



**Town of Fort Macleod
Council Meeting Agenda
Monday, March 13, 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

1. Economic Development Assessment – *Paul Salvatore*

F. PUBLIC HEARINGS

G. CONSIDERATION OF DELEGATIONS and PUBLIC HEARINGS

H. UNFINISHED BUSINESS

I. NEW BUSINESS

1. ADM16 Public Participation Policy – *Anthony Burdett, CAO*
2. MD of Willow Creek: Subdivision Request for Comment – *Adrian Pedro, Director of Operations*
3. 2023 Capital Budget Adjustment – *Adrian Pedro, Director of Operations*
4. 2022 Surplus Allocation To Reserves – *Director of Finance, Kris Holbeck*
5. 2023 Willow Creek Foundation Requisition – *Director of Finance, Kris Holbeck*
6. 2023 Willow Creek Regional Landfill Requisition – *Director of Finance, Kris Holbeck*

J. IN CAMERA

K. ADJOURNMENT

Town of Fort Macleod
CONSENT AGENDA
Monday, March 13, 2023

A. COUNCIL MEETING MINUTES

1. Council Meeting Minutes – February 27, 2023
2. Committee of the Whole F&I Meeting Minutes – March 8, 2023

B. CORRESPONDENCE AND INFORMATION ITEMS

1. EMS & Medical Response – *Health Minister, Jason Copping*

C. FINANCIAL

1. Cheque Listing – March 8th, 2023

D. ADMINISTRATIVE REPORTS

(Quarterly - January, April, July, October)

E. COMMITTEE REPORTS

(First meeting of the month)

1. Cultural Heritage Tourism Alliance – *Councillor Hengerer*
2. Willow Creek Foundation - *Councillor Wolstenholme*

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

Council Present: Deputy Mayor Gord Wolstenholme, Councillors Jim Monteith, Mackenzie Hengerer, Marco Van Huigenbos, and Aaron Poytress.

Regrets: Mayor Brent Feyter, and Councillor Christina Fox.

Administration: CAO Anthony Burdett, Director of Operations Adrian Pedro, Director of Community & Protective Services Liisa Gillingham, Director of Finance Kris Holbeck, and Executive Assistant Meranda Day Chief.

A. CALL TO ORDER

Deputy Mayor Wolstenholme called the meeting to order at 7:00 pm.

B. MOMENT OF REFLECTION

C. APPROVAL OF THE AGENDA

1. Consent Agenda

R.059.2023 Moved by Councillor Monteith that Council approves the consent agenda as presented.

CARRIED

2. Regular Meeting Agenda

R.060.2023 Moved by Councillor Van Huigenbos that Council approves the regular meeting agenda as presented.

CARRIED

D. FOR THE GOOD OF COUNCIL

E. DELEGATIONS

F. PUBLIC HEARINGS

1. Bylaw 1970: LUB Rezone R to R-MU 9 Lots – *Adrian Pedro, Director of Operations*
 - a) Letters In Favor

R.061.2023 Moved by Councillor Hengerer that Council hereby opens the Public Hearing for Bylaw 1970: LUB Rezone R to R-MU at 7:04 pm.

CARRIED

Deputy Mayor Wolstenholme called to the gallery for anyone speaking for or against Bylaw 1970, two letters were sent in favor of Bylaw 1970, and included in the agenda package. Eight were forthcoming. Three of the forthcoming were in favor of Bylaw 1970, and five were against Bylaw 1970.

In Favor

Letter in favor of Bylaw 1970, was submitted to Administration in the agenda package from Dave D'Eon on behalf of D'Eon Food Services.

Letter in favor of Bylaw 1970, was submitted to Administration in the agenda package from Brent Feyter, CEO of Structural Truss Systems and Forma Steel.

John Guliker from Royal LePage come forward, speaking in favor of Bylaw 1970, discussing the need for housing and residential multi-unit in Fort Macleod.

Amanda Lawrence, Family and Community Support Services Coordinator came forward, speaking in favor of Bylaw 1970. Supporting the rezoning as it is proposed would allow for land to be available for new development and positively impact the community.

Stacey Morcom, Family and Community Support Services Housing Liaison Worker came forward speaking in favor of Bylaw 1970. Talking about the need for housing in our community and the phenomenon of NIMBY (Not In Your Backyard).

Against

John Farren came forward speaking against Bylaw 1970. Concerns regarding parking, condos, low-income housing, services, and a perceived conflict of interest.

Steven Vandervalk came forward as a potential adjacent landowner, speaking against Bylaw 1970. Concerns regarding the impact to their proposed project.

William (Bill) Hall came forward speaking against Bylaw 1970. Concerns such as land value, cars, traffic, lack of parks and recreation in the area, decreased property values, and population density.

Cheryl Gatzky came forward speaking against Bylaw 1970. Expressing concerns such as low-income housing, increased crime, decreasing property values, parking, and lack of investment for existing landowners of 10th Street.

Melvin Jones came forward stating that he is against Bylaw 1970.

R.062.2023 Moved by Councillor Van Huigenbos that Council hereby closes the Public Hearing for Bylaw 1970: LUB Rezone R to R-MU at 7:31 pm.

CARRIED

2. Bylaw 1971: LUB Rezone R to R-MU 5 Lots – *Adrian Pedro Director of Operations*
 - a) Letters In Favor

R.063.2023 Moved by Councillor Poytress that Council hereby opens the Public Hearing for Bylaw 1971: LUB Rezone R to R-MU at 7:32 pm.

CARRIED

Deputy Mayor Wolstenholme called to the gallery for anyone speaking for or against Bylaw 1971, two letters were sent in favor of Bylaw 1971, and included in the agenda package. Eight were forthcoming. Five of the forthcoming were in favor of Bylaw 1971, and three were against Bylaw 1971.

In Favor

Letter in favor of Bylaw 1971, was submitted to Administration in the agenda package from Dave D'Eon on behalf of D'Eon Food Services.

Letter in favor of Bylaw 1971, was submitted to Administration in the agenda package from Brent Feyter, CEO of Structural Truss Systems and Forma Steel.

John Guliker from Royal LePage come forward, speaking in favor of Bylaw 1971. Stating that he supports the rezoning of the proposed lots to allow for Residential Multi-Unit housing.

Stacey Morcom, on behalf of Family and Community Support Services (FCSS) as the Housing Liaison Worker, came forward speaking in favor of Bylaw 1971. Stating that the FCSS has a waiting list of people who live and/or work in Fort Macleod that are unable to find housing.

Greg Beekman came forward as one of the pending landowners/developers speaking in favor of Bylaw 1971. Stating that they have proposed a five-million-dollar development for the five lots to provide nice houses, for good tenants.

Todd Baker came forward speaking in favor of Bylaw 1971. Advising that there is a large need for housing, and that more information is needed on the proposed developments of the projects.

Steven Vandervalk came forward as one of the pending landowners/developers speaking in favor of Bylaw 1971. Stating that as an investor in this community they would be proposing to build eight plex's with 3 bedroom and 2 bathrooms, to provide housing on a new street with a fresh start.

Against

William (Bill) Hall came forward speaking against Bylaw 1971. Concerns include lower income housing, tax incentives being provided to builders, infrastructure and services to the area, and potential tenants of rental units not taking pride of ownership.

John Farren came forward speaking against Bylaw 1971. Stating concerns regarding the Heritage Motel, crime, and the cultural background of potential developers and tenants.

Cheryl Gatzky came forward speaking against Bylaw 1971. Stating concerns on crime, potential tenants, and the location of Residential Multi-Unit zoned lands beside Residential zoned lands.

R.064.2023 Moved by Councillor Monteith that Council hereby closes the Public Hearing for Bylaw 1971: LUB Rezone R to R-MU at 7:50 pm.

CARRIED

3. Bylaw 1972: LUB Rezone CG to R-MU Browns Store – *Adrian Pedro Director of Operations*

R.065.2023 Moved by Councillor Poytress that Council hereby opens the Public Hearing for Bylaw 1972: LUB Rezone R to R-MU at 7:51 pm.

CARRIED

Deputy Mayor Gord Wolstenholme called to the gallery for anyone speaking for or against Bylaw 1972. Six were forthcoming. Three of the forthcoming were in favor of Bylaw 1972, and two were against Bylaw 1972, one stated they were neither for nor against Bylaw 1972.

In Favor

Dennis Vanee came forward as an applicant of the proposed development in favor of Bylaw 1972. Stated that the proposed development would be single, high-end units to be used as an Air BnB. Plans include a walk out patio, egress windows, and fire escapes.

John Guliker from Royal LePage come forward, speaking in favor of Bylaw 1972. Stating that the rezoning of Bylaw 1972 would allow the owners of this property to make improvements to the building.

Jonas Beekman came forward as an applicant of the proposed development in favor of Bylaw 1972. Indicating that the proposed development would be single, high-end units, to improve the building and over all area.

Against

Dee Bolingbroke came forward speaking against Bylaw 1972. Stating concerns surrounding the lack of space between their properties, parking, lack of fire escapes, access to the property, and the construction stage of the future proposed development.

Marjorie (Gerry) Chapman came forward speaking against Bylaw 1972, stating concerns being an adjacent landowner, and the unknown materials in the building during demolition of the potential future development.

Other

William (Bill) Hall came forward stating he was neither for nor against Bylaw 1972, but appreciated the applicants' information on the proposed future development.

R.066.2023 Moved Councillor Van Huigenbos that Council hereby closes the Public Hearing for Bylaw 1972: LUB Rezone R to R-MU at 8:03 pm.

CARRIED

G. CONSIDERATIONS OF DELEGATIONS and PUBLIC HEARINGS

1. Bylaw 1970: LUB Rezone R to R-MU 9 Lots (*2nd & 3rd reading*)

R.067.2023 Moved by Councillor Poytress that Bylaw 1970, being a Bylaw of the Town of Fort Macleod in the Province of Alberta, to designate the lands from "Residential-R" to "Residential Multi-Unit- R-MU" at the locations legally described as Lots 10-18, Block 315, Plan 92B within the SW1/4 of Section 12, Township 9, Range 26, W4M, be second reading.

CARRIED

R.068.2023 Moved by Councillor Hengerer that Bylaw 1970, being a Bylaw of the Town of Fort Macleod in the Province of Alberta, to designate the lands from "Residential-R" to "Residential Multi-Unit- R-MU" at the locations legally described as Lots 10-18, Block 315, Plan 92B within the SW1/4 of Section 12, Township 9, Range 26, W4M, be third reading, and finally declared passed.

CARRIED

2. Bylaw 1971: LUB Rezone R to R-MU 5 Lots (*2nd & 3rd reading*)

R.069.2023 Moved by Councillor Hengerer that Bylaw 1971, being a Bylaw of the Town of Fort Macleod in the Province of Alberta, to designate from "Residential-R" to "Residential Multi-Unit- R-MU" the lands at the locations legally described as Lots 10-14, Block 311, Plan 92B within the SW1/4 of Section 12, Township 9, Range 26, W4M, be given second reading.

CARRIED

R.070.2023 Moved by Councillor Poytress that Bylaw 1971, being a Bylaw of the Town of Fort Macleod in the Province of Alberta, to designate from "Residential-R" to "Residential Multi-Unit- R-MU" the lands at the locations legally described as Lots 10-14, Block 311, Plan 92B within the SW1/4 of Section 12, Township 9, Range 26, W4M, be given third reading, and finally declared passed.

CARRIED

3. Bylaw 1972: LUB Rezone CG to R-MU Browns Store (2nd & 3rd reading)

R.071.2023 Moved by Councillor Hengerer that Bylaw 1972, being a Bylaw of the Town of Fort Macleod in the Province of Alberta, to designate the lands from “Commercial General- CG” to “Residential Multi-Unit- R-MU” at the locations legally described as North 25 feet of Lot 28, Block 373, Plan 92B within the SW1/4 of Section 12, Township 9, Range 26, W4M, be given second reading.

CARRIED

R.072.2023 Moved by Councillor Van Huigenbos that Bylaw 1972, being a Bylaw of the Town of Fort Macleod in the Province of Alberta, to designate the lands from “Commercial General- CG” to “Residential Multi-Unit- R-MU” at the locations legally described as North 25 feet of Lot 28, Block 373, Plan 92B within the SW1/4 of Section 12, Township 9, Range 26, W4M, be given third reading, and finally declared passed.

CARRIED

H. UNFINISHED BUSINESS

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

R.073.2023 Moved by Councillor Monteith that Council approves the following Grants to Organizations for 2023 community funding as presented.

Fort Macleod Allied Arts	\$12,000.00
Handibus Society - Operating	\$10,000.00
Handibus Society - Vehicle Replacement Fund	\$5,000.00
Chamber of Commerce – Street Cleaning	\$3,000.00
Santa Claus Parade Committee - Operating	\$5,000.00
Seniors Welcome Mat	\$6,300.00
Willow Creek Adult Learning	\$3,500.00

CARRIED

I. NEW BUSINESS

1. ADM 19: Land Sales Policy – *Kris Holbeck, Director of Finance*

R.074.2023 Moved by Councillor Poytress that Council approves ADM#19: Land Sales policy as presented.

CARRIED

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

R.075.2023 Moved by Councillor Monteith that Council approves ADM#37: Council Debt Management policy as presented.

CARRIED

J. IN CAMERA

K. ADJOURNMENT

Deputy Mayor Wolstenholme adjourned the meeting at 8:47 pm.

Deputy Mayor Gord Wolstenholme

CAO Anthony Burdett

**Town of Fort Macleod
Committee of the Whole Meeting
Finance & Infrastructure
GR Davis Administration Building
Conference Room
Wednesday, March 8th, 2023
12:00 pm**

Council Present: Mayor Brent Feyter, Councillors Jim Monteith, Aaron Poytress, Gord Wolstenholme, Mackenzie Hengerer, and Marco Van Huigenbos.

Regrets: Councillor Christina Fox.

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 12:10 pm.

B. APPROVAL OF AGENDA

R.076.2023 Moved by Councillor Wolstenholme that Council approves the meeting agenda as presented.

CARRIED

C. NEW BUSINESS

1. Macleod Landing Budget – *Adrian Pedro, Director of Operations*
2. User Group Fees – *Adrian Pedro, Director of Operations*
3. Green & Inclusive Building Grant – *Adrian Pedro, Director of Operations*
4. Capital Project Reporting – *Kris Holbeck, Director of Finance*
5. Audit Financial Statements – *Kris Holbeck, Director of Finance*

D. ADJOURNMENT

Mayor Feyter adjourned the meeting at 1:04 pm.

Mayor Brent Feyter

CAO Anthony Burdett



Office of the Minister
MLA, Calgary - Varsity

MAR 7 - 2023

AR 208547

His Worship Brent Feyter
Mayor, Town of Fort Macleod
PO Box 1420
Fort Macleod AB T0L 0Z0
brent.feyter@fortmacleod.com

Dear Mayor Feyter:

Thank you for your letter regarding emergency medical services (EMS) and medical first response (MFR) in Fort Macleod. I apologize for the delayed response.

I appreciate you sharing your feedback on this important matter. Alberta's government is committed to ensuring an ambulance is available to all Albertans, including those living in rural communities. As you may know, Alberta Health has accepted all recommendations from the Alberta EMS Provincial Advisory Committee's (AEPAC) report and the independent EMS dispatch review. As part of the Health Care Action Plan (alberta.ca/healthcare-action-plan.aspx), actions include:

- Adding 20 additional ambulances during peak hours in Calgary and Edmonton, with rollout starting in spring 2023;
- Fast-tracking ambulance transfers at emergency departments by moving less urgent patients to hospital waiting areas, based on new provincial guidelines now in place;
- Freeing up paramedics by contracting appropriately trained resources for non-emergency transfers between facilities in Calgary and Edmonton; and
- Empowering paramedics to assess a patient's condition on scene and decide whether they need to be taken to hospital by ambulance.

AEPAC's report also puts forward a number of recommendations regarding MFR, which we are committed as well, including:

- Developing a collaborative vision for the MFR Program;
- Reviewing how MFR agencies are structured within the EMS system;
- Exploring opportunities to expand the MFR Program to Indigenous communities;
- Providing additional supports to MFR agencies to expand capacity; and
- Creating inter-professional educational opportunities for EMS and MFR practitioners.

