



**Town of Fort Macleod
Council Meeting Agenda
Monday, January 23, 2023
GR Davis Administration Building
Council Chambers
7:00 pm**

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

Mayor Brent Feyter, Deputy Mayor Jim Monteith

This agenda has not been approved by Council and is subject to change.

A. CALL TO ORDER

B. MOMENT OF REFLECTION

C. APPROVAL OF AGENDAS

1. Consent Agenda
2. Regular Meeting Agenda

D. FOR THE GOOD OF COUNCIL

E. DELEGATIONS

F. PUBLIC HEARINGS

G. CONSIDERATION OF DELEGATIONS and PUBLIC HEARINGS

H. UNFINISHED BUSINESS

I. NEW BUSINESS

1. Bylaw 1962: Residential Multi-Unit Tax Incentive – *Anthony Burdett, CAO*
2. 2022 Audit: Control Documentation – *Kris Holbeck, Director of Finance*
3. Draft Letter to Minister Copping: EMS & Rural Ambulance Response Times – *Liisa Gillingham, Director of Community & Protective Services*
4. Transporting Patients During AHS EMS Delayed Response Times – *Liisa Gillingham, Director of Community & Protective Services*
5. a. 2023 Membership Review – *Anthony Burdett, CAO*
b. Oldman Watershed Council: 2023 Donation Request – *Anthony Burdett, CAO*

J. IN CAMERA

1. Land Sales - FOIP Section 16

K. ADJOURNMENT

**Town of Fort Macleod
CONSENT AGENDA
Monday, January 23, 2023**

A. COUNCIL MEETING MINUTES

1. Council Meeting Minutes – January 9th, 2023
2. Committee of the Whole Meeting Minutes – January 17th, 2023

B. CORRESPONDENCE AND INFORMATION ITEMS

C. FINANCIALS

1. Cheque Listing

D. ADMINISTRATIVE REPORTS

(Quarterly - January, April, July, October)

E. COMMITTEE REPORTS

(First meeting of the month)

**Town of Fort Macleod
Council Meeting Minutes
Monday, January 9th, 2023
GR Davis Administration Building
Council Chambers
7:00 pm**

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

Regrets: Councillor Marco Van Huigenbos.

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

Other: Gavin Scott, ORRSC Senior Planner.

A. CALL TO ORDER

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

B. MOMENT OF REFLECTION

C. APPROVAL OF THE AGENDA

1. Consent Agenda

R.001.2023 Moved by Councillor Monteith that Council approves the consent agenda as presented.

CARRIED

2. Regular Meeting Agenda

R.002.2023 Moved by Councillor Fox that Council approves the regular meeting agenda with an addition.

Addition: **I. NEW BUSINESS 5.** Stage 1A Highway 3 Twinning – *Anthony Burdett, CAO*

CARRIED

D. FOR THE GOOD OF COUNCIL

E. DELEGATIONS

F. PUBLIC HEARINGS

1. Bylaw 1961: Macleod Landing Area Structure Plan – *Gavin Scott, ORRSC*

R.003.2023 Moved by Councillor Wolstenholme that Council hereby opens the Public Hearing for Bylaw 1961: Macleod Landing Area Structure Plan at 7:07 pm.

CARRIED

Mayor Feyter called to the gallery for anyone speaking for or against Bylaw 1961, but none were forthcoming.

R.004.2023 Moved Councillor Poytress that Council hereby call for a continuance of the Public Hearing for Bylaw 1961: Macleod Landing Area Structure Plan at 7:17 pm, to reconvene at a future Council Meeting and also for additional information to be presented and considered.

CARRIED

Page 1 of 3

2. Bylaw 1965: Amendment CG to DC – *Gavin Scott, ORRSC*

R.005.2023 Moved by Councillor Fox that Council hereby opens the Public Hearing for Bylaw 1965: Amendment CG to DC at 7:18 pm.

CARRIED

Mayor Feyter called to the gallery for anyone speaking for or against Bylaw 1965.

Kevin Dawe, a property owner near the proposed lot in question, came forward, sharing that he does not have any objections to the proposed Bylaw. He spoke on a recent increase in crime on his property now that the lot next to him is vacant.

R.006.2023 Moved Councillor Monteith that Council hereby call for a continuance of the Public Hearing for Bylaw 1965: Amendment CG to DC at 7:34 pm to reconvene at a future Council meeting and allow for additional information to be presented and considered.

CARRIED

G. CONSIDERATIONS OF DELEGATIONS and PUBLIC HEARINGS

H. UNFINISHED BUSINESS

I. NEW BUSINESS

1. Bylaw 1964: FCSS & MD MOU – *Liisa Gillingham, Director of Community & Protective Services*

R.007.2023 Moved by Councillor Fox that Bylaw 1964, being a bylaw of the Town of Fort Macleod in the Province of Alberta, for the purpose of entering into an agreement with the Municipal District of Willow Creek No.26, to form and maintain a district Family and Community Support Services Board, be given first reading.

CARRIED

R.008.2023 Moved by Councillor Wolstenholme that Bylaw 1964, being a bylaw of the Town of Fort Macleod in the Province of Alberta, for the purpose of entering into an agreement with the Municipal District of Willow Creek No.26, to form and maintain a district Family and Community Support Services Board, be given second reading.

CARRIED

R.009.2023 Moved by Councillor Monteith that Bylaw 1964, being a bylaw of the Town of Fort Macleod in the Province of Alberta, for the purpose of entering into an agreement with the Municipal District of Willow Creek No.26 to form and maintain a district Family and Community Support Services Board, proceed to third reading.

UNANIMOUSLY CARRIED

R.010.2023 Moved by Councillor Poytress that Bylaw 1964, being a bylaw of the Town of Fort Macleod in the Province of Alberta, for the purpose of entering into an agreement with the Municipal District of Willow Creek No.26, to form and maintain a district Family and Community Support Services Board, be given third reading and finally declared passed.

