



**Town of Fort Macleod
Council Meeting Agenda
Monday, January 9, 2023
GR Davis Administration Building
Council Chambers
7:00 pm**

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

Mayor Brent Feyter, Deputy Mayor Jim Monteith

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

A. CALL TO ORDER

B. MOMENT OF REFLECTION

C. APPROVAL OF AGENDAS

1. Consent Agenda
2. Regular Meeting Agenda

D. FOR THE GOOD OF COUNCIL

E. DELEGATIONS

F. PUBLIC HEARINGS

1. Bylaw 1961: Macleod Landing Area Structure Plan – *Gavin Scott, ORRSC*
2. Bylaw 1965: Amendment CG to DC – *Gavin Scott, ORRSC*

G. CONSIDERATION OF DELEGATIONS and PUBLIC HEARINGS

1. Bylaw 1961: Macleod Landing Area Structure Plan (*2nd & 3rd Reading*) – *Gavin Scott, ORRSC*
2. Bylaw 1965: Amendment CG to DC (*2nd & 3rd Reading*) – *Gavin Scott, ORRSC*

H. UNFINISHED BUSINESS

I. NEW BUSINESS

1. Bylaw 1964: FCSS & MD MOU – *Liisa Gillingham, Director of Community & Protective Services*
2. Community Celebration Committee – *Liisa Gillingham, Director of Community & Protective Services*
3. Tax Incentive Application: McDonald's Restaurant – *Kris Holbeck, Director of Finance*
4. Highway 3 Twinning Association Membership 2023 – *CAO Anthony Burdett*

J. IN CAMERA

1. Land Sale

K. ADJOURNMENT

Town of Fort Macleod
CONSENT AGENDA
Monday, January 9, 2023

A. COUNCIL MEETING MINUTES

1. Council Meeting Minutes – December 12, 2022
2. Special Council Meeting Minutes – December 20, 2022

B. CORRESPONDENCE AND INFORMATION ITEMS

1. Alberta Municipal Affairs: LRPT
2. Fort Museum Calendar
3. Card from MP John Barlow

C. FINANCIALS

1. Cheque Listing - Jan 4, 2023

D. ADMINISTRATIVE REPORTS

(Quarterly - January, April, July, October)

1. CAO
2. Director of Operations
3. Director of Finance
4. Director of Community & Protective Services
5. Motion List

E. COMMITTEE REPORTS

(First meeting of the month)

1. Alberta Southwest – Mayor Feyter
2. Chinook Arach Regional Library – Councillor Monteith
3. ORRSC – Councillor Wolstenholme
4. Willow Creek Foundation – Councillor Wolstenholme & Monteith

**Town of Fort Macleod
Council Meeting Minutes
Monday, December 12th, 2022
GR Davis Administration Building
Council Chambers
7:00 pm**

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

Regrets: Councillor Marco Van Huigenbos.

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

A. CALL TO ORDER

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

B. MOMENT OF REFLECTION

C. APPROVAL OF THE AGENDA

1. Consent Agenda

R.270.2022 Moved by Councillor Monteith that Council approves the consent agenda as presented.

CARRIED

2. Regular Meeting Agenda

R.271.2022 Moved by Councillor Wolstenholme that Council approves the regular meeting agenda with addition.

Addition:

J. IN CAMERA 3. Personnel – FOIP Section 17

CARRIED

D. FOR THE GOOD OF COUNCIL

E. DELEGATIONS

F. PUBLIC HEARINGS

G. CONSIDERATIONS OF DELEGATIONS and PUBLIC HEARINGS

H. UNFINISHED BUSINESS

I. NEW BUSINESS

1. 2022 Year-to-Date Revenue & Expenditures Report – *Kris Holbeck, Director of Finance*

R.272.2022 Moved by Councillor Monteith that Council accepts the 2022 Year-To-Date Revenue & Expenditures report as information.

CARRIED

2. 2023 Provisional Operating Budget – *Kris Holbeck, Director of Finance*

R.273.2022 Moved by Councillor Hengerer that Council approves the 2023 Provisional Operating Budget as presented.

CARRIED

3. 2023 Capital Budget Approval – *Adrian Pedro, Director of Operations*

R.274.2022 Moved by Councillor Monteith that Council approves the 2023 Capital Budget as amended.

Amendment: Engineering and Construction Macleod Landing Phase 1:
2023 Forecast - \$4,528,000.00

CARRIED

4. Minister Copping Volunteer Fire Department – *Anthony Burdett, CAO*

R.275.2022 Moved by Councillor Fox that Council supports the town of Panoka's letter by drafting and forwarding a letter from Fort Macleod to Minister Copping regarding volunteer fire departments in rural Alberta.

CARRIED

R.276.2022 Moved by Councillor Hengerer that Council moves in camera to discuss Intergovernmental Relations, Legal, and Personnel items at 7:24 pm.

CARRIED

J. IN CAMERA

1. Intergovernmental Relations – FOIP Section 21
2. Legal – FOIP Section 27
3. Personnel – FOIP Section 17

R.277.2022 Moved by Councillor Fox that Council moves out of in camera at 8:18 pm.

CARRIED

K. ADJOURNMENT

Mayor Feyter adjourned the meeting at 8:19 pm.

Mayor Brent Feyter

CAO Anthony Burdett

**Town of Fort Macleod
Special Council Meeting Minutes
GR Davis Administration Building
Tuesday, December 20th, 2022
7:00 pm**

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

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

Regrets: Councillor Gord Wolstenholme.

Administration: CAO Anthony Burdett, and Executive Assistant Meranda Day Chief.

A. CALL TO ORDER

Mayor Brent Feyter called the meeting to order at 7:01 pm.

B. APPROVAL OF AGENDA

R.278.2022 Moved by Councillor Fox that Council approves the meeting agenda as presented. **CARRIED**

R.279.2022 Moved by Councillor Poytress that Council move in-camera to discuss Land Sale, and Personnel items at 7:02 pm. **CARRIED**

C. IN CAMERA

1. Land Sale – FOIP Section 16
2. Personnel – FOIP Section 17

R.280.2022 Moved by Councillor Van Huigenbos that Council moves out of in-camera at 7:51 pm. **CARRIED**

R.281.2022 Moved by Councillor Hengerer that Council approves the ratification of the presented Collective Agreement effective January 1, 2023, to December 31, 2025, between the Town of Fort Macleod and the Canadian Union of Public Employees (CUPE) Local 70. **CARRIED**

D. ADJOURNMENT

Mayor Feyter adjourned the meeting at 7:52 pm.

Mayor Brent Feyter

CAO Anthony Burdett



Agenda Item Submission Form

Date

12/29/2022

Meeting Type *

Regular Council Meeting

Meeting Date *

01/09/2023

Agenda Section *

Consent Agenda

Department *

Administration

Consent Agenda Category *

Correspondence and Information Items

Director Name *

Anthony Burdett

Director Email

a.burdett@fortmacleod.com

Submitter Information

Submitter Name

Meranda Day Chief

Email

m.daychief@fortmacleod.com

Submission Title Name *

Alberta Municipal Affairs: LPRT

Recommendation *

Accept as information as presented.

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

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

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

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

Attachments

20221229082736487.pdf

422.47KB



ALBERTA
MUNICIPAL AFFAIRS

AR110296

*Office of the Minister
MLA, Calgary-Shaw*

December 13, 2022

His Worship Brent Feyter
Mayor
Town of Fort Macleod
PO Box 1420
Fort Macleod AB T0L 0Z0

Dear Mayor Feyter:

Thank you for your letter of November 15, 2022, regarding the Town of Fort Macleod's subdivision appeal to the Land and Property Rights Tribunal (LPRT). Hearing from municipalities about these matters is important to me and I am pleased to respond on behalf of the Government of Alberta.

The LPRT is an independent, quasi-judicial tribunal that decides land-use planning disputes, among other matters. The tribunal's mandate is to provide fair and timely decisions, but in some situations extended timelines are required due to factors such as the number of parties involved, the complexity of the underlying disputed issues, or a tribunal panel requesting more information from the parties that requires additional time to review.

With respect to the Town of Fort Macleod's appeal, the town was asked to provide a traffic impact assessment, which was shared with other parties for their feedback and then referred to the tribunal panel for consideration. Although the timeline for issuing the decision in this instance was longer than normal, most subdivision appeal decisions are issued within 28 days from the hearing date and 78 days from the date the appeal was filed.

The tribunal is committed to improving its appeals process by issuing annual performance surveys to appeal parties. I am pleased to share that in the 2021/22 fiscal year, it achieved a score of 86 per cent, with parties indicating a high level of satisfaction with the tribunal's performance. I encourage the town to provide feedback through the tribunal's performance survey, which is normally issued in June of each year.

Sincerely,

Rebecca Schulz
Minister

cc: Honourable Dale Nally, Minister of Service Alberta and Red Tape Reduction
Roger Reid, MLA, Livingstone-Macleod
Susan McRory, Chair, LPRT
Mike Hartfield, Director of Operations, LPRT



P.O. Box 776 Fort Macleod, AB T0L 0Z0
fax: 403.553.3451 ph:403.553.4703
email: sitemanager@fortmacleod.com
nwmpmuseum.com

The Fort -1884 Barracks Site -Visitor Information Centre -Provincial Historic Area -Original Fort Site

Greetings,

On behalf of the Fort Museum of the North West Mounted Police and First Nations Interpretive Centre Board of Directors and Staff, I would like to thank you for your many years of support to the museum and our programming. The past few years has been difficult for many of us, but we are looking toward the future with eager anticipation.

Next year is a special one for the museum and the RCMP as it is the 150th Anniversary of the formation of the national police force. The Fort Museum has developed this complimentary calendar, featuring historical dates throughout, to celebrate this significant milestone. Some of our favourite photos have been chosen to highlight the museum and programming. We sincerely hope that you enjoy the calendar as much as we do!

Keep an eye on our website and social media pages for upcoming events to celebrate the 150th anniversary this summer, we have lots of exciting things to come. I wish you all the best for 2023 and hope to see you at the Fort!

Best regards,

Sandi Davis
Executive Director
The Fort Museum of the NWMP
And First Nations Interpretive Centre





Mayer Fayter + Coemiel

We wish you the joy of a holiday
filled with love & laughter,
family & friends.

Merry Christmas and
Happy New Year!

John + Louise
All the best in
2023!

John Barlow
Foothills



Friends,

It has been a fun summer connecting with you again at events in our Foothills communities. Our Conservative team is unified and energized under our new leader, Pierre Poillievre, and I look forward to what the next year has for all of us.

All the best to you and your family in 2023!

- John



Front photo credit: Lindsay Barber-Christie
Season's Greetings Frame / Cadre de souhaits des Fêtes



Agenda Item Submission Form

Date

1/4/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

01/09/2023

Agenda Section *

Consent Agenda

Department *

Administration

Consent Agenda Category *

Financials

Director Name *

Kris Holbeck

Director Email

k.holbeck@fortmacleod.com

Submitter Information

Submitter Name

Kris

Email

k.holbeck@fortmacleod.com

Submission Title Name *

Cheque Listing for January 4, 2023

Recommendation *

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

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

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

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

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

Attachments

Cheque listing January 4, 2023.pdf

66.9KB



TOWN OF FORT MACLEOD

Cheque Listing For Account Payable

2023-Jan-4
2:30:41PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Batch #	Amount
20222405	2022-12-12			17	ALBERTA HARDWARE LTD.	14464	13.49
20222406	2022-12-12			1769	AMAZON.COM.CA		461.99
20222407	2022-12-12			55	AMSC INSURANCE SERVICES LIMITED		17,757.51
20222408	2022-12-12			644	AVAIL LLP		446.25
20222409	2022-12-12			83	BENCHMARK ASSESSMENT		4,860.80
20222410	2022-12-12			101	BROWNLIE LLP (EDMONTON)		2,949.34
20222411	2022-12-12			143	CLEARTECH INDUSTRIES INC.		9,802.23
20222412	2022-12-12			1034	CRAZY STITCH		5,643.75
20222413	2022-12-12			1057	DAVIS CHRYSLER DODGE JEEP RAM LTD.		220.29
20222414	2022-12-12			1687	DYNAMIC MARINE SERVICES INC.		114.50
20222415	2022-12-12			201	ECONOMY CASHWAY LUMBER		67.29
20222416	2022-12-12			810	GATEWAY SAFETY SERVICES LTD.		336.00
20222417	2022-12-12			281	GREGG DISTRIBUTORS LP		192.48
20222418	2022-12-12			1173	HIFAB HOLDINGS LTD.		760.96
20222419	2022-12-12			337	KAIZENLAB		172.20
20222420	2022-12-12			1717	LAWRENCE, AMANDA		627.34
20222421	2022-12-12			758	LETHBRIDGE MOBILE SHREDDING INC.		49.39
20222422	2022-12-12			877	LOOMIS EXPRESS		54.59
20222423	2022-12-12			1723	MA CATERING COMPANY LTD		1,739.46
20222424	2022-12-12			408	MO BOOTS AG MECHANICS LTD.		840.97
20222425	2022-12-12			393	MUNICIPAL DISTRICT OF WILLOW CREEK		3,267.50
20222426	2022-12-12			978	NEXT HOME AND GARDEN		58.79
20222427	2022-12-12			1711	PINCHER CREEK CO-OPERATIVE ASSOC. LTD.		7,779.60
20222428	2022-12-12			514	SILVER AUTOMOTIVE FORT MACLEOD LTD.		1,337.91
20222429	2022-12-12			1318	WESTON MANUFACTURING LTD.		157.50
20222430	2022-12-12			619	WILLOW CREEK REGIONAL WASTE		6,591.20
20222431	2022-12-12			1079	WOLF DEN ENTERPRISES		230.56
							66,533.89
							Batch # 14465
20222432	2022-12-12			31	ALBERTA SOUTHWEST REGIONAL ALLIANCE		4,557.00
20222433	2022-12-12			86	BIG HILL SERVICES LTD.		872.00
20222434	2022-12-12			374	MACLEOD GAZETTE LTD.		8,603.08
20222435	2022-12-12			438	OVERHEAD DOOR COMPANY		425.25
20222436	2022-12-12			1569	PROMETHEAN HERITAGE & CULTURAL SERVICES		8,025.15
20222437	2022-12-12			1	CROWSHOE, VELMA		75.00
							22,557.48



TOWN OF FORT MACLEOD

Cheque Listing For Account Payable

2023-Jan-4
2:30:41PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount	Batch #
							14489
20222469	2022-12-19			17	ALBERTA HARDWARE LTD.	33.59	
20222470	2022-12-19			1769	AMAZON.COM.CA	75.40	
20222471	2022-12-19			55	AMSC INSURANCE SERVICES LIMITED	850.58	
20222472	2022-12-19			101	BROWNLEE LLP (EDMONTON)	25,629.99	
20222473	2022-12-19			1034	CRAZY STITCH	1,177.05	
20222474	2022-12-19			1675	ECOAG INITIATIVES INC.	3,574.15	
20222475	2022-12-19			1657	FLOWPOINT ENVIRONMENTAL SYSTEMS LP	103.95	
20222476	2022-12-19			1723	MA CATERING COMPANY LTD	606.05	
20222477	2022-12-19			386	MCGILLS INDUSTRIAL SERVICES	24,719.63	
20222478	2022-12-19			787	MD PLUMBING & HEATING	4,381.69	
20222479	2022-12-19			408	MO BOOTS AG MECHANICS LTD.	59.63	
20222480	2022-12-19			414	MPE ENGINEERING LTD.	4,284.53	
20222481	2022-12-19			393	MUNICIPAL DISTRICT OF WILLOW CREEK	2,100.00	
20222482	2022-12-19			436	OLDMAN RIVER REGIONAL SERVICES	1,976.01	
20222483	2022-12-19			454	PITNEY WORKS	2,227.04	
20222484	2022-12-19			1210	RELIANCE APPRAISAL CONSULTANTS	4,908.75	
20222485	2022-12-19			443	SURECALL CONTACT CENTRES LTD.	1,222.28	
20222486	2022-12-19			1654	T & T DISPOSAL SERVICES	7,432.80	
20222487	2022-12-19			1433	TORRY LEWIS ABELLS LLP	2,103.86	
20222488	2022-12-19			1645	TOTAL OFFICE PLUS	831.59	
20222489	2022-12-19			578	TOWN OF FORT MACLEOD	9,320.04	
20222490	2022-12-19			1086	TRINUS TECHNOLOGIES INC.	52.50	
20222491	2022-12-19			583	UFA CO-OPERATIVE LIMITED	2,534.68	
20222492	2022-12-19			85	WASTE CONNECTIONS OF CANADA INC.	13.82	
							100,219.61
							14490
20222493	2022-12-19			1070	BRANDT TRACTOR LTD.	10.98	
20222494	2022-12-19			169	CANADIAN UNION OF PUBLIC EMPLOYEES 70	859.04	
20222495	2022-12-19			225	EXTENDICARE	720.75	
20222496	2022-12-19			210	FORT MACLEOD & DISTRICT , COMMUNITY HALL	150.00	
20222497	2022-12-19			618	WORKERS COMPENSATION BOARD	4,367.64	
20222498	2022-12-19			1	LOYST, BARRIE	9,923.79	
20222499	2022-12-19			1	PEARCE, LAURA	680.00	
							16,712.20
							14500
20222507	2022-12-23	EFT	EFT	19	ALBERTA LAND TITLES	30.00	
20222508	2022-12-23	EFT	EFT	1156	DIRECT ENERGY BUSINESS	53,707.62	
20222509	2022-12-23	EFT	EFT	1745	GFL ENVIRONMENTAL INC.	46,192.01	
20222510	2022-12-23	EFT	EFT	562	TELUS	1,807.53	
20222511	2022-12-23	EFT	EFT	564	TELUS MOBILITY	198.00	
							101,935.16



