Ranch Ltd Telephone: \_\_\_\_\_

**LEGAL DESCRIPTION:** Lot(s) 3 Block 1 Plan 1213346

**OR:** Quarter NW Section 9 Township 9 Range 26 W 4 M

**PROPOSED AMENDMENT:**

From: Rural General

To: Rural Industrial - RI

**APPLICANT'S SUBMISSION:** Please state your reasons for applying for this amendment and if applicable, supply details of future plans/development, complete with sketches that illustrate the proposal. Attaching separate sheets will be necessary.

This land is already "deemed" industrial but was grandfathered in because of the gravel pit area we have been operating since 1977. There are other additional industrial installations we may wish to develop over the next 10 years and this is step 1. We are discussing with AE&PA the requirements to install a silica fume drying facility which consists of a stockpile area, drying unit similar to an asphalt dryer, conveyors and storage hoppers. We would place this adjacent to an existing Class 1 Gravel Pit Registration, but on land that is currently agricultural pasture. Please see attached maps/schedules.

**REGISTERED OWNER OR PERSON ACTING ON BEHALF OF:** I/we agree to the collection and sharing of this information contained in this application, and any other information that may be required to verify and evaluate this application as explained above. I have submitted particulars concerning the completion of the proposed development and agree to comply in all respects with any conditions that may be attached to any development permit that is issued and with any other bylaws that are applicable. I am aware that I may be required to pay for all local improvement costs, which include drainage, sidewalks, road construction, street lighting, water and sewer main extensions, utility connection fees and installation costs at the present established rate.

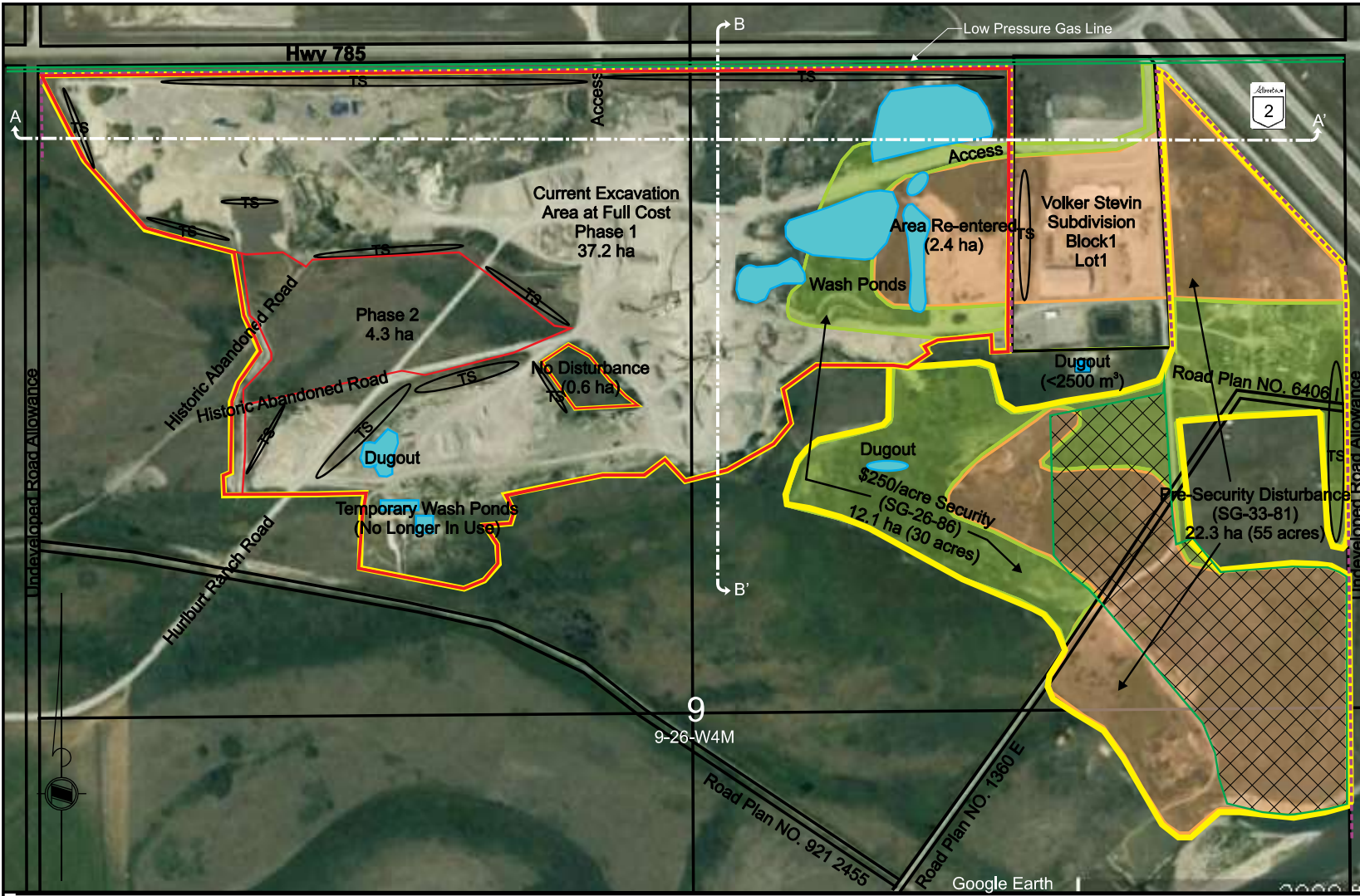
I have read and understand the terms noted above and hereby apply for that described above and/or on the attached plans and specifications. I further certify that the registered owner(s) of the land described above is aware of this application.

**DATE:** January 6, 2023.

**SIGNED:** \_\_\_\_\_

Thane Hurlburt, GM, Director  
Applicant (s)





# HURLBURT RANCH LTD.

## HURLBURT RANCH PIT #1

FIGURE 1: DEVELOPMENT PLAN  
 WITHIN N 1/4, SE SEC. 9, TWP. 9, RGE. 26, W4M  
 MD OF WILLOW CREEK, ALBERTA

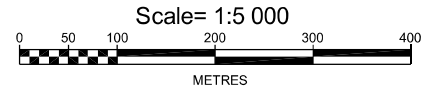
### ACCESS ROUTE MAP



Taken From: <http://www.mdwillowcreek.com/indexpoint.html>

### LEGEND

FEATURES	
Property Boundary.....	—
Development Area.....	—
Excavation Area.....	—
3 m Undisturbed Buffer.....	- - - - -
Topsoil Stockpile.....	○ TS ○
Water Body.....	■
Pre-Security Disturbance.....	■
Area Disturbed under \$250/acre...	■
Reclaimed to Pasture.....	■ X X X ■
Municipal Road Plan.....	—
Location of Cross Sections.....	A A'
Pipeline ROW.....	—



TWERDOFF & ASSOCIATES INC.  
 ENVIRONMENT GEOSCIENCE



Rev.	Description	Date
0	ORIGINAL ISSUE	Feb 23, 2018
	Airphoto Date: 06/10/2015	Drawn: DT
	TWERDOFF & ASSOCIATES INC.	Checked: DT File No. 17-123



NW 9 9 26 W4

Proposed Land Use Amendment 130 acres

**Legend**

-  Hurlburt Rock Products
-  NW 9 9 26 W4 RR Ind App



Google Earth

Image © 2022 CNES / Airbus



400 m



**NW 9 9 26 W4**

Proposed Land Use Amendment 130 acres in yellow  
3.3 acres SF Drying Area in red

Legend



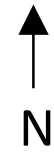
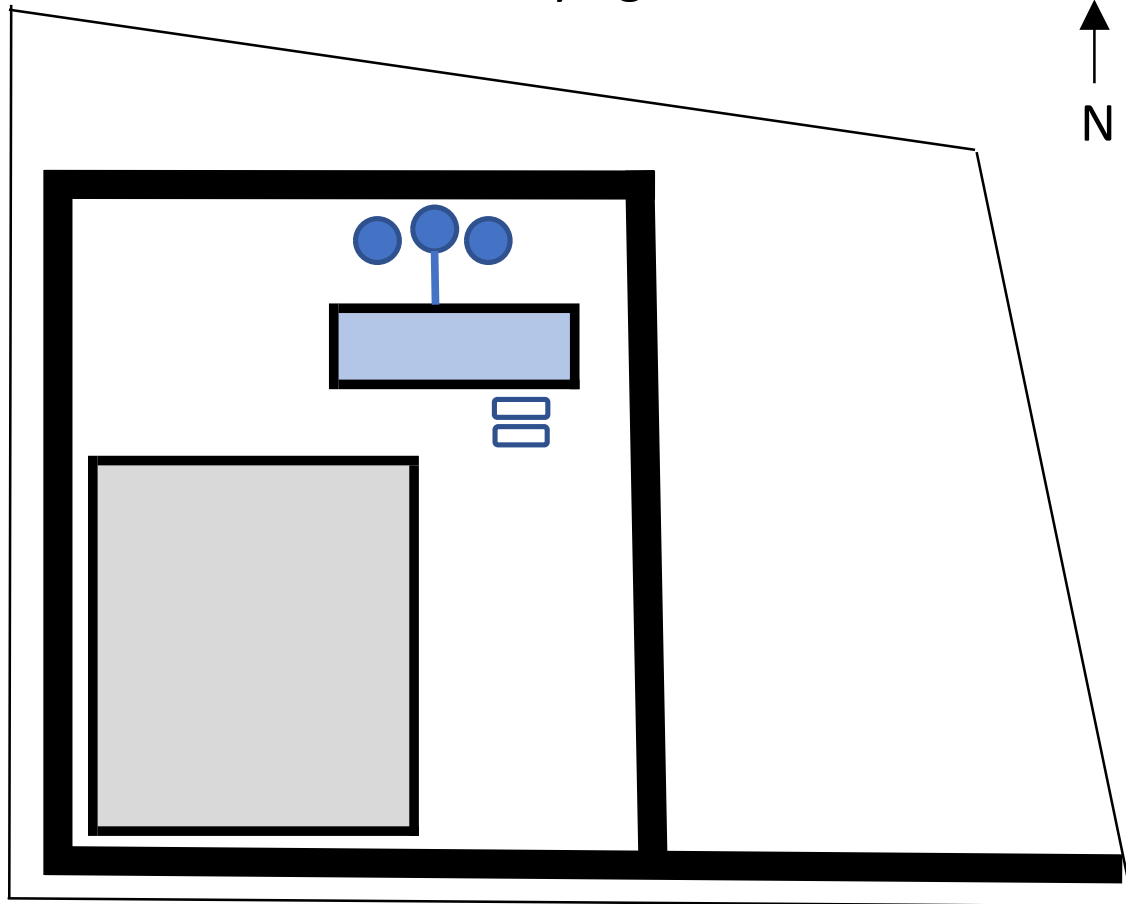
Google Earth

Image © 2022 CNES / Airbus







300 m



# Silica Fume Drying Area



<140m>

-  Roadways
-  Stockpile Area
-  Dryer
-  Enclosed Tube Conveyor
-  Dried Product Silos
-  Propane Tanks





























LAND TITLE CERTIFICATE

S  
LINC                      SHORT LEGAL                      TITLE NUMBER  
0035 454 420        1213346;1;3                      121 298 105

LEGAL DESCRIPTION

DESCRIPTIVE PLAN 1213346  
BLOCK 1  
LOT 3  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
AREA: 63.02 HECTARES (155.73 ACRES) MORE OR LESS  
  
ATS REFERENCE: 4;26;9;9;NW  
ESTATE: FEE SIMPLE

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

REFERENCE NUMBER: 121 298 058  
                            121 298 033

---

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
121 298 105	15/11/2012	DESCRIPTIVE PLAN		

---

OWNERS  
  
HURLBURT RANCH LTD.

