



Town of Fort Macleod Council Meeting Agenda

Monday, August 28, 2023, 7:00 pm

Council Chambers

G.R. Davis Administration Building

410 20th Street

Fort Macleod, AB T0L 0Z0

Mayor Brent Feyter, Deputy Mayor Gord Wolstenholme

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**Town of Fort Macleod
Council Meeting Minutes
Monday, June 26th, 2023
GR Davis Administration Building
Council Chambers
7:00 pm**

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

Administration: Acting CAO Liisa Gillingham, Director of Finance Kris Holbeck, Director of Operations Adrian Pedro, and Executive Assistant Meranda Day Chief.

Regrets: CAO Anthony Burdett.

Other: ORRSC Senior Planner Gavin Scott.

A. CALL TO ORDER

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

B. MOMENT OF REFLECTION

C. APPROVAL OF THE AGENDA

1. Consent Agenda

R.160.2023 Moved by Councillor Wolstenholme that Council approves the consent agenda as presented.

CARRIED

2. Regular Meeting Agenda

R.161.2023 Moved by Councillor Fox that Council approves the regular meeting agenda as presented.

CARRIED

D. FOR THE GOOD OF COUNCIL

E. DELEGATIONS

F. PUBLIC HEARINGS

1. Bylaw 1973: LUB Rezone R to R-MU - *Gavin Scott, ORRSC*

R.162.2023 Moved by Councillor Fox that Council hereby opens the Public Hearing for Bylaw 1973: LUB Rezone R to R-MU at 7:07 pm.

CARRIED

Mayor Feyter called to the gallery for anyone speaking for or against Bylaw 1973; two were forthcoming.

Allen Kuyten spoke AGAINST Bylaw 1973, representing himself and his wife, as adjacent property owners. In their statement, they raised several concerns, including privacy, height restrictions, preservation of their fence, parking, the current unsightly state of weeds in the area, and potential environmental issues associated with the site's history as an auto dealership.

Bill Hall spoke AGAINST Bylaw 1973, he expressed his opposition by emphasizing his concerns about the abundance of multi-unit developments in Fort Macleod. He specifically highlighted his apprehensions regarding the number of units proposed under the bylaw and the potential parking issues associated with them.

R.163.2023 Moved Councillor Van Huigenbos that Council hereby closes the Public Hearing for Bylaw 1973: LUB Rezone R to R-MU at 7:20 pm.

CARRIED

2. Bylaw 1967: Macleod Landing Debenture - *Kris Holbeck, Director of Finance*

R.164.2023 Moved by Councillor Fox that Council hereby opens the Public Hearing for Bylaw 1967: Macleod Landing Debenture at 7:22 pm.

CARRIED

Mayor Feyter called to the gallery three times for anyone speaking for or against Bylaw 1967; none were forthcoming.

R.165.2023 Moved Councillor Poytress that Council hereby closes the Public Hearing for Bylaw 1967: Macleod Landing Debenture at 7:23 pm.

CARRIED

H. CONSIDERATIONS OF DELEGATIONS and PUBLIC HEARINGS

1. Bylaw 1973: LUB Rezone R to R-MU (2nd & 3rd reading) - *Gavin Scott, ORRSC*

R.166.2023 Moved by Councillor Hengerer 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 second reading.

DEFEATED

2. Bylaw 1967: Macleod Landing Debenture (2nd & 3rd reading) - *Kris Holbeck, Director of Finance*

R.167.2023 Moved by Councillor Hengerer that Bylaw 1967, being a bylaw of the Town of Fort Macleod in the Province of Alberta, to authorize the financing, undertaking and completion of engineered structures upgrades to phase one of the Macleod Landing development, hereby given second reading.

CARRIED

R.168.2023 Moved by Councillor Fox that Bylaw 1967, being a bylaw of the Town of Fort Macleod in the Province of Alberta, to authorize the financing, undertaking and completion of engineered structures upgrades to phase one of the Macleod Landing development, hereby given third reading and finally declared passed.

CARRIED

H. UNFINISHED BUSINESS

I. NEW BUSINESS

1. Bylaw 1975: Designated Officer (1st reading) - *Kris Holbeck, Director of Finance*

R.169.2023 Moved by Councillor Fox that Bylaw 1975, being a Bylaw in the Town of Fort Macleod in the Province of Alberta, to establish one or more positions to carry out the powers, duties and functions of a designated officer, hereby given first reading.

CARRIED

R.170.2023 Moved by Councillor Monteith that Council amends Section 3 of Bylaw 1975, to state, "To ensure proper oversight and accountability, it is required that all cheques, financial agreements, negotiable instruments, as well as the opening and closing of money-holding accounts, must be signed by two designated authorities. One signing authority shall be a Council member (Mayor, Deputy Mayor, or Councillor), while the other signing authority shall be an Administrator (CAO, Director of Finance, or Director of Community and Protective Services).".

CARRIED

R.171.2023 Moved by Councillor Hengerer that Bylaw 1975, being a Bylaw in the Town of Fort Macleod in the Province of Alberta, to establish one or more positions to carry out the powers, duties and functions of a designated officer, as amended in Section 3, be given second reading.

CARRIED

R.172.2023 Moved by Councillor Hengerer that Bylaw 1975, being a Bylaw in the Town of Fort Macleod in the Province of Alberta, to establish one or more positions to carry out the powers, duties and functions of a designated officer, to proceed with third reading.

UNANIMOUSLY CARRIED

R.173.2023 Moved by Councillor Monteith that Bylaw 1975, being a Bylaw in the Town of Fort Macleod in the Province of Alberta, to establish one or more positions to carry out the powers, duties and functions of a designated officer is to be given third reading and finally declared passed.

CARRIED

2. OP#18: Memorial Bench & Tree Program Policy – *Adrian Pedro, Director of Operations*

R.174.2023 Moved by Councillor Fox that Council accepts OP#18: Memorial Bench & Tree Program Policy as information.

CARRIED

3. Hotel Feasibility Study – *Liisa Gillingham, Director of Community & Protective Services*

R.175.2023 Moved by Councillor Van Huigenbos that Council approves the Town of Fort Macleod's collaboration with the Fort Macleod & District Chamber of Commerce to carry out a hotel market study consultation and appraisal proposal, facilitated by Cushman & Wakefield; the Town's financial commitment to the project shall not exceed \$6,000.00.

CARRIED

4. Alberta Municipalities Conference 2023 – *Liisa Gillingham, Director of Community & Protective Services*

R.176.2023 Moved by Councillor Monteith that Council approves seven (7) members of Council and Administration to attend the 2023 Alberta Municipalities Convention on September 27th-29th, 2023, at the Edmonton Convention Centre.

CARRIED

5. Local Film Sponsorship Request - *Liisa Gillingham, Director of Community & Protective Services*

R.177.2023 Moved by Councillor Poytress that Council approves the donation of the film application fee, facility rental cost, Fire Chief hourly costs, as well as the \$5,000.00 damage and security deposit for the local film production led by Natasha Hurlburt.

CARRIED

J. ADMINISTRATIVE REPORTS

(Quarterly - January, April, July, October)

K. IN CAMERA

L. ADJOURNMENT

Mayor Brent Feyter adjourned the meeting at 8:22 pm.

Mayor Brent Feyter

Acting CAO Liisa Gillingham

DRAFT



Town of Fort Macleod

Finance & Infrastructure Committee of the Whole Meeting

**Wednesday, August 2, 2023, 12:00 pm
Conference Room
G.R. Davis Administration Building
410 20th Street
Fort Macleod, AB T0L 0Z0**

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

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

A. CALL TO ORDER

Mayor Feyter called the meeting to order at 12:11 pm.

B. APPROVAL OF AGENDA

R: 178.2023

Moved by: Councillor Poytress

That Council approves the meeting agenda with additions.

Additions:

C. IN CAMERA 2. Public Safety - FOIP Section 18

D. NEW BUSINESS 1. Telephone Booth

CARRIED

C. IN CAMERA

R: 179.2023

Moved by: Councillor Poytress

That Council moves in camera to discuss land sale and public safety items at 12:12 pm.

CARRIED

C.1 Land Sale

Director of Finance Kris Holbeck entered the meeting at 12:17 pm.

Director of Community & Protective Services Liisa Gillingham excused themselves from the meeting at 12:19 pm.

Councillor Wolstenholme excused themselves from the meeting at 12:23 pm.

Councillor Wolstenholme returned to the meeting at 12:24 pm.

Director of Community & Protective Services Liisa Gillingham returned to the meeting at 12:24 pm. Councillor Van Huigenbos entered the meeting at 12:46 pm.

C.2 Public Safety

R: 180.2023

Moved by: Councillor Fox

That Council moves out of in camera at 1:44 pm.

CARRIED

D. NEW BUSINESS

D.1 Telephone Booth

E. ADJOURNMENT

Mayor Feyter adjourned the meeting at 1:46 pm.

Mayor Brent Feyter

CAO Anthony Burdett

To Town of Fort Macleod for
Leadership award

Thanks so much for the award
it means so much to me. I'll make
sure to put it to good use

sincerely
Mathias



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Made in China
heatherlee Chan

Thank you



COUNCIL SUBMISSION
CONSENT AGENDA
CORRESPONDANCE/INFORMATION
August 28, 2023

THANK YOU: GRANUM CANADA DAY SOCIETY

RECOMMENDATION:

That Council accepts the Thank you from Granum & District Canada Day Society as correspondence & information in the Consent Agenda.

PREPARED BY: Meranda Day Chief, Executive Assistant

APPROVED BY: Anthony Burdett, CAO



THANK YOU

for Supporting Canada Day in Granum



GRANUM & DISTRICT
CANADA DAY SOCIETY

Town of
Fort Macleod
Thank you for your
generous donation &
participating in the parade
We had the best
fireworks show yet

Georgina V. Gabriela Wang Linda Peterson
Arlene Walker Susan Probert
Ivan Hanson Wendy Kennedy Lynn Bennett



COUNCIL SUBMISSION
CONSENT AGENDA
CORRESPONDANCE/INFORMATION
August 28, 2023

OLDMAN WATERSHED THANK YOU

RECOMMENDATION:

That Council accepts the Thank you from the Oldman Watershed Council as correspondence and information as presented within the Consent agenda.

DETAILS:

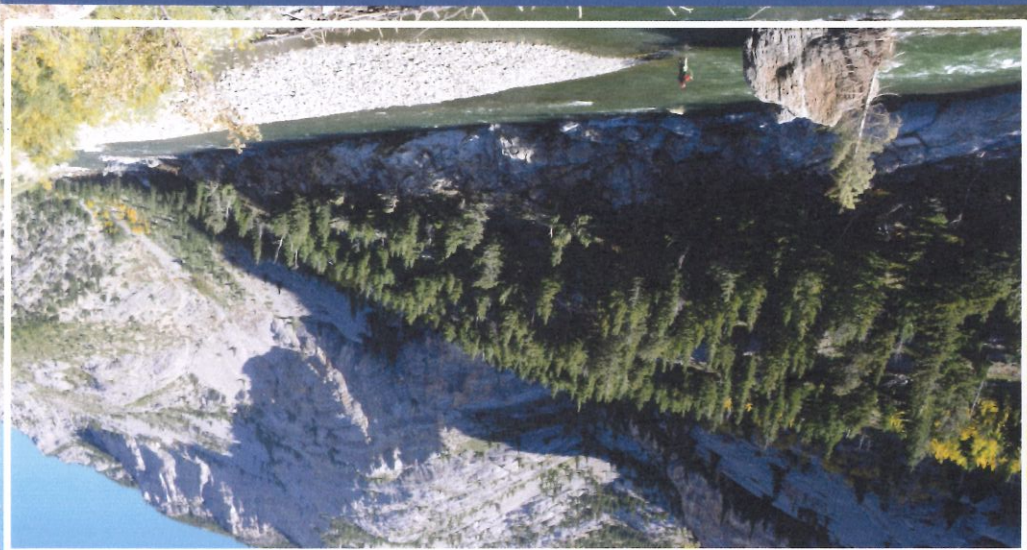
A Thank you to the Town of Fort Macleod from the Oldman Watershed Council on behalf of the 2023 membership donation in the amount of \$1394.00.

PREPARED BY: Meranda Day Chief, Executive Assistant

APPROVED BY: Anthony Burdett, CAO



Thank You



Volunteer. Donate. Make a Change.

www.oldmanwatershed.ca

RECEIVED
JUL 28 2023

Town of Fort Macleod,
Thank you for your donation to the
OWC! Your donation helps us
continue our on-the-ground restoration
work, education programs, and
stewardship initiatives.

The watershed is a better place,
because of people like you.

— The OWC team





Cheque Listing August 28, 2023

RECOMMENDATION:

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

ATTACHMENTS:

Cheque listing August 28, 2023.

PREPARED BY: Kris Holbeck, Director of Finance

APPROVED BY: Anthony Burdett, CAO



TOWN OF FORT MACLEOD

Cheque Listing For Account Payable

2023-Aug-22
9:23:17AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount	Batch #
							15106
20231222	2023-06-29	EFT	EFT	900100	1388842 ALBERTA LTD.	3,386.66	
20231223	2023-06-29			900100	AUSTIN, ANN	78.68	
20231224	2023-06-29	EFT	EFT	900100	VAN SLUYS, TIMOTHY	1,815.40	
							<hr/>
							5,280.74
<hr/>							
							15107
20231225	2023-06-29	EFT	EFT	900200	TURPIN, TERRANCE	100.00	
							<hr/>
							100.00
<hr/>							
							15115
20231226	2023-07-05	EFT	EFT	790	ACTIVE LOCK & SAFE LTD.	18.38	
20231227	2023-07-05	EFT	EFT	17	ALBERTA HARDWARE LTD.	2,629.86	
20231228	2023-07-05	EFT	EFT	1769	AMAZON.COM.CA	1,223.14	
20231229	2023-07-05	EFT	EFT	55	AMSC INSURANCE SERVICES LIMITED	3,561.90	
20231230	2023-07-05	EFT	EFT	86	BIG HILL SERVICES LTD.	761.25	
20231231	2023-07-05	EFT	EFT	127	CHINOOK ARCH REGIONAL LIBRARY	11,725.36	
20231232	2023-07-05	EFT	EFT	143	CLEARTECH INDUSTRIES INC.	12,927.47	
20231233	2023-07-05	EFT	EFT	1034	CRAZY STITCH	63.00	
20231234	2023-07-05	EFT	EFT	615	CULLIGAN WATER	14.78	
20231235	2023-07-05	EFT	EFT	201	ECONOMY CASHWAY LUMBER	652.70	
20231236	2023-07-05	EFT	EFT	993	FEYTER, BRENT	174.50	
20231237	2023-07-05	EFT	EFT	1657	FLOWPOINT ENVIRONMENTAL SYSTEMS LP	106.03	
20231238	2023-07-05	EFT	EFT	810	GATEWAY SAFETY SERVIES LTD.	204.75	
20231239	2023-07-05	EFT	EFT	1797	GEORGE, CHEYENNE	134.00	
20231240	2023-07-05	EFT	EFT	846	GMS MECHANICAL & EQUIPMENT LTD.	249.48	
20231241	2023-07-05	EFT	EFT	1466	GOODFELLOW, LLOYD A.	226.54	
20231242	2023-07-05	EFT	EFT	281	GREGG DISTRIBUTORS LP	456.59	
20231243	2023-07-05	EFT	EFT	1173	HIFAB HOLDINGS LTD.	1,316.33	
20231244	2023-07-05	EFT	EFT	337	KAIZENLAB	432.03	
20231245	2023-07-05	EFT	EFT	367	LIFESAVING SOCIETY	280.00	
20231246	2023-07-05	EFT	EFT	1584	LIVE ELECTRIC INC.	1,803.86	
20231247	2023-07-05	EFT	EFT	1063	LIVINGSTONE RANGE SCHOOL DIVISION	29,609.25	
20231248	2023-07-05	EFT	EFT	373	MAC AUTOGLASS & GRAPHICS LTD.	330.75	
20231249	2023-07-05	EFT	EFT	374	MACLEOD GAZETTE LTD.	3,777.54	
20231250	2023-07-05	EFT	EFT	414	MPE ENGINEERING LTD.	37,256.75	
20231251	2023-07-05	EFT	EFT	419	NAPA AUTO PARTS	326.07	
20231252	2023-07-05	EFT	EFT	978	NEXT HOME AND GARDEN	166.75	
20231253	2023-07-05	EFT	EFT	436	OLDMAN RIVER REGIONAL SERVICES	9,048.00	
20231254	2023-07-05	EFT	EFT	1250	PATTISON OUTDOOR ADVERTISING LP	787.50	
20231255	2023-07-05	EFT	EFT	1565	PONOMAR, ERIK	188.98	
20231256	2023-07-05	EFT	EFT	1744	PROFESSIONAL POWER WASH	883.58	
20231257	2023-07-05	EFT	EFT	1780	RECORDXPRESS	49.39	
20231258	2023-07-05	EFT	EFT	1210	RELIANCE APPRAISAL CONSULTANTS	420.00	
20231259	2023-07-05	EFT	EFT	1397	SECURCOM TECHNOLOGIES INC.	758.47	
20231260	2023-07-05	EFT	EFT	1177	SITE ONE LANDSCAPE SUPPLY	1,863.74	
20231261	2023-07-05	EFT	EFT	1798	SMITH, CARSON	134.00	
20231262	2023-07-05	EFT	EFT	1414	SOLIDCAD	330.75	
20231263	2023-07-05	EFT	EFT	1024	SOUTHERN IRRIGATION	31.08	



TOWN OF FORT MACLEOD

Cheque Listing For Account Payable

2023-Aug-22
9:23:17AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
20231264	2023-07-05	EFT	EFT	1068	TAXERVICE	835.80
20231265	2023-07-05	EFT	EFT	1433	TORRY LEWIS ABELLS LLP	3,509.48
20231266	2023-07-05	EFT	EFT	1645	TOTAL OFFICE PLUS	325.45
20231267	2023-07-05	EFT	EFT	578	TOWN OF FORT MACLEOD	8,273.93
20231268	2023-07-05	EFT	EFT	1086	TRINUS TECHNOLOGIES INC.	52.50
20231269	2023-07-05	EFT	EFT	1360	VANEE TRUCKING	8,250.59
20231270	2023-07-05	EFT	EFT	85	WASTE CONNECTIONS OF CANADA INC.	8.40
20231271	2023-07-05	EFT	EFT	1427	WINDY WEST PLUMBING LTD.	3,423.00
20231272	2023-07-05	EFT	EFT	640	WOLSTENHOLME, GORDON	203.50

149,807.20

						Batch #	15116
20231273	2023-07-04	EFT	EFT	21	ALBERTA MUNICIPAL HEALTH &		51.44
20231274	2023-07-04	EFT	EFT	1799	BELL MOBILITY		2,958.18
20231275	2023-07-04	EFT	EFT	159	CANADIAN PACIFIC RAILWAY COMPANY		592.00
20231276	2023-07-04			169	CANADIAN UNION OF PUBLIC EMPLOYEES 70		908.19
20231277	2023-07-04	EFT	EFT	1156	DIRECT ENERGY BUSINESS		57,516.63
20231278	2023-07-04	EFT	EFT	342	FORT MACLEOD KIDS FIRST FAMILY CENTRE		350.00
20231279	2023-07-04			1665	FORT MACLEOD PUBLIC LIBRARY SOCIETY		12,100.00
20231280	2023-07-04	EFT	EFT	1745	GFL ENVIRONMENTAL INC.		40,639.34
20231281	2023-07-04	EFT	EFT	1279	GOVERNMENT OF ALBERTA, LAND TITLES		88.00
20231282	2023-07-04	EFT	EFT	323	IMPREST CASH - FCSS		579.85
20231283	2023-07-04	EFT	EFT	322	IMPREST CASH - Town of Fort Macleod		48.80
20231284	2023-07-04	EFT	EFT	1642	JON'S INDEPENDENT GROCER		24.47
20231285	2023-07-04	EFT	EFT	1512	LINDE CANADA INC.		965.30
20231286	2023-07-04	EFT	EFT	454	PITNEY WORKS		2,121.00
20231287	2023-07-04	EFT	EFT	1257	PUROLATOR INC.		366.07
20231288	2023-07-04	EFT	EFT	562	TELUS		1,714.94
20231289	2023-07-04	EFT	EFT	564	TELUS MOBILITY		240.00
20231290	2023-07-04	EFT	EFT	1329	THE BARRELMAN INC.		336.00
20231291	2023-07-04	EFT	EFT	1	DAY CHIEF, SHELDON		300.00
20231292	2023-07-04	EFT	EFT	1	EAGLE LAKE NURSERIES LTD.		236.25
20231293	2023-07-04	EFT	EFT	1	FORT MACLEOD CHIROPRACTIC TRIATHLON		1,000.00
20231294	2023-07-04	EFT	EFT	1	POTTS, JENNIFER DAWN		1,275.68

124,412.14



TOWN OF FORT MACLEOD

Cheque Listing For Account Payable

2023-Aug-22

9:23:17AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
					Batch #	15133
20231357	2023-07-18	EFT	EFT	1794	13383156 CANADA INC.	955.50
20231358	2023-07-18	EFT	EFT	1772	2442851 ALBERTA LTD.	233.90
20231359	2023-07-18	EFT	EFT	790	ACTIVE LOCK & SAFE LTD.	346.40
20231360	2023-07-18	EFT	EFT	1233	AIRTECH HEATING & AIR CONDITIONING LTD.	73,237.50
20231361	2023-07-18	EFT	EFT	1769	AMAZON.COM.CA	653.19
20231362	2023-07-18	EFT	EFT	55	AMSC INSURANCE SERVICES LIMITED	20,636.51
20231363	2023-07-18	EFT	EFT	644	AVAIL LLP	488.25
20231364	2023-07-18	EFT	EFT	83	BENCHMARK ASSESSMENT	5,064.85
20231365	2023-07-18	EFT	EFT	1775	BIG SKY CALL CENTERS INC.	169.42
20231366	2023-07-18	EFT	EFT	101	BROWNEE LLP (EDMONTON)	6,546.29
20231367	2023-07-18	EFT	EFT	1765	BURDETT, ANTHONY	222.26
20231368	2023-07-18	EFT	EFT	112	CANADIAN LINEN & UNIFORM SERVC	95.36
20231369	2023-07-18	EFT	EFT	8	CANOE PROCUREMENT GROUP OF CANADA	3,424.10
20231370	2023-07-18	EFT	EFT	223	CHINOOK EQUIPMENT	24.05
20231371	2023-07-18	EFT	EFT	1034	CRAZY STITCH	227.85
20231372	2023-07-18	EFT	EFT	1801	CUSHMAN & WAKEFIELD ULC	9,000.00
20231373	2023-07-18	EFT	EFT	174	DB PERKS & ASSOCIATES LTD.	702.22
20231374	2023-07-18	EFT	EFT	1260	DIGITEX	256.06
20231375	2023-07-18	EFT	EFT	1675	ECOAG INITIATIVES INC.	1,863.59
20231376	2023-07-18	EFT	EFT	1795	eSCRIBE SOFTWARE LTD.	5,031.60
20231377	2023-07-18	EFT	EFT	262	FORT PHARMACY 2020 LTD.	15.37
20231378	2023-07-18	EFT	EFT	846	GMS MECHANICAL & EQUIPMENT LTD.	170.12
20231379	2023-07-18	EFT	EFT	1548	GREEN ARROW RECYCLING AND JANITORIAL	2,669.64
20231380	2023-07-18	EFT	EFT	281	GREGG DISTRIBUTORS LP	2,195.59
20231381	2023-07-18	EFT	EFT	1173	HIFAB HOLDINGS LTD.	254.63
20231382	2023-07-18	EFT	EFT	1387	HOLWERDA, THIJS	531.12
20231383	2023-07-18	EFT	EFT	1726	JD TOOLS	164.12
20231384	2023-07-18	EFT	EFT	1717	LAWRENCE, AMANDA	310.43
20231385	2023-07-18	EFT	EFT	855	LETHBRIDGE HONDA	617.27
20231386	2023-07-18	EFT	EFT	390	MCNALLY CONTRACTORS LTD.	2,748.16
20231387	2023-07-18	EFT	EFT	393	MUNICIPAL DISTRICT OF WILLOW CREEK	10,348.49
20231388	2023-07-18	EFT	EFT	978	NEXT HOME AND GARDEN	94.62
20231389	2023-07-18	EFT	EFT	1554	OMNIGO SOFTWARE INTERNATIONAL	1,812.36
20231390	2023-07-18	EFT	EFT	1724	ONSITE SAFETY MANAGEMENT	399.00
20231391	2023-07-18	EFT	EFT	1711	PINCHER CREEK CO-OPERATIVE ASSOC. LTD.	7,262.01
20231392	2023-07-18	EFT	EFT	458	PRAIRIE VIEW HOMES LTD.	4,725.00
20231393	2023-07-18	EFT	EFT	1204	QUADIANT LEASING CANADA LTD.	1,700.59
20231394	2023-07-18	EFT	EFT	492	RP WATERWORKS INC.	1,979.25
20231395	2023-07-18	EFT	EFT	1397	SECURCOM TECHNOLOGIES INC.	357.00
20231396	2023-07-18	EFT	EFT	974	SEGO INDUSTRIES INC.	3,044.70
20231397	2023-07-18	EFT	EFT	514	SILVER AUTOMOTIVE FORT MACLEOD LTD.	114.04
20231398	2023-07-18	EFT	EFT	1177	SITE ONE LANDSCAPE SUPPLY	3,476.57
20231399	2023-07-18	EFT	EFT	1654	T & T DISPOSAL SERVICES	2,730.10
20231400	2023-07-18	EFT	EFT	1645	TOTAL OFFICE PLUS	325.45
20231401	2023-07-18	EFT	EFT	1460	WASTE MANAGEMENT OF CANADA CORP.	8.40
20231402	2023-07-18	EFT	EFT	1800	WEIR, MARK	78.00
20231403	2023-07-18	EFT	EFT	619	WILLOW CREEK REGIONAL WASTE	10,912.20
20231404	2023-07-18	EFT	EFT	1079	WOLF DEN ENTERPRISES	4,293.86
20231405	2023-07-18	EFT	EFT	1749	WOLSELEY CANADA INC.	321.90



TOWN OF FORT MACLEOD

Cheque Listing For Account Payable

2023-Aug-22
9:23:17AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
						192,838.89
						Batch # 15172
20231406	2023-07-17			169	CANADIAN UNION OF PUBLIC EMPLOYEES 70	1,902.85
20231407	2023-07-17	EFT	EFT	1241	CINTAS CANADA LIMITED	238.42
20231408	2023-07-17	EFT	EFT	1792	CLOVERDALE PAINT INC.	68.25
20231409	2023-07-17	EFT	EFT	225	EXTENDICARE	193.75
20231410	2023-07-17			732	GOVERNMENT OF ALBERTA	1,185.19
20231411	2023-07-17	EFT	EFT	352	LARSON'S TIRE SHOP	36.75
20231412	2023-07-17	EFT	EFT	1725	NORTH & COMPANY LLP	5,982.38
20231413	2023-07-17	EFT	EFT	456	POULINS PEST CONTROL	2,236.50
20231414	2023-07-17	EFT	EFT	1791	RHINO CUSTOM CRUSHING LTD.	18,264.75
20231415	2023-07-17	EFT	EFT	618	WORKERS COMPENSATION BOARD	4,717.18
						34,826.02
						Batch # 15181
20231416	2023-07-20	EFT	EFT	1156	DIRECT ENERGY BUSINESS	56,551.10
20231417	2023-07-20	EFT	EFT	1745	GFL ENVIRONMENTAL INC.	40,496.93
20231418	2023-07-20	EFT	EFT	1279	GOVERNMENT OF ALBERTA, LAND TITLES	60.00
20231419	2023-07-20	EFT	EFT	562	TELUS	3,423.75
20231420	2023-07-20	EFT	EFT	564	TELUS MOBILITY	240.00
						100,771.78
						Batch # 15182
20231421	2023-07-21	EFT	EFT	1742	FORT GARRY FIRE TRUCKS LTD.	180,527.76
						180,527.76



