

Council Package

January 26, 2021



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**AGENDA
TOWN OF LAMONT
REGULAR MEETING OF COUNCIL
January 26, 2021**

1. CALL TO ORDER AND RELATED BUSINESS

1.1. CALL TO ORDER

1.2. ADOPTION OF AGENDA

1.3. PUBLIC HEARING

1.3.1. Bylaw 08/20, Land Use Bylaw Text Amendments

1.4. DECLARATION OF PECUNIARY INTEREST

1.5. ADOPTION OF MINUTES

1.5.1. January 12, 2021 Minutes

1.5.2. October 19, 2020 Parks and Recreation Committee Meeting Minutes

2. CLOSED SESSION

3. DELEGATIONS

3.1. MOTION FOR ACCEPTANCE OF DELEGATION

4. CORRESPONDENCE

5. NEW BUSINESS

5.1. Bylaw 08/20, Land Use Bylaw Amendments 2ND & 3RD Readings

5.2. 2021 Federal Census

5.3. Lamont Curling Club Request

5.4. Lamont Arena Closure

6. REPORTS

6.1. Mayor & Council

7. NOTICES OF MOTION

8. ADJOURNMENT



TOWN OF LAMONT COUNCIL MEETING

BRIEFING NOTE

AGENDA ITEM: 1.3.1

PUBLIC HEARING
January 26, 2021

ITEM DESCRIPTION OR TITLE

Public Hearing
Bylaw 08/20 Land Use Bylaw Text Amendments to Land Use Bylaw 06/17

BACKGROUND

On November 24, 2020 Council gave first reading to Bylaw 08/20, as attached, and authorized the required Public Hearing for January 26, 2021.

Land Use Bylaw 08/20 addresses changes to Land Use Bylaw 06/17 necessitated as a result of amendments to the Municipal Government Act, such as development application timelines, approval notification timelines, and timelines to file appeals with the Subdivision and Development Appeal Board.

In addition, Administration has recommended additional amendments to the Land Use Bylaw. Additional amendments include:

- increasing the residential density in the residential districts by allowing backyard suites in the rear yard of single-family lots;
- by increasing the residential density in the C1 and C2 districts by allowing mixed use developments which would allow a combination of residential dwellings above or behind commercial businesses;
- to allow for storage containers (sea cans) to be located within commercial and industrial districts;
- to allow for modular homes in the R1 Residential district;
- to provide new definitions; and
- to provide clarification to a number of existing regulations.

Previous Council Direction:

- June 23, 2020 Council Meeting- Proposed Amendments to Land Use Bylaw were introduced
- November 24, 2020 Council Meeting- Bylaw 08/20 received 1st reading



TOWN OF LAMONT COUNCIL MEETING

BRIEFING NOTE

Public Notice:

- Newspaper advertisements were placed in the January 13 & January 26 editions of the Lamont Leader.
- Website
- Facebook

At the time of the of this report, no submission were received providing input to these amendments.

POLICY AND/OR LEGISLATIVE REFERENCES

MGA Sections 606 & 692

ATTACHMENTS

1. Bylaw 08/20, Land Use Bylaw Amendment
2. Summary – 2020 Land Use Bylaw Amendments
3. Public Hearing Process

Report Prepared By: Laraine Stuart, Development Officer

Approved by CAO:



Town of Lamont

A BYLAW OF THE TOWN OF LAMONT
IN THE PROVINCE OF ALBERTA

BYLAW 08/20

BEING A BYLAW OF THE TOWN OF LAMONT FOR THE PURPOSE OF
AMENDING BYLAW NO. 06/17, BEING THE LAND USE BYLAW.

WHEREAS the Council of the Town of Lamont deems it advisable to amend the Land Use Bylaw;

NOW THEREFORE, the Council of the Town of Lamont, duly assembled, pursuant to the authority conferred upon it by the *Municipal Government Act, R.S.A. 2000, C. M-26*, and amendments thereto, enacts as follows:

1. That Bylaw 06/17 be amended as follows:

a) **PART 2 – Administration, Procedures and Enforcement**

2.4.1 Delete: Residential Manufactured Home
Insert: Residential Modular Home

2.6.7 Delete

Insert:

2.6.7 At the discretion of the Development Authority, the applicant for an application to amend the Land Use District Map may be required to post a notification sign on the lot or site within fourteen (14) days of an application being deemed complete. Proof of the notification sign being posted on the lot or site in accordance with the above shall be provided upon placement of the sign.

All required notification signs shall:

- a) have a sign face of at least 1.2m by 1.2m;
- b) be approved by the Town for form and content prior to installation;
- c) indicate the present Land Use District, proposed Land Use District, and a general description of the proposed uses that could be developed under the proposed Land Use District;
- d) provide the Town contact phone number;
- e) be placed inside the property line in a location clearly visible from the road;
- f) be in place until the Public Hearing is completed or the application is abandoned; and
- g) be removed within seven (7) days of the completion of the Public Hearing or abandonment of the application.



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b) Development Applications and Process

Insert :

3.1 Development Applications

- 3.1.1 A development authority must, within twenty (20) days after the receipt of an application for a development permit, determine whether the application is complete. The application is deemed complete when it contains the documents and other information necessary to review the application.
- a) The time period may be extended by an agreement in writing between the applicant and the development authority.
- 3.1.2 If the development authority does not make a determination on completeness within the time required in 3.1.1 the application is deemed to be complete.
- 3.1.3 If the Development Authority determines the application is complete the development authority must issue to the applicant an acknowledgement that the application is complete.
- 3.1.4 If the Development Authority determines that the application is incomplete the Development Authority must issue to the applicant a notice that the application is incomplete and that any outstanding documents and information referred to in the notice must be submitted by a date set out in the notice or a later date agreed on between the applicant and the development authority in order for the application to be considered complete.
- a) If the applicant fails to submit all the outstanding information and documents on or before the date referred to in 3.1.4 the application is deemed to be refused. Section 3.9.8 does not apply in this circumstance.
- b) If the applicant submits all the outstanding information and documents within the time frame stipulated and the Development Authority determines the information is complete, the Development Authority must issue to the applicant an acknowledgement in the form and manner provided for in the land use bylaw that the application is complete.
- 3.1.5 Notwithstanding 3.1.3 and 3.1.4 b) the Development Authority may request additional information or documentation from the applicant that the development authority considers necessary to review the application.
- 3.2.3c) Delete: ... "other than telecommunication systems or works"
- 3.8.1 Delete: "Within five (5) days after a decision on a development permit application,"
- Insert: "On the date on which the written decision was issued,"
- 3.8.2 Delete: "...within five (5) days"
- Insert: "on the date on which the written decision was issued"



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3.8.3 Delete: "Within five (5) days after granting a variance,"

Insert: "On the date on which a variance was granted"

3.13.3 Delete: "fourteen (14)"

Insert: "twenty-one (21)"

3.13.4 Delete: "fourteen (14)"

Insert: "twenty-one (21)"

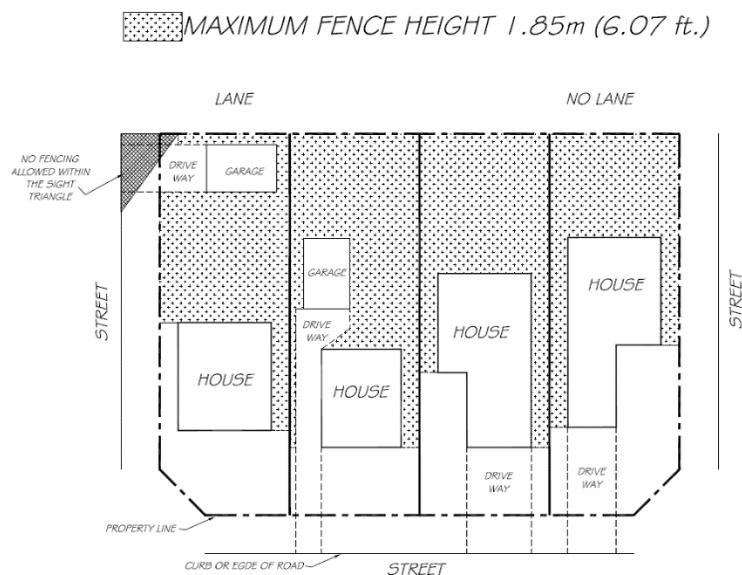
c) Part 4 – General Regulations

Insert :

4.8.4 The Development Authority shall not issue a development permit if it would result in a permanent dwelling or public facility, as defined by the Alberta Energy Regulator (AER), being located within 100m of a gas or oil well or within a lesser distance approved in writing by the AER. This does not include an abandoned well site.

4.8.5 The Development Authority shall not issue a development permit for a school, hospital, food establishment or residence within 300m of the working area of an operating wastewater treatment plant nor may a school, hospital, food establishment or residence be constructed if the building site is within 300m of the working area of an operating wastewater treatment plant.

4.9 Section 4.9 Fence Diagram



Amend:

4.11.4 d) Delete: R5 – Residential Manufactured Home District

Insert: R5 – Residential Modular Home District

4.16.5a) Delete: "patios"

Insert: "decks (or patios), greater than 0.6m in height"



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4.16.5b) Delete: “decks up to a maximum of:”

Insert: “decks, greater than 0.6m in height, up to a maximum of:”

4.20 Delete entire section

Storage Pod

4.20.1 Unless exempted by Section 3.4.17 a development permit for a storage pod, permanent or temporary, is required in all districts.

4.20.2 A storage pod as an accessory structure to an approved use may be considered in the M1 District and shall comply with the regulations of the district.

4.20.3 A storage pod may be placed temporarily on a multi residential, commercial, industrial or public service site for purposes of storage of equipment and materials. A valid development and building permit for the proposed new use must be issued for the site. The siting of the storage pods must comply with the setback regulations of the applicable district.

Insert:

Storage Container (Sea Can)

4.20.1 Unless exempt by Section 3.4.17 a development permit for a storage container, permanent or temporary, is required in all districts.

4.20.2 Unless exempt by Section 3.4.17 a storage container shall not be permitted to locate in a residential district.

4.20.3 A storage container as an accessory structure to an approved use shall comply with the regulations of the district.

4.20.4 At the discretion of the Development Authority the exterior finish and treatment of a storage container shall comply with the building design standards identified in Section 4.6.

4.20.5 A storage container may be placed temporarily on a multi residential, commercial, industrial or public service site for purposes of storage of equipment and materials. A valid development and building permit for the proposed new use must be issued for the site. The siting of the storage containers must comply with the setback regulations of the applicable district.

4.20.6 The siting and location of a proposed storage container shall be at the discretion, and to the satisfaction, of the Development Authority.

d) PART 5 – Specific Use Regulations

Insert:

5.7 Dwelling, Backyard Suite

5.7.1 A backyard suite contains two (2) or more rooms used or designed to be used as a residence by one (1) or more persons.

5.7.2 Contains kitchen, living, sleeping and sanitary facilities.



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- 5.7.3 Is located in a detached accessory building located in the rear yard.
- 5.7.4 May be attached to an accessory building.
- 5.7.5 Is considered accessory and secondary to the principal use of a single detached dwelling
- 5.7.6 Must be located on the same parcel as a single detached dwelling.
- 5.7.7 A backyard suite shall not be located on the same parcel as a duplex or semi-detached or multi-attached dwelling.
- 5.7.8 A backyard suite and a secondary suite shall not be located on the same parcel.
- 5.7.9 A backyard suite shall provide one (1) gravelled parking space on-site which shall be accessed from the rear lane
- 5.7.10 A backyard suite shall only be allowed on a lot with rear lane access.

