



Town of Fort Macleod Council Meeting Agenda

Monday, December 11, 2023, 6:00 pm
Council Chambers
G.R. Davis Administration Building
410 20th Street
Fort Macleod, AB T0L 0Z0

Mayor Brent Feyter, Deputy Mayor Marco Van Huigenbos

	Pages
A. CALL TO ORDER	
B. IN CAMERA	
B.1 Land Sale	
<i>FOIP Section 16</i>	
C. MOMENT OF REFLECTION	
D. APPROVAL OF AGENDAS	
D.1 CONSENT AGENDA	
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<i>(First meeting of the month)</i>	
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<i>Kris Holbeck, Director of Finance</i>	
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<i>Councillor Aaron Poytress</i>	

Mayor Brent Feyter

K. ADMINISTRATIVE REPORTS

(Quarterly - January, April, July, October)

L. ADJOURNMENT



**Town of Fort Macleod
Council Meeting Minutes**

**Monday, November 27, 2023, 7:00 pm
Council Chambers
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, Liisa Gillingham, Director of Community & Protective Services, Kris Holbeck, Director of Finance, Meranda Day Chief, Executive Assistant

Others: Sgt. Christian Lafleur, Fort Macleod RCMP Detachment

A. CALL TO ORDER

Mayor Feyter called the meeting to order at 6:59 pm.

B. MOMENT OF REFLECTION

C. APPROVAL OF AGENDAS

C.1 CONSENT AGENDA

R.266.2023

Moved by: Councillor Wolstenholme

That Council approves the consent agenda as presented.

CARRIED

C.1.a COUNCIL MEETING MINUTES

C.1.a.a November 14, 2023

C.1.a.b November 21, 2023

C.1.b CORRESPONDENCE AND INFORMATION ITEMS

C.1.b.a MD of Willow Creek: Councillor Appointment to FCSS

C.1.c FINANCIALS

C.1.d COMMITTEE REPORTS

C.2 REGULAR MEETING AGENDA

R.267.2023

Moved by: Councillor Fox

That Council approves the meeting agenda as presented.

CARRIED

D. FOR THE GOOD OF COUNCIL

E. DELEGATIONS

E.1 Fort Macleod RCMP - Quarterly Report

Mayor Feyter thanked Sgt. Christian Lafleur from the Fort Macleod RCMP Detachment for his presentation to Council.

F. PUBLIC HEARINGS

G. CONSIDERATION OF DELEGATIONS and PUBLIC HEARINGS

G.1 Fort Macleod RCMP - Quarterly Report

R.268.2023

Moved by: Councillor Wolstenholme

That Council directs Administration to compose and dispatch a letter to the Solicitor General and Minister of Justice, seeking clarification on the precharge approval process criteria while shedding light on the pressing justice system challenges confronting our community.

CARRIED

H. UNFINISHED BUSINESS

I. NEW BUSINESS

Mayor Feyter declared a pecuniary interest and excused himself from the meeting at 7:28 pm. Deputy Mayor Van Huigenbos began to chair the meeting.

I.1 Offsite Improvements

R.269.2023

Moved by: Councillor Poytress

That Council approves \$125,000.00 in cost reimbursement to Frans Feyter Construction for underground water and sewer infrastructure for the new 44-acre development and potential future development in the area (west of Town along Highway 3 to service Lot 20, Block 1, Plan 0011875).

CARRIED

I.2 Entity Level Risk Control

Mayor Feyter returned to the meeting and resumed chairing the meeting at 7:49 pm.

R.270.2023

Moved by: Councillor Monteith

That Council approves the entity level risk control document for the 2023 financial audit.

CARRIED

I.3 New and Amended Policies

R.271.2023

Moved by: Councillor Hengerer

That Council approve the new Milestone Recognition & Retirement Policy HR 22, as well as approve the amendments to Exempt Employee Work Conditions Policy HR12.

CARRIED

R.272.2023

Moved by: Councillor Hengerer

That Council accept the amendments to the Cellphone for Business Use Policy ADM21 as information.

CARRIED

J. ADMINISTRATIVE REPORTS

K. IN CAMERA

R.273.2023

Moved by: Councillor Van Huigenbos

That Council moves in camera to discuss Intergovernmental Relations and a Personnel item at 8:05 pm.

CARRIED

K.1 Intergovernmental Relations

K.2 Personnel

R.274.2023

Moved by: Councillor Hengerer

That Council moves out of in camera at 8:29 pm.

CARRIED

R.275.2023

Moved by: Councillor Hengerer

That Council approves the Municipal District of Willow Creek #26 nomination, accepting Astrid Oosterkamp, Correen Slawson, and Tinie Brink as members at large to the Fort Macleod Library Board, each for a 3-year term ending November 2026.

CARRIED

L. ADJOURNMENT

Mayor Feyter adjourned the meeting at 8:30 pm.

Mayor Brent Feyter

CAO Anthony Burdett



**Town of Fort Macleod
Finance & Infrastructure**

Committee of the Whole Council Meeting

**Wednesday, December 6, 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, Liisa Gillingham, Director of Community & Protective Services, Kris Holbeck, Director of Finance, Meranda Day Chief, Executive Assistant, Thijs Holwerda, Recreation & Facilities Foreman

A. CALL TO ORDER

Mayor Feyter called the meeting to order at 12:03 pm.

B. APPROVAL OF AGENDA

R.276.2023

Moved by: Councillor Fox

That Council approves the Finance & Infrastructure Committee of the whole meeting agenda with additions.

Addition

C2. HOCKEY THROUGH THE AGES

CARRIED

C. NEW BUSINESS

C.1 ALBERTA SUMMER GAMES

Councillor Gord Wolstenholme entered the meeting at 12:08 pm.
Councillor Van Huigenbos entered the meeting at 12:26 pm.

C.2 HOCKEY THROUGH THE AGES

Liisa Gillingham, Director of Community & Protective Services and Thijs Holwerda, Recreation & Facilities Foreman excused themselves from the meeting at 12:58 pm.

C.3 2024 CAPITAL BUDGET

Meranda Day Chief, Executive Assistant excused herself from the meeting at 1:07 pm and returned at 1:12 pm.

C.4 2024 PROVISIONAL OPERATING BUDGET

D. IN CAMERA

E. ADJOURNMENT

Mayor Feyter adjourned the meeting at 1:22 pm.

Mayor Brent Feyter

CAO Anthony Burdett

December 4, 2023

Fort Macleod Emergency Department to temporarily close

FORT MACLEOD – Due to a lack of nursing coverage, the Fort Macleod Health Centre Emergency Department (ED) will be temporarily closed from 7:30 a.m. until 7:15 p.m. today, Dec. 4.

During the temporary closure, nursing staff will remain on-site to provide care for long-term care residents.

AHS is working hard to ensure local residents continue to have access to the care they need during this time.

Patients are asked to **call 911 if they have a medical emergency**. EMS calls will be re-routed to Chinook Regional Hospital in Lethbridge (49 km). Patients seeking care can access emergency services at the Pincher Creek Health Centre, Cardston Health Centre or Chinook Regional Hospital in Lethbridge.

Residents are reminded to **call Health Link at 811**, which is available 24/7 for non-emergency health-related questions. Individuals requiring non-emergency medical care are also encouraged to call their family physician.

We are thankful for the support of surrounding healthcare centres and medical staff and would like to thank the community for their patience and understanding during this time.

Alberta Health Services is the provincial health authority responsible for planning and delivering health supports and services for more than four million adults and children living in Alberta. Our mission is to provide a patient-focused, quality health system that is accessible and sustainable for all Albertans. Our current focus is on reducing emergency department wait-times, improving EMS response times, increasing access to surgeries, and improving patient flow.



Highway 3 Twinning Development Association

Board Meeting Agenda

Wednesday November 22, 2023, 10:00 AM to Noon

VIRTUAL MEETING – Microsoft TEAMS (Click link below to join, or from your Calendar invite)

[Click here to join the meeting](#)

1. Call to order/Attendance/Quorum
2. Feature Guest: Bryce Stewart, Deputy Minister, Transportation & Economic Corridors
3. Approval/Additions to the Agenda
4. Approval of Minutes
 - September 8 Board Meeting – for Approval
5. Reports
 - 5.1. Darren Davidson; Southern Alberta Dept. of Transportation
 - 5.2. MLA/Ministry/GOA Report/s
 - 5.3. MP/Fed GOC Report/s
 - 5.4. Presidents Report
 - 5.5. Director of Advancement Report
 - 5.6. Finance Report
 - a. 2023 Budget to Actual Report
 - b. 2024 Budget – *For Approval*

Bill Chapman
Victoria Chester
Jack Brewin
6. Business Arising
 - Letter to the Federal Government RE Hwy 3 twinning cost-share – *For Information*
7. New Business
 - 7.1 New Members since September Board meeting - None
 - 7.2 2024 Executive & Board Meeting Schedule – *For Information*
 - 7.3 Medicine Hat Airport Bypass; Option 3 Selected by Cypress County & the City of Medicine Hat
8. Other Reports from Board Members and Attendees (Round-table)
9. Next Board Meeting: **VIRTUAL, Friday February 9th 2023, 10:00 am to Noon**
10. Adjournment



HIGHWAY 3 TWINNING DEVELOPMENT ASSOCIATION

Board Meeting Minutes

Sept 8, 2023

Virtual Meeting – Microsoft Teams

In Attendance:

Bill Chapman	Town of Coaldale	Dave Elniski	AB Motor Transportation
Jack Brewin	Town of Taber	Grant Hunter	MLA Taber-Warner
Blair Painter	Crowsnest Pass	Deb Florence	Town of Coalhurst
Brian Hildebrand	MD of Taber	Scott Wojtowicz	LambWeston
Eric VanEssen	Lethbridge County	Peter Casurella	SouthGrow
John MacGarva	MD of Pincher Creek	Dave Cox	MD of Pincher Creek
Mark Campbell	City of Lethbridge	Don Anderberg	Town of Pincher Creek
Jennifer Crowson	AB Sugar Beet Growers	Marie Logan	Horizon School District
David Klassen	Sunrise Manufacturing	Troy Grainger	Comm. Futures Lethbridge
Tony Walker	Community Futures SW	Darwin Juell	Transportation Lethbridge
Chelsae Petrovic	MLA Livingstone-Macleod	Darren Davidson	S. AB Dept of Transportation
Joel Sanchez	Director of Infrastructure, City of Lethbridge		

Board Member Regrets: Darrin Hirsch, City of Medicine Hat; Gordon Reynolds, Town of Bow Island; Bev Thorton, AB Southwest; Shane Hoc, Cypress County; and Rebecca Tokariuk, Lantic/Rogers Sugar

Chair

Bill Chapman H3TDA President

Recorder

Victoria Chester H3TDA Director of Advancement

1. Call to order

Meeting called to order at 10:04 am.

2. Approval of the Agenda

Motion: Dave Cox to Approve the Agenda

CARRIED

3. Approval of the Board Meeting Minutes

Motion: Jack Brewin

To Approve the Minutes of the June 8, 2023 Special meeting of the H3TDA Board, as provided

CARRIED

4. Guest Speaker: Melody Garner-Skiba: “Present & Future of the AG Industry; Growing Food the Alberta Way”

Melody touched on the disconnect between rural and urban when it comes to the agriculture industry. She encouraged supporting AG in advocacy to increase awareness of this disparity and how it impacts the future of AG. She also spoke about the amount of food that goes to waste each day. She sees the Southern Alberta Food corridor as an opportunity to help cut down on food waste. She spoke of opportunities for Southern Alberta in light of climate changes such as: pushing the boundaries and getting everyone at the table to connect people and ideas from a diverse group, outside the traditional processing. Cellular agriculture is a huge opportunity for Southern Alberta as we have a lot of the raw products needed to produce plant-based proteins, and new and expanding crops such as soy beans and fruit. Melody also spoke about labor challenges now and in the future. Getting the message out to females, immigrants and future generations is key. Connecting people to their food with AG tourism is a big opportunity along the corridor.

5. Reports

5.1 **Darren Davidson; Southern Alberta Department of Transportation:** The proponent RFP for Taber to Burdett is set to open in a few weeks. They are working with the Proponents on utility movement. The Department has changed their contract a bit to ease the Proponents' concerns and reduce risk. The Terms of Reference are complete, and the RFP will go out in the near future. West of Seven Persons to Medicine Hat also have the Terms of Reference complete. There is a lot going on, so they are considering staggering their procurements. Functional Planning study is proceeding slowly. Darren confirmed he has not had any communication with Ft. Macleod regarding Stage1A. Comment from a Board member that North of Burmis lost their West bound turn lane during recent re-paving. Darren replied the change was attributed to low vehicle count and safety reasons.

5.2 **MLA/Ministry/GOA Reports:**

- Chelsea Petrovic, MLA Livingstone-Macleod, was present and said she is happy to join and is here to learn.
- Grant Hunter, MLA Taber-Warner said work on the Agriculture Corridor is going well. He was appointed as the Parliamentary Secretary for Agriculture in Southern Alberta. He has no mandate letter yet but told the group to stay tuned. He has been working with potato producers from Idaho to see if he can bring them to see Southern Alberta's production. The announcement of the 230,000 irrigated acres expansion over the next 10 years raised excitement surrounding the food corridor concept. The Chair raised a concern over the halt in renewable energy. Grant expressed the need to pause and making sure the precious land and soil is being used for the right purposes and to be able to put forth regulations to protect Alberta's resources. A Board member expressed concern for low dam water levels this summer and wondered what is different this year. Grant attributed some of the difference this year to the cyclical nature of the weather. Darren Davidson added there was little rain fall this year and the draw down among all municipalities was the second highest ever recorded as some of the factors impacting water levels.

5.3 **MP/Fed GOC Reports:** Nothing to Report

5.4 **President's Report:** Bill Chapman and Brian Hildebrand met with the Ministry. Bill thanked Gordon for filling in while he was away. Bill attended the Southgrow and the Alliance meetings and expressed appreciation for the support they have shown towards H3TDA.

5.5 **Director of Advancement Report:**

- Letters were written to our new and renewing MLAs in congrats on their election. No meeting has occurred yet with our new MLA's, however, MLA Wright (MedHat) attended our April AGM and met with the DofA at the March MedHat Tradeshow and MLA Petrovic contact information has been provided with the intention to schedule an in-person meeting soon.
- In May H3TDA & SouthGrow presented to both the Crowsnest Pass Chamber members and Crowsnest Pass Council
- On a Personal visit to Ottawa the week of June 19th, the DofA delivered a binder of back-up support for cost-share funding for the twinning of highway 3, along with a letter of invitation for the Minister of Transport, Omar Alghabra, to meet with Board & Executive members of H3TDA, members of BC Hwy 3 Coalition, and possibly our MP's. Following a private tour on June 21st by MP Motz & MP Shields, the DofA sat in on Question Period, where MP Motz delivered our binder with invite directly to the Minister.

Following the visit, the DofA met with Jordan Stein, Regional Advisor for Pacific, Prairies, North & Atlantic Operations, Ministry of Transport/Transport Canada where the mission and funding request for Hwy 3 was discussed. Jordan advised H3TDA that the Alberta application for National Trade Corridor Funds, submitted in June of 2022, had not been funded. At the same time it has not been declined, in hopes additional NTCF funding would be provided by Treasury, as "all of the NTCF was oversubscribed and many projects are in desperate need of funding". She has advised that should the Minister be visiting Southern Alberta, she will remember that members of H3TDA (and likely also members of the BC Hwy 3 Coalition) would like to meet with the Minister. Jordan was advised that a direction for our Association is to lobby those in the Federal government (ex. Treasury, Infrastructure, Jobs & Economy Ministries, as well as the Premier himself) to provide additional funds, specifically for National supply-chain corridor expansion. In addition, was highlighted some of the many reasons twinning Hwy 3 will benefit the Nation (MP Shields/MP Motz comments RE transport of live animals).

Additionally, the DofA has communicated with Tracy Larkin, Transport Ministry Economist, Coordinator and Policy Advisor for Prairies and Northern Region. Linda Erickson with PrairiesCan referred us to Tracy and the DofA met with Tracy in-person at the NASCO conference this week.

- July 17th the Executive met with our MP's to review strategies for Federal advocacy for the cost-share to twin Hwy 3. All agreed it is a marathon and not a sprint. Provide the story (Executive Summary) with emotion, not charts, such as delivery of essential goods, accidents/loss of life, and need for timing to care for animals being transported.

Show how our region benefits the food supply of the Nation and the World (Hwy 3 is the conduit that brings it all to fruition). If the Minister visits, include producers and truckers and maybe leave out the MPs. Challenge the Ontario perception of our region. Squeaky wheel gets the grease. Engage the First Nations to advocate, contact Chief Fox to see if he will provide letter of support. Best to work with the Transport Minister's Chief of Staff, DM or ADM. Connect with Ministers whose files touch on Food security/Food Production, Environment. Check out the "Green Deal". AG is the transition away from Oil & Gas and needs reliable transportation corridors. Deployment is the key to the real benefit. Connect with Tourism MP Randy Balsemo from Edmonton, Peter/Jim Willet can make introduction, or Erin with Lethbridge Tourism.

- July 21st the DofA met with Administration with the Town of Fort Macleod to overview strategy for the town to directly lobby the GOA for Stage 1A and possibly full by-pass completion.
- August 3rd meeting with Darren Davidson;
 - a. All work is moving forward and is justified within the Mandate. Recent media articles are not correct, not delayed.
 - b. Taber to Burdett: Still moving forward, 2nd submission & Utility Commission meetings. Clearing contract in process to remove basements, septic, cistern, etc. Agreements have been altered to reduce financial risk for Proponents. In September the costs should be finalized and decision on Proponent made.
 - c. Stage 1A anticipated lobbying coming from Fort Macleod; Darren says the town needs to provide an amount they are willing to cost-share.
 - d. Piikani Agreement for functional planning study is with the GOA to sign.
 - e. RFP's are finalized for Medicine Hat (with design phase to include airport runway extension) and Crowsnest Pass (narrowed down to 3 consultants). RFP's are out.
 - f. Sections as Phases:
 - i. Sentinel to Blairmore (has 3 Engineering consultants selected, likely 1st area to start)
 - ii. Blairmore to East of 22 (Frank)
 - iii. East of 22 to Pincher Station
 - iv. Burdett to West of Seven persons
 - v. West of Seven Persons to Medicine Hat (Likely 2nd in the queue, to stagger RFP Pross slightly)
 H3TDA shared with Darren the likely lobbying with Chief Fox, Destination Canada announcement, NTCF info received by Fed Ministry, Crowsnest Presentations, and lobbying with Fed Gov for cost-share of Hwy 3 twinning. Discussion was had regarding calls/emails received to H3TDA regarding significant delays (up to 1.5 hours) during the paving in Crowsnest Pass. At the H3TDA Executive meeting further discussion was had and a personal statement shared.
- August 29th-31st the DofA attended the NASCO reunion (Canada, US, Mexico) in Edmonton. Several great conversations were had, with contacts gathered and shared with our Executive and Economic Development partners. Some new contacts have requested, and been included in, our Board meeting invite and package distribution. Information regarding the CP & KC rail merger and AG/Development slides are shared with the Board, for information. Several of the Alberta presentations were felt to be Calgary/Edmonton centric and more than one presentation map appeared to show the Canamex corridor following Hwy 1 to Hwy 2. As such, the DofA addressed the attendees to advise the Canamex crosses the Coutts border into the 3rd largest Alberta City, Lethbridge, and along Hwy 3 prior to heading North on Hwy 2, in addition to promoting Hwy 3 as a National Trade corridor, Agriculture corridor to the East and Tourism to the West (mentioning several of our large businesses and tourist attractions along Hwy 3). Attendance was worthwhile.
- Payment has been made for a booth at the 2024 Medicine Hat tradeshow, projected to be shared again with Bow Island.
- Maintained normal operations;
 - a. Completed application for 2024 H3TDA Insurance
 - b. Completed GST return for the period Jan 1st to June 30th
 - c. Prepared and provided invoices for Lethbridge, Medicine Hat & new member, Castle Mountain
 - d. Minutes and bookkeeping/deposits/recording.
 - e. Prepared MLA letters & arranged printing of Minister of Transport binder contents.
- Work Plan update: 16 of 31 YTD Work Plan tasks are completed or partially complete to-date. Some work is no longer applicable. 14 of 21 tasks were complete by the end of Q2.
- Website Petition signers increased from 4203 (Feb Board report) to 4380 signatures now.
- A member asked if H3TDA has heard about available funding from the Federal government. The DofA explained the details of the National Trade Corridor Fund, with that funding spread out among projects across Canada. The Government of Alberta provided an application for cost sharing of Hwy 3 twinning in 2022.