---

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION		
NUMBER	DATE (D/M/Y)	PARTICULARS
841 107 155	21/06/1984	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED.
891 245 424	22/11/1989	CAVEAT RE : EASEMENT CAVEATOR - HURLBURT RANCH LTD. BOX 1119

-----  
ENCUMBRANCES, LIENS & INTERESTS

PAGE 2  
# 121 298 105

REGISTRATION

NUMBER      DATE (D/M/Y)      PARTICULARS

-----

FORT MACLEOD  
ALBERTA T0L0Z0  
AGENT - THANE HURLBURT

931 113 027	19/05/1993	UTILITY RIGHT OF WAY GRANTEE - AGT LIMITED. AS TO PORTION OR PLAN:9212445 TAKES PRIORITY OF CAVEAT 911229143 REGISTERED 09/12/91
031 066 150	27/02/2003	EASEMENT OVER AND FOR BENEFIT OF: SEE INSTRUMENT
031 066 151	27/02/2003	EASEMENT OVER AND FOR BENEFIT OF: SEE INSTRUMENT
051 480 580	16/12/2005	EASEMENT AS TO PORTION OR PLAN:0513777 OVER LOT 1 IN BLOCK 1 ON PLAN 0513776 FOR BENEFIT OF PORTIONS OF NORTH HALF OF SECTION 4, PORTIONS OF NORTH HALF OF SECTION 5, THE SOUTH HALF OF SECTION 8 AND PORTIONS OF SECTION 9 ALL IN TOWNSHIP 9 RANGE 26 WEST OF THE FOURTH MERIDIAN

TOTAL INSTRUMENTS: 007

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN  
ACCURATE REPRODUCTION OF THE CERTIFICATE OF  
TITLE REPRESENTED HEREIN THIS 9 DAY OF  
JANUARY, 2023 AT 11:43 A.M.

ORDER NUMBER: 46205641

CUSTOMER FILE NUMBER:



\*END OF CERTIFICATE\*

( CONTINUED )

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER, SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION, APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).





## Agenda Item Submission Form

**Date**

2/6/2023

**Meeting Type \***

Regular Council Meeting

**Meeting Date \***

02/13/2023

**Agenda Section \***

New Business

**Department \***

Development

**Director Name \***

Adrian Pedro

**Director Email**

a.pedro@fortmacleod.com

### Submitter Information

**Submitter Name**

Keli Sandford

**Email**

k.sandford@fortmacleod.com

**Submission Title Name \***

Bylaw 1943 MD Willow Creek- Request for comments and / or concerns

**Recommendation \***

Send confirmation (Email) to MDWC that the TOFM has no comments or concerns at this time.

**Rationale****Background****Financial Implications****Council Strategic Plan**

How is this submission supporting Council's Strategic Plan, Vision and Mission?

- This submission is making Fort Macleod more VIBRANT.
- This submission is helping GROWTH in Fort Macleod.
- This submission is building COMMUNITY in Fort Macleod.
- This submission is improving SERVICE in Fort Macleod.

Vision: A vibrant, growing community, full of opportunity. Mission: To provide high-quality service in an efficient and responsible manner.

**Attachments**

6A LUA A-02-23 MDWC Bylaw 1943 Schedules 11 & 12 - Public

483.84KB

Notice.pdf



## **NOTICE OF PUBLIC HEARING**

**MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26**

**IN THE PROVINCE OF ALBERTA**

### **PROPOSED BYLAW NO. 1943**

**1:00 p.m., February 22, 2023**

**Municipal District of Willow Creek No. 26  
Council Chambers**

PURSUANT to sections 216.4, 606, and 692 of the Municipal Government Act, Statutes of Alberta, Chapter M-26, 2000, as amended, the Council of the Municipal District of Willow Creek No. 26 in the Province of Alberta hereby gives notice of its intention to consider Bylaw No. 1942 being an amendment to the existing municipal Land Use Bylaw No. 1826.

WHEREAS the Municipal District of Willow Creek No. 26 Council desires to update standards, redefine uses, and updated definitions regarding wind and solar development within the Land Use Bylaw No.

AND WHEREAS the general purpose of the proposed amendments are described:

- to define distinct categories of wind and solar development based on scale of development;
- add the uses to the appropriate land use district as permitted or discretionary uses; and
- provide clear standards of development and conditions that may be placed on approved developments;

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

THEREFORE, TAKE NOTICE THAT a public hearing to contemplate the proposed Bylaw No. 1943 will be held in the Municipal District of Willow Creek No. 26 Council Chambers at 1:00 p.m. on the 22<sup>th</sup> day of February, 2023. A copy of the proposed bylaw may be inspected at the Municipal District of Willow Creek No. 26 office during normal business hours or on the website [www.mdwillowcreek.com](http://www.mdwillowcreek.com)

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should contact the Chief Administrative Officer no later than 4:00 p.m. on the 17<sup>th</sup> day of February, 2023. Both written and/or verbal presentations may be given at the public hearing.

DATED at the Municipal District of Willow Creek No. 26 in the Province of Alberta this 25<sup>th</sup> day of January, 2023.

*Derrick Krizsan  
Municipal District of Willow Creek No. 26  
Box 550  
273129 Secondary Highway 529 West  
Claresholm, Alberta  
TOL 070*

**MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26**  
**IN THE PROVINCE OF ALBERTA**  
**BYLAW NO. 1943**

BEING a bylaw of the Municipal District of Willow Creek No. 26 in the Province of Alberta, to amend Bylaw No. 1826, being the Land Use Bylaw;

WHEREAS the Municipal District of Willow Creek No. 26 Council desires to update standards, redefine uses, and updated definitions regarding wind and solar development within the Land Use Bylaw.

AND WHEREAS the general purpose of the proposed amendments are described:

- to define distinct categories of wind and solar development based on scale of development;
- add the uses to the appropriate land use district as permitted or discretionary uses; and
- provide clear standards of development and conditions that may be placed on approved developments;

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, Statutes of Alberta, Chapter M-26, 2000, as amended, the Council of the Municipal District of Willow Creek No. 26 in the Province of Alberta duly assembled does hereby enact the following:

1. That Schedule 2, Land Use District Regulation be amended to delete the uses **“Solar energy system, household”**, **“Solar energy system, agricultural”**, **“Solar energy system, commercial/industrial”**, **“Wind Energy Conversion System (WECS), Category 1”**, **“Wind Energy Conversion System (WECS), Category 2”**, and **“Wind Energy Conversion System (WECS), Category 3”** as permitted or discretionary uses in all Land Use Districts in which the use is listed.
2. That Schedule 2, Land Use Districts, be amended to add **“Solar energy system, individual – roof or wall mounted”** as a permitted use to the *Rural General – RG, Rural Hamlets – RH, Moon River Estates – MRE, Grouped Country Residential – GCR, Claresholm Industrial Area – CIA, Rural Industrial – RI, Rural Agri Industrial – RAI, Rural Commercial – RC, Reservoir Vicinity – RC, Rural Recreational – RR, Vacant Single Lot Country Residential – VCR* and *Nanton Urban Fringe – NUF* Land Use Districts.
3. That Schedule 2, Land Use Districts, be amended to add **“Solar energy system, individual – ground mounted”** as a permitted use to the *Rural General – RG, Claresholm Industrial Area – CIA, Rural Industrial – RI, Rural Agri Industrial – RAI, Rural Commercial – RC, Reservoir Vicinity – RC, Rural Recreational – RR* Land Use Districts and added as a discretionary use to *Rural Hamlets – RH, Moon River Estates – MRE, Grouped Country Residential – GCR, Vacant Single Lot Country Residential – VCR* and *Nanton Urban Fringe – NUF* Land Use Districts.
4. That Schedule 2, Land Use Districts, be amended to add **“Solar energy system, industrial”** as a discretionary use to the *Rural General – RG, Claresholm Industrial Area – CIA, Rural Industrial – RI, and Rural Commercial – RC* Land Use Districts.
5. That Schedule 2, Land Use Districts, be amended to add **“Wind Energy Conversion System, individual”** as a permitted use to the *Rural General – RG, Claresholm Industrial Area – CIA, Rural*



*Industrial – RI, Rural Agri Industrial – RAI, Rural Commercial – RC, Reservoir Vicinity – RC, Rural Recreational – RR Land Use Districts and added as a discretionary use to the Rural Hamlets – RH, Moon River Estates – MRE, Grouped Country Residential – GCR, Vacant Single Lot Country Residential – VCR and Nanton Urban Fringe – NUF Land Use Districts.*

6. That Schedule 2, Land Use Districts, be amended to add **Wind Energy Conversion System, industrial** as a discretionary use to the *Rural General – RG and Rural Industrial – RI* Land Use Districts and added as a prohibited use in the *Nanton Urban Fringe – NUF* Land Use District.
7. That Schedule 11, Wind Energy Conversion Systems (WECS) be deleted and replaced with the updated Schedule 11 as attached in Schedule ‘A’.
8. That Schedule 12, Solar Energy Systems and Alternative / Renewable Energy be deleted and replaced with the updated Schedule 12 as attached in Schedule ‘B’.
9. That Bylaw No. 1826 being the municipal Land Use Bylaw, is hereby amended and a consolidated version of Bylaw No. 1826 reflecting the amendment is authorized to be prepared, including formatting, page numbering, table of contents, and any necessary section numbering throughout
10. This bylaw shall come into effect upon third and final reading hereof.

READ a **first** time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
**Reeve – Maryanne Sandberg**

\_\_\_\_\_  
**Chief Administrative Officer – Derrick Krizsan**

READ a **second** time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
**Reeve – Maryanne Sandberg**

\_\_\_\_\_  
**Chief Administrative Officer – Derrick Krizsan**

READ a **third** time and finally PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
**Reeve – Maryanne Sandberg**

\_\_\_\_\_  
**Chief Administrative Officer – Derrick Krizsan**

# SCHEDULE A – BYLAW 1943

## Schedule 11

### WIND ENERGY CONVERSION SYSTEMS (WECS)

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#### SECTION 1 TERMS AND DEFINITIONS

The following definitions apply to this Schedule:

**Blade** means a part of a WECS rotor which acts as a single airfoil, to extract kinetic energy directly from the wind.

**Blade Clearance** means the distance from grade to the bottom of the rotor's arc.

**Cumulative Effects** means, for the purpose of this Schedule, the combined effects of past, present, and reasonably foreseeable land-use activities, over time, on the environment.

**Horizontal Axis Rotor** means a wind energy conversion system, typical of conventional or traditional windmills.

**Operator** means, for the purposes of this Schedule, the holder of a license, approval or permit issued by the Alberta Energy Regulator or the Alberta Utilities Commission for the purposes related to the carrying on of an activity on or in respect of a specified land

**Parcel Boundary, External** - The property boundary for lands which are outside the footprint of the wind farm and adjacent to the WECS, where adjacent refers to lands contiguous in nature and not separated by a municipal road allowance.