TOWN OF FORT MACLEOD

Cheque Listing For Account Payable

2023-Aug-22
9:23:17AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
						Batch # 15198
20231422	2023-07-25	EFT	EFT	1353	1823625 ALBERTA LTD.	31,694.25
20231423	2023-07-25	EFT	EFT	17	ALBERTA HARDWARE LTD.	1,602.08
20231424	2023-07-25	EFT	EFT	1769	AMAZON.COM.CA	438.09
20231425	2023-07-25	EFT	EFT	55	AMSC INSURANCE SERVICES LIMITED	3,436.81
20231426	2023-07-25	EFT	EFT	91	BOS SOD FARMS	1,206.45
20231427	2023-07-25	EFT	EFT	1687	DYNAMIC MARINE SERVICES INC.	155.50
20231428	2023-07-25	EFT	EFT	201	ECONOMY CASHWAY LUMBER	6,154.10
20231429	2023-07-25	EFT	EFT	1498	FIRST EDITION FIRST AID TRAINING INC.	96.40
20231430	2023-07-25	EFT	EFT	885	FIX AUTO FORT MACLEOD	8,111.25
20231431	2023-07-25	EFT	EFT	846	GMS MECHANICAL & EQUIPMENT LTD.	95.38
20231432	2023-07-25	EFT	EFT	281	GREGG DISTRIBUTORS LP	1,164.19
20231433	2023-07-25	EFT	EFT	308	HILLTOP GREENHOUSES	821.10
20231434	2023-07-25	EFT	EFT	337	KAIZENLAB	163.75
20231435	2023-07-25	EFT	EFT	1717	LAWRENCE, AMANDA	351.62
20231436	2023-07-25	EFT	EFT	367	LIFESAVING SOCIETY	325.50
20231437	2023-07-25	EFT	EFT	1584	LIVE ELECTRIC INC.	189.00
20231438	2023-07-25	EFT	EFT	374	MACLEOD GAZETTE LTD.	6,728.95
20231439	2023-07-25	EFT	EFT	414	MPE ENGINEERING LTD.	30,175.98
20231440	2023-07-25	EFT	EFT	393	MUNICIPAL DISTRICT OF WILLOW CREEK	1,464.75
20231441	2023-07-25	EFT	EFT	978	NEXT HOME AND GARDEN	15.00
20231442	2023-07-25	EFT	EFT	997	OLDMAN WATERSHED COUNCIL	1,394.00
20231443	2023-07-25	EFT	EFT	1250	PATTISON OUTDOOR ADVERTISING LP	787.50
20231444	2023-07-25	EFT	EFT	458	PRAIRIE VIEW HOMES LTD.	8,925.00
20231445	2023-07-25	EFT	EFT	1780	RECORDXPRESS	49.39
20231446	2023-07-25	EFT	EFT	1399	SOUTH COUNTRY DOORS	349.54
20231447	2023-07-25	EFT	EFT	1024	SOUTHERN IRRIGATION	112.34
20231448	2023-07-25	EFT	EFT	1433	TORRY LEWIS ABELLS LLP	4,251.11
20231449	2023-07-25	EFT	EFT	578	TOWN OF FORT MACLEOD	24,531.37
20231450	2023-07-25	EFT	EFT	1086	TRINUS TECHNOLOGIES INC.	52.50
20231451	2023-07-25	EFT	EFT	626	WESTCO CONSTRUCTION LTD.	63.53
20231452	2023-07-25	EFT	EFT	1318	WESTON MANUFACTURING LTD.	105.00
						<hr/> 135,011.43
						Batch # 15199
20231453	2023-07-25			1340	INTEGRITY PUMP SERVICE INC.	3,816.84
20231454	2023-07-25			1642	JON'S INDEPENDENT GROCER	183.13
20231455	2023-07-25			352	LARSON'S TIRE SHOP	36.75
20231456	2023-07-25	EFT	EFT	1725	NORTH & COMPANY LLP	2,139.97
20231457	2023-07-25	EFT	EFT	1	CABINET EXPRESSIONS	12,819.59
20231458	2023-07-25			1	GULIKER, JOHN	356.39
20231459	2023-07-25	EFT	EFT	1	PARNHAM, AUDREY	75.00
20231460	2023-07-25			1	VOLK, LESLIE	350.00
20231461	2023-07-25			1	WILLOWS, TRICIA	75.00
						<hr/> 19,852.67



TOWN OF FORT MACLEOD

Cheque Listing For Account Payable

2023-Aug-22
9:23:17AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Batch #	Amount
						15222	
20231531	2023-08-02			83	BENCHMARK ASSESSMENT		5,064.85
20231532	2023-08-02			143	CLEARTECH INDUSTRIES INC.		4,560.73
20231533	2023-08-02			1260	DIGITEX		217.68
20231534	2023-08-02			1657	FLOWPOINT ENVIRONMENTAL SYSTEMS LP		106.03
20231535	2023-08-02			1626	GROUNDBREAKERS CONSTRUCTION INC.		63,102.99
20231536	2023-08-02			1173	HIFAB HOLDINGS LTD.		1,258.09
20231537	2023-08-02			317	HURLBURT ROCK PRODUCTS LTD.		2,827.36
20231538	2023-08-02			855	LETHBRIDGE HONDA		1,072.55
20231539	2023-08-02			877	LOOMIS EXPRESS		442.25
20231540	2023-08-02			373	MAC AUTOGLASS & GRAPHICS LTD.		866.25
20231541	2023-08-02			374	MACLEOD GAZETTE LTD.		288.75
20231542	2023-08-02			386	MCGILLS INDUSTRIAL SERVICES		4,099.20
20231543	2023-08-02			419	NAPA AUTO PARTS		2,239.55
20231544	2023-08-02			978	NEXT HOME AND GARDEN		100.32
20231545	2023-08-02			1389	NEXTGEN AUTOMATION		787.20
20231546	2023-08-02			986	RED CAP VENTURES INC.		1,222.64
20231547	2023-08-02			955	REYNOLDS MIRTH RICHARDS & FARMER LLP		103.95
20231548	2023-08-02			1177	SITE ONE LANDSCAPE SUPPLY		571.76
20231549	2023-08-02			1399	SOUTH COUNTRY DOORS		542.75
20231550	2023-08-02			1318	WESTON MANUFACTURING LTD.		1,155.00
20231551	2023-08-02			1079	WOLF DEN ENTERPRISES		4,554.59
20231552	2023-08-02			640	WOLSTENHOLME, GORDON		38.50
20231553	2023-08-02			642	WURTH CANADA LTD.		469.48
							95,692.47
						15223	
20231554	2023-08-02			159	CANADIAN PACIFIC RAILWAY COMPANY		592.00
20231555	2023-08-02			169	CANADIAN UNION OF PUBLIC EMPLOYEES 70		1,038.90
20231556	2023-08-02			1	HAUCK, LORELEI		750.00
20231557	2023-08-02			1	THOMAS, BOYD		491.87
20231558	2023-08-02			1	YELLOWHORN, SARAH		350.00
							3,222.77
						15275	
20231619	2023-08-18			1626	GROUNDBREAKERS CONSTRUCTION INC.		238,689.66
							238,689.66
Total							1,281,033.53

*** End of Report ***



Agenda Submission

Submission Title

Chinook Arch Library Financial Statements

Agenda Section

Consent Agenda

Consent Agenda Category

Correspondence and Information Items

Meeting Type

Regular Council Meeting

Meeting Date

08/28/2023

Recommendation

Information only.

Rationale**Background**

Please find enclosed the 2022 Audited Financial Statements for the Chinook Arch Library Board. Audited Financial Statements from past years, along with board policies, reports and plans are available on the Chinook Arch website at <https://chinookarch.ca/about-us>.

For your information, a 2022 Annual Report Highlights document is also enclosed. We kindly ask that you share this information with your Council Members.

Kind regards,
Carolyn Schinkel

Financial Implications**Attachments**

2022 Impact Report.pdf	366.27KB
Chinook Arch Audited Financial Statements 2022.pdf	506.93KB

Submitter Name

Meranda Day Chief

Email

execassist@fortmacleod.com

Director Name

Anthony Burdett

Director Email

cao@fortmacleod.com

Department

Administration

Date

7/14/2023



CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM

IMPACT REPORT 2022

CHINOOK ARCH SNAPSHOT

HELPING OUR
LIBRARIES DO **MORE**
FOR 30 YEARS!

Thanks to Chinook Arch,
member libraries can:

- offer more reading, listening, and watching choices to library users
- host more programs
- access more staff learning opportunities

30

staff members



35

service locations across
southwest Alberta



3 delivery
vans



Our vans made 4,008
delivery stops in 2022!

ONLINE SERVICES



10%

increase in
website visits
from 2021

Introduced two new digital
resources to the system's
eLibrary collection.

Kanopy was
launched in August in
response to requests
for more video
streaming content.

Launched **Udemy**
eLearning platform.

Over **12,000** lectures
completed from April to
December.



audiobook
borrowing up **6%**

SUPPORTING OUR LIBRARIES



33

municipal
council visits

2022 marked the end of the
three year Fundamental
Digital Literacy Skills Program.
2022 saw:

34 classes offered

123 participant bags
distributed

149 wellness/youth
activity packs
dispersed

1,383

support consultations
(in-person and virtual)



CONNECTION AND LEARNING

In-person training
opportunities were
greatly expanded in
2022, including the
creation of monthly
Coffee Chats, a
chance for library
managers to connect,
and an in-person
webinar watch series.



23 training
events held

406

attendees

10 Coffee
Chats



SUPPORTING OUR PATRONS



383

direct patron
interactions

Chinook Arch lends
collections of books
and programming kits
to its member
libraries.

In 2022, the
blocks and kits
were circulated

593 times

up from 218 in 2021.

Borrowing
increased by **387%**
at the
Waterton Micro-Library
one of Chinook Arch's
automated lending libraries.

2022 HIGHLIGHTS



CELEBRATING 30 YEARS!

We know the true value of public libraries. That's why, since 1992, we have focused on raising the level of public library service in southwestern Alberta.



PUNCH JACKSON AWARD OF EXCELLENCE

The Library Association of Alberta recognized Chinook Arch for the delivery of the 3 year Digital Literacy Exchange Program.



VOIP TECHNOLOGY

7 libraries were added to this cost-saving system. Libraries are able to save up to \$190 per month.



FOOT TRAFFIC

Monthly promotions ran in participating libraries to help boost traffic. They will continue into 2023.



RETURN TO IN-LIBRARY BROWSING

2022 saw a 57% increase to borrows directly from the library.



CATALOGUING NUMBERS ON THE RISE

51,973 items were catalogued, the highest since 2020!



ALBERTA BLUE CROSS COVID COMMUNITY ROOTS GRANT

Thanks to a \$3,000 grant, 11 new programming kits were purchased for accessible and inclusive programming opportunities.



NATIONAL POST ARTICLE

A December National Post article "The Importance of Digital Literacy in a Digital World" featured Chinook Arch's 3 year Digital Literacy Exchange Program.

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

INDEPENDENT AUDITOR'S REPORT

To the Members of Chinook Arch Library Board

Opinion

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

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

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

(continues)

* denotes professional corporation

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

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

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

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

Lethbridge, AB
April 6, 2023

INSIGHT LLP

Chartered Professional Accountants

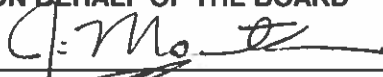
CHINOOK ARCH LIBRARY BOARD

Statement of Financial Position

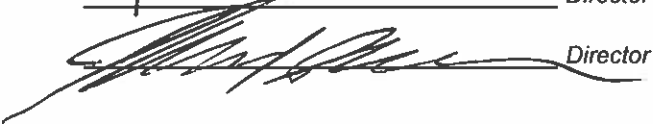
December 31, 2022

	2022	2021
ASSETS		
CURRENT		
Cash and cash equivalents (Note 3)	\$ 1,595,396	\$ 1,565,298
Restricted cash (Note 4)	25,211	4,484
Accounts receivable	37,323	68,051
Goods and services tax recoverable	18,123	33,938
Employee computer loans (Note 5)	871	1,557
Prepaid expenses	173,471	227,098
	1,850,395	1,900,426
PROPERTY AND EQUIPMENT (Note 6)	2,486,851	2,598,474
	\$ 4,337,246	\$ 4,498,900
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 71,552	\$ 121,811
Deferred revenue (Note 7)	25,211	4,483
Employee benefit obligations (Note 8)	191,065	182,006
	287,828	308,300
DEFERRED CAPITAL CONTRIBUTIONS (Note 9)	1,958,796	2,043,079
	2,246,624	2,351,379
NET ASSETS	2,090,622	2,147,521
	\$ 4,337,246	\$ 4,498,900

ON BEHALF OF THE BOARD



Director



Director

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

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

See notes to financial statements

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

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

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD

Revenue Schedule (Schedule 1)

Year Ended December 31, 2022

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

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD

Expense Schedules (Schedule 2)

Year Ended December 31, 2022

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

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD**Expense Schedules (Schedule 3)****Year Ended December 31, 2022**

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

CHINOOK ARCH LIBRARY BOARD**Statement of Cash Flows****Year Ended December 31, 2022**

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

1. PURPOSE OF THE BOARD

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

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

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

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

Fund accounting

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

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

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

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

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

Cash and cash equivalents

Cash includes cash and cash equivalents.

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

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

(continues)

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

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

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

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

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

Revenue recognition

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

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

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

Measurement uncertainty

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

Financial instruments policy

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

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

3. CASH AND CASH EQUIVALENTS

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

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

4. RESTRICTED CASH

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

5. EMPLOYEE COMPUTERS LOANS

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

6. PROPERTY AND EQUIPMENT

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

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

7. DEFERRED REVENUE

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

8. EMPLOYEE BENEFIT OBLIGATIONS

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

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

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

9. DEFERRED CAPITAL CONTRIBUTIONS

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

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

\$118.64

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

10. RESTRICTED RESERVE FUNDS

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

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

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

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

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

11. SIGNIFICANT REVENUE SOURCES

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

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

12. LOCAL AUTHORITIES PENSION PLAN

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

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

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

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

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

13. FINANCIAL INSTRUMENTS

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

Credit risk

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

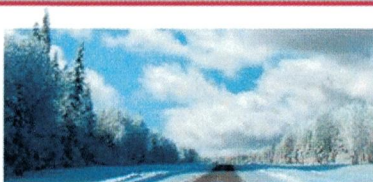
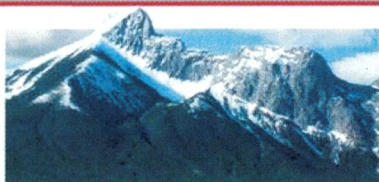
Currency risk

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

Interest rate risk

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

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



August 14, 2023

Sergeant Christian Lafleur
Detachment Commander
Fort Macleod, Alberta

Dear Mayor Brent Feyter,

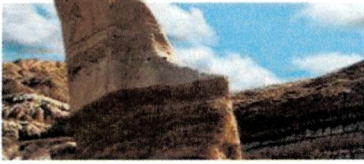
Please find the quarterly Community Policing Report attached that covers the April 1st to June 30th, 2023 reporting period. The attached report outlines a quarterly snapshot of the human resources, financial data and crime statistics for the Fort Macleod detachment.

As part of the Alberta RCMP's ongoing priority to ensure public safety, encouraging citizens to report all crimes plays a vital role in building community well-being. We recognize that non-urgent crimes such as minor thefts and property crime may go unreported due to various reasons such as perceived insignificance or fear of inconvenience. Thus, the Alberta RCMP continues to engage citizens on the importance of reporting non-urgent crimes to help us optimize our crime prevention efforts.

To help facilitate this, we have made reporting of non-urgent crime easier through the Alberta RCMP APP (available as a free download on the [Apple App Store](#) or [Google Play](#)). Online crime reporting offers a convenient way for citizens to report non-emergent crime to Alberta RCMP from their computer or smartphone without having to phone or visit the police detachment.

An informed community is a safer community. Here are some reasons why online reporting of non-urgent crimes matters:

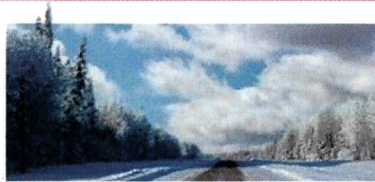
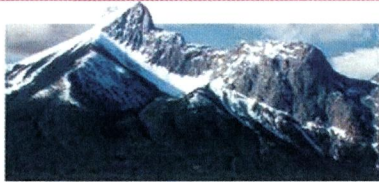
- Alberta RCMP police officers in the Call Back Unit are responsible for investigating online crime reports, thus reducing the need for frontline police officers to respond. Encouraging the public to use online crime reporting gives the Detachment frontline officers an opportunity to spend more of their time for proactive policing activities in the community.
- Non-urgent online crime reporting also has the potential to reduce those same non-urgent phone calls to our 911 Operators (OCCS) and Detachment Staff.



- The Alberta RCMP encourages citizens to report every crime to allow us to leverage reliable data to identify patterns and trends in criminal activities in our communities. We also use this intelligence to distribute our resources strategically and ensure that our police officers are deployed where they are most needed.

Thank you for your ongoing support and continued guidance in ensuring that we are consistently meeting your community's evolving policing needs. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Sgt. Christian Lafleur
Detachment Commander
Fort Macleod RCMP Detachment



RCMP Provincial Policing Report

Detachment	Fort Macleod Provincial
Detachment Commander	Sergeant Christian Lafleur
Quarter	Q1
Date of Report	August 14, 2023

Community Consultations

Date	2023-04-04
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Crime Prevention
Notes/Comments	Sgt. LAFLEUR and Cpl. HIRTLE attended the monthly meeting of the Fort Macleod Citizens On Patrol group. Various partnership opportunities (COP/RCMP/Town/Schools) were discussed.

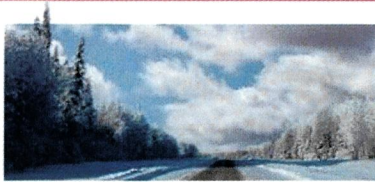
Date	2023-04-06
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	youth, drugs
Notes/Comments	Monthly meeting at the Nohkohwaa youth Centre, Cst. CRAWFORD of the Fort Macleod RCMP attended. Met with Center director, Team Leads, psychologist, counsellor, doctor and social workers, all staff at the centre. Topics discussed were: Drugs presentation for signs of use and current drugs in the community, security cameras and future plans for the centre.



Date	2023-04-06
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Provincial Rural Crime Watch
Notes/Comments	Sgt. LAFLEUR met with the residents of the Willow Creek MD, elected officials of the Willow Creek MD#26 and a representative of the provincial rural crime watch program to discuss community involvement and interest in starting a Rural Crime Watch in the southern area of Willow Creek MD. Approximately 30 people attended.

Date	2023-04-19
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Increased collaboration between agencies and crime prevention
Notes/Comments	Sgt. LAFLEUR had introductory meeting with Fort Macleod's Peace Officer, Wes NOBLE. Discussed ways to increase collaboration between the two agencies.

Date	2023-04-20
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Crime Prevention, creation of rural crime watch
Notes/Comments	Second meeting hosted by Willow Creek MD#26 with elected officials from Claresholm and Nanton. Meeting attended by Sgt. LAFLEUR, Cst. Ken JONES of Nanton RCMP, Cst. JACKSON of Claresholm RCMP. Discussed creation of a Rural Crime Watch Association which will join the Fort Macleod Rural Crime Association

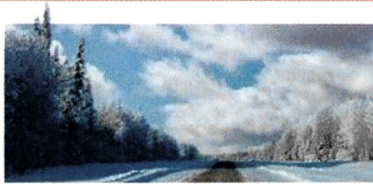


Date	2023-04-25
Meeting Type	Community Connection
Topics Discussed	Youth
Notes/Comments	Cst. GROUETTE and Cst. CHOI gave a school presentation at the F.P. WALSHE High School to 20 students in class as well as students attending online from Calgary and Medicine Hat schools on Traffic Safety.

Date	2023-05-01
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	youth, drugs
Notes/Comments	Monthly meeting at the Nohkohwaa youth Centre, Cst. CRAWFORD of the Fort Macleod RCMP attended. Met with Center director, Team Leads, psychologist, counsellor, doctor and social workers, all staff at the centre. Topics discussed were: Drugs presentation for signs of use and current drugs in the community, security cameras and future plans for the centre.

Date	2023-05-02
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Crime Prevention
Notes/Comments	Cpl. HIRTLE of the Fort Macleod RCMP attended the monthly meeting of Fort Macleod's Citizens On Patrol. Topics discussed were current concerns regarding local crime activities, COP sponsoring lectures at local High Schools and the catalytic convertor engraving initiative.

Date	2023-05-09
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Crime prevention, collaboration between agencies
Notes/Comments	Sgt. LAFLEUR and Cpl. HIRTLE attended the regular Safe Community Task Force meeting for the town of Fort Macleod. Attending also were the CAO, CAO Executive



Notes/Comments assistant, SCAN rep, Alberta Health Services Public Health Inspector, rep, Fort Macleod Bylaws Officer

Date 2023-05-18

Meeting Type Meeting with Stakeholder(s)

Topics Discussed Crime prevention

Notes/Comments Sgt. LAFLEUR attended the Willow Creek Rural Crime Watch meeting following the election of the governing board. Gave presentation on how the RAVE platform works.

Date 2023-05-26

Meeting Type Community Connection

Topics Discussed Youth

Notes/Comments Members attended the F.P. WALSHE school Party In The Park Meet & Greet to humanize the persons behind the badge.

Date 2023-05-31

Meeting Type Meeting with Stakeholder(s)

Topics Discussed Collaboration between agencies, crime prevention

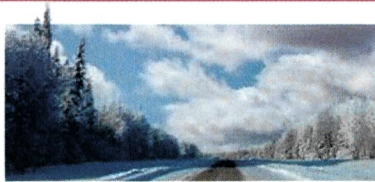
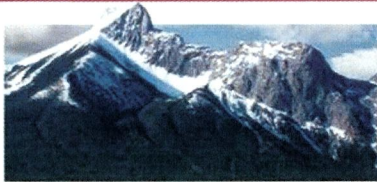
Notes/Comments Sgt. LAFLEUR attended the regular meeting held by the Lethbridge Police Services' High Risk Offenders Unit. Persons of mutual concerns, emerging crime trends and collaborative avenues were discussed. Representatives from the Coaldale and Piikani Nations detachments were also present.

Date 2023-05-31

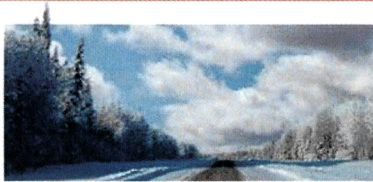
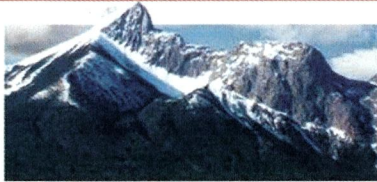
Meeting Type Meeting with Stakeholder(s)

Topics Discussed Increased collaboration between agencies

Sgt. LAFLEUR met with the chief of Fire and Emergency Services for the MD of Willow



Notes/Comments	Creek to discuss areas of mutual concerns and upcoming opportunities for joint operations.
Date	2023-06-06
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Youths
Notes/Comments	Sgt. LAFLEUR met with the director of the Noh Koh Waa Native Center in Fort Macleod to establish working relationship and discuss concerns with habitual runaway youths from the centre.
Date	2023-06-06
Meeting Type	Community Connection
Topics Discussed	Scams, frauds, drugs
Notes/Comments	Cst. Amanda GROUETTE attended the Pioneer Lodge and gave a presentation to the elderly residents on current frauds, scams and how to deal with found drug items, followed by a Q&A session.
Date	2023-06-06
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Emerging crime trends, crime prevention
Notes/Comments	Cpl. HIRTLE attended the monthly meeting of the Fort Macleod Citizens On Patrol chapter. Emerging crime trends, locations and persons of concerns, patrols frequencies and C.O.P's participation in the Fort Macleod RCMP's Positive Ticketing program were discussed.
Date	2023-06-08
Meeting Type	Community Connection
Topics Discussed	NWMP/RCMP 150 th celebrations
	Sgt. LAFLEUR and Cpl. HIRTLE attended the NWMP museum's meeting regarding the

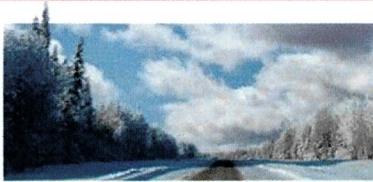


Notes/Comments upcoming NWMP/RCMP 150th anniversary celebrations meeting. In attendance were representatives of the RCMP Veterans associations, museum planning board.

Date	2023-06-14
Meeting Type	Meeting with Elected Officials
Topics Discussed	Police reporting
Notes/Comments	Sgt. Christian LAFLEUR presented the Q4 report to the MD of Willow Creek #26 Council and discussed ongoing and upcoming projects.

Date	2023-06-15
Meeting Type	Community Connection
Topics Discussed	Reconciliation, education
Notes/Comments	Sgt. LAFLEUR met with Patrick BLACK PLUME, leader of the Blackfoot Horn Society, what accepted to be the Elder in residence for the Fort Macleod RCMP detachment, providing guidance to the commander and members in cultural awareness and reconciliation efforts. As well, Elder BLACK PLUME will perform blessing, prayer and smudging ceremonies as well as explain the cultural significance of tipi when the detachment members raise the RCMP tipi during the NWMP 150th anniversary events on 2023-07-12.

Date	2023-06-20
Meeting Type	Community Connection
Topics Discussed	Education Session
Notes/Comments	W.A.Day School with 60 students and 4 teachers visited the Fort Macleod detachment for a Q&A session and a guided tour of the detachment.

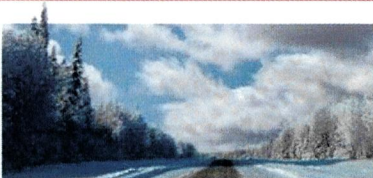


Date 2023-06-26

Meeting Type Community Connection

Topics Discussed Reconciliation

Notes/Comments Sgt. LAFLEUR and Cpl. HIRTLE attended the Blackfoot naming and blessing ceremony of the Blackfoot First Nations Interpretive Centre at the NWMP museum. Elder Bruce WOLFCHILD performed the ceremonies.



Community Priorities

Priority 1

Crime Reduction

Current Status & Results

All three of these categories are on their way to be surpassed. A partnership with the local Gazette now focusses on weekly snapshots of crime trends, information and types of calls responded to by the detachment. This has increased police visibility and accountability. The comments from the public and elected officials have been positive, with several members of the public making a point to mention that this was the first Gazette article they would read first.

Priority 2

Enhance Road Safety

Current Status & Results

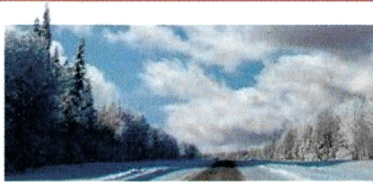
Both Provincial Driving Behaviours enforcement and enhanced Alberta Check-stop programs goals are on their way to be surpassed. The detachment was hampered by manpower shortages, a state of affair that should be remedied in the coming months.

Priority 3

Be Clear, Accountable, and Transparent

Current Status & Results

Town Hall meetings are being planned at the mid-year and end-year marks, to assess public's shifting priorities and determine next year's priorities. Foot patrols and school visits and presentations are on track to exceed expectations.



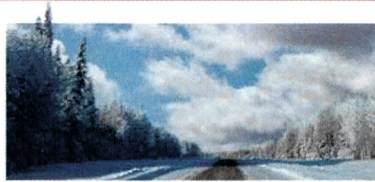
Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	April - June			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	208	170	-18%	877	757	-14%
<i>Persons Crime</i>	46	34	-26%	131	160	22%
<i>Property Crime</i>	128	93	-27%	563	456	-19%
<i>Other Criminal Code</i>	34	43	26%	183	141	-23%
Traffic Offences						
<i>Criminal Code Traffic</i>	23	16	-30%	29	57	97%
<i>Provincial Code Traffic</i>	228	309	36%	250	187	-25%
<i>Other Traffic</i>	1	1	0%	3	2	-33%
CDSA Offences	4	1	-75%	18	20	11%
Other Federal Acts	8	3	-63%	31	30	-3%
Other Provincial Acts	62	59	-5%	250	187	-25%
Municipal By-Laws	7	18	157%	44	45	2%
Motor Vehicle Collisions	30	32	7%	208	200	-4%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest



Provincial Police Service Composition Table²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	7	7	0	0
Detachment Support	2	2	0	0

² Data extracted on June 30, 2023 and is subject to change.

³ Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

⁴ Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the seven established positions, seven resources are working. There is no vacancy detected at this time, however, one investigator is limited to administrative duties at this time.

Detachment Support: Of the two established positions, two resources are working. There is no vacancy detected at this time.