TOWN OF FORT MACLEOD

Cheque Listing For Account Payable

2023-Jan-4
2:30:41PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
						Batch # 14513
20222597	2022-12-29			17	ALBERTA HARDWARE LTD.	155.60
20222598	2022-12-29			1769	AMAZON.COM.CA	58.46
20222599	2022-12-29			1205	BRIDGE AIR SYSTEMS LTD.	1,076.25
20222600	2022-12-29			101	BROWNLIE LLP (EDMONTON)	16,405.78
20222601	2022-12-29			112	CANADIAN LINEN & UNIFORM SERVC	95.38
20222602	2022-12-29			8	CANOE PROCUREMENT GROUP OF CANADA	287.71
20222603	2022-12-29			841	CROWN FOOD EQUIPMENT	4,086.86
20222604	2022-12-29			1112	CSRA HEAVY DUTY LTD.	620.17
20222605	2022-12-29			201	ECONOMY CASHWAY LUMBER	262.61
20222606	2022-12-29			805	FABER SHARPENING LTD.	107.10
20222607	2022-12-29			993	FEYTER, BRENT	55.00
20222608	2022-12-29			810	GATEWAY SAFETY SERVIES LTD.	336.00
20222609	2022-12-29			846	GMS MECHANICAL & EQUIPMENT LTD.	677.25
20222610	2022-12-29			281	GREGG DISTRIBUTORS LP	1,119.44
20222611	2022-12-29			337	KAIZENLAB	334.05
20222612	2022-12-29			1134	KEENAN, SUSAN	158.84
20222613	2022-12-29			1584	LIVE ELECTRIC INC.	1,530.97
20222614	2022-12-29			1423	MONTEITH, JAMES	55.00
20222615	2022-12-29			419	NAPA AUTO PARTS	1,479.11
20222616	2022-12-29			978	NEXT HOME AND GARDEN	15.00
20222617	2022-12-29			1250	PATTISON OUTDOOR ADVERTISING LP	787.50
20222618	2022-12-29			1397	SECURCOM TECHNOLOGIES INC.	7,120.05
20222619	2022-12-29			1398	T.L.C. VENTURES INC.	1,186.50
20222620	2022-12-29			1645	TOTAL OFFICE PLUS	61.59
20222621	2022-12-29			583	UFA CO-OPERATIVE LIMITED	106.79
20222622	2022-12-29			1360	VANEE TRUCKING	1,762.57
20222623	2022-12-29			888	WESTERN TRACTOR COMPANY INC.	136.40
20222624	2022-12-29			1318	WESTON MANUFACTURING LTD.	105.00
20222625	2022-12-29			640	WOLSTENHOLME, GORDON	165.00
						<hr/> 40,347.98
						Batch # 14514
20222626	2022-12-29			743	BDB DEVELOPMENTS LTD.	5,838.00
20222627	2022-12-29			86	BIG HILL SERVICES LTD.	116.07
20222628	2022-12-29			819	BRIDGE VACUUM CLEANING SUPPLIES	58.77
20222629	2022-12-29			1773	CAM AIR REFRIGERATION & HEATING LTD.	4,498.41
20222630	2022-12-29			159	CANADIAN PACIFIC RAILWAY COMPANY	592.00
20222631	2022-12-29			352	LARSON'S TIRE SHOP	47.25
20222632	2022-12-29			1	SANTA LETHBRIDGE	1,160.00
						<hr/> 12,310.50
Total						360,616.82

*** End of Report ***



Agenda Item Submission Form

Date

1/4/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

01/09/2023

Agenda Section *

Consent Agenda

Department *

Administration

Consent Agenda Category *

Administrative Reports

Director Name *

Anthony Burdett

Director Email

a.burdett@fortmacleod.com

Submitter Information

Submitter Name

Anthony Burdett

Email

a.burdett@fortmacleod.com

Submission Title Name *

CAO Quarterly Report

Recommendation *

For information only.

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

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

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

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

Attachments

CAO Quarter 4 Report 2022.pdf

627.45KB



Chief Administrative Officer Quarterly Report to Council January 4, 2023

CAO: Anthony Burdett

Quarter: October – December 2022

Strengthening Relationships – Improving Communication – Finding Efficiencies – Building Capacity

Council

- Annual Organizational meeting completed and boards and committees filled
- Byelection successfully managed, and new councillors brought on board

Strategic Plan

- Strategic Plan – Finalized in December
- Implementation of Strategic Plan, Mission, and Vision underway

Departments

- Holding weekly Senior level/Director meetings
 - o Improving communication between departments
 - o Weekly Check-in for Senior level staff
 - o Training opportunities
 - Working on improving and establishing our Town brand
 - Available, Consistent, and Professional
- Supervisory meetings
 - o Brief management training led by supervisors going well

Initiatives

- Safe Community Task Force. Now meeting quarterly (Next meeting in January)
 - o Working with the landowner to clean up a problem property. Seeing great results, the property is now listed for sale
- Met with Citizens on Patrol to foster better working relationships. Initiated open communication channels.

Bylaw/Enforcement

- Working with RCMP on new Bylaws:
 - o Second-Hand Goods Bylaw
 - o Community Standards Bylaw Update
 - Living in trailers and unregistered vehicle capacity
- Working closely with Town's Bylaw officer in bylaw enforcement to improve Town's appearance in Commercial and Residential Areas
- Working with Bylaw to ensure education is the primary and key piece to Bylaw enforcement

Staff

- Successfully bargained a fair deal with Union for the next three years (2023-2025)
- Interviewed Public works, Facilities, and Plants staff during year-end evaluation process



Chief Administrative Officer Quarterly Report to Council January 4, 2023

Chamber

- Regular meetings with Chamber President
- Supported Chamber and Parade Committee in a very successful Santa Claus Parade

Development

- Accepted conditional offer for the purchase of 160 acres southeast of Town
- Worked with interested businesses looking for land purchase to expand
 - o Research, appraisal, discussion, and open bid process
 - o Accepted offer on 15 acres in the southwest industrial area
- Presented to BILD Lethbridge
 - o Subsequent meetings with Cedar Ride Homes and Stranville Living

Strengthening Relationships

- Strengthening relationships with regional CAOs
 - o Participating in LGAA information sessions
- Working with Livingstone Range School Division (LRSD) on our Joint Use Planning Agreement (due by June)
- Met with LRSD Superintendent, Senior Staff and Franklin Covey Organization reps. to look at potential partnerships
- Attended ribbon-cutting ceremonies and grand openings for new businesses in Town

Training

- CAO Mentorship/Training Ongoing. 20 Hours completed in 2022
- Participated in Regional Emergency Exercise Simulation
 - o Great emergency preparedness practice
 - o Connected with other municipalities
- Additional training taken through LumiQ for CPD hours

Anthony Burdett, CAO



Agenda Item Submission Form

Date

1/4/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

01/09/2023

Agenda Section *

Consent Agenda

Department *

Administration

Consent Agenda Category *

Administrative Reports

Director Name *

Adrian Pedro

Director Email

a.pedro@fortmacleod.com

Submitter Information

Submitter Name

Adrian

Email

a.pedro@fortmacleod.com

Submission Title Name *

Operations Quarterly Report - January 2023

Recommendation *

Submitted as information purposes.

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

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

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

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

Attachments

Quarterly Report to Council - Operations - January 2023.pdf

72.27KB



Quarterly Report to Council
January 9th, 2023
Adrian Pedro – Director of Operations

PUBLIC WORKS

1. Water Servicing – multiple water service freezing issues due to cold weather conditions.
2. Sewer Servicing – storm and sanitary sewer flushing ongoing.
3. Road Maintenance – snow removal and sanding operations ongoing.
4. Sign Maintenance – replacement of faded signs and installation of new signs ongoing.
5. 3rd Ave Storm Outfall Repair – temporary outfall repair fabricated, to be installed in March, weather permitting.
6. Old Compost Area – trees removed, and site cleaned up at former compost area.
7. Recycling Area – ongoing removal of excess garbage and recycling material dumped on site. Cameras to be relocated to increase enforcement potential.
8. Banners & Wreaths – Remembrance Day banners installed and removed. Installation of Christmas wreaths identified many requiring replacements, to be incorporated into budget.

PLANTS

1. WWTP Operations Update:
 - i. Extremely cold weather caused freezing issue in the WAS #1 unit. Manual pumping occurred for the duration.
 - ii. Boilers services in October identified various issues, parts replaced accordingly.
 - iii. Issues remain with the Cowley landfill no longer accepting screenings bin. The new facility in Coaldale currently unable to accept material. Ongoing discussions occurring with GFL for new hauling options.
2. WTP Operations Update:
 - i. Semi-annual UV service completed in October.
 - ii. Chlorine feed issues started at the end of November. Small cracks found in various plastic fittings, parts replaced accordingly.
 - iii. Side injection pump inlet valve failed to close during regular maintenance at the end of October. Valve determined to be faulty and was replaced.
 - iv. Louvre issues with WTP gen set continue, the potential solution involves disassembly of the insulation around the generator. Work to be scheduled for the spring.

3. Blower Analysis – Aerzen onsite in April and October to assess blowers, 1 of 7 require maintenance. Minor adjustments were made and are now awaiting quotes to repair jockey and centrifuge pumps.
4. Annual Reporting – to be submitted to Alberta Environment in February 2023.
5. Water & Sewer Billing Audit – to be conducted in the next few months.
6. Out of Town Water Users – ongoing discussions with our legal team and Alberta Environment regarding the process moving forward around providing water to both external landowners. Both landowners and the MD of Willow Creek have been advised that the Town is reexamining the provision of water as a whole and there may be changes to the arrangement moving forward

PARKS & FACILITIES

1. Arena Update:
 - i. Ongoing maintenance and janitorial operations of the buildings.
 - ii. Ice bookings have been constant.
 - iii. New arena staff trained this season, going well thus far.
 - iv. Events: U11, U13, U15, U18 home tournaments, and Christmas Classic Adult Rec teams.
 - v. 30 of 53 open ice spots rented to private rentals. This has been an increase compared to previous years.
 - vi. Equipment repairs – furnace repairs, stand-up freezer repairs and a new fridge installed at the concession.
2. Parks Update:
 - i. Winter park and trail maintenance, garbage removal as required.
 - ii. Playground inspections and general maintenance ongoing.
 - iii. Winterization of all parks completed.
 - iv. Cut and clean up debris from heavy windstorm completed.
3. Other Facilities:
 - i. Welcome Mat – new rear door installed to be flush with exterior wall.
 - ii. Community Hall – doorway and furnace repaired.
 - iii. Snow Removal – ongoing removal and sanding at Town office, Scouts Hall, Library, Arena and Parks shop. .
4. Pathway Master Plan – valuable feedback received from the open house. Meeting schedule for early January to discuss required alignment revisions and final report contents. We are also considering next steps in public engagement.

PLANNING AND DEVELOPMENT

1. Development Agreements:
 - i. E. Neiboer Holdings (Deer Path Meadows) – letter issued to residents providing the status of our dealings with the developer and outlining the Town’s position moving forward.
 - ii. Frans Feyter Construction – agreement currently being drafted for offsite improvements based on approved engineering drawings.

2. Land Use Bylaw Revision – continued work with Gavin Scott, ORRSC on proposed updates to the Land Use Bylaw. Tentatively completion in early 2023.
3. Land sales/swaps in various stages of completion:
 - i. Rosewood Villa – currently in Court of Appeal, ongoing.
 - ii. New industrial Lots – LPRT final decision rendered granting subdivision approval. Documents submitted to LTO, awaiting registration.
 - iii. 9th Street industrial lots – 1 lot conditionally sold.
 - iv. 9th Street residential lots – 5 lots on south side just passed petition period, buyer to be notified to proceed with sale.
 - v. Industrial 15-acre lot sale in progress.
4. Subdivisions:
 - i. One (1) 2021 approval pending finalization (Manning Ave).
 - ii. One (1) 2022 approval pending finalization (3 Vee Feeders).
5. Non-Compliance – 3 compliance issues ongoing; 1 Safety Codes order, 1 Stop Order, 1 at Court of Appeal.
6. Development Comparison Summary:

	2020	2021	2022
Development Permits	106	86	101
Subdivisions	3	7	1
Bylaw Amendments	10	11	6
Land sales	5	8	12
Compliance letters	49	53	42

MAJOR PROJECTS

1. Solar Panel Installation – module, inverter, AC/DC cable installation complete. Delivery of AC disconnect switch has been delayed yet again, now scheduled for delivery in January.
2. Waste and Recycling Program – audit of commercial program ongoing and reconciliation with Town records. Potential program and fee changes to be discussed with Council at a later date.
3. Town Household Waste Program #2 – program successfully executed, both in terms of efficiency and the total waste volumes in comparison to collection held earlier in the year. Going forward, we will work with the GFL and the landfill to conduct a similar program in 2023.
4. Macleod Landing Phase 1 – Bylaw 1961 ASP public hearing scheduled for January. Preliminary design meeting to be held in January. Detailed design to begin shortly thereafter. Aiming for a tender release date of May/June 2023.
5. Centennial Park Lighting – Fortis surveyors to layout design the week of October 11th. Construction to begin in early spring.

6. Skate Park Relocation – successful grand opening. Permanent skate park donor/rule sign fabricated, to be installed in the spring.
7. Stormwater Management Plan - data collection, including storm sewer flushing and camera work ongoing. Anticipated completion end of 2023.
8. Health and Safety – new program and manual issued to all departments. Health & Safety Committee conducting ongoing review and training for the program. An audit is being completed to determine the training and equipment needs for the Town moving forward.
9. Asset Management – new GIS, asset management and service tracker ecosystem rolled out to all departments. Ongoing data verification and inventory updates. Service Tracker application to be made available to the general public as part of the Town's new website.

Administration is also working on a data collection and assessment schedule based on the requirements outline in the AM Roadmap.

10. Dust Abatement Program – currently drafting policy related to the implementation of dust abatement program for various gravel roads within Town limits. Program to be implemented starting in the spring 2023.
11. Gravel Maintenance Program – currently drafting policy related to establishing a level of service for gravel road maintenance. This will allow for greater transparency for the general public.
12. Gravel Road Improvement Program – ongoing discussion regarding the priority list to be used, assessment criteria and potential point system to be utilized.

Respectfully Submitted,



Adrian Pedro,
Director of Operations



Agenda Item Submission Form

Date

1/4/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

01/09/2023

Agenda Section *

Consent Agenda

Department *

Administration

Consent Agenda Category *

Administrative Reports

Director Name *

Kris Holbeck

Director Email

k.holbeck@fortmacleod.com

Submitter Information

Submitter Name

Meranda Day Chief

Email

m.daychief@fortmacleod.com

Submission Title Name *

Director of Finance Quarterly Report

Recommendation *

Approve as presented in the consent agenda

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

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

- This submission is making Fort Macleod more VIBRANT.
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Attachments

Quarterly Report to Council Finance Dec 2022.docx

66.72KB



Quarterly Report to Council – January 9, 2023

Kris Holbeck – Director of Financial Services

TAXATION/CEMETERY/ACCOUNTS PAYABLE

1. The three (3) tax recovery public auction properties taken for tax forfeiture in 2021 are currently listed for sale by the Town in their inventory listing.
2. One more tax incentive application has been received for the 2023-2025 cycle and is on the main agenda for Council approval. This brings the total to seven for this cycle.
3. Scattering grounds/memorial bench project's landscaping to be completed in 2023. Administration is developing a brochure for the memorial bench area (and potentially a memorial tree program).
4. The semi-annual tax penalty of 11% on all outstanding amounts was applied on January 2, 2023. The next 11% penalty will be applied to all current amounts on July 1, 2023 per the Tax Penalty Bylaw.
5. The Fort Museum intern term is done at the beginning of February. The intern is accessing the Town's historic cemetery records to develop accurate information on the historic graves in the Union Cemetery for archival purposes. Administration is pleased with the progress on the historic cemetery documentation this intern has achieved and looks forward to inviting another Museum intern to keep working on this project in the future.

INFORMATION TECHNOLOGY

1. The new website is under development. Staff are working with the LRSD IT department to ensure that the website works seamlessly with our accounting software, emails, and other programs.
2. Town staff (not Council) emails are moving from individual names to positions to reduce the administrative time when staff leave the Town. Currently the office staff and foremen are in process of having their emails switched out and all staff should be changed over to the new configuration by year end.

RECORDS MANAGEMENT

1. Laserfiche project continues with minute digitization and searchability in the next phases of the project. The new website will be in place before we can implement public facing documents.
2. Land files are also on the list of upcoming digitization projects to ensure these permanent records are not lost in case of a disaster as they are mostly physical records currently.
3. Annual destruction of archived documents is taking place per the Records Management Bylaw.

INSURANCE AND RISK MANAGEMENT

1. Occupational Health and Safety Committee board members have all had their training. The committee is meeting to review the new OH&S manual and to develop its roll out and training for all Town staff.

AUDIT, BUDGETING AND CONTROL SYSTEMS

1. Provisional budget has been passed. The final 2023 operating budget will be passed with the 2023 mill rate bylaw at the Council meeting on April 24, 2023.
2. The 2023 capital budget has been passed and staff are working on purchasing equipment, RFPs, and quotes. Staff is also working on provincial grant applications for these capital projects.
3. The 2022 financial statement audit is in progress with Avail LLP coming to Council on Monday, March 27th, 2023 to present the final financial statements.

INVESTMENTS AND RESERVES MANAGEMENT

1. Reserves are being updated to ensure Administration has a clear picture of funding levels for the 2023 operating and capital budget cycles. Staff will be discussing reserves and changes and updates with Council at the March 2023 Committee of the Whole meeting and making recommendations for adding reserves and optimal balances for 2023.

MISCELLANEOUS

1. Policy review and development, procedure development and documentation for front office duties and Tangible Capital Asset (TCA) financial integration into the Munisight Asset Management System will be ongoing items for the foreseeable future.

Kris Holbeck, Director of Finance



Agenda Item Submission Form

Date

1/3/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

01/09/2023

Agenda Section *

Consent Agenda

Department *

Administration

Consent Agenda Category *

Administrative Reports

Director Name *

Liisa Gillingham

Director Email

l.gillingham@fortmacleod.com

Submitter Information

Submitter Name

Liisa

Email

l.gillingham@fortmacleod.com

Submission Title Name *

Director Community & Protective Services Quarterly Report

Recommendation *

None, provided as information.

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

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

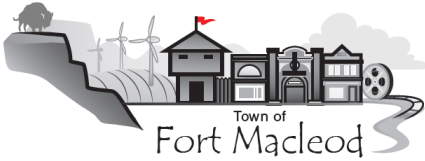
- This submission is making Fort Macleod more VIBRANT.
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Attachments

Oct Nov Dec 2022 quarterly.pdf

115.22KB



Town of Fort Macleod

Director of Community & Protective Services

Quarterly Report October - December 2022

Emergency Management

- Regional Exercise successfully happened and final grant report sent on behalf of all the regional partners.
- Continue to need a few Councillors to do the Elected official's course, and there are a few other Councillors within the MD that need it so we will be scheduling a date in the new year with the expectation that any councillor who does not have the training participate in the ½ day course.
- Worked on and finalized the Fire Inspection agreement with the MD and our Fire Department.

