



**Town of Fort Macleod  
Council Meeting Agenda  
Monday, May 8, 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. Just Serve: Building Unity Through Community Service – *Rick Bullock*

**F. PUBLIC HEARINGS**

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

1. Just Serve: Building Unity Through Community Service – *Rick Bullock*

**H. UNFINISHED BUSINESS**

**I. NEW BUSINESS**

1. Bylaw 1967: Macleod Landing Debenture (*1<sup>st</sup> reading*) – *Anthony Burdett, CAO*
2. Bylaw 1974: Waste Management Amendment (*1<sup>st</sup> reading*) – *Adrian Pedro, Director of Operations*
3. NRCB: CFO Application LA22045 Bayer Feeders Ltd – *Adrian Pedro, Director of Operations*
4. 2023 Property Tax Variance Request: Alberta Lodge No.3 – *Anthony Burdett, CAO*

**J. ADMINISTRATIVE REPORTS**

**K. IN CAMERA**

**L. ADJOURNMENT**

**Town of Fort Macleod**  
**CONSENT AGENDA**  
**Monday, May 8, 2023**

**A. COUNCIL MEETING MINUTES**

1. Council Meeting Minutes – April 24, 2023
2. Committee of the Whole Finance & Infrastructure Meeting Minutes – May 1, 2023

**B. CORRESPONDENCE AND INFORMATION ITEMS**

1. Exemption of Newspaper Media from Extended Producer Responsibility (EPR) Program

**C. FINANCIAL**

1. Cheque Listing - May 3, 2023

**D. COMMITTEE REPORTS**

*(First meeting of the month)*

1. Alberta Southwest
2. Chinook Arch Regional Library
3. Oldman River Regional Services Commission (ORRSC)
4. Willow Creek Foundation (WCF)

**Town of Fort Macleod  
Council Meeting Minutes  
Monday, April 24<sup>th</sup>, 2023  
GR Davis Administration Building  
Council Chambers  
7:00 pm**

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

**Regrets:** Councillor Mackenzie Hengerer.

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

**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.112.2023** Moved by Councillor Fox that Council approves the consent agenda as presented.

**CARRIED**

2. Regular Meeting Agenda

**R.113.2023** Moved by Councillor Fox that Council approves the regular meeting agenda with addition.

**Addition:**

17. Community Hall Rental Rate Reduction Request

**CARRIED**

**D. FOR THE GOOD OF COUNCIL**

**E. DELEGATIONS**

**F. PUBLIC HEARINGS**

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

**H. UNFINISHED BUSINESS**

**I. NEW BUSINESS**

1. Bylaw 1968: 2023 Mill Rate (2<sup>nd</sup> & 3<sup>rd</sup> Reading) – Kris Holbeck, Director of Finance

**R.114.2023** Moved by Councillor Wolstenholme that Bylaw 1968, being a bylaw of the Town of Fort Macleod in the Province of Alberta, to authorize the rates of taxation to be levied against accessible property within the Town of Fort Macleod for the 2023 taxation year, be given second reading.

**CARRIED**

**R.115.2023** Moved by Councillor Fox that Bylaw 1968, being a bylaw of the Town of Fort Macleod in the Province of Alberta, to authorize the rates of taxation to be levied against accessible property within the Town of Fort Macleod for the 2023 taxation year, be given third reading and finally declared passed.

**CARRIED**

2. 2023 Operational Budget - *Kris Holbeck, Director of Finance*

**R.116.2023** Moved by Councillor Monteith that Council approves the 2023 Operational budget as presented.

**CARRIED**

3. Intermunicipal Recreation Funding - *Anthony Burdett, CAO*

**R.117.2023** Moved by Councillor Van Huigenbos that Council accepts the Intermunicipal Recreation Funding Agreement update regarding 2023 contributions from the Municipal District of Willow Creek No. 26 as information.

**CARRIED**

4. Land Sale Listing: Manning Industrial Lots - *Anthony Burdett, CAO*

**R.118.2023** Moved by Councillor Poytress that Council approves the Manning Industrial lot prices for listing as follows:

Manning Lot 14: \$88,800.00  
Manning Lot 15: \$84,900.00  
Manning Lot 16: \$86,500.00  
Manning Lot 17: \$93,500.00  
Manning Lot 18: \$88,600.00  
Manning Lot 19: \$91,500.00  
Manning Lot 20: \$104,200.00  
Manning Lot 21: \$100,700.00  
Lot 1, Block 5, Plan 1327JK \$79,300.00

**CARRIED**

5. Alberta SouthWest: Energy Efficiency - *Anthony Burdett, CAO*

**R.119.2023** Moved by Councillor Monteith that Council directs Administration to work with Alberta SouthWest in applying for Municipal Energy grant possibilities.

**CARRIED**

6. Town of Barrhead: EPR Exemption - *Anthony Burdett, CAO*

**R.120.2023** Moved by Councillor Fox that Council supports the Town of Barrhead's letter regarding the exemption of newspaper media from the Extended Producer Responsibility (EPR) revisions.

**CARRIED**

7. Community Hall Rental Rate Reduction Request- *Liisa Gillingham, Director of Community*

**R.121.2023** Moved by Councillor Monteith that Council approves a 50% rental rate reduction for the Shinah House Foundation training session May 8-12, 2023.

**CARRIED**

**J. ADMINISTRATIVE REPORTS**

**R.122.2023** Moved by Councillor Van Huigenbos that Council move in camera to discuss personnel, land sale, and legal items at 7:24 pm.

**CARRIED**

**K. IN CAMERA**

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

**R.123.2023** Moved by Councillor Monteith that Council moves out of in camera at 7:52 pm.

**CARRIED**

**R.124.2023** Moved by Councillor Fox that Council approves the following individuals for appointment to the 150<sup>th</sup> Celebration Committee:

- Cultural Heritage Tourism Alliance Representative: Sandi Davis
- Fort Macleod Chamber Representative: Jackie Vanee Palmer
- Member at Large: Jason Austin
- Member at Large: Eileen Moses
- Municipal District of Willow Creek No.26 Representative: Joy Hurlburt

**CARRIED**

**L. ADJOURNMENT**

**Mayor Feyter adjourned the meeting at 7:53 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, May 3<sup>rd</sup>, 2023  
12:00 pm**

**Council Present:** Mayor Brent Feyter, Councillors Aaron Poytress, Christina Fox, and Marco Van Huigenbos.

**Regrets:** Councillors Gord Wolstenholme, Jim Monteith, and Mackenzie Hengerer.

**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.125.2023** Moved by Councillor Van Huigenbos that Council approves the meeting agenda with addition.

Addition:

**D4.** Non-Residential Tax Incentive Program

**CARRIED**

**C. IN CAMERA**

**D. NEW BUSINESS**

1. Macleod Landing Debenture Term – *Kris Holbeck, Director of Finance*
2. Road Names – *Adrian Pedro, Director of Operations*
3. Horse Paddocks – *Adrian Pedro, Director of Operations*
4. Non-Residential Tax Incentive Program

**E. ADJOURNMENT**

**Mayor Feyter adjourned the meeting at 1:17 pm.**

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*Mayor Brent Feyter*

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*CAO Anthony Burdett*



May 1, 2023

Office of the Minister  
Environment & Protected Area  
224 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB T5K 2B6  
[aep.recyclingregulation@gov.ab.ca](mailto:aep.recyclingregulation@gov.ab.ca)

**RE: EXEMPTION OF NEWSPAPER MEDIA FROM EXTENDED PRODUCER RESPONSIBILITY PROGRAM REVISIONS**

Dear Minister Savage,

On behalf of the Mayor & Council of the Town of Fort Macleod, we are writing to urge the Alberta government to exempt newspapers from the Extended Producer Responsibility (ERP) program revisions. We are deeply concerned about the impact that these changes will have on local newspapers, which are already struggling due to increased costs of materials and inflation, coupled with the decline in advertising spend and subscriptions.

Newspapers serve as a vital source of information for many individuals who cannot access the internet, particularly in rural communities with older demographics. The unintended consequences of adding additional fees to newspapers would lead to detrimental effects on our community, readers, and newspaper publishers. Newspapers are classified as single-use, packaging, and printed paper products in the proposed Extended Producer Responsibility systems. However, unlike wasteful product packaging, the newspaper is the product.

We urge the Alberta government to follow in the footsteps of jurisdictions such as Ontario, where newspapers have become exempt from similar EPR programs. Recognize the challenges faced by newspaper publishers, and exempt newspapers from the Extended Producer Responsibility program. Outside of Canada, all jurisdictions with EPR programs have some form of exemption for newspapers, recognizing their special status as a product and not packaging.

EPR exemptions recognize the vital role newspapers play in democracy and public education. More than 80 percent of Canadians, including 75 percent of millennials, choose to read printed news. As the Alberta government moves to add costs to newspapers, the federal government has implemented support programs for the newspaper industry, recognizing the critical importance of local news.

403.553.4425 • P.O. Box 1420 • 410 20th street  
📍 [www.fortmacleod.com](http://www.fortmacleod.com) 📺



There are more than 100 newspapers in Alberta, the majority of which serve small, rural communities. These newspapers have a combined circulation of more than 2.2-million copies. Based on rates in British Columbia, an Alberta EPR could cost Alberta's newspapers upwards of \$1-million a year. For our local newspaper, The Macleod Gazette, that could equate to an added cost of \$9,000 to \$10,000 a year.

Rather than forcing Alberta's newspapers to pay cash, the government could instead recognize the special status of print journalism by allowing newspapers to meet their producer obligations through in-kind advertising that educates citizens on recycling and waste diversion.

We hope that you will consider our concerns and take action to exempt newspapers from the Extended Producer Responsibility program revisions.

In the spirit of community,

A handwritten signature in black ink, appearing to read "Brent Feyter". The signature is stylized and fluid.

Brent Feyter, Mayor  
Town of Fort Macleod

cc: Alberta Municipalities  
MLA - Livingstone Macleod  
The Macleod Gazette

A light purple silhouette of a building with a flag on top, positioned behind the contact information. The building has a gabled roof and a flagpole with a flag flying. The background is a light purple gradient.

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📧 [www.fortmacleod.com](http://www.fortmacleod.com) 📺





# TOWN OF FORT MACLEOD

## Cheque Listing For Account Payable

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Batch #</b>	<b>Amount</b>
20230601	2023-04-11			1206	AEDARSA	14835	263.00
20230602	2023-04-11			17	ALBERTA HARDWARE LTD.		1,096.13
20230603	2023-04-11			1769	AMAZON.COM.CA		60.83
20230604	2023-04-11			83	BENCHMARK ASSESSMENT		4,860.80
20230605	2023-04-11			101	BROWNLIE LLP (EDMONTON)		891.19
20230606	2023-04-11			8	CANOE PROCUREMENT GROUP OF CANADA		15.74
20230607	2023-04-11			152	COMMUNICATIONS GROUP		1,853.25
20230608	2023-04-11			1112	CSRA HEAVY DUTY LTD.		379.89
20230609	2023-04-11			615	CULLIGAN WATER		23.78
20230610	2023-04-11			1260	DIGITEX		95.51
20230611	2023-04-11			1675	ECOAG INITIATIVES INC.		2,471.12
20230612	2023-04-11			235	FISHER SCIENTIFIC COMPANY		91.01
20230613	2023-04-11			255	FORT MACLEOD HISTORICAL ASSOCIATION		5,168.25
20230614	2023-04-11			846	GMS MECHANICAL & EQUIPMENT LTD.		262.50
20230615	2023-04-11			1787	GOVERNMENT OF ALBERTA		122,572.00
20230616	2023-04-11			281	GREGG DISTRIBUTORS LP		421.82
20230617	2023-04-11			704	HACH SALES & SERVICE CANADA		2,220.44
20230618	2023-04-11			289	HAGEN ELECTRIC		574.52
20230619	2023-04-11			1173	HIFAB HOLDINGS LTD.		152.30
20230620	2023-04-11			956	HOGLUND, STEVEN MICHAEL		1,235.05
20230621	2023-04-11			1387	HOLWERDA, THIJS		33.98
20230622	2023-04-11			1268	HORIZON TRUCK & BODY LTD.		428.01
20230623	2023-04-11			664	JESTIN, CURTIS		278.23
20230624	2023-04-11			337	KAIZENLAB		163.75
20230625	2023-04-11			1584	LIVE ELECTRIC INC.		4,295.53
20230626	2023-04-11			1063	LIVINGSTONE RANGE SCHOOL DIVISION		16,324.64
20230627	2023-04-11			1723	MA CATERING COMPANY LTD		205.03
20230628	2023-04-11			373	MAC AUTOGLASS & GRAPHICS LTD.		750.75
20230629	2023-04-11			787	MD PLUMBING & HEATING		7,134.48
20230630	2023-04-11			393	MUNICIPAL DISTRICT OF WILLOW CREEK		93,850.87
20230631	2023-04-11			978	NEXT HOME AND GARDEN		30.00
20230632	2023-04-11			436	OLDMAN RIVER REGIONAL SERVICES		9,048.00
20230633	2023-04-11			1250	PATTISON OUTDOOR ADVERTISING LP		787.50
20230634	2023-04-11			1711	PINCHER CREEK CO-OPERATIVE ASSOC. LTD.		5,558.34
20230635	2023-04-11			458	PRAIRIE VIEW HOMES LTD.		33,390.19
20230636	2023-04-11			514	SILVER AUTOMOTIVE FORT MACLEOD LTD.		109.09
20230637	2023-04-11			1654	T & T DISPOSAL SERVICES		6,032.40
20230638	2023-04-11			619	WILLOW CREEK REGIONAL WASTE		7,249.80
20230639	2023-04-11			1079	WOLF DEN ENTERPRISES		322.29
20230640	2023-04-11			640	WOLSTENHOLME, GORDON		93.50
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							330,795.51



# TOWN OF FORT MACLEOD

## Cheque Listing For Account Payable

2023-May-3  
8:41:37AM

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Batch #</b>	<b>Amount</b>
20230641	2023-04-06			159	CANADIAN PACIFIC RAILWAY COMPANY	<b>14837</b>	592.00
20230642	2023-04-06			169	CANADIAN UNION OF PUBLIC EMPLOYEES 70		832.31
20230643	2023-04-06			1241	CINTAS CANADA LIMITED		352.31
20230644	2023-04-06			809	DANDYMAN TREE SERVICE		5,250.00
20230645	2023-04-06			1789	FLASCH MANAGEMENT LTD.		8,242.50
20230646	2023-04-06			322	IMPREST CASH - Town of Fort Macleod		52.05
20230647	2023-04-06			1726	JD TOOLS		364.37
20230648	2023-04-06			1642	JON'S INDEPENDENT GROCER		45.83
20230649	2023-04-06			352	LARSON'S TIRE SHOP		36.75
20230650	2023-04-06			1790	MULDER PLUMBING & HEATING LTD.		228.38
							<hr/>
							15,996.50
							<hr/>
20230658	2023-04-18			1	IKPONMWOSA, IYAWE	<b>14838</b>	10,000.00
							<hr/>
							10,000.00
							<hr/>
20230685	2023-04-20			900200	J & C BURROWS HOLDINGS LTD	<b>14880</b>	12,387.87
							<hr/>
							12,387.87
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20230686	2023-04-24			1480	BOYS AND GIRLS CLUB LETHBRIDGE	<b>14887</b>	25,498.00
20230687	2023-04-24			169	CANADIAN UNION OF PUBLIC EMPLOYEES 70		1,652.20
20230688	2023-04-24			225	EXTENDICARE		286.75
20230689	2023-04-24			259	FOOTHILLS REGIONAL EMERGENCY SERVICES		12,783.06
20230690	2023-04-24			254	FORT MACLEOD VETERINARY CLINIC LTD.		57.76
20230691	2023-04-24			1512	LINDE CANADA INC.		253.94
20230692	2023-04-24			313	RX DRUG MART #2020		8.69
20230693	2023-04-24			1	GLOVER, SUSAN		56.70
20230694	2023-04-24			1	HOSELTON, WARREN		100.00
20230695	2023-04-24			1	SEXSMITH-WEST, MAUREEN		100.00
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							40,797.10
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# TOWN OF FORT MACLEOD

## Cheque Listing For Account Payable

2023-May-3

8:41:37AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
					<b>Batch #</b>	<b>14888</b>
20230696	2023-04-26			1772	2442851 ALBERTA LTD.	482.59
20230697	2023-04-26			1769	AMAZON.COM.CA	1,070.27
20230698	2023-04-26			55	AMSC INSURANCE SERVICES LIMITED	21,315.97
20230699	2023-04-26			1277	APEX COMFORT SOLUTIONS LTD.	135.98
20230700	2023-04-26			644	AVAIL LLP	7,313.25
20230701	2023-04-26			1284	BLACKLINE SAFETY CORP.	378.00
20230702	2023-04-26			100	BROWN OKAMURA & ASSOCIATES LTD.	3,733.06
20230703	2023-04-26			101	BROWNEE LLP (EDMONTON)	30,993.33
20230704	2023-04-26			112	CANADIAN LINEN & UNIFORM SERVC	95.38
20230705	2023-04-26			8	CANOE PROCUREMENT GROUP OF CANADA	539.77
20230706	2023-04-26			143	CLEARTECH INDUSTRIES INC.	4,352.99
20230707	2023-04-26			1057	DAVIS CHRYSLER DODGE JEEP RAM LTD.	163.63
20230708	2023-04-26			201	ECONOMY CASHWAY LUMBER	442.52
20230709	2023-04-26			235	FISHER SCIENTIFIC COMPANY	2,409.30
20230710	2023-04-26			1657	FLOWPOINT ENVIRONMENTAL SYSTEMS LP	106.03
20230711	2023-04-26			241	FORT MACLEOD AGENCIES (1989) LTD.	28.00
20230712	2023-04-26			262	FORT PHARMACY 2020 LTD.	60.23
20230713	2023-04-26			1113	GILLINGHAM, LIISA	85.01
20230714	2023-04-26			1548	GREEN ARROW RECYCLING AND JANITORIAL	2,005.51
20230715	2023-04-26			281	GREGG DISTRIBUTORS LP	787.46
20230716	2023-04-26			289	HAGEN ELECTRIC	32.42
20230717	2023-04-26			1173	HIFAB HOLDINGS LTD.	695.88
20230718	2023-04-26			699	HOUSENGA, WADE	60.00
20230719	2023-04-26			317	HURLBURT ROCK PRODUCTS LTD.	121.34
20230720	2023-04-26			1717	LAWRENCE, AMANDA	370.37
20230721	2023-04-26			1584	LIVE ELECTRIC INC.	369.58
20230722	2023-04-26			374	MACLEOD GAZETTE LTD.	5,596.04
20230723	2023-04-26			386	MCGILLS INDUSTRIAL SERVICES	10,091.55
20230724	2023-04-26			414	MPE ENGINEERING LTD.	6,845.80
20230725	2023-04-26			419	NAPA AUTO PARTS	540.22
20230726	2023-04-26			978	NEXT HOME AND GARDEN	30.00
20230727	2023-04-26			1204	QUADIENT LEASING CANADA LTD.	1,700.59
20230728	2023-04-26			1780	RECORDXPRESS	49.39
20230729	2023-04-26			955	REYNOLDS MIRTH RICHARDS & FARMER LLP	467.78
20230730	2023-04-26			514	SILVER AUTOMOTIVE FORT MACLEOD LTD.	298.82
20230731	2023-04-26			1177	SITE ONE LANDSCAPE SUPPLY	8,623.45
20230732	2023-04-26			1024	SOUTHERN IRRIGATION	36.50
20230733	2023-04-26			1068	TAXERVICE	1,759.80
20230734	2023-04-26			578	TOWN OF FORT MACLEOD	7,866.59
20230735	2023-04-26			1086	TRINUS TECHNOLOGIES INC.	52.50
20230736	2023-04-26			583	UFA CO-OPERATIVE LIMITED	242.55
20230737	2023-04-26			1360	VANEE TRUCKING	2,732.79
20230738	2023-04-26			85	WASTE CONNECTIONS OF CANADA INC.	19.24
20230739	2023-04-26			1318	WESTON MANUFACTURING LTD.	145.09
						<hr/>
						125,246.57