Quarterly Financial Drivers



Fort MacLeod Provincial Detachment Crime Statistics (Actual) Q1: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

July 4, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	3	0	0	N/A	N/A	0.0
Robbery		0	0	1	0	0	N/A	N/A	0.0
Sexual Assaults		0	5	2	3	1	N/A	-67%	0.0
Other Sexual Offences		0	5	0	3	1	N/A	-67%	0.0
Assault		27	34	12	23	18	-33%	-22%	-2.9
Kidnapping/Hostage/Abduction		0	1	1	0	0	N/A	N/A	-0.1
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		4	6	5	8	4	0%	-50%	0.2
Uttering Threats		5	9	6	9	10	100%	11%	1.0
TOTAL PERSONS		36	60	30	46	34	-6%	-26%	-1.8
Break & Enter		14	18	15	10	2	-86%	-80%	-3.2
Theft of Motor Vehicle		10	9	9	8	5	-50%	-38%	-1.1
Theft Over \$5,000		3	2	3	2	3	0%	50%	0.0
Theft Under \$5,000		55	51	56	37	22	-60%	-41%	-8.0
Possn Stn Goods		13	26	11	6	1	-92%	-83%	-4.4
Fraud		10	8	9	4	7	-30%	75%	-1.0
Arson		1	0	0	2	0	-100%	-100%	0.0
Mischief - Damage To Property		1	15	14	20	15	1400%	-25%	3.3
Mischief - Other		55	25	24	39	38	-31%	-3%	-2.0
TOTAL PROPERTY		162	154	141	128	93	-43%	-27%	-16.4
Offensive Weapons		2	3	2	0	0	-100%	N/A	-0.7
Disturbing the peace		33	30	28	17	32	-3%	88%	-1.5
Fail to Comply & Breaches		32	21	9	12	6	-81%	-50%	-6.1
OTHER CRIMINAL CODE		7	6	8	5	5	-29%	0%	-0.5
TOTAL OTHER CRIMINAL CODE		74	60	47	34	43	-42%	26%	-8.8
TOTAL CRIMINAL CODE		272	274	218	208	170	-38%	-18%	-27.0

RCMP-GRC



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA
Fort MacLeod Provincial Detachment

Crime Statistics (Actual)

Q1: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

July 4, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	9	1	3	0	N/A	-100%	-0.6
Drug Enforcement - Trafficking		3	3	5	1	1	-67%	0%	-0.6
Drug Enforcement - Other		0	0	1	0	0	N/A	N/A	0.0
Total Drugs		3	12	7	4	1	-67%	-75%	-1.2
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	4	6	4	2	0%	-50%	0.0
TOTAL FEDERAL		5	16	13	8	3	-40%	-63%	-1.2
Liquor Act		12	18	14	12	9	-25%	-25%	-1.2
Cannabis Act		2	0	0	0	1	-50%	N/A	-0.2
Mental Health Act		23	19	17	17	22	-4%	29%	-0.4
Other Provincial Stats		48	43	50	33	27	-44%	-18%	-5.2
Total Provincial Stats		85	80	81	62	59	-31%	-5%	-7.0
Municipal By-laws Traffic		2	0	0	0	1	-50%	N/A	-0.2
Municipal By-laws		28	31	10	7	17	-39%	143%	-4.6
Total Municipal		30	31	10	7	18	-40%	157%	-4.8
Fatals		1	0	0	0	0	-100%	N/A	-0.2
Injury MVC		7	3	3	2	7	0%	250%	-0.1
Property Damage MVC (Reportable)		45	23	23	26	24	-47%	-8%	-3.9
Property Damage MVC (Non Reportable)		9	3	1	2	1	-89%	-50%	-1.7
TOTAL MVC		62	29	27	30	32	-48%	7%	-5.9
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	6	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		459	249	320	228	309	-33%	36%	-32.1
Other Traffic		2	1	0	1	1	-50%	0%	-0.2
Criminal Code Traffic		17	14	8	23	16	-6%	-30%	0.7
Common Police Activities									
False Alarms		8	13	9	12	18	125%	50%	1.9
False/Abandoned 911 Call and 911 Act		4	11	14	7	21	425%	200%	3.0
Suspicious Person/Vehicle/Property		73	109	64	35	37	-49%	6%	-14.6
Persons Reported Missing		6	22	9	22	52	767%	136%	9.2
Search Warrants		0	1	0	0	0	N/A	N/A	-0.1
Spousal Abuse - Survey Code (Reported)		15	13	14	19	18	20%	-5%	1.2
Form 10 (MHA) (Reported)		0	0	3	5	4	N/A	-20%	1.3



Provincial Historic Area Design Guidelines

RECOMMENDATION:

That Council approves funding for the Provincial Historic Area Design Guidelines update project, with an anticipated budget of \$15,000.00.

DETAILS:

The Provincial Historic Area Guidelines in their current form are significantly dated and lack clarity. This has created uncertainty amongst landowners as to what type of improvements they can perform on their properties. This has led to subjective interpretation of the guidelines which has created conflict with the land use bylaw, as well as provincial and federal legislation.

PURPOSE:

Updating the Provincial Historic Area Design Guidelines would facilitate more clarity to both administration and area landowners when considering potential development proposals.

ANALYSIS & OPTIONS:

Administration received proposals from two heritage consultants familiar with heritage guidelines; from JM Gartley Design Studio and Community Design Strategies Inc. Although both proposals had a strong grasp of the project's intent, the quotes were vastly different at \$12,760.90 and \$89,782.00, respectively. Administration recommends proceeding with the more economical JM Gartley Design Studio proposal, with an additional amount for contingency.

FINANCIAL IMPLICATIONS:

Proposed budget = \$15,000.00 (including contingency).

Funding source = operating reserve one-time projects.

COUNCIL STRATEGIC PLAN:

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

Vision: A vibrant, growing community full of opportunity.

Mission: To provide high-quality service in an efficient and responsible manner.

- This submission is making Fort Macleod more VIBRANT. (Supporting priorities such as Arts & Culture, History & Heritage, Environment, or Town Appearance.)
- This submission is building COMMUNITY in Fort Macleod. (Supporting priorities such as Safe Community, Social Responsibility, and Recreational Opportunities.)
- This submission is improving SERVICE in Fort Macleod. (Supporting priorities such as Public Engagement and Relationships.)

APPLICABLE LEGISLATION:

Town Land Use Bylaw & National Standards and Guidelines for the Conservation of Historic Places in Canada.

ATTACHMENTS:

JM Gartley Design Studio Proposal.

PREPARED BY: Adrian Pedro, Director of Operations

APPROVED BY: Anthony Burdett, CAO

April 5, 2023

To: Adrian Pedro
Director of Operations
Town of Fort Macleod
410 – 20 Street
Fort Macleod, AB T0L 0Z0

Re: Fort Macleod Provincial Heritage Area – Design Guidelines Review and Update

Dear Adrian,

Thank you for reaching out to me to discuss and provide the Town and Built Heritage Advisory Board with a proposal to review and update the Provincial Heritage Area Design Guidelines. As requested, this letter will serve to provide you with a recommended scope of work and estimated project fee budget for discussion.

SCOPE OF WORK

I understand that the Built Heritage Advisory Board and Town may currently be trying to figure out how to best approach a review and update of the PHA Design Guidelines. I can certainly appreciate that given my review and initial thinking of what is currently in place to best provide a scope of work and fee estimate proposal. I am most interested to help the Built Heritage Advisory Board and Town to come to the best project scope to meet your needs of the PHA Design Guidelines. Based on our initial discussion and my further review of the PHA Bylaw, design guidelines, and ten designated buildings, I would propose the following scope of work for us to discuss and refine as needed.

Phase 1: Background Review and Site Visit (Day trip)

- Prepare for a site visit by reviewing in detail the current design guidelines and background information, including the bylaws, ten designations, conservation interventions that have taken place thus far on the designated buildings via the *Standards and Guidelines for the Conservation of Historic Places in Canada (2010)*, and any other built-heritage materials provided.
- Coordinate a one-day site visit to Fort Macleod to photograph the PHA area. I would arrive in the morning and do a walk about to get familiar with the PHA area and take photographs. It might be of value if a Board member was interested to join me but is not needed;
- Meet with the Town and Built Heritage Advisory Board to learn the opportunities and the constraints they are dealing with in using the current Design Guidelines and share some approaches/options from the background review to best update the Design Guidelines. I would recommend, if possible, a Special Meeting of the Board to take place that afternoon to best gather this valuable information (a 1-1.5 hour meeting);
- At the meeting discuss the best approach to update the Design Guidelines with potentially a new and/or different format of Design Guidelines to ensure their implementation is applicable and provides an ease of understanding and usage; and
- Provide a summary and recommended Design Guidelines approach to the Town and Built Heritage Advisory Board for approval.

Phase 2: Design Guidelines Preparation

- Using the approved Design Guidelines update approach and gathered information, the next step would be to analyze (map the opportunities and constraints, sketch the guidelines needed, etc.) towards preparing a draft set of Design Guidelines. The updated, new, and simplified Design Guidelines would include text,

maps, and illustrated guidelines including photographs, hand-drawn, or digitally drawn images for consistency of implementation;

- The Design Guidelines would be based on the *Standards and Guidelines for the Conservation of Historic Places in Canada* and Fort Macleod's built heritage context from its early history including consideration of later years buildings given that built-heritage in the PHA would now include buildings up to 1973 and even later if they have heritage values. It is important this consideration be included in the guideline update in order to continue the guidelines importance and ease of usage going forward for some time;
- Present and share with the Built Heritage Advisory Board the Draft Design Guidelines for their review and feedback;
- Using the provided feedback, revise and finalize the PHA Design Guidelines for the Town and Built Heritage Advisory Board; and
- Provide support, if needed, to the Board for the initial usage and implementation of the Design Guidelines.

ESTIMATED PROJECT BUDGET FEE

Jeanie Gartly, J M Gartly Design Studio Inc. will undertake the work as the prime heritage conservation consultant. I work with a good friend and colleague, Gillian Sissons, where an architectural technician is needed on my heritage projects and have included that in this project and estimated fee budget. Her invoices would be incorporated one one J M Gartly Design Studio Inc. invoice. Invoices are provided at months end and they will detail the tasks/hours completed and the status of the project. Disbursements and GST are detailed as a part of the invoice. Disbursements are billed at actual cost for printing, graphics, and site visit (mileage@0.61/km) expenses and are typically estimated at 8% of the project budget. GST is billed additional.

Upon, acceptance of an agreed to budget fee and project start, a decided upon retainer fee would be requested. This would go towards initial hours spent on the project and be reflected as time spent on forthcoming month's invoices.

The project team hourly rates are as follows:

Jeanie M. Gartly, Design and Planning Consultant = \$125.00

Gillian Sissons, Drafting Technologist = \$70.00 (as needed for the digital drawn images in the Design Guidelines package)

The following fee estimate provides anticipated hours per the scope of work in each phase:

Project Management	
▪ <i>Client and Board liaison, site visit/meeting coordination, etc. (4 hrs)</i>	\$ 500.00
Phase 1: Background Review and Site Visit (One-day)	
▪ <i>Review and approach options preparations (4 hrs)</i>	\$ 500.00
▪ <i>One-Day Site Visit – photos, Board/Town meeting (8 hrs)</i>	\$ 1,000.00
▪ <i>Recommended approach preparation for approval (4 hrs)</i>	\$ 500.00
Phase 2: Design Guideline Preparations	
▪ <i>Analysis and prepare Draft Design Guidelines (40 hrs)</i>	\$ 5,000.00
▪ <i>Preparation of digital images of the design guidelines (14 hrs)</i>	\$ 980.00
▪ <i>Present Draft Design Guidelines, review feedback (6 hrs)</i>	\$ 750.00
▪ <i>Revise and finalize Design Guidelines package (8 hrs)</i>	\$ 1,000.00
▪ <i>Submit Final Design Guidelines Package</i>	\$ 0

SUB-TOTAL	\$10,230.00
Disbursements @ 8%	<u>\$ 818.40</u>
TOTAL (without GST)	\$11,048.40
GST @ 5%	<u>\$ 552.42</u>
TOTAL PROJECT ESTIMATED BUDGET FEE (with GST)	\$11,600.82*

+ 10% Contingency Fee **\$ 1,160.08***
(To cover any unexpected project needs, if needed)

***Estimated Fee Notes:**

- The estimated hours and fees are provided to achieve the recommended scope of work and deliverables. Should additional hours be identified through the process due to any unexpected scenarios, the contingency fee is provided to capture that. At that time, it would be discussed with the client.
- All drawings provided in digital pdf format for reviews and as final however, printing of them can be provided and expensed as a part of the disbursements.
- The fee assumes that the Town will provide a pdf and CAD format of any base mapping of the PHA to use for analysis and include as a revised map in the final Design Guidelines package submission.

ANTICIPATED TIMELINE

Jeanie M. Gartly would be available to begin the Background Review work and a One-day Site Visit in May 2023 and upon approval of the approach by the Board, prepare the Design Guidelines package during June/July 2023. I am more than happy to discuss a revised timeline to meet your needs however, I would suggest the project could be achieved in approximately three months depending on coordination times with the Board and Town for review time and feedback.

CONCLUDING REMARKS

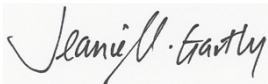
Thank you for the opportunity to provide a proposal for the review and update of your Fort Macleod Provincial Heritage Area Design Guidelines. I would be most excited to work with the Town and Built Heritage Advisory Board to achieve an update of the Design Guidelines. I have structured the proposal with an important site visit and meeting with the Board to learn the opportunities and constraints to better recommend an approach to update them. I think it is important for a design guidelines project to have that valuable feedback from those who use them upfront to best deliver an easily implementable set of guidelines.

I am also more than happy to discuss the estimated fee budget at this time, or after Phase 1, if that is helpful to your budget planning and timing for the project. Although Phase 1 will not result in an update to the Design Guidelines itself, the work that would go into establishing the approach will provide the foundation to prepare the Design Guidelines in Phase 2 more efficiently.

It would be my pleasure to work on this valuable piece of heritage conservation for the Town of Fort Macleod's Provincial Heritage Area. We only have two in the province and when I worked at the City of Medicine, I worked to achieve a Municipal Historic Resource area for the Historic First Street after becoming familiar with the Fort Macleod and Old Strathcona PHA's. I have been passionate as a heritage conservationist and urban design/planner about the value that historic areas bring to a city or town and have admired that Fort Macleod achieved a Provincial Historic Area for the downtown back in 1984 and that the Town itself and Built Heritage Advisory Board took on the regulation of the PHA.

Please feel free to call me at 403-952-5787 (cell) or 403-474-9482 (office) if you have any questions on the proposal and the estimated budget fee. I would be happy to answer any questions you or the Board may have.

Warm regards,



Jeanie M. Gartly, *CAHP, MArch, MEdes, MCIP, RPP*
Principal | Heritage Conservationist | Urban Designer/Planner

Attachment: Jeanie M. Gartly Resume

PROPOSAL ACCEPTANCE AGREEMENT

If the above noted Project Scope of Work and Consultant Fees is accepted, please sign this proposal letter, and return via email to: Jeanie@jmgartlydesign.ca

Accepted by: _____

Signature: _____

Date: _____



Jeanie M. Gartly, CAHP, MCIP, APPI/RPP, MArch, MEdes, BArch
Jeanie@jmgartlydesign.ca
(403) 952-5787

J M Gartly Design Studio Inc.

Principal | Heritage Conservation Consultant | Heritage Planner | Urban Designer
February 2017 – present
www.jmgartlydesign.ca
www.linkedin.com/in/jmgartly

BIOGRAPHY

Jeanie M. Gartly has evolved 30 years of experience in architecture, heritage, urban design, and community planning into her passion for heritage conservation consulting. Her professional expertise is in heritage conservation and the role it plays in revitalizing downtowns, established communities, cities, and towns. She has led, engaged, and delivered heritage conservation projects such as heritage management plans/programs, heritage inventories, municipal/provincial designations, condition assessments, museum reviews, and conservation plans for adaptive re-use in public, private and non-profit sectors. She has enthusiastically contributed to a variety of heritage conservation projects for the value they bring to maintaining and creating a unique “sense of place” for a city, community, or area. Jeanie’s heritage conservation passion includes the documentation of history, preserving community character in downtowns and established communities through the conservation of historic places; and engaging and working with teams to creatively integrate historic places with city planning and building. Rewarding projects have included: the 150-acre Medalta site long-range vision and complex conservation plan for the Hycroft China Factory (Medicine Hat Clay Industries Historic Site of Canada); establishing the heritage management programs for the City of Medicine Hat and Okotoks, AB; the restoration study for the McDougall Church lost to a fire in 2017; and Maccoy Cabin & Homestead in High River to address significant damage from the 2013 flood. She also continues to contribute to building great communities through urban planning and development projects.

EDUCATION AND PROFESSIONAL AFFILIATIONS

Master of Architecture: Montana State University, Bozeman, MT, August 2010

Master of Environmental Design – Planning: University of Calgary, April 1996

Bachelor of Architecture: Montana State University, Bozeman, MT, June 1987

Industrial Heritage & Downtown Heritage Conservation Certificates: University of Victoria, BC, Oct 2009/June 2015

National Charrette Institute, Manager and Planner Certificate: Portland, Oregon, October 2007

Urban Design Certificate (Honours): Simon Fraser University City Program, Vancouver, BC, June 2005

Board of Directors and Professional Member, Canadian Association of Heritage Professionals (CAHP/ACECP)

Professional Member, Canadian Institute of Planners (CIP): Registered Professional Planner (RPP - APPI)

Professional Member, Association of Preservation and Technology (APT)

Professional Member, National Trust of Canada (NTC)

Canmore Museum, Associate | Heritage Planner

Former President & Member, Medicine Hat & District Historical Society, 2008-2021

AWARDS

- CAHP Award of Excellence, McKenzie Sharland Grocery, Medicine Hat, AB, 2022
- Award of Excellence, Currie Barracks, Alberta Professional Planners Association: 2016
- Charter Merit Award, Currie, Congress for New Urbanism: 2016
- Mayors Urban Design Award, Honorable Mention, Currie Barracks: 2015
- Award of Excellence, Centre City Plan, Canadian Institute of Planners: 2008
- Mayors Urban Design Award for Approved Urban Design Plan, Centre City Plan: 2007
- Team Recognition Award for Beltline Area Redevelopment Plan: 2006
- Award of Excellence, CFB East Community Plan – Garrison Woods (Environmental Design), Award of Merit & Honour Award for Planning Excellence, Alberta Association Canadian Institute of Planners & Canadian Institute of Planners: 1999

SELECT PROJECTS AND POSITIONS

J M Gartly Design Studio Inc.

Principal, Heritage Conservationist/Urban Designer & Planner

February 2017 - present

As the Principal of J M Gartly Design Studio, Inc., my consulting business includes a variety of heritage conservation and heritage planning projects, also including downtown and established communities, museum reviews, community engagement and project management. I work on projects individually as a sole consultant or build a professional team of heritage experts to meet the needs of a project such as: engineering, research, graphic design, and architectural technology needs.

Uncovering Canmore's Heritage Project, for the Canmore Museum, Canmore, AB | currently in progress

- Updating the 2002 Heritage Survey of buildings/cultural landscapes; and researching and preparing the Canmore Historical Context Paper and Places of Interest List for Canmore's Inventory of Heritage Resources.

Lloydminster Log Church Heritage Conservation/Restoration Plan, for City of Lloydminster, SK

- Prepared a condition assessment and conservation plan for the 1904 Old St. John's Minster ("Log Church") in Weaver Heritage Park.

Gordon Block Review and Assessment, for City of Regina, SK | *Municipal Heritage Property (currently in progress)*

- Prepared a comprehensive review, assessment, and recommendation for the 1912 Gordon Block within the Victoria Park Heritage Conservation District in downtown Regina, SK.

Royal Hotel, for Kasian Architecture (Calgary, AB), Project in Fernie, BC | *Municipal Historic Resource*

- Prepared a Heritage Alteration Permit Review Letter for Kasian to include review of the architectural design in relationship to the Royal Hotel as a Municipal Historic Resource per *Standards and Guidelines for the Conservation of Historic Places in Canada* and municipal heritage policies.

Archibald Block, for Wexford Developments (Calgary, AB), Project in Edmonton, AB

- Prepared a Heritage Resources Impact Assessment for the developer on behalf of a request from the Alberta Heritage Resources Management Division to include: the identification of character-defining elements, condition assessment, statement of integrity, and three preservation options for a 1909 commercial building within the Old Strathcona Historic District and Plan Whyte, among other municipal heritage planning policies.

Medalta Long-Range Plan/Hycroft China Ltd. Factory, for Friends of Medalta Society, Medicine Hat, AB | *Provincial Historic Resource*

- Prepared for, contributed to, and provided summary meeting minutes as a part of a Medalta Board and heritage experts team that embarked on a project to achieve a long-range plan for the Medalta site (buildings and cultural landscape).
- Prepared the comprehensive Conservation Plan for the Hycroft China Ltd. Factory site, including condition assessment, conservation interventions, priorities, order of magnitude of cost estimate and next steps to achieve conservation of this complex industrial historic site to both conserve and plan for an adaptive re-use; and provided grant preparation support.

Okotoks Municipal Heritage Designation Program (MHDP), for Town of Okotoks, AB

- Provided project management and deliverables for a three phase MHDP project including development of the MHDP program for the Town of Okotoks, the designation of four municipal historic resources, and building evaluations for the Town's Heritage Inventory.
- Developed and achieved unanimous Council approval of a Municipal Heritage Designation Program and implemented the Program through the testing and approval of Municipal Historic Resource designations. Further implementation of the Program included: context paper and building evaluations, evaluation scoring development, designation plaque development, and public engagement through surveys and Open Houses.

Historical Context Papers and Building Evaluations, for The City of Calgary/Heritage Calgary, and Scarboro Community Association, Calgary, AB, *Heritage Building Evaluations (Rural, Calgary, Edmonton)*

- Along with a team of heritage colleagues, prepared a Context Paper for the Chinatown community in Calgary including research, writing, and engaging the community and preparation of building heritage evaluations.
- Prepared the Scarboro Historical Context Paper with a residents and historian research team, guided and lead the paper writing including prepared the Scarboro Historic District Cultural Landscape Evaluation (SoS) for this one of only three John Charles Olmsted "picturesque suburb" communities in Canada, and submitted to Heritage Calgary for review for the Inventory of Heritage Resources.
- Prepared several building evaluations (Statements of Significance and Integrity) for Heritage Calgary such as residences and commercial in Scarboro, Bowness, Mount Royal, Beltline as well as the Roppel Barn, Wheatland County, among others.

McDougall United Church, for McDougall Stoney Mission Society, County of Bighorn | *Provincial Historic Resource*

- Project managed and prepared an Architectural/Engineering and Planning Study to Identify Options and a Recommendation for the McDougall Church after a fire in May 2017. The Study included a condition assessment, extensive research for best practices, five options and a recommended option with magnitude of costs for approval by the Society membership and the Province.
- Worked with the McDougall Stoney Mission Society and its membership, a Heritage Contractor, Archeologist and Alberta Culture and Tourism on analyzing the building and engaging the membership towards making a recommendation to the Province for approval to restore the church.

Maccoy Cabin & Homestead, for Town of High River, AB | *Provincial Historic Resource*

- Project managed and prepared a Conservation Plan to address the on-going rehabilitation of the Maccoy Cabin & Homestead since the significant 2013 Flood damages.
- Worked with the Town and Provincial Heritage Conservation Advisor to do a complete Historic Paint Chronology, prepared the interventions based on a condition assessment of the of the buildings in 2018. Documented through the Study the remaining interventions and further needed interventions including interpretation opportunities.

Jumping Pound Community Hall, for JP Community Hall Society, Rocky View County, AB, *Canmore Lamphouse*, for *Canmore Museum and Geoscience Centre*, Canmore, AB, and *McIntyre Farm Cultural Landscape*, for the Town of Okotoks, AB

- Project managed and prepared the heritage building evaluations for each of these projects (a 90-year-old community hall, a 100-year-old mining lamphouse, and a 104-year-old house and barn) as the foundation for the Conservation Plans.

- Undertook the preparation of Conservation Plans including, but not limited to; grant applications, as-found drawings, a condition assessment, conservation treatments and intervention recommendations per the *Standards and Guidelines for the Conservation of Historic Places in Canada* including order of magnitude of cost estimates for each of the buildings.

Strathcona County Museum Review and Functional Plan, for Strathcona County, Sherwood Park, AB

- Provided project leadership along with partnering firm, Prairie Wild Consulting, on the preparation of a review of the Strathcona County Museum (2018) and further the Functional Plan (2020-2021) for a new museum and archives.
- Provided extensive best practices research from Canada and US for small county museums, reviewed the existing museum program and financials, engaged with the Board, community, and administration, looked at potential options and governance models, and recommendations for next steps as a part of the preparation of the final Museum Review report for Council.

b&a Planning Group

Senior Planner/Urban Designer

July 2013 – February 2017

Project managed teams of consultants and internal resources on behalf of the client. The role included leading planning urban design, policy and approvals applications and heritage planning. Supervised and mentored planners, prepared proposals, awards submissions and presentations for internal and external learning and conferences.

- Delivered Council's land use approval of the complex award-winning Currie Barracks 200-acre redevelopment project through project management of an international consultant team, liaison with client (Canada Lands Company), coordination of internal planning and technical team, community engagement, and liaison with municipal administration and Calgary Planning Commission/City Council.
- Project managed and achieved a Minister-approved amendment to the Provincial Historic Resource designation for Currie Barracks resulting in eight Provincial Historic Resource sites (buildings and cultural landscapes) integrated with the urban village vision.
- Designed and project managed the land use approval of the technically challenging 50-acre Highland Village Green (a former golf course in an established community). Project included consultant team coordination, community engagement and liaison with municipal administration.
- Prepared the proposal, project managed, engaged, and wrote the vision and policy for Moose Jaw's Downtown Local Area Plan.

The City of Medicine Hat

Superintendent, Policy Planning & Heritage

October 2007 – May 2013

My position with the City of Medicine Hat was in Planning, Building & Development - planning policy and heritage planning. Contributed as a part of the management team for 6 years, which included key directional decisions for the department.

Policy Development Projects Role

- Provided project leadership and management to Council Priorities by delivering several key policy initiatives.
- Managed the consultant team and engagement process for the Medicine Hat Municipal Development Plan & Downtown Redevelopment Plan: RFP preparation, Plan evolution/finalization, 2 Street Pilot Project, Planning Commission and Council approval.
- Managed and wrote the River Flats Area Redevelopment Plan which included working with a 12-person Steering Committee and internal technical departments including budget management, and coordination of consultants on residential infill design guidelines.

Senior Heritage Planner Role

- Initiated the first of the City's Heritage Inventory building evaluations by inclusion of engaging a heritage architect/historian as a part of the Downtown Redevelopment Plan charette process resulting in downtown building evaluations using the scoring method.
- Prepared the Heritage Resource Policy with Cultural Development and the Arts & Heritage Advisory Board including input to the formulation of a Heritage Resources Committee (HRC) and sat as the Planning, Building & Development representative.
- Worked with the HRC and Legal Department to realize the City's first five Municipal Historic Resources including the plaque designs.
- Prepared the Request for Proposal and Provincial grant applications, including consultant selection, and management of a three-year Historic Inventory Project for Statements of Integrity & Significance and a Historical Context Paper.
- Prepared Interventions to Municipal Historic Resources, working with landowners on conservation interventions/COA approval.
- Provided research, coordination, and input into the preparation of the First Street Municipal Historic Area.
- Chaired the Ewart Duggan House Heritage Garden Committee which included coordination, design decisions and implementation.

Leadership Management Role

- Prepared Decision Items and presentations to Leadership Team, Administrative Committee, Municipal Planning Commission, and Council and liaised with Land & Properties on development and design guidelines, including homebuilders on guidelines.
- Contributed to Cultural Development and Community Development on affordable housing, accessibility, seniors, and social planning.
- Hired and supervised planning staff on all aspects of planning, i.e. policy work, heritage, land use amendments, land use bylaw interpretation, subdivision and development permits.
- Represented the City with presentations to Rotary Clubs, Centre City Development Agency, the Province's Municipal Heritage Forum and Accessibility groups.
- Built a strong rapport and professional respect by engaging city departments (Municipal Works, Parks, Environmental Utilities, Energy, Fire and Police) to ensure department alignment on policy and development work.
- Led and worked closely with external stakeholders and the public on policy and planning implementation projects, i.e. monthly meeting between Planning, Building and Development Services and the Urban Development Institute (UDI), and Centre City Development Agency.

The City of Calgary

Senior Planner/Urban Designer

September 2001 – September 2007

My position with the City of Calgary was in Land Use Planning and Policy in the Centre City Planning & Design Division as a Senior Planner and Urban Designer. Also, worked with Development and Building Approvals as a File Manager in Land Use & Subdivision Planning.

Centre City Planning & Design, Land Use Planning and Policy

2003 - 2007

- Provided urban design and project leadership on several Centre City special projects, ie. Eau Claire Market/Plaza Redesign, Library/Bow Valley College Block and the 17 Avenue Urban Design Strategy including coordination of the City's Engage process.
- Provided leadership, researched, coordinated an extensive public process, and wrote policy for the Centre City Plan.
- Coordinated the preparation of Stakeholders Meetings, policy, and design development for the Beltline Area Redevelopment Plan.
- Coordinated work with the Land Use Bylaw team in rewriting the Centre City Land Use Districts.
- Acted as the City of Calgary's representative on the Olympic Plaza Cultural District Committee and founding Member of an internal Urban Design Working Group that coordinated lunch sessions on urban design topics and learning to draw for City staff.