Further, instead of using highly trained paramedics for non-medical patient transfers, Alberta Health Services (AHS) will now arrange for alternative transport methods, such as community shuttles, wheelchair accessible taxis and other local options. AHS expects that 15 per cent of transports will be diverted from EMS, which means that paramedics will be able to respond to approximately 70 more events per day.

.../2

His Worship Brent Feyter
Page 2

AHS is also making progress on its actions (ahs.ca/ems/Page17851.aspx) to add EMS capacity and ensure the most critical patients receive immediate care, with more than 460 new EMS employees being hired since January 2022, including 340 paramedics. The Parliamentary Secretary for EMS Reform, MLA R.J. Sigurdson, will also continue to work with Alberta Health and AHS to develop short and medium-term priorities to implement improvements to EMS service delivery, including reducing response times and patient handover times in emergency departments.

Regarding the demands placed on volunteer fire departments, I encourage you and Fire Chief Allen Zoeteman to contact Blaine Barody, Manager, MFR Program, AHS, at 780-638-2458 or blaine.barody@ahs.ca, to discuss this topic further.

Currently, AHS is developing a South Zone Health Care Plan that will establish a long-term vision, direction and clinical services for the South Zone for the next 10 to 15 years. If you have not done so already, I encourage you to visit together4health.ahs.ca/south-zone-healthcare-planning to share your insights, locate engagement opportunities and view project updates as the planning progresses.

Thank you again for writing and for your continued advocacy on behalf of Fort Macleod residents.

Sincerely,



Jason Copping
Minister of Health

cc: Honourable Rebecca Schulz, Minister of Municipal Affairs
Roger Reid, MLA, Livingstone-Macleod
R.J. Sigurdson, MLA, Highwood
Blaine Barody, Manager, MFR Program, AHS



TOWN OF FORT MACLEOD

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Batch #	Amount
20230307	2023-02-27			17	ALBERTA HARDWARE LTD.	14707	18.30
20230308	2023-02-27			1769	AMAZON.COM.CA		800.70
20230309	2023-02-27			55	AMSC INSURANCE SERVICES LIMITED		149,378.69
20230310	2023-02-27			1504	BANDITOS INC.		109.39
20230311	2023-02-27			1775	BIG SKY CALL CENTERS INC.		291.43
20230312	2023-02-27			100	BROWN OKAMURA & ASSOCIATES LTD.		12,933.77
20230313	2023-02-27			101	BROWNLEE LLP (EDMONTON)		4,988.03
20230314	2023-02-27			1687	DYNAMIC MARINE SERVICES INC.		96.50
20230315	2023-02-27			1675	ECOAG INITIATIVES INC.		2,515.59
20230316	2023-02-27			993	FEYTER, BRENT		300.00
20230317	2023-02-27			1657	FLOWPOINT ENVIRONMENTAL SYSTEMS LP		106.03
20230318	2023-02-27			242	FORT MACLEOD & DISTRICT		800.00
20230319	2023-02-27			248	FORT MACLEOD GLASS LTD.		260.40
20230320	2023-02-27			281	GREGG DISTRIBUTORS LP		785.11
20230321	2023-02-27			1173	HIFAB HOLDINGS LTD.		109.77
20230322	2023-02-27			1063	LIVINGSTONE RANGE SCHOOL DIVISION		1,045.85
20230323	2023-02-27			374	MACLEOD GAZETTE LTD.		47.25
20230324	2023-02-27			787	MD PLUMBING & HEATING		100.03
20230325	2023-02-27			414	MPE ENGINEERING LTD.		10,897.95
20230326	2023-02-27			393	MUNICIPAL DISTRICT OF WILLOW CREEK		378.00
20230327	2023-02-27			418	MUNISIGHT LTD.		14,700.00
20230328	2023-02-27			419	NAPA AUTO PARTS		572.33
20230329	2023-02-27			978	NEXT HOME AND GARDEN		39.14
20230330	2023-02-27			1389	NEXTGEN AUTOMATION		1,383.34
20230331	2023-02-27			1782	NOVATECH ANALYTICAL SOLUTIONS INC.		367.50
20230332	2023-02-27			1701	ORR, JAMIE		91.50
20230333	2023-02-27			1711	PINCHER CREEK CO-OPERATIVE ASSOC. LTD.		4,065.02
20230334	2023-02-27			486	ROCKY MOUNTAIN PHOENIX		523.95
20230335	2023-02-27			505	SCOUGALL MOTORS LTD.		328.17
20230336	2023-02-27			1737	SKYFIRE ENERGY INC		12,526.51
20230337	2023-02-27			1654	T & T DISPOSAL SERVICES		5,084.73
20230338	2023-02-27			1433	TORRY LEWIS ABELLS LLP		972.58
20230339	2023-02-27			578	TOWN OF FORT MACLEOD		6,146.83
20230340	2023-02-27			1086	TRINUS TECHNOLOGIES INC.		52.50
20230341	2023-02-27			593	VALUE STEEL & PIPE		903.00
20230342	2023-02-27			85	WASTE CONNECTIONS OF CANADA INC.		13.82
20230343	2023-02-27			1318	WESTON MANUFACTURING LTD.		52.50
20230344	2023-02-27			619	WILLOW CREEK REGIONAL WASTE		7,312.40
							241,098.61



TOWN OF FORT MACLEOD

Cheque Listing For Account Payable

2023-Mar-8
9:09:01AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Batch #	Amount
						Batch #	14709
20230345	2023-02-24			1353	1823625 ALBERTA LTD.		30,975.00
20230346	2023-02-24			1781	BROGAN FIRE & SAFETY		770.18
20230347	2023-02-24			169	CANADIAN UNION OF PUBLIC EMPLOYEES 70		861.31
20230348	2023-02-24			809	DANDYMAN TREE SERVICE		1,680.00
20230349	2023-02-24			225	EXTENDICARE		263.50
20230350	2023-02-24			226	FALCAN INDUSTRIES LTD.		38.82
20230351	2023-02-24			1340	INTEGRITY PUMP SERVICE INC.		5,890.73
20230352	2023-02-24			774	JOHN DEERE FINANCIAL		215.70
20230353	2023-02-24			352	LARSON'S TIRE SHOP		162.75
20230354	2023-02-24			1512	LINDE CANADA INC.		253.94
20230355	2023-02-24			860	MARSHALL AUTO WRECKERS LTD.		126.00
20230356	2023-02-24			422	NEELS, DAN		229.73
20230357	2023-02-24			1399	SOUTH COUNTRY DOORS		520.93
20230358	2023-02-24			1218	TWISTED HUMMINGBIRD		31.50
20230360	2023-02-24			1	RUTH MISSION GUILD		350.00
20230361	2023-02-24			1	VAN GEMERDEN, ADRIAN		50.00
20230362	2023-02-24			1	WESTRATE, ROBERT		5,000.00
							47,420.09
						Batch #	14710
20230363	2023-02-24			900100	PETERSON, MARK		91.67
							91.67
						Batch #	14711
20230364	2023-02-24			900200	DYNAMIC MARINE SERVICES INC.		250.64
							250.64
						Batch #	14720
20230372	2023-02-28			1745	GFL ENVIRONMENTAL INC.		44,125.94
20230373	2023-02-28			454	PITNEY WORKS		2,121.00
20230374	2023-02-28			562	TELUS		1,769.57
20230375	2023-02-28			564	TELUS MOBILITY		240.00
							48,256.51
Total							337,117.52

*** End of Report ***

Cultural Heritage Tourism Alliance Society

Cultural Heritage Tourism Alliance
Special Meeting
January 10, 2023 @ 12:00pm

2023-02-08

Present: Sandi Davis, Margaret Ann Bianco, Ayleigh Henderson, Mackenzie Hengerer, & Donna Bird

Absent: N/A

1. Call to Order:

Chairperson, Sandi Davis called the meeting to order (via GoToMeeting) at 7:04 p.m.

2. Approval of Agenda: **MOTION 2023-01** to approve agenda by Donna Bird. CARRIED.

3. Decision Items:

a) Financials: **MOTION 2023-02** Ayleigh moved to accept the financials as presented. CARRIED.

4. Discussion Items

a) Grant Application has been submitted to the Town of Fort Macleod. Expect to hear result by approximately January 30th.

Travel Alberta grant not yet available.

b) Marketing Plans not yet started for 2023. Ayleigh advised that Fort Macleod has been mentioned in talk show by an actor from the "Last of Us" movie. It was also on CTV news. This could impact Fort Macleod positively and lead to more movies being filmed here. Margaret Ann to contact Film Alberta and Contact Bev Thornton at S.W. Alberta. On This Spot still needs to complete the River Valley component so potential visitors know there is good fishing as well as various outdoor sports like hiking, canoeing, and kayaking along the Old Man river. There is also the potential for wildlife viewing and photography. We will pay the outstanding \$250.00 once this tour is complete.

c) Fundraising Ideas: We are beginning to raise some income from the On This Spot Post Cards and there are large O.T.S. posters that could be sold. We can also consider offering various merchandise for sale including: Coffee Mugs with photos; Tea Towels; Ornaments; Popcorn Bucket; Weekend Packages at a local campground or bed & breakfast. The Lethbridge Lodging Association is trying to work with Fort Macleod. The Empress is doing an on-line 50-50 draw.

d) Social Media Update: At this time we are leveraging what we have and will consider a game plan for the Summer. There are many photographers coming to Fort Macleod lately to photograph the historic buildings.

e) The 150th Anniversary of the arrival of the NWMP is happening in 2023. The Fort is planning for July 8th with the RCMP musical ride occurring in the area. There will be a Community Celebration to include the Barracks, the Town, the Fort Museum, and any other suitable partnerships. **MOTION 2023-03** Donna moved that Sandi be the representative for the Community Celebration. CARRIED.

5. Information Items:

- a) Community Mural Update: Tabled. Donna to contact the Legion Board via Liz Gill to determine their level of interest. Ayleigh to speak to Jason Trotter regarding attaching the expanded metal mesh to historic buildings. Donna to provide Ayleigh with Built Heritage Advisory Board information regarding this issue.
- b) Virtual Reality Update: Tabled. Lethbridge Lodging has had a virtual reality video created for their marketing.

6. Pulled Items (from Consent Agenda): None

7. Round Table: Margaret Ann – the death of River Silletoe has been a tragic loss of a bright light for the community of Fort Macleod.

Sandi shared that the 2022 analytics for the Fort Museum website showed that the top referral came from our Tourism Fort Macleod website! CHTA is showing great value for the community!!

Next regular meeting – Tuesday, February 14, 2023 at 12:00 p.m. via Go-To-Meeting.

6. **MOTION 2023-04** to Adjourn; Sandi Davis so moved at 8:17 p.m. CARRIED.

X

Sandi Davis
Chairperson

X

Donna Bird
Secretary



Regular Meeting of the Board
Tuesday, February 14, 2023
12:00 pm
VIA Go-To-Meeting

AGENDA

1. Call to Order – welcome 12:00 pm
2. Approval of Consent Agenda: 12:05 pm
 - a. Meeting Agenda
 - b. Minutes of meeting on January 10, 2023
 - c. Representatives Reports
3. Decision Items: 12:10 pm
 - a. Financials
4. Discussion Items: 12:15 pm
 - a. Grant Application Update
 - b. Marketing Plans
 - c. Fundraising ideas
 - d. Social Media Update
 - e. NWMP/RCMP Sesquicentennial Celebration
5. Information Items: 12:35 pm
 - a. Community Mural update
 - b. Virtual Reality technology update
6. Pulled Items (from Consent Agenda) 12:45 pm
7. Other Business 12:50 pm
 - a. Roundtable
 - b. Next meeting – March 14, 2023 @ 7:00pm
8. Adjournment 12:55 pm

Willow Creek Foundation
Regular Meeting
Date

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 1:01 p.m. at the Pioneer Lodge

2. Adopt Consent Agenda

MOTION 2023- 12 Gordon Wolstenholme to adopt the **consent agenda** including:

- 3.1 Minutes of the Regular Meeting January 19, 2023
- 4.1 CAO Report dated February 15, 2023
- 4.2 Human Resources Committee (None to report)
- 4.3 Policy Committee Report
- 4.4 Building Feasibility Committee Report
- 5. Correspondence (none)

Carried

6. Next meeting March 16, 2023

7. Adopt Agenda

MOTION 2023-13 John Van Driesten to adopt the **agenda** with the addition of:

- 10.11 Van Purchase
- 10.12 Strategic Plan Review – set date
- 10.13 AGM Date

Carried

8. Financial Statements

8.2 Financial Statements –Pioneer Lodge

MOTION 2023- 14 Jim Monteith to accept, for information, the **financial statements for the Pioneer Lodge** including:

Balance Sheet as of January 31, 2023

Income Statement YTD Actual VS 2023 Fiscal Budget – January 31, 2023

Reconciliation Detail 100210 Commercial Chequing Account Period Ending January 31, 2023

Carried

8.3 Financial Statements – The Manors

MOTION 2023- 15 Mickey Slood to accept, for information, the **financial statements for the Manors** including:

Balance Sheet as of January 31, 2023

Income Statement YTD Actual VS 2022 Fiscal Budget – January 31, 2023

Reconciliation Detail 100210 Commercial Chequing Account Period Ending January 31, 2023

Carried

9. Old Business

9.1 Action Items

Action Items for February 16, 2023			
Action Item	Responsibility	When	Completed (Yes or No)
Check utility meters at Chinook Arch Manor for accuracy	CAO		underway
Telephone call of appreciation for donation in memory of Jean O’Sullivan	Maryanne Sandberg		yes
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 WCR; and if/how the existing contract with AHS would be affected.	CAO	Look at again in the spring of 2023 (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		March Mtg	
Note to review form to be used for CAO Performance Appraisal			

9.2 Covid Update

- Mask mandate under review
- 2 outbreaks in AHS South Zone

10. Moving Forward

10.1 Policy 6.9 Donations

MOTION 2023-16 Jim Monteith to approve **Policy 6.9 Donations** as presented.

Carried

10.2 Policy 9.14 Temporary Lodging

MOTION 2023-17 Jim Monteith to approve **Policy 9.14 Temporary Lodging** as presented.

Carried

2023-07

10.3 Policy 8.3 Personal Choice Services

MOTION 2023-18 Jim Monteith to approve **Policy 8.3 Personal Choice Services** as presented.
Carried

10.4 Procedure 10.22 EP Workplace Violence Emergency Procedures

MOTION 2024-19 Gordon Wolstenholme to approve **Procedure 10.22 EP Workplace Violence Emergency Procedures** as presented.
Carried

10.5 Policy 10.14 Reimbursement – mileage

MOTION 2023-20 John Van Driesten to approve **Policy 10.14 Reimbursement – mileage** as presented.
Carried

10.6 -10.9

MOTION 2023-21 Gordon Wolstenholme to **rescind** the following policies:

8.2 Temporary Room Services

10.21 Use of Sick Time

10.9 Employee “No Sick Days” Recognition

Appendix – Mileage Rate

Carried

10.10 Acoustic Tile Proposal

MOTION 2023-22 Jim Monteith to accept a **quote** from 3GenSarabin Soundproofing in the amount of \$22,744.00 to **supply and install acoustic tiles** in the dining room of the Pioneer Lodge, and that the project be funded by a grant from the Community Foundation of Southern Alberta or, failing a successful grant application, from donated funds.

Carried

10.11 Purchase replacement van

Insurance will provide \$5040 to replace the WCF van that was damaged in a traffic collision. **Direction** is given to the CAO to explore options for acquiring a replacement van, funding for same, and to report findings to the Board.

10.12 Strategic Plan Review – set date

Review of the 202-2023 Strategic Plan will be conducted during the March meeting of the Board.

10.13 AGM

MOTION 2023-23 Pam Young that the 2022 Willow Creek Foundation **Annual General Meeting** be held May 9, 2023 at 7:00 p.m. at the Pioneer Lodge.

Carried

11. In Camera

MOTION 2023- 24 Gordon Wolstenholme to go **in camera** re legal and personnel at 2:33 p.m.
Carried

MOTION 2023- 25 Jim Monteith to come **out of camera** at 2:48 p.m.