# TOWN OF FORT MACLEOD

## Cheque Listing For Account Payable

2023-May-3  
8:41:37AM

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Batch #</b>	<b>Amount</b>
20230740	2023-04-24			1717	LAWRENCE, AMANDA	<b>14890</b>	1,668.20
							1,668.20
							<b>14914</b>
20230755	2023-04-28			1156	DIRECT ENERGY BUSINESS		72,996.04
20230756	2023-04-28			1745	GFL ENVIRONMENTAL INC.		42,896.54
20230757	2023-04-28			562	TELUS		1,596.68
20230758	2023-04-28			564	TELUS MOBILITY		240.00
							117,729.26
							<b>14925</b>
20230759	2023-05-02			1772	2442851 ALBERTA LTD.		88.99
20230760	2023-05-02			1769	AMAZON.COM.CA		147.90
20230761	2023-05-02			1775	BIG SKY CALL CENTERS INC.		169.37
20230762	2023-05-02			101	BROWNLEE LLP (EDMONTON)		582.75
20230763	2023-05-02			8	CANOE PROCUREMENT GROUP OF CANADA		291.56
20230764	2023-05-02			615	CULLIGAN WATER		23.78
20230765	2023-05-02			1687	DYNAMIC MARINE SERVICES INC.		95.00
20230766	2023-05-02			213	EMPRESS THEATRE SOCIETY		37,500.00
20230767	2023-05-02			805	FABER SHARPENING LTD.		107.10
20230768	2023-05-02			255	FORT MACLEOD HISTORICAL ASSOCIATION		63,500.00
20230769	2023-05-02			810	GATEWAY SAFETY SERVICES LTD.		183.75
20230770	2023-05-02			1113	GILLINGHAM, LIISA		80.15
20230771	2023-05-02			281	GREGG DISTRIBUTORS LP		404.66
20230772	2023-05-02			1106	HOLBECK, KRIS		1,192.80
20230773	2023-05-02			699	HOUSENGA, WADE		69.30
20230774	2023-05-02			328	ITRON CANADA, INC.		5,730.81
20230775	2023-05-02			337	KAIZENLAB		432.03
20230776	2023-05-02			1717	LAWRENCE, AMANDA		283.28
20230777	2023-05-02			367	LIFESAVING SOCIETY		319.87
20230778	2023-05-02			787	MD PLUMBING & HEATING		640.32
20230779	2023-05-02			1423	MONTEITH, JAMES		55.00
20230780	2023-05-02			978	NEXT HOME AND GARDEN		23.29
20230781	2023-05-02			1250	PATTISON OUTDOOR ADVERTISING LP		787.50
20230782	2023-05-02			492	RP WATERWORKS INC.		356.95
20230783	2023-05-02			1398	T.L.C. VENTURES INC.		2,282.70
20230784	2023-05-02			1610	THE MASTER GROUP INC.		973.35
20230785	2023-05-02			1079	WOLF DEN ENTERPRISES		796.17
20230786	2023-05-02			640	WOLSTENHOLME, GORDON		157.30
							117,275.68



# TOWN OF FORT MACLEOD

## Cheque Listing For Account Payable

2023-May-3  
8:41:37AM

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Batch #</b>	<b>Amount</b>
20230787	2023-05-02			63	ASSOCIATED ENGINEERING ALBERTA LTD.	<b>14927</b>	16,800.00
20230788	2023-05-02			229	FCSS ASSOCIATION OF ALBERTA		175.00
20230789	2023-05-02			1731	LAKEVIEW AQUATIC CONSULTANTS LTD.		551.25
20230790	2023-05-02			352	LARSON'S TIRE SHOP		34.65
20230791	2023-05-02			1018	REACH , RONDA		100.15
20230792	2023-05-02			1	GLK GOLD - BIJOUX LK		75.00
20230793	2023-05-02			1	TOWN OF VULCAN		173.25
							<hr/>
							17,909.30
<hr/>							
20230794	2023-05-02			900100	MACKINTOSH, JOHN	<b>14928</b>	2,035.22
							<hr/>
							2,035.22
<hr/>							
						<b>Total</b>	<b>791,841.21</b>

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

# Alberta SouthWest Regional Alliance

## Minutes of the Board of Directors Meeting

Wednesday, April 5, 2023 – Country Encounters, Crowsnest Pass



### Board Representatives

Brent Feyter, Fort Macleod  
Brad Schlossberger, Claresholm  
Sahra Nodge, Pincher Creek  
Barbara Burnett, Cowley  
Cam Francis, Cardston County  
Blair Painter, Crowsnest Pass  
Victor Czop, Nanton  
Rick Lemire, MD Pincher Creek  
Dale Gugala, Stavely  
Tim Court, Cardston  
Keith Robinson, Waterton

### Resource Staff and Guests

Robert Strauss, MD Ranchland  
Patrick Thomas, Crowsnest Pass  
Greg Long, LRSD  
Karin Finley, AND Villages  
Eppo Van Weelerden, AND Villages  
Tristan Walker, Energy Manager  
Tony Walker, CF Alberta Southwest  
Sacha Anderson, CF Crowsnest Pass  
Bev Thornton, AlbertaSW

### Guest Councillors

Dave Phillipuzzi,  
Vicki Kubick  
Doreen Glavin  
Glen Girhiny  
Lisa Sygutek  
Dean Ward

**UNAPPROVED**

- 1 Call to Order/ Chair Brent Feyter called the meeting to order.
- 2 Approval of Agenda Moved by Dale Gugala THAT the agenda be approved as presented.  
**Carried.** [2023-04-843]
- 3 Approval of Minutes Moved by Cam Francis THAT the Minutes of March 1, 2023, be approved as presented.  
**Carried.** [2023-04-844]
- 4 Approval of Cheque Register Moved by Blair Painter THAT cheques #3186 to #3199 be approved as presented.  
**Carried.** [2023-04-845]
- 5 Southern Alberta Regional Solution for Housing Supply Karin Finley and Eppo Van Weelerden of AND Villages presented an innovative collaborative strategy to address community housing needs. Follow-up: gather input from communities and identify areas of potential collaboration.
- 6 Energy Efficiency: A Regional Approach Tristan Walker, Energy Manager for Town and MD of Pincher Creek presented a collaborative strategy to implement access to energy management services for interested communities in the region. Follow up: gather specific data from communities and request for letters of support.
- 7 International Economic Development Week Councils are encouraged to update motions from 2022 and submit to EDA in recognition of community leaders and economic developers in the region.
- 8 Green Destinations Audit Connect4Commerce, and on-line tool for investment opportunities, is in the first steps of being implemented. CAOs and EDOs have designated individuals who will help shape the process to be most beneficial.
- 9 Executive Director Report Moved by Rick Lemire THAT the report be accepted as information.  
**Carried.** [2023-04-846]
- 10 Round Table Accepted as information.
- 11 Upcoming Board Meetings
  - Wednesday, May 3, 2023 – TBD
  - Wednesday June 7, 2023 – AGM; tentatively at Heritage Acres-larger building!
  - July: (tentatively) - Executive Meeting
  - August 2, 2023 – (tentatively) MD Ranchland
- 12 Adjourn Moved by Dale Gugala THAT the meeting be adjourned.  
**Carried.** [2023-04-847]

**UNAPPROVED**



## Agenda Submission

**Submission Title**

Alberta SW Meeting Minutes

**Agenda Section**

Consent Agenda

**Meeting Type**

Regular Council Meeting

**Recommendation**

Approve as presented within the consent agenda.

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

2023 AlbertaSW Board Minutes 04-05 unapproved.pdf

189.19KB

**Submitter Name**

Meranda Day Chief

**Director Name**

Anthony Burdett

**Department**

Council

**Date**

4/18/2023

**Consent Agenda Category**

Committee Reports

**Meeting Date**

05/08/2023

**Email**

execassist@fortmacleod.com

**Director Email**

cao@fortmacleod.com



**Chinook Arch Library Board  
Annual Organizational Meeting  
Thursday, December 2, 2021**

**Meeting 6:00pm via Zoom**

**Minutes**

**Attendance:** List attached

- 1) Welcome and Introductions
- 2) Chinook Arch Mini-Orientation for New Members (R. Hepher)  
Introduction to the Chinook Arch Library System with some history and background information.
- 3) Approval of Agenda  
**Motion:** M. Sandberg moved approval of the agenda. M. Rockenbach seconded. **Carried**
- 4) Consent Agenda:
  - a) Minutes of the August 5, 2021 Board Meeting
  - b) Finance and Personnel Committee Report
  - c) Planning and Facilities Committee Report
  - d) Marketing/Communications Committee Report**Motion:** M. Rockenbach moved to accept the items on the Consent Agenda as distributed. W. Kalkan seconded. **Carried**
- 5) Items for Decision:
  - a. Year-to-Date Financial Statements (J. Monteith)  
Most line items are very consistent with what was budgeted. Fuel and maintenance costs were slightly higher than anticipated. As of November 2, 2022, the Board is forecasting a surplus of \$768 at year end.  
**Motion:** J. Monteith moved that the 2021 Financial Statements be received for information. T. Miyanaga seconded. **Carried**
  - b. 2023 Salary Grid  
Like many organizations, Chinook Arch uses a salary grid as a framework for determining pay rates for various positions. Levels



on the grid are determined by the complexity/responsibility associated with a given job, along with educational requirements. Each level contains 9 steps that allow staff small annual increases in salary (conditional on acceptable performance and budget availability). Once staff reach the top of their range, there are no further increases, unless there is cost of living adjustment (COLA) applied to the whole grid. In 2023, over half of Chinook Arch employees will be at the top of the salary grid.

Over the past several years, Chinook Arch has made very small adjustments to the salary grid (approximately 4.5% over 6 years). By contrast, the salaries of our main local job market competitor, Lethbridge Public Library, have increased much more substantially (11.5% over the same period).

Many analysts are projecting salary increases in 2023, due to a competitive labour market and continuing inflationary pressures. The Conference Board of Canada is predicting a 3.3% average salary increase for 2023. Likewise, Benefits Canada is forecasting an increase of 4% to base salaries in Canada in the coming year. Consulting firm Normandin-Beaudry is forecasting an increase of 3.9%.

For most of 2022, inflation has been hovering between 6% and 7%. Inflation is expected to ease in late 2023, but will still likely exceed earnings.

**Motion:** J. Monteith moved that the Board approve a 2% increase to the Chinook Arch Salary Grid. M. Sandberg seconded. **Carried**

c. **2023 Revised Budget**

Chinook Arch operates on a 4-year budget cycle. Each December, a revised budget for the following fiscal year is presented to the board for approval.

2023 is the first year of the 2023-2026 budget cycle. The initial draft budget was based on the assumption that member councils would approve the 2023-2026 Levy Schedule. However, Lethbridge Public Library denied the proposed Levy schedule, resulting in significant adjustments to the draft budget, including a reduction in Professional Development, Marketing, and Digital Resources expenditures. The new proposed 2023 budget is based on the following assumptions:

- A zero percent increase to the municipal levy (due to the City of Lethbridge not approving the proposed levy schedule)
- Stable provincial funding
- Proposed increase of 2% to the Salary Grid

The previously approved levy schedule and four-year budget will be revisited at future meetings. T. Miyanaga encouraged Board members to continue to advocate for Chinook Arch.

**Motion:** J. Monteith moved that the 2023 Revised Budget be approved by the Board. K. Jensen seconded. **Carried**

d. 2023 Capital/Project Budget

The Chinook Arch Library Board maintains reserves that can be used to fund specific projects and purchases. Annually, the Board receives proposals from management for the use of reserve funds for one-time expenditures for the purchase of capital assets, capital improvements to the facility, and/or project-based initiatives that will benefit member libraries and patrons. Funds may be drawn from specific reserves, or may be funded from the Board’s Operating Reserve or any unrestricted operating surplus at year end. Proposed 2023 Capital/Project Budget items are:

Proposed Budget Item	Estimated Cost	Proposed Funding Source
Parking Lot Repair	\$45,000	Building Reserve
Website Redesign	\$70,000	Technology Reserve
Wireless Access Point (WAP) replacement	\$60,000	Technology Reserve
<b>Total</b>	<b>\$175,000</b>	

**Motion:** J. Monteith moved that the Draft 2023 Capital/Project budget be approved by the Board. M. Sandberg seconded. **Carried**

e. Policy Review:

i. Expenses

This policy lays out the guidelines for paying travel, accommodation, and other expenses to Chinook Arch Library Board trustees travelling or incurring other expenses while on System business.

Minor wording changes are proposed under the “Approval” heading. The policy also makes reference to the Alberta Library Conference, which was formerly held in Jasper. This conference was canceled in 2020 with the advent of COVID-19, and does not appear poised to make a return. Nevertheless, the Finance and Personnel Committee resolved to keep the policy in place for now. The “Electronic Technology Expenses” aspect of the policy was also discussed. It is an expense for which few members have ever sought reimbursement. The Finance

and Personnel Committee had suggested that it might be helpful in encouraging people to join Committees who might otherwise be hesitant to do so due to the costs involved.

**Motion:** J. Monteith moved that the revised Expenses policy be approved by the Board for approval. D. Christensen seconded. **Carried**

ii. Executive Officers

The Executive Officers policy lays out the purpose and composition of the Executive Committee, as well as the means of election and term.

The policy was updated to reflect the correct clause in the System Agreement. Language in the Agreement relating to the Executive Committee can now be found in Clause 8 instead of Clause 10.

The first paragraph of the Elections section has been clarified by specifying that it the organizational meeting of the Board where officers shall be elected.

**Motion:** W. Kalkan moved that the Board approve the revised Executive Officers Policy. M. Barber seconded. **Carried**

f. Alberta Library Trustees Association (ALTA) update

Current ALTA rep W. Kalkan mentioned the variety of resources available to library trustees via the ALTA website. ALTA is currently in discussion with other library partners about creating a conference in lieu of ALC. W. Kalkan noted that her term is ending and as such, a new ALTA representative will need to be appointed.

**Motion:** T. Miyanaga moved that D. Logan be appointed as the ALTA rep with V. Mensch as alternate. D. Christensen seconded. **Carried**

6) Items for Information/Discussion:

a. Alberta Alberta Library Systems Advocacy Initiative

Earlier in 2022, the seven library systems in Alberta convened a committee to develop a cohesive strategy for advocating for increased provincial library funding in the lead-up to the 2023 election.

The Committee has met a few times, and will continue to meet over the coming months. The committee has been working with a communications consultant to draft an advocacy plan. A copy of

the plan was shared with the Chinook Arch Board. Looking forward, the committee will be producing documents and talking points that can be shared with the Chinook Arch board, member library trustees, and other stakeholders as appropriate. Further information and resources will be forthcoming that trustees can use when speaking to MLAs, candidates, municipal partners, and more. M. Logan noted that the Marketing/ Communications will also be lobbying and advocating for Chinook Arch as well. W. Kalkan noted that ALTA is also working on creating advocacy materials that trustees can utilize. Motion: D. Christensen moved that the Board endorse these advocacy efforts. L. Bevans seconded. **Carried**

b. Staff Board Function

In the past, Chinook Arch had a social function at Christmastime where board and staff could mingle. About 5 years ago, staff expressed a desire to have a celebration that was more staff-focused. However, in the wake of COVID and in the interest of building rapport between the board and staff, it may be time to explore a joint function in a low-pressure environment. It is proposed that the Chinook Arch Library Board book a private evening at the Nikka Yuko Japanese Garden during January or February. Trustees, staff, and their families will be invited for a short program, snacks, and access to the light display and other attractions that Nikka Yuko is offering. More information regarding date and time will be forthcoming.

**7) Executive Committee Elections (M. Logan)**

As stated in the "Organizational Meetings" policy, the December meeting is the annual organizational meeting for Chinook Arch. The following Executive Committee positions are up for election:

- Vice-Chair (2-year term)
- Treasurer (1-year term)
- Director-at-Large (1-year term, up to 6 positions)

The position of Chair, currently held by Vic Mensch (Ministerial Appointee), is not up for election this year. The Executive Officers policy states that the Lethbridge Public Library will have a representative on the Executive Committee. This is an *ex officio* position. It is currently held by Wendy Kalkan (LPL – Resource Centre), but as Wendy's term on the LPL board ends after 2022, that seat on the Executive Committee will remain vacant until the LPL board appoints a new representative in early 2023.

Each year, a nominating committee comprised of the chairs of the three standing committees receives nominations from trustees interested in serving on the Executive Committee. Nominations may also be made from the floor.

The following trustees have agreed to let their names stand for election to the Executive Committee:

**Vice-Chair:**

- Marie Logan (Village of Lomond)

**Treasurer:**

- Jim Monteith (Town of Fort Macleod)

**Directors-at-Large:**

- Mark Barber (Town of Pincher Creek)
- Darryl Christensen (Town of Magrath)
- Doug Logan (Vulcan County)
- Lyndsay Montana (Town of Coalhurst)
- Tamara Miyanaga (Taber M.D.)
- Doreen Glavin (Crowsnest Pass)

Further nominations were thrice called from the floor for the positions of Vice-Chair. No further nominations were received. **Motion:** M. Sandberg moved that nominations cease. V. Mensch declared nominations cease. As there were no further nominations, **Marie Logan was acclaimed as Vice-Chair.**

Further nominations were thrice called from the floor for the positions of Treasurer. No further nominations were received. **Motion:** D. Logan moved that nominations cease. V. Mensch declared nominations cease. As there were no further nominations, **J. Monteith was acclaimed as Treasurer.**

Further nominations for Director-at-Large were thrice called from the floor. No further nominations were received. **Motion:** W. Kalkan moved nominations cease. M. Sandberg seconded. V. Mensch declared nominations cease. As there were no further nominations, **Doug Logan, Doreen Glavin, Mark Barber, Tamara Miyanaga, Darryl Christensen and Lyndsay Montana were accepted as Directors-at-Large.**

**8) Departing Board Member Recognition**

Departing Board Members Ed Weistra, Dennis Barnes, Trevor Wagenvoort, Lise Mayne, Brydon Saunders, Shelley Deleeuw, Don Toovey, Linda Weasel Head, and Wendy Kalkan were recognized.

**9) Other Business**

R. Hepher encouraged Board Members to join one of our standing Committees and offered those present a tour of the building.

**10) Next Meeting -**

System Board: Thursday, April 6, 2023 6:00pm

D. Christensen noted that this is the Thursday before Good Friday and suggested an alternate date be considered. This option will be explored.

**11) Adjournment**

**Motion:** M. Sandberg moved that the meeting be adjourned.

**Attendance at Chinook Arch Library Board Meeting, December 1, 2022**

**Jurisdiction**

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

**Board Member**

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

**Regrets**

**Jurisdiction**

Cardston County

**Board Member**

Tom Nish

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

Sarah Mitchel (Goodwin-Anderson)  
Terry Penney  
Christopher Northcott  
Teresa Feist  
Dave Cox  
Gary Bikman  
Monica McLean

**Absent**

**Jurisdiction**

Arrowwood  
Claresholm  
Glenwood  
Stavely  
Vulcan

**Board Member**

Wendy Williams  
Tony Hamlyn  
Linda Allred  
Brydon Saunders  
Liz Hammond

**Staff in Attendance**

Robin Hepher  
Lisa Weekes  
Kerby Elfring

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Signature

**CHINOOK ARCH LIBRARY BOARD**  
**Financial Statements**  
**Year Ended December 31, 2022**

*Draft for discussion purposes only*



CHINOOK ARCH LIBRARY BOARD  
Index to Financial Statements  
Year Ended December 31, 2022

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Draft for discussion purposes only

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Chinook Arch Library Board

### *Opinion*

We have audited the financial statements of Chinook Arch Library Board (the Board), which comprise the statement of financial position as at December 31, 2022, and the statements of changes in net assets, revenues and expenses and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2022, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Board in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

(continues)

\* denotes professional corporation

Independent Auditor's Report to the Members of Chinook Arch Library Board *(continued)*

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lethbridge, AB

Chartered Professional Accountants

CHINOOK ARCH LIBRARY BOARD

Statement of Financial Position

December 31, 2022

	2022	2021
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and cash equivalents (Note 3)	\$ 1,613,826	\$ 1,565,298
Restricted cash (Note 4)	6,781	4,484
Accounts receivable	37,323	68,051
Goods and services tax recoverable	18,123	33,938
Employee computer loans (Note 5)	871	1,557
Prepaid expenses	173,471	227,098
	<b>1,850,395</b>	1,900,426
PROPERTY AND EQUIPMENT (Note 6)	<b>2,486,851</b>	2,598,474
	<b>\$ 4,337,246</b>	<b>\$ 4,498,900</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 71,552	\$ 121,811
Deferred revenue (Note 7)	25,211	4,483
Employee benefit obligations (Note 8)	191,065	182,006
	<b>287,828</b>	308,300
DEFERRED CAPITAL CONTRIBUTIONS (Note 9)	<b>1,958,796</b>	2,043,079
	<b>2,246,624</b>	2,351,379
<b>NET ASSETS</b>	<b>2,090,622</b>	2,147,521
	<b>\$ 4,337,246</b>	<b>\$ 4,498,900</b>