5.8 Dwelling, Single – Modular Home (Ready to Move)

- 5.8.1 Modular homes must comply to the CSA A277 standard and must comply with the applicable district regulations of the Land Use Bylaw.
- 5.8.2 Modular homes must comply with the following architectural guidelines:
 - a) the height of the main floor above grade shall be consistent with the height of the main floor of dwelling units in the immediate and general area.
 - b) The roof pitch, style, and features, such as gables shall be consistent with the roofs of dwelling units in the immediate and general area.
 - c) The roof overhang/eaves shall be a minimum of 30 cm (12") from the surface of each wall.
 - d) The design of each modular dwelling unit shall ensure the side facing the street on which the home fronts contains a prominently placed 'front door' and windows in quantity and size that are consistent with dwelling units in the immediate area.
 - e) The foundations must comply with the same building code requirements as on-site built homes.
 - f) Skirting enclosures shall be parged or finished similarly in appearance to that customarily found on basements of other detached dwellings in the immediate and general area.
 - g) The modular home shall be a minimum of 20 feet in width or wider.



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Delete:

5.15.5 Where a Surveillance Suite is not part of the principal building; it shall be sited in accordance with the following:

- a) A minimum of 2.0 m from any Buildings; and
- b) A minimum of 2.0 m from rear and side Site boundaries; and
- c) No closer to the front Site boundary than the front line of the Principal Building.

Insert:

5.15.5 Where a Surveillance Suite is not part of the principal building it shall be sited in accordance with the setback regulations of the applicable district.

Delete:

5.15.6 When the Surveillance Suite is a Manufactured Home the unit shall comply with the Alberta Building Code, with proof submitted as part of the application. The Manufactured Home shall be secured to a foundation and properly skirted to the satisfaction of the Development Officer.

Insert:

5.15.6 The form of surveillance site shall comply with the Alberta Building Code, with proof submitted as part of the application.

e) PART 6 - Parking and Loading

6.5 Residential Parking Requirements Table

Insert: 'Backyard Suite' with Surveillance Suite Use

f) PART 7 – Land Use Districts

7.1.2 Insert new permitted use: Backyard Suite and Dwelling, Single – Modular Home*

7.1.4 Delete heading: "Development Regulations – Principal Building

Insert heading: Development Regulations – Dwelling Single and Dwelling Single – Modular*

Insert:

7.1.6 Development Regulations – Accessory Building - Backyard Suite

- a) A backyard suite may be sited above a garage, physically connected to the side of a garage or developed as a separate accessory building.
- b) The maximum gross floor area for a backyard suite shall be 46m².
- c) The maximum gross floor area for all accessory buildings on-site shall be 108m².



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- d) The rear yard setback where a backyard suite is located above the garage is 6.0m.
- e) The rear yard setback is 1.5m for that portion of the building used as a backyard suite.
- f) The sideyard setback is 1.2m for any portion of the building used as a backyard suite.
- g) The maximum height of the structure where the suite is a stand-alone building shall be 4.5m.
- h) A minimum 5.0m separation distance is required between the principal dwelling and any portion of the building used as a backyard suite.
- i) A backyard suite must have a private amenity space that is located outdoor and has a minimum of 7.5m² with no dimension less than 1.5m.
- j) A minimum of one (1) parking stall shall be provided on-site for the backyard suite accessed from the lane.
- k) A backyard suite shall not be permitted on a lot with no rear lane access or in a laneless subdivision.
- l) The maximum height of the structure where the basement suite is located above a garage shall be 7.5m sloping down to the height of structures on the neighboring property.

7.2.2 Insert new permitted uses:

Dwelling, Single – Modular Home*
 Insert new discretionary use: Backyard Suite*

Amend:

7.2.4 Delete heading: Development Regulations – Principal Building
 Insert new heading: Development Regulations – Dwelling Single and Dwelling Single – Modular*

Insert:

7.2.8 Development Regulations - Accessory Building Backyard Suite

- a) The development regulations of Section 7.1.6 shall apply to a backyard suite.

Amend:

7.3.2 Insert new discretionary use: Dwelling, Single – Modular Home*

7.3.7 Delete heading: Development Regulations – Single Dwelling

Insert new heading: Development Regulations – Dwelling Single and Dwelling Single, Modular

7.5 Delete heading: R5 – Residential Manufactured Home
 Insert new heading: R5 – Residential Modular Home

7.5.1 Delete: “manufactured” and insert “modular”



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7.5.2 Delete from permitted use: “Manufactured Home”
 Insert new permitted use: Dwelling, Single – Modular Home
 Delete from discretionary use: Dwelling, Single (Modular Home only)

7.5.4 Delete heading: Development Regulations – Principal Building
 Insert heading: Development Regulations – Dwelling Single, Modular

Delete entire section:

7.5.4

- a) The maximum height shall be 5.0 m or one (1) story, whichever is less
- b) The minimum setback from the front lot line shall be 4.5m;
- c) The minimum setback from a lot line that abuts a flanking road shall be 4.5m;
- d) The minimum sideyard setback to the side of a manufactured home where there is no door on the side of the dwelling shall be 1.5 m;
- e) The minimum sideyard setback to the side of a manufactured home where there is a door on the side of the dwelling shall be 1.5m;
- f) Where a vehicle door of a garage faces a lane or road, the minimum setback from a lot line shall be 6.0m.

Insert:

7.5.4

- a) The minimum width of the dwelling shall be 6.0m.
- b) The maximum height shall be 6.0m.
- c) The minimum setback from the front lot line shall be 6.0m.
- d) The minimum flanking yard setback shall be 4.5m.
- e) The minimum sideyard setback to the side of a modular home where there is no door on the side of the dwelling shall be 1.2m.
- f) The minimum sideyard setback to the side of a modular home where there is a door on the side of the dwelling shall be 1.5m.
- g) The minimum rear yard setback shall be 7.5m or 5.5m if a corner lot.
- h) Where a vehicle door of a garage faces a lane or road, the minimum setback from a lot line shall be 6.0m.

7.5.5 Delete



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7.5.8 Delete

Insert new:

7.5.8 Architectural Regulations

- a) Modular homes must comply to the CSA A277 standard and must comply with the district regulations of Section 7.5. Proof of this standard shall be submitted with the development permit application
- b) Modular homes must comply with the following architectural guidelines:
 - The height of the main floor above grade shall be consistent with the height of the main floor of dwelling units in the surrounding residential area
 - The roof pitch, style, and features, such as gables shall be consistent with the roofs of dwelling units in the surrounding residential area
 - The roof overhang/eaves shall be a minimum of 30cm from the surface of each wall
 - The foundations must comply with the same building code requirements as on-site built homes
 - Skirting enclosures shall be parged or finished similarly in appearance to that customarily found on basements of other detached dwellings in the surrounding residential area
 - A minimum of two (2) parking spaces shall be provided on each lot. Each parking space to be a minimum of 3m wide by 5.5m in depth.

7.9.2 Delete permitted use: “Manufactured Home Sales”
 Insert permitted use: “Modular Home Sales”

7.13.2 Insert new discretionary use: Dwelling, Single – Modular Home*

g) Part 9 - Definitions

Dwelling, Single Detached

Delete: means development consisting of a detached building containing one dwelling unit, except where a secondary suite may be considered in accordance with this Bylaw. This includes modular homes that conform to the Alberta Building Code, but not a manufactured home or a park model trailer.

Insert: means development consisting of a detached building containing one (1) dwelling unit, except where a secondary suite may be considered in accordance with this Bylaw. This includes modular homes that comply with the CSA A277 standard and subject to compliance with the regulations of the district and architectural requirements. This does not include Tiny Homes.



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Dwelling, Backyard Suite

Insert New Use Definition - **Dwelling, Backyard Suite** means an accessory use on the same lot as the principal dwelling, which is either a separate one (1) story building having no garage component, or a suite above an accessory (garage) building or to the rear of an accessory building (at grade), or a suite within an accessory building. A backyard suite has cooking, food preparation, sleeping and sanitary facilities which are separate from those in the principal dwelling. The ground floor area of a backyard suite forms part of the total accessory ground floor area allowed in the district. This may include a Tiny Home, which is constructed in accordance with the Alberta Building Code, but does not include a Park Model, a Recreational Vehicle Dwelling, or a secondary suite.

Dwelling, Tiny Home

Insert New Use Definition – **Dwelling, Tiny Home** means a development consisting of a detached building containing one (1) dwelling unit of less than 400 sq ft in size. All land use bylaw regulations, and safety requirements, including building and fire codes must be met. These permits and codes include a provision that to be permanently occupied, the structure must be built on a permanent foundation and be fully serviced with utilities such as water and sewer lines. A tiny home shall only be considered if a Dwelling, Backyard Suite is a listed use in the land use district.

Manufactured Home Park

Delete General Definition – **Manufactured Home Park**

Manufactured Home (Mobile Home)

Insert General Definition – **Manufactured Home (Mobile Home)** means a one-storey building, single dwelling unit only, constructed in a factory in one (1) or more modules in conformance with CSA Z240 MH Series and is ready for occupancy on completion of installation on a foundation, connection of services and other set-up in accordance with the manufacturer's installation instructions. Since 1992, any home constructed to this standard cannot be sited in Alberta.

Manufactured Home Subdivision

Delete General Definition – **Manufactured Home Subdivision.**

Modular Home Subdivision

Insert General Definition – **Modular Home Subdivision** means an area subdivided by registered plan into individual lots and districted R5 – Residential Modular Home District under this Bylaw.

Modular Home

Delete General Definition – **Modular Home**

Insert General Definition – **Modular Home** means a building providing a single dwelling unit only, constructed in a factory in on or more modules in accordance with the provincially adopted National Building Code/regulation (CSA A277) and is ready for occupancy on completion of installation on a foundation, connection of services and other set up in accordance with the manufacturer's installation instructions, the Alberta Building Code and the regulations of the Land Use Bylaw.

Manufactured Home

Delete Use Definition – **Manufactured Home**



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Manufactured Home Sales

Delete Use Definition – **Manufactured Home Sales**

Mixed Use Development

Insert Use Definition - **Mixed Use Development** means a multi-storey building containing a dwelling unit in combination with a commercial use on the same site. The composition of uses will be those uses listed in the district located on the ground floor with residential units above. In these developments, residential uses shall not be on the same floor as commercial uses and shall not be on the ground floor.

Modular Home Sales and Manufacture

Insert Use Definition – **Modular Home Sales and Manufacture** means the sale and manufacture of modular housing in a factory-controlled environment and then brought to the building site for installation and finishing.

Storage Pod

Delete General Definition – **Storage Pod**

Storage Container (Sea Can)

Insert General Definition – **Storage Container (Sea Can)** means a rectangular metal container used as an accessory use for storage purposes.

Surveillance Suite

Delete Use Definition – **Surveillance Suite**

Insert Use Definition – **Surveillance Suite** means a temporary modular dwelling used solely to accommodate a person or persons related as family, or an employee, whose function is to provide surveillance, maintenance and/or security for a development. The surveillance suite shall form part of the development with which it is associated and clearly be an accessory use of the site on which it is located. This may include a Tiny home.

General

- 2. That this Bylaw shall come into force and take effect upon the date of third reading.

READ A **FIRST** TIME THIS 24th DAY OF NOVEMBER, 2020.

"Original Signed" _____ "Original Signed" _____
Mayor Chief Administrative Officer

READ A **SECOND** TIME THIS _____ DAY OF _____, 20_____.