**Parcel Boundary, Internal** - The property boundary for lands which are within the footprint of the wind farm.

**Project Footprint** means all the lands which are as part of an approved application as well as any residual lands within a titled parcel, whether or not the lands are leased by an operator.

**Rotor's Arc** - The largest circumferential path travelled by a WECS' blade.

**Total Height** - The height from grade to the highest vertical extension of a WECS. In the case of a WECS with a horizontal axis rotor, total height includes the distance from grade to the top of the tower, plus the distance from the top of the tower to the highest point of the rotor's arc.

**Towers** - The structure which supports the rotor above grade.

**Vertical Axis Rotor** - A wind energy conversion system where the rotor is mounted on an axis perpendicular to the earth's surface.

**Wind Energy Conversion System (WECS), Individual** – A wind energy conversion system less than 6.1 m (20 feet) in height consisting of a single structure with the capacity to generate electricity only for the property owner's use on the site it is located, and not supplying power to the grid.

**Wind Energy Conversion System (WECS), Industrial Scale** – A wind energy conversion system of one or more structures designed to convert wind energy into mechanical or electrical energy on one or more parcels of land for commercial purposes.

## SECTION 2 WIND ENERGY CONVERSION SYSTEM (WECS), INDIVIDUAL

*This section establishes standards of development small wind energy conversion systems for use by households, agricultural operators or individual business or industry intended to meet some or all of the electrical needs of the operator on the subject site, or a site immediately adjacent to the subject site.*

- 2.1 A single wind energy conversion system shall be required to obtain a development permit and is processed subject to the applicable land use district (including meeting all required setbacks to roadways and property lines) and the following additional standards:
- (a) An application for a single WECS may, upon the request of the Municipal Planning Commission, be required to provide some or all of the information as outlined in Section 2.1 below.
  - (b) The system's tower shall be set back a minimum distance equal to the height of the tower from all parcel lines and a minimum distance of 3.0 m (10 ft.) from any other structure on the parcel on which the system is located if not attached to a structure. In addition the system's tower is set back a minimum distance equal to the height of the tower from any structure on adjoining parcels.
  - (c) The system's tower may not exceed a maximum height of 12.2 m (40 ft.) on a parcel of less than 0.4 ha (1 acre), a maximum of 19.8 m (65 ft.) on a parcel of 0.4 ha (1 acre) to less than 2.0 ha (5 acres), and maximum height of 24.4 m (80 ft.) on a parcel 2.0 ha (5 acres) or more.
  - (d) No more than one (1) WECS shall be allowed on a parcel.
  - (e) Upon abandonment or termination of the system's use, the entire facility, including the system's tower, turbine, supporting structures and all equipment, shall be removed and the site shall be restored to its pre-construction condition.

## SECTION 2 WIND ENERGY CONVERSION SYSTEM (WECS) - INDUSTRIAL SCALE WIND FARM

*This section establishes standards of development for renewable energy projects for the purpose of producing energy for the commercial market. Typically, this use will include large scale systems for the production and sale of energy generated wind energy conversion systems (WECS). The Alberta Utilities Commission (AUC) regulates large scale/commercial energy projects. The Municipal District's regulatory role is limited and established under sections 619 and 620 of the MGA. Where AUC approval has been applied for or received, a copy of the application submitted to the AUC may be used to satisfy some or all of the development permit application requirements.*

- 2.1 All development applications for multiple WECS / Industrial Scale Wind Farm shall be accompanied by the following information:
- (a) a development permit application shall be submitted for each titled parcel;
  - (b) an accurate site plan showing and labeling the following:
    - (i) physical dimensions of the property or parcel;
    - (ii) the location of existing structures on the property or parcel;
    - (iii) elevation drawings plan drawn to scale;
    - (iv) foundation plan with specifications;
    - (v) if a non-tubular design is proposed, the anchor design, location of any guy wire anchors, and how the tower is to be secured from unauthorized access or use;
    - (vi) the exact location of each proposed WECS on the property;
    - (vii) the location of all existing and proposed utilities and sub-stations on the property or parcel;
    - (viii) the location of all existing and proposed utilities on lands abutting the subject property or parcel;
    - (ix) existing topography with contours at 3.0 m (10 ft.) intervals of the land;

- (x) existing or proposed access roads;
  - (xii) if the WECS is to be developed in stages, a phasing;
  - (xii) proposed setbacks; and
  - (xiii) the project boundary including all lands (full quarter section and individual parcels) which area under lease or contract for the development of the multiple WECS / Industrial Scale Wind Farm.
- (c) a digital version of the site plan showing exact location and base elevation of each wind turbine in UTM coordinates with NAD 83 datum, Zone 12;
- (d) a visual representation depicting the wind farm from:
- (i) no further than 5 km (3.1-miles) away;
  - (ii) each accessible residence within 3.2 km (2.0 miles) of the wind farm boundaries;
  - (ii) any significant sites as determined by MPC.
- (e) The visual representation shall include:
- (i) scale elevations,
  - (ii) photographs and/or digital information of the proposed WECS showing total height, tower height, rotor diameter, colour and the landscape, and
  - (iii) photographs and/or digital information modeled on ideal visual conditions;
- (f) an analysis of the visual impact of above ground transmission lines to and from the property or parcel if above ground transmission lines are proposed for the development;
- (g) the manufacturer's specifications indicating:
- the WECS rated output in kilowatts;
  - safety features and sound characteristics;
  - type of material used in tower, blade, and/or rotor construction;
  - dimensions;
- (h) an analysis of the potential for electromagnetic interference to other WECS, radio, telephone, wireless, satellite, micro-wave, radar, or other electronic communication systems;
- (i) an analysis of the potential for noise as required by AUC Rule 012 at:
- (i) the site of the tower,
  - (ii) the boundary of the development,
  - (ii) at any habitable or occupied residence within 2 km (1.2 miles) of any turbine;
- (j) an analysis of the potential for shadow or flicker (solar glint and glare assessment) as required by AUC Rule 007 at:
- (i) the site of the tower,
  - (ii) the boundary of the development,
  - (iii) at any habitable or occupied residence within 2 km (1.2 miles) of any turbine;
- (k) any impacts to the local road system including but not limited to:
- (i) a plan showing ingress and egress from the property or parcel detailing any impacts to the local road system including required approaches from public roads having regard to the Municipal District's road standards; and



- (ii) identification of the road or roads to be used to bring construction materials and equipment to the property or parcel, and the road or roads to be used to remove construction materials/debris and equipment from the property or parcel;
  - (iii) a construction transportation plan which includes lay down yard parking areas and an employee and equipment transportation plan
  - (l) post-construction decommissioning and reclamation plan as required by the Conservation and Reclamation Directive for Renewable Energy Operations (Alberta Environment (2018/09/14));
  - (m) an analysis of environmental consideration including roadways, on-site potential for fluid leaks, impact upon wildlife, or any other identified issues;
  - (n) a fire and emergency response plan prepared by a qualified professional and approved by the MD of Willow Creek Emergency Services; and
  - (o) a Landowner and Neighbour Emergency Response Plan prepared by a qualified professional which addresses safety, education, and response plans of directly affected landowners.
  - (n) the results of the historical resource analysis, if required by Alberta Culture; and
  - (o) the results of the public consultation process initiated by the developer;
- 2.2 Prior to making a decision on a development application for a multiple WECS / Industrial Scale Wind Farm, the applicant shall provide the Municipal District with the results of the applicant's circulation of their proposal to the following agencies and departments:
- (a) Alberta Utility Board;
  - (b) Alberta Electrical Systems Operators (AESO);
  - (c) Alberta Transportation and Economic Corridors;
  - (d) Alberta Environment and Protected Areas;
  - (e) Alberta Culture;
  - (f) Alberta Agriculture and Irrigation;
  - (g) Transport Canada;
  - (h) Navigation Canada;
  - (i) Innovation, Science And Economic Development Canada;
  - (j) STARS (Air Ambulance).
- 2.3 Upon receipt of a development permit application, the Development Authority shall review the application for completeness and, prior to making a decision on the application:
- (a) notify landowners and residents, by mail, within 2 km (1.2 miles) of the proposed development site (or more, at the discretion of the Municipal Planning Commission);
  - (b) notify adjacent municipalities in accordance with the applicable Intermunicipal Development Plan;
  - (c) refer the application to all relevant agencies and government departments; and
  - (d) may require the developer to hold a public information meeting and provide a summary of the meeting.
- 2.4 The Development Authority may approve multiple WECS / Industrial Scale Wind Farm on a case-by-case basis having regard for:
- (a) proximity to other adjacent land uses;

- (b) density of WECS;
- (c) consideration of the cumulative effect of all WECS approved or proposed within 5 km (3 miles) of the proposal;
- (d) underlying utilities;
- (e) information received through the circulation process and at the development hearing.

- 2.5 In balancing existing land uses and the development of a multiple WECS / Industrial Scale Wind Farm, the MPC may require developers to minimize impacts:
- (a) within 1.6 km (1.0 miles) of a Provincially controlled highway;
  - (b) within 3.2 km (2.0 miles) of the boundary of a Municipally, Provincially or Federally designated parks;
  - (c) within 2 km (1.2 miles) of a developed Group Country Residential land use designation or Hamlet or Town boundary.

### Setbacks

*NOTE TO READER: The Alberta Utilities Commission (AUC) establishes separation distances between wind turbines and dwellings based on permissible sound levels established in AUC Rule 012 and a cumulative noise assessment of energy-related facilities within 1.5 km.*

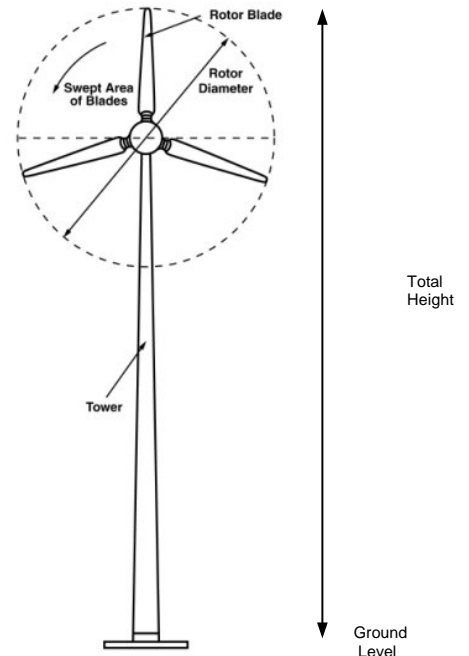
- 2.6 A WECS shall be setback not less than 7.6 m (25 ft) from all property lines not fronting on or adjacent to a municipal roadway as measured from the rotor's arc (rotor diameter).
- 2.7 A WECS shall be setback from a dwelling unit within the wind farm project boundary (lands leased for wind energy development) not less than 300 m or as meets AUC Rule 012 permitted levels, whichever is greater.
- 2.8 A WECS shall be setback from a dwelling unit not within the wind farm project boundary (lands leased for wind energy development) not less than 800 m or as meets AUC Rule 012 permitted levels, whichever is greater.
- 2.9 At no time shall the cumulative modelled sound level of a multi-WECS measured at the wind farm project boundary (including all titled parcels participating in the project) exceed 40dBa unless an easement, as approved by the Development Authority, is agreed to by the affected land owner and registered on the affected title.
- 2.10 A WECS shall be setback from a developed or undeveloped municipal roadway not less than the total height of the WECS, plus 10 percent.
- 2.11 Where, in the opinion of the Development Authority, the setbacks referred to in Section 2.10 above are not sufficient to reduce the impact of a WECS from a public roadway or a primary highway, the Municipal Planning Commission may increase the required setback.
- 2.12 In the case of multiple WECS, setbacks can be increased from the minimum setback requirements in the district depending upon the number of WECS in a group and the prominence of the location, in order to reduce the impact to a residence, building, public roadway or highway, or land use.