Development and Building Approvals/Subdivision

2001 – 2003

- Managed Outline Plan and Land Use Redesignation Applications to make a recommendation and present the applications to Calgary Planning Commission which included working closely with the public, internal City teams (CPAG), and Council.
- Worked with Planning Policy teams on design issues such as Neighbourhood Nodes, Big Box Design and Slope Adaptive Design.
- Provided planning and urban design input on land use, subdivision, and development permit projects.

Architects BCRA-Tsang

Urban Designer/Planner

December 1999 – August 2001

A 60-person (now 125-person) architecture firm in Tacoma, WA which specialized in commercial, institutional, civic, and residential projects. Project managed and provided architectural and urban design solutions for land development projects.

- Designed the Thea Foss Waterway Esplanade in Downtown Tacoma and graphics for the Port of Edmonds Master Plan.
- Planned a 32-acre mixed-use development and 45-acre residential development, and coordinated the marketing package for Northwest Landing, Dupont, WA (neo-traditional community designed by Peter Calthorpe); and a multi-family development in Redmond Ridge, WA.
- Applied the City of Tacoma's new Downtown Municipal Code to architectural projects including the State Environmental Protection Act.
- Built a strong working relationship with the City of Tacoma Planning Department and efficiently gained familiarity with State and City planning policies and permitting processes for several planning jurisdictions in Western Washington State.

Brown & Associates Planning Group

Urban Designer/Planner

June 1997 – November 1999

Provided planning, urban design and architectural designs for new and redeveloped lands, planning policy, land use applications, architectural and urban guidelines, and public participation.

- Prepared images, urban/architectural design concepts, tree preservation documentation, illustrations and supporting information for the redevelopment of 450 acres on CFB Lands (Former Military Base) now known as Garrison Woods and Currie Barracks.
- Prepared the Conceptual Scheme for the development of 15 acres of Former Greenhouse Lands in Medicine Hat, AB.
- Prepared design guidelines, Floor Area Ratio Study, and illustrations for Bow Valley Trail, Canmore, AB; developed/approved architectural design guidelines for new residential developments.
- Evolved and prepared the community planning/design and land use redesignation approvals for Greenfield developments.

Planning & Design Architecture Roles

December 1987 – June 1997

Over these ten years, worked with architecture firms and as a design architect consultant on a mix of projects from residential to health care facilities, which included coordination with clients/consultant teams and engagement with user groups.

Latimer Hiscock Architects/Parks Canada, Calgary AB | Praxis, Inc., Calgary, AB | Bank of Montreal, Calgary, AB
Bell Milton Christie Architects, Calgary, AB | Baird Bergum Architects, Medicine Hat, AB | Foothills Hospital, Calgary, AB
Hutchinson Macko Rand Architects, Calgary, AB | Roman M. Kujath Architect, Ltd., Edmonton, AB | Robert E. Merriman & Associates, Tacoma, WA

PROFESSIONAL VOLUNTEER ROLES

Canadian Association of Heritage Professionals (CAHP/ACECP) Board of Directors, Professional Membership, Awards and Communications

Committee Member: 2021 – present; Awards Jury Volunteer: 2020

Canmore Museum, Associate, Heritage Planning, 2021 - present

Scarboro Community Association, Planning Committee Member, Cultural Landscape Statement of Significance/Statement of Integrity, and Provincial Historic Area Project: 2020 – present (heritage conservation advisor)

The Association for Preservation Technology International (APTII) Professional Member: since 2017 - present, AB Chapter Board having planned the joint APT/NTC 2020 Hindsight Edmonton Conference, sit on APT Chapters and Training and Education Committees

Heritage Calgary, Stakeholders Engagement & Collaboration Committee (SE&C); Volunteer Member: 2017-2020

Presenter - Saskatoon Heritage Society/Municipal Heritage Advisory Committee: Keynote/presenter on Built Heritage and Neighbours Working Together: A Dialogue on Intensification and Our Urban Heritage: 2018; Heritage Canada National Conference, Calgary: 2015; Municipal Heritage Forum, Alberta Culture & Community Spirit, Presenter and Participant: 2010 and 2012

Historical Society Memberships - Historical Society of Medicine Hat & District, President, and Smoke Signals Editor: 2008-2013-present (Member); Medalta in the Historic Clay District: 2007-present; Chinook County Historical Society Member: 2022-present; McDougall Stoney Mission Society: 2017-present

Better Housing Lab, CMHC, professional volunteer with 30-person team to evolve a net zero affordable housing model, 2020-2021

Heritage Resource Committee, Senior Heritage Planner, City of Medicine Hat: 2009-2013; Jane's Walk, Coordination Committee: 2012 - 2013

Volunteer Member, Conference Program Committee, CIP National Conference, Calgary; 2005 and St. John's, NL: 2011

Olympic Plaza Cultural District Committee Representative and Co-Founder of "Learn to Draw", City of Calgary: 2004 – 2007



COUNCIL SUBMISSION

NEW BUSINESS

August 23, 2023

SUBDIVISION REFERRAL MDWC 2023-0-109

RECOMMENDATION:

For discussion purposes.

Does Council wish to send an email to MDWC that TOFM has no comments or concerns at this time.

DETAILS:

MD Willow Creek Subdivision 2023-0-109- Anker/Johnson/2468795 Alberta Ltd.- Request for comment.

APPLICABLE LEGISLATION:

MDP

ATTACHMENTS:

Application for subdivision from ORRSC

PREPARED BY: Keli Sandford, Planning and Development Officer

REVIEWED BY: Adrian Pedro, Director of Operations

APPROVED BY: Anthony Burdett, CAO



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

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

NOTICE OF APPLICATION FOR SUBDIVISION OF LAND

DATE: August 22, 2023

Date of Receipt:

August 2, 2023

Date of Completeness:

August 8, 2023

TO: Landowners: Gerrit Anker and Amy Johnson, 2468765 Alberta Ltd.

Agent: 2468765 Alberta Ltd. c/o Robbin Jenkins

Surveyor: Zachary J. Prosper, A.L.S.

Referral Agencies: M.D. of Willow Creek No. 26, Town of Fort Macleod, G. Scott - ORRSC, Livingstone Range School Division, AltaLink, EQUUS REA Ltd., FortisAlberta, TELUS, ATCO Gas, ATCO Pipelines, AB Health Services - South Zone, Alberta Forestry and Parks - M. Armstrong, AB Environment & Protected Areas - J. Cayford, AB Water Boundaries, AB Agriculture and Irrigation – Water Infrastructure and Operations Branch, AB Transportation, Historical Resources Administrator, AER, Canada Post

Adjacent Landowners: Acd Parks & Protected Areas Room 416, Administration Bldg., Alberta Environment & Parks Lands Division, David Little & Dawn Little, Dept. Of Public Works, Supply & Services, Land Acq. Branch, Donna Doreen Lowen, Edwin R Williamson & Carol-Anne Williamson, Gerry M. Kleissen & Riet J Kleissen, Hutterian Br. Of Jumbo Valley, Kim D Tillsley & Kim R Tillsley, Noel P Plourde & Sherry A Plourde, Rod Nathe

Planning Advisor: Diane Horvath

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

In accordance with the Matters Relating to Subdivision and Development Regulation, if you wish to make comments respecting the proposed subdivision, please submit them via email or mail no later than **September 11, 2023**. (Please quote our File No. 2023-0-109 in any correspondence with this office).

File No.: 2023-0-109

Legal Description: W1/2 10-9-26-W4M & Lot 1, Block 1, Plan 8510936
all within Sec 10-9-26-W4M

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

Land Designation: Rural General – RG/Flood Damage Reduction - FDR
(Zoning)

Existing Use: Country Residential & Campground

Proposed Use: Country Residential & Campground

of Lots Created: 1 (Boundary Line Adjustment)

Certificate of Title: 151 291 912, 231 199 620

Meeting Date: **September 13, 2023** *Note that meeting dates are subject to change. It is advisable to contact the M.D. of Willow Creek No. 26 three (3) days prior to the meeting for times and to confirm that this application is on the agenda.*

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

Planner's Preliminary Comments:

The purpose of the application is to reconfigure two existing parcels, each approximately 44.5 acres (64.7 ha) and 20.9 acres (8.14 ha) in size. Both parcels have been significantly altered by the Oldman River and portions of the titles have been lost to the adjacent riverbed and shore as well as the Environmental Reserve previously dedicated in 1985. The subject parcels are legally known as Lot 1, Block 1, Plan 851 0936 and portions of SW 10-9-26-W4M and the NW 10-9-26-W4M and are located in Division 1, approximately 1/2 mile west of the Town of Fort MacLeod and adjacent to the Oldman River and Highway 2. The land is zoned Rural General - RG and Flood Damage Reduction – FDR and the application complies with Schedule 15, Section 15.26 of Land Use Bylaw 1826.

As shown in the tentative plan of subdivision, it is proposed that boundary of the 2 parcels be realigned so that the resulting titles will be approximately 29.33 acres (11.87 ha) and 31.41 acres (12.71 ha) in size respectively. The vacant portion of Lot 1, Block 1, Plan 851 0936 will be consolidated to the adjacent parcel to the west to create Proposed Lot 3. The new Lot 3 currently contains a campground which has access to a service road adjacent to Highway 2. The parcel is serviced by a septic tank and field adjacent and north of the southerly building labelled shop which was installed approximately 10 years ago. The parcel is serviced by a well located within the building labelled pumphouse. A review of the Alberta Merged Wetland Inventory indicates a wetland located on the subdivided portion to be consolidated. Also, the Historic Resource Value data identifies a resource value of 5a,p on the subject lands. There are no abandoned wells located within Proposed Lot 3. It should be noted that the subject lands have been mapped by the provincial government for the potential for flooding and areas within the parcel have been identified as both the Floodway and High Hazard Flood Fringe.

The remainder of Lot 1, Block 1 Plan 851 0936 will become Proposed Lot 4. There is an existing dwelling and improvements located on the parcel, but all are removed from the vacant portion proposed to be subdivided. The on-site water and sewer system are contained with the proposed 29.33 acres (11.87 ha). Access to this parcel is from Lyndon Road. A review of the Historic Resource Value data identifies a resource value of 5a and 3a on the subject lands. There are no abandoned wells located within Proposed Lot 4. It should be noted that the subject lands have been mapped by the provincial government for the potential for flooding and areas within the parcel have been identified as both the Floodway, Flood Fringe and High Hazard Flood Fringe.

The municipality may wish to reestablish the environmental reserve along the bed and shore of the Oldman River by requiring an environmental reserve easement be registered on title at the width of 6m as per Municipal Government Act, Section 664(1)(c) for the purposes of ensuring public access to and beside the bed and shore of a body of water lying on or adjacent to the land in accordance with MGA Section 664(1.1)(c).

Approval may be considered with the conditions of:



1. Any outstanding property taxes shall be paid to the MD of Willow Creek
2. Consideration of adjacent landowners and referral agencies comments
3. Consolidation
4. Historic Resource Clearance
5. Dedication of Environmental Reserve Easement
6. Updated surveyor sketch including the location of the private sewage disposal system

RESERVE: The municipal reserve is not applicable as this application is a boundary adjustment with no additional parcels created in the quarter section. (MGA 663 (a))

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



**APPLICATION FOR SUBDIVISION
RURAL MUNICIPALITY**

FOR OFFICE USE ONLY	
Zoning (as classified under the Land Use Bylaw):	
Fee Submitted: <u>\$1100.00</u>	File No: <u>2023-0-109</u>
APPLICATION SUBMISSION	
Date of Receipt: <u>August 2, 2023</u>	Received By: 
Date Deemed Complete: <u>August 8, 2023</u>	Accepted By: 

1. CONTACT INFORMATION

Name of Registered Owner of Land to be Subdivided: Gerrit & Amy Anker

Mailing Address: Box 1752 City/Town: Fort Macleod

Postal Code: T0L 0Z0 Telephone: 403-330-8208(Amy) Cell: 403-892-5019(Gerrit)

Email: gerrit@ankertransport.com Preferred Method of Correspondence: Email Mail

Name of Agent (Person Authorized to act on behalf of Registered Owner): 2468765 Alberta Ltd.(Acquiring land in consolidation)

Mailing Address: *Care of Robbin Jenkins Box 1892 City/Town: Fort Macleod

Postal Code: T0L0Z0 Telephone: 403-625-1002 Cell: _____

Email: Robynha1@telus.net Preferred Method of Correspondence: Email Mail

Name of Surveyor: Zachary J. Prosper, ALS brown okamura & associates ltd.

Mailing Address: 2830 - 12 Avenue North City/Town: Lethbridge

Postal Code: T1H 5J9 Telephone: 403-329-4688 ext 132 Cell: _____

Email: zach@bokamura.com Preferred Method of Correspondence: Email Mail

2. LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED

a. All/part of the W1/2 ¼ Section 10 Township 9 Range 26 West of 4 Meridian (e.g. SE¼ 36-1-36-W4M)

b. Being all/part of: Lot/Unit 1 Block 1 Plan 8510936

c. Total area of existing parcel of land (to be subdivided) is: 18 hectares 44.5 acres

d. Total number of lots to be created: 1 Size of Lot(s): 4.05 hectares/10 Acres being consolidated with adjacent title

e. Rural Address (if applicable): _____

f. Certificate of Title No.(s): 151 291 912, 231 199 620

3. LOCATION OF LAND TO BE SUBDIVIDED

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

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

c. Is the land situated within 1.6 kilometres (1 mile) of the right-of-way of a highway? Yes No
If "yes" the highway is No. 2

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

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

3. LOCATION OF LAND TO BE SUBDIVIDED (Continued)

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

If 'yes', please describe: _____ Water Act certificate on Lot 1 Title _____

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

If 'yes', please describe: _____

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

4. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Describe:

- a. Existing use of the land acreage on Lot 1 and campground on adjacent property
- b. Proposed use of the land subdivide portion

5. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

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

6. WATER SERVICES

- a. Describe existing source of potable water N/A
- b. Describe proposed source of potable water N/A, no changes to potable water for existing parcels

7. SEWER SERVICES

- a. Describe existing sewage disposal: Type N/A Year Installed _____
- b. Describe proposed sewage disposal: Type N/A, no changes to potable water for existing parcels

8. REGISTERED OWNER OR PERSON ACTING ON THEIR BEHALF

Zachary Prosper

hereby certify that

I am the registered owner

I am authorized to act on behalf of the register owner

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

Signed: 

Date: August 2, 2023

9. RIGHT OF ENTRY

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

Signature of Registered Owner(s)

boa File

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

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

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION, APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



LAND TITLE CERTIFICATE

S	LINC	SHORT LEGAL	TITLE NUMBER
	0019 742 089	4;26;9;10;NW	231 199 620
	0019 742 097	4;26;9;10;SW	

LEGAL DESCRIPTION

FIRST

MERIDIAN 4 RANGE 26 TOWNSHIP 9
SECTION 10
THAT PORTION OF THE NORTH WEST QUARTER
WHICH LIES TO THE SOUTH EAST OF THE SAID OLD MAN RIVER AS SHOWN ON
TOWNSHIP PLAN APPROVED AT OTTAWA 24 AUGUST 1918
CONTAINING 0.825 OF A HECTARE (2.4 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS

SECOND

MERIDIAN 4 RANGE 26 TOWNSHIP 9
SECTION 10
THAT PORTION OF LEGAL SUBDIVISION 6
IN THE SOUTH WEST QUARTER WHICH LIES TO THE SOUTH EAST OF THE OLD
MAN RIVER AS SHOWN ON TOWNSHIP PLAN APPROVED AT OTTAWA 11 JANUARY
1915, AND TO THE NORTH EAST OF THE WAYSIDE KITCHEN SITE ON PLAN 328IX
CONTAINING 10.7 HECTARES (26.5 ACRES) MORE OR LESS
EXCEPTING:

PLAN	NUMBER	HECTARES	ACRES MORE OR LESS
NO. 2 HIGHWAY	273LK	3.422	8.45

EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

REFERENCE NUMBER: 071 280 765

REGISTERED OWNER(S)
REGISTRATION DATE (DMY) DOCUMENT TYPE VALUE CONSIDERATION

231 199 620 29/06/2023 TRANSFER OF LAND \$520,000 SEE INSTRUMENT

OWNERS

2468765 ALBERTA LTD.
OF BOX 1892

FORT MACLEOD
ALBERTA T0L 0Z0

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
751 058 742	13/06/1975	UTILITY RIGHT OF WAY GRANTEE - ALBERTA GOVERNMENT TELEPHONES. AFFECTED LAND: 4;26;9;10;SW "PORTION DESCRIBED"
811 216 435	19/11/1981	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED.

TOTAL INSTRUMENTS: 002

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 6 DAY OF JULY,
2023 AT 01:35 P.M.

ORDER NUMBER: 47718727

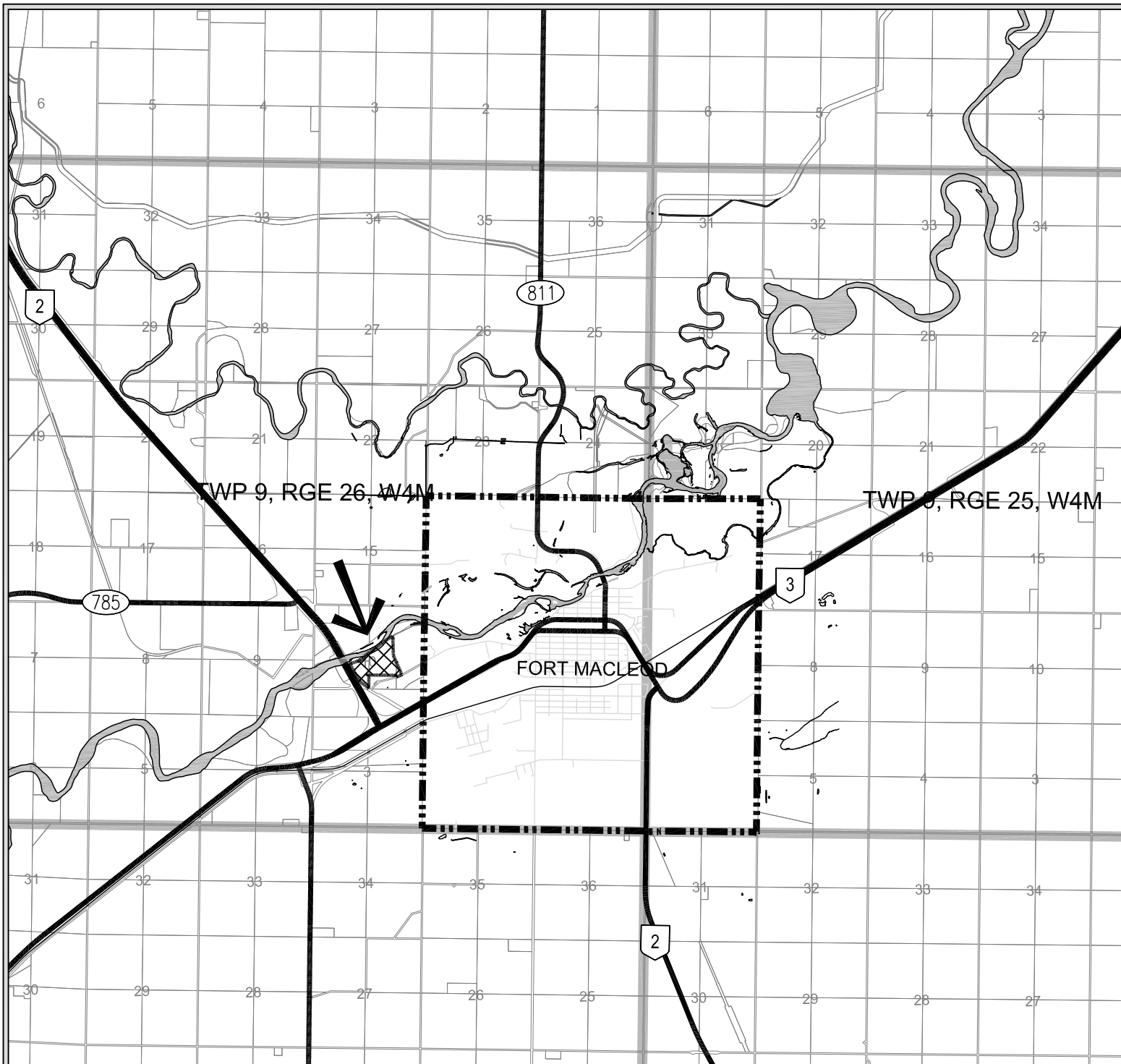
CUSTOMER FILE NUMBER:



END OF CERTIFICATE

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

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



SUBDIVISION LOCATION SKETCH

LOT 1, BLOCK 1, PLAN 8510936 (E 1/2 SEC 10)

AND W 1/2 SEC 10, TWP 9, RGE 26, W 4 M

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

DATE: August 10, 2023

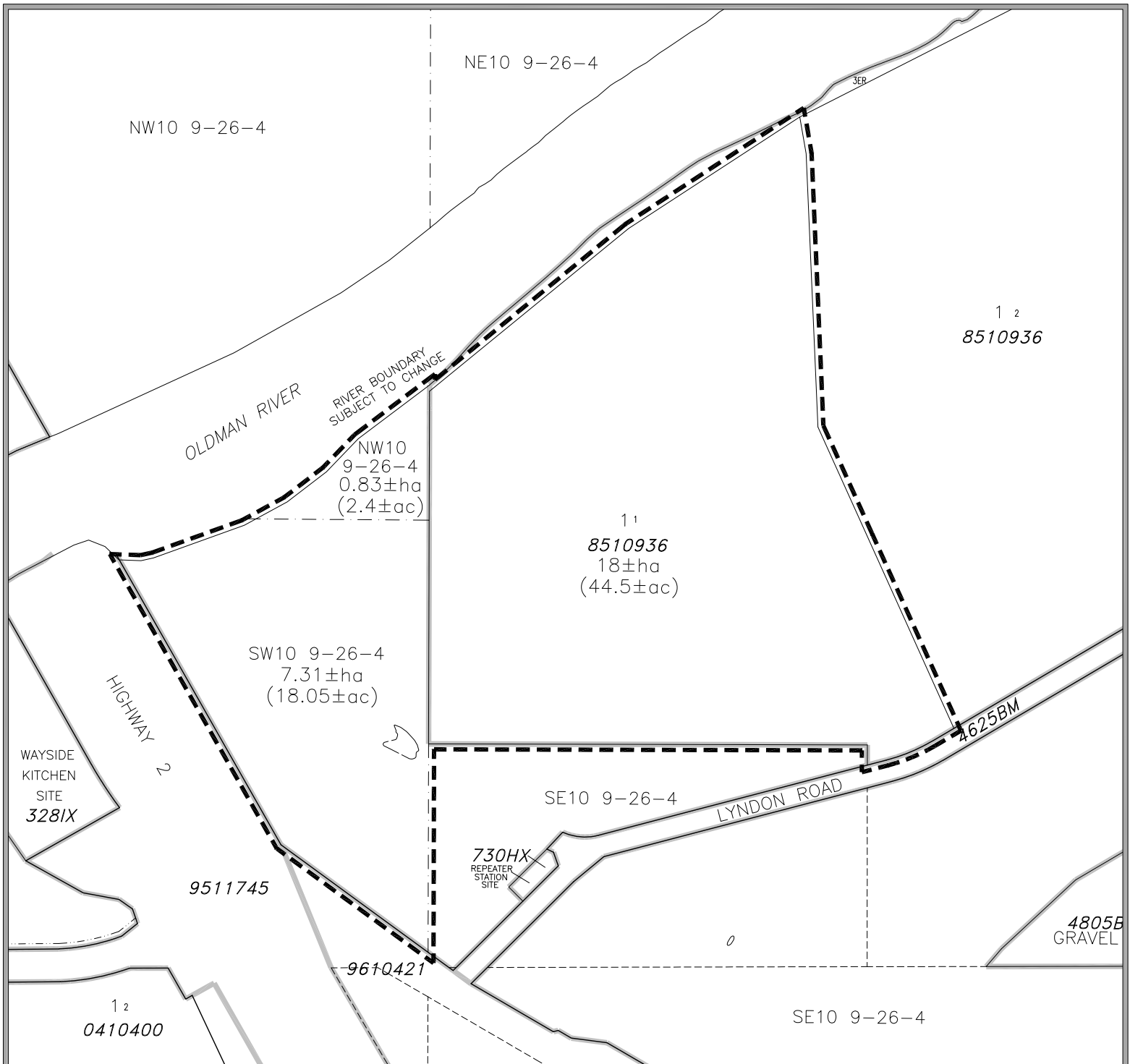
FILE No: 2023-0-109

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



August 10, 2023 N:\Subdivision\2023\2023-0-109.dwg





SUBDIVISION SKETCH - EXISTING

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 23-16028T

LOT 1, BLOCK 1, PLAN 8510936 (E 1/2 SEC 10)

AND W 1/2 SEC 10, TWP 9, RGE 26, W 4 M

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

DATE: August 10, 2023

FILE No: 2023-0-109



NW10 9-26-4

TABLE OF AREAS

LOT 3; BLOCK 1

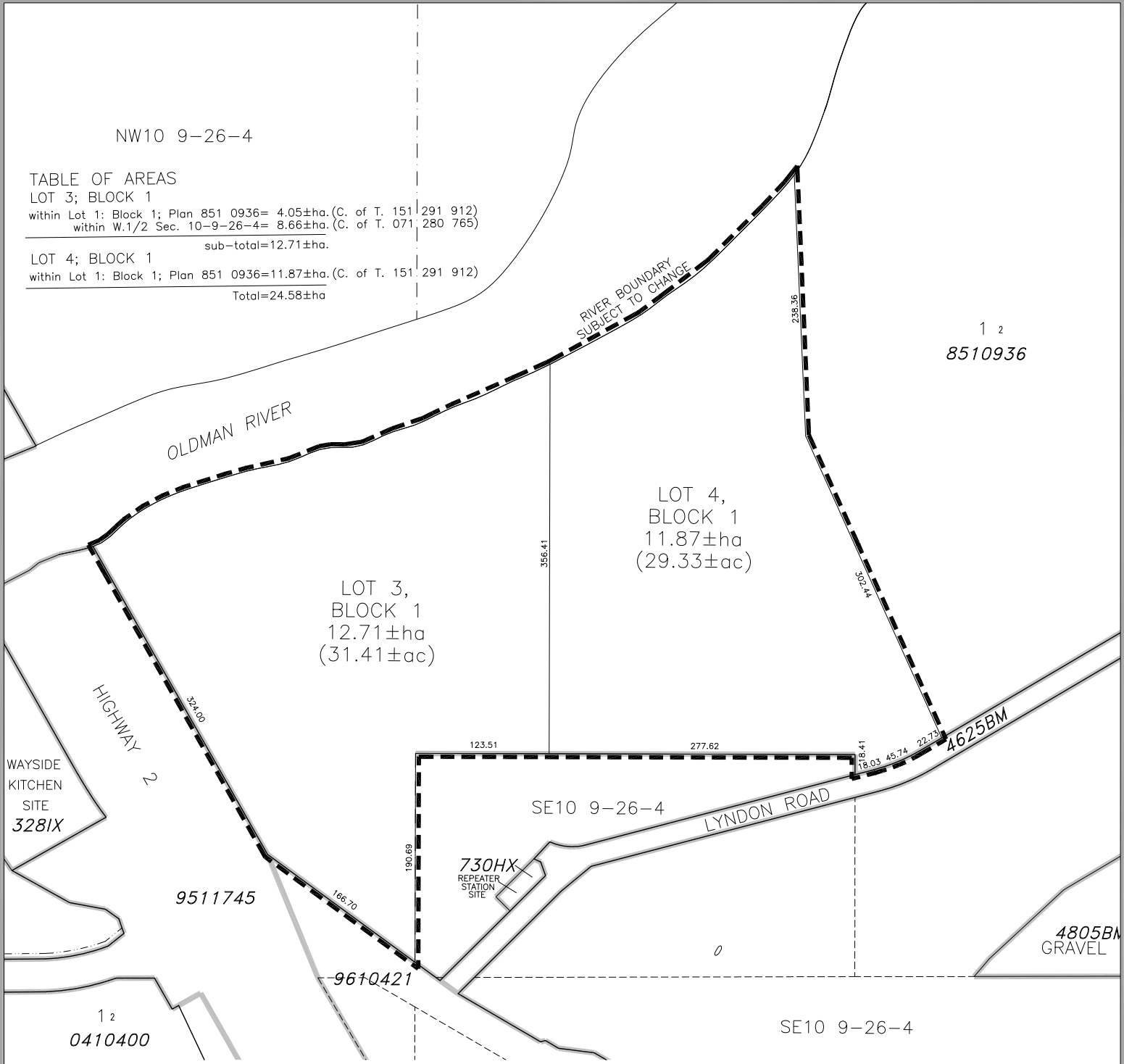
within Lot 1; Block 1; Plan 851 0936= 4.05±ha. (C. of T. 151 291 912)
within W.1/2 Sec. 10-9-26-4= 8.66±ha. (C. of T. 071 280 765)

sub-total=12.71±ha.