CARRIED

2. Community Celebration Committee–*Liisa Gillingham, Director of Community & Protective Services*

R.011.2023 Moved by Councillor Monteith that Council approves the establishment of a temporary Committee of Council as the 150th Anniversary Community Celebration Committee, including the

presented terms of reference; and further that Councillor Hengerer is appointed as the Town of Fort Macleod Council representative serving as chairperson.

CARRIED

3. Tax Incentive Application: McDonald's Restaurant – *Kris Holbeck, Director of Finance*

R.012.2023 Moved by Councillor Monteith that Council approves the McDonald's Restaurants of Canada Ltd. application regarding Roll #3230402 (2360 - 7th Avenue) and directs Administration to enter into a tax incentive agreement with this business for a three-year term.

CARRIED

4. Highway 3 Twinning Association Membership 2023 – *CAO Anthony Burdett*

R.013.2023 Moved by Councillor Fox that Council approves the 2023 membership fee request from the Highway 3 Twinning Development Association for \$1,483.50.

CARRIED

5. Stage 1A Highway 3 Twinning – *Anthony Burdett, CAO*

R.014.2023 Moved by Councillor Poytress that Council directs Administration to work alongside Council to advocate for the construction of the Stage 1A section of the Highway 3 Twinning Project.

CARRIED

R.015.2022 Moved by Councillor Wolstenholme that Council move in camera to discuss a Land Sale item at 7:49 pm.

CARRIED

J. IN CAMERA

1. Land Sale – FOIP Section 16

R.016.2023 Moved by Councillor Fox that Council moves out of in camera at 8:13 pm.

CARRIED

R.017.2023 Moved by Councillor Monteith that Council directs Administration to list the following four Town-owned lots for sale for \$24,900.00 each;

Roll # 2105900, Lot 23, Block 316, Plan 92B – Consolidated title (44O105004) with lot 22

Roll # 2105800, Lot 22, Block 316, Plan 92B – Consolidated title (44O105004) with lot 23

Roll # 2105700, Lot 21, Block 316, Plan 92B – Consolidated title (741021311D) with lot 20

Roll # 2105600, Lot 20, Block 316, Plan 92B – Consolidated title (741021311D) with lot 21

CARRIED

K. ADJOURNMENT

Mayor Feyter adjourned the meeting at 8:17 pm.

Mayor Brent Feyter

CAO Anthony Burdett

**Town of Fort Macleod
Committee of the Whole Meeting
GR Davis Administration Building
Conference Room
Tuesday January 17th, 2023
7:00 pm**

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

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

Administration: CAO Anthony Burdett, Director of Finance Kris Holbeck, and Director of Community & Protective Services Liisa Gillingham.

A. CALL TO ORDER

Mayor Brent Feyter called the meeting to order at 7:00 pm.

B. APPROVAL OF AGENDA

R.018.2023 Moved by Councillor Fox that Council approves the meeting agenda as presented.

CARRIED

C. NEW BUSINESS

1. Proposed Council Debt Management Policy – *Kris Holbeck, Director of Finance*
2. Land Sales/Unexpected Income Distribution Policy – *Kris Holbeck, Director of Finance*
3. Land Sales Process Policy – *Kris Holbeck, Director of Finance*
4. Grants to Organizations – *Liisa Gillingham, Director of Community & Protective Services*

R.019.2023 Moved by Councillor Monteith that Council moves in camera to discuss Intergovernmental Relations (FOIP Section 21) at 7:56 pm.

CARRIED

D. IN CAMERA

R.020.2023 Moved by Councillor Van Huigenbos that Council moves out in camera at 8:39 pm.

CARRIED

E. ADJOURNMENT

Mayor Feyter adjourned the meeting at 8:39 pm.

Mayor Brent Feyter

CAO Anthony Burdett



TOWN OF FORT MACLEOD

Cheque Listing For Account Payable

2023-Jan-19
8:42:58AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
						Batch # 14558
20230033	2023-01-16			17	ALBERTA HARDWARE LTD.	77.64
20230034	2023-01-16			55	AMSC INSURANCE SERVICES LIMITED	2,688.60
20230035	2023-01-16			644	AVAIL LLP	446.25
20230036	2023-01-16			101	BROWNLIE LLP (EDMONTON)	4,640.72
20230037	2023-01-16			615	CULLIGAN WATER	23.78
20230038	2023-01-16			1260	DIGITEX	64.24
20230039	2023-01-16			1005	DMT BUSINESS GROUP LTD	6,557.15
20230040	2023-01-16			1675	ECOAG INITIATIVES INC.	3,496.19
20230041	2023-01-16			1657	FLOWPOINT ENVIRONMENTAL SYSTEMS LP	103.95
20230042	2023-01-16			1173	HIFAB HOLDINGS LTD.	77.28
20230043	2023-01-16			1717	LAWRENCE, AMANDA	2,007.66
20230044	2023-01-16			1063	LIVINGSTONE RANGE SCHOOL DIVISION	23,441.30
20230045	2023-01-16			787	MD PLUMBING & HEATING	84.00
20230046	2023-01-16			393	MUNICIPAL DISTRICT OF WILLOW CREEK	378.00
20230047	2023-01-16			419	NAPA AUTO PARTS	1,098.80
20230048	2023-01-16			978	NEXT HOME AND GARDEN	15.00
20230049	2023-01-16			436	OLDMAN RIVER REGIONAL SERVICES	526.94
20230050	2023-01-16			1711	PINCHER CREEK CO-OPERATIVE ASSOC. LTD.	6,644.71
20230051	2023-01-16			514	SILVER AUTOMOTIVE FORT MACLEOD LTD.	612.12
20230052	2023-01-16			443	SURECALL CONTACT CENTRES LTD.	0.47
20230053	2023-01-16			1654	T & T DISPOSAL SERVICES	6,879.48
20230054	2023-01-16			578	TOWN OF FORT MACLEOD	9,208.64
20230055	2023-01-16			583	UFA CO-OPERATIVE LIMITED	249.18
20230056	2023-01-16			85	WASTE CONNECTIONS OF CANADA INC.	24.65
20230057	2023-01-16			619	WILLOW CREEK REGIONAL WASTE	7,726.20
20230058	2023-01-16			1079	WOLF DEN ENTERPRISES	235.21
						<hr/> 77,308.16
						Batch # 14559
20230059	2023-01-16			87	BLOOD TRIBE NEWS	110.00
20230060	2023-01-16			169	CANADIAN UNION OF PUBLIC EMPLOYEES 70	1,324.20
20230061	2023-01-16			225	EXTENDICARE	457.25
20230062	2023-01-16			1774	FAMILY FOODS	80.68
20230063	2023-01-16			1558	FRONT LINE TOWING & RECOVERY LTD.	308.69
20230064	2023-01-16			323	IMPREST CASH - FCSS	383.10
20230065	2023-01-16			322	IMPREST CASH - Town of Fort Macleod	14.00
20230066	2023-01-16			1642	JON'S INDEPENDENT GROCER	1,025.30
20230067	2023-01-16			1	WOLFF, CHELSIE	400.00
						<hr/> 4,103.22