### Minimum Blade Clearance

- 2.13 The minimum vertical blade clearance from grade shall be 7.6 m (25 ft) for a WECS employing a horizontal axis rotor unless otherwise required by the Development Authority.

### Tower Access and Safety

- 2.14 To ensure public safety, the Development Authority may require that:
- a security fence with a lockable gate shall surround a WECS tower not less than 1.8 m (5.9 ft) in height if the tower is climbable or subject to vandalism that could threaten tower integrity;
  - no ladder or permanent tower access device shall be located less than 3.7 m (12 ft) from grade;
  - a locked device shall be installed on the tower to preclude access to the top of the tower;
  - all of the above be provided or such additional safety mechanisms or procedures be provided as the Municipal Planning Commission considers reasonable and appropriate;
  - the use of tubular towers, with locked door access, will preclude the above requirements.



### Collector Lines

- 2.15 All collector lines:
- (less than 69 kV) on the site of a multi-WECS shall be underground except where the Development Authority approves overhead installation; and
  - required to connect WESC from one quarter section to another shall be underground except where the Development Authority approves overhead installation; and
  - any collector or transmission line necessary to service the development shall be located on private land and not located in developed or undeveloped municipal road allowances.

### Colour and Finish

- 2.16 Unless otherwise required by the Development Authority, a WECS shall be finished in a non-bright reflective matte and in a colour which minimizes the obtrusive impact of a WECS to the satisfaction of the Development Authority.
- 2.17 No lettering or advertising shall appear on the towers or blades. On other parts of the WECS, the only lettering will be the manufacturer's identification or municipal symbol.

### Conditions of Approval

- 2.18 As a condition of development permit approval for a multi-WECS, the Development Authority shall consider, in addition to any other conditions authorized under other sections of this Bylaw, attaching conditions related to the following and in accordance with Sections 619 and 620 of the MGA:
- require the applicant/developer to enter into a road use agreement and/or development agreement with the municipality;
  - place restrictions on the location, height and type of fencing used for the tower sites;
  - the operator and/or landowner shall be responsible for controlling invasive plant threats and weeds in accordance with the Alberta Weed Control Act;
  - the operator and/or landowner shall be responsible for preventing soil loss or deterioration from taking place in accordance with the Alberta Soil Conservation Act. Soil erosion must be managed, and a soils management plan must be provided to the satisfaction of the municipality with details on proposed control of erosion caused by both wind and water.

- (d) surface drainage and erosion control must also adequately address and account for impacts associated with the development, including any access roads within the development area;
- (e) screening and/or increased setbacks should be considered in the site design to minimize visual impacts of the proposed development.
- (f) a security deposit shall be posted during the construction period in a form and amount, no less than \$50,000 per quarter section of development to a maximum amount to be determined appropriate by the Development Authority based on specific site conditions to ensure that soil erosion management and weed control is adequately provided in accordance with the municipally approved vegetation and weed management plan and soils management plan.
  - (i) Upon notification by the developer, operator, and/or landowner to the municipality that the completion of construction has occurred and a request for return of the financial deposit has been made, the municipality will conduct a site inspection of the lands to verify the establishment of a suitable ground cover that will prevent further erosion of the lands subject to the development
  - (ii) The funds will be released with no interest paid upon confirmation that the soil erosion management and weed conditions have been completed to the satisfaction of the municipality and there are no unresolved soil or erosion issues, mitigation orders, remedial measure orders, notices or violations that are outstanding or unresolved.
- (g) require the applicant/developer to comply with an approved conservation and reclamation plan which may include but not be limited to:
  - (i) that a pre-disturbance site assessment be filed with municipality prior to the commencement of construction of the project; and
  - (ii) that any interim monitoring site assessments as required by the approved conservation and reclamation plan be submitted to the municipality throughout the life span of the development; and
  - (iii) that a reclamation security be posted and held for the life span of the development in a form and amount to be determined appropriate by the Development Authority to ensure that the lands used for the industrial activities associated with renewable energy activities are conserved and reclaimed in an environmentally sound and timely manner.
- (h) require that the project commence construction within two years of approval, and complete the project within four years;
- (i) require that the operation remain in continuous operation and if the operation is inactive for two consecutive years, or two cumulative years over a five year period, the obligation to decommission the site is automatically triggered;
- (j) require that, should the developer propose alteration, retooling or repowering of an existing multi-WECS project where the equipment has changed from the original approval, the developer shall apply for a new development permit.



# SCHEDULE B – BYLAW 1943

## Schedule 12

### SOLAR ENERGY SYSTEMS AND ALTERNATIVE / RENEWABLE ENERGY

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#### SECTION 1 TERMS AND DEFINITIONS

The following definitions apply to this Schedule:

**Cumulative Effects** means, for the purpose of this Schedule, the combined effects of past, present, and reasonably foreseeable land-use activities, over time, on the environment.

**Operator** means, for the purposes of this Schedule, the holder of a license, approval or permit issued by the Alberta Energy Regulator or the Alberta Utilities Commission for the purposes related to the carrying on of an activity on or in respect of a specified land

**Parcel Boundary, External** - The property boundary for lands which are outside the footprint of the solar energy system and adjacent to the project footprint, where adjacent refers to lands contiguous in nature and not separated by a municipal road allowance.

**Parcel Boundary, Internal** - The property boundary for lands which are within the footprint of the so.

**Project Footprint** means all the lands which are as part of an approved application as well as any residual lands within a titled parcel, whether or not the lands are leased by an operator.

**Solar Energy System, Individual** means a photovoltaic system using solar panels to collect solar energy from the sun and convert it to electrical, mechanical, thermal, or chemical energy that is primarily intended for sole use and consumption on-site by the landowner, resident or occupant. This use includes both roof-mounted or ground-mounted systems not connected to the interconnected electric system and small micro-generation in accordance with the Micro-Generation Regulation connected to the interconnected electric system.

**Solar Energy System, Industrial Scale** means a system using solar technology to collect energy from the sun and convert it to energy that is directed into the provincial electrical grid transmission or distribution system for off-site consumption or commercial sale, or a solar energy system that does not meet the definition a solar energy system, individual.

*NOTE TO READER: Sections 1 and 2 establishes standards of development for individual solar collector systems, either single panels or multiple panels, and for small wind energy conversion systems for use by households, agricultural operators or individual business or industry intended to meet some or all of the electrical needs of the operator on the subject site, or a site immediately adjacent to the subject site.*

#### SECTION 2 SOLAR ENERGY SYSTEM, INDIVIDUAL - ROOF OR WALL MOUNTED

2.1 A solar collector attached to a wall or roof of a dwelling or accessory building shall be required to obtain a development permit and is processed subject to the applicable land use district (including meeting all required setbacks to roadways and property lines) and the following additional standards:

(a) A solar energy system mounted on a roof:

- (i) may project a maximum of 1.22 m (4 ft.) from the surface of the roof and shall not exceed the maximum height requirements of the applicable land use district; and
  - (ii) must not extend beyond the outermost edge of the roof and shall be located as to not impede access to the roof structure for emergency purposes, to the satisfaction of the Municipal District; and
  - (iii) may only provide energy to the parcel on which the system but may be connected to and in times of excess power generation feed power back into the provincial power/electrical grid.
- (b) A solar energy system mounted to a wall:
- (i) must be located such that it does not create undue glare on neighbouring property or public roadways; and
  - (ii) must be located a minimum of 2.44 m (8 feet) above grade; and
  - (iii) may project a maximum of 0.45 m (1.5 feet) from the surface of the wall, when the wall faces the rear property line, subject to the setback requirements of the applicable land use district; and
  - (iv) may only provide energy to the parcel on which the system but may be connected to and in times of excess power generation feed power back into the provincial power/electrical grid.

### SECTION 3 SOLAR ENERGY SYSTEM, INDIVIDUAL – FREE-STANDING

- 3.1 A free-standing solar energy system or a solar energy system mounted to any structure other than a roof or wall of a building or dwelling shall be required to obtain a development permit and is processed subject to the applicable land use district (including meeting all required setbacks to roadways and property lines) and the following additional standards:
- (a) the system must be located such that it does not create undue glare on neighbouring property or public roadways; and
  - (b) the maximum height may not exceed 3.0 m (10 ft.) above existing grade; and
  - (c) any system proposed in the Hamlet Residential (HR) or Rural Recreational (RR) land use district (specifically, with respect to resort areas providing small urban style lots) must not be located in the front or secondary front yard of a principal building.
- 3.2 Free-standing solar energy systems may be connected to and in times of excess power generation feed power back into the provincial power/electrical grid. Any system which proposes to transmit or distribute power or energy off-site to other parcels/properties shall be considered a private utility will require a development permit for that purpose.
- 3.3 The use of multiple free-standing solar collectors where the primary purpose and intent of the project is to collect, convert and feed energy back into the provincial power/electrical grid for the commercial sale and distribution off-site to the marketplace, shall be deemed a Solar Energy System, Industrial Scale.
- 3.4 Prior to the installation of a free-standing solar collector the applicant and/or landowner shall obtain the following if applicable and copies of any and all required permits and/or approvals shall be provided to the Municipal District:
- (a) any and all relevant federal and provincial permits and permissions;
  - (b) an electrical permit, and if applicable, a building permit (or any other Safety Codes Permit that may be required);
  - (c) wire service provider (WSP) approval for solar collectors that are proposed to be connected to the provincial power/electrical grid; and
  - (d) Alberta Utilities Commission (AUC) approval for solar collectors that are proposed to be connected to the provincial power/electrical grid with a rated output of 10 kW or greater.
- 3.5 All parcels that utilize a solar collector may be required to erect a sign in notifying all emergency responders/personnel of the presence of an "Renewable Energy Source" located on-site. If a sign is required to be erected, it shall be located and designed to any required municipal specifications and be reasonably maintained for the life of the project (to the satisfaction of the Municipal District).
- 3.6 Any and all free-standing solar collectors shall be suitably anchored and secured, to the satisfaction of the Municipal District.

**NOTE TO READER:** Sections 5 and 6, Schedule 11 establish standards of development for renewable energy projects for the purpose of producing energy for the commercial market. Typically, this use will include large scale systems for the production and sale of energy generated by solar photovoltaic or wind energy conversion systems (WECS). The Alberta Utilities Commission (AUC) regulates large scale/commercial energy projects. The Municipal District's regulatory role is limited and established under sections 619 and 620 of the MGA. Where AUC approval has been applied for or received, a copy of the application submitted to the AUC may be used to satisfy some or all of the development permit application requirements.

