



**Town of Fort Macleod  
Council Meeting Agenda  
Monday, April 10<sup>th</sup>, 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 Gord Wolstenholme**

*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. Canadian History Ehx – *Craig Baird*

**F. PUBLIC HEARINGS**

**G. CONSIDERATION OF DELEGATIONS and PUBLIC HEARINGS**

1. Canadian History Ehx – *Craig Baird*

**H. UNFINISHED BUSINESS**

**I. NEW BUSINESS**

1. Bylaw 1968: 2023 Mill Rate (*first reading*) – *Kris Holbeck, Director of Finance*
2. Development Permit 024-23: GMS Mechanical – *Adrian Pedro, Director of Operations*
3. Operations Policies – *Adrian Pedro, Director of Operations*
  - a) OP#09 Vacuum Truck Dumping
  - b) OP#15 Dust Abatement
  - c) OP#16 Gravel Road Improvement Policy
  - d) OP#17 Gravel Road Maintenance

**J. IN CAMERA**

1. Personnel – *FOIP Section 17*
2. Legal – *FOIP Section 27*

**K. ADJOURNMENT**

**Town of Fort Macleod  
Council Meeting Minutes  
Monday, March 27<sup>th</sup>, 2023  
GR Davis Administration Building  
Council Chambers  
7:00 pm**

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

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

**Other:** Calvin Scott Avail LLP, and Lance Wehlage Benchmark Consultants Inc.

**A. CALL TO ORDER**

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

**B. MOMENT OF REFLECTION**

**C. APPROVAL OF THE AGENDA**

1. Consent Agenda

**R.088.2023** Moved by Councillor Monteith that Council approves the consent agenda as presented.

**CARRIED**

2. Regular Meeting Agenda

**R.089.2023** Moved by Councillor Wolstenholme that Council approves the regular meeting agenda with additions.

Additions: **J. IN CAMERA**

2. Land Sale - FOIP Section 16

3. Legal - FOIP Section 27

**CARRIED**

**D. FOR THE GOOD OF COUNCIL**

**E. DELEGATIONS**

1. 2022 Audit – *Calvin Scott, Avail LLP*

2. Assessment Roll Summary – *Lance Wehlage, Benchmark Assessment Consultants Inc.*

**F. PUBLIC HEARINGS**

**G. CONSIDERATIONS OF DELEGATIONS and PUBLIC HEARINGS**

1. 2022 Audit – *Calvin Scott, Avail LLP*

**R.090.2023** Moved by Councillor Monteith that Council approves the 2022 Audit report as presented.

**CARRIED**

**H. UNFINISHED BUSINESS**

**I. NEW BUSINESS**

1. Stars Volleyball Tournament: Rental Rate Reduction – *Liisa Gillingham, Director of Community*

**R.091.2023** Moved by Councillor Wolstenholme that Council approves the following rental rate adjustments for the 2023 Stars Volleyball Tournament on April 14-16, 2023, as presented.

50% Arena rental reduction, for the Friday, Saturday and Sunday (no rental fees charged for set up days), a full rental waiver of the curling rink, with all staff hour outside of regular hours to be billed as per the fee guide.

**CARRIED**

2. National Public Works Week: May 21-27 – *Anthony Burdett, CAO*

**R.092.2023** Moved by Councillor Van Huigenbos that Council designates the week of May 21<sup>st</sup> – 27<sup>th</sup>, 2023, as National Public Works Week (NPWW) in Fort Macleod to pay tribute to our public works professional and recognize the substantial contributions they make to our community.

**CARRIED**

**R.093.2022** Moved by Councillor Fox that Council move in camera to discuss Personnel, Land Sales and Legal items at 8:00 pm.

**CARRIED**

#### **J. IN CAMERA**

1. Personnel – FOIP Section 17
2. Land Sale - FOIP Section 16
3. Legal - FOIP Section 27

**R.094.2023** Moved by Councillor Hengerer that Council moves out of in camera at 8:45 pm.

**CARRIED**

**R.095.2023** Moved by Councillor Poytress that Council approves the 2023 Chief Administrative Officer review as presented.

**CARRIED**

#### **K. ADJOURNMENT**

**Mayor Feyter adjourned the meeting at 8:46 pm.**

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*Mayor Brent Feyter*

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*CAO Anthony Burdett*

**Town of Fort Macleod  
Committee of the Whole Meeting  
Finance & Infrastructure  
GR Davis Administration Building  
Conference Room  
Monday, April 5<sup>th</sup>, 2023  
12:00 pm**

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

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

**A. CALL TO ORDER**

**Mayor Brent Feyter called the meeting to order at 12:07 pm.**

**B. APPROVAL OF AGENDA**

**R.096.2023** Moved by Councillor Fox that Council approves the meeting agenda with additions.

Additions: **D. IN CAMERA**

1. Legal
2. Land Sale

**CARRIED**

**C. NEW BUSINESS**

1. 2023 Operating Budget – *Kris Holbeck, Director of Finance*
2. 2023 Mill Rater Calculations – *Kris Holbeck, Director of Finance*

**R.097.2023** Moved by Councillor Wolstenholme that Council move in camera to discuss Legal and Land Sale items at 1:03 pm.

**CARRIED**

**D. IN CAMERA**

1. Legal – FOIP Section 27
2. Land Sale – FOIP Section 16

**R.098.2023** Moved by Councillor Fox that Council moves out of in camera at 1:44 pm.

**CARRIED**

**E. ADJOURNMENT**

**Mayor Feyter adjourned the meeting at 1:45 pm.**

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*Mayor Brent Feyter*

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*CAO Anthony Burdett*



#4, 320 W T Hill Blvd S  
Lethbridge, AB T1J 4W9  
Ph: (403) 381-0535  
Fax: (403) 381-1596

E: [Lance@benchmarkassessment.ca](mailto:Lance@benchmarkassessment.ca)

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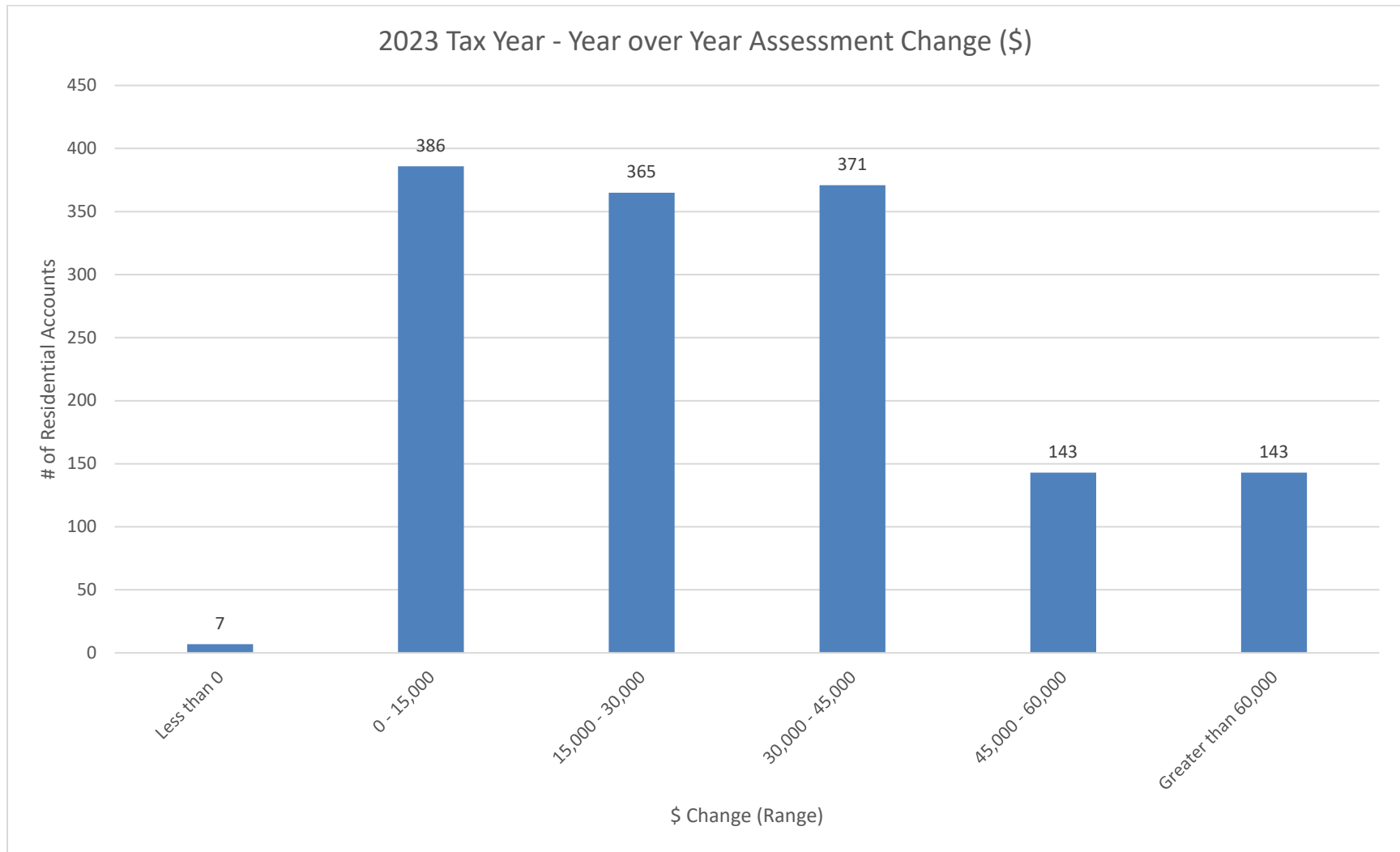
# Town of Fort Macleod

## Market Change (\$)

## Median Assessments

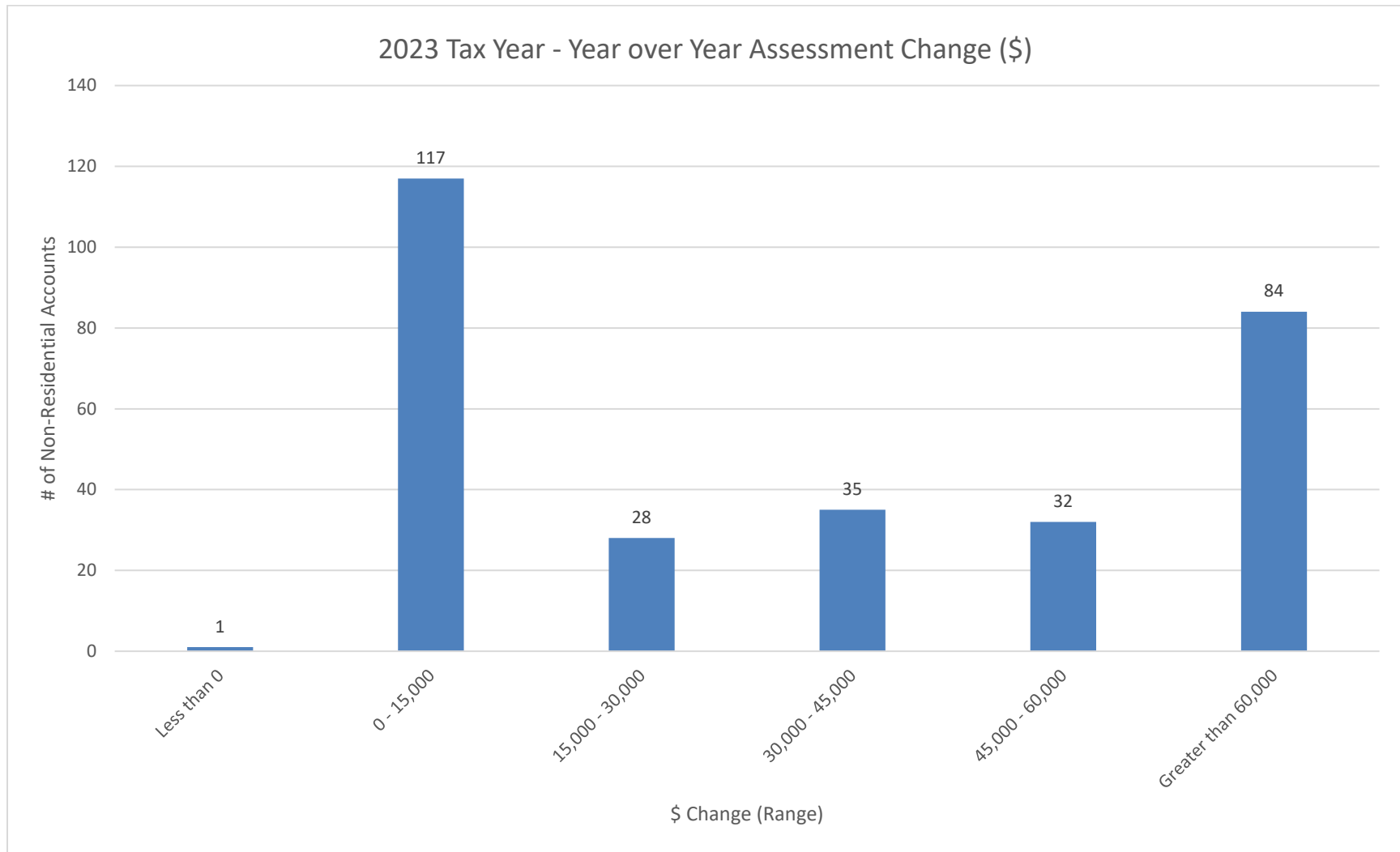
# Residential Market Change (Taxable)

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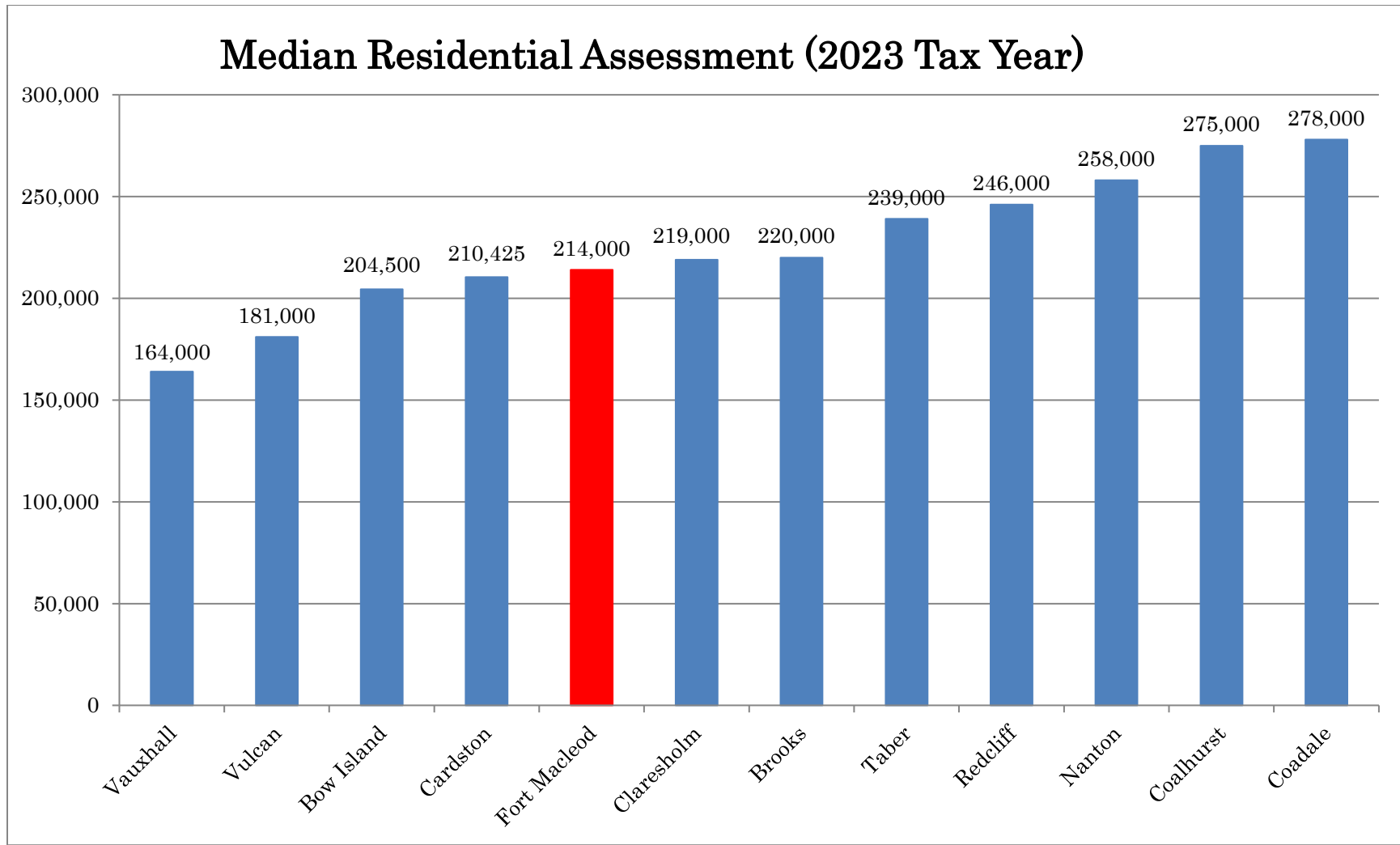
# Non-Residential Market Change (Taxable)