Carried

12. Round Table

13. Adjourn

MOTION 2023-26 Mickey Slood to **adjourn** at 2:49 p.m.

X

Maryanne Sandberg
Chairperson

X

Pam Young
Secretary

**Action Items for
February 16, 2023**

Action Item	Responsibility	When	Completed (Yes or No)
Check utility meters at Chinook Arch Manor for accuracy	CAO		underway
Note to bring forward review of the 2020-2023 Strategic Plan		March Mtg	
Options for acquiring and funding a replacement van	CAO	March Mtg	
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	Look at again in the spring of 2023 (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 review form to be used for CAO Performance Appraisal			



**Town of Fort Macleod
Council Meeting Agenda
Monday, March 13, 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

1. Economic Development Assessment – *Paul Salvatore*

F. PUBLIC HEARINGS

G. CONSIDERATION OF DELEGATIONS and PUBLIC HEARINGS

H. UNFINISHED BUSINESS

I. NEW BUSINESS

1. ADM16 Public Participation Policy – *Anthony Burdett, CAO*
2. MD of Willow Creek: Subdivision Request for Comment – *Adrian Pedro, Director of Operations*
3. 2023 Capital Budget Adjustment – *Adrian Pedro, Director of Operations*
4. 2022 Surplus Allocation To Reserves – *Director of Finance, Kris Holbeck*
5. 2023 Willow Creek Foundation Requisition – *Director of Finance, Kris Holbeck*
6. 2023 Willow Creek Regional Landfill Requisition – *Director of Finance, Kris Holbeck*

J. IN CAMERA

K. ADJOURNMENT



Agenda Item Submission Form

Date

3/6/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

03/13/2023

Agenda Section *

Delegation

Department *

Administration

Director Name *

Anthony Burdett

Director Email

a.burdett@fortmacleod.com

Submitter Information

Submitter Name

Anthony Burdett

Email**Submission Title Name ***

Economic Development Assessment - Paul Salvatore

Recommendation *

That Council accepts the delegation as information at this time. Delegation consideration is to be held at a future meeting.

Rationale

Town Council has directed administration to research potential economic development resources to bolster our efforts in this area.

Background

An economic development assessment is a review of your past and current assets and opportunities with a view to putting together a plan that gives your community direction for moving forward.

The economic development assessment starts by reviewing key documents. Generally, this will include:

- Previous involvement in Regional Economic Development Programs
- Municipal Development Plans
- Marketing Programs
- Investment Readiness
- Availability of land for development
- Community Infrastructure
- Links to Transportation
- Labour Market
- Demographics
- And other historical documents, or statistics that may apply.

Municipal Experts will take time to go over documents and will follow-up with your administration (and other stakeholders as required) to create a clear picture of your current situation.

Once we are satisfied that we have a clear idea of where you are at, we will make some recommendations that give you an action plan that you can use for future goal setting.

Having recommendations from a qualified economic development professional will give you the confidence that you need to take the next steps. It's a valuable process that will help you to see a path to future prosperity.

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

Econmic Develpoment Assessment Fort Macleod.pdf

2.23MB

Town of Fort Macleod

Economic Development Assessment

Proposal



Submitted by

Municipal Experts Inc.

Paul Salvatore, CLGM



February 2, 2023

Anthony Burdett, CAO

Town of Fort Macleod

a.burdett@fortmacleod.com

Hi Anthony,

Please find the following overview for the Economic Development Assessment for the presentation to Council as per our discussion. I really enjoyed putting this together for you.

If you have any questions, that you or your council would like me to clarify I would be very happy to answer them at your convenience.

All the best.

A handwritten signature in blue ink, appearing to read 'Paul Salvatore', is positioned above the typed name.

Paul Salvatore, CLGM

CEO, Municipal Experts Inc.

What is an Economic Development Assessment?

Before you get into an economic development assessment it's natural to want to know more about what's involved.

In short, an economic development assessment is a review of your past and current assets and opportunities with a view to putting together a plan that gives your community direction for moving forward.

The economic development assessment starts by reviewing key documents. Generally, this will include:

- Previous involvement in Regional Economic Development Programs
- Municipal Development Plans
- Marketing Programs
- Investment Readiness
- Availability of land for development
- Community Infrastructure
- Links to Transportation
- Labour Market
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Once we are satisfied that we have a clear idea of where you are at, we will make some recommendations that give you an action plan that you can use for future goal setting.

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Introduction

The following represents a preliminary assessment of some areas that stand out as having good potential for the Town of Fort Macleod. A more in-depth review would be necessary before proceeding with plan that truly reflects the areas that best fit the Town’s aspirations for the future.



The Assessment – Fort Macleod

The Town of Fort Macleod is a unique community that has many advantages within the region. Local History and Culture stand out as major attractions such as the historical connection to its namesake Fort founded by Colonel James Macleod on behalf of the North West Mounted Police and the Empress Theatre.

History and Culture

Today this legacy of historic and cultural significance continues with strong ties to Head Smashed In Buffalo Jump, and its proximity to the indigenous lands of the Piikani and Blood Nations. These connections continue to generate incredible interest in the development of future tourism related business opportunities in partnership with surrounding communities and current businesses.



Fort Macleod has used local history to underscore its role in the tourism economy and could build on this with the promotion of pro-tourism policies that support additional tourism attractions, events and subsequently - hospitality businesses. Various funding models could contribute to the support of future tourism events and activities.

The Town has been effective as a location for major motion picture filming and strengthening ties to Alberta’s film commissioner and location scouts will keep Fort Macleod top of mind for future productions in the Ghostbusters franchise and other opportunities that are generated within the province.

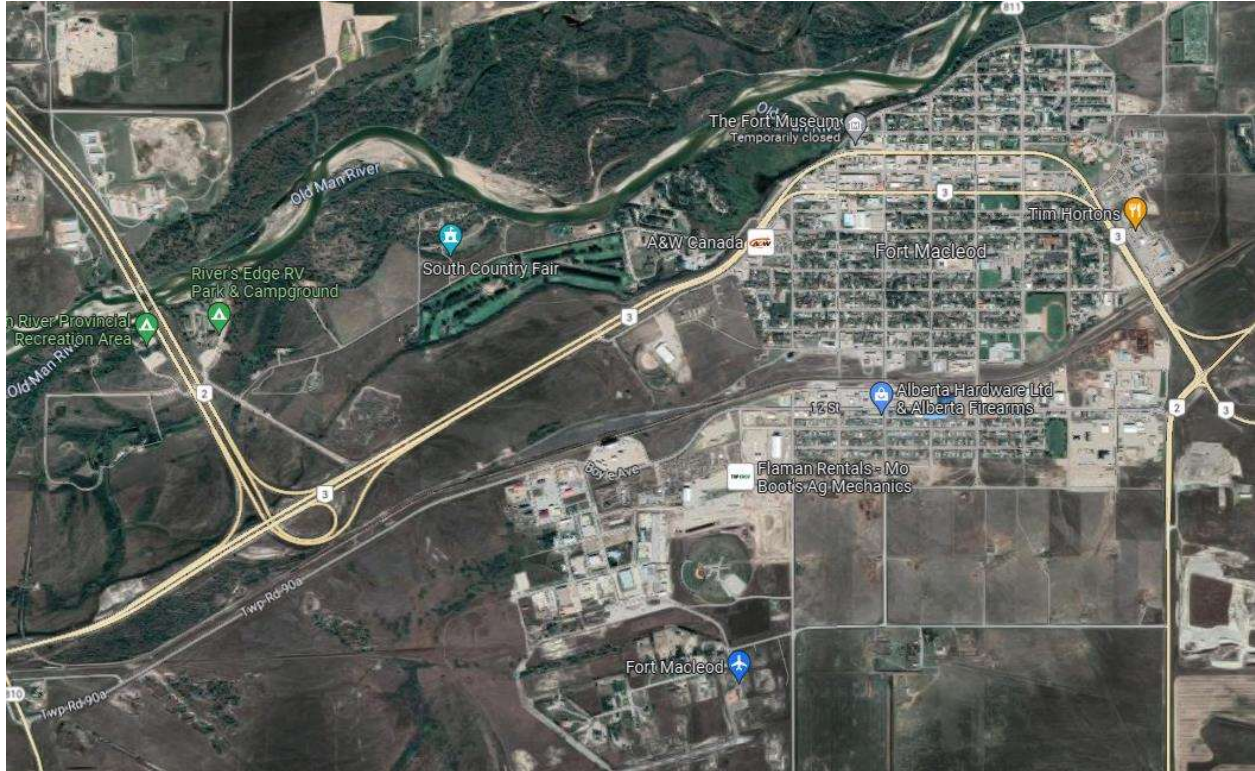
Transportation and Infrastructure Capabilities

Fort Macleod has important links to transportation as a “pivot point” for both the QE II Highway and Alberta’s Highway 3. Both Highways link Fort Macleod to business across Canada (east /west) and from Alaska to Mexico (north/south). This helps to position the Town as a good location for transportation related businesses.

2020 Traffic Counts on Highway 3 (McElhanney) show an average daily traffic volume of 4,710 east bound vehicles and 4,590 west bound vehicles where 15% reflects truck traffic and 3% represents recreational vehicles and 80% represents passenger vehicles.) These traffic counts can inform future commercial development upon further study.

Economic Development Assessment – Proposal

The Town has good electric vehicle (EV) charging infrastructure (Flo high speed charging network) and could build on this with the addition of more charging stations. Key to this is to understand that EV users often stop for up to an hour to charge their vehicles, often looking for meals and entertainment while they are charging. The fact that Fort Macleod is also enroute to destinations like Waterton, Crowsnest Pass, Fernie, Calgary and Lethbridge provide a good opportunity as a haven for EV users.



Additional access to heavy rail with potential for rail siding development makes it an ideal place for the warehousing and transportation of goods in an era when businesses are looking for alternatives to high priced warehousing options in large cities.

Emerging markets in battery electric storage and recycling and growth in solar and wind farm development means that business that service the emerging energy economy will have good future potential.

The Town also has several residential and industrial lots for sale and could use some assistance in order to generate interest in these lots in the longer term. While the Town has taken the approach that it would like to sell lots directly, it may benefit from the

acquisition of additional marketing resources and connections that would facilitate future land purchases. More detail would be required before moving forward.

Fort Macleod's location downstream of the Old Man Dam and on the Lethbridge Northern Irrigation District also provides significant opportunities for future growth for agricultural processing as a dependable water source for businesses that require a significant volume of water for processing. A further review of water and wastewater facility capacities would be necessary to determine the best options available to the Town.

The application of geothermal energy may also provide opportunities to expand on the potential for large scale greenhouses (to reduce the cost of heating) while developing new crops to supply the market both within and beyond Alberta.

Labour and Human Services

The Town's recreational infrastructure meets the current needs of the community, with good quality arena and outdoor pool, golf course, skate park, and pathway facilities that could be cross promoted with local businesses to increase usership and generate additional revenue or donations for the municipality. Some examples include board arena, sports fields, parks, playgrounds, and pathway sponsorships that generate a sense of community pride, and ownership. This approach would fit into a bigger recreation and tourism development plan where funds could be allocated for future projects such as the anticipated soccer field project.



The Town has excellent education facilities as part of the Livingston Range School Division. Having schools that cover grades K -12 makes it possible to attract a wider range of families to the area.

Fort Macleod's 24 hour hospital services are very beneficial for area residents. This makes it possible for locals to receive convenient treatment with occasional visits to Lethbridge for many specialized services.

The labour distribution for Fort Macleod shows the total labour force of 1,405 which trends down from 2001 to 2021 with a drop of 7% over that time frame. This can be explained demographically by noting a dip in the number of adults from the age of 35 to 55 years old as compared to those under 35 and over the age of 55 years old. Workers in the 35 to 55 year old range tend to retain stable employment while younger and older adults are either starting their careers and thus, have more sporadic employment histories and adults over 55 years are more likely to move to semi-retirement or full retirement scenarios. Having a lower than normal distribution of workers in the middle career ages can indicate that there are fewer jobs available to workers of that age group.

Industrial Development



Economic Development Assessment – Proposal

One way of developing the workforce is to identify key growth sectors and the education requirements for those emerging sectors. Ideally, the Town would be in position to promote various post-secondary programs through online learning, or on site training for various trades that are in particular demand.

For example, the steel fabrication industry (and others active in Fort Macleod) may benefit from collaboration with various post-secondary programs that will “lift the bubble” so that younger workers can be trained in higher paying jobs that will remain in place as they age, to fill the gap in the next 10-20 years.

Updated January 2023

ROLL #	LUD	LEGAL (L,B,P)	CIVIC	SERVICED	SIZE (Acres/Feet)	MARKET / ASKING \$
4002000	BI	1,1,1410704	NOT ASSIGNED	YES	160 ACRES (West)	1,475,000.00
4006000	IH	2,1,1410704	NOT ASSIGNED	CLOSE	135 ACRES (East)	986,000.00
1007001	IG	13,31,1910152	220 HAULTAIN AVENUE	NO	4.77 ACRES	157,000.00
1011800	IG	1,5,1327JK	NOT ASSIGNED	YES	0.94 ACRES	61,000.00
1012900	IG	2,42,8211014	NOT ASSIGNED	NO	± 15 ACRES	C/S

INDUSTRIAL

3006001	IG	1,4,2210978	NOT ASSIGNED	YES	CORNER LOT 971.81 M ²	59,900.00
3006002	IG	2,4,2210978	706 9 TH STREET	YES	100 X 100	58,900.00
3006003	IG	3,4,2210978	710 9 TH STREET	YES	100 X 100	58,900.00
3006004	IG	4,4,2210978	714 9 TH STREET	YES	100 X 100	58,900.00
3006005	IG	5,4,2210978	718 9 TH STREET	YES	100 X 100	C/S
3006006	IG	6,4,2210978	NOT ASSIGNED	YES	CORNER LOT 973.27 M ²	59,900.00
3006007	IG	7,4,2210978	NOT ASSIGNED	YES	CORNER LOT 973.27 M ²	59,900.00
3006008	IG	8,4,2210978	717 8 TH STREET	YES	100 X 100	58,900.00
3006009	IG	9,4,2210978	713 8 TH STREET	YES	100 X 100	58,900.00
3006010	IG	10,4,2210978	709 8 TH STREET	YES	100 X 100	58,900.00
3006011	IG	11,4,2210978	705 8 TH STREET	YES	100 X 100	58,900.00
3006012	IG	12,4,2210978	NOT ASSIGNED	YES	CORNER LOT 971.58 M ²	59,900.00

The Town has taken the progressive step of developing industrial and commercial properties. The table (above) shows the availability of small to large sized lots at a very low cost per acre. Municipal Experts’ strong network of commercial and industrial real estate brokers provides good opportunities for alliances with brokers that have secured land sales for properties that exceed 1 million square feet of floor space. Being in position to take these opportunities to a broker would ensure that Fort Macleod has a high level of consideration and would receive a high return on investment that could be put toward future growth.

Residential Development



The residential home market in Fort Macleod remains relatively affordable with most recent home prices (2021) averaging \$261,500, however there is a limited number of homes on the market for sale. This scenario creates a good opportunity to address the supply issue by collaborating with builders and developers from other communities in a joint marketing effort to build future housing in Town.

The Town’s work to provide serviced residential lots for sale is a progressive step toward future buildout of the lots shown above. An effective marketing strategy is key to creating the build out of 9th street residential lots while meeting your goal to sell at least 50% of the lots in the next 5 years.