HR/Payroll

- Two new hires, one in public works and a seasonal in Facility's for arena operations.
- Preparing for annual staff performance evaluations and personnel file updates.
- November and December are busy months with a lot of payroll prep for year end, including preparing for the 2022 audit in both payroll and pension.
- Union negotiations completed and changes will be implemented as of January 1, 2023 with the exception of benefit package changes which will not come into effect until March 1, 2023.
- HR goal for 2023 is that all personnel files will become digital; starting with any new employees and will start converting current files as time permits throughout the year.
- Staff Christmas party planned with a great social committee and was great.

Community Services

- Santa Claus parade, Midnight Madness and working with the Chamber as needed and with Anthony to host Photo's with Santa, and visit reindeer.
- Worked with U13 hockey Team Manager and Facility Foreman to review our arena and the team's/Town's ability to host of the 2023 Tier 4 Provincial Championship tournament. The application was successful, and our U13 Team was granted the hosting rights. Tournament dates are March 23-26, 2023.
- Continued correspondence with AHS regarding physicians, and the delayed timelines for new physicians.
- CPAC AGM: The Town will be hosting an open house and a survey in the new year to help determine to future of CPAC and community uptake and to ensure no overlap between other committees and functions. The last thing we want is another committee having meeting just for the sake of having meetings with no real actionable items.
- Community Pickle Ball has been hosted at the GR Davis Bldg gym.
October saw 19% usage with 19 players and only 7 of a possible 31 slots filled.
November saw 75 % with 135 players and 38 of 51 slots filled.
December saw 73% with 113 players and 30 of 41 slots filled.
With the significant increase shown in the past two months we will be looking at potentially changing the location for the spring/summer to try an accommodate an additional court and better access options.

Municipal Bylaw Enforcement

- Our term Bylaw Officer, S. Pothegadoo has been a great addition to our team over the past few months, covering for W. Noble while on leave. He tackled any concerns brought to him with respectful conversation and education for residents and necessary enforcement as per Town Bylaws when needed. There has been a focus on parking such as: enforcement in the 2 hour zones on Main Street after multiple complaints from Main Street business owners; vehicles blocking alleys; RV's/Seasonal Vehicles and trailers parked improperly on streets and parking in excess of time limits. Animal control is, as always, a large part of the role for bylaw enforcement as well.
- Officer Pothegadoo also used the Bylaw Facebook page regularly and provided some great messaging for educational purposes to review certain sections of Bylaws and infractions etc. and how to avoid receiving notices and or fines.
- Officer Pothegadoo will conclude his term of employment mid-January 2023 with Officer Noble returning full time from his leave at that time.

FCSS

- Walk In traffic has been steady between 100-125 people per month
- Housing Liaison has approx. 100 active clients but many ebb and flow depending on their personal circumstances.
- Continues to make head way with the housing market (and lack thereof). We are gearing up to do the homeless estimation project in January & February.
- Helping with the Heart of Fort Macleod was an amazing opportunity. We helped 17 families which totaled approx. 100 people in total- multi-generational. Some even came through our doors near the end with their stories and we were able to help them as well. The community helped tremendously through money donations, item donations, adopting whole families to buy for. We were able to give multiple grocery bags of food to the families as well. Our biggest sponsor was Red Apple!
- The community hero's (fire, police, ambulance, and bylaw) were able to help out by raising awareness with the Sirens for the Season.
- We brought Santa in for pictures. We had 15 families come with 42 individuals.
- We helped at the Salvation Army's hamper programs for 2 days in December.
- We made 40 gingerbread village kits for families. All were distributed and we had prizes for the top 3 families.

Library

Larger library discussion will be coming to council in the near future.

Prepared by:	Liisa Gillingham	Date: December 28, 2022
Approved by:	Anthony Burdett	Date: January 4, 2023
Submitted to:	Town Council	Date: January 11, 2023



Council Motion List

Action Required Items

Report Date: January 2022

Meeting Date	Motion #	Motion	Status	Notes
February 22, 2021	R.037.2021	Fort Macleod Volleyball Club Moved by Councillor Monteith that Council approves the Fort Macleod Volleyball Club's proposal in principal, directing Administration to work with the Fort Macleod Volleyball Club and planning services to identify logistics and bring recommended information back to Council. CARRIED	IN PROGRESS	
April 11, 2022	R.114.2022	Fort Macleod Healthcare Auxiliary: 125 th Anniversary Moved by Councillor Edwards that Council and Administration provides the Fort Macleod Healthcare Auxiliary Association by way of certification and letter, recognition of 125 years of service with an invitation to come before Council on October 24, 2022, for recognition to members of the Auxiliary. CARRIED	COMPLETED	November. 14, 2022
September 27, 2021	R.278.2021	Holy Cross Cemetery Moved by Councillor Dressler that Council accepts the letter to the editor from Margret Moore in the September 1st, 2021, edition of the Gazette, as well as the Letter to Council from Frank W. Eden on September 22, 2021, as information; and further, directs Administration to communicate with the Catholic Church and evaluate the situation and possible next steps for both the Town and church regarding the Holy Cross Cemetery and adjacent land. CARRIED	IN PROGRESS	Met with Church to discuss options, Church to discuss with their board. Calgary Bishop to investigate options.
February 28, 2022	R.064.2022	Waste & Recycling Petition Moved by Councillor Van Huigenbos that Council and Administration review the Public Participation Policy and make any needed revisions or additions to comply with the requests in the petition, namely improving community consultation, involvement, input, and consideration. CARRIED	IN PROGRESS	Policy Review planned at Council Retreat Jan 2022.
April 11, 2022	R.114.2022	Fort Macleod Healthcare Auxiliary: 125 th Anniversary Moved by Councillor Edwards that Council and Administration provides the Fort Macleod Healthcare Auxiliary Association by way of certification and letter, recognition of 125 years of service with an invitation to come before Council on October 24, 2022, for recognition to members of the Auxiliary. CARRIED	COMPLETED	November 14. 2022
May 9, 2022	R.141.2022	Chief & Substitute Returning Officers Moved by Councillor Edwards that Council approves Kris Holbeck as the Chief Returning Officer and Liisa Gillingham as the Substitute Returning Officer. CARRIED	COMPLETED	By-election October 24, 2022
June 27, 2022	R.175.2022	2022 Tax Recovery Public Auction Moved by Councillor Dressler that Council approves the 2022 tax recovery public auction to be held on Monday October 3, 2022, at 9:00 am, the terms and conditions as presented, and sets the reserve bids as follows: - 452 – 18th Street (Lot West ½ of 3, and portion of 4, Block 382, Plan 92B) \$135,000.00 - ___ Boyle Avenue (Lot 1, Block 35, Plan 9711017) \$205,000.00 CARRIED	COMPLETED	Tax Recovery Auction cancelled
September 26, 2022	R.201.2022	Asset Management Implementation Moved by Councillor Monteith that Council adopts the new Asset Management Program as presented and provides continued support for the program going forward. CARRIED	COMPLETED	
September 26, 2022	R.202.2022	Midnight Madness Moved by Councillor Hengerer that Council approves a Council provided meal at the 2022 midnight madness event for 500 participants. CARRIED	COMPLETED	25-Nov-22
October 11, 2022	R.217.2022	Tax Incentive Application Approvals Moved by Councillor Monteith that Council approves the application from Falcan Industries Ltd. in regard to Roll #1010600 (100 Hartley Avenue) and directs Administration to enter into a tax incentive agreement with this business for a three-year term. CARRIED	COMPLETED	
October 11, 2022	R.218.2022	Moved by Councillor Wolstenholme that Council approves the application from Shift REI in regard to Roll #3221000 (807 18th Street) and directs Administration to enter into a tax incentive agreement with this business for a three-year term. CARRIED	COMPLETED	
	R.219.2022	Moved by Councillor Van Huigenbos that Council approves the application from T&G Properties Limited in regard to Roll #3118403 (705 12th Street) and directs Administration to enter into a tax incentive agreement with this business for a three-year term. CARRIED	COMPLETED	

October 11, 2022	R.220.2022	MD of Willow Creek No.26: Invitation to Legacy of Our Land Banquet	COMPLETED	
		Moved by Councillor Wolstenholme that Council approves the attendance of two Council members at the 29th Legacy of Our Land Banquet to celebrate the MD of Willow Creek's dedication to agriculture and recognise the 65th anniversary of their Agriculture Service Board, to be held on November 4, 2022, at the Claresholm Community Center. CARRIED		
October 11, 2022	R.222.2022	Safe Community Task Force Initiative	IN PROGRESS	
		Moved by Councillor Van Huigenbos that Council directs Administration to investigate and bring back to Council an Anti-Theft Bylaw to regulate activities of Pawn Shops, Second-hand dealers, and Scrap Metal within the Town of Fort Macleod. CARRIED		
October 11, 2022	R.223.2022	Alberta Municipal Affairs: Land and Property Rights Tribunal Appeal	COMPLETED	Letter sent November 2022.
		Moved by Councillor Monteith that Council directs Administration to draft a letter to be sent to Alberta Municipal Affairs, Land and Property Rights Tribunal, and the Minister of Red Tape Reduction, expressing the hardships these delays have caused the Town of Fort Macleod, and further encouraging the reduction of Red Tape in regard to the Land and Property Rights Tribunal process. CARRIED		
October 11, 2022	R.224.2022	ORRSC: Member Appointments	COMPLETED	
		Moved by Councillor Hengerer that Council approves the following Town of Fort Macleod member appointments to the Oldman River Regional Services Commission (ORRSC) for the October 2022 – October 2023 term: -ORRSC Board Member - Councillor Gord Wolstenholme -Alternate ORRSC Board Member- Mayor Brent Feyter -Chinook Intermunicipal Subdivision and Development Appeal (SDAB) Board- Councillor Gord Wolstenholme -Assessment Review Board (ARB) – To be determined at the November 14, 2022, Council Meeting. CARRIED		
October 11, 2022	R.227.2022	Land Sale	COMPLETED	
		Moved by Councillor Van Huigenbos that Council approves reducing the listing price of 21 residential lots on 9th street between 2nd Avenue and 4th Avenue to \$24,900.00 per lot. CARRIED		
October 11, 2022	R.228.2022	Moved by Councillor Wolstenholme that Council directs Administration to investigate and bring back to Council a Multi-Unit Residential Tax Incentive Bylaw for the Town of Fort Macleod. CARRIED	IN PROGRESS	
October 18, 2022	R.230.2022	Land Sale Offer – 9 th Street	IN PROGRESS	Advertising stage
		Moved by Councillor Hengerer that Council accepts the land sale offer from VB Block Commercial in the amount of \$20,000.00 for each of the following properties; and subsequently proceeds to advertise the lower than market value sale in accordance with Section 70 of the Municipal Government Act. -Plan 92B, Block 311, Lot 10 (362 9th Street) -Plan 92B, Block 311, Lot 11 (354 9th Street) -Plan 92B, Block 311, Lot 12 (346 9th Street) -Plan 92B, Block 311, Lot 13 (338 9th Street) -Plan 92B, Block 311, Lot 14 (330 9th Street) CARRIED		
November 14, 2022	R.241.2022	Deputy Mayor Rotation Schedule	COMPLETED	
		Moved by Councillor Fox that Council approves the Deputy Mayor schedule as presented. CARRIED		
November 14, 2022	R.242.2022	Members at Large Appointments to Boards & Committees a) Environment Committee: Jon Austin b) MD Willow Creek Library Board: Valerie Kostenlansky c) Library Board: Wendy Aikins	COMPLETED	
		Moved by Councillor Poytress that Council appoint Jon Austin as a member at large to the Environment Committee, for a two-year term. CARRIED		
November 14, 2022	R.243.2022	Moved by Councillor Fox that Council approves the M.D. of Willow Creeks No. 26 recommended representative Valerie Kostenlansky to be appointed for a three-year term on the Town of Fort Macleod Library Board. CARRIED	COMPLETED	
November 14, 2022	R.244.2022	Tax Incentive Application: Mojay Holdings Ltd.	COMPLETED	
		Moved by Councillor Monteith that Council approves the application from Mojay Holdings Ltd. regarding Roll #1015709 (1011 Sgt Wilde Road) and directs Administration to enter into a tax incentive agreement with this business for a three-year term. CARRIED		
November 14, 2022	R.245.2022	2023 Fortis Franchise Fee	COMPLETED	
		Moved by Councillor Monteith that Council approves the electric distribution franchise fee with FortisAlberta Inc. rate to be set at 15% for 2023. CARRIED		
November 14, 2022	R.246.2022	ACP Grant Application	COMPLETED	
		Moved by Councillor Poytress that the Town of Fort Macleod supports the submission of a 2022/23 Alberta Community Partnership grant application in support of the Regional Transportation Master Plan project and is prepared to manage the grant project and related compliance requirements. CARRIED		
November 14, 2022	R.249.2022	Land Sales	COMPLETED	
		Moved by Councillor Fox that the appraisal from Reliance Appraisal Consultants be accepted for Lot 1, Block 5 Plan, 1327JK and the lot listed for a market value sale price of \$61,000.00 on the land sale listing. CARRIED		

November 14, 2022	R.250.2022	Moved by Councillor Hengerer that the appraisal from Reliance Appraisal Consultants be accepted and to list the lots on the land sale listing for a market value price of the following; Lot 1, Block 3, Plan 8510652 \$16,800.00, Lot 2, Block 3, Plan 8510652 \$15,400.00, Lot 3, Block 3, Plan 8510652 \$15,400.00, Lot 4, Block 3, Plan 8510652 \$17,500.00, Lot 1, Block 4, Plan 8510652 \$16,800.00, Lot 2, Block 4, Plan 8510652 \$15,400.00, Lot 3, Block 4, Plan 8510652 \$15,400.00, Lot 4, Block 4, Plan 8510652 \$17,500.00, Lot 1, Block 6, Plan 8510652 \$55,100.00, Lot 2, Block 6, Plan 8510652 \$55,100.00. CARRIED	COMPLETED	
November 14, 2022	R.251.2022	Moved by Councillor Monteith that the appraisal from Reliance Appraisal Consultants be accepted for Lot 2, Block 42 Plan, 8211014 and the lot listed for a market value sale price of \$464,000.00 on the land sale listing and advertised for a closed bid process. CARRIED	COMPLETED	Bid received.
November 28, 2022	R.257.2022	International Student Program Moved by Councillor Fox that Council directs Administration to support Livingstone Range School Division's International Student Program in our community by spreading awareness and education through the Town's communication channels. CARRIED	COMPLETED	
November 28, 2022	R.258.2022	Council Appointments to Boards, Committees & Commissions Moved by Councillor Hengerer that Council approves Council's appointments to Boards, Committees, & Commissions schedule as presented, adding Councillor Marco Van Huigenbos as the liaison for the Fort Macleod & District Agriculture Society. CARRIED	COMPLETED	All boards, committees & commissions have been notified.
November 28, 2022	R.259.2022	Bylaw 1961: Macleod Landing Moved by Councillor Wolstenholme that Bylaw 1961, being the Macleod Landing Area Structure Plan, being a Bylaw in the Town of Fort Macleod in the Province of Alberta, for the purpose of establishing standards and requirements regarding the development and subdivision for residential and commercial purposes on the lands legally described as; Lot 3, Block 31, Plan 1212310 having a portion within the NE1/4, Sec 12, Twp 9, Rge 26, W4M and a portion within the NW ¼, Sec 7, Twp 9, Rge 25, W4M, be given first reading; advertising and scheduling a Public Hearing to be held on January 9th, 2023, at 7:00 pm. CARRIED	IN PROGRESS	Jan 9, 2022 Public Hearing scheduled.
November 28, 2022	R.260.2022	Bylaw 1965: Amendment CG to DC Moved by Councillor Hengerer that Bylaw 1965, being a bylaw of the Town of Fort Macleod in the Province of Alberta, to amend Bylaw No. 1882, being the municipal Land Use Bylaw, to redesignate lands for machinery and equipment sales, and service development under a direct control district in the downtown at the location legally described as: Lot 13-15 and West ½ of Lot 12, Block 440, Plan 92B within the NW1/4 of Section 12, Township 9, Range 26, W4M, from "Commercial General: CG" to "Direct Control: DC"; be given first reading; advertising and scheduling a Public Hearing to be held on January 9th, 2023, at 7:00 pm. CARRIED	IN PROGRESS	Jan 9, 2022 Public Hearing scheduled.
November 28, 2022	R.261.2022	Bylaw 1966: Repeal of Fire Lane Bylaw No.1032 Moved by Councillor Fox that Bylaw 1966, being a Bylaw in the Town of Fort Macleod in the Province of Alberta, to repeal an inoperative, obsolete, and otherwise ineffective Bylaw, known as Bylaw 1032: Fire Lane, be given first reading. CARRIED	COMPLETED	
	R.262.2022	Moved by Councillor Monteith that Bylaw 1966, being a Bylaw in the Town of Fort Macleod in the Province of Alberta, to repeal an inoperative, obsolete, and otherwise ineffective Bylaw, known as Bylaw 1032: Fire Lane, be given second reading. CARRIED		
	R.263.2022	Moved by Councillor Wolstenholme that Bylaw 1966, being a Bylaw in the Town of Fort Macleod in the Province of Alberta, to repeal an inoperative, obsolete, and otherwise ineffective Bylaw, known as Bylaw 1032: Fire Lane, hereby proceed to third reading. UNANIMOUSLY CARRIED		
	R.264.2022	Moved by Councillor Hengerer that Bylaw 1966, being a Bylaw in the Town of Fort Macleod in the Province of Alberta, to repeal an inoperative, obsolete, and otherwise ineffective Bylaw, known as Bylaw 1032: Fire Lane, be given a third reading, and finally declared passed. CARRIED		
November 28, 2022	R.265.2022	Non-Residential Tax Incentive Program Statistics Moved by Councillor Monteith that Council accepts the Non-Residential Tax Incentive Program Statistics report as information. CARRIED	COMPLETED	
November 28, 2022	R.266.2022	2022 Tax Incentive Application: 4BHoldings Ltd. Moved by Councillor Monteith that Council approves the application from 4B Holdings Ltd. regarding Roll #1015708 (1012 Manning Avenue) and directs Administration to enter into a tax incentive agreement with this business for a three-year term. CARRIED	COMPLETED	
		MPC: Member At Large Applications a) Bill Kells b) Brian Reach		

