



**Town of Fort Macleod  
Council Meeting Agenda  
Monday, June 26, 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**

**F. PUBLIC HEARINGS**

1. Bylaw 1973: LUB Rezone R to R-MU - *Gavin Scott, ORRSC*
2. Bylaw 1967: Macleod Landing Debenture - *Kris Holbeck, Director of Finance*

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

1. Bylaw 1973: LUB Rezone R to R-MU (2<sup>nd</sup> & 3<sup>rd</sup> reading) - *Gavin Scott, ORRSC*
2. Bylaw 1967: Macleod Landing Debenture (2<sup>nd</sup> & 3<sup>rd</sup> reading) - *Kris Holbeck, Director of Finance*

**H. UNFINISHED BUSINESS**

**I. NEW BUSINESS**

1. Bylaw 1975: Designated Officer (1<sup>st</sup> reading) - *Kris Holbeck, Director of Finance*
2. OP#18: Memorial Bench & Tree Program Policy – *Adrian Pedro, Director of Operations*
3. Hotel Feasibility Study - *Anthony Burdett, CAO*
4. Alberta Municipalities Conference 2023 - *Anthony Burdett, CAO*
5. Local Film Sponsorship Request - *Liisa Gillingham, Director of Community & Protective Services*

**J. ADMINISTRATIVE REPORTS**

*(Quarterly - January, April, July, October)*

**K. IN CAMERA**

**L. ADJOURNMENT**

**Town of Fort Macleod**  
**CONSENT AGENDA**  
**Monday, June 26, 2023**

**A. COUNCIL MEETING MINUTES**

1. Council Meeting Minutes: June 12, 2023
2. Committee of the Whole Meeting Minutes: June 20, 2023

**B. CORRESPONDENCE AND INFORMATION ITEMS**

1. Minister of Municipal Affairs: Honourable Ric McIver

**C. FINANCIALS**

1. Payables: June 21, 2023
2. YTD Operational Report with Budgeted Variances

**D. COMMITTEE REPORTS**

*(First meeting of the month)*

**Town of Fort Macleod  
Council Meeting Minutes  
Monday, June 12<sup>th</sup>, 2023  
GR Davis Administration Building  
Council Chambers  
6:00 pm In-Camera 7:00 pm Regular Meeting**

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

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

**A. CALL TO ORDER**

**Mayor Brent Feyter declared a pecuniary interest. Deputy Mayor Gord Wolstenholme began to chair the meeting, calling the meeting to order at 6:02 pm.**

**R.145.2023** Moved by Councillor Poytress that Council move in camera to discuss Land Sales at 6:03 pm.

**CARRIED**

**B. IN CAMERA**

1. Land Sales

**Councillor Fox entered the meeting at 6:07 pm.**

**R.146.2023** Moved by Councillor Van Huigenbos that Council moves out of in camera at 6:47 pm.

**CARRIED**

**Deputy Mayor Gord Wolstenholme recessed the meeting at 6:47 pm.**

**Mayor Brent Feyter returned to the meeting, resuming the chair and calling the regular portion of the meeting back to order at 7:03 pm.**

**D. APPROVAL OF THE AGENDA**

1. Consent Agenda

**R.147.2023** Moved by Councillor Wolstenholme that Council approves the consent agenda as presented.

**CARRIED**

2. Regular Meeting Agenda

**R.148.2023** Moved by Councillor Fox that Council approves the regular meeting agenda as amended.

Amendment

**Removal of item J2. Non-Residential Tax Incentive Application: Country Creek Markets Inc.**

**CARRIED**

**C. MOMENT OF REFLECTION**

**E. FOR THE GOOD OF COUNCIL**

**F. DELEGATIONS**

**G. PUBLIC HEARINGS**

## H. CONSIDERATIONS OF DELEGATIONS and PUBLIC HEARINGS

### I. UNFINISHED BUSINESS

#### J. NEW BUSINESS

1. Bylaw 1973: Rezone R to R-MU (*first reading*) - Anthony Burdett, CAO

**R.149.2023** Moved by Councillor Monteith that Bylaw 1973, being a Bylaw in the Town of Fort Macleod in the Province of Alberta, to amend Bylaw No. 1882, being the municipal Land Use Bylaw; for the purpose of to redesignating lands legally described as:

Lot 36, Block 417, Plan 92B

within the NW1/4 of Section 12, Township 9, Range 26, W4M.

from “Residential: R” to “Residential Multi-Unit: R-MU”, to be given the first reading; and further to advertise a Public Hearing to be held on June 26, 2023 at 7:00 pm.

**CARRIED**

- ~~2. Non-Residential Tax Incentive Application: Country Creek Markets Inc - Kris Holbeck, Finance~~

3. Residential Multi-Unit Tax Incentive Application: VB Block Commercial Inc. - Kris Holbeck, Finance

**R.150.2023** Moved by Councillor Fox that Council approves the application from VB Block Commercial Inc. regarding Roll #3245400 (535-26<sup>th</sup> Street) and directs Administration to enter into a residential multi-unit tax incentive agreement with the property owner for the 2024-2027 cycle.

**CARRIED**

4. 2023 Tax Recovery Public Auction - Kris Holbeck, Finance

**R.151.2023** Moved by Councillor Monteith that Council approves the 2023 tax recovery public auction to be held on Tuesday, October 3, 2023, at 10:00 am, as per the attached terms and conditions pursuant to 553(1)(f) *Municipal Government Act*, the addition of all tax recovery costs to the relevant rolls and sets the reserve bids as follows:

- 401 – 11th Street (Lot 45, Block 330, Plan 9811327) - \$22,000.00,
- 343 – 11th Street (Lot 51, Block 331, Plan 9811327) - \$22,000.00, and
- 127 – 11th Street (Lot 33, Block 333, Plan 92B) - \$30,000.00.

**CARRIED**

5. 2023 Parade Invitations - Liisa Gillingham, Community & Protective Services

6. Fort Macleod Chiropractic Triathlon - Liisa Gillingham, Community & Protective Services

**R.152.2023** Moved by Councillor Hengerer that Council approves a waiver of rental fees for the pool costs and curling rink for the 2023 Fort Macleod Chiropractic Triathlon.

**CARRIED**

**R.153.2023** Moved by Councillor Hengerer that Council approves a cash donation of \$1000.00 towards the 2023 Fort Macleod Triathlon from Council’s gifts & donations budget.

**CARRIED**

7. Building Reserve Transfer- Liisa Gillingham, Community & Protective Services

**R.154.2023** Moved by Councillor Poytress that Council approves the transfer of funds from the One Time Project Reserve to cover the costs of the built-in cabinets and storage lockers to the G.R. Davis Administration Building, Town Section.

*Page 2 of 3*

**CARRIED**

8. Request for Comment MD of Willow Creek DP 056-23: Hurlburt Ranch- *Anthony Burdett, CAO*

**R.155.2023** Moved by Councillor Van Huigenbos that Council accepts the request for comment from the Municipal District of Willow Creek No. 26 regarding the Development Permit #056-23, Hurlburt Ranch, as information.

**CARRIED**

9. Request for Comment MD of Willow Creek DP 057-23:Van Huigenbos Farms-*Anthony Burdett, CAO*

**R.156.2023** Moved by Councillor Wolstenholme that Council accepts the request for comment from the Municipal District of Willow Creek No. 26 regarding the Development Permit #057-23, Van Huigenbos Farms Inc. as information.

**CARRIED**

**K. ADMINISTRATIVE REPORTS**

*(Quarterly - January, April, July, October)*

**L. COMMITTEE REPORTS**

**M. ADJOURNMENT**

**Mayor Brent Feyter adjourned the meeting at 7:35 pm.**

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*Mayor Brent Feyter*

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*CAO Anthony Burdett*

**Town of Fort Macleod  
Committee of the Whole Meeting  
GR Davis Administration Building  
Conference Room  
Tuesday, June 20<sup>th</sup>, 2023  
7:00 pm**

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

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

**Administration:** CAO Anthony Burdett, Executive Assistant Meranda Day Chief, Planning and Development Officer Keli Sandford, and Director of Operations Adrian Pedro.

**Other:** Senior Planner ORRSC, Gavin Scott, & Built Heritage Advisory Board members: Fraser Shaw, Donna Bird, and Virginia Wishart.

**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA**

**R.157.2023** Moved by Councillor Wolstenholme that Council approves the meeting agenda with addition.

Addition:

D1. Legal – FOIP Section 27

**CARRIED**

**C. NEW BUSINESS**

1. Built Heritage Advisory Board Presentation – *Adrian Pedro, Director of Operations*
2. Provincial Historic Guidelines – *Adrian Pedro, Director of Operations*
3. Strategic Plan Update – *Anthony Burdett, CAO*
4. Affordable Housing: Request For Proposal – *Anthony Burdett, CAO*
5. Hotel Feasibility Study – *Anthony Burdett, CAO*
6. Economic Development – *Anthony Burdett, CAO*

**R.158.2023** Moved by Councillor Van Huigenbos that Council moves in camera to discuss legal items at 9:12 pm.

**CARRIED**

**D. IN CAMERA**

1. Legal – FOIP Section 27

**R.159.2023** Moved by Councillor Wolstenholme that Council moves out of in camera at 9:39 pm.

**CARRIED**

**E. ADJOURNMENT**

**Mayor Feyter adjourned the meeting at 9:39 pm.**

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*Mayor Brent Feyter*

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*CAO Anthony Burdett*



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR111695

June 20, 2023

Dear Chief Elected Officials:

I am pleased and excited to return as the Minister of Municipal Affairs. It is an honour and a privilege to serve in this role, and I am eager to work together to build stronger, safer local communities that contribute to greater economic prosperity for all Albertans.

As Minister of Municipal Affairs, I continue to believe in the importance of supporting our local communities, as they play a significant role in creating the economic and social conditions that contribute to Alberta's vibrancy and prosperity. My ministry will continue to develop the tools, training, and programs to support fiscally responsible, accountable, and sustainable local government, and improve the long-term viability of municipalities. I am also committed to my ministry's role in providing Albertans with safe buildings, homes, and communities through the province's safety codes system.

Together, we can continue to reduce unnecessary government oversight with regulatory approaches and program delivery that emphasize outcomes, in order to attract investment, support innovation, and grow Alberta's businesses.

I look forward to once again working together to strengthen Alberta's municipalities and collaborating on areas of mutual interest.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver".

Ric McIver  
Minister

cc: Chief Administrative Officers



# 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>Amount</b>
					<b>Batch #</b>	<b>15047</b>
20231041	2023-06-14			1772	2442851 ALBERTA LTD.	186.11
20231042	2023-06-14			1769	AMAZON.COM.CA	606.99
20231043	2023-06-14			55	AMSC INSURANCE SERVICES LIMITED	20,636.51
20231044	2023-06-14			58	AQUAM INC.	4,589.77
20231045	2023-06-14			644	AVAIL LLP	3,900.75
20231046	2023-06-14			83	BENCHMARK ASSESSMENT	5,064.85
20231047	2023-06-14			1775	BIG SKY CALL CENTERS INC.	169.66
20231048	2023-06-14			91	BOS SOD FARMS	834.75
20231049	2023-06-14			1205	BRIDGE AIR SYSTEMS LTD.	1,055.25
20231050	2023-06-14			101	BROWNEE LLP (EDMONTON)	2,818.50
20231051	2023-06-14			112	CANADIAN LINEN & UNIFORM SERVC	95.38
20231052	2023-06-14			8	CANOE PROCUREMENT GROUP OF CANADA	3,395.18
20231053	2023-06-14			143	CLEARTECH INDUSTRIES INC.	2,129.51
20231054	2023-06-14			1034	CRAZY STITCH	162.75
20231055	2023-06-14			1517	DAY CHIEF, MERANDA LYNNE	50.60
20231056	2023-06-14			174	DB PERKS & ASSOCIATES LTD.	1,481.63
20231057	2023-06-14			1260	DIGITEX	83.90
20231058	2023-06-14			1687	DYNAMIC MARINE SERVICES INC.	187.00
20231059	2023-06-14			1675	ECOAG INITIATIVES INC.	2,487.87
20231060	2023-06-14			993	FEYTER, BRENT	55.00
20231061	2023-06-14			235	FISHER SCIENTIFIC COMPANY	356.63
20231062	2023-06-14			262	FORT PHARMACY 2020 LTD.	10.32
20231063	2023-06-14			846	GMS MECHANICAL & EQUIPMENT LTD.	7,034.61
20231064	2023-06-14			1548	GREEN ARROW RECYCLING AND JANITORIAL	1,144.50
20231065	2023-06-14			281	GREGG DISTRIBUTORS LP	1,765.36
20231066	2023-06-14			1173	HIFAB HOLDINGS LTD.	513.05
20231067	2023-06-14			1717	LAWRENCE, AMANDA	853.92
20231068	2023-06-14			877	LOOMIS EXPRESS	256.55
20231069	2023-06-14			373	MAC AUTOGLASS & GRAPHICS LTD.	126.00
20231070	2023-06-14			390	MCNALLY CONTRACTORS LTD.	1,168.25
20231071	2023-06-14			787	MD PLUMBING & HEATING	1,096.78
20231072	2023-06-14			1741	MONICAL, DUSTY	184.00
20231073	2023-06-14			393	MUNICIPAL DISTRICT OF WILLOW CREEK	4,169.25
20231074	2023-06-14			419	NAPA AUTO PARTS	665.30
20231075	2023-06-14			978	NEXT HOME AND GARDEN	15.00
20231076	2023-06-14			1711	PINCHER CREEK CO-OPERATIVE ASSOC. LTD.	6,473.39
20231077	2023-06-14			492	RP WATERWORKS INC.	729.75
20231078	2023-06-14			1785	SCG PROCESS	987.00
20231079	2023-06-14			654	SECURTEK	103.79
20231080	2023-06-14			514	SILVER AUTOMOTIVE FORT MACLEOD LTD.	471.83
20231081	2023-06-14			1177	SITE ONE LANDSCAPE SUPPLY	9,999.00
20231082	2023-06-14			1024	SOUTHERN IRRIGATION	375.77
20231083	2023-06-14			1654	T & T DISPOSAL SERVICES	3,406.17
20231084	2023-06-14			578	TOWN OF FORT MACLEOD	5,491.79
20231085	2023-06-14			1328	ULINE CANADA CORPORATION	528.55
20231086	2023-06-14			1318	WESTON MANUFACTURING LTD.	105.00
20231087	2023-06-14			619	WILLOW CREEK REGIONAL WASTE	8,473.50
20231088	2023-06-14			1079	WOLF DEN ENTERPRISES	3,722.65





# TOWN OF FORT MACLEOD

## Cheque Listing For Account Payable

2023-Jun-21  
11:46:50AM

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Amount</b>
20231089	2023-06-14			640	WOLSTENHOLME, GORDON	38.50
20231090	2023-06-14			1572	WORK N PLAY	134.39
						<hr/> 110,392.56
						<b>Batch # 15049</b>
20231091	2023-06-13			169	CANADIAN UNION OF PUBLIC EMPLOYEES 70	876.94
20231092	2023-06-13			1764	DANIN LAWRENCE	320.00
20231093	2023-06-13			247	FORT MACLEOD FIRE DEPARTMENT	150.00
20231094	2023-06-13			1676	FORT MACLEOD TAXI	390.00
20231095	2023-06-13			1762	FREDDIE'S PAINT & DETAILS	257.39
20231096	2023-06-13			322	IMPREST CASH - Town of Fort Macleod	57.80
20231097	2023-06-13			1642	JON'S INDEPENDENT GROCER	345.42
20231098	2023-06-13			352	LARSON'S TIRE SHOP	34.65
20231099	2023-06-13			1724	ONSITE SAFETY MANAGEMENT	399.00
20231100	2023-06-13			1744	PROFESSIONAL POWER WASH	883.58
20231101	2023-06-13			304	THE GEO. H. HEWITTS CO. LIMITED	196.63
20231102	2023-06-13			1	ENGLISH, TERRI	75.00
20231103	2023-06-13			1	JANITA DEKOK PHOTOGRAPHY	75.00
						<hr/> 4,061.41
						<b>Batch # 15050</b>
20231155	2023-06-20			900100	HATCH, VINCENT	2,798.04
						<hr/> 2,798.04
						<hr/> <b>Total 117,252.01</b>

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



## Agenda Submission

**Submission Title**

YTD Operational Report with Budget Variances 6.19.2023

**Agenda Section**

New Business

**Meeting Type**

Regular Council Meeting

**Meeting Date**

06/26/2023

**Recommendation**

That Council accepts the report as information.

**Rationale**

Administration provides quarterly financial reports to Council for information.

**Background**

Benefits and pension and interdepartmental wages and expenditures have NOT been reallocated. Amortization is estimated and entered monthly. Please review the document and ask any questions you may have.