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# Median Residential Assessment (Taxable)

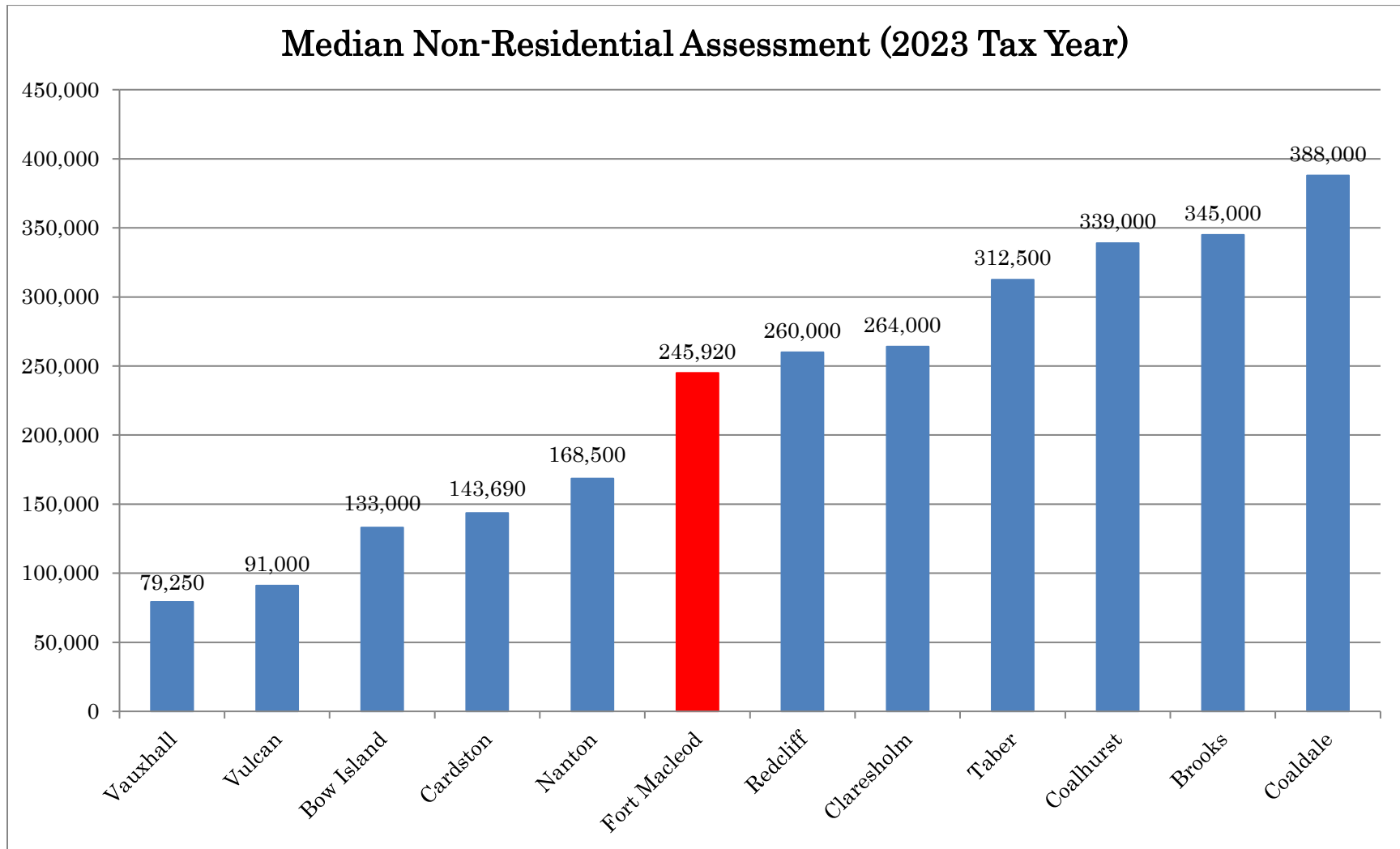
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# Median Non-Residential Assessment (Taxable)

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Town of Fort Macleod Mayor and Council:

The Fort Macleod Handibus Society and bus patrons are grateful for your continued generous support.

In the past 36 years, Seniors, disabled and temporarily disabled individuals have relied on Handibus service for a dependable, safe and affordable transportation option in maintaining their independence.

September 2022 saw arrival of our new "Promaster 3500" bus. This new model will accommodate seven ambulatory passengers and two passengers using wheel chairs. Clients are enjoying the smoother ride. Increased fuel efficiency is an added bonus.

As in past years, \$10,000 of your transportation grant will be used for operational expenses. Five thousand dollars will be set aside in the bus replacement fund.

Thank you for recognizing the importance of handibus service to our community! Sincerely Linda Kipley (Sec)

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# TOWN OF FORT MACLEOD

## Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount	Batch #
							<b>14807</b>
20230501	2023-03-24	EFT	EFT	30	ABSA	189.55	
20230502	2023-03-24	EFT	EFT	790	ACTIVE LOCK & SAFE LTD.	5,280.73	
20230503	2023-03-24			1277	APEX COMFORT SOLUTIONS LTD.	755.07	
20230504	2023-03-24			1643	BPO ELKS #129	990.00	
20230505	2023-03-24			169	CANADIAN UNION OF PUBLIC EMPLOYEES 70	870.10	
20230506	2023-03-24			264	F. P. WALSHE SCHOOL	2,000.00	
20230507	2023-03-24			1325	FORT MACLEOD PUBLIC LIBRARY BOARD	4,300.00	
20230508	2023-03-24			1145	GOVERNMENT OF ALBERTA	420.00	
20230509	2023-03-24	EFT	EFT	1162	NOBLE, WES	179.00	
20230510	2023-03-24			1246	W A DAY SCHOOL	2,000.00	
20230511	2023-03-24	EFT	EFT	1164	WILLOW CREEK FOUNDATION	113,453.55	
20230512	2023-03-24			1572	WORK N PLAY	330.74	
20230513	2023-03-24	EFT	EFT	618	WORKERS COMPENSATION BOARD	5,924.82	
20230514	2023-03-24			1	ROELOFSEN, MARY	100.00	
20230515	2023-03-24			1	WILLIAMSON, JESSIE	50.00	
20230516	2023-03-24			1	YIP, CORDELIA	75.00	
						136,918.56	
							<b>14808</b>
20230517	2023-03-27	EFT	EFT	1772	2442851 ALBERTA LTD.	277.40	
20230518	2023-03-27	EFT	EFT	1769	AMAZON.COM.CA	2,120.53	
20230519	2023-03-27	EFT	EFT	55	AMSC INSURANCE SERVICES LIMITED	22,470.48	
20230520	2023-03-27	EFT	EFT	644	AVAIL LLP	488.25	
20230521	2023-03-27	EFT	EFT	112	CANADIAN LINEN & UNIFORM SERVC	95.38	
20230522	2023-03-27	EFT	EFT	1394	CANADIAN ROYAL PURPLE SOCIETY	350.00	
20230523	2023-03-27	EFT	EFT	8	CANOE PROCUREMENT GROUP OF CANADA	1,266.59	
20230524	2023-03-27	EFT	EFT	1260	DIGITEX	104.06	
20230525	2023-03-27	EFT	EFT	1687	DYNAMIC MARINE SERVICES INC.	76.00	
20230526	2023-03-27	EFT	EFT	1675	ECOAG INITIATIVES INC.	1,962.92	
20230527	2023-03-27	EFT	EFT	228	FEDERATION OF CANADIAN MUNICIPALITIES	962.15	
20230528	2023-03-27	EFT	EFT	235	FISHER SCIENTIFIC COMPANY	2,245.45	
20230529	2023-03-27	EFT	EFT	1657	FLOWPOINT ENVIRONMENTAL SYSTEMS LP	106.03	
20230530	2023-03-27	EFT	EFT	255	FORT MACLEOD HISTORICAL ASSOCIATION	1,500.00	
20230531	2023-03-27	EFT	EFT	1592	FOX ENERGY SYSTEMS INC.	2,057.30	
20230532	2023-03-27	EFT	EFT	281	GREGG DISTRIBUTORS LP	970.16	
20230533	2023-03-27	EFT	EFT	704	HACH SALES & SERVICE CANADA	5,350.94	
20230534	2023-03-27	EFT	EFT	328	ITRON CANADA, INC.	405.30	
20230535	2023-03-27	EFT	EFT	337	KAIZENLAB	450.45	
20230536	2023-03-27	EFT	EFT	1717	LAWRENCE, AMANDA	788.93	
20230537	2023-03-27	EFT	EFT	1584	LIVE ELECTRIC INC.	9,009.53	
20230538	2023-03-27	EFT	EFT	877	LOOMIS EXPRESS	129.59	
20230539	2023-03-27	EFT	EFT	787	MD PLUMBING & HEATING	577.45	
20230540	2023-03-27	EFT	EFT	414	MPE ENGINEERING LTD.	14,821.28	
20230541	2023-03-27	EFT	EFT	393	MUNICIPAL DISTRICT OF WILLOW CREEK	1,012.50	
20230542	2023-03-27	EFT	EFT	419	NAPA AUTO PARTS	118.83	
20230543	2023-03-27	EFT	EFT	978	NEXT HOME AND GARDEN	23.39	
20230544	2023-03-27	EFT	EFT	1565	PONOMAR, ERIK	1,290.30	
20230545	2023-03-27	EFT	EFT	1780	RECORDXPRESS	49.39	



# TOWN OF FORT MACLEOD

## Cheque Listing For Account Payable

2023-Apr-6  
8:46:38AM

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Amount</b>
20230546	2023-03-27	EFT	EFT	1714	ROELOFSEN, EVERT HILBERT	104.50
20230547	2023-03-27	EFT	EFT	1785	SCG PROCESS	672.00
20230548	2023-03-27	EFT	EFT	514	SILVER AUTOMOTIVE FORT MACLEOD LTD.	90.72
20230549	2023-03-27	EFT	EFT	1068	TAXERVICE	367.50
20230550	2023-03-27	EFT	EFT	1786	TIMMS, BEN	80.50
20230551	2023-03-27	EFT	EFT	578	TOWN OF FORT MACLEOD	11,013.29
20230552	2023-03-27	EFT	EFT	1086	TRINUS TECHNOLOGIES INC.	52.50
20230553	2023-03-27	EFT	EFT	1328	ULINE CANADA CORPORATION	2,228.98
20230554	2023-03-27	EFT	EFT	85	WASTE CONNECTIONS OF CANADA INC.	28.27
20230555	2023-03-27	EFT	EFT	619	WILLOW CREEK REGIONAL WASTE	39,564.00
						125,282.84
						<b>Batch # 14815</b>
20230563	2023-03-28	EFT	EFT	900200	BALL, DIANE ELIZABETH	10,890.00
						10,890.00
						<b>Batch # 14822</b>
20230564	2023-03-31	EFT	EFT	1156	DIRECT ENERGY BUSINESS	80,074.75
20230565	2023-03-31	EFT	EFT	1745	GFL ENVIRONMENTAL INC.	42,991.57
20230566	2023-03-31	EFT	EFT	1279	GOVERNMENT OF ALBERTA, LAND TITLES	50.00
20230567	2023-03-31	EFT	EFT	454	PITNEY WORKS	2,121.00
20230568	2023-03-31	EFT	EFT	562	TELUS	1,772.66
20230569	2023-03-31	EFT	EFT	564	TELUS MOBILITY	282.00
						127,291.98
<b>Total</b>						<b>400,383.38</b>

\*\*\* End of Report \*\*\*



# Chief Administrative Officer Quarterly Report to Council April 5, 2023

**CAO: Anthony Burdett**

**Quarter: January – March 2023**

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## **Strengthening Relationships – Improving Communication – Finding Efficiencies – Building Capacity**

### **Council**

- Organized and participated in the annual Council retreat.
- Met with Council and New Sergeant to discuss RCMP priorities for our community and held Open house with the public to discuss concerns.

### **Strategic Plan**

- Implementation of Strategic Action Plan, Mission, and Vision underway.

### **Initiatives**

- Safe Community Task Force. Now meeting quarterly (Next meeting in May)
  - o Improved ability to focus on problem properties (legal counsel).
- Receiving Citizen on Patrol meeting minutes. Staying informed.
- Contracted Grant Match to assist in the grant writing process. Applied for \$3.4 million grant for Arena.

### **Bylaw/Enforcement**

- Working closely with Town's Bylaw officer in bylaw enforcement to improve Town's appearance in Commercial and Residential Areas.

### **Staff**

- Held Lunch and Learn to cover Strategic Plan with Staff.

### **Chamber**

- Regular meetings with Chamber President
- Attended annual AGM.

### **Training**

- CAO Executive Mentorship/Training Completed. Feb 2023.

### **Development**

- Working with developers on industrial land development.
- Selling 9<sup>th</sup> street lots. Only 6 remaining.
- Working with Alberta Southwest Connect 4 Commerce, regional land sale listings.
- Worked with developers to further work on housing opportunities.
- Economic development plan and research. Delegation to council.



## Chief Administrative Officer Quarterly Report to Council April 5, 2023

### Strengthening Relationships & Community

- Working with Livingstone Range School Division (LRSD) on our Joint Use Planning Agreement (deadline extended to 2025)
- Intermunicipal Collaborative Framework Meeting. MD to adjust recreation contribution due to inflation.
- Met with LRSD Superintendent to discuss building concerns.
- Attended ribbon-cutting ceremonies and grand openings for new businesses in Town.
- Working with the Empress Theatre Board/Architects to get a floor and seating plan.
- Providence Christian Grade 6 class came to learn about local government and ran a mock Bylaw about Curfews in Council Chambers.
- Visited F.P. Walshe High School grade 10 Career and Life Management class to discuss Municipal Government.

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**Anthony Burdett, CAO**



# Council Motion List

## Action Required Items

Report Date: March 2023

Meeting Date	Motion #	Motion	Status	Notes
February 22, 2021	R.037.2021	Fort Macleod Volleyball Club _Moved by Councillor Monteith that Council approves the Fort Macleod Volleyball Club's proposal in principal, directing Administration to work with the Fort Macleod Volleyball Club and planning services to identify logistics and bring recommended information back to Council. <b>CARRIED</b>	ON GOING	
September 27, 2021	R.278.2021	Holy Cross Cemetery Moved by Councillor Dressler that Council accepts the letter to the editor from Margret Moore in the September 1st, 2021, edition of the Gazette, as well as the Letter to Council from Frank W. Eden on September 22, 2021, as information; and further, directs Administration to communicate with the Catholic Church and evaluate the situation and possible next steps for both the Town and church regarding the Holy Cross Cemetery and adjacent land. <b>CARRIED</b>	IN PROGRESS	Met with Church to discuss options, Church to discuss with their board. Calgary Bishop to investigate options.
February 28, 2022	R.064.2022	Waste & Recycling Petition Moved by Councillor Van Huigenbos that Council and Administration review the Public Participation Policy and make any needed revisions or additions to comply with the requests in the petition, namely improving community consultation, involvement, input, and consideration. <b>CARRIED</b>	IN PROGRESS	Council Retreat Jan 2023. March 2023 -Council directs Admin to bring back to COTW
October 11, 2022	R.222.2022	Safe Community Task Force Initiative Moved by Councillor Van Huigenbos that Council directs Administration to investigate and bring back to Council an Anti-Theft Bylaw to regulate activities of Pawn Shops, Second-hand dealers, and Scrap Metal within the Town of Fort Macleod. <b>CARRIED</b>	IN PROGRESS	Draft Bylaw underway.
October 11, 2022	R.228.2022	Moved by Councillor Wolstenholme that Council directs Administration to investigate and bring back to Council a Multi-Unit Residential Tax Incentive Bylaw for the Town of Fort Macleod. <b>CARRIED</b>	COMPLETED	Bylaw passed February 2023.
October 18, 2022	R.230.2022	Land Sale Offer – 9 <sup>th</sup> Street Moved by Councillor Hengerer that Council accepts the land sale offer from VB Block Commercial in the amount of \$20,000.00 for each of the following properties; and subsequently proceeds to advertise the lower than market value sale in accordance with Section 70 of the Municipal Government Act. -Plan 92B, Block 311, Lot 10 (362 9th Street) -Plan 92B, Block 311, Lot 11 (354 9th Street) -Plan 92B, Block 311, Lot 12 (346 9th Street) -Plan 92B, Block 311, Lot 13 (338 9th Street) -Plan 92B, Block 311, Lot 14 (330 9th Street) <b>CARRIED</b>	IN PROGRESS	At legal for agreement.
November 28, 2022	R.259.2022	Bylaw 1961: Macleod Landing Moved by Councillor Wolstenholme that Bylaw 1961, being the Macleod Landing Area Structure Plan, being a Bylaw in the Town of Fort Macleod in the Province of Alberta, for the purpose of establishing standards and requirements regarding the development and subdivision for residential and commercial purposes on the lands legally described as; Lot 3, Block 31, Plan 1212310 having a portion within the NE1/4, Sec 12, Twp 9, Rge 26, W4M and a portion within the NW ¼, Sec 7, Twp 9, Rge 25, W4M, be given first reading; advertising and scheduling a Public Hearing to be held on January 9th, 2023, at 7:00 pm. <b>CARRIED</b>	COMPLETED	Bylaw passed Feb 13, 2023.
November 28, 2022	R.260.2022	Bylaw 1965: Amendment CG to DC Moved by Councillor Hengerer that Bylaw 1965, being a bylaw of the Town of Fort Macleod in the Province of Alberta, to amend Bylaw No. 1882, being the municipal Land Use Bylaw, to redesignate lands for machinery and equipment sales, and service development under a direct control district in the downtown at the location legally described as: Lot 13-15 and West ½ of Lot 12, Block 440, Plan 92B within the NW1/4 of Section 12, Township 9, Range 26, W4M, from “Commercial General: CG” to “Direct Control: DC”; be given first reading; advertising and scheduling a Public Hearing to be held on January 9th, 2023, at 7:00 pm. <b>CARRIED</b>	COMPLETED	Bylaw passed Feb 13, 2023.
November 28, 2022	R.268.2022	Service Recognition: Lieutenant Werner Dressler Moved by Councillor Wolstenholme that Council directs Administration to arrange recognition for Lieutenant Werner Dressler in appreciation from the Town of Fort Macleod to commemorate 25 years of service with the Canadian Armed Forces in our community in February 2023. <b>CARRIED</b>	COMPLETED	Letter sent February 2023.