ON BEHALF OF THE BOARD

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

**CHINOOK ARCH LIBRARY BOARD**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2022**

	Unrestricted Fund 2022	Internally Restricted Fund 2022 (Note 10)	Externally Restricted Fund 2022 (Note 10)	Capital Fund 2022	Total 2022	Total 2021
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ -</b>	<b>\$ 1,591,216</b>	<b>\$ 1,041</b>	<b>\$ 555,264</b>	<b>\$ 2,147,521</b>	<b>\$ 2,111,174</b>
Deficiency of revenues over expenses	(56,899)	-	-	-	(56,899)	36,347
Amortization of capital assets	111,623	-	-	(111,623)	-	-
Amortization of deferred capital contributions	(84,283)	-	-	84,283	-	-
Book allotment purchase, net of additions (Note 10)	3,359	(3,359)	-	-	-	-
Use of Technology Fund reserves (Note 10)	46,690	(46,690)	-	-	-	-
Use of Operating Fund reserves (Note 10)	10,975	(10,975)	-	-	-	-
Internally imposed restriction on remaining surplus (Note 10)	(31,465)	31,465	-	-	-	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$ -</b>	<b>\$ 1,561,657</b>	<b>\$ 1,041</b>	<b>\$ 527,924</b>	<b>\$ 2,090,622</b>	<b>\$ 2,147,521</b>

DRAFT FOR INTERNAL PURPOSES ONLY

**CHINOOK ARCH LIBRARY BOARD**  
**Statement of Revenues and Expenses**  
**Year Ended December 31, 2022**

	Budget 2022	Total 2022	Total 2021
<b>REVENUES</b>			
Municipal levies	\$ 1,612,662	\$ 1,597,254	\$ 1,654,512
Provincial operating grant	970,499	1,003,511	970,499
Library board membership fees	636,120	638,412	635,406
Provincial rural library services grant	164,885	123,693	164,885
Municipal rural services fees	55,097	55,209	55,839
Other income (Schedule 1)	318,000	359,154	308,981
Contract services (Schedule 1)	140,400	124,121	127,848
Other grants (Schedule 1)	44,512	41,671	155,315
Amortization of deferred capital contributions (Note 9)	-	84,283	87,628
	3,942,175	4,027,308	4,160,913
<b>EXPENSES</b>			
Salaries and benefits	2,095,700	2,123,177	2,061,036
Library materials and collections	848,118	882,374	937,314
Building and maintenance	39,500	58,958	45,628
Board expenses	9,000	6,881	5,374
Programs and services (Schedule 2)	419,100	402,921	479,640
Network services (Schedule 2)	110,000	107,529	129,907
Contract and other services (Schedule 2)	137,500	127,649	128,763
Bibliographic services (Schedule 2)	88,200	88,363	94,436
Training and development (Schedule 2)	40,000	30,734	15,115
Shipping and delivery (Schedule 3)	37,500	58,523	43,967
Administration (Schedule 3)	33,400	27,810	31,367
Amortization of capital assets	96,000	111,623	152,519
	3,954,018	4,026,542	4,125,066
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS</b>	(11,843)	766	35,847
<b>OTHER INCOME (EXPENSES)</b>			
Gain on disposal of property and equipment	12,000	-	500
Projects funded by Technology Fund reserves (Note 10)	-	(46,690)	-
Projects funded by Operating Fund reserves (Note 10)	-	(10,975)	-
	12,000	(57,665)	500
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	\$ 157	\$ (56,899)	\$ 36,347

**CHINOOK ARCH LIBRARY BOARD**

**Revenue Schedule (Schedule 1)**

**Year Ended December 31, 2022**

	Budget	2022	2021
<b>OTHER INCOME</b>			
Additional funds for library materials	\$ 300,000	\$ 306,724	\$ 294,667
Interest and investment income	8,000	48,030	11,804
Employment programs	5,000	4,350	-
Southern Alberta Library conference	3,000	-	2,500
Miscellaneous	2,000	-	10
Fundraising and donations	-	50	-
	\$ 318,000	\$ 359,154	\$ 308,981
<b>CONTRACT SERVICES</b>			
Reimbursement for purchases	\$ 100,000	\$ 88,147	\$ 92,799
Contracts	38,400	35,846	34,802
Book purchases	2,000	128	247
	\$ 140,400	\$ 124,121	\$ 127,848
<b>OTHER GRANTS</b>			
Other grants	\$ 44,512	\$ -	\$ -
Digital Literacy Exchange Program		28,401	124,958
Nobleford Establishment grant		10,270	-
Community Root grant		3,000	-
Community Incentives Program		-	20,357
Piikani book locker grant, net of capital portion		-	10,000
	\$ 44,512	\$ 41,671	\$ 155,315

Draft for discussion purposes only

CHINOOK ARCH LIBRARY BOARD

Expense Schedules (Schedule 2)

Year Ended December 31, 2022

	Budget	2022	2021
<b>PROGRAMS AND SERVICES</b>			
Rural library services grant transfer	\$ 172,800	\$ 147,575	\$ 198,676
Support subscriptions	125,000	130,253	118,466
Regional resource sharing	90,000	90,000	90,000
Marketing and communications	15,000	17,239	35,230
Membership programs	9,800	9,887	9,675
Library membership cards	5,000	2,194	6,614
Summer programs	1,000	1,524	5,360
Special projects	500	4,249	15,619
	\$ 419,100	\$ 402,921	\$ 479,640
<b>NETWORK SERVICES</b>			
Network support and maintenance	\$ 65,000	\$ 53,243	\$ 67,915
Telecommunications	25,000	27,063	26,439
Equipment and software	20,000	27,223	35,553
	\$ 110,000	\$ 107,529	\$ 129,907
<b>CONTRACT AND OTHER SERVICES</b>			
Purchasing services for member libraries	\$ 100,000	\$ 91,674	\$ 93,714
ILS maintenance and service contract	35,000	35,846	34,802
Staff purchases	2,000	129	247
Better Beginnings card coupons	500	-	-
	\$ 137,500	\$ 127,649	\$ 128,763
<b>BIBLIOGRAPHIC SERVICES</b>			
Support services	\$ 70,000	\$ 71,645	\$ 78,509
Supplies for library materials	14,000	11,246	11,780
Cataloguing subscriptions	4,200	5,472	4,147
	\$ 88,200	\$ 88,363	\$ 94,436
<b>TRAINING AND DEVELOPMENT</b>			
Conferences, courses and staff travel	\$ 25,000	\$ 11,545	\$ 10,127
Southern Alberta Library Conference	10,000	10,624	2,559
Librarian meetings and training	4,000	8,565	2,429
Programs and training for libraries	1,000	-	-
	\$ 40,000	\$ 30,734	\$ 15,115



CHINOOK ARCH LIBRARY BOARD

Expense Schedules (Schedule 3)

Year Ended December 31, 2022

	2022	2022	2021
<b>SHIPPING AND DELIVERY</b>			
Vehicle expense	\$ 27,000	\$ 48,516	\$ 32,894
Freight	5,000	4,274	5,510
Vehicle insurance	3,500	2,753	3,230
Postage and shipping	2,000	2,980	2,333
	\$ 37,500	\$ 58,523	\$ 43,967
<b>ADMINISTRATION</b>			
Office equipment maintenance	\$ 8,000	\$ 7,542	\$ 6,870
Professional fees	7,200	7,200	7,700
Office supplies and equipment	7,000	7,905	9,506
Subscriptions	2,200	2,355	2,005
Coffee services	2,000	1,650	656
Foreign currency exchange	2,000	(783)	976
Bank charges	1,500	1,719	1,436
Printing	1,000	-	553
Recruitment	1,000	167	1,654
Memberships	500	55	-
Miscellaneous	500	-	11
Advertising	500	-	-
	\$ 33,400	\$ 27,810	\$ 31,367

Draft for discussion purposes only

CHINOOK ARCH LIBRARY BOARD

Statement of Cash Flows

Year Ended December 31, 2022

	2022	2021
<b>OPERATING ACTIVITIES</b>		
Cash receipts from customers	\$ 3,947,135	\$ 4,083,012
Cash paid to suppliers and employees	(3,944,340)	(3,954,205)
Interest received	48,030	11,804
Cash flow from operating activities	50,825	140,611
<b>INVESTING ACTIVITIES</b>		
Additions to capital assets		(40,000)
Additions to deferred capital contributions		40,000
Proceeds on disposal of property and equipment		500
Cash flow from investing activities	-	500
<b>INCREASE IN CASH FLOW</b>	<b>50,825</b>	<b>141,111</b>
Cash - beginning of year	1,569,782	1,428,671
<b>CASH - END OF YEAR</b>	<b>\$ 1,620,607</b>	<b>\$ 1,569,782</b>
<b>CASH CONSISTS OF:</b>		
Cash and cash equivalents	\$ 1,613,826	\$ 1,565,298
Restricted cash	6,781	4,484
	<b>\$ 1,620,607</b>	<b>\$ 1,569,782</b>

Draft for discussion purposes only

1. PURPOSE OF THE BOARD

Chinook Arch Library Board (the "Board") is an appointed Board established as a Library under the Alberta Libraries Act. As a registered charity the Board is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The Board operates the Chinook Arch Regional Library System, which assists a network of cooperating libraries in southwest Alberta to provide cost-effective and convenient access to information and library resources.

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Fund accounting

For reporting purposes, established funds consist of the operating, capital, restricted and reserve funds. Transfers between funds are recorded as adjustments to the appropriate net asset accounts.

Revenues and expenses related to program delivery and administrative activities are reported in the Unrestricted Fund.

The Capital Fund reports the assets, liabilities, revenues, and expenses related to the board's capital assets and building improvements campaign. Amortization expense is recorded as an expense in the Statement of Revenues and Expenses.

The Internally Restricted Reserve Funds are established at the discretion of the Board of Directors to fund future operating and capital expenditures. Transfers to and from these funds are reflected as adjustments to the Statement of Changes in Net Assets.

The Externally Restricted Fund arises from funding received for specific projects. Transfers to and from these funds arise as funds are earned or expenditures are incurred for the specific projects.

Cash and cash equivalents

Cash includes cash and cash equivalents.

The Board's investment policy requires temporary investments to be guaranteed investment certificates, Treasury bills or low risk money market funds. These investments are valued at cost. The carrying amounts approximate fair value because they have maturities within one year of the date of purchase.

Cash that is externally restricted for specific purposes is presented as restricted cash.

*(continues)*

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*Property and equipment

Property and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life at the following rates and methods:

Buildings	4% declining balance method
Automotive (passenger)	50% declining balance method
Automotive (delivery vehicles)	50% straight-line method
Computer equipment	25% straight-line method
Office furniture and equipment	10% straight-line method

The Board regularly reviews its property and equipment to eliminate obsolete items. Government grants received for the purchase of property and equipment are treated as deferred capital contributions (Note 9).

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

Revenue recognition

Revenue is recognized when the requirements as to performance for transactions involving the sale of goods and services are met and ultimate collection is reasonably assured at the time of performance.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of capital assets. These funds are accounted for as deferred revenue until used for the purpose specified.

Government transfers for operations are recognized in the period when the related expenses are incurred and all eligibility criteria have been met.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

CHINOOK ARCH LIBRARY BOARD

Notes to Financial Statements

Year Ended December 31, 2022

3. CASH AND CASH EQUIVALENTS

	2022	2021
Cash	\$ 1,363,826	\$ 1,565,298
Guaranteed investment certificate	250,000	-
	<b>\$ 1,613,826</b>	<b>\$ 1,565,298</b>

The Royal Bank non-redeemable guaranteed investment certificate bears interest at 4.3% per annum and matures on September 16, 2023.

4. RESTRICTED CASH

Restricted cash consists of externally restricted grant funds received for specific purposes.

5. EMPLOYEE COMPUTERS LOANS

The Board has established a policy authorizing employee loans for the purchase of computers and software to a maximum of \$2,500 per employee. These loans are payable in monthly blended payments with interest at prime.

6. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Land	\$ 40,580	\$ -	\$ 40,580	\$ 40,580
Buildings	3,564,009	1,180,787	2,383,222	2,482,523
Equipment	116,136	54,610	61,526	69,940
Automotive (passenger)	187,175	187,123	52	105
Computer equipment	131,930	130,459	1,471	5,326
	<b>\$ 4,039,830</b>	<b>\$ 1,552,979</b>	<b>\$ 2,486,851</b>	<b>\$ 2,598,474</b>

CHINOOK ARCH LIBRARY BOARD

Notes to Financial Statements

Year Ended December 31, 2022

7. DEFERRED REVENUE

	2022	2021
<u>Indigenous grant</u>		
Opening balance	\$ -	\$ -
Funds received	71,352	-
Amounts recognized	(52,922)	-
	<b>18,430</b>	-
<u>CFLSA grant</u>		
Opening balance	4,240	4,240
Funds received	-	-
Amounts recognized	-	-
	<b>4,240</b>	4,240
The CFLSA project has been postponed due to the Covid-19 pandemic.		
<u>Other</u>		
Opening balance	243	1,500
Funds received for 2023 Conference	2,541	243
Amounts recognized	(243)	(1,500)
	<b>2,541</b>	243
<b>Total</b>	<b>\$ 25,211</b>	<b>\$ 4,483</b>

8. EMPLOYEE BENEFIT OBLIGATIONS

	2022	2021
Vacation accrual	\$ 181,813	\$ 170,714
Health spending account	9,252	11,292
	<b>\$ 191,065</b>	<b>\$ 182,006</b>

The vacation accrual is comprised of unused vacation days that employees have earned.

Health spending benefits arise from unused benefits that are accumulated for two years. Employees have earned these benefits and are entitled to them within the next fiscal year.

9. DEFERRED CAPITAL CONTRIBUTIONS

Government grants received for the purchase of capital assets are amortized at the same rate and method as the underlying asset.

	2022	2021
Opening balance	\$ 2,043,079	\$ 2,090,708
Additions during the year	-	40,000
Amortization	(84,283)	(87,629)
	<b>\$ 1,958,796</b>	<b>\$ 2,043,079</b>

**CHINOOK ARCH LIBRARY BOARD**

**Notes to Financial Statements**

**Year Ended December 31, 2022**

**10. RESTRICTED RESERVE FUNDS**

	2021	Additions	Uses	2022
<u>Internally restricted reserve funds</u>				
Technology Fund	\$ 284,740	\$ 31,465	\$ 46,690	\$ 269,515
Vehicle Fund	246,360	-	-	246,360
Building Fund	359,354	-	-	359,354
Operating Fund	465,383	-	10,975	454,408
Book Allotment Fund	235,379	657,383	660,742	232,020
	\$ 1,591,216	\$ 688,848	\$ 718,407	\$ 1,561,657
<u>Externally restricted fund</u>				
Better Beginnings Fund	\$ 1,041	\$ -	\$ -	\$ 1,041

The internally restricted Book Allotment Fund reports allocations to member libraries for book allotments. These funds are restricted for the purchase of library materials in subsequent years. Unspent allocations are added to the library's allocation in the following year.

The Board of Directors approved three projects that were funded from internally restricted reserve funds during the year.

- The Uninterrupted Power Supply Lifecycle Replacement project had a total cost of \$34,760 (budget - \$40,000) funded by the Technology Fund reserve.
- The Online Membership Renewal project had costs of \$11,930 in the current year that were funded by the Technology Fund reserve. Further costs of \$3,397 will be incurred in the subsequent year to complete this project (budget - \$15,000).
- The Programming Kit Refresh project had a total costs of \$10,975 (budget - \$15,000) funded by the Operating Fund reserve.

The Board of Directors approved the transfer of the Unrestricted Fund surplus for the year to the Technology Fund.

**11. SIGNIFICANT REVENUE SOURCES**

In 2022, 87% (2021 - 85%) of the Board's total revenue is based on per capita municipal levies, per capita payments from library boards, and per capita grants from Alberta Municipal Affairs.

A significant percentage of this revenue is attributed to the membership of the City of Lethbridge. In 2022, the Lethbridge population represented 49% (2021 - 48%) of the total system's population and generated 43% (2021 - 42%) of the total revenue. Although the Board would continue to operate without that membership, there would be a need for additional sources of revenue.

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12. LOCAL AUTHORITIES PENSION PLAN

Employees of the Board participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plan Act. The LAPP services about 281,764 (2021 - 275,863) members and retirees and 435 (2021 - 433) employer groups. The LAPP is a multi-employer defined benefit plan financed by the employer, employee and Government of Alberta contributions and investment earnings of the LAPP fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Board is required to make current service contributions to the LAPP of 8.45% (2021 - 9.39%) of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 12.80% (2021 - 13.84%) on pensionable earnings above this amount. Employees of the Board are required to make current service contributions of 7.45% (2021 - 8.39%) of pensionable salary up to the year's maximum pensionable salary and 11.80% (2021 - 12.84%) on pensionable salary above this amount.

Total current service contributions by the Board to LAPP in 2022 were \$137,946 (2021 - \$153,497). The current service contributions by the employees of the Board to the LAPP in 2022 were \$122,952 (2021 - \$138,401).

As at December 31, 2021 the plan disclosed an actuarial surplus of \$11.9 billion (2020 - \$5 billion surplus). As at the financial statement date, the plan's 2022 statement of financial position had not yet been released.

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13. FINANCIAL INSTRUMENTS

The Board is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Board's risk exposure and concentration as of December 31, 2022.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. In order to reduce its credit risk from customers, the Board conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Board has a significant number of customers which minimizes concentration of credit risk.

Currency risk

Currency risk is the risk to the Board's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Board is exposed to foreign currency exchange risk on cash, accounts receivable, and accounts payable held in U.S. dollars. The Board does not use derivative instruments to reduce its exposure to foreign currency risk. The risk at December 31, 2022 is minimal.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Board manages exposure through its normal operating and financing activities. The Board is exposed to interest rate risk primarily through its interest rate bearing assets, including amounts on deposit with financial institutions that earn interest at fixed rates. The risk at December 31, 2022 is minimal.

Unless otherwise noted, it is management's opinion that the Board is not exposed to significant other price risks arising from these financial instruments.



## Agenda Item 4c - 2022 Chinook Arch Library Board Annual Report

### Background

Like all library boards in Alberta, Chinook Arch is required to submit an annual report to the Public Library Services Branch of Alberta Municipal Affairs. The data submitted by library board is gathered, collated, and (eventually) published on the Government of Alberta website.

The 2022 Annual Report must be approved by the Chinook Arch Library Board before it can be submitted to the PLSB.

**\*Note that the Chinook Arch Library Board is also the Board of Record for the Sylvia Hirsche Memorial Library (Wrentham) and Kainai Public Library.**

The Board must also approve the Indigenous Grant Report for 2022.

### 2022 Chinook Arch Annual Report Highlights

The 2022 Annual Report continues to show a slow return to normal for Chinook Arch and its member libraries. Here are some highlights from this year's report:

- Library materials ordered by libraries: 49,328 (2021: 50,994)
- Library materials added to catalogue: 51,973 (2021: 51,018)
- Circulation of blocks and kits to member libraries: 593 (2021: 218)
- Delivery stops: 4,008
- Intra-system lending: 560,350 (2021: 719,050)
- Items sent by government courier: 6,100 (2021: 4,350)
- Training events held: 23 (2021: 10)
- Training attendance: 406 (2021: 285)
- Municipal council visits: 33 (2021: 2)
- Consulting sessions with member libraries: 662 (2021: 389)
- IT Consulting visits: 95 (2021: 73)
- IT Consulting sessions: 626 (2021: 569)
- Website visits: 49,382 (2021: 44,764)
- Online catalogue visits: 89,079 (2021: 98,107)

Other highlights and accomplishments are detailed in the document that follows the annual report.

### Proposed Motion

*That the board approve the 2022 annual reports for the Chinook Arch Library Board, the Sylvia Hirsche Memorial Library, and Kainai Public Library.*



OLDMAN RIVER REGIONAL SERVICES COMMISSION

**EXECUTIVE COMMITTEE MEETING MINUTES**  
**January 12, 2023; 6:00 pm**  
**ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)**

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, January 12, 2023, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

**Attendance**

Executive Committee:

Gordon Wolstenholme, Chair  
Don Anderberg, Vice Chair, Virtual  
David Cody  
Christopher Northcott (Arrived at 6:07 pm)  
Jesse Potrie  
Brad Schlossberger  
Neil Sieben

Staff:

Lenze Kuiper, Chief Administrative Officer  
Raeanne Keer, Executive Assistant

Chairman Wolstenholme called the meeting to order at 6:03 pm.

**1. Approval of Agenda**

**Moved by: David Cody**

THAT the Executive Committee adopts the January 12, 2023 Executive Committee Meeting Agenda, as presented.

**CARRIED**

**2. Approval of Minutes**

**Moved by: Neil Sieben**

THAT the Executive Committee approves the November 10, 2022 Executive Committee Meeting Minutes, as presented.

**CARRIED**

**3. Business Arising from the Minutes**

There was no business arising from the minutes.

**4. Official Business**

**a. ATB Financial Municipal Borrowing Bylaw Annual Endorsement**

**Moved by: Don Anderberg**

THAT the Executive Committee authorize the Chair and Director to endorse the 2023 Municipal Borrowing Bylaw (Revolving Line of Credit) for ATB Financial Signing Authority – ATB Financial.

**CARRIED**

**b. 2023 Schedule of Fees – Chinook Intermunicipal Subdivision and Development Appeal Board**

L. Kuiper stated that in accordance with the agreements for the Chinook Intermunicipal Subdivision and Development Appeal Board an annual schedule for fees must be set for 2023.