November 28, 2022	R.267.2022	Moved by Councillor Monteith that Council appoints Brian Reach as a member at large and Bill Kells as an alternate member at large to the Municipal Planning Commission, each for a one-year term, ending October 2023. CARRIED	COMPLETED	
November 28, 2022	R.268.2022	Service Recognition: Lieutenant Werner Dressler Moved by Councillor Wolstenholme that Council directs Administration to arrange recognition for Lieutenant Werner Dressler in appreciation from the Town of Fort Macleod to commemorate 25 years of service with the Canadian Armed Forces in our community in February 2023. CARRIED	IN PROGRESS	February. 2023
November 28, 2022	R.269.2022	2022 – 2025 Strategic Plan Moved by Councillor Van Huigenbos that Council approves the 2022-2025 Strategic Plan as presented. CARRIED	COMPLETED	
Note: The following meeting minutes are still draft and subject to approval by Council.				
December 12, 2022	R.273.2022	2023 Provisional Operating Budget Moved by Councillor Hengerer that Council approves the 2023 Provisional Operating Budget as presented. CARRIED	COMPLETED	
December 12, 2022	R.274.2022	2023 Capital Budget Approval R.274.2022 Moved by Councillor Monteith that Council approves the 2023 Capital Budget as amended. Amendment: Engineering and Construction Macleod Landing Phase 1: 2023 Forecast - \$4,528,000.00 CARRIED	COMPLETED	
December 12, 2022	R.275.2022	Minister Copping Volunteer Fire Department Moved by Councillor Fox that Council supports the town of Panoka's letter by drafting and forwarding a letter from Fort Macleod to Minister Copping regarding volunteer fire departments in rural Alberta. CARRIED	IN PROGRESS	
December 20, 2022	R.281.2022	Personnel Moved by Councillor Hengerer that Council approves the ratification of the presented Collective Agreement effective January 1, 2023, to December 31, 2025, between the Town of Fort Macleod and the Canadian Union of Public Employees (CUPE) Local 70. CARRIED	COMPLETED	

Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday, November 2, 2022-Zoom



Board Representatives

Brent Feyter, Fort Macleod
Brad Schlossberger, Claresholm
Barbara Burnett, Cowley
Sahra Nodge, Pincher Creek
Cam Francis, Cardston County
Blair Painter, Crowsnest Pass
Tim Court, Cardston
John Van Driesten, MD Willow Creek
Milo Holthe, Glenwood

Victor Czop, Nanton (alt)
Dave Cox, MD Pincher Creek (alt)

Resource Staff and Guests

Roger Reid, MLA, Livingstone-Macleod
Lori Hodges, LRSD
Selena McLean-Moore, JEND
Linda Erickson, PrairiesCan
Natalie Gibson, InnoVisions
Dee Ann Benard, RDN
Bev Thornton, AlbertaSW

- 1 Call to Order/ Chair Brent Feyter called the meeting to order.
- 2 Approval of Agenda Moved by Cam Francis THAT the agenda be approved as amended with addition of comments from MLA Roger Reid.
Carried. [2022-11-820]
- 3 Approval of Minutes Moved by Brad Schlossberger THAT the Minutes of October 5, 2022, be approved as presented.
Carried. [2022-11-821]
- 4 Approval of Cheque Register Moved by John Van Driesten THAT cheques #3120 to #3132 be approved as presented.
Carried. [2022-11-822]
- 5 AlbertaSW Project update Natalie Gibson, InnoVisions & Associates, summarized AlbertaSW project outcomes: BASTION-Building a Sustainable Investment Opportunity Network; READI-Rural Employers Awareness on Diversity and Inclusion; SXNM- SuccessionMatching business coaching and on-line buyer/seller forum; EAT-Energizing Agricultural Transformation-uLeth student mapping project; C4C-Connect4Commerce-on-line listing platform for business and municipalities.
- 6 MLA update Livingstone-Macleod MLA Roger Reid provided news about programs and leadership in housing, health care, labour market, workforce development, and AlbertaSW as a travel destination. He has sent a letter of support for REDAs to the Hon. Brian Jean, Minister of Jobs, Economy, and Northern Development (JEND).
- 7 Housing in rural Alberta Rural Development Network CEO, Dee Ann Benard, offered perspective regarding the difficulty of attracting developers and builders to do projects in small communities. Discussion followed regarding community collaboration to gain efficiencies of scale, consistency in bylaws, in design of build, possible incentives and a smooth process for community engagement.
- 8 Executive Director Report Accepted as information.
- 9 Roundtable reports Accepted as information
- 10 Upcoming Board Meeting ➤Wednesday, December 2, 2022 – Organizational Meeting-Pincher Creek
- 11 Adjourn Moved by Blair Painter THAT the meeting be adjourned.
Carried. [2022-11-823]

Approved December 7, 2022

Executive Director Report November 2022

MEETINGS and PRESENTATIONS

- Nov 1: RINSA meeting, Tecconnect, Lethbridge
- Nov 2: Board Meeting, Zoom (due to weather)
- Nov 4: AlbertaSW and SouthGrow meeting with Invest Alberta, Teams
- Nov 7: Meeting re: Green Destinations report card, Zoom
- Nov 8: Tourism Lethbridge, Attractions Advisory Committee meeting, Zoom
- Nov 8: Meeting with Community Energy Association re: EV network in northern Alberta, Zoom
- Nov 9: Community of Practice (CoP) webinar – attracting investment to Alberta, Teams
- Nov 9: SCR AGM, Lundbreck (regrets due to weather)
- Nov 10: Meeting with uLeth researchers re: gathering data to analyze: energy grid and distribution, Zoom
- Nov 10: AEDO Accreditation Committee Meeting, Zoom
- Nov 14: Meeting with Site Selection Magazine re: Western Canada issue, Zoom
- Nov 15: Travel Alberta consultations re: southern Rockies TDZ, Pincher Creek
- Nov 16: EDL Board meeting, Lethbridge
- Nov 17: Travel Alberta consultations re: Waterton and southern Rockies TDZ, Zoom
- Nov 18: Highway 3 TDA-Economic Impact Assessment Report, Teams
- Nov 22: Meeting with Richard Higginson, Global Affairs Canada, Danish Trade Commissioner, Tecconnect
- Nov 23: Toured Richard into AlbertaSW; met with leaders in renewables, manufacturing, and construction
- Nov 24: Meeting with Invest Alberta: Manager, Investment Attraction and Senior Investment Advisor, Europe, Tecconnect
- Nov 25: Meeting with VP Lodging, Pursuit Collection, Banff Jasper
- Nov 28: Alberta Tourism Labour Study Focus Group, Calgary (regrets)
- Nov 28: Meeting with Alberta Ag& Irrigation, Jobs, Economy & Northern Development re: proposed funding to REDAs, Teams
- Nov 29: BASTION Investment Opportunity Network meeting #4, Zoom

PROJECT MANAGEMENT and REPORTING

- EV statistics and process: share information with other regions that are planning EV networks
- Final approval on ads and advertorial for EDA magazine (P2P, REDAs)
- Update mid-year budget and accounts
- Prepare invoices for membership 2022
- Compile final lists, prepare invoices for RBL 2022 (333 licenses sold to date)
- Create new RBL documents: poster, brochure, stickers for 2023
- Prepare responses to investor inquiries received via communities, SAAEP and AlbertaSW websites
- Gather regional information to contribute to Travel Alberta consultations
- Evaluate on-line tools and explore possibilities of partnering with SouthGrow and other REDAs

REGIONAL PROMOTION

- Organize sponsorship support for EDA magazine and conference
- Create concept for speaker proposal from REDAs at EDA 2023
- Contribute to REDA display at both AB Munis and RMA conference trade shows
- Write advertorial content for Peaks to Prairies and AlbertaSW, *Invest in Alberta* magazine
- Update ad design for Waterton Guide and *Vacation Country Travel Guide*: P2P website and videos

Alberta SouthWest Bulletin December 2022

Regional Economic Development Alliance (REDA) Update



❖ BASTION: Building A Sustainable Tourism Investment Opportunity Network

The Investment Opportunity Network (CAOs, EDOs, community partners) has had 4 meetings.

- August 30: Introductions and Project Overview
- September 29: Discussion with **Travel Alberta** and **Invest Alberta**
- October 25: Discussion with **Alison Anderson, CEO of SuccessionMatching.com**
- November 29: Presentation and discussion re: on-line investment attraction tools

To request a link to the recordings of the meetings, e-mail bev@albertasouthwest.com

❖ Visit from Global Affairs Canada

Richard Higginson, Trade Commissioner to Denmark, stationed in Copenhagen, made a trip to Alberta. He has a particular interest in renewables and innovative manufacturing, so we were able to arrange a short tour in our region. He is very impressed with the opportunities and plans to bring a return delegation of about 30 people in spring 2023

(We also arranged an outstanding Chinook Arch that day!)



❖ Meeting with Invest Alberta

AlbertaSW, SouthGrow and Economic Development Lethbridge met with Invest Alberta staff who visited the region:

- Yuliia Marcinkoski Manager, Investment Attraction
- Sebastian Gerlach, Senior Investment Attraction Advisor, Europe

2023 Executive Officers Elected:

- Chair: Mayor Brent Feyter, Fort Macleod
- Vice-Chair: Brad Schlossberger, Councillor, Claresholm
- Secretary-Treasurer: Sahra Nodge, Councillor, Pincher Creek
- Barbara Burnett: additional Designated Signing Authority



❖ AlbertaSW receives ongoing recognition from International Economic Development Council (IEDC)

In 2018 AlbertaSW was reviewed and met standards to become IEDC's 69th internationally accredited economic development organization (AEDO) and the third of now 4 in Canada. A re-accreditation review in 2022 confirmed we continue to meet high standards of board leadership, operational excellence, and positive impact for our region. IEDC commends the outstanding commitment and collaboration of our communities.

Best wishes to all for 2023!

Alberta SouthWest Regional Economic Development Alliance

**International Economic Development Council (IEDC) Accredited Economic Development Organization (AEDO)
2018-2022 Green Destinations Top 100 Sustainable Global Destinations and 2020 Top 3 Best of the Americas**

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BOARD REPORT



CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - December 1, 2022

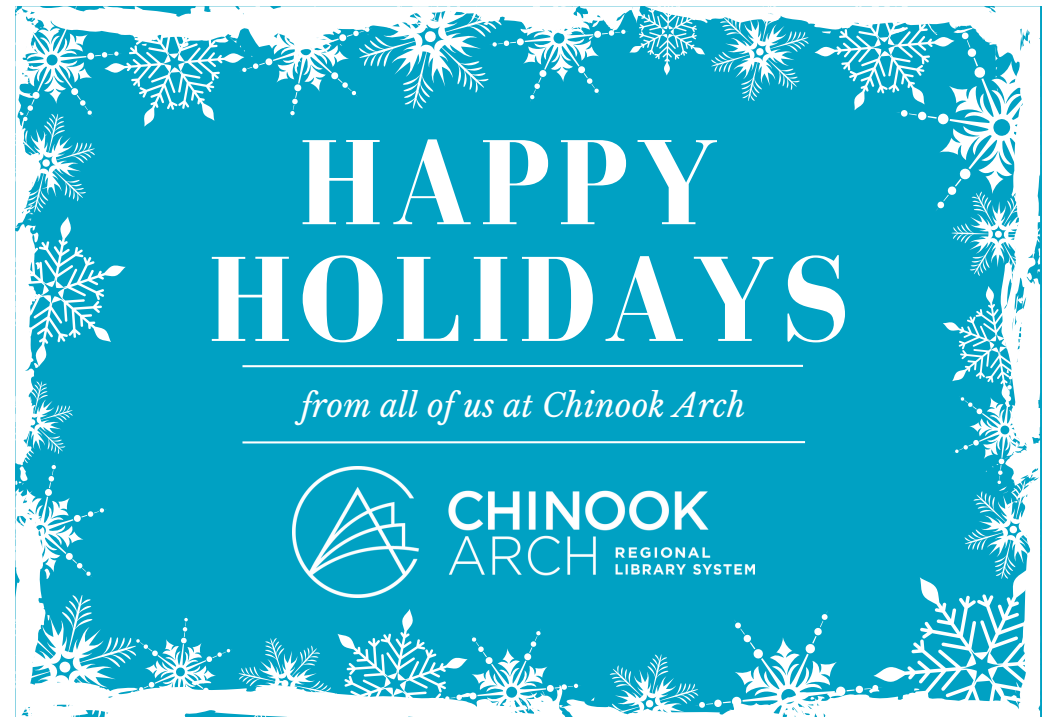
Chinook Arch Approves New 2023 Budget Based on 0% Levy Increase

At its December 1 meeting, the Chinook Arch Library Board reviewed and approved a revised 2023 budget based on a 0% increase to the Municipal Levy. The proposed 2023 -2026 Municipal Levy Schedule, which included incremental increases in each of the four years, was declined by the City of Lethbridge council. This means that the proposed levy schedule will not come into effect, and the 2023 per capita levy will remain at \$7.76. Management staff were able to find funds to cover the \$40,000 revenue shortfall in 2023. By 2026, the annual revenue shortfall is expected to exceed \$100,000. The Board will be working with management and member library boards to develop strategies for addressing the deficits forecast over the next few years.

Policy Review

The Board reviewed and approved the following policies. Chinook Arch policies, plans, and audited financial statement can all be found under the About Us tab on the Chinook Arch website at www.chinookarch.ca.

- Expenses
- Executive Officers



Board Members Present

Barnwell
Barons
Cardston
Cardston County
Coaldale
Coalhurst
Coutts
Crowsnest Pass
Fort Macleod
Hill Spring
Lethbridge (City)
Lethbridge (County)
Lomond
Magrath
Milk River
Nanton
Nobleford
Pincher Creek
Raymond
Taber MD
Vauxhall
Vulcan County
Warner (Village)
Warner County
ID of Waterton
Willow Creek M.D.
LPL Resource Centre
Ministerial Appointment

Jane Johnson
Ron Gorzitza
Marsha Jensen
LeGrande Bevans
Jordan Sailer
Lyndsay Montana
Stephen A. Pain
Doreen Glavin
Jim Monteith
Suzanne French
Robin Harper
Tory Campbell
Marie Logan
Darryl Christensen
Anne Michaelis
Amanda Bustard
Melissa Jensen
Mark Barber
Kelly Jensen
Tamara Miyanaga
Marilyn Forchuk
Doug Logan
Derek Baron
Morgan Rockenbach
Lesley Little
Maryanne Sandberg
Wendy Kalkan
Vic Mensch (Chair)

Regrets

Carmangay
Champion
Milo
Picture Butte
Pincher Creek M.D.
Stirling
Taber

Sarah Mitchell
Terry Penney
Christopher Northcott
Teresa Feist
Dave Cox
Gary Bikman
Monica McLean

Absent

Arrowwood
Claresholm
Glenwood
Stavely
Vulcan

Wendy Williams
Tony Hamlyn
Linda Allred
Denise Allerdings
Liz Hammond

2023 Executive Committee Elections

Congratulations to the Trustees Elected to the Chinook Arch Library Board Executive Committee for 2023! Here are the Executive Committee members for the coming year:

- Vic Mensch (Ministerial Appointment) - Board Chair
- Marie Logan (Village of Lomond) - Vice-Chair
- Jim Monteith (Town of Fort Macleod) - Treasurer
- Mark Barber (Town of Pincher Creek) - Director-at-Large
- Darryl Christensen (Town of Magrath) - Director-at-Large
- Doreen Glavin (Municipality of Crowsnest Pass) - Director-at-Large
- Doug Logan (Vulcan County) - Director-at-Large
- Lyndsay Montana (Town of Coalhurst) - Director-at-Large
- Tamara Miyanaga (Municipal District of Taber) - Director-at-Large
- LPL Resource Centre Ex Officio Appointee - To Be Determined

Thank you to the following departing members for your service to the Chinook Arch Board and its members:

Dennis Barnes (Town of Cardston); Trevor Wagenvoort (Village of Champion); Lise Mayne (Town of Nanton); Brydon Saunders (Town of Stavely); Shelley Deleeuw (Town of Vauxhall); Don Toovey (Village of Warner); Linda Weasel Head (Kainai Board of Education); Wendy Kalkan (LPL Resource Centre).

Contact Us

Chinook Arch Regional Library System
2902 7th Avenue North
Lethbridge, AB T1H 5C6 | 403-380-1500
www.chinookarch.ca | arch@chinookarch.ca



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BOARD OF DIRECTORS' MEETING

MINUTES

Thursday, September 1, 2022 – 7:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge) or ZOOM Virtual Meeting

BOARD OF DIRECTORS:

Colin Bexte (Absent)	Village of Arrowwood	Brad Koch (Absent)	Village of Lomond
Kent Bullock (Absent)	Village of Barnwell	Gerry Baril (Absent)	Town of Magrath
Dan Doell (Absent).....	Village of Barons	Peggy Losey (In Person)	Town of Milk River
Mike Wetzstein (Absent)	Town of Bassano	Dean Melnyk (Absent)	Village of Milo
Ray Juska (Absent).....	City of Brooks	Victor Czop (Virtual).....	Town of Nanton
Roger Houghton (In Person)	Cardston County	Marinus de Leeuw (In Person)	Town of Nobleford
Allan Burton (Virtual).....	Town of Cardston	Henry de Kok (Absent)	Town of Picture Butte
Sue Dahl (Absent)	Village of Carmangay	Tony Bruder (Virtual)	M.D. of Pincher Creek
Patricia Curry (Absent).....	Village of Champion	Don Anderberg (Virtual)	Town Pincher Creek
Brad Schlossberger (Absent)	Town of Claresholm	Ronald Davis (Absent).....	M.D. of Ranchland
Jesse Potrie (In Person)	Town of Coalhurst	Neil Sieben (Absent)	Town of Raymond
Tanya Smith (In Person).....	Village of Coutts	Don Norby (Absent)	Town of Stavely
Dave Slingerland (Absent)	Village of Cowley	Matthew Foss (In Person).....	Village of Stirling
Dave Filipuzzi (In Person).....	Mun. Crowsnest Pass	John Turcato (Absent).....	MD of Taber
Dean Ward (In Person)	Mun. Crowsnest Pass	Raymond Coad (Virtual).....	Town of Vauxhall
Stephen Dortch (In Person)	Village of Duchess	Christopher Northcott (Virtual)	Vulcan County
Gordon Wolstenholme (In Person).....	Town of Fort Macleod	Richard DeBolt (In Person)	Town of Vulcan
Mark Peterson (In Person).....	Village of Glenwood	David Cody (In Person).....	County of Warner
Suzanne French (Virtual)	Village of Hill Spring	Scott Alexander (Absent)	Village of Warner
Morris Zeinstra (In Person).....	Lethbridge County	Maryanne Sandberg (In Person) ..	M.D. Willow Creek

STAFF:

Bonnie Brunner	Senior Planner	Gavin Scott.....	Senior Planner
Diane Horvath	Senior Planner	Hailey Winder	Planner
Steve Harty.....	Senior Planner	Raeanne Keer.....	Executive Assistant

Prior to the start of the meeting Steve Harty, Senior Planner, introduced Raeanne Keer as the newest member to join the Oldman River Regional Services Commission who is fulfilling the role of Executive Assistant.