Mayor Chief Administrative Officer

READ A **THIRD** TIME THIS _____ DAY OF _____, 20_____ .

Mayor Chief Administrative Officer

Summary
2020 Land Use Bylaw Amendments

Section	Existing	Proposed	Rationale
Section 2.4.1	Residential Manufactured Home	<i>Residential Modular Home</i>	Manufactured housing is no longer an accepted term to define factory-built dwellings.
Section 2.6.7	<p>The applicant for an application to amend the Land Use District Map shall post a notification sign on the lot or site within fourteen (14) days of an application being deemed complete. Proof of the notification sign being posted on the lot or site in accordance with the above shall be provided upon placement of the sign.</p> <p style="text-align: center;">All required notification signs shall:</p> <ul style="list-style-type: none"> a) have a sign face of at least 1.2 m by 1.2 m; b) be in a format with lettering size approved by the Town; c) indicate the present Land Use District, proposed Land Use District, and a general description of the proposed uses that could be developed under the proposed Land Use District; d) include the maximum proposed area, height, density and floor area ratio, if applicable; e) provide the Town contact phone number; f) be placed inside the property line in a location clearly visible from the road; 	<p><i>At the discretion of the Development Authority, the applicant for an application to amend the Land Use District Map may be required to post a notification sign on the lot or site within fourteen (14) days of an application being deemed complete. Proof of the notification sign being posted on the lot or site in accordance with the above shall be provided upon placement of the sign.</i></p> <p style="text-align: center;"><i>All required notification signs shall:</i></p> <ul style="list-style-type: none"> <i>a) have a sign face of at least 1.2 m by 1.2 m;</i> <i>b) be approved by the Town for form and content prior to installation;</i> <i>c) indicate the present Land Use District, proposed Land Use District, and a general description of the proposed uses that could be developed under the proposed Land Use District;</i> <i>d) provide the Town contact phone number;</i> <i>e) be placed inside the property line in a location clearly visible from the road;</i> 	The existing requirements are too onerous for the size of community

	<p>g) not interfere with pedestrian or vehicular traffic, or obstruct visibility from a road, lane or access;</p> <p>h) be capable of withstanding weather conditions, and be installed in a sound manner and maintained so it remains readable;</p> <p>i) be in place until the Public Hearing is completed or the application is abandoned; and</p> <p>j) be removed within seven (7) days of the completion of the Public Hearing or abandonment of the application.</p>	<p>f) <i>be in place until the Public Hearing is completed or the application is abandoned; and</i></p> <p>g) <i>be removed within seven (7) days of the completion of the Public Hearing or abandonment of the application.</i></p>	
<p>Section 3.1 New</p>	<p>Existing: A new section of development application timelines must be added to comply with the modified MGA requirements</p>	<p><i>3.1 Development Applications</i></p> <p><i>3.1.1 A development authority must, within 20 days after the receipt of an application for a development permit, determine whether the application is complete. The application is deemed complete when it contains the documents and other information necessary to review the application.</i></p> <p><i>a) The time period may be extended by an agreement in writing between the applicant and the development authority.</i></p> <p><i>3.1.2 If the development authority does not make a determination on completeness within the time required in 3.1.1 the application is deemed to be complete.</i></p> <p><i>3.1.3 If the Development Authority determines the application is complete the development authority must issue to the applicant an acknowledgement that the application is complete.</i></p> <p><i>3.1.4 If the development authority determines that the application is incomplete the development authority must issue to the applicant a notice that the application is incomplete and that any outstanding documents and information referred to in the notice must be submitted by a date set out in the notice or a later date</i></p>	<p>Must comply with the MGA requirements</p>

		<p><i>agreed on between the applicant and the development authority in order for the application to be considered complete.</i></p> <p>a) <i>If the applicant fails to submit all the outstanding information and documents on or before the date referred to in 3.1.4 the application is deemed to be refused. Section 3.10.8 does not apply in this circumstance.</i></p> <p>b) <i>If the applicant submits all the outstanding information and documents within the time frame stipulated and the development authority determines the information is complete, the development authority must issue to the applicant an acknowledgement in the form and manner provided for in the land use bylaw that the application is complete.</i></p> <p>3.1.5 <i>Notwithstanding 3.1.3 and 3.1.4 b) the development authority may request additional information or documentation from the applicant that the development authority considers necessary to review the application.</i></p>	
Section 3.2.3c)	To install or pay for the installation of public utilities, other than telecommunications systems or works, that are necessary to serve the development	Delete <i>'other than telecommunication systems or works'</i>	These should not be exempted as they are part of public utilities
Section 3.8.1	Within five (5) days after a decision on a development permit application....	Delete <i>' Within five (5) days after a decision on a development permit application'</i> and insert <i>' On the date on which the written decision was issued'...</i>	The MGA requires that the decision must be given or sent on the same day as the written decision is issued
Section 3.8.2	... <i>'within five (5) days after approving a discretionary use...'</i>	Delete <i>'within five (5) days'</i> and insert <i>'on the date on which the written decision was issued'</i>	The MGA requires that the decision must be given or sent

			on the same day as the written decision was issued
Section 3.8.3	'Within five (5) days.....'	Delete 'Within five (5) days after granting a variance' and insert 'on the date on which a variance was granted'...	The MGA requires that the decision must be given or sent on the same day as the written decision was issued
Section 13.3.3	'...to the Subdivision and Development Appeal Board within fourteen (14) days...'	Delete 'fourteen (14)' and Insert twenty-one (21)'	Must comply with MGA requirements
Section 13.3.4	"...within fourteen (14) days...."	Delete 'fourteen (14) and insert twenty-one (21)'	Must comply with MGA requirements
Section 4.8.4	New section on Gas and Oil well	The Development Authority shall not issue a development permit if it would result in a permanent dwelling or public facility, as defined by the AER, being located within 100m of a gas or oil well or within a lessor distance approved in writing by the AER. This does not include an abandoned well site.	Identifies setbacks as per the Sub. And Development Regulations
Section 4.8.5	New section on Wastewater Treatment	The Development Authority shall not issue a development permit for a school, hospital, food establishment or residence within 300m of the working area of an operating wastewater treatment plan nor may a school, hospital, food establishment or residence be constructed if the building site is within 300m of the working area of an operating wastewater treatment plans	Identified setbacks as per the Sub. And Development Regulations
Section 4.9		Add a new fence diagram to clarify fence regulations	Clarification
Section 4.11.4d	R5 - Residential Manufactured Home District	Delete 'Manufactured' and Insert "Modular"	Clarification
Section 4.16.5a	'patios up to a maximum of 2.0m into a required yard...'	Delete 'patios' and insert 'decks (or patios) less than 0.6m in height	Clarification that both decks and patios can project into yards
Section 4.16.5b	'decks up to a maximum of:'	Amend to 'decks, greater than 0.6m in height, up to a maximum of:'	Clarification
Section 4.20	Storage Pod 4.20.1 Unless exempted by Section 3.4.17 a development permit for a storage pod, permanent or temporary, is required in all districts. 4.20.2 A storage pod as an accessory structure to an approved use may be considered in the M1 District and shall comply with the regulations	Delete entire section and add new: Storage Container (Sea Can) 4.20.1 Unless exempted by Section 3.4.17 a development permit for a storage container, permanent or temporary, is required in all districts. 4.20.2 Unless exempted by Section 3.4.17 a storage container shall not be permitted to locate in a residential district.	Clarification and allowing storage containers to be located in all districts except residential.

	<p>of the district.</p> <p>4.20.3 A storage pod may be placed temporarily on a multi residential, commercial, industrial or public service site for purposes of storage of equipment and materials. A valid development and building permit for the proposed new use must be issued for the site. The siting of the storage pods must comply with the setback regulations of the applicable district.</p>	<p>4.20.3 A storage container as an accessory structure to an approved use shall comply with the regulations of the district.</p> <p>4.20.4 At the discretion of the Development Authority the exterior finish and treatment of a storage container shall comply with the building design standards identified in Section 4.6.</p> <p>4.20.5 A storage container may be placed temporarily on a multi residential, commercial, industrial or public service site for purposes of storage of equipment and materials. A valid development and building permit for the proposed new use must be issued for the site. The siting of the storage containers must comply with the setback regulations of the applicable district.</p> <p>4.20.6 The siting and location of a proposed storage container shall be at the discretion, and to the satisfaction, of the Development Authority.</p>	
Section 5.8 New	New section on Dwelling, Backyard Suite	<p>Insert the following:</p> <p><i>Dwelling, Backyard Suite</i></p> <p>5.8.1 A backyard suite contains two or more rooms used or designed to be used as a residence by one or more persons.</p> <p>5.8.2 Contains kitchen, living, sleeping and sanitary facilities.</p> <p>5.8.3 Is located in a detached accessory building located in the rear yard..</p> <p>5.8.4 May be attached to an accessory building</p> <p>5.8.5 Is considered accessory and secondary to the principal use of a single detached dwelling</p> <p>5.8.6 Must be located on the same parcel as a single detached dwelling.</p> <p>5.8.7 A backyard suite shall not be located on the same parcel as a duplex or semi-detached or multi-attached dwelling.</p> <p>5.8.7 A backyard suite and a secondary suite shall not be located on the same parcel.</p> <p>5.8.8 A backyard suite shall provide one (1) gravelled parking space on-site which shall be accessed from the rear lane</p> <p>5.8.9 A backyard suite shall only be allowed on a lot with rear lane access.</p>	
Section 5.9 New	New section on Dwelling, Single - Modular Home	<p>5.9 Dwelling, Single – Modular Home (Ready to Move)</p> <p>5.9.1 Modular homes must comply to the CSA A277 standard and must comply with the applicable district regulations of the Land Use Bylaw.</p>	New section to allow modular homes to be sited on residential district lots

		<p>5.9.2 <i>Modular homes must comply with the following architectural guidelines:</i></p> <ul style="list-style-type: none"> a) <i>the height of the main floor above grade shall be consistent with the height of the main floor of dwelling units in the immediate and general area.</i> b) <i>The roof pitch, style, and features, such as gables shall be consistent with the roofs of dwelling units in the immediate and general area.</i> c) <i>The roof overhang/eaves shall be a minimum of 30cm from the surface of each wall.</i> d) <i>The design of each modular dwelling unit shall ensure the side facing the street on which the home fronts contains a prominently placed 'front door' and windows in quantity and size that are consistent with dwelling units in the immediate area.</i> e) <i>The foundations must comply with the same building code requirements as on-site built homes.</i> f) <i>Skirting enclosures shall be parged or finished similarly in appearance to that customarily found on basements of other detached dwellings in the immediate and general area.</i> g) <i>The modular home shall be a minimum of 20 feet in width or wider.</i> 	
<p>Section 5.15.5</p>	<p>Where a Surveillance Suite is not part of the principal building; it shall be sited in accordance with the following:</p> <ul style="list-style-type: none"> a) A minimum of 2.0 m from any Buildings; 	<p><i>Delete and insert:</i></p> <p><i>Where a Surveillance Suite is not part of the principal building it shall be sited in accordance with the setback regulations of the applicable district.</i></p>	<p>Clarification</p>