TOWN OF FORT MACLEOD

Cheque Listing For Account Payable

2023-Jan-19

8:42:58AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount	Batch #
							14573
20230068	2023-01-18			17	ALBERTA HARDWARE LTD.	358.85	
20230069	2023-01-18			72	ALBERTA WATER & WASTEWATER	60.00	
20230070	2023-01-18			55	AMSC INSURANCE SERVICES LIMITED	19,003.54	
20230071	2023-01-18			83	BENCHMARK ASSESSMENT	4,860.80	
20230072	2023-01-18			242	FORT MACLEOD & DISTRICT	175.00	
20230073	2023-01-18			1489	FORTIS ALBERTA INC.	1,633.91	
20230074	2023-01-18			846	GMS MECHANICAL & EQUIPMENT LTD.	14,563.50	
20230075	2023-01-18			281	GREGG DISTRIBUTORS LP	326.48	
20230076	2023-01-18			328	ITRON CANADA, INC.	2,685.73	
20230077	2023-01-18			1723	MA CATERING COMPANY LTD	575.23	
20230078	2023-01-18			418	MUNISIGHT LTD.	13,856.01	
20230079	2023-01-18			978	NEXT HOME AND GARDEN	36.48	
20230080	2023-01-18			1204	QUADIENT LEASING CANADA LTD.	1,700.59	
20230081	2023-01-18			477	RECYCLING COUNCIL OF ALBERTA	175.00	
20230082	2023-01-18			498	SANTA CLAUS PARADE COMMITTEE	942.29	
20230083	2023-01-18			505	SCOUGALL MOTORS LTD.	43,197.00	
20230084	2023-01-18			583	UFA CO-OPERATIVE LIMITED	210.74	
							104,361.15
<hr/>							
							14574
20230085	2023-01-17			712	ADOA	125.00	
20230086	2023-01-17			10	ALBERTA AIRPORTS MANAGEMENT	200.00	
20230087	2023-01-17			1689	ALBERTA MUNICIPAL TAXATION PROF. ASSOC.	175.00	
20230088	2023-01-17			86	BIG HILL SERVICES LTD.	56.70	
20230089	2023-01-17			169	CANADIAN UNION OF PUBLIC EMPLOYEES 70	445.50	
20230090	2023-01-17			918	COMMUNITY PLANNING ASSOC. OF ALBERTA	100.00	
20230091	2023-01-17			1774	FAMILY FOODS	172.09	
20230092	2023-01-17			241	FORT MACLEOD AGENCIES (1989) LTD.	84.00	
20230093	2023-01-17			1325	FORT MACLEOD PUBLIC LIBRARY BOARD	75.00	
20230094	2023-01-17			352	LARSON'S TIRE SHOP	1,303.50	
20230095	2023-01-17			1721	NEWWAY KUBOTA	9,110.00	
20230096	2023-01-17			1293	PARK ENTERPRISES LTD.	156.00	
20230097	2023-01-17			1655	PROFESSIONAL VEGETATION MANAGERS ASSOC.	131.25	
20230098	2023-01-17			1776	RURAL MUNICIPALITIES OF ALBERTA	204.75	
20230099	2023-01-17			1577	THE ASSOC. OF SCIENCE & ENG. TECH. (ASET)	395.00	
20230100	2023-01-17			1729	UTILITY SAFETY PARTNERS	1,121.61	
20230101	2023-01-17			1	EAGLE TAIL FEATHERS, JOE	150.00	
20230102	2023-01-17			1	STRONKS, LANEY	75.00	
							14,080.40
<hr/>							
							14575
20230103	2023-01-17			900200	JIM BEUSEKOM HOLDINGS LTD.	108.75	
							108.75
<hr/>							
						Total	199,961.68

*** End of Report ***



Agenda Item Submission Form

Date

1/18/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

01/23/2023

Agenda Section *

New Business

Department *

Administration

Director Name *

Anthony Burdett

Director Email

a.burdett@fortmacleod.com

Submitter Information

Submitter Name

Meranda Day Chief

Email

execassist@fortmacleod.com

Submission Title Name *

Bylaw 1962: Residential Multi-Unit Tax Incentive

Recommendation *

That Bylaw 1962 being a Bylaw in the Town of Fort Macleod in the Province of Alberta to establish Residential Multi-Unit Tax Incentives, be given first reading; and further schedule a Public Hearing for February 13th, 2023 at 7:00 pm.

Rationale**Background**

October 11, 2022, Council directed Administration to draft and bring forward a Residential Multi-Unit Tax Incentive Bylaw. (Motion R.228.2022).