Economic Development Assessment – Proposal



RESIDENTIAL

2100800	R	29, 313, 92B	158 9 TH STREET	YES	66 X 99	24,900.00
2100900	R	28, 313, 92B	166 9 TH STREET	YES	66 X 99 CORNER	24,900.00
2101000	R	27, 312, 92B	200 9 TH STREET	YES	66 X 99 CORNER	24,900.00
2101900	R	18, 311, 92B	306 9 TH STREET	YES	66 X 99 CORNER	24,900.00
2102300	R	14, 311, 92B	330 9 TH STREET	YES	66 X 99	Pending Sale
2102400	R	13, 311, 92B	338 9 TH STREET	YES	66 X 99	Pending Sale
2102500	R	12, 311, 92B	346 9 TH STREET	YES	66 X 99	Pending Sale
2102600	R	11, 311, 92B	354 9 TH STREET	YES	66 X 99	Pending Sale
2102700	R	10, 311, 92B	362 9 TH STREET	YES	66 X 99	Pending Sale
2104600	R	10, 315, 92B	365 9 TH STREET	YES	66 X 99 CORNER	24,900.00
2104700	R	11, 315, 92B	357 9 TH STREET	YES	66 X 99	24,900.00
2104800	R	12, 315, 92B	349 9 TH STREET	YES	66 X 99	24,900.00
2104900	R	13, 315, 92B	341 9 TH STREET	YES	66 X 99	24,900.00
2105000	R	14, 315, 92B	333 9 TH STREET	YES	66 X 99	24,900.00
2105100	R	15, 315, 92B	325 9 TH STREET	YES	66 X 99	24,900.00
2105200	R	16, 315, 92B	317 9 TH STREET	YES	66 X 99	24,900.00
2105300	R	17, 315, 92B	309 9 TH STREET	YES	66 X 99	24,900.00
2105400	R	18, 315, 92B	301 9 TH STREET	YES	66 X 99 CORNER	24,900.00
2106100	R	25, 316, 92B	221 9 TH STREET	YES	66 X 99	24,900.00
2106400	R	28, 317, 92B	165 9 TH STREET	YES	66 X 99 CORNER	24,900.00
2106500	R	29, 317, 92B	157 9 TH STREET	YES	66 X 99	24,900.00
2112600	R-MH	18, 323, 92B	307 10 TH STREET	YES	66 X 99 CORNER	35,000.00
2119500	R-MH	15, 331, 92B	327 11 TH STREET	YES	66 X 99	29,000.00
2105600	R-MU	20,316,92B	CONSOLIDATED	YES	66 X 99	24,900.00
2105700	R-MU	21,316,92B		YES	66 X 99	24,900.00
2105800	R-MU	22,316,92B	CONSOLIDATED	YES	66 X 99	24,900.00
2105900	R-MU	23,316,92B		YES	66 X 99	24,900.00

The Town also needs to identify the terms of reference for future affordable housing, as “affordable housing” can mean many things to many different people. The Town’s proportion of rental housing to home ownership is relatively high (about 25%) meaning that there is some exposure to rent increases throughout periods of higher inflation. There are various policy options to consider that would help to define how the Town wishes to facilitate discussion on affordable housing, as cooperative housing, or additional senior specific housing, or other models that fit the best for the community.

Fort Mcleod may benefit from the current market adjustments in Toronto and Vancouver, not to mention those that are finding home ownership in Calgary difficult. The promotion of stable internet services for various work from home options and low cost of living would be appealing for young professionals that are not able to secure affordable home buying options. Promoting the Town within these markets is a good strategy for future growth. A partnership with home builders from other markets may be a good path for future sales. This would meet the needs of highly educated workers from various industries while adding a new population base to the Town.

Small Business Opportunities



The Town could leverage this opportunity by building a network of work from home professionals, thus strengthening the social connections for remote workers who could meet either formally, or informally as they build their careers. This could come in the form of a co-working space that may already exist in the form of an office space that could be retrofitted to suit this purpose.

It may also be possible to promote new ride share services for workers that choose to commute to Lethbridge or other communities within 50km of their employer's location. This would reduce the cost of transportation, while providing access to job opportunities in other towns and cities.

The promotion of the Town's Tax Incentive Bylaw would also generate additional reasons to start a business in Fort Macleod.

Working with the Chamber of Commerce, Community Futures and other community groups would help to identify other small business opportunities that may lead to the development of business cases for local investment. A more thorough review of the Business Directory may reveal additional opportunities for consideration in the future.

Conclusion

We hope that our Economic Development Assessment has provided some insight into the work that we do.

Economic Development Assessment – Proposal

It is clear that the Town of Fort Macleod enjoys many advantages that are noteworthy. Municipal Experts would be very happy to work with the Town of Fort Macleod to put together a comprehensive economic development plan that would connect the town to the opportunities that it seeks now and into the future.

With your support we will be able to deliver the results that will set you apart from other communities in the region. We can also assist with identifying and applying for future grant funding opportunities in addition to connecting investors and other meaningful businesses to you. We are confident that we would add value to the work that you are already doing by making sure that you are building a network of contacts that lead to opportunities that create the jobs that lead to more economic growth.

We understand that municipal governments want to responsibly manage the allocation of resources. As an established firm of experts in economic development we can save you the time and energy of managing your economic development program so that you can make good progress.

Based on your feedback, we would like to submit a proposal that covers the areas mentioned above so that we can begin to work on the activities and projects that will generate maximum value for you this year and beyond. We hope to commence work with you soon.



Paul Salvatore, CLGM
CEO, Municipal Experts Inc.

A little about Municipal Experts - Experience and Qualifications

Paul Salvatore, CEO with over 25 years of business and public sector experience including:

Projects and Previous Employment:

- **REDI (Regional Economic Development Initiative) of Northwest Alberta**, Development of 10 Business Cases for future investment (2022-
<https://www.moveupmag.com/post/opportunity-knocks-a-case-to-be-made-for-beer-honey-and-cold-press-canola-in-the-redi-region>)
- **Rocky View County** – (2021)
 - Investment Attraction to the Greater Calgary Region
 - Comparative Economic Development of Alberta’s largest Rural Industrial Municipalities
 - Facilitation and Review of Economic Development Strategy (2022)
- **Town of Penhold** - Economic Development Assessment and Action Plan Implementation – (2022-)
- **Calgary Economic Development** - Land and Real Estate Business Development Services (2021)
- **The Town of Strathmore** - Recreation, FCSS, Protective Services and Indigenous Relations (2021)
- **Box of Docs** - Municipal Policy Software Service - Calgary. Software development in Artificial Intelligence and Machine Learning in consultation with municipal governments from across Canada. (2019-2020)
- **Town of Vegreville** - Immigration Centre transition consulting and the development of local economic cluster for agricultural hemp products (2018-2019)
- **The Town of Drumheller** - Recreation, FCSS, Planning, Development, Economic Development, Tourism, Bylaw Enforcement, Protective Services. (2007 – 2018)
- **Founder, Travel Drumheller** - Destination Marketing Association (2014)
- **The City of Lacombe** - Economic Development Management
- **Lacombe Regional Tourism** - Communications and Marketing
- **The Royal Tyrrell Museum** (strategic planning, communications, project management, business development and website development) Canada’s dinosaur museum, The Royal Tyrrell Museum hosts over 500,000 visitors per year and is considered to be one of the province of Alberta’s flagship cultural icons.



Agenda Item Submission Form

Date

3/8/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

03/13/2023

Agenda Section *

New Business

Department *

Administration

Director Name *

Anthony Burdett

Director Email

a.burdett@fortmacleod.com

Submitter Information

Submitter Name

Meranda Day Chief

Email

execassist@fortmacleod.com

Submission Title Name *

ADM16 - Public Participation Policy

Recommendation *

That Council approves ADM16 - Public Participation Policy updated March 2023 as presented.

Rationale**Background**

- In February 2022 Council made the following motion;
R.064.2022 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

- Administration reviewed the Public Participation Policy dated February 2018.

- Administration and Council discussed the areas of improvement at the Council Retreat in January 2023 for direction.

- Administration researched other communities practices, procedures and policies as well as the MGA.

- Administration made revisions to the policy with emphasis on improving community consultation, involvement, and input. We feel these revisions more clearly outline WHEN and HOW the Town should engage the public, and improves our Public Participation process.

Financial Implications**Council Strategic Plan**

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

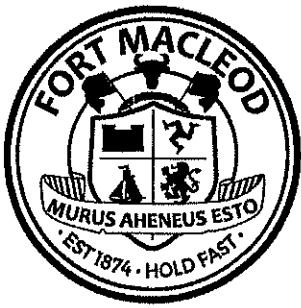
- This submission is making Fort Macleod more VIBRANT.
- This submission is helping GROWTH in Fort Macleod.
- This submission is building COMMUNITY in Fort Macleod.
- This submission is improving SERVICE in Fort Macleod.

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

Attachments

ADM16 Public Participation.pdf	451.19KB
DRAFT ADM#16 Public Participation Policy - 2023.docx	44.89KB





PUBLIC PARTICIPATION POLICY

Policy Number:	ADM16
Administered By:	Chief Administrative Officer
Approved By:	Town Council
Effective Date:	February 2018

Purpose:

The Town of Fort Macleod will be responsible to the citizens of the Town by establishing a Policy that provides direction to Town Council and Administration on how to obtain stakeholders input into matters and decision that affect the Community.

Scope:

This Policy applies all members of Town Council and the Chief Administrative Officer.

Responsibilities:

Town Council shall:

- Consider public input obtained through public participation activities as part of their decision-making process.
- Promote public participation activities and provide, where appropriate, Council member representation.
- Establish consistent practices, processes and timelines for statutory and non-statutory requirements for public participation.
- Ensure appropriate resources are available to allow for the on-going implementation of consistent, comprehensive and representative public participation programs and services.
- Request information from the Chief Administrative Officer on the scope, timing, appropriate methods and resources required for public participation activity on a specific issue or item.

The Chief Administrative Officer (CAO) shall;

- Maintain public participation processes that:
 - Ensure a coordinated and standardized approach to public participation across the organization.
 - When determining the appropriate level of public participation, that the Town:
 - Provides opportunities for early and ongoing participation.
 - Aligns resources, types and methods of public participation with the impact of the decision to the community and/or key stakeholder groups.
 - Provides opportunities for ongoing engagement as well as for emerging issues.
- Recommend to Council practices, processes and timelines for statutory and non-statutory requirements for public participation activities.
- Develop all necessary processes and tools that support the implementation of this Policy.
- Communicate to Council and community, where appropriate, how public input was gathered and used in Administrative recommendations to Council.
- Bring forward resourcing requirements to ensure public participation programs and services are run effectively and consistently.
- Make recommendations to Council on the appropriate resources required for public participation, when council directs public input on a specific issue or item.

- Ensure that this Policy is reviewed, and if necessary, updated at a minimum every four (4) years or as required by Provincial legislation.

Definitions:

Town - the municipal corporation of the Town of Fort Macleod

Community – includes Town residents, businesses, schools, religious institutions and all other institutions or agencies that make up the Town of Fort Macleod.

Public participation – means processes through which the Town provides opportunities for the community to have input into decision-making through public meetings, surveys, open houses, workshops, polling, resident advisory committees and other forms of engagement.

Stakeholder – an individual, organization or group that has an interest in an issue, will be or is likely to be affected by an issue, or has the ability to affect a decision or outcome.

Statutory Requirement – a requirement written into law passed by the Provincial or Federal Government.

Non-Statutory Requirement – a rule based on customs, precedents or court decisions.

Policy:

Fort Macleod Town Council and Administration recognize that quality public participation is a critical component to good governance and as such, adequate resources will be allocated and the appropriate level of public participation will be undertaken. The Town is committed to public participation activities that are founded on the following principles:

Shared Responsibility and Commitment: Public participation leads to better decisions and is a shared responsibility of Council, Administration and the community.

Transparent and Accountable: The Town communicates clearly and openly about public participation opportunities, its processes, and provides factual and evidenced-based information. It shares the outcomes of public participation, including how the information was used in the decision-making process and makes decisions in the best interest of the community as a whole.

Inclusive and Accessible: The Town endeavors to provide opportunities for public participation that take into account the diversity of needs, abilities and viewpoints of the members of the community.

Appropriate and Responsive: Public participation activities need to be appropriate to the stated goals and reflective of the varied preferences and needs of the community members for receiving and sharing information.

Evaluation and Continual Improvement: Public participation is a dynamic and evolving process that needs continual evaluation and adjustment to continuously improve and address the changing needs of the community.

Procedure:

The Town shall comply with all Provincial and Federal requirements for public participation.

The Town shall offer public participation opportunities when:

- Identifying Council priorities.

- Formulating recommendations to Council regarding the proposed strategic plans and budgets.
- Gathering community input following the presentation of proposed strategic plans and budgets.
- Reviewing existing programs, services and associated service levels.
- Establishing new programs services and service levels.
- Otherwise deemed necessary by Council or the CAO.

The Town will organize at least one (1) statistically representative public participation activity at least every two (2) years to obtain the community's overall perceptions of quality of life and satisfaction with programs and services.

The Town will have the appropriate allocation of resources and governance mechanisms to build organizational and community capacity for public participation through community outreach and education activities.

The Town will communicate to the community it's public participation goals, objectives and processes, including how information will be used and decision are made.

The Town will ensure the results of the public participation activities are publicly available, which includes posting them on the Town's website.

The Town will, where possible, use various methods and techniques for public participation that meet the varied needs of the community whether it be demographic, physical, social or cultural.

The Town will evaluate and learn from the feedback received from the community, as well as look for new and better processes and tools that address the changing needs of the community.

Further Information:

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



CAO – Town of Fort Macleod



PUBLIC PARTICIPATION POLICY

Policy Number:	ADM16
Administered By:	Chief Administrative Officer
Approved By:	Town Council
Effective Date:	2023

Purpose:

The Town of Fort Macleod believes decisions are improved by engaging citizens and other stakeholder groups and is committed to undertaking public participation on issues that affect the public in accordance with this Policy. The Town believes public participation will build relationships, increase public knowledge, increase transparency, and increase the quality and quantity of input received.

This Policy was developed in accordance with the *Municipal Government Act*. It has been developed to recognize the value of public participation and create opportunities for meaningful public participation, where appropriate, in decisions that directly impact the public. This Policy is in addition to and does not replace or modify the statutory public hearing requirements in the *Municipal Government Act*.

Scope:

This Policy applies to all members of Town Council and administrative staff regarding public participation in activities.

Definitions:

Town: The municipal corporation of the Town of Fort Macleod.

Public Participation: includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and provide input to the Town of Fort Macleod.

Municipal Stakeholder: The residents of the municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Town of Fort Macleod.

Policy:

The Town of Fort Macleod believes in engaging its Municipal Stakeholders to ensure the best decisions are made by Council and staff. The Town commits to the foundations and principles outlined below and ensures citizens feel they play an effective role in decision-making.

WHEN the Town of Fort Macleod will engage the Public:

If the decision is consultative (rather than directive) and has one or more of the following triggers, public participation will be undertaken:

- Council has made a previous commitment for engagement, has engaged on a similar decision or requests Public Participation;
- There is a decision to be made that is going to greatly affect Municipal Stakeholders;
- The decision will create or be perceived to create winners and losers;

- The decision is a known concern for a stakeholder group;
- The decision is controversial in that it will generate significant and diverse interests and opinions among Municipal Stakeholders;
- The natural environment may be significantly affected; or
- Municipal Stakeholders perceive there are risks associated with the decision.

HOW the Town of Fort Macleod will engage the Public:

The Town of Fort Macleod will engage Municipal Stakeholders based on the decision to be made and the Municipal Stakeholders involved. A Public Participation Plan will be drawn up to guide the level of Public Participation that best fits the needs of the situation based on the above triggers listed.

Level 4: Inform

Providing the public with educational information to assist them with understanding the problems, alternatives and/or solutions.

Tools: Using fact sheets, brochures, social media, websites, newspapers, other various media, and open houses.

Level 3: Consult

Obtaining public feedback on analysis or decisions. We will do our best to listen to your concerns, acknowledge the feedback and inform the public about how their input influenced our decision.

Tools: Using public comment, focus groups, surveys and public meetings.

Level 2: Collaborate

Work together directly with the public through the entire decision-making process.

Tools: Using workshops and citizen advisory committees.

Level 1: Empower

Placing the final decision-making process in the hands of the public and implementing the decision made.

Tools: Ballots and delegated decisions.

Principles:

Authentic: A primary purpose of the Public Participation process is to generate public views and ideas to help shape local government action or policy rather than persuade residents to accept a decision that has already been made. The ideas, preferences and/or recommendations contributed by the public are documented and seriously considered by decision-makers.

Appropriate and Responsive: Public participation process utilizes one or more discussion formats that are responsive to the needs of identified participant groups and encourages full, authentic, effective and equitable participation consistent with process purposes. This may include relationships with existing community forums. Activities need to be appropriate to the stated goals and reflective of the varied preferences and needs of the community members for receiving and sharing information.