Steve also announced the passing of Councillor Ian Sundquist. It was noted that Councillor Sundquist was a Councillor for the Municipal District of Willow Creek for 27 years, a member of the ORRSC Board of Directors for 8 years, and a member of the Executive Committee for the last 5 years. Steve acknowledged that Councillor Sundquist provided a number of invaluable contributions to the Board and Committee over the years with all his years as a long-standing elected official.

Chair Gordon Wolstenholme called the meeting to order at 7:04 pm.

1. APPROVAL OF AGENDA

Moved by: Peggy Losey

THAT the Board of Directors adopt the Agenda for September 1, 2022, as amended, with the addition of:

Agenda Item 6.c Executive Committee Membership.

CARRIED

2. APPROVAL OF MINUTES

Moved by: David Cody

THAT the Board of Directors approve the meeting minutes of June 2, 2022, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

4. PRESENTATION

**Municipal Land Use Suitability Tool – Municipality of Crowsnest Pass
Presentation from Diane Horvath and Hailey Winder**

Diane Horvath, Senior Planner, and Hailey Winder, Planner, presented on the Municipal Land Use Suitability Tool (MLUST) and a case study on the development of the MLUST in the Municipality of the Crowsnest Pass.

Diane presented on the purpose, history, process, product, and goals of developing an MLUST for your municipality as a decision-support tool to be used by Council.

Hailey presented on the roles and expectations of participants and partners, the determination of values for specified features, and how the values are layered on maps to provide district areas of “most suitable” and “least suitable” for various types of development.

The Board discussed its usability for other areas of interest and on the potential to re-use data for more complex mapping.

5. REPORTS

a. Executive Committee Report

Chair Wolstenholme presented the Executive Committee Report to the Board.

6. BUSINESS

- a. Subdivision Activity**
 - **Year to Date to July 2022**

Chair Wolstenholme presented the Subdivision Activity Report to the Board.

- b. ORRSC Periodical – Short Term Rentals and Vacation Homes**

Gavin Scott, Senior Planner, presented the Fall 2022 edition of the ORRSC Periodical, and stated that it focus on short term rentals and vacation homes.

- c. Executive Committee Membership**

Chair Wolstenholme stated that with the recent passing of Councillor Sundquist, the Board of Directors must determine how it would like to move forward with the membership of the Executive Committee. He stated that in accordance with the Board of Directors and Executive Committee Bylaw 2021-01, an eligible board member will be elected to the Executive Committee at the next quarterly meeting.

Chair Wolstenholme stated that the Annual Organizational Meeting will be held on Thursday, December 1, 2022 and therefore the current Executive Committee would be continuing with one less member for only two meetings, October and November. He noted that the Executive Committee has determined that they are satisfactory with operating as a six member Committee for the remainder of 2022.

Moved by: Richard DeBolt

THAT the Board of Directors, notwithstanding Section 15.6 of the Board of Directors and Executive Committee Bylaw 2021-01, approve the Executive Committee to operate with a committee composed of the Chair, Vice-Chair, and the four remaining elected members for the remainder of 2022.

CARRIED

7. ACCOUNTS

- a. Balance Sheet and Comparative Income Statement**
 - **As of July 31, 2022**

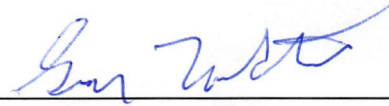
Moved by: Tanya Smith

THAT the Board of Directors approve the Balance Sheet and Comparative Income Statement as of July 31, 2022

CARRIED

8. ADJOURNMENT

With no further questions and nothing further to discuss, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:56 pm.



Gordon Wolstenholme, Chair



Lenze Kuiper, Chief Administrative Officer

Willow Creek Foundation
Regular Meeting
December 16, 2022

Present:

Board Members: Jim Monteith, Maryanne Sandberg, Mickey Slood, John Van Driesten, Gordon Wolstenholme and Pam Young. Staff: Jackie Vanee Palmer

1. Call to Order

Chairperson, Maryanne Sandberg, called the regular meeting to order at 9:34 a.m. at the Pioneer Lodge

2. Adopt Consent Agenda

MOTION 2022- 150 Pam Young to adopt the **consent agenda** including:

3.1 Minutes of Organizational Meeting November 17, 2022

3.2 Minutes of Regular Meeting November 17, 2022

4.1 CAO Report dated December 15, 2022

5.1 Affordable Housing Asset Management Framework

5.2 Friends of Willow Creek Foundation – casino application update

Carried

6. Next meeting January 19,2023 at 10:00 a.m.

7. Adopt Agenda

MOTION 2022-151 Gordon Wolstenholme to adopt the **agenda** as presented.

Carried

8. Financial Statements

8.2 Financial Statements –Pioneer Lodge

MOTION 2022-152 Mickey Slood to accept, for information, the **financial statements for the Pioneer Lodge** including:

Balance Sheet as of November 30,2022

Income Statement YTD Actual VS 2022 Fiscal Budget – November 30, 2022

Reconciliation Detail 100210 Commercial Chequing Account Period Ending November 30,2022

Carried

8.3 Financial Statements – The Manors

MOTION 2022-153 Jim Monteith to accept, for information, the **financial statements for the Manors** including:

Balance Sheet as of November 30,2022

Income Statement YTD Actual VS 2022 Fiscal Budget – November 30,2022

Reconciliation Detail 100210 Commercial Chequing Account Period Ending November 30,2022

Carried

ACTION: Direction given to CAO to have utility meters at Chinook Arch Manor checked for accuracy.

NOTE: A donation, in memory of Jean O’Sullivan, was received from Reg O’Sullivan. As per policy, Chairperson, Maryanne Sandberg, will telephone Mr. O’Sullivan to express appreciation for the donation.

9. Old Business

9.1 Action Items

Action Items for December 15, 2022			
Action Item	Responsibility	When	Completed (Yes or No)
Review Donor Recognition policy	Policy Comm	October mtg	no
Obtain information regarding potential design of putting a two-way door between select studio suites to transform them into one suite; the cost to do so; how rent could be managed to ensure no net loss to the WCR; and if/how the existing contract with AHS would be affected.	CAO	November mtg December mtg (any suites that may be suitable for conversion are currently occupied)	no

9.2 COVID Update

- There are outbreaks in the area
- Masking requirements are difficult to enforce
- Currently, influenza appears to be a bigger threat than is COVID

10. Moving Forward

10.1 Lodge rent/service package increase

MOTION 2022-154 Gordon Wolstenholme to approve, effective April 1,2023, a 5% increase **Pioneer Lodge Service Package.**

Carried

10.2 Manor rent/service increase

MOTION 2022-155 Jim Monteith to approve, effective April 1, 2023, the following rates at **Colonel Macleod Manors 1 and 2:**

Maximum rent \$750
 Utilities \$50
 Parking \$20,

and the following rates at **Chinook Arch Manor:**

Maximum rent \$680
 Parking \$20

Carried

10.3 Building Feasibility Committee Update

Pam Young gave a verbal report of meeting with Barrie Loyst, Theo Van Ee and Angie O'Connor of VLO who gave information and insight into building styles, materials and associated costs.

10.4 2023 Manor Budget

MOTION 2022-155 Jim Monteith to approve the **2023 Manors Budget** as discussed.

Carried

10.5 2023 Pioneer Lodge Budget

MOTION 2022-156 Jim Monteith to approve the **2023 Pioneer Lodge Budget** as discussed

Carried

11. In Camera

MOTION 2022- 157 Gordon Wolstenholme to go **in camera** re personnel at 10:21 a.m.

Carried

Jackie Vanee-Palmer left the meeting

MOTION 2022-158 to come **out of camera** at 11:37 a.m.

Carried

MOTION 2022-159 Mickey Sloom to offer the **CAO a 2-year contract** with increased remuneration.

Carried

MOTION 2022-159 Jim Monteith to go in camera re personnel at 1:04 p.m.

Carried

MOTION 2022-160 Jim Monteith to come out of camera at 1:14 p.m.

Carried

12. Round Table

- The on-line auction hosted by the Friends of Willow Creek Foundation Society netted approximately \$3000.00
- Merry Christmas to all

13. Adjourn

MOTION 2022-161 Jim Monteith **to adjourn** at 1:17 p.m.

X

Maryanne Sandberg
Chairperson

X

Pam Young
Secretary

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



Agenda Item Submission Form

Date

1/3/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

01/09/2023

Agenda Section *

Public Hearing

Department *

Development

Director Name *

Adrian Pedro

Director Email

a.pedro@fortmacleod.com

Submitter Information

Submitter Name

Keli Sandford

Email

k.sandford@fortmacleod.com

Submission Title Name *

Bylaw 1961- Area Structure Plan- Macleod Landing- Public hearing - Second and Third Reading

Recommendation *

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

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

Rationale

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

Background

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

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

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

Lot 3, Block 31, Plan 1212310 having a portion within the NE¼, Sec 12, Twp 9, Rge 26, W4M and a portion within the NW ¼, Sec 7, Twp 9, Rge 25, W4M,

be given first reading; advertising and scheduling a Public Hearing to be held on January 9th, 2023, at 7:00 pm.

CARRIED

Financial Implications**Council Strategic Plan**

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

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

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

Attachments

6D Town of Fort Macleod Macleod Landing Area Structure Plan Bylaw 1961 reduced.pdf	4.96MB
Fort Macleod ASP Bylaw 1961.pdf	13.57KB
Fort Macleod Macleod Landing ASP Public Hearing Notice Bylaw 1961.pdf	300.48KB

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

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

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

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

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

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

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

READ a **first** time this _____ day of _____, 2022.

Mayor – Brent Feyter

Chief Administrative Officer–Anthony Burdett

READ a **second** time this _____ day of _____, 2022.

Mayor – Brent Feyter

Chief Administrative Officer– Anthony Burdett

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

Mayor – Brent Feyter

Chief Administrative Officer– Anthony Burdett



MACLEOD LANDING AREA STRUCTURE PLAN

Bylaw No. 1961

Prepared by



OLDMAN RIVER REGIONAL SERVICES COMMISSION

NOVEMBER 2022

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1.0 INTRODUCTION

1.1 BACKGROUND



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

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

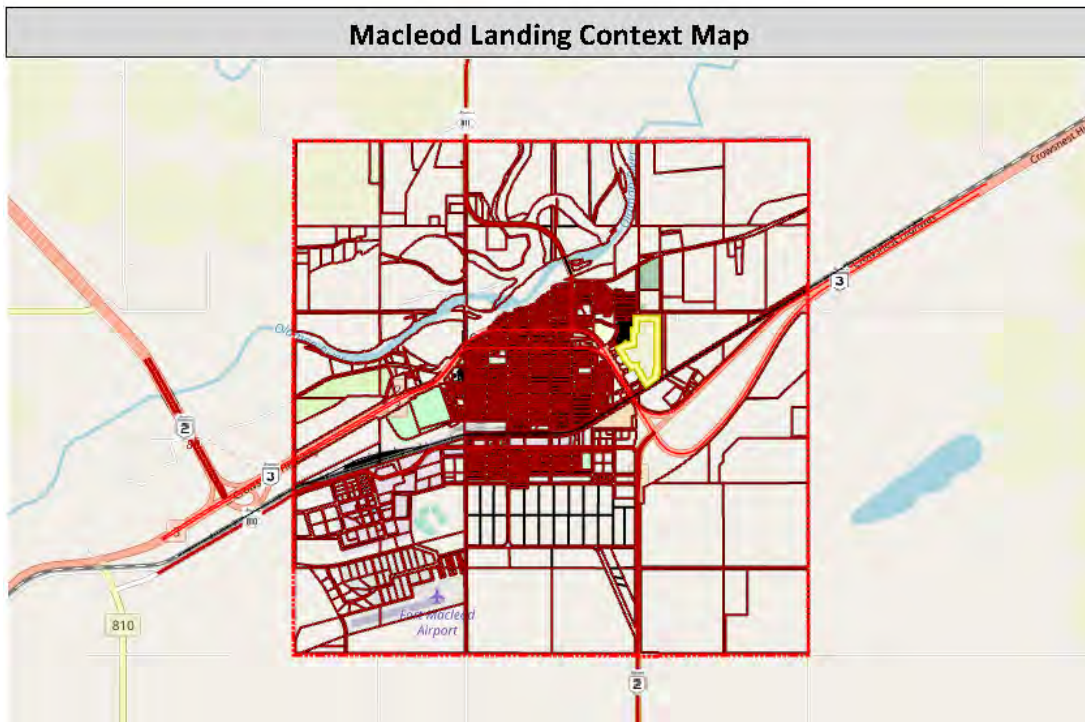
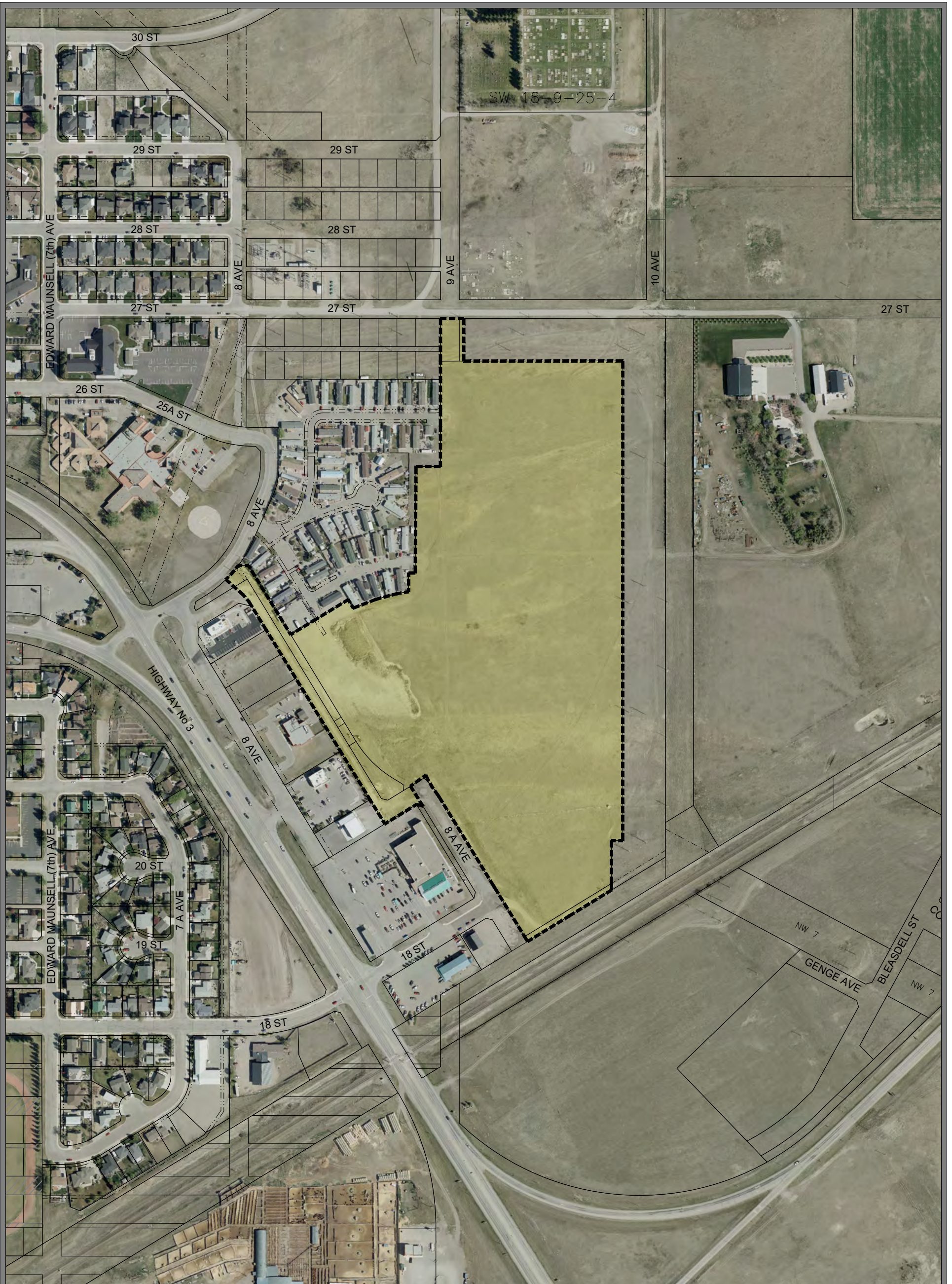