Motion: Dave Cox To Approve the Director of Advancement's Report

CARRIED

5.6 Finance Report: Jack Brewin

Q3 YTD Budget to Actual financial report was provided to the Board. The Association is in a good position.

Motion: Jack Brewin *To Approve the Finance Report*

CARRIED

6. Business Arising:

ABmunis Attendance:

The DofA will be attending and a cost-share with another client has been arranged to assist with financial burden. Members who will be attending were asked when meeting with Ministers to share the message that they are in support of twinning of Highway 3, H3TDA is grateful for promises made, and we are hoping to see dollars in the next budget earmarked specifically for this project.

7. New Business

7.1 *New Members since February Board Meeting:* Castle Mountain Resort was approved and welcomed.

7.2 *CPKC Centreport Rail Park:*

The Brochure and presentation slides were circulated to the Board. The package speaks to the growth expected in the rail corridor, which includes Hwy 3.

Motion: Brian Hildebrand *To accept the CPKC brochure as information*

CARRIED

8. *Other Reports from Board Members and Attendees (roundtable):*

It was asked if the attendees had any other information to share. Most attendees had nothing else to add, other than thanks and appreciation for all the work being done and for the informative meeting. Peter Casurella shared that he posted two links in the chat. One is regarding housing policy development, the other is a link regarding a bulletin put out by AUC saying they are still accepting applications, although they aren't approving new projects right now. The link shows what criteria they are looking for during the approval process.

9. Next Board Meeting; Virtual, TBD; tentatively Thursday November 2nd, 2023. 10:00am to Noon

10. Adjournment: 11:52am

Motion: Brian Hildebrand *that the meeting be formally adjourned*

CARRIED

Director of Advancement Administrator/Operations Report November 2023

- **Sept 26th through 29th the Director of Advancement attended ABmunis.** Minister Dreeshen was out of town and could not attend. Of note:
 - A conversation with Medicine Hat Mayor Linnsie Clark, who was not aware of the 4 options on the table for airport runway bypass or that the design engineering would likely be included in the Seven Persons to Medicine Hat phase/section. A promise was made to provide her an email with the Map and written details of the status we discussed. This email was sent and cc'd to Shane Hok & Darren Hirsch, and forwarded to the Executive.
 - Spoke with MLA Wright, who asked to set up a meeting the following week (see below).
 - A conversation with Barnwell Councillor Missy Foster who said she will definitely encourage Council to join membership in 2024. DofA cc's her on the October budget letter to Barnwell.
 - Spent a portion of an evening with Rajan Sawhney (emailed Bill the photo) and got Rajan up to speed with H3TDA latest efforts, once again thanking her for putting forward the NTCF application.
 - Visited with Darren Davidson.
 - Met with Mayor Brent Feyter and saw the slideshow presentation the Town of Fort Macleod gave to Darren Davidson regarding completion of Stage 1A.
 - Visited SouthGrow booth and spoke with Peter & Jim Willett. Peter suggested someone ask the Premier about Hwy 3 funding. The DofA, Don Anderberg and Blair Painter scripted something and Blair asked the Premier. The Premier's reply was, the costs for Design Engineers is coming from the 'slush' fund, as we were already aware of.
 - Additional conversation with Don Anderberg, two of his Councillors, and Blair regarding consultations for Piikani Nation Functional Planning Study. MLA Petrovic is very interested in encouraging the process.
 - Greetings with Ric McIver and some discussion on where H3TDA is at.
- **October 10th meeting with Darren Davidson** was reported to the Executive.
- **October 12th the DofA met with MLA Wright.** Overview of where the phases for twinning are at and the four Airport runway bypass options (map provided). MLA Wright later addressed the Premier at a Medicine Hat Town Hall regarding the importance of the twinning of Hwy 3. In addition, we understand MLA Wright met with members of Cypress County and Medicine Hat to facilitate a decision on the Airport Bypass route option preference. More later in the Agenda.
- **The DofA prepared & emailed letter requesting Federal Funding for Hwy 3 twinning** and an invitation to visit Southern Alberta was sent to the new Federal Minister of Transport, the Transport Minister's Chief of Staff, DM and ADM, along with the Minister of Agri-Food, Minister of Finance, Minister of Tourism Randy Boissonault, Jordan Stein, Regional Advisor for Pacific, Prairies, North & Atlantic Operations, Ministry of Transport/Transport Canada and Tracy Larkin, Transport Ministry Economist, Coordinator and Policy Advisor for Prairies and Northern Region. The 'Green Deal' was looked at and reference in the letter, however, is not felt to have a big impact on Hwy 3 twinning. Letter is shared with the Board later in the Agenda.
- **October 18th the DofA, Bill, Blair, and Brian attended a virtual engagement with Destination Canada's facilitator Twenty31.** We provided significant information during the hour meeting, and following the meeting provided a link to many of our Hwy 3 documents. Additionally, the DofA provided contact information to Twenty31 for BC Hwy 3 Coalition Chair Wilks.
- **October 27th** Letters were prepared and emailed to our Municipal members requesting H3TDA membership fees be placed in their 2024 budget.
- Maintained normal operations;
 - Purchased 200 Christmas Cards and ordered return address labels & salutation stamp. Working on folding H3TDA membership applications and Address labels now.
 - Prepared Draft 2024 Budget and 2024 Board/Executive Meeting schedule.
 - Prepared and submitted Booth applications for the 2024 Medicine Hat Home & Leisure Tradeshow and AG Expo.
 - Prepared invoice for Medicine Hat booth cost share with Bow Island.
 - A contact person for Pepsico/FritoLay was shared, and DofA emailed inviting H3TDA membership.
 - Invitations to Minister Dreeshen & DM Stewart were sent to Address the members at the Nov Board meeting.
 - Minutes and bookkeeping/deposits/recording.
- Work Plan update: 24 of 43 YTD Work Plan tasks are completed or partially complete to-date. 4 tasks no longer applicable.
- Website Petition signers increased from 4380 to 4390 signatures now.

Highway 3 Twinning Development Association
Budget to Actual Report
2024 Budget DRAFT

Balance Forward = **15,115.63**

	Total 2024 Budget	Estimated To Year End	2023 Budgeted	2022 Actual	2021 Actual	2020 Actual	2019 Actuals
Revenue:							
1 Event Income	0.00	0.00	0.00	0.00		250	
2 Memberships (Adjacent)	56,733.00	53,393.50	53,393.50	36,485.05	33,551.00	49,559	49,826
3 Memberships (Industry)	4,000.00	3,790.00	6,000.00	3,227.50	2,790.00	2,540	
4 GST Refund & Bank Interest	1,425.00	2,645.74	2,815.00	1,988.06	1,311.43	1,208	
5 Project Matching	1,000.00	975.00	3,000.00	47,749.00	2,772.60	2,291	517
6 Total Revenue Surplus or (Deficit)	63,158.00	60,804.24	65,208.50	89,449.61	40,425.03	55,848	50,343
Ending Revenue	78,273.63	72,480.88	74,522.88	128,877.68	90,613.03	94,372	
Expenses:							
7 Recruitment/Advertising/Outreach	5,000.00	1,450.00	5,000.00	3,579.31	4,761.90	2,845	245
8 Website Development	1,000.00		1,000.00		507.73	330	190
9 Office:							
a. Supplies/Postage/PO Box	600.00	303.35	600.00	368.00	286.18		
b. Equipment (repair/replace)	200.00		200.00		59.98		
c. Licenses (Hosting/Email/business/IP address)	1,000.00	995.13	750.00	839.60	359.57	503	
d. Cell Phone contract/Conference Calling	800.00	790.00	900.00	554.40	1,243.86	694	413
10 GST Paid	2,800.00	2,550.00	2,100.00	5,529.34	2,145.07	1,637	
11 Insurances (Business/Event)	800.00	750.00	800.00	712.00	678.00	575	
12 Bank charges and fees	125.00		125.00	64.75	65.20		
13 Unpaid Memberships	3,550.00		3,000.00				
14 South Grow Contract	2,225.00	2,225.00	2,275.00	2,275.00	2,275.00	4,550	4,550
15 Director of Advancement Contract	36,400.00	36,400.00	36,400.00	38,649.33	24,786.63	30,224	15,925
16 Professional Fees:							
a. Accountant/Audit	2,600.00	2,300.00	2,600.00	2,200.00			
b. Legal/Attorney/Professional	1,000.00	200.00	1,000.00	55,000.00	11,000.00		
c. Stakeholder Events/Memberships	4,000.00	3,169.00	3,500.00	3,220.00	920.00	55	449
17 Travel & Meeting Reimbursements:							
a. Mileage	3,000.00	2,510.00	3,000.00	482.64	898.57	445	802
b. Accommodation	2,000.00	1,389.24	2,000.00	2,133.60	881.08		550
c. Board Mtg Meals	1,000.00	100.00	500.00	120.00	80.00	13	47
d. Board Venue/Meeting Rooms	600.00		600.00				110
18 Event & AGM Expenses							
a. Venue/Meeting rooms/A-V	1,500.00	852.90	1,000.00	630.00		250	
b. Meals/Catering	2,500.00	1,219.59	2,000.00	731.40	236.19	393	
c. Entertainment/Music	1,000.00		600.00			1,200	
d. Materials/Promo items	1,000.00	161.04	1,000.00	111.67		470	
19 Total Expenses	74,700.00	57,365	70,950	117,201	51,185	44,184	23,281
20 Net Budget Surplus (Deficit)	\$ (11,542.00)	3,439	(5,742)				
21 Estimated Ending Balance	3,573.63	15,115.63	3,572.88	11,677	39,428	50,188	27,062

NOTES For the YEAR

	**BALANCE FORWARD IS ESTIMATED
Note 1	No Event income projected for 2024
Note 2	Membership fees to 2019 level PerCapita for 2024
Note 3	Goal for Industry Memberships
Note 4	GST paid for 2023/2024 + minor bank interest.
Note 5	SouthGrow Project Matching 2024 (if approved)
Note 6	Total Gross Income estimated for 2024
Note 7	Promotional Materials, Advertising or Recruiting (Christmas Cards, updated signage, Conf Flyers, etc)
Note 8	Website expansion for better promotion + Petition cost
Note 9	a. New PO Box + postage and/or supplies allowance b. Allowance c. Website (WIX) + Rebel IP + Microsoft Office (Outlook) annual hosting (US exchange is increase)
Note 10	Estimated GST paid in 2024
Note 11	Liability & BOD insurance through MD of Taber
Note 12	Bank charges (check order) - if any
Note 13	Variance for unpaid memberships
Note 14	SouthGrow Contract fee
Note 15	Director of Advancement Contract 2024
Note 16	a. Avail Notice to Reader Audit for 2023 year-end (as approved at the 2022 AGM) b. Allowance c. Attendance at various Conventions/Tradeshows/Expos + AUMA Membership
Note 17	Board + Director of Advancement Travel & Meetings 2024
Note 18	AGM + Hosting of gatherings to promote H3TDA & twinning (Taber-Burdett Ground Breaking or MLA-MPs-Mini:
Note 19	TOTAL EXPENSE 2024
Note 20	Expense minus Income for 2024 (- deficit)
Note 21	2024 fiscal yearend balance (cash in bank)

Highway 3 Twinning Development Association

Budget to Actual Report

2023 Cash Budget to Actual January 1 to December 31 - Q4

Balance Forward = 11,676.64

	(a) 2023 Budget	(b) Q- Budget	(c) Q- Actuals	(b) (c) = (d) Variance	Variance Explanation	2022 Actuals	2021 Actuals	2020 Actuals	2019 Actuals
Revenue:									
1	0.00			-	Note 1			250	
2	53,393.50	53,394	53,393.50	-	Note 2	36,485.05	33,551.00	49,559	49,826
3	6,000.00	6,000	3,790.00	(2,210)	Note 3	3,227.50	2,790.00	2,540	
4	2,815.00	2,815	2,641.44	(174)	Note 4	1,988.06	1,311.43	1,208	
5	3,000.00	3,000	975.00	(2,025)	Note 5	47,749.00	2,772.60	2,291	517
6	65,209	65,209	60,799.94	(4,409)	Note 6	89,449.61	40,425.03	55,848	50,343
	76,885		72,476.58						
Expenses:									
7	5,000.00	5,000	1,341.81	3,658	Note 7	3,579.31	4,761.90	2,845	245
8	1,000.00	1,000		1,000	Note 8		507.73	330	190
9		-		-	Note 9				
a.	600.00	600	3.35	597		368.00	286.18		
b.	200.00	200		200			59.98		
c.	750.00	750	791.13	(41)		839.60	359.57	503	
d.	900.00	900	677.56	222		554.40	1,243.86	694	413
10	2,100.00	2,100	2,154.52	(55)	Note 10	5,529.34	2,145.07	1,637	
11	800.00	800		800	Note 11	712.00	678.00	575	
12	125.00	125		125	Note 12	64.75	65.20		
13	3,000.00	3,000		3,000	Note 13				
14	2,275.00	2,275	2,225.00	50	Note 14	2,275.00	2,275.00	4,550	4,550
15	36,400.00	36,400	30,331.00	6,069	Note 15	38,649.33	24,786.63	30,224	15,925
16		-		-	Note 16				
a.	2,600.00	2,600	2,300.00	300		2,200.00			
b.	1,000.00	1,000	200.00	800		55,000.00	11,000.00		
c.	3,500.00	3,500	3,939.00	(439)		3,220.00	920.00	55	449
17		-		-	Note 17				
a.	3,000.00	3,000	2,510.20	490		482.64	898.57	445	802
b.	2,000.00	2,000	1,389.24	611		2,133.60	881.08		550
c.	500.00	500	100.00	400		120.00	80.00	13	47
d.	600.00	600		600					110
18		-		-	Note 18				
a.	1,000.00	1,000	852.90	147		630.00		250	
b.	2,000.00	2,000	1,219.59	780		731.40	236.19	393	
c.	600.00	600		600				1,200	
d.	1,000.00	1,000	161.04	839		111.67		470	
19	70,950	70,950	50,196.34	20,754	Note 19	117,201.04	51,184.96	44,184	23,281
20	(5,742)	(5,742)	10,603.60	(25,162)	Note 20	(27,751.43)	(10,759.93)	11,664	27,062
			22,280.24						

Reconciled to November 15th

NOTES For the PERIOD

INCOME

- Note 2 Municipal Membership fees paid in full
- Note 3 Membership fees paid - 1 has cancelled
- Note 4 2022 GST refund paid in 2023 + Jan-June 2023 paid
- Note 5 Bow Island Booth Cost-share for 2023 \$775 + SouthGrow \$200 for Speaker

EXPENSES

- Note 7 EIA Printing & mailing, Flyers & chocolate for Med Hat Tradeshow, Facebook Ad, Christmas Cards
- Note 9 a. mail EIA to New AB Jobs Minister
d. Cellphone payment & useage contract through November
- Note 10 GST paid YTD
- Note 11 **Invoice expected in November
- Note 15 Dir of Adv Jan through October invoice
- Note 16 b. Speaker fee for Sept Board mtg
c. AUMA Membership, tradeshow booth Medicine Hat, Minister Toews Luncheon, 2024 Med Hat Tradeshow Booth, NASCO
- Note 17 a. DoA parking Invest AB/travel to Cypress County Pres/Med Hat Tradeshow/AGM Taber/Castlegar BC Hwy3 mtg/NASCO/ABmunis
b. DofA hotel for Med Hat Tradeshow + BC Hwy 3 mtg in Castlegar + NASCO + ABmunis
c. meal per diem's for NASCO & ABmunis attendance
- Note 18 Annual General Meeting + June Special Meeting; both in-person
d. \$129 printing of Fed Minister of Transport documents for binder

Member Type	Municipality Name	2024 Invoice
Adjacent		
Village of	Cowley (209 pop)	\$750.00
Town of	Bow Island	\$1,021.50
County of	Forty Mile	\$1,790.50
County of	Lethbridge	\$5,176.50
City of	Lethbridge	\$10,000.00
City of	Medicine Hat	\$10,000.00
MD	Crowsnest Pass	\$2,794.50
MD	Cypress County	\$3,831.00
MD	Pincher Creek	\$1,482.50
MD	Taber	\$3,586.50
MD	Willow Creek	\$2,589.50
	Piikani Nation (3600 pop)	
	Blood Tribe (13k pop)	
Town of	Coaldale	\$4,107.50
Town of	Coalhurst	\$1,334.50
Town of	Fort Macleod	\$1,483.50
Town of	Pincher Creek	\$1,821.00
Town of	Taber	\$4,214.00
Village of	Barnwell	\$750.00
	TOTAL Adjacent	\$56,733.00

Industry		
Bow Island	Jayco Builders Inc	\$250.00
Taber	Chinook Carriers	\$500.00
Taber	Gateway Carriers	\$290.00
Fort MacLeod	Structural Truss Systems	\$250.00
Taber	Lantic/Rogers Sugar	\$250.00
Lethbridge	McNally Contractors (2011) LTD	\$250.00
Purple Springs	Lamb Weston	\$250.00
Taber	Rowland Seeds	\$250.00
Medicine Hat	Goodyear Medicine Hat	\$250.00
Leth County	Perlich Bros Auction Market	\$250.00
Lethbridge	Triple M Housing Ltd.	\$250.00
Bow Island	Sunrise Panel Manufacturing	\$250.00
Crowsnest	Skierka Group	\$250.00
Crowsnest	Castle Mountain Resort	\$250.00
	TOTAL Industry	\$3,790.00



Highway 3 Twinning Development Association

October 18, 2023

TO: Honourable Pablo Rodriguez, Minister of Transport
Honourable Lawrence MacAulay, Minister of Agri-Food
Honourable Chrystia Freeland, DPM & Minister of Finance

RE: Federal Funding to Cost-share Twinning of Interprovincial Highway 3; Alberta and B.C.

On behalf of Southern Albertans, the Highway 3 Twinning Development Association (H3TDA) promotes and works proactively with Provincial and Federal governments for the purpose of twinning Highway 3 from the British Columbia border to Medicine Hat at the earliest possible date. Our Association collaborates with its sister group, the BC Hwy 3 Coalition, to highlight to government **the importance of improving this designated National Transportation Corridor and Western Secondary Route to Trans-Canada Hwy 1 from Saskatchewan to Vancouver.**

The Alberta Government made a Federal application in June 2022 for National Trade Corridor Funds (NTCF) to cost-share the twinning of the remaining sections of Alberta Hwy 3. To date we understand funding has not been provided, indeed the program was significantly oversubscribed. We have been advised the NTCF NEW CALL states, "proposals that only focus on physical infrastructure projects won't be considered under this call" and no further funding was in the last budget.

Meanwhile, as predicted, the Highway 3 corridor continues to expand in National importance, economic impact, and contributions to the Pact for a Green New Deal. The corridor is supporting Food Security as "Canada's Premier Food Corridor" (<https://www.canadaspremierfoodcorridor.ca>) with many large producers delivering essential goods along single-laned Hwy 3. In addition, recently Destination Canada Launched a new Tourism Corridor Strategy to Accelerate Intentional Inter Provincial/Territorial Destination Development, with Highway 3 as one of the three pilot corridors!

Whether it be commuters, supply-chain, or tourism, the travel experience on the single-lanes is not relaxing, instead it can be stressful and hazardous. If tourism from other countries is looking to "Enjoy the Journey", this road will not leave a good impression of Canada. Commuters to employment centres, truckers and farmers often comment that they take their life in their hands every day when travelling the single-lane portions of Hwy 3 (see over 1000 citizen impact statements provided in the link to supporting documents below). Yet Southern Alberta GDP continues to expand.

Alberta Premier Danielle Smith has announced the remaining single-lane sections of Hwy 3 will be twinned over the next 10 years, and project planning for design engineering in some sections of the highway is currently underway. Piikani First Nation has been engaged to complete the Functional Planning Study for the twinning of Hwy 3 through their Nation. The twinning goal is lofty and relies on a long-term stream of funding. Given the Interprovincial nature and ROI value to all of Canada, we urge the Federal Government to make a high priority to provide cost-share support towards this goal.

The H3TDA Executive extend an invitation to visit Southern Alberta, tour the corridor and meet with members of our Executive and/or Board to discuss how the Federal Government might support this important corridor. Should you be in the vicinity of Southern Alberta, we hope you will plan for this proposed meeting.

