



Miscellaneous Municipal Item
REPORT TO COUNCIL
Request to License a Municipal Reserve
September 11, 2024

Letter of Request information	File: Hall
LEGAL DESCRIPTION: Municipal Reserve located within NE 33-21-01W5M; Plan 7410171 Lot R16 containing 15.83 acres more or less	
LANDOWNER: Foothills County	
LICENCE APPLICANT: Cindy Hall – Panther Holdings	
PROPOSAL: Request to Licence a Municipal Reserve Parcel	
DIVISION NO: 5	COUNCILLOR: Alan Alger
FILE MANAGER: Donna Fowler, Municipal Lands Administrator	
LOCATION	

The Municipal Reserve parcel is located in the Valley View Acres subdivision approximately 11km Northwest of the Town of Okotoks and approximately 5km west of the Hamlet of Heritage Point, on 244 Avenue West Street and 48 Street West.

BACKGROUND

The Applicant submitted an email request on January 8, 2024, to request Council's consideration to license the above noted municipal reserve parcel.

The applicant owns multiple large parcels in the area, specifically the adjacent parcel directly south of the reserve parcel (NE 33-21-01W5) and wishes to license the parcel for the purpose of grazing their horses and or cattle.

May 5, 2024 Internal circulation –Public Works provided the following comments:

Please note that the MR lot has no approach. There is a gate roughly 330m west of 48 St W along 244 Ave W that allows foot access entry. Since this is an old subdivision there might not have been a requirement for an approach to the MR at the time. All new development requires an approach for the MR lot. The approach for the MR lot would have come from 244 Ave W (Internal Subdivision Road). The MR lot is larger than 10 acres and would be allowed more than 1 approach.

The applicant would be able to access the MR from their parcel to the south, so the lack of an approach on the MR would not be an impediment. They intend to install a 16ft access gate on the south boundary to facilitate this. Should Council decide to send this parcel out for bids, we should consider adding the building of an approach to be a condition.

This parcel also has a water well of unknown origin, the applicant has indicated that they would not be interested in utilizing this as the livestock would be watered on their home parcel, as is indicated by their updated request letter and associated drawing attached to this staff report. They have offered a licensing fee of \$780.00/year which complies with our minimum bid requirements as outlined in our Fee Bylaw Schedule E.

REQUEST OF COUNCIL

OPTION A

If Council is amenable to the landowner's request, direct administration to proceed with advertising to accept bids to license the Municipal Reserve, being legally described as Plan 7410171 Lot R16 on NE 33-21-01W5M for grazing and stewardship with the following considerations that bid submissions are to also include:

Proposed Term:

Purpose: grazing and stewardship only.

Proposed Management Plan: Weed Management, responsible grazing practices, improving/maintaining fencing.

Licensee is required to build an approach.

Access will not be denied.

OPTION B

If Council is amenable to the landowner's request, direct administration to accept the applicants request to license the Municipal Reserve, being legally described as Plan 7410171 Lot R16 on NE 33-21-01W5M for grazing and stewardship with the following conditions:

Proposed Term:

Yearly Licensing Fee: \$780.00

Purpose: grazing and stewardship only.

Proposed Management Plan: Weed Management, responsible grazing practices, improving/maintaining fencing, installing access gate on south fence line.

Access will not be denied.