LOT 4; BLOCK 1

within Lot 1; Block 1; Plan 851 0936=11.87±ha. (C. of T. 151 291 912)

Total=24.58±ha



SUBDIVISION SKETCH - PROPOSED

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 23-16028T

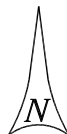
LOT 1, BLOCK 1, PLAN 8510936 (E 1/2 SEC 10)

AND W 1/2 SEC 10, TWP 9, RGE 26, W 4 M

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

DATE: August 10, 2023

FILE No: 2023-0-109





SUBDIVISION SKETCH - PROPOSED

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 23-16028T

LOT 1, BLOCK 1, PLAN 8510936 (E 1/2 SEC 10)

AND W 1/2 SEC 10, TWP 9, RGE 26, W 4 M

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

DATE: August 10, 2023

FILE No: 2023-0-109



August 10, 2023 N:\Subdivision\2023\2023-0-109.dwg

AERIAL PHOTO DATE: 2021

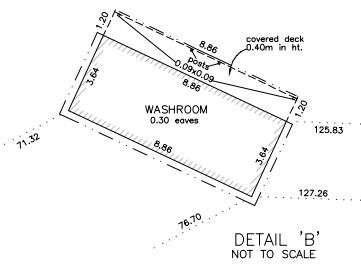
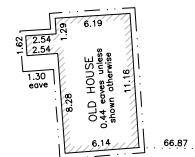
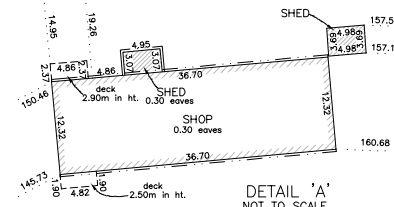
S.W.1/4 SEC. 15 - 9 - 26 - 4

S.E.1/4 SEC. 15 - 9 - 26 - 4

ROAD PLAN 5686 E.Z.

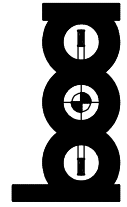
GOVERNMENT ROAD ALLOWANCE

BLOCK 1
PLAN 801 0067



N.E.1/4 SEC. 10
9 - 26 - 4

N.W.1/4 SEC. 10 - 9 - 26 - 4



brown okamura & associates ltd.

Professional Surveyors

2830 - 12th Avenue North, Lethbridge, Alberta

APPROVED

DRAWN CJB

DATE JUNE 20/23

CHECKED ZJP

JOB 23-16028

DRAWING

23-16028T

Z. J. Prosper A.L.S.

SCALE 1:5000

ROAD PLAN 931 1624

N.W.1/4 SEC. 10
9 - 26 - 4
(C. of T. 071 280 765)

OLDMAN RIVER

*current bank is approximate
and subject to change upon
final review

LOT 2
BLOCK 1
PLAN 851 0936

LOT 4
BLOCK 1
11.87 ha.
(29.33 Ac.)

LOT 1
BLOCK 1
PLAN 851 0936
(C. of T. 151 291 912)

Title Boundary of the Oldman River
is a digital reproduction
of the Township Plan approved at Ottawa
on the 24th of August, 1918.

WAYSIDE KITCHEN SITE
PLAN 328 I.X.

(HIGHWAY No. 2)
ROAD PLAN 951 1745

LOT 3
BLOCK 1
12.71 ha.
(31.41 Ac.)

S.E.1/4 SEC. 10
9 - 26 - 4

REPEATER STATION SITE
PLAN 730 H.X.

ROAD PLAN 4625 B.M.

S.W.1/4 SEC. 10
9 - 26 - 4

LOT 2
BLOCK 1
PLAN 041 0400

S.E.1/4 SEC. 10
9 - 26 - 4

(HIGHWAY No. 2)

ROAD PLAN 951 1745

N.W.1/4 SEC. 3
9 - 26 - 4

TABLE OF AREAS
LOT 3; BLOCK 1

within Lot 1: Block 1; Plan 851 0936= 4.05 ha. (C. of T. 151 291 912)
within W.1/2 Sec. 10-9-26-4= 8.66 ha. (C. of T. 071 280 765)

sub-total=12.71 ha.

LOT 4; BLOCK 1

within Lot 1: Block 1; Plan 851 0936=11.87 ha. (C. of T. 151 291 912)

Total=24.58 ha.

GERRIT & AMY ANKER

TENTATIVE PLAN SHOWING SUBDIVISION

of all of
LOT 1; BLOCK 1; PLAN 851 0936(E.1/2 Sec. 10)

and part of
W.1/2 Sec. 10
all within

TWP. 9; RGE. 26; W.4 M.

MUNICIPAL DISTRICT OF WILLOW CREEK No. 26

REVISION

DATE

BY

Improvements shown on West half Section 10 was copied from
RPR 403-16 by BOA dated June 13th, 2018

NOTE : Portion to be approved is outlined thus and contains approximately 24.58 ha.
Distances are in metres and decimal parts thereof.
Overhead line is shown thus PP stands for utility pole.
Fence lines are shown thus X
Distances and areas are approximate and are subject to change upon final survey.



Agenda Submission

Submission Title

Proclamation Alberta Development Officers Week

Agenda Section

New Business

Meeting Type

Regular Council Meeting

Meeting Date

08/28/2023

Recommendation

That Council proclaims September 19, 2023, to September 22, 2023, to be designated Alberta Development Officers week in the Town of Fort Macleod to recognize Development Officers and their commitment to public service.

Rationale

Alberta Development Officers Week helps us to publicly recognize the work of our municipal employees in planning and development for the improvement of the Town of Fort Macleod. See the draft proclamation attached for information.

Background

In 2022 we proclaimed September 18, 2022, to September 24, 2022, to be designated as Alberta Development Officers week in the Town of Fort Macleod.

Financial Implications**Attachments**

PROCLAMATION.docx

35.68KB

Submitter Name

Meranda Day Chief

Email

execassist@fortmacleod.com

Director Name

Anthony Burdett

Director Email

cao@fortmacleod.com

Department

Administration

Date

7/5/2023



**PROCLAMATION
ALBERTA DEVELOPMENT OFFICERS WEEK
SEPTEMBER 19th TO SEPTEMBER 22nd, 2023**

WHEREAS, A Development Officer is a current planning and development specialist with knowledge in current legislation, policy and bylaws, systems and technical requirements for physical development within communities in the Province of Alberta. A Development Officer enforces and administers land use regulations and policies on behalf of a municipality and is designated to the position of Development Authority by the municipality as defined by the Municipal Government Act, RSA 2000, Chapter M-26.

WHEREAS the Alberta Development Officers Association, representing professional Development Officers in Alberta, endorses Alberta Development Officers Week to recognize sound development and planning practices and the contribution made by Development Officers to the quality of development within our communities and environment; and,

WHEREAS Alberta Development Officers Week helps us to publicly recognize the work of our municipal colleagues in planning and development for the improvement of the _____ Municipality _____; and,

WHEREAS we recognize Development Officers and their commitment to public service; and,

NOW, THEREFORE, I, _____, do hereby proclaim the week of September 19th to September 22nd, 2023, to be designated as Alberta Development Officers Week in the _____ Municipality _____.

Proclaimed this _____ day of _____, 2023

SEAL

Mayor



Agenda Submission

Submission Title

ADM #39 Policy -

Agenda Section

New Business

Meeting Type

Regular Council Meeting

Meeting Date

08/28/2023

Recommendation

That Council accepts this Policy as information.

Rationale

Administration has formalized the processing for 305.3 assessment changes (sales of exempt Town-owned property to private owners) in the month of June.

Background

The assessor sends the Town these types of changes infrequently, however, a formal policy needs to be in place for Administration to have parameters to follow. This policy gives the new owner adequate time to receive the taxation notice and to pay it with out being the 11% penalty being applied.

Financial Implications

None.

Attachments

ADM #39 Exempt to Taxable Sales Policy 7.12.2023.docx

39.94KB

Submitter Name

Kris

Email

finance@fortmacleod.com

Director Name

Kris Holbeck

Director Email

finance@fortmacleod.com

Department

Administration

Date

7/13/2023



EXEMPT TO TAXABLE PROPERTY SALES POLICY

Policy Number:	ADM40
Administered By:	Chief Administrative Officer
Approved By:	Town Council
Effective Date:	August 28, 2023

Purpose:

The purpose of this policy is to establish the parameters for processing assessment changes from exempt (Town owned) to taxable (privately owned).

Scope:

This policy applies to 305.3 assessment changes received during the month of June each year.

Responsibilities:

The Chief Administrative Officer (CAO) is the administrative head of the municipality and is granted responsibilities through the *Municipal Government Act (MGA)*, including but not limited to, the responsibility to ensure the policies and procedures and programs of the municipality are developed and implemented.

Policy:

The Town of Fort Macleod recognizes that when a municipally owned property is sold to a private owner and the assessment change (from exempt to taxable) is processed by the assessor and sent to Town Administration in the month of June, that there is inadequate time for the new owner of the property to pay the property tax invoice before the June 30th deadline.

Definitions:

- **305.3 assessment change** means if exempt property becomes taxable or taxable property becomes exempt under 364.1, 364.2 or 368, the assessment roll must be corrected for the current year only, and an amended assessment notice must be prepared and sent to the assessed person.

Principles:

To ensure fairness in the taxation process for new owners of municipal property, the Town will not process the 305.3 changes until July, so that the penalty is not applied to these properties.

Procedure:

1. 305.3 assessment changes received in June will not be processed until July of that year.

Further Information:

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

CAO – Town of Fort Macleod



FORT MACLEOD AFFORDABLE HOUSING INITIATIVE REQUEST FOR PROPOSAL

RECOMMENDATION:

That Council approves the Fort Macleod Affordable Housing Initiative Request for Proposal as presented.

PURPOSE:

The primary objective of this initiative is to address the pressing need for affordable housing in the community of Fort Macleod. We are seeking experienced contractors, builders, or housing organizations capable of constructing and managing a multi-unit complex or similar development on five designated lots within the specified timeline.

DETAILS & BACKGROUND:

At the February 27, 2017, Council meeting, the following motion was passed regarding affordable housing:

"R.075.2017 Moved by Councillor Trowbridge that Council donates Lot 19 through 23 Block 316 Plan 92B as a possibility for affordable housing with the understanding that as other land comes available, the location of the donated land may change."

Although a grant application was submitted in collaboration with the Lethbridge Housing Authority to construct row housing, the project did not progress.

Town Council committed to supporting and advocating for increased affordable housing units in the Town of Fort Macleod 2022-2025 Strategic Plan. To fulfill its pledge of providing affordable housing to the community, Council intends to donate these five lots to an eligible builder/organization that meets the criteria and can both construct and manage affordable housing. Further, at the June 20, 2023 Committee of the Whole meeting Council reviewed the proposed RFP and provided feedback. Minor changes were made, and now bringing this item forward for Council's approval.

COUNCIL STRATEGIC PLAN:

Town Council committed to supporting and advocating for increased affordable housing units in Fort Macleod in their 2022-2025 Strategic Plan.

FINANCIAL IMPLICATIONS:

In conjunction with the (5) donated lots, the Town of Fort Macleod's Residential Multi-Unit Tax Incentive Bylaw 1962 allows for the reduction of property taxes for the first four years after construction. This incentive reduces property taxes by 100%, 75%, 50%, and 25% in years 1, 2, 3, and 4, respectively.

ATTACHMENTS:

Fort Macleod Affordable Housing Initiative Request for Proposal
Fort Macleod Strategic Plan 2022-2025

PREPARED BY: Meranda Day Chief, Executive Assistant

REVIEWED BY: Liisa Gillingham, Director of Community & Protective Services

APPROVED BY: Anthony Burdett, CAO



INVITATION FOR PROPOSALS

RFP 2023-XX

FORT MACLEOD AFFORDABLE HOUSING INITIATIVE

PROPOSAL DUE DATE: Sep 10, 2023

PROPOSAL NAME: Fort Macleod Affordable Housing Initiative

PROJECT LOCATION: Fort Macleod, Alberta
Legal Land Description: Plan 92B, Block 316, Lots 19-23

PROJECT DESCRIPTION: The Town of Fort Macleod is seeking proposals from experienced contractors, builders, or housing organizations for the Fort Macleod Affordable Housing Initiative. The project aims to construct and manage a multi-unit complex or similar development on five designated lots. The objective is to provide below-market-priced housing that addresses the community's pressing need for affordable housing while enhancing the well-being of residents. The project requires expertise in construction and property management.

TENDER PACKAGE: Interested parties shall submit a request for tender documents to cao@fortmacleod.com.

SUBMISSION OF BIDS: Town of Fort Macleod
Attn: Anthony Burdett, CAO
PO Box 1420
410 - 20th Street
Fort Macleod, AB T0L 0Z0

NOTES: Electronic submissions will be accepted.

DEADLINE FOR QUESTIONS: September 5, 2023

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 www.fortmacleod.com 



[Date]

Fort Macleod REQUEST FOR PROPOSAL (RFP) 2023 - XX

Fort Macleod Affordable Housing Initiative

1. Introduction:

The Town of Fort Macleod and The Fort Macleod Housing Committee are pleased to announce the Request for Proposal (RFP) for the Fort Macleod Affordable Housing Initiative. The primary objective of this initiative is to address the pressing need for affordable housing in the community of Fort Macleod. We are seeking experienced contractors, builders, or housing organizations capable of constructing and managing a multi-unit complex or similar development on five designated lots within the specified timeline.

In 2017, Town Council allocated five lots to the Fort Macleod Housing Committee as a possibility for affordable housing. Although a grant application was submitted in collaboration with the Lethbridge Housing Authority to construct row housing, the project did not progress. Town Council committed to supporting and advocating for increased affordable housing units in the Town of Fort Macleod 2022-2025 Strategic Plan. To fulfill its pledge of providing affordable housing to the community, Council intends to donate these five lots to an eligible builder/organization that meets the criteria and can construct affordable housing.

In conjunction with the five (5) donated lots, the Town of Fort Macleod’s Residential Multi-Unit Tax Incentive Bylaw 1962, allows for the reduction of property taxes for the first four years after construction. This incentive reduces property taxes by 100%, 75%, 50%, and 25% in years 1, 2, 3, and 4, respectively.

2. Project Overview:

The Fort Macleod Affordable Housing Initiative aims to provide below-market-priced housing to families who are struggling with rising costs and inflation.

Market Rental Rates according to the Canada Mortgage and Housing Corporation

Rental Type	Price Per Month
Bachelor	\$880
One Bedroom	\$1,020
Two Bedroom	\$1,129
Three Bedroom	\$1,355

In addition to addressing affordability, the project aims to create thoughtfully designed homes that enhance the overall well-being of residents. The initiative also seeks to foster a vibrant and inclusive community by offering barrier-free units and accommodating individuals facing intersectionality and other social issues.

3. Site Information:

The project will be developed on five designated lots, zoned Residential-Multi Unit (R-MU). Please refer to the map in Appendix A for the exact location and layout of the lots, in addition to Aerial Photos of the site in Appendix B.

Legal Land Description: Plan 92B, Block 316, Lots 19-23

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4. Eligibility Criteria:

To be eligible to submit a proposal for this project, interested parties must meet the following criteria:

a. Experience: Preferably, contractors, builders, or housing organizations should demonstrate prior experience in the successful completion of similar affordable housing projects. Relevant experience should include construction, management, and operation of multi-unit complexes or similar developments.

b. Property Management: This involves overseeing the day-to-day operations, maintenance, tenant services, financial management, and the overall administration of the affordable housing complex to ensure its long-term ongoing sustainability and success.

b. Financial Viability: Interested parties must provide evidence of financial stability and the ability to secure the necessary funding for the project. This may include financial statements, credit ratings, or other relevant documentation.

c. Legal Compliance: Proponents must adhere to local, provincial, and federal laws, regulations, and licensing requirements throughout the duration of the project.

d. Project Initiation and Completion: The construction must be initiated within 12 months and completed within 36 months of the contract agreement.

e. Rent Affordability:

Rental unit composition should follow the table below. The table below mirrors the “Mixed-income Projects Rental Bands” table provided by the Alberta government for provincial funding applications.

Unit Type	Rental Type	Requirements
Affordable Housing Units	Minimum Rent 60% of market rate (MMR)	A minimum of 10% of units is required for this rental type.
Affordable Housing Units	Mid-Range Rent Greater than (>) 60% to less than (<) 90% or market rate (MMR)	
Market and Near Market Units	Market and Near Market Rent	A maximum of 30% of units is allowable for this rental type.

f. Barrier-Free Units: Preferably, 20% of the units should be barrier-free, ensuring accessibility for individuals with disabilities.

g. Management Capability: Proponents must outline their strategies and skills for managing project expectations, maintenance, resources, budgeting, and ensuring quality control.

h. Experience with Social Issues: Experience or understanding of working with individuals facing intersectionality and other social issues is desirable.

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5. Proposal Requirements:

Proposals should be comprehensive and include the following information:

- a. Company Overview: Briefly introduce your organization, including its history.
- b. Design: Include the site plan, rendering, proposed land use, landscaping, unit types, sizes etc.
- c. Experience: Highlight previous projects that demonstrate your organization's expertise in affordable housing construction, management, and property management. Include details such as project size, scope, and outcomes achieved.
- d. Operation & Management Plan: Outline your proposed approach to the Fort Macleod Affordable Housing Initiative and long-term management. Provide details on your strategies for overseeing the day-to-day operations, maintenance, tenant services, financial management, and the overall administration of the affordable housing complex to ensure its ongoing sustainability and success.
- e. Construction Timeline: Provide a detailed timeline for the completion of the construction phase project and your proposed timeline for assuming the long-term property management responsibilities. Ensure project initiation occurs within 12 months of the contract agreement and completion within 36 months.
- f. Financial Proposal: Provide a detailed proposal for funding and expenses as follows:
 - Annual Operating Budget: provide a proposed annual operating budget, inclusive of property management and maintenance (see the Annual Operating Budget Template in Appendix C).
 - Capital Funding: provide a comprehensive capital funding plan for the project (see the Capital Funding Template in Appendix D). Specify any proposed funding sources, including grants, loans, or partnerships.
 - Capital Budget: provide a comprehensive capital budget for the construction phase (see the Capital Budget Template in Appendix E).
- g. Management Capability: Describe your strategies and skills for managing project expectations, resources, budgeting, and ensuring quality control during both the construction and property management phases. Highlight your experience and expertise in property management, including tenant selection, lease administration, maintenance and repairs, financial reporting, and compliance with relevant regulations.
- h. Proposed Unit Information: Include a detailed plan or table with the proposed unit information and affordability plan. Break down the total number of units and number of bedrooms per unit. Include the number of minimum rate units, mid-range rate units, and market/near market rate units and barrier-free units.
- i. Tenant Selection Criteria: Description of the tenant selection process.
- j. References: Provide references from previous clients or partners who can speak to the quality of your work, your ability to meet project timelines, and your experience in affordable housing construction and property management.

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6. Funding and Financial Assistance:

- Tax Incentive Program
- Donated Lots
- Outline Proponents' Responsibilities

7. Proposal Submission:

Proposals may be submitted electronically or in person to the following address no later than September 10, 2023.

Attention: Anthony Burdett, CAO
 Town of Fort Macleod
 410 20th Street
 Fort Macleod, AB
 cao@fortmacleod.com

If the proposal is submitted electronically, please ensure that the email's subject line includes "Fort Macleod Affordable Housing Initiative Proposal - [Your Organization's Name]."

8. Evaluation and Selection Process:

Proposals will be evaluated based on the following criteria:

Criteria	Points
Experience and Track Record	15
Project Approach and Innovation	20
Property Management Proposal	25
Financial Viability	20
References and Past Performance	20
Total	100

After a thorough evaluation of all proposals, the Selection Committee will contact the shortlisted organizations for further discussions and negotiations.

The Town, at its discretion, may request any or all of the Proponents to present their proposals and/or interview with the Selection Committee. Note that any information provided by Proponents in their proposals or discussed in presentations/interviews may be incorporated into any Contract with the Proponent. The Town advises that this negotiation process may take 2-3 months.

9. Important Dates:

- RFP Release Date: August 29, 2023
- Deadline for Questions: September 5, 2023
- Proposal Submission Deadline: September 10, 2023
- Negotiation and Contract Award: September 12, 2023

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 www.facebook.com/fortmacleod



10. Appendices List:

- A: Site Plan
- B: Aerial Photos
- C: Annual Operating Budget Template
- D: Capital Funding Template
- E: Capital Budget Template
- F: Residential Multi-Unit Tax Incentive Bylaw No. XXXX & Application
- G: Fort Macleod Affordable Housing Strategic Guide
- H: Fort Macleod Business Investment Package

11. Confidentiality:

All information submitted in response to this RFP will be treated as confidential and will only be used for the purpose of evaluating proposals for the Fort Macleod Affordable Housing Initiative. The selection committee and relevant stakeholders will ensure the confidentiality of all submitted materials. However, please note that proposals may be subject to disclosure under applicable laws and regulations.

By submitting a proposal, interested parties agree that the Town of Fort Macleod may use the provided information for evaluation purposes and share it with the necessary individuals involved in the selection process. Proposers retain all proprietary rights to their submissions, and the Town of Fort Macleod will not use the information for any other purpose without the written consent of the proposer.

12. Questions and Clarifications:

Any questions or requests for clarifications regarding this RFP should be submitted in writing to the contact person mentioned above no later than September 5, 2023. The Town of Fort Macleod will provide responses to all eligible inquiries and share the information with all prospective proposers.

The Town of Fort Macleod, alongside the Fort Macleod Housing Committee, looks forward to receiving your proposals and appreciate your commitment to addressing the crucial need for affordable housing in our community.

Sincerely,

Anthony Burdett, CAO
Town of Fort Macleod
cao@fortmacleod.com

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Fort Macleod

APPENDIX A: SITE PLAN

Map

Fort Macleod, Alberta
Plan 92B, Block 316, Lots 19-23

(North side of 9th Street, Between 3rd and 4th Avenue)



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APPENDIX 6 ANNUAL OPERATING BUDGET TEMPLATE

REVENUE	MINIMUM RENT 60% MMR	MID-RANGE RENT >60% - <90% MMR	MARKET/NEAR MARKET RENT	COMBINED TOTAL
1 Bedroom: # @ \$	\$	\$	\$	\$
1 Bedroom: # @ \$	\$	\$	\$	\$
2 Bedroom: # @ \$	\$	\$	\$	\$
2 Bedroom: # @ \$	\$	\$	\$	\$
3 Bedroom: # @ \$	\$	\$	\$	\$
3 Bedroom: # @ \$	\$	\$	\$	\$
4 Bedroom: # @ \$	\$	\$	\$	\$
4 Bedroom: # @ \$	\$	\$	\$	\$
Other Revenue				\$
TOTAL REVENUE	\$	\$	\$	\$
ESTIMATED EXPENSES				
Water	\$	\$	\$	\$
Electricity	\$	\$	\$	\$
Heat	\$	\$	\$	\$
Garbage	\$	\$	\$	\$
Insurance	\$	\$	\$	\$
Maintenance	\$	\$	\$	\$
Management Fees	\$	\$	\$	\$
Taxes	\$	\$	\$	\$
Replacement Reserves	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Principal & Interest Mortgage Payments	\$	\$	\$	\$
TOTAL EXPENSES	\$	\$	\$	\$
SURPLUS (SHORTFALL)	\$	\$	\$	\$

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APPENDIX D: CAPITAL FUNDING TEMPLATE

BUDGET ITEM	AFFORDABLE UNITS	MARKET RENT	COMBINED TOTAL
Proponent Equity – Source:	\$	\$	\$
Proponent Equity – Source:	\$	\$	\$
Federal/Provincial Funding	\$	\$	\$
Other Funding – Source:	\$	\$	\$
Other Funding – Source:	\$	\$	\$
Other Funding – Source:	\$	\$	\$
Mortgage	\$	\$	\$
TOTAL	\$	\$	\$

DRAFT

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APPENDIX E: CAPITAL BUDGET TEMPLATE

BUDGET ITEM	AFFORDABLE UNITS	MARKET RENT	COMBINED TOTAL
Land Cost	\$	\$	\$
Survey	\$	\$	\$
Environmental/Geotechnical	\$	\$	\$
Other Land Cost:	\$	\$	\$
Legal Fees	\$	\$	\$
Planning/Development Approvals	\$	\$	\$
Building Permit Fees	\$	\$	\$
Architect/Engineer	\$	\$	\$
Mortgage Fee	\$	\$	\$
Other Soft Costs:	\$	\$	\$
Construction	\$	\$	\$
Furnishings & Equipment	\$	\$	\$
Stoves & Refrigerators	\$	\$	\$
Parking & Landscaping	\$	\$	\$
Contingency	\$	\$	\$
TOTAL CAPITAL COSTS	\$	\$	\$

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FCSS Provincial Funding Update

RECOMMENDATION:

That Council determines if they would like to increase the Town's funding amount to FCSS to match the increase from the province.

DETAILS:

In July Administration/FCSS was provided with a updated provincial agreement to reflect a 4% increase in funding. (\$11,691.41 split over 2023, 2024, 2025)

PURPOSE:

ANALYSIS & OPTIONS:

FINANCIAL IMPLICATIONS:

The Town is required to contribute 25% of the provincial funding amount to FCSS Program with 2023 being \$97,664.57, and 2024 & 2025 being \$98,727.42.

Required Amount breakdown:

2023 is \$24,416.14

2024 will be \$24,681.86

2025 will be \$24,681.86.

Currently the Town provides \$30,000.00 annually which is significantly higher than our required amount. A 4% increase on the \$30,000 would be \$1,200.00 per year.

COUNCIL STRATEGIC PLAN:

FCSS and funding for FCSS fits our strategic goals by building community and services in Fort Macleod through social responsibility, relationships, as well as, providing programming and services that enhances the lives of many of our residents.

APPLICABLE LEGISLATION:

ATTACHMENTS:

FCSS amended funding agreement 2023, 2024, 2025.

PREPARED BY: Liisa Gillingham Director of Community & Protective Services

REVIEWED BY: Liisa Gillingham, Director of Community & Protective Services

APPROVED BY: Liisa Gillingham, Director of Community & Protective Services

GRANT NUMBER: FCFA0001994

AMENDMENT NUMBER: FCAA0001114

FCSS AMENDMENT AGREEMENT

BETWEEN:

HIS MAJESTY THE KING IN RIGHT OF ALBERTA ,

as represented by the Minister of Seniors, Community and Social Services

(the “Minister”)

-and-

TOWN OF FORT MACLEOD

(the “Municipality”)

BACKGROUND:

WHEREAS:

A. The parties entered into Grant Number FCAA0001114, effective on **April 1, 2023**, for the purpose of funding FCSS Services (“Grant Agreement”); and

B. The parties wish to amend the Grant Agreement to Increase the Funding;

THEREFORE The parties amend the Grant Agreement as follows:

1. The Grant Agreement is amended:

(a) in Clause 5(a) by deleting “**\$283,428.00**” and inserting “**\$295,119.41**”;

(b) by deleting Clause 5(b) in its entirety and inserting the following:

(b) The maximum Funding set out in Clause 5(a) will be allocated as follows:

\$97,664.57 for the first year of the Term (**January 1, 2023 to December 31, 2023**);

\$98,727.42 for the second year of the Term (**January 1, 2024 to December 31, 2024**);
and

\$98,727.42 for the third year of the Term (**January 1, 2025 to December 31, 2025**)

(c) by deleting Clause 6(b) in its entirety and inserting the following:

(b) In accordance with Clause 6(a), the Municipality's Contribution for the Term is allocated as follows:

\$24,416.14 for the first year of the Term (**January 1, 2023 to December 31, 2023**);

\$24,681.86 for the second year of the Term (**January 1, 2024 to December 31, 2024**);
and

\$24,681.86 for the third year of the Term (**January 1, 2025 to December 31, 2025**)

(d) by deleting Schedule B of the Grant Agreement in its entirety and inserting the document attached as Appendix 1 to this Amendment Agreement.

2. This Amendment Agreement shall be effective on **April 1, 2023**.

3. This Amendment Agreement may be executed in counterparts, in which case (i) the counterparts together shall constitute one agreement, and (ii) communication of execution by fax transmission or e-mailed in PDF shall constitute good delivery.

4. Except as amended by this Amendment Agreement, the Grant Agreement shall continue to be in effect.

This Amendment Agreement has been executed by duly authorized representatives of the parties.