Thank you for your consideration of this invitation and the large quantity of supporting information found in this link:
<https://www.dropbox.com/scl/fo/3sey7p625qu95jdbhcvjv/h?rlkey=nrvgzpgsoxcso7rj5s7e8983d&dl=0>

Victoria Chester
Director of Advancement
Highway 3 Twinning Development Association

Cc: DM Thangaraj
ADM Rochon

Highway 3 Twinning Association

November 22, 2023

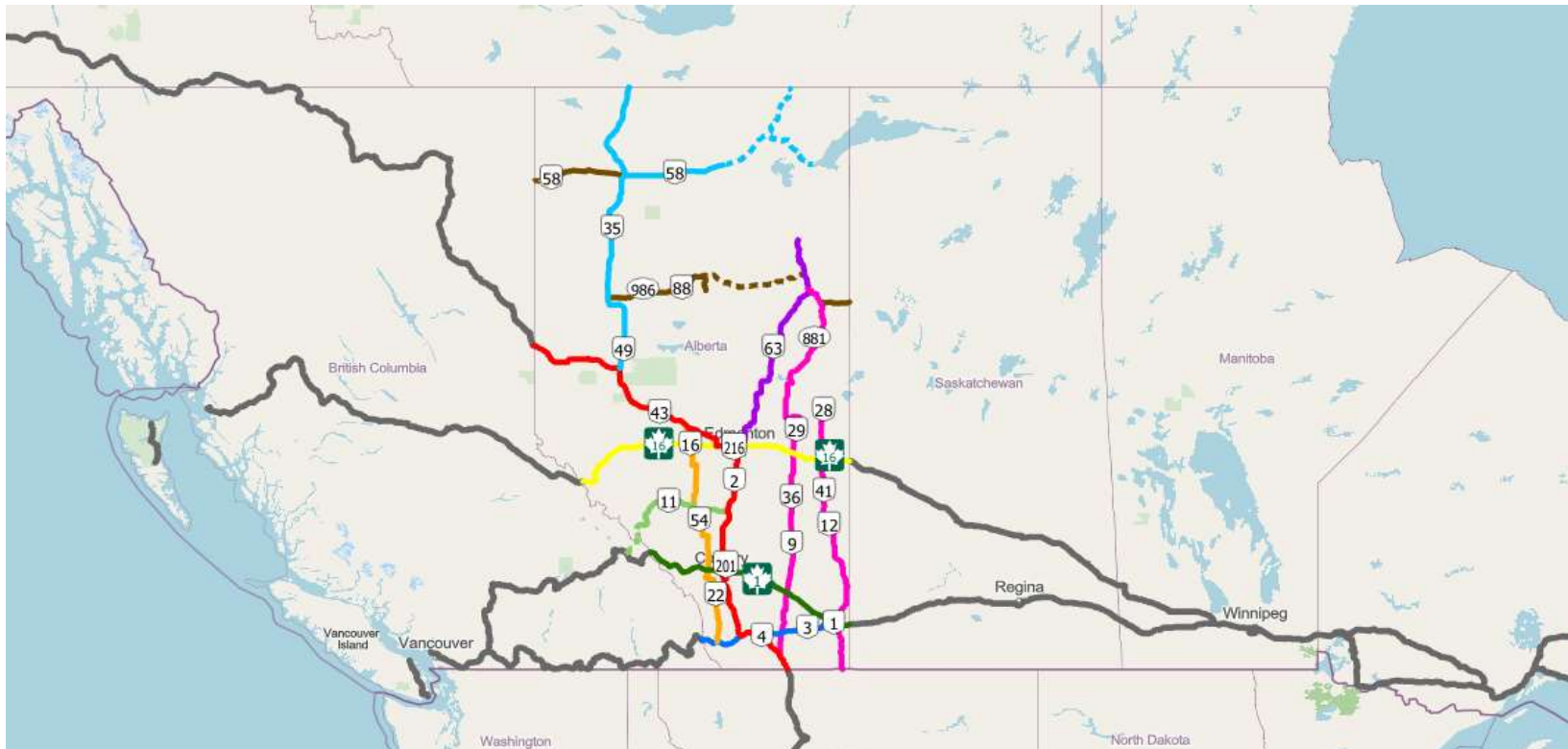
Alberta Transportation and Economic
Corridors

Purpose

To provide an overview on the department's Economic Corridor strategy and an update on the Highway 3 Twinning planning and progress to date.

Defining Economic Corridors

- Trade corridors that provide vital links to markets in and out of Alberta, supporting economic, social, and environmental activity. These trade corridors may include varying types of linear infrastructure.

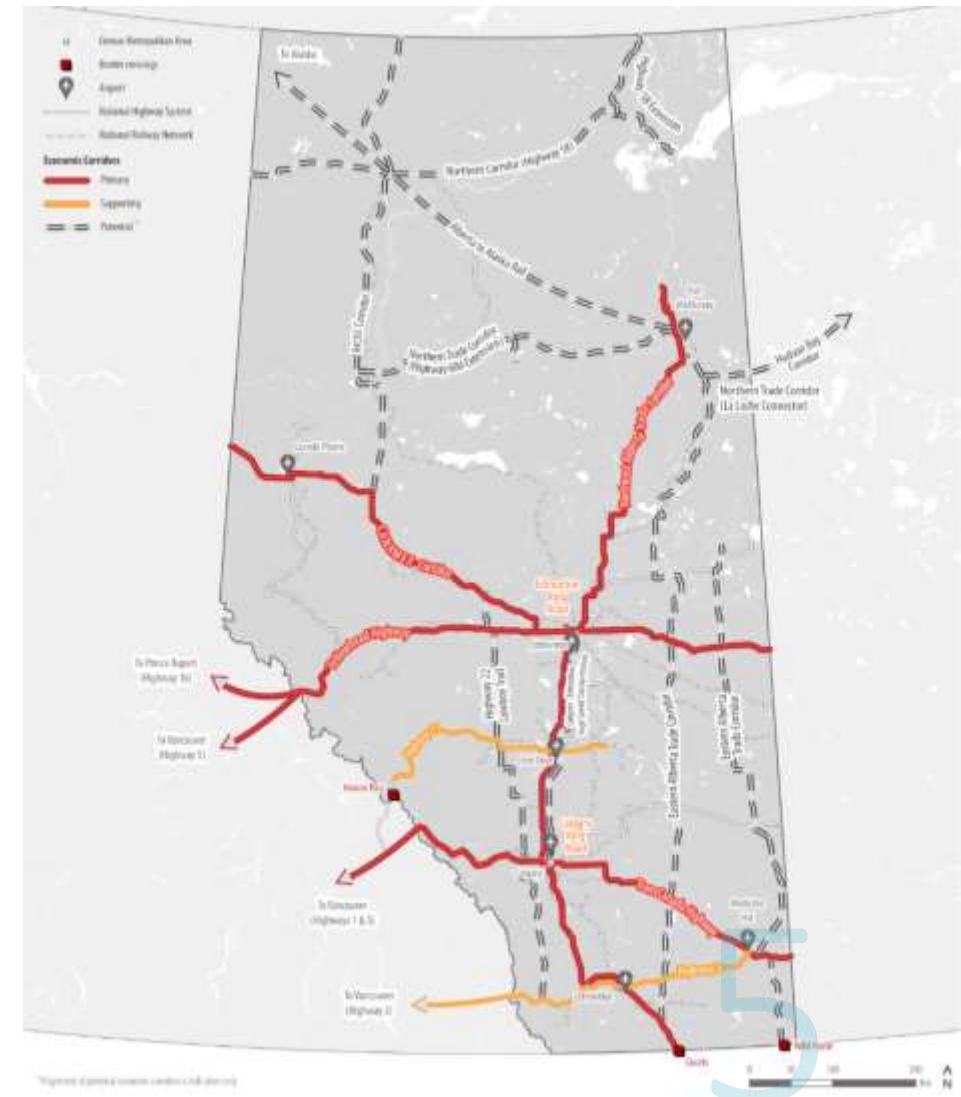


Relevant Mandate Items

- Expand economic corridors across Alberta and Canada
- Enhance regional collaboration to advance economic corridors
- Explore transportation related prosperity sharing with Indigenous and Metis people
- Develop an integrated water program that facilitates increased water treatment and distribution for residential, industrial and agricultural water use across Alberta.
- Expand Commercial Safety Rest Areas, which may include southern Alberta locations.

Strategic Corridor Priority List

- Why do we need to prioritize?
 - Ideas can be generated faster than they can be implemented.
 - Realistically, we may only have the resources and political focus to build a maximum of 1 or 2 “nation-building” corridors in next 3 to 10 years, plus 3 to 5 minor projects.
 - *Bigger projects have longer and more complex regulatory and Indigenous consultation processes.*



Inter-jurisdictional Work

- The Province continues to pursue opportunities to leverage and build on common goals between provincial partners.
- This includes the Prairie MOU currently focused on the Hudson Bay Strategy:
- Proposed Principles of a Corridor to Hudson Bay:
 - Proposal is Indigenous-led (with identified First Nations and/or Indigenous groups).
 - Consists of new pipeline infrastructure (LNG focus).
 - Leverages existing road and rail networks, i.e., Hudson Bay Railway, La Loche Connector.
 - Leverages involvement of Canada West Foundation and WESTAC to solicit Western Canadian support.
 - Indication provided of federal funding availability.



Inter-jurisdictional Work

7 Jurisdiction Committee

- The seven jurisdictions in western Canada confirmed they have a mutual interest in working together to improve regional economic growth through development of economic corridors.
 - Yukon will be chairing the time-limited committee comprised of officials from the seven jurisdictions to provide a report back to Premiers in May 2024.
 - Kickoff meeting among provincial/territorial officials was held in October 2023.



Highway 3 Twinning and Expansion

Overview of the Highway 3 Project

- Highway 3 is classified as a Level 1 Highway
- defined as a route that accommodates the movement of people, goods, and services interprovincially and internationally.
- It is planned to be a freeway in the future, with access via interchanges only.
- However, the initial twinning project does not include interchanges.
- In July 2020, the Government of Alberta announced the twinning of 46 kilometres of Highway 3 from Taber to Burdett as the first of many potential projects.
- Funding has been sought through the federal National Trade Corridors Fund, and a decision is expected in the coming months.
- The Department appreciates the Highway 3 Twinning Association's support.

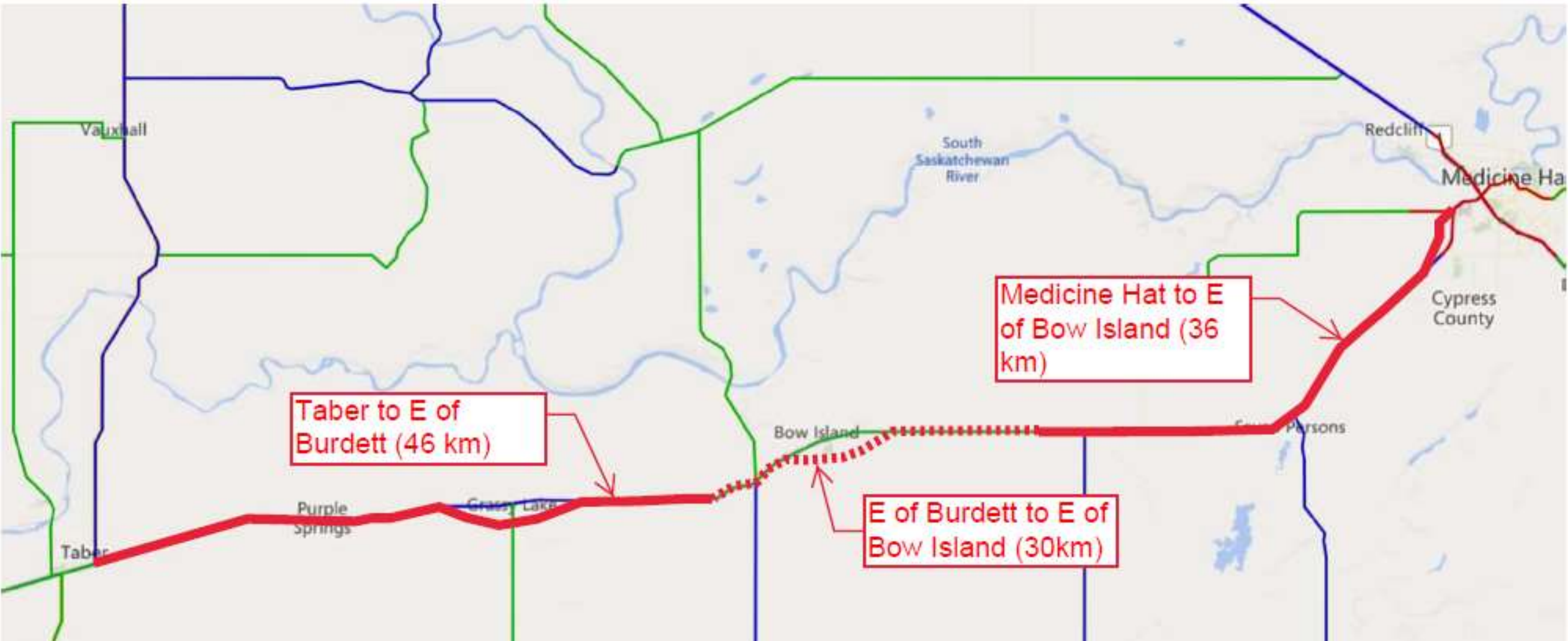
Highway 3 Economic Corridor

- Highway 3 is a vital economic corridor and east west link and is the major connector between Saskatchewan and British Columbia, south of the Trans-Canada Highway.
 - The CANAMEX Corridor within Alberta, which is a major north-south portion of the national highway system connecting the Coutts border Crossing to the BC border west of Grande Prairie, passes through Lethbridge via Highway 3.
- Twinning the highway will improve safety, create jobs, and spur economic investment along this critical length of the highway.
- The project will create more than 750 jobs and will promote economic growth in southern Alberta.
- The work will also support the important and growing agri-business sector in this part of the province, a vital component of economic diversification.

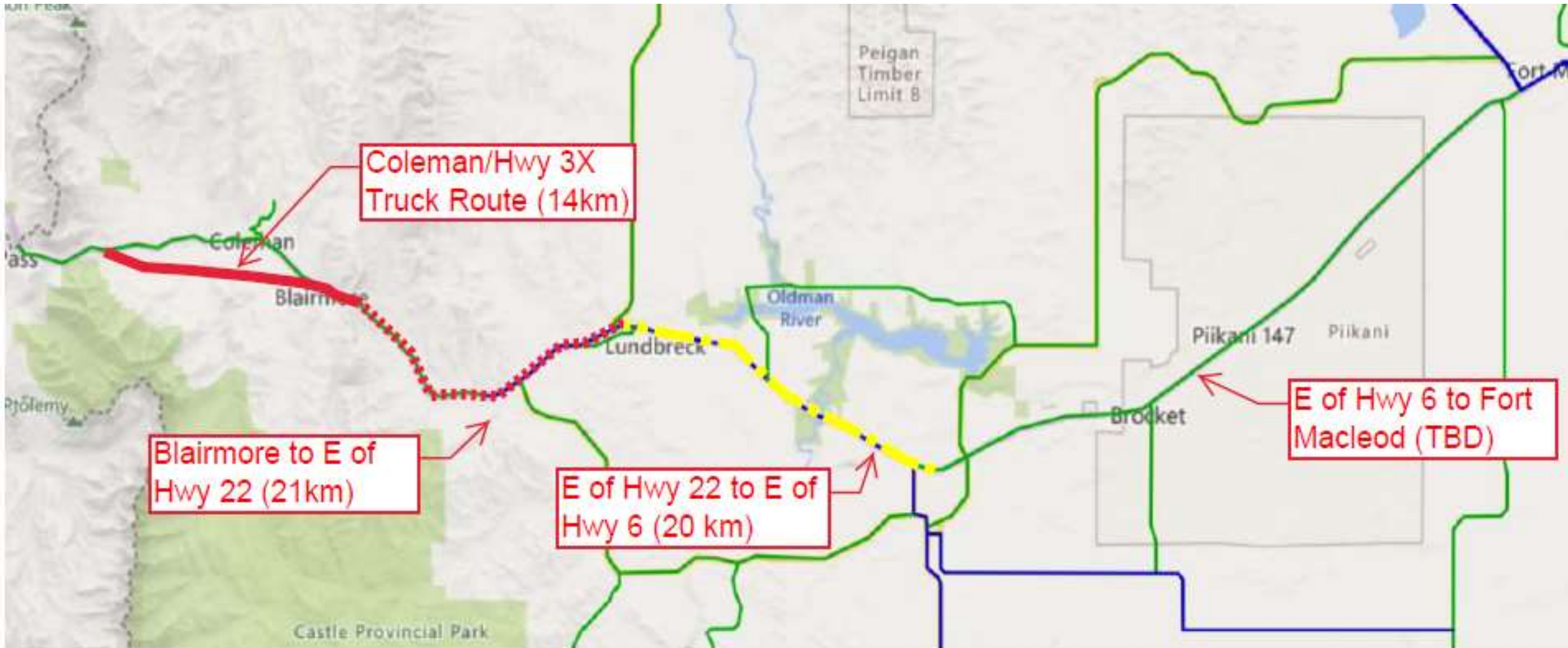
Highway 3 Corridor “Prairies to Pacific”

- Earlier in 2023, Destination Canada launched a new pilot project called the Tourism Corridor Strategy Program, which aims to accelerate the development of tourism corridors or clusters of tourism assets across Canada.
- Destination Canada has identified Highway 3 as part of a high-potential tourism corridor from the Prairies to the Pacific, which would leverage Highway 3’s role as a key interprovincial corridor connecting southern Alberta and the Lower Mainland of British Columbia.
- The proposed series of improvements to Highway 3 will result in more uninterrupted travel that will:
 - reduce travel delays;
 - improve safety with free-flowing traffic;
 - reduce idling emissions, and
 - improve goods and services movement.

Highway 3 Segments



Highway 3 Segments



Taber to Burdett

- The project has progressed well, and the department now has a design-build proponent for the design and construction of the project.
- The proponent is Ledcor, and work may begin in the winter of 2023, with utility moves and initial construction beginning summer 2024.
- The project has a construction budget of approximately \$180 Million.

Taber to Burdett

- Some issues that have been experienced to date include:
 - Soil conditions, requiring additional material;
 - Land acquisition has been more costly than anticipated;
 - Utility coordination and moves;
 - Environmental considerations; and
 - Global changes in interest rates and escalation have increased the risks to contractors in the construction industry on major projects. This is being reflected in the bid pricing that we are seeing on these large and complex projects.

Future Segments

- Approximately two-thirds, or 210 km of the highway remains to be twinned from the British Columbia/Alberta border to Fort Macleod and from Taber to Medicine Hat.
- The timing of the remaining phases of the Highway 3 twinning projects is not confirmed and will depend on a number of factors, including:
 - land acquisition;
 - regulatory approvals; and
 - preliminary/detailed design;
- Future phases will require 2-3 years for design, right-of-way acquisition, regulatory approvals, and necessary utility relocation
 - Construction could then follow and each segment is estimated to take 2-3 years, depending on the terrain and other potential challenges.

Functional planning

- The Department continues to work closely with The Piikani First Nation on the Functional Plan and is pursuing an MOU to outline the expectations.
- This project will likely take 2 to 3 years to complete all the necessary consultation and planning work required.
- The next step would be negotiating with the Nation and Canada for the necessary land required to twin Highway 3. This could take a number of years to arrive at an agreement and have the lands transferred.

Questions or Comments





OLDMAN RIVER REGIONAL SERVICES COMMISSION

EXECUTIVE COMMITTEE SPECIAL MEETING MINUTES
November 2, 2023; 6:00 pm
ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

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

Attendance

Executive Committee:

Gordon Wolstenholme, Chair
Don Anderberg, Vice Chair, Virtual
David Cody
Christopher Northcott, Virtual
Jesse Potrie
Neil Sieben
Brad Schlossberger

Staff:

Raeanne Keer, Executive Assistant
Lenze Kuiper, Chief Administrative Officer

Chair Wolstenholme called the meeting to order at 6:00 pm.

1. Approval of Agenda

L. Kuiper, Chief Administrative Officer, stated that Administration has prepared additions to the Agenda to potentially relieve the need to meet again next week, depending on discussions regarding the proposed 2024 Operating Budget.

L. Kuiper proposed the following additions:

- Official Business: d. Subdivision Activity as of October 31, 2023;
- Office Accounts: (i) Monthly Office Accounts (September 2023) and (ii) Payments & Credits August 2023);
- Financial Statements: (i) Balance Sheet (As of September 30, 2023), (ii) Comparative Income Statement (As of September 30, 2023), and (iii) Details of Account (As of September 30, 2023);
- CAO Report; and,
- Roundtable.

Moved by: Neil Sieben

THAT the Executive Committee adopts the November 2, 2023 Executive Committee Meeting Agenda, as amended to include:

- Official Business: d. Subdivision Activity as of October 31, 2023;
- Office Accounts: (i) Monthly Office Accounts (September 2023) and (ii) Payments & Credits August 2023);

- Financial Statements: (i) Balance Sheet (As of September 30, 2023), (ii) Comparative Income Statement (As of September 30, 2023), and (iii) Details of Account (As of September 30, 2023);
- CAO Report; and,
- Roundtable.

CARRIED

2. Official Business

a. Chinook SDAB & Regional ARB Annual Fee Analysis

R. Keer, Executive Assistant, presented a fee analysis for the annual fees charged to participating municipalities for the Chinook Intermunicipal Subdivision and Development Appeal Board and the Regional Assessment Review Board.

The Committee discussed the administrative roles and responsibilities of maintaining and managing the Chinook SDAB and Regional ARB.

Moved by: Don Anderberg

THAT the Executive Committee directs Administration to increase the annual fee for the Regional Assessment Review Board from \$225.00 a year to \$500.00 a year, effective for 2024.

CARRIED

Moved by: David Cody

THAT the Executive Committee directs Administration to leave the annual fee for the Chinook Intermunicipal Subdivision and Development Appeal Board as \$500.00 a year for 2024.

CARRIED

b. 2023 Cash Flow Report

L. Kuiper presented the 2023 Cash Flow Report to the Executive Committee.

c. 2024 Operating Budget & 2023-2027 Capital Budget

L. Kuiper presented the proposed 2024 Operating Budget, highlighting proposed increases to membership fees for planning and GIS, the decreased proposed Fee for Service Revenue, and decreased proposed Subdivision Fees Revenue.

The Committee discussed the 50% subdivision fee reduction received by municipalities, and the loss of income to the organization associated. The Committee discussed the no charge

policy for reserves (MR- Municipal Reserve, SR – School Reserve, MSR – Municipal/School Reserve, (ER – Environmental Reserve) and Public Utility Lots (PUL).

Moved by: Brad Schlossberger

THAT the Executive Committee directs Administration stop the subdivision fee membership discount of 50% and the no charge policy for reserves (MR- Municipal Reserve, SR – School Reserve, MSR – Municipal/School Reserve, (ER – Environmental Reserve) and Public Utility Lots (PUL).

CARRIED

L. Kuiper continued presenting the 2024 Operating Budget to the Committee.

The Committee discussed a further increase in membership fees for both planning and GIS.

The Committee discussed further decreasing the proposed revenue for Fee for Service and Subdivision Fees to correlate stronger with recent years.

d. Subdivision Activity

- **As of October 31, 2023**

L. Kuiper presented the Subdivision Activity Reports as of October 31, 2023 to the Committee.

3. Accounts

a. Office Accounts

(i) Monthly Office Accounts

- September 2023

(ii) Payments and Credits

- August 2023

L. Kuiper presented the Monthly Office Accounts and the Payments and Credits to the Committee.

Moved by: Brad Schlossberger

THAT the Executive Committee approves the Monthly Office Accounts for September 2023 and the Payments and Credits for August 2023, as presented.

CARRIED

b. Financial Statements

(i) Balance Sheet

- As of September 30, 2023

(ii) Comparative Income Statement

- As of September 30, 2023

(iii) Details of Account

- As of September 30, 2023

L. Kuiper presented the Balance Sheet, the Comparative Income Statement and the Details of Account, as of September 30, 2023 to the Committee.

Moved by: Jesse Potrie

THAT the Executive Committee approves the Balance Sheet as of September 30, 2023, the Comparative Income Statement as of September 30, 2023, and the Details of Account as of September 30, 2023, as presented.

CARRIED

6. CAO Report

L. Kuiper presented his CAO Report to the Committee

7. Round Table Discussions

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

8. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:46 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER



EXECUTIVE COMMITTEE MEETING MINUTES
October 12, 2023; 6:00 pm
ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

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

Attendance

Executive Committee:

Gordon Wolstenholme, Chair
Don Anderberg, Vice Chair, Virtual
David Cody
Christopher Northcott, Virtual
Jesse Potrie
Neil Sieben
Brad Schlossberger, Virtual

Staff:

Steve Harty, Senior Planner
Raeanne Keer, Executive Assistant
Gavin Scott, Senior Planner
Jaime Thomas, GIS Analyst

Chair Wolstenholme called the meeting to order at 6:00 pm.

1. Approval of Agenda

Moved by: Christopher Northcott

THAT the Executive Committee adopts the October 13, 2023 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Don Anderberg

THAT the Executive Committee approves the July 13, 2023 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Official Business

a. GIS Presentation – Jaime Thomas

J. Thomas, GIS Analyst, presented information on the current GIS system, recently implemented applications accessible within the system, and examples of special projects developed for member municipalities.

b. Chinook Intermunicipal SDAB Mid-Year Report

R. Keer, Executive Assistant, presented the mid-year report for the Chinook Intermunicipal Subdivision and Development Appeal Board to the Committee, highlighting that as of August 29, 2023 10 appeal applications have been received, with 8 hearings held, and 2 appeals withdrawn.

R. Keer noted that currently 34 of the 39 member municipalities are a part of the Chinook Intermunicipal SDAB, with anticipation of another municipality joining soon.

c. Regional Assessment Review Board Report

R. Keer, presented an update on the 2023 Assessment Review Board, highlighting that as of August 29, 2023 27 Assessment Complaints were received, and that the hearings have been scheduled within their respective municipalities through October and November 2023.

R. Keer noted that currently 35 of the 39 member municipalities are a part of the Regional Assessment Review Board for an annual fee of \$225.00, and that ORRSC currently provides services to two municipalities outside of the membership, the Town of Coaldale and Improvement District No. 4 (Waterton) for a higher annual fee of \$500.00.

R. Keer stated that the current annual fee has not been increased for a number of years, and that Administration is recommending increasing the member fee from \$225.00 to \$300.00, and the non-members from \$500.00 to \$650.00, approximately a 30% increase. R. Keer stated that Administration would like direction from the Executive on this increase as it will have implications for the budget process and will be required to initiate updating contracts with the member municipalities regarding this service.

Moved by: Jesse Potrie

THAT the Executive Committee approves the increase for member municipalities from \$225.00 to \$300.00, and non-member municipalities from \$500.00 to \$650.00, approximately a 30% increase, for budget purposes, and for Administration to begin reviewing for contract amendments with the participating municipalities.

The Committee discussed whether the increase to the annual fee should be discussed further as part of the budget deliberations at the next meeting.

J. Potrie withdrew his motion.

Moved by: Christopher Northcott

THAT the Executive Committee directs Administration to review the annual fee increase by 30% for the Assessment Review Board for the 2024 draft budget.

CARRIED

d. Mileage Rate Report

R. Keer presented the Mileage Rate Report to the Committee, highlighting that ORRSC currently uses two different mileage rates for various functions within the organization, the Canada Revenue Agency mileage rate and the Government of Alberta Travel, Meal, and Hospitality Expenses Policy mileage rate.

R. Keer stated that Administration is requesting direction on if the Committee would like to standardize the rate across the organization, and if so, what mileage rate they would like to set.

Moved by: Don Anderberg

THAT the Executive Committee directs Administration to implement the Canada Revenue Agency Mileage Rate as the corporate standard, effective for the 2024 Budget.

CARRIED

e. 2024 Operating Budget & 5 Year Capital Plan - Draft

The Executive Committee reviewed the draft 2024 Operating Budget and 5 Year Capital Plan.

The Committee discussed the organization's current financial situation, and potential impacts on the 2024 Operating Budget.

Brad Schlossberger and Christopher Northcott left the meeting at 7:00 p.m. and did not return.

The Committee discussed having a special budget meeting prior to the next monthly Executive Committee meeting.

Moved by: David Cody

THAT the Executive Committee scheduled a Special Budget Executive Committee Meeting for Thursday, November 2, 2023 at 6:00 p.m.

CARRIED

f. 2023 Annual Chief Administrative Officer Performance Evaluation

R. Keer presented the 2023 Annual Chief Administrative Officers Performance Evaluation to the Committee.

The Committee discussed submitting the forms to Chair Wolstenholme for compilation for the November 9th Executive Committee Meeting.

g. Subdivision Activity

- **As of September 30, 2023**

G. Scott, Senior Planner, presented the Subdivision Activity Reports as of September 30, 2023 to the Committee.

5. Accounts

a. Office Accounts

(i) Monthly Office Accounts

- June 2023 - August 2023

(ii) Payments and Credits

- May 2023 - July 2023

Chair Wolstenholme presented the Monthly Office Accounts and the Payments and Credits to the Committee.

Moved by: Don Anderberg

THAT the Executive Committee approves the Monthly Office Account for June 2023 through August 2023 and the Payments and Credits for May 2023 through July 2023, as presented.

CARRIED

b. Financial Statements

(i) Balance Sheet

- As of August 31, 2023

(ii) Comparative Income Statement

- As of August 31, 2023

(iii) Details of Account

- As of August 31, 2023

Chair Wolstenholme presented the Balance Sheet, the Comparative Income Statement and the Details of Account, as of May 31, 2023 to the Committee.

Moved by: David Cody

THAT the Executive Committee approves the Balance Sheet as of August 31, 2023, the Comparative Income Statement as of August 31, 2023, and the Details of Account as of August 31, 2023, as presented.

CARRIED

6. New Business

There was no new business for discussion.

7. Round Table Discussions

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

8. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:35 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER



OLDMAN RIVER REGIONAL SERVICES COMMISSION
Meeting Schedule

2024

January

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

February

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2
3	4	5	6	7	8	9

March

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

April

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

May

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

June

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

July

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

August

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

September

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

October

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

November

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

December

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

- Executive Committee Meeting
- Board of Directors Meeting
- Statutory Holiday

ANNUAL ORGANIZATIONAL BOARD OF DIRECTORS' MEETING AGENDA

Thursday, December 7, 2023 – 7:00 p.m.
**Conference Room, ORRSC Administration Building
or Via Zoom**

ZOOM - <https://us06web.zoom.us/j/7813971001?pwd=SHIIV0ZKY2tVZ1pnbjkwOXRvamE0Zz09>

- 1. Welcome and Call Meeting to Order**
- 2. Approval of Agenda**
- 3. Adoption of List of Members and Alternative Members for 2023-2024**
 - a. List of Members and Alternates 2023-2024
- 4. Election of Executive Committee for 2023-2024**
 - a. Election Process Explanation
 - b. Election of Chair (*1 Member*)
 - Introduction of Nominations Received for Chair
 - Call for Nominations from the Floor
 - Vote (if required)
 - c. Election of Vice Chair (*1 Member*)
 - Introduction of Nominations Received for Vice Chair
 - Call for Nominations from the Floor
 - Vote (if required)
 - d. Election of Executive Committee (*5 Members; Minimum of 2 Rural and 2 Urban*)
 - Introduction of Nominations Received Executive Committee Members
 - Call for Nominations from the Floor
 - Vote (if required)
- 5. Approval of Minutes**
 - a. Minutes of September 7, 2023
- 6. Business Arising from the Minutes**
- 7. Reports**
 - a. Executive Committee Report
 - September 2023-November 2023
- 8. Business**
 - a. Proposed 2024 Budget Proposed 5 Year Capital Plan 2023-2027
 - Presentation from Lenze Kuiper
 - b. Subdivision Activity
 - As of October 31, 2023

-
- c. Assessment Appeal Activity
 - 2023 Assessment Appeal Board Statistics
 - d. Subdivision and Development Appeal Board Activity
 - As of November 23, 2023
 - e. ORRSC Periodical - Winter 2023

9. Accounts

- a. Balance Sheet and Comparative Income Statement
 - As of October 31, 2023

10. New Business

11. Next Meeting – Thursday, March 7, 2024; 7:00 PM

12. Adjournment



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

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

If you are joining us via ZOOM – Here are the particulars:

Join Zoom Meeting

<https://us06web.zoom.us/j/7813971001?pwd=SHIIV0ZKY2tVZ1pnbjkwOXRvamEOZz09>

Meeting ID: 781 397 1001

Passcode: 4033291344

One tap mobile

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Dial by your location

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+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 408 638 0968 US (San Jose)

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 876 9923 US (New York)

+1 646 931 3860 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

Meeting ID: 781 397 1001

Passcode: 4033291344

Find your local number: <https://us06web.zoom.us/j/kcomZsV8qm>

3a - Members and Alternates 2023-2024

OLDMAN RIVER REGIONAL SERVICES COMMISSION MEMBERS and ALTERNATE MEMBERS for 2024

Municipality	Member	Alternate Member
Arrowwood – Village	Colin Bexte	Nicholas Kuntz
Barnwell – Village	Jake Hiebert	Missy Foster
Barons – Village	Dan Doell	Clinton Bishop
Bassano – Town	Mike Wetzstein	Sydney Miller
Brooks – City	Ray Juska	
Cardston – County	Roger Houghton	LeGrande Bevans
Cardston – Town	Allan Burton	
Carmangay – Village	Sue Dahl	
Champion – Village	James F. Smith	
Claresholm – Town	Brad Schlossberger	Rod Kettles
Coalhurst – Town	Scott Akkermans	
Coutts – Village	Tanya Smith	Steve Pain
Cowley - Village	Dave Slingerland	Barb Burnett
Crowsnest Pass – Municipality	Dean Ward & Dave Filipuzzi	
Duchess – Village	Stephen Dortch	Shanda Smith
Fort Macleod – Town	Gordon Wolstenholme	Brent Feyter
Glenwood – Village	Mark Peterson	
Hill Spring – Village	Suzanne French	
Lethbridge – County	Morris Zeinstra	
Lomond – Village	Brad Koch	
Magrath – Town	Gerry Baril	
Milk River – Town	Peggy Losey	
Milo – Village	Dean Melnyk	Patrick Wiens
Nanton – Town	Victor Czop	Roger Miller
Nobleford – Town	Marinus de Leeuw	Corne Mans
Picture Butte – Town	Teresa Feist	Henry de Kok
Pincher Creek – M.D. No. 9	Tony Bruder	Dave Cox
Pincher Creek – Town	Don Anderberg	Brian Wright
Ranchland – M.D. No. 66	Ron Davis	Harry Streeter
Raymond – Town	Neil Sieben	Matt Evans
Stavely – Town	Don Norby	
Stirling – Village	Matthew Foss	Devynn Bohnn
Taber – Municipal District	John DeGroot	
Vauxhall – Town	Ray Coad	
Vulcan – County	Christopher Northcott	Doug Logan
Vulcan – Town	Richard DeBolt	Lyle Magnuson
Warner – County No. 5	David Cody	Morgan Rockerbach
Warner – Village	Marty Kirby	
Willow Creek – M.D. No. 26	Evan Berger	Maryanne Sandberg

Those highlighted are new appointees to the Board.



CANDIDATES FOR EXECUTIVE COMMITTEE 2023-2024

CHAIR:

GORDON WOLSTENHOLME – Town of Fort Macleod (Urban Incumbent)

VICE-CHAIR:

DON ANDERBERG – Town of Pincher Creek (Urban Incumbent)

EXECUTIVE COMMITTEE: (requires 5 electees)

DAVID CODY – County of Warner (Rural Incumbent)

CHRISTOPHER NORTHCOTT – Vulcan County (Rural Incumbent)

BRAD SCHLOSSBERGER – Town of Claresholm (Urban Incumbent)

NEIL SIEBEN – Town of Raymond (Urban Incumbent)

SCOTT AKKERMAN – Town of Coalhurst (Urban New Nomination)

- **Vocation:** Process Improvement (Making existing process faster, more accurate, more efficient and reliable), leaving something in a better spot than when you became involved.
- **Deputy Mayor:** October 2023 to Current
- **Councillor:** October 2021 to October 2023
- **Civic involvement/Relevant Information:** Planning and development has always interested me. The changes we make today can have a big impact on future growth and municipal infrastructure. I would like to sit on the executive committee as I feel I can contribute by bringing solutions and ideas from an outside perspective. I enjoy being involved in roles like this not only because of the learning opportunity but also because it really feels like you can make change happen. I'd much rather work towards achieving objectives together instead of waiting for things to happen.

My previous experience includes 2 years sitting as a director on the executive committee for SouthGrow. During this time I had advocated for a policy/bylaw review by asking for a review committee which I had the pleasure of chairing. In addition, I've recently been selected to sit on AB Munis Economic Strategy Committee. I truly believe that to having a strong economy is reliant on excellence in municipal planning.

I moved to Coalhurst in September of 2020 and have been eager to contribute to my community. Since being elected to Council and serving my local community I have also been an active volunteer for a local not for profit Coalhurst Parks and Recreation Society with some of their events in town, the most recent being Turkey Bingo on November 17th. Previously I have been a member of Coalhurst's Community Sustainability / Enhancement Committee, Coalhurst's Policy / Bylaw Risk Review Committee, and the Chinook Intermunicipal Subdivision and Development Appeal Board.



OLDMAN RIVER REGIONAL SERVICES COMMISSION

BOARD OF DIRECTORS' MEETING MINUTES

Thursday, September 7, 2023 – 7:00 p.m.

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

BOARD OF DIRECTORS:

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

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

STAFF:

Ryan Dyck Planner
 Diane Horvath.....Senior Planner
 Raeanne KeerExecutive Assistant

Lenze KuiperChief Administrative Officer
 Kattie Schlamp Planner
 Tristan Scholten Intern Planner

Being as both the Chair and Vice Chair were not in attendance, Chief Administrative Officer Lenze Kuiper called the meeting to order at 7:10 pm.

1. APPROVAL OF AGENDA

Moved by: Peggy Losey

THAT the Board adopts the Agenda for September 7, 2023, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Christopher Northcott

THAT the Board approves the meeting minutes of June 2, 2023, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

4. GUEST SPEAKER PRESENTATION

- a. Industrial Attraction and Strategy**
Peter Casurella, SouthGrow Regional Economic Development

Peter Casurella, Executive Director of SouthGrow Regional Economic Development, presented to the Board.

5. REPORTS

- a. Executive Committee Report**

L. Kuiper presented the Executive Committee Report to the Board.

6. BUSINESS

- a. Affordable Housing Needs Assessment Reports**
Tristan Scholten, Planning Intern

T. Scholten, Planning Intern, presented to the Board.

- b. Subdivision Activity**
- As of July 31, 2023

L. Kuiper presented the Subdivision Activity statistics as of July 31, 2023 to the Board.

- c. ORRSC Periodical – Liquor and Land Use**

R. Dyck, Planner, presented information on the upcoming ORRSC Periodical topic, Liquor and Land Use.

7. ACCOUNTS

- a. Balance Sheet and Comparative Income Statement
- As of July 31, 2023**

L. Kuiper presented the Balance Sheet and Comparative Income Statements as of July 31, 2023.

Moved by: Gerry Baril

THAT the Board approves Balance Sheet and Comparative Income State, as of July 31, 2023, as presented.

CARRIED

- 8. NEXT MEETING – Thursday, December 7, 2023**

9. ADJOURNMENT

With no further questions and nothing further to discuss, L. Kuiper adjourned the meeting, the time being 8:31 pm.

Gordon Wolstenholme, Chair

Lenze Kuiper, Chief Administrative Officer



EXECUTIVE COMMITTEE REPORT

September 2023 to November 2023

September 14, 2023

- This meeting was not called to order as quorum was not met, but informal discussions were held with those in attendance regarding mileage rate research, to-date statistics for the Assessment Review Board and the Chinook Intermunicipal SDAB.

October 12, 2023

- Jaime Thomas, GIS Analyst, presented to the Committee on the current GIS system, recently implemented applications accessible within the system, and examples of special projects developed for member municipalities.
- The Committee discussed the Regional Assessment Review Board, and the current annual fee for members.
- The Committee passed a resolution directing Administration to implement the Canada Revenue Agency Mileage Rate as the corporate standards effective for 2024.
- The Committee begun reviewing the 2024 Operating Budget and 5 Year Capital Plan.
- The Committee called for a Special Meeting on November 2, 2023.

November 2, 2023 – Special Meeting

- The Committee discussed the current annual fee for members of the Regional Assessment Review Board, which came into effect in 2011, and the administrative responsibilities for maintaining the board and files. The Committee passed a resolution directing Administration to increase the annual fee from \$225.00 a year to \$500.00 a year, effective in 2024.
- The Committee discussed the current annual fee for members of the Chinook Intermunicipal SDAB, which came into effect in 2019, and the administrative responsibility for maintaining the board and files. The Committee directed Administration to leave the annual fee at \$500.00 for 2024.
- The Committee discussed the 2024 Operating Budget, including increases to membership fees for planning and GIS, and decreasing projected revenue for Fee for Service and Subdivision to be more in alignment with recent years.
- The Committee discussed the 50% subdivision fee reduction received by municipalities and the no-charge policy for reserves (MR – Municipal Reserve, SR – School Reserve, MSR – Municipal/School Reserve, ER – Environmental Reserve) and Public Utility Lots (PUL). The Committee passed a resolution directing Administration to stop the subdivision fee membership discount of 50% and the no charge policy for reserves and public utility lots.

November 9, 2023

- The Committee discussed the 2024 Operating Budget and 2023-2027 Capital Plan drafts, and passed a resolution recommending that the budgets be presented to the Board of Directors for approval as presented.

2024 Budget Draft						
COMPARATIVE INCOME STATEMENT	Acct No.	Budget 2023	Budget 2024	% Variance	Dollar Variance	
REVENUE						
Membership Fees, Fee-for-Service						
Membership Fees	4010	\$985,947.00	\$1,078,233.00	9.36%	\$92,286.00	3.40%
Allocation to Operating Reserve Fund		\$25,000.00	\$25,000.00	0.00%	\$0.00	Add to Reserve
Allocation to Capital Reserve Fund		\$25,000.00	\$25,000.00	0.00%	\$0.00	Add to Reserve
GIS Member Fees	4030	\$560,753.00	\$569,464.00	1.55%	\$8,711.00	3.40%
Regional Assessment Review Board Fees		\$12,000.00	\$15,000.00	25.00%	\$3,000.00	
Chinook Regional SDAB		\$22,400.00	\$27,000.00	20.54%	\$4,600.00	
Fee for Service(member)	4040	\$400,000.00	\$200,000.00	-50.00%	-\$200,000.00	
Fee for Service(non-member)	4060	\$20,000.00	\$20,000.00	0.00%	\$0.00	
Ttl Membership Fees, Fee-for-Service		\$2,051,100.00	\$1,959,697.00	-4.46%	-\$91,403.00	
Subdivision Fees						
Subdivision Application Fees	4140	\$242,000.00	\$225,000.00	-7.02%	-\$17,000.00	
Subdivision Final Fees	4141	\$59,000.00	\$55,000.00	-6.78%	-\$4,000.00	
Subdivision Extension Fees	4142	\$9,000.00	\$7,500.00	-16.67%	-\$1,500.00	
Total Subdivision Fees		\$310,000.00	\$287,500.00	-7.26%	-\$22,500.00	
Plans & Interest						
Sales of Plans & Publications	4160	\$5,000.00	\$4,000.00	-20.00%	-\$1,000.00	
GIS Sale of Maps	4165	\$200.00	\$200.00	0.00%	\$0.00	
Interest Earned	4180	\$12,000.00	\$35,000.00	191.67%	\$23,000.00	
Proceeds from Sale of Capital Asset	4190	\$0.00	\$0.00		\$0.00	
Rental Income	4150	\$100.00	\$500.00	400.00%	\$400.00	
Other Income	4200	\$0.00	\$0.00		\$0.00	
Grant Revenue	4210	\$0.00	\$0.00		\$0.00	
Total Plans & Interest		\$17,300.00	\$39,700.00	129.48%	\$22,400.00	
TOTAL REVENUE		\$2,378,400.00	\$2,286,897.00	-3.85%	-\$91,503.00	
EXPENSE						
Staff Salaries						
Permanent Employees	5020	\$1,670,000.00	\$1,591,000.00	-4.73%	-\$79,000.00	
Temporary Employees	5030	\$20,000.00	\$102,100.00	410.50%	\$82,100.00	Mike / Intern / Co Op
Total Staff Salaries		\$1,690,000.00	\$1,693,100.00	0.18%	\$3,100.00	
Staff Benefits						
Employment Insurance	5070	\$23,200.00	\$25,100.00	8.19%	\$1,900.00	
Group Life Insurance	5080	\$33,700.00	\$33,400.00	-0.89%	-\$300.00	
LAPP	5090	\$159,000.00	\$151,100.00	-4.97%	-\$7,900.00	
CPP	5100	\$57,350.00	\$56,000.00	-2.35%	-\$1,350.00	
Blue Cross-Health & Dental	5120	\$61,580.00	\$48,400.00	-21.40%	-\$13,180.00	
Total Staff Benefits		\$334,830.00	\$314,000.00	-6.22%	-\$20,830.00	
Staff Travel & Meetings						
Staff Mileage	5150	\$1,500.00	\$1,500.00	0.00%	\$0.00	
Vehicle Gas & Maintenance	5151	\$7,000.00	\$7,000.00	0.00%	\$0.00	
Staff Field Expense	5160	\$4,000.00	\$4,000.00	0.00%	\$0.00	
Staff Conf & Out of Area	5170	\$3,000.00	\$3,000.00	0.00%	\$0.00	
Staff Development	5180	\$4,000.00	\$4,000.00	0.00%	\$0.00	
Total Staff Benefits		\$19,500.00	\$19,500.00	0.00%	\$0.00	
Members Travel & Meetings						
Members Meeting Fees	5210	\$5,000.00	\$5,000.00	0.00%	\$0.00	
Members Mileage	5220	\$5,000.00	\$5,000.00	0.00%	\$0.00	
Members Conf & Out of Area	5230	\$3,000.00	\$3,000.00	0.00%	\$0.00	
Ttl Members Travel & Meetings		\$13,000.00	\$13,000.00	0.00%	\$0.00	
Office						
Mortgage	5260	\$0.00	\$0.00		\$0.00	
Renovations	5270	\$1.00	\$1.00	0.00%	\$0.00	
Utilities	5265	\$15,000.00	\$15,000.00	0.00%	\$0.00	
Janitorial Services	5280	\$6,000.00	\$6,000.00	0.00%	\$0.00	
Building Maintenance	5285	\$5,000.00	\$5,000.00	0.00%	\$0.00	
Total Office		\$26,001.00	\$26,001.00	0.00%	\$0.00	
Telephone & Supplies						
Telephone	5310	\$13,000.00	\$13,000.00	0.00%	\$0.00	
General Office Supplies	5320	\$3,000.00	\$3,000.00	0.00%	\$0.00	
Dues & Subscriptions	5330	\$4,000.00	\$4,000.00	0.00%	\$0.00	
Books & Publications	5340	\$1,000.00	\$1,000.00	0.00%	\$0.00	
Postage & Petty Cash	5350	\$7,500.00	\$7,500.00	0.00%	\$0.00	
Mortgage Interest	5355	\$0.00	\$0.00		\$0.00	
Total Telephone & Supplies		\$28,500.00	\$28,500.00	0.00%	\$0.00	
Printing & Printing Supplies						
Printing & Printing Supplies	5380	\$3,500.00	\$3,500.00	0.00%	\$0.00	
Graphic & Drafting Supplies	5390	\$1,000.00	\$1,000.00	0.00%	\$0.00	
Total Printing & Drafting Supplies		\$4,500.00	\$4,500.00	0.00%	\$0.00	
Other Operating Expenses						
Other Operating Expenses	5410	\$0.00	\$0.00		\$0.00	
Accounting & Audit Fees	5420	\$12,000.00	\$12,000.00	0.00%	\$0.00	
Aerial Photos & Maps	5430	\$500.00	\$500.00	0.00%	\$0.00	
Land Titles Office	5440	\$2,500.00	\$2,500.00	0.00%	\$0.00	
Legal Fees	5450	\$1,000.00	\$1,000.00	0.00%	\$0.00	
Public Relations	5460	\$2,000.00	\$2,000.00	0.00%	\$0.00	
Computer Software	5470	\$65,000.00	\$65,000.00	0.00%	\$0.00	
Recruitment & Relocation	5480	\$500.00	\$500.00	0.00%	\$0.00	
Consultants	5490	\$1.00	\$1.00	0.00%	\$0.00	
Subdivision Notification	5500	\$5,000.00	\$5,000.00	0.00%	\$0.00	
Insurance	5510	\$14,200.00	\$14,700.00	3.52%	\$500.00	
Meetings	5520	\$750.00	\$750.00	0.00%	\$0.00	
Coffee & Supplies	5530	\$500.00	\$500.00	0.00%	\$0.00	
GIS Grant	5531	\$0.00	\$0.00		\$0.00	
Assessment Review Board	5532	\$0.00	\$0.00		\$0.00	
Other	5540	\$0.00	\$0.00		\$0.00	
Cost Recovery	5546	\$0.00	\$0.00		\$0.00	
Transfer to Operating Reserve Fund		\$25,000.00	\$25,000.00	0.00%	\$0.00	
Transfer to Capital Reserve Fund		\$25,000.00	\$25,000.00	0.00%	\$0.00	
Total Other Operating Expenses		\$153,951.00	\$154,451.00	0.32%	\$500.00	
Fixed Assets						
Equipment Repairs & Maintenance	5570	\$15,000.00	\$15,000.00	0.00%	\$0.00	
Equipment & Furniture Rental	5580	\$4,000.00	\$4,000.00	0.00%	\$0.00	
Equipment & Furniture Purchases	5590	\$35,000.00	\$5,000.00	-85.71%	-\$30,000.00	
Amortization Expense	5616	\$0.00	\$0.00		\$0.00	
Total Fixed Assets		\$54,000.00	\$24,000.00	-55.56%	-\$30,000.00	
TOTAL EXPENSE		\$2,324,282.00	\$2,277,052.00	-2.03%	-\$47,230.00	
NET INCOME		\$54,118.00	\$9,845.00	-81.81%	-\$44,273.00	

5-Year Capital Plan Worksheet		Baseline					
Planned Capital Additions	2021	2023	2024	2025	2026	2027	
Administration							
Photocopier	\$ 36,000						\$ 38,000
Computer Replacement	\$ 10,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Office Furniture	\$ 25,000						
Phones	\$ 10,000						
Planning							
Vehicle 1	\$ 30,000	\$ 30,000					\$ 32,000
Vehicle 2	\$ 30,000		\$ -				
Vehicle 3	\$ 30,000			\$ 33,000			
Computer Replacement	\$ 20,000		\$ 2,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Office Furniture	\$ 25,000	\$ 5,000					\$ 5,000
GIS							
Plotter	\$ 20,000			\$ 20,000			
Computer Replacement	\$ 75,000	\$ 10,000	\$ 10,000	\$ 10,000			\$ 10,000
Server(s)	\$ 10,000		\$ 20,000				
Office Furniture	\$ 25,000						
Drone	\$ 1,500		\$ -				\$ 1,500
Building							
Board Room Renewal	\$ 5,000			\$ 5,000			
Conference Room Renewal	\$ 10,000	\$ 1,000					\$ 20,000
Pavement/Grading/Drainage	\$ 85,000	\$ 137,000					
Roof	\$ 40,000						
Envelope	\$ 50,000	\$ 5,000					
Mechanical	\$ 25,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Floors	\$ 10,000	\$ 2,000					
Plumbing	\$ 5,000						\$ 15,000
Electrical	\$ 5,000	\$ 1,000	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Paint	\$ 10,000		\$ -	\$ 5,000			
Lawn Mower	\$ 500			\$ 500			
Grass Trimmer	\$ 250			\$ 250			
Total Planned Capital Additions	593,250	196,000	37,500	84,250	10,500	132,000	
Funding Sources							
Beginning Reserve Balance	300,000	310,000	164,000	176,500	142,250	181,750	
Grant		-					
Total Grant Funds Used	-	-	-	-	-	-	
Capital Reserve Contribution from Budget		50,000	50,000	50,000	50,000	50,000	
Borrowing							
Total Planned Capital Additions		196,000	37,500	84,250	10,500	132,000	
Ending Reserve Balance	300,000	164,000	176,500	142,250	181,750	99,750	
Notes and Assumptions:							
<div style="border: 1px solid black; padding: 5px;"> A capital plan is a multi-year plan that lists the physical assets and the infrastructure needs of a municipality, assesses the condition of those assets, determines what new infrastructure is needed, and indicates when funds will be spent on both old and new assets. A capital plan identifies how projects are to be funded and when projects are to commence </div>							

8b - Subdivision Activity

Subdivision Activity - 2023						
Month	# App	# Lots	Application Fees	Finalization Fees	Ext & Additional Fees	TOTAL
January	11	11	\$14,345.00	\$4,510.00	\$525.00	\$19,380.00
February	18	26	\$18,950.00	\$5,060.00	\$0.00	\$24,010.00
March	12	20	\$17,060.00	\$5,060.00	\$350.00	\$22,470.00
April	18	23	\$22,675.00	\$1,980.00	\$845.00	\$25,500.00
May	15	29	\$19,250.00	\$4,400.00	\$700.00	\$24,350.00
June	17	22	\$18,250.00	\$2,640.00	\$350.00	\$21,240.00
July	12	15	\$15,125.00	\$3,740.00	\$0.00	\$18,865.00
August	17	26	\$23,200.00	\$2,860.00	\$900.00	\$26,960.00
September	11	12	\$13,900.00	\$10,010.00	\$800.00	\$24,710.00
October	13	16	\$13,700.00	\$6,270.00	\$350.00	\$20,320.00
November						
December						
	144	200	\$176,455.00	\$46,530.00	\$4,820.00	\$227,805.00

Subdivision Activity at this time Last Year						
2022	167	322	\$224,170.00	\$56,134.00	\$5,350.00	\$285,654.00

Past Years - Year End						
2022	190	345	\$249,815.00	\$64,144.00	\$6,210.00	\$320,169.00
2021	203	367	\$260,410.00	\$63,245.50	\$9,245.00	\$332,900.50
2020	166	222	\$196,765.00	\$34,092.50	\$8,420.00	\$239,277.50
2019	177	250	\$206,400.00	\$60,475.00	\$9,305.00	\$276,180.00
2018	196	394	\$258,837.50	\$79,625.00	\$14,225.00	\$352,687.50
2017	199	439	\$259,587.50	\$65,500.00	\$13,530.00	\$338,617.50
2016	185	410	\$232,587.50	\$70,827.50	\$9,253.00	\$312,668.00
2015	207	407	\$236,150.00	\$54,775.00	\$7,806.25	\$298,731.25
2014	189	453	\$256,800.00	\$60,475.00	\$10,325.00	\$327,600.00
2013	183	597	\$279,101.00	\$63,509.00	\$11,020.00	\$353,630.00
2012	228	502	\$248,550.00	\$44,300.00	\$10,825.00	\$303,675.00
2011	204	554	\$254,630.11	\$73,570.00	\$10,980.00	\$339,180.11
2010	300	598	\$264,450.00	\$98,820.00	\$13,260.00	\$376,530.00
2009	257	877	\$326,180.00	\$97,900.00	\$2,170.00	\$426,250.00
2008	354	1150	\$423,450.00	\$180,275.00	\$2,550.00	\$606,275.00
2007	506	2244	\$757,100.00	\$251,775.00	\$0.00	\$1,008,875.00

8b - Subdivision Activity

October, 2023												
*Boundary Line Adj Applications are included in # of Apps												
Municipality	# Apps	Boundary Line Adjustment	# Lots	Application Fees	Res.	Com	Ind	CR	Ag	P/Inst	Rec	Misc
Cardston County	1		1	\$1,100.00				1				
City of Brooks	1		1	\$550.00		1						
County of Warner No. 5	1		1	\$1,100.00				1				
Lethbridge County	2		2	\$2,200.00				2				
M.D. of Pincher Creek No. 9	3	1	2	\$3,300.00				2				
M.D. of Willow Creek No. 26	1		1	\$1,100.00				1				
Municipal District of Taber	2		4	\$2,550.00				4				
Municipality of Crowsnest Pass	1		1	\$1,100.00	1							
Town of Fort Macleod	1		3	\$1,450.00	3							
	13	1	16	\$14,450.00	4	1	0	11	0	0	0	0



2023 Assessment Appeal Statistics

LARB Received	22
CARB Received	8*
Total	30
LARB Hearings	7**
CARB Hearings	0
Total	7
LARB Withdrawn	4
CARB Withdrawn	6
Total	10

Municipality	LARB Received	LARB Hearings	CARB Received	CARB Hearings
Cardston - County	2	2	0	0
Carmangay – Village	2	2	0	0
Claresholm – Town	0	0	2	0
Crowsnest Pass - Municipality	4	2	0	0
Fort Macleod - Town	1	0	0	0
Lethbridge – County	0	0	2*	0
Pincher Creek - Town	0	0	2	0
Taber - MD	0	0	1	0
Warner – County	0	0	1	0
Vulcan - County	13**	2	0	0

LARB – Local Assessment Appeal Board

CARB – Composite Assessment Appeal Board

* 2 CARB Appeals were received in late 2023, and the hearings will be held in early 2024.

** 11 LARB Appeals were held concurrently in 1 hearing.



2023 Subdivision and Development Appeal Statistics*

Municipality	Appeals Received
Cardston – County	1
Glenwood – Village	1
Pincher Creek – Town	1
Lethbridge – County	1
Coalhurst – Town	1
Willow Creek – MD	1
Fort Macleod – Town	1
Champion – Village	1
Warner – Village	1
Crowsnest Pass – Municipality**	2
Brooks – City**	2
Total	13

* As of November 23, 2023

** Provided Clerk Services Only

OLDMAN RIVER REGIONAL SERVICES COMMISSION				
Balance Sheet (10 months) Unaudited				
as of Oct 31, 2023				
Assets				
Total Operating Fund		\$	765,486.00	
Total Capital Fund		\$	502,139.00	
Total Assets				\$ 1,267,625.00
Liabilities & Equity				
Total Operating Fund		\$	289,611.00	
Total Capital Fund		\$	633,777.00	
Excess Rev/Exp		\$	344,237.00	
Total Liabilities & Equity				\$ 1,267,625.00
OLDMAN RIVER REGIONAL SERVICES COMMISSION				
Income Statement (10 months) Unaudited				
as of Oct 31, 2023				
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>Variance</u>
TOTAL REVENUE		\$ 1,951,497.00	\$ 2,378,400.00	\$ 17.95
Expenditures				
Total Staff Salaries		\$ 1,373,348.00	\$ 1,734,715.00	20.83%
Total Staff Benefits		\$ 275,385.00	\$ 336,300.00	18.11%
Total Staff Travel & Mtgs		\$ 17,968.00	\$ 19,500.00	7.86%
Total Members Travel & Mtgs		\$ 12,215.00	\$ 13,000.00	6.04%
Total Office & Renovations		\$ 174,408.00	\$ 26,001.00	-570.77%
Total Telephone & Supplies		\$ 26,865.00	\$ 28,500.00	5.74%
Total Printing & Duplication		\$ 2,119.00	\$ 4,500.00	52.91%
Total Other Operating Exps		\$ 83,106.00	\$ 154,451.00	46.19%
Total Fixed Assets		\$ 82,180.00	\$ 54,000.00	-52.19%
TOTAL EXPENDITURES		\$ 2,047,594.00	\$ 2,370,967.00	13.64%
TOTAL BUDGET EXCESS REV/EXP		\$ (96,097.00)	\$ 7,433.00	



2024 CAPITAL BUDGET

RECOMMENDATION:

That Council approves the 2024 capital budget.

DETAILS:

The annual capital budget details the infrastructure projects and machinery & equipment and fleet purchases and their funding for the upcoming fiscal budget year.

PURPOSE:

Annually Town Council approves the capital budget which is the town's plan to purchase, build, maintain, repair and replace tangible capital assets in the community.

ANALYSIS & OPTIONS:

The total capital budget is \$1,306,000.00 which is funded via grants (23%) and via reserve funding or savings (77%).

FINANCIAL IMPLICATIONS:

Tangible capital assets also directly and indirectly impact the Town's operational budget as funds are needed to cover day-to-day operating expenses associated with these assets. The 2024 capital budget draws down capital reserves in the amount of \$1,001,000.00.

COUNCIL STRATEGIC PLAN:

This submission is making Fort Macleod more VIBRANT. (Supporting priorities such as Arts & Culture, History & Heritage, Environment, or Town Appearance.)

This submission is GROWING Fort Macleod. (Supporting priorities such as Residential Housing, Infrastructure, or Business Growth)

This submission is building COMMUNITY in Fort Macleod. (Supporting priorities such as Safe Community, Social Responsibility, and Recreational Opportunities.)

APPLICABLE LEGISLATION:

Municipal Government Act

ATTACHMENTS:

2024 Capital Budget

PREPARED BY: Kris Holbeck, Director of Finance

REVIEWED BY: Discussed at the COTW meeting December 7, 2023

APPROVED BY: Anthony Burdett, CAO



2024 Capital Budget



EXECUTIVE SUMMARY

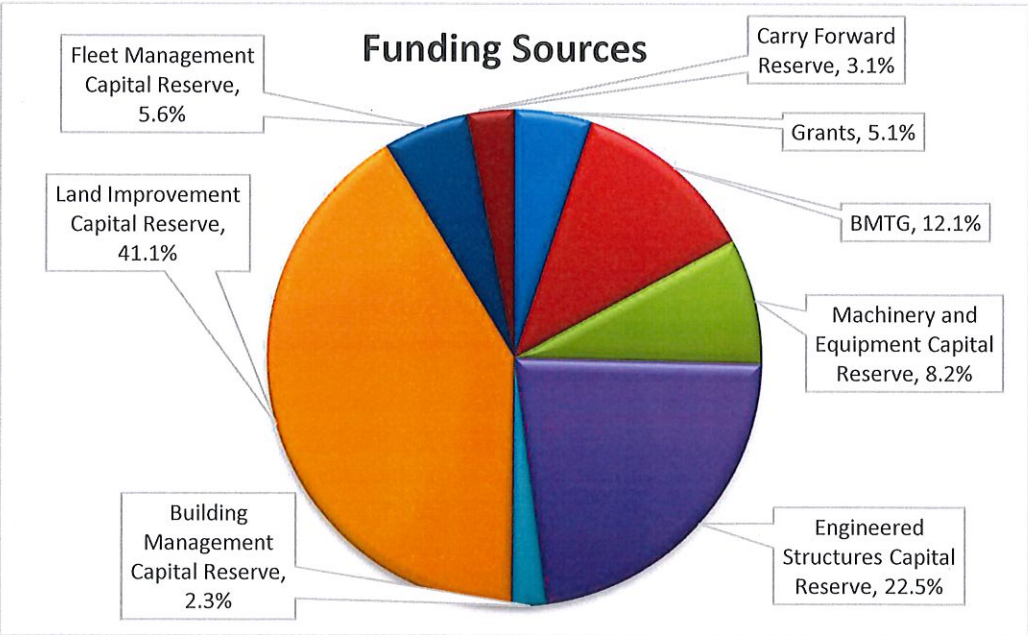
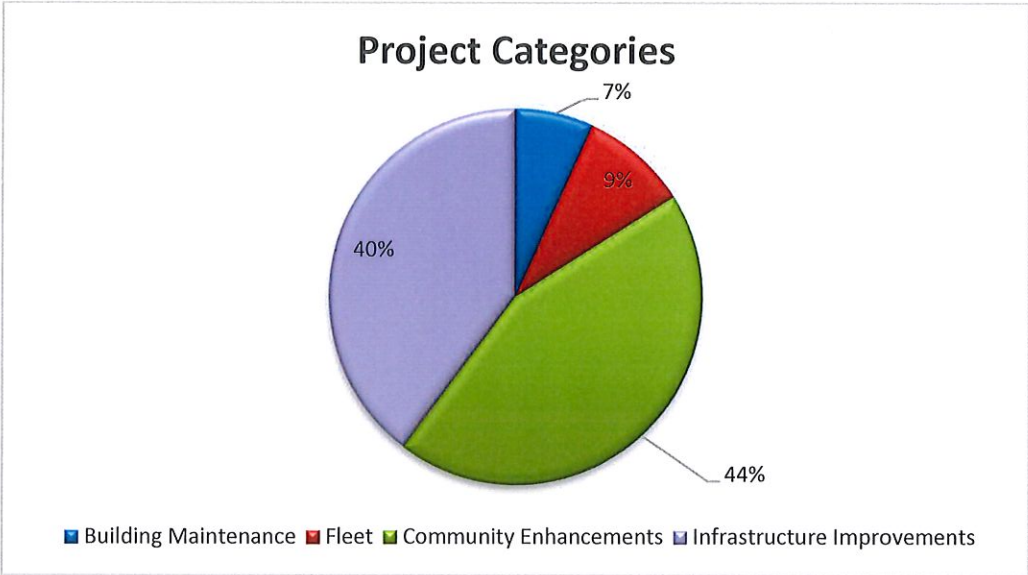
As outlined herein, the total value of all capital budget items proposed for 2024 is **\$1,306,000.00**.
The capital budget expenditures can be summarized as follows:

Large Capital Projects (31% of total)

Infrastructure projects = \$400,000.00

Small Capital Projects (69% of total)

Equipment purchases, yearly maintenance, upgrades, etc. = \$906,000.00



FUNDING SOURCES

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

ALBERTA WASTER/WASTEWATER PARTNERSHIP (AMWWP)

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

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

CANADA COMMUNITY BUILDING FUND (CCBF - FORMERLY FGTF)

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

MUNICIPAL SUSTAINABILITY INITIATIVE (MSI)

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

MUNICIPAL STIMULUS GRANT (MSG)

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

BASIC MUNICIPAL TRANSPORTATION GRANT (BMTG)

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

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

CAPITAL RESERVES

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

COMMUNITY FACILITY ENHANCEMENT PROGRAM

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

CAPITAL PLAN	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast
AMWWP	\$ -	\$ -	\$ -	\$ -	\$ -
CCBF (formerly Federal Gas Tax Fund)	\$ 90,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
MSI	\$ -	\$ -	\$ -	\$ -	\$ -
Municipal Stimulus Grant	\$ -	\$ -	\$ -	\$ -	\$ -
BMTG	\$ 215,000.00	\$ 215,000.00	\$ 215,000.00	\$ 215,000.00	\$ 215,000.00
Debenture	\$ -	\$ -	\$ -	\$ -	\$ -
Self-Financing Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Machinery and Equipment Capital Reserve	\$ 146,000.00	\$ 272,000.00	\$ 121,500.00	\$ 15,000.00	\$ 133,500.00
Engineered Structures Capital Reserve	\$ 200,000.00	\$ 400,000.00	\$ 6,070,000.00	\$ 200,000.00	\$ 255,000.00
Building Management Capital Reserve	\$ 40,000.00	\$ 1,248,531.00	\$ 590,000.00	\$ -	\$ 70,000.00
Land Improvement Capital Reserve	\$ 460,000.00	\$ 480,000.00	\$ 210,000.00	\$ 60,000.00	\$ 560,000.00
Fleet Management Capital Reserve	\$ 100,000.00	\$ 200,000.00	\$ -	\$ -	\$ -
Cost Recovery	\$ -	\$ -	\$ -	\$ -	\$ -
Land Sales	\$ -	\$ -	\$ -	\$ -	\$ -
Local Improvement Tax	\$ -	\$ -	\$ -	\$ -	\$ -
Community Facility Enhancement Program (Matching)	\$ -	\$ -	\$ -	\$ -	\$ -
Previously Funded	\$ -	\$ -	\$ -	\$ -	\$ -
Carry Forward Reserve	\$ 55,000.00	\$ -	\$ -	\$ 75,000.00	\$ -
Total:	\$ 1,306,000.00	\$ 2,915,531.00	\$ 7,306,500.00	\$ 665,000.00	\$ 1,333,500.00
WATER/SEWER/PLANTS					
Portable Generator Set	\$ -	\$ 250,000.00	\$ -	\$ -	\$ -
SCADA System Upgrades	\$ 80,000.00	\$ -	\$ -	\$ -	\$ -
Wastewater Treatment Plant - Water Reuse Line	\$ -	\$ -	\$ 40,000.00	\$ -	\$ -
3rd Ave Stormwater Outfall Repair	\$ -	\$ -	\$ 1,400,000.00	\$ -	\$ -
Subtotal:	\$ 80,000.00	\$ 250,000.00	\$ 1,440,000.00	\$ -	\$ -
PUBLIC WORKS					
Sidewalk Replacement - Annual	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00
Relining of Wastewater Mains - Annual (FGTF)	\$ 90,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Asphalt Overlay Program - Annual	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00
Gravel Road Pavement Upgrade Program - Annual	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00
Airport Hangar Lots - Road & Waterline Construction (deferred from 2023)	\$ 55,000.00	\$ -	\$ -	\$ -	\$ -
Main St and 6th Ave Revitalization	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -
Upgrade 8th Ave and 14th St north of 12 St adjacent to Auction Market and New UFA (contingent on Hwy bypass development)	\$ -	\$ -	\$ -	\$ -	\$ 500,000.00
CP Rail Crossing Concrete Surface Upgrade - 5th Avenue	\$ -	\$ -	\$ 150,000.00	\$ -	\$ -
Subtotal:	\$ 560,000.00	\$ 665,000.00	\$ 665,000.00	\$ 515,000.00	\$ 1,015,000.00
FACILITIES/RECREATION					
Riding Mower Replacement 3 Year Cycle	\$ 15,000.00	\$ 22,000.00	\$ 15,000.00	\$ 15,000.00	\$ 22,000.00
Outdoor Pool Washroom Renovation (consolidated with arena dressing rooms)	\$ -	\$ -	\$ 450,000.00	\$ -	\$ -
Empress Theater Floor, Seats and Bathroom Renovation (contingent on grants)	\$ -	\$ 236,531.00	\$ -	\$ -	\$ -
Library Roof Replacement	\$ -	\$ -	\$ -	\$ 75,000.00	\$ -
Arena Flooring and Headers (dependent on GICB grant)	\$ -	\$ 1,000,000.00	\$ -	\$ -	\$ -
Arena Condenser Replacement	\$ -	\$ -	\$ -	\$ -	\$ 70,000.00
Curling Rink Condenser Replacement	\$ -	\$ -	\$ 15,000.00	\$ -	\$ -
Curling Rink Chiller Replacement	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -
Curling Rink Brine Pump	\$ -	\$ 12,000.00	\$ -	\$ -	\$ -
Underground Sprinklers - Diamonds 1, 2 & 3, Westwind's Park	\$ -	\$ 270,000.00	\$ -	\$ -	\$ -
New Soccer Fields	\$ -	\$ -	\$ 150,000.00	\$ -	\$ -
Downtown Public Bathroom (Portland Loo)	\$ -	\$ -	\$ 125,000.00	\$ -	\$ -
150 Park (9th St and 4th Ave) - Phase 1	\$ 400,000.00	\$ -	\$ -	\$ -	\$ -
Pathway Construction	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
Subtotal:	\$ 515,000.00	\$ 1,600,531.00	\$ 815,000.00	\$ 150,000.00	\$ 152,000.00
EQUIPMENT					
Skid Steer Replacement Program - Public Works	\$ 30,000.00	\$ -	\$ 11,500.00	\$ -	\$ 11,500.00
Backhoe Replacement (net of trade in)	\$ -	\$ -	\$ 55,000.00	\$ -	\$ -
Loader (net of trade in) - Public Works	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00
Administration - Office Computer Replacement	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -
Power Turf Sweeper	\$ 9,000.00	\$ -	\$ -	\$ -	\$ -
Subtotal:	\$ 51,000.00	\$ -	\$ 66,500.00	\$ -	\$ 111,500.00

FLEET					
Replace 3-Ton Gravel Truck with new 3-Ton (Net of trade in - PW)	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -
Public Works 3/4 Ton Truck 4WD	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -
Facilities 3/4 Ton Truck 4WD	\$ -	\$ 45,000.00	\$ -	\$ -	\$ -
Bylaw 1/2 Ton Truck (trading-in existing Ford Interceptor)	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -
Plants 3/4 Ton Truck 4WD	\$ -	\$ 55,000.00	\$ -	\$ -	\$ -
Subtotal:	\$ 100,000.00	\$ 200,000.00	\$ -	\$ -	\$ -
INFRASTRUCTURE IMPROVEMENTS					
Engineering and Construction - Sanitary sewer behind Fort Motel between 4th Ave/5th Ave	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -
Construction - 10th St from 1st Ave to 5th Ave (underground and surface works)	\$ -	\$ -	\$ 4,100,000.00	\$ -	\$ -
Engineering Detailed Design - 17th St from 1st Ave to 6th Ave (underground and surface works)	\$ -	\$ -	\$ -	\$ -	\$ 55,000.00
Engineering and Construction - 16th St from 1st Ave to 2nd Ave (sidewalks and surface works)	\$ -	\$ -	\$ 220,000.00	\$ -	\$ -
Subtotal:	\$ -	\$ 200,000.00	\$ 4,320,000.00	\$ -	\$ 55,000.00
Grand Total:	\$ 1,306,000.00	\$ 2,915,531.00	\$ 7,306,500.00	\$ 665,000.00	\$ 1,333,500.00

PLANTS

SCADA System Upgrades

Project	Upgrade of the existing SCADA system
Project Cost	\$80,000.00
Funding Sources	Machinery and Equipment Capital Reserve - \$80,000.00
Project Description	<p>The last SCADA computer replacement for the Town was completed in 2015. The recommended life cycle for SCADA computers is five years, which is in line with industry best practice as SCADA computers run 24/7 under constant albeit light workload.</p> <p>The current computers and software have outlived their expected service life. The SCADA computers are also using Windows 7, which is no longer supported by Microsoft. Not to mention the current system will no longer be compatible with the plant call out system, which can result in significant operational issues after hours.</p>

PUBLIC WORKS

Sidewalk Replacement Program

Project	Annual sidewalk replacement																				
Project Cost	\$65,000.00																				
Funding Sources	Basic Municipal Transportation Grant - \$65,000.00																				
Project Description	<p>Each year, Public Works will inspect and identify sections of sidewalks that require replacement.</p> <p>Consideration is given to the level/type of deterioration, pedestrian safety, and level of impediment to snow clearing equipment.</p> <p>In response to rising material and labour costs, the 2024 budget request has increased from previous years. Below is a breakdown of the per m2 cost of sidewalk replacement over the last four years. As noted, over the last three years there has been a consistent increase in the per m2 cost, with a spike in 2023.</p> <table border="1" data-bbox="570 926 1369 1142"> <thead> <tr> <th>Year</th> <th>Budget</th> <th>Area Replaced (m2)</th> <th>Cost per m2</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td>\$ 50,000.00</td> <td>245</td> <td>\$ 204.08</td> </tr> <tr> <td>2021</td> <td>\$ 50,000.00</td> <td>462</td> <td>\$ 108.23</td> </tr> <tr> <td>2022</td> <td>\$ 50,000.00</td> <td>334</td> <td>\$ 149.70</td> </tr> <tr> <td>2023</td> <td>\$ 50,000.00</td> <td>185</td> <td>\$ 270.27</td> </tr> </tbody> </table> <p>An increase to the annual program budget is crucial to ensure the Town can maintain a consistent level of service for our aging concrete infrastructure.</p>	Year	Budget	Area Replaced (m2)	Cost per m2	2020	\$ 50,000.00	245	\$ 204.08	2021	\$ 50,000.00	462	\$ 108.23	2022	\$ 50,000.00	334	\$ 149.70	2023	\$ 50,000.00	185	\$ 270.27
Year	Budget	Area Replaced (m2)	Cost per m2																		
2020	\$ 50,000.00	245	\$ 204.08																		
2021	\$ 50,000.00	462	\$ 108.23																		
2022	\$ 50,000.00	334	\$ 149.70																		
2023	\$ 50,000.00	185	\$ 270.27																		

Wastewater Mains Relining Program

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

Asphalt Overlay Program

Project	Annual repaving program																				
Project Cost	\$150,000.00																				
Funding Sources	Basic Municipal Transportation Grant - \$150,000.00																				
Project Description	<p>Each year, Public Works will inspect and identify sections of avenues and streets that require resurfacing.</p> <p>Consideration is given to the level/type of deterioration, pedestrian and motorist safety and level of impediment to Town maintenance activities.</p> <p>Similar to the sidewalk program, asphalt material and labour costs have been consistently increasing. Below is a breakdown of the per m2 cost of asphalt resurfacing costs over the last four years. As noted, the last three years have seen a consistent increase in the per m2 cost, with a spike in 2023.</p> <table border="1" data-bbox="565 911 1373 1119"> <thead> <tr> <th>Year</th> <th>Budget</th> <th>Area Resurfaced (m2)</th> <th>Cost per m2</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td>\$ 170,000.00</td> <td>8669</td> <td>\$ 19.61</td> </tr> <tr> <td>2021</td> <td>\$ 120,000.00</td> <td>7842</td> <td>\$ 15.30</td> </tr> <tr> <td>2022</td> <td>\$ 150,000.00</td> <td>6498</td> <td>\$ 23.08</td> </tr> <tr> <td>2023</td> <td>\$ 120,000.00</td> <td>4314</td> <td>\$ 27.82</td> </tr> </tbody> </table> <p>An increase to the annual program budget is crucial to ensure the Town can maintain a consistent level of service for our aging asphalt infrastructure.</p>	Year	Budget	Area Resurfaced (m2)	Cost per m2	2020	\$ 170,000.00	8669	\$ 19.61	2021	\$ 120,000.00	7842	\$ 15.30	2022	\$ 150,000.00	6498	\$ 23.08	2023	\$ 120,000.00	4314	\$ 27.82
Year	Budget	Area Resurfaced (m2)	Cost per m2																		
2020	\$ 170,000.00	8669	\$ 19.61																		
2021	\$ 120,000.00	7842	\$ 15.30																		
2022	\$ 150,000.00	6498	\$ 23.08																		
2023	\$ 120,000.00	4314	\$ 27.82																		

Gravel Road Pavement Upgrade Program

Project	Annual gravel road pavement upgrade program
Project Cost	\$200,000.00
Funding Sources	Engineered Structures Capital Reserve - \$200,000.00
Project Description	<p>Each year, Public Works will inspect and identify sections gravel roads that would be suitable candidates for an asphalt overlay. Consideration is given to the condition of the subgrade, stormwater management, level of service, and existing maintenance requirements.</p> <p>In 2023, the program's inaugural year, the Town was able to complete approximately 230m of paving. Given this program includes industrial roads, an increased road cross-section is required (typically 130mm of asphalt). In order to continue improving such roads, consideration of a budget increase is requested.</p>

Airport Hangar Lots

Project	New gravel road and waterline installation
Project Cost	\$55,000.00
Funding Sources	Carry Forward Reserve - \$55,000.00
Project Description	<p>With the recent sale listing of Town airport lots, we must provide access to each lot and a waterline to service the properties. All work to be completed in house with the exception of a hot tap.</p> <p>This project was not completed in 2023, therefore it is being carried forward into 2024.</p>

PARKS & FACILITIES

Riding Mower Replacement Program

Project	Annual Replacement of Riding Mowers
Project Cost	\$15,000.00
Funding Sources	Machinery and Equipment Capital Reserve - \$15,000.00
Project Description	<p>Parks has three diesel engine mowers (1 - 1550 John Deere's, 2 – Z997R John Deere's) and the Cemetery has one gas engine mower (1– Z915B John Deere).</p> <p>Every year, one diesel engine mower is traded in. Every third year, the cemetery gas mower is also traded in. This year, the Town will be trading in one diesel engine mower.</p>

Curling Rink Chiller Replacement

Project	Replacement of existing chiller
Project Cost	\$40,000.00
Funding Sources	Building Management Capital Reserve - \$40,000.00
Project Description	The chiller has reached its lifespan and requires replacement in order to avoid failure.

Pathway Construction

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

“150 Park” Development

Project	Construction of a new park space along 9th St – Phase 1
Project Cost	\$400,000.00
Funding Sources	Land Improvement Capital Reserve - \$400,000.00
Project Description	<p>In consideration of the recent residential development along 9th Street, along with anticipated forecasted densities, the Town needs to invest in recreation opportunities in the area.</p> <p>At this time, the block of land along 9th St between 4th Ave and 5th Ave is available for a park or green space and is well situated between new and existing residents.</p> <p>The intent would be a phased approach for construction, with Phase 1 taking place next year. Final scope for this phase to be determined.</p>

EQUIPMENT & FLEET

Skid Steer Replacement Program

Project	Bi-Annual replacement of Skid Steer
Project Cost	\$30,000.00
Funding Sources	Machinery and Equipment Capital Reserve - \$30,000.00
Project Description	<p>As the skid steer is used almost daily, it is more cost efficient to trade in each year while its value is still high. A reduction in repair costs is also an advantage for regular replacement.</p> <p>There is an increase to this year's budget as skid steer pricing has increased significantly and the trade-in value of the current skid steer has decreased due to its age.</p>

Administration – Town Office Computer Replacement

Project	Computer hard drive replacements
Project Cost	\$12,000.00
Funding Sources	Machinery and Equipment Capital Reserve - \$12,000.00
Project Description	Fifteen (15) of the Town office computers are reaching their service life. Replacement is necessary to avoid technical issues and ensure compatibility with software requirements.