Administration reviewed other communities' Residential Multi-Unit Tax Incentive Programs (ie: Drumheller) as well as our Business Tax Incentive Bylaw to compile and create this Bylaw.

For consideration:

1. Our Land Use Bylaw defines Residential Multi-Unit as 2 or more units. The proposed Bylaw applies to 4 or more units.
2. Our business Tax Incentive Bylaw No. 1960 is for three years. (100%, 75%, & 50%). The proposed bylaw is for four years (100%, 75%, 50% & 25%)

Financial Implications

Unknown

Council Strategic Plan

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

- This submission is making Fort Macleod more VIBRANT.
- This submission is helping GROWTH in Fort Macleod.
- This submission is building COMMUNITY in Fort Macleod.
- This submission is improving SERVICE in Fort Macleod.

Vision: A vibrant, growing community, full of opportunity. Mission: To provide high-quality service in an efficient and responsible manner.

Attachments

DRAFT Bylaw 1962 Residential Multi-Unit Tax Incentive.pdf	102.97KB
Dwelling Definition Land Use Bylaw.pdf	1.49MB
Residential Multi Unit - Land Use Bylaw.pdf	2.14MB



BYLAW NO. 1962

TOWN OF FORT MACLEOD PROVINCE OF ALBERTA

A BYLAW OF THE TOWN OF FORT MACLEOD IN THE PROVINCE OF ALBERTA, TO ESTABLISH RESIDENTIAL MULTI-UNIT TAX INCENTIVES.

WHEREAS pursuant to the provision of *Section 347 (1) of the Municipal Government Act, RSA 2000, Chapter M-26*, Council may by bylaw cancel, reduce, refund, or defer taxes it is considered equitable to do so, or phase-in increases or decreases from the preparation of a new assessment;

WHEREAS pursuant to the provision of *Section 347 (1) of the Municipal Government Act, RSA 2000, Chapter M-26*, and amendments thereto, the Council of the Town of Fort Macleod deems it equitable to provide for a Bylaw to implement "Residential Multi-Unit Tax Incentive";

NOW, THEREFORE, be it resolved that the Council of the Town of Fort Macleod, in the Province of Alberta, duly enacts as follows:

1. SHORT TITLE:

1.1. This Bylaw may be referred to as the "Residential Multi-Unit Tax Incentive Bylaw."

2. PURPOSE:

2.1. The purpose of this Residential Multi-Unit Tax Incentive Bylaw is to;

2.1.1. Allow tax incentives for Exemptions from taxation under Part 10, Division 2 of the *Municipal Government Act* for Qualifying Properties in the Town of Fort Macleod that meet the requirements of this Residential Multi-Unit Tax Incentive Bylaw.

2.1.2. Establish an incentive program to develop Residential Multi-Unit dwellings and create a positive environment for residential construction.

3. DEFINITIONS

3.1. In this Bylaw, unless the context otherwise requires:

3.1.1. "Act" means the *Municipal Government Act, RSA 2000, c M-26*, as amended from time to time;

3.1.2. "Administration" means the administrative and operational arm of the Town comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;

3.1.3. "Applicant" means a person who applies for an Exemption or their Agent as authorized by the land owner through an agent authorization or director's resolution;

3.1.4. "Application Fee" means the fee established by this Bylaw to be paid at the time an application is submitted pursuant to this Bylaw;

- 3.1.5.** “Assessed Person” means an assessed person as that term is defined under Section 284(1) of the Act;
- 3.1.6.** “Chief Administrative Officer” or “CAO” means the chief administrative officer as appointed by Council, including the CAO’s delegate;
- 3.1.7.** “Complete Application” means an application submitted pursuant to this Residential Multi-Unit Tax Incentive Bylaw that includes the Application Fee and the Application Form as set out in Schedule “A” attached hereto;
- 3.1.8.** “Council” means all the councillors of the Town, including the chief elected official for the Town;
- 3.1.9.** “Dwellings or Units” means self-contained living premises with cooking, eating, living, sleeping and sanitary facilities for domestic use for one or more individuals but does not include travel trailers, motor homes, recreational vehicles, or other mobile units, hotel, motel, dormitory, boarding house, or similar accommodation, as defined in the Town of Fort Macleod Land Use Bylaw;
- 3.1.10.** “Exemption” is an exemption from taxation for Multi-Unit Residential Property as provided in Part 10, Division 2 of the Act. For purposes of clarity, the exemption from taxation applies only to taxes imposed by the Town under Part 10, Division 2 of the Act and not any Provincial requisitions;
- 3.1.11.** “Expansion” means development that adds to an existing Structure to increase the Structure’s physical space;
- 3.1.12.** “Residential Multi-Unit” as per this Bylaw, means a property that is located in the Town of Fort Macleod, has four (4) or more units and is zoned “*Residential Multi-Unit: R-MU*” under the Land Use Bylaw;
- 3.1.13.** “New Construction” means the construction of a new Structure to establish a Residential Multi-Unit building as defined within the Town of Fort Macleod’s Land Use Bylaw;
- 3.1.14.** “Qualifying Property” means a Structure that is the subject of the New Construction or an Expansion;
- 3.1.15.** “Structure” means a structure as that term is defined in s 284(1)(u) of the Act;
- 3.1.16.** “Tax Incentive Agreement” means a written agreement setting out the terms and conditions for an Exemption for the Qualifying Property; and
- 3.1.17.** “Town” means the Town of Fort Macleod in the Province of Alberta.