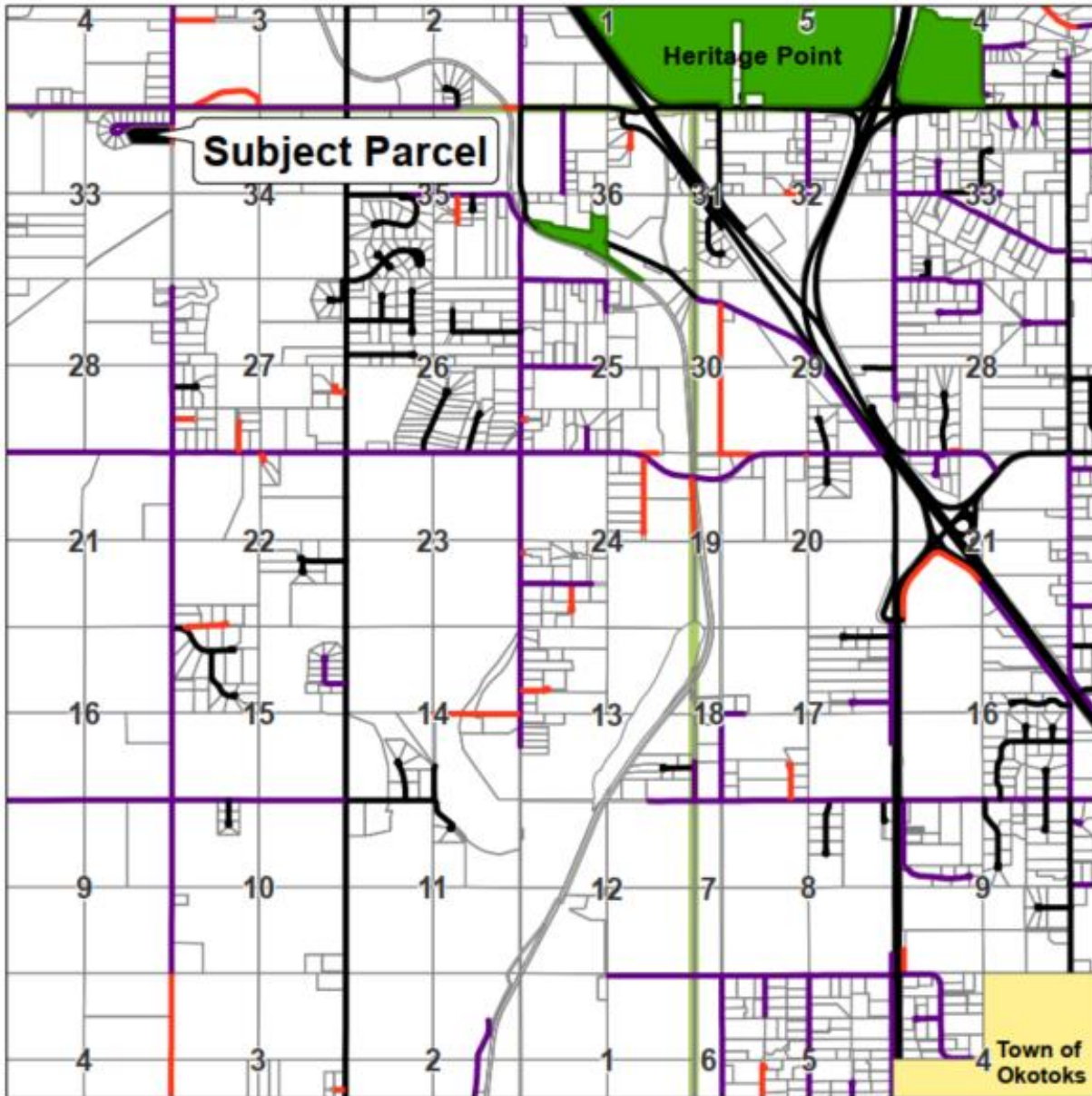
APPENDICES

APPENDIX A – Location Maps

APPENDIX B –Applicant Request Letter

**APPENDIX A:
LOCATION MAP**

Request to License a Municipal Reserve
within NE 33-21-01W5
Council Division 5



1:50,000

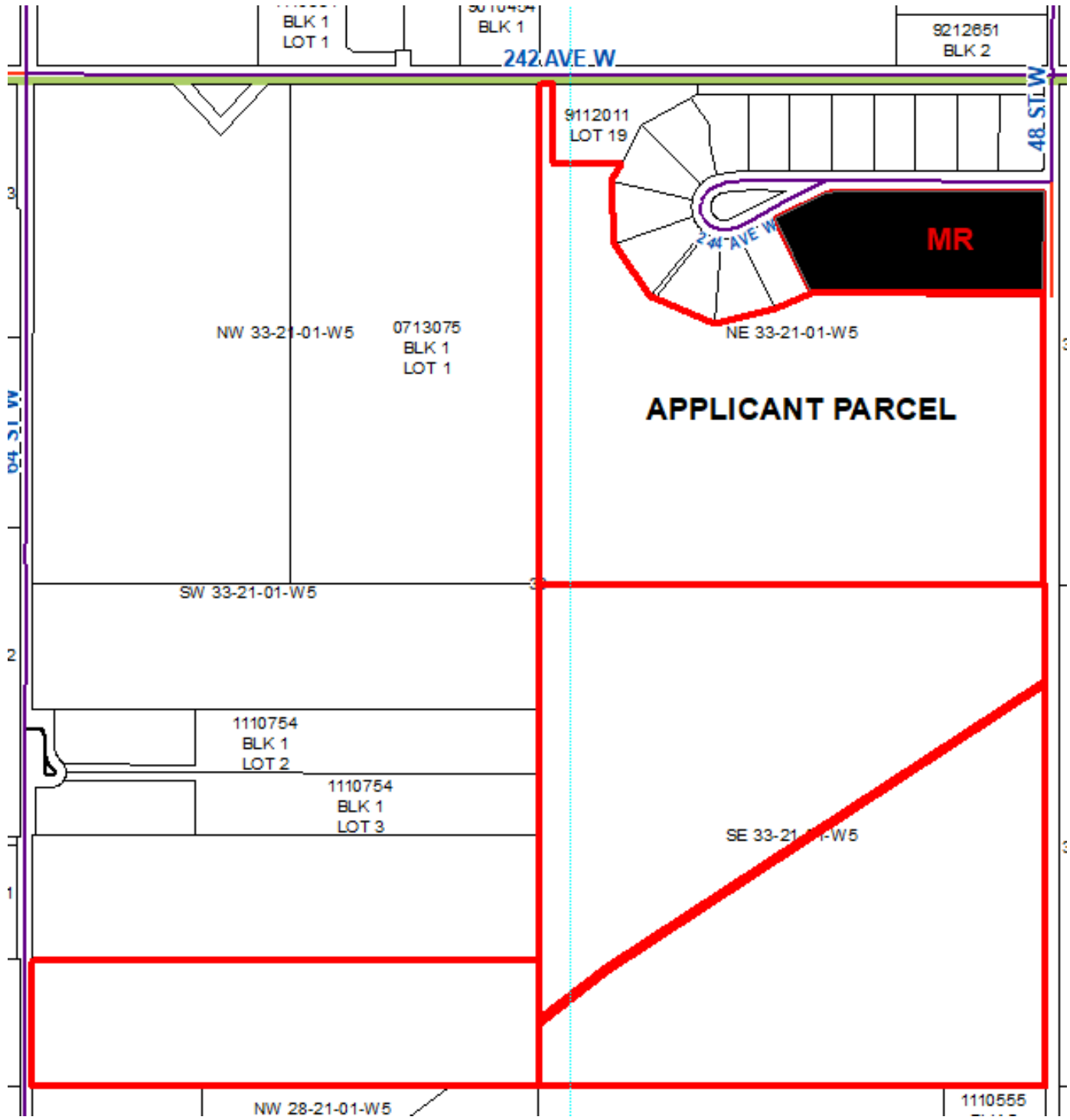
Legend

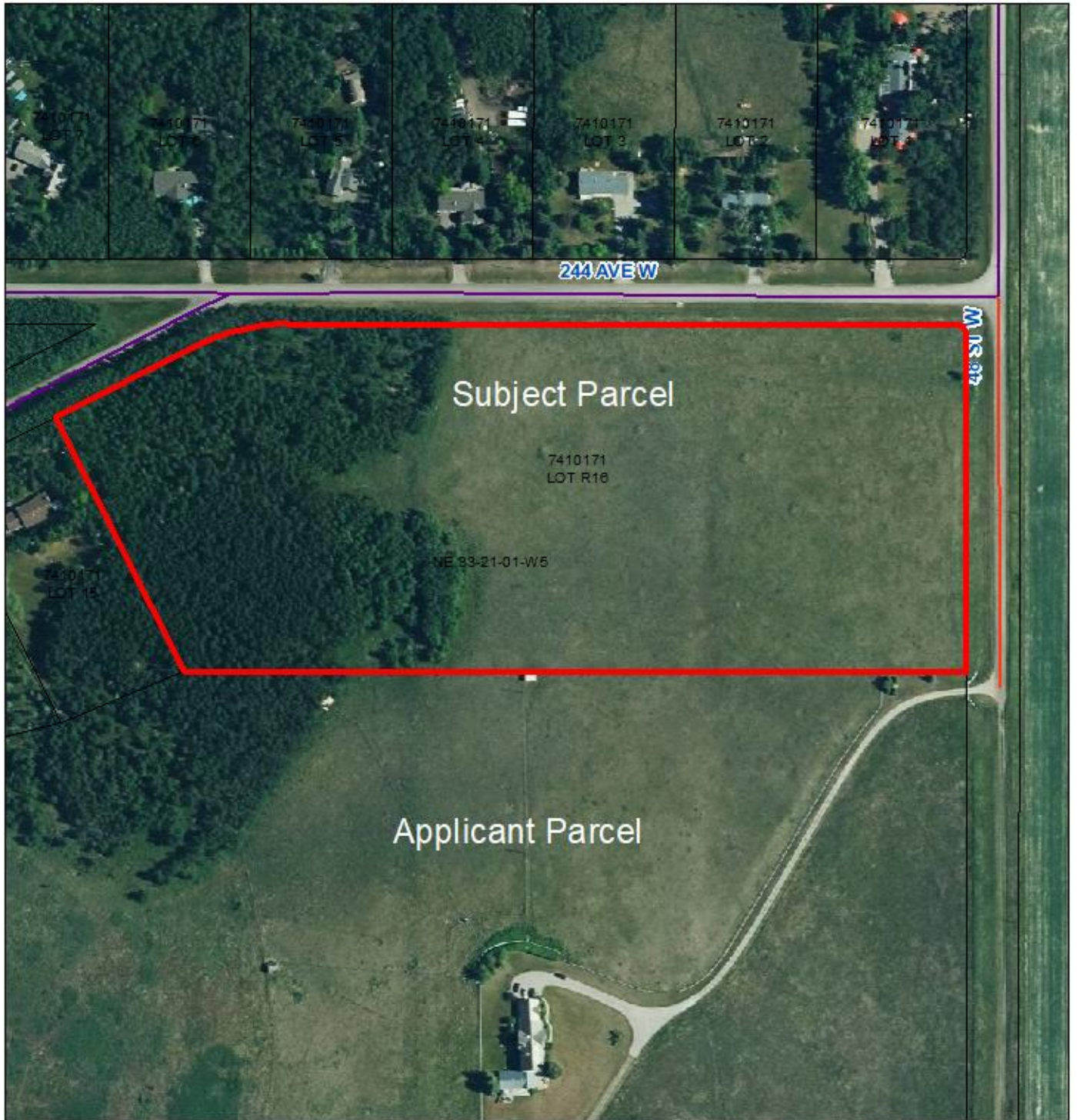
- Roads
- Highway
- Parcels
- Subject Parcel

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**APPENDIX B:
APPLICANT REQUEST LETTER**

**From: Cindy Hall
Sent: Friday, August 30, 2024 11:17 AM
To: Cindy Hall [REDACTED]
Subject: FW: Municipal Reserve**

Hello Donna

Our intent would be to use this MR for grazing 5 pairs for the months of June, July, August, and Sept.

We will put a 16ft access gate for access to pasture and to water facilities on adjoining land. Please see drawing which I will email separately to show you how would like to fence and where the well is currently located which we will use.

Our intent is to clean the field of thistles and Broadleaf with Grazon. We will then harrow it several times and follow with roller packing. We will possible be overseeding with orchard Grass and Brome if native grasses do not come back sufficiently.

We will maintain the fences and repair or replace whenever necessary.

We would like to offer \$600.00 per year for cattle and with the access point and the fence properly maintained and fenced we would also like to use it for 2 horses for October and November which would be \$45.00 per month and an additional \$180.00 which in total would be \$780.00 per year.

Thank you, Donna. Please let me know should you have additional questions.

Cindy Hall
[REDACTED]

SE 04-22-01-W5

742 AVE W

48 ST W

744 AVE W

7410171
LOT R16

7410171
LOT 15

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LOT 14

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LOT 13

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