## SECTION 4 SOLAR ENERGY SYSTEM, INDUSTRIAL SCALE

- 4.1 Solar energy systems, Industrial Scale, or solar farms or facilities that are those developments that feed power back into the general provincial power grid, are distributing to other properties, or are selling power for a profit at an industrial scale as determined by the Development Officer or the Municipal Planning Commission.
- 4.2 Development permit applications for industrial scale solar energy installations shall be accompanied by the following information:
- (a) a site suitability analysis including but not limited to, topography; soils characteristics; storm water collection; accessibility to a road; availability of water supply, sewage disposal system and solid waste disposal if applicable; compatibility with surrounding land uses; potential impacts to agricultural land and operations; potential visual impacts, and consistency with the policies of the Land Use Bylaw and Municipal Development Plan;
  - (b) a detailed site plan including all setbacks from property lines and the proximity to structures or uses on the site and adjacent parcels of land; and to structures and uses on the site from residential dwellings within 300 m (985 ft.) of the property line of the proposed development;
  - (c) detailed information about the system type, number of structures, height of structures, and the energy process and rated output;
  - (d) any information regarding general public safety and security measures;
  - (e) preliminary grading/drainage plan;
  - (f) detailed information regarding construction traffic management plan including proposed material haul route, estimated employee vehicle trips (types and duration), and parking / staging areas, and any potential impacts to public roads;
  - (g) the location of overhead utilities on or abutting the subject parcel and identification of any sensitive, environmental, or topographical features which may be present on the parcel;
  - (h) post-construction decommissioning and reclamation plan as required by the Conservation and Reclamation Directive for Renewable Energy Operations (Alberta Environment (2018/09/14));
  - (i) a vegetation and weed management plan that addresses both the construction period and the projected lifespan of the development;
  - (j) a soils erosion management plan with the plan to address:
    - (i) on any proposal to strip and stockpile topsoil during the construction/erection period and the rationale or need for doing so, and
    - (ii) the details on proposed soil management practices and erosion control due to both wind and water; for the period of both construction and post-construction;
  - (k) if required by the Development Authority, an Environmental Assessment Review prepared by a qualified professional or other studies and reports to demonstrate site suitability and impact mitigation;
  - (l) if required by the Development Authority, a Fire and Emergency Response plan prepared by a qualified professional and approved by the MD of Willow Creek Emergency Services; and

- (m) if required by the Development Authority, a Landowner and Neighbour Emergency Response Plan prepared by a qualified professional which addresses safety, education, and response plans of directly affected landowners.

4.3 In the Rural General "RG" land use district, the Development Authority will consider the following as preferable sites:

- (a) use of the poor quality lowest productive land and dry corners is preferred;
- (b) use of cut-off, fragmented, irregular shaped parcels is preferred;
- (c) to the extent possible, use of irrigated agricultural land should be avoided/minimized; and
- (d) the use of an unsubdivided quarter section of high-quality agricultural land that has or could contain irrigation system infrastructure shall not be considered as suitable unless the Development Authority determines special or unique circumstances may warrant its inclusion. Consideration of the proximity to electrical sub-stations and feeder distribution infrastructure in relation to the location of the development may be considered as part of the special circumstances present.

4.4 Upon receipt of a development permit application, the Development Authority shall review the application for completeness and, prior to making a decision on the application:

- (a) notify landowners and residents, by mail, within 3.2 km (2 miles) of the proposed development site (or more, at the discretion of the Municipal Planning Commission);
- (b) notify adjacent municipalities in accordance with the applicable Intermunicipal Development Plan;
- (c) refer the application to all relevant agencies and government departments; and
- (d) may require the developer to hold a public information meeting and provide a summary of the meeting.

#### **Setbacks**

4.5 A Solar Energy System, Industrial Scale shall be setback:

- (a) not less than 30.5 m (100 ft) from all property lines not fronting on or adjacent to a municipal roadway; and
- (b) not less than 45.7 m (150 ft) from all property lines not fronting on or adjacent to a municipal roadway; and
- (c) not less than 152.4 m (500 ft) from a dwelling unit within or adjacent to the solar farm project footprint boundary measured from the wall of the dwelling.

4.6 Any setback can be increased from the minimum setback requirements in the district depending upon the number of panels in a group, the prominence of the location, in order to reduce the impact to a residence, building, public roadway or highway, or adjacent land use.

4.7 In balancing existing land uses and the development of Solar Energy System, Industrial, the MPC may require developers to minimize impacts:

- (a) within 1.6 km (1.0 miles) of a Provincially controlled highway;
- (b) within 3.2 km (2.0 miles) of the boundary of a Municipally, Provincially or Federally designated parks;
- (c) within 2 km (1.2 miles) of land designated Group Country Residential or a designated Hamlet or Town boundary.

#### **Conditions of Approval**

4.8 The Development Authority may impose as a condition any reasonable measures to ensure suitability, compatibility and to mitigate potential impacts.

4.9 The Development Authority may impose as a condition that the operator and/or landowner of an industrial scale solar energy installation use submit a copy of an approved conservation and reclamation plan to the municipality and the municipality shall impose as a condition upon review of the plan:

- (a) that a pre-disturbance site assessment be filed with municipality prior to the commencement of construction of the project; and



- (b) that any interim monitoring site assessments as required by the approved conservation and reclamation plan be submitted to the municipality throughout the life span of the development; and
- (c) that the approved conservation and reclamation plan is the sole responsibility of the operator and/or landowner to ensure that the lands used for the industrial activities associated with renewable energy activities are conserved and reclaimed in an environmentally sound and timely manner;

and may require

- (c) that a reclamation security be posted and held for the life span of the development in a form and amount to be determined appropriate by the Development Authority to ensure that the lands used for the industrial activities associated with renewable energy activities are conserved and reclaimed in an environmentally sound and timely manner.

4.10 The Development Authority may impose as a condition that the operator and/or landowner of an industrial scale solar energy installation use submit a copy of a vegetation and weed management plan must be provided to the satisfaction of the municipality, to be reviewed and approved by the Agricultural Fieldman and the municipality shall impose as a conditions upon review of the plan:

- (a) The operator and/or landowner shall be responsible for controlling invasive plant threats and weeds in accordance with the Alberta Weed Control Act.
- (b) The minimum clearance of solar collectors from grade shall be adequate to facilitate and maintain growth of perennial vegetation to prevent soil erosion.
- (c) The operator and/or landowner shall be responsible for preventing soil loss or deterioration from taking place in accordance with the Alberta Soil Conservation Act. Soil erosion must be managed, and a soils management plan must be provided to the satisfaction of the municipality with details on proposed control of erosion caused by both wind and water.
- (d) Surface drainage and erosion control must also adequately address and account for impacts associated with the impervious nature of the collectors.
- (e) Screening and/or increased setbacks should be considered in the site design to minimize visual impacts of the proposed development.
- (f) Spacing between solar collectors must provide adequate access for firefighting of both vegetation and electrical fires.
- (g) A security deposit shall be posted during the construction period in a form and amount, no less than \$50,000 per quarter section of development to a maximum amount to be determined appropriate by the Development Authority based on specific site conditions to ensure that soil erosion management and weed control is adequately provided in accordance with the municipally approved vegetation and weed management plan and soils management plan.
  - (i) Upon notification by the developer, operator, and/or landowner to the municipality that the completion of construction has occurred and a request for return of the financial deposit has been made, the municipality will conduct a site inspection of the lands to verify the establishment of a suitable ground cover that will prevent further erosion of the lands subject to the development
  - (ii) The funds will be released with no interest paid upon confirmation that the soil erosion management and weed conditions have been completed to the satisfaction of the municipality and there are no unresolved soil or erosion issues, mitigation orders, remedial measure orders, notices or violations that are outstanding or unresolved.

## SECTION 5 OTHER COMMERCIAL/INDUSTRIAL RENEWABLE ENERGY PROJECTS

This section is specific and applicable to those commercial/industrial development projects whose primary intent and purpose is to sell and/or export energy (or any other by-product of a particular process) off-site using any of the following energy productions, such as but not limited to, solar thermal, geo-exchange, micro-hydro, carbon capture and storage, geothermal, micro-hydro, waste-to-energy, anaerobic digesters, biodiesel, biofuel or fuel cells. All of these developments require a development permit.

- 5.1 All development applications shall be required to be accompanied by the following information:
- (a) an accurate site plan showing and labelling the proposed development and the location of overhead utilities on or abutting the subject lot or parcel, and identification of any sensitive, environmental or topographical features which may be present on the parcel, including canals, streams or water wells;
  - (b) detailed information on the type of facility, structure or system and the energy process involved;
  - (c) the manufacturer's specifications indicating (if applicable):
    - (i) the rated output in megawatts,
    - (ii) safety features and sound characteristics.
  - (f) information regarding setbacks from property lines and the proximity to structures or uses on both the site and adjacent parcels of land;
  - (g) information or verification of the proposed source of water if required for the type of facility;
  - (l) post-construction decommissioning and reclamation plan as required by the Conservation and Reclamation Directive for Renewable Energy Operations (Alberta Environment (2018/09/14));
  - (m) an analysis of environmental consideration including roadways, on-site potential for fluid leaks, impact upon wildlife, or any other identified issues;
  - (n) a fire and emergency response plan prepared by a qualified professional and approved by the MD of Willow Creek Emergency Services; and
  - (o) a Landowner and Neighbour Emergency Response Plan prepared by a qualified professional which addresses safety, education, and response plans of directly affected landowners.
  - (i) large commercial/industrial facilities shall submit studies identifying noise, odour and pollutant impacts and how these impacts will be addressed;
  - (k) a summary report of any and all public consultation that was undertaken by the applicant, and
  - (l) any other information as required by the Municipal Planning Commission.
- 5.2 The structures of a use shall comply with all the setbacks as established in the district in which it is located. In addition to the requirements of the district in which the use is located, structures or facilities related to waste-to-energy, anaerobic digesters, biodiesel, or biofuels developments shall not be located within:
- (a) a minimum of 250 m (820 ft) from any residential dwelling, food establishment or public use facility or building;
  - (b) a minimum of 122 m (400 ft) from the boundary or right-of-way of an irrigation district canal, creek, stream, river, lake shore or water body;
  - (c) the parts of the project related to the transmission lines and associated structures and to the roads, docks, water crossings, culverts, etc. associated with the facility may be allowed within 30 m (100 ft) of a water body or within the water body itself (to the satisfaction of the Municipal District and/or all other federal and provincial departments that may have jurisdiction with respect to a proposed project);
  - (d) the Municipal Planning Commission may require a larger minimum setback than required as per the above and in the applicable land use district having regard for the location of the development, potential environmental impacts (e.g. air, water – surface and subsurface, soil, etc.), adjacent land uses and any determined natural, scenic or ecologically significant features of the landscape.
- 5.3 Depending on the type of use proposed, the Municipal Planning Commission may require that the applicant comply with any or all of the following standards and requirements:
- (a) the preferred location of uses is on parcels designated for industrial land use and located in proximity to highways or railway corridors;
  - (b) the Development Authority may require a parcel redesignation to the applicable industrial land use district to be considered and approved prior to accepting a development permit application;

- (c) all surface drainage must be contained on site and any adjacent water bodies must be adequately protected from run-off;
- (d) the applicant is responsible for preparing at their own expense an engineered surface drainage management plan and submitting an application for approval to Alberta Environment and Protected Areas (if applicable);
- (e) any biodiesel waste or water contaminated with biodiesel is prohibited to be discharged directly into any sewers or surface waters;
- (f) all feedstock and materials are to be stored and contained within buildings, and no outside storage is permitted;
- (g) the semi-truck traffic used for the hauling and shipment of raw material or feedstock and finished/processed goods associated with the development shall be limited to a designated truck haul route as stipulated by the Municipal District;
- (h) all energy transmission lines on the site of the Renewable Energy, Commercial/Industrial use to the substation or electrical grid shall be underground unless otherwise approved by the Development Authority;
- (i) the applicant is responsible for securing any necessary approvals from agencies including but not limited to Alberta Environment and Parks, Alberta Utilities Commission and the Alberta Energy Regulator;
- (j) the Municipal Planning Commission may apply any other standards that are provided for in this Bylaw, including but not limited to:
  - (i) require the applicant/developer to enter into a road use agreement and/or development agreement with the municipality,
  - (ii) the provision of financial security in an amount and type acceptable to the municipality to ensure the decommissioning plan is implemented,
  - (iii) a condition to allow the developer to proceed with a phased project,
  - (iv) the provision of site improvements like landscaping, berming or buffering.