4. CRITERIA FOR EXEMPTION:

- 4.1.** Eligibility for a Residential Multi-Unit Tax Incentive under this Bylaw requires the following criteria:

- 4.1.1. \$400,000.00 increase in the assessed value of the Qualifying Property from the previous year resulting from New Construction or an Expansion; and
- 4.1.2. Minimum of four (4) units or dwellings.
- 4.2. To qualify for an Exemption, the Qualifying Property must meet the following criteria:
 - 4.2.1. The Qualifying Property must be located within the geographical boundaries of the Town;
 - 4.2.2. The Qualifying Property must be zoned “Residential Multi-Unit: R-MU” as per the Town of Fort Macleod Land Use Bylaw;
 - 4.2.3. The development of the Qualifying Property must qualify as New Construction or Expansion;
 - 4.2.4. All required Town development approvals concerning the development of the Qualifying Property must have been issued.
- 4.3. Concerning the Qualifying Property, only one agreement per four-year period is allowed.
- 4.4. Tax exemptions apply to the municipal portion of property taxes only.
- 4.5. To apply for an Exemption, an Applicant must meet the following criteria:
 - 4.5.1. The Applicant must be the Assessed Person for the Qualifying Property that is the subject of the application; and
 - 4.5.2. The Applicant must have no outstanding monies owing to the Town of Fort Macleod; and
 - 4.5.3. The Applicant must submit a Complete Application in accordance with the terms of this Bylaw.

5. APPLICATION FOR AN EXEMPTION:

- 5.1. Applicants must submit a Complete Application to the CAO or delegate. The application form is attached in “Schedule A.”
- 5.2. The Application Fee is \$100.00.
- 5.3. Complete Applications must be received by May 15th; of the year in which the requested Exemption is to commence.
- 5.4. Applications for past years’ Expansion or New Construction will not be eligible in accordance with section 5.3.
- 5.5. Complete Applications may be considered and approved in accordance with the criteria of this Residential Multi-Unit Tax Incentive Bylaw before construction on the Qualifying Property is complete. However, the Exemption will not apply until all construction on the Qualifying Property is complete and the development is inspected and approved for occupancy.

- 5.6. Notwithstanding the Complete Application requirements set out in this Bylaw, the CAO may require any additional information that, at the discretion of the CAO, is necessary to complete the application.
- 5.7. The CAO or designate will advise Applicants in writing if their application is accepted for consideration. Applications accepted for consideration shall become the property of the Town and may not be returned.
- 5.8. The CAO has the discretion to reject applications that are incomplete or illegible.
- 5.9. Applicants whose applications are returned as incomplete or illegible may resubmit an application provided the application is resubmitted by the deadline provided in section 5.3 of this Bylaw.
- 5.10. The CAO will advise Applicants in writing with reasons if their application is rejected.

6. CONSIDERATIONS OF APPLICATIONS

- 6.1. Administration shall review the Complete Application to determine if it meets the criteria and requirements for an Exemption and provides a written report with recommendations to Council.
- 6.2. Council shall review the Complete Application and Administration's report and may:
 - 6.2.1. Pass a resolution directing Administration to enter into a Residential Multi-Unit Tax Incentive Agreement; or
 - 6.2.2. Pass a resolution refusing the Complete Application.
- 6.3. A resolution directing Administration to enter into a Residential Multi-Unit Tax Incentive Agreement must include the following:
 - 6.3.1. The taxation years to which the Exemption applies;
 - 6.3.2. The legal land description; and
 - 6.3.3. Property owner's name.
- 6.4. A Residential Multi-Unit Tax Agreement shall be honoured notwithstanding this Bylaw being amended or repealed after entering into such an agreement.
- 6.5. A resolution passed under section 6.2.2. refusing an application must include the reason(s) for refusal.
- 6.6. Administration shall provide written notice of a refusal to an Applicant, including the resolution passed under section 6.2.2.

7. TAX INCENTIVE AGREEMENT

7.1. Where Council has passed a resolution approving an Exemption, Administration shall draft a Tax Incentive Agreement in accordance with the resolution of Council.

7.2. A Tax Incentive Agreement must outline the following:

7.2.1. The taxation years to which the Exemption applies, which must not include any taxation year earlier than the taxation year in which the Exemption is granted;

7.2.2. The extent of the Exemption for each taxation year to which the Exemption applies;

7.2.2.1. First Year - 100% Property Tax Exemption

7.2.2.2. Second Year- 75% Property Tax Exemption

7.2.2.3. Third Year- 50% Property Tax Exemption

7.2.2.4. Fourth Year- 25% Property Tax Exemption

7.2.3. A deadline for submission of proof that the Qualifying Property has been approved for occupancy.

7.2.4. Any criteria in section 4 which formed the basis of granting the Exemption and taxation year or years to which the requirements apply, all of which are deemed to be a condition or conditions of the Residential Multi-Unit Tax Incentive Agreement. The breach of which will result in the cancellation of the Exemption for the taxation year or years to which the criteria applies;

7.2.5. In the event of a cancellation pursuant to Section 8 of this Bylaw, any monies owed to the Town shall be immediately paid by the applicant; and

7.2.6. Any other conditions Administration deems necessary and the taxation years(s) to which the condition applies. Residential Multi-Unit Tax Incentive Agreements shall be executed by the chief elected officer, their delegate, and the CAO.

8. CANCELLATION OF TAX INCENTIVE AGREEMENT:

8.1. If at any time after an Exemption is granted, Administration determines that the Applicant or their application:

8.1.1. Did not meet or ceased to meet any of the applicable criteria in Section 4, which formed the basis of granting the Exemption;

8.1.2. Tax arrears are owing with respect to the Qualifying Property; or

8.1.3. That there was a breach of any condition of the Residential Multi-Unit Tax Incentive Agreement,

8.1.4. Administration shall recommend to Council, and Council may, by resolution, cancel the Exemption for the taxation year or years in which the criterion was not met or to which the condition applies.

8.2. A resolution passed by Council pursuant to section 8.1 must include reasons and identify the taxation year or years to which the cancellation applies.

8.3. Administration shall provide written notice of cancellation to an Applicant, including the resolution passed under section 8.1.