December 12, 2022	R.275.2022	Minister Copping Volunteer Fire Department	COMPLETED	Jan 23, 2023 Letter approved
		Moved by Councillor Fox that Council supports the town of Panoka's letter by drafting and forwarding a letter from Fort Macleod to Minister Copping regarding volunteer fire departments in rural Alberta. <b>CARRIED</b>		
January 9, 2023	R.007.2023 R.008.2023 R.009.2023 R.010.2023	Bylaw 1964: FCSS & MD MOU	COMPLETED	Bylaw passed January 2023.
		Moved by Councillor Fox that Bylaw 1964, being a bylaw of the Town of Fort Macleod in the Province of Alberta, for the purpose of entering into an agreement with the Municipal District of Willow Creek No.26, to form and maintain a district Family and Community Support Services Board, be given first reading. <b>CARRIED</b>		
		Moved by Councillor Wolstenholme that Bylaw 1964, being a bylaw of the Town of Fort Macleod in the Province of Alberta, for the purpose of entering into an agreement with the Municipal District of Willow Creek No.26, to form and maintain a district Family and Community Support Services Board, be given second reading. <b>CARRIED</b>		
		Moved by Councillor Monteith that Bylaw 1964, being a bylaw of the Town of Fort Macleod in the Province of Alberta, for the purpose of entering into an agreement with the Municipal District of Willow Creek No.26 to form and maintain a district Family and Community Support Services Board, proceed to third reading. <b>UNANIMOUSLY CARRIED</b>		
		Moved by Councillor Poytress that Bylaw 1964, being a bylaw of the Town of Fort Macleod in the Province of Alberta, for the purpose of entering into an agreement with the Municipal District of Willow Creek No.26, to form and maintain a district Family and Community Support Services Board, be given third reading and finally declared passed. <b>CARRIED</b>		
January 9, 2023	R.011.2023	Community Celebration Committee	COMPLETED	
		Moved by Councillor Monteith that Council approves the establishment of a temporary Committee of Council as the 150th Anniversary Community Celebration Committee, including the presented terms of reference; and further that Councillor Hengerer is appointed as the Town of Fort Macleod Council representative serving as chairperson. <b>CARRIED</b>		
January 9, 2023	R.012.2023	Tax Incentive Application: McDonald's Restaurant	COMPLETED	
		Moved by Councillor Monteith that Council approves the McDonald's Restaurants of Canada Ltd. application regarding Roll #3230402 (2360 - 7th Avenue) and directs Administration to enter into a tax incentive agreement with this business for a three-year term. <b>CARRIED</b>		
January 9, 2023	R.013.2023	Highway 3 Twinning Association Membership 2023	COMPLETED	
		Moved by Councillor Fox that Council approves the 2023 membership fee request from the Highway 3 Twinning Development Association for \$1,483.50. <b>CARRIED</b>		
January 9, 2023	R.014.2023	Stage 1A Highway 3 Twinning	ON GOING	
		Moved by Councillor Poytress that Council directs Administration to work alongside Council to advocate for the construction of the Stage 1A section of the Highway 3 Twinning Project. <b>CARRIED</b>		
January 9, 2023	R.017.2023	Land Sale	IN PROGRESS	Sale closing April 28.
		Moved by Councillor Monteith that Council directs Administration to list the following four Town-owned lots for sale for \$24,900.00 each; Roll # 2105900, Lot 23, Block 316, Plan 92B – Consolidated title (440105004) with lot 22 Roll # 2105800, Lot 22, Block 316, Plan 92B – Consolidated title (440105004) with lot 23 Roll # 2105700, Lot 21, Block 316, Plan 92B – Consolidated title (741021311D) with lot 20 Roll # 2105600, Lot 20, Block 316, Plan 92B – Consolidated title (741021311D) with lot 21 <b>CARRIED</b>		
January 23, 2023	R.023.2023	Bylaw 1962: Residential Multi-Unit Tax Incentive	COMPLETED	
		Moved by Councillor Fox that Bylaw 1962, being a bylaw of the Town of Fort Macleod in the Province of Alberta, for the purpose of establishing a Residential Multi-Unit Tax Incentive, be given first reading; and further scheduling a Public Hearing for February 13th, 2023 at 7:00 pm. <b>CARRIED</b>		
January 23, 2023	R.024.2023	2022 Audit: Control Documentation	COMPLETED	
		Moved by Councillor Monteith that Council approves the Control Documentation for the 2022 audit as presented. <b>CARRIED</b>		
January 23, 2023	R.025.2023	Draft Letter to Minister Copping: EMS & Rural Ambulance Response Times	COMPLETED	
		Moved by Councillor Van Huigenbos that Council approves the Volunteer Fire Departments and Rural Ambulance Response for Mayor Feyter to sign and send to Minister Copping as presented. <b>CARRIED</b>		
January 23, 2023	R.026.2023	Transporting Patients During AHS EMS Delayed Response Times	COMPLETED	
		Moved by Councillor Fox that Council authorizes those fire departments identified in the Intermunicipal Emergency Services Agreement to transport critical patients in accordance with the criteria and process outlined in Operations Policy OP14 for transporting patients during prolonged response times. <b>CARRIED</b>		

January 23, 2023	R.027.2023	<b>2023 Membership Review</b>	COMPLETED	
		Moved by Councillor Wolstenholme that Council approves the following budgeted governance memberships for the 2023 year. Fort Macleod Chamber of Commerce, Alberta Association of Police Governance, Oldman Watershed Council, Alberta Municipalities, Highway 3 Twinning Development Association, Federation of Canadian Municipalities, Alberta Southwest Regional Alliance <b>CARRIED</b>		
February 13, 2023	R.039.2023	<b>Bylaw 1961: Macleod Landing ASP</b>	COMPLETED	
		Moved by Councillor Fox that Council accepts the proposed amendments to Bylaw 1961, being the Macleod Landing Area Structure Plan as presented. <b>CARRIED</b>		
	R.040.2023	Moved by Councillor Hengerer that Bylaw 1961, being the Macleod Landing Area Structure Plan, being a Bylaw in the Town of Fort Macleod in the Province of Alberta, to establish standards and requirements regarding the development and subdivision for residential and commercial purposes on the lands legally described as; Lot 3, Block 31, Plan 1212310 having a portion within the NE1/4, Sec 12, Twp 9, Rge 26, W4M and a portion within the NW ¼, Sec 7, Twp 9, Rge 25, W4M, as amended, be given second reading. <b>CARRIED</b>		
R.041.2023	Moved by Councillor Poytress that Bylaw 1961, being the Macleod Landing Area Structure Plan, being a Bylaw in the Town of Fort Macleod in the Province of Alberta, to establish standards and requirements regarding the development and subdivision for residential and commercial purposes on the lands legally described as; Lot 3, Block 31, Plan 1212310 having a portion within the NE1/4, Sec 12, Twp 9, Rge 26, W4M and a portion within the NW ¼, Sec 7, Twp 9, Rge 25, W4M, be given third reading, and finally declared passed. <b>CARRIED</b>			
February 13, 2023	R.042.2023	<b>Bylaw 1965: LUB Rezone CG to DC</b>	COMPLETED	
		R.042.2023 Moved by Councillor Hengerer that Council accepts the following amendments to Bylaw 1965 as discussed; •Permitted Uses: Machinery and equipment sales and service •(4) The decision making authority for the listed uses is Council. • (5) A development permit is required for the Machinery and equipment sales and service use. The permit will be limited as temporary permit for two (2) years. Council may include any conditions deemed necessary when considering the development. •(6) The Machinery and equipment sales and service use may also, prior to the expiration of the permit, be considered by Council for a single two (2) year extension. • (7) A development permit is required for listed discretionary uses under section 8.4(1). These uses will be approved as temporary, coinciding with the Machinery and equipment sales and service permit and will expire with the expiration of that use. <b>CARRIED</b>		
		R.043.2023 Moved by Councillor Fox that Bylaw 1965, being a bylaw of the Town of Fort Macleod in the Province of Alberta, to amend Bylaw No. 1882, being the municipal Land Use Bylaw, to redesignate lands for machinery and equipment sales, and service development under a direct control district in the downtown at the location legally described as: Lot 13-15 and West ½ of Lot 12, Block 440, Plan 92B within the NW1/4 of Section 12, Township 9, Range 26, W4M, from “Commercial General: CG” to “Direct Control: DC”; as amended, be given second reading. <b>CARRIED</b>		
R.044.2023	Moved by Councillor Van Huigenbos that Bylaw 1965, being a bylaw of the Town of Fort Macleod in the Province of Alberta, to amend Bylaw No. 1882, being the municipal Land Use Bylaw, to redesignate lands for machinery and equipment sales, and service development under a direct control district in the downtown at the location legally described as: Lot 13-15 and West ½ of Lot 12, Block 440, Plan 92B within the NW1/4 of Section 12, Township 9, Range 26, W4M, from “Commercial General: CG” to “Direct Control: DC”; be given third reading, and finally declared passed. <b>CARRIED</b>			
February 13, 2023	R.045.2023	<b>Bylaw 1962: Residential Multi-Unit Tax Incentive</b>	COMPLETED	
		Moved by Councillor Van Huigenbos that Bylaw 1962, being a bylaw of the Town of Fort Macleod in the Province of Alberta, to establish a Residential Multi-Unit Tax Incentive, be given second reading. <b>CARRIED</b>		
	R.046.2023	Moved by Councillor Poytress that Bylaw 1962, being a bylaw of the Town of Fort Macleod in the Province of Alberta, to establish a Residential Multi-Unit Tax Incentive, be given third reading and finally declared passed. <b>CARRIED</b>		
February 13, 2023	R.047.2023	<b>Bylaw 1970: LUB Rezone R to R-MU 9 Lots</b>	COMPLETED	
		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 given first reading; and further scheduling a Public Hearing to be held on February 27th, 2023, at 7:00 pm. <b>CARRIED</b>		

February 13, 2023	R.048.2023	Bylaw 1971: LUB Rezone R to R-MU 5 Lots	COMPLETED	
		Moved by Councillor Fox 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 first reading; and further scheduling a Public Hearing to be held on February 27th, 2023, at 7:00 pm. <b>CARRIED</b>		
February 13, 2023	R.049.2023	Bylaw 1972: LUB Rezone CG to R-MU Browns Store	COMPLETED	
		Moved by Councillor Wolstenholme 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 first reading, and further scheduling a Public Hearing to be held on February 27th, 2023 at 7:00 pm. <b>CARRIED</b>		
February 13, 2023	R.050.2023	Bylaw 1969: Road Closure Perkins Street	IN PROGRESS	BOA circulating March 6 to Utility co.
		Moved by Councillor Poytress Bylaw 1969, being a bylaw of the Town of Fort Macleod in the Province of Alberta, for the purpose of closing the road to public travel and creating a title to and disposing of the following described highways subject to rights of access granted by other legislation: FIRSTLY: PLAN 1327JK ALL THAT PORTION OF PERKINS ST. AND CORNER CUTOFF FORMING A PART OF LOT 17, BLOCK 32, PLAN _____ CONTAINING 0.441 HECTARES (1.09 ACRES) EXCEPTING THEREOUT ALL MINES AND MINERALS. SECONDLY: PLAN 821 1014 THE CORNER CUTOFF AT THE INTERSECTION OF PERKINS STREET AND MANNING AVENUE FORMING A PART OF LOT 17, BLOCK 32, PLAN _____ CONTAINING 0.001 HECTARES (0.002 ACRES) EXCEPTING THEREOUT ALL MINES AND MINERALS Hereby give first reading; and further advertise a public hearing to be held on a date yet to be determined once the circulation to utility companies, landowners within 30 meters and other government agencies has been completed. <b>CARRIED</b>		
February 13, 2023	R.051.2023	Capital Budget Adjustments	COMPLETED	
		Moved by Councillor Wolstenholme that Council approves the 2023 Capital Budget amendments as presented. <b>CARRIED</b>		
February 13, 2023	R.052.2023	Attendance at CPAA Conference	COMPLETED	
		Moved by Councillor Monteith that Council approves Councillor Wolstenholme's time to be reimbursed while attending the Community Planning Association of Alberta (CPAA) Conference on May 1-3, 2023, in Nisku, Alberta. <b>CARRIED</b>		
February 13, 2023	R.055.2023	Built Heritage Advisory Board - Member at Large	COMPLETED	
		Moved by Councillor Monteith that Council approves the appointment of Virginia Wishart as a member at large to the Built Heritage Advisory Board for a two-year term ending February 2025. <b>CARRIED</b>		
February 27, 2023	R.067.2023	Bylaw 1970: LUB Rezone R to R-MU 9 Lots	COMPLETED	
	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. <b>CARRIED</b>			
	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. <b>CARRIED</b>		
February 27, 2023	R.069.2023	Bylaw 1971: LUB Rezone R to R-MU 5 Lots	COMPLETED	
	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. <b>CARRIED</b>			
	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. <b>CARRIED</b>		

February 27, 2023	R.071.2023	Bylaw 1972: LUB Rezone CG to R-MU Browns Store 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. <b>CARRIED</b>	COMPLETED	
	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. <b>CARRIED</b>		
February 27, 2023	R.073.2023	Grants to Organizations 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 <b>CARRIED</b>	COMPLETED	
February 27, 2023	R.074.2023	ADM 19: Land Sales Policy Moved by Councillor Poytress that Council approves ADM#19: Land Sales policy as presented. <b>CARRIED</b>	COMPLETED	
February 27, 2023	R.075.2023	ADM 38: Council Debt Management Policy Moved by Councillor Monteith that Council approves ADM#37: Council Debt Management policy as presented. <b>CARRIED</b>	COMPLETED	
March 13, 2023	R.079.2023	ADM16 Public Participation Policy Moved by Councillor Hengerer that Council brings ADM 16: Public Participation policy to an upcoming Committee of the Whole Council meeting for further discussion. <b>CARRIED</b>	IN PROGRESS	April COTW
March 13, 2023	R.080.2023	MD of Willow Creek: Subdivision Request for Comment Moved by Councillor Monteith that Council accept the MD of Willow Creek Subdivision Request for Comment 2022-0-194 as information, and direct Administration to inform the Municipal District of Willow Creek No.26 that Council has no further comment. <b>CARRIED</b>	COMPLETED	
March 13, 2023	R.081.2023	2023 Capital Budget Adjustment Moved by Councillor Monteith that Council approves the amended 2023 Capital Budget as presented. <b>CARRIED</b>	COMPLETED	
March 13, 2023	R.082.2023	2022 Surplus Allocation To Reserves Moved by Councillor Monteith that Council approves \$450,000.00 of the \$466,074.00 2022 surplus to be transferred into the capital internal financing reserve. <b>CARRIED</b>	COMPLETED	
March 13, 2023	R.083.2023	2023 Willow Creek Foundation Requisition Moved by Councillor Poytress that Council accepts the 2023 Willow Creek Foundation requisition information as presented, referring it to the 2023 operational budget. <b>CARRIED</b>	COMPLETED	
March 13, 2023	R.084.2023	2023 Willow Creek Regional Landfill Requisition Moved by Councillor Fox that Council accepts the 2023 Willow Creek Regional Landfill requisition information as presented, referring it to the 2023 operational budget. <b>CARRIED</b>	COMPLETED	
March 27, 2023	R.090.2023	2022 Audit Moved by Councillor Monteith that Council approves the 2022 Audit report as presented. <b>CARRIED</b>	COMPLETED	
March 27, 2023	R.091.2023	Stars Volleyball Tournament: Rental Rate Reduction Moved by Councillor Wolstenholme that Council approves the following rental rate adjustments for the 2023 Stars Volleyball Tournament on April 14-16, 2023, as presented. 50% Arena rental reduction, for the Friday, Saturday and Sunday (no rental fees charged for set up days), a full rental waiver of the curling rink, with all staff hour outside of regular hours to be billed as per the fee guide. <b>CARRIED</b>	IN PROGRESS	Event April 14-16
March 27, 2023	R.092.2023	National Public Works Week: May 21-27 Moved by Councillor Van Huigenbos that Council designates the week of May 21st – 27th, 2023, as National Public Works Week (NPWW) in Fort Macleod to pay tribute to our public works professional and recognize the substantial contributions they make to our community. <b>CARRIED</b>	IN PROGRESS	May 21-27



## **Quarterly Report to Council – April 10, 2023**

### **Kris Holbeck – Director of Financial Services**

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#### **TAXATION/CEMETERY/ACCOUNTS PAYABLE**

1. The three (3) tax recovery public auction properties taken for tax forfeiture in 2021 are currently listed for sale by the Town in their inventory listing.
2. 2023 Mill Rate bylaw in process in tandem with 2023 operating budget. First reading April 10<sup>th</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> April 24<sup>th</sup> for bylaw. Operating budget will be approved April 24<sup>th</sup>.
3. Scattering grounds/memorial bench project's landscaping to be completed in 2023. Administration is developing a brochure for the memorial bench area (and potentially a memorial tree program).
4. Front office staff continue working on confirming all cemetery records have been moved over and are correct in the asset management system. This process will take most of 2023 and we are hoping to get another museum intern in the fall to help us finish this project off.