Figure 1: Town of Fort Macleod - Macleod Landing Context Map

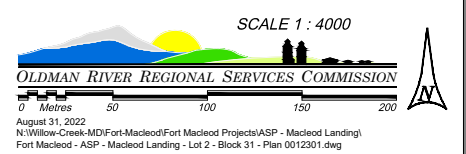




**MACLEOD LANDING
AREA STRUCTURE PLAN
MAP 1
LOCATION MAP**

LEGEND

 MACLEOD LANDING ASP LOCATION



1.2 OWNERSHIP

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

1.3 PURPOSE AND INTENT OF THE PLAN

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

1.4 MUNICIPAL DEVELOPMENT PLAN



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

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

Future Growth Direction

Area 5 Policies

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

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

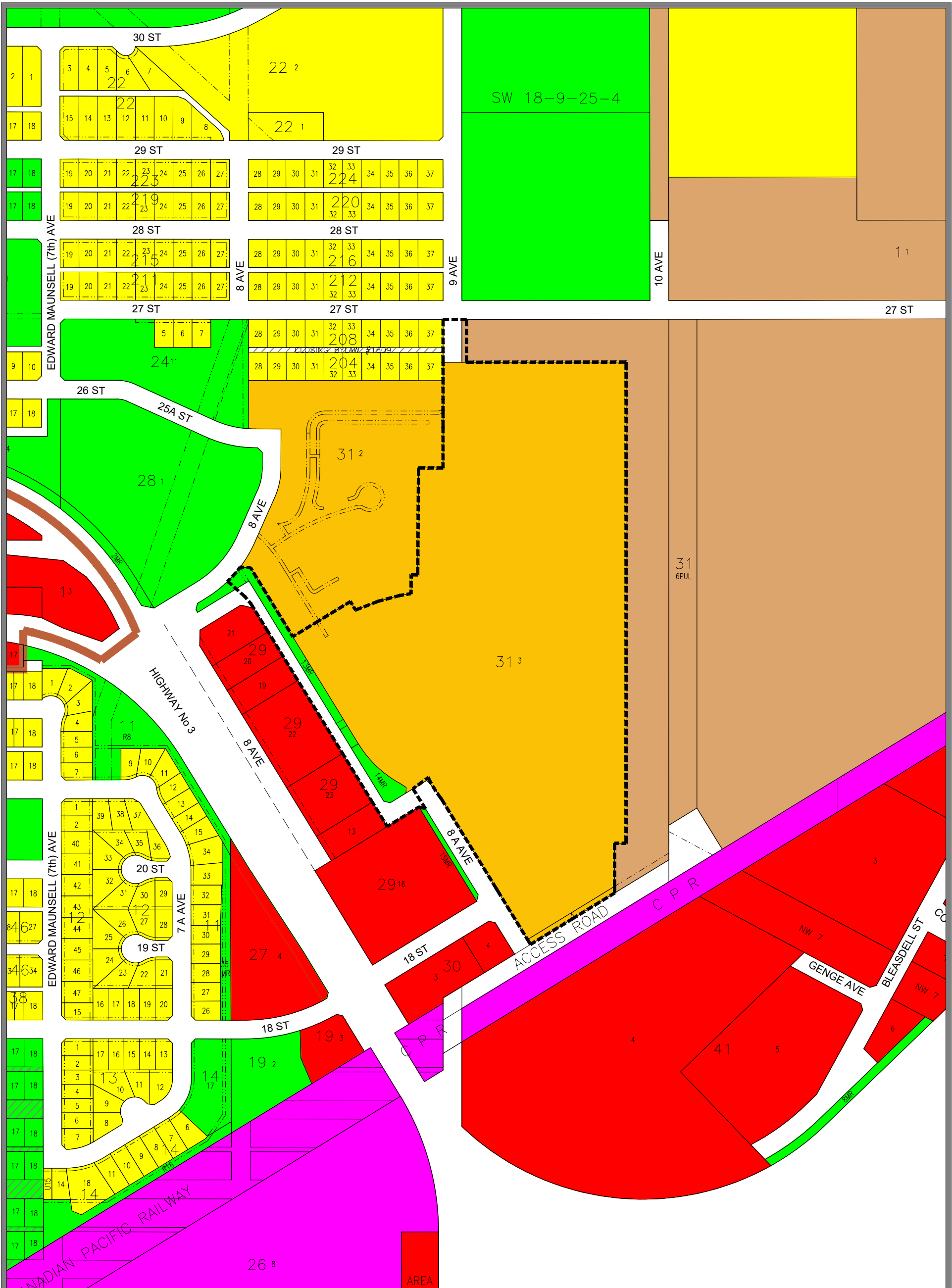
5.30 Subdivision and development in Area 5 shall be sequenced properly; extending directly south from the built-up area of the Town with no undeveloped lands in between new urban development, and the built-up area.

Residential Development

6.2 Residential development programs and decisions should ensure:

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





LEGEND

MACLEOD LANDING ASP LOCATION

LAND USE DISTRICTS

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

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

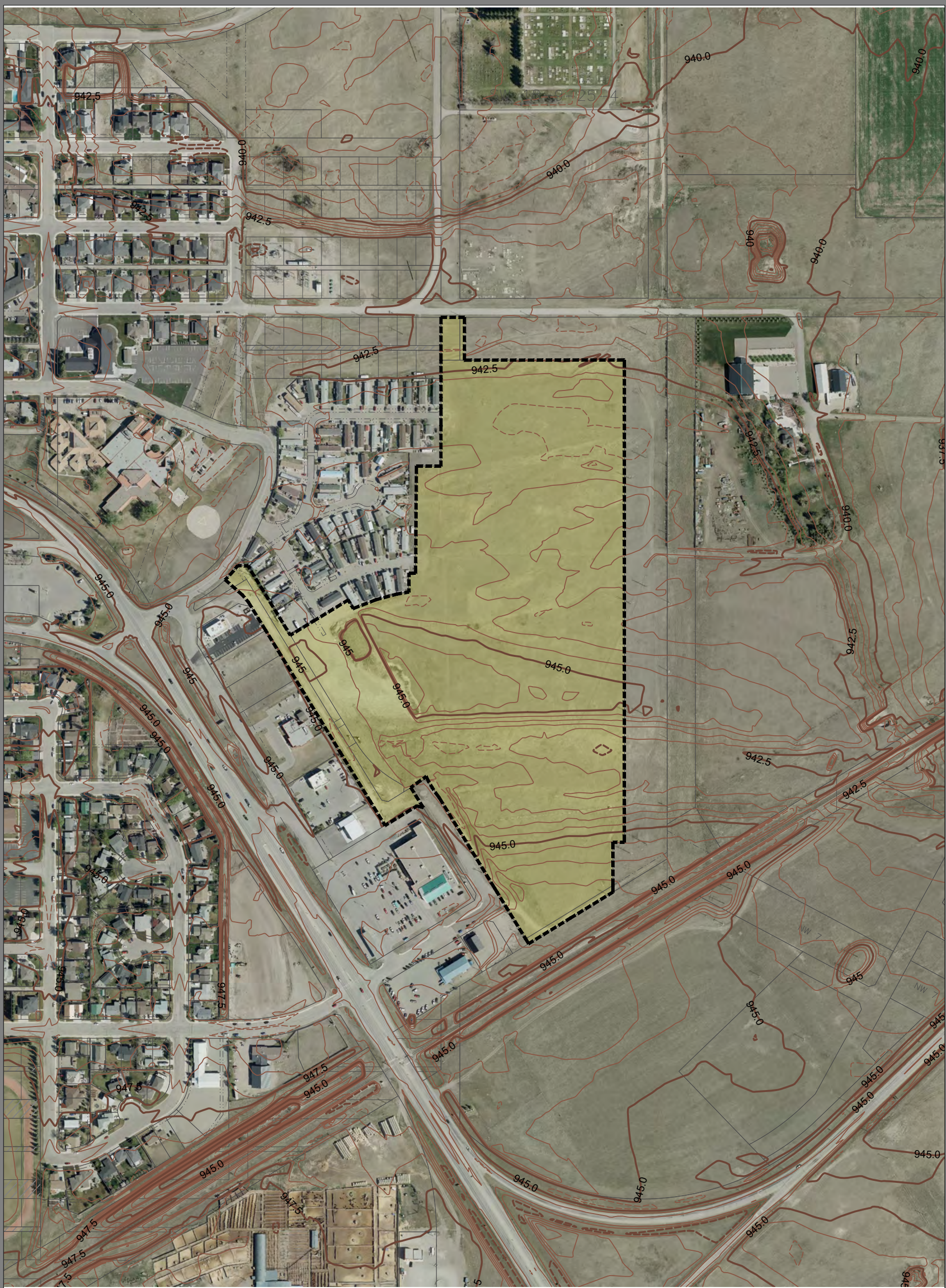


SCALE 1 : 4000





 0 Metres 50 100 150 200

OLDMAN RIVER REGIONAL SERVICES COMMISSION
 August 31, 2022
 N:\Willow-Creek-MDI\Fort-Macleod\Fort Macleod Project\ASP - Macleod Landing\
 Fort Macleod - ASP - Macleod Landing - Lot 2 - Block 31 - Plan 0012301.dwg





LEGEND

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

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



SCALE 1 : 4000



AERIAL PHOTO DATE: APRIL 2017

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

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

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

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

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

Commercial Development

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

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

Recreation, Parks and Open Space

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

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

Economic Growth

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

1.5 LEVEL OF PLANNING DETAIL AND FLEXIBILITY

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

1.6 PROCESS

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

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



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

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

Objectives

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

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



2.0 DESIGN CONSIDERATIONS

2.1 SITE CONTEXT AND ADJACENT LAND USES

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



Extra Foods grocery store



Tim Horton's restaurant



Transmission corridor



RCMP office

2.2 EXISTING LAND USE

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

2.3 TOPOGRAPHY AND EXISTING SITE CONDITIONS

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



2.4 EXISTING ROAD NETWORK

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

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

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

2.5 EXISTING SERVICING AND INFRASTRUCTURE

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

2.6 RESIDENTIAL HOUSING DEMAND AND EXISTING CONDITIONS

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

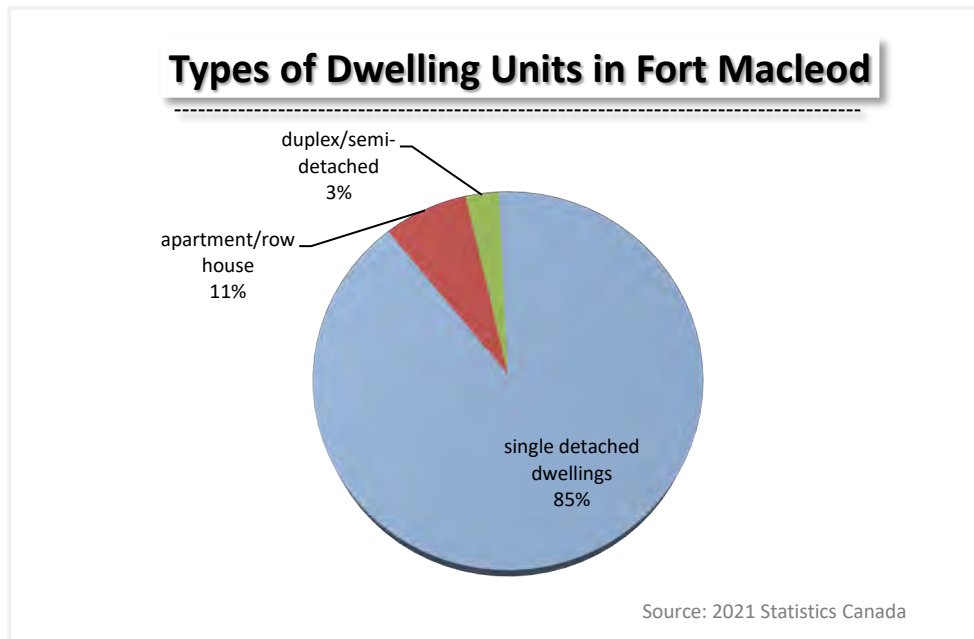


Figure 2: Types of Dwelling Units in Fort Macleod



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

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

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



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

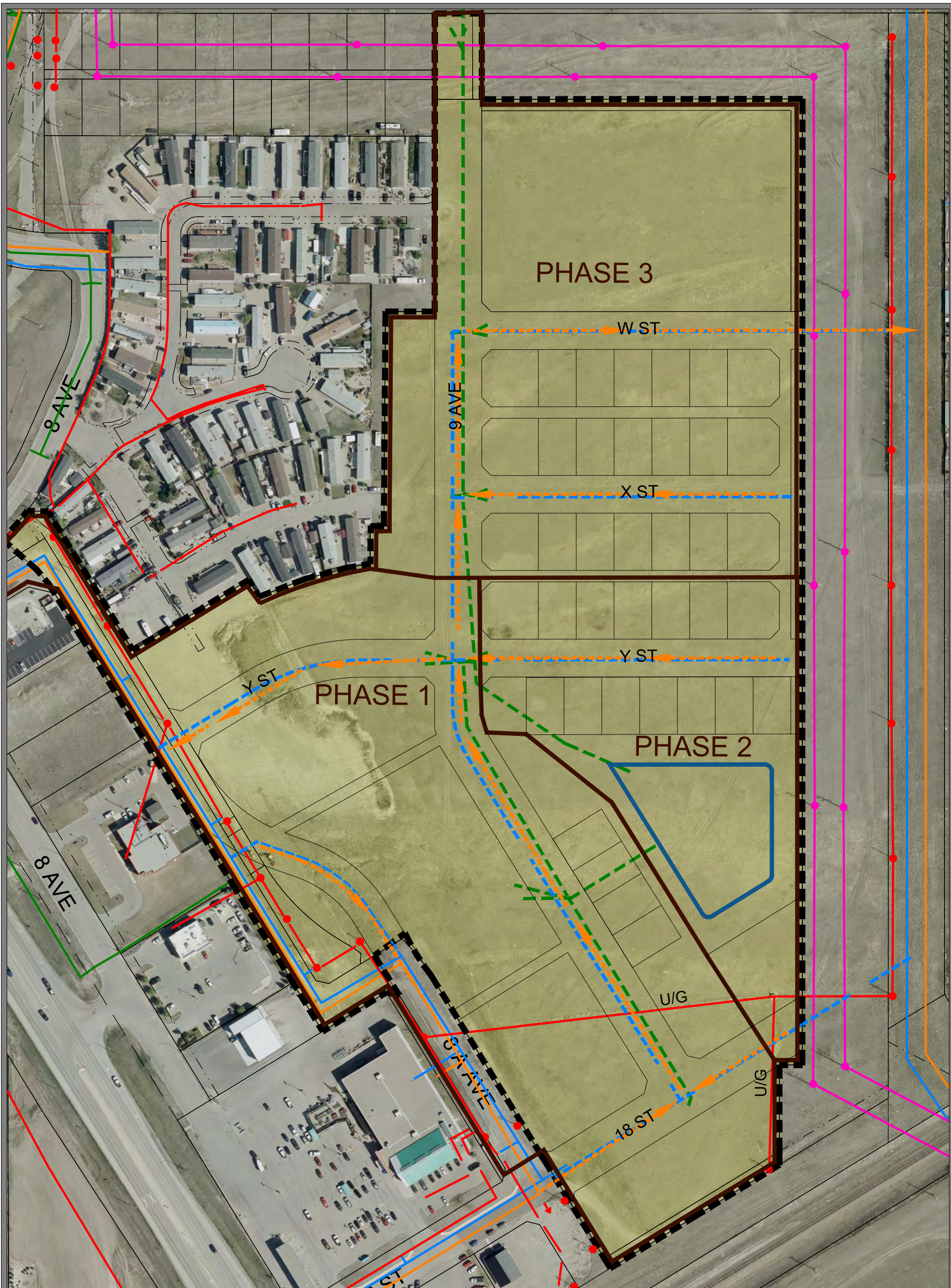
Household Size in Fort Macleod

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













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

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





LEGEND

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

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



SCALE 1 : 2000



AERIAL PHOTO: 2021

November 08, 2022
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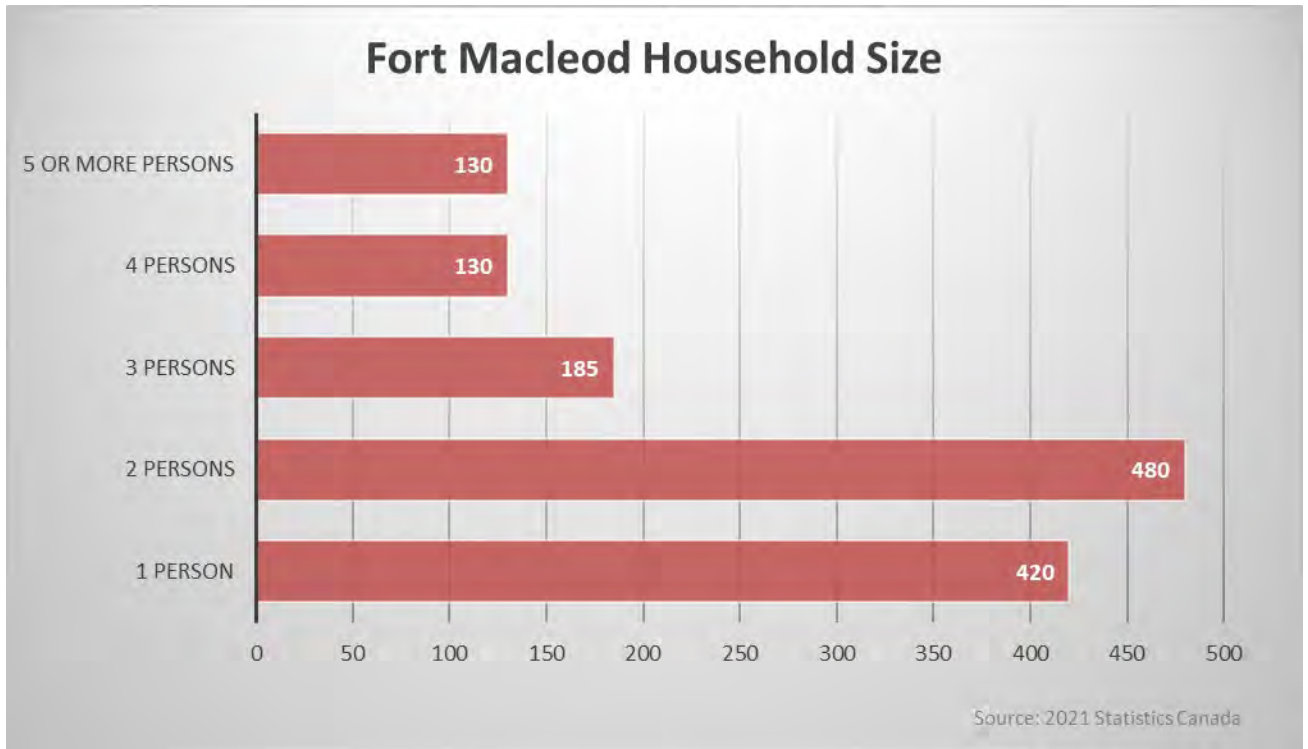


Figure 3: Fort Macleod Household Size

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

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



3.0 LAND USE CONCEPT

3.1 OVERVIEW OF DESIGN

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

As a logical extension of the existing commercial activity to the south of the ASP area, a commercial block has been proposed to accommodate a variety of possible future commercial developments. Alternative to commercial for the flex parcels is to provide multi-unit dwellings. Council or a land developer will have the opportunity to decide between the two uses dependent on the market needs of the community.