	<p>b) A minimum of 2.0 m from rear and side Site boundaries; and</p> <p>c) No closer to the front Site boundary than the front line of the Principal Building.</p>		
Section 5.15.6	When the Surveillance Suite is a Manufactured Home the unit shall comply with the Alberta Building Code, with proof submitted as part of the application. The Manufactured Home shall be secured to a foundation and properly skirted to the satisfaction of the Development Officer	<p><i>Delete and insert:</i></p> <p><i>The form of surveillance suite shall comply with the Alberta Building Code, with proof submitted as part of the application</i></p>	Clarification
Section 6.5 Table	Surveillance Suite	<i>Add: Backyard Suite and residential component of Mixed-Use Commercial Development</i>	Add Backyard suite to the parking requirements table
Section 7.1.2	Add new permitted uses	<i>Add: Dwelling, Single – Modular Home* and Backyard Suite*</i>	To allow for modular homes and backyard suites in the R1 residential district
Section 7.1.4	Development Regulations – Principal Building (Heading)	<i>Change to: Development Regulations – Dwelling Single and Dwelling Single – Modular</i>	Change in heading to include Modular
Section 7.1.6 New	Add new regulations for Backyard Suites	<p><i>Development Regulations – Accessory Building - Backyard Suite</i></p> <p>a) <i>A Backyard Suite may be sited above a garage, physically connected to the side of a garage or developed as a separate accessory building.</i></p> <p>b) <i>The maximum gross floor area for a backyard suite shall be 46m².</i></p> <p>c) <i>The maximum gross floor area for all accessory buildings on-site shall be 108m².</i></p> <p>d) <i>The rear yard setback where a backyard suite is located above the garage is 6.0m.</i></p> <p>e) <i>The rear yard setback is 1.5m for that portion of the building used as a backyard suite.</i></p> <p>f) <i>The sideyard setback is 1.2m for any portion of the building used as a backyard suite.</i></p> <p>g) <i>The maximum height of the structure where the suite is a stand-alone building shall be 4.5m.</i></p>	New regulations to allow for backyard suites

		<p>h) A minimum 5.0m separation distance is required between the principal dwelling and any portion of the building used as a backyard suite.</p> <p>i) A backyard suite must have a private amenity space that is located outdoor and has a minimum of 7.5m² with no dimension less than 1.5m.</p> <p>j) A minimum of one (1) parking stall shall be provided on-site for the backyard suite accessed from the lane.</p> <p>k) A backyard suite shall not be permitted on a lot with no rear lane access or in a laneless subdivision.</p> <p>l) The maximum height of the structure where the basement suite is located above a garage shall be 7.5m sloping down to the height of structures on the neighboring property.</p>	
Section 7.2.2	Add new permitted use	Add: Dwelling, Single – Modular Home*	To allow for modular homes in residential districts
Section 7.2.2 New	Add new discretionary use	Add: Backyard Suite*	
Section 7.2.4	Development Regulations – Principal Building (Heading)	Change to: Development Regulations – Dwelling Single and Dwelling Single - Modular	Change in heading to include Modular
Section 7.2.8 New	Add new regulations for Backyard Suite	Development Regulations – Accessory Building - Backyard Suite a) The development regulations of Section 7.1.6 shall apply to a backyard suite.	
Section 7.3.2	Add new discretionary use	Add: Dwelling, Single – Modular Home*	To allow for modular homes in residential district
Section 7.3.7	Development Regulations – Single Dwellings (Heading)	Change to Development Regulations – Dwelling Single and Dwelling Single, Modular	Change in heading to include Modular
Section 7.5	R5 – Residential Manufactured Home (Heading)	Change to R5 – Residential Modular Home	Change to reflect appropriate housing product
Section 7.5.1	To provide primarily for ‘manufactured’ housing...	Delete ‘manufactured’ and insert ‘modular’	Change to correct term

Section 7.5.2	Permitted Use: Manufactured Home	<i>Delete from permitted use</i>	No longer an accepted housing form
Section 7.5.2	Discretionary Use: Dwelling, Single (Modular Home only)	<i>Move to permitted use: Dwelling, Single – Modular Home</i>	Change to correct term
Section 7.5.4	Development Regulations – Principal Building (Heading)	<i>Change to Development Regulations – Dwelling Single, Modular</i>	Change in Heading
Section 7.5.4	<p>Development Regulations – Principal Building</p> <p>a) The maximum height shall be 5.0 m or one (1) story, whichever is less</p> <p>b) The minimum setback from the front lot line shall be 4.5m;</p> <p>c) The minimum setback from a lot line that abuts a flanking road shall be 4.5m;</p> <p>d) The minimum sideyard setback to the side of a manufactured home where there is no door on the side of the dwelling shall be 1.5 m;</p> <p>e) The minimum sideyard setback to the side of a manufactured home where there is a door on the side of the dwelling shall be 1.5m;</p> <p>f) Where a vehicle door of a garage faces a lane or road, the minimum setback from a lot line shall be 6.0m.</p>	<p><i>Delete and Insert:</i></p> <p>Development Regulations – Dwelling Single, Modular</p> <p>a) <i>The minimum width of the dwelling shall be 6.0m</i></p> <p>b) <i>The maximum height shall be 6.0m</i></p> <p>c) <i>The minimum setback from the front lot line shall be 6.0m</i></p> <p>d) <i>The minimum flanking yard setback shall be 4.5m</i></p> <p>e) <i>The minimum sideyard setback to the side of a modular home where there is no door on the side of the dwelling shall be 1.2m</i></p> <p>f) <i>The minimum sideyard setback to the side of a modular home where there is a door on the side of the dwelling shall be 1.5</i></p> <p>g) <i>The minimum rear yard setback shall be 7.5m or 5.5m if a corner lot</i></p> <p>h) <i>Where a vehicle door of a garage faces a lane or road, the minimum setback from a lot line shall be 6.0m.</i></p>	Regulations amended to reflect average sizing of modular homes relative to size of lots; avg lot size 15m x 38m; avg bldg. size 6.1m x 22.5m
Section 7.5.5	Development Regulations – Single Dwelling	<i>Delete in its' entirety as single dwellings are no longer allowed on these lots</i>	Modular single dwellings are allowed
Section 7.5.8	New Section on architectural regulations for modular homes	<p><i>Insert:</i></p> <p>7.5.8 Architectural Regulations</p> <p>a) <i>Modular homes must comply to the CSA A277 standard and must comply with the district regulations of 7.5. Proof of this standard shall be submitted with the development permit application</i></p> <p>b) <i>Modular homes must comply with the following architectural guidelines:</i></p> <ul style="list-style-type: none"> - <i>The height of the main floor above grade shall be consistent with the height of the main floor of dwelling units in the surrounding residential area,</i> - <i>The roof pitch, style, and features, such as gables shall be consistent with the roofs of dwelling units in the surrounding residential area,</i> - <i>The roof overhang/eaves shall be a minimum of 30cm from the surface of each wall</i> 	Insert architectural regulations applicable to new modular homes

		<ul style="list-style-type: none"> - <i>The foundations must comply with the same building code requirements as on-site built homes</i> - <i>Skirting enclosures shall be parged or finished similarly in appearance to that customarily found on basements of other detached dwellings in the surrounding residential area</i> - <i>A minimum of two (2) parking spaces shall be provided on each lot. Each parking space to be a minimum of 3m wide by 5.5m in depth.</i> 	
Section 7.5.9	<p>Other Regulations</p> <ul style="list-style-type: none"> a) The manufactured home and all additions shall be considered as part of the principal building. b) Each manufactured home shall have an Alberta Manufactured Home label issued by the Province of Alberta. Proof of this shall be submitted with the development permit application for placement of a manufactured home on a site. c) Upon passage of this Bylaw, placement of manufactured homes older than five (5) years shall not be permitted. d) All accessory developments such as patios, porches, additions, skirting and storage facilities shall be factory-prefabricated units, or of an equivalent quality so that design and construction will complement the manufactured home. e) Structures or additions to a manufactured home shall have a foundation, structure and appearance equivalent to or better than that of the manufactured home and shall be provided with steps and landings to all entrances within 30 days of their development. f) The undercarriage of each manufactured home shall be suitably enclosed from view by skirting or such other means satisfactory to the Development Authority, within 30 days of placement of the manufactured home. Axles, wheels and trailer hitches shall be removed where they are not part of the frame. Where a hitch cannot be removed, it shall be skirted or covered from view. g) Each manufactured home must be placed upon a foundation of concrete blocks, poured concrete or a series of piers as approved by the Development Authority. 	<p><i>Delete as new regulations inserted under Architectural Regulations</i></p> <ul style="list-style-type: none"> a) <i>The manufactured home and all additions shall be considered as part of the principal building.</i> b) <i>Each manufactured home shall have an Alberta Manufactured Home label issued by the Province of Alberta. Proof of this shall be submitted with the development permit application for placement of a manufactured home on a site.</i> c) <i>Upon passage of this Bylaw, placement of manufactured homes older than five (5) years shall not be permitted.</i> d) <i>All accessory developments such as patios, porches, additions, skirting and storage facilities shall be factory-prefabricated units, or of an equivalent quality so that design and construction will complement the manufactured home.</i> e) <i>Structures or additions to a manufactured home shall have a foundation, structure and appearance equivalent to or better than that of the manufactured home and shall be provided with steps and landings to all entrances within 30 days of their development.</i> f) <i>The undercarriage of each manufactured home shall be suitably enclosed from view by skirting or such other means satisfactory to the Development Authority, within 30 days of placement of the manufactured home. Axles, wheels and trailer hitches shall be removed where they are not part of the frame. Where a hitch cannot be removed, it shall be skirted or covered from view.</i> 	See above comments

	h) In addition to the regulations listed above, permitted and discretionary uses are subject to the applicable regulations, provisions and requirements contained within the other Parts of this Bylaw.	g) <i>Each manufactured home must be placed upon a foundation of concrete blocks, poured concrete or a series of piers as approved by the Development Authority.</i>	
Section 7.6.2	Add new permitted use	<i>Mixed Use Development</i>	
Section 7.9.2	Permitted Use – Manufactured Homes Sales	<i>Amend to Modular Home Sales</i>	Clarification
Section 7.13.2	Add new discretionary use	<i>Dwelling, Single – Modular Home*</i>	
Part 9 - Definitions			
	DWELLING, SINGLE DETACHED means development consisting of a detached building containing one dwelling unit, except where a secondary suite may be considered in accordance with this Bylaw. This includes modular homes that conform to the Alberta Building Code, but not a manufactured home or a park model trailer.	<i>Delete last sentence and insert This includes modular homes that comply with the CSA A277 standard and subject to compliance with the regulations of the district and architectural requirements. This does not include Tiny Homes.</i>	Clarification
	Insert new definition – Backyard Suite	DWELLING, BACKYARD SUITE means an accessory use on the same lot as the principal dwelling, which is either a separate one (1) story building having no garage component, or a suite above an accessory (garage) building or to the rear of an accessory building (at grade), or a suite within an accessory building. A backyard suite has cooking, food preparation, sleeping and sanitary facilities which are separate from those in the principal dwelling. The ground floor area of a backyard suite forms part of the total accessory ground floor area allowed in the district. This may include a Tiny Home, which is constructed in accordance with the Alberta Building Code, but does not include a Park Model, a Recreational Vehicle Dwelling, or a secondary suite	Add new use definition
	Insert new definition – Dwelling, Tiny Home	<i>Dwelling, Tiny Home means a development consisting of a detached building containing one dwelling unit of less than 400 sq ft in size. All land use bylaw regulations, and safety requirements, including building and fire codes must be met. These permits and codes include a provision that to be permanently occupied, the structure must be built on a permanent foundation and be fully serviced with utilities such as water and sewer lines. A tiny home shall only be considered if a Dwelling, Backyard Suite is a listed use in the land use district.</i>	Add new general definition