#### **INFORMATION TECHNOLOGY**

1. The new website is under development. Staff are working with the LRSD IT department to ensure that the website works seamlessly with our accounting software, emails, and other programs.
2. Town staff (not Council) emails have now been moved from individual names to positions to reduce the administrative time when staff leave the Town. For a list of these new emails contact the Executive Assistant.

#### **RECORDS MANAGEMENT**

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

#### **INSURANCE AND RISK MANAGEMENT**

1. All Town employees are now trained in WHMIS 2015. The OH&S committee is meeting to review the new OH&S manual and to develop its roll out and training for all Town staff.

## **AUDIT, BUDGETING AND CONTROL SYSTEMS**

1. Provisional budget has been passed. The final 2023 operating budget will be passed with the 2023 mill rate bylaw at the Council meeting on April 24, 2023.
2. The twice amended 2023 capital budget has been passed and staff are working on purchasing equipment, RFPs, and quotes. Staff is also working on provincial grant applications for these capital projects.
3. The 2022 financial statement audit is complete with Avail LLP in attendance at Council on Monday, March 27<sup>th</sup>, 2023 to present the final financial statements.
4. The 2022 surplus was transferred to the internal financing capital reserve to ensure the Town has the funding for 50% of the Macleod Landing (Phase 1) project in 2023/2024.

## **INVESTMENTS AND RESERVES MANAGEMENT**

1. Reserves are being updated to ensure Administration has a clear picture of funding levels for the 2023 operating and capital budget cycles. Staff will be discussing reserves and changes and updates with Council at the May 2023 Infrastructure and Finance committee meeting.

## **MISCELLANEOUS**

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



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Kris Holbeck, Director of Finance



## Agenda Submission

**Submission Title**

Operations Quarterly Report - April 2023

**Agenda Section**

Consent Agenda

**Meeting Type**

Regular Council Meeting

**Recommendation**

That Council accepts the report as information.

**Rationale****Background****Financial Implications****Attachments**

Quarterly Report to Council - Operations - April 2023.pdf

Safety Codes Council Audit Report (BEPGF) - Fort Macleod, Town - Mailed February 1, 2023.pdf

Town Recommendation Plan Letter Audit.pdf

**Submitter Name**

Adrian

**Director Name**

Adrian Pedro

**Department**

Operations

**Date**

4/3/2023



**Quarterly Report to Council**  
**April 10<sup>th</sup> , 2023**  
**Adrian Pedro – Director of Operations**

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**PUBLIC WORKS**

1. Water Servicing – service at 318 25<sup>th</sup> Street repaired.
2. Sewer Servicing – storm and sanitary sewer flushing ongoing. Camera of sanitary sewers completed in preparation for relining program.
3. Road Maintenance – snow removal. Street sweeping scheduled for May.
4. Sign Maintenance – replacement of faded signs ongoing.
5. 3<sup>rd</sup> Ave Storm Outfall Repair – temporary repair installed.
6. Recycling Area – new signage installed and posts installed for cameras to be relocated. Recycling trailer switched to “glass only.”
7. Equipment Training – operators being cross-trained on all equipment.
8. Old Dump Site – legacy tree pile windrowed in preparation for chipping.
9. Equipment – tandem dump truck purchased.
10. Truck Shop – tinning of west wall in progress.

**PLANTS**

1. WWTP Operations Update:
  - i. Extremely cold weather caused freezing issue in the WAS #1 unit. Manual pumping occurred for the duration.
  - ii. Electrical issues with the centrifuge and disc filter in March. The alarm was not configured on disc filter, so treatment issues occurred. Alarm to be reconfigured to avoid future issues.
  - iii. Issues remain with the Cowley landfill no longer accepting screenings bin. We are working on transitioning to GFL for all bins shortly. Should see significant savings.
2. WTP Operations Update:
  - i. Louvre issues with WTP gen set continue, the potential solution involves disassembly of the insulation around the generator. Work to be scheduled for the spring.
  - ii. Phase relays blew on two raw water pumps. New relays on order and plan to add fuse protection to all pumps.
3. Annual Reporting –submitted to Alberta Environment in February.
4. Water & Sewer Billing Audit – to be completed in May.



5. Out of Town Water Users – both service lines having been located and added to the GIS. Our legal team is still working with Alberta Environment regarding approvals and next steps.

## **PARKS & FACILITIES**

1. Arena Update:
  - i. Ice removed the week of March 27<sup>th</sup>.
  - ii. Events: U13 provincials tournament, skating club carnival.
  - iii. Equipment repairs – condenser freezing issues resolved, new lobby tv installed.
  - iv. LED lighting installed in arena and curling rink lobbies.
2. Pool Update:
  - i. Problematic trees removed on west side of lap pool.
  - ii. Pool manager hired. Posting for guards ongoing.
3. Parks Update:
  - i. Playground inspections completed.
  - ii. General maintenance and garbage collection are ongoing.
  - iii. Park preparation is set to begin mid-April.
4. Other Facilities:
  - i. Community Hall – both bathrooms renovated. Building rekeyed.
  - ii. Rekeying program – Welcome Mat, Scouts Hall, Parks shop completed.
  - iii. Parks shop – LED lighting installed. New tin installed and window replaced.
5. Pathway Master Plan – currently working on draft report. Trail upgrades to begin this spring.
6. Memorial Bench & Tree Program – currently drafting a memorial bench and tree program.

## **PLANNING AND DEVELOPMENT**

1. Development Agreements:
  - i. Frans Feyter Construction – agreement drafted, waiting final details from developer.
  - ii. Mountain View Precast – developer currently working on preliminary engineering for offsite improvements.
2. Land Sale Policy – completed.
3. Bylaws:
  - Bylaw 1961- Macleod Landing ASP- Complete
  - Bylaw 1965- GMS Mechanical – CG – DC - Complete
  - Bylaw 1969- Road Closure (Perkins Street) in process at Alberta Transportation
  - Bylaw 1970(9 Lots) - R - RMU - Complete
  - Bylaw 1971(5 Lots) - R – RMU - Complete

- Bylaw 1972 – CG – RMU - Complete
4. Land sales/swaps in various stages of completion:
    - i. Rosewood Villa – currently in Court of Appeal, hearing scheduled for September 14<sup>th</sup>.
    - ii. New industrial Lots – rejection and delay at Land Titles Office, BOA to resubmit documents. Anticipate land title issuance within 1-2 months.
    - iii. 9<sup>th</sup> Street industrial lots – 1 lot sold.
    - iv. 9<sup>th</sup> Street residential lots:
      - 5 multi-unit lots on south side pending sale agreement.
      - 9 multi-unit lots on north side pending sale agreement.
      - 4 multi-unit lots on north side pending close of sale on April 28<sup>th</sup>.
      - 1 residential lot sold.
    - v. Industrial 15-acre lot sale closed, subdivision submitted.
    - vi. 160 acre business industrial pending sale agreement.
  5. Subdivisions:
    - i. One (1) 2022-0-019 approval pending finalization (Foothills Centre).
    - ii. One (1) 2023-0-032 decision going to April 17<sup>th</sup> MPC meeting.
  6. Non-Compliance – 4 compliance issues ongoing; 1 Safety Codes order, 1 at Court of Appeal., 1 forwarded to Court of Appeal, 1 pending DP application decision.
  7. Safety Codes Audit (external) – results received February 1<sup>st</sup>. Development Officer report submitted February 10<sup>th</sup> to Safety Codes Council and was accepted. See attached for the audit and Town report.
  8. Safety Codes Audit (internal) – submitted and approved (February 16<sup>th</sup>); QMP has been updated (February 22<sup>nd</sup>) and approved to add fire discipline through MD Willow Creek. An agreement has been signed.
  9. Development Comparison Summary:

	2022	2023 (as of March 31 <sup>st</sup> )
Development Permits	101	30
Subdivisions	1	2
Bylaw Amendments	6	4
Land sales	12	7
Compliance letters	42	11

## **MAJOR PROJECTS**

1. Asphalt Program - assessments are ongoing, tender to be issued in May.
2. Sidewalk Program - assessments are ongoing, tender to be issued in May.
3. Solar Panel Installation – panel installation fully complete and were operational as of March 29<sup>th</sup> (see attached for a production report as of April 3<sup>rd</sup>). Minor deficiency work outstanding.

4. Waste and Recycling Program – ongoing discussions with Council on next steps regarding commercial program.
5. Town Household Waste Program #1 – first household cleanup event to be scheduled for the end of May. Program to include household waste, e-waste and hazardous waste.
6. Macleod Landing Phase 1 – detailed design and surveying for subdivision underway. Also working through regulatory approvals (i.e. Alberta Transportation & Alberta Environment). Aiming for a tender issuance in June 2023.
7. Centennial Park Lighting – installation to begin on April 3<sup>rd</sup>, expected to be completed in two weeks.
8. Stormwater Management Plan - data collection complete. Currently working on system design.
9. Asset Management – ongoing data collection on critical assets to be completed by May 2023. Working through our 2023 AM Roadmap objectives.
10. Dust Abatement Program – policy adopted. Administration is currently assessing program scope for this year.
11. Gravel Maintenance Program – policy adopted. Current procedures are being modified accordingly in conjunction with the asset management program.
12. Gravel Road Improvement Program – policy adopted. Priority index assessments are underway.

Respectfully Submitted,



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Adrian Pedro,  
Director of Operations

# WWTP Solar Panel Report - as of April 3/2023

MSG

Help



9656 Fort Macleod >

9656 Fort Macleod ID : 16AAB0 Last Update : 1Min Ago



Modify

- Overview
- Layout
- Info
- Device
- Alarm

Current Power



39.68k  
W

Daily Yield



372kW  
h

Monthly Yield



4.618  
MWh

Total Yield



14.16  
7MWh

< 2023 >

Day

Month

Year

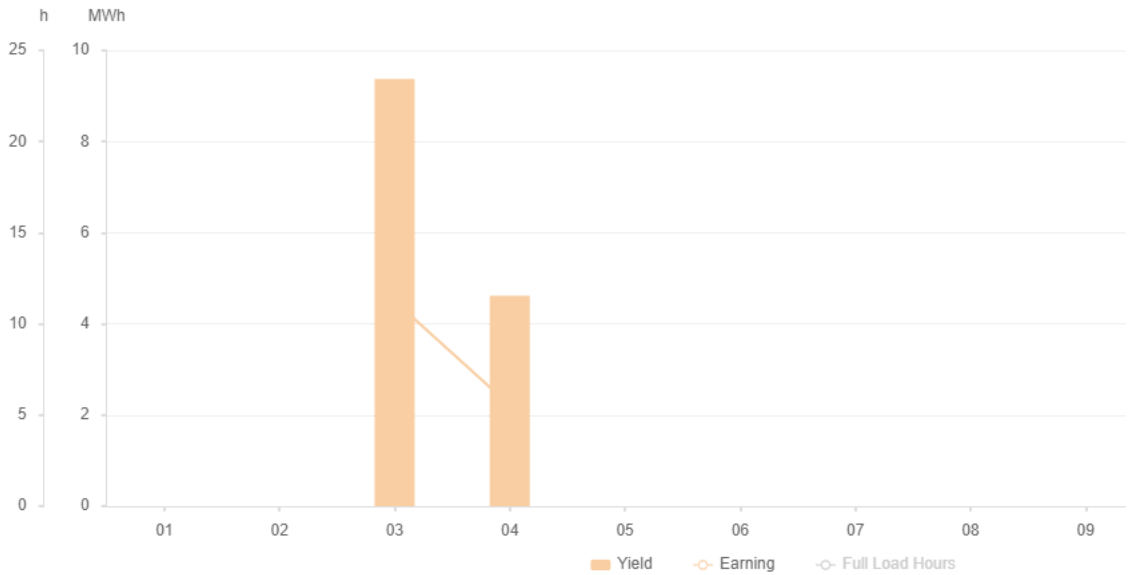
Total

Export

Annual Yield : 14.167MWh

Annual Earning : 1.7KCAD

This Year Full Load Hours : 25.33h



Weather Today (Last Update: 03/04/2023 06:51:36 (UTC-7:00))



Weather  
Light S...



Sunrise...  
07:06~...



Wind ...  
NE



Temper...  
-0°C-1°C



Humidi...  
95%RH



Wind S...  
4.83km...

Environmental Benefits



Equivalent  
Trees  
Planted  
7.85



CO2  
Emission  
Saved  
14.12t



February 10, 2023

Email:Cristian.Nadeau@safetycodes.ab.ca

Safety Codes Council  
Attention: Cristian Nadeau, Audit Manager  
1000, 10665 Jasper Avenue  
Edmonton, Alberta  
T5J 3S9

Dear Mr. Nadeau:

**RE: Plans to Implement the Recommendations**  
**From the November 28- December 2, 2022**  
**Building, Electrical, Plumbing, Gas and Fire Discipline Audit**

In regard to the above and in response to your letter dated February 1, 2023 please find below the Town's plans to implement the recommendations put forth by the Safety Codes Council.

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**1. ORDERS**

The Municipality has safety codes officers at the appropriate level through its contracted agency who may issue orders and variances in accordance with the Safety Codes Act.

There was one order of compliance and no alternative solutions/variances reported under this audit. Of the order reviewed, the order was missing:

- the title of the person being served, the Code being contravened, the time limit date to comply, (Administrative Items Regulation Section 6)

**Recommendation:** The Municipality will ensure that orders are complete and in compliance with the Safety Codes Act and Administrative Items Regulation.

**Plan:** The order did not identify Matthew Johnston as the owner. This will be rectified in the future. The Agency is participating in the pilot workshop for Order training to assist with further education on this matter.

**Implemented by:** Park Enterprises Ltd. (Contracted Agency).

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**2. CONSTRUCTION REVIEW DOCUMENT**

This review was always completed within 15 days of permit issuance and complete documents found on file. The required construction documents were generally received prior to building permit issuance; however, there was:

- one case in the building discipline where the required professional involvement A & B schedules were not received and maintained prior to issuing the building permit.
- one case in the building discipline where the required professional involvement C schedules were not received and maintained prior to conducting the final inspection.

**Recommendation:** The Municipality will collect and maintain on file, required schedules and/or letters of compliance required in accordance with the National Building Code – 2019 Alberta Edition when overall professional architect and/or engineer involvement is required for the work covered under a permit.

**Plan:** The Agency will ensure schedules are received where dictated by the NBC-AE. The internal policy is for C schedules to be received prior to final inspection but if due to circumstances they are not, they will be received prior to file closure.

**Implemented by:** Park Enterprises Ltd. (Contracted Agency).

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### 3. **SITE INSPECTIONS AND REPORTS**

The auditors found the inspection process in the building, electrical, plumbing, and gas disciplines to be meeting the Quality Management Plan's requirements. However, there was:

- one electrical permit where the required minimum number of inspections or the correct stage of inspection was not met;
- 
- case in the private sewage discipline where the required inspection was not met due to the work being covered (work covered at time)

**Recommendation:** The Municipality will ensure that the required number and type of inspections are conducted as indicated in Technical Discipline Service Delivery Standards of the Quality Management Plan. When the required number of inspections is not considered based on the scope of the project, the safety codes officer must document that reason(s) in the inspection report.

**Plan:** The Agency will ensure the minimum number of inspections are met as dictated by the AHJ QMP through compliance monitoring. If the minimum number of inspections can not be completed, the SCO will clearly describe/explain why. If work is covered at the time of inspection, the SCO will take all reasonable steps to provide assurance of compliance and reflect that accordingly in the report comments.

**Recommendation:** The Municipality will ensure that private sewage work is inspected at the stage indicated in the plans review report, permit conditions, and Quality Management Plan. (Note: In the latest Quality Management Plan template, the work must be inspected prior to covering).

**Plan:** The Agency will continue to strive to ensure work is inspected prior to covering.

**Implemented by:** Park Enterprises Ltd. (Contracted Agency).

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### 4. **FIRE INVESTIGATIONS**

Of the investigations reviewed, two were missing the reports to the Fire Commissioner. In addition, based on the description of the events in the two investigations these investigations would require both the fire report (1244) and the smoke detector report (1245), however, the investigation file had no documentation of the required smoke detector report.

**Recommendation:** The safety codes officer and Municipality will ensure that for every reportable fire under Section 8 of the Administrative Items Regulation the required approved reports are submitted to the Fire Commissioner as set in Section 9 of the Administrative Items Regulation.

**Plan:** SCO and municipality (Fire Chief) will ensure the recommendation is followed.

**Recommendation:** The Municipalities will ensure that for all fires that involve buildings equipped with smoke detectors include the smoke detector report (currently 1245) as required by Section 9 of the Administrative Items Regulation.

**Plan:** The Fire Chief will ensure a smoke detector report is included as required above.

**Implemented by:** Fire Chief and Fire inspectors.

If you have any further questions regarding our above plans to implement the recommendations or need clarification please contact me at 403-553-4425 or at [development@fortmacleod.com](mailto:development@fortmacleod.com)

Regards,

A handwritten signature in black ink, appearing to be 'Keli Sandford', with a long, wavy horizontal line extending to the right.

Keli Sandford  
Planning and Development Officer,  
Town of Fort Macleod

ks



## Town of Fort Macleod

### Director of Community & Protective Services

### Quarterly Report January- March 2023

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#### Emergency Management

- Annual review with AEMA went well, held in March.
- This year for Emergency Preparedness, we will be finalizing the evacuation plan with the advisory committee and the Emergency agency group. As well as finalizing the communication protocol

#### HR/Payroll

- Year-end payroll audit is complete.
- Currently finalizing the LAPP audit.
- Getting ready for all our seasonal hires, pool, mowers, Public Work Labourer, beautification staff etc.
- Benefit changes to the Vision and Health/Flexible spending active now.
- First hire of the year and starts April 1, 2023 in the facilities department.

#### Community Services

- Worked closely with the Facility Foreman to ensure the arena was set for provincials, tournament was held March 23-36, 2023, and despite our hometown team getting silver it was a great weekend of hockey and our facility was complimented many times and our staff were awesome and accommodating.
- Attended the Empress AGM
- Attended the Community Hall Society AGM
- Planned and attended a meet and greet with one of the new physicians and Council for an introduction and review of the Town incentive package.
- Working with facilities and pickle ball group to see if we can make the curling rink work as an alternative location for off season pickle ball. This would increase the number of courts available and being able to play multiple games at one time. Better access hours as hours are limited in the GR Davis gym.
- Attended Meet and greet with new RCMP Sergeant Lafleur. Working on finalizing the 150 Community Celebration Committee and presenting applications to Council.
- Working on Market on Main and hiring a coordinator.
- Marketing, advertising, and website are big focuses in the last couple of months and I am finalizing projects for annual budget.
- New website will be launched May 1, 2023, this has been a huge project and lots of team work on this project.

#### Municipal Bylaw Enforcement

- There has been a focus on parking such as: enforcement in the 2 hour zones on Main Street after multiple complaints from Main Street business owners; vehicles blocking alleys; RV's/Seasonal Vehicles and trailers parked improperly on streets and parking in excess of time limits.
- Animal control is, as always, a large part of the role for bylaw enforcement as well.
- Working with the MD on getting a radio for Bylaw to be able to have on his person in conjunction with a cell phone. Better monitoring and safety protocols.
- Will also be working on some uniform changes and upgrades.

#### FCSS

- Is still very busy with walk in traffic.
- Tax program underway, numbers a little lower than anticipated.
- Preparing for spring events and summer students.

#### Library

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

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**Prepared by:**

Liisa Gillingham

**Date:** March 29, 2023

**Approved by:**

Anthony Burdett

**Date:** April 4, 2023

**Submitted to:**

Town Council

**Date:** April 10, 2023



Cultural Heritage Tourism Alliance  
Regular Meeting  
February 16, 2023 @ 12:00pm

2023-03-11

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

Absent: N/A

1. Call to Order:

Chairperson, Sandi called the meeting to order (via GoToMeeting) at 12:04 p.m.

2. Approval of Agenda: **MOTION 2023-05** to approve agenda by Margaret Ann. CARRIED.

3. Decision Items:

a) Financials: **MOTION 2023-06** Donna moved to accept the financials as presented. CARRIED.

4. Discussion Items

- a) Grant Application to the Town of Fort Macleod was not approved because we are under a “different umbrella” than what Town typically funds. They suggest we bring specific requests for specific projects. Public Art like the proposed mural is part of the Town’s Strategic Plan. Mackenzie advised that there will be a new Town website but no launch date has yet been determined. not yet available.
- b) Marketing Plans/ Fundraising/Social Media: Travel Alberta grant - CHTA can apply for DMO rural development & promotion grant that will pay for ads on Lethbridge buses, billboards, in magazines, and at the Movie Mill, etc. A product development fund would allow us to create a new purchasable product. March 6/23 is the deadline for a new funding program for the incubator stage which might be usable for the Barracks site. We will pursue the Marketing grant that will be very similar to was we pursued last year. We will ask for more funds to cover marketing for the R.C.M.P. ‘s 150<sup>th</sup> anniversary. Also want to advertise the genuine RCMP Musical Ride, Market on Main, and Taste of Fort Macleod. Mackenzie will reach out to Pattison for billboard quotes and HMI, etc. We will need to consider the inflation factor. Sandi is looking into the Euro grants too.
- c) Fundraising Ideas: Tabled at this time. Would need to have a paid staff member to manage booking engines as a way to earn some money for the organisation. Could look into various software packages with customer support built in.
- d) Social Media Update: nine to ten movies are scheduled to be filmed in Alberta this year although no word on any being filmed here in Fort Macleod.
- e) The 150<sup>th</sup> Anniversary of the arrival of the NWMP will see the musical ride coming to Fort Macleod as the only Southern Alberta location on July 12 this year. The cannon guys, the NWMP marching band, indigenous drummers and dancers will be in attendance at the Agri-plex, rain or shine! The Ag Society has buy-in and the Lions Club may provide a lunch. We will need other groups/people involved and a good selection of merchandise available. It would be good to get the Chamber of Commerce involved too.

Cultural Heritage Tourism Alliance Society

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5. Information Items:

- a) Community Mural Update: Tabled.
- b) Virtual Reality Update: Tabled.
- c) Bill Kells would like to present his talk about the Main Street Program and projects. It might be good to have his talk put on film to create a loop to be shown at the Empress Theatre. There may be some logistics to deal this regarding schedules and staff availability for this.
- d) Margaret Ann has been applying for grants for the Empress Summer programs.

6. Pulled Items (from Consent Agenda): None

7. Round Table: Mackenzie advised that the Town is now managing Market on Main with a dedicated staff member.

Next regular meeting – Tuesday, March 14, 2023 at 7:00 p.m. at the Fort Museum.

6. **MOTION 2023-07** to Adjourn; Donna so moved at 1:00 p.m. CARRIED.

X

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Sandi Davis  
Chairperson

X

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Donna Bird  
Secretary

# FM FCSS COMMUNITY RESOURCE OFFICE 2022 INTERACTIONS

## OFFICE PHONE CALLS

General Inquiries &  
Specific Questions

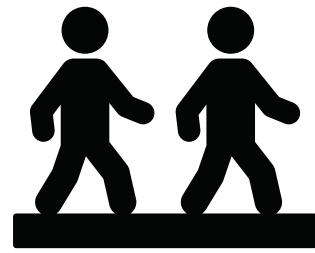
1107



## WALK IN'S

VARIETY OF NEEDS  
& QUESTIONS

908



## FAXES SENT

GOVERNMENT  
CORRESPONDANCE

755



## PRINTED RESOURCES

COMMUNITY RESOURCE  
GUIDE, ADVERTISING,  
SUMMER PROGRAM  
GUIDE, GARAGE SALE LIST

45519



# FORT MACLEOD & DISTRICT FCSS 2022 STATS



## GRANTS TO ORGANIZATIONS

6 approvals = \$53,000.00

**1041 PARTICIPANTS**

9 Volunteers

285 volunteer hours



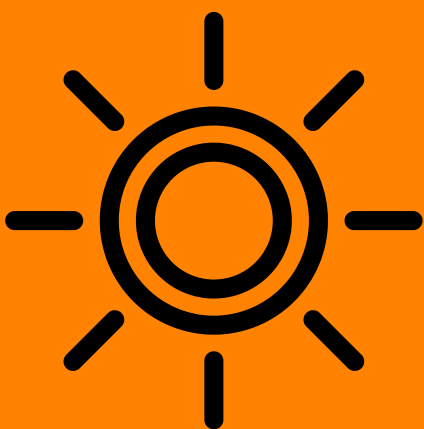
## FCSS PROJECTS

16 EVENTS

**3155 PARTICIPANTS**

69 VOLUNTEERS

214 HOURS



## SUMMER PROGRAMMING

20 ACTIVITIES

**179 PARTICIPANTS**



## COMMITTEES

5 AREAS OF SUPPORT

60 VOLUNTEERS

197 VOLUNTEER HOURS

## VOLUNTEER INCOME TAX PROGRAM



169 TAX RETURNS

**\$124,320.37 (+)**

2 VOLUNTEERS

50 HOURS



## FCSS Board Meeting Minutes March 8, 2023 6:00 PM

**Attendees:** Amanda Lawrence, Monica Sharp, Doni-Lyn Houston, Mackenzie Hengerer, Lisa Perry, John Van Driesten

**Regrets:** Barent Goodrich

1. **Welcome-** 6:06pm start. Monica is chairing the meeting.
2. **Approval and/or Additions to Agenda**
  - a. Mackenzie motioned to approve agenda as submitted. Carried.
3. **Approval of previous meeting minutes**
  - a. Doni-Lyn motioned to approve previous meeting minutes as submitted. Carried.
4. **Coordinator Report**
  - a. Presented as attached.
5. **Financials**
  - a. **Budget Approval**
    - i. No Questions.
    - ii. Mackenzie motioned to approve budget as presented at last meeting. Lisa seconded. Carried.
  - b. **New to date spreadsheet**
    - i. Updated Board regarding financial information.
  - c. **Deferred Revenue explained (action item from last meeting)**
    - i. Kris did go back into the monies that are currently sitting in the account. Everything is legitimate and goes back from 2016. Kris did give me the paperwork and offered to come talk to any questions. No questions.
6. **Old Business**
  - a. Safety- nothing new
  - b. **2022 Stats- Infographic**
    - i. Board liked the quick, easy to read infographic idea
    - ii. Great Work!

**c. Grants to Community Organizations Final**

- i. Still waiting BGC final report before we release funds
- ii. All other cheques have been made and are going out in the mail this week.

**7. New Business**

**a. FCSSAA**

**i. Directors Network Conference 2023- May 3-5, 2023- Jasper**

1. *Mackenzie motioned that Amanda has been approved to go to Jasper for the FCSSAA Director's conference. Lisa seconded. Carried.*

**ii. South Zone Spring Regional Meeting- May 24<sup>th</sup> Location- TBD (Taber?)**

1. Amanda let everyone know that this is 1 of 2 meetings per year where Board members are invited to spend time with other board members from the south zone and ask any FCSS related questions. Amanda ask that Board members interested in attending to please let her know. Location will be determined.

**iii. Report Due April 30, 2023**

1. Changed a little, all information has been sent. Amanda is confident that it should be straight forward as her and Jaimie organized as the year progressed.

**b. GOA Budget Announcement**

- i. Honourable Jeremy Nixon's FB comment re: senior support

**c. Volunteer Income Tax Program- March 14, 2023 start**

- i. Learned a few things from last year we will be implementing.
- ii. Goal is to double last years number of 176.
- iii. Short on volunteers. We have two.

**d. FCSS Board member opening**

**i. Elect new chair position.**

1. Monica has volunteered to take the chair position.
2. *Mackenzie motioned to accept Monica as the new FCSS Board of Directors chairperson. John seconded the motion. Carried.*

3. **According to bylaws, chair or vice-chair must be at every board meeting.**
4. **Action Item:** We will need to find a new BoD member, from the MD as Dona no longer lives in the MD and therefore gave up her seat on the Board. John will let MDWC council know and Amanda will ask Meranda to advertise for new position.

## **8. Housing Update**

### **a. Rezoning of 9<sup>th</sup> (Feb 27<sup>th</sup> mtg)**

- i. Conversation around how the meeting went. It was important that both Amanda and Stacey were in attendance.
- ii. All lots presented that night have been re-zoned to multi-unit housing.

**9. Next meeting-** April 12 at 6:00 pm

**10. Adjournment-** 7:00 pm



OLDMAN RIVER REGIONAL SERVICES COMMISSION

**BOARD OF DIRECTORS' MEETING**

**MINUTES**

**Thursday, December 1, 2022 – 7:00 p.m.**

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

**BOARD OF DIRECTORS:**

Colin Bexte (Absent) .....Village of Arrowwood  
 Kent Bullock (Absent) ..... Village of Barnwell  
 Dan Doell (In Person)..... Village of Barons  
 Mike Wetzstein (Absent) ..... Town of Bassano  
 Ray Juska (Absent)..... City of Brooks  
 Roger Houghton (In Person)..... Cardston County  
 Allan Burton (In Person) ..... Town of Cardston  
 Sue Dahl (Virtual)..... Village of Carmangay  
 James F. Smith (Absent) ..... Village of Champion  
 Brad Schlossberger (In Person)..... Town of Claresholm  
 Jesse Potrie (Absent) ..... Town of Coalhurst  
 Tanya Smith (In Person)..... Village of Coutts  
 Barbara Burnett (In Person) ..... Village of Cowley  
 Dave Filipuzzi (Virtual) ..... Mun. Crowsnest Pass  
 Dean Ward (Virtual)..... Mun. Crowsnest Pass  
 Stephen Dortch (In Person) ..... Village of Duchess  
 Gordon Wolstenholme (In Person)Town of Fort Macleod  
 Mark Peterson (In Person)..... Village of Glenwood  
 Suzanne French (Virtual) ..... Village of Hill Spring  
 Morris Zeinstra (Absent) .....Lethbridge County

Brad Koch (Absent) ..... Village of Lomond  
 Gerry Baril (In Person) ..... Town of Magrath  
 Peggy Losey (In Person) ..... Town of Milk River  
 Dean Melnyk (Absent) ..... Village of Milo  
 Victor Czop (Virtual)..... Town of Nanton  
 Marinus de Leeuw (Absent)..... Town of Nobleford  
 Teresa Feist (Absent) ..... Town of Picture Butte  
 Tony Bruder (Absent)..... M.D. of Pincher Creek  
 Don Anderberg (Virtual) ..... Town Pincher Creek  
 Ronald Davis (Absent)..... M.D. of Ranchland  
 Neil Sieben (In Person)..... Town of Raymond  
 Don Norby (In Person) .....Town of Stavely  
 Matthew Foss (In Person) ..... Village of Stirling  
 John DeGroot (Absent) ..... MD of Taber  
 Raymond Coad (Absent) ..... Town of Vauxhall  
 Christopher Northcott (In Person)..... Vulcan County  
 Richard DeBolt (In Person) ..... Town of Vulcan  
 David Cody (In Person)..... County of Warner  
 Marty Kirby (In Person)..... Village of Warner  
 Evan Berger (In Person) ..... M.D. Willow Creek

**STAFF:**

Bonnie Brunner ..... Senior Planner  
 Mike Burla ..... Senior Planner  
 Ryan Dyck ..... Planner  
 Steve Harty ..... Senior Planner  
 Raeanne Keer ..... Executive Assistant

Lenze Kuiper ..... Chief Administrative Officer  
 Kattie Schlamp ..... Assistant Planner  
 Gavin Scott ..... Senior Planner  
 Jaime Thomas ..... GIS Analyst  
 Hailey Winder ..... Planner

Chair Gordon Wolstenholme called the meeting to order at 7:00 pm.

**1. APPROVAL OF AGENDA**

**Moved by: Christopher Northcott**

THAT the Board adopts the Agenda for December 1, 2022, as presented.

**CARRIED**



**2. RECOGNITION OF MEMBERS AND ALTERNATE MEMBERS FOR 2023**

**a. Members and Alternates 2023**  
**- 2023 Meeting Calendar**

The Board reviewed the list of Member and Alternate Members for 2023 and the 2023 meeting calendar.