L. Kuiper stated that Administration has reviewed the fees and are not recommending changes to the remuneration fees, but is recommending to update the mileage rate in accordance with Canada Revenue, from \$0.61/kilometer to \$0.68/kilometer, as done in previous years.

**Moved by: Brad Schlossberger**

THAT the Executive Committee accepts the 2023 Schedule for Fees for the Chinook Intermunicipal Subdivision and Development Appeal Board, as presented.

**CARRIED**

**c. Staff Update**

L. Kuiper stated that Jack Shipton would be joining ORRSC in March 2023 to fulfill the role of Planner.

L. Kuiper discussed proposed changes to area assignments for later in 2023 to ensure workloads are distributed efficiently amongst planning staff.

**d. Subdivision Activity**

L. Kuiper presented the Subdivision Activity statistics as of December 31, 2022 for information.

**e. Community Planning Association of Alberta (CPAA) 2023 Conference**

L. Kuiper stated that the 2023 Community Planning Association of Alberta Conference would be held May 1-3, 2023 in Nisku, Alberta. He stated that in previous years a number of the Executive Committee would attend the conference and recommended advising Administration if they would like to attend.

**f. Brownlee LLP – Emerging Trends in Municipal Law**

L. Kuiper presented information on the two Emerging Trends in Municipal Law session that Brownlee LLP is hosting in virtually and in-person in February 2023.

**5. Accounts**

**a. Office Accounts**

L. Kuiper presented the Monthly Office Accounts for November 2022 and the Payments and Credits for October 2022 to the Committee.

**Moved by: Christopher Northcott**

THAT the Executive Committee approve the Monthly Office Account for November 2022 and the Payments and Credits for October 2022.

**CARRIED**

**b. Financial Statements**

L. Kuiper presented the Balance Sheet as of November 30, 2022, the Comparative Income Statement actual to November 30, 2022, and Details of Account as of November 3, 2022 to the Committee.

**Moved by: Don Anderberg**

THAT the Executive Committee approve the Balance Sheet as of November 30, 2022, the Comparative Income Statement actual to November 30, 2022, and Details of Account as of November 3, 2022

**CARRIED**

**6. New Business**

There was no new business for discussion.

**7. CAO's Report**

L. Kuiper presented his CAO Report to the Committee, highlighting the upcoming periodical and the Assessment Review Board hearing scheduled for March 2023.

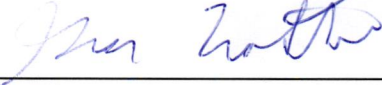
**8. Round Table Discussions**

Committee members reported on various projects and activities in their respective municipalities.

**9. Next Meeting – February 9, 2023**

**10. Adjournment**

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:19 pm.



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CHAIR



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CHIEF ADMINISTRATIVE OFFICER

Willow Creek Foundation  
Regular Meeting  
April 20, 2023

Present:

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

Absent: Gordon Wolstenholme

1. Call to Order

Chairperson, Maryanne Sandberg, called the regular meeting to order at 10:05 a.m. at the Pioneer Lodge

2. Adopt Consent Agenda

**MOTION 2023-42** Pam Young to adopt the **consent agenda** including:

3.1 Minutes of the Regular Meeting of March 16, 2023

4.1 CAO Report

4.3 Policy Committee Report

**Carried**

6. Next meeting May 18, 2023 at 9:30 a.m.

7. Adopt Agenda

**MOTION 2023- 43** John Van Driesten to adopt the **agenda** as presented.

**Carried**

8. Financial Statements

8.2 Financial Statements –Pioneer Lodge

**MOTION 2023-44** Jim Monteith to accept, for information, the **financial statements for the Pioneer Lodge** including:

Balance Sheet as of March 31, 2023

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

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

**Carried**

8.3 Financial Statements – The Manors

**MOTION 2023-45** Mickey Slood to accept, for information, the **financial statements for the Manors** including:

Balance Sheet as of March 31, 2023

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

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

**Carried**

## 9. Old Business

## 9.1 Action Items

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

**MOTION 2023-46** Jim Monteith to set aside up to \$20,000 for purchase of a vehicle for Willow Creek Foundation

**Carried**

## 9.2 COVID Update

- Pending no additional positive tests for COVID, the current outbreak could be declared over on April 21.

## 10. Moving Forward

10.1 Board Skillset Matrix- section in annual business plan to be submitted Alberta Seniors

**ACTION:** CAO to seek clarification of STEP 2 of the Skills, Experience, Expertise and Qualifications Requirements portion of the Matrix

## 10.2 Policy 5.4 Accounts Receivable

**MOTION 2023-47** Pam Young to approve amended **Policy 5.14 Accounts Receivable**

**Carried**

## 10.3 Policy 6.9 Donations

**MOTION 2023-48** Maryanne Sandberg to approve the proposed amendment to **Policy 6.9 Donations.**

**Carried**

10.4 Policy 7.0 Health and Safety Program

**MOTION 2023-49** Jim Monteith to approve new policy **7.0 Health and Safety Program**

**Carried**

10.5 Policy 7.1 Legislative Compliance

**MOTION 2023-50** Pam Young to approve amended **Policy 7.1 Legislative Compliance**

**Carried**

10.6 Terms of Reference for WCF Board Member

**MOTION 2023-51** Mickey Sloat to approve the new **Terms of Reference for Willow Creek Foundation Board Member**

**Carried**

10.7 Policy 10.4 Orientation

**MOTION 2023-52** John Van Driesten to approve amended **Policy 10.4 Orientation.**

**Carried**

10.8 Finance Committee

**MOTION 2023-53** Maryanne Sandberg to create an **Ad Hoc Finance Committee** to make a recommendation to the Board for the allocation of retained earnings (surplus) to reserve accounts, and that the committee be comprised of Mickey Sloat, Jim Monteith and CAO.

**Carried**

10.9 Dining Room Acoustic Tile Project

**MOTION 2023-54** Jim Monteith to amend MOTION 2023-22 to authorize expenditure of up to \$25,000 as per the amended quote from 3GenSarabin Soundproofing to supply and install **acoustic tiles in the dining room** of the Pioneer Lodge.

**Carried**

10.10 Fort Macleod 150 Anniversary Committee

For information only. Jackie Vanee-Palmer is a member of the 2024 Town of Fort Macleod 150 Anniversary Committee.

10.11 Lodge Assistance Program (LAP)

For information only. LAP grant funding is unchanged.

10.12 COVID Recovery

**ACTION:** Potential COVID Recovery referred to the Ad Hoc Finance Committee for budget consideration

10.13 ASCHA Convention April 5-7

For information only. Mickey Sloat was unable to attend. CAO did attend and reported that it was a valuable experience.

11. In Camera

**MOTION 2023-55** Jim to go **in camera** re legal at 11:19 a.m.

**Carried**

**MOTION 2023-56** Mickey Sloat to come **out of camera** at 11:36 a.m.

**Carried**



12. Round Table

13. Adjourn

**MOTION 2023-57** Jim Monteith to **adjourn** at 11:57 a.m.

X

Maryanne Sandberg  
Chairperson

X

Pam Young  
Secretary

**Action Items for  
May 18, 2023**

Action Item	Responsibility	When	Completed (Yes or No)
Check utility meters at Chinook Arch Manor for accuracy	CAO	Underway	
Options for acquiring and funding a replacement van	CAO	Underway	
Seek clarification of STEP 2 of the Skills, Experience, Expertise and Qualifications Requirements portion of the Matrix	CAO	May Mtg	
<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 WCF; and if/how the existing contract with AHS would be affected.	CAO	Look at again in the spring of 2023. (Suites that may be suitable for conversion are currently occupied)	
Note to send letter re WCF Board competency requirements to municipal councils prior to 2023 appointments to the Board of WCF.		September 2023	
Note to review form to be used for CAO Performance Appraisal		Prior to 2023 Performance Appraisal	



**Town of Fort Macleod  
Council Meeting Agenda  
Monday, May 8, 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. Just Serve: Building Unity Through Community Service – *Rick Bullock*

**F. PUBLIC HEARINGS**

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

1. Just Serve: Building Unity Through Community Service – *Rick Bullock*

**H. UNFINISHED BUSINESS**

**I. NEW BUSINESS**

1. Bylaw 1967: Macleod Landing Debenture (*1<sup>st</sup> reading*) – *Anthony Burdett, CAO*
2. Bylaw 1974: Waste Management Amendment (*1<sup>st</sup> reading*) – *Adrian Pedro, Director of Operations*
3. NRCB: CFO Application LA22045 Bayer Feeders Ltd – *Adrian Pedro, Director of Operations*
4. 2023 Property Tax Variance Request: Alberta Lodge No.3 – *Anthony Burdett, CAO*

**J. ADMINISTRATIVE REPORTS**

**K. IN CAMERA**

**L. ADJOURNMENT**



## Agenda Submission

**Submission Title**

Just Serve - Building Unity Through Community Service

**Agenda Section**

Delegation

**Meeting Type**

Regular Council Meeting

**Meeting Date**

05/08/2023

**Recommendation**

That Council accepts the invitation to support and endorse the JustServe platform.

**Rationale**

JustServe is an online platform with no other purpose but to encourage service. With the Town's support and endorsement of this platform, additional opportunities to serve and find service may be made available for all in our community, especially youth.

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

Rick Bullock JustServe Delegation.pdf

222.55KB

**Submitter Name**

Anthony Burdett

**Email**

cao@fortmacleod.com

**Director Name**

Anthony Burdett

**Director Email**

cao@fortmacleod.com

**Department**

Administration

**Date**

4/27/2023

April 24, 2023

Dear Fort Macleod Town Council:

My name is Rick Bullock, and I would like to make a presentation to council asking for their support and endorsement of a volunteerism and service initiative focused on, but not exclusive to, our youth. It is my hope to convince council of the incredible value for both those served and those who volunteer, of community service.

My presentation would consist of briefly referring to some of the research surrounding the impact of service on volunteers and particularly teens. I have a short little video to show that tells the story of a young lady. I expect that the value of this effort for organizations and individuals being served is obvious.

Our capacity to pull this off and to get organizations of every kind to work together to connect volunteers with service opportunities, is tied to finding a sustainable and easy to navigate system. JustServe has been developed for this purpose.

Just serve is an online platform and app that has been made available to communities totally free of charge by The Church of Jesus Christ of Latter-day Saints with no other purpose but to encourage service. Service projects can be posted on this platform and then individuals or groups looking to serve can visit the site to find opportunities that interest them.

I hope to take a minute to visit the [justserve.org](http://justserve.org) site during the presentation to demonstrate how other communities and organizations are using JustServe to encourage volunteers to help with several worthwhile causes.

It is my hope that as we look for opportunities to rub shoulders in doing good within our community, we will develop a greater sense of care and unity, making Fort Macleod a better place to live. In particular, I hope that we can provide meaningful opportunities for our youth.

I have already talked with Mr. Chad Jensen, the principal of F.P. Walshe school and they are anxious to be involved. Amanda Lawrence at FCSS has also expressed support. If the town was also supportive, I would send out letters to other organizations, including faith-based congregations, Extended Care, the Lodge, the Rotary Club, etc. extending an invitation to be involved. I am willing to represent JustServe and be the site administrator. Other administrators can be selected as well.

Thanks for this opportunity and I look forward to meeting with you.

Sincerely,

Rick Bullock  
Box 1815, Fort Macleod, AB. T0L 0Z0  
[rick@faceseducation.com](mailto:rick@faceseducation.com)  
403-330-8270



## Agenda Submission

**Submission Title**

BYLAW 1967 - MACLEOD LANDING DEBENTURE

**Agenda Section**

New Business

**Meeting Type**

Regular Council Meeting

**Meeting Date**

05/08/2023

**Recommendation**

That Council gives first reading to Bylaw 1967 - Macleod Landing Debenture.

**Rationale**

The 2023 capital budget contained this development project which will add underground utilities and surface works to the new Macleod Landing subdivision which will allow the Town to subdivide and offer for sale residential and commercial lots.

**Background**

The Macleod Landing development will add single family lots, multi-residential lots and commercial lots to the Town's inventory. This project will increase our capacity for new business and residents.

The debenture is for a 15 year repayment with an annual cost to the land sales department of approximately \$146,245 (principal and interest).

This debt would be funded from property taxes or from reserves from land sales.

The Town owned commercial and residential lots in this subdivision will have the cost of levelling and earthmoving added to the land sale price to recoup these costs.

The debenture could be prepaid prior to the maturity date, however, there would be a prepayment cost to the Town.

The timeline for the debenture process is as follows:

May 3rd - Council determines the repayment schedule for the debenture.

May 8th - 1st reading of Bylaw 1967 - Macleod Landing debenture.

May 24th - week one of advertising in the local newspaper.

May 31st - week two of advertising in the local newspaper.

June 1st - start of the 15-day petition period.

June 15th - end of the 15-day petition period.

June 26th - 2nd and 3rd reading of Bylaw 1967 - Macleod Landing debenture.

June 28th - start of the 30-day appeal period.

July 27th - end of the 30-day appeal period.

July 28th - if no appeal, bylaw is valid.

July 29th - application deadline into GOA loans division, and

September 15th - funding received from GOA loans division.

**Financial Implications**

Any costs incurred prior to the debenture funding being received will be funded via operations and investments and the debenture funding will replenish these funding sources once received.

**Attachments**

Bylaw 1967 Macleod Landing (Phase one) development 4.27.2023.doc

36.5KB

**Submitter Name**

Kris

**Email**

finance@fortmacleod.com

**Director Name**

Kris Holbeck

**Director Email**

finance@fortmacleod.com

**Department**

Administration

**Date**

4/27/2023

**TOWN OF FORT MACLEOD  
PROVINCE OF ALBERTA  
BYLAW NO. 1967**

**MACLEOD LANDING DEVELOPMENT**

This bylaw authorizes the Council of the Municipality to incur indebtedness by the issuance of debenture(s) (the “debentures”) in the amount of \$3,110,500.00 for the purpose of engineered structures upgrades to phase one of the Macleod Landing development.

WHEREAS the Council of the Municipality has decided to issue a bylaw pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of engineered structures upgrades to phase one of the Macleod Landing development.

Plans, specifications, and estimates have been prepared and the total cost of the project is estimated to be \$6,221,000.00.

The Council of the Municipality has estimated the following grants and contributions will be received or applied to the project.

Reserves(s)	\$ 3,110,500.00
Debenture(s)	<u>\$ 3,110,500.00</u>
Total Cost	<u>\$ 6,221,000.00</u>

In order to complete the project, it will be necessary for the Municipality to borrow the sum of \$3,110,500.00 (the “indebtedness”), for a period not to exceed fifteen (15) years, from the Government of Alberta or another financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or in excess of fifteen (15) years.

The principal amount of the outstanding debenture debt of the Municipality at December 31, 2022, is \$6,232,790.51, no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

NOW, THEREFORE, the Council of the Municipality duly assembled enacts as follows:

1. That for the purpose of engineered structures upgrades to phase one of the Macleod Landing development, the sum of three million one hundred and ten thousand five hundred dollars (\$3,110,500.00) be borrowed from the Province of Alberta or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which the full sum of \$3,110,500.00 is to be paid by the municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the Mayor and Chief Administrative Officer.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not to exceed fifteen (15) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed six (6.0) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed by the issue of the debentures authorized under this bylaw shall be applied only to the project specified in this bylaw.
7. This bylaw shall take effect on the day of the final passing thereof.

READ a First time this \_\_\_ day of \_\_\_\_\_ 2023.

READ a Second time this \_\_\_ day of \_\_\_\_\_ 2023.

READ a Third time this \_\_\_ day of \_\_\_\_\_ 2023.

SIGNED AND PASSED this \_\_\_ day of \_\_\_\_\_ 2023.

---

MAYOR

---

CHIEF ADMINISTRATIVE OFFICER





## Agenda Submission

**Submission Title**

Bylaw 1974: Amending Bylaw 1952 Schedule "B"

**Agenda Section**

New Business

**Meeting Type**

Regular Council Meeting

**Meeting Date**

05/08/2023

**Recommendation**

That Council give 1st reading to Bylaw 1974, known as the amending the Waste Management Schedule "B" Bylaw, and proceed advertise a public hearing to be held on May 23, 2023 at 7pm.

**Rationale**

Amending Schedule "B" of the Waste Management Bylaw would formalize the new fees associated with the commercial collection program.

**Background**

The Waste Management Bylaw 1952 was passed in April 2022. The amending Bylaw 1974 proposes to increase the commercial collection rates to better align with the actual collection costs the Town's incurs as a result of the program. Despite being a significant increase from our current commercial rates, the proposed rates are well below market rates.

The new rates will maintain our competitive advantage while trying to balance any negative impacts on our commercial customers. We have also provided commercial customers with the option of reducing their collection frequency to every 2 weeks, as opposed to every week. Moreover, the Town will be in a more favourable position going forward as we continue to assess our level of service.

**Financial Implications**

Dependent on customer collection selections.

**Attachments**

Bylaw 1974 Amending Bylaw 1952 Re. Rates.pdf

79.27KB

**Submitter Name**

Adrian

**Email**

operations@fortmacleod.com

**Director Name**

Adrian Pedro

**Director Email**

operations@fortmacleod.com

**Department**

Operations

**Date**

5/1/2023

**TOWN OF FORT MACLEOD  
PROVINCE OF ALBERTA  
BYLAW NO. 1974**

**Being a bylaw of the Town of Fort Macleod, in the Province of Alberta, for the purpose of amending Bylaw No. 1952, being the Town's Waste Management Bylaw, a bylaw respecting the regulation of collection, disposal and handling of waste and recyclable materials within the Town.**

**WHEREAS**, the Town of Fort Macleod enacted Bylaw No. 1952, being the Town's Waste Management Bylaw, to manage and regulate the waste management system it owns and operates within its municipal boundaries;

**AND WHEREAS**, the municipality must prepare an amending bylaw and provide to Council for consideration;

**AND WHEREAS**, pursuant to section 191 of the *Municipal Government Act*, RSA 2000 c M-26, a council is authorized to amend a bylaw;

**NOW THEREFORE**, the Council of the Town of Fort MacLeod, duly assembled, enacts as follows:

**1. Short Title**

- 1.1 This Bylaw may be cited as "Bylaw No. 1974 amending the Waste Management Schedule "B" Bylaw"

**2. Amendments**

- 2.1 That Bylaw No. 1952, being the Town's Waste Management Bylaw, is amended as follows:
  - 2.1.1. Schedule "B" is hereby repealed and replaced with Schedule "B" attached to and forming part of this bylaw.

**3. Severability**

- 3.1 If any portion of this Bylaw is declared invalid by a Court of competent jurisdiction, the invalid portion shall be severed and the remainder of the Bylaw is deemed valid.

**4. Enactment**

- 4.1 This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

READ a First time this \_\_\_ day of \_\_\_\_\_ 2023.

READ a Second time this \_\_\_ day of \_\_\_\_\_ 2023.

READ a Third time this \_\_\_ day of \_\_\_\_\_ 2023.

SIGNED AND PASSED this \_\_\_ day of \_\_\_\_\_ 2023.

---

MAYOR

---

CHIEF ADMINISTRATIVE OFFICER

## Schedule “B” Rates and Fees

<b>Table 1: General Fees</b>	
Additional Residential Collection Cart	\$100.00
Replacement of Damaged or Lost Collection Cart	\$100.00

<b>Table 2: Residential Collection Rates</b>	
Residential	\$18.21
Country Residential	\$18.21
Additional Cart Collection (each)	\$3.00

<b>Table 3: Commercial/Industrial/Institutional Collection Rates (Weekly Collection)</b>	
No Service Base Fee	\$10.00
64 Gallon Cart	\$30.00
95 Gallon Cart	\$30.00
Shared Bin	\$140.00
3 Yard Bin	\$150.00
4 Yard Bin	\$190.00
6 Yard Bin	\$275.00
8 Yard Bin	\$360.00

<b>Table 4: Commercial/Industrial/Institutional Collection Rates (Collection Every 2 Weeks)</b>	
Shared Bin	\$70.00
3 Yard Bin	\$75.00
4 Yard Bin	\$95.00
6 Yard Bin	\$138.00
8 Yard Bin	\$180.00

**Notes:**

- *Collection Rates are per month, inclusive of both waste and recycling collection*
- *Commercial locations requiring multiple pickups per week will be billed accordingly based on weekly collection rates*
- *Commercial businesses utilizing carts will be limited to a maximum of two (2) carts per property*
- *Commercial carts are collected as per the residential collection schedule*



## Agenda Submission

**Submission Title**

NRCB- Bayer Feeders Ltd. CFO application (LA22045)- Opportunity to Comment

**Agenda Section**

New Business

**Meeting Type**

Regular Council Meeting

**Meeting Date**

05/08/2023

**Recommendation**

For discussion. Administration to send any comments or concerns from Council to the NRCB for consideration by May 17, 2023

**Rationale****Background**

This application is not within the NRCB notification radius, however it is within the Town and MD Willow Creek IDP plan area.