	Manufactured Home Park means a parcel of land under one title, which has been divided, into manufactured home lots. Ownership and responsibility for the maintenance of internal roadways, underground services, communal areas and buildings, snow clearance, and garbage collection, together with general park operations, rests with the management.	<i>Delete</i>	Not applicable in the Town of Lamont
	Insert new definition – Manufactured Home (Mobile Home) under General Definitions	<i>Manufactured Home (Mobile Home) means a one-storey building, single dwelling unit only, constructed in a factory in one or more modules in conformance with CSA Z240 MH Series and is ready for occupancy on completion of installation on a foundation, connection of services and other set-up in accordance with the manufacturer’s installation instructions. Since 1992, any home constructed to this standard cannot be sited in Alberta</i>	Clarification
	Manufactured Home Subdivision means an area subdivided by registered plan into individual lots and districted R5 – Residential Manufactured Home District under this Bylaw	<i>Delete the word ‘manufactured’ and insert the word ‘modular’ – 2 locations</i>	Clarification
	Insert new definition: Mixed Use Development	MIXED USED DEVELOPMENT means a multi-storey building containing a dwelling unit in combination with a commercial use on the same site. The composition of uses will be those uses listed in the district located on the ground floor with residential units above. In these developments, residential uses shall not be on the same floor as commercial uses and shall not be on the ground floor.	Add new use definition
	MODULAR HOME means the finished section(s) of a complete dwelling built in an off-site manufacturing facility for transport to a lot for installation on a permanent foundation, and which conforms to the Alberta Building Code. “Finished” means fully enclosed on the exterior and interior but may not include interior painting, taping, installation of cabinet, floor covering, fixtures, heating system, and exterior finishes. A modular home has no chassis, running gear or wheels. This does not include a manufactured home, park model trailer or recreational vehicle.	<i>Delete this definition and insert the following: MODULAR HOME means a building providing a single dwelling unit only, constructed in a factory in on or more modules in accordance with the provincially adopted National Building Code/regulation (CSA A277) and is ready for occupancy on completion of installation on a foundation, connection of services and other set up in accordance with the manufacturer’s installation instructions, the Alberta Building Code and the regulations of the land use bylaw.</i>	Clarification
	MANUFACTURED HOME means a prefabricated dwelling unit that meets the Alberta Building Code and is certified for compliance under the CSA A277. A manufactured home is constructed on a permanent undercarriage or chassis and is transportable and may be towed in one or two sections to be joined together into one dwelling unit on site. Where there is an undercarriage, it shall be skirted. This does not include a	<i>Delete as new definition for Manufactured Home (Mobile Home) has been inserted under the General Definitions. No longer an allowed use in any residential districts</i>	Clarification

	modular home, a park model trailer, a recreational vehicle or an industrial camp trailer.		
	MANUFACTURED HOME SALES means development used for the sale or rental of new and used manufactured homes together with incidental maintenance services and the sale of parts and accessories. Typical uses include manufactured home dealerships.	<i>Delete and insert the following:</i> MODULAR HOME SALES AND MANUFACTURE means the sale and manufacture of modular housing in a factory-controlled environment and then brought to the building site for installation and finishing.	Clarification
	STORAGE POD means a rectangular metal container used as an accessory use for storage purposes.	<i>Delete term 'Storage Pod' and insert 'Storage Container (Sea Can)'</i>	Clarification
	SURVEILLANCE SUITE means a dwelling or manufactured home used solely to accommodate a person or persons related as family, or an employee, whose function is to provide surveillance, maintenance and/or security for a development. The surveillance suite shall form part of the development with which it is associated and clearly be an accessory use of the site on which it is located.	<i>Delete and insert the following</i> SURVEILLANCE SUITE means a temporary modular dwelling used solely to accommodate a person or persons related as family, or an employee, whose function is to provide surveillance, maintenance and/or security for a development. The surveillance suite shall form part of the development with which it is associated and clearly be an accessory use of the site on which it is located. This may include a Tiny home.	Clarification and removal of reference to manufactured home

PUBLIC HEARING PROCEDURE

This Public Hearing is to provide an opportunity for the public to present their comments to Council.

This Public Hearing is for Bylaw 08/20.

Purpose of the Bylaw: Land Use Bylaw Text Amendments

Agenda Item	Practical Considerations
<p>1. CALL TO ORDER</p> <ul style="list-style-type: none">➤ Overview of Process<ul style="list-style-type: none">○ Housekeeping items○ Speaking order<ul style="list-style-type: none">▪ Staff presentation, public presentation from anyone wishing to speak for or against the bylaw, and followed by clarifying questions from Town Council.○ Registered speakers will have a five (5) minute time limit to speak (unless there is consent by Town Council to extend the allotted time.)○ Direct all comments through the Chair.	<ul style="list-style-type: none">○ Mayor to welcome everyone○ Let participants know the process○ Remember the main objective is to listen, no debate over the merits of the proposal or points of views expressed by speakers.○ Everyone must be given a reasonable opportunity to be heard
<p>2. INTRODUCTION</p> <ul style="list-style-type: none">➤ of Council Members<ul style="list-style-type: none">○ Mayor Bill Skinner○ Councillor Jody Foulds○ Councillor Kirk Perrin○ Councillor Al Harvey○ Councillor Dave Taylor○ Councillor Perry Koroluk➤ of Staff Members<ul style="list-style-type: none">○ Christine Beveridge, CAO○ Laraine Stuart, Development Officer	<ul style="list-style-type: none">○ May not always be necessary to introduce all staff members every time:<ul style="list-style-type: none"><input type="checkbox"/> names are recorded in the minutes<input type="checkbox"/> those presenting will state their name for the record
<p>3. OVERVIEW</p> <ul style="list-style-type: none">➤ Administration will provide a brief introduction of the Bylaw.➤ Council asks questions of Administration.	

4. PRESENTATIONS

- Speakers registered upon receipt of the notice are given the floor.
- Speakers have five (5) minute time limit.
- Speakers who signed in prior to commencement of the meeting.
- Anyone else, without previous notification, who wants to speak either in favor or in opposition of the Bylaw.

- Remind participants to speak clearly and start by stating their name for the record
- Comments must be specifically related to the subject. Questions from Council (for clarification) to the Speaker, Administration or Applicant can come at any time, no debate
- Advise participants to provide written submission prior to the closing of the hearing to form part of the official public record. Minutes are recorded without note or comment.

5. REVIEW CORRESPONDENCE

- CAO will only refer to submissions by date and author. Written submissions received in advance do not have to be recited.

6. CLOSING REMARKS

- Thank those in attendance for participating and advise of next steps.
- Remind all those who spoke to submit their written submissions by email.

- Applicant may be granted an opportunity to address any contradictory evidence at the discretion of the chair.
- Final Questions for clarification
- Late comments will not be shared until after the resolution or bylaw is dispensed with.

7. CLOSE PUBLIC HEARING

- Officially declare the public hearing closed.

Speakers will be asked to be disconnected from the meeting.

8. ADJOURN



**Town of Lamont
January 12, 2021
Regular Meeting of Council**

HELD BY ZOOM MEETINGS

PRESENT:	Bill Skinner	Mayor
	Jody Foulds	Councillor
	Kirk Perrin	Councillor
	Al Harvey	Councillor
	David Taylor	Councillor
	Perry Koroluk	Councillor
	Christine Beveridge	Chief Administrative Officer
	Tyler Edworthy	Director, Operations & Infrastructure
	Robert Mu	Finance Officer

CALL TO ORDER AND RELATED BUSINESS

Call to Order: Mayor Skinner: called the meeting to order at 7:05 p.m.

Adoption of Agenda

MOTION: 01/21 Councillor Foulds: That the Council Agenda be accepted as presented.

CARRIED

Declaration of Pecuniary Interest: None.

Adoption of Minutes:

a) Meeting Minutes – December 8, 2020

MOTION: 02/21 Councillor Taylor: That the Minutes of the December 8, 2020 Meeting be accepted as presented.

CARRIED

DELEGATIONS: None.

CORRESPONDENCE:

- Lamont Health Care Centre Minutes- November 26, 2020
- Lamont County Housing Foundation Minutes- November 30, 2020
- Town of Lamont Library Board Minutes- December 7, 2020
- Municipal Governance Frequently Asked Questions – December 18, 2020
- Municipal Governance Frequently Asked Questions- January 8, 2021

MOTION: 03/21 Councillor Taylor: That Council accept the correspondence as information.

CARRIED

NEW BUSINESS

Bylaw 01/21, Borrowing Bylaw

MOTION: 04/21 Councillor Harvey: That Council give first reading to Bylaw 01/21, Borrowing Bylaw.

CARRIED

MOTION: 05/21 Councillor Koroluk: That Council give second reading to Bylaw 01/21, Borrowing Bylaw.

CARRIED

MOTION: 06/21 Councillor Taylor: That Council give unanimous consent to proceed to third reading of Bylaw 01/21 Borrowing Bylaw.

CARRIED

MOTION: 07/21 Councillor Foulds: That Council give third reading to Bylaw 01/21, Borrowing Bylaw.

CARRIED

Strategic Plan Update

MOTION: 08/21 Councillor Koroluk: That Council receive the Strategic Plan Status Report as information.

CARRIED

CLOSED SESSION

**Personnel – (FOIP Section 17 – Disclosure Harmful to Personal Privacy)
CAO Advice – (FOIP Section 24 – Advice from Officials)**

MOTION: 09/21 Councillor Taylor: That Council convene in closed session pursuant to Section 197 of the Municipal Government Act to meet in private to discuss

protected from disclosure by Sections 17 and 24 of the Freedom of Information and Protection of Privacy Act at 7:33 p.m.

CARRIED

The following members of Administration were also in attendance for the closed session to provide information and/or administrative assistance:

Christine Beveridge, Chief Administrative Officer
Tyler Edworthy, Director, Operations & Infrastructure
Robert Mu, Finance Officer

MOTION: 10/21 Councillor Perrin: That Council revert to regular Council meeting session at 8:14 p.m.

CARRIED

MOTIONS ARISING FROM CLOSED SESSION

MOTION: 11/21 Councillor Taylor: That Council amend the Parks and Recreation Terms of Reference item 5.1 Membership to 4 public members.

CARRIED

MOTION: 12/21 Councillor Perrin: That Council appoint Debbie Brill and Linda Reid-Collins for a two year term expiring December 31, 2022.

CARRIED

REPORTS

Council Reports:

Mayor Skinner	Written report attached.
Councillor Koroluk	No report.
Councillor Foulds	No report.

- Councillor Taylor** There is no John S. Batiuk Water Commission Meeting for January. All the EPCOR water line crossings have been completed.
Congratulatory message to the Lamont Light Up Committee for making the Christmas season special with the lights, the virtual entertainment and messages. Excellent job to all the members involved with that Committee.
- Councillor Harvey** No report.
- Councillor Perrin** Written report attached.

Staff Reports:

CAO Report
Director, Operations and Infrastructure
Fire District Report

MOTION: 13/20 Councillor Foulds: That Council accept the reports as presented.

CARRIED

NOTICES OF MOTION: None.

ADJOURNMENT: Mayor Skinner adjourned the meeting at 8:27 p.m.

Mayor

Chief Administrative Officer

Town of Lamont
Parks and Recreation Committee
Meeting Minutes

October 19, 2020

1. Call to order

Dave Taylor called to order at 7:01 p.m. via Zoom.