5.4 Prior to making a decision on a development application, the Municipal Planning Commission may refer and consider the input of the following agencies and departments:

- (a) Alberta Utility Board;
- (b) Alberta Electrical Systems Operators (AESO);
- (c) Alberta Transportation and Economic Corridors;
- (d) Alberta Environment and Protected Areas;
- (e) Alberta Culture;
- (f) Alberta Agriculture and Irrigation;
- (g) Transport Canada;
- (h) Navigation Canada;
- (i) Innovation, Science And Economic Development Canada;
- (j) STARS (Air ambulance).

5.5 Upon receipt of a development permit application, the Municipal Planning Commission shall review the application for completeness and, prior to making a decision on the application:

- (a) notify landowners and residents, by mail, within 3.2 km (2 miles) of the proposed development site (or more, at the discretion of the Municipal Planning Commission);
- (b) notify adjacent municipalities in accordance with the applicable Intermunicipal Development Plan;
- (c) refer the application to all relevant agencies and government departments; and

(d) may require the developer to hold a public information meeting and provide a summary of the meeting.

5.6 Depending on the type of energy project proposed, the Municipal Planning Commission may require that the applicant comply with any or all of the following standards or requirements:

- (a) All surface drainage must be contained on site and any adjacent water bodies must be adequately protected from run-off.
- (b) The applicant is responsible for preparing at their own expense an engineered surface drainage management plan and submitting an application for approval to Alberta Environment, if applicable.
- (c) Any biodiesel waste or water contaminated with biodiesel, is prohibited to be discharged directly into any sewers or surface waters.
- (d) All feedstock and materials are to be stored and contained within buildings, and no outside storage is permitted.
- (e) That the semi-truck traffic used for the hauling and shipment of raw material or feedstock and finished/processed goods associated with the development shall be limited to a designated truck haul route as agreed to or specified by the Municipal District.
- (f) The preferred location of alternative/renewable energy commercial or industrial developments is on parcels designated for industrial land use and located in proximity to highways or railway corridors. The Municipal Planning Commission may require a parcel redesignation to the applicable industrial land use district be approved prior to accepting a development application.
- (g) The applicant is responsible to apply for any Alberta Environment, AUC, ERCB or other applicable provincial approvals or permits that may be required, and must provide the municipality with a copy to be kept on file.
- (h) The MPC may stipulate any or all of the section (4) criteria listed above to be addressed by the applicant as a condition of a development permit application approval.
- (i) Any license permit, approval or other authorization granted by AUC, AER or ERCB shall prevail over any land use bylaw requirements or development permit decisions or conditions if there is a perceived conflict.
- (j) All energy transmission lines on the site of the energy generating facility to the substation or grid shall be underground unless otherwise approved by the Municipal Planning Commission.
- (k) The Municipal Planning Commission may apply to any alternative/renewable energy generating facility any other standards that are provided for in the Land Use Bylaw, including:
  - (i) a condition to enter into a road use agreement with the Municipal District to address road maintenance and repairs that may arise from the development;
  - (ii) a condition to post security with the Municipal District; and
  - (iii) a condition to allow the developer to register the approved project in phases.





## Agenda Item Submission Form

**Date**

2/8/2023

**Meeting Type\***

Regular Council Meeting

**Meeting Date\***

02/13/2023

**Agenda Section\***

New Business

**Department\***

Administration

**Director Name\***

Adrian Pedro

**Director Email**

a.pedro@fortmacleod.com

### Submitter Information

**Submitter Name**

Adrian

**Email**

a.pedro@fortmacleod.com

**Submission Title Name\***

2023 Capital Budget Adjustments

**Recommendation\***

That Council approve the 2023 Capital Budget as amended.

**Rationale**

Approval of the amended capital budget will continue to allow staff to continue to procure required equipment and materials.

**Background**

The initial 2023 Capital Budget was approved at the December 12th, 2023 Council meeting. Since that approval, we have made the following modifications (as highlighted in the attached report):

- Community hall air conditioning replacement: cost has increased to from the initial \$40,000 estimate to approximately \$75,000.
- Airport hangar lots road and waterline: this was previously included as part of the provisional operating budget. However, being an engineered structure needs to be a capitalized asset. These costs will be removed from the final operating budget. Project is estimated to cost \$55,000.

**Financial Implications**

- Community hall air conditioning replacement = \$75,000
- Airport road and waterline = \$55,000

**Council Strategic Plan**

How is this submission supporting Council's Strategic Plan, Vision and Mission?

- This submission is making Fort Macleod more VIBRANT.
- This submission is helping GROWTH in Fort Macleod.
- This submission is building COMMUNITY in Fort Macleod.
- This submission is improving SERVICE in Fort Macleod.

Vision: A vibrant, growing community, full of opportunity. Mission: To provide high-quality service in an efficient and responsible manner.

**Attachments**

2023 Capital Budget Report (amended Feb.8.2023).pdf

682.21KB



# 2023 Capital Budget

Amended on February 8<sup>th</sup>, 2023



### EXECUTIVE SUMMARY

As outlined herein, the total value of all capital budget items proposed for 2023 is **\$5,822,000.00**.

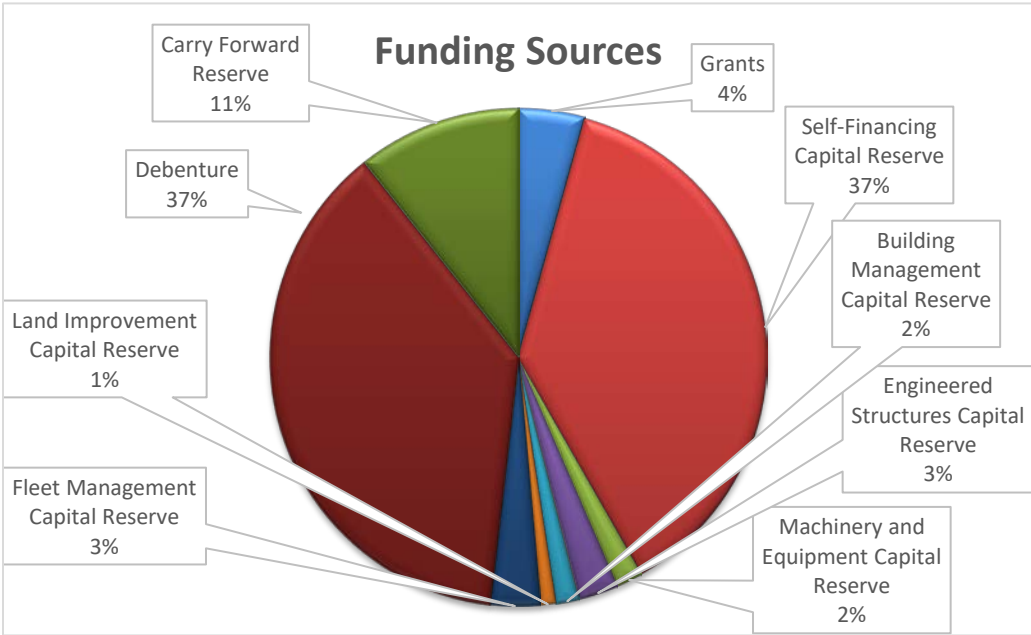
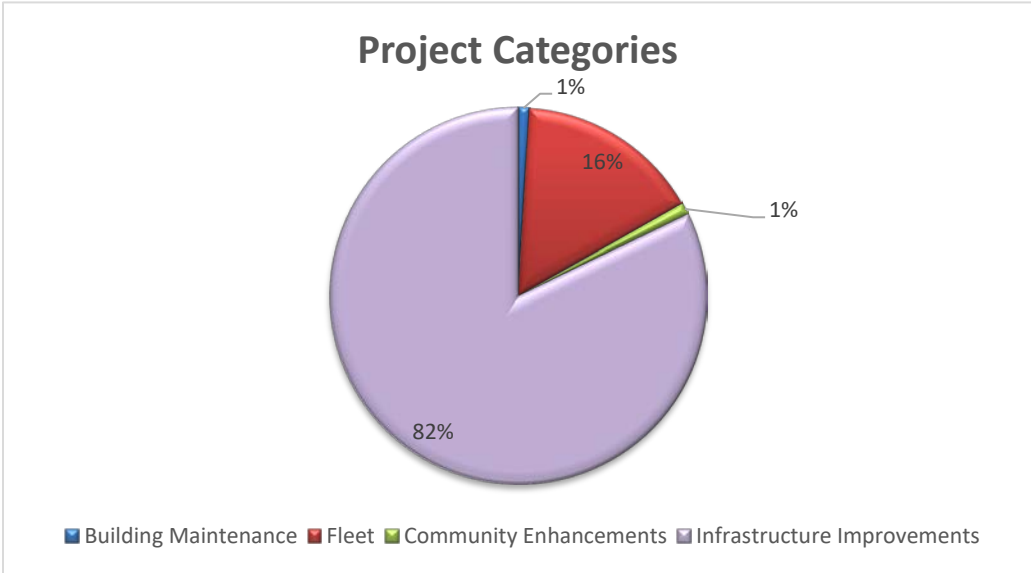
The capital budget expenditures can be summarized as follows:

Large Capital Projects (75% of total)

Macleod Landing Phase 1 = \$4,528,000.00

Small Capital Projects (25% of total)

Equipment purchases, yearly maintenance, upgrades, etc. = \$1,512,000.00



## **FUNDING SOURCES**

Provincial and Federal grants are available each year to assist the municipality to fund major infrastructure projects. Council has additional options to consider such as reserves and tax or reserve funding. The following is a brief explanation of capital project funding source options.

### **ALBERTA WASTER/WASTEWATER PARTNERSHIP (AMWWP)**

Applies to Cities (under 45,000 population), Towns, Villages, Summer Villages, Regional Commissions and eligible hamlets within Rural Municipalities.

Provides financial assistance for municipal water supply/treatment and wastewater treatment/disposal projects. Accepted projects receive grants as a percentage of project costs. Percentages are calculated with a population-based formula.