**Financial Implications****Attachments**

LA22045 Deemed pkg - Willow Creek 20 Mar 23\_\_Redacted.pdf

9.61MB

**Submitter Name**

Keli Sandford

**Email**

development@fortmacleod.com

**Director Name**

Adrian Pedro

**Director Email**

operations@fortmacleod.com

**Department**

Operations


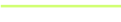


**Date**

5/1/2023

**Municipal District of Willow  
Creek No. 26 and  
Town of Fort Macleod  
Intermunicipal Development**

**CFO Policy Area**

**Map 3**

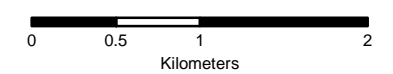
-  Fort Macleod Municipal Boundary
-  Highways
-  Plan Area A
-  CFO Policy Area



9 - 26 - W4 9 - 25 - W4  
8 - 26 - W4 8 - 25 - W4

**M.D. of Willow Creek (Bylaw No. 1922)  
&  
Town Of Fort Macleod (Bylaw No. 1949)**

March 2022





# Municipal District of Willow Creek

Office of the Administrator

*www.mdwillowcreek.com*  
273129 Secondary Highway 520  
Claresholm Industrial Area  
Box 550, Claresholm Alberta T0L 0T0

Office: (403) 625-3351  
Fax: (403) 625-3886  
Shop: (403) 625-3030  
Toll Free: 888-337-3351

April 18, 2023

Natural Resources Conservation Board  
100, 5401 – 1<sup>st</sup> Avenue South,  
Lethbridge, AB  
T1J 4V6

**EMAIL: [cailyn.wilson@nrcb.ca](mailto:cailyn.wilson@nrcb.ca)**

**RE: NRCB APPLICATION NO. LA22045**  
**Beyer Feeders Ltd.**  
**Portion of NW 16-09-25-W4M**  
**(19.32 acres)**

In reference to the above, the Municipal Planning Commission (MPC) of the Municipal District of Willow Creek (MDWC) reviewed the application regarding the proposal:

‘...to construct a new catch basin (27m x 20m x 3m) and six portable fencing pens (27m x 33m each).’

The Town of Fort Macleod and the Municipal District of Willow Creek No. 26 have an Intermunicipal Development Plan Bylaw 1949 and 1922 (March 2022) in place. The proposed CFO is within the Plan Area and circulation of a CFO application to the Town of Ft. Macleod is required. The Municipal District requests an ‘EXTENSION’ so the application may be circulated to the Town of Ft. Macleod for comments, and for clarification on the below comments.

The MD Municipal Planning Commission have the following comments and request verification on the following:

1. The NRCB cover letter, dated March 20, 2023, for the NRCB application LA22045 was missing information. It was confusing as to what the application was proposing. The following information was mentioned in the application, but not on the cover letter:
  - 3,000 calves were being proposed (Part 1 – General information & Disclosure page 2 of 3).
  - 1,200 beef feeder calves <500lbs (Part 2 – Technical Requirements page 2 of 23 and 5 of 23).

Please confirm exactly what the applicant has proposed for application LA22045 in addition to the catch basin and six portable fencing pens.

2. In regards to the proposed catch basin (27m x 20m x 3m), the Municipal Planning Commission has concerns and highly recommends, that if the NRCB application is approved, that the proposed catch basin (27m x 20m x 3m) construction includes a liner. The proposed CFO may be within the vicinity of the Orton aquifer.

3. Water Act Licence, Part 2 Technical Requirements. The Municipal Planning Commission request additional information be provided regarding:
  - the water source being provided for the livestock while waiting for a water licence approval from Alberta Environment and Protected Areas?
4. Part 2 Technical Requirements: Land Base for Manure and Compost application. A Land Base for Manure Agreement was signed and dated by Noel Beusekom and Erik Beyer for the legal lands NW 14-09-25-W4M, 100-acre area, to be used for manure spreading. The Municipal Planning Commission requests verification on:
  - The legal land description and how long the Land Base for Manure Agreement is valid, and does NRCB monitor when and where the manure spreading occurs yearly?

In response to specific items relating to the land use planning:

- Municipal Development Plan Bylaw 1765, June 14, 2017 (consolidated to Bylaw No. 1841, August 2019)
- The lands within 1.5 miles are predominantly zoned 'Rural General (RG)', see attached Land Use Bylaw No. 1826, Schedule 2 Rural General (RG) land use district.
- The proposed CFO is within the Plan Area of the Town of Ft. Macleod and MD of Willow Creek Bylaw No. 1949 and Bylaw No. 1922, therefore, require CFO/ILO applications to be circulated to the Town for comments.
- The submitted site plan provided the setback distances for the proposed catch basin (27m x 20m x 3m) and portable fencing pens. If NRCB approval is granted for the application, **the proposed construction of the catch basin (27m x 20m x 3m) and six portable fencing pens, shall comply with the Municipal Land Use Bylaw No. 1826, Schedule 2 Rural General, Section 3 minimum setback requirements.** The applicant may contact the Municipal District to discuss the minimum setback requirements.

The Municipal District wish to thank you for the referral and the opportunity to comment. Please provide clarification on the above matters where requested. If you require additional information or have any questions, please call (403) 625-3351, extension 235 or via email at [chisholm@mdwillowcreek.com](mailto:chisholm@mdwillowcreek.com).

Thank you

*(VIA EMAIL ONLY)*

Cindy Chisholm  
Director of Planning & Development

Attachments:

- Municipal Development Plan Bylaw 1765
- MDWC and Town of Ft. Macleod Intermunicipal Development Plan Bylaw 1949 and 1922
- Land Use Bylaw 1826, Schedule 2 Rural General (RG) land use district



**From:** [Cailyn Wilson](#)  
**To:** [Development](#)  
**Cc:** [Cindy Chisholm](#); [Sylvia Kaminski](#)  
**Subject:** LA22045 -Beyer Feeders application for comment  
**Date:** Tuesday, April 18, 2023 11:37:13 AM  
**Attachments:** [LA22045+Part+Two+08+Mar+23 \(1\).pdf](#)  
[LA22045+Part+One+18+Oct+22 \(3\).pdf](#)

---

Hi Keli,

Cindy Chisolm with the M.D of Willow Creek has requested an extension to allow the Town of Fort Macleod an opportunity to comment on application LA22045 (Beyer Feeders Ltd.). Application LA22045 is within the Plan Area of Fort Macleod and the M.D of Willow Creek's IDP, and as a courtesy we are providing you with information about this application. The Town is not within the NRCB notification radius; therefore, it is not automatically a directly affected party. However, any comments the Town may have for this application can be sent via written response to this e-mail address by **May 17, 2023**.

To alleviate any confusion, the application is for 1,200 beef feeder calves, the construction of a catch basin, and a portable pen area (stated in the Part 2 application). Please see the attached Part One Application and Part Two Application. If you have any questions, please do not hesitate to reach out to me by phone or e-mail. Thanks.

Cailyn

**Cailyn Wilson, PAg**

Approval Officer

Natural Resources Conservation Board

100, 5401 1st Ave South

Lethbridge, AB T1J 4V6

Cell: 403-394-5313

Office: 403-388-3168

[cailyn.wilson@nrcb.ca](mailto:cailyn.wilson@nrcb.ca)

website: [www.nrcb.ca](http://www.nrcb.ca)

*This communication, including any attachments, is intended for the recipient to whom it is addressed, and may contain confidential, personal, or privileged information. If you are not the intended recipient of this communication, please contact the sender immediately and do not copy, distribute, or take any action in reliance on it. Any communication received in error, or subsequent reply, should be double-deleted or destroyed without making a copy.*

March 20, 2023

*sent by email*

Cindy Chisholm, Development Officer  
Municipal District of Willow Creek  
Box 550  
Claresholm AB T0L 0T0

Dear Cindy:

**Re: Application LA22045 – Determined Complete  
Beyer Feeders Ltd.  
NW 16-9-25 W4M**

Please be advised that the enclosed application has been reviewed by the NRCB and was determined to be complete on March 8, 2023. The applicant proposes to construct a new catch basin (27 m x 20 m x 3 m deep) and six portable fencing pens (27 m x 33 m each).

As the municipality in which the applicant proposes to build, the M.D. of Willow Creek is a directly affected party. As a directly affected party, you are entitled to provide evidence and written submissions relevant to the application. Please provide our office with your written comments, including any concerns, by April 19, 2023. A time extension, if required, may be requested by contacting me.

In your written comments, please address the following specific items relating to land use planning:

- Is the application consistent with the land use provisions of your municipal development plan (MDP)?
- Are there any planning-type documents incorporated by reference in the MDP that apply to the area covered by the application (e.g. area structure plans, inter-municipal development plans)? If yes, is the application consistent with those documents?
- What is the land zoning of the application site, and surrounding lands within one mile, under your Land Use Bylaw?
- Does the application meet the required municipal setbacks?

Please note the date(s) of the most current version(s) of your above mentioned documents (MDP, IDP, ASP, LUB).

If you have any questions or concerns please contact me at 403-388-3168 or by email at [cailyn.wilson@nrcb.ca](mailto:cailyn.wilson@nrcb.ca).

Yours truly,



Cailyn Wilson  
Approval Officer

Encl. Determined Complete Application

# Part 1 – General Information & Disclosure

Application under the *Agricultural Operation Practices Act (AOPA)* for a confined feeding operation (CFO), manure collection area, or manure storage facility permit

<b>NRCB USE ONLY</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Registration <input type="checkbox"/> Authorization	NRCB Application Number <b>LA22045</b>	Date stamp <b>NRCB APPLICATION 18 Oct 22 RECEIVED</b>
---------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------	------------------------------------------------------------------

## CONTACT INFORMATION

<b>Applicant information</b>			
Name <b>Erik Beyer</b>	Corporate name (if applicable) <b>Beyer Feeders Ltd.</b>		
Address (Street/P.O. Box)	[Redacted]		
City/town	Province	Postal code	
[Redacted]	[Redacted]	[Redacted]	
<b>Agent consent (if applicable)</b>			
I, <del><b>Erik Beyer</b></del> , hereby give consent for _____ (name of applicant) (name of agent and company)			
to act on my behalf or as my agent for this application.			
Signed this ___ day of _____, 20 ____			Signature of Applicant

## LOCATION OF PROPOSED DEVELOPMENT

Legal land description(s)	<b>NW - 16 - 9 - 25 - W4</b> (Qtr-Sec-Twp-Rg-W Mer)
Municipality	<b>MD of Willow Creek</b>
Registered landowner(s)	Is the applicant the registered landowner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If no, please attach letter of consent, ensure that it is signed by all landowners)
Does this legal land description have an existing permit or permits for CFO facilities? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

**NRCB USE ONLY – existing permit(s), livestock number(s) and related comments**

# Part 1 – General Information & Disclosure

Describe what is being proposed, including changes to facilities, changes to animal numbers, or changes to types of livestock, e.g., beef, dairy, hog, poultry, etc.

I would like to get a head count permit for 3000 calves, all penning will be portable.

**Livestock Numbers:** (include all permitted and proposed livestock). Note: If total livestock numbers increase in your Part 2 application, a new Part 1 application must be submitted which may result in a loss of priority for minimum distance separation (MDS).

Livestock category and type (Available in the Schedule 2 of the Part 2 Matters Regulation)	Permitted livestock numbers	Proposed increase or decrease in number (if applicable)	Total
calves	N/A	3000	3000

## APPLICATION DISCLOSURE

I, the applicant, or agent of the applicant, am responsible for confirming that this proposed development can meet the municipality's land use planning requirements (Municipal Development Plan, Intermunicipal Development Plan, etc.) and municipal setback requirements, and is not located in a right of way.

I acknowledge that this information is collected under the authority of the *Agricultural Operation Practices Act*, is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*, and shall be deemed public unless the NRCB grants a written request that certain sections remain private.

From the date Part 1 is accepted by the NRCB, I, the applicant, or agent of the applicant, have **six months** to complete and submit Part 2 of this application, together with any supporting documentation I need to complete the application, unless an extension is granted. I, the applicant, acknowledge that failure to meet the six-month timeframe may result in denial of the application by the NRCB.

**I, the applicant, or agent of the applicant, acknowledge that any construction prior to obtaining the required AOPA permit is an offence and subject to enforcement action, including prosecution.**

I, the applicant, or agent of the applicant, have read and understand the statements herein and acknowledge that the information provided in this application is true to the best of my knowledge.

October 1, 2022  
Date of signing

Beyer Feeders Ltd.  
Corporate name (if applicable)

[Redacted Signature]  
Signature

Erik Beyer  
Print name

# Part 1 — General Information & Disclosure

The required information below is not for public disclosure and is only for NRCB, municipal, and referral agency use.

<b>NRCB USE ONLY</b>
Application Number _____

<b>Applicant contact information</b>	
Name	Erik Beyer
Preferred phone number(s)	[Redacted]
Email	[Redacted]

<b>Agent contact information (if applicable)</b>	
Name	Corporate name (if applicable)
Preferred phone number(s)	
Email	

**Note: Correspondence will be sent electronically unless otherwise requested.**

# Part 2 – Technical Requirements

Application under the *Agricultural Operation Practices Act* for a confined feeding operation, manure collection area, and/or manure storage facility(ies)

<b>NRCB USE ONLY</b>	Application number	Legal land description
<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Registration <input type="checkbox"/> Authorization <input type="checkbox"/> Amendment	<u>LA22045</u>	<u>NW 16-009-25 W4M</u>

## APPLICATION DISCLOSURE

This information is collected under the authority of the *Agricultural Operation Practices Act* (AOPA), and is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. This information is public unless the NRCB grants a written request that certain sections remain private.

**Any construction prior to obtaining an NRCB permit is an offence and is subject to enforcement action, including prosecution.**

I, the applicant, or applicant's agent, have read and understand the statements above, and I acknowledge that the information provided in this application is true to the best of my knowledge.

January 15, 2023  
 Date of signing

Beyer Feeders LTD  
 Corporate name (if applicable)

Emk Beyer  
 Signature

Print name

## GENERAL INFORMATION REQUIREMENTS

**Proposed facilities:** list all proposed confined feeding operation facilities and their dimensions. Indicate whether any of the proposed facilities are additions to existing facilities. (attach additional pages if needed)

Proposed facilities	Dimensions (m) (length, width, and depth)
Pen 1	27 x 33
Pen 2	27 x 33
Pen 3	27 x 33
Pen 4, 5, 6	27 x 33
Catch basin	<del>27 x 33</del> 17m x 20m 5m deep

Catch Basin dimensions changed:  
 27m (N,S) x 20m (E,W) x 3m (deep)

**Existing facilities:** list ALL existing confined feeding operation facilities and their dimensions

Existing facilities	Dimensions (m) (length, width, and depth)	NRCB USE ONLY
N/A		

**NRCB USE ONLY**

# Part 2 – Technical Requirements

Application under the *Agricultural Operation Practices Act* for a confined feeding operation, manure collection area, and/or manure storage facility(ies)

If a new facility is replacing an old facility, please explain what will happen to the old facility and when.  N/A

Construction completion date for proposed facilities June 15, 2023

**Additional information**

Portable panels with A catch basin.

**Livestock numbers:** Complete only if livestock numbers are different from what was identified in the Part 1 application. Note: if livestock numbers increase in your Part 2 application, a new Part 1 application must be submitted which may result in a loss of priority for minimum distance separation (MDS).

Livestock category and type (Available in the Schedule 2 of the Part 2 Matters Regulation)	Permitted number	Proposed increase or decrease in number (if applicable)	Total
Beef feeder Calves	0	+1200	1200

Last updated February 26, 2021

## Part 2 – Technical Requirements

Application under the *Agricultural Operation Practices Act* for a confined feeding operation, manure collection area, and/or manure storage facility(ies)

### DECLARATION AND ACKNOWLEDGMENT OF APPLICANT CONCERNING WATER ACT LICENCE

issued by Alberta Environment and Parks (AEP) for a confined feeding operation (CFO)

*Date and sign one of the following four options*

#### **OPTION 1: Applying through the NRCB for both the AOPA permit and the Water Act licence**

I **DO** want my water licence application coupled to my AOPA permit application.

Signed this \_\_\_ day of \_\_\_\_\_, 20\_\_ .

\_\_\_\_\_  
*Signature of Applicant or Agent*

#### **OPTION 2: Processing the AOPA permit and Water Act licence separately**

1. I (we) acknowledge that the CFO will need a new water licence from AEP under the *Water Act* for the development or activity proposed in this AOPA application.
2. I (we) request that the NRCB process the AOPA application **independently of** AEP's processing of the CFO's application for a water licence.
3. In making this request, I (we) recognize that, if this AOPA application is granted by the NRCB, the NRCB's decision will not be considered by AEP as improving or enhancing the CFO's eligibility for a water licence under the *Water Act*.
4. I (we) acknowledge that any construction or actions to populate the CFO with livestock pursuant to an AOPA permit in the absence of a *Water Act* licence will **not** be relevant to AEP's consideration of whether to grant the *Water Act* licence application.
5. I (we) acknowledge that any such construction or livestock populating will be at the CFO's sole risk if the *Water Act* licence application is denied or if the operation of the CFO is otherwise deemed to be in violation of the *Water Act*. This risk includes being required to depopulate the CFO and/or to cease further construction, or to remove "works" or "undertakings" (as defined in the *Water Act*).
6. **AS RELEVANT:** I (we) acknowledge that the CFO is located in the South Saskatchewan River Basin and that, pursuant to the *Bow, Oldman and South Saskatchewan River Basin Water Allocation Order* [Alta. Reg. 171/2007], this basin is currently closed to new surface water allocations.

Signed this 15 day of January, 2023.

#### **OPTION 3: Additional water licence not required**

1. I (we) declare that the CFO will not need a new licence from AEP under the *Water Act* for the development or activity proposed in this AOPA application.

Signed this \_\_\_ day of \_\_\_\_\_, 20\_\_ .

\_\_\_\_\_  
*Signature of Applicant or Agent*

#### **OPTION 4: Uncertain if Water Act licence is needed; acknowledgement of risk (for existing CFOs only)**

1. At this time, I (we) do not know whether a new water licence is needed from AEP under the *Water Act* for the development or activity proposed in this AOPA application.
2. If a new *Water Act* licence is needed, I (we) request that the NRCB process the AOPA application **independently of** AEP's processing of the CFO's application for a water licence.
3. In making this request, I (we) recognize that, if this AOPA application is granted by the NRCB, the NRCB's decision will not be considered by AEP as improving or enhancing the CFO's eligibility for a water licence under the *Water Act*.
4. I (we) acknowledge that any construction or actions to populate the CFO with additional livestock pursuant to an AOPA permit in the absence of a *Water Act* licence will **not** be relevant to AEP's consideration of whether to grant my *Water Act* licence application, if a new water licence is needed.
5. I (we) acknowledge that any such construction or livestock increase will be at the CFO's sole risk if the *Water Act* licence application is denied or if the operation of the CFO is otherwise deemed to be in violation of the *Water Act*. This risk includes being required to depopulate the CFO and/or to cease further construction, or to remove "works" or "undertakings" (as defined in the *Water Act*).
6. **AS RELEVANT:** I (we) acknowledge that the CFO is located in the South Saskatchewan River Basin and that, pursuant to the *Bow, Oldman and South Saskatchewan River Basin Water Allocation Order* [Alta. Reg. 171/2007], this basin is currently closed to new surface water allocations.

Signed this \_\_\_ day of \_\_\_\_\_, 20\_\_ .