In attendance: Dave Taylor (Chair), Kirk Perrin (Councillor), Bill Skinner (Ex Officio Mayor), Dawn Nielsen (Administrative Liaison/Recording Secretary), Debbie Brill (Public Member at Large), Linda Sieker (Public Member at Large), Glynnis Leonard (Public Member at Large), Leslie Jans (Recreation)

Public Attendees: N/A

Regrets:

2. Adoption of Agenda

Councillor Perrin moved to adopt agenda.

CARRIED

3. New Business:

4. Old Business:

- a) 2019 Leaves for the recognition tree have been put up on the Tree in Hillside Park. To date, no leaf donations in 2020.
- b) Bike park update. Start date delayed due to excess rain over the summer. The contractor is set to start the Lamont project in spring 2021.
- c) Grants/Fundraising activities:
 - 1) Fortis Save Energy Grant was applied for and approved for \$5,000 towards Hillside Park trail lighting.
 - 2) Fortis Tree planting grant \$2500 will be used towards trees for the Bike Park.

- 3) At the September 22, 2020 Council meeting, Council included additional funds for trail lighting in the Municipal Stimulus Program (MSP) application to be submitted by administration.

5. Round Table & Adjournment

- Recreation update from Leslie Jans. An Agrologist was used this summer that provided valuable information on tree planting that included how, where and what kind of trees to plant. This will help ensure the planted trees thrive. The Black knot infected trees that belong to the Town have been cut and trimmed as per recommendations. The situation will be assessed again in the spring.
- Member Brill asked if the committee would focus on the Campbell subdivision playground. Councillor Taylor confirmed this is a known issue that needs to be addressed. The issue is the large amount of funds needed to address the playground.
- Next Meeting will be called as needed.
- Meeting adjourned at 7:55 p.m.

Committee Chair Signature:





**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

AGENDA ITEM:

5.1

**COUNCIL MEETING DATE:
January 26, 2021**

ITEM DESCRIPTION OR TITLE

Bylaw 08/20 Land Use Bylaw Text Amendments to Land Use Bylaw 06/17

RECOMMENDATION

1. That Council give 2nd reading to Bylaw 08/20, Land Use Bylaw Amendment.
2. That Council give 3rd reading to Bylaw 08/20, Land Use Bylaw Amendment.

BACKGROUND

The Briefing Note presented in the Public Hearing for Bylaw 08/20 includes relevant background information on the proposed amendments.

It is recommended that Council proceed to give 2nd and 3rd reading to Bylaw 08/20. Alternatively, Council could consider giving second reading only at this time, and thereafter make a detailed motion directing Administration to bring back a revised Request for Decision for third reading at a future Council meeting.

Previous Council Direction:

- June 23, 2020 Council Meeting- Proposed Amendments to Land Use Bylaw were introduced
- November 24, 2020 Council Meeting- Bylaw 08/20 received 1st reading
- January 26, 2021 Public Hearing

Public Notice:

- Newspaper advertisements were placed in the January 13, 2021 & January 26, 2021 editions of the Lamont Leader.
- Website
- Facebook



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

COMMUNICATIONS

Following approval, the Land Use Bylaw 06/17 would be updated to include the approved amendments and placed on the website.

IMPLICATIONS OF DECISION

Strategic Plan Goal #4: Promote and support economic development to enhance employment opportunities and grow the Town's non-residential tax base.

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

MGA Sections 606 & 692

ATTACHMENTS

1. Bylaw 08/20, Land Use Bylaw Amendment

Report Prepared By: Laraine Stuart, Development Officer

Approved by CAO:

A handwritten signature in black ink, appearing to be "L. Stuart", is written over a horizontal line.



Town of Lamont

A BYLAW OF THE TOWN OF LAMONT
IN THE PROVINCE OF ALBERTA

BYLAW 08/20

**BEING A BYLAW OF THE TOWN OF LAMONT FOR THE PURPOSE OF
AMENDING BYLAW NO. 06/17, BEING THE LAND USE BYLAW.**

WHEREAS the Council of the Town of Lamont deems it advisable to amend the Land Use Bylaw;

NOW THEREFORE, the Council of the Town of Lamont, duly assembled, pursuant to the authority conferred upon it by the *Municipal Government Act, R.S.A. 2000, C. M-26*, and amendments thereto, enacts as follows:

1. That Bylaw 06/17 be amended as follows:

a) PART 2 – Administration, Procedures and Enforcement

2.4.1 Delete: Residential Manufactured Home
Insert: Residential Modular Home

2.6.7 Delete

Insert:

2.6.7 At the discretion of the Development Authority, the applicant for an application to amend the Land Use District Map may be required to post a notification sign on the lot or site within fourteen (14) days of an application being deemed complete. Proof of the notification sign being posted on the lot or site in accordance with the above shall be provided upon placement of the sign.

All required notification signs shall:

- a) have a sign face of at least 1.2m by 1.2m;
- b) be approved by the Town for form and content prior to installation;
- c) indicate the present Land Use District, proposed Land Use District, and a general description of the proposed uses that could be developed under the proposed Land Use District;
- d) provide the Town contact phone number;
- e) be placed inside the property line in a location clearly visible from the road;
- f) be in place until the Public Hearing is completed or the application is abandoned; and
- g) be removed within seven (7) days of the completion of the Public Hearing or abandonment of the application.



Town of Lamont

b) Development Applications and Process

Insert :

3.1 Development Applications

3.1.1 A development authority must, within twenty (20) days after the receipt of an application for a development permit, determine whether the application is complete. The application is deemed complete when it contains the documents and other information necessary to review the application.

a) The time period may be extended by an agreement in writing between the applicant and the development authority.

3.1.2 If the development authority does not make a determination on completeness within the time required in 3.1.1 the application is deemed to be complete.

3.1.3 If the Development Authority determines the application is complete the development authority must issue to the applicant an acknowledgement that the application is complete.

3.1.4 If the Development Authority determines that the application is incomplete the Development Authority must issue to the applicant a notice that the application is incomplete and that any outstanding documents and information referred to in the notice must be submitted by a date set out in the notice or a later date agreed on between the applicant and the development authority in order for the application to be considered complete.

a) If the applicant fails to submit all the outstanding information and documents on or before the date referred to in 3.1.4 the application is deemed to be refused. Section 3.9.8 does not apply in this circumstance.

b) If the applicant submits all the outstanding information and documents within the time frame stipulated and the Development Authority determines the information is complete, the Development Authority must issue to the applicant an acknowledgement in the form and manner provided for in the land use bylaw that the application is complete.

3.1.5 Notwithstanding 3.1.3 and 3.1.4 b) the Development Authority may request additional information or documentation from the applicant that the development authority considers necessary to review the application.

3.2.3c) Delete: ... “other than telecommunication systems or works”

3.8.1 Delete: “Within five (5) days after a decision on a development permit application,”

Insert: “On the date on which the written decision was issued,”

3.8.2 Delete: “...within five (5) days”

Insert: “on the date on which the written decision was issued”



Town of Lamont

3.8.3 Delete: “Within five (5) days after granting a variance,”

Insert: “On the date on which a variance was granted”

3.13.3 Delete: “fourteen (14)”

Insert: “twenty-one (21)”

3.13.4 Delete: “fourteen (14)”

Insert: “twenty-one (21)”

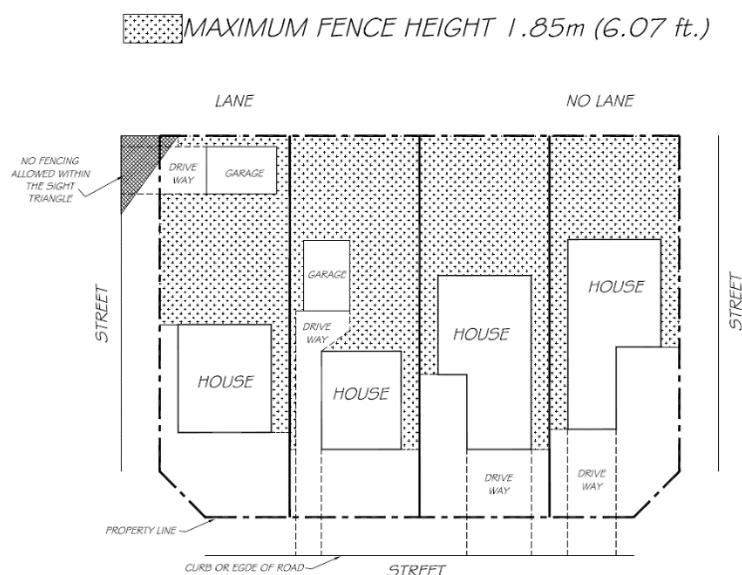
c) Part 4 – General Regulations

Insert :

4.8.4 The Development Authority shall not issue a development permit if it would result in a permanent dwelling or public facility, as defined by the Alberta Energy Regulator (AER), being located within 100m of a gas or oil well or within a lesser distance approved in writing by the AER. This does not include an abandoned well site.

4.8.5 The Development Authority shall not issue a development permit for a school, hospital, food establishment or residence within 300m of the working area of an operating wastewater treatment plant nor may a school, hospital, food establishment or residence be constructed if the building site is within 300m of the working area of an operating wastewater treatment plant.

4.9 Section 4.9 Fence Diagram



Amend:

4.11.4 d) Delete: R5 – Residential Manufactured Home District

Insert: R5 – Residential Modular Home District

4.16.5a) Delete: “patios”

Insert: “decks (or patios), greater than 0.6m in height”



Town of Lamont

4.16.5b) Delete: “decks up to a maximum of:”

Insert: “decks, greater than 0.6m in height, up to a maximum of:”

4.20 Delete entire section

Storage Pod

4.20.1 Unless exempted by Section 3.4.17 a development permit for a storage pod, permanent or temporary, is required in all districts.

4.20.2 A storage pod as an accessory structure to an approved use may be considered in the M1 District and shall comply with the regulations of the district.

4.20.3 A storage pod may be placed temporarily on a multi residential, commercial, industrial or public service site for purposes of storage of equipment and materials. A valid development and building permit for the proposed new use must be issued for the site. The siting of the storage pods must comply with the setback regulations of the applicable district.

Insert:

Storage Container (Sea Can)

4.20.1 Unless exempt by Section 3.4.17 a development permit for a storage container, permanent or temporary, is required in all districts.

4.20.2 Unless exempt by Section 3.4.17 a storage container shall not be permitted to locate in a residential district.

4.20.3 A storage container as an accessory structure to an approved use shall comply with the regulations of the district.

4.20.4 At the discretion of the Development Authority the exterior finish and treatment of a storage container shall comply with the building design standards identified in Section 4.6.

4.20.5 A storage container may be placed temporarily on a multi residential, commercial, industrial or public service site for purposes of storage of equipment and materials. A valid development and building permit for the proposed new use must be issued for the site. The siting of the storage containers must comply with the setback regulations of the applicable district.

4.20.6 The siting and location of a proposed storage container shall be at the discretion, and to the satisfaction, of the Development Authority.

d) PART 5 – Specific Use Regulations

Insert:

5.7 Dwelling, Backyard Suite

5.7.1 A backyard suite contains two (2) or more rooms used or designed to be used as a residence by one (1) or more persons.

5.7.2 Contains kitchen, living, sleeping and sanitary facilities.



Town of Lamont

- 5.7.3 Is located in a detached accessory building located in the rear yard.
- 5.7.4 May be attached to an accessory building.
- 5.7.5 Is considered accessory and secondary to the principal use of a single detached dwelling
- 5.7.6 Must be located on the same parcel as a single detached dwelling.
- 5.7.7 A backyard suite shall not be located on the same parcel as a duplex or semi-detached or multi-attached dwelling.
- 5.7.8 A backyard suite and a secondary suite shall not be located on the same parcel.
- 5.7.9 A backyard suite shall provide one (1) gravelled parking space on-site which shall be accessed from the rear lane
- 5.7.10 A backyard suite shall only be allowed on a lot with rear lane access.