HIS MAJESTY THE KING IN RIGHT OF ALBERTA

as represented by the Minister of Seniors, Community and Social Services

Executive Director of Civil Society and Community Initiatives

Date

TOWN OF FORT MACLEOD

Signature of Authorized Official

Date



MD REPRESENTATIVE FORT MACLEOD LIBRARY BOARD

RECOMMENDATION:

That Council accepts the Municipal District of Willow Creek No.26 appointed representative Reeve Maryanne V. Sandberg to serve on the Fort Macleod & District Library Board for a 3-year term (October 2022 to October 2025).

DETAILS:

The Fort Macleod & District Library Board membership is appointed by the Town of Fort Macleod Council. Membership consists of no fewer than five and no more than ten members with these being required: one Fort Macleod Town Council member, one the Municipal District of Willow Creek No.26 Council member.

On July 26, 2023, the Municipal District of Willow Creek nominated Reeve Maryanne Sandberg as their appointed representative for the Fort Macleod & District Library Board. It should be noted that in the Library's Act it states: *A member of the municipal board is eligible to be reappointed for only 2 additional terms of office, unless at least 2/3 of if the whole council passes a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms.*

Reeve Sandberg has been on the Library Board since 2013, 3+ terms.

PURPOSE:

To fill the position of Council member from the MD of Willow Creek No.26.

APPLICABLE LEGISLATION:

Libraries Act - Section 2, Part 1.

ATTACHMENTS:

Letter of recommendation from the Municipal District of Willow Creek

PREPARED BY: Meranda Day Chief, Executive Assistant

REVIEWED BY: Liisa Gillingham, Director of Community & Protective Services

APPROVED BY: Anthony Burdett, CAO



Municipal District of Willow Creek

Office of the Reeve

www.mdwillowcreek.com
273129 SEC HWY 520
Claresholm Industrial Area
Box 550, Claresholm Alberta T0L 0T0

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

July 26, 2023

Mayor Feyter and Council
Town of Fort Macleod
GR Davis Administration Building
410 – 20th Street
Fort Macleod, AB
T0L 0Z0

Dear Mayor Feyter and Council,

At the July 26, 2023 Council meeting a resolution was passed by the municipal council nominating Maryanne V. Sandberg to serve on the Fort Macleod & District Library Board for a 3-year term (October 2022 to October 2025).

I thank you for this opportunity which allows me to serve our communities.

Sincerely, on Behalf of Council,

Maryanne V. Sandberg
Reeve
Municipal District of Willow Creek No. 26



Province of Alberta

LIBRARIES ACT

Revised Statutes of Alberta 2000
Chapter L-11

Current as of November 16, 2022

Office Consolidation

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*The year of first publication of the legal materials is to be completed.

Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

Regulations

The following is a list of the regulations made under the *Libraries Act* that are filed as Alberta Regulations under the Regulations Act

	Alta. Reg.	<i>Amendments</i>
Libraries Act		
Libraries	141/98	282/99, 251/2001, 193/2003, 172/2007, 68/2008, 180/2013, 134/2018

LIBRARIES ACT

Chapter L-11

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HER MAJESTY, by and with the advice and consent of the
Legislative Assembly of Alberta, enacts as follows:

Definitions

- 1 In this Act,

- (a) “basic information service” means basic information service as defined in the regulations for the purposes of this Act;
- (b) “board” means a municipal board, intermunicipal library board, library system board, community board or federation board;
- (c) “community board” means a community library board established or continued under Part 3;
- (d) “community library” means a library established or continued under Part 3;
- (e) “council” means
 - (i) in the case of a city, town, municipal district, village, summer village or specialized municipality, the council;
 - (ii) in the case of a school authority, the board of trustees of school divisions under the *Education Act*,
 - (iii) in the case of a Metis settlement, the settlement council,
 - (iv) in the case of an improvement district, the Minister responsible for the *Municipal Government Act*, or
 - (v) in the case of a special area, the Minister responsible for the *Special Areas Act*;
- (f) “federation board” means a federation board established under Part 4;
- (f.1) “intermunicipal library board” means an intermunicipal library board established under Part 1.1;
- (g) “library system” means a library system established, or a regional library continued, as a library system under Part 2;
- (h) “library system board” means a library system board under Part 2;
- (i) “Minister” means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for this Act;
- (j) “municipal board” means a municipal library board;
- (k) “municipal library” means a library that provides public library services under the control and management of a municipal library board or an intermunicipal library board;

- (l) “municipality” means municipality as defined in the *Municipal Government Act*;
- (m) “public library” means a municipal library, library system or community library;
- (n) “Public Library Rate” means the rate assessed and levied pursuant to section 11;
- (o) “school authority” means a school division.
RSA 2000 cL-11 s1;2006 c5 s2;2012 cE-0.3 s275

Part 1 Municipal Libraries

Application

2 This Part applies to every municipal library board maintained in whole or in part by property taxes and

- (a) established under this Part, or
- (b) continued under this Part.

RSA 2000 cL-11 s2;2006 c5 s3

Municipal board

3(1) The council of a municipality may, by bylaw, establish a municipal library board.

(2) The council shall forward a copy of a bylaw made under subsection (1) to the Minister.

(3) Repealed 2006 c5 s4.

(4) On being established, the municipal library board is a corporation and shall be known as “The (name of municipality) Library Board”.

(5) The boards of management of all public libraries to which Part 3 of the *Libraries Act*, RSA 1980 cL-12, applies are continued as municipal library boards under this Act.

RSA 2000 cL-11 s3;2006 c5 s4

Appointment

4(1) A municipal board shall consist of not fewer than 5 and not more than 10 members appointed by council.

(2) A person who is an employee of the municipal board is not eligible to be a member of that board.

(3) Not more than 2 members of council may be members of the municipal board.

(4) A member of the municipal board is eligible to be reappointed for only 2 additional consecutive terms of office, unless at least 2/3 of the whole council passes a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms.

(5) Subject to subsection (6), appointments to the municipal board shall be for a term of up to 3 years.

(6) When appointments are made in respect of a first municipal board, council shall, as nearly as may be possible, appoint 1/3 of the members for a term of one year, 1/3 of the members for a term of 2 years and the remaining members for a term of 3 years.

(7) Notwithstanding this section, the term of office of a member continues until a member is appointed in that member's place.

1983 cL-12.1 s10;1998 c19 s5

Date of appointment

5(1) The appointments of the members of the municipal board shall be made on the date fixed by council.

(2) Any vacancy arising from any cause must be filled by council as soon as reasonably possible for council to do so.

1983 cL-12.1 s11

Validity of proceedings

6 No resolution, bylaw, proceeding or action of any kind of the municipal board may be held invalid or set aside for the reason that any person whose election to council has been judged invalid acted as a member of the board.

1983 cL-12.1 s12

Board duties

7 The municipal board, subject to any enactment that limits its authority, has full management and control of the municipal library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipality and may co-operate with other boards and libraries in the provision of those services.

1983 cL-12.1 s13

Budget

8(1) The municipal board shall before December 1 in each year prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library.

(2) The budget and the estimate of money shall be forthwith submitted to the council of the municipality.

(3) Council may approve the estimate under subsection (1) in whole or in part.

RSA 2000 cL-11 s8;2006 c5 s5

Accounts

9 The municipal board shall

(a) keep accounts of its receipts, payments, credits and liabilities,

(b) have a person who is not a member of the municipal board and whose qualifications are satisfactory to council review the accounts each calendar year and prepare a financial report in a form satisfactory to council, and

(c) submit the financial report to council immediately after its completion.

RSA 2000 cL-11 s9;2006 c5 s6

Library building and equipment

10(1) When money is required for the purpose of acquiring real property for the purposes of a building to be used as a municipal library or for erecting, repairing, furnishing and equipping a building to be used as a municipal library, the council may, at the request of the municipal board, take all necessary steps to furnish the money requested or the portion of it that the council considers expedient.

(2) Money approved by the council under subsection (1) may be borrowed by the council under the authority of a bylaw and on the security of debentures, which shall be termed "Public Library Debentures".

(3) The provisions of the *Municipal Government Act* or the *Education Act*, as the case may be, governing

(a) the passing of bylaws for borrowing money,

(b) the issue and form of debentures, and

(c) the assessment, levy and collection of money necessary to meet the indebtedness incurred by the issue of debentures,

apply to the borrowing of money under subsection (2).

RSA 2000 cL-11 s10;2012 cE-0.3 s275

Dissolution, amalgamation or annexation of municipality

10.1(1) If the Lieutenant Governor in Council makes an order under the *Municipal Government Act* dissolving a municipality, that order is deemed to dissolve any municipal library board established by that municipality and to pass to the municipality, immediately prior to the dissolution of the municipality, all the rights, assets and liabilities of the municipal library board.

(2) When an amalgamation of municipal authorities has been initiated under Part 4 of the *Municipal Government Act* and no agreement can be reached among those municipal authorities regarding the rights, assets and liabilities of a municipal library board, the Lieutenant Governor in Council may, by order, dissolve the municipal library board and may make any order the Lieutenant Governor in Council considers appropriate in respect of the disposition of the rights, assets and liabilities of the municipal library board.

(3) When an annexation of land from one municipal authority to another municipal authority has been initiated under Part 4 of the *Municipal Government Act* and no agreement can be reached between the municipal authorities regarding the rights, assets and liabilities of a municipal library board established by the municipal authority from which the land is to be annexed, the Lieutenant Governor in Council may, by order, dissolve the municipal library board and may make any order the Lieutenant Governor in Council considers appropriate in respect of the disposition of the rights, assets and liabilities of the municipal library board.

2006 c5 s7

11 Repealed 2006 c5 s8.

Dissolution of board

12(1) If a municipal board fails to open a library to the public for a period of 2 years, the council may make an ex parte application to the Court of King's Bench for an order declaring the municipal board dissolved.

(2) The order dissolving the municipal board vests in the municipality all the property of the municipal board, and the council through its proper officers may take possession of the vested property and dispose of it in any manner it considers advisable.

RSA 2000 cL-11 s12;AR 217/2022

Part 1.1 Intermunicipal Library Boards

Definition

12.1 In this Part, “intermunicipal agreement” means an agreement under section 12.2.

2006 c5 s9

Intermunicipal library board

12.2(1) The council of a municipality may, by bylaw, authorize the municipality to enter into an agreement that meets the requirements of the regulations with one or two other municipalities respecting the establishment of an intermunicipal library board to provide library services to the residents of the municipalities.

(2) The council of each municipality that is a party to the agreement shall forward a copy of the bylaw and the agreement under subsection (1) to the Minister.

(3) On receipt of the bylaws and the agreement under subsection (2) the Minister may, by order, establish an intermunicipal library board.

(4) An intermunicipal library board established under subsection (3) is a corporation with the name set out in the Ministerial order.

2006 c5 s9

Members of board

12.3(1) An intermunicipal library board consists of the members appointed to the board in accordance with the intermunicipal agreement.

(2) A person who is an employee of an intermunicipal library board is not eligible to be a member of that board.

2006 c5 s9

Validity of proceedings

12.4 Where a person has acted as a member of an intermunicipal library board, no resolution, bylaw, proceeding or action of any kind of the intermunicipal library board may be held invalid or set aside for the reason that that person’s election to the council of a municipality is invalid.

2006 c5 s9

Board duties

12.5 An intermunicipal library board, subject to any enactment that limits its authority, has full management and control of the

municipal library established by the board and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipalities that are the parties to the intermunicipal agreement respecting that board and may co-operate with other boards and libraries in the provision of those services.

2006 c5 s9

Budget

12.6 Each year an intermunicipal library board shall, before the date specified in the intermunicipal agreement respecting that board, submit to each municipality that is a party to the agreement a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the intermunicipal library board, including the amounts to be paid by each municipality in accordance with the agreement.

2006 c5 s9

Accounts

12.7 An intermunicipal library board shall

- (a) keep accounts of its receipts, payments, credits and liabilities,
- (b) have a person who is not a member of the intermunicipal library board and whose qualifications are approved in accordance with the intermunicipal agreement respecting that board review the accounts each calendar year and prepare a financial report in the form required by the intermunicipal agreement, and
- (c) submit the financial report to the council of each municipality that is a party to the intermunicipal agreement immediately after its completion.

2006 c5 s9

Part 2 Library Systems

Library system

13 Subject to this Act and the regulations, a municipality, improvement district, special area, Metis settlement or school authority,

- (a) on entering into and becoming a party to an agreement that contains provisions on terms required by regulations, with one or more municipalities, improvement districts, special areas, Metis settlements or school authorities, and

(b) on complying with the regulations,

may request the Minister to establish a library system.

1983 cL-12.1 s19;1998 c19 s7

Library system board

14(1) On receipt of a request referred to in section 13, the Minister may

(a) establish a library system board, and

(b) prescribe the boundaries of the library system,

and when the Minister does so the parties to the agreement described in section 13 become members of the library system.

(2) On being established, the library system board is a corporation and shall be known as “The (name of region) Library Board”.

(3) All boards of management of regional libraries under the *Libraries Act*, RSA 1980 cL-12, are continued as library system boards under this Act.

(4) The agreements referred to in section 13 that have been entered into under the *Libraries Act*, RSA 1980 cL-12, are continued under this Act, as modified by this Act.

1983 cL-12.1 s20

Joining an existing library system

15 A municipality, improvement district, special area, Metis settlement or school authority may, in accordance with the regulations, become a member of a library system by complying with the terms of the agreement referred to in section 13, becoming a party to the agreement and receiving the approval of the Minister.

1983 cL-12.1 s21;1998 c19 s8

Appointment

16 A library system board shall consist of

(a) one member for each municipality, Metis settlement and school authority that is a member of the library system who is appointed by the council of the municipality, Metis settlement or school authority,

(b) one member for each improvement district that is a member of the library system, who is appointed by the Minister responsible for the *Municipal Government Act*,

- (c) one member for each special area that is a member of the library system, who is appointed by the Minister responsible for the *Special Areas Act*, and
- (d) any additional members appointed in accordance with the regulations.

1983 cL-12.1 s22;1998 c19 s9

System board duties

17 The library system board, subject to any enactment that limits its authority and the agreement described in section 13, has full management and control of the library system and shall, in accordance with the regulations and in co-operation with other boards, organize, promote and maintain comprehensive and efficient library services and may

- (a) borrow from time to time for the purpose of defraying its operating expenses an amount not exceeding 50% of the amount expended by it during its immediately preceding fiscal year;
- (b) fix fees for the use of library services by residents of a municipality within the boundaries of the library system that does not receive library services from the library system board.

1983 cL-12.1 s23

Budget

18(1) The library system board shall, on or before a date specified by each municipality, improvement district, special area and school authority that is a party to the agreement described in section 13, submit to each of them a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the library system, including the amounts to be paid by each of them.

(2) Budget approval and compliance with the amounts to be paid by each party to the agreement described in section 13 shall be in accordance with the terms of that agreement.

1983 cL-12.1 s24

Restriction of authority

19 Notwithstanding this Part, if a municipal library has been established in a municipality and is receiving library services from the library system board, the authority of the library system board and the municipal library board or intermunicipal library board is limited by the terms of any agreement described in section 12.2 or 13.

RSA 2000 cL-11 s19;2006 c5 s10

Establishment and capital grants

20 A municipality, improvement district, special area or school authority may grant money for capital works requirements and grant money to establish a library system.

1983 cL-12.1 s26

Annual grants

21(1) If an improvement district or a special area is a party to an agreement described in section 13,

- (a) the Minister responsible for the *Municipal Government Act*, in the case of an improvement district, or
- (b) the Minister responsible for the *Special Areas Act*, in the case of a special area,

may, in addition to all other rates and assessments assessed and levied for the purposes of an improvement district or special area, assess and levy from year to year a special annual rate on the assessed value of all property liable to taxation in the improvement district or special area for the purposes of the library system board and shall, on behalf of the improvement district or special area, make an annual grant, from the money derived from the special annual rate, to the library system board with respect to its budget under section 18.

(2) If a school authority is a party to an agreement described in section 13, the school authority may make an annual grant to the library system board with respect to its budget under section 18.

1983 cL-12.1 s27

Withdrawal from the library system agreements

22 At any time after the expiration of 3 years from the date that the party entered into the agreement, a party to an agreement described in section 13 may, by giving 12 months' notice, withdraw from the agreement.

1983 cL-12.1 s28

Dissolution of a library system board

23(1) If a library system board fails to provide library services in accordance with the regulations for 2 years, the majority of the parties to the agreement described in section 13 may join in making an application to the Court of King's Bench for an order declaring the library system board dissolved.

(2) The Court, in the order dissolving the board, shall vest the property of the library system board in the Minister or in the councils of the parties to the agreement described in section 13 severally or in common as it considers just, or make any other

disposition of the property that it considers just in the circumstances and the Minister and the councils may then take possession of the property and dispose of it as considered advisable by them, in accordance with any terms or conditions in the order.

RSA 2000 cL-11 s23;AR 217/2022

Borrowing for library system boards

24 A municipality or a school authority that is a party to an agreement described in section 13 may, with the approval of the Minister, borrow money to acquire real property for the purposes of a building to be used as the headquarters of a library system or for erecting, repairing, furnishing and equipping a building to be used as the headquarters of a library system, and section 10(2) and (3) apply to the borrowing of the money.

1983 cL-12.1 s30

Part 3 Community Libraries

Community library

25 In any area, other than a municipality, where library services are not provided by a library system board, any association of persons, whether incorporated or not, may apply to the Minister to be established as a community library board and to be authorized to provide library services to the public in that area.

1983 cL-12.1 s31

Community library board

26(1) The Minister may establish a community library board and prescribe the boundaries of the community library.

(2) On being established, a community library board is a corporation and shall be known as “The (name of the library) Community Library Board”.

(3) All community library boards under the *Libraries Act*, RSA 1980 cL-12, are continued as community library boards under this Act.

(4) The members of the community board shall be appointed in the manner and on the conditions prescribed by the Minister.

1983 cL-12.1 s32;1998 c19 s10

Community board duties

27 The community board, subject to any enactment that limits its authority, has full management and control of the community library and may

- (a) provide library services within the boundaries of the community library in accordance with the regulations, and
- (b) raise funds for the support of the community library, including the fixing of an annual membership fee.

1983 cL-12.1 s33

Dissolution of board

28 On the formation of a library system board, a municipal library board or an intermunicipal library board in an area where a community board is authorized to provide library services, the Minister may order that a community board be dissolved and dispose of its property in consultation with the persons who were the members of the dissolved community board.

RSA 2000 cL-11 s28;2006 c5 s11

Part 4 Federations

Forming a federation board

29(1) Two or more municipal boards, on entering into an agreement that meets the requirements of this Act and the regulations, may request the Minister to establish a federation board.

- (2) An agreement described in subsection (1) must include
 - (a) either The City of Calgary Library Board or The City of Edmonton Library Board as a party to the agreement;
 - (b) provisions on establishing a plan for the co-operative provision of library services among the parties to the agreement;
 - (c) provisions respecting the amount or portion of federation board expenses that each party to the agreement is responsible for.
- (3) On receipt of a request under subsection (1), the Minister may
 - (a) establish a federation board, and
 - (b) name the federation board.
- (4) On being established, a federation board is a corporation that consists of one person selected by each of the parties to the agreement described in subsection (1).
- (5) A municipal board may join an existing federation board if

- (a) that municipal board applies for membership in the federation board,
 - (b) that municipal board meets the requirements of this Act and the regulations,
 - (c) that municipal board enters into an agreement with the federation board for membership and becomes a party to the agreement described in subsection (1),
 - (d) the members of the federation board make any necessary amendments to the agreement described in subsection (1), and
 - (e) the Minister approves the agreement referred to in clause (c), the amendments referred to in clause (d) and the municipal board's becoming a party to the agreement described in subsection (1).
- (6) The Minister may order that a federation board be dissolved and dispose of its property in consultation with the members of the federation board when it is dissolved.

1998 c19 s12

Operating a federation board**30(1)** A federation board must

- (a) facilitate the enhancement of library services offered by its members to the public, and
 - (b) encourage its members to co-operate with each other in the provision of library services to the public.
- (2) A federation board may not borrow money for payment of its operating expenses in an amount that exceeds 50% of the money it spent on its operating expenses in the immediately preceding fiscal year.
- (3) Each municipal board that is a party to an agreement referred to in section 29(1) must appoint one of its members to represent it at meetings of the federation board.
- (4) A representative under subsection (3) may serve a term of up to 3 years.
- (5) A federation board must prepare a budget prior to December 1 of each year for the next fiscal year.

(6) The fiscal year of a federation board is the same as the fiscal year of a municipality under the *Municipal Government Act*.

1998 c19 s12

Part 5 General

Board member disqualification

31(1) A person is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, 3 consecutive regular meetings of the board.

(2) If a member of a board is disqualified from remaining a member under subsection (1), the person is deemed to have resigned the person's seat on the board.

1983 cL-12.1 s35

Chair of board

32 A board shall elect a chair and any other officers it considers necessary from among its members.

1983 cL-12.1 s36

Meetings

33(1) A board shall meet at least once every 4 months and at any other times it considers necessary.

(2) If the regulations require a library system board to have an executive, that executive must meet at least once every 3 months and at any other times it considers necessary.

1983 cL-12.1 s37;1998 c19 s13

Record of meetings

34(1) All minutes, resolutions and bylaws of a board shall be entered in books to be kept by it for that purpose and the books shall be signed by the chair or acting chair.

(2) The minutes, resolutions and bylaws entered in books and purporting to be signed under subsection (1) are deemed to be original minutes, resolutions and bylaws, and the books shall be admitted in evidence as proof in all judicial and other proceedings without proof of the signature or official character of the person purporting to have signed them.

1983 cL-12.1 s38

Library agreements

35 With the consent in writing of the Minister, a board in a municipal district may enter into agreements with any other municipal board or intermunicipal library board relating to the

provision of library services to the residents of that municipal district.

RSA 2000 cL-11 s35;2006 c5 s12

Safety and use of library facilities

36(1) A board may pass bylaws for the safety and use of the library, including

- (a) the terms and conditions under which
 - (i) the public may be admitted to the building,
 - (ii) public library property may be used or borrowed by members of the public, and
 - (iii) borrowing privileges may be suspended or forfeited;
- (b) notwithstanding subsection (3), fees to be paid by members of the public for
 - (i) the issuance of library borrowing cards,
 - (ii) the use of those parts of the building not used for the purposes of the public library,
 - (iii) photocopying,
 - (iv) receiving information in a printed, electronic, magnetic or other format, and
 - (v) receiving, on request, a library service not normally provided by a public library;
- (c) penalties to be paid by members of the public for abuse of borrowing privileges.

(2) The *Regulations Act* does not apply to bylaws passed under subsection (1).

(3) A bylaw or part of a bylaw that requires a member of the public to pay a fee or charge for any of the following is invalid:

- (a) admittance to any portion of a building used for public library purposes;
- (b) using library resources on library premises;
- (c) borrowing library resources, in any format, normally lent by the library;
- (d) acquiring library resources through inter-library loan;

(e) consultation with members of the library staff;

(f) receiving basic information service.

1983 cL-12.1 s40;1998 c19 s14

Bylaw transmission

37(1) A municipal library board, on passing a bylaw under section 36, shall forthwith forward a copy of the bylaw to the council of the municipality.

(2) An intermunicipal library board, on passing a bylaw under section 36, shall forthwith forward a copy of the bylaw to the council of each municipality that is a party to the intermunicipal agreement respecting that board.

RSA 2000 cL-11 s37;2006 c5 s13

Bylaw invalidated

38 The council of a municipality may disallow a bylaw passed by a municipal board it has appointed.

1983 cL-12.1 s42

Authorization to inspect

39(1) The Minister or a person authorized in writing by the Minister may, during regular business hours, inspect the books, records and accounts of a board.

(2) A person authorized under subsection (1) shall, while inspecting the books, records or accounts of a board, carry identification in the prescribed form and present it on request.

1983 cL-12.1 s43

Regulations

40 The Minister may make regulations

- (a) respecting the establishment, maintenance, operation and management of public libraries;
- (b) respecting the acquisition, provision, management, maintenance and disposition of library materials and facilities by public libraries;
- (c) respecting the planning for, and provision and management of, library services;
- (d) governing the filing, by boards, of returns and reports, and their contents;
- (e) respecting the inspection of public libraries;

- (f) prescribing the form of identification for persons authorized to inspect public libraries;
- (g) providing for the making of any surveys by boards that the Minister considers necessary or advisable for the purpose of obtaining information to assist in the formulation of policies respecting matters to which this Act relates;
- (g.1) governing the matters required to be dealt with in agreements described in section 12.2;
- (h) prescribing conditions to be complied with by any municipality, Metis settlement or school authority prior to its association with a library system;
- (i) governing the matters required to be dealt with in agreements described in section 13 and the requirements and procedure to establish or expand a library system;
- (j) respecting the disposition and transfer of library assets by municipal boards desirous of disposing of them to library system boards on entering into agreements described in section 13;
- (j.1) respecting the dissolution of intermunicipal library boards;
- (k) subject to section 16, governing appointments to library system boards and the terms of office of their members;
- (l) respecting requirements for establishing a federation board and for membership in a federation board;
- (m) defining basic information service for the purposes of this Act.

RSA 2000 cL-11 s40;2006 c5 s14

Offence

41(1) Any person who wilfully contravenes any bylaw under section 36 is guilty of an offence.

(2) A person who wilfully retains any book, record, film or other library property from any public library established and conducted under the authority of this Act is guilty of an offence.

(3) A person who obstructs the Minister or a person authorized in writing by the Minister to act on the Minister's behalf in the inspection of the records of a public library is guilty of an offence.

1983 cL-12.1 s45

Disposition of fines

42(1) Any fine or penalty imposed pursuant to an offence under section 41(1) inures to the benefit of the board whose bylaw was contravened.

(2) Any fine or penalty imposed pursuant to an offence under section 41(2) inures to the board having the management or control of the property in respect of which the offence was committed.