Power Turf Sweeper

Project	Purchase of a power sweeper attachment
Project Cost	\$9,000.00
Funding Sources	Machinery and Equipment Capital Reserve - \$9,000.00
Project Description	As an attachment for Town's tractor, a power sweeper will facilitate more efficient cleanup of trees and grass clipping at our parks and facilities. The sweeper would be included in the park maintenance cycle and is expected to be utilized on a bi-weekly basis, dependent on grass growth.

Public Works ¾ Ton Truck Replacement

Project	Replacement of a public works ¾ ton truck
Project Cost	\$60,000.00
Funding Sources	Fleet Management Capital Reserve - \$60,000.00
Project Description	The public works fleet is aging, with multiple trucks reaching the end of their life and in poor mechanical condition. A new truck would facilitate replacing an older vehicle.

Bylaw ½ Ton Truck

Project	Replacement of the bylaw vehicle
Project Cost	\$40,000.00
Funding Sources	Fleet Management Capital Reserve - \$40,000.00
Project Description	<p>The current bylaw vehicle is an SUV originally purchased for the CPO program. While it served its purpose for the CPO, it's not conducive to the activities handled by the bylaw department (i.e. hauling dogs, animal traps, etc.). Trading in the SUV for a truck with a bed will allow our Bylaw Officer to deal with larger items more effectively.</p> <p>The current SUV trade-in value is anticipated to be approximately \$10,000.</p>



2024 PROVISIONAL OPERATING BUDGET

RECOMMENDATION:

That Council approves the 2024 provisional operating budget.

DETAILS:

Annually Council passes a provisional operating budget until the final operating budget can be presented after the new assessment and mill rates have been received by Administration.

PURPOSE:

A provisional budget allows the Town to operate until the final budget can be approved.

ANALYSIS & OPTIONS: All comments are written on the document.

FINANCIAL IMPLICATIONS:

None.

COUNCIL STRATEGIC PLAN:

- This submission is making Fort Macleod more VIBRANT. (Supporting priorities such as Arts & Culture, History & Heritage, Environment, or Town Appearance.)
- This submission is GROWING Fort Macleod. (Supporting priorities such as Residential Housing, Infrastructure, or Business Growth)
- 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:

Municipal Government Act

ATTACHMENTS:

2024 provisional operating budget

PREPARED BY: Kris Holbeck, Director of Finance

REVIEWED BY:

APPROVED BY: Anthony Burdett, CAO

Town of Fort Macleod

Provisional Budget Document

2024 Operational Year



**DEPARTMENT
PROVISIONAL
OPERATING
BUDGETS**

COUNCIL

The Council budget deals with all costs associated with and incurred by Town Council, including per diems, fees for meetings and conferences, travel reimbursements and professional development. Members of Council sit on various internal and external boards and committees and are compensated according to the Council Compensation Policy.

Council/Legislative Summary Operating Budget

	2023 Annual Budget	2023 YTD Actual	2024 Budget PROVISIONAL
Council Expenses			
HONORARIUM & MEETINGS - MAYOR	20,500.00	21,628.23	20,500.00
HONORARIUM & MEETINGS - COUNCIL	68,500.00	98,003.30	68,500.00
BENEFITS - MAYOR & COUNCILLORS	37,500.00	0.00	37,500.00
TRAVEL COSTS	3,000.00	2,491.29	2,000.00
COUNCIL TRAINING / ORIENTATION	3,000.00	340.00	6,000.00
COUNCIL STRATEGIC PLANNING	1,500.00	701.41	500.00
GIFTS/DONATIONS/COMMUNITY EVENTS	10,000.00	5,355.00	10,500.00
CONVENTIONS (ABMUNIS)	10,500.00	9,174.03	12,000.00
COUNCIL SUPPLIES/HOSPITALITY	3,000.00	1,369.97	1,500.00
* TOTAL Council Expenses	157,500.00	139,063.23	159,000.00
***P COUNCIL (SURPLUS)/DEFICIT	157,500.00	139,063.23	159,000.00

Variance Highlights

- 2024 expenses higher as Council training has increased.

REQUISITIONS

The *Municipal Government Act* defines "requisition" as any part of the amount required to be paid into the Alberta School Foundation Fund that is raised by imposing a tax rate, and any amount to be paid to a management body referred to in the *Alberta Housing Act*. The Town of Fort Macleod pays requisitions to the Alberta School Foundation Fund and the Willow Creek Foundation. Neither requisition is identified separately in the revenue portion of the budget but is included in the general municipal taxes noted in the Administration function.

Taxation/Requisition Summary Operating Budget

	2023 Annual Budget	2023 YTD Actual	2024 Budget PROVISIONAL
Legislative Revenue			
RESIDENTIAL TAXES	(2,765,480.00)	(2,774,877.30)	(2,765,480.00)
COMMERCIAL TAXES	(839,750.00)	(844,460.00)	(839,750.00)
INDUSTRIAL TAXES	(896,610.00)	(900,379.78)	(896,610.00)
FARM TAXES	(2,280.00)	(2,281.85)	(2,280.00)
MINIMUM TAX	(20,500.00)	(21,225.64)	(20,500.00)
LINEAR - POWER,PIPE CABLE TV & OTHER	(232,490.00)	(232,501.98)	(232,490.00)
FEDERAL GRANT IN LIEU	(21,900.00)	(27,201.93)	(21,900.00)
PROVINCIAL GRANT IN LIEU	(49,150.00)	(39,697.69)	(49,150.00)
* TOTAL Legislative Revenue	(4,828,160.00)	(4,842,626.17)	(4,828,160.00)
Legislative Expenses			
ASFF RES/FARMLAND REQUISITION	756,610.00	537,776.46	756,610.00
ASFF NON RES REQUISITION	428,535.00	314,444.33	428,535.00
WILLOW CREEK FOUNDATION	113,455.00	113,453.55	113,455.00
LINEAR/DIP REQUISITION	1,185.00	1,185.19	1,185.00
* TOTAL Legislative Expenses	1,299,785.00	966,859.53	1,299,785.00
***P LEGISLATIVE (SURPLUS)/DEFICIT	(3,528,375.00)	(3,875,766.64)	(3,528,375.00)

Variance Highlights

- 2024 budgeted tax revenues are based on the 2023 budgeted tax revenues.
- The final change to property taxes in 2024 will be determined by Council during the finalization of the 2024 3-year operating plan and the mill rate bylaw readings.
- 4th quarter 2023 ASFF requisition will be paid at the end of December.
- Alberta School Foundation Fund (ASFF) tax amounts will not be confirmed until early 2024.
- Willow Creek Foundation Board has been held constant as no information has been received at the date of this report as to proposed changes.

ADMINISTRATION

The Administration budget includes finance, taxation, reception, communication, human resources, and general administrative costs. Taxes from the Legislative Revenues budget are used to fund deficits from other departments throughout the Town.

Administration Summary Operating Budget

	2023 Annual Budget	2023 YTD Actual	2024 Budget PROVISIONAL
Administration Revenue			
USER FEES AND SALES OF GOODS	(6,000.00)	(7,740.00)	(6,000.00)
LICENSES AND PERMITS	(37,000.00)	(36,845.00)	(35,600.00)
RENTAL INCOME	(41,750.00)	(44,420.24)	(41,750.00)
OTHER INCOME	(176,500.00)	(22,265.53)	(201,500.00)
GOVERNMENT GRANTS/DEBENTURES	(33,000.00)	(3,175,034.00)	(33,000.00)
PENALTIES & COSTS ON TAXES	(45,000.00)	(43,990.76)	(44,000.00)
FRANCHISE FEES	(593,000.00)	(482,554.94)	(582,000.00)
* TOTAL Administration Revenue	(932,250.00)	(3,812,850.47)	(943,850.00)
Administration Expense			
SALARIES, WAGES AND BENEFITS	659,700.00	671,419.28	638,100.00
MATERIALS, GOODS, SUPPLIES AND UTILITIES	364,750.00	266,925.68	461,250.00
TRANSFERS TO OTHER ORGANIZATIONS AND OTHE	274,800.00	276,000.00	276,200.00
CONTRACTED AND GENERAL SERVICES	227,050.00	177,117.02	233,000.00
BANK CHARGES AND INTEREST	17,500.00	13,878.49	17,500.00
DEBENTURE INTEREST	23,300.00	23,219.91	21,500.00
TAX & PENALTY CANCELLATIONS	20,000.00	31,812.37	20,000.00
NON-RES TAX INCENTIVE PROGRAM EXPENSE	40,000.00	81,408.50	85,000.00
MULTI-RES TAX INCENTIVE PROGRAM EXPENSE	0.00	0.00	20,000.00
AMORTIZATION - ADMINISTRATION	75,000.00	62,500.00	75,000.00
* TOTAL Administration Expense	1,702,100.00	1,604,281.25	1,847,550.00
***P ADMINISTRATION (SURPLUS)/DEFICI	769,850.00	(2,208,569.22)	903,700.00

Variance Highlights

- Government grants includes the Municipal Sustainability Investment (MSI) operating grant which is used for operations/programs per the grant guidelines.
- Other income includes income on the Town's investment portfolio.
- Some administration wages are reallocated to external departments to show full costing.
- Franchise fees budget consists of \$435,000 Fortis Alberta and \$147,000 Atco Gas.

EMERGENCY SERVICES

The Emergency Services budget deals with Fire and Emergency Services.

Fire Services provides firefighting and first responder services to the Town of Fort Macleod residents and visitors.

Emergency Management Services is a function of administration with limited budget requirements except in the case of an actual emergency event.

Emergency Services Summary Operating Budget

	2023 Annual Budget	2023 YTD Actual	2024 Budget PROVISIONAL
Disaster Revenue			
* TOTAL Disaster Revenue	0.00	0.00	0.00
Disaster Expense			
MATERIALS, GOODS, SUPPLIES AND UTILITIES	9,150.00	3,062.42	9,150.00
DISASTER SERVICES CAPITAL EXPENSES	0.00	0.00	0.00
* TOTAL Disaster Expense	9,150.00	3,062.42	9,150.00
***P DISASTER (SURPLUS)/DEFICIT	9,150.00	3,062.42	9,150.00

Variance Highlights

- Continual training for emergency staff in the annual budget.

	2023 Annual Budget	2023 YTD Actual	2024 Budget PROVISIONAL
Fire Fighting Revenue			
* TOTAL Fire Fighting Revenue	(43,500.00)	(39,108.45)	(33,000.00)
Fire Expense			
SALARIES, WAGES AND BENEFITS	87,300.00	59,505.48	100,400.00
MATERIALS, GOODS, SUPPLIES AND UTILITIES	72,870.00	47,532.23	72,000.00
CONTRACTED AND GENERAL SERVICES	13,000.00	12,783.06	13,000.00
AMORTIZATION - FIRE	35,000.00	29,000.00	35,000.00
* TOTAL Fire Expense	208,170.00	148,820.77	220,400.00
***P FIRE (SURPLUS)/DEFICIT	164,670.00	109,712.32	187,400.00

Variance Highlights

- No certainty of firefighting revenues so has been budgeted conservatively.

BYLAW ENFORCEMENT

The Bylaw Enforcement budget includes both bylaw and animal control activities. The bylaw enforcement program continues to focus on animal control and unsightly premises, with safety and security of residents taking a high priority. The activities will include an education component along with enforcement.

Bylaw Enforcement Summary Operating Budget

	2023 Annual Budget	2023 YTD Actual	2024 Budget PROVISIONAL
By-Law Revenue			
PROVINCIAL AND MUNICIPAL FINES	(5,000.00)	(16,580.52)	(5,750.00)
LICENSES AND PERMITS	(4,000.00)	(4,100.00)	(4,000.00)
* TOTAL By-Law Revenue	(9,000.00)	(20,680.52)	(9,750.00)
By-Law Expenses			
SALARIES, WAGES AND BENEFITS	87,800.00	65,851.35	86,900.00
MATERIALS, GOODS, SUPPLIES AND UTILITIES	48,920.00	28,510.21	49,425.00
CONTRACTED AND GENERAL SERVICES	11,000.00	26,361.16	28,000.00
POLICE FUNDING CONTRACT	177,200.00	4,567.00	177,200.00
AMORTIZATION - BYLAW	10,000.00	8,000.00	10,000.00
* TOTAL By-Law Expenses	334,920.00	133,289.72	351,525.00
***P BYLAW (SURPLUS)/DEFICIT	325,920.00	112,609.20	341,775.00

Variance Highlights

- The department consists of one bylaw enforcement officer.
- Police funding contract was a downloaded cost from the Government of Alberta.
2020 budgeted amount \$59,300,
2021 budgeted amount \$88,600,
2022 budgeted amount \$118,000,
2023 forecasted amount \$177,135, and
2024 forecasted amount \$177,135.

ROADS, STREETS, STORM SEWER AND SIDEWALKS

The Roads, Streets, Storm Sewer and Sidewalks budget is focused mainly on Public Works activities. This department is responsible for road maintenance including plowing, sanding, street sweeping, curb repairs, infrastructure maintenance, etc.

Roads, Streets, Storm Sewer and Sidewalks Summary Operating Budget

	2023 Annual Budget	2023 YTD Actual	2024 Budget PROVISIONAL
By-Law Revenue			
Roads & Streets Revenue			
* TOTAL Roads & Streets Revenue	(1,000.00)	(5,261.01)	0.00
Roads & Streets Expense			
SALARIES, WAGES AND BENEFITS	471,425.00	451,134.84	498,300.00
MATERIALS, GOODS, SUPPLIES AND UTILITIES	605,730.00	520,484.82	672,750.00
CONTRACTED AND GENERAL SERVICES	8,000.00	8,393.42	8,000.00
AMORTIZATION - PUBLIC WORKS	645,000.00	533,544.24	645,000.00
DEBENTURE INTEREST	36,500.00	36,240.89	36,500.00
* TOTAL Roads & Streets Expense	1,766,655.00	1,549,798.21	1,860,550.00
***P PUBLIC WORKS (SURPLUS)/DEFICIT	1,765,655.00	1,544,537.20	1,860,550.00

Variance Highlights

- Additional administrative position’s wage is cost shared in this department.

AIRPORT

The Town of Fort Macleod owns the municipal airport. The Director of Operations oversees the operation of the airport and submits the annual budget for Council consideration in conjunction with the Public Works Foreman.

Airport Summary Operating Budget

	2023 Annual Budget	2023 YTD Actual	2024 Budget PROVISIONAL
Airport Revenue			
AIRPORT REVENUE/RENTAL	(15,000.00)	(12,691.60)	(15,000.00)
* TOTAL Airport Revenue	(15,000.00)	(12,691.60)	(15,000.00)
Airport Expense			
SALARIES, WAGES AND BENEFITS	3,700.00	0.00 #	3,700.00
MATERIALS, GOODS, SUPPLIES AND UTILITIES	17,990.00	17,784.67 #	18,500.00
AMORTIZATION - AIRPORT	200.00	0.00	200.00
* TOTAL Airport Expense	21,890.00	17,784.67	22,400.00
***P AIRPORT (SURPLUS)/DEFICIT	6,890.00	5,093.07	7,400.00

Variance Highlights

- No major changes to airport budget for 2024.

WATER TREATMENT, SUPPLY & DISTRIBUTION

The Water Treatment Supply & Distribution department is responsible for producing potable water and maintaining a water storage and distribution system capable of providing suitable water to the residents. The production and distribution adheres to the Canadian Drinking Water Standards and the standards set out in the license issued to the town by Alberta Environment.

Water Treatment, Supply & Distribution Summary Operating Budget

	2023 Annual Budget	2023 YTD Actual	2024 Budget PROVISIONAL
Plants Administrative Expenses			
SALARIES, WAGES AND BENEFITS	105,000.00	93,421.80	111,200.00
MATERIALS, GOODS, SUPPLIES AND UTILITIES	23,060.00	20,889.72	21,860.00
* TOTAL Plants Administrative Expenses	128,060.00	114,311.52	133,060.00
** TOTAL PLANTS ADMINISTRATIVE EXPENSES	128,060.00	114,311.52	133,060.00

Variance Highlights

- Plants department administrative costs are broken out for overhead allocation purposes.

WATER TREATMENT, SUPPLY & DISTRIBUTION (CONTINUED)

The Water Treatment Supply & Distribution department is responsible for producing potable water and maintaining a water storage and distribution system capable of providing suitable water to the residents. The production and distribution adheres to the Canadian Drinking Water Standards and the standards set out in the license issued to the town by Alberta Environment.

Water Treatment, Supply & Distribution Summary Operating Budget

	2023 Annual Budget	2023 YTD Actual	2024 Budget PROVISIONAL
Water Revenue			
USER FEES AND SALES OF GOODS	(1,491,500.00)	(1,416,078.95)	(1,496,400.00)
PENALTIES AND COSTS ON UTILITIES	(12,000.00)	(14,015.57)	(12,000.00)
* TOTAL Water Revenue	(1,503,500.00)	(1,430,094.52)	(1,508,400.00)
** TOTAL WATER REVENUE	(1,503,500.00)	(1,430,094.52)	(1,508,400.00)
Water Treatment Expenses			
SALARIES, WAGES AND BENEFITS	96,300.00	75,011.31 #	97,725.00
MATERIALS, GOODS, SUPPLIES AND UTILITIES	172,120.00	151,224.38 #	178,200.00
CONTRACTED AND GENERAL SERVICES	19,000.00	24,147.85	22,000.00
AMORTIZATION - WATER	345,000.00	287,500.00	345,000.00
DEBENTURE INTEREST	42,800.00	40,657.56	39,000.00
* TOTAL Water Treatment Expenses	675,220.00	578,541.10	681,925.00
Water Distribution Expense			
SALARIES, WAGES AND BENEFITS	31,200.00	28,047.11	30,700.00
MATERIALS, GOODS, SUPPLIES AND UTILITIES	38,000.00	16,331.49	45,000.00
* TOTAL Water Distribution Expen	69,200.00	44,378.60	75,700.00
Water Pumping Expenses			
SALARIES, WAGES AND BENEFITS	2,500.00	2,456.38	2,000.00
MATERIALS, GOODS, SUPPLIES AND UTILITIES	60,450.00	32,272.50	59,750.00
* TOTAL Water Pumping Expenses	62,950.00	34,728.88	61,750.00
Water Customer Expense			
SALARIES, WAGES AND BENEFITS	19,000.00	12,256.16	19,300.00
MATERIALS, GOODS, SUPPLIES AND UTILITIES	18,000.00	9,421.29	26,000.00
CONTRACTED AND GENERAL SERVICES	10,000.00	9,225.45	10,000.00
* TOTAL Water Customer Expenses	47,000.00	30,902.90	55,300.00
** TOTAL WATER EXPENSES	854,370.00	688,551.48	874,675.00
***P WATER (SURPLUS)/DEFICIT	(649,130.00)	(741,543.04)	(633,725.00)

Variance Highlights

- Water user fees remain static for 2024.

SEWAGE TREATMENT & DISPOSAL

The Sewage Treatment & Disposal budget deals with all functions related to the collection, treatment, and disposal of wastewater. This system functions in accordance with the standards set out by Alberta Environment.

Sewage Treatment & Disposal

	2023 Annual Budget	2023 YTD Actual	2024 Budget PROVISIONAL
Sanitary Sewer Revenue			
SOLAR POWER GENERATION CREDIT	0.00	(43,320.40)	(25,000.00)
USER FEES AND SALES OF GOODS	(1,035,000.00)	(982,180.41)	(1,039,500.00)
* TOTAL Sanitary Sewer Revenue	(1,035,000.00)	(982,180.41)	(1,039,500.00)
** Total Sanitary Sewer Revenue	(1,035,000.00)	(982,180.41)	(1,039,500.00)
Sanitary Sewer Treatment Expense			
SALARIES, WAGES AND BENEFITS	176,500.00	151,632.83	179,300.00
MATERIALS, GOODS, SUPPLIES AND UTILITIES	427,510.00	321,086.94	413,500.00
AMORTIZATION - WASTE WATER	325,000.00	270,000.00	325,000.00
* TOTAL Sanitary Sewer Treatment	929,010.00	742,719.77	917,800.00
Sanitary Sewer Collection Expense			
SALARIES, WAGES AND BENEFITS	36,800.00	30,623.88	36,700.00
MATERIALS, GOODS, SUPPLIES AND UTILITIES	34,000.00	45,416.26	45,000.00
* TOTAL Sanitary Sewer Collectio	70,800.00	76,040.14	81,700.00
** TOTAL SANITARY SEWER EXPENSES	999,810.00	818,759.91	999,500.00
***P SANITARY SEWER (SURPLUS)/DEFICIT	(35,190.00)	(163,420.50)	(40,000.00)

Summary Operating Budget

Variance Highlights

- Sewer user fees remain static for 2024.
- Water and sewer departments should be reviewed as a whole, with surpluses and deficits being combined.