5.8 Dwelling, Single – Modular Home (Ready to Move)

- 5.8.1 Modular homes must comply to the CSA A277 standard and must comply with the applicable district regulations of the Land Use Bylaw.
- 5.8.2 Modular homes must comply with the following architectural guidelines:
 - a) the height of the main floor above grade shall be consistent with the height of the main floor of dwelling units in the immediate and general area.
 - b) The roof pitch, style, and features, such as gables shall be consistent with the roofs of dwelling units in the immediate and general area.
 - c) The roof overhang/eaves shall be a minimum of 30 cm (12”) from the surface of each wall.
 - d) The design of each modular dwelling unit shall ensure the side facing the street on which the home fronts contains a prominently placed ‘front door’ and windows in quantity and size that are consistent with dwelling units in the immediate area.
 - e) The foundations must comply with the same building code requirements as on-site built homes.
 - f) Skirting enclosures shall be parged or finished similarly in appearance to that customarily found on basements of other detached dwellings in the immediate and general area.
 - g) The modular home shall be a minimum of 20 feet in width or wider.



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Delete:

5.15.5 Where a Surveillance Suite is not part of the principal building; it shall be sited in accordance with the following:

- a) A minimum of 2.0 m from any Buildings; and
- b) A minimum of 2.0 m from rear and side Site boundaries; and
- c) No closer to the front Site boundary than the front line of the Principal Building.

Insert:

5.15.5 Where a Surveillance Suite is not part of the principal building it shall be sited in accordance with the setback regulations of the applicable district.

Delete:

5.15.6 When the Surveillance Suite is a Manufactured Home the unit shall comply with the Alberta Building Code, with proof submitted as part of the application. The Manufactured Home shall be secured to a foundation and properly skirted to the satisfaction of the Development Officer.

Insert:

5.15.6 The form of surveillance site shall comply with the Alberta Building Code, with proof submitted as part of the application.

e) PART 6 - Parking and Loading

6.5 Residential Parking Requirements Table

Insert: 'Backyard Suite' with Surveillance Suite Use

f) PART 7 – Land Use Districts

7.1.2 Insert new permitted use: Backyard Suite and Dwelling, Single – Modular Home*

7.1.4 Delete heading: "Development Regulations – Principal Building

Insert heading: Development Regulations – Dwelling Single and Dwelling Single – Modular*

Insert:

7.1.6 Development Regulations – Accessory Building - Backyard Suite

- a) A backyard suite may be sited above a garage, physically connected to the side of a garage or developed as a separate accessory building.
- b) The maximum gross floor area for a backyard suite shall be 46m².
- c) The maximum gross floor area for all accessory buildings on-site shall be 108m².



Town of Lamont

- d) The rear yard setback where a backyard suite is located above the garage is 6.0m.
- e) The rear yard setback is 1.5m for that portion of the building used as a backyard suite.
- f) The sideyard setback is 1.2m for any portion of the building used as a backyard suite.
- g) The maximum height of the structure where the suite is a stand-alone building shall be 4.5m.
- h) A minimum 5.0m separation distance is required between the principal dwelling and any portion of the building used as a backyard suite.
- i) A backyard suite must have a private amenity space that is located outdoor and has a minimum of 7.5m² with no dimension less than 1.5m.
- j) A minimum of one (1) parking stall shall be provided on-site for the backyard suite accessed from the lane.
- k) A backyard suite shall not be permitted on a lot with no rear lane access or in a laneless subdivision.
- l) The maximum height of the structure where the basement suite is located above a garage shall be 7.5m sloping down to the height of structures on the neighboring property.

7.2.2 Insert new permitted uses:

Dwelling, Single – Modular Home*
 Insert new discretionary use: Backyard Suite*

Amend:

7.2.4 Delete heading: Development Regulations – Principal Building
 Insert new heading: Development Regulations – Dwelling Single and Dwelling Single – Modular*

Insert:

7.2.8 Development Regulations - Accessory Building Backyard Suite

- a) The development regulations of Section 7.1.6 shall apply to a backyard suite.

Amend:

7.3.2 Insert new discretionary use: Dwelling, Single – Modular Home*

7.3.7 Delete heading: Development Regulations – Single Dwelling

Insert new heading: Development Regulations – Dwelling Single and Dwelling Single, Modular

7.5 Delete heading: R5 – Residential Manufactured Home
 Insert new heading: R5 – Residential Modular Home

7.5.1 Delete: “manufactured” and insert “modular”



Town of Lamont

7.5.2 Delete from permitted use: “Manufactured Home”
 Insert new permitted use: Dwelling, Single – Modular Home
 Delete from discretionary use: Dwelling, Single (Modular Home only)

7.5.4 Delete heading: Development Regulations – Principal Building
 Insert heading: Development Regulations – Dwelling Single, Modular

Delete entire section:

7.5.4

- a) The maximum height shall be 5.0 m or one (1) story, whichever is less
- b) The minimum setback from the front lot line shall be 4.5m;
- c) The minimum setback from a lot line that abuts a flanking road shall be 4.5m;
- d) The minimum sideyard setback to the side of a manufactured home where there is no door on the side of the dwelling shall be 1.5 m;
- e) The minimum sideyard setback to the side of a manufactured home where there is a door on the side of the dwelling shall be 1.5m;
- f) Where a vehicle door of a garage faces a lane or road, the minimum setback from a lot line shall be 6.0m.

Insert:

7.5.4

- a) The minimum width of the dwelling shall be 6.0m.
- b) The maximum height shall be 6.0m.
- c) The minimum setback from the front lot line shall be 6.0m.
- d) The minimum flanking yard setback shall be 4.5m.
- e) The minimum sideyard setback to the side of a modular home where there is no door on the side of the dwelling shall be 1.2m.
- f) The minimum sideyard setback to the side of a modular home where there is a door on the side of the dwelling shall be 1.5m.
- g) The minimum rear yard setback shall be 7.5m or 5.5m if a corner lot.
- h) Where a vehicle door of a garage faces a lane or road, the minimum setback from a lot line shall be 6.0m.

7.5.5 Delete



Town of Lamont

7.5.8 Delete

Insert new:

7.5.8 Architectural Regulations

- a) Modular homes must comply to the CSA A277 standard and must comply with the district regulations of Section 7.5. Proof of this standard shall be submitted with the development permit application
- b) Modular homes must comply with the following architectural guidelines:
 - The height of the main floor above grade shall be consistent with the height of the main floor of dwelling units in the surrounding residential area
 - The roof pitch, style, and features, such as gables shall be consistent with the roofs of dwelling units in the surrounding residential area
 - The roof overhang/eaves shall be a minimum of 30cm from the surface of each wall
 - The foundations must comply with the same building code requirements as on-site built homes
 - Skirting enclosures shall be parged or finished similarly in appearance to that customarily found on basements of other detached dwellings in the surrounding residential area
 - A minimum of two (2) parking spaces shall be provided on each lot. Each parking space to be a minimum of 3m wide by 5.5m in depth.

7.9.2 Delete permitted use: “Manufactured Home Sales”
 Insert permitted use: “Modular Home Sales”

7.13.2 Insert new discretionary use: Dwelling, Single – Modular Home*

g) Part 9 - Definitions

Dwelling, Single Detached

Delete: means development consisting of a detached building containing one dwelling unit, except where a secondary suite may be considered in accordance with this Bylaw. This includes modular homes that conform to the Alberta Building Code, but not a manufactured home or a park model trailer.

Insert: means development consisting of a detached building containing one (1) dwelling unit, except where a secondary suite may be considered in accordance with this Bylaw. This includes modular homes that comply with the CSA A277 standard and subject to compliance with the regulations of the district and architectural requirements. This does not include Tiny Homes.



Town of Lamont

Dwelling, Backyard Suite

Insert New Use Definition - **Dwelling, Backyard Suite** means an accessory use on the same lot as the principal dwelling, which is either a separate one (1) story building having no garage component, or a suite above an accessory (garage) building or to the rear of an accessory building (at grade), or a suite within an accessory building. A backyard suite has cooking, food preparation, sleeping and sanitary facilities which are separate from those in the principal dwelling. The ground floor area of a backyard suite forms part of the total accessory ground floor area allowed in the district. This may include a Tiny Home, which is constructed in accordance with the Alberta Building Code, but does not include a Park Model, a Recreational Vehicle Dwelling, or a secondary suite.

Dwelling, Tiny Home

Insert New Use Definition – **Dwelling, Tiny Home** means a development consisting of a detached building containing one (1) dwelling unit of less than 400 sq ft in size. All land use bylaw regulations, and safety requirements, including building and fire codes must be met. These permits and codes include a provision that to be permanently occupied, the structure must be built on a permanent foundation and be fully serviced with utilities such as water and sewer lines. A tiny home shall only be considered if a Dwelling, Backyard Suite is a listed use in the land use district.

Manufactured Home Park

Delete General Definition – **Manufactured Home Park**

Manufactured Home (Mobile Home)

Insert General Definition – **Manufactured Home (Mobile Home)** means a one-storey building, single dwelling unit only, constructed in a factory in one (1) or more modules in conformance with CSA Z240 MH Series and is ready for occupancy on completion of installation on a foundation, connection of services and other set-up in accordance with the manufacturer's installation instructions. Since 1992, any home constructed to this standard cannot be sited in Alberta.

Manufactured Home Subdivision

Delete General Definition – **Manufactured Home Subdivision.**

Modular Home Subdivision

Insert General Definition – **Modular Home Subdivision** means an area subdivided by registered plan into individual lots and districted R5 – Residential Modular Home District under this Bylaw.

Modular Home

Delete General Definition – **Modular Home**

Insert General Definition – **Modular Home** means a building providing a single dwelling unit only, constructed in a factory in on or more modules in accordance with the provincially adopted National Building Code/regulation (CSA A277) and is ready for occupancy on completion of installation on a foundation, connection of services and other set up in accordance with the manufacturer's installation instructions, the Alberta Building Code and the regulations of the Land Use Bylaw.

Manufactured Home

Delete Use Definition – **Manufactured Home**



Town of Lamont

Manufactured Home Sales

Delete Use Definition – **Manufactured Home Sales**

Mixed Use Development

Insert Use Definition - **Mixed Use Development** means a multi-storey building containing a dwelling unit in combination with a commercial use on the same site. The composition of uses will be those uses listed in the district located on the ground floor with residential units above. In these developments, residential uses shall not be on the same floor as commercial uses and shall not be on the ground floor.

Modular Home Sales and Manufacture

Insert Use Definition – **Modular Home Sales and Manufacture** means the sale and manufacture of modular housing in a factory-controlled environment and then brought to the building site for installation and finishing.

Storage Pod

Delete General Definition – **Storage Pod**

Storage Container (Sea Can)

Insert General Definition – **Storage Container (Sea Can)** means a rectangular metal container used as an accessory use for storage purposes.

Surveillance Suite

Delete Use Definition – **Surveillance Suite**

Insert Use Definition – **Surveillance Suite** means a temporary modular dwelling used solely to accommodate a person or persons related as family, or an employee, whose function is to provide surveillance, maintenance and/or security for a development. The surveillance suite shall form part of the development with which it is associated and clearly be an accessory use of the site on which it is located. This may include a Tiny home.

General

- 2. That this Bylaw shall come into force and take effect upon the date of third reading.