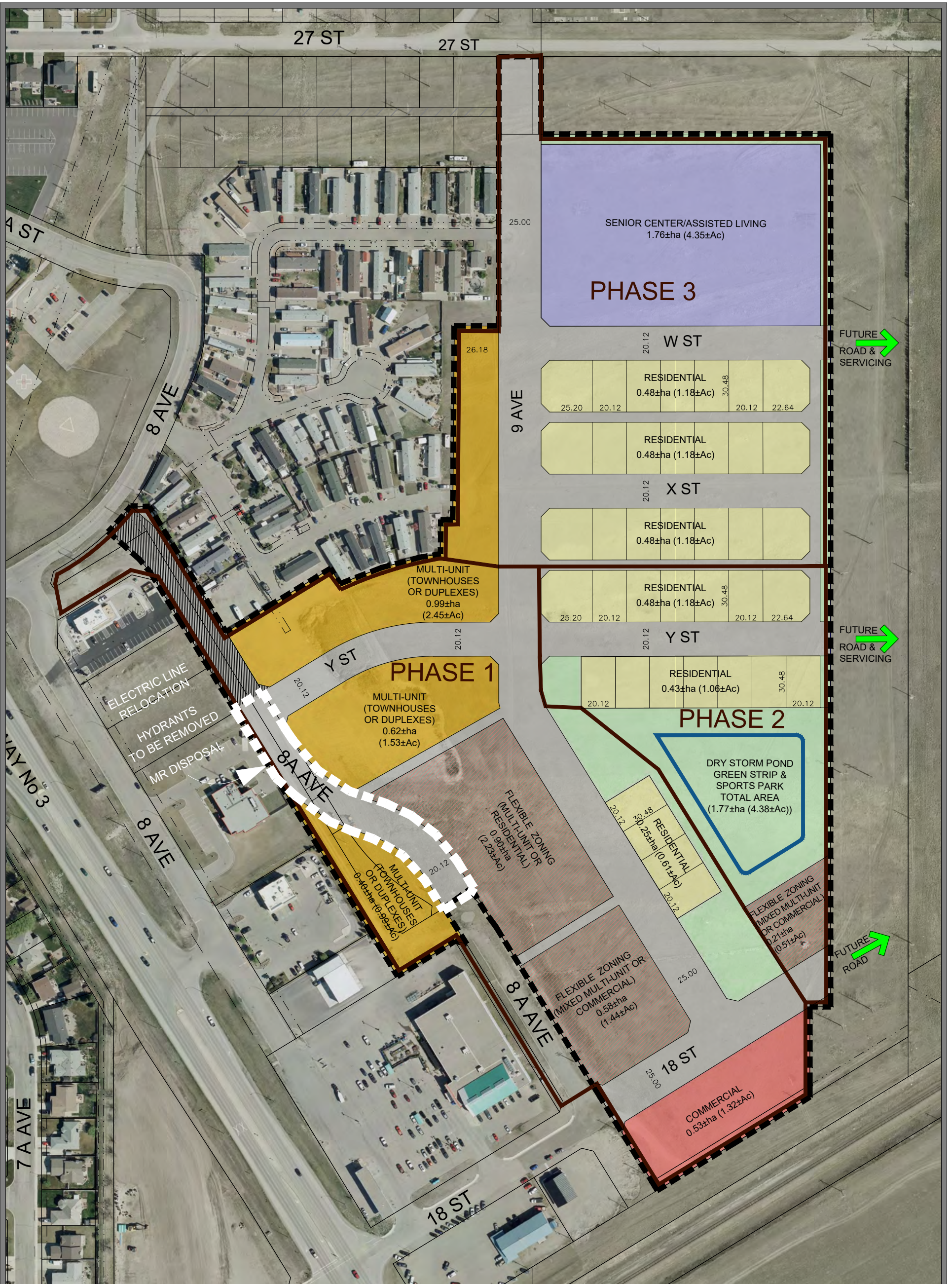
Parks, trails, open space and pedestrian accessibility are integral to the enjoyment and quality of life provided in every neighbourhood. The provision of a central park, playground and multi-use dry storm pond area (with recreation potential) offers residents a pedestrian and recreation destination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

Table 1: Land Use Distribution

LAND USE	ACRES	% OF TOTAL AREA	NUMBER OF LOTS	NUMBER OF DWELLING UNITS
Single detached residential (low density single lots or two unit dwellings)	8.32	23.1%	69	69-138
Multi-unit residential (medium density - 10-25 units per acre net density)	4.97	13.8%	TBD	49-124
Seniors / Assisted Living (high density – 26-40 units per acre net density)	4.35	12.1%	1	113-174
Multi-unit/Commercial Flex Parcels	1.95	5.4%	TBD	19-78
Commercial	1.32	3.7%	TBD	N/A
Parks, Dry Storm Pond, Trails & Open Space	4.49	12.5%	N/A	N/A
Roads and Lanes	6.72	29.6%	N/A	N/A
TOTAL Density range 7.0 – 14.0 units per acre (gross density)	36.06	100%		250-514

Source: ORRSC





LEGEND

- MACLEOD LANDING ASP LOCATION
- RESIDENTIAL (TOTAL AREA 2.60±ha (6.39±Ac))
- MULTI-UNIT (TOWNHOUSES & DUPLEXES (TOTAL AREA 2.01±ha (4.97±Ac)))
- COMMERCIAL (TOTAL AREA 0.53±ha (1.32±Ac))
- FLEXIBLE ZONING (TOTAL AREA 1.69±ha (4.18±Ac))
- DRY STORM POND, GREEN STRIP & SPORTS PARK (TOTAL AREA 1.82±ha (4.49±Ac))
- SENIOR CENTRE / ASSISTED LIVING (TOTAL AREA 1.76±ha (4.35±Ac))
- PHASING LINES
- TEMPORARY ACCESS
- 8A AVE EXTENSION

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



AERIAL PHOTO: 2021

November 08, 2022
N:\Willow-Creek-MDI\Fort-Macleod\Fort Macleod Project\ASP - Macleod Landing\Fort Macleod - ASP - Macleod Landing - Lot 2 - Block 31 - Plan 0012301.dwg

3.2 RESIDENTIAL DEVELOPMENT



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

3.2.1 LOT TYPES

SINGLE DETACHED RESIDENTIAL

Single detached residential lots will be designed with an average size of 15 m (50 ft.) in width by (30 m) 99 ft. length. This meets the minimum lot size for the Residential: R land use district while still increasing density within the Town to provide for more efficient use of infrastructure and servicing. All residential lots will be within close walking distance of a park for recreational purposes. A few select amenity lots with an exposure backing onto the park is also a feature of the plan.

MULTI-UNIT RESIDENTIAL

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

Target densities will be between 10 units per acre (townhouse/duplex) and 25 units per acre (multi-unit/apartment) net density resulting in between 49 and 124 dwelling units. This count could increase with the development of a flex parcel as multi-unit.



Source: Lincoln Land Institute

Example of approximately 10 units per acre townhouse development



Source: Lincoln Land Institute

Example of approximately 25 units per acre apartment/townhouse development

SENIORS CENTRE/ASSISTED LIVING

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

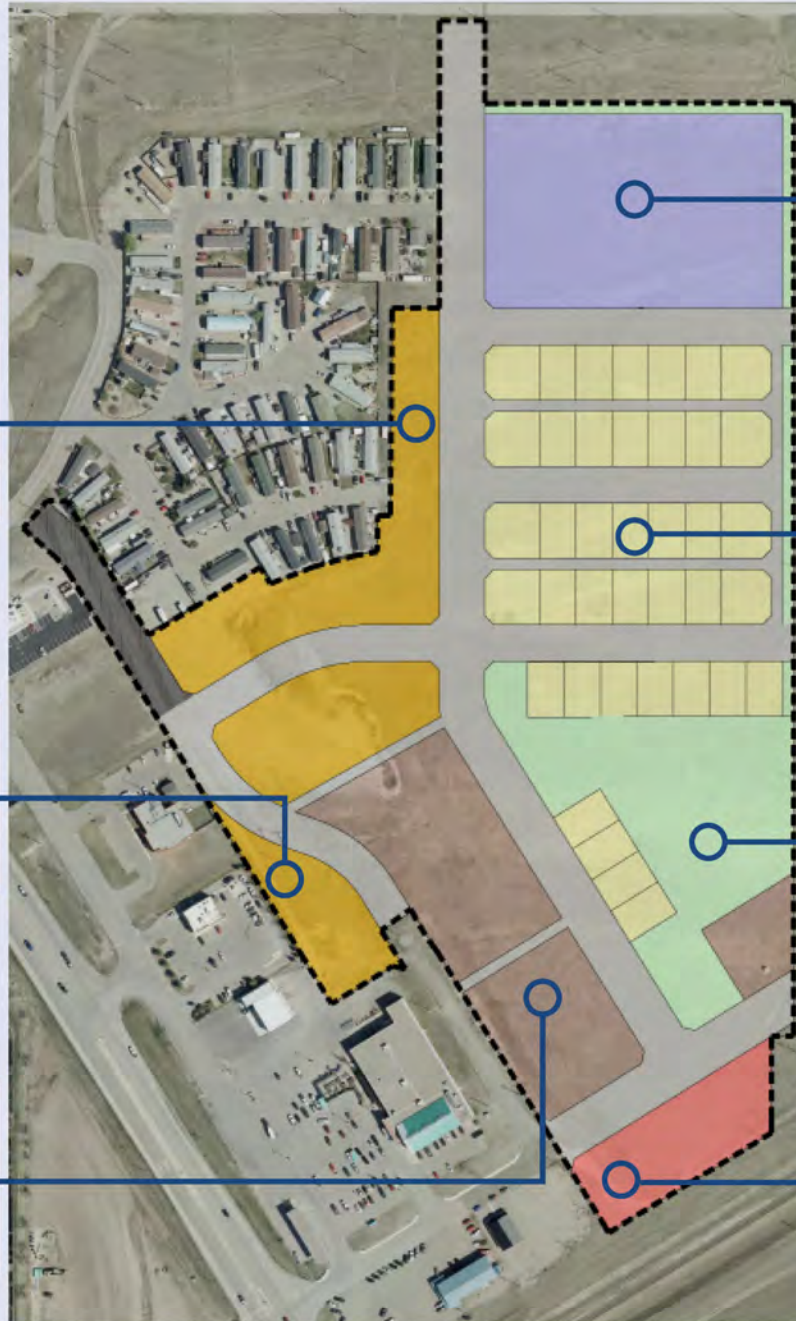
3.2.2 ARCHITECTURAL DESIGN CONSIDERATIONS FOR RESIDENTIAL DEVELOPMENT



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

Macleod Landing Design Scheme

Architectural Design Examples



Townhouse units with strong street presence



High-quality multi-unit development



Neighbourhood scale commercial development



Seniors centre / assisted living development



Single detached dwellings



Storm retention pond, open space and recreational facilities



Highway commercial and retail development

SINGLE DETACHED RESIDENTIAL

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

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



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



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

MULTI-UNIT RESIDENTIAL

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

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

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

3.3 PARKS, PATHWAYS AND OPEN SPACE DESIGN



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

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



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

3.3.1 ARCHITECTURAL DESIGN CONSIDERATIONS FOR PARKS, PATHWAYS & OPEN SPACE

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



Photo: 4

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

Source: Google Maps



Photo: 5

Example of a pedestrian crosswalk in a residential neighbourhood.

Source: ORRSC

3.4 COMMERCIAL DEVELOPMENT DESIGN



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

3.4.1 LOT TYPES

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

3.4.2 ARCHITECTURAL DESIGN CONSIDERATIONS



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

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

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

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

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

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



Photo: 7

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



Photo: 8

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

SIGNAGE

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

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



Example of a car-oriented freestanding sign



Fascia signs downtown Fort Macleod. Source: ORRSC

3.4.3 SIDEWALKS, STREET LIGHTING AND ROADS

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

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

MAJOR COLLECTOR ROADWAY (9th Avenue and 18th Street)



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

LOCAL/MINOR COLLECTOR ROADWAY



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

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



3.5 SUSTAINABILITY

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

ECONOMIC SUSTAINABILITY



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

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

ENVIRONMENTAL SUSTAINABILITY



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

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

SOCIAL & CULTURAL SUSTAINABILITY



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

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

GOVERNANCE SUSTAINABILITY



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

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



4.0 SEQUENCE OF DEVELOPMENT



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

4.1 REDESIGNATION OF LAND (REZONING)

4.1.1 PURPOSE

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

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

4.1.2 PROCESS AND POLICIES

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

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

4.2 SUBDIVISION OF LAND

4.2.1 SEQUENCE AND REQUIREMENTS

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

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



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

4.2.2 POLICIES

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



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

4.3 DEVELOPMENT OF INDIVIDUAL LOTS



4.3.1 DEVELOPMENT PERMIT APPROVAL PROCESS

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

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

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

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

4.3.2 POLICIES

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

5.0 PUBLIC CONSULTATION PROCESS

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

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



6.0 SUMMARY

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

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



APPENDIX

DEFINITIONS AND ACRONYMS

DEFINITIONS

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

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

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

ACRONYMS

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





Agenda Item Submission Form

Date

1/4/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

01/09/2023

Agenda Section *

Public Hearing

Department *

Development

Director Name *

Adrian Pedro

Director Email

a.pedro@fortmacleod.com

Submitter Information

Submitter Name

Keli Sandford

Email

k.sandford@fortmacleod.com

Submission Title Name *

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

Recommendation *

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

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

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

Rationale**Background**

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

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

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

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

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

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

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

CARRIED

Financial Implications

Council Strategic Plan

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

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

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

Attachments

Fort Macleod LUB 1882 Amendment Bylaw 1965.pdf	18.06KB
Fort Macleod LUB 1882 Amendment Notice 1965.pdf	13.43KB
Ft Macleod - Bylaw 1965 - MAP- Lot 12-15, Blk 440, Plan 92B-Schedule A.pdf	279.06KB

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

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

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

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

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

from "Commercial General: CG" to "Direct Control: DC"; and

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

AND WHEREAS the purpose of the bylaw is the lands for Machinery and equipment sales and service development under a direct control district in the downtown and provide for its consideration at a public hearing.

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

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

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

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

Permitted Uses	Discretionary Uses
None	Machinery and equipment sales and service
	Accessory structure
	Accessory use
	Sign

- (2) This lot is subject to the minimum requirements, application procedures, appeals, additional requirements, and applicable schedules per Sections 3 to 7 of this land use district.
- (3) This lot is subject to all sections of Schedule 5: Overlays.

- (4) The decision making authority for discretionary uses has been delegated to the Municipal Planning Commission.
- (5) A development permit is required for any sign, accessory structure or accessory use proposed to be located on the lots.

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

READ a **first** time this _____ day of _____, 2022.

Mayor – Brent Feyter

Chief Administrative Officer–Anthony Burdett

READ a **second** time this _____ day of _____, 2023.

Mayor – Brent Feyter

Chief Administrative Officer– Anthony Burdett

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

Mayor – Brent Feyter

Chief Administrative Officer– Anthony Burdett

NOTICE OF PUBLIC HEARING

TOWN OF FORT MACLEOD IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1965

7:00 p.m., January 9, 2023
Town of Fort Macleod Council Chambers
410 20th Street, Fort Macleod, AB

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

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

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

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

THEREFORE, TAKE NOTICE THAT a public hearing to contemplate proposed Bylaw No. 1965 will be held in the Town of Fort Macleod Council Chambers at 7:00 p.m. on the 9th day of January 2023.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should contact the Chief Administrative Officer no later than 4:00 p.m. on the 3rd day of January 2023. Both written and/or verbal presentations may be given at the public hearing.

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

DATED at the Town of Fort Macleod in the Province of Alberta this 28th day of November 2022.

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



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



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

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

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

Bylaw #: 1965
Date: _____



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

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

BY-LAW NO. 1628

**OF THE TOWN OF FORT MACLEOD
IN THE PROVINCE OF ALBERTA**

Being a By-Law of the Town of Fort Macleod to enter into an agreement with the Municipal District of Willow Creek No. 26 to form a District Family and Community Support Services Board.

WHEREAS, the Municipal Government Act, Chapter M26.1, RSA 1994, as amended provides that a Municipality may pass bylaws for the purpose of providing services to the municipality.

AND WHEREAS, the Council of the Town of Fort Macleod deems it expedient to enter into an agreement with the M.D. of Willow Creek No. 26 for the formation of a District Family and Community Support Services Board.

NOW THEREFORE THE COUNCIL OF THE TOWN OF FORT MACLEOD, IN THE PROVINCE OF ALBERTA, IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

1) That the Town of Fort Macleod enter into an agreement with the Municipal District of Willow Creek No. 26 to form a District Family and Community Support Services Board. Said agreement is attached hereto and forms Schedule "A" of this bylaw.

2) That By-Laws No. 1487 and No. 1594 of the Town of Fort Macleod, are hereby rescinded.

3) This bylaw shall come into effect on the date of the third reading thereof.

READ A FIRST TIME THIS 9th DAY OF OCTOBER 2001 A.D.

MAYOR *W. William O. Hart*

MUNICIPAL MANAGER *Tom Starn*

READ A SECOND TIME THIS 9th DAY OF OCTOBER 2001 A.D.

MAYOR *W. William O. Hart*

MUNICIPAL MANAGER *Tom Starn*

READ A THIRD TIME AND FINALLY DECLARED PASSED BY COUNCIL THIS 9th DAY OF OCTOBER 2001 A.D.