1983 cL-12.1 s46



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Chief Administrative Officer Quarterly Report to Council July 10, 2023

CAO: Anthony Burdett
Quarter: April - June 2023

Strengthening Relationships – Improving Communication – Finding Efficiencies – Building Capacity

Town Administration

- Implemented adjusted summer hours pilot program
- Quarterly Meeting with Livingstone Range School Division
 - o Scheduling meeting for LRSD and Town Council
- Volunteered at McDonald's for McHappy days
- Held Town Staff BBQ
- Held quarterly one on one meetings with Directors
- Implemented weekly department visits (1 department per week)
- Reviewed, Adjusted, and Implemented improved Commercial Waste Rates
 - o Continuing the dialogue with GFL on improvements
- Reviewed/Corrected old rental agreements with tenants
- Attended the Annual Local Government Administration Association Conference

Strategic Plan

- Strategic Action Plan
 - o Strategic Plan reviewed and goals and actions set

Safe Community

- Safe Community Task Force. Meeting quarterly (Next meeting in Aug)
 - o Improved ability to focus on problem properties (legal counsel).
- Working with RCMP detachment
 - o Sharing communications
 - o Voyent Alerts sent for public notices and safety (lost person, bears, etc)
- Working with Lawyers on property files
- Signed retention agreement with new Fort Macleod Doctor

Residential Housing

- Meetings with 9th Street housing developers
 - o First 3 unit row house basement poured (25 units planned)
 - o Discussions and planning for 9 Plex units (36 units planned)
 - Now approved by MPC
- First Multi-Unit Residential Tax Incentive Agreement Signed

Infrastructure

- Macleod Landing
 - o Working with potential buyers and developers
 - o Pre-Sale coming soon
 - o Construction to start in late summer



Chief Administrative Officer Quarterly Report to Council July 10, 2023

Business Growth

- Economic development
 - o Formalizing plan
 - o Meetings with realtors, chamber, and businesses to discuss economic development
- Meetings with SE 160-acre developers
- Connect 4 Commerce land listing
- Manning Lots
 - o Prices established with Council
 - o Listed on the website and with GulikerVis
 - o 4 Manning Lots Conditionally Sold
- Hotel discussion
 - o Partnering with FM & District Chamber to conduct a feasibility study
- Attended Davis Dodge Grand Opening
- Attended House of Cars 1 year Anniversary
- Attended South Country Doors New Owners Grand Opening
- Town of Fort Macleod and Area Publication
 - o Working with TNC Publishing to create Town and Area Magazine
- Regular meetings with Chamber President

Recreation

- Pool opened on time
- Plans established with Staff to prevent future sprinkler issues

Arts & Culture

- Reviewed Film Industry Policies
- Moving along with Empress Theatre Flooring and Seating renewal plan
 - o Working with Empress Theatre Society & Margaret Ann
 - o Applied for Grants with GrantMatch
-

History & Heritage

- Meeting with BHAB and Council
 - o Working towards establishing healthy balance to promote business and protect heritage in our historic areas
 - o Follow-up meetings with BHAB members

Anthony Burdett, CAO



Council Motion List

Action Required Items

Report Date: June 2023

Meeting Date	Motion #	Motion	Status	Notes
February 22, 2021	R.037.2021	Fort Macleod Volleyball Club _Moved by Councillor Monteith that Council approves the Fort Macleod Volleyball Club's proposal in principal, directing Administration to work with the Fort Macleod Volleyball Club and planning services to identify logistics and bring recommended information back to Council. CARRIED	ON GOING	
September 27, 2021	R.278.2021	Holy Cross Cemetery Moved by Councillor Dressler that Council accepts the letter to the editor from Margret Moore in the September 1st, 2021, edition of the Gazette, as well as the Letter to Council from Frank W. Eden on September 22, 2021, as information; and further, directs Administration to communicate with the Catholic Church and evaluate the situation and possible next steps for both the Town and church regarding the Holy Cross Cemetery and adjacent land. CARRIED	IN PROGRESS	Met with Church to discuss options, Church to discuss with their board. Calgary Bishop to investigate options.
February 28, 2022	R.064.2022	Waste & Recycling Petition Moved by Councillor Van Huigenbos that Council and Administration review the Public Participation Policy and make any needed revisions or additions to comply with the requests in the petition, namely improving community consultation, involvement, input, and consideration. CARRIED	IN PROGRESS	Reviewed at Council Retreat Jan 2023.
October 11, 2022	R.222.2022	Safe Community Task Force Initiative Moved by Councillor Van Huigenbos that Council directs Administration to investigate and bring back to Council an Anti-Theft Bylaw to regulate activities of Pawn Shops, Second-hand dealers, and Scrap Metal within the Town of Fort Macleod. CARRIED	IN PROGRESS	Draft Bylaw underway.
October 18, 2022	R.230.2022	Land Sale Offer – 9 th Street Moved by Councillor Hengerer that Council accepts the land sale offer from VB Block Commercial in the amount of \$20,000.00 for each of the following properties; and subsequently proceeds to advertise the lower than market value sale in accordance with Section 70 of the Municipal Government Act. -Plan 92B, Block 311, Lot 10 (362 9th Street) -Plan 92B, Block 311, Lot 11 (354 9th Street) -Plan 92B, Block 311, Lot 12 (346 9th Street) -Plan 92B, Block 311, Lot 13 (338 9th Street) -Plan 92B, Block 311, Lot 14 (330 9th Street) CARRIED	COMPLETED	
January 9, 2023	R.014.2023	Stage 1A Highway 3 Twinning Moved by Councillor Poytress that Council directs Administration to work alongside Council to advocate for the construction of the Stage 1A section of the Highway 3 Twinning Project. CARRIED	ON GOING	
January 9, 2023	R.017.2023	Land Sale Moved by Councillor Monteith that Council directs Administration to list the following four Town-owned lots for sale for \$24,900.00 each; Roll # 2105900, Lot 23, Block 316, Plan 92B – Consolidated title (440105004) with lot 22 Roll # 2105800, Lot 22, Block 316, Plan 92B – Consolidated title (440105004) with lot 23 Roll # 2105700, Lot 21, Block 316, Plan 92B – Consolidated title (741021311D) with lot 20 Roll # 2105600, Lot 20, Block 316, Plan 92B – Consolidated title (741021311D) with lot 21 CARRIED	COMPLETED	Land Sale terminated by Seller.
February 13, 2023	R.050.2023	Bylaw 1969: Road Closure Perkins Street Moved by Councillor Poytress Bylaw 1969, being a bylaw of the Town of Fort Macleod in the Province of Alberta, for the purpose of closing the road to public travel and creating a title to and disposing of the following described highways subject to rights of access granted by other legislation: FIRSTLY: PLAN 1327JK ALL THAT PORTION OF PERKINS ST. AND CORNER CUTOFF FORMING A PART OF LOT 17, BLOCK 32, PLAN _____ CONTAINING 0.441 HECTARES (1.09 ACRES) EXCEPTING THEREOUT ALL MINES AND MINERALS. SECONDLY: PLAN 821 1014 THE CORNER CUTOFF AT THE INTERSECTION OF PERKINS STREET AND MANNING AVENUE FORMING A PART OF LOT 17, BLOCK 32, PLAN _____ CONTAINING 0.001 HECTARES (0.002 ACRES) EXCEPTING THEREOUT ALL MINES AND MINERALS Hereby give first reading; and further advertise a public hearing to be held on a date yet to be determined once the circulation to utility companies, landowners within 30 meters and other government agencies has been completed. CARRIED	IN PROGRESS	BOA at Minister

March 13, 2023	R.079.2023	ADM16 Public Participation Policy Moved by Councillor Hengerer that Council brings ADM 16: Public Participation policy to an upcoming Committee of the Whole Council meeting for further discussion. CARRIED	IN PROGRESS	More changes are recommended. June 2023 survey was sent to Council
March 27, 2023	R.091.2023	Stars Volleyball Tournament: Rental Rate Reduction Moved by Councillor Wolstenholme that Council approves the following rental rate adjustments for the 2023 Stars Volleyball Tournament on April 14-16, 2023, as presented. 50% Arena rental reduction, for the Friday, Saturday and Sunday (no rental fees charged for set up days), a full rental waiver of the curling rink, with all staff hour outside of regular hours to be billed as per the fee guide. CARRIED	COMPLETED	Event April 14-16
March 27, 2023	R.092.2023	National Public Works Week: May 21-27 Moved by Councillor Van Huigenbos that Council designates the week of May 21st – 27th, 2023, as National Public Works Week (NPWW) in Fort Macleod to pay tribute to our public works professional and recognize the substantial contributions they make to our community. CARRIED	COMPLETED	May 21-27
April 10, 2023	R.101.2023	Canadian History Ehx – <i>Craig Baird</i> Moved by Councillor Hengerer that Council directs Administration to review the 2023 Marketing budget in regard to Canadian History Ehx, and bring back to Council. CARRIED	IN PROGRESS	
April 10, 2023	R.102.2023	Bylaw 1968: 2023 Mill Rate (<i>first reading</i>) Moved by Councillor Fox that Bylaw 1968, being a bylaw of the Town of Fort Macleod in the Province of Alberta, to authorize the rates of taxation to be levied against accessible property within the Town of Fort Macleod for the 2023 taxation year, be given first reading. CARRIED	COMPLETED	Apr-23
April 10, 2023	R.103.2023	Development Permit 024-23: GMS Mechanical Moved by Councillor Monteith that Council approves the Direct Control Development Permit 024-23: GMS Mechanical, as presented. CARRIED	COMPLETED	
April 10, 2023	R.104.2023	Operations Policies a) OP#09 Vacuum Truck Dumping b) OP#15 Dust Abatement c) OP#16 Gravel Road Improvement Policy d) OP#17 Gravel Road Maintenance Moved by Councillor Monteith that Council accepts the following Operations Policies as information. a) OP#09 Vacuum Truck Dumping b) OP#15 Dust Abatement c) OP#16 Gravel Road Improvement Policy d) OP#17 Gravel Road Maintenance. CARRIED	COMPLETED	
April 10, 2023	R.107.2023	Personnel Moved by Councillor Hengerer that Council approves Fraser Shaw's application as the Government of Alberta representative to the Built Heritage Advisory Board for a two-year term ending April 2025. CARRIED	COMPLETED	
April 10, 2023	R.108.2023	Legal Moved by Councillor Poytress that Council direct Administration to send feedback to the Municipal District of Willow Creek No.26 in regard to the Request for comment on Development Agreement #019-23: Sonya Brobbel, stating that although the Town has no concerns in principle, however, at this time the Town cannot guarantee the water supply for the purposes of the business expansion. CARRIED	COMPLETED	
April 24, 2023	R.114.2023 R.115.2023	Bylaw 1968: 2023 Mill Rate (<i>2nd & 3rd Reading</i>) Moved by Councillor Wolstenholme that Bylaw 1968, being a bylaw of the Town of Fort Macleod in the Province of Alberta, to authorize the rates of taxation to be levied against accessible property within the Town of Fort Macleod for the 2023 taxation year, be given second reading. CARRIED Moved by Councillor Fox that Bylaw 1968, being a bylaw of the Town of Fort Macleod in the Province of Alberta, to authorize the rates of taxation to be levied against accessible property within the Town of Fort Macleod for the 2023 taxation year, be given third reading and finally declared passed. CARRIED	COMPLETED	
April 24, 2023	R.116.2023	2023 Operational Budget Moved by Councillor Monteith that Council approves the 2023 Operational budget as presented. CARRIED	COMPLETED	
April 24, 2023	R.117.2023	Intermunicipal Recreation Funding Moved by Councillor Van Huigenbos that Council accepts the Intermunicipal Recreation Funding Agreement update regarding 2023 contributions from the Municipal District of Willow Creek No. 26 as information. CARRIED	COMPLETED	

April 24, 2023	R.118.2023	Land Sale Listing: Manning Industrial Lots	COMPLETED	Listed (no land titles currently)
		Moved by Councillor Poytress that Council approves the Manning Industrial lot prices for listing as follows: Manning Lot 14: \$88,800.00 Manning Lot 15: \$84,900.00 Manning Lot 16: \$86,500.00 Manning Lot 17: \$93,500.00 Manning Lot 18: \$88,600.00 Manning Lot 19: \$91,500.00 Manning Lot 20: \$104,200.00 Manning Lot 21: \$100,700.00 Plot 1 Block 5 Plan 1327.IK \$79,300.00 CARRIED		
April 24, 2023	R.119.2023	Alberta Southwest: Energy Efficiency Moved by Councillor Monteith that Council directs Administration to work with Alberta Southwest in applying for Municipal Energy grant possibilities. CARRIED	IN PROGRESS	Information sent to Alberta Southwest. Application in progress.
April 24, 2023	R.120.2023	Town of Barrhead: EPR Exemption Moved by Councillor Fox that Council supports the Town of Barrhead's letter regarding the exemption of newspaper media from the Extended Producer Responsibility (EPR) revisions. CARRIED	COMPLETED	Letter sent May 3, 2023
April 24, 2023	R.121.2023	Community Hall Rental Rate Reduction Request Moved by Councillor Monteith that Council approves a 50% rental rate reduction for the Shinah House Foundation training session May 8-12, 2023. CARRIED	COMPLETED	Event cancelled
April 24, 2023	R.124.2023	Personnel Moved by Councillor Fox that Council approves the following individuals for appointment to the 150th Celebration Committee: Cultural Heritage Tourism Alliance Representative: Sandi Davis Fort Macleod Chamber Representative: Jackie Vanee Palmer Member at Large: Jason Austin Member at Large: Eileen Moses Municipal District of Willow Creek No.26 Representative: Joy Hurlburt CARRIED	COMPLETED	Committee to present to Council In July 2023.
May 8, 2023	R.128.2023	Just Serve Moved by Councillor Monteith that Council accepts the invitation to support and endorse the JustServe platform. CARRIED	COMPLETED	Information shared.
May 8, 2023	R.129.2023	Bylaw 1967: Macleod Landing Debenture (1st reading) Moved by Councillor Wolstenholme that Bylaw 1967, being a bylaw of the Town of Fort Macleod in the Province of Alberta, to authorize the financing, undertaking and completion of engineered structures upgrades to phase one of the Macleod Landing development, to be given first reading. CARRIED	COMPLETED	June 26, 2023
May 8, 2023	R.130.2023	Bylaw 1974: Waste Management Amendment (1st reading) Moved by Councillor Van Huigenbos that Bylaw 1974, being a Bylaw in the Town of Fort Macleod, in the Province of Alberta, for the purpose of amending Bylaw 1952, Waste Management Bylaw, Schedule "B" Rates and Fee's, hereby given first reading; and further scheduling a Public Hearing to be held on May 23, 2023, at 7:00 pm. CARRIED	COMPLETED	Public Hearing , 2nd & 3rd reading scheduled May 23, 2023
May 8, 2023	R.131.2023	NRCB: CFO Application LA22045 Bayer Feeders Ltd Moved by Councillor Fox that Council accepts the request for comment from the Municipal District of Willow Creek No. 26 regarding the Natural Resources Conservation Board (NRCB) Confined Feeding Operation (CFO) Application #LA22045 Bayer Feeders Ltd. as information. CARRIED	COMPLETED	Information only
May 8, 2023	R.132.2023	2023 Property Tax Variance Request: Alberta Lodge No.3 Moved by Councillor Monteith that Council approves the cancellation of the 2023 property taxes in the amount of \$768.73, for the Alberta Lodge No.3 GRAAF & AM at the property located at Roll # 2228700 (2210 – 3rd Avenue, Fort Macleod). CARRIED	COMPLETED	

May 23, 2023	R.140.2023 R.141.2023	Bylaw 1974: Waste Management Amendment (2nd & 3rd reading)	COMPLETED	Bylaw signed and sealed.
		R.140.2023 Moved by Councillor Poytress that Bylaw 1974, being a Bylaw in the Town of Fort Macleod, in the Province of Alberta, for the purpose of amending Bylaw 1952, Waste Management Bylaw, Schedule "B" Rates and Fee's, hereby given second reading. CARRIED R.141.2023 Moved by Councillor Fox that Bylaw 1974, being a Bylaw in the Town of Fort Macleod, in the Province of Alberta, for the purpose of amending Bylaw 1952, Waste Management Bylaw, Schedule "B" Rates and Fee's, hereby given third reading and finally declared passed. CARRIED		
May 23, 2023	R.142.2023	2023 Non-Residential Tax Incentives	COMPLETED	Information only
		Moved by Councillor Van Huigenbos that Council accepts the following 2023 Non-Residential Tax Incentive report as information. The 2023 combined assessment and property tax notices have been sent, and the 2023 tax incentive amounts have been calculated for a total of \$85,809.29 in non-residential property tax incentives for the 2023 operating year. ■three Year Cycle 2021-2023: (one property at 50%) \$837.50 ■three Year Cycle 2022-2024: (four properties at 75%) \$11,505.27 ■three Year Cycle 2023-2025: (six properties at 100%) \$73,466.52 CARRIED		
May 23, 2023	R.143.2023	Town Office Summer Hours	COMPLETED	Communications have been sent out via the website, social media, Gazette, utility bills, google
		Moved by Councillor Hengerer that Council approves the pilot program to close the Town Office at 1:30 pm on Fridays during June, July, and August 2023; noting the office will be open for the Tax deadline on Friday, June 30, 2023, until 4:30 pm. CARRIED		
May 23, 2023	R.144.2023	2023 Granum & District Canada Day Society Request	COMPLETED	Event to be held July 1, 2023
		Moved by Councillor Fox that Council donate \$500.00 to the Granum & District Canada Day Society to support the 2023 Granum & District Canada Day Celebration on July 1, 2023. CARRIED		
June 12, 2023	R.149.2023	Bylaw 1973: Rezone R to R-MU (first reading)	COMPLETED	DEFEATED at 2nd reading June 26, 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. CARRIED		
June 12, 2023	R.150.2023	Residential Multi-Unit Tax Incentive Application: VB Block Commercial Inc Moved by Councillor Fox that Council approves the application from VB Block Commercial Inc. regarding Roll #3245400 (535-26th Street) and directs Administration to enter into a residential multi-unit tax incentive agreement with the property owner for the 2024-2027 cycle. CARRIED	IN PROGRESS	Agreement in progress
June 12, 2023	R.151.2023	2023 Tax Recovery Public Auction	IN PROGRESS	Auction October 3, 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		
June 12, 2023	R.152.2023	Fort Macleod Chiropactic Triathlon Moved by Councillor Hengerer that Council approves a waiver of rental fees for the pool costs and curling rink for the 2023 Fort Macleod Chiropactic Triathlon. CARRIED	IN PROGRESS	Event July 8, 2023
	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		
June 12, 2023	R.154.2023	Building Reserve Transfer 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. CARRIED	IN PROGRESS	Cabinets on order.

PRIORITY	Safe Community			
GOAL	Quarterly Safe Community Task Force meetings.			
ACTION	2022	2023	2024	2025
	Meeting held:	Meeting held:	Meeting held:	Meeting held:
	September 29th, 2022	January 30th, 2023 May 4, 2023 Next meeting: July/Aug		
GOAL	Regular relocation of speed signs.			
ACTION	2022	2023	2024	2025
	Signs located:	Signs located:	Signs located:	Signs located:
	12th Street, 5th Ave, 3rd Ave	5th Ave Waiting for solar panel repair.		
GOAL	Regular Crime Prevention Advisory Committee meetings.			
ACTION	2022	2023	2024	2025
		Crime Prevention Committee joined forces with the MD of Willow Creek and became the Rural Crime Watch Association. Meeting held May 18, 2023 at 7:00 pm at the Claresholm Community Centre.		
GOAL	Annual Community Safety Perception Survey.			
ACTION	2022	2023	2024	2025
	Survey Sent:	Survey Sent:	Survey Sent:	Survey Sent:
	N/A	Goal of September release. Collaboration with the RCMP.		
PRIORITY	Residential Housing			
GOAL	Increased promotion and marketing of 9th Street residential lots, with a five-year goal of selling 50% of the lots.			
ACTION	2022	2023	2024	2025
	# lots available:	# lots available:	# lots available:	# lots available:
	21	7		
	# lots pending sales:	# lots pending sales:	# lots pending sales:	# lots pending sales:
	0	14		
	# lots sold:	# lots sold:	# lots sold:	# lots sold:
	0	4 - close Apr 28		
	Other:	Other:	Other:	Other:
	Started Residential Multi Unit Tax Incentive Bylaw.	Bylaw 1962: Residential Multi Unit Tax Incentive Bylaw passed February 13, 2023.		
GOAL	Increase the number of multi-residential lots available.			
ACTION	2022	2023	2024	2025
	# lots available:	# lots available:	# lots available:	# lots available:
	0	6		
	# lots rezoned/added:	# lots rezoned/added:	# lots rezoned/added:	# lots rezoned/added:
	0	15		

ACTION	Notes:	Notes:	Notes:	Notes:
	Started creating the Residential Multi-Unit Tax Incentive Bylaw.	Bylaw 1970: Rezone 9 R-MU lots Bylaw 1971: Rezone 5 R-MU lots Bylaw 1973: Rezone 1 R-MU lot? Bylaw 1962: Residential Multi-Unit Tax Incentive Bylaw passed February 13, 2023. Bylaw 1961 & 1967: ASP & Debenture for Macleod Landing		
	Residential Multi Unit Tax Incentive Agreements (4 year)			
	2022	2023-2026	2024-2027	2025-2028
	NA	# of agreements:	# of agreements:	# of agreements:
	NA	1		
GOAL	Approve the Macleod Landing area structure plan.			
ACTION	2022	2023	2024	2025
	Bylaw 1961: Macleod Landing ASP in draft.	Bylaw 1961: Macleod Landing Area Structure Plan approved February 13, 2023. Debenture Bylaw 2nd&3rd reading June 26, 2023. Tentative construction start in fall 2023	Other progress on Macleod Landing:	
GOAL	Support and advocate for increased affordable housing units.			
ACTION	2022	2023	2024	2025
	Investigate partners and grants provided by CMHC and GCM, worked with CEO of Southern Alberta Housing cooperation. Attended Housing Round Table hosted by MLA Roger Reid. Minister Nixon advised to work with Indigenous Housing capital program to seek partnerships with the Aboriginal housing management body.	Request for tender "Affordable Housing" in draft.		
PRIORITY	Infrastructure			
GOAL	Implement an Asset Management system.			
ACTION	2022	2023	2024	2025
	Progress:	Progress:	Goal:	Goal:
	Implemented Policy, Strategy, Plan & Roadmap.	1) Complete condition assessments on all critical assets. 2) Collect performance data on critical assets. 3) Revise documentation standards for all departments. 4) Determine LOS for critical assets. 5) Assess road network assets.	1) Complete condition assessments on all water assets. 2) Develop a consolidated inventory of at least 30%. 3) Revise financials in accordance with plan. 4) Determine LOS for roads. 5) Gather install dates for 50% of assets	1) Complete condition assessments on all sewer assets. 2) Develop a consolidated inventory of at least 60%. 3) Spring CCTV inspection of 10% of sewers. 4) Determine LOS for water. 5) Gather install dates for 75% of assets
GOAL	Replace 3 blocks of existing water and sewer main.			
ACTION	2022	2023	2024	2025
	# blocks replaced:	# blocks replaced:	# blocks replaced:	# blocks replaced:
	0	0		

ACTION	Other notes:	Other notes:	Other notes:	Other notes:
		Macleod Landing Infrastructure priority. Waiting for Provincial grant information.		
GOAL	Construct and renew 1.5 km of sidewalks.			
ACTION	2022	2023	2024	2025
	Length of sidewalks renewed:	Length of sidewalks renewed:	Length of sidewalks renewed:	Length of sidewalks renewed:
	155 meters (3rd Ave, 4th Ave, 18th St)	130 meters (21st at arena, 22nd St)		
	Length of new sidewalk:	Length of new sidewalk:	Length of new sidewalk:	Length of new sidewalk:
	0	0	1.8 km	
	Other notes:	Other notes:	Other notes:	Other notes:
	4 new barrier free sidewalk ramps added (4th Ave/23rd St, 4th Ave/21st St)	3 new barrier free sidewalk ramps (21st at arena, 22nd St/6th Ave)		
GOAL	Improve 500 meters of existing gravel roadways to asphalt.			
ACTION	2022	2023	2024	2025
	Length to asphalt:	Length to asphalt:	Length to asphalt:	Length to asphalt:
	N/A	210 meters: Sgt Wilde		
	Other notes:	Other notes:	Other notes:	Other notes:
	N/A	OP#16: Gravel Road Improvement Policy		
PRIORITY	Business Growth			
GOAL	Increase the uptake of the Tax Incentive Bylaw.			
ACTION	Non Residential Tax Incentive Agreements (3 year)			
	Start 2021-2023	2022-2024	2023-2025	2024-2026
	# of agreements:	# of agreements:	# of agreements:	# of agreements:
	1	5	6	
GOAL	Increase the number of Business Licenses.			
ACTION	2021/2022	2023	2024	2025
	Total # of local licensed	Total # of local licensed	Total # of local licensed	Total # of local licensed
	2021: 188 2022: 184	184		
	Total # of home based	Total # of home based	Total # of home based	Total # of home based
	2021: 50 2022: 48	48		
	Total # of non-local licensed businesses:	Total # of non-local licensed businesses:	Total # of non-local licensed businesses:	Total # of non-local licensed businesses:
2021: 44 2022: 39	39			
GOAL	Improve the process of electronic form submission.			
	2022	2023	2024	2025

STRATEGIC ACTION PLAN
2022-2025

ACTION	No electronic form submission available.	The new website launched on May 1 and included the following: <u>Planning & Development Forms</u> Agreement for Time Extensions Demolition Application Home Occupation Permit Land Use Bylaw Amendment Non-Residential Development Residential Development Permit Residential Secondary Suite Permit Sign Application Voluntary Waiver of Claims <u>Other</u> Memorial Bench & Tree Program Request a Delegation to Council Community Event Submission	Goal: online payments to be added to website with forms.	
GOAL	Develop and sell Industrial & Commercial lots, with a goal of \$1,000,000 in sales.			
ACTION	2022	2023	2024	TOTAL
	\$ Industrial lot sales:	\$ Industrial lot sales:	\$ Industrial lot sales:	\$ 1,462,230.00
	\$ 130,000.00	\$ 832,230.00		
	\$ Commercial lot sales:	\$ Commercial lot sales:	\$ Commercial lot sales:	
\$ 500,000.00				
GOAL	Continue to market and promote the Town as a filming destination.			
ACTION	2022	2023	2024	2025
	Marketing & Promotion: 3 Tours with potential film companies.	Marketing & Promotion: Updates to website, highlighting Fort Macleod as a filming destination.	Marketing & Promotion:	Marketing & Promotion:
PRIORITY	Recreation			
GOAL	Approve the Pathway Master Plan, including 2 km of new pathway developed.			
ACTION	2022	2023	2024	2025
	Pathway Master Plan progress: Draft pathway maps created. Public open house held.	Pathway Master Plan progress: To be completed summer 2023.	Pathway Master Plan progress:	Pathway Master Plan progress:
	Length of pathway developed: 0	Length of pathway developed: Goal: of 1 km this year.	Length of pathway developed:	Length of pathway developed:
GOAL	Complete the Skate Park project.			
ACTION	2022	2023	2024	2025
	Skate Park installed. Grand Opening held October 2023.	Lighting was installed in Centennial Park in April 2023. Landscaping and finishing touches planning to be finished		
GOAL	Install additional irrigation.			
ACTION	2022	2023	2024	2025
	Irrigation installed: 0	Irrigation installed: Capital Budget for 2024 & 2025	Irrigation installed: Plans for additional irrigation to be installed: Macleod Landing, Westwind's etc.	Irrigation installed:

GOAL	Increase usage of facilities.			
ACTION	2022	2023	2024	2025
		Pickleball added in GR Davis Admin Building Jan -June and to the arena June-Aug		
GOAL	Improvements to sports parks, including new soccer fields.			
ACTION	2022	2023	2024	2025
	Improvements to parks:	Improvements to parks:	Improvements to parks:	Improvements to parks:
	Westwind's diamond #4 infield shale and fencing replaced along perimeter.	SE park soccer field nets relocated and new nets installed. Westwind's diamond #4 running track expanded. Portable mound installed on diamond #5.	Plans: Diamond #3 shale. Plans underway for additional recreational green spaces. To be announced in 2024.	
PRIORITY	Town Appearance			
GOAL	Annual Public satisfaction survey.			
ACTION	2022	2023	2024	2025
	Survey completed:	Survey completed:	Survey completed:	Survey completed:
	NA	The Director of Community & Protective Services working with Bylaw to create a survey & send it out.		
GOAL	Increase volunteers involved with beautification.			
ACTION	2022	2023	2024	2025
	# volunteers involved:	# volunteers involved:	# volunteers involved:	# volunteers involved:
		Events: Environment Committee weed pull & Community Clean up. Little League had over 40 volunteers to paint building and backstop, pick up dog poop, and prep the dugouts for paint at	Possible pride of ownership program.	
GOAL	Additional transformer wrapping.			
ACTION	2022	2023	2024	2025
	Progress:	Progress:	# transformers wrapped:	# transformers wrapped:
	NA	Developing a transformer wrapping program.		
GOAL	Develop a memorial bench & tree program.			
ACTION	2022	2023	2024	2025
	Program progress:	Program progress:	Program progress:	Program progress:
	Draft program started, 4 benches ordered.	Information on the website. Policy underway.		
GOAL	Expansion of weed and invasive species program.			
ACTION	2022	2023	2024	2025
	Current program:	Current program:	Current program:	Current program:
	One staff trained for application. Developing program.	Two staff trained for application. Sprayed Centennial Park. Working on spraying Industrial Area, and Little League.		