### **CANADA COMMUNITY BUILDING FUND (CCBF - FORMERLY FGTF)**

Each year, the CCBF assists municipalities by providing funding for local infrastructure projects. Funding is provided to the Province, who in turn flows this funding to the municipality. This program has been legislated as a permanent source of Federal infrastructure funding for municipalities. The program is broad-based and allows municipalities to use the funding toward a wide range of projects to meet local priorities.

### **MUNICIPAL SUSTAINABILITY INITIATIVE (MSI)**

Municipalities in Alberta are eligible for funding under the MSI program based on the terms set out in long-term funding agreements with the Province. Municipalities determine projects and activities to be funded based on local priorities within the general criteria set out in the program guidelines and are encouraged to take a long-term approach to planning for capital projects.

### **MUNICIPAL STIMULUS GRANT (MSG)**

The Municipal Stimulus Program is a part of the Alberta Recovery Plan and is designed to distribute stimulus funding quickly and equitably across the province to support local jobs and stimulate the economy. Funding is allocated using the same formula as the Federal Gas Tax Fund. Eligible projects must begin construction in 2020 or 2021 and all funds must be expended before December 31, 2021.

### **BASIC MUNICIPAL TRANSPORTATION GRANT (BMTG)**

The BMTG provides financial assistance for developing and maintaining capital transportation infrastructure requirements, promoting economic growth, and improving quality of community life. This program provides annual allocation-based funding for capital construction and rehabilitation of local transportation infrastructure including roads, bridges, and public transit.

All Alberta cities, towns, villages, summer villages, counties and municipal districts, specialized municipalities, Metis Settlements, and the Special Areas are eligible for this grant.



### **CAPITAL RESERVES**

As a means of solid financial planning, Council has created a number of special reserve funds to address both future operational and especially, capital resource needs. These funds address new acquisition and replacement but have general restrictions on use. Through the budget process, the Town will designate funds that have been internally restricted to finance those projects for which the funds have been earmarked.

### **COMMUNITY FACILITY ENHANCEMENT PROGRAM**

Town of Fort Macleod is not eligible for this program.  
Only not for profit organizations are eligible.

<b>CAPITAL PLAN</b>	2023 Forecast	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast
AMWWP	\$ -	\$ -	\$ -	\$ -	\$ -
CCBF (formerly Federal Gas Tax Fund)	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 100,000.00
MSI	\$ -	\$ -	\$ -	\$ -	\$ -
Municipal Stimulus Grant	\$ -	\$ -	\$ -	\$ -	\$ -
BMTG	\$ 170,000.00	\$ 170,000.00	\$ 170,000.00	\$ 170,000.00	\$ 190,000.00
Debenture	\$ 2,264,000.00	\$ -	\$ -	\$ -	\$ -
Self-Financing Capital Reserve	\$ 2,264,000.00	\$ -	\$ -	\$ -	\$ -
Machinery and Equipment Capital Reserve	\$ 105,000.00	\$ 65,500.00	\$ 272,000.00	\$ 121,500.00	\$ 15,000.00
Engineered Structures Capital Reserve	\$ 155,000.00	\$ 100,000.00	\$ 250,000.00	\$ 5,600,000.00	\$ 2,610,000.00
Building Management Capital Reserve	\$ 92,000.00	\$ 390,000.00	\$ 1,137,000.00	\$ 15,000.00	\$ -
Land Improvement Capital Reserve	\$ 60,000.00	\$ 310,000.00	\$ 430,000.00	\$ 60,000.00	\$ 60,000.00
Fleet Management Capital Reserve	\$ 195,000.00	\$ 55,000.00	\$ 155,000.00	\$ 45,000.00	\$ -
Cost Recovery	\$ -	\$ -	\$ -	\$ -	\$ -
Land Sales	\$ -	\$ -	\$ -	\$ -	\$ -
Local Improvement Tax	\$ -	\$ -	\$ -	\$ -	\$ -
Community Facility Enhancement Program (Matching)	\$ -	\$ -	\$ -	\$ -	\$ -
Previously Funded	\$ -	\$ -	\$ -	\$ -	\$ -
Carry Forward Reserve	\$ 645,000.00	\$ -	\$ 75,000.00	\$ -	\$ -
<b>Total:</b>	<b>\$ 6,040,000.00</b>	<b>\$ 1,180,500.00</b>	<b>\$ 2,579,000.00</b>	<b>\$ 6,101,500.00</b>	<b>\$ 2,975,000.00</b>
<b>WATER/SEWER/PLANTS</b>					
Portable Generator Set	\$ -	\$ -	\$ 250,000.00	\$ -	\$ -
Wastewater Treatment Plant - Blower Piping Reconfiguration	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -
Wastewater Treatment Plant - Water Reuse Line	\$ -	\$ -	\$ -	\$ 40,000.00	\$ -
3rd Ave Stormwater Outfall Repair	\$ -	\$ -	\$ -	\$ 1,400,000.00	\$ -
<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ 30,000.00</b>	<b>\$ 250,000.00</b>	<b>\$ 1,440,000.00</b>	<b>\$ -</b>
<b>PUBLIC WORKS</b>					
Sidewalk Replacement - Annual	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 60,000.00
Relining of Wastewater Mains - Annual (FGTF)	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 100,000.00
Asphalt Overlay Program - Annual	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 130,000.00
Gravel Road Pavement Upgrade Program - Annual	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 110,000.00
Airport Hangar Lots - Road & Waterline Construction	\$ 55,000.00	\$ -	\$ -	\$ -	\$ -
Main St and 6th Ave Revitalization	\$ -	\$ -	\$ 220,000.00	\$ -	\$ -
CP Rail Crossing Concrete Surface Upgrade - 5th Avenue	\$ -	\$ -	\$ 150,000.00	\$ -	\$ -
<b>Subtotal:</b>	<b>\$ 415,000.00</b>	<b>\$ 360,000.00</b>	<b>\$ 730,000.00</b>	<b>\$ 360,000.00</b>	<b>\$ 400,000.00</b>
<b>FACILITIES/RECREATION</b>					
Riding Mower Replacement 3 Year Cycle	\$ 10,000.00	\$ 15,000.00	\$ 22,000.00	\$ 15,000.00	\$ 15,000.00
Outdoor Pool Washroom Renovation (consolidated with arena dress)	\$ -	\$ 270,000.00	\$ -	\$ -	\$ -
Library Roof Replacement - deferred to 2025	\$ -	\$ -	\$ 75,000.00	\$ -	\$ -
Arena Flooring and Headers	\$ -	\$ -	\$ 1,000,000.00	\$ -	\$ -
Arena Compressor Replacement	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -
Arena Plant Drive Motor	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -
Curling Rink Condenser Replacement	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -
Curling Rink Chiller Replacement	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -
Curling Rink Brine Pump	\$ -	\$ -	\$ 12,000.00	\$ -	\$ -
Curling Rink Compressor Replacement	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
Underground Sprinklers - Diamonds 1, 2 & 3, Westwind's Park	\$ -	\$ 250,000.00	\$ -	\$ -	\$ -
New Soccer Fields	\$ -	\$ -	\$ 150,000.00	\$ -	\$ -
Downtown Public Bathroom (Portland Loo)	\$ -	\$ -	\$ 125,000.00	\$ -	\$ -
Community Hall Air Conditioner Replacement	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -
Pathway Construction	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
<b>Subtotal:</b>	<b>\$ 162,000.00</b>	<b>\$ 715,000.00</b>	<b>\$ 1,444,000.00</b>	<b>\$ 90,000.00</b>	<b>\$ 75,000.00</b>
<b>EQUIPMENT</b>					
Skid Steer Replacement Program - Public Works	\$ -	\$ 11,500.00	\$ -	\$ 11,500.00	\$ -
Backhoe Replacement (net of trade in)	\$ -	\$ -	\$ -	\$ 55,000.00	\$ -
Administration - Council Laptop Replacement (7)	\$ -	\$ -	\$ -	\$ -	\$ -
Firefighter SCBA Kits (10 kits) - deferred to 2023	\$ 95,000.00	\$ -	\$ -	\$ -	\$ -
Line Painting Machine	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -
Dump Trailer (10-12ft) - Parks and Rec	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -
Power Turf Sweeper	\$ -	\$ 9,000.00	\$ -	\$ -	\$ -
Skid Steer - Parks and Rec	\$ 66,000.00	\$ -	\$ -	\$ -	\$ -
<b>Subtotal:</b>	<b>\$ 190,000.00</b>	<b>\$ 20,500.00</b>	<b>\$ -</b>	<b>\$ 66,500.00</b>	<b>\$ -</b>

<b>CAPITAL PLAN</b>	2023 Forecast	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast
<b>FLEET</b>					
Replace 3-Ton Gravel Truck with Tandem (Net of trade in - PW)	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -
Replace 3-Ton Gravel Truck with new 3-Ton (Net of trade in - PW)	\$ -	\$ -	\$ 100,000.00	\$ -	\$ -
Fire Pumper #2 Replacement (carry forward to 2023)	\$ 550,000.00	\$ -	\$ -	\$ -	\$ -
Public Works 3/4 Ton Truck 4WD	\$ -	\$ 55,000.00	\$ -	\$ -	\$ -
Facilities 3/4 Ton Truck 4WD	\$ -	\$ -	\$ -	\$ 45,000.00	\$ -
Facilities 1/2 Ton Truck 4WD	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -
Plants 3/4 Ton Truck 4WD	\$ -	\$ -	\$ 55,000.00	\$ -	\$ -
Subtotal:	\$ 745,000.00	\$ 55,000.00	\$ 155,000.00	\$ 45,000.00	\$ -
<b>INFRASTRUCTURE IMPROVEMENTS</b>					
Engineering and Construction - 29th St east of 8th Ave Residential Lot Development (underground and surface works)	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000.00
Construction - 10th St from 1st Ave to 5th Ave (underground and surface works)	\$ -	\$ -	\$ -	\$ 4,100,000.00	\$ -
Engineering and Construction - Macleod Landing Phase 1 (underground and surface works)	\$ 4,528,000.00	\$ -	\$ -	\$ -	\$ -
Subtotal:	\$ 4,528,000.00	\$ -	\$ -	\$ 4,100,000.00	\$ 2,500,000.00
<b>Grand Total:</b>	<b>\$ 6,040,000.00</b>	<b>\$ 1,180,500.00</b>	<b>\$ 2,579,000.00</b>	<b>\$ 6,101,500.00</b>	<b>\$ 2,975,000.00</b>

## PUBLIC WORKS

### Sidewalk Replacement Program

<b>Project</b>	<b>Annual sidewalk replacement</b>
<b>Project Cost</b>	<b>\$50,000.00</b>
<b>Funding Sources</b>	<b>Basic Municipal Transportation Grant - \$50,000.00</b>
<b>Project Description</b>	<p>Each year, Public Works will inspect and identify sections of sidewalks that require replacement.</p> <p>Consideration is given to the level of deterioration of the sidewalk, pedestrian safety, and level of impediment to snow clearing equipment.</p>

### Wastewater Mains Relining Program

<b>Project</b>	<b>Annual wastewater mains relining program</b>
<b>Project Cost</b>	<b>\$90,000.00</b>
<b>Funding Sources</b>	<b>CCBF (formerly Federal Gas Tax Fund) - \$90,000.00</b>
<b>Project Description</b>	<p>As in previous years, the application of cured-in-place epoxy resin will extend the life of old wastewater mains by approximately fifty years.</p> <p>The product used is the InsituMain® System. It is a cured-in-place pipe (CIPP) pipe product with a non-disruptive installation process.</p> <p>Relining program targets three blocks of wastewater mains to be relined each year. This trenchless process provides minimal disruption to adjacent infrastructure.</p>

### Asphalt Overlay Program

<b>Project</b>	<b>Annual repaving program</b>
<b>Project Cost</b>	<b>\$120,000.00</b>
<b>Funding Sources</b>	<b>Basic Municipal Transportation Grant - \$120,000.00</b>
<b>Project Description</b>	<p>Each year, Public Works will inspect and identify sections of avenues and streets that require repaving.</p> <p>Consideration is given to the level of deterioration of the road surface, pedestrian and motorist safety and level of impediment to Town maintenance activities.</p>



**Gravel Road Pavement Upgrade Program**

<b>Project</b>	<b>Annual gravel road pavement upgrade program</b>
<b>Project Cost</b>	<b>\$100,000.00</b>
<b>Funding Sources</b>	<b>Engineered Structures Capital Reserve - \$100,000.00</b>
<b>Project Description</b>	Each year, Public Works will inspect and identify sections gravel roads that would be suitable candidates for an asphalt overlay. Consideration is given to condition of the subgrade, stormwater management, level of service, and existing maintenance requirements.

