

**TOWN OF FORT MACLEOD  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1993**

A Bylaw of the Town of Fort Macleod, in the Province of Alberta, to establish a Committee of Council to manage the town's built historic resources.

**WHEREAS** pursuant to section 145 of the Municipal Government Act, R.S.A. 2000, c.M-26, council may pass bylaws in relation to the establishment, functions, procedure and conduct of council committees;

**WHEREAS** pursuant to section 203 of the Municipal Government Act, R.S.A. 2000, c.M-26, Council may, by bylaw, delegate any of its powers, duties or functions under this or any other enactment or a bylaw to a Council committee, unless this or any other enactment or bylaw provides otherwise.

**NOW THEREFORE**, The Council of the Town of Fort Macleod enacts as follows:

**SHORT TITLE**

1. This bylaw is called "The Built Heritage Advisory Board bylaw"

**DEFINITIONS**

2. In this bylaw, unless the context otherwise requires
  - 2.1 "CAO" means the chief administration officer or designate.
  - 2.2 "Town" means the municipal corporation of the Town of Fort Macleod
  - 2.3 "Board" means the Built Heritage Advisory Board.
  - 2.4 "Council" means the Town Council for the Town of Fort Macleod.
  - 2.5 "DOO" means Director of Operations

**ESTABLISHMENT**

3. The Council of the Town of Fort Macleod hereby establishes the Built Heritage Advisory Board.

**PURPOSE & FUNCTION**

4. The Board shall be governed in accordance with the Terms of Reference and Mandate as presented.

**MANDATE**

- 4.1 The objective of the Built Heritage Advisory Board is to:

- 4.1.1 Advise the Town of Fort Macleod's staff and Council on any matter related to the protection and conservation of built historic resources. This includes the identification, protection, and conservation of buildings, structures or landscape features of heritage significance located within the Town limits.
  - 4.1.2 Undertake community engagement initiatives and activities to raise awareness and promote the built heritage resources within the community.

- 4.1.3 Review and provide feedback on development permits within the historic district.

## SCOPE OF WORK

- 4.2 To achieve this objective, the Board may consult with Town staff and other relevant stakeholders and make recommendations to Council or the Development Authority regarding Built Heritage. Recommendations regarding development applications which may have an impact on any building, structure, or landscape feature with possible historical significance to the Town, include but are not limited to:

- 4.2.1 Municipal Heritage Resource Designation of real property, in whole or in part.
- 4.2.2 Municipal Heritage Resource Designation of cultural landscapes and features having historical significance to the Town,
- 4.2.3 Identification and recommendations for buildings or structures worthy of Provincial or National historic designation status.
- 4.2.4 Applications for demolition of buildings or structures having possible historical significance to the Town
- 4.2.5 Review of development or demolition permit applications which may alter potential and/or known historic resources of significance to the Town; and
- 4.2.6 Review of development permits for any building located within the Fort Macleod Provincial Historic Area, (The area also referred to as the Historic District Area overlay identified in the Land Use Bylaw# 1882}

- 4.3 The role of the Board in this capacity will be in ensuring that the heritage, integrity, and character of the Provincial Historic Area is respected through increased public awareness and the implementation of the Standards and Guidelines for the Conservation of Historic Places in Canada. In addition, the Board will implement the Fort Macleod Provincial Historic Area Design Guidelines, which include, but are not limited to, building facades, signs, street furniture, public art, and all other relevant design elements and aspects.

- 4.4 The Board may undertake or provide support for Town approved initiatives related to heritage management, heritage planning, and implementation of heritage policies and actions aimed at increased public awareness of the social and economic benefits of heritage conservation. Initiatives will include but are not limited to:

- 4.4.1 Completion of a built heritage inventory
- 4.4.2 Development of a Heritage Management Plan
- 4.4.3 Implementation of the National Trust "Main Street" program model
- 4.4.4 Production of driving and walking tour guides
- 4.4.5 Development of public awareness brochures and posters
- 4.4.6 Support of residents in heritage awareness and advocate for potential grant applications
- 4.4.7 Implementation of a heritage marker program
- 4.4.8 Reviving the "Doors Open" public event

- 4.5 The Board shall advise Council on any matters that relate to its heritage advisory role.