9. REVIEW OF DECISION:

9.1. Where Administration has rejected an Application on the basis that it needs to be completed, Applicants may apply to Council within 15 business days of receiving notice of the refusal to review the decision to reject the application.

9.2. Applicants may apply to Council within 15 business days of receiving a Residential Multi-Unit Tax Incentive Agreement to review the Agreement on the limited issues of whether it follows the direction of Council. Council may revise the Residential Multi-Unit Tax Incentive Agreement or provide direction to Administration to revise the Tax Incentive Agreement in accordance with Council's initial resolution.

9.3. Applicants may apply to Council within 15 business days of receiving a notice of cancellation to review the cancellation, and Council may uphold or revoke the cancellation.

10. SEVERABILITY:

10.1. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this Bylaw is deemed valid.

11. EFFECTIVE DATE:

11.1. This Bylaw shall come into force and take effect upon receiving the third reading.

READ a **first** time this _____ day of _____, 2023.

READ a **second** time this _____ day of _____, 2023.

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

Mayor – Brent Feyter

Chief Administrative Officer – Anthony Burdett

SCHEDULE "A"
Application Form for Residential Multi-Unit Tax Incentive
Pursuant to the Residential Multi-Unit Tax Incentive Bylaw No. 1962

Applicant & Authorized Agent Information:

Applicant Name:	
Mailing Address:	
Authorized Agent Name: <i>(If applicable)</i>	
Authorized Agent Address: <i>(if different from above)</i>	
Email Address:	
Phone Number:	
Registered Corporate Name <i>(If applicable):</i>	
Corporate Registry Office Address of Applicant:	

The Applicant is applying for a four-year tax incentive for:

- New Construction Expansion

Qualifying Property Information:

Physical address of Assessed Property:	
Legal Description of Assessed Property:	
Property Tax Roll number:	
Development Permit number:	
Assessed property value of previous year:	
Assessed property value of current year:	
Type and number of units or dwellings being built:	

Date construction will be completed:	
Date Qualifying Property is expected to be approved for occupancy:	

Describe, or append, an explanation of your Exemption and how you meet the criteria for one of the tax incentive programs listed above:

Indicate if the application includes the following:

- Application Fee (\$100.00 required)
- Agent Authorization Form/Directors' Resolution (if applicable)
- Photos (optional)
- Other materials (optional)

<hr/> Date of the Application	<hr/> Signature of Applicant (or Applicant's Agent)
	<hr/> Print Name of Applicant (or Applicant's Agent)

FOR OFFICE USE ONLY

<hr/> DATE THE APPLICATION WAS RECEIVED	<hr/> NAME OF RECIPIENT
--	--------------------------------

Note: Complete applications must be received by May 15th of the year when the requested Exemption is to commence. Applications and materials may be included in reports to Council and Council agenda packages. All Qualifying Properties may be subject to an inspection by the Town Administration to ensure the validity of the application.

Personal Information required by the Town of Fort Macleod application forms is collected under the authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your application may be included in reports that are available to the public as required or allowed by legislation. If you have any questions, please get in touch with the Town's FOIP Head at Liisa Gillingham, Director of Community and Protective Services @ 403 553-4425.

Development Application means an application made to the Development Authority in accordance with the Land Use Bylaw for the purpose of obtaining a development permit.

Development Area means the area to be occupied by a building plus the reasonable area required for excavation and construction.

Development Authority means the body established by bylaw to act as the Development Authority in accordance with sections 623(b) or (c) and 624 of the *MGA* and may include the Development Officer or other Designated Officer, the Municipal Planning Commission or the Council of the Town of Fort Macleod.

Development Officer means a person appointed as the Development Officer pursuant to section 624 of the *MGA*, the Town's Development Authority Bylaw and this Land Use Bylaw.

Development Permit means a document issued pursuant to this bylaw by the Town of Fort Macleod authorizing a Development that has been approved by the Development Authority or Subdivision and Development Appeal Board.

Discretionary Use means one or more uses of land or buildings in a land use district for which a development permit may be issued at the discretion of the Development Authority or the Subdivision and Development Appeal Board, with or without conditions.

District – see Land Use District

Drive-In/Drive-Through Restaurant means a restaurant which offers vehicle attendant service or drive-through customer service as a secondary means of dealing with customers.

Drive-Through means a use where services are provided to patrons who are in a motor vehicle and may have outdoor intercom devices provided that is typically accessory to a principle use.

Dry Cleaner means a development used for the cleaning and ironing of clothing related materials in a customer service basis but does not include laundromats. It may include tailoring services as an accessory use.

Dwelling means any building or portion thereof designed for human habitation and which is intended to be used as a residence for one or more individuals but does not include travel trailers, motor homes, recreational vehicles, or other mobile living units, hotel, motel, dormitory, boarding house, or similar accommodation. Dwelling includes the following:

- (a) **Apartment** means a building containing three or more dwelling units with shared services, facilities and outside entrances.
- (b) **Condominium** means a building containing four or more dwelling units each owned under separate title, and sharing communal areas for the provision of services, facilities, and outside entrances, all contained on a lot which is owned by the owners of the condominium units.
- (c) **Duplex** means a building containing two dwelling units connected by a common floor/wall or ceiling, but not legally subdivided by a property line.
- (d) **Manufactured** means a residential building containing one dwelling unit built in a factory and designed to be transported in one or more sections to a suitable site. The homes are typically built with an integrated frame that allows them to be placed on a surface-mount foundation (i.e. a home built to the CSA-Z240 standard). The home shall meet the requirements of a single-detached dwelling as defined in the Land Use Bylaw, but does not include a MODULAR, READY-TO-MOVE-IN, MOVED-IN dwelling.
- (e) **Modular** or modular construction means a dwelling unit built at an off-site manufacturing facility in conformance with CSA A-277 standards designed in two or more modules or sections. The dwelling

is transported by transport trailer in sections and delivered to the site where it is assembled over a conventional, permanent concrete foundation (a basement foundation, slab-on-grad or crawl space) or other approved foundation, but does not include a MANUFACTURED, READY-TO-MOVE, MOVED-IN, or SINGLE-DETACHED DWELLING.

- (f) **Moved-in** means a conventional, previously occupied building which is physically removed from one site, transported and re-established on another site with a different legal description for use as a residence. Modular dwelling, prefabricated dwelling and manufactured dwelling are separate uses and defined as single-detached prefabricated and single-detached manufactured.
- (g) **Multi-unit** means a building that contains 2 or more dwelling units, with a duplex or semi-detached unit being 2 units, a triplex being 3 units, and anything above and beyond that being either an apartment, condominium, or townhouse, depending on the ownership structure and physical layout of the building that contains the units, and the lot that contains the building.

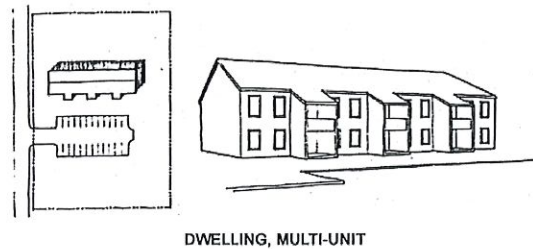


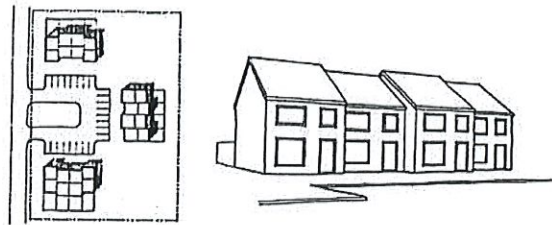
Figure 7.1: an example of a multi-unit dwelling.

- (h) **Panelized** means a dwelling unit constructed at the site intended for occupancy using pre-built exterior/interior wall panels and building components that are delivered to the site as a package ready for assembly over a conventional, permanent concrete foundation (basement foundation, slab-on-grade, or crawl space) but does not include a MODULAR, READY-TO-MOVE, MANUFACTURED, MOVED-IN, or SINGLE-DETACHED DWELLING.
- (i) **Ready-to-Move (RTM)** means a dwelling unit built to the current Alberta Building Code and approved by the CSA under the same standard as modular homes (CSA A-277) that would normally be constructed on the site intended for occupancy, but for various reasons, is constructed at an off-site manufacturing facility, construction site, plant site or building yard. It is then loaded and transported as one unit onto the proper moving equipment and delivered to the site intended for occupancy and placed on a concrete slab or basement or other approved foundation, but does not include a MODULAR, MANUFACTURED, MOVED-IN, or SINGLE-DETACHED DWELLING.
- (j) **Semi-detached** means a residential building containing only two dwelling units located side by side with separate access to each dwelling unit. Each dwelling unit is joined to the other unit by at least one common wall which extends from the foundation to at least the top of the first storey of both dwellings units.



Figure 7.2: an example of a semi-detached dwelling.

- (k) **Single Detached** means a building constructed on the lot intended for occupancy containing a single dwelling unit which is not attached to any other dwelling by any means.
- (l) **Single Detached (Existing)** means a single-detached site-built dwelling constructed and completed prior to the adoption of this bylaw or any amendments to this bylaw and is currently being used (legally) for residential occupancy.
- (m) **Townhouse** means a single building comprised of three or more dwelling units separated one from another by common party walls extending from foundation to roof, with each dwelling unit having a separate, direct entrance from grade and includes all row, linked, patio, garden court or other housing which meet such criteria.



DWELLING, TOWNHOUSE

Figure 7.3: an example of a townhouse building.

- (n) **Triplex** means a building containing three dwelling units connected by a common floor/wall or ceiling, but not legally subdivided by a property line.

Dwelling Unit means a self-contained living premises with cooking, eating, living, sleeping and sanitary facilities for domestic use of one or more individuals.

Dwelling Unit Above Non-Residential Use means a dwelling unit as defined by this bylaw that is located above non-residential uses that are located in the same building, and that meets all other requirements of this bylaw.

Dwelling Unit in Rear of Non-Residential use means a dwelling unit as defined by this bylaw that is located in the rear of a building that contains a non-residential use in the front portion of the same building, and that meets all other requirements of this bylaw.

E

Easement is the right to use the real property owned by another for a specific purpose.

Eave Line means the outermost extent of the extension or overhang of a roof line beyond the vertical wall of a building.

Eaves means the extension or overhang of a roof line beyond the vertical wall of a building.

Entertainment Establishment means a facility where beverages may be served to customers on the premises and may provide dramatic, musical, dancing or cabaret entertainment as well as the service of prepared food for consumption on the premises as an ancillary use. Typical uses include nightclubs, concert halls and dinner theatres but do not include bar/lounges, restaurants, breweries, distilleries and wineries, or adult entertainment establishments.

RESIDENTIAL MULTI-UNIT: R-MU

SECTION 1 PURPOSE

The purpose of this land use district is to provide for a high quality residential environment with an appropriate range of housing types that include a variety of densities of multi-unit dwellings, with the potential for single detached dwellings where appropriate.



SECTION 2 USES

Permitted Uses	*Discretionary Uses: A	†Discretionary Uses: B
Accessory building Accessory structure Accessory use Dwelling: up to 4 units 2-unit 3-unit 4-unit Home occupation 1 ‡Structural alterations to an approved use	Alternative energy, private Dwelling: Modular home A/B Moved-in Ready-to-move home A/B Single detached Home occupation 2 Moved-in building Shipping container: temporary	Dwelling: more than 4 units Apartment building or Condominium building Townhouse Group care facility (≤ 5 residents) Home occupation 3 Parks and playgrounds Secondary suites Senior citizen housing
Notes	*Applications for uses listed under Discretionary Uses – A may be decided on by the Development Officer.	
	†Applications for uses listed under Discretionary Uses – B shall be decided on by the Municipal Planning Commission.	
	‡Structural alterations to an approved use are only considered a permitted use if the alterations meet all other requirements of this bylaw, and <u>do not require any variances</u> . See Section 4.9 of Administration.	