**3. ELECTION OF EXECUTIVE COMMITTEE FOR 2023**

**a. Nomination Information**

M. Burla, Senior Planner, presented the Executive Committee Election process to the Board.

L. Kuiper stated that 1 nomination was received for the position of Chair, Mr. Gordon Wolstenholme of the Town of Fort Macleod.

L. Kuiper inquired if there were any nominations from the floor for the position of Chair.

There were none.

L. Kuiper inquired a second and third time to if there were any nominations from the floor for the position of Chair, and there were none.

Mr. Gordon Wolstenholme was proclaimed Chair of the Executive Committee of the Oldman River Regional Services Commission Board of Directors.

L. Kuiper stated that 1 nomination was received for the position of Vice Chair, Mr. Don Anderberg of the Town of Pincher Creek.

L. Kuiper inquired if there were any nominations from the floor for the position of Vice Chair.

There were none.

L. Kuiper inquired a second and third time to if there were any nominations from the floor for the position of Vice Chair, and there were none.

Mr. Don Anderberg was proclaimed Vice Chair of the Executive Committee of the Oldman River Regional Services Commission Board of Directors.

L. Kuiper, Chief Administrative Officer, stated that Administration had received 5 nomination forms during the nomination period for the Executive Committee Members, 1 rural member and 4 urban members. L. Kuiper reviewed the list of candidates, Victor Czap of the Town of Nanton, Christopher Northcott of Vulcan County, Jesse Potrie of the Town of Coalhurst, Brad Schlossberger of the Town of Claresholm, and Neil Sieben of the Town of Raymond.

L. Kuiper stated that in accordance with Board of Directors and Executive Committee Bylaw 2021-01, Section 15.2 the Executive Committee is to be comprised of a minimum of 2 urban members and 2 rural members and noted that at this time only 1 nomination from a rural member had been received.

L. Kuiper stated that the Board could continue though acclamation to accept the nominations that were received notwithstanding Section 15.2 of Bylaw 2021-01, or nominations could be received from the floor.

The Board discussed Bylaw 2021-01 and the rural members present at the Organizational Meeting.

Allan Burton, Town of Cardston, nominated David Cody of the County of Warner as a member of the Executive Committee.

Roger Houghton, Cardston County, seconded the nomination of David Cody, County of Warner to the Executive Committee.

D. Cody accepted the nomination.

David Cody and Christopher Northcott were acclaimed to the Executive Committee to fulfill the rural membership requirements in accordance with Bylaw 2021-01, therefore they were not included on the election ballots.

ORRSC staff handed out ballots to eligible voting members of the Board, and completed ballots were collected.

The Board continued with the meeting as ORRSC Staff tallied the ballots.

**4. APPROVAL OF MINUTES**

**Moved by: Brad Schlossberger**

THAT the Board approves the meeting minutes of September 1, 2022, as presented.

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

**6. REPORTS**

- a. Executive Committee Report**
  - **September 2022 – November 2022**

Chair Wolstenholme presented the Executive Committee Report to the Board

**7. BUSINESS**

- a. Proposed 2023 Budget**  
- **Proposed Budget for Consideration**

L. Kuiper presented the proposed 2023 Budget, highlighting an increase to membership fees, subdivision fees, and a cost-of-living increase for staff salaries and wages.

L. Kuiper stated that the budget was reviewed by the Executive Committee at their October and November 2022 Meetings, and in November a resolution was passed to present the 2023 Budget to the Board of Directors and recommended that the Board approves the Budget as presented.

- b. Proposed 5 Year Capital Plan**  
- **2023-2027**

L. Kuiper presented the proposed 5 Year Capital Plan to the Board, highlighting that a third vehicle will be purchased in 2023, from funds that were budgeted in 2020 but not spent as a third vehicle was not needed during the pandemic.

**Moved by: Richard DeBolt**

THAT the Board approves the 2023 Budget and 5 Year Capital Plan, as presented.

**CARRIED**

**4. ELECTION OF EXECUTIVE COMMITTEE FOR 2023 - continued**

- a. Nomination Information – continued**

M. Burla announced that the votes for the Executive Committee Members had been tallied.

M. Burla stated that the following candidates, in no specific order, were elected to the Executive Committee:

- Jesse Potrie
- Brad Schlossberger
- Neil Sieben.

The Board congratulated the 2023 Executive Committee Members.

**Moved by: Christopher Northcott**

THAT the Board approves the destruction of the 2023 Executive Committee ballots.

**CARRIED**

**7. BUSINESS - continued**

**c. Subdivision Activity**  
**- As of October 2022**

L. Kuiper presented the subdivision statistics as of October 31, 2022, noting that they do vary from year to year depending on several economic factors.

**d. Assessment Appeal Activity**  
**- 2022 Assessment Appeal Board Statistics**

L. Kuiper presented the 2022 Assessment Appeal Board statistics to the Board.

**e. Subdivision and Development Appeal Board Statistics**  
**- As of November 2022**

L. Kuiper presented the Subdivision and Development Appeal Board statistics, as of November 2022 to the Board.

**f. ORRSC Periodical & GIS Update**

R. Dyck, Planner, presented the Winter 2022 edition of the ORRSC Periodical.

J. Thomas, GIS Analyst, presented an update on current and future GIS projects.

**8. ACCOUNTS**

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

L. Kuiper presented the Balance Sheet and Comparative Income Statements as of October 31, 2022.

**Moved by: Gerry Baril**

THAT the Board approves Balance Sheet and Comparative Income State, as of October 31, 2022, as presented.

**CARRIED**

L. Kuiper presented 15 Year Service Awards to Bonnie Brunner and Gavin Scott.

**9. NEW BUSINESS**

There was no new business discussed.

**10. NEXT MEETING – March 2, 2023; 7:00 pm**

**11. ADJOURNMENT**

With no further questions and nothing further to discuss, Chair Gordon Wolstenholme adjourned the meeting, the time being 8:20 pm.

  
\_\_\_\_\_  
Gordon Wolstenholme, Chair

  
\_\_\_\_\_  
Lenze Kuiper, Chief Administrative Officer

Willow Creek Foundation  
Regular Meeting  
March 16, 2023

Present:

Board Members: Maryanne Sandberg, Mickey Sloom, John Van Driesten, Gordon Wolstenholme and Pam Young. Staff: Jackie Vane Palmer

Absent: Jim Monteith

1. Call to Order

Chairperson, Maryanne Sandberg, called the regular meeting to order at 9:31 a.m. at the Pioneer Lodge

2. Adopt Consent Agenda

**MOTION 2023-27** Pam Young to adopt the **consent agenda** including:

3.1 Minutes of regular meeting February 15, 2023

4.1 CAP Report

4.3 Policy Committee Report

**Carried**

-Phil McFarland of KPMG joined the meeting to review the  
2022 draft Audited Financial Statement –

**MOTION 2023-28** Mickey Sloom to accept the **2022 Audited Financial Statement** as presented.

**Carried**

- Phil McFarland left the meeting-

6. Next meeting April 20, 2023 at 10:00 a.m.

7. Adopt Agenda

**MOTION 2023-29** John Van Driesten to adopt the **agenda** with the following addition:

10.9 Donation received.

**Carried**

8. Financial Statements

8.2 Financial Statements –Pioneer Lodge

**MOTION 2023-30** Mickey Sloom to accept, for information, the **financial statements for the Pioneer Lodge** including:

Balance Sheet as of February 28, 2023

Income Statement YTD Actual VS 2023 Fiscal Budget – February 28, 2023

Reconciliation Detail 100210 Commercial Chequing Account Period Ending February 28, 2023

**Carried**

## 8.3 Financial Statements – The Manors

**MOTION 2023- 31** Gordon Wolstenholme to accept, for information, the **financial statements for the Manors** including:

Balance Sheet as of February 28, 2023

Income Statement YTD Actual VS 2022 Fiscal Budget – February 28, 2023

Reconciliation Detail 100210 Commercial Chequing Account Period Ending February 28, 2023

**Carried**

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	Y
Options for acquiring and funding a replacement van	CAO	March Mtg	underway
<b>For Future Consideration</b>			
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)	N
Note to send letter re WCF Board competency requirements to municipal councils prior to 2023 appointments to the Board of WCF.		September 2023	N
Note to review form to be used for CAO Performance Appraisal		Prior to 2024 evaluation	N

## 9. Old Business

## 9.1 Action Items for review

## 9.2 COVID Update

- Some, but not all, masking restrictions have been lifted.
- \$2 top up for HCA has been extended to June.

## 10. Moving Forward

## 10.1 Manor cable and air conditioning

**MOTION 2023-32** Maryanne Sandberg to approve an increase, effective July 1, 2023 to \$31 per month for **cable at each of the three manors.**

**Carried**

10.2 Lodge air conditioning

**MOTION 2023-33** Mickey Sloom to approve a charge of \$50 per month, effective July 1, 2023, for each of June, July, August and September to residents of the Pioneer Lodge and tenants of each of the three manors who have **air conditioners installed in their suites.**

**Carried**

10.3 Policy 6.6 Surplus Equipment and Furniture

**MOTION 2023-34** Gordon Wolstenholme to approve **Policy 6.6 Surplus Equipment and Furniture**

**Carried**

10.4 Policy 6.7 Keys and Fobs

**MOTION 2023-35** John Van Driesten to approve **Policy 6.7 Keys and Fobs**

**Carried**

10.5 Policy 9.1 Rental Rates

**MOTION 2023-36** Pam Young to approve **Policy 9.1 Rental Rates**

**Carried**

10.6 Policy 10.4 Orientation: Board Member, Employee, Contracted Service Provider, and Volunteer

**MOTION 2023-37** Mickey Sloom to approve **Policy 10.4 Orientation: Board Member, Employee, Contracted Service Provider, and Volunteer**

**Carried**

10.7 Rescind Policy 14.6 Confined Spaces which had been included in Policy 7.13 Restricted Spaces

**MOTION 2023-38** Gordon Wolstenholme to **rescind Policy 14.6 Confined Spaces**

**Carried**

10.8 Strategic Plan

Consensus is that a special meeting to review the 2020-2023 Strategic Plan of the WCF will be held at 9:30 a.m. on either April 17 or April 21.

10.9 Donation Received

CAO advised that a public donation to WCF for unrestricted use has been received from Bev. Eagleson.

**ACTION:** Maryanne Sandberg to acknowledge the donation as per policy

11. In Camera

**MOTION 2023-39** Gordon Wolstenholme to go **in camera** re legal at 11:41 a.m.

**Carried**

**MOTION 2023- 40** Pam Young to come **out of camera** at 11:43 a.m.

**Carried**

12. Round Table

- John Van Driesten presented information about a private company that will conduct an energy audit upon request.



13. Adjourn

**MOTION 2023-41** Mickey Sloom to **adjourn** at 11:49 a.m.

X

Maryanne Sandberg  
Chairperson

X

Pam Young  
Secretary

**Action Items for  
April 20, 2023**

Action Item	Responsibility	When	Completed (Yes or No)
Check utility meters at Chinook Arch Manor for accuracy	CAO	Underway	N
Options for acquiring and funding a replacement van	CAO	Underway	N
<b>For Future Consideration</b>			
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)	N
Note to send letter re WCF Board competency requirements to municipal councils prior to 2023 appointments to the Board of WCF.		September 2023	N
Note to review form to be used for CAO Performance Appraisal		Prior to 2023 Performance Appraisal	N



**CURIOUS**  
CAST

# CANADIAN HISTORY EHX SPONSORSHIP



# WHAT IS CANADIAN HISTORY EHX

Created as a podcast in 2019, it has put out over 500 episodes of Canadian history content.

Roughly 1/5<sup>th</sup> of the content has been small town histories.



500 episodes

Follow me as I explore the good, the bad and the weird of Canada's history from the pre-colonial era to 25 years ago. Whatever you want to know about Canadian history, this is your one-stop shop.

## Canadian History Ehx

Curiouscast

History

★★★★★ 4.6 • 269 Ratings

[Listen on Apple Podcasts](#)



MAR 28, 2023

### The Shiners War

For a few years in the 1830s, Ottawa was a very different place. Called Bytown at the time, it was more a Gangs of New York type of place, rather than a future capital of Canada. During the reign of terror of the Shiners, no one was safe from violence. Artwork/logo design by Janet Cordahi Support:...



[▶ PLAY](#) 25 min

MAR 21, 2023

### The Frank Slide

On April 29, 1903 at 4:10 a.m., 30 million cubic metres, equaling 110 million tonnes, of limestone rock fell off Turtle Mountain onto the community of Frank, Alberta. It killed upwards of 100 people, and is still the deadliest landslide in Canadian history. Artwork/logo design by Janet Cordahi Support:...



[▶ PLAY](#) 27 min



# WHAT IS CANADIAN HISTORY EHX

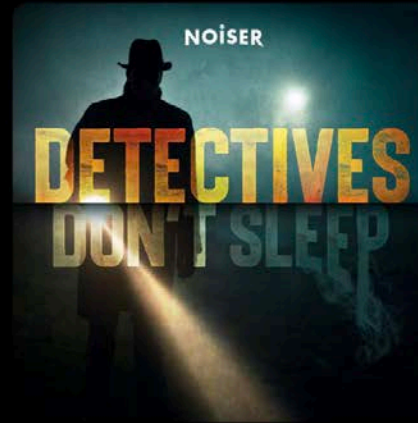
Currently one of the top history podcasts on Apple Podcasts, Amazon and Spotify.

Generates over 100,000 downloads per month, 1.2 million per year.

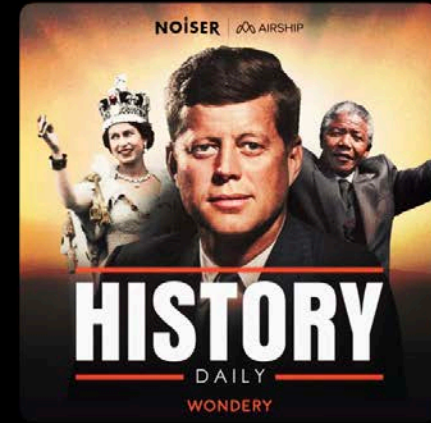
About 90% of downloads come from Canada

< Browse

History



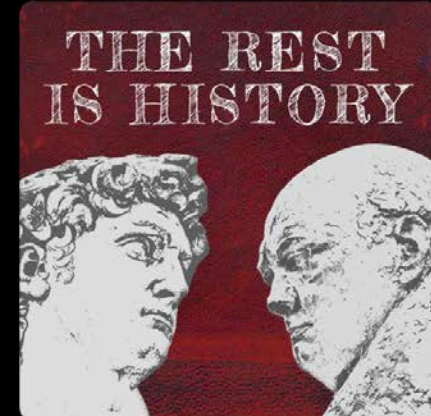
1  
Detectives Don't Sleep  
NOISER



2  
History Daily  
Airship | Noiser | Wond...



3  
Canadian History Ehx  
Craig Baird



4  
The Rest Is History  
Goalhanger Podcasts



# SMALL TOWN HISTORY EPISODE

The small town histories have covered communities in every province except Quebec, New Brunswick & Newfoundland.

Episodes go live out to thousands of listeners.

Episodes are not released until content is approved by the town.

AUG 17, 2022

## The History Of Langham

In the town of Langham has a history that includes a young John Diefenbaker going to school there, the first Allied soldier to receive the German surrender in the First World War, a Doukhobour protest and a famous aerosled. Support: [patreon.com/canadaehx](https://patreon.com/canadaehx) Merch: [www.canadaehx.com/shop](https://www.canadaehx.com/shop) Donate...

▶ PLAY 17 min

AUG 13, 2022

## The Komagata Maru

For two months in 1914, the Komagata Maru sat in Vancouver Harbour as Canadian authorities worked to prevent the hundreds of Sikhs, Muslims and Hindus from disembarking and immigrating to Canada. It was a dark chapter in our history, and it would take a century for Canada to accept responsibility f...

▶ PLAY 30 min

AUG 10, 2022

## The History Of Beiseker

Beiseker is a railroad town that was formed by German settlers who came from the Dakotas in the United States. It has grown to become an important commercial centre for the area, with a history that includes a few crazy stories, a railway station that turned itself around physically and a famous...

▶ PLAY 13 min

AUG 6, 2022

## Tom Longboat

One of the greatest athletes in Canadian history, who dealt with racism throughout his career. During his heyday, few Canadians were as famous as Longboat in North America. Boris Fundraiser: <https://gofund.me/e2b58b58> Vote for Canadian History Ehx at Canada Podcasting Awards:...

▶ PLAY 24 min

AUG 3, 2022

## The History Of New Norway

New Norway started as a small community of Norwegian settlers from Minnesota in 1910. After it moved to be closer to the railroad, it become a thriving village that continues to stand to this day. Within the community and area, there are many historic buildings to explore. Support:...

▶ PLAY 15 min

# SMALL TOWN HISTORY WEBSITE POST

Website receives 700-1000 visits per day.

All posts use SEO keywords to ensure that visitors find the posts when searching.

Podcast episode transcripts are also put on the website.

If podcast episode is chosen, it can also be streamed from the website post.