Evaluation and Continual Improvement: Public participation is a dynamic and evolving process that needs continual evaluation and adjustment to improve and address the changing needs of the community continuously.

Inclusive: The Town endeavours to provide opportunities for public participation that take into account the diversity of needs, abilities and viewpoints of the members of the community.

Transparent and Accountable: The Town communicates clearly and openly about public participation opportunities and processes and provides factual and evidenced-based information. It shares the outcomes of public participation, including how the information was used in the decision-making process and makes decisions in the best interest of the community as a whole.

Responsibilities:

Town Council is responsible to:

- Consider public input obtained through public participation activities as part of their decision-making process.
- Promote and support public participation activities and provide, where appropriate, Council member representation.
- Ensure appropriate resources are available to allow for the on-going implementation of consistent, comprehensive and representative public participation programs and services.
- Request information from the Chief Administrative Officer on the scope, timing, appropriate methods and resources required for public participation activity on a specific issue or item.

The Chief Administrative Officer (CAO) is responsible to:

- Create and implement Public Participation plans that align with this Policy and administrative procedures.
- Provides early and ongoing participation opportunities when possible.
- Align resources and methods of public participation with the impact of the decision to the community and/or key stakeholder groups.
- Provides opportunities for ongoing engagement as well as for emerging issues.
- Report the findings of the Public Participation to Council.
- Ensure this Policy is available for public inspection and is posted to the Town's website.
- Ensure all Public Participation is undertaken in accordance with the *Municipal Government Act*, the *Freedoms of Information and Protection of Privacy Act* and any other applicable legislation.
- Ensure that this Policy is reviewed and, if necessary, updated at a minimum every four (4) years or as required by Provincial legislation.

Municipal Stakeholders are responsible to:

- Bring honest and respectful input.
- Stay abreast of public participation opportunities through the Town's website, local media, and other communication channels.

CAO – Town of Fort Macleod



Agenda Item Submission Form

Date

2/23/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

03/13/2023

Agenda Section *

New Business

Department *

Development

Director Name *

Adrian Pedro

Director Email

a.pedro@fortmacleod.com

Submitter Information

Submitter Name

Keli Sandford

Email

development@fortmacleod.com

Submission Title Name *

MD Willow Creek Subdivision 2022-0-194-LUTHER- Request for Comments

Recommendation *

For discussion/ information.

Does council wish to send an Email to MDWC that TOFM has / has no comments or concerns at this time?

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

Subdivision Referral 2022-0-194_Redacted.pdf

4.19MB



3105 - 16th Avenue North
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344
Toll-Free: 1-844-279-8760
E-mail: subdivision@orrrsc.com
Website: www.orrrsc.com

NOTICE OF APPLICATION FOR SUBDIVISION OF LAND

DATE: February 23, 2023

Date of Receipt: December 22, 2022

Date of Completeness: February 10, 2023

TO: Landowner: Kenneth Russell Luther and Emelia Joyce Luther

Agent or Surveyor: Randall C. Smith, A.L.S.

Referral Agencies: M.D. of Willow Creek No. 26, Town of Fort Macleod, G. Scott - ORRSC, Livingstone Range School Division, AltaLink, FortisAlberta, TELUS, ATCO Gas, ATCO Pipelines, AB Health Services - South Zone, AB Environment & Protected Areas - E. Evenson, AB Environment & Protected Areas - J. Gutsell, AB Environment & Protected Areas - J. Cayford, AB Environment Operations Infrastructure Branch (OIB), Historical Resources Administrator, AER, NAV Canada, Transport Canada, Canada Post

Adjacent Landowners: Dalton James Donahue, Klaas Brobbel & Sonya Y Brobbel, Richard Irvin Feller & Leanne Esther Feller, Steven Gerrit Beekman & Sonya Rebekkah Beekman, William Martin Van Driesten & Jodie Lynn Ellie Van Driesten, Val - Zehan Structures Ltd.

Planning Advisor: Diane Horvath 

The Oldman River Regional Services Commission (ORRSC) is in receipt of the following subdivision application which is being processed on behalf of the M.D. of Willow Creek No. 26. This letter serves as the formal notice that the submitted application has been determined to be complete for the purpose of processing.

In accordance with the Matters Relating to Subdivision and Development Regulation, if you wish to make comments respecting the proposed subdivision, please submit them via email or mail no later than **March 14, 2023**. (Please quote our File No. **2022-0-194** in any correspondence with this office).

File No.: **2022-0-194**

Legal Description: NW1/4 35-8-26-W4M

Municipality: M.D. of Willow Creek No. 26

Land Designation: Rural General - RG
(Zoning)

Existing Use: Agricultural

Proposed Use: Country Residential

of Lots Created: 1

Certificate of Title: 831 117 827

Meeting Date: **April 12, 2023** *Note that meeting dates are subject to change. It is advisable to contact the M.D. of Willow Creek No. 26 three (3) days prior to the meeting for times and to confirm that this application is on the agenda.*

If you wish to make a presentation at the subdivision authority meeting, please notify the M.D. of Willow Creek No. 26 Municipal Administrator at your earliest convenience.

Planner's Preliminary Comments:

The purpose of the application is to create one new parcel approximately 10.38 acres (4.2 ha) in size, containing an existing yard site, from a previously unsubdivided quarter section for residential use. The quarter section to be subdivided is legally known as NW $\frac{1}{4}$ 35-8-26 W4M and is in Division 1, directly adjacent to the Town of Fort Macleod's south boundary. The land is zoned Rural General.

A surveyor's sketch has been submitted with the application which indicates that an existing dwelling and improvements are all contained within the boundaries of the new parcel. It should be noted that the existing shop and shed are located within the required 6.1 m (20 feet) setback from property line due to the location of an existing ditch. The proposed south property line follows an existing fence and moving the property line south to accommodate the setback would put the property into the ditch, creating a hazard. The ditch is also utilized for agricultural operation on the remainder of the quarter section and the applicant has requested that the ditch stay with the residual portion of the quarter section.

The applicant has indicated that the water source is from a shallow well located within the proposed subdivision and the configuration of the proposed parcel is to accommodate the inclusion of the water source within the new parcel. Onsite sewage disposal is currently dealt with via a septic tank and field. Access to the proposed parcel is from Township Road 090, which is under the control and jurisdiction of the Town of Fort MacLeod, and comments regarding access or any necessary upgrades should be considered prior to rendering a decision.

Information that has been submitted with the application from the AER indicates that there are no abandoned wells within the parent parcel. A review of the Alberta Merged Wetland Inventory indicates the location of potential Class A wetlands on the subject parcel as well as an unnamed water body, but both are located outside of the proposed lot. The Historic Resource Values data set indicates a value of 5a located on the quarter section.

Approval may be considered with the conditions of:

1. Any outstanding property taxes shall be paid to the MD of Willow Creek;
2. Consideration of adjacent landowners and referral agencies comments;

RESERVE:

The municipal reserve is not applicable as this parcel may be considered the first parcel out of a quarter section. (MGA 663 (a))

Submissions received become part of the subdivision file which is available to the applicant and will be considered by the subdivision authority at a public meeting.



**APPLICATION FOR SUBDIVISION
RURAL MUNICIPALITY**

FOR OFFICE USE ONLY	
Zoning (as classified under the Land Use Bylaw):	
File No:	2022-0-194
APPLICATION SUBMISSION	
Date of Receipt:	December 22, 2022
Date Deemed Complete:	February 10, 2023
Received By:	[Signature]
Accepted By:	[Signature]

1. CONTACT INFORMATION

Name of Registered Owner of Land to be Subdivided: KENNETH RUSSELL LUTHER AND EMELIA JOYCE LUTHER

Mailing Address: P.O. BOX City/Town: FORT MACLEOD

Postal Code: T0L 0Z0 Telephone: _____ Cell: _____

Email: _____ Preferred Method of Correspondence: Email Mail

Name of Agent (Person Authorized to act on behalf of Registered Owner): Randy Smith

Mailing Address: Box 150 City/Town: Raymond

Postal Code: T0K 2S0 Telephone: _____ Cell: _____

Email: _____ Preferred Method of Correspondence: Email Mail

Name of Surveyor: s/a Wilde Bros Surveys

Mailing Address: _____ City/Town: _____

Postal Code: _____ Telephone: _____ Cell: _____

Email: _____ Preferred Method of Correspondence: Email Mail

2. LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED

a. All/part of the NW ¼ Section 35 Township 8 Range 26 West of 4 Meridian (e.g. SE¼ 36-1-36-W4M)

b. Being all/part of: Lot/Unit _____ Block _____ Plan _____

c. Total area of existing parcel of land (to be subdivided) is: 2.670 hectares 6.60 acres

d. Total number of lots to be created: 1 Size of Lot(s): 2.670

e. Rural Address (if applicable): _____

f. Certificate of Title No.(s): 831 117 827

3. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is located in the municipality of Willow Creek No. 26

b. Is the land situated immediately adjacent to the municipal boundary? Yes No
If "yes", the adjoining municipality is _____

c. Is the land situated within 1.6 kilometres (1 mile) of the right-of-way of a highway? Yes No
If "yes" the highway is No. _____

d. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water, or by a canal or drainage ditch? Yes No
If "yes", state its name _____

e. Is the proposed parcel within 1.5 kilometres (0.93 miles) of a sour gas facility? Unknown Yes No

3. LOCATION OF LAND TO BE SUBDIVIDED (Continued)

- f. Is the land subject of the application the subject of a licence, permit, approval, or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission? Yes No

If 'yes', please describe: _____

- g. Is the land subject of the application the subject of a licence, permit, approval, or other authorization granted by the Minister or granted under any Act the Minister is responsible for under section 16 of the Government Organization Act*? Yes No

If 'yes', please describe: _____

**The Minister is responsible for the following Acts: AB Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act.*

4. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Describe:

- a. Existing use of the land farmyard
- b. Proposed use of the land same

5. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

- a. Describe the nature of the topography of the land (flat, rolling, steep, mixed) flat
- b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.) pasture, yard grass
- c. Describe the kind of soil on the land (sandy, loam, clay, etc.) sandy loam
- d. Is this a vacant parcel (void of any buildings or structures)? Yes No
If "no", describe all buildings and any structures on the land. Indicate whether any are to be demolished or moved. home and out buildings as shown on tentative sketch
- e. Is there a Confined Feeding Operation on the land or within 1.6 kilometres (1 mile) of the land being subdivided? Yes No
- f. Are there any active oil or gas wells or pipelines on the land? Yes No
- g. Are there any abandoned oil or gas wells or pipelines on the land? Yes No

6. WATER SERVICES

- a. Describe existing source of potable water well and pumphouse to west
- b. Describe proposed source of potable water same - proposed pipeline URW to acreage

7. SEWER SERVICES

- a. Describe existing sewage disposal: Type septic field Year Installed unknown
- b. Describe proposed sewage disposal: Type same

8. REGISTERED OWNER OR PERSON ACTING ON THEIR BEHALF

I, Randy Smith hereby certify that

I am the registered owner I am authorized to act on behalf of the register owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to the application for approval.

Signed: _____ Date: Dec 21, 2022

9. RIGHT OF ENTRY

I, Randy Smith on behalf of Ken and Emelia Luther do / do not (please check one) authorize representatives of the Oldman River Regional Service Commission or the municipality to enter my land for the purpose of conducting a site inspection and evaluation in connection with my application for subdivision. This right is granted pursuant to Section 653(2) of the Municipal Government Act.

Signature of Registered Owner(s)

Personal information collected on this form is collected in accordance with Section 653 of the Alberta Municipal Government Act and Section 33(c) of the Freedom of Information and Protection of Privacy Act. Please note that such information may be made public. If you have any questions about the information being collected, contact the Oldman River Regional Services Commission FOIP Coordinator at 403-329-1344.

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

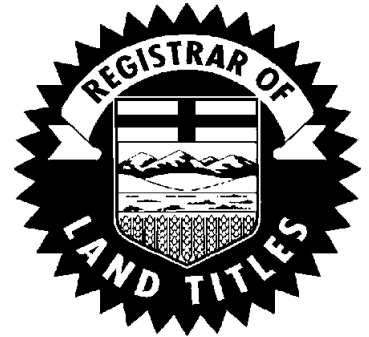
GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY
LIMITED.
"PORTION DESCRIBED, DATA UPDATED BY: PARTIAL
DISCHARGE 761068361"

TOTAL INSTRUMENTS: 001

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 29 DAY OF
NOVEMBER, 2022 AT 11:37 A.M.

ORDER NUMBER: 45966731

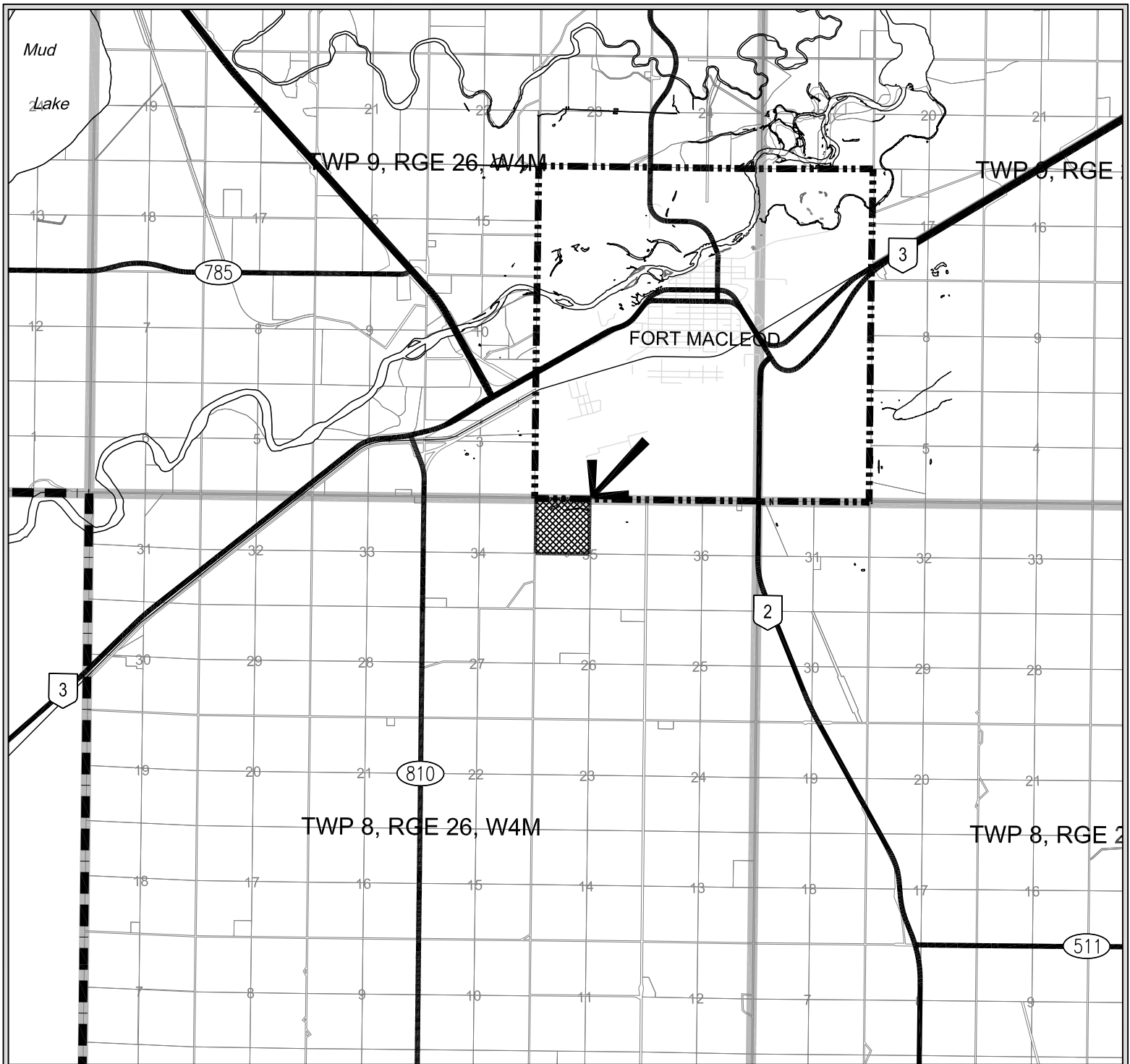
CUSTOMER FILE NUMBER: 22247Lut



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

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PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