MAYOR *W. William O. Hart*

MUNICIPAL MANAGER *Tom Starn*

Handwritten initials/signature

- iii) Develop and monitor programs as required by the communities, within the FCSS mandate.
- ii) Develop and monitor programs as required by the communities, programs.
- i) Direct the FCSS Director as required to carry out approved programs.

specifically, the Board will:
 FCSS programs for the Town and the included portion of the M.D. More
 In general terms, the Board is charged with responsibility to operate all

D) Duties of the Board

- 1) In general terms, the Board is charged with responsibility to operate all FCSS programs for the Town and the included portion of the M.D. More specifically, the Board will:
- 8) Copies of all minutes shall also be filed with the Town and the M.D. A minute book shall be kept and minutes of all meetings recorded therein. authorize any expenditure charged against the Town of Fort Macleod.
- 7) Neither the Board nor any member thereof shall have the power to revised.
- 6) Meetings shall be conducted in accordance with acceptable meeting practice and disputes resolved in accordance with Roberts Rules of Order, one of whom must be the Chairman or Vice-Chairman.
- 5) A quorum for meetings of the Board shall be four voting Board members, the request of any three Board members making their request in writing.
- 4) Special meetings may be called on three days notice by the Chairman or at of the Board.
- 3) The Board shall meet monthly at a time and place to be set by resolution of the Board.
- 2) The FCSS Director for the Town shall be the Secretary for the Board. Chairman. Elected representatives shall not be eligible for these positions.
- 1) The Board shall select from among themselves a Chairman and a Vice-

C) Conduct of Business

- 4) If any appointed Board member is absent from three consecutive regular meetings, the respective council may, upon recommendation from the Board, declare the office of the absent Board member to be vacant.
- expiring in October 2002. All appointments thereafter will be for a two-year term made at each year's organizational meeting of their respective municipal Council.

Handwritten initials and a signature in the top right corner.

following year.
However, withdrawals will only become effective on January first of the

This agreement may be terminated by either municipal authority by giving a minimum six months notice in writing to the other municipal authority.

recreation grants to assist with the operations of the Board.

contribution based on their funding formula for the distribution of to the Town a portion of their Provincial FCSS grant and their 20% In consideration for their participation on the Board, the M.D. will provide

the necessary insurance.
The Town will act as the Municipal Authority for the Board and provide

- 3)
- 2)
- 1)

E) General

setting of the job description for the FCSS Director.
Board will be consulted and their recommendations considered in the

hiring process as outlined in the Towns hiring policy. Additionally, the disciplining and termination. The Board will be allowed input into the

The Town reserves unto itself all matters relating to personnel, i.e.: hiring, services and activities.

(ix) The Board shall work with local service groups to coordinate

(viii) Establish sub-committees as required for areas of specific interest.

(vii) File a written annual report with the Councils on operations.

(vi) Formulate policies for programs as required.

(v) Negotiate and recommend to Council contracts and agreements as required.

(iv) Establish user fees for programs under their mandate.

(iii) Direct FCSS finances within budgetary limits set by Council.

THE MUNICIPAL DISTRICT OF
WILLOW CREEK NO. 26

[Signature]

Municipal Administrator

[Signature]

Municipal Manager

[Signature]

Mayor

TOWN OF FORT MACLEOD



Agenda Item Submission Form

Date

12/16/2022

Meeting Type *

Regular Council Meeting

Meeting Date *

01/09/2023

Agenda Section *

New Business

Department *

FCSS

Director Name *

Liisa Gillingham

Director Email

l.gillingham@fortmacleod.com

Submitter Information

Submitter Name

Liisa

Email

l.gillingham@fortmacleod.com

Submission Title Name *

Bylaw 1964 and MD MOU

Recommendation *

That Councils approves Bylaw 1964 being a Bylaw of the Town of Fort Macleod in the province of Alberta for the purpose of entering into an agreement with the Municipal District of Willow Creek No.26 to form and maintain a district Family and Community Support Services Board. Further, that Council provides all three readings of Bylaw 1964.

Rationale

The previous bylaw, (1628) is 20 years old, memberships have changed slightly over the years and some additional language regarding quorum and termination of the Schedule A were added. Changes to note are that the Youth member position if not filled, does not affect quorum. More clear and concise language used. The MD has been provided a copy and did not have any concerns with the updates. Will be presented to their Council for final approval to sign Schedule "A" upon passing of the Bylaw

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

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

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

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

Attachments

Bylaw 1628 FCSS MD Original.pdf

156.37KB

FCSS Bylaw 1964 2022.pdf

123.63KB

**Town of Fort Macleod
BYLAW NO. 1964**

Being a Bylaw in the Town of Fort Macleod in the province of Alberta for the purpose of entering into an agreement with the Municipal District of Willow Creek No. 26 to form and maintain a district Family and Community Support Services Board.

WHEREAS, pursuant to the *Municipal Government Act, Chapter 26, RSA 200* a council may pass bylaws for municipal purpose of providing services to the Municipality.

AND WHEREAS, the Council of the Town of Fort Macleod deems it expedient to enter into an agreement with the MD of Willow Creek for the formation of a district Family and Community Support Services board.

Now therefor the Council of the Town of Fort Macleod, in the province of Alberta, in Council assembled enact as follows:

- I. That the Town of Fort Macleod enter into an agreement with the Municipal District of Willow Creek No.26 to form a district Family and Community Support Services Board. Said agreement in attached hereto and forms "Schedule A" of this bylaw.
- II. That Bylaw No. 1628 of the Town of Fort Macleod are hereby rescinded.
- III. This Bylaw shall come into effect upon third and final reading and duly signed.

Read a first time this _____ day of _____, 2023.

Read for Second time this _____ day of _____, 2023.

Read for Third time this _____ day of _____, 2023.

SIGNED AND PASSED THIS _____ day of _____, 2023.

Mayor

Chief Administrative Officer

SCHEDULE A – BYLAW 1964

Memorandum of Agreement Effective this _____ day of _____, 2023

BETWEEN

The Town of Fort Macleod
(herein after call the “Town”)

and

The Municipal District of Willow Creek No.26
(herein after called the MD)

WHEREAS:

1. Board Established

- The Town shall, together with a portion of the MD, establish a Board to be know as the “Fort Macleod a District Family and Community Support Services Board” (FCSS Board).
- The Fort Macleod and District FCSS Board will encompass that part of the MD south of a line running east and west two miles north of the Township Nine (9) north boundary and the area north of this line and east of the Oldman River in Township ten (10), ranges 23, 24, and 25, west of the fourth (4th) meridian, and the Town of Fort Macleod.

2. Board Membership

a) The Board shall consist of up to eight (8) voting Board Members as follows:

- One member of the Council of the Town of Fort Macleod.
- One Member of the Council of the MD
- Four Volunteer Members of the electors of the Town of Fort Macleod.
- One Volunteer Member of the electors of MD
- One Youth Member from either jurisdiction (between the ages of 16-18), this position will not affect quorum

b) The Council members of the Board shall be appointed annually for a one-year term at the annual organizational meeting for each council.

c) Of the five (5) volunteer members, all appointments will be for a two-year term. Community appointments will be made at each Council’s annual organizational meeting.

d) Absenteeism: Should any appointed board member be absent from three consecutive regular meetings without notice, the respective council may, upon recommendation from the FCSS Board, declare the membership of the absent Board Member vacant and advertise for a new member to form the board as stated above in section 2. a).

3. Conduct of Business

- a) The board shall select from among themselves a chairperson and a vice chairperson. Elected officials are not eligible for these positions.
- b) The FCSS Coordinator for the Town shall be the secretary for the Board.
- c) The Board shall meet monthly; the time and place to be set by resolution of the Board at mutual accommodation of the majority of board members.
- d) Special meetings may be called on three days' notice by the Chairperson or at the request of any three (3) Board members making their request in writing to the Chairperson.
- e) A quorum for the purpose of decision making, shall consist of five voting members, one of whom must be the chairperson or Vice-Chairperson.
- f) Meetings shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Roberts Rules of Order, revised.
- g) Neither the Board nor any member thereof shall have the power to authorize any expenditure charged under the Town of Fort Macleod.
- h) A minute book shall be kept, and minutes of all meeting recorded therein. At minimum one copy of all minutes shall be kept locked by the FCSS Coordinator and shared with the Town and the MD as requested.

4. Duties of the Board

- a) In general terms, the Board is charged with responsibility to operate all FCSS programs for the Town and the included portion of the MD, more specifically, the Board will:
 - i. Direct the FCSS Coordinator as required to carry out the approved programs
 - ii. Develop and monitor programs as required by the communities, within the FCSS mandate.
 - iii. Direct FCSS finances within budgetary limits set by Council.
 - iv. Establish user fees for programs (when necessary) under their mandate.
 - v. Negotiate and recommend to Council contracts and agreements as required.
 - vi. Formulate policies for programs as required.
 - vii. File a written annual report with both the Town and MD Councils that provides details on annual programming and operations of the FCSS.
 - viii. Establish sub-committees as required for areas of specific and relevant interests of the Board.
 - ix. The Board shall assist with work of local service groups to coordinate services and activities.
- b) The Town reserves unto itself all matters relating to personnel, ie: hiring, disciplining and termination. The Board shall be allowed input into the hiring as outlined in the Towns Recruitment and Selection policy. Additionally, the Board will be consulted, and their recommendations considered in the setting of the job description for the FCSS Coordinator.

5. General

- a) The Town will act as the Municipal Authority for the Board and provide the necessary insurance
- b) In consideration for their participation on the Board, the MD will provide to the Town a portion of their provincial FCSS grant and their 20% contribution grants to assist with the operations of the Board.

c) This agreement may be terminated by either municipality by giving a minimum of six months written notice to the other municipal authority. However, withdrawal will only become effective on January 1 of the following year and ensuring all provincial requirements to terminate have been met.

Town of Fort Macleod

Municipal District of Willow Creek No.26

Mayor

Reeve



Agenda Item Submission Form

Date

1/5/2023

Meeting Type*

Regular Council Meeting

Meeting Date*

01/09/2023

Agenda Section*

New Business

Department*

Administration

Director Name*

Liisa Gillingham

Director Email

l.gillingham@fortmacleod.com

Submitter Information

Submitter Name

Liisa

Email

l.gillingham@fortmacleod.com

Submission Title Name*

150th Anniversary Celebration Committee

Recommendation*

That Council approves the establishment of a temporary Committee of Council as the 150th Anniversary Community Celebration Committee, the presented terms of reference and also that one Councillor be appointed to participate and serve as chairperson.

Rationale

In 2024 Fort Macleod will be celebrating its 150th Anniversary in recognition of the establishment of the Fort and RCMP in the Macleod area. Administration would like to initiate a volunteer Community Celebration Committee to assist with planning and celebrating this milestone. Applications from Community Members would be accepted, and final appointments made by Council. It would benefit the committee and community for applicants to have previous larger scale event planning experience, both day and evening availability for planning sessions, a positive vision and commitment for showcasing the best of Fort Macleod.

Community Member at Large applications and stakeholder recommendations will be submitted to the Director of Community & Protective Services by March 30, 2023, and presented to Council for appointment April 10, 2023. As per the Terms of Reference the first meeting will be set for May 10, 2023, and subsequent meetings scheduled as per consensus of the group, both evening and day-time meetings will be scheduled.

Request from the committee for budget consideration will be presented to Council at the June 23, 2023, meeting.

A Committee Terms of reference is attached.

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

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

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

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

Attachments

150th Community Celebration Committee Terms of Reference.pdf 91.59KB

150th Community Celebration Committee- Terms of Reference

Mission

The Fort Macleod Community Celebration Committee is a temporary Committee of Council consisting of residents and community stakeholders whose membership will plan, and host summer event/s in recognition of the 150th Anniversary of the Fort and RCMP being established in Fort Macleod. This group will strive to be welcoming and inclusive in its planning, emphasis will be placed on the Town slogan “Belong” and the Town Strategic goals will be utilized as necessary.

Membership and Roles

The Committee membership will be made up of residents and representatives of stakeholder groups which will including the following:

One Town Councillor – holds Chairperson role

One Town Administration – Director of Community Services, holds Secretary/Treasurer role

One Member of the CHTA – Member at Large (MAL)

One Member from the Chamber of Commerce – Business Owner, MAL

Three Community Members – MAL

The CHTA and Chamber of Commerce are invited to select and forward their recommendation for appointment to Council. MAL applications would be open to residents and or long-standing, positively engaged members of our extended community who may be residents of the MD of Willow Creek. All applications and recommendations will be submitted to the Director of Community Services by March 30, 2023, for presentation to Council at the April 10, 2023, Council meeting.

Leadership

- The Chairperson will chair the meetings.
- A vice chair shall be nominated from the Members at Large to chair meetings in the absence of the chairperson.
- The Secretary/Treasurer will:
 - Schedule meetings and manage group correspondence as required,
 - draft meeting agendas and minutes of meetings,
 - prepare any financial documents and reports as needed.
 - social media and advertising

Decision Making and Voting Rights

The committee will strive for all decisions to be made by consensus of the group.

- All members will have equal voting rights.
- 5 members must be present for quorum.
- **No Quorum**
 - If a meeting fails to meet quorum and a time sensitive decision must be made prior to the next meeting, an email vote will be put out to the group by the secretary.
 - Email votes and discussion on the matter will close within 72 hours of the email being sent.
 - Please note all discussion regarding the above issue must follow the original email thread. Committee members must "reply all" so other members can see discussion and how others have voted.

Member Responsibilities

It is the expectation that those who are appointed and accept a role on this committee are committed to the following:

- Available for both day and evening meetings as scheduled.
- That members endeavour to have a positive vision and commitment for showcasing the best of Fort Macleod.
- Adhere to the budget allocated to the planning and hosting of events specific to the 150th Anniversary celebration.
- No member shall commit funds, actions or speak on behalf of the Town or Fort Macleod in conjunction with this committee, prior to informing the committee and receiving the support of committee. Such support and action items will be noted in the minutes.
- If required, all matters discussed *In Camera* will remain confidential.

Meeting Schedules

The first meeting of the committee will be schedule for May 10, 2023, this will be a planning and scheduling meeting. Subsequent meetings will be held monthly and scheduled by group consensus, rotating day, and evening meetings to accommodate schedules. All meetings will be held at the GR Davis Administration building.

Membership Resignation or Termination

Should any member at large resign from their position, an advertisement for the vacancy will be placed and the space filled as soon as possible. The committee may choose to not fill a vacancy if less than 30 days prior to event/s.

Remembering that this is a temporary, short duration board and should a non-harmonious working environment develop, and the functionality and efficiency of the group be compromised by one or more members at large. Council may, by recommendation of at least 5 members of the committee, remove a member from the committee.

Termination of Committee

It is understood that following the conclusion of events planned and hosted by the group for the 150th Anniversary Celebration that the committee will provide a final report to Council and Town Administration by December 11, 2024, and then cease to operate and no longer be active.

Approved by Town Council, January 9, 2023

Resolution #



Agenda Item Submission Form

Date

12/14/2022

Meeting Type *

Regular Council Meeting

Meeting Date *

01/09/2023

Agenda Section *

New Business

Department *

Administration

Director Name *

Kris Holbeck

Director Email

k.holbeck@fortmacleod.com

Submitter Information

Submitter Name

Kris

Email

k.holbeck@fortmacleod.com

Submission Title Name *

TAX INCENTIVE APPLICATION MCDONALD'S RESTAURANT

Recommendation *

That Council approves the application from McDonald's Restaurants of Canada Ltd. regarding Roll #3230402 (2360 - 7th Avenue) and directs Administration to enter into a tax incentive agreement with this business for a three-year term.

Rationale

The property owner has submitted a completed tax incentive application for a non-residential construction project that will show on their 2023 combined assessment and taxation notice and have met the criteria set forth in the current tax incentive bylaw.

Background

Council reviewed the prior tax incentive bylaw in 2022 and passed a new one to encourage the development of existing and new business properties for the general benefit of the Town. These applications fall under this bylaw.

Financial Implications

If approved, the incentive amount will be recorded through the tax incentive expense in the 2023 operational year.

Council Strategic Plan

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

- This submission is making Fort Macleod more VIBRANT.
- This submission is helping GROWTH in Fort Macleod.
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Attachments



Agenda Item Submission Form

Date

1/5/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

01/09/2023

Agenda Section *

New Business

Department *

Administration

Director Name *

Anthony Burdett

Director Email

a.burdett@fortmacleod.com

Submitter Information

Submitter Name

Meranda Day Chief

Email

m.daychief@fortmacleod.com

Submission Title Name *

Highway 3 Twinning Development Association 2023 Membership

Recommendation *

That Council approves the 2023 membership fee request from the Highway 3 Twinning Development Association for \$1,483.50.

Rationale

See attached letter.

Background

2022 Membership \$1038.45

R.339.2021 Moved by Councillor Van Huigenbos that Council approves the 2022 membership fee from the Highway 3 Twinning Development Association for \$1038.45. CARRIED

2021 Membership \$1038.45

2020 Membership \$1483.50

Financial Implications**Council Strategic Plan**

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Attachments

23-5 Town of Fort Macleod.pdf

246.81KB



Highway 3 Twinning Development Association

2023 Annual Membership Invoice # 2023-5

January 4, 2023

To: Town of Fort Macleod

Membership fees in 2023 are restored to pre-pandemic 2019 levels, reflective of 2018 population and H3TDA fee structure. While the Government of Alberta has announced the desire to complete the twinning of Highway 3 over the next 10 years, Highway 3 Twinning Development Association knows we must see actual funding placed in each year's budget and action started towards twinning, and we must maintain the pressure/oversight with the GOA. For 2023 we know the results of the May 2023 election could impact the real action towards twinning and therefore have prepared a budget commensurate with continued advocacy (cost). We hope our stakeholders see the value and will continue to financially support the Association through 2023 as we work through our Strategic Plan.

2018 Population 2967 X .50 = Membership Fee **\$ 1,483.50**

Please make cheque payable to:

Highway 3 Twinning Development Association

Payment can be mailed to:

PO Box 27068
Lethbridge, AB T1K 6Z8

Please do not hesitate to contact us with any questions or concerns.

Victoria Chester

Director of Advancement
Highway 3 Twinning Development Association
403-929-3593 * admin@twin3.ca

Sign the Petition www.twin3.ca **and FOLLOW US!** www.facebook.com/twin3.ca/

As a member you are invited to provide a representative to our regular Board meetings, our Annual General Meeting each Spring, and put your community forward to sit as a member of the Board or Executive. To keep you up to date with our activities, each meeting announcement will include an attached package with agenda, prior detailed meeting minutes, and any supporting documents. We will also contact you between meetings if a specific announcement is released.

We speak louder to Government with all stakeholders engaged!