READ A **FIRST** TIME THIS 24th DAY OF NOVEMBER, 2020.

"Original Signed" _____ "Original Signed" _____
Mayor Chief Administrative Officer

READ A **SECOND** TIME THIS _____ DAY OF _____, 20_____.

Mayor Chief Administrative Officer

READ A **THIRD** TIME THIS _____ DAY OF _____, 20_____ .

Mayor Chief Administrative Officer



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 5.2

COUNCIL MEETING DATE:
January 26, 2021

ITEM DESCRIPTION OR TITLE
2021 Federal Census

RECOMMENDATION

The Council supports the 2021 Census, and encourages all residents to complete their census questionnaire online at www.census.gc.ca. Accurate and complete census data support programs and services that benefit our community.

BACKGROUND

Statistics Canada is planning for the upcoming Federal Census in May of 2021. Federal Census numbers census have a direct impact on gathering the data needed to plan, develop and evaluate programs and services such as schools, daycare, family services, housing, emergency services, roads, public transportation and skills training for employment.

A request from Statistics Canada was received for support to increase awareness of the census among residents of your community. The request is specifically in relation to supporting communication efforts of Statistics Canada ensuring that the public is made aware of the job opportunities that a census creates, as Statistics Canada plans to hire approximately 32,000 across the country for census collection. Additionally, by supporting this request the desired outcome is that there is an increased awareness of the online option to participate in the census. The Town does typically spread awareness for census, however with this request more efforts would be provided to support the initiative.

COMMUNICATIONS

Following the completion of the Census, the updated population would be shared publicly. The updated population gathered in the census is used for grants when funding is based on a per capita basis.

IMPLICATIONS OF DECISION

The increased awareness of possible jobs available may be beneficial to the residents.



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

Strategic Plan Goal #4: Promote and support economic development to enhance employment opportunities and grow the Town's non-residential tax base.

Strategic Plan Goal #7: Continually improve communication from the Town to its residents to encourage broader awareness, interest and participation.

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

Statistics Act, RSC 1985, c.S-19

ATTACHMENTS

N/A

Report Prepared By: Christine Beveridge, CAO

Approved by CAO:

A handwritten signature in black ink, appearing to be "C. Beveridge", is written over the line for the CAO's approval.



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

AGENDA ITEM: 5.3

COUNCIL MEETING DATE: January 26,2021
ITEM DESCRIPTION OR TITLE Lamont Curling Club Request

RECOMMENDATION

That Council approve the Lamont Curling Club’s request for the Town to resume operations and utility costs of the Lamont Curling Rink as of December 1, 2020.

BACKGROUND

The Lamont Curling Club (LCC) has experienced significant financial losses through the first two months of the 2020/2021 season. The COVID-19 pandemic, requiring compliance with related health measures implemented by the province and ongoing facility and operational costs are all contributory factors to the losses experienced.

The LCC has provided quality service and a great recreational amenity that has met the needs of many since 1980. They have provided excellent facility care over their 40 years in operation, assisting in lowering the lifecycle cost of owning the Curling Rink. As per their agreement, the LCC paid utility and operational costs of the Curling Rink for October- November 2020.

As a significant percentage of the LCC membership is at higher risk of severe symptoms due to COVID-19, and to ensure they have the financial resources to operate in the future, the LCC made the decision to cancel the remainder of their season on November 30, 2020. The LCC removed the ice and vacated the Curling Rink December 13th, 2020. The LCC is requesting the Town resume operations of the facility as of December 1st, 2020.

Other alternatives considered were to end the responsibility of the LCC on January 1st, based on the receipt of the request being December 24, 2020.

If the request was approved, the Town would assume operations and utility costs for the remainder of the 2020/2021 season agreement ending April 30, 2021. If the LCC is unable to operate in the future, the Town would be responsible for these costs indefinitely.

Administration has provided information from the Government of Alberta, Small and Medium Enterprise Relaunch Grant to the LCC. This grant may offset some of the groups losses due to restrictions implemented by the province, if they are successful applicants.



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

COMMUNICATIONS

Provide the decision to the Lamont Curling Club.

IMPLICATIONS OF DECISION

Further financial losses to the Lamont Curling Club may impact the groups ability to operate in future seasons.

Strategic Plan Goal: Develop and deliver quality services and amenities for all residents.

FINANCIAL IMPLICATIONS

Based on December utility costs of \$3,898.95, for the months of December 2020 through April 2021, the total financial cost to the Town is approximately \$19,500 under the current agreement. This loss is eligible to be offset by the Municipal Operating Support Transfer (MOST) funding for 2021.

POLICY AND/OR LEGISLATIVE REFERENCES

N/A

ATTACHMENTS

1. Letter of Request
2. Lamont Curling Club Agreement

Report Prepared By: Tyler Edworthy, Director Operations & Infrastructure

Approved by CAO:

Dec 24, 2020

Town of Lamont CAO, Mayor and Council :

On behalf of the Curling Club, I am requesting, as of December 1, 2020, the Town resume operation of the Curling Rink. Due to the Covid situation, the ice plant was shut down on Nov 30th and cleanup was completed on December 13th. Unfortunately, during this time the club was only able to run two nights of curling, on November 10th and 11th.

The Curling Club will take care of the expenses incurred during our short season as identified on invoice #469 for the sum of \$9917.57.

Once again, we would appreciate if the Mayor and Council would take this into consideration and work with us during these uncertain and difficult times.

Yours truly,

Bob Starko
President
LCC

AGREEMENT BETWEEN

**The Town of Lamont (the Town)
And
The Lamont Curling Club (the Club)**

**WHEREAS the Town of Lamont is the owner of the Curling Rink and
WHEREAS the Lamont Curling Club requests to lease the premises
NOW THEREFORE in consideration of the premises and the mutual terms,
covenants and conditions to be observed and performed, the Town of Lamont and
the Lamont Curling Club agree as follows:**

- 1. The Curling Club shall have an exclusive use of the curling rink from October 1st of each year until April 30th of each year (the rental period).**
- 2. The Curling Club shall have the right to sublet the facilities during the rental period.**
- 3. During the rental period, the Curling Club shall be responsible for the following building operating expenses:**

Power	100%
Gas	100%
Water	100%
Telephone	100%
Tenants Legal Liability Insurance	100%
Liquor Endorsement Liability Insurance	100%
- 4. Either Party may terminate this agreement upon giving three (3) months notice.**

This agreement shall be in full force and effect from September 1, 2009 or until amended or rescinded.

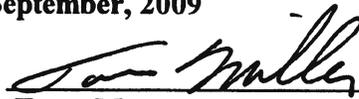
This agreement shall ensure and be binding to the benefit of the parties hereto, their successors and assigns. The parties agree that they have power to bind their respective organizations.

IN WITNESS WHEREOF the parties have affixed their seals as attested by the proper officers.

DATED this 30 day of September, 2009



Mayor



Town Manager



Lamont Curling Club

Lamont Curling Club



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

AGENDA ITEM: 5.4

COUNCIL MEETING DATE:
January 26, 2021

ITEM DESCRIPTION OR TITLE

Lamont Arena Closure

RECOMMENDATION

That Council give direction to Administration to cease operations of the Lamont Arena for the remainder of the 2020/2021 ice season effective January 27, 2021.

BACKGROUND

Understanding the social benefit recreation facilities provide residents, and the importance of quality recreational service and amenities to a community, the Town of Lamont has shown resilience in keeping the Lamont Arena open, when possible, during the COVID-19 pandemic.

The Town saw a significant decline in revenue of 60% in the fourth quarter of 2020. This was due to the restrictions put in place and the eventual closure of all recreation facilities in the province. All recreation facilities through the COVID-19 pandemic also saw an increase in expenses to adhere to Alberta Health guidelines to reduce the spread of COVID-19.

On November 24th, the Edmonton Region, and all enhanced zones in the province were required to close their recreation facilities. At that time, Lamont was not included in the enhanced area, but travel between zones to use recreation facilities was strongly discouraged to limit the spread between the communities. This resulted in the cancellation of all games scheduled with teams outside of Lamont County.

On December 5th, the Lamont County total active case count moved the region into enhanced status, forcing the closure of the arena. All remaining groups were notified, and bookings were cancelled.

On December 13th, Alberta Health announced a province-wide Ministerial Order that closed all recreation facilities until at least January 11th. The Town then laid off casual staff.

On January 7th, Alberta Health added an additional 2 weeks onto the current restrictions, extending the closure to January 21st.

On January 14th, Alberta Health announced the easing of some restrictions and reiterated the easing of restrictions would be a slow process, based on numerous factors including hospitalization numbers. No other information on recreation facilities has been received to date.



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

The Northern Alberta Interlock Hockey League announced that the league has suspended all games for the remainder of the season, leaving it up to each local minor hockey associations to arrange exhibition games if there is any type of return to play permitted.

Administration has reached out to facility users to identify potential use and revenue for the remainder of the 2020/2021 ice season. This consultation identified interest in youth participation if restrictions are lifted, with an expected 14 hours of use per week based on our current users 31% of the total prime ice available would be used. If restrictions allow exhibition games, there is potential for 21 hours of use per week. Adult groups would only return to play with no restrictions in place.

The Silverbacks of the Premier Hockey League are planning their return to play, transitioning their winter league into the spring league that runs to the end of June. They have expressed interest in extending the season.

Evaluation in determining the recommendation include some unknown factors that contribute to the complexity of the situation. Additional factors considered were that the Town has no information as to when the restrictions will be lifted and when/if they are to what extent will sport be allowed indoors. These considerations are not in the municipalities authority as they are provincial decisions and are well beyond the municipalities control.

COMMUNICATIONS

Communicate Council's decision through contacting all regular users along with posting notices on the Town's social media and website.

IMPLICATIONS OF DECISION

Recreation opportunity will be lost to the community if restrictions are lifted.
New sport opportunities may be presented with use of the dry floor in the Lamont Arena.

FINANCIAL IMPLICATIONS

The arena costs are approximately \$14,000 per month while in operation, with an expected savings of \$8,500, if the arena is shut down. If the Town provided ice use into the spring, the utility costs would increase due to warmer temperatures, estimated up to \$2,000 per month. This would increase the operational cost to \$16,000 per month. Further, additional staffing resources would also be required, as the seasons change, as do the responsibilities of the current staff. The Town does not currently have a summer ice rate within the Fees and Charges Bylaw.

Closure of the arena would provide approximately \$8,500 operational savings per month.



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

POLICY AND/OR LEGISLATIVE REFERENCES

None.

ATTACHMENTS

None.

Report Prepared By: Tyler Edworthy, Director Operations & Infrastructure

Approved by CAO: 



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: Jan 26, 2021
ELECTED OFFICIAL: Mayor Bill Skinner
REPORT PERIOD: Jan 7, 2021 – Jan 21, 2021

Boards and Committees:

Items for Council Discussion:

Town of Lamont Business:

- **Jan 19 - Attended a virtual Lamont Community Health Services Awareness Meeting. AHS provided an update on COVID-19 statistics for the region, followed by updates from representatives present and discussion on the impacts of the Pandemic on our region.**

Professional Development (Workshops & Conferences):

Lamont Functions and Events:



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: January 26, 2021

ELECTED OFFICIAL: Dave Taylor

REPORT PERIOD: Jan. 12 – 26, 2021

Boards and Committees:

- **Jan. 18: LHS PAC and Foundation meeting (minutes will be made available for the Council meeting)**

Town of Lamont Business:

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Professional Development (Workshops & Conferences):

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Lamont Functions and Events: