



Town of Fort Macleod
Director of Community & Protective Services
Quarterly Report April through June 2025

HR/Payroll

- FCSS office full, with both the Housing and Healthy Aging positions full.
- Working to update the Pension and Benefit policy as per Audit notes, draft policy ready for review once LAPP policies on eligibility are reviewed.
- Facilitated recruitment and interviews for the Facility Operator I position.
- Work with CAO to Interview and hire Economic Development Coordinator.

Community Services & General Administration

- Several meetings with Empress Theatre Building Committee for the upcoming renovation project.
- Community Clean up and BBQ for volunteers.
- Midnight Rodeo Sponsorship meeting.
- Worked with the Grad class of 2025 for arena planning set up and rental requirements.
- Ad out for the 2025 -26 Arena Concession tender.
- Working on RFP for Caretaking services beginning September/October will be officially posted first week of July.
- Introductory meeting with the New Theatre manager for the Empress.
- The Community Hall and Scouts Hall continue to be busy and well used.
- Met with curling club regarding user agreement.
- Met with RCMP Superintendent.
- I had two Diversity and Inclusion Committee meetings.
- 3 Special Event Applications and approvals.
- The Community Safety Survey reviewed and reported on, action plans being worked on for a lighting assessment of a few noted areas as well as some speed control options for some areas of concern.
- Met with RhPap representative re: rural health care.
- Film management for the one day of filming on June 9th, couple days of prep, communication planning, permit review and approval.
- Attended the LGAA conference June 15-18.
- Staff lunch BBQ June 25.

Emergency Management & Municipal Bylaw Enforcement

- GR Davis Emergency Team meeting.
- Regional Emergency Management re: ESS service agreements and updated provincial management requirements.
- Fire Service Recognition Medals presented to Dick Shellhorn at the June 23rd Council Meeting.
- Bylaw Officer Quarterly Report attached.

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Submitted to:	Town Council