**Financial Implications****Attachments**

2023 Operational Report 6.19.2023.pdf

183.99KB

**Submitter Name**

Kris

**Email**

finance@fortmacleod.com

**Director Name**

Kris Holbeck

**Director Email**

finance@fortmacleod.com

**Department**

Administration

**Date**

6/19/2023



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>Legislative Revenue</b>				
RESIDENTIAL TAXES	1-10-00-111	(2,765,480.00)	(2,766,804.31)	1,324.31
COMMERCIAL TAXES	1-10-00-112	(839,750.00)	(839,753.85)	3.85
INDUSTRIAL TAXES	1-10-00-113	(896,610.00)	(900,379.78)	3,769.78
FARM TAXES	1-10-00-114	(2,280.00)	(2,281.85)	1.85
MINIMUM TAX	1-10-00-130	(20,500.00)	(21,225.64)	725.64
LINEAR - POWER, PIPE, CABLE & OTHER	1-10-00-190	(232,490.00)	(232,501.98)	11.98
FEDERAL GRANT IN LIEU	1-10-00-191	(21,900.00)	(27,201.93)	5,301.93
PROVINCIAL GRANT IN LIEU	1-10-00-192	(49,150.00)	(39,697.69)	(9,452.31)
<b>* TOTAL Legislative Revenue</b>		<b>(4,828,160.00)</b>	<b>(4,829,847.03)</b>	<b>1,687.03</b>
<b>Legislative Expenses</b>				
ASFF RES/FARMLAND REQUISITION	2-10-00-910	756,610.00	179,258.82	577,351.18
ASFF NON RES REQUISITION	2-10-00-911	428,535.00	104,814.78	323,720.22
WILLOW CREEK FOUNDATION	2-10-00-913	113,455.00	113,453.55	1.45
LINEAR/DIP REQUISITION	2-10-00-914	1,185.00	0.00	1,185.00
<b>* TOTAL Legislative Expenses</b>		<b>1,299,785.00</b>	<b>397,527.15</b>	<b>902,257.85</b>
<b>***P LEGISLATIVE (SURPLUS)/DEFICIT</b>		<b>(3,528,375.00)</b>	<b>(4,432,319.88)</b>	<b>903,944.88</b>



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>Council Expenses</b>				
HONORARIUM & MEETINGS - MAYOR	2-11-00-113	20,500.00	9,646.56	10,853.44
HONORARIUM & MEETINGS - COUNCIL	2-11-00-114	68,500.00	47,616.83	20,883.17
BENEFITS - MAYOR & COUNCILLOR	2-11-00-115	37,500.00	0.00	37,500.00
TRAVEL COSTS	2-11-00-210	3,000.00	880.76	2,119.24
COUNCIL TRAINING/ORIENTATION	2-11-00-293	3,000.00	340.00	2,660.00
COUNCIL STRATEGIC PLANNING	2-11-00-297	1,500.00	701.41	798.59
AUMA CONVENTION	2-11-00-299	10,000.00	0.00	10,000.00
GIFTS/DONATIONS/COMMUNITY EVENTS	2-11-00-300	10,500.00	1,400.00	9,100.00
COUNCIL SUPPLIES/HOSPITALITY	2-11-00-538	3,000.00	532.50	2,467.50
<b>* TOTAL Council Expenses</b>		<b>157,500.00</b>	<b>61,118.06</b>	<b>96,381.94</b>
<b>***P COUNCIL (SURPLUS)/DEFICIT</b>		<b>157,500.00</b>	<b>61,118.06</b>	<b>96,381.94</b>



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>Administration Revenue</b>				
TAX CERTIFICATES & INFORMATION	1-12-00-492	(6,000.00)	(3,090.00)	(2,910.00)
BUSINESS LICENSE - TOWN	1-12-00-520	(35,000.00)	(32,950.00)	(2,050.00)
BUSINESS LICENSE - REGIONAL	1-12-00-521	(2,000.00)	(1,680.00)	(320.00)
RENTALS - BUILDINGS	1-12-00-561	(1,750.00)	(700.00)	(1,050.00)
RENTALS - LAND	1-12-00-562	(40,000.00)	(14,375.00)	(25,625.00)
MISCELLANEOUS	1-12-00-590	(1,000.00)	(475.00)	(525.00)
TAX INCENTIVE APPLICATION FEES	1-12-00-592	0.00	(100.00)	100.00
A/R PENALTIES	1-12-00-593	(500.00)	(334.11)	(165.89)
MSI OPERATING GRANT	1-12-00-861	(33,000.00)	0.00	(33,000.00)
PENALTIES & COSTS - TAXES	1-12-01-510	(45,000.00)	(18,500.83)	(26,499.17)
FORTISALBERTA FRANCHISE FEE	1-12-01-530	(433,000.00)	(180,697.61)	(252,302.39)
ATCO GAS FRANCHISE FEE	1-12-01-540	(160,000.00)	(98,424.10)	(61,575.90)
INTEREST REVENUE	1-12-01-550	(175,000.00)	(5,371.56)	(169,628.44)
GR DAVIS COMMON AREA RENTALS	1-74-02-500	0.00	(548.12)	548.12
<b>* TOTAL Administration Revenue</b>		<b>(932,250.00)</b>	<b>(357,246.33)</b>	<b>(575,003.67)</b>
<b>Administration Expense</b>				
SALARIES - ADMINISTRATION	2-12-00-110	427,000.00	288,289.91	138,710.09
SALARIES - ADMIN SUPPORT	2-12-00-111	77,500.00	92,800.97	(15,300.97)
BENEFITS - ADMINISTRATION	2-12-00-112	75,000.00	279.94	74,720.06
PENSION - ADMINISTRATION	2-12-00-113	55,200.00	0.00	55,200.00
HEALTH_PERSONAL SPENDING	2-12-00-173	25,000.00	6,033.59	18,966.41
WORKERS COMPENSATION	2-12-00-175	0.00	10,642.00	(10,642.00)
TRAVEL & MEALS	2-12-00-210	2,000.00	0.00	2,000.00
HOSPITALITY (INTERNAL)	2-12-00-212	7,500.00	950.94	6,549.06
FREIGHT	2-12-00-213	150.00	0.00	150.00
POSTAGE	2-12-00-214	17,000.00	9,382.12	7,617.88
LANDLINES/CELL PHONES	2-12-00-215	3,500.00	708.97	2,791.03
FAX/INTERNET	2-12-00-216	6,600.00	1,323.64	5,276.36
ASSET MANAGEMENT	2-12-00-217	15,000.00	30,000.00	(15,000.00)
ADVERTISING	2-12-00-218	48,000.00	16,011.85	31,988.15
AUDITING SERVICES	2-12-00-219	19,000.00	22,500.00	(3,500.00)
LEGAL SERVICES	2-12-00-220	100,000.00	15,065.68	84,934.32
ASSESSMENT SERVICES	2-12-00-223	56,000.00	28,195.32	27,804.68
MUNICIPAL EVENTS	2-12-00-225	1,000.00	400.00	600.00
MEMBERSHIPS & REGISTRATIONS	2-12-00-226	11,000.00	10,228.96	771.04
LAND TITLE SEARCH	2-12-00-228	1,000.00	60.00	940.00
ABSW REGIONAL BUSINESS LICENSES	2-12-00-229	2,000.00	0.00	2,000.00
REPAIR & MAINT - TOWN OFFICE BLDG	2-12-00-230	2,000.00	693.13	1,306.87
HUMAN RESOURCE COSTS	2-12-00-231	1,000.00	670.40	329.60
JANITORIAL - TOWN OFFICE	2-12-00-240	20,000.00	2,689.46	17,310.54
MAINTENANCE CONTRACTS	2-12-00-247	40,000.00	20,937.50	19,062.50
TRAINING (ALL INCLUSIVE COSTS)	2-12-00-260	10,000.00	3,447.47	6,552.53
UTILITIES LOCATION - ONE CALL	2-12-00-272	2,000.00	1,067.11	932.89
TOWN CONTRIBUTION - FCSS FUNDING	2-12-00-289	30,000.00	30,000.00	0.00
OPERATIONAL FUNDING - FORT & EMPRESS	2-12-00-290	200,000.00	200,000.00	0.00
GRANTS TO ORGANIZATIONS	2-12-00-292	44,800.00	44,800.00	0.00
GENERAL INSURANCE	2-12-00-293	40,050.00	40,046.19	3.81
TAXES ON TOWN PROPERTY	2-12-00-294	5,500.00	4,635.58	864.42
INSURANCE DEDUCTIBLES	2-12-00-299	2,500.00	0.00	2,500.00
GENERAL OFFICE SUPPLIES	2-12-00-530	7,500.00	5,911.96	1,588.04
OCCUPATIONAL HEALTH AND SAFETY	2-12-00-531	3,000.00	959.71	2,040.29



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
IT CONTRACTED SERVICES/SUPPLIES	2-12-00-538	65,000.00	11,215.27	53,784.73
RECORDS MANAGEMENT	2-12-00-540	5,000.00	140.86	4,859.14
UTILITIES - TOWN OFFICE	2-12-00-550	28,000.00	10,373.71	17,626.29
GAS & OIL - ADMIN VEHICLE	2-12-00-565	1,000.00	723.36	276.64
MAIN OFFICE - CONTRACTS	2-12-00-610	24,500.00	19,440.24	5,059.76
MARKETING/TOURISM COSTS	2-12-00-620	45,000.00	16,710.14	28,289.86
AMORTIZATION - ADMINISTRATION	2-12-00-690	75,000.00	31,250.00	43,750.00
LATE FEE & PENALTIES	2-12-00-810	1,000.00	0.00	1,000.00
POS CHARGES (DR/CR CARDS)	2-12-00-820	11,000.00	4,439.12	6,560.88
BANKING FEES CMO USER	2-12-00-825	5,500.00	2,207.24	3,292.76
DEBENTURE INTEREST - GR DAVIS	2-12-00-840	23,300.00	11,838.41	11,461.59
TAX & PENALTY CANCELLATIONS	2-12-00-911	20,000.00	768.73	19,231.27
NON-RES TAX INCENTIVE PROGRAM	2-12-00-912	40,000.00	85,800.28	(45,800.28)
<b>* TOTAL Administration Expense</b>		<b>1,702,100.00</b>	<b>1,083,639.76</b>	<b>618,460.24</b>
<b>***P ADMINISTRATION (SURPLUS)/DEFICI</b>		<b>769,850.00</b>	<b>726,393.43</b>	<b>43,456.57</b>



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>Fire Fighting Revenue</b>				
FIRE FIGHTING SERVICES	1-23-00-490	(35,000.00)	(18,569.14)	(16,430.86)
M.D. WILLOW CREEK GRANT	1-23-00-850	(8,500.00)	(9,000.00)	500.00
<b>* TOTAL Fire Fighting Revenue</b>		<b>(43,500.00)</b>	<b>(27,569.14)</b>	<b>(15,930.86)</b>
<b>Fire Expense</b>				
WAGES AND BENEFITS - FIRE FIGHTERS	2-23-00-120	77,300.00	45,086.76	32,213.24
FIRE INSPECTIONS/INVESTIGATIONS	2-23-00-121	7,000.00	3,577.50	3,422.50
WAGES & BENEFITS - ADMIN SUPPORT	2-23-00-122	3,000.00	0.00	3,000.00
TRAVEL & MEALS	2-23-00-210	500.00	0.00	500.00
TELEPHONE	2-23-00-215	3,800.00	1,012.28	2,787.72
REPAIR & MAINT - BUILDING	2-23-00-230	10,500.00	1,086.06	9,413.94
REPAIR & MAINT - EQUIPMENT	2-23-00-233	10,000.00	960.15	9,039.85
F.R.E.M.S. - 911 DISPATCH	2-23-00-247	13,000.00	12,783.06	216.94
FIRE FIGHTER TRAINING	2-23-00-260	3,000.00	400.00	2,600.00
MEMBERSHIPS AND REGISTRATIONS	2-23-00-290	1,600.00	0.00	1,600.00
INSURANCE	2-23-00-293	3,470.00	3,466.19	3.81
GENERAL OFFICE SUPPLIES	2-23-00-530	2,000.00	512.60	1,487.40
COMPUTER/SOFTWARE/IT	2-23-00-538	1,000.00	0.00	1,000.00
FIRE FIGHTING EQUIPMENT	2-23-00-540	24,000.00	3,854.23	20,145.77
UTILITIES	2-23-00-550	12,000.00	5,322.91	6,677.09
COMMAND UNIT GAS/R&M	2-23-00-565	1,000.00	164.25	835.75
AMORTIZATION - FIRE	2-23-00-690	35,000.00	14,500.00	20,500.00
<b>* TOTAL Fire Expense</b>		<b>208,170.00</b>	<b>92,725.99</b>	<b>115,444.01</b>
<b>***P FIRE (SURPLUS)/DEFICIT</b>		<b>164,670.00</b>	<b>65,156.85</b>	<b>99,513.15</b>



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>Emergency Mgmt Revenue</b>				
* TOTAL Emergency Mgmt Revenue		0.00	0.00	0.00
<b>Emergency Mgmt Expense</b>				
TRAVEL & MEALS	2-24-00-210	250.00	0.00	250.00
HOSPITALITY	2-24-00-212	200.00	0.00	200.00
TRAINING/OTHER EXPENSES	2-24-00-260	5,500.00	0.00	5,500.00
EMERGENCY OPERATIONS	2-24-00-290	3,200.00	2,900.00	300.00
* TOTAL Emergency Mgmt Expense		9,150.00	2,900.00	6,250.00
***P EMERGENCY MGMT (SURPLUS)/DEFIC		9,150.00	2,900.00	6,250.00





# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>By-Law Revenue</b>				
TOWN TRAFFIC FINES	1-26-00-530	(1,000.00)	(150.00)	(850.00)
DOG FINES/RECOVERED KENNEL FEES	1-26-00-531	(1,000.00)	(850.00)	(150.00)
DOG LICENSES	1-26-00-532	(4,000.00)	(3,580.00)	(420.00)
PROVINCIAL TRAFFIC FINES	1-26-01-744	(3,000.00)	(5,952.25)	2,952.25
<b>* TOTAL By-Law Revenue</b>		<b>(9,000.00)</b>	<b>(10,532.25)</b>	<b>1,532.25</b>
<b>By-Law Expenses</b>				
BENEFITS - BYLAW OFFICER	2-26-00-114	12,100.00	0.00	12,100.00
BYLAW OFFICER WAGES	2-26-00-115	67,600.00	31,465.26	36,134.74
PENSION - BYLAW OFFICER	2-26-00-116	5,600.00	1,846.11	3,753.89
TRAVEL & MEALS	2-26-00-210	500.00	927.97	(427.97)
POSTAGE/FREIGHT	2-26-00-213	1,000.00	0.00	1,000.00
CELLULAR PHONE	2-26-00-217	2,300.00	74.95	2,225.05
ADVERTISING	2-26-00-218	250.00	0.00	250.00
LEGAL SERVICES	2-26-00-220	25,000.00	4,825.66	20,174.34
PROPERTY CLEAN UP COSTS - BYLAW	2-26-00-223	5,000.00	0.00	5,000.00
MEMBERSHIPS & REGISTRATIONS	2-26-00-226	2,500.00	0.00	2,500.00
TASK FORCE EXPENSES	2-26-00-227	1,000.00	70.24	929.76
R & M - EQUIPMENT/VEHICLE	2-26-00-233	1,000.00	0.00	1,000.00
TRAINING	2-26-00-260	3,000.00	1,004.00	1,996.00
INSURANCE	2-26-00-293	670.00	662.84	7.16
GENERAL SUPPLIES	2-26-00-530	1,200.00	266.77	933.23
COMPUTER SOFTWARE & HARDWARE	2-26-00-538	500.00	200.00	300.00
UNIFORM PURCHASES	2-26-00-541	1,000.00	238.85	761.15
GAS & OIL - BYLAW VEHICLE	2-26-00-565	4,000.00	1,640.29	2,359.71
AMORTIZATION - BYLAW	2-26-00-690	10,000.00	4,000.00	6,000.00
WAGES & BENEFITS - ADMIN SUPPORT	2-26-02-110	2,500.00	0.00	2,500.00
KENNEL SERVICES	2-26-02-250	10,000.00	6,292.94	3,707.06
POLICE FUNDING CONTRACT	2-26-02-260	177,200.00	4,567.00	172,633.00
VETERINARY SERVICES	2-26-02-270	1,000.00	352.16	647.84
<b>* TOTAL By-Law Expenses</b>		<b>334,920.00</b>	<b>58,435.04</b>	<b>276,484.96</b>
<b>***P BYLAW (SURPLUS)/DEFICIT</b>		<b>325,920.00</b>	<b>47,902.79</b>	<b>278,017.21</b>



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>Roads &amp; Streets Revenue</b>				
CURBSTOP CONNECT_DISCONNECT	1-32-00-494	(1,000.00)	(960.00)	(40.00)
MISCELLANEOUS REVENUE	1-32-00-591	0.00	(1,311.94)	1,311.94
CUSTOMER UTILITY SERVICES	1-32-00-594	0.00	(612.33)	612.33
<b>* TOTAL Roads &amp; Streets Revenue</b>		<b>(1,000.00)</b>	<b>(2,884.27)</b>	<b>1,884.27</b>
<b>Roads &amp; Streets Expense</b>				
WAGES - PUBLIC WORKS	2-32-00-110	260,900.00	143,942.14	116,957.86
DIRECTOR OF OPERATIONS	2-32-00-111	33,825.00	0.00	33,825.00
BENEFITS - PUBLIC WORKS	2-32-00-112	48,200.00	34.80	48,165.20
PENSION - PUBLIC WORKS	2-32-00-113	27,600.00	0.00	27,600.00
SUMMER TEMPORARY WORKER	2-32-00-114	0.00	1,008.49	(1,008.49)
WAGES & BENEFITS - ADMIN SUPPORT	2-32-00-115	24,400.00	0.00	24,400.00
ANNUAL VACATION -PUBLIC WORKS	2-32-00-117	35,800.00	13,293.56	22,506.44
STAT. HOLIDAYS - PUBLIC WORKS	2-32-00-118	22,000.00	7,351.01	14,648.99
SICK LEAVE - PUBLIC WORKS	2-32-00-119	18,700.00	9,409.76	9,290.24
WAGES - SIDEWALKS	2-32-00-141	0.00	432.67	(432.67)
WAGES - SANDING & SNOW REMOVAL	2-32-00-145	0.00	21,835.84	(21,835.84)
TRAVEL & MEALS	2-32-00-210	3,000.00	2,679.53	320.47
POSTAGE/FREIGHT	2-32-00-213	250.00	0.00	250.00
TELEPHONE	2-32-00-215	2,000.00	754.12	1,245.88
CELLULAR PHONE	2-32-00-217	5,500.00	0.00	5,500.00
MEMBERSHIPS & REGISTRATIONS	2-32-00-226	2,500.00	1,089.58	1,410.42
REPAIR & MAINT - BUILDING	2-32-00-230	12,000.00	1,740.82	10,259.18
REPAIR & MAINT - EQUIPMENT	2-32-00-233	15,000.00	8,654.02	6,345.98
REPAIR & MAINT - MUNICIPAL PROPERTY	2-32-00-239	90,000.00	51,020.42	38,979.58
GENERAL ENGINEERING	2-32-00-250	1,000.00	408.50	591.50
TRAINING	2-32-00-260	6,000.00	1,200.00	4,800.00
FIRST AID & SAFETY	2-32-00-271	4,000.00	1,223.47	2,776.53
INSURANCE	2-32-00-293	15,980.00	15,242.14	737.86
GENERAL OFFICE SUPPLIES	2-32-00-530	2,500.00	831.22	1,668.78
COMPUTER HARDWARE & SOFTWARE	2-32-00-538	4,000.00	974.22	3,025.78
UTILITIES - SHOP	2-32-00-550	35,000.00	14,022.50	20,977.50
UTILITIES - STREET LIGHTS	2-32-00-551	180,000.00	49,063.80	130,936.20
C.P.LTD. - CROSSING MAINTENANCE	2-32-00-552	7,000.00	2,960.00	4,040.00
STREETLIGHTS - HIGHWAY CORRIDORS	2-32-00-553	30,000.00	9,381.55	20,618.45
GAS & OIL	2-32-00-565	45,000.00	18,205.87	26,794.13
SHOP SUPPLIES	2-32-00-570	3,000.00	1,098.63	1,901.37
SIGNS	2-32-00-572	5,000.00	2,619.63	2,380.37
STREET GRAVEL	2-32-00-573	40,000.00	12,305.97	27,694.03
SNOW & ICE REMOVAL MATERIALS	2-32-00-574	2,500.00	73.18	2,426.82
PAVING REPAIR MATERIALS	2-32-00-575	10,000.00	0.00	10,000.00
SIDEWALK MAINTENANCE MATERIAL	2-32-00-576	5,000.00	0.00	5,000.00
MUNICIPAL PROP MAINT MATERIALS	2-32-00-577	15,000.00	4,212.51	10,787.49
VEHICLE PARTS	2-32-00-578	10,000.00	0.00	10,000.00
EQUIPMENT PARTS	2-32-00-579	10,000.00	5,628.43	4,371.57
WELDING MATERIALS	2-32-00-580	2,000.00	752.32	1,247.68
WOOD WORKING MATERIALS	2-32-00-581	1,000.00	0.00	1,000.00
CLOTHING & SAFETY MATERIALS	2-32-00-582	4,000.00	490.24	3,509.76
STREET PAINT & SUPPLIES	2-32-00-583	8,000.00	0.00	8,000.00
SL REPAIRS - HIGHWAY CORRIDORS	2-32-00-586	10,000.00	1,556.10	8,443.90
MISC. TOOLS	2-32-00-591	2,500.00	1,009.66	1,490.34
CRACK SEALING	2-32-00-592	25,000.00	0.00	25,000.00
AMORTIZATION - PUBLIC WORKS	2-32-00-690	645,000.00	264,794.24	380,205.76



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
DEBENTURE INTEREST	2-32-00-840	36,500.00	18,408.24	18,091.76
* TOTAL Roads & Streets Expense		<u>1,766,655.00</u>	<u>689,709.18</u>	<u>1,076,945.82</u>
***P PUBLIC WORKS (SURPLUS)/DEFICIT		<u>1,765,655.00</u>	<u>686,824.91</u>	<u>1,078,830.09</u>



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>Airport Revenue</b>				
AIRPORT RENTALS	1-33-00-590	(15,000.00)	(7,600.00)	(7,400.00)
* TOTAL Airport Revenue		<b>(15,000.00)</b>	<b>(7,600.00)</b>	<b>(7,400.00)</b>
<b>Airport Expense</b>				
WAGES - AIRPORT (PUBLIC WORKS)	2-33-00-115	3,700.00	0.00	3,700.00
REPAIR & MAINT - BUILDING	2-33-00-230	1,000.00	240.00	760.00
REPAIR & MAINT - EQUIPMENT	2-33-00-233	1,500.00	0.00	1,500.00
MEMBERSHIPS AND REGISTRATIONS	2-33-00-290	200.00	200.00	0.00
INSURANCE	2-33-00-293	2,490.00	2,480.00	10.00
LIGHTS REPAIRS	2-33-00-532	1,000.00	183.56	816.44
UTILITIES	2-33-00-550	3,800.00	1,160.10	2,639.90
RUNWAY MAINTENANCE	2-33-00-590	8,000.00	0.00	8,000.00
AMORTIZATION - AIRPORT	2-33-00-690	200.00	0.00	200.00
* TOTAL Airport Expense		<b>21,890.00</b>	<b>4,263.66</b>	<b>17,626.34</b>
***P AIRPORT (SURPLUS)/DEFICIT		<b>6,890.00</b>	<b>(3,336.34)</b>	<b>10,226.34</b>



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>Plants Overhead Costs</b>				
DIRECTOR OF OPERATIONS - WATER	2-41-00-110	11,300.00	0.00	11,300.00
REPAIRS & MAINTENANCE - FLEET VEHICLES	2-41-00-231	2,000.00	817.81	1,182.19
GENERAL ENGINEERING	2-41-00-250	4,500.00	0.00	4,500.00
SAFETY SERVICES	2-41-00-270	4,000.00	1,459.31	2,540.69
GENERAL DEPT SUPPLIES	2-41-00-530	2,000.00	746.55	1,253.45
MEMBERSHIPS AND REGISTRATIONS	2-41-00-533	660.00	679.64	(19.64)
TELEPHONE	2-41-01-215	1,700.00	201.24	1,498.76
CELLULAR PHONES	2-41-01-217	3,700.00	329.98	3,370.02
DIRECTOR OF OPERATIONS - SEWER	2-42-00-110	11,300.00	0.00	11,300.00
STANDBY - PLANTS	2-41-00-116	20,500.00	10,130.65	10,369.35
TRAINING	2-41-00-260	4,500.00	1,953.86	2,546.14
ANNUAL VACATION - PLANTS	2-41-01-117	25,900.00	9,734.91	16,165.09
STAT. HOLIDAYS - PLANTS	2-41-01-118	13,000.00	4,806.44	8,193.56
SICK LEAVE - PLANTS	2-41-01-119	18,000.00	8,650.46	9,349.54
WAGES - PLANTS TRAINING	2-41-01-129	5,000.00	3,070.13	1,929.87
<b>* TOTAL Plants Overhead Costs</b>		<b>128,060.00</b>	<b>42,580.98</b>	<b>85,479.02</b>
<b>***P PLANTS OVERHEAD (SURPLUS)/DEFI</b>		<b>128,060.00</b>	<b>42,580.98</b>	<b>85,479.02</b>



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>Water Revenue</b>				
RESIDENTIAL WATER - METERED	1-41-00-411	(350,000.00)	(128,215.42)	(221,784.58)
RESIDENTIAL WATER - BASIC CHARGES	1-41-00-412	(640,000.00)	(319,438.23)	(320,561.77)
COMMERCIAL WATER - METERED	1-41-00-423	(330,000.00)	(113,725.68)	(216,274.32)
COMMERCIAL WATER - BASIC CHARGES	1-41-00-424	(157,000.00)	(79,474.92)	(77,525.08)
MUNICIPAL WATER - METERED	1-41-00-455	(9,000.00)	(4,636.92)	(4,363.08)
BULK WATER SALES	1-41-00-500	(5,000.00)	(3,051.24)	(1,948.76)
PENALTIES AND COSTS - UTILITIES	1-41-00-590	(12,000.00)	(6,744.00)	(5,256.00)
MISCELLANEOUS REVENUE - WATER	1-41-00-960	(500.00)	0.00	(500.00)
<b>* TOTAL Water Revenue</b>		<b>(1,503,500.00)</b>	<b>(655,286.41)</b>	<b>(848,213.59)</b>
<b>** TOTAL WATER REVENUE</b>		<b>(1,503,500.00)</b>	<b>(655,286.41)</b>	<b>(848,213.59)</b>
<b>Water Treatment Expenses</b>				
WAGES - WATER TREATMENT	2-41-01-120	75,000.00	37,683.56	37,316.44
BENEFITS - WATER TREATMENT	2-41-01-121	13,350.00	0.00	13,350.00
PENSION - WATER TREATMENT	2-41-01-122	7,950.00	0.00	7,950.00
FREIGHT	2-41-01-213	3,000.00	1,232.12	1,767.88
REPAIR & MAINT - BUILDING	2-41-01-230	3,000.00	108.16	2,891.84
REPAIR & MAINT - EQUIPMENT	2-41-01-233	12,000.00	5,052.73	6,947.27
MAINTENANCE CONTRACTS	2-41-00-247	19,000.00	9,300.32	9,699.68
GENERAL TREATMENT SUPPLIES	2-41-01-530	2,000.00	73.96	1,926.04
WATER TREATMENT CHEMICALS	2-41-01-536	15,000.00	5,700.30	9,299.70
UTILITIES	2-41-01-550	95,000.00	31,631.00	63,369.00
PARTS	2-41-01-560	3,000.00	1,663.66	1,336.34
GAS & OIL - FLEET VEHICLES	2-41-01-565	8,000.00	2,525.62	5,474.38
AMORTIZATION - WATER	2-41-00-690	345,000.00	143,750.00	201,250.00
DEBENTURE INTEREST	2-41-00-840	42,800.00	19,433.67	23,366.33
COMPUTER HARDWARE & SOFTWARE	2-41-00-538	10,000.00	1,384.99	8,615.01
INSURANCE	2-41-01-293	21,120.00	21,114.84	5.16
<b>* TOTAL Water Treatment Expenses</b>		<b>675,220.00</b>	<b>280,654.93</b>	<b>394,565.07</b>
<b>Water Distribution Expense</b>				
WAGES - WATER LINE REPAIR & MAINT	2-41-02-123	25,000.00	10,097.23	14,902.77
WAGES - HYDRANT MAINTENANCE	2-41-02-124	6,200.00	0.00	6,200.00
REPAIR & MAINT - WATER LINES	2-41-02-237	30,000.00	(1,828.99)	31,828.99
GENERAL SUPPLIES - DISTRIBUTION	2-41-02-530	8,000.00	0.00	8,000.00
<b>* TOTAL Water Distribution Expen</b>		<b>69,200.00</b>	<b>8,268.24</b>	<b>60,931.76</b>
<b>Water Source of Supply</b>				
WAGES - PUMPING	2-41-03-125	2,500.00	1,458.59	1,041.41
TELEPHONE	2-41-03-215	1,200.00	0.00	1,200.00
REPAIR & MAINT - BUILDINGS	2-41-03-230	2,000.00	538.29	1,461.71
REPAIR & MAINT - INTAKE	2-41-03-236	10,000.00	0.00	10,000.00
GENERAL SUPPLIES - PUMPING	2-41-03-530	250.00	0.00	250.00
UTILITIES	2-41-03-550	47,000.00	9,186.98	37,813.02
<b>* TOTAL Water Source of Supply</b>		<b>62,950.00</b>	<b>11,183.86</b>	<b>51,766.14</b>
<b>Water Customer Expense</b>				
WAGES AND BENEFITS - ADMIN SUPPORT	2-41-04-112	16,000.00	0.00	16,000.00



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
WAGES - METER READING	2-41-04-126	3,000.00	2,433.33	566.67
OFFICE SUPPLIES/POSTAGE	2-41-04-245	5,000.00	1,277.68	3,722.32
CONTRACTUAL SERVICES - ITRON	2-41-04-247	10,000.00	8,626.58	1,373.42
WATER METER PARTS	2-41-04-561	12,000.00	0.00	12,000.00
UNCOLLECTIBLE AMOUNTS - UTILITIES	2-41-00-259	1,000.00	723.11	276.89
<b>* TOTAL Water Customer Expenses</b>		<b>47,000.00</b>	<b>13,060.70</b>	<b>33,939.30</b>
<b>** TOTAL WATER EXPENSES</b>		<b>854,370.00</b>	<b>313,167.73</b>	<b>541,202.27</b>
<b>***P WATER (SURPLUS)/DEFICIT</b>		<b>(649,130.00)</b>	<b>(342,118.68)</b>	<b>(307,011.32)</b>



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>Sanitary Sewer Revenue</b>				
RESIDENTIAL - SEWER BASIC CHARGES	1-42-00-413	(790,000.00)	(393,885.80)	(396,114.20)
COMMERCIAL - SEWER BASIC CHARGES	1-42-00-425	(238,500.00)	(109,570.28)	(128,929.72)
MUNICIPAL - SEWER BASIC CHARGES	1-42-00-457	(6,500.00)	(3,255.67)	(3,244.33)
MISCELLANEOUS	1-42-00-590	0.00	(1,232.33)	1,232.33
<b>* TOTAL Sanitary Sewer Revenue</b>		<b>(1,035,000.00)</b>	<b>(507,944.08)</b>	<b>(527,055.92)</b>
<b>** Total Sanitary Sewer Revenue</b>		<b>(1,035,000.00)</b>	<b>(507,944.08)</b>	<b>(527,055.92)</b>
<b>Sanitary Sewer Treatment Expen</b>				
WAGES & BENEFITS - ADMIN SUPPORT	2-42-00-111	16,000.00	0.00	16,000.00
WAGES - SEWER TREATMENT	2-42-00-120	125,000.00	74,956.73	50,043.27
BENEFITS - SEWER TREATMENT	2-42-00-121	22,250.00	0.00	22,250.00
PENSION - SEWER TREATMENT	2-42-00-122	13,250.00	0.00	13,250.00
FREIGHT	2-42-00-213	6,000.00	2,097.52	3,902.48
REPAIR & MAINT - BUILDING	2-42-00-230	6,000.00	661.93	5,338.07
REPAIR & MAINT - EQUIPMENT	2-42-00-233	65,000.00	2,352.76	62,647.24
CONTRACTED SERVICES	2-42-00-250	115,000.00	36,791.32	78,208.68
GENERAL INSURANCE	2-42-00-293	15,510.00	15,508.14	1.86
GENERAL TREATMENT SUPPLIES	2-42-00-530	3,000.00	1,142.90	1,857.10
OFFICE SUPPLIES/POSTAGE	2-42-00-531	5,000.00	1,277.68	3,722.32
SEWER TREATMENT CHEMICALS	2-42-00-536	60,000.00	19,913.28	40,086.72
LABORATORY SUPPLIES	2-42-00-537	25,000.00	12,314.28	12,685.72
COMPUTER HARDWARE & SOFTWARE	2-42-00-538	6,500.00	89.99	6,410.01
UTILITIES	2-42-00-550	105,000.00	48,978.19	56,021.81
PARTS	2-42-00-560	15,000.00	1,610.99	13,389.01
GAS & OIL	2-42-00-565	500.00	0.00	500.00
AMORTIZATION - WASTE WATER	2-42-00-690	325,000.00	135,000.00	190,000.00
<b>* TOTAL Sanitary Sewer Treatment</b>		<b>929,010.00</b>	<b>352,695.71</b>	<b>576,314.29</b>
<b>Sanitary Sewer Collection Expe</b>				
WAGES - SEWAGE COLLECTION (PW)	2-42-01-120	36,800.00	15,398.46	21,401.54
REPAIR & MAINT - SEWER LINES	2-42-01-237	30,000.00	11,829.94	18,170.06
GENERAL COLLECTION SUPPLIES	2-42-01-530	4,000.00	22.14	3,977.86
<b>* TOTAL Sanitary Sewer Collectio</b>		<b>70,800.00</b>	<b>27,250.54</b>	<b>43,549.46</b>
<b>** TOTAL SANITARY SEWER EXPENSES</b>		<b>999,810.00</b>	<b>379,946.25</b>	<b>619,863.75</b>
<b>***P SANITARY SEWER (SURPLUS)/DEFIC</b>		<b>(35,190.00)</b>	<b>(127,997.83)</b>	<b>92,807.83</b>





# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>Solid Waste Removal Revenue</b>				
RESIDENTIAL - GARBAGE BASIC CHARGES	1-43-00-415	(261,000.00)	(139,102.26)	(121,897.74)
COMMERCIAL - GARBAGE BASIC CHARGES	1-43-00-426	(301,800.00)	(79,277.80)	(222,522.20)
MISC SALES REVENUE	1-43-00-462	0.00	(500.00)	500.00
MD WILLOW CREEK GRANT	1-43-00-850	(10,000.00)	(10,000.00)	0.00
<b>* TOTAL Solid Waste Removal Reve</b>		<b>(572,800.00)</b>	<b>(228,880.06)</b>	<b>(343,919.94)</b>
<b>Solid Waste Removal Expense</b>				
DIRECTOR OF OPERATIONS - SOLID WASTE	2-43-00-110	11,300.00	0.00	11,300.00
WAGES & BENEFITS - ADMIN SUPPORT	2-43-00-111	16,000.00	0.00	16,000.00
WAGES - TOWN COMPOST CLEAN UP	2-43-00-127	18,400.00	0.00	18,400.00
ADVERTISING	2-43-00-218	1,000.00	0.00	1,000.00
WC REGIONAL LANDFILL FEES	2-43-00-241	85,000.00	36,063.20	48,936.80
COLLECTION CONTRACT - RESIDENTIAL	2-43-00-242	122,000.00	39,846.55	82,153.45
COLLECTION CONTRACT - COMMERCIAL	2-43-00-244	397,000.00	123,619.38	273,380.62
RECYCLING COSTS (RES & COMM)	2-43-00-243	20,000.00	2,570.24	17,429.76
OFFICE SUPPLIES/POSTAGE	2-43-00-531	5,000.00	1,315.18	3,684.82
GENERAL WASTE REMOVAL SUPPLIES	2-43-00-290	1,500.00	0.00	1,500.00
ENVIRONMENT COMMITTEE EXPENSES	2-43-00-530	5,000.00	2,906.76	2,093.24
UTILITIES	2-43-00-550	2,500.00	608.49	1,891.51
AMORTIZATION - WASTE MANAGEMENT	2-43-00-690	4,300.00	1,750.00	2,550.00
REGIONAL LANDFILL REQUISITION	2-43-00-920	39,565.00	39,564.00	1.00
<b>* TOTAL Solid Waste Removal Expe</b>		<b>728,565.00</b>	<b>248,243.80</b>	<b>480,321.20</b>
<b>***P SOLID WASTE (SURPLUS)/DEFICIT</b>		<b>155,765.00</b>	<b>19,363.74</b>	<b>136,401.26</b>



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>FCSS Revenue</b>				
TRAINING INC RENT	1-51-00-211	(1,200.00)	(1,200.00)	0.00
MEALS ON WHEELS	1-51-00-589	0.00	(2,294.25)	2,294.25
MISCELLANEOUS	1-51-00-590	0.00	(1,250.00)	1,250.00
HOUSING ADMIN FEES	1-51-00-592	0.00	(3,502.00)	3,502.00
M.D.W.C. - FCSS GRANT	1-51-00-598	(47,125.00)	(23,561.80)	(23,563.20)
TOWN OF FORT MACLEOD GRANT	1-51-00-599	(30,000.00)	(30,000.00)	0.00
PROVINCIAL GRANT FUNDING	1-51-00-860	(94,475.00)	(47,238.00)	(47,237.00)
<b>* TOTAL FCSS Revenue</b>		<b>(172,800.00)</b>	<b>(109,046.05)</b>	<b>(63,753.95)</b>
<b>FCSS Expenses</b>				
MEALS ON WHEELS	2-51-00-292	0.00	1,356.25	(1,356.25)
WAGES - COORDINATOR	2-51-01-110	60,000.00	34,814.18	25,185.82
WAGES - SUPPORT STAFF	2-51-01-111	26,800.00	13,228.83	13,571.17
BENEFITS - FCSS	2-51-01-112	11,400.00	0.00	11,400.00
PENSION - FCSS	2-51-01-113	5,100.00	0.00	5,100.00
BENEFITS - SUPPORT STAFF	2-51-01-114	2,400.00	0.00	2,400.00
WAGES & BENEFITS - SUMMER STAFF	2-51-01-115	13,700.00	1,433.59	12,266.41
TRAVEL & MEALS	2-51-01-210	2,000.00	175.00	1,825.00
TRAINING	2-51-01-211	2,000.00	0.00	2,000.00
POSTAGE	2-51-01-214	2,500.00	0.00	2,500.00
LANDLINES/CELL PHONES	2-51-01-215	1,800.00	199.30	1,600.70
MEMBERSHIPS & REGISTRATION	2-51-01-226	850.00	155.00	695.00
REPAIR & MAINT - OFFICE EQUIPMENT	2-51-01-233	1,000.00	25.95	974.05
GRANTS TO ORGANIZATIONS	2-51-01-292	45,000.00	48,198.00	(3,198.00)
INSURANCE	2-51-01-293	1,000.00	905.00	95.00
GENERAL DEPT SUPPLIES	2-51-01-530	1,000.00	661.30	338.70
YOUTH PROGRAMS	2-51-01-531	5,000.00	301.82	4,698.18
COMMUNITY DEVELOPMENT	2-51-01-532	2,500.00	1,897.18	602.82
COMMUNITY EVENTS	2-51-01-533	6,000.00	2,073.68	3,926.32
SENIOR SUPPORT PROGRAMS	2-51-01-534	2,000.00	1,930.04	69.96
VOLUNTEERISM EXPENSES	2-51-01-535	2,000.00	911.32	1,088.68
FAMILY SUPPORTS EXPENSES	2-51-01-536	3,000.00	0.00	3,000.00
<b>* TOTAL FCSS Expenses</b>		<b>197,050.00</b>	<b>108,266.44</b>	<b>88,783.56</b>
<b>***P FCSS (SURPLUS)/DEFICIT</b>		<b>24,250.00</b>	<b>(779.61)</b>	<b>25,029.61</b>



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>Housing Support Revenue</b>				
HOUSING SUPPORT PROGRAM REVENUE	1-51-00-594	0.00	(17,976.81)	17,976.81
* TOTAL Housing Support Revenue		<b>0.00</b>	<b>(17,976.81)</b>	<b>17,976.81</b>
<b>Housing Support Expenses</b>				
HS-WAGES/BENEFITS/PD	2-51-02-110	0.00	25,739.56	(25,739.56)
HS-ACTIVITY COSTS	2-51-02-218	0.00	769.07	(769.07)
HS-ADMINISTRATION COST	2-51-02-532	0.00	3,502.00	(3,502.00)
* TOTAL Housing Support Expenses		<b>0.00</b>	<b>30,010.63</b>	<b>(30,010.63)</b>
***P HS (SURPLUS)/DEFICIT		<b>0.00</b>	<b>12,033.82</b>	<b>(12,033.82)</b>



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>Cemetery Revenue</b>				
CEMETERY SERVICES	1-56-00-480	(25,000.00)	(8,822.50)	(16,177.50)
M.D. WILLOW CREEK GRANT	1-56-00-850	(3,000.00)	(3,000.00)	0.00
<b>* TOTAL Cemetery Revenue</b>		<b>(28,000.00)</b>	<b>(11,822.50)</b>	<b>(16,177.50)</b>
<b>Cemetery Expense</b>				
WAGES & BENEFITS - ADMIN SUPPORT	2-56-00-111	14,000.00	0.00	14,000.00
BENEFITS - CEMETERY	2-56-00-112	5,800.00	0.00	5,800.00
WAGES - GROUNDSKEEPER	2-56-00-120	20,200.00	0.00	20,200.00
WAGES - PUBLIC WORKS	2-56-00-130	25,000.00	0.00	25,000.00
REPAIR & MAINT - EQUIPMENT	2-56-00-233	1,500.00	224.92	1,275.08
UNION CEMETERY MAINTENANCE	2-56-00-530	52,000.00	12,047.99	39,952.01
HOLY CROSS CEMETERY MAINTENANCE	2-56-00-531	10,000.00	0.00	10,000.00
UTILITIES	2-56-00-550	16,000.00	108.46	15,891.54
GAS & OIL - EQUIPMENT	2-56-00-565	1,500.00	81.63	1,418.37
AMORTIZATION - CEMETERY	2-56-00-690	14,000.00	5,750.00	8,250.00
<b>* TOTAL Cemetery Expense</b>		<b>160,000.00</b>	<b>18,213.00</b>	<b>141,787.00</b>
<b>***P CEMETERY (SURPLUS)/DEFICIT</b>		<b>132,000.00</b>	<b>6,390.50</b>	<b>125,609.50</b>



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>Development Revenue</b>				
COMPLIANCE LETTERS	1-61-00-510	(5,000.00)	(2,275.00)	(2,725.00)
DEVELOPMENT PERMITS - TOWN	1-61-00-511	(10,000.00)	(8,450.00)	(1,550.00)
BUILDING PERMITS - CONTRACTOR	1-61-00-513	(65,000.00)	(11,654.06)	(53,345.94)
PLUMBING PERMITS - CONTRACTOR	1-61-00-516	(4,000.00)	(1,540.00)	(2,460.00)
GAS PERMITS - CONTRACTOR	1-61-00-518	(6,000.00)	(1,770.00)	(4,230.00)
ELECTRIC PERMITS - CONTRACTOR	1-61-00-520	(15,000.00)	(8,508.30)	(6,491.70)
EASEMENT & UROW AGREEMENTS	1-61-00-525	0.00	(500.00)	500.00
<b>* TOTAL Development Revenue</b>		<b>(105,000.00)</b>	<b>(34,697.36)</b>	<b>(70,302.64)</b>
<b>Development Expenses</b>				
BENEFITS - DEVELOPMENT	2-61-00-112	11,900.00	0.00	11,900.00
PENSION - DEVELOPMENT	2-61-00-113	7,200.00	0.00	7,200.00
SALARY - DEVELOPMENT	2-61-00-120	79,700.00	44,171.62	35,528.38
TRAVEL & MEALS	2-61-00-210	250.00	0.00	250.00
HOSPITALITY	2-61-00-212	250.00	0.00	250.00
POSTAGE/FREIGHT	2-61-00-214	200.00	88.68	111.32
ADVERTISING	2-61-00-218	400.00	0.00	400.00
LEGAL	2-61-00-224	100,000.00	30,993.46	69,006.54
MEMBERSHIPS AND REGISTRATIONS	2-61-00-226	300.00	225.00	75.00
CONTRACTED INSPECTION SERVICES	2-61-00-243	72,000.00	18,813.09	53,186.91
ORRSC PLANNING SERVICES	2-61-00-272	69,000.00	51,224.05	17,775.95
GENERAL DEPT SUPPLIES	2-61-00-530	500.00	171.18	328.82
<b>* TOTAL Development Expenses</b>		<b>341,700.00</b>	<b>145,687.08</b>	<b>196,012.92</b>
<b>***P DEVELOPMENT (SURPLUS)/DEFICIT</b>		<b>236,700.00</b>	<b>110,989.72</b>	<b>125,710.28</b>



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>Land/Subdivision Revenue</b>				
LAND SALES	1-66-00-496	(600,000.00)	(921,050.00)	321,050.00
* TOTAL Land/Subdivision Revenue		<b>(600,000.00)</b>	<b>(921,050.00)</b>	<b>321,050.00</b>
<b>Land/Subdivision Expense</b>				
LEGAL	2-66-00-220	45,000.00	7,205.00	37,795.00
ENGINEERING	2-66-00-221	20,000.00	841.50	19,158.50
SURVEYING	2-66-00-222	10,000.00	15,873.21	(5,873.21)
SUBDIVISION FEES	2-66-00-227	3,000.00	0.00	3,000.00
LAND SALES MARKETING	2-66-00-228	2,500.00	0.00	2,500.00
MISC. SERVICES	2-66-00-290	15,000.00	550.00	14,450.00
APPRAISALS	2-66-00-590	14,000.00	6,375.00	7,625.00
DEBENTURE INTEREST	2-66-00-840	45,000.00	0.00	45,000.00
* TOTAL Land/Subdivision Expense		<b>154,500.00</b>	<b>30,844.71</b>	<b>123,655.29</b>
***P LAND/SUBDIV (SURPLUS)/DEFICIT		<b>(445,500.00)</b>	<b>(890,205.29)</b>	<b>444,705.29</b>



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>Pool Revenue</b>				
POOL ADMISSIONS	1-72-00-440	(47,000.00)	(15,487.05)	(31,512.95)
POOL LESSONS	1-72-00-441	(20,000.00)	(15,426.76)	(4,573.24)
POOL RENTALS	1-72-00-445	(3,000.00)	(2,470.00)	(530.00)
POOL RETAIL SALES	1-72-00-446	(2,000.00)	(329.15)	(1,670.85)
<b>* TOTAL Pool Revenue</b>		<b>(72,000.00)</b>	<b>(33,712.96)</b>	<b>(38,287.04)</b>
<b>Pool Expenses</b>				
DIRECTOR OF OPERATIONS - POOL	2-72-01-110	8,500.00	0.00	8,500.00
WAGES - FACILITIES STAFF	2-72-01-111	56,800.00	0.00	56,800.00
BENEFITS - FACILITIES STAFF	2-72-01-112	8,975.00	0.00	8,975.00
PENSION - FACILITIES STAFF	2-72-01-113	5,000.00	0.00	5,000.00
WAGES - SWIMMING POOL STAFF	2-72-01-120	167,200.00	35,427.18	131,772.82
BENEFITS - SWIMMING POOL STAFF	2-72-01-121	24,000.00	0.00	24,000.00
POSTAGE & FREIGHT - POOL	2-72-01-213	1,000.00	598.60	401.40
LANDLINES & CELL PHONES - POOL	2-72-01-215	2,500.00	1,064.56	1,435.44
ADVERTISING - POOL	2-72-01-218	500.00	0.00	500.00
MEMBERSHIPS & REGISTRATION - POOL	2-72-01-226	500.00	64.56	435.44
BUILDING REPAIR & MAINTENANCE - POOL	2-72-01-230	4,000.00	2,095.26	1,904.74
SECURITY COSTS - POOL	2-72-01-231	12,000.00	0.00	12,000.00
EQUIPMENT REPAIR & MAINTENANCE - POOL	2-72-01-233	12,000.00	1,370.65	10,629.35
TRAINING - POOL	2-72-01-260	3,000.00	690.00	2,310.00
INSURANCE - POOL	2-72-01-293	7,480.00	7,475.60	4.40
GENERAL SUPPLIES - POOL	2-72-01-530	20,000.00	14,104.86	5,895.14
CHEMICALS - POOL	2-72-01-536	15,000.00	8,060.80	6,939.20
COMPUTER HARDWARE & SOFTWARE - POOL	2-72-01-538	5,000.00	1,663.94	3,336.06
UTILITIES - POOL	2-72-01-550	40,000.00	1,346.25	38,653.75
AMORTIZATION - POOL	2-72-01-690	26,000.00	10,750.00	15,250.00
<b>* TOTAL Pool Expenses</b>		<b>419,455.00</b>	<b>84,712.26</b>	<b>334,742.74</b>
<b>***P POOL (SURPLUS) DEFICIT</b>		<b>347,455.00</b>	<b>50,999.30</b>	<b>296,455.70</b>



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>Sports Centre Revenues</b>				
CONCESSIONS AND COMMISSIONS	1-72-00-442	(510.00)	(851.55)	341.55
RENTALS - ARENA	1-72-00-443	(85,000.00)	(45,811.81)	(39,188.19)
ARENA DONATIONS/ADVERTISING	1-72-00-444	(5,000.00)	(1,050.00)	(3,950.00)
RENTALS/UTILITIES - CURLING RINK	1-72-00-570	(6,000.00)	(7,355.88)	1,355.88
* TOTAL Arena Revenues		<b>(96,510.00)</b>	<b>(55,069.24)</b>	<b>(41,440.76)</b>
** TOTAL ARENA REVENUES		<b>(96,510.00)</b>	<b>(55,069.24)</b>	<b>(41,440.76)</b>
<b>Curling Rink Expenses</b>				
BLDG REPAIR & MAINTENANCE - CURLING RINK	2-72-04-230	24,000.00	4,656.11	19,343.89
EQUIPMENT REPAIR & MTCE - CURLING RINK	2-72-04-233	5,000.00	2,535.27	2,464.73
INSURANCE - CURLING RINK	2-72-04-293	5,610.00	5,606.70	3.30
GENERAL SUPPLIES - CURLING RINK	2-72-04-530	1,000.00	91.92	908.08
UTILITIES - CURLING RINK	2-72-04-550	5,500.00	3,255.98	2,244.02
* TOTAL Curling Rink Expenses		<b>41,110.00</b>	<b>16,145.98</b>	<b>24,964.02</b>
<b>Arena Expenses</b>				
DIRECTOR OF OPERATIONS - ARENA	2-72-05-110	16,900.00	0.00	16,900.00
WAGES & BENEFITS - ADMIN SUPPORT	2-72-05-115	24,400.00	0.00	24,400.00
ANNUAL VACATION - RECREATION	2-72-05-117	26,200.00	1,697.53	24,502.47
STAT.HOLIDAYS - RECREATION	2-72-05-118	11,900.00	5,192.43	6,707.57
SICK LEAVE - RECREATION	2-72-05-119	17,800.00	4,459.52	13,340.48
WAGES - ARENA	2-72-05-120	113,500.00	90,531.22	22,968.78
TEMPORARY LABOUR - ARENA	2-72-05-130	40,000.00	7,071.32	32,928.68
BENEFITS - ARENA	2-72-05-131	17,950.00	0.00	17,950.00
PENSION - ARENA	2-72-05-132	10,000.00	0.00	10,000.00
TRAVEL & MEALS - ARENA	2-72-05-210	2,000.00	0.00	2,000.00
FREIGHT - ARENA	2-72-05-213	500.00	54.00	446.00
PHONE/CELL PHONES - ARENA	2-72-05-215	6,000.00	2,140.25	3,859.75
ADVERTISING - ARENA	2-72-05-218	500.00	0.00	500.00
MEMBERSHIP & REGISTRATION - ARENA	2-72-05-226	1,000.00	441.00	559.00
BLDG REPAIR & MAINTENANCE - ARENA	2-72-05-230	25,000.00	14,470.16	10,529.84
EQUIP REPAIR & MAINTENANCE - ARENA	2-72-05-233	21,500.00	4,173.52	17,326.48
UNCOLLECTIBLE AMOUNTS (ARENA)	2-72-05-259	1,000.00	0.00	1,000.00
TRAINING - ARENA	2-72-05-260	2,500.00	0.00	2,500.00
SAFETY SERVICES - ARENA	2-72-05-270	4,000.00	2,156.05	1,843.95
INSURANCE - ARENA	2-72-05-293	9,970.00	9,961.25	8.75
GENERAL SUPPLIES - ARENA	2-72-05-530	13,000.00	9,990.47	3,009.53
JANITORIAL SUPPLIES - ARENA	2-72-05-535	8,000.00	2,482.34	5,517.66
COMPUTER HARDWARE & SOFTWARE - ARENA	2-72-05-538	2,500.00	2,173.61	326.39
UTILITIES - ARENA	2-72-05-550	105,000.00	56,614.04	48,385.96
GAS & OIL - ARENA	2-72-05-565	1,500.00	1,058.70	441.30
AMORTIZATION - ARENA AND CURLING RINK	2-72-05-690	95,000.00	39,500.00	55,500.00
* TOTAL Arena Expenses		<b>577,620.00</b>	<b>254,167.41</b>	<b>323,452.59</b>
** TOTAL Sports Centre Expenses		<b>618,730.00</b>	<b>270,313.39</b>	<b>348,416.61</b>
***P SPORTS CTRE (SURPLUS) DEFICIT		<b>522,220.00</b>	<b>215,244.15</b>	<b>306,975.85</b>





# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>Parks &amp; Recreation Revenue</b>				
RENTALS - HORSE PASTURES	1-72-00-566	(12,000.00)	(10,801.00)	(1,199.00)
RENTALS - SPARE	1-72-00-568	0.00	(550.00)	550.00
RENTALS - BALL DIAMONDS	1-72-00-569	(2,000.00)	(25.00)	(1,975.00)
MISCELLANEOUS	1-72-00-590	(2,040.00)	(2,088.40)	48.40
M.D. WILLOW CREEK GRANT	1-72-00-850	(62,000.00)	(77,000.00)	15,000.00
<b>* TOTAL Parks &amp; Recreation Reven</b>		<b>(78,040.00)</b>	<b>(90,464.40)</b>	<b>12,424.40</b>
<b>Parks &amp; Recreation Expenses</b>				
DIRECTOR OF OPERATIONS - PARKS	2-72-00-110	8,500.00	95.82	8,404.18
WAGES - PARKS & PLAYGROUNDS	2-72-00-120	56,800.00	65,057.59	(8,257.59)
TEMPORARY LABOUR - PARKS	2-72-00-130	65,400.00	0.00	65,400.00
BENEFITS - PARKS	2-72-00-131	8,975.00	769.58	8,205.42
PENSION - PARKS	2-72-00-132	5,000.00	0.00	5,000.00
PARKS - ENVIRONMENT COMMITTEE	2-72-00-167	0.00	293.00	(293.00)
EQUIPMENT R & M - PARKS	2-72-00-233	14,000.00	10,504.49	3,495.51
PARKS BLDG R&M (OLD ELECTRIC SHOP)	2-72-00-234	4,000.00	908.77	3,091.23
OFF LEASH DOG AREA R&M	2-72-00-235	3,500.00	1,838.06	1,661.94
MUNI PROPERTY R & M - PARKS	2-72-00-239	1,000.00	33.98	966.02
TRAINING - PARKS	2-72-00-260	2,000.00	1,985.58	14.42
GENERAL INSURANCE - PARKS	2-72-00-293	13,700.00	13,699.05	0.95
GENERAL SUPPLIES - PARKS	2-72-00-530	10,000.00	4,608.61	5,391.39
COMPUTER HARDWARE & SOFTWARE - PARKS	2-72-00-538	1,000.00	0.00	1,000.00
TOP SOIL - CINDERS - PARKS	2-72-00-547	5,000.00	164.93	4,835.07
WEED SPRAYING - PARKS	2-72-00-548	7,000.00	0.00	7,000.00
FERTILIZER - PARKS	2-72-00-549	3,000.00	0.00	3,000.00
UTILITIES - PARKS	2-72-00-550	60,000.00	2,536.49	57,463.51
GAS AND OIL - PARKS	2-72-00-565	15,000.00	3,803.15	11,196.85
BEAUTIFICATION - PARKS	2-72-00-765	3,000.00	1,763.07	1,236.93
WALKING TRAILS STUDY	2-72-00-766	13,000.00	828.00	12,172.00
TAXES PAID TO TOWN - HORSE PASTURES	2-72-02-294	2,100.00	1,825.22	274.78
GENERAL SUPPLIES - HORSE PASTURES	2-72-02-530	5,000.00	0.00	5,000.00
REPAIR/MAINT RIVER VALLEY PARK	2-72-03-290	13,000.00	(314.02)	13,314.02
GENERAL SUPPLIES - RIVER VALLEY PARK	2-72-03-530	1,500.00	0.00	1,500.00
REPAIR & MAINTENANCE - WESTWINDS	2-72-08-238	8,000.00	16,625.88	(8,625.88)
REPAIR & MAINT-PARK PROP/SLOWPITCH	2-72-08-239	51,000.00	26,012.43	24,987.57
INSURANCE - BALL DIAMONDS	2-72-08-293	935.00	934.45	0.55
GENERAL SUPPLIES - WESTWINDS	2-72-08-530	2,000.00	0.00	2,000.00
GENERAL SUPPLIES - SLOWPITCH	2-72-08-531	1,200.00	0.00	1,200.00
UTILITIES - BALL DIAMONDS	2-72-08-550	6,100.00	(31.86)	6,131.86
AMORTIZATION - PARKS	2-72-00-690	84,000.00	35,000.00	49,000.00
<b>* TOTAL Parks &amp; Recreation Expen</b>		<b>474,710.00</b>	<b>188,942.27</b>	<b>285,767.73</b>
<b>***P PARKS &amp; REC (SURPLUS) DEFICIT</b>		<b>396,670.00</b>	<b>98,477.87</b>	<b>298,192.13</b>



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>Community Hall Revenue</b>				
COMMUNITY HALL RENTAL REVENUE	1-74-02-554	(30,000.00)	(7,530.00)	(22,470.00)
* TOTAL Community Halls Revenue		<b>(30,000.00)</b>	<b>(7,530.00)</b>	<b>(22,470.00)</b>
<b>Community Hall Expenses</b>				
WAGES - HALL BOOKINGS	2-74-00-110	5,000.00	0.00	5,000.00
REPAIR & MAINTENANCE - COMM HALL	2-74-02-239	40,000.00	36,274.89	3,725.11
JANITORIAL - COMM HALL	2-74-02-240	6,000.00	495.00	5,505.00
UNCOLLECTIBLE RENTAL AMOUNTS	2-74-02-259	500.00	0.00	500.00
INSURANCE - COMMUNITY HALL	2-74-02-293	7,480.00	7,475.60	4.40
GENERAL SUPPLIES - COMMUNITY HALL	2-74-02-530	8,000.00	5,798.76	2,201.24
UTILITIES - COMMUNITY HALL	2-74-02-550	25,000.00	4,980.65	20,019.35
COMMUNITY HALL EXPENSES	2-74-02-554	1,500.00	548.00	952.00
DEBENTURE INTEREST - COMMUNITY HALL	2-74-02-840	2,850.00	0.00	2,850.00
AMORTIZATION - COMM HALL	2-74-00-690	33,000.00	13,750.00	19,250.00
* TOTAL Community Hall Expenses		<b>129,330.00</b>	<b>69,322.90</b>	<b>60,007.10</b>
***P COMMUNITY HALLS (SURPLUS)/DEFI		<b>99,330.00</b>	<b>61,792.90</b>	<b>37,537.10</b>



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>Other Facilities Revenues</b>				
RENTAL-SCOUT, REC.HALL, WELCOME MAT	1-74-02-560	(500.00)	(595.24)	95.24
WELCOME MAT JANITORIAL REVENUE	1-74-02-470	(1,250.00)	(450.00)	(800.00)
<b>* TOTAL Other Facilities Revenue</b>		<b>(1,750.00)</b>	<b>(1,045.24)</b>	<b>(704.76)</b>
<b>Other Facilities Expenses</b>				
WAGES - BOOKINGS SCOUT HALL	2-74-03-110	2,500.00	0.00	2,500.00
REPAIR & MAINTENANCE - SCOUT HALL	2-74-02-230	2,500.00	1,184.95	1,315.05
MAIN STREET POLE MAINTENANCE	2-74-02-236	1,000.00	0.00	1,000.00
REPAIR & MAINTENANCE - WELCOME MAT	2-74-02-298	1,500.00	60.60	1,439.40
REPAIR & MAINTENANCE - EMPRESS THEATRE	2-74-03-230	5,000.00	990.00	4,010.00
REPAIRS & MAINTENANCE - ICE CREAM SHOP	2-74-04-230	1,000.00	1,030.28	(30.28)
REPAIRS & MAINTENANCE - STEVENS BUILDING	2-74-04-235	1,000.00	85.00	915.00
JANITORIAL - OTHER FACILITIES	2-74-03-240	6,000.00	0.00	6,000.00
UNCOLLECTIBLE RENT - OTHER FACILITIES	2-74-03-259	100.00	0.00	100.00
INSURANCE - OTHER FACILITIES	2-74-03-293	2,805.00	2,803.35	1.65
GENERAL SUPPLIES - OTHER FACILITIES	2-74-03-530	5,000.00	2,066.76	2,933.24
UTILITIES - OTHER FACILITIES	2-74-03-550	4,000.00	2,307.69	1,692.31
AMORTIZATION - OTHER FACILITIES	2-74-02-690	55,000.00	23,000.00	32,000.00
<b>* TOTAL Other Facilities Expense</b>		<b>87,405.00</b>	<b>33,528.63</b>	<b>53,876.37</b>
<b>***P OTHER FACILITIES (SURPLUS) DEF</b>		<b>85,655.00</b>	<b>32,483.39</b>	<b>53,171.61</b>



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>Library Expenses</b>				
SALARIES - HEAD LIBRARIAN	2-74-01-110	49,700.00	29,626.49	20,073.51
SALARIES - LIBRARIAN	2-74-01-111	43,800.00	23,052.03	20,747.97
BENEFITS - LIBRARY	2-74-01-112	16,900.00	0.00	16,900.00
PENSION - LIBRARY	2-74-01-113	6,100.00	0.00	6,100.00
TELEPHONE - LIBRARY	2-74-01-215	600.00	185.14	414.86
ADVERTISING - LIBRARY	2-74-01-218	500.00	0.00	500.00
BOOKKEEPING - LIBRARY	2-74-01-219	7,600.00	5,535.00	2,065.00
BUILDING REPAIR & MAINTENANCE - LIBRARY	2-74-01-230	5,000.00	757.51	4,242.49
JANITORIAL - LIBRARY	2-74-01-240	8,000.00	1,342.50	6,657.50
CHINOOK ARCH MEMBERSHIP FEE	2-74-01-290	25,000.00	11,725.36	13,274.64
INSURANCE - LIBRARY	2-74-01-293	1,870.00	1,868.90	1.10
GENERAL SUPPLIES - LIBRARY	2-74-01-530	1,000.00	525.30	474.70
UTILITIES - LIBRARY	2-74-01-550	15,000.00	5,610.73	9,389.27
AMORTIZATION - LIBRARY	2-74-01-690	5,500.00	2,250.00	3,250.00
<b>* TOTAL Library Expenses</b>		<b>186,570.00</b>	<b>82,478.96</b>	<b>104,091.04</b>
<b>***P LIBRARY (SURPLUS) DEFICIT</b>		<b>186,570.00</b>	<b>82,478.96</b>	<b>104,091.04</b>



# TOWN OF FORT MACLEOD

## 2023 Operational Report Year to Date with Budget Variances

Description	General Ledger	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
**** TOTAL TFM (SURPLUS) DEFICIT		856,115.00	(3,473,626.26)	4,329,741.26

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



## Agenda Submission

**Submission Title**

Bylaw 1973- Land Use Amendment Residential-R- Multi Unit R-MU Public Hearing-Second and Third Reading

**Agenda Section**

Public Hearing

**Meeting Type**

Regular Council Meeting

**Meeting Date**

06/26/2023

**Recommendation**

That Council give second and third reading reading to Bylaw 1973 to designate the lands from Residential-R to Residential Multi Unit-R-MU at the location legally described as:

Lot 36, Block 417, Plan 92B

within the NW1/4 of Section 12, Township 9, Range 26, W4M.

from "Residential-R" to "Residential Multi Unit- R-MU" should there be no concerns from the Public Hearing or Council.

**Rationale****Background**

Request from property owner. Multi unit zoning is required to accommodate a proposed development.

Advertisement for the Public Hearing posted in the Gazette on June 14th and 21st

Notice was circulated to adjacent land owners and posted on social media.

There have been some questions regarding the proposal from a resident. Residents with concerns were advised to submit something in writing (by June 23rd ) and or attend the Public Hearing to voice those concerns.

Council gave first reading at the June 12th, 2023 meeting with a resolution as follows:

R.149.2023 Moved by Councillor Monteith that Bylaw 1973, being a Bylaw in the Town of Fort Macleod in the Province of Alberta, to amend Bylaw No. 1882, being the municipal Land Use Bylaw; for the purpose of redesignating lands legally described as:

Lot 36, Block 417, Plan 92B

within the NW1/4 of Section 12, Township 9, Range 26, W4M.

from "Residential: R" to "Residential Multi-Unit: R-MU", to be given the first reading, and further, to schedule a public hearing to be held June 26th at 7 p.m.

CARRIED

**Financial Implications****Attachments**

Bylaw 1973 Fort Macleod Lot 36 Blk 417 Plan 92B LUD Rezone pkg.pdf

219.82KB

**Submitter Name**

Keli Sandford

**Email**

development@fortmacleod.com

**Director Name**

Adrian Pedro

**Director Email**

operations@fortmacleod.com

**Department**

Operations

**Date**

6/21/2023

**TOWN OF FORT MACLEOD**  
**in the Province of Alberta**  
**BYLAW NO. 1973**

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

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

WHEREAS the intent of proposed Bylaw No. 1973 is to redesignate lands legally described as:

Lot 36, Block 417, Plan 92B  
within the NW1/4 of Section 12, Township 9, Range 26, W4M

from "Residential: R" to "Residential Multi-unit: R-MU"; and

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

AND WHEREAS the purpose of the bylaw is to designate the lands for residential use and that a municipality must prepare an amending bylaw and provide for its consideration at a public hearing.

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

1. Lands legally described Lot 36, Block 417, Plan 92B be redesignated such that lands designated as "Residential: R" be designated "Residential Multi-unit: R-MU".
2. The Land Use Districts Map shall be amended to reflect this change.
3. Bylaw No. 1882 is hereby amended and consolidated.
4. This bylaw shall come into effect upon third and final reading hereof.

READ a **first** time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
*Mayor – Brent Feyter*

\_\_\_\_\_  
*Chief Administrative Officer–Anthony Burdett*

READ a **second** time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

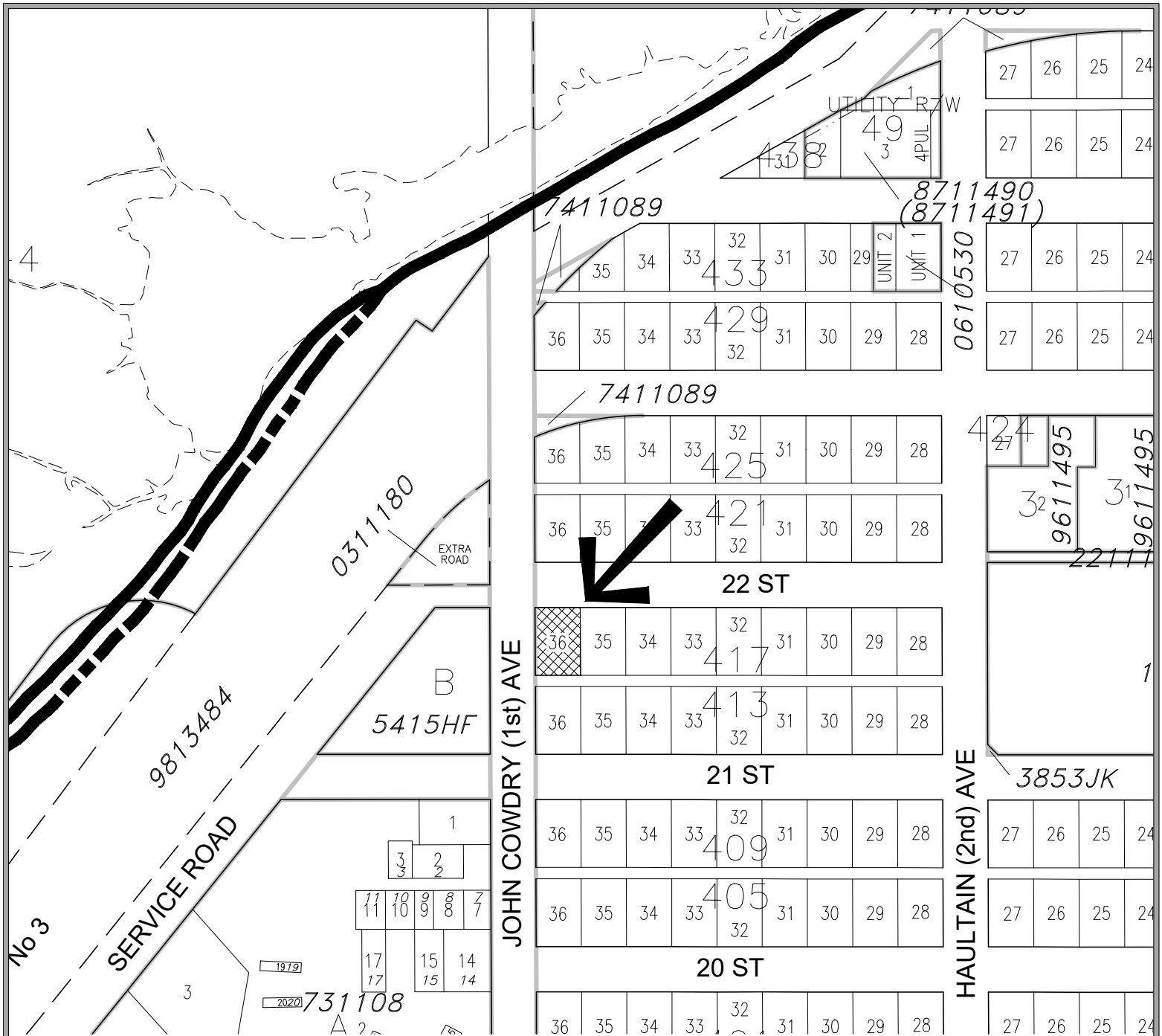
\_\_\_\_\_  
*Mayor – Brent Feyter*

\_\_\_\_\_  
*Chief Administrative Officer– Anthony Burdett*

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

\_\_\_\_\_  
*Mayor – Brent Feyter*

\_\_\_\_\_  
*Chief Administrative Officer– Anthony Burdett*



## LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

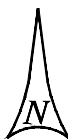
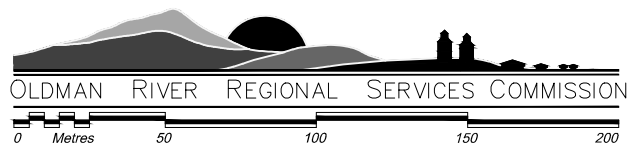


FROM: RESIDENTIAL: R  
TO: RESIDENTIAL MULTI-UNIT: R-MU

LOT 36, BLOCK 417, PLAN 92B  
WITHIN NW 1/4 SEC 12, TWP 9, RGE 26, W 4 M

MUNICIPALITY: TOWN OF FORT MACLEOD  
DATE: MAY 17, 2023

Bylaw #: 1973  
Date: \_\_\_\_\_



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

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



# NOTICE OF PUBLIC HEARING

## TOWN OF FORT MACLEOD IN THE PROVINCE OF ALBERTA

### PROPOSED BYLAW NO. 1973

**7:00 p.m. June 26, 2023**  
**Town of Fort Macleod Council Chambers**  
410 20th Street, Fort Macleod, AB

PURSUANT to sections 216.4, 606 and 692 of *the Municipal Government Act, Revised Statutes of Alberta 2000*, Chapter M-26, as amended, the Council of the Town of Fort Macleod in the Province of Alberta hereby gives notice of its intention to consider Bylaw No. 1973, being a bylaw to amend Bylaw No. 1882, being the municipal Land Use Bylaw.

THE PURPOSE of Bylaw No. 1973 is redesignate a lands legally described as:

Lot 36, Block 417, Plan 92B within the NW1/4 of Section 12, Township 9,  
Range 26, W4M

from “Residential: R” to “Residential Multi-unit: R-MU”; and

THEREFORE, TAKE NOTICE THAT a public hearing to contemplate proposed Bylaw No. 1973 will be held in the Town of Fort Macleod Council Chambers at 7:00 p.m. on the 26<sup>th</sup> day of June, 2023.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should contact the Chief Administrative Officer no later than 3 p.m. on the 23<sup>rd</sup> day of June, 2023. Both written and/or verbal presentations may be given at the public hearing.

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

DATED at the Town of Fort Macleod in the Province of Alberta this 12<sup>th</sup> day of June, 2023.

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

*Please run ad in paper June 14 & 21*



## Agenda Submission

**Submission Title**

BYLAW 1967 - MACLEOD LANDING DEBENTURE

**Agenda Section**

Unfinished Business

**Meeting Type**

Regular Council Meeting

**Meeting Date**

06/26/2023

**Recommendation**

That Council gives second and third 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

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**Director Name**

Kris Holbeck

**Director Email**

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**Department**

Administration

**Date**

6/19/2023

**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 1975 - Designated Officer Bylaw

**Agenda Section**

New Business

**Meeting Type**

Regular Council Meeting

**Meeting Date**

06/26/2023

**Recommendation**

That Council gives all three readings to Bylaw 1975 - Designated Officers Bylaw.

**Rationale**

The Municipal Government Act has areas that mention "designated officers". In order for staff to have the force of this legislation to perform their duties under the MGA, they are required to be named in a designated officer bylaw which specifies which staff members have the authority to enforce these sections of the Act.

**Background**

The Town already has a designated officer bylaw for the assessor specifically and multiple bylaws have definitions and sections regarding "designated officers". However, the Town does not have a bylaw detailing which staff position is the designated officer for each section of the MGA. This bylaw indicates which position is the designated officer. This bylaw also sets out that any two members of Council and specific senior management can authorize municipal documents and sign cheques. This adjustment to authorization would allow for flexibility in having accounts payable signed. Council approves the operating and capital budgets and receives a cheque listing at Council meetings for information which should give Council opportunities to have confidence in this administrative function.

**Financial Implications**

None.

**Attachments**

Bylaw 1975 Designated Officer 6.19.2023.pdf

102.36KB

**Submitter Name**

Kris

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**Director Name**

Kris Holbeck

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**Department**

Administration

**Date**

6/19/2023

**TOWN OF FORT MACLEOD  
PROVINCE OF ALBERTA  
BYLAW NO. 1975**

**ESTABLISH THE POSITION OF DESIGNATED OFFICER**

This bylaw authorizes the Council of the Municipality to establish one or more positions to carry out the powers, duties, and functions of a designated officer.

**WHEREAS**, pursuant to the provisions of section 210 of the Municipal Government Act, the Council may pass a bylaw to establish one or more positions to carry out the powers, duties, and functions of a designated officer;

**AND WHEREAS**, Council wishes to exercise its authority pursuant to the Municipal Government Act by establishing designated officer positions;

**NOW THEREFORE**, the Council of the Municipality of Fort Macleod in the Province of Alberta, duly assembled, hereby enacts as follows:

**SECTION 1 TITLE**

This Bylaw may be cited as the “**DESIGNATED OFFICERS BYLAW.**”

**SECTION 2 DEFINITIONS**

In this Bylaw, unless the context otherwise requires:

- a) “Act” is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, or any legislation in replacement or substitution thereof.
- b) “Bylaw” is a bylaw of the Town of Fort Macleod.
- c) “Chief Administrative Officer (CAO)” is the person appointed by Council under Section 205 of the Municipal Government Act and is the administrative head of the municipality.
- d) “Committee” is any board, committee, commission, or other body to which Council may appoint, but excluding Committee of the Whole.
- e) “Committee of the Whole” is members of Council present at a meeting of Council sitting in committee.
- f) “Council” is the municipal Council of the Town of Fort Macleod.

**SECTION 3 AUTHORIZING OF MUNICIPAL DOCUMENTS**

All agreements, cheques and other negotiable instruments and opening and closing of accounts that hold money, shall be signed by any two of the following: Mayor, Deputy Mayor, Councillor, CAO, Director of Finance or Director of Community and Protective Services.

## **SECTION 4 DESIGNATION**

The following positions are designated officers of the Town;

Chief Administrative Officer

Director of Community and Protective Services

Director of Finance

Director of Operations

Bylaw Enforcement Officer

Development Officer

Fire Chief

## **SECTION 5 CHIEF ADMINISTRATIVE OFFICER (CAO)**

The CAO may exercise all of the powers, duties, and functions of a designated officer under this or any other enactment or bylaw.

## **SECTION 6 DIRECTOR OF COMMUNITY AND PROTECTIVE SERVICES**

The Director of Community and Protective Services is the designated officer of the following sections of the Act:

Section 213(1)(b) – Signing minutes of Council meetings.

Section 213(2)(b) – Signing of minutes of Council committee meetings.

Section 213(3)(b) – Signing of bylaws.

Section 213(4)(b) – Signing cheques and negotiable instruments.

Section 270 – Opening and closing all the accounts of the Town that hold money.

Section 606(7) – Requirements for proof of advertising.

## **SECTION 7 DIRECTOR OF FINANCE**

The Director of Finance is the designated officer of the following sections of the Act:

Section 69 – Consolidating bylaws.

Section 213(4)(b) – Signing cheques and negotiable instruments.

Section 270 – Opening and closing all the accounts of the Town that hold money.

Section 606(7) – Requirements for proof of advertising.

## **SECTION 8 DIRECTOR OF OPERATIONS**

The Director of Operations is the designated officer of the following sections of the Act:

Section 542 – Municipal Inspections and Enforcement.

Section 544 – Inspecting Meters.

Section 545 – Order to Remedy Contraventions.

Section 623 – Development Authority.



**SECTION 9 BYLAW ENFORCEMENT OFFICER**

The Bylaw Enforcement Officer is the designated officer of the following sections of the Act:

- Section 542 – Municipal Inspections and Enforcement.
- Section 545 – Order to Remedy Contraventions.
- Section 546 – Order to Remedy Dangers and Unsightly Property.

**SECTION 10 DEVELOPMENT OFFICER**

The Development Officer is the designated officer of the following sections of the Act.

- Section 542 – Municipal Inspections and Enforcement.
- Section 545 – Order to Remedy Contraventions.
- Section 623 – Development Authority.

**SECTION 11 FIRE CHIEF**

The Fire Chief is the designated officer for purposes of providing fire protection services to the Town and carrying out the duties and responsibilities of the Alberta Safety Codes Act and the Alberta Fire Code, and any other relevant statute, regulations, or bylaw.

**SECTION 12 PASSAGE OF BYLAW**

This bylaw shall take effect on the day of the final passing thereof.

READ a **first** time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
*Mayor – Brent Feyter*

\_\_\_\_\_  
*Chief Administrative Officer – Anthony Burdett*

READ a **second** time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
*Mayor – Brent Feyter*

\_\_\_\_\_  
*Chief Administrative Officer – Anthony Burdett*

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

\_\_\_\_\_  
*Mayor – Brent Feyter*

\_\_\_\_\_  
*Chief Administrative Officer – Anthony Burdett*



## Agenda Submission

**Submission Title**

Memorial Bench and Tree Program Policy

**Agenda Section**

New Business

**Meeting Type**

Regular Council Meeting

**Meeting Date**

06/26/2023

**Recommendation**

That Council accepts the policy as information.

**Rationale**

The policy outlines guidelines and criteria for planting memorial trees or installing benches to ensure clarity with such requests going forward.

**Background**

Historically we have received inquiries on how individuals can memorialize their loved ones. To date there has been no clear direction on how requests would be handled. In referencing practices of other jurisdictions, we have created a policy that clearly outlines the process for memorials in the form of a bench or tree. A few key points are as follows:

- Cost would be \$1000 per tree and \$1500 per bench, inclusive of the time and material costs
- Tree species are limited based on recommendations from the Environment Committee
- Bench specifications are specific to ensure proper placement and pad details
- Both a tree or bench will have a plaque installed, either adjacent to the tree or on the bench itself
- Locations of both a tree or bench is subject to Town approval, will be handled on a case-by-case basis
- Applications will be accepted either via the paper application form or electronically through the website

**Financial Implications**

N/A

**Attachments**

OP#18 Memorial Bench and Tree Program Policy - 2023.docx

1.53MB

**Submitter Name**

Adrian

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**Director Name**

Adrian Pedro

**Director Email**

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**Department**

Operations

**Date**

6/21/2023



# Memorial Bench and Tree Program

<b>Policy Number:</b>	OP18
<b>Administered By:</b>	Director of Operations
<b>Approved By:</b>	Chief Administrative Officer
<b>Effective Date:</b>	May 2023

## Purpose:

To enable community members to honor the memory of loved ones in a lasting and meaningful way, through personalized memorial benches and trees around Town.

## Scope:

The Town of Fort Macleod recognizes the opportunity to provide individuals or groups with a way to memorialize loved ones, while enhancing existing parks.

## Responsibility:

The Director of Operations and the Facilities Foreman are responsible to work with the public's request to place memorial benches and trees placed around Town.

## Policy:

This policy provides a clear guideline for residents to participate in the Memorial Program and to provide an understanding of administration and maintenance responsibilities.

## Procedure:

### Memorial Tree Program:

1. All applicants for the Memorial Tree Program must complete an application form, attached as Schedule "A". Purchase of a memorial tree is subject to availability and on a first come-first served basis. Trees are only able to be planted in spring/summer months, applications will need to come in prior to ordering at the start of the year to be planted the same year, or the tree will be planted the following year.
2. Applicants will be able to choose from three different tree species (American Elm, Green Ash, or Burr Oak), as amended from time to time. Trees will be placed in designated locations as determined by the Town of Fort Macleod and with consideration of the wishes of the applicant.
3. The applicant is responsible for the cost of the tree, plaque, plaque installation and tree planting. The fee for a Memorial Tree and Plaque is \$1000.00.
4. Maintenance of the trees will be the responsibility of the Town; however the Town shall not be held accountable for any trees that do not survive, or any damage or vandalism that may be caused to trees.
5. Replacements of the plaques or trees is at the discretion and cost of the applicant.
6. All wording for commemorative plaques must be approved by the Town.
7. The Town reserves the right to move a tree that has become damaged or to accommodate for any unforeseen future events.
8. The Town reserves the right to deny any memorialization.
9. No person shall tamper with or relocate a memorial tree or the area immediately surrounding it.

### Memorial Bench Program:

1. All applicants for the Memorial Bench Program must complete an application form, attached as Schedule "A". Purchase of a memorial tree is subject to availability and on a first come-first served basis.
2. Benches will be placed in designated locations as determined by the Town of Fort Macleod and with consideration of the wishes of the applicant.
3. Applicants may choose to provide the bench themselves, subject to approval of the bench by the Town.
4. The applicant is responsible for the cost of the bench, plaque, plaque installation and bench placement. The fee for a Memorial Bench and Plaque is \$1500.00.
5. Maintenance of the bench will be the responsibility of the Town; however the Town shall not be held accountable for any damage or vandalism that is caused to benches.
6. Replacements of the plaques or benches is at the discretion and cost of the applicant.
7. All wording for commemorative plaques must be approved by the Town.
8. The Town reserves the right:
  - a. Remove the bench at the end of its useful life.
  - b. Relocate a bench to accommodate for any unforeseen future events.
  - c. Deny any memorialization.
9. No person shall tamper with or relocate a memorial bench or the area immediately surrounding it.

### Bench Specifications:

1. All benches within the cemetery must be constructed of granite, marble, or bronze. Other materials are at the discretion of the Town.
2. Benches outside the cemetery can be constructed of other materials, at the discretion of the Town.
3. All benches must be installed with a concrete or solid stone pad. The pad must be at least 6 inches or larger on all sides of the bench from the most outer edge. Pads must be a minimum of 4 inches thick.

### **Further Information:**

For further information regarding this Policy, please contact the Director of Operations.

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CAO – Town of Fort Macleod

## Schedule "A"

# Application Form for Memorial Trees or Benches

Name:

---

Phone Number:

---

Address:

---

---

---

Email:

---

Are you interested in:

Tree

Bench

Plaque Inscription:

---

---

Preferred Location:  Along Town Trails  Cemetery

Additional Details (if any):

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## Agenda Submission

**Submission Title**

Hotel Feasibility Study

**Agenda Section**

New Business

**Meeting Type**

Regular Council Meeting

**Meeting Date**

06/26/2023

**Recommendation**

That Council approves a consultation and appraisal proposal by Cushman & Wakefield for a hotel market study.

**Rationale**

Many residents and businesses have hoped that a brand-name hotel would someday be established in Fort Macleod. The Chamber of Commerce is interested in partnering with the Town to conduct a feasibility study.

**Background****Financial Implications**

Study costs \$9000 plus all related travel, lodging, and trip expenses for appraisers—flight, rental car etc. est. \$1,350. Administration is seeking grant opportunities to help with the cost of the study.

**Attachments****Submitter Name**

Meranda Day Chief

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**Director Name**

Anthony Burdett

**Director Email**

cao@fortmacleod.com

**Department**

Administration

**Date**

6/21/2023



## Agenda Submission

**Submission Title**

Alberta Municipalities Convention 2023

**Agenda Section**

New Business

**Meeting Type**

Regular Council Meeting

**Meeting Date**

06/26/2023

**Recommendation**

That Council approves 6 Council members and Administration to attend the 2023 Alberta Municipalities Convention on September 27-29, 2023, at the Edmonton Convention Centre.

**Rationale****Background**

Previously all available Councillors attended the conference. Due to limited spaces, administration would like to hold spots for everyone with the early bird pricing. If members are unable to attend spots can be released or modified to accommodate for changes.

**Financial Implications**

Convention fees, travel & accommodation cost estimation for 7-8 attendees: \$13,000.00

**Attachments****Submitter Name**

Meranda Day Chief

**Email**

[execassist@fortmacleod.com](mailto:execassist@fortmacleod.com)

**Director Name**

Anthony Burdett

**Director Email**

[cao@fortmacleod.com](mailto:cao@fortmacleod.com)

**Department**

Council

**Date**

6/21/2023



## Agenda Submission

**Submission Title**

Local Film Donation Request

**Agenda Section**

New Business

**Meeting Type**

Regular Council Meeting

**Meeting Date**

06/26/2023

**Recommendation**

That Council approve donating the film application fee, facility rental costs, Fire Chief hourly cost as well as waive the \$5000 damage and security deposit for the local film production by Natasha Hurlburt.

**Rationale**

Local resident Natasha Hurlburt, is working on the production of a short film, and it will feature Main Street locations, some river bottom areas, as well as the pool. The waiver of the fees, rental costs and damage deposit would assist with keeping the production costs down as well as supporting one of our residents. All other conditions required within the film policy would be required and Town Administration would work with the production team as we do with all films.

Council also has \$4000 available in the Council gifts and donations account if they wanted to purchase a sponsorship package. Information attached regarding levels.

**Background**

Film Policy attached

**Financial Implications**

Application Fee: \$50.00 - \$300.00

Pool Fee: \$90.00/hr or \$284/day

Deposit: \$5000

Fire Chief Site Meeting: \$100/hr

**Attachments**

ADM24 Filming.pdf

1.77MB

Hurlburt Film Request.pdf

516.05KB

**Submitter Name**

Liisa

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**Director Name**

Liisa Gillingham

**Director Email**

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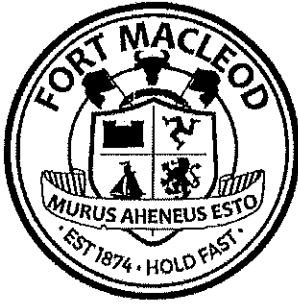
**Department**

Administration

**Date**

6/22/2023





## FILMING POLICY

<b>Policy Number:</b>	ADM#24
<b>Administered By:</b>	CAO
<b>Approved By:</b>	Chief Administrative Officer
<b>Effective Date:</b>	October 15, 2019 R.236.2019

### Purpose:

To ensure the Town of Fort Macleod capitalizes on the economic and social benefits of having the film industry present within our municipal borders, while controlling any negative impact such activities may have on our citizens, facilities and/or property.

### Scope:

This Policy covers all filming occurring within the municipal borders of the Town, and is a guideline negotiated individually with each production company.

### Responsibilities:

The CAO is responsible for coordinating and permitting all filming activity located in the Town.

### Definitions:

Proponent - refers to any Production Company, Film or Filming company responsible for the development and physical production of digital and cinematographic recordings, television and video for any commercial or film school purposes with the exception of news broadcasts.

### Policy:

The Town of Fort Macleod will support the economic and social benefits of having the film industry utilize property within our municipal borders while controlling any negative impact on the citizens and/or property within the Town.

### Procedure:

**Film Application** - The Proponent must apply to and receive permission from the Town to film within the Town of Fort Macleod. Permits are issued on a first-come, first-serve basis and the Town retains the right to limit or refuse filming activity. (*See Schedule A Filming Application Form.*)

**Filming Notification** – The Proponent is required to write and circulate a Filming Notification Letter that outlines the scope and impacts of filming with a minimum of three business days' notice for routine filming or ten business days for complex filming involving extraordinary special effects or significant traffic control measures. The CAO will approve the letter prior to distribution and determine circulation needs. (*See Schedule B Sample Neighborhood Notification Letter.*) The Filming Notification Letter shall include:

- Name of Proponent/Production Company
- Contact information of Proponent/Production Company, Location Manager & Assistant Location Manager
- Contact information for the Town of Fort Macleod CAO & Alberta Film Commission
- Details of filming dates, times and details regarding changes to parking, traffic, noise and special effects.

**Polling** – The Proponent is required to poll the affected neighborhood to communicate filming activity, needs and impacts while seeking neighborhood support. The Director of Community and Protective Services will determine the polling area. Merchant polling should be done during daytime business hours. Polling is required if a film application requests:

- Multiple filming days;
- Extensions to the Noise Bylaw;
- Use of special effects or loud noises (exception: atmospheric smoke); and/or
- Road Closures (exception: local traffic access and Intermittent Traffic Control is allowed without polling)

Polling results (*See Schedule C Sample Neighborhood Polling Letter*) will be reviewed by the Town of Fort Macleod to determine if the filming application will be:

- Approved based on majority support;
- Amended to mitigate an impact(s) and approved based on majority support; or
- Declined base on non-majority support.

In the event where polling is limited or restricted by secure access (i.e. apartment buildings), the Proponent will post Filming Notification Letters on all building entrances, and if applicable or reasonable, send a copy Filming Notification Letter to the building manager, strata committee, landlord and/or property management company. In the event were a merchant or resident is unavailable during polling, the Proponent is required to visit the premise a minimum of two times, on separate days, and required to leave a filming notification letter at each visit

**Permit Issuance** – Upon successful issuance of the filming permit, the Proponent shall notify the neighborhood of the permit issuance and provide any updates since the initial filming notification letter. All filming permits involve the temporary use of property and do not affect the zoning category of a neighborhood. (*See Schedule D Sample Filming Permit*).

**Scope Change** – Once a filming permit is approved and issued, the CAO must approve any scope changes and may require an updated Filming Notification Letter, new polling, or the cancellation of the existing permit and a submission of a new filming application.

**Special Effects** – The use of special effects requires a detailed written submission outlining the purpose, scope, risk and safety plan. Further, the Proponent's representative(s) overseeing the special effect(s) must meet with applicable City, Province or Federal representatives (i.e. Fort Macleod Fire Services, ambulance, Provincial Gas Inspector, etc.) to review the effect and comply with any restrictions or needs imposed. Special effects must comply with all applicable laws and permissions. The Proponent will incur all costs related to seeking permissions or implementation of special effects.

Protective Services are required for special effects requiring traffic management for moving picture vehicles or when firearms and/or weapons are displayed or discharged. Proponents, based on the special effect, may be required to contract emergencies services to be on location during filming and/or comply with any restrictions imposed by any applicable authority (i.e. Fort Macleod Fire Services can impose restrictions or requirements for special effect involving fire or explosions).

The use of artificial (chemical) snow must be approved, in writing, by the CAO. The Proponent is required to provide evidence (i.e. WHMIS documentation) that the use of chemical snow is safe, biodegradable and will not adversely affect citizens, vegetation or property.

**Traffic Management** – RCMP Police Services, Community Peace Officers, and/or Alberta Transportation may be required for any permit that alters traffic patterns (i.e. Intermittent Traffic Control, parking and road closures). Restrictions, conditions and requirements for traffic

management services and/or the number of police officers and vehicles will be determined by the CAO and Police Services to ensure motor vehicle, crew and pedestrian safety. If agreed upon in advance, certified traffic control personnel provided by the Proponent may be used in place of police officers or required as an additional support to Police Officers. Complex or large scale road closures, at the Town's direction, require a professional traffic management company to design a traffic manage plan, signage and/or supply certified personnel to ensure motor vehicle safety.

Major streets may not be available for closure and/or subject to approval by Alberta Transportation or restricted approval as determined by the Town's CAO. Local non-communing roads may have temporary restricted access as determined by the Town of Fort Macleod. Intermittent Traffic Control is defined as a maximum three minute traffic stoppage during each ten-minute period.

**Fees** – The Proponent will be required to pay all film permit fees and deposit(s) of \$5,000.00-10,000.00 prior to filming. If the Proponent causes damage, consumes additional Town services or does not meet permit conditions, deposits may be partly or fully withheld. Bona fide and insured post-secondary student productions are exempt from filming fees but are subject to charges if they purchase municipal services (i.e. police services, signage, parking, etc.). (*See Schedule E Filming Fee Schedule*). *The town has the right to hold the deposit.*

**Compensation** – Residents or merchants seeking compensation for filming activity have two options:

1. Prior to filming, the resident or merchant can negotiate compensation related to location fees, sale of goods or services, use of property, impact, etc. Compensation may be non-monetary.
2. Merchants and the Proponent can proactively agree to the use of the filming "Compensation for Loss of Business" claim form to be submitted after the filming. The claim will identify legitimate proof of loss of revenues in comparison with past days of equal activity over the previous year. (*See Schedule F Filming Loss of Business Form*).

**Complaints, Disputes & Appeals** – The Proponent shall be directly responsible for addressing and resolving all issues that arise as a result of filming. The Director of Community and Protective Services will assist communication between residents, merchants and Production Companies but will not negotiate on behalf of a stakeholder. In some situations, the Director of Community and Protective Services and / or the CPO can impose fines or orders on a Production Company if conditions of the film permit are breached.

If the resident or merchant is not satisfied with the resolution, they can contact the Town's CAO. In the event that a satisfactory resolution is not achieved by the Proponent, the complainant may request a review by the Chief Administrative Officer. The CAO will attempt to resolve the issue or if unsuccessful may bring it forward to Town Council for consideration.

**Inspection** – The Director of Community and Protective Services is permitted to randomly visit any location site to ensure the Proponent is in compliance with the filming permit. Noted violations of permit conditions may result in fines, orders and/or permit revocation.

**Insurance** – The Proponent must provide the Town with proof of liability Insurance five days prior to filming. The following requirements must be satisfied:

- The Town of Fort Macleod must be named as an additional insured on the Applicant's liability policy;
- The amount of the liability insurance shall not be less than \$5,000,000. The Town reserves the right to change the amount of liability required;

- The insurance policy cannot be cancelled unless the Town is notified in writing 30 days in advance;
- Cross Liability Endorsement will be provided.

Production Companies will insure and keep insured all production and/or set vehicles operated on public roads, for the duration of the filming permit. The Town of Fort Macleod may request proof of automobile insurance, with \$5,000,000 liability insurance for any vehicles used in the film.

The Proponent, by means of the filming permit payment, shall accept the following hold harmless agreement clause referenced and printed on the back of the permit:

*The filming company identified on this permit, reverse side, in consideration of being permitted to enter onto, use, or occupy property or facilities belonging to or under the control of the Town of Fort Macleod for the purposes of filming, does hereby agree to waive, release absolutely, indemnify and save harmless the Town of Fort Macleod, its servants and agents from and against all claims, demands, awards, judgments, actions, causes of action and proceedings by whomsoever made or brought in respect of any personal or bodily injury (including death) to any person, and any loss of or damage to any property caused directly or indirectly by or as a result of filming by the film company identified on this permit, reverse side, or its servant, agents, contractor and their employees and sub-contractors, using entering onto, or occupying property belonging to or under the control of the Town of Fort Macleod.*

**Events** – Filming permits will not be issued on dates or locations that affect civic or community events and festivals unless agreed to in writing.

**Parking** – The Filming Neighborhood Notification Letter and/or Neighborhood Polling Letter will outline temporary changes to street parking. The film permit will identify sanctioned parking and temporary parking restrictions and will be communicated by means of Town street signage. The CAO will restrict street parking to essential filming vehicles and require all non-essential filming vehicles be located to non-street parking facilities. The Proponent may use shuttle vehicles to transport staff or equipment between the filming and parking locations. At the Town’s requirement, the Proponent will be required to provide traffic management measures, to redirect motorists to alternative parking locations and ensure pedestrian and motor vehicle safety.

**Pedestrians Access** – Proponents filming in commercial districts will be required to provide signage that indicates:

- a) filming is in progress,
- b) Proponent and location manager contact information, and
- c) local merchants are open for business.

Further, the Proponent will provide staff to ensure pedestrian safety on location(s), answer questions and to temporarily restrict passage during active filming.

**Street Occupancy** – Unless required for ‘picture purposes’, the CAO will restrict street occupancy to one side of the street for essential filming vehicle parking. Street occupancy is subject to traffic management needs to ensure safety, redirect motorists to alternate routes or assist affected property owners to access their property. All vehicles must be legally parked and allow uninhibited access for emergency services (i.e. police, fire, ambulance, etc.). Street occupancy can also be assigned for picture purposes (i.e. filming, picture cars, cameras, equipment, etc.)

**Environment** - Filming or any related activity within 15 meters of any river, stream, wetland or environmentally sensitive area is to be conducted in such a manner as to prevent any damage to waterways or vegetation. The Town has the right to impose site specific filming restrictions for

filming in or near environmentally sensitive areas. Certain areas, because of their environmental sensitivity, may be off limits to filming. Production Companies are not permitted to remove, alter, damage or prune Town flora. Any flora damage will result in deductions against the company's performance deposit.

**Power** - The Proponent is required to secure a provincial electrical permit, prior to filming, for the operation of portable generators. The proponent must contact a retailer in the area to setup up and supply power.

**Property Alterations** – The Proponent is required to secure written permission from the property owner for any changes, conditions, charges and restoration requirements related to altering property for filming purposes. For public property, this permission is by means of the CAO. Alterations to properties within the Provincial Historic Area will require approval by Alberta Culture and/or Built Heritage Advisory Board. It is the Proponent and property owner's responsibility to comply with this need. Notwithstanding the foregoing, all property will be restored to its original state and condition after filming.

**Waste** – The Proponent shall dispose of all garbage and refuse from all filming locations including parking area(s).

**Washrooms** - The Proponent will provide and maintain temporary portable toilets for their filming activity.

**Animals** - The use of domestic or exotic animals in filming must be approved by the CAO and comply with applicable laws or conditions imposed by Alberta filming requirements or other authorities. Animal trainer(s) may be required.

**Construction** – The Proponent is not permitted to use public property to construct sets without written permission from the Town of Fort Macleod.

**Harassment** - The Town of Fort Macleod Staff, if threatened, harassed or verbally and/or physically abused by a member of the film company or its agents and contractors has the ability to cancel the filming permit, at any time, without compensation or advance notice to the Proponent. Threats and violence from the public are deemed inappropriate and Town staff will take necessary actions to ensure personnel safety.

**Cemetery** – Use of the Cemetery for filming requires referral to the Cemetery Bylaw 1815, and the approval of the Director of Community and Protective Services which are subject to all filming policies as well as the following specific terms and conditions:

- In addition to the film application process, the Proponent is required to identify cemetery filming activity, on a cemetery map, marked with the location of proposed filming, equipment, lighting, road use, stunts, special effects, parking, generator(s), camera locations and tents five days prior to filming activity.
- All cemetery filming applications require the submission of the story line and any filming requests that are morally questionable or depict the cemetery in a negative light will not be permitted.
- Parking within Cemetery will be severely restricted due to space limitations. Parking will be deferred to an alternative location.
- Filming companies, at their cost, must employ a Town Cemetery liaison to assist, supervise and ensure filming is in compliance with Town policies and/or other restrictions identified.
- No structures or objects will be placed on gravesites without prior approval from Town staff.

- All filming personnel must be respectful of the gravesites and courteous to all cemetery visitors.
- Funerals and interments have precedence over filming. All filming activities must cease during interments and funerals and filming staff will be required to vacate the area.
- The Town reserves the right to shut down, cancel or postpone Cemetery filming with little or no prior notice as cemetery business, functions and operations takes precedence and may occur with limited notice.
- Filming companies are prohibited from filming cemetery visitors, individual headstones, memorials or identification markers.
- Filming will not be permitted on:
  - Statutory holidays,
  - Major holidays (i.e. Christmas Day, Boxing Day, Good Friday, Easter Monday, etc.)
  - Recognition days (i.e. Father's Day, Mother's Day, Remembrance Day, Canada Day, Valentine's Day, etc.).
- Motorized vehicles or heavy equipment will not be permitted to travel across gravesites without prior Town authorization.
- The Proponent is not permitted to dig mock gravesites. If digging is required and an appropriate location is agreed upon, the digging will be provided by Town with the costs charged to the Proponent.
- No amplified voice or music will be permitted without prior Town approval.
- Public access to the cemetery, or a portion of it, may only be restricted in specific circumstances (i.e. night filming or outside cemetery public hours) and only with Town approval. Otherwise, the public will have unrestricted cemetery access.
- Cemetery maintenance work will continue during filming unless previously arranged with the Proponent. Every effort will be made to balance mutual needs.
- The Proponent is solely responsible for the safety and security of their employees, equipment, vehicles and property.
- Upon completion of filming, the Proponent must return the Cemetery to its pre-filming condition. Any damage to the grounds, turf, monuments, trees, etc. will be the responsibility of the Proponent to repair to the Town's satisfaction or deposit deductions may be imposed.
- All filming personnel must be respectful of the gravesites and courteous to all cemetery visitors
- Only a small and identified portion of the Cemetery site will be available for filming purposes. The majority of the property will carry on with general cemetery daily operations.

**Town Office** – The following additional terms and conditions are applicable when filming at the Town office:

- Preparation, filming and wrap will be scheduled, as much as possible, outside Town Office operational hours. If this is not an option, this preparation or wrap work may be conducted during Town Office operational hours as long as they do not impede Town operations.
- Filming will only be considered during evenings, weekends and/or statutory holidays when it will not impact staff or public functions of the Town Office.
- Damage deposit deductions will be made in the event of damage to the facility and/or its furnishings or if the Town Office is not returned to its original state and layout.
- A Town Office staff liaison, paid for by the Proponent, is required during prep, filming and wrap work to ensure property care, restoration and assist filming needs.
- The Town Office exterior or surrounding grounds are available for filming, during or after Town Office public hours, provided the filming does not affect public or staff access.
- The Town Office will be 'rested' by approximately one month between film permits.

**Code of Conduct** – Proponents and their personnel are expected to uphold the Town's Code of Conduct guidelines.

**Compliance** – The Town retains the right to refuse or cancel a filming application or permit if the property owner or Proponent is non-compliant with any Town policy, permit, bylaw, condition, license requirement, fire order, or further, is non-compliant with any other applicable laws, rules and regulations of all authorizing bodies (e.g. Motor Vehicle Act, etc.).

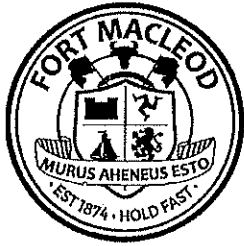
**Wrap Up Survey** – The Proponent is responsible for the completion and submission of the Wrap Up Survey to ensure citizens and/or business are able to provide feedback. Such survey will be conducted by the Proponent no later than five days after filming has ceased. Survey responses will be submitted by the Proponent to the Development Officer no later than 20 days after filming has ceased. (see Schedule G Wrap Sheet Survey)

**Further Information:**

For further information regarding this Policy, please contact CAO.



CAO – Town of Fort Macleod



# Town of Fort Macleod Filming Application Form

## 1 Production Company

Company Name

Address

City, Province

Postal Code

Phone

Fax

Email

## 2 Production Contacts

Location Manager

Cell

Email

Assistant Location Manager

Cell

Email

Production Manager

Cell

Email

Producer(s)

Cell

Email

Producer(s)

Cell

Email

Director

1<sup>st</sup> Assistant Director

Special Effects Coordinator

Post Production Accountant

Cell

Email

## 3 Parent Company

Company Name

Address

City, Province / State

Postal / ZipCode

Phone

Fax

Email

## 4 Project Type

- |                                       |                                      |  |   |
|---------------------------------------|--------------------------------------|--|---|
| <input type="checkbox"/> Commercial   | <input type="checkbox"/> Mini-Series | <input type="checkbox"/> Still Photography | <input type="checkbox"/> TV Pilot                                 |
| <input type="checkbox"/> Documentary  | <input type="checkbox"/> Music Video | <input type="checkbox"/> Student Project   | <input type="checkbox"/> TV Series – Season: _____ Episode: _____ |
| <input type="checkbox"/> Feature Film | <input type="checkbox"/> Short       | <input type="checkbox"/> TV Movie          | <input type="checkbox"/> Other                                    |

**ATTACH A LIST OF ALL POTENTIAL LOCATIONS, BOTH ON PRIVATE AND PUBLIC PROPERTY.  
PLEASE INCLUDE AN OUTLINE OF PROPOSED ACTIVITIES AND PARKING PLAN FOR EACH LOCATION.**



# 5

## Project Information

Production Title		
Production Budget	Location Budget	Estimated Days in the Township
Prep Date(s)	Start Time	End Time
Shoot Date(s)	Start Time	End Time
Wrap Date(s)	Start Time	End Time
Number of Work Trucks	Length of Work Trucks	Length of Circus
Number of Crew	Number of Cast	Number of Background/Extras

- |  |  |                                   |  |
|--|--|-----------------------------------|--|
| <input type="checkbox"/> Gunfire / Exposed Weapons   | <input type="checkbox"/> Vehicle Stunt         | <input type="checkbox"/> Stunt    | <input type="checkbox"/> Helicopter            |
| <input type="checkbox"/> Explosion (incl. Simulated) | <input type="checkbox"/> Vehicle Tow Shots     | <input type="checkbox"/> Wetdowns | <input type="checkbox"/> Animals               |
| <input type="checkbox"/> Atmospheric Smoke           | <input type="checkbox"/> Vehicle Drive up/away | <input type="checkbox"/> Rain     | <input type="checkbox"/> Ext. Set Construction |
| <input type="checkbox"/> Fire                        | <input type="checkbox"/> Vehicle Drive by      | <input type="checkbox"/> Snow     | <input type="checkbox"/> Other                 |

# 6

## Terms

The applicant will indemnify and save harmless the Town of Fort Macleod from and against any and all claims, including all claims for bodily injury or property damage caused by or arising from or connected with any act or omission of the applicant or any agent, employee, customer, licensee or invitee of the applicant arising out of the filming activity applied for, and against and respect of any such claims or any actions or proceedings brought thereon arising directly or indirectly from or in connections with the property, facilities or services provided by the Town of Fort Macleod in connection with the filming activity applied for.

If the application is approved, the applicant will be required to obtain and keep in force throughout the period of use permitted under this application in the joint names of the Town of Fort Macleod and the applicant as their interests may appear, comprehensive general liability insurance against claims for personal injury, death or property damage occurring upon or in or about the approved locations in an amount no less than \$5,000,000 per accident or occurrence and otherwise with an Insurer and deductible and on terms satisfactory to the Town of Fort Macleod.

All productions are required to complete a Town of Fort Macleod Wrap Sheet Survey at the conclusion of filming. The information collected through this survey will help to support the Town of Fort Macleod public outreach activities as it relates to filming in our community. The Town of Fort Macleod reserves the right to hold the release of the proponent's security deposit until such time as the Wrap Sheet Survey has been submitted.

**I hereby acknowledge receipt of the Town of Fort Macleod Filming Policy for filming in the Town of Fort Macleod and agree to operate within the terms and conditions as outlined in such. I am also aware of the penalties for policy violations. The applicant has read and agrees to the terms of this application.**

Production Authorized Signature

Name (Please Print)

Date

Town of Fort Macleod Authorized Signature

Date

Any personal information collected on this form will be managed in accordance with the *Freedom of Information and Protection of Privacy Act*. Direct enquiries, questions, or concerns regarding the collection, use, disclosure, or safeguarding of personal information associated with this form to: CAO, Town of Fort Macleod, Information, 236 – 23 Street Fort Macleod, AB T0L 0Z0 403.553.4425.

## Sample Neighborhood Notification Letter

Letter must be on letterhead.

Date the letter.

Identify address of location, dates, and company information.

Forewarn of impacts:

- Scenes are indoors or outdoors or both;
- Lighting;
- Traffic control;
- Noise;
- Gunfire;
- Stunts;
- Special effects.

Outline all parking arrangements (including off-street parking) and restrictions clearly.

Contact information:

- Location manager;
- On-set locations rep.;
- Town of Fort Macleod Office;
- Alberta Film Ministry;
- Fort Macleod Film Liaison (Development Officer).

Identify where on the Town's website residents and businesses can find a copy of the Filming Policy.

The location manager should sign letter, even if someone else has prepared the draft.

Production Company Letterhead

Date

Dear Neighbors of **(location address)**,

Please take a moment to read this notice about the filming of the TV movie **(film's title)**, at **(location address)**, on **(day/dates of filming)**. **(Production company name)** would like to provide some information that will help you prepare for our arrival and anticipate how our presence may affect your daily routine.

Filming is to start at **(time)** each day and finish by **(time)** each evening. Most of our scenes will take place inside **(location address)**, however after dark, we will film some scenes that will take place in the front yard and on **(street name)**. In this scene, a character pulls her car up to the curb in front of the house, walks across the lawn, and enters the house.

There will be a very bright light positioned on a mechanical lift raised to approximately 80' high at the northwest corner of **(street name)** and **(street name)**. This will make the neighborhood much brighter than usual, but will not be directed into any houses. Traffic delays of up to 3 minutes can be anticipated during the filming of this exterior scene.

There will be no special effects, gunfire or loud noises during filming.

In order to minimize the disruption to your neighborhood, we will park the majority of our vehicles in the parking lot located at **(parking lot address)**. However, in order to accommodate our essential vehicles and to ensure continuity of picture, the Town of Fort Macleod has allowed us to post temporary no stopping signs for the following areas and times:

**(Start date and time) to (end date and time):**

- West side of **(street name)** from **(street name or block)** to **(street name or block)**
- East side of **(street name)** from **(street name or block)** to **(street name or block)**

We emphasize that changes in parking are temporary and appreciate your cooperation in using alternative parking during this time. We will ensure any residents with special needs are accommodated promptly. Should you require parking or access within the restricted area, please contact me at the number below.

If you have any questions or concerns, please do not hesitate to contact me at our production office at **(phone number)**. While we are in your neighborhood please feel free to speak to **(assistant or location manager name)** at **(phone number)**, who will be on set. Information regarding filming in Fort Macleod is available through the Town of Fort Macleod Office at 403-553-4425.

A copy of the Policy for Filming in the Town of Fort Macleod can be found on the Town's website at [www.fortmacleod.com](http://www.fortmacleod.com)

Thank you for your patience and cooperation.

Sincerely,

**(Location manager name)**  
**(Production company name)**

**SAMPLE NEIGHBORHOOD POLLING LETTER  
(To be Printed on Proponent's Letterhead)**

*(Date)*

Dear Neighbors of *(location address – include Business Name if applicable)*,

*(Production company name)* will be filming scenes for *(film title)* at *(location address)* on *(day/dates of filming)*.

We have applied to the Town of Fort Macleod for an **extension** to the noise bylaw No. 1868 in order to have enough hours of darkness to complete our scenes. We would like to film until *(time)* on *(day/dates of filming)*. Usual bylaw hours apply; please reference Noise Bylaw attached. The Town of Fort Macleod requires that we canvass the neighborhood to gauge support of the extension.

Representatives, with production identification from our office, will be coming door to door later this week asking you to indicate whether or not you support the Bylaw extension by signing a poll. If you prefer, you may call the Town of Fort Macleod Development Officer at 403-553-4425 or email [k.sandford@fortmacleod.com](mailto:k.sandford@fortmacleod.com) to express your support for or concerns about this work. Please be sure to include your name, address and phone number in the message. Upon completion of the poll, we will advise you of the Town's decision and provide you with further details closer to the filming date.

The following is an outline of our proposed filming dates, times, locations, and significant action:

**(Day/Dates of Prep):**

- 8:00 am – 5:00 pm Our set decorating crew will prepare the house for filming. The majority of the work will occur inside the home. However, some temporary landscaping will be installed in the front yard.
- 6:00 pm – 11:00 pm Our essential work trucks will arrive and park on *(street name)* between *(address/street range)* as well as several private driveways in the neighborhood.

**(Day/Dates of Filming):**

- 7:00 am – 9:00 am Crew will begin to arrive in your neighborhood. They will park at *(location address)* and will be transported to the filming location using shuttle vehicles.
- 9:00 am – 8:00 pm Filming of dialogue scenes will take place inside the residence.
- 7:00 pm – 10:30 pm Exterior dialogue scenes in the front yard and driving scene in which our picture car drives up to the house. Traffic delays of up to 3 minutes can be anticipated during the filming of these exterior scenes.
- 10:30 pm – Midnight Equipment is loaded as quietly as possible into the trucks. Crew and work trucks will leave the area.

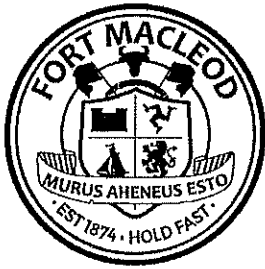
There will be a very bright light positioned on a mechanical lift raised to approximately 80' high at the northwest corner of the property. This will make the neighborhood much brighter than usual, but will not be directed into any houses. There will be no special effects, gunfire or extraordinary loud noises during filming. We will schedule our work so that the scenes with the most noise are completed as early as possible.

If you have any questions or concerns about how this filming might affect you, or will be unavailable to sign when we are polling in your neighborhood, please call me at *(phone number)* or the Town of Fort Macleod Development Officer at 403-553-4425.

Sincerely,

*(Location manager name)*





# TOWN OF FORT MACLEOD FILMING PERMIT No. XXX-20(Year)

Name of Company: \_\_\_\_\_ Date: \_\_\_\_\_

Company Address: \_\_\_\_\_

General Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Location Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Assistant Location Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Permit not valid without insurance. The Town of Fort Macleod must be named as additional insured on policy for minimum \$5,000,000 liability. Insurance Received \_\_\_\_\_

I have been provided with and have read the Town of Fort Macleod Filming Policy I Agree \_\_\_\_\_

**Town Director of Operations requires 14 working days advance notice of effective date to ensure sufficient time for review & processing.**

**The Town of Fort Macleod and all emergency services reserve the right to access and/or service roads as required.**

Permission is hereby granted to film within the Tow of Town of Fort Macleod as it relates to:

<b>Film Location</b>	
<b># of Cast / Crew on Location</b>	
<b>Project Description</b>	
<input type="checkbox"/> Feature Film <input type="checkbox"/> TV Series <input type="checkbox"/> Made-for-TV Movie	<input type="checkbox"/> Commercial <input type="checkbox"/> Student Project <input type="checkbox"/> Other
<input type="checkbox"/> Gun Fire <input type="checkbox"/> Explosion <input type="checkbox"/> Fire <input type="checkbox"/> Helicopter <input type="checkbox"/> Wet Downs <input type="checkbox"/> Rain or Snow	<input type="checkbox"/> Car Stunt <input type="checkbox"/> Tow Shots <input type="checkbox"/> Drive Up / Away <input type="checkbox"/> Drive By <input type="checkbox"/> Stunts <input type="checkbox"/> Other
<b>Film Start Date</b>	<b>Film End Date</b>
<b>Prep Date(s)</b>	<b>Wrap Date(s)</b>
<b>Hours of Filming</b>	<b>Curfew Extension</b>
In accordance with Noise Bylaw 1868:	

<b>Parking Locations</b>				
Type of Vehicle(s)	# of Vehicles	Road	From	To

Schedule "D"

<b>Road Work At or On:</b> Complete information for all roads being used					
<b>Road</b>	<b>From</b>			<b>To</b>	
<b>During the period of the permit, the highway shall have:</b>					
<b>Partial Obstruction</b>	<b>Yes</b>	<b>No</b>	<b>Road Closure</b>	<b>Yes</b>	<b>No</b>
• Alternating traffic (provide traffic control plan)	<input type="checkbox"/>	<input type="checkbox"/>	• Local Traffic Only	<input type="checkbox"/>	<input type="checkbox"/>
• Maintaining 2-way traffic flow	<input type="checkbox"/>	<input type="checkbox"/>	• Complete closure (requires Council notification)	<input type="checkbox"/>	<input type="checkbox"/>
• Other (describe) _____			• Traffic signal in work zone	<input type="checkbox"/>	<input type="checkbox"/>
<b>And shall be restricted to:</b>			<b>The Permittee shall provide:</b>		
• Days of Operation:			• Detour Route Signs		
• Hours of Operation:			• Certified Flagperson(s)		
• Other or additional restrictions/conditions as noted below:			• Letter to Property Owners		
			• Traffic Control		
<b>Traffic control plan remitted shall be abided by and comply with the requirements of the Alberta / Workers' Compensation Board Industrial Health and Safety Regulations and Alberta Transportation and Highways Traffic Control Manual for Work on Roadways.</b>					
<b>NO TRANSFER OF LOADS ON TOWNSHIP RIGHTS OF WAY WITHOUT SPECIFIC APPROVAL ROADS TO BE KEPT FREE AND CLEAR OF DEBRIS AT ALL TIMES</b>					

I hereby agree to all the terms of the Town's Traffic Bylaw No. 1837 and and/or agreements attached hereto, as they pertain to this permit, and guarantee the fulfillment of terms set out herein with time specified in this permit.

Pursuant to the Alberta Workers' Compensation Act, (as amended) (the "WCA") I hereby acknowledge and agree that in respect of all matters pertaining to any work undertaken pursuant to this permit, the person to whom this permit is issued shall be the prime contractor as defined in the WCA for the purposes of the WCA and shall discharge the responsibilities of the prime contractor under the WCA and Alberta Occupational Health and Safety Act and nothing in this permit shall make the Town the prime contractor under the WCA. I also acknowledge and agree that I am fully responsible for the safety of the public and those working on this project notwithstanding anything in this permit. I further agree to indemnify and save harmless the Town of Fort Macleod and its employees against any and all claims, actions, or expenses whatsoever or by whomsoever brought against the Town by reason of the Town granting me this Highways Use Permit or by reason of the above referenced works. This permit is subject to the cancellation clauses contained in the Towns Traffic Bylaw No. 1837.

Permittee's Signature and Date		PERMIT ISSUED BY: Development Officer's Signature and Date	
<b>Distribution:</b>	<b>Fax/Email</b>		<b>Fax/Email</b>
<input checked="" type="checkbox"/> Original to File		<input checked="" type="checkbox"/> RCMP/ CPO	
<input checked="" type="checkbox"/> Applicant		<input checked="" type="checkbox"/> Dispatch	
<input checked="" type="checkbox"/> Project Manager/Inspector		<input checked="" type="checkbox"/> Director of Operations	
<input checked="" type="checkbox"/> Fire		<input type="checkbox"/> Livingstone Range School Division (road closures only)	
<input type="checkbox"/> Ambulance (road closures only)		<input type="checkbox"/> Alberta Transportation Volker Stevin	
<input type="checkbox"/> Ambulance Service (road closures only)		<input type="checkbox"/> Other:	

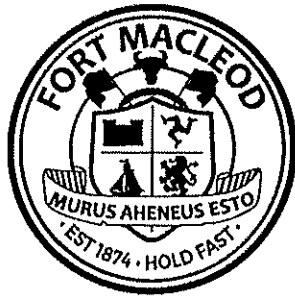
See Fee schedule for fees listing

Fees	AMOUNT
Application Fee	
Additional Fees	
Permit Fee Total	\$

Schedule "D"

*The filming company identified on this permit, reverse side, in consideration of being permitted to enter onto, use, or occupy property or facilities belonging to or under the control of the Town of Fort Macleod for the purposes of filming, does hereby agree to waive, release absolutely, indemnify and save harmless the Town of Fort Macleod, its servants and agents from and against all claims, demands, awards, judgments, actions, causes of action and proceedings by whomsoever made or brought in respect of any personal or bodily injury (including death) to any person, and any loss of or damage to any property caused directly or indirectly by or as a result of filming by the film company identified on this permit, reverse side, or its servant, agents, contractor and their employees and sub-contractors, using entering onto, or occupying property belonging to or under the control of the Town of Fort Macleod.*

EXAMPLE



# Town of Fort Macleod Filming Fee Schedule

1 Business License	Fee
<b>Business License – Production Office / Studio Non-Resident</b> <i>Required for all productions filming on location, with the exception of approved student projects</i>	
2 Engineering	
<b>Film Application</b> <i>Filming on private and/or public property.            Per production/episode – maximum \$300/TV Series season.</i>	\$50.00
<b>Highways / roads/ Airport Use Permit – Filming</b> <b>** Airport use requires a Development Permit and separate fee</b>	Fees Vary
<b>Hydrant Use Permit</b>	\$33.99 /day minimum based on consumption.
<b>Security Deposit</b> <i>Dependent on proposed activities and projected municipal costs.</i>	\$5,000.00 minimum deposit
3 Protective Services	
<b>Traffic Control, Special Effects</b>	\$100/hour (2 hour minimum)
<b>Fire Dept. – Chief - Site Meeting</b>	\$100/hour
<b>Fire Dept. – Pumper/Engine/ Buggy Etc.</b>	See Bylaw No. 1867 Schedule A for fees
4 Recreation, Culture & Parks	
<b>Town Arena</b>	\$500.00/day plus a damage deposit of \$500.00
<b>Town Swimming Pool</b>	\$90.00/hr \$284/day A Damage Deposit may be required
<b>Ball Diamond Park</b>	\$75.00/day/diamond or \$200.00/day for entire park A Damage Deposit may be required
<b>Curling Rink Lobby and upstairs area</b>	\$500.00/Day Plus Damage Deposit of \$500.00
Power consumption for trailers will be determined on a per use basis. Staffing fees for the Arena and the Curling rink are \$50.00/ an hour	



### Loss of Business Form\*

Please note that the Loss of Business Form is between business owners and the Production Company and is designed to present a case for negotiation of compensation for lost business during filming. It is not intended to be adjudicated between anyone other than the two parties. **Once completed, please send this form to the Production Company directly.**

#### CONTACT INFORMATION

\*\*\*\*\*

Film Production Company: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Production Title: \_\_\_\_\_ Fax: \_\_\_\_\_

Location of Film Event: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

Business Address: \_\_\_\_\_ GST # \_\_\_\_\_

#### CLAIM

\*\*\*\*\*

- 1. Actual Revenue for the day of Filming \$ \_\_\_\_\_ (a)
- 2. Revenue from the same day one week before filming \$ \_\_\_\_\_
- 3. Revenue from the same day two weeks before filming \$ \_\_\_\_\_
- 4. Revenue from the same day three weeks before filming \$ \_\_\_\_\_
- 5. Revenue from the same day four weeks before filming \$ \_\_\_\_\_
- Add line 1 to 5 \$ \_\_\_\_\_ ÷ 4 \$ \_\_\_\_\_ (b)
- Estimated Loss of Revenue: line (b) minus line (a) \$ \_\_\_\_\_ (c)
- Multiply (c) by gross profit margin % \$ \_\_\_\_\_ (d)
- Total Claim Amount For Lost Revenue: from line (d) \$ \_\_\_\_\_**

#### AUTHORIZATION

\*\*\*\*\*

I verify that all of the information contained in this claim for lost revenue is accurate, based on accounting records kept for my business. I understand that this is only a claim, and does not guarantee payment. However, if this claim is found to be true and accurate, I may receive payment up to the Total Claim Amount.

\_\_\_\_\_  
Signature

This document must be stamped and signed by a certified accountant. If you do not have an accountant, receipts must be provided to verify the claimed amount.

Accountant's Name: \_\_\_\_\_

Accountant's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
ACCOUNTANT'S SIGNATURE

\_\_\_\_\_  
ACCOUNTANT'S STAMP

\*This form may be made available to Canada Revenue Agency

**SAMPLE WRAP SHEET  
(To be Printed on Production's  
Letterhead)**

*(Date )*

Dear Neighbors of *(location address – include Business Name if applicable)*,

*(Production company name)* recently filmed scenes for *(film title)* at *(location address)* on *(day/dates of filming)*. We would like to ensure you have the opportunity to provide feedback to the Town of Fort Macleod on how this production may have affected you.

Please reply to the following questions and return this to our production office at *(production office address)* no later than **date**. Alternatively, you may submit your input directly to the Town of Fort Macleod at P.O. Box 1420 Fort Macleod, AB T0L 0Z0 or email to [s.keenan@fortmacleod.com](mailto:s.keenan@fortmacleod.com) to express your support for or your concerns with our work. Please be sure to include your name, address and phone number in any email messages.

	YES	NO
Did you complete the initial polling survey?		
Did the filming occur as represented?		
Did the production company return your property to its original state?		
Would you welcome them back to the community to film in the future?		
Please add any additional comments or concerns below:		
<b>Your Name</b>	<b>Your Address</b>	<b>Your Phone Number</b>

If you have any questions or concerns about this survey, please call me at *(phone number)* or the Town of Fort Macleod at 403-553-4425.

Sincerely,

*(Location manager name)*

SCHEDULE A

Fire Department Fees

1. In this Bylaw, the fees for Fire Protection on any property other than provincial highways:

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| a) Rescue Unit/Pumper/Tanker     | \$600.00 (per hour Provincial Call) |
| b) Rescue Unit/Pumper/Tanker     | \$400.00 (per hour In Town)         |
| c) Command Unit                  | \$100.00 (per hour)                 |
| d) Rescue Unit as a Command Unit | \$100.00 (per hour)                 |
| e) Bush Buggy                    | \$200.00 (per hour)                 |
| f) Fire Investigation            | \$100.00 (per hour)                 |

2. In this Bylaw the fees for Fire Protection responding within a provincial highway right of way shall be invoiced in accordance with Alberta Transportation Rates of Reimbursement for Fire Department Units.

Fire Bylaw # 1867

To whom it may concern:

I hope this letter finds you well. I am writing to you today to humbly request your consideration for sponsorship of a film project that I am passionately working on. I believe that your esteemed company would be an excellent partner in bringing this project to life. The film project I am undertaking is a 15-minute-long film that aims to showcase our beloved town as it was in the late 1990s. My vision for this project is to submit it to various film festivals, with the premiere scheduled to be held at the prestigious Empress Theatre as a red carpet event.

My personal connection to this project runs deep, as I grew up in Fort Macleod. In early 2015, I embarked on a journey in the field of acting, which led me to collaborate with incredibly talented individuals from various positions within the industry. Participating in numerous productions filmed in our town has been an enriching experience, allowing me to forge connections with an exceptional group of professionals. In December 2021, I took a significant leap by acquiring JBJ Auto Wrecking, marking my first major business venture.

The inspiration for this film stems from my own teenage years spent here in Fort Macleod. I have meticulously crafted a script that reflects the essence of our community during that era, and I am thrilled to share that I have garnered the support and commitment of several highly respected individuals who have enthusiastically come on board for this project.

Naturally, a film project of this magnitude entails various costs, including rentals of locations, permits, film crew, production crew, staging crew, hair, makeup, wardrobe, cast, and other necessary expenses. I have taken the liberty of attaching our sponsorship opportunities, which outline the different levels of involvement and corresponding benefits.

I genuinely appreciate your time and consideration in reviewing our proposal. Your sponsorship would not only contribute significantly to the success of this project but also foster a meaningful partnership between your company and our town's creative endeavours. Should you require any further information or wish to discuss this opportunity in more detail, I would be honoured to speak with you personally. Thank you once again for considering our request.

Warmest regards,

Natasha Hurlburt



M A I N - e R S

# SPONSORSHIP

## **DIAMOND SPONSOR** **\$900 (Only 4 available)**

- Business Banner will be placed in film
- Entrance into the invite only meet and greet dinner
- Four tickets to the Premiere at The Empress Theatre

## **GOLD SPONSOR** **\$750 (Only 5 available)**

- Business Banner will be placed in film
- Four tickets to the Premiere at The Empress Theatre

## **SILVER SPONSOR** **\$500 (Only 12 available)**

- Includes four tickets to the Premiere at The Empress Theatre

## **BRONZE SPONSOR** **\$250**

- Includes two tickets to the Premiere at The Empress Theatre