\_\_\_\_\_  
*Signature of Applicant or Agent*



# Part 2 – Technical Requirements

Application under the *Agricultural Operation Practices Act* for a confined feeding operation, manure collection area, and/or manure storage facility(ies)

## GENERAL ENVIRONMENTAL INFORMATION

*(complete this section for the worst case of the existing facility which is the closest to water bodies or water wells and for each of the proposed facilities)*

Facility description / name *(as indicated on site plan)*

Existing: \_\_\_\_\_

Proposed 1: Pen area

Proposed 2: Catch basin

Proposed 3: \_\_\_\_\_

Facility and environmental risk information		Facilities				NRCB USE ONLY	
		Existing	Proposed 1	Proposed 2	Proposed 3	Meets requirements	Comments
Flood plain information	What is the elevation of the floor of the lowest manure storage or collection facility above the 1:25 year flood plain or the highest known flood level?	<input type="checkbox"/> >1 m <input type="checkbox"/> ≤ 1 m	<input checked="" type="checkbox"/> >1 m <input type="checkbox"/> ≤ 1 m	<input checked="" type="checkbox"/> >1 m <input type="checkbox"/> ≤ 1 m	<input type="checkbox"/> > 1 m <input type="checkbox"/> ≤ 1 m	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES with exemption	
	Surface water information						
	How many springs are within 100 m of the manure storage facility or manure collection area?		0	0		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES with exemption	
	How many water wells are within 100 m of the manure storage facility or manure collection area?		1	1		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES with exemption	
	What is the shortest distance from the manure collection or storage facility to a surface water body? (e.g., lake, creek, slough, seasonal)		1000m	1000m		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES with exemption	
Groundwater information	What is the depth to the water table?		1.52m	1.83m		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES with exemption	
	What is the depth to the groundwater resource/aquifer you draw water from?		12.19m	12.19m		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES with exemption	

Additional information (attach supporting information, e.g. borehole logs, records, etc. you consider relevant to your application)

Name Erik Beyer  
 Address  
 Legal Land  
 Location NW-16-09-25 W4M

**MDS Spreadsheet based on 2006 AOPA Regulations**

Category of Livestock	Type of Livestock	Factor A	Technology Factor	MU	LSU Factor	Number of Animals	LSU
Feedlot Animals	Beef Cows/Finishers (900+ lbs)	0.700	0.700	0.910	0.4459		-
	Beef Feeders (450 - 900 lbs)	0.700	0.700	0.500	0.2450		-
	Beef Feeder Calves (<550 lbs)	0.700	0.700	0.275	0.1348	1 200	161.7
	Horses - PMU	0.650	0.700	1.000	0.4550		-
	Horses - Feeders > 750 lbs	0.650	0.700	1.000	0.4550		-
	Horses - Foals < 750 lbs	0.650	0.700	0.300	0.1365		-
	Mules	0.600	0.700	1.000	0.4200		-
	Donkeys	0.600	0.700	0.670	0.2814		-
	Bison	0.600	0.700	1.000	0.4200		-
	Other						-
Dairy (*count lactating cows only)	Free Stall – Lactating Cows with all associated dries, heifers, and calves*	0.800	1.100	2.000	1.7600		-
	Free Stall – Lactating Cows with Dry Cows only*	0.800	1.100	1.640	1.4432		-
	Free Stall – Lactating Cows only	0.800	1.100	1.400	1.2320		-
	Tie Stall – Lactating Cows only	0.800	1.000	1.400	1.1200		-
	Loose Housing – Lactating Cows only	0.800	1.000	1.400	1.1200		-
	Dry Cow	0.800	0.700	1.000	0.5600		-
	Replacements – Bred Heifers (Breeding to Calving)	0.800	0.700	0.875	0.4900		-
	Replacements - Growing Heifers (350 lbs to breeding) Calves (< 350 lbs)	0.800	0.700	0.200	0.1120		-
	Other						-
Swine Liquid (*count sows only)	Farrow to finish *	2.000	1.100	1.780	3.9160		-
	Farrow to wean *	2.000	1.100	0.670	1.4740		-
	Farrow only *	2.000	1.100	0.530	1.1660		-
	Feeders/Boars	2.000	1.100	0.200	0.4400		-
	Growers/Roasters	2.000	1.100	0.118	0.2600		-
	Weaners	2.000	1.100	0.055	0.1210		-
		Other					
Swine Solid (*Count sows only)	Farrow to finish *	2.000	0.800	1.780	2.8480		-
	Farrow to wean *	2.000	0.800	0.670	1.0720		-
	Farrow only *	2.000	0.800	0.530	0.8480		-
	Feeders/Boars	2.000	0.800	0.200	0.3200		-
	Growers/Roasters	2.000	0.800	0.118	0.1888		-
	Weaners	2.000	0.800	0.055	0.0880		-
	Other						-
Poultry	Chicken - Breeders - Solid	1.000	0.700	0.010	0.0070		-
	Chicken - Layers - Liquid (includes associated pullets)	2.000	1.100	0.008	0.0176		-
	Chicken - Layers - (Belt Cage)	2.000	0.700	0.008	0.0112		-
	Chicken - Layers - (Deep Pit)	2.000	0.700	0.008	0.0112		-
	Chicken - Pullets/Broilers	1.000	0.700	0.002	0.0014		-
	Turkey - Toms/Breeders	1.000	0.700	0.020	0.0140		-
	Turkey - Hens (light)	1.000	0.700	0.013	0.0091		-
	Turkey - Broilers	1.000	0.700	0.010	0.0070		-
	Ducks	1.000	0.700	0.010	0.0070		-
	Geese	1.000	0.700	0.020	0.0140		-
	Other						-
Sheep and Goats	Sheep - Ewes/Rams	0.600	0.700	0.200	0.0840		-
	Sheep - Ewes with lambs	0.600	0.700	0.250	0.1050		-
	Sheep - Lambs	0.600	0.700	0.050	0.0210		-
	Sheep - Feeders	0.600	0.700	0.100	0.0420		-
	Goats - Meat/Milk (per Ewe)	0.700	0.700	0.170	0.0833		-
	Goats - Nannies/Billies	0.700	0.700	0.140	0.0686		-
	Goats - Feeders	0.700	0.700	0.077	0.0377		-
		Other					
Cervid	Elk	0.600	0.700	0.600	0.2520		-
	Deer	0.600	0.700	0.200	0.0840		-
		Other					
Wild Boar	Feeders	2.000	0.800	0.140	0.2240		-
	Sow (farrowing)	2.000	0.800	0.371	0.5936		-
		Other					
<b>Total</b>							<b>161.7</b>

**For New Operations**

Dispersion Factor 1

Category	Odour Objective	Distance	
		Feet	Metres
1	41.04	862	263
2	54.72	1 149	350
3	68.4	1 436	438
4	109.44	2,298	700

**For Expanding Operations**

Dispersion Factor 1  
 Expansion Factor 0.77

Category	Odour Objective	Distance	
		Feet	Metres
1	41.04	664	202
2	54.72	885	270
3	68.40	1,106	337
4	109.44	1,769	539

Name Erik Beyer  
 Address  
 Legal Land  
 Location NW-16-09-25 W4M

0

**Landbase Requirements (hectares) based on 2006 AOPA requirements**

Category of Livestock	Type of Livestock	Number of Animals	Dark Brown & Brown (ha)	Grey Wooded (ha)	Black (ha)	Irrigated (ha)
Feedlot Animals	Cows/Finishers (900+ lbs)	0.0	0.0	0.0	0.0	0.0
	Feeders (450 - 900 lbs)	0.0	0.0	0.0	0.0	0.0
	Feeder Calves (<550 lbs)	1200.0	37.2	31.2	22.8	18.0
	Horses - PMU	0.0	0.0	0.0	0.0	0.0
	Horses - Feeders > 750 lbs	0.0	0.0	0.0	0.0	0.0
	Horses - Foals < 750 lbs	0.0	0.0	0.0	0.0	0.0
	Mules	0.0	0.0	0.0	0.0	0.0
	Donkeys	0.0	0.0	0.0	0.0	0.0
	Bison	0.0	0.0	0.0	0.0	0.0
	Other	0.0				
Dairy (*count lactating cows only)	Free Stall – Lactating Cows with all associated dries, heifers, and calves*	0.0	0.0	0.0	0.0	0.0
	Free Stall – Lactating Cows with Dry Cows only *	0.0	0.0	0.0	0.0	0.0
	Free Stall – Lactating Cows only*	0.0	0.0	0.0	0.0	0.0
	Tie Stall – Lactating Cows only	0.0	0.0	0.0	0.0	0.0
	Loose Housing – Lactating Cows only	0.0	0.0	0.0	0.0	0.0
	Dry Cow (Solid manure)	0.0	0.0	0.0	0.0	0.0
	Dry Cow (Liquid manure)	0.0	0.0	0.0	0.0	0.0
	Replacements – Bred Heifers (Breeding to Calving)	0.0	0.0	0.0	0.0	0.0
	Replacements - Growing Heifers (350 lbs to breeding)	0.0	0.0	0.0	0.0	0.0
	Calves (< 350 lbs)	0.0	0.0	0.0	0.0	0.0
Other	0.0					
Swine Liquid (*count sows only)	Farrow to finish *	0.0	0.0	0.0	0.0	0.0
	Farrow to wean *	0.0	0.0	0.0	0.0	0.0
	Farrow only *	0.0	0.0	0.0	0.0	0.0
	Feeders/Boars	0.0	0.0	0.0	0.0	0.0
	Growers/Roasters	0.0	0.0	0.0	0.0	0.0
	Weaners	0.0	0.0	0.0	0.0	0.0
	Other	0.0				
Swine Solid (*Count sows only)	Farrow to finish *	0.0	0.0	0.0	0.0	0.0
	Farrow to wean *	0.0	0.0	0.0	0.0	0.0
	Farrow only *	0.0	0.0	0.0	0.0	0.0
	Feeders/Boars	0.0	0.0	0.0	0.0	0.0
	Growers/Roasters	0.0	0.0	0.0	0.0	0.0
	Weaners	0.0	0.0	0.0	0.0	0.0
	Other	0.0				
Poultry	Chicken - Breeders - Solid	0.0	0.0	0.0	0.0	0.0
	Chicken - Layers - Liquid (includes associated pullets)	0.0	0.0	0.0	0.0	0.0
	Chicken - Layers - (Belt Cage)	0.0	0.0	0.0	0.0	0.0
	Chicken - Layers - (Deep Pit)	0.0	0.0	0.0	0.0	0.0
	Chicken - Pullets/Broilers	0.0	0.0	0.0	0.0	0.0
	Turkey - Toms/Breeders	0.0	0.0	0.0	0.0	0.0
	Turkey - Hens (light)	0.0	0.0	0.0	0.0	0.0
	Turkey - Broilers	0.0	0.0	0.0	0.0	0.0
	Ducks	0.0	0.0	0.0	0.0	0.0
	Geese	0.0	0.0	0.0	0.0	0.0
	Other	0.0				
Goats and Sheep	Sheep - Ewes/Rams	0.0	0.0	0.0	0.0	0.0
	Sheep - Ewes with lambs	0.0	0.0	0.0	0.0	0.0
	Sheep - Lambs	0.0	0.0	0.0	0.0	0.0
	Sheep - Feeders	0.0	0.0	0.0	0.0	0.0
	Goats - Meat/Milk (per Ewe)	0.0	0.0	0.0	0.0	0.0
	Goats - Nannies/Billies	0.0	0.0	0.0	0.0	0.0
	Goats - Feeders	0.0	0.0	0.0	0.0	0.0
Other	0.0					
Cervid	Elk	0.0	0.0	0.0	0.0	0.0
	Deer	0.0	0.0	0.0	0.0	0.0
	Other	0.0				
Wild Boar	Feeders	0.0	0.0	0.0	0.0	0.0
	Sow (farrowing)	0.0	0.0	0.0	0.0	0.0
	Other	0.0				
Total Hectares			37	31.2	22.8	18.0
Total Acres			92	77.1	56.3	44.5

Name Erik Beyer  
 Address 0  
 Legal Land  
 Location NW-16-09-25 W4M

**Animal Units to Determine Affected Party Radius**

Category of Livestock	Type of Livestock	Number of Animals	Animal Unit Factor	Animal Units
Beef	Cows/Finishers (900+ lbs)	-	1.1	0.0
	Feeders (450 - 900 lbs)	-	2	0.0
	Feeder Calves (<550 lbs)	1 200	3.6	333.3
	Horses - PMU	-	1	0.0
	Horses - Feeders > 750 lbs	-	1	0.0
	Horses - Foals < 750 lbs	-	3.3	0.0
	Mules	-	1	0.0
	Donkeys	-	1.5	0.0
	Bison	-	1	0.0
	Other	-	-	0.0
Dairy (*count lactating cows only)	Free Stall – Lactating Cows with all associated dries, heifers, and calves*	-	0.5	0.0
	Free Stall – Lactating Cows with Dry Cows only*	-	0.6	0.0
	Free Stall – Lactating Cows only	-	0.7	0.0
	Tie Stall – Lactating Cows only	-	0.5	0.0
	Loose Housing – Lactating Cows only	-	0.5	0.0
	Dry Cow (Solid manure)	-	1	0.0
	Dry Cow (Liquid manure)	-	1	0.0
	Replacements – Bred Heifers (Breeding to Calving)	-	1.15	0.0
	Replacements - Growing Heifers (350 lbs to breeding)	-	1.9	0.0
	Calves (< 350 lbs)	-	5	0.0
Other	-	-	0.0	
Swine Liquid (*count sows only)	Farrow to finish *	-	0.56	0.0
	Farrow to wean *	-	1.5	0.0
	Farrow only *	-	1.9	0.0
	Feeders/Boars	-	5	0.0
	Growers/Roasters	-	8.5	0.0
	Weaners	-	18.2	0.0
	Other	-	-	0.0
Swine Solid (*Count sows only)	Farrow to finish *	-	0.56	0.0
	Farrow to wean *	-	1.5	0.0
	Farrow only *	-	1.9	0.0
	Feeders/Boars	-	5	0.0
	Growers/Roasters	-	8.5	0.0
	Weaners	-	18.2	0.0
	Other	-	-	0.0
Poultry	Chicken - Breeders - Solid	-	100	0.0
	Chicken - Layers - Liquid (includes associated pullets)	-	125	0.0
	Chicken - Layers - (Belt Cage)	-	150	0.0
	Chicken - Layers - (Deep Pit)	-	150	0.0
	Chicken - Pullets/Broilers	-	500	0.0
	Turkey - Toms/Breeders	-	50	0.0
	Turkey - Hens (light)	-	75	0.0
	Turkey - Broilers	-	100	0.0
	Ducks	-	100	0.0
	Geese	-	50	0.0
	Other	-	-	0.0
	Goats and Sheep	Sheep - Ewes/Rams	-	5
Sheep - Ewes with lambs		-	4	0.0
Sheep - Lambs		-	21	0.0
Sheep - Feeders		-	10	0.0
Goats - Meat/Milk (per Ewe)		-	6	0.0
Goats - Nannies/Billies		-	10	0.0
Goats - Feeders		-	13	0.0
Other		-	-	0.0
Cervid	Elk	-	1.7	0.0
	Deer	-	5	0.0
	Other	-	-	0.0
Wild Boar	Feeders	-	6	0.0
	Sow (farrowing)	-	1.25	0.0
	Other	-	-	0.0

Total Animal Units 333.3

Affected Party Radius 0.5 miles

Affected Party radius is measured from the boundary of the parcel of land where the cfo is located to land that is within the affected party radius.

# Part 2 – Technical Requirements

Application under the *Agricultural Operation Practices Act* for a confined feeding operation, manure collection area, and/or manure storage facility(ies)

## DISTANCE OF ANY MANURE STORAGE FACILITY (EXISTING OR PROPOSED) TO NEIGHBOURING RESIDENCES

Neighbour name(s)	Legal land description	Distance (m)	NRCB USE ONLY				
			Zoning (LUB) category	MDS category (1-4)	Distance (m)	Waiver attached (if required)	Meets regulations
Tracy Van Hempen	NW-16-9-25-W4	270m					
resident	NE-16-9-25-W4	787m					

## LAND BASE FOR MANURE AND COMPOST APPLICATION (complete only if an increase in livestock or manure production will occur)

Name of land owner(s)*	Legal land description	Usable area** (ha)	Soil zone ***	NRCB USE ONLY	
				Usable area (ha)	Agreement attached (if required)
Noel Beusekom	NW 14-9-25-W4	100 acres	Brown/dark brown dry land		
Total					

\* If you are **not** the registered landowner, you must attach copies of land use agreements signed by all landowners.

\*\* Available manure spreading area (excluding setback areas from residences, common bodies of water, water wells, etc. as identified in Agdex 096-5 [Manure Spreading Regulations](#))

\*\*\* Brown, dark brown, black, grey wooded, or irrigated

**Additional information (attach any additional information as required)**

# Land Base for Manure Agreement

This is an agreement between Noel Beusekom (Xtra Electric Ltd) and Erik Beyer (Beyer Feeders LTD) that Noel Beusekom, will provide 100 acres of land to spread manure/compost for the proposed facility.

Noel Beusekom *ll*

*2023/02/07*

Erik Beyer *ll*

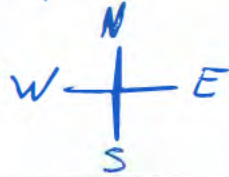
*2023/02/07*

Figure 1: Area/ Large scale plan

MD of Willowcreek

Google Maps

BEYER FEEDERS



NW-16-9-25-W4

//



Imagery ©2023 CNES / Airbus, Maxar Technologies, S. Alberta MD's and Counties, Map data ©2023

50 m

A - proposed Facility

B - runoff direction

C - Range road 254

D - Crowsnest Highway / Highway 3

- distance From proposed facility to the neighbor (Tracy van heerden) is 270 m

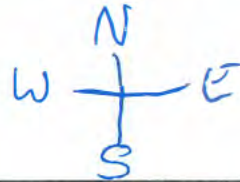
Figure 2: Detailed site layout plan

MD of Willow Creek

NW-16-9-25-W4

Google Maps

BEYER FEEDERS



Imagery ©2023 CNES / Airbus, Maxar Technologies, S. Alberta MD's and Counties, Map data ©2023

50 m

— property line

A - Shop

B - House

C - Barn

D - water well - Well is on elevated area (water runs away to

E - proposed Corrals

F - proposed Catch basin

G - Range road 254

H - Highway 3 / Crowsnest Highway

I - neighbor (Tracy Van heerden)



# Part 2 – Technical Requirements

Application under the Agricultural Operation Practices Act for a confined feeding operation, manure collection area and/or manure storage facility(ies)

## SOLID MANURE, COMPOST, & COMPOSTING MATERIALS: Barns, feedlots, & storage facilities - Naturally occurring protective layer

(complete a copy of this section for EACH barn, feedlot, and storage facility for solid manure, composting materials, or compost with a naturally occurring protective layer for the liner)

Facility description / name (as indicated on site plan) **1.** Pen area  
**2.** catch

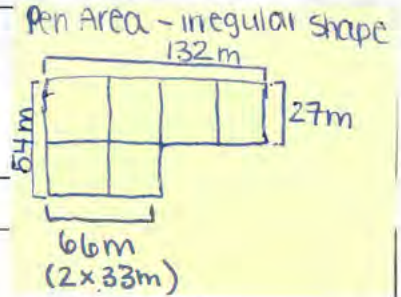
### Manure storage capacity

	Length (m)	Width (m)	Depth below ground level (m)	<b>NRCB USE ONLY</b> Estimated storage capacity (m <sup>3</sup> )
1.	132m	54m	0	
2.				
TOTAL CAPACITY				

I plan to use a short term solid manure storage (STMS) as part of my manure storage and handling plan for this CFO. (The AOPA requirements for STMS are set out in the NRCB [Short-Term Solid Manure Storage Requirements Fact Sheet](#).)

### Surface water control systems

Describe the run-on and runoff control system  
run off from pens will go to catch basin



### Naturally occurring protective layer details

Naturally occurring protective layer details		Provide details (as required)	
Thickness of naturally occurring protective layer	<u>1.6</u> (m)	<u>soil report attached</u>	
Soil texture	<u>17</u> % sand	<u>69</u> % silt	<u>14</u> % clay
Hydraulic conductivity - naturally occurring protective layer	Depth and type of soil tested <u>Clay till</u>	Hydraulic conductivity (cm/s) <u>1 x 10<sup>-6</sup></u>	Describe test standard used <u>modified falling Head test.</u>

Additional information (attach copies of soil test reports)

**NRCB USE ONLY**

Requirements met:  YES  NO

Condition required:  YES  NO

Report attached:  YES  NO

# Part 2 – Technical Requirements

Application under the Agricultural Operation Practices Act for a confined feeding operation, manure collection area and/or manure storage facility(ies)

## RUNOFF CONTROL CATCH BASIN: Naturally occurring protective layer

(complete a copy of this section for EACH proposed runoff control catch basin with a naturally occurring protective layer)

Facility description / name (as indicated on site plan)

1. Catch basin
2. \_\_\_\_\_
3. \_\_\_\_\_

### Determination of runoff area

Provide a plan and show how you calculated the area contributing to runoff for each catch basin

*see attached*

### Catch basin capacity

	Length (m)	Width (m)	Total depth (m)	Depth below ground level (m)	Slope run:rise			NRCB USE ONLY Calculated storage capacity (excl. 0.5 m freeboard) (m <sup>3</sup> )
					Inside end walls	Inside side walls	Outside walls	
1.	<u>17m</u>	<u>20m</u>	<u>5m</u>	<u>5m</u>	<u>3:1</u>	<u>3:1</u>	<u>3:1</u>	
2.								
3.								
					<b>TOTAL CAPACITY</b>			

*Catch Basin  
27 m (N,S) x  
20 m (E,W) x  
3 m (deep)*

### Naturally occurring protective layer details

Thickness of naturally occurring protective layer	<u>3.2</u> (m)	Provide details (as required)	
Soil texture	<u>5</u> % sand	<u>69</u> % silt	<u>26</u> % clay
Hydraulic conductivity - naturally occurring protective layer	Depth and type of soil tested <u>clay fill</u>	Hydraulic conductivity (cm/s) <u>1.0 x 10<sup>-7</sup> cm/s</u>	Describe test standard used <u>modified falling head test.</u>

Catch Basin - Design and management requirements can be found in Technical Guideline Agdex 096-101

If soil info differs per facility include additional soils page.