SOLID WASTE MANAGEMENT

The Town of Fort Macleod contracts solid waste and recycling pickup services to a third-party contractor. These services are paid for by utility fees charged on the monthly bills from the Town. The Town is a member of the Willow Creek Regional Waste Management Commission which operates a landfill site near Woodhouse. This department also funds the Environment Committee’s initiatives and projects.

Solid Waste Management Summary Operating Budget

	2023 Annual Budget	2023 YTD Actual	2024 Budget PROVISIONAL
Solid Waste Removal Revenue			
USER FEES AND SALES OF GOODS	(562,800.00)	(429,216.52)	(505,200.00)
GOVERNMENT GRANTS	(10,000.00)	(10,000.00)	(10,000.00)
* TOTAL Solid Waste Removal Reve	(572,800.00)	(439,216.52)	(515,200.00)
Solid Waste Removal Expense			
SALARIES, WAGES AND BENEFITS	45,700.00	13,650.00	46,100.00
MATERIALS, GOODS, SUPPLIES AND UTILITIES	15,000.00	8,300.21	13,250.00
CONTRACTED AND GENERAL SERVICES	663,565.00	498,538.73	496,000.00
AMORTIZATION - WASTE MANAGEMENT	4,300.00	3,500.00	4,300.00
* TOTAL Solid Waste Removal Expe	728,565.00	523,988.94	559,650.00
***P SOLID WASTE (SURPLUS)/DEFICIT	155,765.00	84,772.42	44,450.00

Variance Highlights

- 2024 will be the first full year of commercial solid waste pickups with the new commercial fee schedule.

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

FCSS is an 80/20 funding partnership between the Government of Alberta and the Municipality. The Town of Fort Macleod operates a regional program in partnership with the Municipal District of Willow Creek #26. FCSS designs and delivers social programs that are preventative in nature to promote and enhance well-being among individuals, families, and communities. The FCSS program receives its mandate from the FCSS Act and Regulations, however, the FCSS Board determines the priority of programs to be offered within the community. The FCSS department also administers the Housing Support Worker program that is fully grant funded through Alberta Rural Development Network (ARDN) and the funding has been extended until 2023.

FCSS Summary Operating Budget

	2023 Annual Budget	2023 YTD Actual	2024 Budget PROVISIONAL
FCSS Revenue			
USER FEES AND SALES OF GOODS	(1,200.00)	(14,142.00)	(2,400.00)
GOVERNMENT GRANTS	(171,600.00)	(177,474.67)	(172,800.00)
* TOTAL FCSS Revenue	(172,800.00)	(191,616.67)	(175,200.00)
FCSS Expenses			
SALARIES, WAGES AND BENEFITS	119,400.00	116,037.21	120,900.00
MATERIALS, GOODS, SUPPLIES AND UTILITIES	32,650.00	23,602.07	27,350.00
GRANTS TO ORGANIZATIONS	45,000.00	48,198.00	30,000.00
* TOTAL FCSS Expenses	197,050.00	187,837.28	178,250.00
***P FCSS (SURPLUS)/DEFICIT	24,250.00	(3,779.39)	3,050.00
Housing Support Revenue			
HOUSING SUPPORT PROGRAM REVENUE	0.00	(53,124.16)	0.00
* TOTAL Housing Support Revenue	0.00	(53,124.16)	0.00
Housing Support Expenses			
MATERIALS, GOODS, SUPPLIES AND UTILITIES	0.00	9,204.08	0.00
* TOTAL Housing Support Expenses	0.00	60,215.02	0.00
***P HS (SURPLUS)/DEFICIT	0.00	7,090.86	0.00
United WayGrant			
UNITED WAY GRANT	0.00	0.00	0.00
* TOTAL Housing Support Revenue	0.00	0.00	0.00
Housing Support Expenses			
MATERIALS, GOODS, SUPPLIES AND UTILITIES	0.00	1,098.71	0.00
* TOTAL United Way Expenses	0.00	1,098.71	0.00
***P UNITED WAY (SURPLUS)/DEFICIT	0.00	1,098.71	0.00

- FCSS's deficit is funded by their reserve transfer (see last page of report).

CEMETERY

The Union Cemetery is owned and operated by the Town of Fort Macleod. The maintenance is provided by summer staff. In 2017, the cemetery was expanded to ensure a supply of cemetery plots (both casket and cremains) for many years in the future. The Town of Fort Macleod also began overseeing and funding the maintenance at the Holy Cross Cemetery in 2022.

Cemetery Summary

	2023 Annual Budget	2023 YTD Actual	2024 Budget PROVISIONAL
Cemetery Revenue			
USER FEES AND SALES OF GOODS	(25,000.00)	(15,731.50)	(15,000.00)
GOVERNMENT GRANTS	(3,000.00)	(3,000.00)	(3,000.00)
* TOTAL Cemetery Revenue	(28,000.00)	(18,731.50)	(18,000.00)
Cemetery Expense			
SALARIES, WAGES AND BENEFITS	65,000.00	7,000.00	66,100.00
MATERIALS, GOODS, SUPPLIES AND UTILITIES	81,000.00	61,234.88	80,500.00
AMORTIZATION - CEMETERY	14,000.00	11,500.00	14,000.00
* TOTAL Cemetery Expense	160,000.00	79,734.88	160,600.00
***P CEMETERY (SURPLUS)/DEFICIT	132,000.00	61,003.38	142,600.00

Operating Budget

Variance Highlights

- The cemetery restoration and enhancement project (which added a memorial bench section and scattering grounds area to the expansion) was completed in 2023. A monument levelling and restoration program will be completed in 2024.

LAND PLANNING & DEVELOPMENT

The Development Officer provides development services to the municipality and works with the Municipal Subdivision and Development Authority. Planning advice and services are contracted through membership in the Oldman River Regional Services Commission. Building code, gas and plumbing and electrical inspections are currently being provided through a contract with Park Enterprises.

Land Planning & Development Summary Operating Budget

	2023 Annual Budget	2023 YTD Actual	2024 Budget PROVISIONAL
Development Revenue			
USER FEES AND SALES OF GOODS	(105,000.00)	(96,759.00)	(84,500.00)
* TOTAL Development Revenue	(105,000.00)	(96,759.00)	(84,500.00)
Development Expense			
SALARIES, WAGES AND BENEFITS	98,800.00	89,343.77	100,900.00
MATERIALS, GOODS, SUPPLIES AND UTILITIES	101,900.00	76,218.62	51,700.00
CONTRACTED AND GENERAL SERVICES	141,000.00	130,234.46	126,800.00
* TOTAL Development Expense	341,700.00	295,796.85	279,400.00
***P DEVELOPMENT (SURPLUS)/DEFICIT	236,700.00	199,037.85	194,900.00

Variance Highlights

- Lower expenses due to less legal fees anticipated in 2024.

LAND PLANNING & DEVELOPMENT (CONTINUED)

The Development Officer provides development services to the municipality and works with the Municipal Subdivision and Development Authority. Planning advice and services are contracted through membership in the Oldman River Regional Services Commission. Building code, gas and plumbing and electrical inspections are currently being provided through a contract with Park Enterprises.

Land Planning & Development Summary Operating Budget

	2023 Annual Budget	2023 YTD Actual	2024 Budget PROVISIONAL
Land/Subdivision Revenue			
LAND SALES	(600,000.00)	(1,339,870.00)	(2,000,000.00)
* TOTAL Land/Subdivision Revenue	(600,000.00)	(1,339,870.00)	(2,000,000.00)
Land/Subdivision Expense			
CONTRACTED AND GENERAL SERVICES	109,500.00	233,703.52	95,500.00
DEBENTURE INTEREST	45,000.00	30,483.33	219,000.00
* TOTAL Land/Subdivision Expense	154,500.00	264,186.85	314,500.00
***P LAND SALES (SURPLUS)/DEFICIT	(445,500.00)	(1,075,683.15)	(1,685,500.00)

Variance Highlights

- Land sales have been budgeted due to revenue certainty.
- Land sales department net surplus is transferred to reserves (see last page of report).

PARKS & RECREATION

The Parks & Recreation budget deals with all activities related to recreation within the community with oversight from the Town. This includes activities related to park use, ice center use, the swimming pool and other recreation programming.

Parks Summary Operating Budget

	2023 Annual Budget	2023 YTD Actual	2024 Budget PROVISIONAL
Parks & Recreation Revenue			
USER FEES AND SALES OF GOODS	(16,040.00)	(38,462.76)	(10,000.00)
GOVERNMENT GRANTS	(62,000.00)	(77,000.00)	(77,000.00)
* TOTAL Parks & Recreation Revenue	(78,040.00)	(115,462.76)	(87,000.00)
Parks & Recreation Expenses			
SALARIES, WAGES AND BENEFITS	144,675.00	184,764.20	147,300.00
MATERIALS, GOODS, SUPPLIES AND UTILITIES	246,035.00	207,561.30	278,200.00
AMORTIZATION - PARKS	84,000.00	70,000.00	84,000.00
* TOTAL Parks & Recreation Expen	474,710.00	462,325.50	509,500.00
***P PARKS & REC (SURPLUS) DEFICIT	396,670.00	346,862.74	422,500.00

Variance Highlights

- Increase in expenses for 2024 due to increased park and ball diamond maintenance.

PARKS & RECREATION (CONTINUED)

The Parks & Recreation budget deals with all activities related to recreation within the community with oversight from the Town. This includes activities related to park use, ice center use, the swimming pool and other recreation programming.

Sports Centre – Arena/Curling Rink Summary Operating Budget

	2023 Annual Budget	2023 YTD Actual	2024 Budget PROVISIONAL
Sports Centre Revenues			
USER FEES AND SALES OF GOODS	(96,510.00)	(87,849.96)	(93,500.00)
** TOTAL ARENA REVENUES	(96,510.00)	(87,849.96)	(93,500.00)
Curling Rink Expenses			
MATERIALS, GOODS, SUPPLIES AND UTILITIES	41,110.00	16,934.49	42,300.00
* TOTAL Curling Rink Expenses	41,110.00	16,934.49	42,300.00
Arena Expenses			
SALARIES, WAGES AND BENEFITS	278,650.00	246,612.25	284,800.00
MATERIALS, GOODS, SUPPLIES AND UTILITIES	203,970.00	158,766.20	285,000.00
AMORTIZATION - ARENA	95,000.00	79,000.00	95,000.00
* TOTAL Arena Expenses	577,620.00	484,378.45	664,800.00
** TOTAL Sports Centre Expenses	618,730.00	501,312.94	707,100.00
***P SPORTS CTRE (SURPLUS) DEFICIT	522,220.00	413,462.98	613,600.00

Variance Highlights

- Increase to sports centre maintenance in 2024.

PARKS & RECREATION (CONTINUED)

The Parks & Recreation budget deals with all activities related to recreation within the community with oversight from the Town. This includes activities related to park use, ice center use, the swimming pool and other recreation programming.

Sports Centre - Pool Summary Operating Budget

	2023 Annual Budget	2023 YTD Actual	2024 Budget PROVISIONAL
Pool Revenue			
POOL ADMISSIONS	(47,000.00)	(57,861.36)	(57,500.00)
POOL LESSONS	(20,000.00)	(25,904.92)	(21,000.00)
POOL RENTALS	(3,000.00)	(5,153.34)	(3,500.00)
POOL RETAIL SALES	(2,000.00)	(3,472.69)	(3,500.00)
* TOTAL Pool Revenue	(72,000.00)	(92,392.31)	(85,500.00)
Pool Expenses			
SALARIES, WAGES AND BENEFITS	270,475.00	176,473.22	229,700.00
MATERIALS, GOODS, SUPPLIES AND UTILITIES	122,980.00	140,690.06	135,850.00
AMORTIZATION - POOL	26,000.00	21,500.00	26,000.00
* TOTAL Pool Expenses	419,455.00	338,663.28	391,550.00
***P POOL (SURPLUS) DEFICIT	347,455.00	246,270.97	306,050.00

- 2024 is the second full season of operations for the newly renovated and upgraded aquatics facility.

CULTURE

The Culture budget deals with Library activities and community halls. The local Library Board oversees the activities and budget requests. The Municipality is a member of the Chinook Arch Regional Library system, which is a network of independent, cooperating libraries in the southwestern corner of Alberta. Chinook Arch provides training, consulting, IT support and centralized purchasing, cataloguing, processing, and delivery services.

The Town owns the Community Centre, Scout Hall, and the Senior’s Welcome Mat buildings.

Library Summary Operating Budget

	2023 Annual Budget	2023 YTD Actual	2024 Budget PROVISIONAL
Library Expenses			
SALARIES, WAGES AND BENEFITS	116,500.00	108,091.95	119,200.00
MATERIALS, GOODS, SUPPLIES AND UTILITIES	64,570.00	53,611.55	67,100.00
AMORTIZATION - LIBRARY	5,500.00	4,500.00	5,500.00
* TOTAL Library Expenses	186,570.00	166,203.50	191,800.00
***P LIBRARY (SURPLUS) DEFICIT	186,570.00	166,203.50	191,800.00

Variance Highlights

- Library budget has a slight increase due to higher wages and administrative expenses.

CULTURE (CONTINUED)

The Culture budget deals with Library activities and community halls. The local Library Board oversees the activities and budget requests. The Municipality is a member of the Chinook Arch Regional Library system, which is a network of independent, cooperating libraries in the southwestern corner of Alberta. Chinook Arch provides training, consulting, IT support and centralized purchasing, cataloguing, processing, and delivery services. The Town owns the Community Centre, Scout Hall, and the Senior's Welcome Mat buildings.

Community Hall and Other Facilities Summary Operating Budget

	2023 Annual Budget	2023 YTD Actual	2024 Budget PROVISIONAL
Community Halls Revenue			
USER FEES AND SALES OF GOODS	(30,000.00)	(14,530.00)	(20,000.00)
* TOTAL Community Halls Revenue	(30,000.00)	(14,530.00)	(20,000.00)
Community Hall Expense			
SALARIES, WAGES AND BENEFITS	5,000.00	2,500.00	5,000.00
MATERIALS, GOODS, SUPPLIES AND UTILITIES	88,480.00	75,801.74	54,500.00
DEBENTURE INTEREST - COMMUNITY HALL	2,850.00	1,613.45	1,250.00
AMORTIZATION - HALL	33,000.00	27,500.00	33,000.00
* TOTAL Community Services Expense	129,330.00	107,415.19	93,750.00
***P COMMUNITY HALLS (SURPLUS)/DEFICIT	99,330.00	92,885.19	73,750.00
Other Facilities Revenue			
USER FEES AND SALES OF GOODS	(1,750.00)	(2,750.24)	(2,000.00)
* TOTAL Other Facilities Revenue	(1,750.00)	(2,750.24)	(2,000.00)
Other Facilities Expense			
WAGES - BOOKINGS	2,500.00	1,250.00	2,500.00
MATERIALS, GOODS, SUPPLIES AND UTILITIES	32,405.00	23,463.24	45,600.00
AMORTIZATION - OTHER FACILITIES	55,000.00	46,000.00	55,000.00
* TOTAL Other Facilities Expenses	87,405.00	69,463.24	100,600.00
***P OTHER FACILITIES (SURPLUS)/DEFICIT	85,655.00	66,713.00	98,600.00

Variance Highlights

- Lower revenues anticipated due to 2023 actual rentals.

	2023 Annual Budget	2023 YTD Actual	2024 Budget PROVISIONAL
**** TOTAL (SURPLUS)/DEFICIT	856,115.00	(4,354,971.38)	(194,265.00)

TOWN OF FORT MACLEOD		
2024 BUDGET RECONCILIATION FOR NON-CASH AND CAPITAL AMOUNTS		
AS AT DECEMBER 7, 2023	2023	2024
	BUDGETED AMOUNTS	BUDGETED AMOUNTS
(DEFICIT) SURPLUS PER REVENUE AND EXPENDITURES REPORT	\$ (856,115.00)	\$ 194,265.00
ADDBACKS:		
AMORTIZATION (NON-CASH ITEM)	\$ 1,752,000.00	\$ 1,752,000.00
	\$ 895,885.00	\$ 1,946,265.00
DEBENTURE PRINCIPAL REPAYMENTS:		
DEBENTURE PRINCIPAL REPAYMENTS	\$ (523,100.00)	\$ (677,100.00)
	\$ 372,785.00	\$ 1,269,165.00
TRANSFERS FROM (TO) RESERVES TO (FROM) OPERATIONS:		
FCSS RESERVES	\$ 24,250.00	\$ 3,050.00
INTO OPERATING RESERVES	\$ (101,985.00)	\$ (44,700.00)
OUT OF OPERATING RESERVES	\$ 50,000.00	
OUT OF OPERATING RESERVES	\$ 50,000.00	
INTO OPERATING RESERVES	\$ (104,485.00)	
OUT OF CAPITAL RESERVES	\$ 232,450.00	\$ 535,500.00
INTO CAPITAL RESERVES	\$ (25,000.00)	\$ (25,000.00)
INTO CAPITAL RESERVES	\$ (445,500.00)	\$ (1,685,500.00)
INTO CAPITAL RESERVES	\$ (52,515.00)	\$ (52,515.00)
	\$ (372,785.00)	\$ (1,269,165.00)
ADJUSTED BUDGET SURPLUS (DEFICIT)	\$ -	\$ -
CAPITAL PURCHASES PER CAPITAL BUDGET	\$ 2,846,500.00	\$ 905,200.00
FUNDING SOURCES:		
CAPITAL GRANTS	\$ (540,000.00)	\$ (305,000.00)
TRANSFERS FROM RESERVES:	\$ (2,306,500.00)	\$ (600,200.00)
DEBENTURES	\$ -	
OTHER SOURCES OF CAPITAL FUNDING		
	\$ (2,846,500.00)	\$ (905,200.00)
REVISED CONSOLIDATED BUDGET AMOUNT	\$ -	\$ -
2023 BALANCED OPERATIONAL BUDGET	-	-

Adjustment Highlights

- FCSS department deficit is covered by FCSS reserve (\$3,050).
- Development debentures cost (principal and interest) is funded via capital reserves (\$535,500).
- GR Davis maintenance (\$25,000) and land sale surplus is transferred into reserves (\$1,685,500).
- Repayment to the self-financing reserve (3/25) continues in 2024 (\$52,515).



COUNCIL SUBMISSION

NEW BUSINESS

Meeting: December 11, 2023

EMPRESS THEATRE SUBCOMMITTEE REQUEST

RECOMMENDATION:

That Council accepts Councillor Aaron Poytress's request to sit on the Building subcommittee and Fund Development subcommittee of the Empress Theater Board.

DETAILS & BACKGROUND:

Building committee meets at least once a year. Their purpose is to plan and discuss building maintenance and renovation projects.

Fund development committee meets at least twice per year and then as needed. Their purpose is to plan for and implement fundraising opportunities for the Empress Theatre.

FINANCIAL IMPLICATIONS:

Cost to attend the subcommittee meetings.

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.

Strategic Goals & Priorities:

-This submission is making Fort Macleod more VIBRANT. (Supporting priorities such as Arts & Culture, History & Heritage, Environment, or Town Appearance.)

PREPARED BY: Councillor Aaron Poytress

APPROVED BY: Anthony Burdett, CAO



Economic Developers Alberta Conference

RECOMMENDATION:

That Council approves Mayor Brent Feyter to attend the Economic Developers Alberta (EDA) Conference, including accommodation, travel, meals, and remuneration for April 10-12, 2024, in Kananaskis.

DETAILS & BACKGROUND:

EDA Xperience 2024 Leaders' Summit and Conference attracts more than 400 economic development experts and elected officials from across Alberta, Canada and worldwide.

<https://www.edaalberta.ca/event-4282838>

Alberta South West will cover the registration fee for Mayor Feyter to attend.

FINANCIAL IMPLICATIONS:

Hotel costs estimated at	\$600.00
Travel costs are estimated at	\$180.00
Meals costs estimated at	\$165.00
Remuneration estimated at	<u>\$600.00</u>
Total estimated costs	\$1545.00

All reimbursements will be made as per the Council remuneration policy.

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 GROWING Fort Macleod. (Supporting priorities such as Economic Development)

APPLICABLE LEGISLATION:

ADM 01 Council Remuneration Policy

ATTACHMENTS:

NA

PREPARED BY: Meranda Day Chief, Executive Assistant

REVIEWED BY: Mayor Brent Feyter

APPROVED BY: Anthony Burdett, CAO