SUBDIVISION LOCATION SKETCH
WITHIN NW 1/4 SEC 35, TWP 8, RGE 26, W 4 M
MUNICIPALITY: M.D. OF WILLOW CREEK NO. 26
DATE: FEBRUARY 13, 2023
FILE No: 2022-0-194

MAP PREPARED BY:
 OLDMAN RIVER REGIONAL SERVICES COMMISSION
 3105 18th AVENUE NORTH, LETHBRIDGE, AB T1H 3E8
 "NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



February 14, 2023 N:\Subdivision\2022\2022-0-194.dwg



SE3
9-26-4

2 27MR
0711383

2 25
0711383
(9212426)
EURE OPTICS #26

2 28
1810858

RGE RD 2

HALIFAX CRY

EURE OPTICS #26

TWP RD 090

TWP RD 090

NE34 8-26-4

NE35 8-26-4

ROAD ALLOWANCE

ROADWAY

SE34
8-26-4

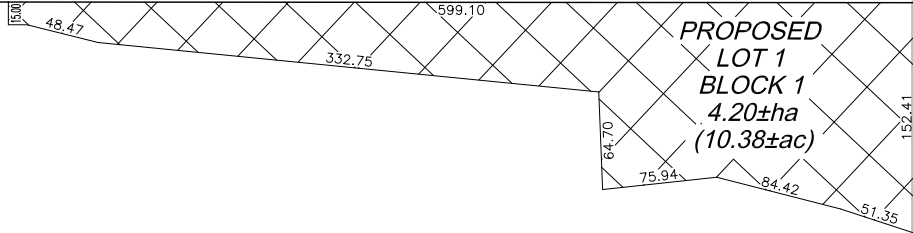
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(RM39D)

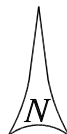
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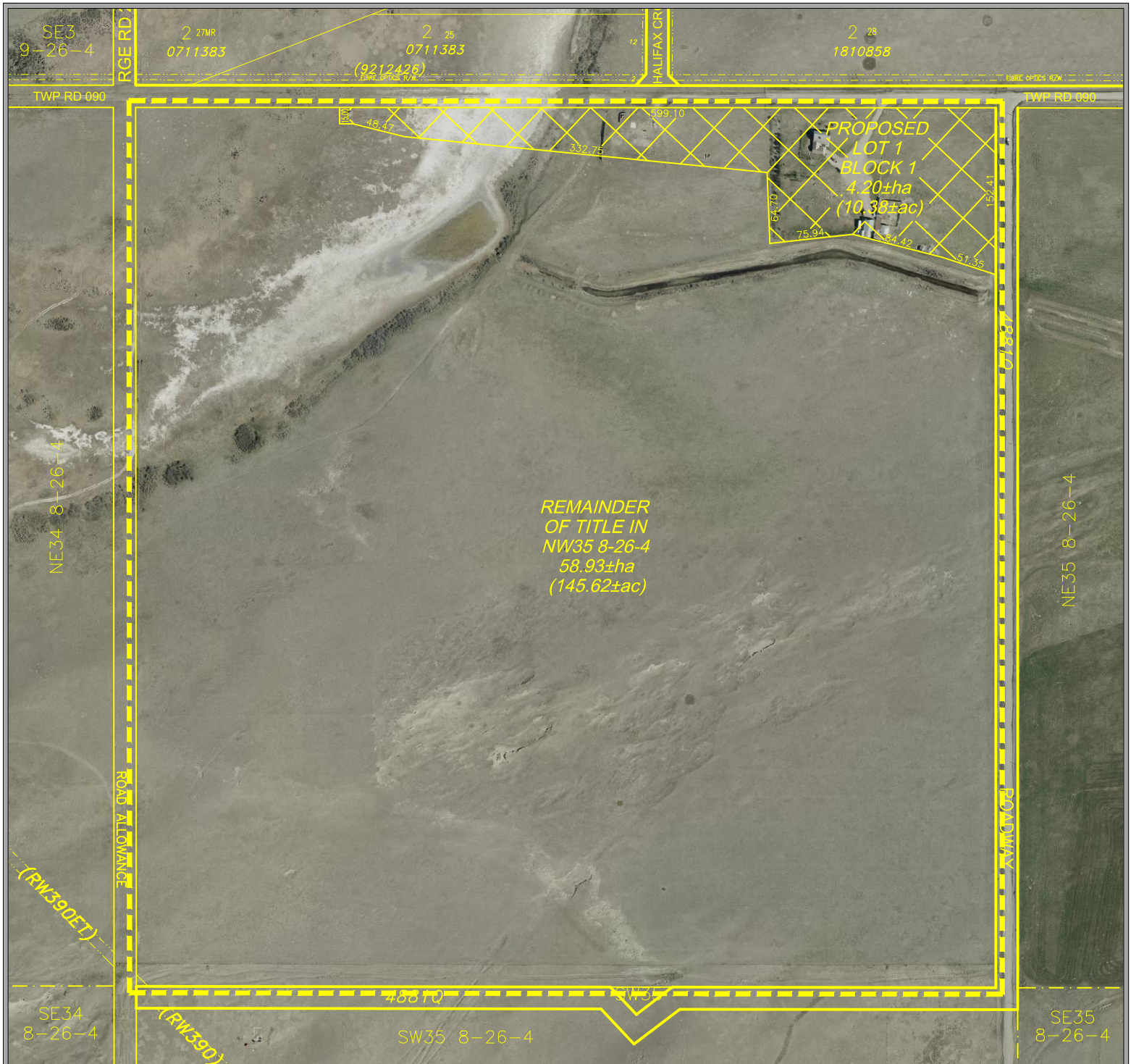
REMAINDER
OF TITLE IN
NW35 8-26-4
58.93±ha
(145.62±ac)

PROPOSED
LOT 1
BLOCK 1
4.20±ha
(10.38±ac)



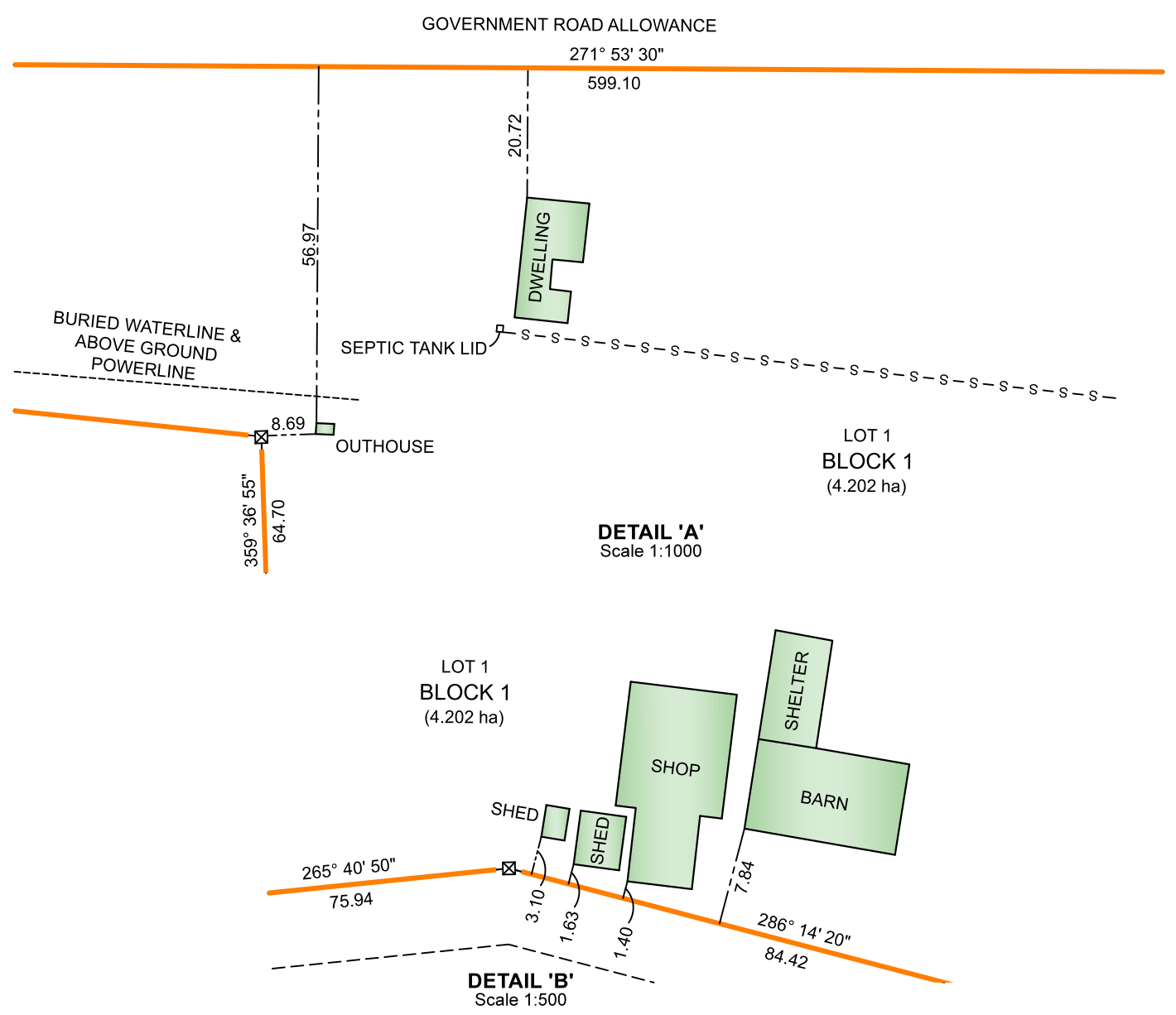
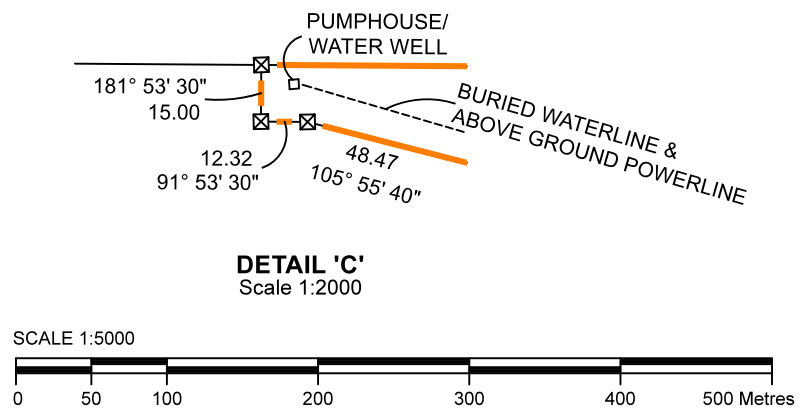
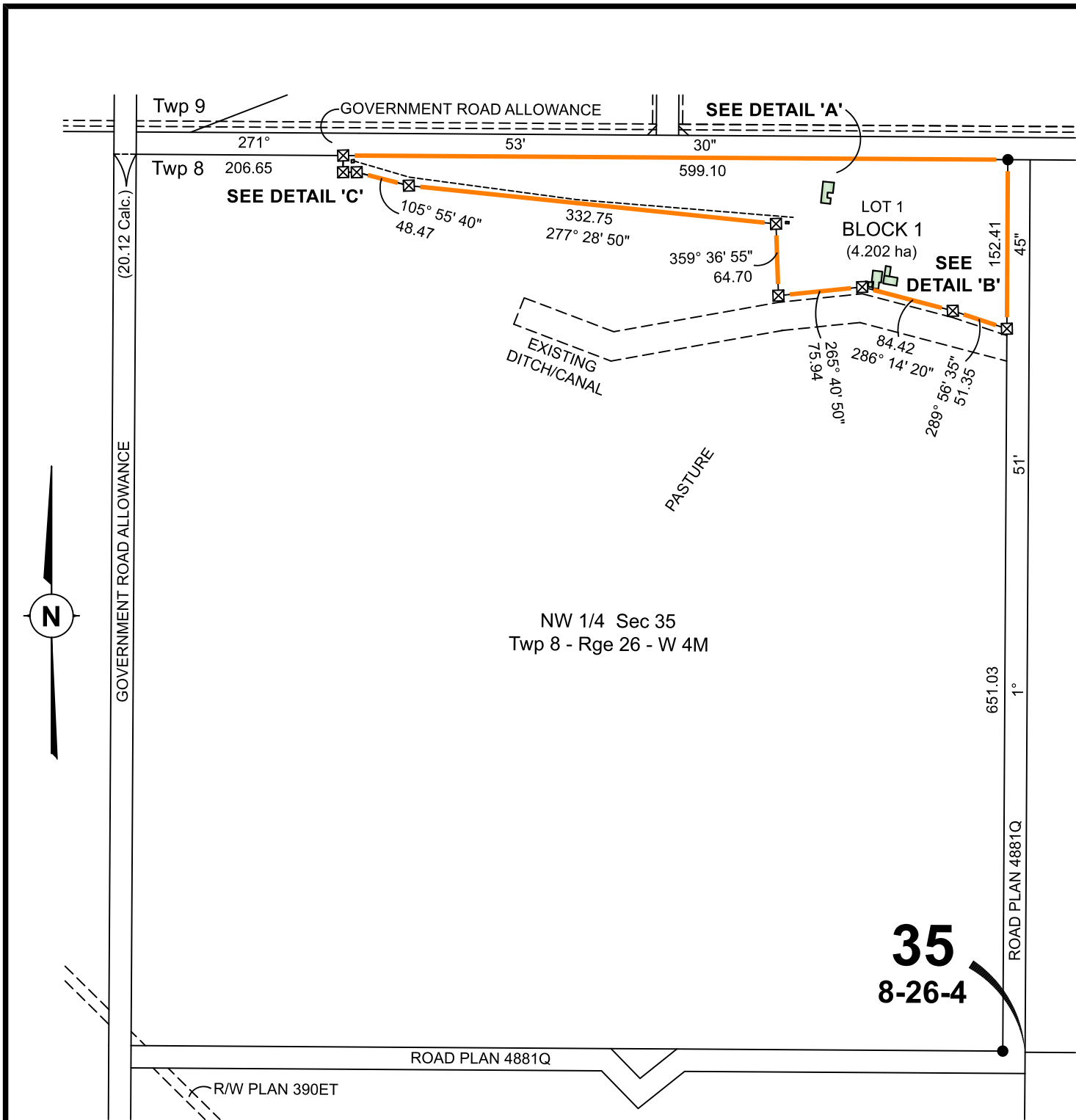
SUBDIVISION SKETCH
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 MUNICIPALITY: M.D. OF WILLOW CREEK NO. 26
 DATE: FEBRUARY 13, 2023
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SUBDIVISION SKETCH
 WITHIN NW 1/4 SEC 35, TWP 8, RGE 26, W 4 M
 MUNICIPALITY: M.D. OF WILLOW CREEK NO. 26
 DATE: FEBRUARY 13, 2023
 FILE No: 2022-0-194





SUBDIVISION AUTHORITY
 Name: Oldman River Regional Services Commission

REGISTERED OWNER(S)
 Certificate of Title: 831 117 827
 Owner(s): Kenneth Russell Luther
 Emelia Joyce Luther

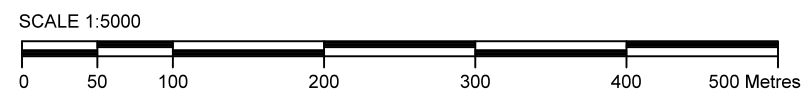
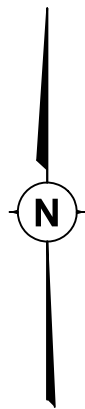
LEGEND/NOTES
 Statutory Iron Post found shown thus: ●
 Calculated positions shown thus: ☒
 Proposed subdivision bounded thus: ————
 and contains 4.202 hectares.
 Septic field run/line shown thus: - - - - -
 Buried Water line & Overhead Powerline shown thus: ————
 Distances shown are in metres and decimals thereof.
 Subject to revision by final survey.
 There are no abandoned wells on the parcel that is the subject
 of this application.