### NRCB USE ONLY

- Requirements met:  YES  NO  
 Condition required:  YES  NO  
 Report attached:  YES  NO

# Catch Basin Storage Volume Calculator

Construction Dimensions of Catch Basin	
* Only cells in blue can be changed.	
Overall Dimensions of Catch Basin	
Total Length* <sub>4</sub>	20.0 m
Total Width* <sub>4</sub>	27.0 m
Total Depth* <sub>4</sub>	3.0 m
Design Capacity Depth	2.50 m
End Slope* <sub>4</sub>	3 run:rise
Side Slope* <sub>4</sub>	3 run:rise
Length of Bottom	2.0 m
Width of Bottom	9.0 m
Capacity @ top of Bank	675 m <sup>3</sup>
Design Capacity of Catch Basin (freeboard level)	
Length (design capacity depth)	17.0 m
Width (design capacity depth)	24.0 m
Total Depth	3.0 m
Design Capacity Depth	2.50 m
End Slope	3 run:rise
Side Slope	3 run:rise
Design Capacity (freeboard level)	439 m <sup>3</sup>
(level)	408 m <sup>2</sup>

Catch Basin Dimensions
68 ft
89 ft
10 ft
8 ft
3 run:rise
3 run:rise
7 ft
30 ft
Capacity (@top)
25,637 ft <sup>3</sup>
146,479 Imp. Gal.
Design Capacity (freeboard level)
56 ft
79 ft
10 ft
8 ft
3 run:rise
3 run:rise
15,434 ft <sup>3</sup>
98,511 Imp. Gal.
4,392 ft <sup>2</sup>

CFO Name <sub>1</sub>	Beyer Feeders Ltd.
Land Location <sub>1</sub>	NW-16-009-25 W4

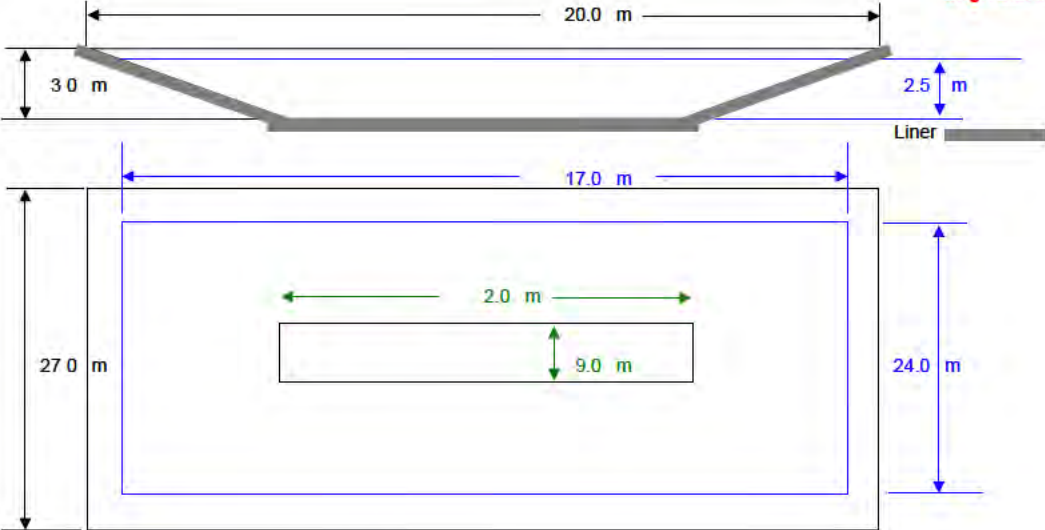
Paved Runoff Catchment Area(s)			
Area <sub>2</sub>	Length (m)	Width (m)	Area (m <sup>2</sup> )
1			0.0
2			0.0
3			0.0
4			0.0
5			0.0
Total Area (m <sup>2</sup> )			0

Unpaved Runoff Catchment Area(s)			
Area <sub>2</sub>	Length (m)	Width (m)	Area (m <sup>2</sup> )
6	132	54	7,128.0
7			0.0
8			0.0
9			0.0
10			0.0
Total Area (m <sup>2</sup> )			7,128

Rainfall (Select Town <sub>3</sub> )	
Fort Macleod 90	
AOPA Design Rainfall	90 mm

Minimum Catchbasin Storage Volume Required	
417 m <sup>3</sup> **	14725.792 ft <sup>3</sup>
	91724.501 Imp. Gal.

\*\* Design capacity of catch basin should be equal to or greater than, minimum storage volume required.



— Lines in Black - Overall catch basin dimensions  
 — Lines in Blue - Design capacity depth dimensions (excludes freeboard)

NTS - Not To Scale



2 February 2023

WSP File: BX30740

Beyer Feeders Ltd.

3102 – 12 Avenue South  
Lethbridge, Alberta T1H 5V1  
T: +1 403 327-7474  
www.WSPplc.com

Attention: Erik Beyer

**Re: Geotechnical Review and Evaluation  
NRCB Permitting of Proposed Pens & Catch Basin  
NW-16-009-25-W4M, near Fort Macleod, Alberta**

As requested, WSP E&I Canada Limited (WSP) has carried out a geotechnical review and evaluation of the above-captioned site relative to the required protection of the groundwater resource, as required by the Agricultural Operation Practices Act, AB Reg. 267/2001 (hereinafter referred to as "AOPA"). This letter describes site soil conditions to support a permit application related to proposed pens and a catch basin to be located just existing of the existing farmyard (refer to Figure 1, attached).

In order to demonstrate the suitability of the naturally existing soils for consideration as a naturally occurring protective layer to the groundwater, eight boreholes were advanced at the site on January 9, 2023. The boreholes were advanced at the approximate locations denoted as EB1-23 to EB8-23 on Figure 1, attached.

The boreholes were advanced by a truck-mounted drill rig owned and operated by Chilako Drilling Services and extended to depths ranging between 3.0 m and 9.2 m below existing grades. The boreholes were logged by Larry Delong of Chilako Drilling Services.

In general, the natural mineral soils encountered within the boreholes comprised of a lacustrine complex of fine sand, silt and clay loam to the completion depths of the boreholes. At boreholes EB1-23 and EB2-23, saturated sand loam soils were encountered, so the investigation was shifted to the area east of the existing yard, where the depth to wet soils was deeper. At EB3-23, saturated fine sand-clay loam was encountered below 6.3 m depth, while at EB4, wet silty clay was encountered below approximately 3.5 m depth. At boreholes EB5-23 to EB8-23, groundwater was not encountered within the 3.5 m drilling depth.

Samples of soil collected from EB3-23, EB4-23 and EB6-23 were subjected to laboratory grain size (i.e., hydrometer) analyses. The results (attached) indicate a textural breakdown of approximately:

**Table 1: Soil Textural Analyses**

Borehole/Depth	% Sand	% Silt	% Clay
EB3-23 / 4-5m	5	69	26
EB4-23 / 2-3m	5	80	15
EB6-23 / 1.5-3m	17	69	14

To measure the *in situ* permeability of the subsurface soils, 50 mm diameter PVC monitoring wells were constructed in boreholes EB3-23 (proposed catch basin), and EB6-23 (proposed pen area). Test well EB3-23 was screened from 3.0 m to 6.2 m depth while test well EB6-23 was screened from 1.5 m to 3.1 m



depth. Well saturation of the 50 mm diameter monitoring wells was carried out by filling the monitoring wells to the top for several consecutive days. After several days, the average 24-hour water drop at borehole EB3-23 was 1.83 m while the 24-hour water drop at borehole EB6-23 was 1.52 m. During the water monitoring and testing, the wells were protected from freezing.

To calculate the permeability of the screened portion of the clay till strata at the test well location, a modified falling head test (as outlined in the USBR Engineering Geology Field Manual Volume 2 [2001]) was used. The input variables and output data are outlined on the attached In Situ Permeability Test report. The results of the permeability testing indicate an *in situ* hydraulic conductivity,  $k_s$ , of  $1.0 \times 10^{-7}$  cm/s at EB3-23, and an *in situ* hydraulic conductivity,  $k_s$ , of  $3.3 \times 10^{-7}$  cm/s at EB6-23.

Using the measured permeability of the clay stratum, the 3.2 m of clay screened at EB3-23 is estimated to represent the equivalent of 32 m of naturally occurring materials having a hydraulic conductivity of  $1 \times 10^{-6}$  cm/s (the reference standard in AOPA), and the 1.6 m of clay screened at EB6-23 is estimated to represent the equivalent of approximately 5 m of naturally occurring materials having a hydraulic conductivity of  $1 \times 10^{-6}$  cm/s. This represents natural material protection in excess of the minimum requirements outlined by the AOPA for solid manure storage (minimum 2 m, Section 9.5-c), and basins (minimum 5 m, Section 9.5-b).

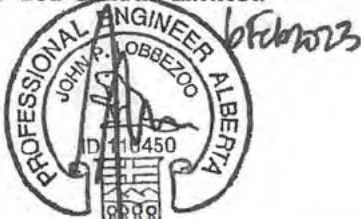
### Conclusion

Based on the results of the current investigation, permeability testing, and our understanding of the site and proposed development at the site, it is WSP's opinion that the naturally occurring materials at the site satisfy the AOPA requirements for permitting the proposed catch basin and pens at this location.

We trust that this report satisfies your present requirements. Should you have any questions, please contact the undersigned at your convenience.

Yours truly,

**WSP E&I Canada Limited**



John Lobbezoo, P.Eng.  
Associate Engineer, Geotechnical  
Lethbridge & Medicine Hat Area Lead

Reviewed by:

Kevin Spencer, P.Eng., M.Eng.  
Sr. Associate, Geotechnical Engineer

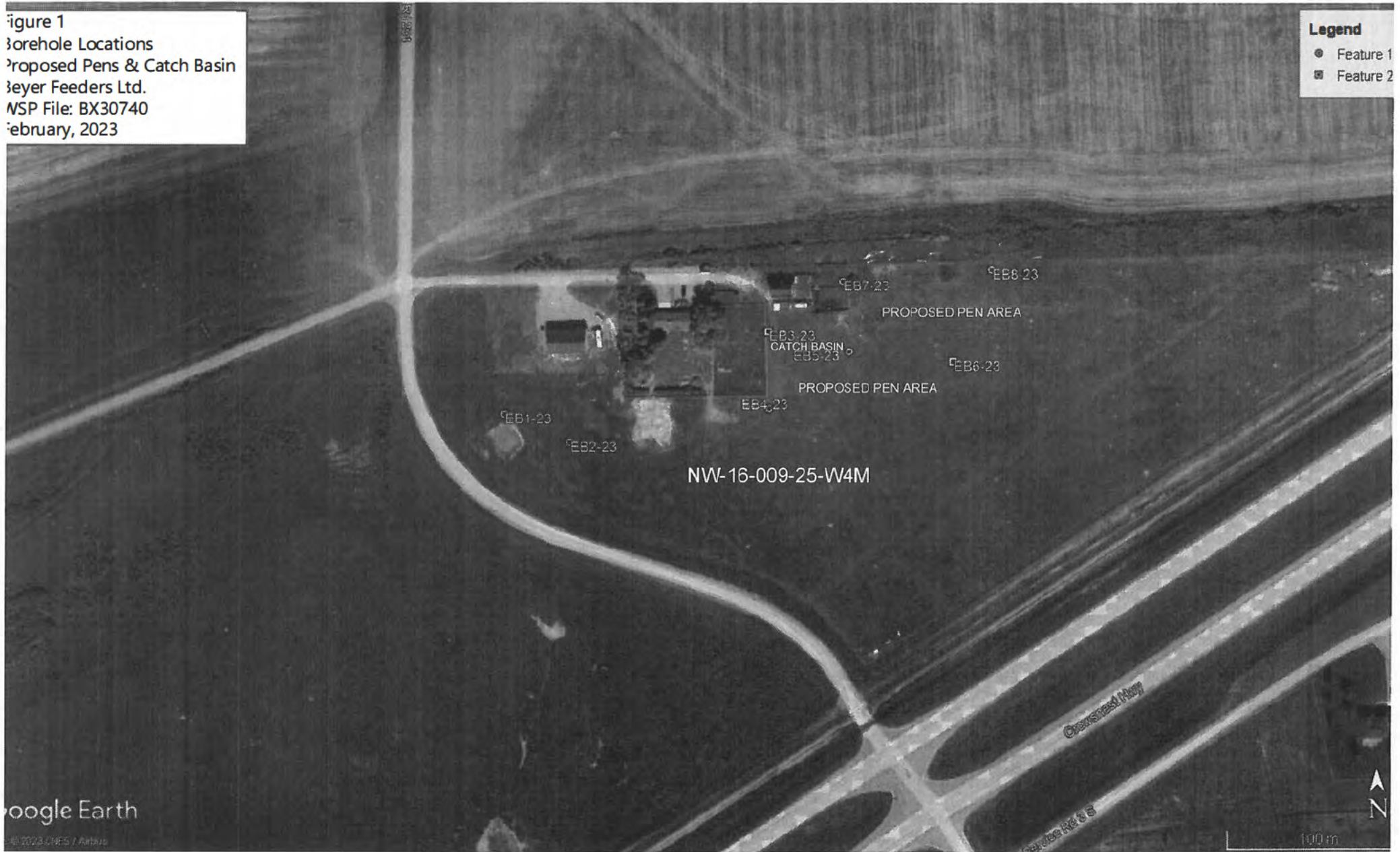
### Attachments

- Figure 1 Borehole Locations
- In Situ Permeability Test Calculations
- Hydrometer Tests
- Soil Profile and Parent Material Description, Chilako Drilling Services

<b>PERMIT TO PRACTICE</b> <b>WSP E&amp;I CANADA LIMITED</b>	
RM SIGNATURE:	
RM APEGA ID #:	110450
DATE:	6 Feb 2023.
<b>PERMIT NUMBER: P004546</b> The Association of Professional Engineers and Geoscientists of Alberta (APEGA)	

Figure 1  
Borehole Locations  
Proposed Pens & Catch Basin  
Beyer Feeders Ltd.  
MSP File: BX30740  
February, 2023

**Legend**  
● Feature 1  
■ Feature 2

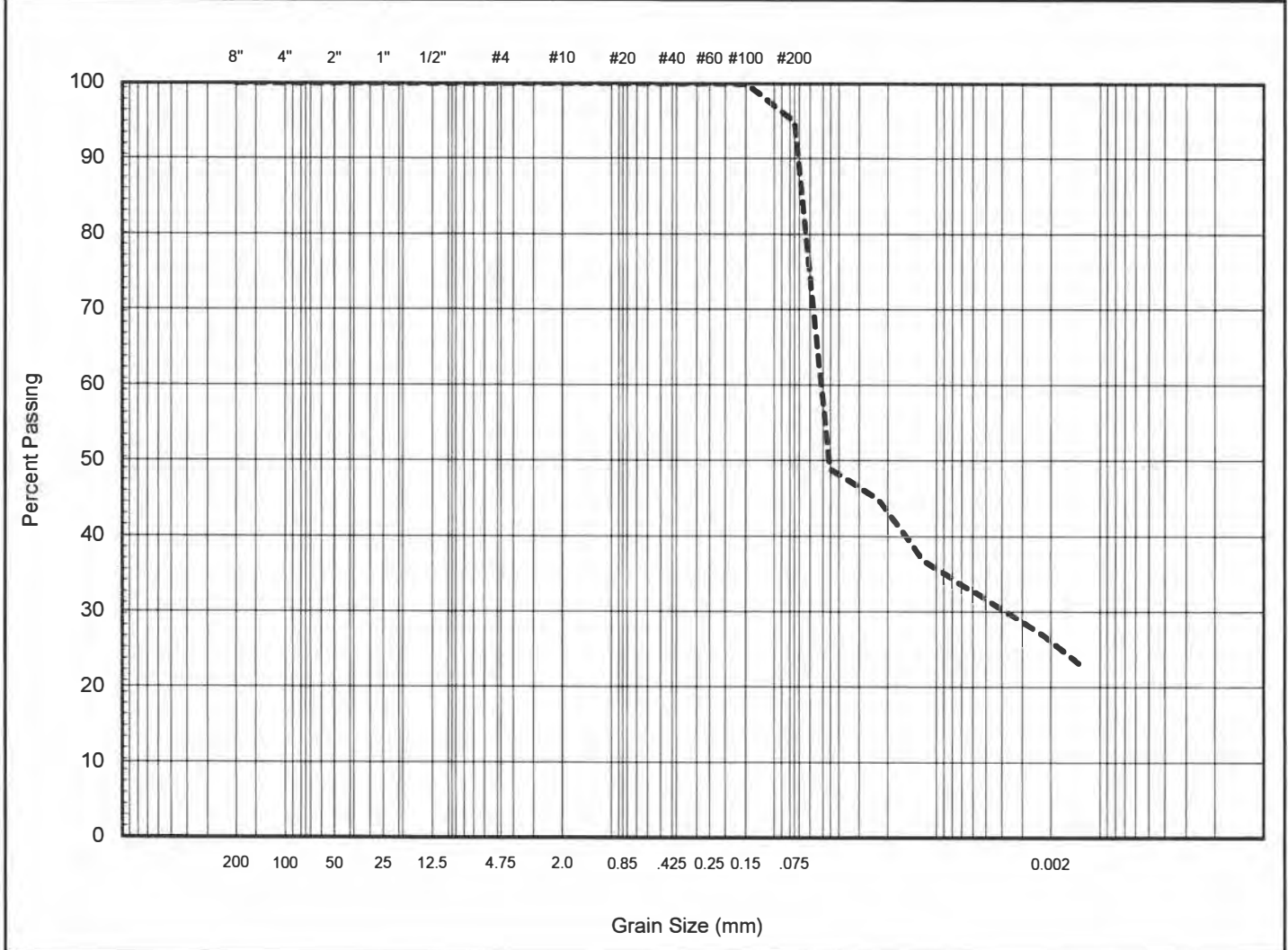


# HYDROMETER TEST

WSP E&I Canada Limited



COBBLES	GRAVEL		SAND			SILT	CLAY
	Coarse	Fine	C	M	F		

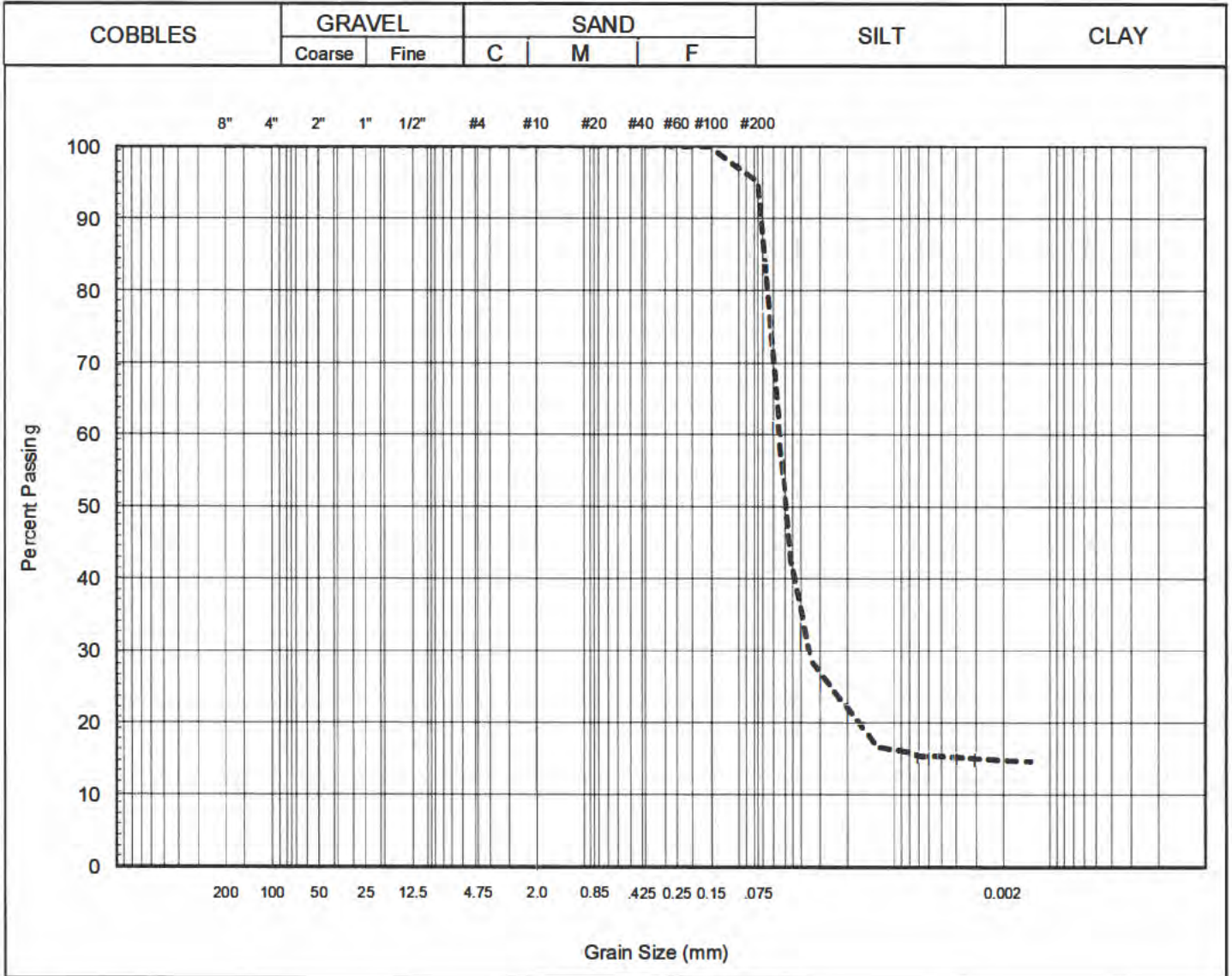


<b>Remarks:</b>	<b>Summary</b>			
	D10 =	#N/A	mm	<b>Gravel</b> 0 %
	D30 =	0.0038	mm	<b>Sand</b> 5 %
	D60 =	0.0525	mm	<b>Silt</b> 69 %
	Cu =	#N/A		<b>Clay</b> 26 %
	Cc =	#N/A		

