



**Town of Fort Macleod
Council Meeting Agenda
Monday, February 27, 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

F. PUBLIC HEARINGS

1. Bylaw 1970: LUB Rezone R to R-MU 9 Lots – *Gavin Scott, ORRSC*
 - a) Letters In Favour
2. Bylaw 1971: LUB Rezone R to R-MU 5 Lots – *Gavin Scott, ORRSC*
 - a) Letters In Favour
3. Bylaw 1972: LUB Rezone CG to R-MU Browns Store – *Gavin Scott, ORRSC*

G. CONSIDERATION OF DELEGATIONS and PUBLIC HEARINGS

1. Bylaw 1970: LUB Rezone R to R-MU 9 Lots (*2nd & 3rd reading*) – *Gavin Scott, ORRSC*
2. Bylaw 1971: LUB Rezone R to R-MU 5 Lots (*2nd & 3rd reading*) – *Gavin Scott, ORRSC*
3. Bylaw 1972: LUB Rezone CG to R-MU Browns Store (*2nd & 3rd reading*) – *Gavin Scott, ORRSC*

H. UNFINISHED BUSINESS

1. Grants to Organizations 2023 – *Liisa Gillingham, Director of Community & Protective Services*

I. NEW BUSINESS

1. ADM 19: Land Sales Policy – *Kris Holbeck, Director of Finance*
2. ADM 37: Council Debt Management Policy – *Kris Holbeck, Director of Finance*

J. IN CAMERA

K. ADJOURNMENT

Town of Fort Macleod
CONSENT AGENDA
Monday, February 27th, 2023

A. COUNCIL MEETING MINUTES

1. Council Meeting Minutes – February 13, 2023
2. Committee of the Whole Council Meeting Minutes – February 21, 2023

B. CORRESPONDENCE AND INFORMATION ITEMS

1. MD of Willow Creek: Councillor Wolstenholme SDAB Appointment
2. Tofield: Relocation of Camrose Casino

C. FINANCIALS

1. Cheque Listing – February 22, 2023

D. ADMINISTRATIVE REPORTS

(Quarterly - January, April, July, October)

E. COMMITTEE REPORTS

(First meeting of the month)

**Town of Fort Macleod
Council Meeting Minutes
Monday, February 13th, 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 Operations Adrian Pedro, and Executive Assistant Meranda Day Chief.

Other: Fort Macleod RCMP Cpl. Paul Bedard & Cpl. Chad Hirtle, and ORRSC Senior Planner Gavin Scott.

A. CALL TO ORDER

Mayor Brent Feyter called the meeting to order at 6:59 pm.

B. MOMENT OF REFLECTION

C. APPROVAL OF THE AGENDA

1. Consent Agenda

R.031.2023 Moved by Councillor Wolstenholme that Council approves the consent agenda as presented.

CARRIED

2. Regular Meeting Agenda

R.032.2023 Moved by Councillor Fox that Council approves the regular meeting agenda as presented.

CARRIED

D. FOR THE GOOD OF COUNCIL

E. DELEGATIONS

1. Fort Macleod RCMP Detachment – *Cpl. Paul Bedard & Cpl. Chad Hirtle*

Mayor Feyter thanked Cpl. Paul Bedard, Cpl. Chad Hirtle and the Fort Macleod RCMP Detachment for their hard work and quarterly report update to Council.

F. PUBLIC HEARINGS

1. Bylaw 1961: Macleod Landing ASP (*continuance*) – *Gavin Scott, ORRSC*

R.033.2023 Moved by Councillor Van Huigenbos that Council hereby reconvenes the Public Hearing for Bylaw 1961: Macleod Landing Area Structure Plan at 7:22 pm.

CARRIED

Mayor Feyter called to the gallery for anyone speaking for or against Bylaw 1961, but none were forthcoming.

R.034.2023 Moved by Councillor Wolstenholme that Council hereby closes the Public Hearing for Bylaw 1961: Macleod Landing Area Structure Plan at 7:26 pm.

CARRIED

2. Bylaw 1965: LUB Rezone CG to DC (*continuance*) – Gavin Scott, ORRSC

R.035.2023 Moved by Councillor Fox that Council hereby reconvenes the Public Hearing for Bylaw 1965: LUB Amendment CG to DC at 7:27 pm.

CARRIED

Mayor Feyter called to the gallery for anyone speaking for or against Bylaw 1965, but none were forthcoming.

R.036.2023 Moved by Councillor Fox that Council hereby closes the Public Hearing for Bylaw 1965: LUB Amendment CG to DC at 7:32 pm.

CARRIED

3. Bylaw 1962: Residential Multi-Unit Tax Incentive – CAO Anthony Burdett

R.037.2023 Moved by Councillor Hengerer that Council hereby opens the Public Hearing for Bylaw 1962: Amendment CG to DC at 7:33 pm.

CARRIED

Mayor Feyter called to the gallery for anyone speaking for or against Bylaw 1962; three were forthcoming.

William Hall (property owner at 258 9th Street) came forward speaking AGAINST Bylaw 1962. Mr. Hall said it would encourage builders to purchase and develop on 8th and 9th Street.

Cheryl Gatzky came forward speaking AGAINST Bylaw 1962, stating she feels this Bylaw will decrease her property value and encourage rows of Multi-Unit development on 9th street.

Melvin Jones (property owner at 322 9th Street) spoke AGAINST Bylaw 1962, stating that he feels this will decrease his property value and encourage Multi-Unit development.

R.038.2023 Moved Councillor Van Huigenbos that Council hereby closes the Public Hearing for Bylaw 1962: Residential Multi-Unit Tax Incentive at 7:54 pm.

CARRIED

G. CONSIDERATIONS OF DELEGATIONS and PUBLIC HEARINGS

1. Bylaw 1961: Macleod Landing ASP (*2nd & 3rd reading*) – Gavin Scott, ORRSC

R.039.2023 Moved by Councillor Fox that Council accepts the proposed amendments to Bylaw 1961, being the Macleod Landing Area Structure Plan as presented.

CARRIED

R.040.2023 Moved by Councillor Hengerer that Bylaw 1961, being the Macleod Landing Area Structure Plan, being a Bylaw in the Town of Fort Macleod in the Province of Alberta, to establish 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, as amended, be given second reading.

CARRIED

Page 2 of 5

R.041.2023 Moved by Councillor Poytress that Bylaw 1961, being the Macleod Landing Area Structure Plan, being a Bylaw in the Town of Fort Macleod in the Province of Alberta, to establish 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 third reading, and finally declared passed.

CARRIED

2. Bylaw 1965: LUB Rezone CG to DC (*2nd & 3rd reading*) – Gavin Scott, ORRSC

R.042.2023 Moved by Councillor Hengerer that Council accepts the following amendments to Bylaw 1965 as discussed;

- Permitted Uses: Machinery and equipment sales and service
- (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 two (2) years. Council may include any conditions 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 two (2) 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.

CARRIED

R.043.2023 Moved by Councillor Fox 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”; as amended, be given second reading.

CARRIED

R.044.2023 Moved by Councillor Van Huigenbos 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 third reading, and finally declared passed.

CARRIED

3. Bylaw 1962: Residential Multi-Unit Tax Incentive (*2nd & 3rd reading*) – CAO Anthony Burdett

R.045.2023 Moved by Councillor Van Huigenbos that Bylaw 1962, being a bylaw of the Town of Fort Macleod in the Province of Alberta, to establish a Residential Multi-Unit Tax Incentive, be given second reading.

CARRIED

R.046.2023 Moved by Councillor Poytress that Bylaw 1962, being a bylaw of the Town of Fort Macleod in the Province of Alberta, to establish a Residential Multi-Unit Tax Incentive, be given third reading and finally declared passed.

CARRIED

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H. UNFINISHED BUSINESS

I. NEW BUSINESS

1. Bylaw 1970: LUB Rezone R to R-MU 9 Lots (*1st reading*) – Gavin Scott, ORRSC

R.047.2023 Moved by Councillor Hengerer that Bylaw 1970, being a bylaw of the Town of Fort Macleod in the Province of Alberta, 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, be given first reading; and further scheduling a Public Hearing to be held on February 27th, 2023, at 7:00 pm.

CARRIED

2. Bylaw 1971: LUB Rezone R to R-MU 5 Lots (*1st reading*) – Gavin Scott, ORRSC

R.048.2023 Moved by Councillor Fox that Bylaw 1971, being a bylaw of the Town of Fort Macleod in the Province of Alberta, to designate from “Residential-R” to “Residential Multi-Unit- R-MU the lands 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, be given first reading; and further scheduling a Public Hearing to be held on February 27th, 2023, at 7:00 pm.

CARRIED

3. Bylaw 1972: LUB Rezone CG to R-MU Browns Store (*1st reading*) – Gavin Scott, ORRSC

R.049.2023 Moved by Councillor Wolstenholme that Bylaw 1972, being a bylaw of the Town of Fort Macleod in the Province of Alberta, 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, be given first reading, and further scheduling a Public Hearing to be held on February 27th, 2023 at 7:00 pm.

CARRIED

4. Bylaw 1969: Road Closure Perkins Street (*1st reading only*)—Adrian Pedro, Director of Operations

R.050.2023 Moved by Councillor Poytress Bylaw 1969, being a bylaw of the Town of Fort Macleod in the Province of Alberta, for the purpose of closing 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

Hereby give first reading; and further advertise a public hearing to be held on a date yet to be determined once the circulation to utility companies, landowners within 30 meters and other government agencies has been completed.

CARRIED

5. MD of Willow Creek Request for Comment: Bylaw 1942– Adrian Pedro, Director of Operations

Administration is to send an email stating no concerns or comments from Council at this time.

6. MD of Willow Creek Request for Comment: Bylaw 1943– *Adrian Pedro, Director of Operations*

Administration is to send an email stating no concerns or comments from Council at this time.

7. Capital Budget Adjustments – *Adrian Pedro, Director of Operations*

R.051.2023 Moved by Councillor Wolstenholme that Council approves the 2023 Capital Budget amendments as presented.

CARRIED

8. Attendance at CPAA Conference – *Councillor Wolstenholme*

R.052.2023 Moved by Councillor Monteith 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.

CARRIED

R.053.2022 Moved by Councillor Monteith that Council move in camera to discuss a Personnel item at 8:44 pm.

CARRIED

J. IN CAMERA

1. Personnel – FOIP Section 17

R.054.2023 Moved by Councillor Fox that Council moves out of in camera at 9:03 pm.

CARRIED

R.055.2023 Moved by Councillor Monteith that Council approves the appointment of Virginia Wishart as a member at large to the Built Heritage Advisory Board for a two-year term ending February 2025.

CARRIED

K. ADJOURNMENT

Mayor Feyter adjourned the meeting at 9:04 pm.

Mayor Brent Feyter

CAO Anthony Burdett

**Town of Fort Macleod
Committee of the Whole Meeting
GR Davis Administration Building
Conference Room
Tuesday February 21st, 2023
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).

Council Present: Deputy Mayor Gord Wolstenholme, Councillors Jim Monteith, Aaron Poytress, Christina Fox, and Mackenzie Hengerer.

Administration: Director of Operations Adrian Pedro, Executive Assistant Meranda Day Chief, and Planning & Development Officer Keli Sandford.

Other: Gavin Scott, ORRSC.

Regrets: Mayor Brent Feyter, Councillor Marco Van Huigenbos, and CAO Anthony Burdett.

A. CALL TO ORDER

Deputy Mayor Wolstenholme called the meeting to order at 7:01 pm.

B. APPROVAL OF AGENDA

R.056.2023 Moved by Councillor Fox that Council approves the meeting agenda with amendments.

Amendments: Move **IN CAMERA** to **C**.
Move **NEW BUSINESS** to **D**.
Addition: **D2**. Photo Contest

CARRIED

R.057.2023 Moved by Councillor Poytress that Council move in camera to discuss Legal items (FOIP Section 27) at 7:02 pm.

CARRIED

C. IN CAMERA

1. Legal (FOIP Section 27)

R.058.2023 Moved by Councillor Hengerer that Council moves out in camera at 7:40 pm.

CARRIED

D. NEW BUSINESS

2. Photo Contest – *Executive Assistant, Meranda Day Chief*
1. Commercial Garbage Review – *Adrian Pedro, Director of Operations*

E. ADJOURNMENT

Deputy Mayor Wolstenholme adjourned the meeting at 8:34 pm.

Deputy Mayor Gord Wolstenholme

CAO Anthony Burdett



Municipal District of Willow Creek

Office of the Reeve

www.mdwillowcreek.com
273129 SEC HWY 520
Claresholm Industrial Area
Box 550, Claresholm Alberta T0L 0T0

Office: (403) 625-3351
Fax: (403) 625-3886
Shop: (403) 625-3030
Toll Free: 888-337-3351

February 14, 2023

Gord Wolstenholme
Box 1420
Fort Macleod Alberta, T0L 0Z0

Dear Gord,

The Council of the Municipal District of Willow Creek No. 26 has renewed your appointment as a representative of the Municipal District of Willow Creek to the Chinook Regional Subdivision and Development Appeal Board.

Your Subdivision and Development Appeal Board training is current until March 4, 2024.

The Council wishes to thank you for your continued service as an appointed member of the MD of Willow Creek.