Tentative Plan Showing
PROPOSED SUBDIVISION
 within
 NW 1/4 Sec 35, Twp 8, Rge 26, W 4M
 Municipal District of Willow Creek No. 26, Alberta

 Certified Correct this 9th day of
 February, 2022

 Randall C. Smith, ALS

 WBES CA - p-403,752,0180,43 N
 Broadway, Box 150, Raymond, AB
 T0K 2S0
WILDE BROS
Surveys
 ALBERTA LAND SURVEYORS' ASSOCIATION
 PERMIT NUMBER
 P321
 WILDE BROS.
 SURVEYS LTD.



Tentative Plan Showing
PROPOSED SUBDIVISION
within
NW 1/4 Sec 35, Twp 8, Rge 26, W 4M
Municipal District of Willow Creek No. 26, Alberta





Agenda Item Submission Form

Date

3/8/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

03/13/2023

Agenda Section *

New Business

Department *

Administration

Director Name *

Adrian Pedro

Director Email

a.pedro@fortmacleod.com

Submitter Information

Submitter Name

Adrian

Email

operations@fortmacleod.com

Submission Title Name *

2023 Capital Budget Adjustment

Recommendation *

That Council approve the 2023 Capital Budget as amended.

Rationale

Approval of the amended capital budget will continue to allow staff to continue to procure required equipment and materials, in addition to proceeding with Phase 1A/1B of Macleod Landing.

Background

The previously approved Capital Budget had an outdated cost estimate for Macleod Landing. The addition of a new residential block required adjustments to the projects design, servicing and grading requirements. The revised estimate with inclusion of the new road is \$6,221,000.00.

Financial Implications

Macleod Landing Phase 1A/1B = \$6,221,000.00

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

2023 Capital Budget Report (amended Mar.8.2023).pdf

681.93KB



Town of
Fort Macleod

2023 Capital Budget

Amended on March 8th, 2023



EXECUTIVE SUMMARY

As outlined herein, the total value of all capital budget items proposed for 2023 is **\$5,822,000.00**.

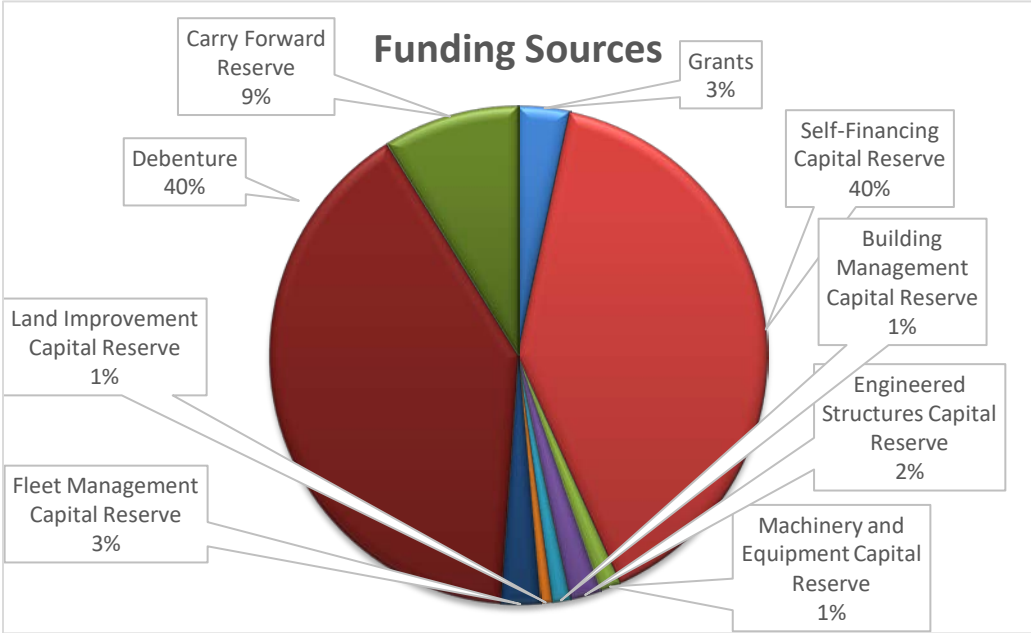
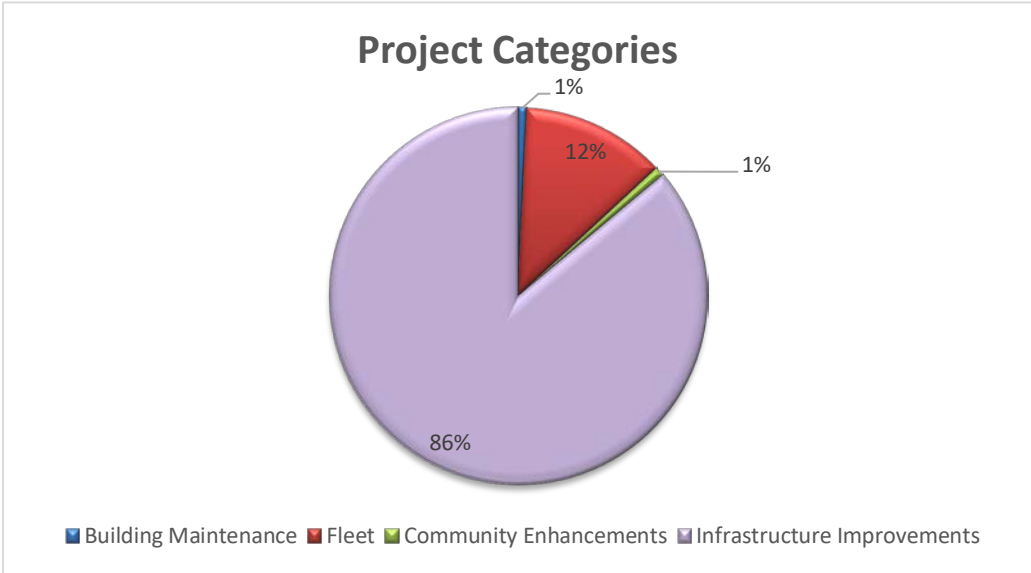
The capital budget expenditures can be summarized as follows:

Large Capital Projects (80% of total)

Macleod Landing Phase 1A/1B = \$6,221,000.00

Small Capital Projects (20% of total)

Equipment purchases, yearly maintenance, upgrades, etc. = \$1,557,000.00



FUNDING SOURCES

Provincial and Federal grants are available each year to assist the municipality to fund major infrastructure projects. Council has additional options to consider such as reserves and tax or reserve funding. The following is a brief explanation of capital project funding source options.

ALBERTA WASTER/WASTEWATER PARTNERSHIP (AMWWP)

Applies to Cities (under 45,000 population), Towns, Villages, Summer Villages, Regional Commissions and eligible hamlets within Rural Municipalities.

Provides financial assistance for municipal water supply/treatment and wastewater treatment/disposal projects. Accepted projects receive grants as a percentage of project costs. Percentages are calculated with a population-based formula.

CANADA COMMUNITY BUILDING FUND (CCBF - FORMERLY FGTF)

Each year, the CCBF assists municipalities by providing funding for local infrastructure projects. Funding is provided to the Province, who in turn flows this funding to the municipality. This program has been legislated as a permanent source of Federal infrastructure funding for municipalities. The program is broad-based and allows municipalities to use the funding toward a wide range of projects to meet local priorities.

MUNICIPAL SUSTAINABILITY INITIATIVE (MSI)

Municipalities in Alberta are eligible for funding under the MSI program based on the terms set out in long-term funding agreements with the Province. Municipalities determine projects and activities to be funded based on local priorities within the general criteria set out in the program guidelines and are encouraged to take a long-term approach to planning for capital projects.

MUNICIPAL STIMULUS GRANT (MSG)

The Municipal Stimulus Program is a part of the Alberta Recovery Plan and is designed to distribute stimulus funding quickly and equitably across the province to support local jobs and stimulate the economy. Funding is allocated using the same formula as the Federal Gas Tax Fund. Eligible projects must begin construction in 2020 or 2021 and all funds must be expended before December 31, 2021.

BASIC MUNICIPAL TRANSPORTATION GRANT (BMTG)

The BMTG provides financial assistance for developing and maintaining capital transportation infrastructure requirements, promoting economic growth, and improving quality of community life. This program provides annual allocation-based funding for capital construction and rehabilitation of local transportation infrastructure including roads, bridges, and public transit.

All Alberta cities, towns, villages, summer villages, counties and municipal districts, specialized municipalities, Metis Settlements, and the Special Areas are eligible for this grant.

CAPITAL RESERVES

As a means of solid financial planning, Council has created a number of special reserve funds to address both future operational and especially, capital resource needs. These funds address new acquisition and replacement but have general restrictions on use. Through the budget process, the Town will designate funds that have been internally restricted to finance those projects for which the funds have been earmarked.

COMMUNITY FACILITY ENHANCEMENT PROGRAM

Town of Fort Macleod is not eligible for this program.
Only not for profit organizations are eligible.

CAPITAL PLAN	2023 Forecast	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast
AMWWP	\$ -	\$ -	\$ -	\$ -	\$ -
CCBF (formerly Federal Gas Tax Fund)	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 100,000.00
MSI	\$ -	\$ -	\$ -	\$ -	\$ -
Municipal Stimulus Grant	\$ -	\$ -	\$ -	\$ -	\$ -
BMTG	\$ 170,000.00	\$ 170,000.00	\$ 170,000.00	\$ 170,000.00	\$ 190,000.00
Debenture	\$ 3,110,500.00	\$ -	\$ -	\$ -	\$ -
Self-Financing Capital Reserve	\$ 3,110,500.00	\$ -	\$ -	\$ -	\$ -
Machinery and Equipment Capital Reserve	\$ 105,000.00	\$ 65,500.00	\$ 272,000.00	\$ 121,500.00	\$ 15,000.00
Engineered Structures Capital Reserve	\$ 155,000.00	\$ 100,000.00	\$ 250,000.00	\$ 5,600,000.00	\$ 2,610,000.00
Building Management Capital Reserve	\$ 92,000.00	\$ 390,000.00	\$ 1,137,000.00	\$ 15,000.00	\$ -
Land Improvement Capital Reserve	\$ 60,000.00	\$ 310,000.00	\$ 430,000.00	\$ 60,000.00	\$ 60,000.00
Fleet Management Capital Reserve	\$ 195,000.00	\$ 55,000.00	\$ 155,000.00	\$ 45,000.00	\$ -
Cost Recovery	\$ -	\$ -	\$ -	\$ -	\$ -
Land Sales	\$ -	\$ -	\$ -	\$ -	\$ -
Local Improvement Tax	\$ -	\$ -	\$ -	\$ -	\$ -
Community Facility Enhancement Program (Matching)	\$ -	\$ -	\$ -	\$ -	\$ -
Previously Funded	\$ -	\$ -	\$ -	\$ -	\$ -
Carry Forward Reserve	\$ 690,000.00	\$ -	\$ 75,000.00	\$ -	\$ -
Total:	\$ 7,778,000.00	\$ 1,180,500.00	\$ 2,579,000.00	\$ 6,101,500.00	\$ 2,975,000.00
WATER/SEWER/PLANTS					
Portable Generator Set	\$ -	\$ -	\$ 250,000.00	\$ -	\$ -
Wastewater Treatment Plant - Blower Piping Reconfiguration	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -
Wastewater Treatment Plant - Water Reuse Line	\$ -	\$ -	\$ -	\$ 40,000.00	\$ -
3rd Ave Stormwater Outfall Repair	\$ -	\$ -	\$ -	\$ 1,400,000.00	\$ -
Subtotal:	\$ -	\$ 30,000.00	\$ 250,000.00	\$ 1,440,000.00	\$ -
PUBLIC WORKS					
Sidewalk Replacement - Annual	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 60,000.00
Relining of Wastewater Mains - Annual (FGTF)	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 100,000.00
Asphalt Overlay Program - Annual	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 130,000.00
Gravel Road Pavement Upgrade Program - Annual	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 110,000.00
Airport Hangar Lots - Road & Waterline Construction	\$ 55,000.00	\$ -	\$ -	\$ -	\$ -
Main St and 6th Ave Revitalization	\$ -	\$ -	\$ 220,000.00	\$ -	\$ -
CP Rail Crossing Concrete Surface Upgrade - 5th Avenue	\$ -	\$ -	\$ 150,000.00	\$ -	\$ -
Subtotal:	\$ 415,000.00	\$ 360,000.00	\$ 730,000.00	\$ 360,000.00	\$ 400,000.00
FACILITIES/RECREATION					
Riding Mower Replacement 3 Year Cycle	\$ 10,000.00	\$ 15,000.00	\$ 22,000.00	\$ 15,000.00	\$ 15,000.00
Outdoor Pool Washroom Renovation (consolidated with arena dress)	\$ -	\$ 270,000.00	\$ -	\$ -	\$ -
Library Roof Replacement - deferred to 2025	\$ -	\$ -	\$ 75,000.00	\$ -	\$ -
Arena Flooring and Headers	\$ -	\$ -	\$ 1,000,000.00	\$ -	\$ -
Arena Compressor Replacement	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -
Arena Plant Drive Motor	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -
Curling Rink Condenser Replacement	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -
Curling Rink Chiller Replacement	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -
Curling Rink Brine Pump	\$ -	\$ -	\$ 12,000.00	\$ -	\$ -
Curling Rink Compressor Replacement	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
Centennial Park Walkway Lighting (previously approved in 2022)	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -
Underground Sprinklers - Diamonds 1, 2 & 3, Westwind's Park	\$ -	\$ 250,000.00	\$ -	\$ -	\$ -
New Soccer Fields	\$ -	\$ -	\$ 150,000.00	\$ -	\$ -
Downtown Public Bathroom (Portland Loo)	\$ -	\$ -	\$ 125,000.00	\$ -	\$ -
Community Hall Air Conditioner Replacement	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -
Pathway Construction	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
Subtotal:	\$ 207,000.00	\$ 715,000.00	\$ 1,444,000.00	\$ 90,000.00	\$ 75,000.00
EQUIPMENT					
Skid Steer Replacement Program - Public Works	\$ -	\$ 11,500.00	\$ -	\$ 11,500.00	\$ -
Backhoe Replacement (net of trade in)	\$ -	\$ -	\$ -	\$ 55,000.00	\$ -
Administration - Council Laptop Replacement (7)	\$ -	\$ -	\$ -	\$ -	\$ -
Firefighter SCBA Kits (10 kits) - deferred to 2023	\$ 95,000.00	\$ -	\$ -	\$ -	\$ -
Line Painting Machine	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -
Dump Trailer (10-12ft) - Parks and Rec	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -
Power Turf Sweeper	\$ -	\$ 9,000.00	\$ -	\$ -	\$ -
Skid Steer - Parks and Rec	\$ 66,000.00	\$ -	\$ -	\$ -	\$ -
Subtotal:	\$ 190,000.00	\$ 20,500.00	\$ -	\$ 66,500.00	\$ -

CAPITAL PLAN	2023 Forecast	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast
FLEET					
Replace 3-Ton Gravel Truck with Tandem (Net of trade in - PW)	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -
Replace 3-Ton Gravel Truck with new 3-Ton (Net of trade in - PW)	\$ -	\$ -	\$ 100,000.00	\$ -	\$ -
Fire Pumper #2 Replacement (carry forward to 2023)	\$ 550,000.00	\$ -	\$ -	\$ -	\$ -
Public Works 3/4 Ton Truck 4WD	\$ -	\$ 55,000.00	\$ -	\$ -	\$ -
Facilities 3/4 Ton Truck 4WD	\$ -	\$ -	\$ -	\$ 45,000.00	\$ -
Facilities 1/2 Ton Truck 4WD	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -
Plants 3/4 Ton Truck 4WD	\$ -	\$ -	\$ 55,000.00	\$ -	\$ -
Subtotal:	\$ 745,000.00	\$ 55,000.00	\$ 155,000.00	\$ 45,000.00	\$ -
INFRASTRUCTURE IMPROVEMENTS					
Engineering and Construction - 29th St east of 8th Ave Residential Lot Development (underground and surface works)	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000.00
Construction - 10th St from 1st Ave to 5th Ave (underground and surface works)	\$ -	\$ -	\$ -	\$ 4,100,000.00	\$ -
Engineering and Construction - Macleod Landing Phase 1A/1B (underground and surface works)	\$ 6,221,000.00	\$ -	\$ -	\$ -	\$ -
Subtotal:	\$ 6,221,000.00	\$ -	\$ -	\$ 4,100,000.00	\$ 2,500,000.00
Grand Total:	\$ 7,778,000.00	\$ 1,180,500.00	\$ 2,579,000.00	\$ 6,101,500.00	\$ 2,975,000.00