<b>Project No:</b> BX30740	<b>Client:</b> Beyer Feeders Ltd.
<b>Hole No:</b> EB3-23	<b>Sample:</b> -
<b>Depth (m):</b> 4-5m	<b>Date:</b> January 30, 2023
	<b>Tech:</b> TMW / SG

# HYDROMETER TEST

WSP E&I Canada Limited



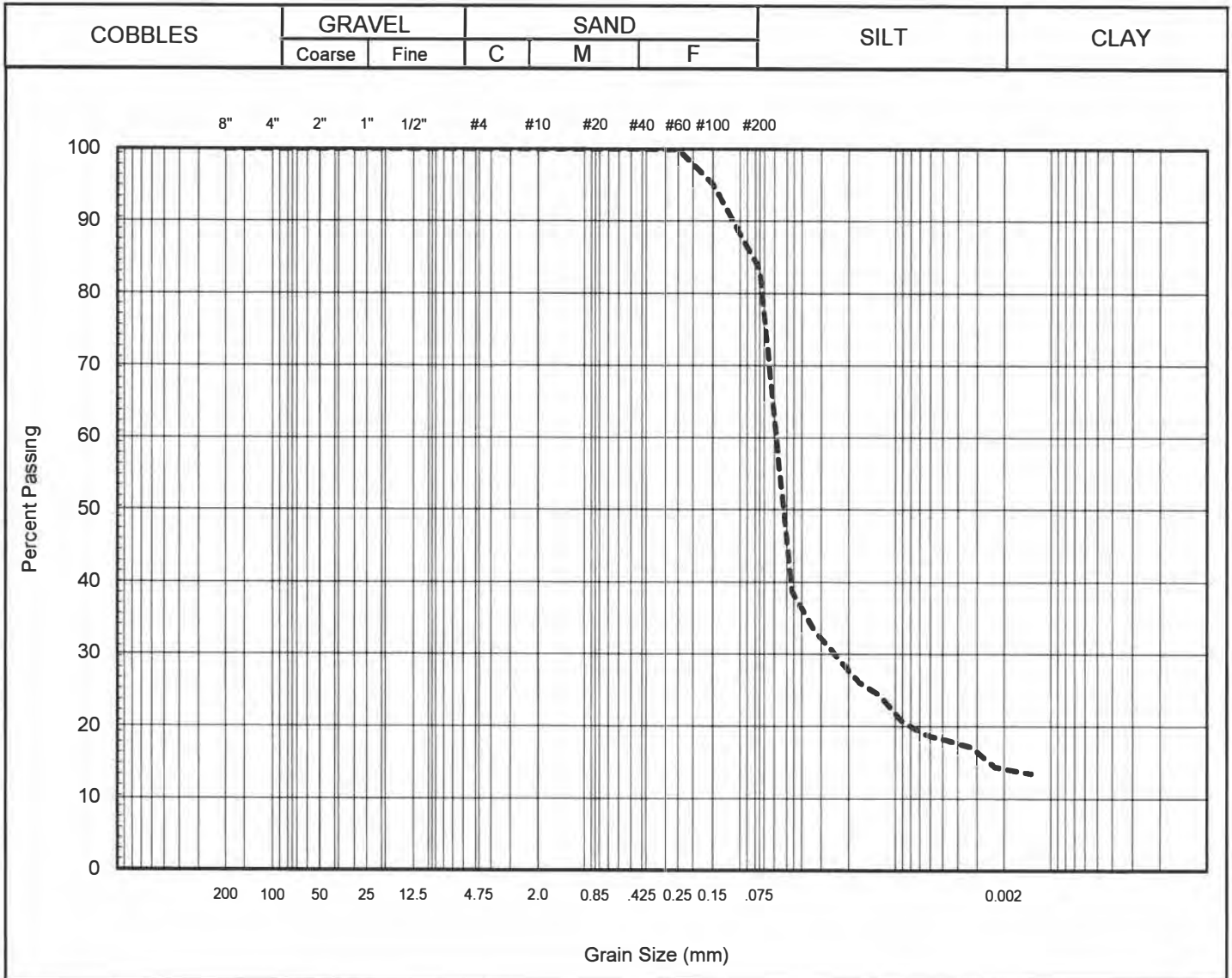
<b>Remarks:</b>	<b>Summary</b>			
	D10 = #N/A mm	<b>Gravel</b>	0	%
D30 = 0.0355 mm	<b>Sand</b>	5	%	
D60 = 0.0559 mm	<b>Silt</b>	80	%	
Cu = #N/A	<b>Clay</b>	15	%	
Cc = #N/A				

<b>Project No:</b> BX30740 <b>Hole No:</b> EB4-23 <b>Depth (m):</b> 2-3m	<b>Client:</b> Beyer Feeders Ltd. <b>Sample:</b> - <b>Date:</b> January 30, 2023 <b>Tech:</b> TMW / SG
--------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------



# HYDROMETER TEST

WSP E&I Canada Limited



**Remarks:**

Summary				
D10 =	#N/A	mm	<b>Gravel</b>	0 %
D30 =	0.0247	mm	<b>Sand</b>	17 %
D60 =	0.0600	mm	<b>Silt</b>	69 %
Cu =	#N/A		<b>Clay</b>	14 %
Cc =	#N/A			

**Project No:** BX30740  
**Hole No:** EB6-23  
**Depth (m):** 1.5-3m

**Client:** Beyer Feeders Ltd.  
**Sample:** -  
**Date:** January 30, 2023

**Tech:** TMW / SG

EB3-23

In Situ Permeability Test

Modified Falling Head Permeability Equation

$$K_s = \frac{r^2}{2\ell\Delta t} \left[ \frac{\sinh^{-1} \frac{\ell}{r_e}}{2} \ln \left[ \frac{2H_1 - \ell}{2H_2 - \ell} \right] - \ln \left[ \frac{2H_1H_2 - \ell H_2}{2H_1H_2 - \ell H_1} \right] \right]$$

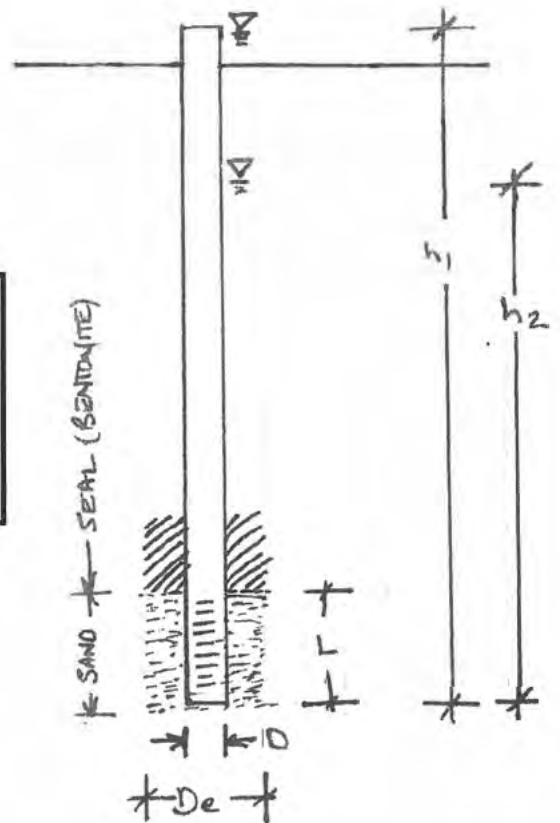
taken from USBR Engineering Geology Field Manual Volume 2 (2001)

EB3-23 - Beyer Feeders Ltd.

Wood File: BX30733

INPUT VARIABLES	Terms	Value	Definition
	D	0.0520	diameter of standpipe (m)
	De	0.1500	diameter of borehole (m)
	L	3.20	length of sand section (m)
	h1	6.80	initial height of water above base of hole (m)
	h2	4.97	final height of water above base of hole (m)
	t	24.0	time of test (h)

$k_s = 1.0E-07$  cm/sec



EB6-23

In Situ Permeability Test

Modified Falling Head Permeability Equation

$$K_s = \frac{r^2}{2\ell\Delta t} \left[ \frac{\sinh^{-1} \frac{\ell}{r_e}}{2} \ln \left[ \frac{2H_1 - \ell}{2H_2 - \ell} \right] - \ln \left[ \frac{2H_1H_2 - \ell H_2}{2H_1H_2 - \ell H_1} \right] \right]$$

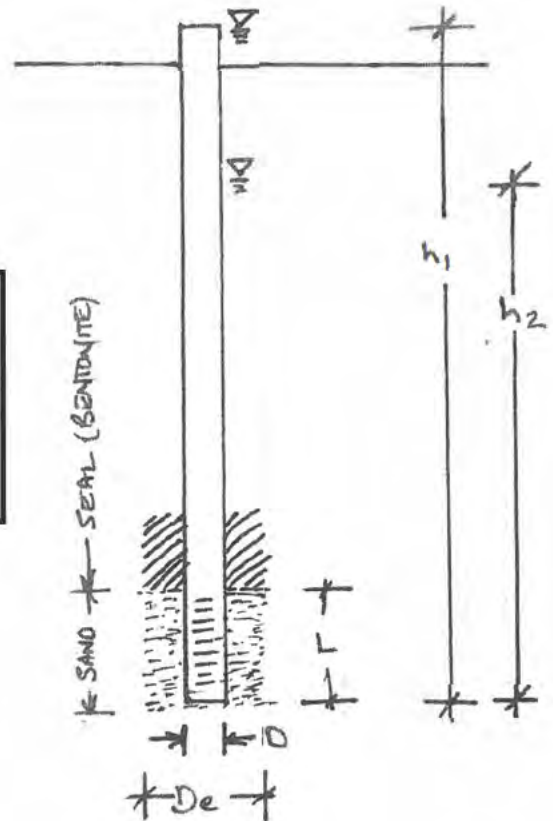
taken from USBR Engineering Geology Field Manual Volume 2 (2001)

EB6-23 - Beyer Feeders Ltd.

Wood File: BX30733

INPUT VARIABLES	Terms	Value	Definition
	D	0.0520	diameter of standpipe (m)
	De	0.1500	diameter of borehole (m)
	L	1.60	length of sand section (m)
	h1	3.40	initial height of water above base of hole (m)
	h2	1.89	final height of water above base of hole (m)
	t	24.0	time of test (h)

$k_s = 3.3E-07$  cm/sec



# CHILAKO DRILLING SERVICES LTD

Box 942 Coaldale, Alberta, T1M 1M8  
(403) 345-3710

## SOIL PROFILE AND PARENT MATERIAL DESCRIPTION

Site Location: NW16-9-25W4, Erik Beyer

Date: 9-Jan-23

Hole #	Location	Depth	Texture	Moisture	Geological	Sample	Remarks
EB1-23	0331201 5512541	0-0.15	CL	F	Topsoil		
		0.15-1.2	CL	M	Lac		
		1.2-4.4	LS	Sat	Lac		
		4.4-5.0	Silt	VM	Lac		V. Soft, gray
		5.0-6.2	SiC	VM	Lac		Stiff, high plastic, gray
EB2-23	0331239 5512522	0-0.15	FSCL	F	Topsoil		
		0.15-1.1	SL	M	Lac		
		1.1-1.7	SL	VM	Lac		
		1.7-2.6	Lc.S	Sat	Lac		
		2.6-3.1	SiC	VM	Lac		V. Firm, high plastic, olive brown
		3.1-4.7	Silt	Sat	Lac		V. Soft, gray
		4.7-6.2	SL	Sat	Lac		V. Soft, gray
EB3-23	0331352 5515280	0-0.15	SiCL	F	Topsoil		
		0.15-3.5	SiCL	M	Lac		
		3.5-6.3	SiCL	VM	Lac		Soft, med plastic, olive brown, sat sand lenses @ 5.0m
		6.3-9.2	FSL-FSCL	VM-Sat	Lac		Soft, gray, silt layers 50mm H.C. Well installed to 6.1m BGS Drilled new hole for well 3' over Screen: 6.2-3.1m Sand: 6.2-3.0m Bentonite: 3.0-0.0m Stickup: 0.6m Hole Diameter: 0.15m
EB4-23	0331350 5512536	0-0.15	SiCL	F	Topsoil		
		0.15-3.5	SiCL	M	Lac	2.0-3.0	Soft, layered with Silt, SiCL, FSL
		3.5-4.6	SiL	Sat	Lac		V. Soft
		4.6-9.2	SiL-SiCL	Sat	Lac		V. Soft, sand layers
EB5-23	0331397 5512566	0-0.15	SiCL	F	Topsoil		
		0.15-3.5	SiCL	M	Lac		V. Soft, low plastic, olive brown
		3.5-4.6	SiL-SiCL	Sat	Lac		V. Soft, low plastic, olive brown, S+SiC layers
		4.6-6.4	SiCL	VM	Lac	5.0-5.5	Soft, low-med plastic, olive brown, S+SiC layers
		6.4-8.4	SiCL	VM-Sat	Lac		Soft, med plastic, gray
8.4-9.2	SiL-SiCL	Sat	Lac		Soft, low-med plastic, gray		
EB6-23	0331455 5512556	0-0.15	SiL	F	Topsoil		
		0.15-1.1	SiL	SM	Lac		V. Firm, sand lensing
		1.1-3.1	SiCL	M	Lac		V. Firm, sand lensing 50mm H.C. Well installed to 3.1m BGS Screen: 3.1-1.6m Sand: 3.1-1.5m Bentonite: 1.5-0.0m Stickup: 0.3m Hole Diameter: 0.15m
EB7-23	0331399 5512607	0-1.0	SiCL	SM	Lac		V. Firm, med plastic, olive brown
		1.0-1.5	SiCL	M	Lac		V. Firm, med plastic, olive brown
		1.5-3.0	SiL-SiCL	M	Lac		Firm, low plastic, olive brown, silt-VFS
EB8-23	0331482 5512608	0-1.5	SiCL	M	Lac		V. Firm
		1.5-3.0	SiL-SiCL	M	Lac		Firm, low plastic, olive brown, sandy (VFS)

Legend: L           Loam  
C           Clay  
S           Sand  
Gr.       Gravel  
Si       Silt  
F       Fine (sand)  
VF      Very Fine (sand)



## Agenda Submission

**Submission Title**

Alberta Lodge No. 3 GRAAF & AM 2023 Property Tax Variance Request

**Agenda Section**

New Business

**Meeting Type**

Regular Council Meeting

**Meeting Date**

05/08/2023

**Recommendation**

That Council approves the cancellation of the 2023 property taxes for the property located at 2228700 (2210 - 3rd Avenue Fort Macleod) in the amount of \$768.73.

**Rationale**

Based on past Council's motions to continue the tax waiver for this property. Administration is recommending approval for 2023.

**Background**

This property is located on the one way and it was rezoned from residential to commercial as part a a Land Use Bylaw amendment in the 1980s. The Council at that time motioned to continue taxing the property with a residential municipal tax rate versus a commercial one. Each year the property owner brings this request to Council to continue the agreement made at that time.

**Financial Implications**

The reduction in the amount of municipal taxes will be absorbed by the Town. The total financial tax waiver being requested is \$768.73 (2022 reduction \$962.16).

**Attachments**

Alberta Lodge #3 GRAAF & AM 2023 tax waiver request.pdf	516.94KB
2023 Taxation Notice 2228700.pdf	559.88KB

**Submitter Name**

Kris

**Email**

finance@fortmacleod.com

**Director Name**

Kris Holbeck

**Director Email**

finance@fortmacleod.com

**Department**

Administration

**Date**

5/2/2023



# Alberta Lodge No. 3

## A.F. & A.M., G.R.A.

Instituted May 27, 1886

P.O. BOX 1825  
FORT MACLEOD, ALBERTA T0L 0Z0

May 2, 2023

Mayor and Council  
Town of Fort Macleod

Alberta Lodge #3 AF & AM is seeking tax relief on the assessment for the 2023 Property Taxes on the Lodge Hall (Roll # 2228700).

Under the 1905 Act of Incorporation which created the Grand Lodge of Alberta; Ancient Free and Accepted Masons, it identifies all Lodges within its Jurisdiction as non-profit groups. All monies raised by the Masons are directed towards charities and benevolence after operating expenses are deducted. Our Lodge Hall is open for use to any individual or small group in the community, at a minimal rate, when not occupied.

Like many other organizations, we continue to struggle with increasing costs. In the past the Town of Fort Macleod has been very generous in reducing the property taxes applicable to the Lodge Hall. We are respectfully requesting consideration for the mill rate on the Hall to be changed from Commercial to Residential.

Thank you for your consideration on this request.

Wor. Bro. Ken Hann  
Sec / Treas. Alberta No.3 AF&AM

**TOWN OF FORT MACLEOD**

2023

P.O BOX 1420  
FORT MACLEOD, AB T0L 0Z0  
(403) 553-4425



**TAXATION NOTICE**

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER	NOTICE OF ASSESSMENT	2023-May-04
2228700	13068 SF				0	0	0	0	DUE DATE	2023-Jun-30
SUBDIVISION NAME										
CIVIC ADDRESS									2210 3 AVENUE	
MORTGAGE NUMBER		PLAN	BLOCK	LOT						
		92B	423	17 - 18						
MORTGAGE COMPANY NAME									ASSESSMENT COMPLAINT MUST BE RECEIVED	
									ON OR BEFORE 2023-Jul-04	

ALBERTA LODGE #3 GRAA.F & A.M  
BOX 1825  
FORT MACLEOD, AB T0L 0Z0  
Canada

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
IMPROVED COMMERC	130,000	IMPROVED COMMERCIAL	① 141,000
TOTAL ASSESSMENT	130,000	TOTAL ASSESSMENT	141,000
		EXEMPT	0
		TAXABLE	141,000

**IMPORTANT PENALTY INFORMATION**  
Taxes are due in full, except for TIPP participants, on JUNE 30, 2023 or the last business day of JUNE 2023. Please allow 3 business days for processing Electronic Payments. Filing an Assessment complaint does not exempt owners from paying taxes by the due date or incurring late payment penalties.

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF (NON RESIDENTIAL)	0.003157800	21.53890	445.25
TOTAL 2023 EDUCATION TAXES			445.25
SUB TOTAL 2023 TAXES			445.25

**TAX INSTALLMENT PAYMENT PROGRAM**

CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	172.27
	0.00

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
MUNICIPAL TAX (NON RESIDENTIAL)	0.011260962	76.80959	② 1,587.80
WILLOW CREEK FOUNDATION - SENIOR	0.000242108	1.65152	34.14
TOTAL 2023 MUNICIPAL AND OTHER TAXES			1,621.94
SUB TOTAL 2023 TAXES			2,067.19

FOR COMPARISON 2022 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE 2,153.85  
Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

TOTAL 2023 TAXES	2,067.19
CURRENT OUTSTANDING	0.00
TOTAL CURRENT TAXES PAYABLE FOR 2023	2,067.19
AMOUNT DUE AFTER JUNE 30, 2023	2,294.58
AMOUNT DUE AFTER DECEMBER 31, 2023	2,546.98

*768.73*  
Owing 1298.46.

① 141,000 x municipal Res mill rate 5.809002  
= 819.07 municipal taxes  
② <1587.80> previously billed  
768.73 Reduction for 2023

**TOWN OF FORT MACLEOD**

P.O BOX 1420  
FORT MACLEOD, AB T0L 0Z0  
(403) 553-4425



ROLL NUMBER	2228700
LAST DATE BEFORE PENALTY	2023-Jun-30

2023

**TAXATION NOTICE**

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	2,067.19	2,067.19

AMOUNT DUE PLEASE PAY	2,067.19
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

ALBERTA LODGE #3 GRAA.F & A.M  
BOX 1825  
FORT MACLEOD, AB T0L 0Z0  
Canada