## IN CONCLUSION

For \$1000:

- Podcast episode that goes live to all listeners
- Website post

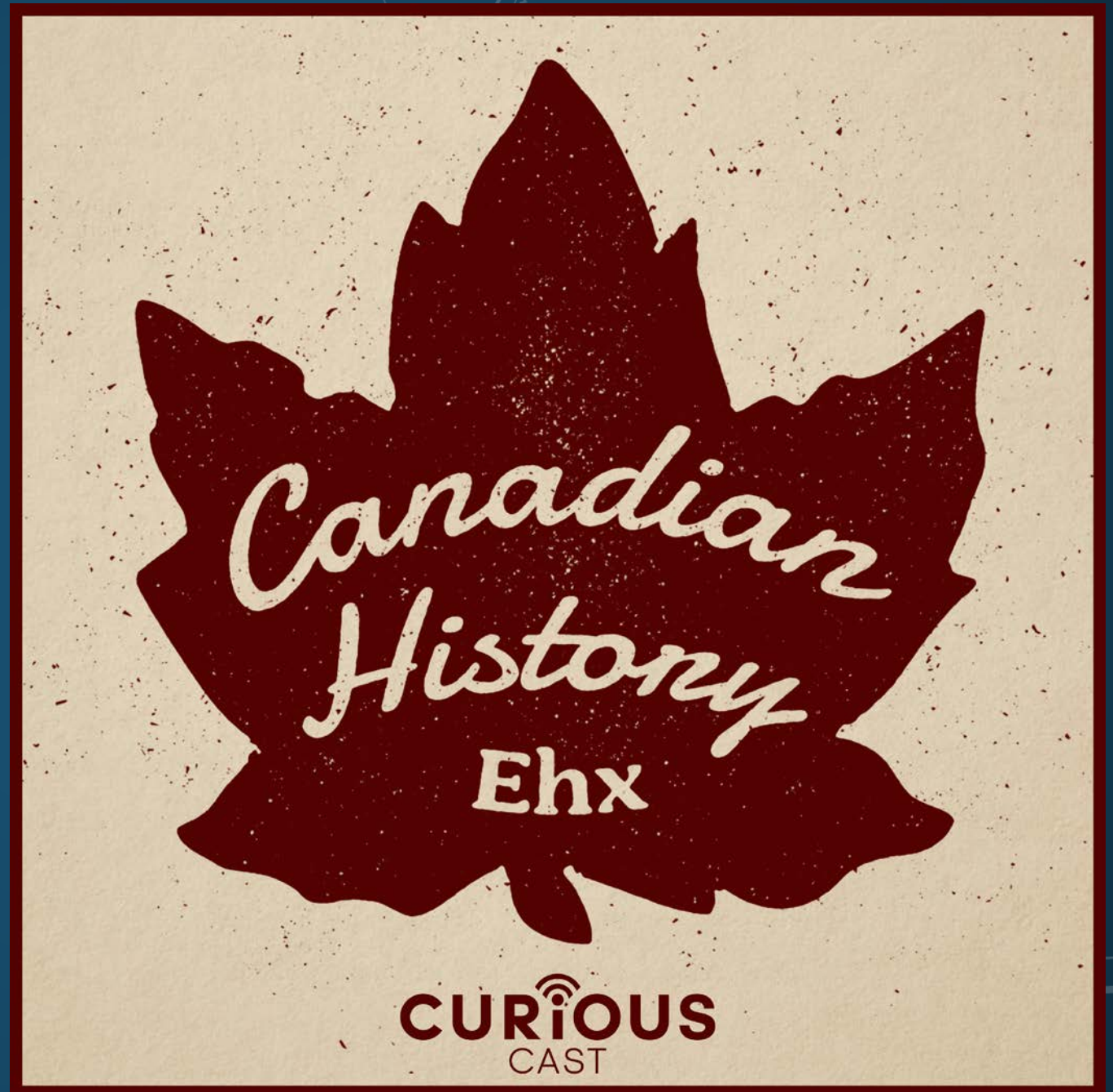
• For \$250:

- Website post

Nothing goes live until final episode or post is approved by town.

Post/Episode stays up and link to it won't change.

Copy of podcast episode streaming link also provided.





## Agenda Submission

**Submission Title**

2023 Mill Rate Bylaw 1968

**Agenda Section**

New Business

**Meeting Date**

04/10/2023

**Recommendation**

That Council gives first reading to Bylaw 1968 - 2023 Mill Rates.

**Rationale**

Annually per the MGA, as part of the operating budget process, Council set the municipal mill rates via bylaw. This bylaw also includes m

**Background**

Based on the increased assessment (15.9% average for residential and 16.6% for non-residential properties, Council met and discussed improvements to invest in the Town's infrastructure. Mill rates only fund the operational budget deficit. The capital budget is funded by gra

Council determined that reducing the residential and non-residential mill rates was a necessary step to helping residents and business ov

Council reduced the municipal residential mill rate by 9% (from 6.38352 mills to 5.809002 mills). An average residential property of \$230, assessment would be \$266,570. Based on a 9% municipal mill rate reduction, this property's overall taxes (including education and lodge

Council also reduced the municipal non-residential mill rate by 10% (from 12.51218 mills to 11.260962 mills). An average non-residential this property's 2023 assessment would be \$451,242. Based on a 10% municipal mill rate reduction, this property's overall taxes (including

The affect of the mill rate reduction for each property will be dependent on the change in the assessed value from 2022 to 2023. Council and still see an increase in tax revenues to fund municipal services and programs.

**Financial Implications**

The increase to the Town's municipal tax revenues for 2023 (taxes that fund Town operations) is \$256,485 (2022 municipal taxes were \$3 renovations of approximately \$117,000 with the remaining increase coming from the outcome of the increased assessment and the reduc

**Attachments**

Bylaw 1968 2023 Mill Rate Bylaw 4.5.2023.doc

**Submitter Name**

Kris

**Director Name**

Kris Holbeck

**Department**

Administration

**Date**

4/5/2023



**TOWN OF FORT MACLEOD**

**BYLAW NO. 1968**

**A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF FORT MACLEOD FOR THE 2023 TAXATION YEAR**

**Whereas**, the Town of Fort Macleod has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on ----  
-----; and

**Whereas**, the estimated municipal expenditures and transfers set out in the budget for the Town of Fort Macleod for 2023 total \$12,226,155.00; and

**Whereas**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$7,404,850.00 and the balance of \$4,821,305.00 is to be raised by general municipal taxation; and

**Whereas**, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farmland	\$756,610
Non-residential	<u>428,535</u>
Total School Requisitions	<u>\$1,185,145</u>
Seniors Foundation	<u>\$113,455</u>
Designated Industrial Properties	<u>\$1,185</u>

**Whereas** the Council of the Town of Fort Macleod is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

**Whereas** the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

**Whereas** the assessed value of all property in the Town of Fort Macleod as shown on the assessment roll is:

	<u>Assessment</u>
Residential and farmland	332,363,710
Non-residential	139,908,080
Machinery and equipment	<u>1,955,020</u>
	<u>474,226,810</u>

**NOW THEREFORE** under the authority of the *Municipal Government Act*, the Council of the Town of Fort Macleod, in the Province of Alberta, enacts as follows:

- That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Fort Macleod:

	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Rate</b>
<b>General Municipal</b>			
<b>Residential/Farmland</b>	\$1,930,701	332,363,710	0.00580900
<b>Non-residential</b>	\$1,575,499	139,908,080	0.01126096
<b>ASFF</b>			
<b>Residential/Farmland</b>	\$756,593	332,363,710	0.00227640
<b>Non-residential</b>	\$428,529	135,842,710	0.00315460
<b>Seniors Foundation</b>	\$113,455	470,568,810	0.000241102
<b>Designated Industrial Properties</b>	\$1,187	15,913,330	0.00007460

	<b>Residential/Farmland</b>	<b>Non-Residential</b>	<b>Designated Industrial</b>
<b>Municipal</b>	0.00580900	0.01126096	0.01126096
<b>Education - ASFF</b>	0.00227640	0.00315460	0.00315460
<b>Seniors Foundation</b>	0.00024110	0.00024110	0.00024110
<b>Designated Industrial</b>			0.00007460
<b>Total Property Tax Mill Rate</b>	<b>0.00832650</b>	<b>0.01465666</b>	<b>0.01473126</b>

- The minimum amount payable as property tax for general municipal purposes shall be \$355.00.
- Machinery and equipment are exempt from municipal taxes per Bylaw 1846 – Machinery and Equipment Exemption Bylaw.

4. That this bylaw shall take effect on the date of the third and final reading.

Read a first time on this \_\_\_\_ day of \_\_\_\_\_, 2023.

Read a second time on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Read a third time and passed on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Town of Fort Macleod

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.**



## Agenda Submission

**Submission Title**

Development Permit Application 024-23- Direct Control -Permitted Use

**Agenda Section**

New Business

**Meeting Date**

04/10/2023

**Recommendation**

See attached development report

**Rationale****Background****Financial Implications****Attachments**

024-23 Council AGENDA Item.pdf

**Submitter Name**

Keli Sandford

**Director Name**

Adrian Pedro

**Department**

Operations

**Date**

4/5/2023

**DEVELOPMENT APPLICATION NO. 024-23**

**Name of Applicant:** GMS Mechanical

**Zoning District:** Direct Control- DC

**Location:** Lot 12-15, Block 440, Plan 92B (336 25<sup>th</sup> Street)

**Type of Development:** Storage of farm machinery and equipment for sales and service.

**Background information**

- Current use (unapproved), Storage for Machinery and equipment .
- Stop Order issued.
- The use commenced without a valid Development permit being in place triggering the requirement for the re-zoning to Direct Control(Complete) and this Development Permit application.
- Lots were Re-Zoned to Direct Control on February 13, 2023 to accommodate the proposed use, to be in compliance with the land use Bylaw 1882.

**Legislative Considerations**

- Land Use Bylaw No. 1882.
- Schedule 2- Direct Control.
- Permitted use: Machinery and equipment sales and service.
- Permit to be limited as temporary for (2) Two years, with an extension as requested before expiry of Development Permit for no longer than (2) two years.

**Notices were circulated to:**

- None

**Comments from the Development Officer/ Planner /Director of Operations:**

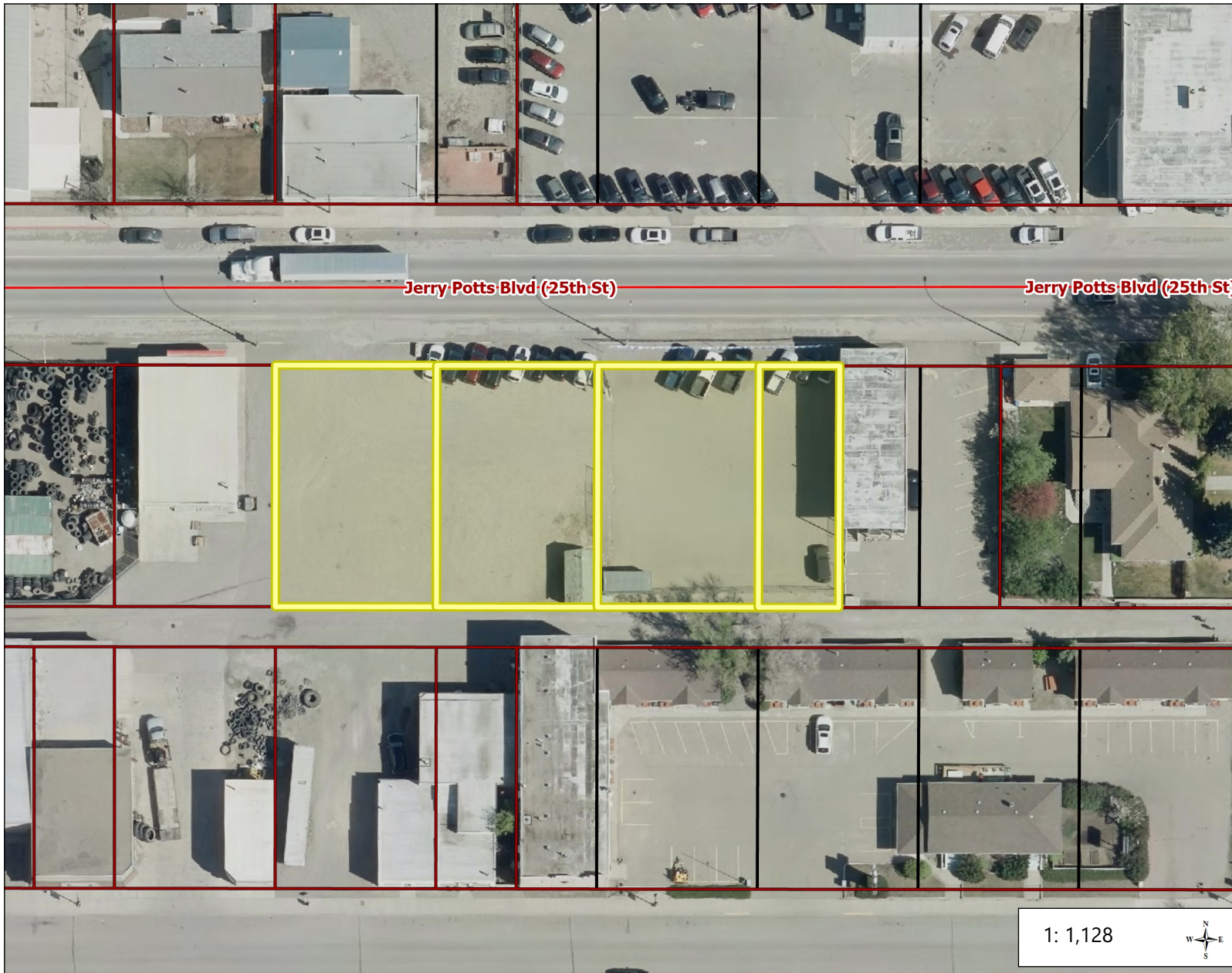
- None

**Recommendation:**

**APPROVAL** with conditions as follows:

1. DEVELOPMENT MUST CONFORM TO THE APPLICATION SUBMITTED TO THE TOWN OF FORT MACLEOD AND TO SCHEDULE 2, DIRECT CONTROL; SCHEDULE 3, STANDARDS OF DEVELOPMENT OF LUB NO. 1882;
2. ALL REFUSE AND GARBAGE STORAGE AREAS SHALL BE EFFECTIVELY SCREENED UNTIL SUCH TIME AS COLLECTION AND DISPOSAL ARE POSSIBLE;
3. APPLICANT SHALL ENSURE THAT ALL MATERIALS/EQUIPMENT IS CONTAINED ON THE SITE AND DOES NOT CREATE A NUISANCE TO ADJACENT PROPERTIES;
4. HEAVILY SOILED EQUIPMENT SHALL BE CLEANED BEFORE PLACEMENT ON THE LOT;
5. PLACEMENT OF EQUIPMENT SHALL BE NEAT AND ORDERLY AND SHALL NOT IMPEDE VISION OR VEHICLE LINES OF SIGHT FOR THE MOTORING PUBLIC AND OR BLOCK ANY ROAD/ TRAFFIC SIGNAGE;
6. EQUIPMENT SHALL BE PLACED FAR ENOUGH BACK FORM THE HIGHWAY THAT WINTER MAINTENANCE WILL NOT BE AFFECTED;
7. EQUIPMENT SHALL NOT OBSTRUCT OTHER ON STREET PARKING OR PEDESTRIANS;
8. EQUIPMENT SHALL BE WEIGHTED, BLOCKED, TETHERED AND /OR SECURED IN SUCH A WAY THAT THEY DO NOT BECOME A NUISANCE IN THE EVENT OF HIGH WINDS.
9. IF SIGNAGE IS REQUIRED, A SEPARATE APPLICATION SHALL BE SUBMITTED TO BE REVIEWED BY COUNCIL.
10. THE STOP ORDER ISSUED ON NOVEMBER 21, 2022 HAS BEEN COMPLIED WITH AND IS NOW NULL AND VOID.

# Town of Fort Macleod



## Legend

- Boundary
- Railway
- Hwy 2 Symbol
- Hwy 2
- Hwy 3 Symbol
- Hwy 3
- Hwy 811 Symbol
- Highway 811 Bridge
- Hwy 811
- Hwy 810 Symbol
- Hwy 810
- Title Linework
- Parcels

## Notes

© Town of Fort Macleod

0.1 0 0.03 0.1 Kilometers

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



**TOWN OF FORT MACLEOD**  
**NON-RESIDENTIAL**  
**DEVELOPMENT PERMIT APPLICATION**

\*\*\*INCOMPLETE APPLICATIONS WILL BE RETURNED\*\*\*

**MAR 14 2023**

Date of Application: \_\_\_\_\_

**IMPORTANT NOTICE:** This application **does not** permit you to commence construction until such time as a notice of decision has been issued by the Development Authority. If a decision has not been received within 40 days of the date of application and no extension agreement has been entered into, you have the right to deem the application refused and file an appeal to the Subdivision and Development Appeal Board.