PUBLIC WORKS

Sidewalk Replacement Program

Project	Annual sidewalk replacement
Project Cost	\$50,000.00
Funding Sources	Basic Municipal Transportation Grant - \$50,000.00
Project Description	<p>Each year, Public Works will inspect and identify sections of sidewalks that require replacement.</p> <p>Consideration is given to the level of deterioration of the sidewalk, pedestrian safety, and level of impediment to snow clearing equipment.</p>

Wastewater Mains Relining Program

Project	Annual wastewater mains relining program
Project Cost	\$90,000.00
Funding Sources	CCBF (formerly Federal Gas Tax Fund) - \$90,000.00
Project Description	<p>As in previous years, the application of cured-in-place epoxy resin will extend the life of old wastewater mains by approximately fifty years.</p> <p>The product used is the InsituMain® System. It is a cured-in-place pipe (CIPP) pipe product with a non-disruptive installation process.</p> <p>Relining program targets three blocks of wastewater mains to be relined each year. This trenchless process provides minimal disruption to adjacent infrastructure.</p>

Asphalt Overlay Program

Project	Annual repaving program
Project Cost	\$120,000.00
Funding Sources	Basic Municipal Transportation Grant - \$120,000.00
Project Description	<p>Each year, Public Works will inspect and identify sections of avenues and streets that require repaving.</p> <p>Consideration is given to the level of deterioration of the road surface, pedestrian and motorist safety and level of impediment to Town maintenance activities.</p>

Gravel Road Pavement Upgrade Program

Project	Annual gravel road pavement upgrade program
Project Cost	\$100,000.00
Funding Sources	Engineered Structures Capital Reserve - \$100,000.00
Project Description	Each year, Public Works will inspect and identify sections gravel roads that would be suitable candidates for an asphalt overlay. Consideration is given to condition of the subgrade, stormwater management, level of service, and existing maintenance requirements.

Airport Hangar Lots

Project	New gravel road and waterline installation
Project Cost	\$55,000.00
Funding Sources	Engineered Structures Capital Reserve - \$55,000.00
Project Description	<p>With the recent sale listing of Town airport lots, we must provide access to each lot and a waterline to service the properties. All work to be completed in house with the exception of a hot tap.</p> <p>This work was previously included in the 2023 provisional operating budget, however must be capitalized. Hence the addition to the capital budget.</p>

PARKS & FACILITIES**Riding Mower Replacement Program**

Project	Annual Replacement of Riding Mowers
Project Cost	\$10,000.00
Funding Sources	Machinery and Equipment Capital Reserve - \$10,000.00
Project Description	<p>Parks has four diesel engine mowers (2 - 1550 John Deere's, 2 - Z997R John Deere's) and the Cemetery has one gas engine mower (1- Z915B John Deere).</p> <p>Every year, one diesel engine mower is traded in. Every third year, the cemetery gas mower is also traded in. This year, the Town will be trading in one diesel engine mower.</p>

Arena Plant Drive Motor

Project	Replacement of the ice plant drive motor
Project Cost	\$7,000.00
Funding Sources	Building Management Capital Reserve - \$7,000.00
Project Description	Given the age of the motor, number of hours, and maintenance that has been performed, the motor will be due for replacement in 2023.

Curling Rink Compressor Replacement

Project	Replacement of existing compressor
Project Cost	\$10,000.00
Funding Sources	Building Management Capital Reserve - \$10,000.00
Project Description	Conversion or replacement is required due to the age of the system and potential for ammonia leaks. The compressor is directly linked to the chiller.

Centennial Park Walkway Lighting

Project	Walkway Lighting Installation
Project Cost	\$45,000.00
Funding Sources	Carry Forward Capital Reserve - \$45,000.00
Project Description	<p>Scope of work is the installation of walkway lighting by Fortis of 12 lights at various locations around the Centennial Park. This estimate is based on the "Coach Streetlight" fixture selected from the Fortis catalogue, and is inclusive of the Fortis supply and install cost (\$36,000) with the Town performing all civil work (\$5000 material).</p> <p>A reduction in the number of lights is possible, which would result in a cost reduction of between 25-50% depending on the amount.</p>

Community Hall Air Conditioner Replacement

Project	Replacement of air conditioning unit
Project Cost	\$75,000.00
Funding Sources	Building Management Capital Reserve - \$75,000.00
Project Description	The existing air conditioner unit has reached its service life and suffers multiple breakdowns each season. The upgrade will tie both the air conditioner and furnace into a single system, to better increase heating/cooling efficiency and simplicity of overall operation.

Pathway Construction

Project	Construction or improvement of pathways
Project Cost	\$60,000.00
Funding Sources	Land Improvement Capital Reserve - \$60,000.00
Project Description	In conjunction with the Town's pathway master plan, the Parks & Facilities department will begin constructing new pathways. The bulk of this annual amount will be for material costs, with most of the work being done by in-house staff and equipment. This amount will also fund improvements to existing pathways as identified by the pathway master plan.

EQUIPMENT & FLEET**Firefighter Equipment Replacement**

Project	Firefighter SCBA kits
Project Cost	\$95,000.00
Funding Sources	Carry Forward Reserve - \$95,000.00
Project Description	Replacement of the self-contained breathing apparatus (SCBA) for the fire department was previously approved in the 2021 capital budget, however it has been deferred to 2023.

Line Painting Machine

Project	Purchase of a 2-nozzle line painting machine
Project Cost	\$15,000.00
Funding Sources	Machinery and Equipment Capital Reserve - \$15,000.00
Project Description	<p>Currently Public Works completes considerable pavement marking around the Town, consisting of approximately 1.8 km of crosswalks and stop bars, in addition to 2.0 km of curb marking. This work is completed with a manual sprayer and wooden templates, currently taking approximately 5 weeks to complete. The current machine and templates also require extensive maintenance and cleanup.</p> <p>Utilization of a walk behind 2-nozzle sprayer will cut the time spent in half and reduce maintenance requirements.</p>

Dump Trailer

Project	Purchase of a dump trailer – parks and recreation
Project Cost	\$14,000.00
Funding Sources	Machinery and Equipment Capital Reserve - \$14,000.00
Project Description	Purchase of a 10-12 ft dump trailer for addition to the parks and facilities department. Currently there are limited means of hauling equipment and material in the department. The smaller size will allow for greater maneuverability within recreational areas.

Gravel Truck Replacement

Project	Trade in 3-ton dump truck for a tandem unit
Project Cost	\$150,000.00
Funding Sources	Fleet Management Capital Reserve - \$150,000.00
Project Description	The 3-ton gravel truck is 17 years old and is undersized for the hauling public works is required to perform. Upgrading to a tandem dump truck would be exponentially more efficient. The intent is to phase out the 3-ton trucks in the department in favor of larger units.

Fire Pumper #2 Replacement

Project	Replace pumper #2
Project Cost	\$550,000.00
Funding Sources	Carry Forward Reserve - \$550,000.00
Project Description	A replacement unit was approved in the 2022 capital budget. The Town has since initiated an order for the pumper, however due to manufacturing timelines, it will only be complete in late 2023, hence the carried forward amount.

Facilities ½ Ton Truck Replacement

Project	Replacement of facilities ½ ton truck
Project Cost	\$45,000.00
Funding Sources	Fleet Management Capital Reserve - \$45,000.00
Project Description	The facilities fleet is aging, with multiple trucks reaching the end of their life and in poor mechanical condition. A new replacement truck would facilitate shifting an existing truck down the line for the seasonal staff.

Skid Steer Purchase

Project	Purchase of a skid steer – parks and facilities
Project Cost	\$66,000.00
Funding Sources	Machinery and Equipment Capital Reserve - \$66,000.00
Project Description	<p>Currently, the Town operates a single skid steer in the public works department. Being the most widely used piece of equipment in the department, scheduling conflicts occur when it is required by other departments for their projects. In 2022, a skid steer was rented for 3 days as a result of scheduling issues.</p> <p>Given the Town’s recent increase in staff capacity, this department will be completing greater projects and increasing its level of service at existing facilities. A second skid steer is instrumental for this goal.</p> <p>Annual usage of the skid steer is estimated between 150-200 hrs/year, as follows:</p> <ul style="list-style-type: none"> - Snow removal program: clearing is currently split between public works (i.e. parking lots and sidewalks) and facilities (i.e. doorways and some sidewalks). The intent is to increase efficiency where facilities would handle all Town owned facility clearing functions, including doorways, sidewalks, parking lots and salt spreading. Public works would be free to focus on roadways. - Major projects requiring extensive skid steer use: pathway development and maintenance, top dressing dog park/other green spaces, holy cross cemetery improvements, and general landscaping. - Daily usage: rough cut mowing, dethatching and removal of grass clippings (sweeping bucket), sweeping and cleaning of parking lots and select roadways, irrigation repairs/new service installation (trencher), post installation (auger), loading and unloading material, chemical handling at pool site, general site cleanup (grappling bucket), and lot grading areas where our grader is too large. <p>The intent with this machine is to keep it for at least 8-10 years, as opposed to participating in a trade-in program.</p>

INFRASTRUCTURE IMPROVEMENTS

Engineering & Construction: Macleod Landing Phase 1A/1B

Project	Macleod Landing Phase 1A/1B Development
Project Cost	\$6,221,000.00
Funding Sources	Debenture - \$3,110,500.00 Self-financing Capital Reserve - \$3,110,500.00
Project Description	<p>The Town has experienced growth in all sectors over the last few years, leading to a housing crunch in the community. Phase 1A/1B would greatly assist with addressing those needs. As per the Macleod Landing Area Structure Plan, Phase 1A/1B offers a mix of commercial, single family residential and multi-family residential development opportunities.</p> <p>When conducting a cost analysis of the project, Administration has determined that the return on investment would be favourable for the Town to proceed with this project.</p>



Agenda Item Submission Form

Date

3/6/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

03/13/2023

Agenda Section *

New Business

Department *

Administration

Director Name *

Kris Holbeck

Director Email

k.holbeck@fortmacleod.com

Submitter Information

Submitter Name

Kris

Email

finance@fortmacleod.com

Submission Title Name *

2022 Surplus Allocation to Reserves

Recommendation *

That Council approves \$450,000 of the \$466,074 2022 surplus be transferred into the capital internal financing reserve.

Rationale

Avail LLP will be presenting the 2022 audited financial statements at the March 27th, 2023 meeting. In order for the financial statements to be finalized, Council has to transfer surplus to reserves prior to the finalization.

Background

Annually Council transfers the surplus to reserves to fund future capital and operating projects.

Financial Implications

The transfer of \$450,000 will reduce the 2022 operating surplus to \$16,074 and increase the capital internal financing reserve by \$450,000. The amount in the capital internal financing reserve will be used in 2023 to fund the Town's portion (50%) of the Macleod Landing subdivision (Phase 1).

Council Strategic Plan

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

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

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

Attachments



Agenda Item Submission Form

Date

2/27/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

03/13/2023

Agenda Section *

New Business

Department *

Administration

Director Name *

Kris Holbeck

Director Email

k.holbeck@fortmacleod.com

Submitter Information

Submitter Name

Kris

Email

finance@fortmacleod.com

Submission Title Name *

2023 Willow Creek Foundation Requisition

Recommendation *

That Council refers this item to the 2023 operational budget.

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

Attachments

2023 Willow Creek Foundation Requisition.pdf

372.76KB

660 – 28 Street
PO Box 790
Fort Macleod AB T0L 0Z0



Phone: 403 553 3662
Fax: 403 557 5258

February 16, 2023

Town of Fort Macleod
P.O. Box 1420
Fort Macleod, AB T0L 0Z0

The Board of Directors, Administration and Management prepare the budget as stringently as possible. All revenue and disbursement accounts are itemized and thoroughly discussed. It was determined that the total Annual Requisition required for the 2023 operations is \$340,720.

Based on the 2023 equalized assessment, the requisitions from the participating municipalities are as follows:

<u>MUNICIPALITY:</u>	<u>2023 EQUAL. ASSESS.:</u>	<u>%:</u>	<u>ROUNDED REQUISITION</u>	<u>2022</u>
Town of FM	411,432,502.00	0.333	113,454.00	
MD Willow Creek	824,168,154.00	0.667	227,266.00	<u>102,600.82</u>
Totals	1,235,600,656.00	1.000	340,720.00	

The requisitions are being submitted in accordance with the Alberta Housing Act, Chapter A-25, Section 7, Section 8, and Ministerial Order Number H:054/95.

Thank you for your continued support of seniors housing in our communities.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Jackie Vanee-Palmer", written in a cursive style.

Jackie Vanee-Palmer
CAO, Willow Creek Foundation

Pioneer Lodge
Chinook Arch Manor
Colonel Macleod Manors 1 and 2


WillowCreek
 FOUNDATION
 SENIORS HOUSING
 Box 790
 Fort Macleod, AB TOL 0Z0

Invoice

Date	Invoice #
2023-02-16	4382550

Pioneer Lodge
Invoice To
Town of Fort Macleod Box 1420 Fort Macleod, AB TOL 0Z0

Description	Qty	Rate	Amount
Requisition Revenue		113,453.55	113,453.55

Subtotal	\$113,453.55
Sales Tax Total	\$0.00
Total	\$113,453.55
Payments	\$0.00
Balance Due	\$113,453.55

GST/HST No. 108213406



Agenda Item Submission Form

Date

2/27/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

03/13/2023

Agenda Section *

New Business

Department *

Administration

Director Name *

Kris Holbeck

Director Email

k.holbeck@fortmacleod.com

Submitter Information

Submitter Name

Kris

Email

finance@fortmacleod.com

Submission Title Name *

2023 Willow Creek Regional Landfill Requisition

Recommendation *

That Council refers the requisition to the 2023 operational budget.

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

2023 Willow Creek Regional Landfill Requisition.pdf

287.08KB



P.O Box 2820
Claresholm, Alberta
T0L 0T0
403-687-2603
wcrlandfill@gmail.com

February 21, 2023

Town of Fort Macleod
Box 1420
Fort Macleod, Alberta
T0L 0Z0

Dear Mayor and Council,

The Willow Creek Regional Waste Management Services Commission approved the Operating and Capital Budget for the 2023 fiscal year on January 24, 2023.

Please find attached the 2023 Requisition in the amount of \$39 564.00. This is based on a per capita rate of \$12.00 and a population of 3297.

2022
36,267

Tipping fees did not increase for 2023. Member rates are as follows:

- | | |
|--------------------------------|--------------------------|
| • Municipal Solid Waste | \$70.00 per metric tonne |
| • Dry and Metal Waste | \$70.00 per metric tonne |
| • Minimum Charge up to 140 kg | \$10.00 |
| • Minimum Charge 150 to 290 kg | \$20.00 |
| • Minimum Charge 300 to 430 kg | \$30.00 |
| • | |

> No change.

I have attached the fees bylaw 4-2021 for your reference.

I have also enclosed the 2023 landfill operating and capital budget, as well as a copy of the 2022 audited Financial Statements for your information.

I trust this to be in order, however, if you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

Cheryl Friesen
CAO/Landfill Manager
Willow Creek Regional Waste
Management Services Commission

Willow Creek Regional Waste Management Services Commission

Box 2820
 Claresholm, AB
 T0L0T0

403-687-2603

Invoice

Date	Invoice #
2023-02-21	3368

Invoice To
Town of Fort Macleod Box 1420 Fort Macleod, Alberta T0L 0Z0

Terms	Due Date
2%	2023-03-31

Qty	Description	Rate	Amount
3,297	2023 Annual Requisition	12.00	39,564.00

Sales Tax Summary

Total Tax 0.00

Total \$39,564.00