## MEMBERSHIP



4.6 The membership of the committee shall be as follows:

- 4.6.1 Two members from Town Council (voting).
- 4.6.2 One Government of Alberta Historic Resources Management Branch representative. (voting)
- 4.6.3 One Fort Macleod and District Chamber of Commerce representative (voting)
- 4.6.4 One to three community members, preferably, but not necessarily, including:
  - 4.6.4.1 One Fort Macleod residential heritage building owner (voting)
  - 4.6.4.2 One Fort Macleod commercial heritage building owner (voting)
  - 4.6.4.3 One Building contractor experienced in heritage buildings (voting)
  - 4.6.4.4 One Architect or Designer experienced in heritage conservation (voting)
  - 4.6.4.5 One Advisor (Town Administrator, non-voting)

4.7 Members shall be appointed by Council based on Policy ADM04, Appointments to Boards and Committees.

4.8 Board members appointed by Council on an annual basis.

4.9 The process for appointing members is as follows:

- 4.9.1 Individuals apply to the Town.
- 4.9.2 The applications are brought forward to Council for consideration and the Built Heritage Advisory Board is notified of the appointed individuals.
- 4.9.3 Six positions each for a two (2) year term.

4.10 In the event that a Board position cannot be filled by someone possessing the required skills, knowledge, or experience, Council may fill that position with a Community Member-at-Large.

4.11 Council may, at any time, remove any member of the Board; and any member of the Board may resign at any time upon sending written notice to the chair of the Board.

4.12 Committee members may stand for re-appointment at the conclusion of their term.

4.13 Members of the Board shall serve without remuneration.

4.14 In the event of a vacancy occurring during a regular term of office, the vacancy may be filled for the remainder of that term upon resolution of Council.

4.15 The Board may appoint sub-committees to deal with any special matters coming within the scope and jurisdiction of the committee.

## CHAIR

4.16 The Board shall elect a Chair and Vice-Chair at its first meeting each year. In the absence of the Chair or Vice-Chair, the Board may elect an acting Chair from those members present at an individual meeting.

## MEETING PROCEDURES

4.17 The Chair shall call meetings of the Board on a regular basis.

- 4.18 A majority of the Board present (50% or greater) will represent Quorum, with a minimum of three (3) voting members present.
- 4.19 The order of business is to be sent out in an agenda package by the Board Chair or Town Advisor to the Board members three (3) days in advance of the meeting date.
  - 4.19.1 Recommendations to Council or the Development Authority will carry no validity if not voted on by the Board.
  - 4.19.2 Development Applications shall be considered by the Board within 10 days of the notice of application.
- 4.20 Minutes of the meeting (in-person or virtual) will be prepared and then signed by the Board Chair. Originals of the minutes will be forwarded to the Town for safekeeping, within 30 days of the meeting.
- 4.21 Committee members have a responsibility to make decisions based on the best interest of the Town. Board members must abide by the conflict-of-interest provisions of the Municipal Government Act.
  - 4.21.1 Members who have a pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter.
  - 4.21.2 They must declare their conflict and state the general nature of their conflict and then leave the meeting or that part of the meeting where the matter is under discussion.
  - 4.21.3 The member's declaration must be recorded in the minutes, and the Board member must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect to the matter.

## VOTING

- 4.22 All members of the Board, including the Chair, vote on every question unless they have declared a pecuniary interest and left the meeting.
- 4.23 Any member who does not indicate how they vote, or has left the meeting without declaring a conflict, is counted as having voted for the question.
- 4.24 If the votes are equal for and against, the question is defeated.

## REPORTING TO COUNCIL or THE DEVELOPMENT AUTHORITY

- 4.25 Recommendations of the Board must be adopted by committee resolution and shall be forwarded to Town staff who shall include the Board recommendations in their report to Council or the Development Authority where applicable. Board activities and communications will be reported to Council via Town of Fort Macleod administrative staff reports.



## **BUDGET & RESOURCES**

### **5. Creation and Approval of a Budget**

5.1 If necessary, a budget for expenses arising from the operation of the Board in the administration of the bylaw, will be submitted to Council for approval.

5.2 The budget shall be prepared in consultation with the Director of Operations and presented to Council by the CAO and/or designate, in consultation with the Board.

5.3 The Town Advisor and the Board may collaborate to apply for and receive grants from foundations and other orders of government to carry out specific tasks.

## **GENERAL**

6. This Bylaw shall come into effect upon final passage thereof.

7. Bylaw No.1839 and all amendments thereto are hereby repealed.

READ a **first** time this 14<sup>th</sup> day of April, 2025.

READ a **second** time this 28<sup>th</sup> day of April, 2025.

READ a **third** time and finally PASSED this 28<sup>th</sup> day of April, 2025.

  
Mayor – Brent Feyter

  
Chief Administrative Officer – Anthony Burdett