Yours Truly,

Sincerely, on Behalf of Council,

Maryanne V. Sandberg
Reeve
Municipal District of Willow Creek No. 26



PO Box 30 5407 50th Street
Tofield, Alberta T0B 4J0
P 780 662 3269
F 780 662 3929
E tofieldadmin@tofieldalberta.ca
W www.tofieldalberta.ca

February 14, 2023

Nadja Lacroix
Senior Manager
Inspections Gaming
Nadja.lacroix@aglc.ca

Re: Letter of Support – Relocation of Camrose Casino

Dear Nadja:

Rural Alberta, and their communities are comprised of community groups, clubs, charitable organizations and societies. The culmination of these organizations leads to the betterment of communities on a whole. These organizations work tirelessly on behalf of the community to provide enhancements through projects that would not be possible without their hard work and dedication. However, the key factor to success is funding. These groups are often accessing funding through casinos. As many other communities have stated, accessing funding through casinos is often multiple months away, which could leave these important projects, or enhancements without the ability to move forward.

Having an ability for Tofield to access a larger pool of casino opportunities would provide a higher element of success. Our proximity to a larger urban location, such as Edmonton, or even Saint Albert, is no further than the distance to Camrose. Although we have been thankful when our service groups have been successful in accessing Camrose Casino, it is an exceptionally long wait, and the return is minimal, at best.

Upon review, this appears to be another slight to Rural Alberta, which as of recent seems to be continually accumulating, and enhancing barriers to provide success for the communities each of us represent. We believe there should be an allowance for relocation for the Camrose Casino. The relocation would allow for the betterment of our entire region, as well as Rural Alberta.

Nadja Lacroix
Senior Manager
Inspections Gaming
Page 2

Further, the pooling of accessible casinos in larger urban settings would provide an enhanced level of success for Rural Alberta. The major urbans have additional resources and accessing abilities, as opposed to those of us in outlying areas. Collectively, the barriers need to be reduced to allow us all to flourish and provide betterment to our communities.

Respectfully,

Debora L. Dueck

Debora Dueck
Mayor
Town of Tofield

Cc.

Jackie Lovely, MLA Jackie.Lovely@assembly.ab.ca

Brian Jean, Minister of Jobs, Economy & Northern Development – jend.minister@gov.ab.ca

Travis Toews, President of Treasury Board & Minister of Finance – tbf.minister@gov.ab.ca

Nicole Marshall, Director of Alcohol, Gaming & Cannabis – Nicole.marshall@gov.ab.ca

Kandice Machado, AGLC CEO – kandice.machado@aglc.ca

Len Rhodes, AGLC Board Chair – len.rhodes@aglc.ca

Wyatt Skabron, Manager of Policy & Advocacy, RMA – wyatt@rmaalberta.com

Dan Rude, Chief Executive Officer, AB Munis - dan@abmunis.ca



TOWN OF FORT MACLEOD

Cheque Listing For Account Payable

2023-Feb-22
9:53:15AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
					Batch #	14664
20230219	2023-02-10			17	ALBERTA HARDWARE LTD.	1,243.77
20230220	2023-02-10			1769	AMAZON.COM.CA	117.45
20230221	2023-02-10			55	AMSC INSURANCE SERVICES LIMITED	20,216.67
20230222	2023-02-10			644	AVAIL LLP	4,646.25
20230223	2023-02-10			83	BENCHMARK ASSESSMENT	4,860.80
20230224	2023-02-10			101	BROWNLIE LLP (EDMONTON)	913.24
20230225	2023-02-10			909	CBV COLLECTION SERVICES LTD.	261.45
20230226	2023-02-10			223	CHINOOK EQUIPMENT	890.59
20230227	2023-02-10			1034	CRAZY STITCH	210.00
20230228	2023-02-10			1112	CSRA HEAVY DUTY LTD.	614.25
20230229	2023-02-10			615	CULLIGAN WATER	23.78
20230230	2023-02-10			1057	DAVIS CHRYSLER DODGE JEEP RAM LTD.	5,675.88
20230231	2023-02-10			1260	DIGITEX	82.53
20230232	2023-02-10			201	ECONOMY CASHWAY LUMBER	1,117.35
20230233	2023-02-10			805	FABER SHARPENING LTD.	107.10
20230234	2023-02-10			248	FORT MACLEOD GLASS LTD.	231.00
20230235	2023-02-10			262	FORT PHARMACY 2020 LTD.	3.65
20230236	2023-02-10			281	GREGG DISTRIBUTORS LP	568.29
20230237	2023-02-10			1173	HIFAB HOLDINGS LTD.	578.22
20230238	2023-02-10			1534	ICESOFT TECHNOLOGIES HLDGS LTD.	3,045.00
20230239	2023-02-10			1717	LAWRENCE, AMANDA	101.28
20230240	2023-02-10			877	LOOMIS EXPRESS	69.45
20230241	2023-02-10			1723	MA CATERING COMPANY LTD	120.15
20230242	2023-02-10			374	MACLEOD GAZETTE LTD.	4,301.67
20230243	2023-02-10			393	MUNICIPAL DISTRICT OF WILLOW CREEK	221.61
20230244	2023-02-10			978	NEXT HOME AND GARDEN	80.53
20230245	2023-02-10			453	PITNEY BOWES LEASING	605.62
20230246	2023-02-10			1780	RECORDXPRESS	49.39
20230247	2023-02-10			955	REYNOLDS MIRTH RICHARDS & FARMER LLP	415.80
20230248	2023-02-10			1714	ROELOFSEN, EVERT HILBERT	17.25
20230249	2023-02-10			1397	SECURCOM TECHNOLOGIES INC.	299.82
20230250	2023-02-10			654	SECURTEK	75.44
20230251	2023-02-10			514	SILVER AUTOMOTIVE FORT MACLEOD LTD.	725.54
20230252	2023-02-10			1068	TAXERVICE	4,239.90
20230253	2023-02-10			1648	THE ENGRAVERS INC	178.40
20230254	2023-02-10			583	UFA CO-OPERATIVE LIMITED	311.85
20230255	2023-02-10			1328	ULINE CANADA CORPORATION	3,498.55
20230256	2023-02-10			1079	WOLF DEN ENTERPRISES	339.50
20230257	2023-02-10			1749	WOLSELEY CANADA INC.	167.07
20230258	2023-02-10			640	WOLSTENHOLME, GORDON	77.00
						61,303.09



TOWN OF FORT MACLEOD

Cheque Listing For Account Payable

2023-Feb-22
9:53:15AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Batch #	Amount
20230259	2023-02-09			1730	ASSOCIATION OF ALBERTA MUNICIPALITIES	14667	57.75
20230260	2023-02-09			1773	CAM AIR REFRIGERATION & HEATING LTD.		580.55
20230261	2023-02-09			1774	FAMILY FOODS		95.21
20230262	2023-02-09			254	FORT MACLEOD VETERINARY CLINIC LTD.		312.02
20230263	2023-02-09			1194	KIDS FIRST FAMILY CENTER		55.66
20230264	2023-02-09			352	LARSON'S TIRE SHOP		29.04
20230265	2023-02-09			997	OLDMAN WATERSHED COUNCIL		1,394.00
20230266	2023-02-09			1305	PITNEY BOWES CANADA		709.74
20230267	2023-02-09			1	MORA-ORDONEZ, CRISTINA		93.75
20230268	2023-02-09			1	WEIR, AUSTIN		125.00
							<hr/>
							3,452.72

Total **64,755.81**

*** End of Report ***



**Town of Fort Macleod
Council Meeting Agenda
Monday, February 27, 2023
GR Davis Administration Building
Council Chambers
7:00 pm**

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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

F. PUBLIC HEARINGS

1. Bylaw 1970: LUB Rezone R to R-MU 9 Lots – *Gavin Scott, ORRSC*
 - a) Letters In Favour
2. Bylaw 1971: LUB Rezone R to R-MU 5 Lots – *Gavin Scott, ORRSC*
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H. UNFINISHED BUSINESS

1. Grants to Organizations 2023 – *Liisa Gillingham, Director of Community & Protective Services*

I. NEW BUSINESS

1. ADM 19: Land Sales Policy – *Kris Holbeck, Director of Finance*
2. ADM 37: Council Debt Management Policy – *Kris Holbeck, Director of Finance*

J. IN CAMERA

K. ADJOURNMENT



Agenda Item Submission Form

Date

2/17/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

02/27/2023

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 1970- Land Use Amendment Residential R- Residential Multi Unit R-MU Public Hearing- Second and Third Reading

Recommendation *

That Council give second and third reading 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" should there be no concerns from the Public Hearing or Council.

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 landowners and posted on social media.

There have been some questions regarding the proposal. Residents with concerns were advised to submit something in writing (by Feb 20th) and or attend the Public Hearing to voice those concerns.

Council gave first reading at the February 13th, 2023 meeting with a resolution as follows:

R.047.2023 Moved by Councillor Hengerer that Bylaw 1970, being a bylaw of the Town of Fort Macleod in the Province of Alberta, for the purpose of designating 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, be given first reading; and further scheduling a Public Hearing to be held on February 27th, 2023, at 7:00 pm.

CARRIED

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 10-18 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
R- RESIDENTIAL.pdf	484.48KB
R- MU RESIDENTIAL MULTI UNIT.pdf	478.73KB

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.

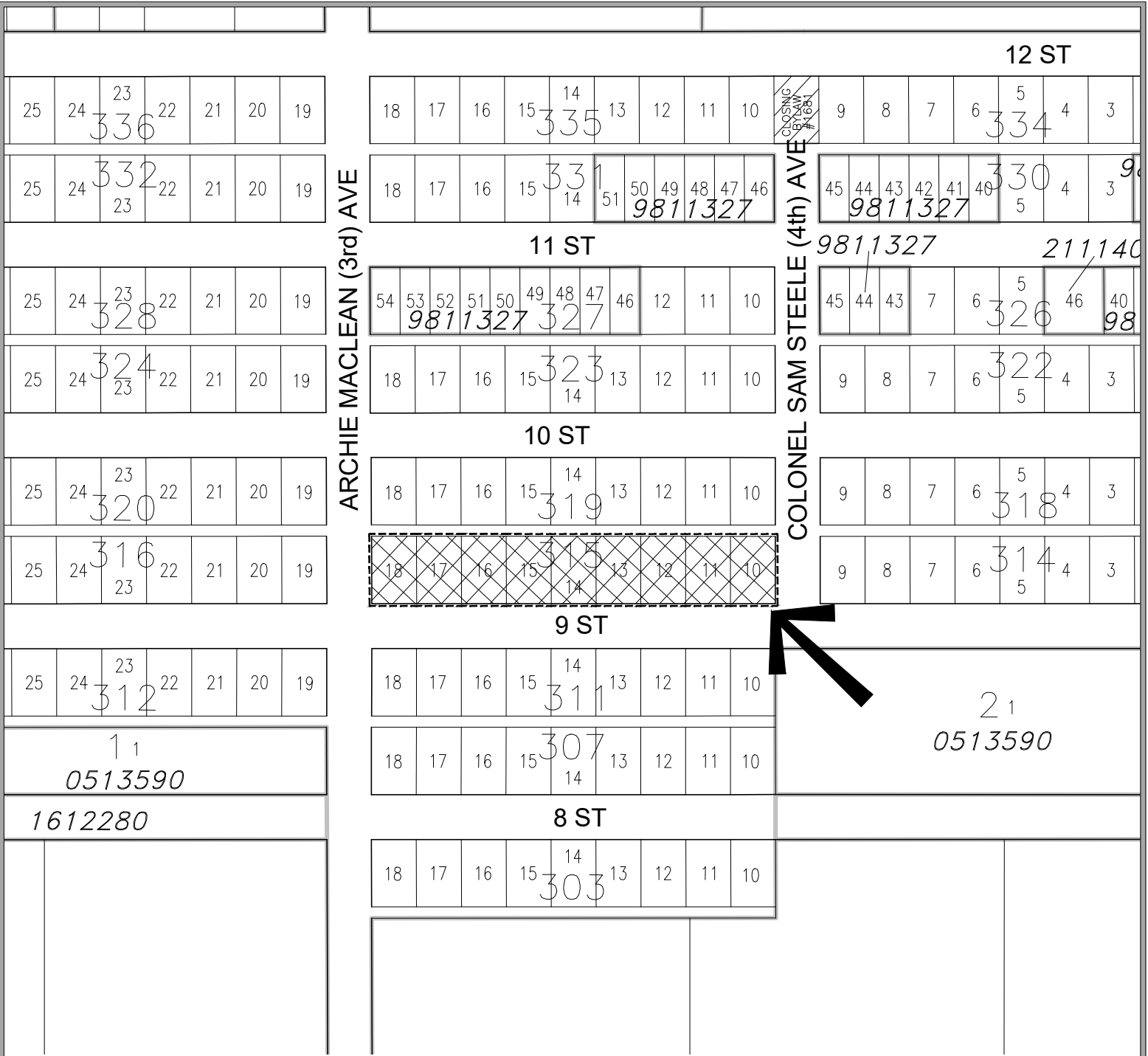
Mayor – Brent Feyter

Chief Administrative Officer– Anthony Burdett

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

Mayor – Brent Feyter

Chief Administrative Officer– Anthony Burdett



**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"

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 27th 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 20th 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 8th day of February, 2023.

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



February 21, 2023

Fort Macleod Town Council.

Re: Fort Macleod Housing Capacity

Over the last number of years, we have seen housing in Fort Macleod become a real constraint in the growth and development of our companies. With upwards of 200 staff members, we are often faced with hesitation from new employees when embarking on a new career journey due to the lack of housing supply in Fort Macleod. Currently, about 50% of our staff are local, and the rest come from surrounding areas with staff commuting from as far away as Okotoks and Calgary. Our concerns have been raised with the town on several occasions. Our companies have also invested time and resources into constructing affordable housing on 11th Street to help with the ongoing issue of housing supply.

We are excited to hear about the potential of larger residential developments being considered for our town. We do encourage the town to work with developers interested in bringing more affordable housing options to Fort Macleod, be it through planning and development or through other incentives. Working with developers is essential to vastly improve the current critical housing situation, especially considering we are still small-town Southern Alberta.

If you require any other employment stats from our companies, please do let us know.

Regards,

Brent Feyter
CEO
Structural Truss Systems & Forma Steel

February 17, 2023

The Town of Fort Macleod
410, 20 th Street
Fort Macleod, AB
T0L 0Z0

Mayor and Council,

I am writing this letter on behalf of D'Eon Foods Services Ltd., to show my support for the rezoning of 9 th street lots in Fort Macleod from Residential to Residential Multi-Unit through Bylaws 1970 & 1971.

Our business employs many individuals in the Town of Fort Macleod. We recognize the need for additional housing opportunities in our community. The town has grown in leaps and bounds the past 5 years and it's been great to see all the new businesses coming to town, competition is great for business as it makes everyone better.

However, with the addition of these new businesses comes the need for more employees thus the need for more affordable housing options.

We feel that additional housing options will only help all businesses to attract and maintain our staffing levels to better serve the community all while improving the look and feel of the New and evergrowing Fort Macleod.

Regards,

A handwritten signature in black ink, appearing to read "Dave D'Eon", written over the printed name below.

Dave D'Eon

RESIDENTIAL MULTI-UNIT: R-MU

SECTION 1 PURPOSE

The purpose of this land use district is to provide for a high quality residential environment with an appropriate range of housing types that include a variety of densities of multi-unit dwellings, with the potential for single detached dwellings where appropriate.



SECTION 2 USES

Permitted Uses	*Discretionary Uses: A	†Discretionary Uses: B
Accessory building Accessory structure Accessory use Dwelling: up to 4 units 2-unit 3-unit 4-unit Home occupation 1 ‡Structural alterations to an approved use	Alternative energy, private Dwelling: Modular home A/B Moved-in Ready-to-move home A/B Single detached Home occupation 2 Moved-in building Shipping container: temporary	Dwelling: more than 4 units Apartment building or Condominium building Townhouse Group care facility (≤ 5 residents) Home occupation 3 Parks and playgrounds Secondary suites Senior citizen housing
Notes	*Applications for uses listed under Discretionary Uses – A may be decided on by the Development Officer.	
	†Applications for uses listed under Discretionary Uses – B shall be decided on by the Municipal Planning Commission.	
	‡Structural alterations to an approved use are only considered a permitted use if the alterations meet all other requirements of this bylaw, and do not require any variances . See Section 4.9 of Administration.	

SECTION 3 MINIMUM LOT SIZE

Dwelling Type	Lot Size	Lot Depth	Lot Width
Single detached	404.7 m ² (4356 ft ²)	30.2 m (99 ft)	13.4 m (44 ft)
2-unit to 4 unit	607 m ² (6534 ft ²)	30.2 m (99 ft)	20.1 m (66 ft)
Townhouse	Interior unit	184.2 m ² (1980 ft ²)	30.2 m (99 ft)
	End unit	323.1 m ² (3465 ft ²)	10.7 m (35 ft)
Apartment/Condominium	To the discretion of the Development Authority.		
All other uses	To the discretion of the Development Authority.		
Notes	Multi-unit lot size minimums are pre-development except for single detached, apartments, condominiums and townhouses.		

SECTION 4 SETBACKS

4.1 APPLICABILITY

- (1) Minimum setbacks for those discretionary uses that are not made up of a dwelling or dwelling units and do not take place within a dwelling unit shall be determined by the Development Authority;
- (2) notwithstanding the setbacks provided in Section 4.3 of this land use district, setbacks in established areas shall be determined by application of Section 3.6 of Administration; and
- (3) where the shape of a lot or other circumstances is such that the setbacks prescribed in Section 4.3 of this land use district cannot be reasonably applied, the Development Authority shall determine the setbacks.

4.2 BUILD WITHIN AREA

- (1) Build within area is applied to front setback requirements and provides a minimum and maximum setback for the frontage of the principal building, as illustrated in Figure 4.2.1; and

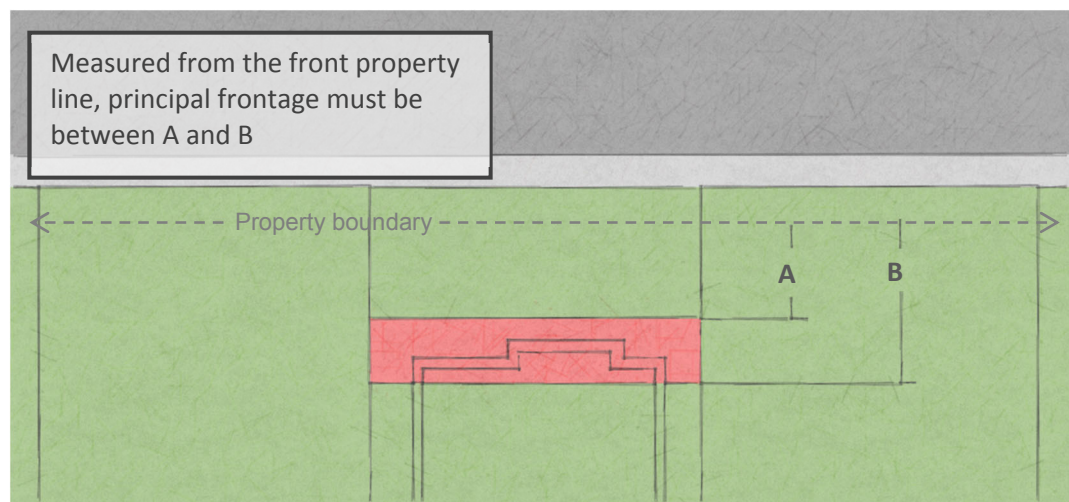


Figure 4.2.1: an example of a build within area.

- (2) unless otherwise stated, all other setback requirements of this section are minimums.

4.3 SETBACK REQUIREMENTS

Principal Building		
Mid-block	Front (build within area)	Minimum: 5 m (16.4 ft)
		Maximum: 7.5 m (24.6 ft)
	Attached garage oriented to the front of the principal building	Minimum: 6 m (19.7 ft)
		Maximum: 7.5 m (24.6 ft)
Rear	7.6 m (24.9 ft)	
Side	1.5 m (4.9 ft)	

Corner lot	Front: same as mid-block	
	Rear	5.0 m (16.4 ft)
	Side	1.5 m (4.9 ft)
	Secondary front	3.0 m (9.8 ft)
Notes	<i>Setbacks are measured to the closest point of the building, allowing for projections as per Section 21 of Schedule 3.</i>	
	<i>Where a site requires vehicular access that is not available from the rear of the lot and there is no attached garage or carport, the side setback on one side shall be 3.0 metres.</i>	
	<i>The side setback provision does not limit the building of a multi-unit dwelling where each dwelling is on a separate lot.</i>	

Accessory Building(s)/Structure(s)		
Mid-block	Front	N/A (prohibited in front yards)
	Rear	0.6 m (2 ft) – without laneway
		1.5 m (5 ft) – with laneway
	Side	0.6 m (2 ft)
Corner lot	Front: same as mid-block	
	Rear	1.0 m (3.3 ft)
	Side	1.0 m (3.3 ft)
	Secondary front	N/A (prohibited in secondary front)
Internal	From principal building	1.5 m (4.9 ft)
	From other accessory buildings	1.0 m (3.3 ft)
Notes	<i>Accessory buildings/structures shall be constructed such that eaves shall be no closer to a side or rear lot line than 0.6 m (2 ft) and all drainage is contained on the same lot as the accessory building/structure. See Section 1 of Schedule 3.</i>	
	<i>Internal setbacks include setbacks from accessory building/structure to accessory building/structure on the same lot and accessory building/structure to the principal building on the same lot.</i>	
	<i>No accessory buildings/structures shall be located adjacent to the principal building on the same side of the yard as the one-side 3.0 metre principal building setback, if applicable.</i>	
	<i>Buildings/structures permitted to be attached to the principal building are considered a part of the principal building and are required to meet principal building setbacks.</i>	

SECTION 5 MAXIMUM SITE COVERAGE

- (1) Total allowable coverage: 45% inclusive of all buildings and structures

- (2) Principal building: 30 – 45% depending on accessory structures
Note: attached garages are considered part of the principal building for the purposes of site coverage calculations.
- (3) Accessory building(s): 0 – 15% depending on principal building

SECTION 6 MAXIMUM BUILDING HEIGHT

- (1) Single detached and multi-unit dwellings up to 2 units: 10.1 m (33 ft)
- (2) Multi-unit dwellings 3 units and greater: 11 m (36.1 ft)
- (3) Detached garages with approved secondary suites: 7.5 m (24.6 ft) or the height of the principal dwelling, whichever is the lesser of the two
- (4) Accessory building(s)/structure(s): 4.9 m (16 ft)

SECTION 7 MINIMUM FLOOR AREA

7.1 APPLICABILITY

- (1) Minimum floor areas are calculated for that part of a building that is no more than 1.0 m (3.3 ft) below finished grade, which does not include finished basements or attached garages; and
- (2) should an individual dwelling unit be multiple storeys, the minimum floor area shall be required to be met for the main floor (closest to grade) of the dwelling, with the floor area of all other storeys being in addition to the minimum floor area requirements.

7.2 MINIMUM FLOOR AREAS

Dwelling Type	Minimum Floor Area
Single detached	74.3 m ² (800 ft ²)
Multi-unit (per dwelling unit) other than apartments and condominiums	65 m ² (700 ft ²)
Apartments and condominiums (per dwelling unit)	55.7 m ² (600 ft ²)
Secondary suite	30 m ² (322.9 ft ²)

SECTION 8 APPLICABLE SCHEDULES

- (1) The following schedules and sections of this bylaw that apply to the R-MU land use district include but are not limited to:
 - (a) General Standards of Development: **Schedule 3**
 Section 1: Accessory Buildings and Structures
 Section 2: Access Requirements
 Section 4: Corner Lots
 Section 5: Decks and Patios
 Section 6: Design Standards
 Section 7: Exceptions to Building Height
 Section 8: Fences, Privacy Walls and Gates

Section 10: Grading, Excavation, Stripping and Stockpiling
Section 11: Infill Development
Section 12: Interface Areas
Section 13: Landscaping
Section 15: Moved-in Buildings
Section 17: Outdoor Lighting
Section 19: Parking and Loading
Section 20: Prohibitions
Section 21: Projections into Setbacks
Section 23: Site Drainage and Stormwater Management

(b) Use-specific Standards of Development:

Schedule 4

Section 1: Alternative Energy Sources
Section 2: Bed and Breakfasts
Section 3: Childcare Facilities
Section 4: Group Care Facilities
Section 5: Home Occupations
Section 8: Lodging Houses
Section 10: Modular Homes and Ready-to-Move (RTM) Homes
Section 11: Multi-Unit Dwellings
Section 13: Secondary Suites

RESIDENTIAL: R

SECTION 1 PURPOSE

The purpose of this land use district is to provide for a high quality residential environment with an appropriate range of housing types that are primarily single detached dwellings, with the potential for 2-unit dwellings where appropriate.



SECTION 2 USES

Permitted Uses	*Discretionary Uses: A	†Discretionary Uses: B
Accessory building Accessory structure Accessory use Dwelling: Single detached Modular home A Ready-to-move home A Home occupation 1 ‡Structural alterations to an approved use	Alternative energy, private Day home Dwelling: Modular home B Moved-in Ready-to-move home B Home occupation 2 Moved-in building Shipping container: Temporary	Bed and breakfast Boarding house Daycare Dwelling: 2-unit Group care facility (≤ 5 residents) Home occupation 3 Lodging house Parks and playgrounds Secondary suites
Notes	*Applications for uses listed under Discretionary Uses – A may be decided on by the Development Officer.	
	†Applications for uses listed under Discretionary Uses – B shall be decided on by the Municipal Planning Commission.	
	‡Structural alterations to an approved use are only considered a permitted use if the alterations meet all other requirements of this bylaw, and <u>do not require any variances</u> . See Section 4.9 of Administration.	

SECTION 3 MINIMUM LOT SIZE

Dwelling Type	Lot Size	Lot Depth	Lot Width
Single detached	404.7 m ² (4356 ft ²)	30.2 m (99 ft)	13.4 m (44 ft)
2-unit	459.9 m ² (4950 ft ²)	30.2 m (99 ft)	15.2 m (50 ft)
All others	To the discretion of the Development Authority.		
Notes	Semi-detached/duplex lot size minimums are pre-development.		

SECTION 4 SETBACKS

4.1 APPLICABILITY

- (1) Minimum setbacks for those discretionary uses that do not take place within a single detached dwelling shall be determined by the Development Authority;
- (2) notwithstanding the setbacks provided in Section 4.3 of this land use district, setbacks in established areas shall be determined by application of Section 3.6 of Administration; and
- (3) where the shape of a lot or other circumstances is such that the setbacks prescribed in Section 4.3 of this land use district cannot be reasonably applied, the Development Authority shall determine the setbacks.

4.2 BUILD WITHIN AREA

- (1) Build within area is applied to front setback requirements and provides a minimum and maximum setback for the frontage of the principal building, as illustrated in Figure 4.2.1; and

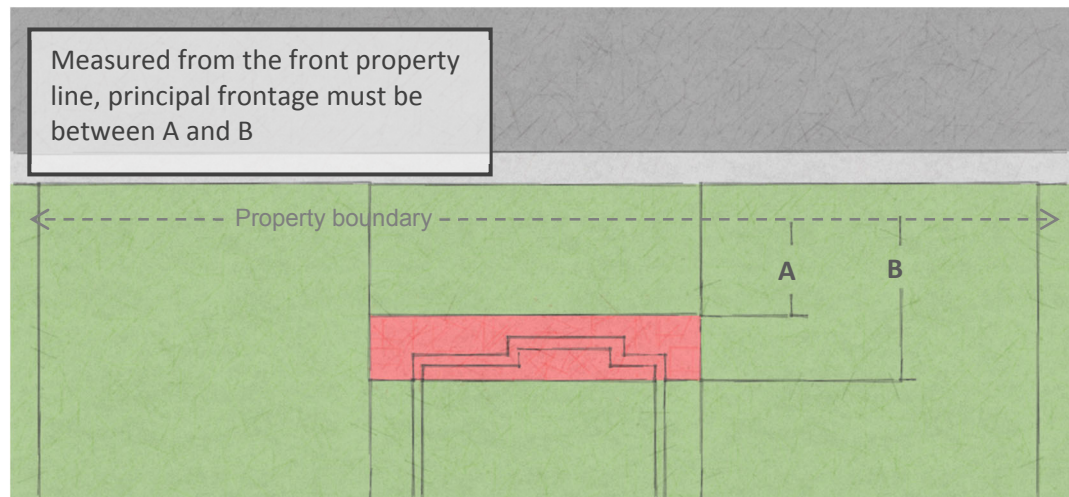


Figure 4.2.1: an example of a build within area.

- (2) unless otherwise stated, all other setback requirements of this section are minimums.

4.3 SETBACK REQUIREMENTS

Principal Building		
	Front (build within area)	Minimum: 5 m (16.4 ft)
		Maximum: 7.5 m (24.6 ft)
Mid-block	Attached garage oriented to the front of the principal building	Minimum: 6 m (19.7 ft)
		Maximum: 7.5 m (24.6 ft)
	Rear	7.6 m (24.9 ft)
	Side	1.5 m (4.9 ft)

Corner lot	Front: same as mid-block	
	Rear	5.0 m (16.4 ft)
	Side	1.5 m (4.9 ft)
	Secondary front	3.0 m (9.8 ft)

Notes	<i>Setbacks are measured to the closest point of the building, allowing for projections as per Section 21 of Schedule 3.</i>	
	<i>Where a site requires vehicular access that is not available from the rear of the lot and there is no attached garage or carport, the side setback on one side shall be 3.0 metres.</i>	
	<i>The side setback provision does not limit the building of a 2-unit dwelling where each dwelling is on a separate lot.</i>	

Accessory Building(s)/Structure(s)

Mid-block	Front	N/A (prohibited in front yards)
	Rear	0.6 m (2 ft) – without laneway
		1.5 m (5 ft) – with laneway
Side	0.6 m (2 ft)	

Corner lot	Front: same as mid-block	
	Rear	1.0 m (3.3 ft)
	Side	1.0 m (3.3 ft)
	Secondary front	N/A (prohibited in secondary front)

Internal	From principal building	1.5 m (4.9 ft)
	From other accessory buildings/structures	1.0 m (3.3 ft)

Notes	<i>Accessory buildings/structures shall be constructed such that eaves shall be no closer to a side or rear lot line than 0.6 m (2 ft) and all drainage is contained on the same lot as the accessory building/structure. See Section 1 of Schedule 3.</i>	
	<i>Internal setbacks include setbacks from accessory building/structure to accessory building/structure on the same lot and accessory building/structure to the principal building on the same lot.</i>	
	<i>No accessory buildings/structures shall be located adjacent to the principal building on the same side of the yard as the one-side 3.0 metre principal building setback, if applicable.</i>	
	<i>Buildings/structures permitted to be attached to the principal building are considered a part of the principal building and are required to meet principal building setbacks.</i>	

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- (1) Total allowable coverage: 45% inclusive of all buildings and structures
- (2) Principal building: 30 – 45% depending on accessory structures
Note: attached garages are considered part of the principal building for the purposes of site coverage calculations.
- (3) Accessory building(s): 0 – 15% depending on principal building

SECTION 6 MAXIMUM BUILDING HEIGHT

- (1) Single detached and multi-unit dwellings up to 2 units: 10.1 m (33 ft)
- (2) Detached garages with approved secondary suites: 7.5 m (24.6 ft) or the height of the principal dwelling, whichever is the lesser of the two
- (3) Accessory building(s)/structure(s): 4.9 m (16 ft)

SECTION 7 MINIMUM FLOOR AREA

7.1 APPLICABILITY

- (1) Minimum floor areas are calculated for that part of a building that is no more than 1.0 m (3.3 ft) below finished grade, which does not include finished basements or attached garages; and
- (2) should the dwelling be multiple storeys, the minimum floor area shall be required to be met for the main floor (closest to grade) of the dwelling, with the floor area of all other storeys being in addition to the minimum floor area requirements.

7.2 MINIMUM FLOOR AREAS

Dwelling Type	Minimum Floor Area
Single detached	74.3 m ² (800 ft ²)
Multi-unit dwellings (per dwelling unit)	65 m ² (700 ft ²)
Secondary suites	30 m ² (322.9 ft ²)

SECTION 8 APPLICABLE SCHEDULES

- (1) The following schedules and sections of this bylaw that apply to the R land use district include but are not limited to:
 - (a) General Standards of Development: **Schedule 3**
 - Section 1: Accessory Buildings and Structures
 - Section 2: Access Requirements
 - Section 4: Corner Lots
 - Section 5: Decks and Patios
 - Section 6: Design Standards
 - Section 7: Exceptions to Building Height
 - Section 8: Fences, Privacy Walls and Gates

Section 10: Grading, Excavation, Stripping and Stockpiling
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(b) Use-specific Standards of Development:

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Section 1: Alternative Energy Sources
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Section 4: Group Care Facilities
Section 5: Home Occupations
Section 8: Lodging Houses
Section 10: Modular Homes and Ready-to-Move (RTM) Homes
Section 13: Secondary Suites



Agenda Item Submission Form

Date

2/17/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

02/27/2023

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 1971- Land Use Amendment Residential R- Residential Multi Unit R-MU Public Hearing- Second and Third Reading

Recommendation *

That Council give second and third reading 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" should there be no concerns from the Public Hearing or Council.

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.

There have been some questions regarding the proposal. Residents with concerns were advised to submit something in writing (by Feb 20th) and or attend the Public Hearing to voice those concerns.

Council gave first reading at the February 13th, 2023 meeting with a resolution as follows:

R.048.2023 Moved by Councillor Fox that Bylaw 1971, being a bylaw of the Town of Fort Macleod in the Province of Alberta, for the purpose of designating from "Residential-R" to "Residential Multi Unit- R-MU the lands 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, be given first reading; and further scheduling a Public Hearing to be held on February 27th, 2023, at 7:00 pm.

CARRIED

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
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Fort Macleod LUB 1882 Amendment Notice 1971.pdf	13.28KB
R- RESIDENTIAL.pdf	484.48KB
R- MU RESIDENTIAL MULTI UNIT.pdf	478.73KB

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

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. 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.

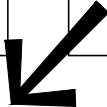
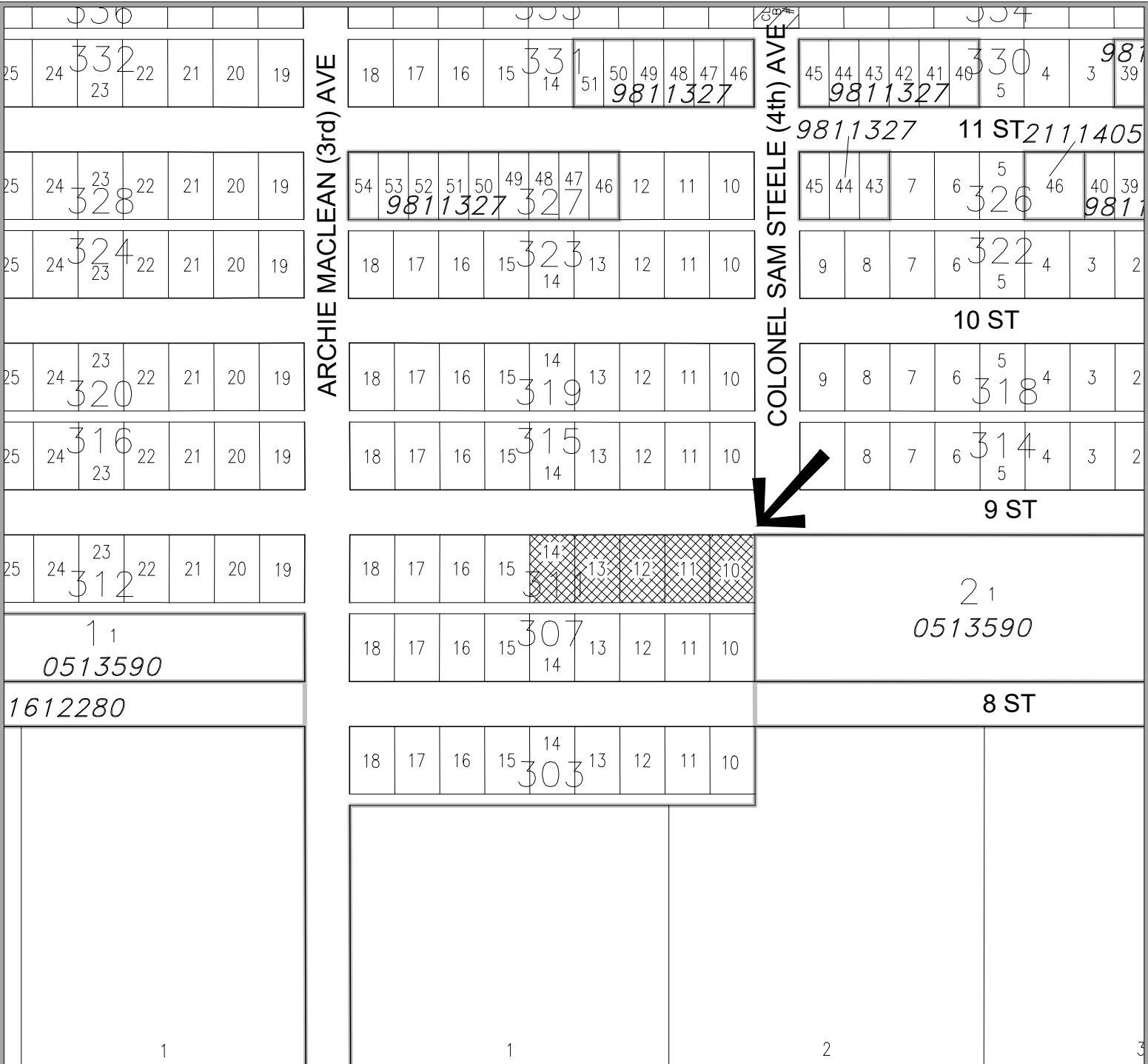
Mayor – Brent Feyter

Chief Administrative Officer– Anthony Burdett

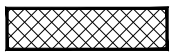
READ a **third** time and finally PASSED this _____ day of _____, 2023.

Mayor – Brent Feyter

Chief Administrative Officer– Anthony Burdett



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"

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 27th 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 20th 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 8th day of February, 2023.

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



February 21, 2023

Fort Macleod Town Council.

Re: Fort Macleod Housing Capacity

Over the last number of years, we have seen housing in Fort Macleod become a real constraint in the growth and development of our companies. With upwards of 200 staff members, we are often faced with hesitation from new employees when embarking on a new career journey due to the lack of housing supply in Fort Macleod. Currently, about 50% of our staff are local, and the rest come from surrounding areas with staff commuting from as far away as Okotoks and Calgary. Our concerns have been raised with the town on several occasions. Our companies have also invested time and resources into constructing affordable housing on 11th Street to help with the ongoing issue of housing supply.

We are excited to hear about the potential of larger residential developments being considered for our town. We do encourage the town to work with developers interested in bringing more affordable housing options to Fort Macleod, be it through planning and development or through other incentives. Working with developers is essential to vastly improve the current critical housing situation, especially considering we are still small-town Southern Alberta.

If you require any other employment stats from our companies, please do let us know.

Regards,

Brent Feyter
CEO
Structural Truss Systems & Forma Steel

February 17, 2023

The Town of Fort Macleod
410, 20 th Street
Fort Macleod, AB
T0L 0Z0

Mayor and Council,

I am writing this letter on behalf of D'Eon Foods Services Ltd., to show my support for the rezoning of 9 th street lots in Fort Macleod from Residential to Residential Multi-Unit through Bylaws 1970 & 1971.

Our business employs many individuals in the Town of Fort Macleod. We recognize the need for additional housing opportunities in our community. The town has grown in leaps and bounds the past 5 years and it's been great to see all the new businesses coming to town, competition is great for business as it makes everyone better.

However, with the addition of these new businesses comes the need for more employees thus the need for more affordable housing options.

We feel that additional housing options will only help all businesses to attract and maintain our staffing levels to better serve the community all while improving the look and feel of the New and evergrowing Fort Macleod.

Regards,



Dave D'Eon

RESIDENTIAL MULTI-UNIT: R-MU

SECTION 1 PURPOSE

The purpose of this land use district is to provide for a high quality residential environment with an appropriate range of housing types that include a variety of densities of multi-unit dwellings, with the potential for single detached dwellings where appropriate.



SECTION 2 USES

Permitted Uses	*Discretionary Uses: A	†Discretionary Uses: B
Accessory building Accessory structure Accessory use Dwelling: up to 4 units 2-unit 3-unit 4-unit Home occupation 1 ‡Structural alterations to an approved use	Alternative energy, private Dwelling: Modular home A/B Moved-in Ready-to-move home A/B Single detached Home occupation 2 Moved-in building Shipping container: temporary	Dwelling: more than 4 units Apartment building or Condominium building Townhouse Group care facility (≤ 5 residents) Home occupation 3 Parks and playgrounds Secondary suites Senior citizen housing
Notes	*Applications for uses listed under Discretionary Uses – A may be decided on by the Development Officer.	
	†Applications for uses listed under Discretionary Uses – B shall be decided on by the Municipal Planning Commission.	
	‡Structural alterations to an approved use are only considered a permitted use if the alterations meet all other requirements of this bylaw, and do not require any variances . See Section 4.9 of Administration.	

SECTION 3 MINIMUM LOT SIZE

Dwelling Type	Lot Size	Lot Depth	Lot Width
Single detached	404.7 m ² (4356 ft ²)	30.2 m (99 ft)	13.4 m (44 ft)
2-unit to 4 unit	607 m ² (6534 ft ²)	30.2 m (99 ft)	20.1 m (66 ft)
Townhouse	Interior unit	184.2 m ² (1980 ft ²)	30.2 m (99 ft)
	End unit	323.1 m ² (3465 ft ²)	10.7 m (35 ft)
Apartment/Condominium	To the discretion of the Development Authority.		
All other uses	To the discretion of the Development Authority.		
Notes	Multi-unit lot size minimums are pre-development except for single detached, apartments, condominiums and townhouses.		

SECTION 4 SETBACKS

4.1 APPLICABILITY

- (1) Minimum setbacks for those discretionary uses that are not made up of a dwelling or dwelling units and do not take place within a dwelling unit shall be determined by the Development Authority;
- (2) notwithstanding the setbacks provided in Section 4.3 of this land use district, setbacks in established areas shall be determined by application of Section 3.6 of Administration; and
- (3) where the shape of a lot or other circumstances is such that the setbacks prescribed in Section 4.3 of this land use district cannot be reasonably applied, the Development Authority shall determine the setbacks.

4.2 BUILD WITHIN AREA

- (1) Build within area is applied to front setback requirements and provides a minimum and maximum setback for the frontage of the principal building, as illustrated in Figure 4.2.1; and

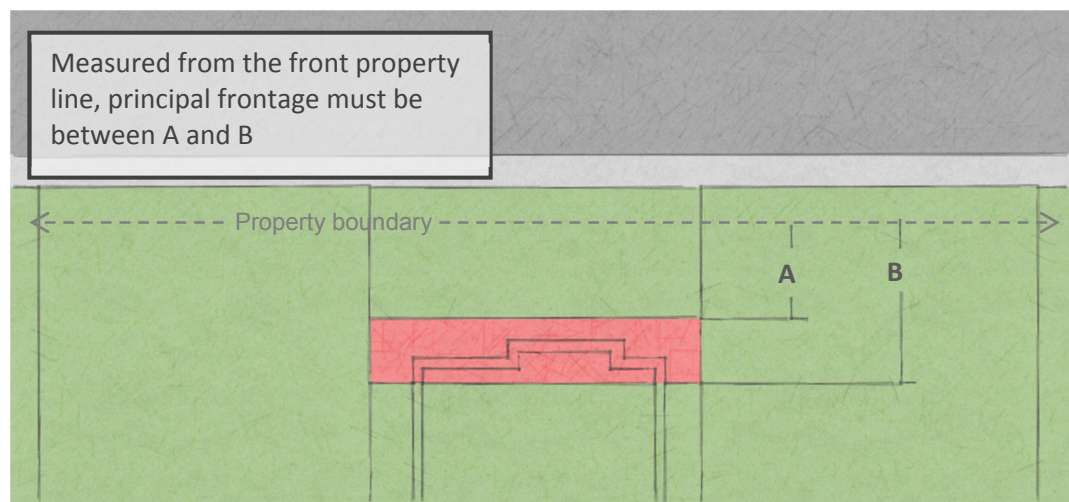


Figure 4.2.1: an example of a build within area.

- (2) unless otherwise stated, all other setback requirements of this section are minimums.

4.3 SETBACK REQUIREMENTS

Principal Building		
Mid-block	Front (build within area)	Minimum: 5 m (16.4 ft)
		Maximum: 7.5 m (24.6 ft)
	Attached garage oriented to the front of the principal building	Minimum: 6 m (19.7 ft)
		Maximum: 7.5 m (24.6 ft)
Rear	7.6 m (24.9 ft)	
Side	1.5 m (4.9 ft)	

Corner lot	Front: same as mid-block	
	Rear	5.0 m (16.4 ft)
	Side	1.5 m (4.9 ft)
	Secondary front	3.0 m (9.8 ft)
Notes	<i>Setbacks are measured to the closest point of the building, allowing for projections as per Section 21 of Schedule 3.</i>	
	<i>Where a site requires vehicular access that is not available from the rear of the lot and there is no attached garage or carport, the side setback on one side shall be 3.0 metres.</i>	
	<i>The side setback provision does not limit the building of a multi-unit dwelling where each dwelling is on a separate lot.</i>	

Accessory Building(s)/Structure(s)		
Mid-block	Front	N/A (prohibited in front yards)
	Rear	0.6 m (2 ft) – without laneway
		1.5 m (5 ft) – with laneway
	Side	0.6 m (2 ft)
Corner lot	Front: same as mid-block	
	Rear	1.0 m (3.3 ft)
	Side	1.0 m (3.3 ft)
	Secondary front	N/A (prohibited in secondary front)
Internal	From principal building	1.5 m (4.9 ft)
	From other accessory buildings	1.0 m (3.3 ft)
Notes	<i>Accessory buildings/structures shall be constructed such that eaves shall be no closer to a side or rear lot line than 0.6 m (2 ft) and all drainage is contained on the same lot as the accessory building/structure. See Section 1 of Schedule 3.</i>	
	<i>Internal setbacks include setbacks from accessory building/structure to accessory building/structure on the same lot and accessory building/structure to the principal building on the same lot.</i>	
	<i>No accessory buildings/structures shall be located adjacent to the principal building on the same side of the yard as the one-side 3.0 metre principal building setback, if applicable.</i>	
	<i>Buildings/structures permitted to be attached to the principal building are considered a part of the principal building and are required to meet principal building setbacks.</i>	

SECTION 5 MAXIMUM SITE COVERAGE

- (1) Total allowable coverage: 45% inclusive of all buildings and structures

- (2) Principal building: 30 – 45% depending on accessory structures
Note: attached garages are considered part of the principal building for the purposes of site coverage calculations.
- (3) Accessory building(s): 0 – 15% depending on principal building

SECTION 6 MAXIMUM BUILDING HEIGHT

- (1) Single detached and multi-unit dwellings up to 2 units: 10.1 m (33 ft)
- (2) Multi-unit dwellings 3 units and greater: 11 m (36.1 ft)
- (3) Detached garages with approved secondary suites: 7.5 m (24.6 ft) or the height of the principal dwelling, whichever is the lesser of the two
- (4) Accessory building(s)/structure(s): 4.9 m (16 ft)

SECTION 7 MINIMUM FLOOR AREA

7.1 APPLICABILITY

- (1) Minimum floor areas are calculated for that part of a building that is no more than 1.0 m (3.3 ft) below finished grade, which does not include finished basements or attached garages; and
- (2) should an individual dwelling unit be multiple storeys, the minimum floor area shall be required to be met for the main floor (closest to grade) of the dwelling, with the floor area of all other storeys being in addition to the minimum floor area requirements.

7.2 MINIMUM FLOOR AREAS

Dwelling Type	Minimum Floor Area
Single detached	74.3 m ² (800 ft ²)
Multi-unit (per dwelling unit) other than apartments and condominiums	65 m ² (700 ft ²)
Apartments and condominiums (per dwelling unit)	55.7 m ² (600 ft ²)
Secondary suite	30 m ² (322.9 ft ²)

SECTION 8 APPLICABLE SCHEDULES

- (1) The following schedules and sections of this bylaw that apply to the R-MU land use district include but are not limited to:
 - (a) General Standards of Development: **Schedule 3**
 Section 1: Accessory Buildings and Structures
 Section 2: Access Requirements
 Section 4: Corner Lots
 Section 5: Decks and Patios
 Section 6: Design Standards
 Section 7: Exceptions to Building Height
 Section 8: Fences, Privacy Walls and Gates

Section 10: Grading, Excavation, Stripping and Stockpiling
Section 11: Infill Development
Section 12: Interface Areas
Section 13: Landscaping
Section 15: Moved-in Buildings
Section 17: Outdoor Lighting
Section 19: Parking and Loading
Section 20: Prohibitions
Section 21: Projections into Setbacks
Section 23: Site Drainage and Stormwater Management

(b) Use-specific Standards of Development:

Schedule 4

Section 1: Alternative Energy Sources
Section 2: Bed and Breakfasts
Section 3: Childcare Facilities
Section 4: Group Care Facilities
Section 5: Home Occupations
Section 8: Lodging Houses
Section 10: Modular Homes and Ready-to-Move (RTM) Homes
Section 11: Multi-Unit Dwellings
Section 13: Secondary Suites

RESIDENTIAL: R

SECTION 1 PURPOSE

The purpose of this land use district is to provide for a high quality residential environment with an appropriate range of housing types that are primarily single detached dwellings, with the potential for 2-unit dwellings where appropriate.



SECTION 2 USES

Permitted Uses	*Discretionary Uses: A	†Discretionary Uses: B
Accessory building Accessory structure Accessory use Dwelling: Single detached Modular home A Ready-to-move home A Home occupation 1 ‡Structural alterations to an approved use	Alternative energy, private Day home Dwelling: Modular home B Moved-in Ready-to-move home B Home occupation 2 Moved-in building Shipping container: Temporary	Bed and breakfast Boarding house Daycare Dwelling: 2-unit Group care facility (≤ 5 residents) Home occupation 3 Lodging house Parks and playgrounds Secondary suites
Notes	*Applications for uses listed under Discretionary Uses – A may be decided on by the Development Officer.	
	†Applications for uses listed under Discretionary Uses – B shall be decided on by the Municipal Planning Commission.	
	‡Structural alterations to an approved use are only considered a permitted use if the alterations meet all other requirements of this bylaw, and <u>do not require any variances</u> . See Section 4.9 of Administration.	

SECTION 3 MINIMUM LOT SIZE

Dwelling Type	Lot Size	Lot Depth	Lot Width
Single detached	404.7 m ² (4356 ft ²)	30.2 m (99 ft)	13.4 m (44 ft)
2-unit	459.9 m ² (4950 ft ²)	30.2 m (99 ft)	15.2 m (50 ft)
All others	To the discretion of the Development Authority.		
Notes	Semi-detached/duplex lot size minimums are pre-development.		

SECTION 4 SETBACKS

4.1 APPLICABILITY

- (1) Minimum setbacks for those discretionary uses that do not take place within a single detached dwelling shall be determined by the Development Authority;
- (2) notwithstanding the setbacks provided in Section 4.3 of this land use district, setbacks in established areas shall be determined by application of Section 3.6 of Administration; and
- (3) where the shape of a lot or other circumstances is such that the setbacks prescribed in Section 4.3 of this land use district cannot be reasonably applied, the Development Authority shall determine the setbacks.

4.2 BUILD WITHIN AREA

- (1) Build within area is applied to front setback requirements and provides a minimum and maximum setback for the frontage of the principal building, as illustrated in Figure 4.2.1; and

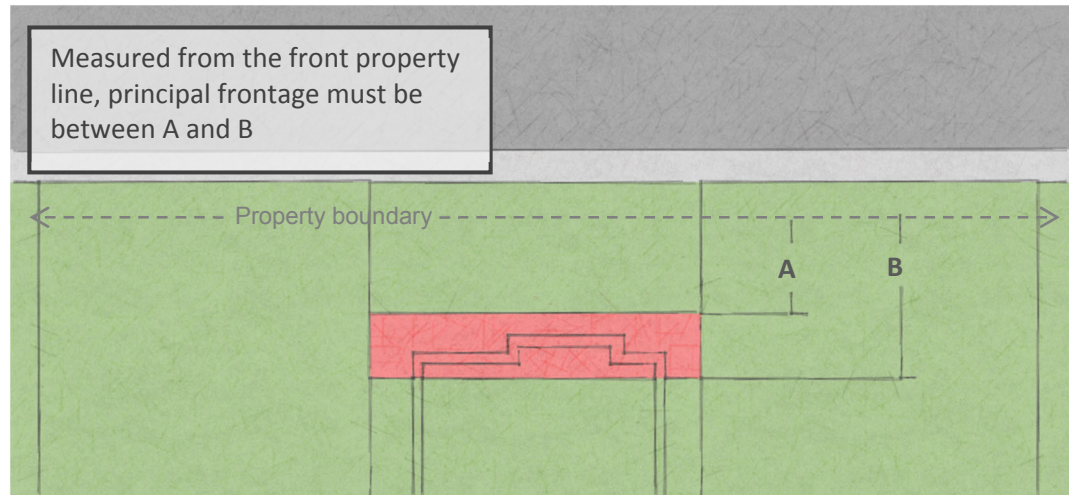


Figure 4.2.1: an example of a build within area.

- (2) unless otherwise stated, all other setback requirements of this section are minimums.

4.3 SETBACK REQUIREMENTS

Principal Building		
	Front (build within area)	Minimum: 5 m (16.4 ft)
		Maximum: 7.5 m (24.6 ft)
Mid-block	Attached garage oriented to the front of the principal building	Minimum: 6 m (19.7 ft)
		Maximum: 7.5 m (24.6 ft)
	Rear	7.6 m (24.9 ft)
	Side	1.5 m (4.9 ft)

Corner lot	Front: same as mid-block	
	Rear	5.0 m (16.4 ft)
	Side	1.5 m (4.9 ft)
	Secondary front	3.0 m (9.8 ft)

Notes	<i>Setbacks are measured to the closest point of the building, allowing for projections as per Section 21 of Schedule 3.</i>	
	<i>Where a site requires vehicular access that is not available from the rear of the lot and there is no attached garage or carport, the side setback on one side shall be 3.0 metres.</i>	
	<i>The side setback provision does not limit the building of a 2-unit dwelling where each dwelling is on a separate lot.</i>	

Accessory Building(s)/Structure(s)

Mid-block	Front	N/A (prohibited in front yards)
	Rear	0.6 m (2 ft) – without laneway
		1.5 m (5 ft) – with laneway
Side	0.6 m (2 ft)	

Corner lot	Front: same as mid-block	
	Rear	1.0 m (3.3 ft)
	Side	1.0 m (3.3 ft)
	Secondary front	N/A (prohibited in secondary front)

Internal	From principal building	1.5 m (4.9 ft)
	From other accessory buildings/structures	1.0 m (3.3 ft)

Notes	<i>Accessory buildings/structures shall be constructed such that eaves shall be no closer to a side or rear lot line than 0.6 m (2 ft) and all drainage is contained on the same lot as the accessory building/structure. See Section 1 of Schedule 3.</i>	
	<i>Internal setbacks include setbacks from accessory building/structure to accessory building/structure on the same lot and accessory building/structure to the principal building on the same lot.</i>	
	<i>No accessory buildings/structures shall be located adjacent to the principal building on the same side of the yard as the one-side 3.0 metre principal building setback, if applicable.</i>	
	<i>Buildings/structures permitted to be attached to the principal building are considered a part of the principal building and are required to meet principal building setbacks.</i>	

SECTION 5 MAXIMUM SITE COVERAGE

- (1) Total allowable coverage: 45% inclusive of all buildings and structures
- (2) Principal building: 30 – 45% depending on accessory structures
Note: attached garages are considered part of the principal building for the purposes of site coverage calculations.
- (3) Accessory building(s): 0 – 15% depending on principal building

SECTION 6 MAXIMUM BUILDING HEIGHT

- (1) Single detached and multi-unit dwellings up to 2 units: 10.1 m (33 ft)
- (2) Detached garages with approved secondary suites: 7.5 m (24.6 ft) or the height of the principal dwelling, whichever is the lesser of the two
- (3) Accessory building(s)/structure(s): 4.9 m (16 ft)

SECTION 7 MINIMUM FLOOR AREA

7.1 APPLICABILITY

- (1) Minimum floor areas are calculated for that part of a building that is no more than 1.0 m (3.3 ft) below finished grade, which does not include finished basements or attached garages; and
- (2) should the dwelling be multiple storeys, the minimum floor area shall be required to be met for the main floor (closest to grade) of the dwelling, with the floor area of all other storeys being in addition to the minimum floor area requirements.

7.2 MINIMUM FLOOR AREAS

Dwelling Type	Minimum Floor Area
Single detached	74.3 m ² (800 ft ²)
Multi-unit dwellings (per dwelling unit)	65 m ² (700 ft ²)
Secondary suites	30 m ² (322.9 ft ²)

SECTION 8 APPLICABLE SCHEDULES

- (1) The following schedules and sections of this bylaw that apply to the R land use district include but are not limited to:
 - (a) General Standards of Development: **Schedule 3**
 - Section 1: Accessory Buildings and Structures
 - Section 2: Access Requirements
 - Section 4: Corner Lots
 - Section 5: Decks and Patios
 - Section 6: Design Standards
 - Section 7: Exceptions to Building Height
 - Section 8: Fences, Privacy Walls and Gates

Section 10: Grading, Excavation, Stripping and Stockpiling
Section 11: Infill Development
Section 12: Interface Areas
Section 13: Landscaping
Section 15: Moved-in Buildings
Section 17: Outdoor Lighting
Section 19: Parking and Loading
Section 20: Prohibitions
Section 21: Projections into Setbacks
Section 23: Site Drainage and Stormwater Management

(b) Use-specific Standards of Development:

Schedule 4

Section 1: Alternative Energy Sources
Section 2: Bed and Breakfasts
Section 3: Childcare Facilities
Section 4: Group Care Facilities
Section 5: Home Occupations
Section 8: Lodging Houses
Section 10: Modular Homes and Ready-to-Move (RTM) Homes
Section 13: Secondary Suites



Agenda Item Submission Form

Date

2/17/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

02/27/2023

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 1972- Land Use Amendment Residential CG- Commercial General- Multi Unit R-MU Public Hearing- Second and Third Reading

Recommendation *

That Council give second and third reading 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" should there be no concerns from the Public Hearing or Council.

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.

There have been some questions regarding the proposal. Residents with concerns were advised to submit something in writing (by Feb 20th) and or attend the Public Hearing to voice those concerns.

Planning and Development have some concern regarding the encroachments historically, regarding the property. There are four(4) existing encroachments (see RPR) Two(2) on to the adjacent property and two (2) onto municipal property. Encroachment agreements are not currently issued by the town however encroachment agreements are considered with the adjacent landowner when required.

Parking is a concern. Historically off street parking has not be obtained/met at this location. Street parking is available north/ south if a variance was granted at development stage with a decision by MPC. Similar to Commercial Central zoning and dwellings above commercial uses on main street. (Gavin to elaborate and discuss)

Applicant Plans to Submit for as built variances at development Stage and to submit for compliance of the RPR.

Council gave first reading at the February 13th, 2023 meeting with a resolution as follows:

R.049.2023 Moved by Councillor Wolstenholme that Bylaw 1972, being a bylaw of the Town of Fort Macleod in the Province of Alberta, for the purpose of designating 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, be given first reading, and further scheduling a Public Hearing to be held on February 27th, 2023 at 7:00 pm.

CARRIED

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
COMMERCIAL GENERAL- CG.pdf	329.85KB
R- MU RESIDENTIAL MULTI UNIT.pdf	478.73KB

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.

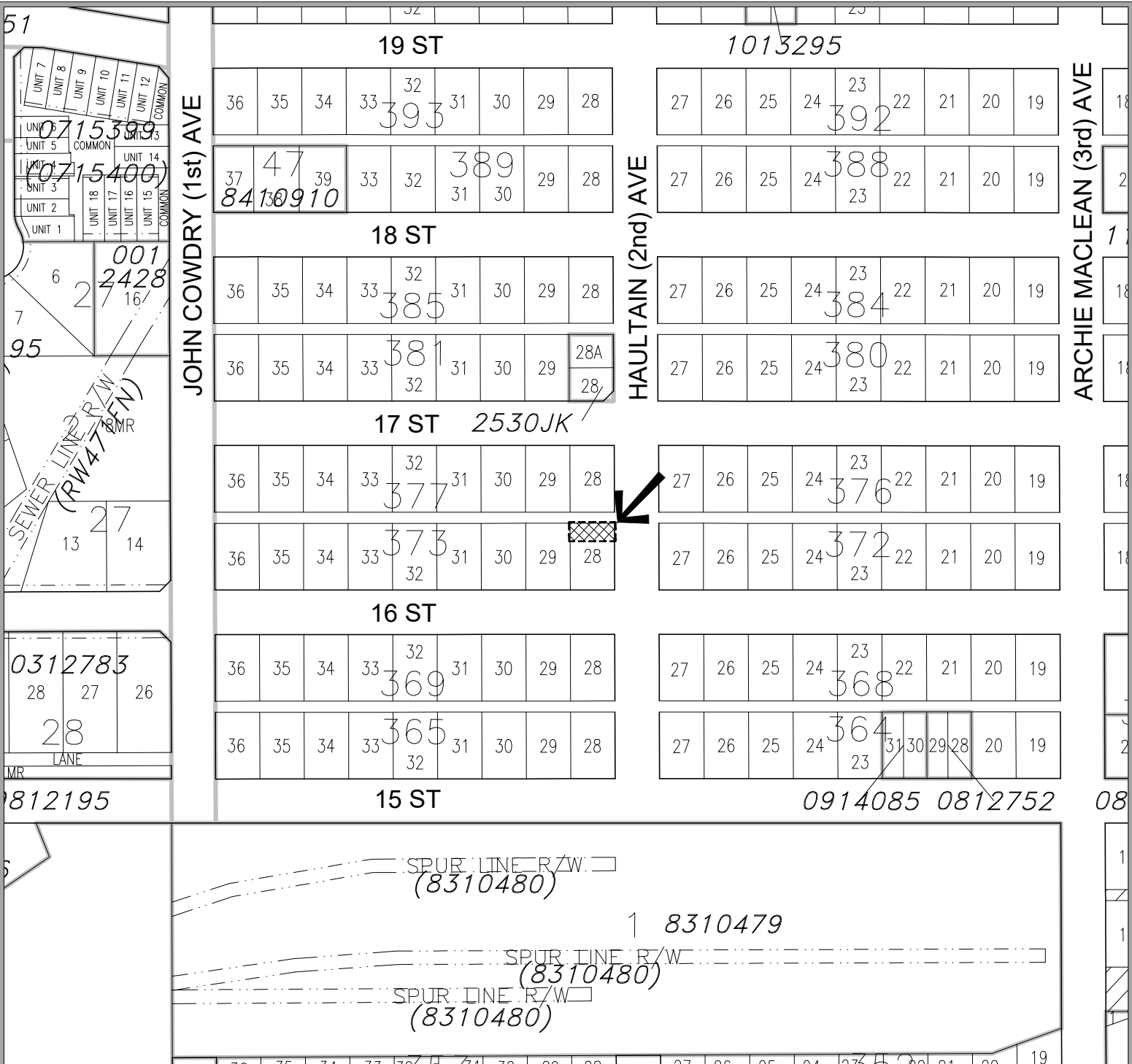
Mayor – Brent Feyter

Chief Administrative Officer– Anthony Burdett

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

Mayor – Brent Feyter

Chief Administrative Officer– Anthony Burdett



**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"

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 27th 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 20th 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 8th day of February, 2023.

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

COMMERCIAL GENERAL: CG

SECTION 1 PURPOSE

The purpose of this land use district is to accommodate a variety of commercial uses that cater to Town residents, surrounding communities, and the travelling public.



SECTION 2 USES

Permitted Uses	*Discretionary Uses: A	†Discretionary Uses: B
Accessory building Accessory structure Accessory use Bakeries Business support services Cafes Convenience stores Drycleaners Financial institutions Government services Laundromat Medical/health facilities Offices Personal service Pet grooming services Restaurants Retail stores Shipping containers: Temporary Signs: Canopy Fascia Temporary Window ‡Structural alterations to an approved use	Alternative energy, private Automotive sales and service Community resource facility Daycares Dwellings: Accessory to an approved use Entertainment establishments Funeral services Hotel/motel: ≤ 20 rooms Institutional Kennels: Minor Major Media production facilities Mixed-use buildings Moved-in buildings Public or private recreation Public or private utilities Signs: Freestanding Projecting Surveillance suites Veterinary clinics	Automotive repair shops Bars/lounges Breweries, distilleries and wineries Cannabis retail store Car washes Commercial schools Community association buildings Equipment sales and services Gas bar Hotel/motel: > 20 rooms Liquor stores Lodges and clubs Parking facilities Parks and playgrounds Recreational vehicle sales and service Religious assembly Service stations Shipping containers Signs: Mural Tattoo shops Theatres Warehouse facilities
Notes	*Applications for uses listed under Discretionary Uses – A may be decided on by the Development Officer.	
	†Applications for uses listed under Discretionary Uses – B shall be decided on by the Municipal Planning Commission.	

‡Structural alterations to an approved use are only considered a permitted use if the alterations meet all other requirements of this bylaw, and do not require any variances. See Section 4.9 of Administration.

SECTION 3 MINIMUM LOT SIZE

Use	Lot Size	Lot Depth	Lot Width
All – no lane	921 m ² (9915 ft ²)	30.2 m (99 ft)	30.5 m (100 ft)
All – with lane	459.8 m ² (4950 ft ²)	30.2 m (99 ft)	15.2 m (50 ft)
Downtown overlay	To the discretion of the Development Authority.		
Provincial historic area overlay	To the discretion of the Development Authority.		
<i>Notes</i>	<i>Minimum lot sizes do not preclude individual commercial units to be separated by condominium subdivision.</i>		

SECTION 4 SETBACKS

4.1 APPLICABILITY

- (1) Notwithstanding the setbacks provided in Section 4.2 of this land use district, setbacks in established areas shall be determined by application of Section 3.6 of Administration; and
- (2) where the shape of a lot or other circumstances is such that the setbacks prescribed in Section 4.2 of this land use district cannot be reasonably applied, the Development Authority shall determine the setbacks.

4.2 SETBACK REQUIREMENTS

Principal Building	
Front and Secondary front	5 m (16.4 ft)
Rear	0 m (0 ft) except where parking, loading, storage, building access and maintenance, and waste disposal provisions are required
Side	
<i>Notes</i>	<i>Setbacks are measured to the closest point of the building, allowing for projections as per Section 21 of Schedule 3.</i>
	<i>Corner lots shall provide adequate clear vision space in accordance with the clear vision triangle requirements outlined in Section 4 of Schedule 3.</i>

Accessory Building(s)/Structure(s)		
Front	N/A (prohibited in front yards)	
Rear	1.0 m (3.3 ft)	
Side	1.0 m (3.3 ft)	
Internal	From principal building	1.5 m (4.9 ft)
	From other accessory buildings	1.0 m (3.3 ft)
Notes	<i>Setbacks are measured to the closest point of the building/structure, allowing for projections as per Section 21 of Schedule 3.</i>	
	<i>Internal setbacks include setbacks from accessory building/structure to accessory building/structure on the same lot and accessory building/structure to the principal building on the same lot.</i>	
	<i>Accessory buildings/structures shall be constructed such that eaves shall be no closer to a side or rear lot line than 0.6 m (2 ft) and all drainage is contained on the same lot as the accessory structure.</i>	

SECTION 5 MAXIMUM SITE COVERAGE

- (1) Total allowable coverage: 60% inclusive of all buildings and structures
- (2) Principal building: 45 – 60% depending on accessory structures
Note: attached garages are considered part of the principal building for the purposes of site coverage calculations.
- (3) Accessory building(s): 0 – 15% depending on principal building

SECTION 6 MAXIMUM BUILDING HEIGHT

- (1) Principal building: 10.7 m (35 ft)
- (2) Accessory building(s): 4.9 m (16 ft)
- (3) Building height maximums within the Downtown Overlay and Provincial Historic Area Overlay (Schedule 5) shall be to the discretion of the Development Authority.

SECTION 7 APPLICABLE SCHEDULES

- (1) The following schedules and sections of this bylaw that apply to the CG land use district include but are not limited to:
 - (a) General Standards of Development: **Schedule 3**
 Section 1: Accessory Buildings and Structures
 Section 2: Access Requirements
 Section 4: Corner Lots
 Section 5: Decks and Patios
 Section 6: Design Standards
 Section 7: Exceptions to Building Height

Section 8: Fences, Privacy Walls and Gates
Section 9: Gateways
Section 10: Grading, Excavation, Stripping and Stockpiling
Section 11: Infill Development
Section 12: Interface Areas
Section 13: Landscaping
Section 14: Mixed-use Development
Section 15: Moved-in Buildings
Section 16: Nuisance, Pollution and Hazard Control
Section 17: Outdoor Lighting
Section 18: Outdoor Storage and Display
Section 19: Parking and Loading
Section 20: Prohibitions
Section 21: Projections into Setbacks
Section 22: Screening
Section 23: Site Drainage and Stormwater Management
Section 25: Vehicle-oriented Development

- (b) Use-specific Standards of Development: **Schedule 4**
 - Section 1: Alternative Energy Sources
 - Section 3: Childcare Facilities
 - Section 7: Kennels
 - Section 11: Multi-unit Dwellings
 - Section 15: Cannabis Regulation

- (c) Overlays **Schedule 5**
 - Section 1: Downtown Overlay

RESIDENTIAL MULTI-UNIT: R-MU

SECTION 1 PURPOSE

The purpose of this land use district is to provide for a high quality residential environment with an appropriate range of housing types that include a variety of densities of multi-unit dwellings, with the potential for single detached dwellings where appropriate.



SECTION 2 USES

Permitted Uses	*Discretionary Uses: A	†Discretionary Uses: B
Accessory building Accessory structure Accessory use Dwelling: up to 4 units 2-unit 3-unit 4-unit Home occupation 1 ‡Structural alterations to an approved use	Alternative energy, private Dwelling: Modular home A/B Moved-in Ready-to-move home A/B Single detached Home occupation 2 Moved-in building Shipping container: temporary	Dwelling: more than 4 units Apartment building or Condominium building Townhouse Group care facility (≤ 5 residents) Home occupation 3 Parks and playgrounds Secondary suites Senior citizen housing
Notes	*Applications for uses listed under Discretionary Uses – A may be decided on by the Development Officer.	
	†Applications for uses listed under Discretionary Uses – B shall be decided on by the Municipal Planning Commission.	
	‡Structural alterations to an approved use are only considered a permitted use if the alterations meet all other requirements of this bylaw, and do not require any variances . See Section 4.9 of Administration.	

SECTION 3 MINIMUM LOT SIZE

Dwelling Type	Lot Size	Lot Depth	Lot Width
Single detached	404.7 m ² (4356 ft ²)	30.2 m (99 ft)	13.4 m (44 ft)
2-unit to 4 unit	607 m ² (6534 ft ²)	30.2 m (99 ft)	20.1 m (66 ft)
Townhouse	Interior unit	184.2 m ² (1980 ft ²)	30.2 m (99 ft)
	End unit	323.1 m ² (3465 ft ²)	10.7 m (35 ft)
Apartment/Condominium	To the discretion of the Development Authority.		
All other uses	To the discretion of the Development Authority.		
Notes	Multi-unit lot size minimums are pre-development except for single detached, apartments, condominiums and townhouses.		

SECTION 4 SETBACKS

4.1 APPLICABILITY

- (1) Minimum setbacks for those discretionary uses that are not made up of a dwelling or dwelling units and do not take place within a dwelling unit shall be determined by the Development Authority;
- (2) notwithstanding the setbacks provided in Section 4.3 of this land use district, setbacks in established areas shall be determined by application of Section 3.6 of Administration; and
- (3) where the shape of a lot or other circumstances is such that the setbacks prescribed in Section 4.3 of this land use district cannot be reasonably applied, the Development Authority shall determine the setbacks.

4.2 BUILD WITHIN AREA

- (1) Build within area is applied to front setback requirements and provides a minimum and maximum setback for the frontage of the principal building, as illustrated in Figure 4.2.1; and

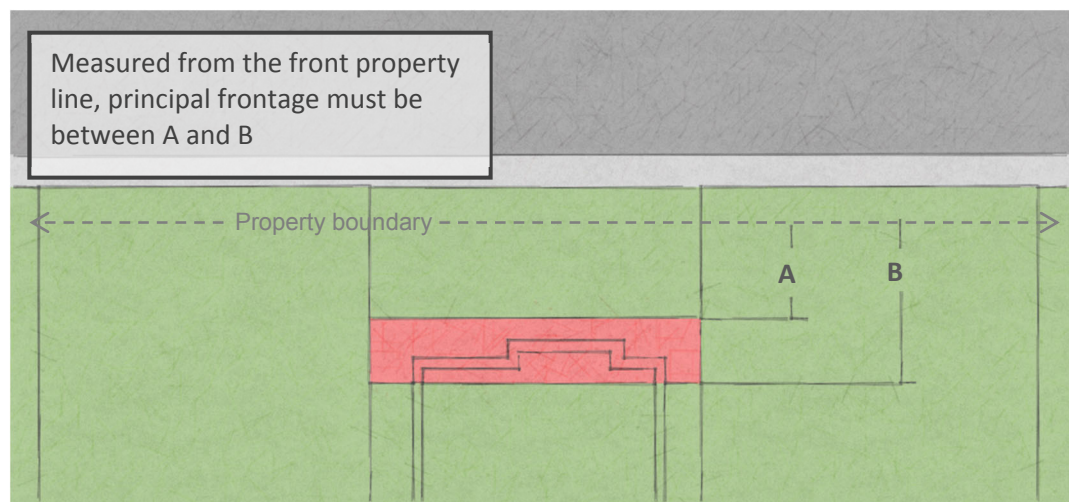


Figure 4.2.1: an example of a build within area.

- (2) unless otherwise stated, all other setback requirements of this section are minimums.

4.3 SETBACK REQUIREMENTS

Principal Building		
Mid-block	Front (build within area)	Minimum: 5 m (16.4 ft)
		Maximum: 7.5 m (24.6 ft)
	Attached garage oriented to the front of the principal building	Minimum: 6 m (19.7 ft)
		Maximum: 7.5 m (24.6 ft)
Rear	7.6 m (24.9 ft)	
Side	1.5 m (4.9 ft)	

Corner lot	Front: same as mid-block	
	Rear	5.0 m (16.4 ft)
	Side	1.5 m (4.9 ft)
	Secondary front	3.0 m (9.8 ft)
Notes	<i>Setbacks are measured to the closest point of the building, allowing for projections as per Section 21 of Schedule 3.</i>	
	<i>Where a site requires vehicular access that is not available from the rear of the lot and there is no attached garage or carport, the side setback on one side shall be 3.0 metres.</i>	
	<i>The side setback provision does not limit the building of a multi-unit dwelling where each dwelling is on a separate lot.</i>	

Accessory Building(s)/Structure(s)		
Mid-block	Front	N/A (prohibited in front yards)
	Rear	0.6 m (2 ft) – without laneway
		1.5 m (5 ft) – with laneway
	Side	0.6 m (2 ft)
Corner lot	Front: same as mid-block	
	Rear	1.0 m (3.3 ft)
	Side	1.0 m (3.3 ft)
	Secondary front	N/A (prohibited in secondary front)
Internal	From principal building	1.5 m (4.9 ft)
	From other accessory buildings	1.0 m (3.3 ft)
Notes	<i>Accessory buildings/structures shall be constructed such that eaves shall be no closer to a side or rear lot line than 0.6 m (2 ft) and all drainage is contained on the same lot as the accessory building/structure. See Section 1 of Schedule 3.</i>	
	<i>Internal setbacks include setbacks from accessory building/structure to accessory building/structure on the same lot and accessory building/structure to the principal building on the same lot.</i>	
	<i>No accessory buildings/structures shall be located adjacent to the principal building on the same side of the yard as the one-side 3.0 metre principal building setback, if applicable.</i>	
	<i>Buildings/structures permitted to be attached to the principal building are considered a part of the principal building and are required to meet principal building setbacks.</i>	

SECTION 5 MAXIMUM SITE COVERAGE

- (1) Total allowable coverage: 45% inclusive of all buildings and structures

- (2) Principal building: 30 – 45% depending on accessory structures
Note: attached garages are considered part of the principal building for the purposes of site coverage calculations.
- (3) Accessory building(s): 0 – 15% depending on principal building

SECTION 6 MAXIMUM BUILDING HEIGHT

- (1) Single detached and multi-unit dwellings up to 2 units: 10.1 m (33 ft)
- (2) Multi-unit dwellings 3 units and greater: 11 m (36.1 ft)
- (3) Detached garages with approved secondary suites: 7.5 m (24.6 ft) or the height of the principal dwelling, whichever is the lesser of the two
- (4) Accessory building(s)/structure(s): 4.9 m (16 ft)

SECTION 7 MINIMUM FLOOR AREA

7.1 APPLICABILITY

- (1) Minimum floor areas are calculated for that part of a building that is no more than 1.0 m (3.3 ft) below finished grade, which does not include finished basements or attached garages; and
- (2) should an individual dwelling unit be multiple storeys, the minimum floor area shall be required to be met for the main floor (closest to grade) of the dwelling, with the floor area of all other storeys being in addition to the minimum floor area requirements.

7.2 MINIMUM FLOOR AREAS

Dwelling Type	Minimum Floor Area
Single detached	74.3 m ² (800 ft ²)
Multi-unit (per dwelling unit) other than apartments and condominiums	65 m ² (700 ft ²)
Apartments and condominiums (per dwelling unit)	55.7 m ² (600 ft ²)
Secondary suite	30 m ² (322.9 ft ²)

SECTION 8 APPLICABLE SCHEDULES

- (1) The following schedules and sections of this bylaw that apply to the R-MU land use district include but are not limited to:
 - (a) General Standards of Development: **Schedule 3**
 Section 1: Accessory Buildings and Structures
 Section 2: Access Requirements
 Section 4: Corner Lots
 Section 5: Decks and Patios
 Section 6: Design Standards
 Section 7: Exceptions to Building Height
 Section 8: Fences, Privacy Walls and Gates

Section 10: Grading, Excavation, Stripping and Stockpiling
Section 11: Infill Development
Section 12: Interface Areas
Section 13: Landscaping
Section 15: Moved-in Buildings
Section 17: Outdoor Lighting
Section 19: Parking and Loading
Section 20: Prohibitions
Section 21: Projections into Setbacks
Section 23: Site Drainage and Stormwater Management

(b) Use-specific Standards of Development:

Schedule 4

Section 1: Alternative Energy Sources
Section 2: Bed and Breakfasts
Section 3: Childcare Facilities
Section 4: Group Care Facilities
Section 5: Home Occupations
Section 8: Lodging Houses
Section 10: Modular Homes and Ready-to-Move (RTM) Homes
Section 11: Multi-Unit Dwellings
Section 13: Secondary Suites



Agenda Item Submission Form

Date

2/22/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

02/27/2023

Agenda Section *

New Business

Department *

Administration

Director Name *

Liisa Gillingham

Director Email

l.gillingham@fortmacleod.com

Submitter Information

Submitter Name

Liisa

Email

l.gillingham@fortmacleod.com

Submission Title Name *

Grants to Organizations 2023 Funding

Recommendation *

That Council approve the following grant amounts for 2023 community funding:

*Allied Arts \$12,000

*Handibus Society \$10,000 towards operating funds and \$5000 towards vehicle replacement fund,

*Chamber of Commerce Street Cleaning \$3000,

*Santa Claus Parade Committee operating funds \$5000,

*Seniors Welcome Mat \$6300,

*Willow Creek Adult Learning \$3500.

Rationale

Every year Council allocates funds to Grants to Organizations, the objective of this grant is to support community development by providing non-profit organizations with municipal funding, resources, and support. Community recreation programs, Arts & Culture events, and programming, as well as senior, family and community experiences being prioritized.

Background

A review of applications was held at the Committee of the Whole meeting held on January 17, 2023. All applications were considered and approved or denied based on a variety of factors, some of those being:

*amount of funds requested

*unique or duplicate of other services or programs ir: FCSS, KFFC etc.

*did the request fit within the parameters for this funding stream ie: CHTA asked for funding to assist with grant matching and tourism, these do not meet the criteria of this grant objective. (Council did determine that the value may be there for this group and potential tourism drivers and as such allocated some funds to be applied for separately in the marketing budget to assist with grant matching should it be required.)

Financial Implications

\$44,800 has been allocated to Grants to Organizations

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



Agenda Item Submission Form

Date

2/17/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

03/13/2023

Agenda Section *

New Business

Department *

Administration

Director Name *

Kris Holbeck

Director Email

k.holbeck@fortmacleod.com

Submitter Information

Submitter Name

Kris

Email

finance@fortmacleod.com

Submission Title Name *

LAND SALES POLICY ADM19

Recommendation *

That Council approves ADM19 Land Sales Policy.

Rationale

Administration requires some parameters around land sales (both initiated by the municipality and by the public) in order to have a framework that is understandable to Council, Administration and the public.

Background

This policy was reviewed and discussed at the January COTW meeting and was amended per that discussion and is presented for approval.

Financial Implications

None.

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

ADM#19 Land Sales Policy - 2.17.2023.docx

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LAND SALES POLICY	
Policy Number:	ADM19
Administered By:	Chief Administrative Officer
Approved By:	Town Council
Effective Date:	

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Purpose:

The Town of Fort Macleod will be responsible to the citizens of the Town by establishing a Policy that provides direction to Town Council and Administration on the disposition of Municipal owned lands. This will ensure a fair and consistent formal process in the disposition of municipal owned land and, in doing so, fulfilling its legislative mandate through meeting legal and statutory requirements for the disposition of Municipal lands.

Scope:

This Policy applies to all Municipal owned lands including Reserve Land, former Reserve Land, and Fee Simple Land which meets the requirements as set out in the Alberta Municipal Government Act (MGA).

Responsibilities:

Town Council will approve by resolution this policy and any amendments and consider the allocation of resources for successful implementation of this policy in the annual budget process.

The Chief Administrative Officer (CAO) will implement this policy and approved procedures and ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

The Director of the Department will ensure implementation of this policy and procedure, ensure that this policy and procedure is reviewed per the Policy Review Policy and make recommendations to the CAO of necessary policy or procedure amendments.

Definitions:

- ~~Appraisal~~ **Appraisal** means a An official valuation of property by an authorized independent person or company.
- ~~Direct Sales~~ **Direct Sales** means the sale of municipal lands that has been initiated by the public.
- ~~Disposition~~ **Disposition** shall mean the process of disposal of property.
- ~~Land~~ **Land** includes all properties whether vacant land or land containing buildings.
- ~~Land Purchase Application Form~~ **Land Purchase Application Form** means the form that contains purchase conditions as set out by the Municipality, purchaser's information, and purchase value. The form is to be completed and submitted to initiate the purchase process.
- ~~Land Sales Listing~~ **Land Sale Listing** means the listing of lands that are actively for sale by the Municipality, and which have current appraised prices (newer than three (3) years old) that were approved via Council resolution.

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- **Market Value:** The amount that a property, as defined in the MGA, might be expected to realize if sold on the open market by a willing seller to a willing buyer.

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- **Municipality:** ~~T~~**Municipality** means the Municipal Corporation of the Town of Fort Macleod.

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- **Policy:** ~~A Policy~~ is a guide to decision-making, prescribes limits and assigns responsibilities within an organization and is accompanied by procedures.

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- **Public Sales:** ~~T~~**Public sales** means the sale of lands that the Municipality is actively trying to dispose of (initiated by the Municipality) and the lands are on the Municipality's Land Sale Listing.

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- **Procedure:** ~~T~~**Procedure** shall mean the method of giving direction according to which operations are conducted within the framework of the Policy.

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- **Responsible Department:** ~~T~~**Responsible Department** shall mean the office or department that will develop and administer a particular policy and procedures and will be accountable for the accuracy of its subject matter, issuance, and timely updating.

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Related Information:

The disposition of municipal lands will be considered in the context of the overall policies of the municipality, including the Municipal Development Plan, Land Use Bylaw and Strategic Plan.

The sale of land may be initiated by either the Municipality or by an individual, company or organization interested in acquiring the land.

All matters related to the disposal of Municipal property shall meet the following requirements of the MGA:

- MGA, Part 3, Division 8 – Limits of Municipal Powers, [Disposal](#) of Lands – Section 70
- MGA, Part 16 – Requirements for Advertising – Section 606
- [MGA Section 22 road closure \(for the purpose of sale\)](#)

Disposal of Municipal Property Procedure:

General:

The disposal of lands may take place through two separate methods. Public sale of land includes land that the Municipality knowingly and actively wants to sell. Direct sales include lands that are not actively advertised and that are initiated through the public. The Municipality shall proceed through the following process once it is prepared to sell its municipal lands.

Public Sales at Appraised Value (Initiated by the Municipality):

1. Reference will be made to statutory documents including the Land Use Bylaw and Municipal Development Plan prior to consideration of and advertising the sale of municipal property.
2. The CAO, or designate, shall ensure that the land sale listing appraisals are current for the subject property to substantiate the selling price.
3. The CAO, or their designate shall have prepared an information package(s) on the subject land(s) that includes the following:
 - a. A brief description of the subject land(s) (including the location, minimum sale price, zoning, and any other relevant information).

- b. Copy of the title and plan.
 - c. Copy of the relevant Zoning guidelines and Development Permit guidelines, if applicable.
 - d. Copy of any covenants registered on the property.
4. The Land Purchase Application form is to be completed by the prospective purchaser and the necessary land sale deposit paid to the Municipality.
 5. The municipal newsletter and website will be utilized to list Municipal owned lands that are being offered up for sale to the public.

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6. The CAO may publish public notices in the local newspaper(s) to advertise these listings. The notice must include a description of the land or improvements, the nature and terms of the proposed disposition, and the process by which the land and/or improvements may be acquired.

~~7. The CAO may utilize a Request for Proposal process to solicit interest for purchase of Municipal land for the purposes of sale and development of such land.~~

~~8-7. The CAO may choose to market Municipal properties through local real estate companies.~~

~~9. Upon receiving Land Purchase Application form(s) the CAO shall review any proposals received and prepare a report for Town Council.~~

~~10. If the purchaser has met the filing requirements, the CAO can approve the sale and inform Council at a Council meeting.~~

~~11. The CAO, or designate, shall provide a letter or email to the applicants informing them of the decision of the Town.~~

~~12-8. Time period for land purchase processes shall take place within a 90-day period.~~

Commented [F1]: I don't think this is needed??

Commented [D2R1]: Agreed K

Commented [D3]: Point 9 & 10 This is on the quarterly report or is a report required for every sale even if its on the "pre approved " listing?

Commented [DoO4R3]: Agreed. I don't think there is any need to take things to Council for land that is already listed for sale. Perhaps we just need to remove 9-11?

Commented [F5R3]: I was thinking that Anthony needs to report which lands have been sold?

Commented [C6R3]: I think a report of which lands are sold is great. I agree that publicly listed properties can be finalized without council approval since they already set the price.

Commented [C7R3]: I also agree that we can remove 9-11.

Public Sales Below Appraised Value (Initiated by the Municipality):

1. Any purchase offers below the Market Value must follow the requirements in the Municipal Government Act (MGA).

Direct Sales:

1. All inquiries made with regards to the purchase of municipally owned property shall be directed to the CAO.

2. The CAO shall prepare a report for Council which will include the Land Purchase Application form.

~~3-3.~~ ~~3.~~ The CAO shall include in the report information on the subject land(s) that includes the following:

- a. A brief description of the subject land(s) (including the location, minimum sale price, zoning, and any other relevant information).
- b. Copy of the title and plan.
- c. Copy of relevant Zoning guidelines and Development Permit guidelines, if applicable.
- d. Copy of any covenants registered on the property.
- e. Land Purchase Application form that is to be completed by the prospective purchaser.

4. Council will determine how they wish to proceed based on the terms of the offer. The applicant shall be notified once Council has considered the terms of the offer.

~~3-5.~~ ~~5.~~ An opportunity may be afforded the applicant to make a presentation at the delegation session of a scheduled Committee of the Whole or Council meeting regarding ~~their~~ ~~their~~ interest in the municipal lands.

~~4-6.~~ ~~6.~~ If Council elects to sell the lands or improvements, the CAO, or designate, shall have an appraisal done on the subject property to assist in establishing the fair market value price. Appraisal costs will be the responsibility of the purchaser.

~~5-7.~~ ~~7.~~ Should Council agree with the price, the CAO may be directed to proceed with the sale process.

~~6-8.~~ ~~8.~~ A notice will be placed in the local newspaper(s) for two consecutive weeks advising of the intended sale of the property.

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| 7.9. During the two-week advertising period, residents will be provided the opportunity to appeal the sale of land. Appeals must be in writing and identify the reason for the appeal. The appeal will be heard by the CAO.

| 8.10. The successful purchaser must satisfy themselves as to any additional geotechnical or environmental investigative works that may be required. The Municipality will grant access to the site to conduct these investigations and any and all cost shall be the responsibility of the purchaser.

| 9.11. The CAO, or designate, shall complete the sale agreement process upon satisfaction of matters related to conditions.

Further Information:

For further information regarding this policy, please contact the department identified in the title bar under Administered By.

CAO – Town of Fort Macleod



Agenda Item Submission Form

Date

2/16/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

03/13/2023

Agenda Section *

New Business

Department *

Administration

Director Name *

Kris Holbeck

Director Email

k.holbeck@fortmacleod.com

Submitter Information

Submitter Name

Kris

Email

finance@fortmacleod.com

Submission Title Name *

Council Debt Management Policy

Recommendation *

That Council approves ADM37 Council Debt Management Policy.

Rationale

Administration requires some parameters around debt and its use for financing capital projects for long term planning purposes.

Background

This policy was reviewed and discussed at the January COTW meeting and was amended per that discussion and is presented for approval.

Financial Implications

None.

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

Debt Management Policy DRAFT 2.6.2023.docx

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COUNCIL DEBT MANAGEMENT POLICY

Policy Number:	ADM37
Administered By:	Chief Administrative Officer
Approved By:	Town Council
Effective Date:	

Purpose:

The purpose of this policy is to establish the parameters of debt financing for capital projects and to maintain the long-term viability of the municipality.

Scope:

This policy applies to the Town's elected officials and all Town staff.

Responsibilities:

The Chief Administrative Officer (CAO) is the administrative head of the municipality and is granted responsibilities through the *Municipal Government Act (MGA)*, including but not limited to, the responsibility to ensure the policies and procedures and programs of the municipality are developed and implemented.

Policy:

The Town of Fort Macleod recognizes that the use of debt in a strategic manner can provide capital funding flexibility and allow for essential assets with long lifespans to be constructed in a timely manner. Debt is also a tool that allows capital investment to occur when construction costs are favorable. The Town also recognizes that high debt levels reduce flexibility and can impair fiscal sustainability. The purpose of this policy is to maintain a good balance between financing needs and not cause undue pressure on future revenue requirements.

Definitions:

- **Government of Alberta:** The Government of Alberta (GOA) provides eligible municipal, regional, health and education authorities with financing for capital projects.
- **Provincially Mandated Debt Limits:** The Municipal Government Act (MGA) defines limits to the amount of debt a municipality can take on and the amount of debt service. The debt limit is calculated at one and a half (1.5) times revenue of the municipality (as defined by Alberta Regulation 255/00) and the debt service limit is calculated at one quarter (0.25) times such revenue.
- **Debenture:** A debenture is a medium to long-term debt format that is used by large companies to borrow money. Debentures are the most common type of long-term loans. Municipalities typically draw debentures through the GOA. Debentures are for a fixed term, require annual payment for principal and interest.
- **Major Capital Projects:** Town capital projects that are significant in nature and typically not of a life cycling nature. These types of projects typically span over multiple years.
- **Tax Supported Debt:** This type of debt is associated with capital infrastructure used to provide tax base supported service to the community.

- **Utility Supported Debt:** This type of debt is associated with capital infrastructure used to provide utility services to the community (water, sewer, stormwater and solid waste management).
- **Development Supported Debt:** This type of debt is associated with capital infrastructure used to construct infrastructure growth and new development.
- **Net Operating Fund Revenue:** Total revenue in the general operating fund net of requisitions, internal transfers and utilities revenues.

Principles:

To maintain a sound debt position, the following principles will be incorporated into strategy, long-term plans and budgets.

- Debt financing will only be used for major capital projects.
- The cost of financing Town vehicles and small equipment will be funded through the tax base/reserves and will not be financed with debt.
- The Town's operational needs will not be financed with the use of debt.
- Diversification in debt financing will be considered if favorable rates are obtained and the structure of the debt instrument is advantageous.
- Adherence will be maintained to the MGA including debt limitations, bylaw procedures for the issuance of debentures and requirements to raise tax dollars to cover annual debt servicing.
- Long term capital planning will be used to project and plan for the use of debt financing and self-imposed debt limits will be adhered to.
- Debt terms will not exceed twenty-five (75%) percent of the useful life of the asset and will not exceed twenty (20) years unless other compelling factors make it necessary to extend beyond that period of time. Debt terms associated with roadways will not exceed fifteen (15) years.
- Debt will be managed within three distinct categories: tax supported, utility supported, and development supported.

Procedure:

Self-Imposed Debt Limits: Establishment and adherence to self-imposed debt limits is critical to ensure responsible use of debt financing. These limits are much more restrictive than provincially imposed limits and help to ensure reasonable levels of revenue requirements to pay for the debt.

1. **Tax Supported Debt Limit:** The cost of this type of financing (principal and interest) is to be recovered through tax revenue.
 - a. Total tax supported debt payments in the general operating budget will not exceed ten (10%) percent of the net operating fund revenue.
2. **Utility Supported Debt Limit:** The cost of this type of financing (principal and interest) is to be recovered through utility rates.
 - a. Total utility supported debt payments in the utility budget will not exceed ten (10%) percent of revenues generated through the utility rate structure.
3. **Development Supported Debt Limit:** The cost of this type of financing (principal and interest) is to be recovered through land sales.
 - a. Growth and development debt financing should not exceed fifty (50%) percent of the projected capital budget cost.

Ongoing Monitoring: The Town is committed to ongoing monitoring and periodic review of this policy and related procedures as determined by the Director of Finance.

Further Information:

For further information regarding this Policy, please contact the department identified in the title bar under Administered By.

CAO – Town of Fort Macleod