PRIORITY	Social Responsibility			
GOAL	Continued assistance through our Family and Community Support Services (FCSS).			
ACTION	2022	2023	2024	2025
	FCSS statistics: Office Phone Calls: 1107 Walk Ins: 908 Fax Sent: 755 Printed Resources: 24419 <u>FCSS Projects</u> 16 events 3155 Participants 69 volunteers & 214 hours <u>Summer programming</u> 20 activities 179 participants <u>Committees</u> 5 areas of support 60 volunteers & 197 hours <u>Volunteer Income Tax Program</u> 169 Tax Returns 2 volunteers & 50 hours <u>Grants to Organizations</u> 6 approvals \$53,000.00 1041 Participants 9 Volunteers & 285 hours time	FCSS statistics:	FCSS statistics:	FCSS statistics:
GOAL	Inclusion and Diversity committee meetings.			
ACTION	2022	2023	2024	2025
	Meetings held: 0	Meetings held: Director of Community & Protective Services to plan meeting for 2022	Meetings held:	Meetings held:
GOAL	Community accessibility review.			
ACTION	2022	2023	2024	2025
		Sidewalk accessibility review of community completed - 75 sidewalk corners missing barrier free ramps. Addition of wheelchair ramps for arena entrance. Education for businesses.		
PRIORITY	Arts & Culture			
GOAL	Increase the number of arts and culture programs.			
ACTION	2022	2023	2024	2025
		Financial support to: FCSS Empress Theatre Fort Museum Allied Arts	150th Community Celebration	
GOAL	Creation of Empress Theatre floor and seating plan.			
ACTION	2022	2023	2024	2025
	Progress:	Progress:	Progress:	Progress:

ACTION	N/A	Updated quotes received for seat and flooring replacement. Town to meeting with Empress Society to discuss action plan. Discussion May 16, 2023 COTW meeting. Grant application submitted June 15th, 2023.		Restoration planned.
GOAL	Development of mural program and policies.			
ACTION	2022	2023	2024	2025
	Progress:	Progress:	Progress:	Progress:
	N/A	Researching policies.		
PRIORITY	History & Heritage			
GOAL	Promotion of the Town's historic assets.			
ACTION	2022	2023	2024	2025
	Progress:	Progress:	Progress:	Progress:
	N/A	Enhanced history & heritage section part of new website. BHAB Open House June 2023.		
GOAL	Research potential heritage programs.			
ACTION	2022	2023	2024	2025
	Research:	Research:	Research:	Research:
	N/A	Policy brought forward to Council at a COTW on January 9, 2023.		
GOAL	Develop Provincial Historic area design guidelines.			
ACTION	2022	2023	2024	2025
	Progress:	Progress:	Progress:	Progress:
	N/A	Quotes procured from consultants in April. To be presented to Council June 2023.		
PRIORITY	Environment			
GOAL	Annual Community clean-up.			
ACTION	2022	2023	2024	2025
	Event held:	Event held:	Event held:	Event held:
	Wednesday, April 20, 2022	Wednesday April 19, 2023		
	Bags of garbage collected:	Bags of garbage collected:	Bags of garbage collected:	Bags of garbage collected:
	71	85		
	# of volunteers:	# of volunteers:	# of volunteers:	# of volunteers:
	74	160		
	Spring Clean Up	Spring Clean Up	Spring Clean Up	Spring Clean Up
	Hazardous: 16kg of batteries & bulbs. 6345 liters of paint & liquids. Household: 45,000 kg of garbage	Household: 7500 kg. Free Dump: 28,000 kg. E-Waste: 250 kg. Hazardous: 7895 L of liquids, 205 kg of solids		
GOAL	Investigate potential new Green Initiatives.			
ACTION	2022	2023	2024	2025
	Initiatives investigated:	Initiatives investigated:	Initiatives investigated:	Initiatives investigated:

STRATEGIC ACTION PLAN
2022-2025

ACTION	Implemented a community wide curbside recycling program. Solar installation at Town's Water & Wastewater treatment plant.	Solar implemented at Plants. Investigated solar for additional town facilities. Tour of Waste to Energy plant. Toured Lethbridge recycling and organics facilities. Grant application for arena submitted which includes solar, lighting and mechanical efficiency upgrades.		
GOAL	Reduce emissions (Solar, efficiencies, insulation).			
ACTION	2022	2023	2024	2025
	Notes:	Notes:	Current emissions:	Current emissions:
	Construction of solar panel project at the Water & Waste Water treatment plant.	March 23, 2023, the Solar panel project is 75% operational at the Waste Water treatment plant. Environment Committee investigating a residential program CEIP. Working with Alberta Southwest to apply for the NRCAN Deep Retrofit Accelerator Initiative		
GOAL	Tree planting initiatives and bulk buying program.			
ACTION	2022	2023	2024	2025
	Program progress:	Program progress:	Program progress:	Program progress:
	20 trees planted mainly at the Cemetery. Replaced 1 on main Street.	Plan for 2 trees to be planted near the pool. 60 trees being donated in June for various locations throughout Town.		



Town of Fort Macleod

Director of Community & Protective Services

Quarterly Report April - June 2023

HR/Payroll

- LAPP audit complete.
- New Hires 30+ seasonal staff including Pool lifeguards, Facility Mowers & Beautification staff and Public Works Labourer, Market Coordinator.
- One new FT 1 Public Works hired.
- Final negotiations meeting held. New Pilot Summer Hours program and implementation discussed.
- Labour Management meeting held with CUPE National reps.
- Wage survey's complete for: AB Munis, Stat Canada, Ab Gov't and Cardston

Community Services & General Administration

- 150th Community Celebration Committee members selected, and two meetings have been held.
- Fort Macleod Main Street Market'23: coordinator hired and working closely with her to coordinate street closures, set up, etc. First Market scheduled for July 5, 2023
- Santa Claus parade Committee meetings – prepping the float, monthly committee meetings (recessed for summer)
- Meet with the Library Board and the Head Librarian
- Marketing Budget Reviewed
- New Tarp designed and up by Tim Horton's – Shop Main Street
- New Schedule set with both Mac Auto and Pattison for tarp rotation
- Website complete and up on May 1, 2023 – went great, very few minor changes needed. Lots of compliments on the aesthetics, how user friendly it is and just great information. This was a huge undertaking and lots of team collaboration and work.
- Meeting with Pickleball user group to set up a user agreement for curling rink use off season, and GR Davis gym use throughout the year.
- Met with COED Soft ball group re: user agreement.
- Attended the Athabasca University Full day charrette regarding housing, resources and collaboration opportunities with many stakeholders from around the province.
- Fire Services Medals – applications lost by province and have resubmitted.
- Working with Triathlon organizers for the 2023 triathlon and funding concerns.
- Community Clean Up BBQ for volunteers and School students
- Community Events and gifts for prizes: positive ticket program, Fire Golf tournament, Youth Golf Tournament, Show & Shine.
- Other Community Parades prep – float, candy etc.
- TNC Marketing – Working on a Community and Business Profile.
- Working with Environment Committee to produce a survey re: CEIP and gathering relevant and needed information so that the committee can approach Council in August.
- Looking into Grants for 150th Celebration.
- Grant application in progress for accessible.
- Welcomed and set up meeting with new doctor and had agreement signed.
- Liaised with FPW school for their Party in the Park.
- Working with KFFC for recreation subsidies for youth and the pool.

Municipal Bylaw Enforcement

- Officer Noble resigned and we were fortunate to be able to hire Mr. Pothegadoo back (he was our term officer for officer Nobles LOA). He is doing great.

- There continues to be a focus on parking such as: enforcement in the 2 hour zones on Main Street after multiple complaints from Main Street business owners; vehicles blocking alleys; RV's/Seasonal Vehicles and trailers parked improperly on streets and parking in excess of time limits.
- Animal control is, as always, a large part of the role for bylaw enforcement. This has been a huge problem over the last two months. Our kennel space is over full, and we are working on placing dogs with shelters, however, across the province shelters seem to all be over full.
- Working on Dog adoption policy and procedure to try and reduce strain on our kennels and cost of keeping animals.
- Bylaw is now using radio through the MD and has constant radio contact with dispatch. Better monitoring and safety protocols.

FCSS (update provided by Amanda Lawrence FCSS Coordinator)

- Summer students hired and have planned a busy summer for families and youth.
- We saw about 140 people for **volunteer Income tax program** (some are still trickling in). It brought in close to a million dollars to our residents including refunds, carbon taxes, GST, old age security, CPP, Alberta Seniors Benefits, caught some people up on years' worth of taxes as well. The CRA now pays a min. grant to agencies who are completing the VIT program, so we are getting a small bit of money back for our services. The plan is to buy a new laptop.
- **Senior's week June 5-10, 2023.** We collaborated with the Lodge on many activities. Celebrated community seniors by helping with handi-bus fares, we hung banners and signs thanking the seniors and had students at both schools write down reasons they felt seniors were important to our community, why seniors were special.
- **Clothing swap** on May 11, 2023 was a success! We saw about 60 people.
- Brought together KFFC, the library, Allied Arts, Empress Theatre and the Fort to discuss programming in FM and how we ensure we aren't duplicating services, staying within our mandates, programs we could do together. We wanted to ensure we all knew we could collaborate, advertise for, etc. so that it doesn't feel like we are living in silos. This was well received, and we will do more as the year goes on.
- **Office stats** were down a bit this last quarter. We are looking at approx. 100 interactions with individuals/month the last few months. Same needs: faxing to senior's benefits, filling out form's assistance (AISH, Income Support, EI reporting, etc.).
- We are helping out with the **positive ticketing campaign** of RCMP and Victim Services. Looking forward to hearing the impact this is making on the kids/youth in the area.
- We have applied for a **Healthy Aging grant** to engage adults 55+. We will know soon if we receive it.
- **Summer** is off to a great start and there are some unique and new programs we are running

Prepared by:
Approved by:
Submitted to:

Liisa Gillingham
 Anthony Burdett
 Town Council

Date: July 4, 2023
Date: July 10, 2023
Date: July 10, 2023



Agenda Submission

Submission Title

Director of Finance Quarterly Report April - June 2023

Agenda Section

New Business

Meeting Type

Regular Council Meeting

Meeting Date

07/10/2023

Recommendation

That Council accepts the quarterly report as presented.

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

Finance Quarterly Report June 2023.pdf

273.42KB

Submitter Name

Kris

Email

finance@fortmacleod.com

Director Name

Kris Holbeck

Director Email

finance@fortmacleod.com

Department

Administration

Date

7/5/2023



Quarterly Report to Council – July 10, 2023

Kris Holbeck – Director of Financial Services

TAXATION/CEMETERY/ACCOUNTS PAYABLE

1. There are now only two tax recovery properties in the 2023 auction on October 3, 2023 at 1 pm as one property owner paid their arrears in full.
2. 2023 property tax deadline has passed. An 11% penalty has been applied to all current taxes as of July 1st, 2023. Another 11% will be added to all outstanding taxes after December 31, 2023.
3. Scattering grounds/memorial bench project's landscaping is to be completed in 2023. Administration has developed a brochure for the memorial bench and tree program.
4. Front office staff continue working on confirming all cemetery records have been moved over and are correct in the asset management system. This process will take most of 2023 and we are hoping to get another museum intern in the fall to help us finish this project off.

INFORMATION TECHNOLOGY

1. The new website is up and running. Staff have all been trained on updating their section of the website as necessary.
2. Administration continues to work with LRSD IT department on 2FA (Two factor authentication) for Town staff when using Town technology.

RECORDS MANAGEMENT

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

INSURANCE AND RISK MANAGEMENT

1. Staff continue to review insured assets to ensure that the Town has all assets covered and that any assets that have been sold or disposed of are removed from the inventory listing.

AUDIT, BUDGETING AND CONTROL SYSTEMS

1. Departmental budget worksheets will be sent out in August for foreman to fill out and send back in order to begin the development of the 2024 provisional budget.
2. Director of Operations will be developing the 2024 capital budget and 5 year forecast for Council to approve in December.

INVESTMENTS AND RESERVES MANAGEMENT

1. Reserves are being updated to ensure Administration has a clear picture of funding levels for the 2024 operating and capital budget cycles. Staff will be discussing reserves and changes and updates with Council at the September 2023 Infrastructure and Finance committee meeting.

MISCELLANEOUS

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



Kris Holbeck, Director of Finance



Agenda Submission

Submission Title

Operations Quarterly Report

Agenda Section

New Business

Meeting Type

Regular Council Meeting

Meeting Date

07/10/2023

Recommendation

That Council accepts the quarterly report as information.

Rationale**Background**

The report provides an Operations update for the time period of April to June 2023.

Financial Implications**Attachments**

Quarterly Report to Council - Operations - July 2023.pdf

293.43KB

Submitter Name

Adrian

Email

operations@fortmacleod.com

Director Name

Adrian Pedro

Director Email

operations@fortmacleod.com

Department

Operations

Date

6/29/2023



Quarterly Report to Council
July 10th , 2023
Adrian Pedro – Director of Operations

PUBLIC WORKS

1. Water Servicing – new valve installed on line servicing Ag Society due to faulty existing valves. Replaced one of the curb stops at Fort Museum.
2. Sewer Servicing – three sections of sewer repaired in Main St alley, will facilitate relining this summer.
3. Road Maintenance:
 - i. Street sweeping completed on all roads, including highways.
 - ii. Spring potholes filled.
 - iii. Three soft spots repaired on Lyndon Rd, 4” of gravel placed in preparation for base stabilization.
 - iv. Crack sealing completed on 6th Ave, 7th Ave, 22nd St, 28th St, 29th St, and Barracks Trail.
 - v. Additional gravel placed on 9th Ave and Rge Rd 261.
4. Sign Maintenance – replacement of faded signs ongoing. New rural address signs ordered for the north area.
5. Yard Waste Cleanup – completed, collected 75 tandem loads of material.
6. Golf Course – hauled approximately 40 tandem loads of trees from the property.
7. RV Sani-dump – concrete pad repoured to improve drainage.
8. Weed Spraying – conducted spring spraying at all parks, green spaces, and Town owned properties. The program will be ongoing in late summer and fall.
9. Old Dump Site – ¾ of legacy tree pile chipped. Waiting on equipment repair to complete the remaining amount. Strong uptake in the ‘free woodchip’ program.
10. Equipment – new line painting machine purchased, to be used in upcoming painting program.
11. Mowing – ongoing on all ditches and Town owned properties.

PLANTS

1. WWTP Operations Update:
 - i. Waste disposal:
 - a) Screenings bin - trial period with GFL hauling screenings bin to land fill was successful, program to continue due to significantly reduced cost.
 - b) Centrifuge bin - T&T to remain as hauler for centrifuge bin given more competitive price.
 - c) Yard and recycling – switching to GFL collection to further reduce costs.

- ii. TeaCup plug in headworks leaking since September, parts to arrive mid-July.
 - iii. Completed final PTC testing, overall average of 92% achieved.
 - iv. Incoming phosphorus event in May lead to plant not being able to meet outgoing phosphorus limits for the month. Source determined and appropriate action taken to avoid future issues.
 - v. Heavy rains in June were largely dealt with, only minor issue with drum screen
2. WTP Operations Update:
 - i. Louvre issues with WTP gen set resolved.
 3. Water & Sewer Billing Audit – ongoing.
 4. Water Meter Reads - card read initialization error occurred during at end of May. Sent away to Washington for repair, no meter readings missed. Scheduled to be back in time for June 30 read.
 5. Out of Town Water Users – Brobbel lines located, information sent to AEP for review. Waiting for confirmation of the next steps. Preliminary conversations are ongoing regarding Van Driesten property.

PARKS & FACILITIES

1. Arena Update:
 - i. Ice removed the week of March 27th.
 - ii. Events: several birthday party rentals, Handmade Market, Antique and Gun Show.
 - iii. Additional mural repairs were completed.
2. Pool Update:
 - i. New water outdoor water fountain and lockers installed.
 - ii. New tables and chairs purchased.
 - iii. Mechanical startup went quite smoothly with only minor adjustments required.
 - iv. Pool website launched and items stocked, mostly sold out.
 - v. Pool passes: 73 family and 34 single passes sold to date.
 - vi. New security system put in place with monitored cameras after hours, proven to be effective on multiple instances.
3. Parks Update:
 - i. Mowing and whipping program ongoing.
 - ii. Irrigation issues on 95% of systems during startup, all issues now resolved.
 - iii. Westwinds:
 - a) Diamond 4 shale expansion completed. Shale replenishment on 1-3 and 5 completed.
 - b) Topsoil placed on diamonds 4 and 5.
 - c) New fence line installed on north side of parking lot.
 - d) New portable mound installed on diamond 5.
 - iv. Repaired fence lines at Garrison Park and SE park.
 - v. Pruning and hedging are ongoing in green spaces.
 - vi. Planted 62 trees that were donated.
 - vii. Cemetery: scatter garden phase 2 ongoing – gabion wall installed, planted new trees, shrubs and grass. Dirt work and pergola installation ongoing.

- viii. Parks shop building: new fence line, paint and landscaping.
- ix. Cameras installed at Centennial Park.

4. Other Facilities:

- i. Community Hall – new air conditioner installed.
- ii. Parks shop – new fence line, paint and landscaping.
- iii. Soccer fields – painted and relocated soccer nets.
- iv. Holy Cross Cemetery – met with the Diocese from Calgary to discuss the future of the cemetery. We are now looking into either a maintenance agreement or reverting the cemetery to the Town's jurisdiction.

5. Pathway Master Plan – report finalization ongoing. Trail upgrades to begin in July, starting at the Wilderness Park and Water St.

6. Memorial Bench & Tree Program – finalized and available to the public.

PLANNING AND DEVELOPMENT

1. Development Agreements:

- i. Frans Feyter Construction – offsite improvements ongoing.
- ii. Mountain View Precast – developer working on preliminary engineering for offsite improvements.

2. Bylaws:

- i. Bylaw 1969 - Road Closure (Perkins Street) in process at Alberta Transportation
- ii. Bylaw 1973 – Residential to Residential Multi-Unit defeated.

3. Land sales/swaps in various stages of completion:

- i. Rosewood Villa – currently in Court of Appeal, hearing scheduled for September 14th.
- ii. 9th Street industrial lots – 1 lot closed May 26th.
- iii. 9th Street residential lots – 1 lot sale closes August 1st.
- iv. Manning Lot 21 & 22 – deposits received, awaiting sale agreements.
- v. Manning Lot 20 – sale closes September 1st.
- vi. 160 acre - business industrial pending sale agreement.

4. Subdivisions:

- i. One (1) 2022-0-019 approval pending finalization (Foothills Centre).
- ii. One (1) 2023-0-032 approval pending finalization (2478892 Alberta Ltd.).
- iii. Daisy May – surveying ongoing for subdivision and consolidation of Town lands, for future sale to campground.

5. Non-Compliance – 2 compliance issues ongoing; 1 forwarded to Court of Appeal, 1 industrial use no permit obtained.

6. Development Comparison Summary:

	2022	2023 (as of June 30 th)
Development Permits	101	61
Subdivisions	1	2
Bylaw Amendments	6	5
Land sales	12	8
Compliance letters	42	17

MAJOR PROJECTS

1. Asphalt Program – tender awarded to Ground Breakers. Work scheduled for July completion.
2. Sidewalk Program - tender awarded to Ground Breakers. Work scheduled for July completion.
3. Solar Panel Installation – 75% of panels operational, working through fuse issue with remaining bank. Report on generation and energy credit forthcoming.
4. Waste and Recycling Program – feedback received from 92% of commercial customers, new rates setup for July billing cycle. Program evaluation ongoing.
5. Spring Household Cleanup – collection volumes as follows:
 - Household waste – 7195 kg
 - E-Waste – 250 kg
 - Landfill Free Dump – 28,584 kg
 - Hazardous – 7895 L of liquids, 205 kg of solids
6. Macleod Landing Phase 1 – detailed design, surveying and regulatory approvals underway. Awaiting comment from AT regarding TIA. Tender for underground main line expected to be issued in July. Servicing and surface work to be completed in 2024.
7. Centennial Park Lighting – awaiting brackets for 3 lights around skate park and landscaping, tentatively scheduled for beginning of July.
8. Stormwater Management Plan - system design ongoing, primary focus are known problem areas.
9. Asset Management – ongoing data collection on critical assets ongoing. Council presentation on program forthcoming.
10. Service Requests – we now use Service Tracker to track all work, materials and time completed for each service request, with those attributes being tied to assets within our program. See Appendix A for a summary of service requests for Q2.
11. Dust Abatement Program – MG30 abatement applied to Priority A roads as per the policy. We are looking at performing applications on select Priority B roads this summer.

12. Gravel Road Improvement Program – as per the Priority Index, a portion of Sgt. Wilde Rd south of 12th Street is scheduled to be paved concurrently with other asphalt work in July. See Appendix B for the Priority Index as of June 2023.

Respectfully Submitted,



Adrian Pedro,
Director of Operations

Appendix A

Service Requests Quarterly Summary

Town of Fort Macleod

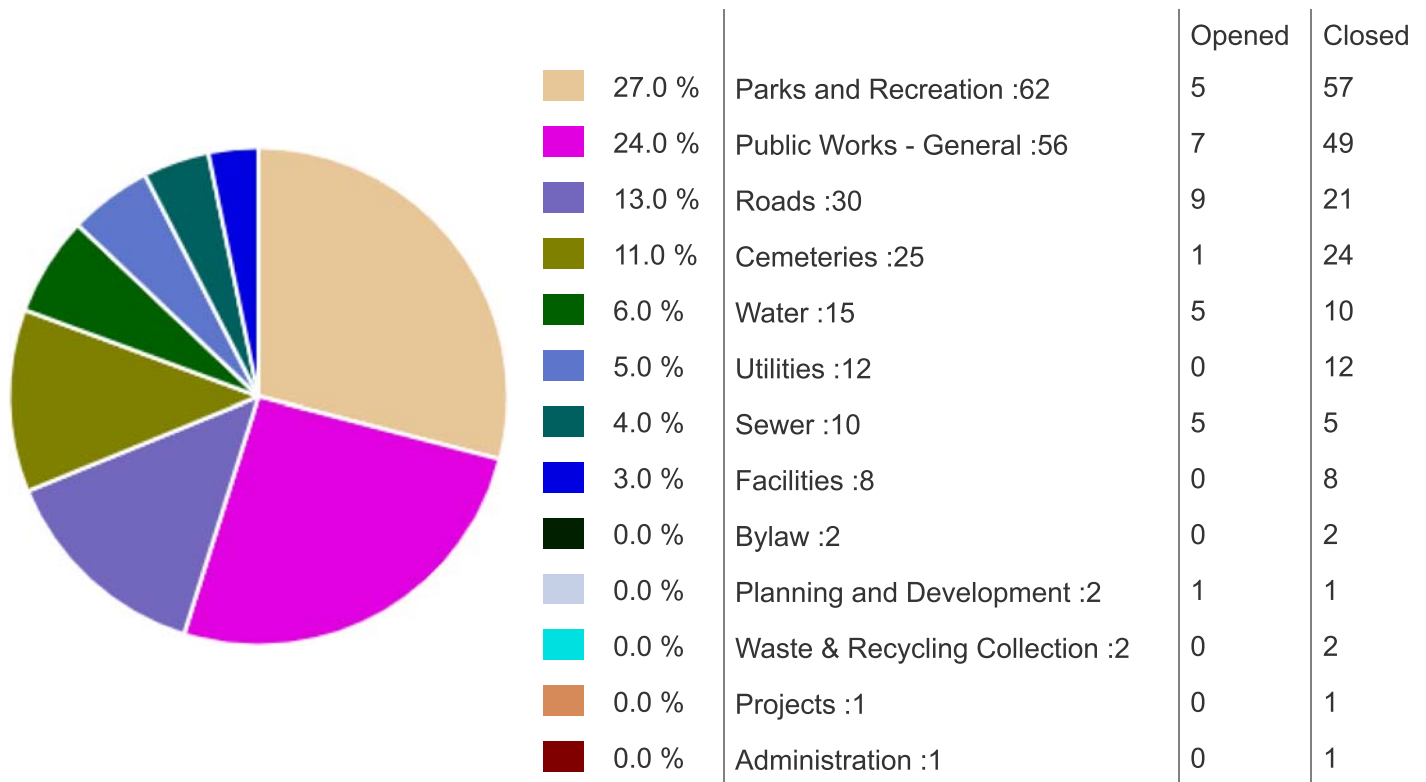
Report Statistics

June-27-2023



Date Period : April-01-2023 - June-27-2023

Total Number of Requests :	226
Opened :	33
Closed :	193
Total Time Tracked :	820.20 hours
Total Cost Tracked :	\$1999.58
Total Mileage:	45.00 km
Average number of days to close a service request : 7	
Average number of days to close a service request (System wide) : 5	
Number of submissions from the website : 9	
Number of submissions from Service Tracker : 209	
Number of submissions from Residents : 8	

Total number of requests by Category :



Details

		Opened	Closed
 27.0 %	Parks and Recreation :62	5	57
	Watering :1	0	1
	Tree Removal :1	0	1
	Tree Planting and Maintenance :2	1	1
	Tractor Work - Dirt Work :3	0	3
	Pruning Trees :1	1	0
	Pool Startup and Winterization :3	0	3
	Pool General Maintenance :3	0	3
	Painting :1	0	1
	Mowing & Whipping :1	0	1
	Irrigation Startup and Winterization :1	0	1
	Irrigation Repairs and Maintenance :1	0	1
	Hauling Material :1	0	1
	Gopher Control :2	0	2
	General Service Request :6	0	6
	General Repairs :8	3	5
	Garbage Cleanup :4	0	4
	Flag Request :1	0	1
	Fence Repair :2	0	2
	Dog Poop Bag Maintenance :2	0	2
	Digging with Equipment :6	0	6
	Digging by Hand :2	0	2
	Cleaning :1	0	1
	Bobcat Work :4	0	4
	Beautification :4	0	4
	Admin Work :1	0	1
 24.0 %	Public Works - General :56	7	49
	Weed Control :5	1	4
	Vehicle Repair & Maintenance :2	0	2
	Mowing and Whipping :1	1	0
	Miscellaneous Public Works Items :14	2	12
	Locates :2	0	2
	General Maintenance :4	1	3
	Garbage/Recycling Bin Collection/Drop Off :13	1	12
	Garbage Collection :3	0	3
	Dust Suppression Application :1	0	1
	Compost Cleanup :6	1	5
	Banner Installation/Removal :1	0	1
	Airport Light Repairs :3	0	3
	Admin Work :1	0	1

13.0 %	Roads :30	9	21
	Tree Pruning :1	0	1
	Street Sweeping :7	0	7
	Snow Fence Installation :1	0	1
	Sign Repair and Maintenance :3	0	3
	Sidewalk Repair/Maintenance :2	1	1
	Potholes :3	1	2
	Grading/Road Repair :8	3	5
	Electronic Speed Signs :1	1	0
	Driveway Inspection :1	1	0
	Barricade Delivery :1	0	1
	Alley :2	2	0
11.0 %	Cemeteries :25	1	24
	Grave Marking Digging/Filling :11	0	11
	Grave Maintenance :1	1	0
	Grave and Headstone Marking :10	0	10
	Gopher Control :2	0	2
	Cemetery Inquiry :1	0	1
6.0 %	Water :15	5	10
	Water Service Installation/Repair :3	0	3
	Water Leak :1	0	1
	No Water/Low Pressure Complaint :1	0	1
	Hydrant Flushing :1	1	0
	Damaged Fire Hydrant :1	1	0
	Curb Stop Repair/Maintenance :8	3	5
5.0 %	Utilities :12	0	12
	Water Turn On Request :2	0	2
	Water Shut Off Request :6	0	6
	Horse Paddock Maintenance :3	0	3
	General Inquiry :1	0	1
4.0 %	Sewer :10	5	5
	Storm Catchbasin Cleaning :1	0	1
	Sewer Service Installation/Repair :2	2	0
	Sanitary Sewer Service Issues :2	1	1
	Sanitary Sewer Flushing :3	1	2
	Hydrovac Work :1	0	1
	Flooding/Drainage Issues :1	1	0
3.0 %	Facilities :8	0	8
	General Maintenance :6	0	6
	General Inquiry :2	0	2

	0.0 %	Bylaw :2	0	2
		Bylaw Enforcement :2	0	2
	0.0 %	Planning and Development :2	1	1
		General Inquiry :1	1	0
		Building and Development Permit Inquiry :1	0	1
	0.0 %	Waste & Recycling Collection :2	0	2
		General Inquiry :2	0	2
	0.0 %	Projects :1	0	1
		Capital Project :1	0	1
	0.0 %	Administration :1	0	1
		General Administration :1	0	1

Appendix B

Priority Index (as of June 2023)

Road Section	AADT	Traffic Factor	Road Class	Road Classification Factor	Maintenance Type	Maintenance Factor	Grading Difficulty	Grading Factor	# of Driveways	Driveway Factor	Priority Index
Sgt Wilde Rd from 12th St to Manning Ave	61-100	4	Heavy Traffic	6	Frequent grading, material placement	5	Med	3	0-3	0	18
14th St from 8th Ave to Service Road	61-100	4	Heavy Traffic	6	Regular grading, reshaping	0	High	5	4-6	2	17
8th Ave from 14th St to 12th St	61-100	4	Heavy Traffic	6	Regular grading, reshaping	0	Med	3	4-6	2	15
8th Ave from 12th St to 9th St	31-60	2	Heavy Traffic	6	Regular grading, reshaping	0	Med	3	0-3	0	11
Lyndon Rd from golf course west	31-60	2	Medium Traffic	4	Dust suppression placement	3	Low	0	4-6	2	11
Deer Path Meadows Rd east of Rge Rd 262	0-30	0	Light Traffic	2	Dust suppression placement	3	Low	0	10+	6	11
7th Ave from 12th St to 9th St	0-30	0	Heavy Traffic	6	Regular grading, reshaping	0	Med	3	0-3	0	9
9th Ave adjacent to cemetery	31-60	2	Light Traffic	2	Dust suppression placement	3	Low	0	0-3	0	7
Rge Rd 261 south of Hwy 811	0-30	0	Light Traffic	2	Dust suppression placement	3	Low	0	4-6	2	7
11th St between Sgt Wilde and 1st Ave	0-30	0	Heavy Traffic	6	Regular grading, reshaping	0	Low	0	0-3	0	6
River Valley Estates east of Hwy 811	0-30	0	Light Traffic	2	Dust suppression placement	3	Low	0	0-3	0	5
27th St from 8th Ave to Jenkins	31-60	2	Light Traffic	2	Regular grading, reshaping	0	Low	0	0-3	0	4
30th St east of 9th Ave	0-30	0	Light Traffic	2	Regular grading, reshaping	0	Low	0	0-3	0	2