*"permitted use!"*

**THIS DOES NOT CONSTITUTE A BUILDING PERMIT.**  
**A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.**

FOR OFFICE USE ONLY	
Date Received:	March 20
Accepted By:	Kali
Date Deemed Complete:	March 27
Application No. (if applicable):	024-23
Roll No.:	m. o. z. o
Fee:	(Errans.)

**D.C.**

**Council mtg Apr**

*no notice for Adj required*

**APPLICANT INFORMATION**

Name of Applicant: GMS Mechanical & Equipment

Mailing Address: P \_\_\_\_\_

Phone: \_\_\_\_\_

Phone (alternate): \_\_\_\_\_

City: Fort Macleod

Fax: \_\_\_\_\_

Postal Code: ToL oZo

Email: \_\_\_\_\_

Is the applicant the owner of the property?  Yes  No

IF "NO" please complete box below

Name of Owner:	<u>J &amp; C Burrows</u>	Phone:	_____
Mailing Address:	<u>PO</u> _____	Applicant's interest in the property:	
City:	<u>Fort Macleod</u>	<input type="checkbox"/> Agent	
Postal Code:	<u>ToL oZo</u>	<input type="checkbox"/> Contractor	
		<input checked="" type="checkbox"/> Tenant	
		<input type="checkbox"/> Other _____	

**PROPERTY INFORMATION**

Civic Address of Development: 336 25<sup>th</sup> Street

Legal Description: Lot(s) 12-15 Block 440 Plan 92 B

Land Use District: Direct control

What is the existing use? Vacant / Automotive storage

*\* 2 year temporary*

## DEVELOPMENT INFORMATION

This application is to: (Check all that apply)

- Construct a new building

The building is for:

- Commercial Use  
 Industrial Use  
 Public/Institutional Use  
 Other, specify \_\_\_\_\_

- Alter/renovate/ maintenance of the existing building- Includes painting in the CC(H) Commercial Central-Provincial Historic area  
 Construct an accessory building or structure ( includes sea cans/ATCO trailers etc. )  
 Demolish existing building (attach completed **Building Removal Form**)  
 Other (Use of Airport Facility and/ or infrastructure, Alternative energy, solar and /or wind)  
 Change or intensification of use (e.g. new type of business in existing building, Street markets,)  
 Accessory Use(Seasonal Outdoor Front Patio/sidewalk use)

Describe the proposed use, any changes from existing use, and any work to be done.

We plan to use these lots for agricultural equipment storage. This would consist of manure spreaders, feed trucks + boxes, trailers, tractors, cultivators, discs, etc. These pieces of equipment are very large and heavy so would not be able to roll or blow onto the roadway. Anything that could possibly move will be blocked at the wheels.

\* There is no building plan, as no building is required at this location.



## BUILDING REQUIREMENTS

	Principal Building	Accessory Building	Office Use
Parcel Size	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>	
Building Size	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>	
Height of Building	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Proposed Setbacks From Property Lines			
Front	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Rear	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Parcel Type:	<input type="checkbox"/> Interior Lot	<input type="checkbox"/> Corner Lot	

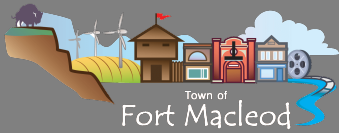
## DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

*IMPORTANT: This personal information is being collected under the authority of the Town of Fort Macleod for development. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. For more information contact the Town of Fort Macleod FOIP Coordinator at 403-553-4425.*

\_\_\_\_\_  
 APPLICANT

\_\_\_\_\_  
 Registered Owner (if not the same as applicant)



## Agenda Item Submission Form

**Date**

3/23/2023

**Meeting Type \***

Regular Council Meeting

**Meeting Date \***

04/10/2023

**Agenda Section \***

Consent Agenda

**Department \***

Administration

**Consent Agenda Category \***

Correspondence and Information Items

**Director Name \***

Adrian Pedro

**Director Email**

a.pedro@fortmacleod.com

### Submitter Information

**Submitter Name**

Adrian

**Email**

operations@fortmacleod.com

**Submission Title Name \***

Operations Policies

**Recommendation \***

That Council accepts the policies as information.

**Rationale****Background**

Operations has made adjustments to an existing policy and created three new policies to address our level of service and provide guidance to new programs. A summary is below:

OP09 vac truck dumping - minor changes and clarifications from the previous policy

OP15 dust abatement - addresses how the new abatement program will function, in addition to assigning priority levels for eligible gravel roads

OP16 gravel road improvement - identifies criteria and outlines an assessment matrix for the new capital budget program to pave gravel roads

OP17 gravel road maintenance - improves the Town's gravel maintenance by establishing a baseline level of service

**Financial Implications**

N/A

**Council Strategic Plan**

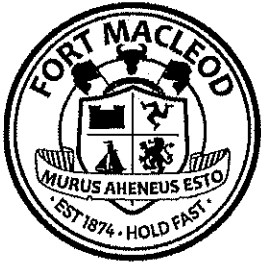
How is this submission supporting Council's Strategic Plan, Vision and Mission?

- 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**

OP#09 - Vacuum Truck Dumping Policy.pdf	240.18KB
OP#15 - Dust Abatement Policy - 2023.pdf	255.9KB
OP#16 - Gravel Road Improvement Policy - 2023.pdf	367.89KB
OP#17 - Gravel Road Maintenance Policy - 2023.pdf	195.28KB



# VACUUM TRUCK DUMPING POLICY

<b>Policy Number:</b>	OP09
<b>Administered By:</b>	Director of Operations
<b>Approved By:</b>	Chief Administrative Officer
<b>Effective Date:</b>	March 1, 2023

## **Purpose:**

The Town of Fort Macleod will ensure its commitment to the citizens of the Town by defining the parameters and requirements relating to vacuum trucks dumping their contents at our wastewater facilities. This will ensure the safety of our wastewater system and compliance to any associated environmental legislation.

## **Scope:**

This Policy covers all vacuum trucks that utilize the Town's wastewater facilities to discard/deposit the contents of their containers.

## **Responsibilities:**

The Public Works and Plants Foremen are responsible to ensure adherence to this Policy. Vacuum Truck Operators are required to know and comply with this Policy.

## **Definitions:**

Vacuum Truck: A type of tank truck that has a pump and a tank, designed to pneumatically suck liquids, sludges, slurries or mixtures of sand and water. Vacuum trucks are used to transport the collected material to a treatment or disposal site.

## **Policy:**

The Town will allow Vacuum Trucks to dump only domestic wastewater from septic tanks. These contents must have originated from within the municipal boundaries of the Town or a designated site that has been approved by the Town. Dumping any unapproved waste or dumping approved waste without authorization shall be subject to legal action under the Sewer Bylaw. Rates for dumping are set by the Sewer Bylaw.

## **Procedure:**

### Dumping Restrictions:

- Only domestic waste will be accepted. Car wash sump material or any other liquid waste product will not be accepted.
- No more than one load per hour will be accepted. Loads must not exceed the limits established in Clause 503 of the Sewer Bylaw.
- The Town reserves the right to refuse any load for any reason deemed acceptable to the Town.
- Vacuum Truck Operators must make prior arrangements to dump at the Towns specified dumping facility between the hours of 7:00am and 4:00 p.m., Monday through Friday by phoning 403-331-9319.

- Vacuum Truck Operators must have a utility billing account in place with the Town prior to performing any dumping operations.
- Operators must provide the Town with the origin of the septic tank waste.

Dumping Operations:

- Upon arrival at the specified dumping facility, the Vacuum Truck Operator shall:
  - Cooperate with all legislated Health and Safety requirements.
  - Dump the load as slow as possible to prevent shock loading of the Wastewater Treatment Plant.
- Operators will be billed by the Town as per the rates set out in the Sewer Bylaw.

**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



## DUST ABATEMENT POLICY

<b>Policy Number:</b>	OP15
<b>Administered By:</b>	Director of Operations
<b>Approved By:</b>	Chief Administrative Officer
<b>Effective Date:</b>	March 1, 2023

### **Purpose:**

This policy shall be used to define the Town's roles and responsibilities for the control of dust on gravel roads within town limits.

### **Scope:**

The Town recognizes the importance of a dust suppressant to minimize driving hazards and improve the quality of life for citizens on gravel roads.

### **Responsibilities:**

The Public Works Foreman is responsible to ensure regular dust control is taken care of in high traffic/priority roads as stated in this policy.

### **Definitions:**

Dust Suppressant: any treatment material for reducing dust emissions, which may include MG30, calcium chloride, magnesium chloride, DowFlake, DL10 and oil.

### **Policy:**

The Town will help maintain its gravel roads in early spring of every year by using a dust suppressant product, chosen from the Alberta Transportation Recognized Product List to control dust on high traffic areas and roads that produce a bulk amount of dust for residents.

When requests for improved maintenance exceed the road classification or level of service and regularly scheduled maintenance, the Town may consider a cost share or user pay arrangement on a case-by-case basis.

The Town may also consider a second annual application of dust suppressant based on environmental conditions, at the discretion of the Public Works Foreman.

### **Procedure:**

The Public Works Foreman will perform a condition assessment on all gravel roads to determine the annual priority list. Priority will be given to those roads with higher traffic volumes and proximity to adjacent residents and/or businesses. Gravel roads will be divided into two priority categories, as listed below.

Priority 1 roads shall routinely receive annual dust suppression, Priority 2 roads may be added to the annual program based on budget availability.

Priority 1 Roads:

- Range Road 261
- Deer Path Meadows Road
- Avro Anson Road
- River Valley Estate Road
- 9<sup>th</sup> Avenue by the cemetery
- Lyndon Road

Priority 2 Roads:

- Southwest industrial park
- Sergeant Wilde Road
- 14<sup>th</sup> Street
- 8<sup>th</sup> Ave/7<sup>th</sup> Ave between 14<sup>th</sup> Street and 8<sup>th</sup> Street
- 30<sup>th</sup> Street east of 9<sup>th</sup> Avenue
- 27<sup>th</sup> Street east of 8<sup>th</sup> Avenue
- 1<sup>st</sup> Street

Public Works will assess and implement all preparation required prior to applying a dust suppressant product which meets the environmental standards at the discretion of the municipality. Preparation may include the following:

- Gravel replenishment
- Blading and shaping
- Application of moisture as required

**Further Information:**

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



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CAO – Town of Fort Macleod



## GRAVEL ROAD IMPROVEMENT POLICY

<b>Policy Number:</b>	OP16
<b>Administered By:</b>	Director of Operations
<b>Approved By:</b>	Chief Administrative Officer
<b>Effective Date:</b>	March 1, 2023

### **Purpose:**

The Town is committed to promoting public safety and providing an adequate transportation network for its residents.

### **Scope:**

The Town recognizes the importance of providing a consistent process in identifying which Gravel Roads require upgrades and contribute to the continuous improvement of operations.

### **Responsibilities:**

The Public Works Foreman and Director of Operations are responsible to ensure improvement priorities are assessed as per the criteria outlined in this policy.

### **Definitions:**

Average Annual Daily Traffic (AADT): the average twenty-four-hour, two-way traffic taken over a minimum of three-day period under normal conditions.

Gravel Road: a road surface that is not paved or surface treated.

Paved Surface: means a surface with a wearing layer or layers of asphalt, concrete or asphalt emulsion.

Surface Width: the horizontal distance measured from top of ditch slope on one side of the road to the top of ditch slope on the opposite side.

Priority Index (PI): means the classification determined by the considerations under this policy. The index classifies upgrading Gravel Roads as high, medium or low priority.

Roadway: the part of the road that is improved, designed, or ordinarily used for the passage of vehicular traffic, inclusive of the shoulder.

### **Policy:**

The Town may upgrade Gravel Road based on the following considerations:

- a) Priority - where the Gravel Road has been allotted as high priority, as determined in accordance with the procedure of this Policy (see below).
- b) Financial - where an analysis of the capital costs, operational costs and the life cycle cost indicate a savings to the Town or where there is a significant saving to the Town by combining/splitting the upgrading of adjacent Roadways.
- c) Condition, Structure and Drainage – where the Roadway has been determined to have sufficient structure and adequate drainage to support the increased traffic flow.



- d) Surface Width – where the Roadway meets the minimum Surface Width standards for Paved Roads in accordance with applicable Town design standards.
- e) Horizontal and Vertical Alignment – where the existing horizontal and vertical alignment of Roadway is compatible with the posted speed limit.
- f) Traffic – where the Gravel Road meets the minimum vehicular volume of 75 AADT and the functional road classification of the Roadway based on its use and purpose.
- g) Traffic Composition – where the Roadway is experiencing high truck volumes and/or high pedestrian vehicle volumes.
- h) Risk Management - where the non-standard condition of the Roadway is correctable by upgrading to a Paved Surface and upgrading is determined to reduce liability issues.
- i) Operational Benefits – where there is a benefit from the reduction of operational and seasonal maintenance activities.
- j) Asset Management - where the Roadway is included in a capital improvement plan as per the Town's asset management program.
- k) Complaints - where a high number of legitimate concerns and complaints from the members of public.

Despite being given a priority rating under this section of the Policy, not all Gravel Roads will be considered for upgrading, unless other conditions as determined in accordance with this Policy are considered.

Upgrading of Gravel Roads shall be subject to funding availability.

**Procedure:**

Priority Index (PI) for Gravel Roads is identified using the calculation below.

- 1) The following the formula to calculate the Priority Index:

$$PI = TF + FC + MF + DW$$

Legend

PI = Priority Index

TF = Traffic Factor

FC = Functional Classification Factor

MF= Maintenance Factor (Add 5 points for Roadways requiring additional maintenance)

DW = Driveway Factor

The Priority Index determines priority classification.

Priority Index (PI)	
0-5	Low
6-10	Medium
11+	High

2) The Traffic Factor is determined by AADT.

AADT Range	Traffic Factor (TF)
0-60	0
61-100	2
101-200	4
201-300	6
300+	8

3) The Function Classification Factor (FC) is determined by traffic composition.

Classification	Examples	(FC)
Light Traffic	Passenger cars, motorcycles, two axle – 4 tire units	2
Medium Traffic	Buses, two axle – 6 tire units	4
Heavy Traffic	Three axle single units, four or more axle single units or larger	6

4) The Maintenance Factor (MF) refers to maintenance requirements.

Maintenance Type	Maintenance Factor (MF)
Regular grading, reshaping	0
Dust suppression placement	3
Frequent grading, material placement	5

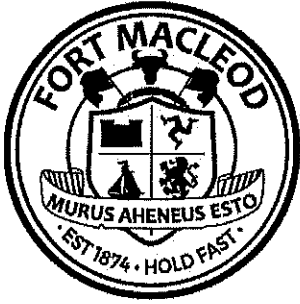
5) The Driveway Factor (DW) is determined by the number of commercial or residential driveways abutting the subject Roadway.

Number of Driveways	Driveway Factor (DW)
0-3	0
4-6	2
7-9	4
10+	6

### Further Information:

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

  
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 CAO – Town of Fort Macleod



<b>GRAVEL ROAD MAINTENANCE POLICY</b>	
<b>Policy Number:</b>	OP17
<b>Administered By:</b>	Director of Operations
<b>Approved By:</b>	Chief Administrative Officer
<b>Effective Date:</b>	March 1, 2023

**Purpose:**

This policy shall be used to define the Town’s roles and responsibilities for the maintenance and upkeep of gravel roads within the Town.

**Scope:**

The Town recognizes the importance of maintaining gravel roads within Town limits to ensure they are safe for vehicle use.

**Responsibilities:**

The Public Works Foreman is responsible to ensure regular maintenance of gravel roads as stated in this policy and all applicable Engineering Standards.

**Definitions:**

Blading: refers to the redistribution of surface materials over the road surface uses a mechanical grader, this helps to remove potholes, washboards, and ruts.

Grading: means using a motor grader to restore the driving surface and drainage attributes to roads, this will help provide a reasonably smooth and safe road condition.

Crown: refers to the slope of the road to allow for proper drainage.

**Policy:**

The Town maintains its gravel roads based on traffic volumes and condition assessments. Higher volume roads are maintained with greater frequency than lower volume roads.

When requests for improved maintenance exceed the road classification or level of service and regularly scheduled maintenance, the Town may consider a cost share or user pay arrangement on a case-by-case basis.

**Procedure:**

- Inspections – gravel roads shall be inspected monthly (or as required) in order to maintain them to a safe and reasonable standard and prioritize maintenance.
- The Town will ensure an acceptable safe level of service through regular road maintenance including, road blading/grading, gravel replenishment, road re-shaping, and ditch maintenance.
- The Town will ensure all gravel roads have a safe level of service with uniform road crown, and proper drainage. The Town will confirm gravel roads are free and clear of all large rocks that may appear after blading.

- Gravel replenishment – the Town will establish a priority list to re-gravel roads based on condition assessments and historical maintenance requirements. The priority list will be determined at the beginning of each year and implemented as time and conditions permit.

**Further Information:**

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

A handwritten signature in blue ink, appearing to be 'A. J. Smith', written over a horizontal line.

CAO – Town of Fort Macleod