**Airport Hangar Lots**

<b>Project</b>	<b>New gravel road and waterline installation</b>
<b>Project Cost</b>	<b>\$55,000.00</b>
<b>Funding Sources</b>	<b>Engineered Structures Capital Reserve - \$55,000.00</b>
<b>Project Description</b>	<p>With the recent sale listing of Town airport lots, we must provide access to each lot and a waterline to service the properties. All work to be completed in house with the exception of a hot tap.</p> <p>This work was previously included in the 2023 provisional operating budget, however must be capitalized. Hence the addition to the capital budget.</p>

**PARKS & FACILITIES****Riding Mower Replacement Program**

<b>Project</b>	<b>Annual Replacement of Riding Mowers</b>
<b>Project Cost</b>	<b>\$10,000.00</b>
<b>Funding Sources</b>	<b>Machinery and Equipment Capital Reserve - \$10,000.00</b>
<b>Project Description</b>	<p>Parks has four diesel engine mowers (2 - 1550 John Deere's, 2 - Z997R John Deere's) and the Cemetery has one gas engine mower (1- Z915B John Deere).</p> <p>Every year, one diesel engine mower is traded in. Every third year, the cemetery gas mower is also traded in. This year, the Town will be trading in one diesel engine mower.</p>

**Arena Plant Drive Motor**

<b>Project</b>	<b>Replacement of the ice plant drive motor</b>
<b>Project Cost</b>	<b>\$7,000.00</b>
<b>Funding Sources</b>	<b>Building Management Capital Reserve - \$7,000.00</b>
<b>Project Description</b>	Given the age of the motor, number of hours, and maintenance that has been performed, the motor will be due for replacement in 2023.

**Curling Rink Compressor Replacement**

<b>Project</b>	<b>Replacement of existing compressor</b>
<b>Project Cost</b>	<b>\$10,000.00</b>
<b>Funding Sources</b>	<b>Building Management Capital Reserve - \$10,000.00</b>
<b>Project Description</b>	Conversion or replacement is required due to the age of the system and potential for ammonia leaks. The compressor is directly linked to the chiller.

**Community Hall Air Conditioner Replacement**

<b>Project</b>	<b>Replacement of air conditioning unit</b>
<b>Project Cost</b>	<b>\$75,000.00</b>
<b>Funding Sources</b>	<b>Building Management Capital Reserve - \$75,000.00</b>
<b>Project Description</b>	The existing air conditioner unit has reached its service life and suffers multiple breakdowns each season. The upgrade will tie both the air conditioner and furnace into a single system, to better increase heating/cooling efficiency and simplicity of overall operation.

**EQUIPMENT & FLEET****Firefighter Equipment Replacement**

<b>Project</b>	<b>Firefighter SCBA kits</b>
<b>Project Cost</b>	<b>\$95,000.00</b>
<b>Funding Sources</b>	<b>Carry Forward Reserve - \$95,000.00</b>
<b>Project Description</b>	Replacement of the self-contained breathing apparatus (SCBA) for the fire department was previously approved in the 2021 capital budget, however it has been deferred to 2023.

**Line Painting Machine**

<b>Project</b>	<b>Purchase of a 2-nozzle line painting machine</b>
<b>Project Cost</b>	<b>\$15,000.00</b>
<b>Funding Sources</b>	<b>Machinery and Equipment Capital Reserve - \$15,000.00</b>
<b>Project Description</b>	<p>Currently Public Works completes considerable pavement marking around the Town, consisting of approximately 1.8 km of crosswalks and stop bars, in addition to 2.0 km of curb marking. This work is completed with a manual sprayer and wooden templates, currently taking approximately 5 weeks to complete. The current machine and templates also require extensive maintenance and cleanup.</p> <p>Utilization of a walk behind 2-nozzle sprayer will cut the time spent in half and reduce maintenance requirements.</p>

**Dump Trailer**

<b>Project</b>	<b>Purchase of a dump trailer – parks and recreation</b>
<b>Project Cost</b>	<b>\$14,000.00</b>
<b>Funding Sources</b>	<b>Machinery and Equipment Capital Reserve - \$14,000.00</b>
<b>Project Description</b>	<p>Purchase of a 10-12 ft dump trailer for addition to the parks and facilities department. Currently there are limited means of hauling equipment and material in the department. The smaller size will allow for greater maneuverability within recreational areas.</p>

**Skid Steer Purchase**

<b>Project</b>	<b>Purchase of a skid steer – parks and facilities</b>
<b>Project Cost</b>	<b>\$66,000.00</b>
<b>Funding Sources</b>	<b>Machinery and Equipment Capital Reserve - \$66,000.00</b>
<b>Project Description</b>	<p>Currently, the Town operates a single skid steer in the public works department. Being the most widely used piece of equipment in the department, scheduling conflicts occur when it is required by other departments for their projects. In 2022, a skid steer was rented for 3 days as a result of scheduling issues.</p> <p>Given the Town’s recent increase in staff capacity, this department will be completing greater projects and increasing its level of service at existing facilities. A second skid steer is instrumental for this goal.</p> <p>Annual usage of the skid steer is estimated between 150-200 hrs/year, as follows:</p> <ul style="list-style-type: none"> <li>- Snow removal program: clearing is currently split between public works (i.e. parking lots and sidewalks) and facilities (i.e. doorways and some sidewalks). The intent is to increase efficiency where facilities would handle all Town owned facility clearing functions, including doorways, sidewalks, parking lots and salt spreading. Public works would be free to focus on roadways.</li> <li>- Major projects requiring extensive skid steer use: pathway development and maintenance, top dressing dog park/other green spaces, holy cross cemetery improvements, and general landscaping.</li> <li>- Daily usage: rough cut mowing, dethatching and removal of grass clippings (sweeping bucket), sweeping and cleaning of parking lots and select roadways, irrigation repairs/new service installation (trencher), post installation (auger), loading and unloading material, chemical handling at pool site, general site cleanup (grappling bucket), and lot grading areas where our grader is too large.</li> </ul> <p>The intent with this machine is to keep it for at least 8-10 years, as opposed to participating in a trade-in program.</p>



**Gravel Truck Replacement**

<b>Project</b>	<b>Trade in 3-ton dump truck for a tandem unit</b>
<b>Project Cost</b>	<b>\$150,000.00</b>
<b>Funding Sources</b>	<b>Fleet Management Capital Reserve - \$150,000.00</b>
<b>Project Description</b>	The 3-ton gravel truck is 17 years old and is undersized for the hauling public works is required to perform. Upgrading to a tandem dump truck would be exponentially more efficient. The intent is to phase out the 3-ton trucks in the department in favor of larger units.

**Fire Pumper #2 Replacement**

<b>Project</b>	<b>Replace pumper #2</b>
<b>Project Cost</b>	<b>\$550,000.00</b>
<b>Funding Sources</b>	<b>Carry Forward Reserve - \$550,000.00</b>
<b>Project Description</b>	A replacement unit was approved in the 2022 capital budget. The Town has since initiated an order for the pumper, however due to manufacturing timelines, it will only be complete in late 2023, hence the carried forward amount.

**Facilities ½ Ton Truck Replacement**

<b>Project</b>	<b>Replacement of facilities ½ ton truck</b>
<b>Project Cost</b>	<b>\$45,000.00</b>
<b>Funding Sources</b>	<b>Fleet Management Capital Reserve - \$45,000.00</b>
<b>Project Description</b>	The facilities fleet is aging, with multiple trucks reaching the end of their life and in poor mechanical condition. A new replacement truck would facilitate shifting an existing truck down the line for the seasonal staff.

## INFRASTRUCTURE IMPROVEMENTS

### Engineering & Construction: Macleod Landing Phase 1

<b>Project</b>	<b>Macleod Landing Phase 1 Development</b>
<b>Project Cost</b>	<b>\$4,528,000.00</b>
<b>Funding Sources</b>	<b>Debenture - \$2,264,000.00</b> <b>Self-financing Capital Reserve - \$2,264,000.00</b>
<b>Project Description</b>	<p>The Town has experienced growth in all sectors over the last few years, leading to a housing crunch in the community. Phase 1 would greatly assist with addressing those needs. As per the Macleod Landing Area Structure Plan, Phase 1 offers a mix of commercial, single family residential and multi-family residential development opportunities.</p> <p>When conducting a cost analysis of the project, Administration has determined that the return on investment would be favourable for the Town to proceed with this project.</p>



## Agenda Item Submission Form

**Date**

1/25/2023

**Meeting Type \***

Regular Council Meeting

**Meeting Date \***

02/13/2023

**Agenda Section \***

New Business

**Department \***

Council

**Director Name \***

Anthony Burdett

**Director Email**

a.burdett@fortmacleod.com

### Submitter Information

**Submitter Name**

Meranda Day Chief

**Email**

execassist@fortmacleod.com

**Submission Title Name \***

Attendance at CPAA Conference

**Recommendation \***

That Council approves Councillor Wolstenholme's time to be reimbursed while attending the Community Planning Association of Alberta (CPAA) Conference on May 1-3, 2023, in Nisku Alberta.

**Rationale**

ORRSC will register and book travel and accommodations for Councillor Wolstenholme to attend this conference.

**Background****Financial Implications**

3 days, at approximately 8 hours a day, at a rate of \$25.00 per hour = \$600.00

Meals - TBD

Travel, Lodging and Hotel Accommodations will be provided by ORRSC.

**Council Strategic Plan**

How is this submission supporting Council's Strategic Plan, Vision and Mission?

- This submission is making Fort Macleod more VIBRANT.
- This submission is helping GROWTH in Fort Macleod.
- This submission is building COMMUNITY in Fort Macleod.
- This submission is improving SERVICE in Fort Macleod.

Vision: A vibrant, growing community, full of opportunity. Mission: To provide high-quality service in an efficient and responsible manner.

**Attachments**