SECTION 3 MINIMUM LOT SIZE

Dwelling Type	Lot Size	Lot Depth	Lot Width
Single detached	404.7 m ² (4356 ft ²)	30.2 m (99 ft)	13.4 m (44 ft)
2-unit to 4 unit	607 m ² (6534 ft ²)	30.2 m (99 ft)	20.1 m (66 ft)
Townhouse	Interior unit	184.2 m ² (1980 ft ²)	30.2 m (99 ft)
	End unit	323.1 m ² (3465 ft ²)	30.2 m (99 ft)
Apartment/Condominium	To the discretion of the Development Authority.		
All other uses	To the discretion of the Development Authority.		
Notes	Multi-unit lot size minimums are pre-development except for single detached, apartments, condominiums and townhouses.		

SECTION 4 SETBACKS

4.1 APPLICABILITY

- (1) Minimum setbacks for those discretionary uses that are not made up of a dwelling or dwelling units and do not take place within a dwelling unit shall be determined by the Development Authority;
- (2) notwithstanding the setbacks provided in Section 4.3 of this land use district, setbacks in established areas shall be determined by application of Section 3.6 of Administration; and
- (3) where the shape of a lot or other circumstances is such that the setbacks prescribed in Section 4.3 of this land use district cannot be reasonably applied, the Development Authority shall determine the setbacks.

4.2 BUILD WITHIN AREA

- (1) Build within area is applied to front setback requirements and provides a minimum and maximum setback for the frontage of the principal building, as illustrated in Figure 4.2.1; and

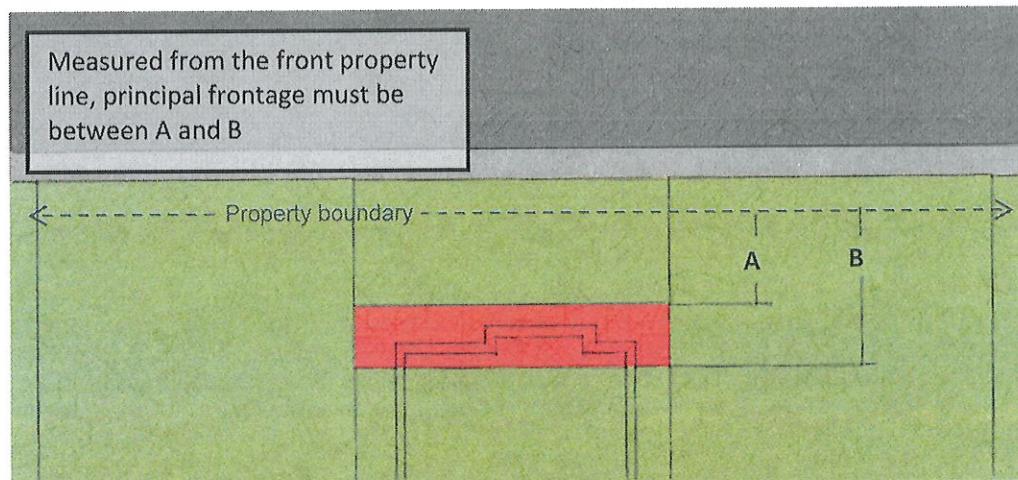


Figure 4.2.1: an example of a build within area.

- (2) unless otherwise stated, all other setback requirements of this section are minimums.

4.3 SETBACK REQUIREMENTS

Principal Building		
Mid-block	Front (build within area)	Minimum: 5 m (16.4 ft)
		Maximum: 7.5 m (24.6 ft)
	Attached garage oriented to the front of the principal building	Minimum: 6 m (19.7 ft)
		Maximum: 7.5 m (24.6 ft)
Rear	7.6 m (24.9 ft)	
Side	1.5 m (4.9 ft)	

Corner lot	Front: same as mid-block	
	Rear	5.0 m (16.4 ft)
	Side	1.5 m (4.9 ft)
	Secondary front	3.0 m (9.8 ft)
Notes	<i>Setbacks are measured to the closest point of the building, allowing for projections as per Section 21 of Schedule 3.</i>	
	<i>Where a site requires vehicular access that is not available from the rear of the lot and there is no attached garage or carport, the side setback on one side shall be 3.0 metres.</i>	
	<i>The side setback provision does not limit the building of a multi-unit dwelling where each dwelling is on a separate lot.</i>	

Accessory Building(s)/Structure(s)		
Mid-block	Front	N/A (prohibited in front yards)
	Rear	0.6 m (2 ft) – without laneway
		1.5 m (5 ft) – with laneway
	Side	0.6 m (2 ft)
Corner lot	Front: same as mid-block	
	Rear	1.0 m (3.3 ft)
	Side	1.0 m (3.3 ft)
	Secondary front	N/A (prohibited in secondary front)
Internal	From principal building	1.5 m (4.9 ft)
	From other accessory buildings	1.0 m (3.3 ft)
Notes	<i>Accessory buildings/structures shall be constructed such that eaves shall be no closer to a side or rear lot line than 0.6 m (2 ft) and all drainage is contained on the same lot as the accessory building/structure. See Section 1 of Schedule 3.</i>	
	<i>Internal setbacks include setbacks from accessory building/structure to accessory building/structure on the same lot and accessory building/structure to the principal building on the same lot.</i>	
	<i>No accessory buildings/structures shall be located adjacent to the principal building on the same side of the yard as the one-side 3.0 metre principal building setback, if applicable.</i>	
	<i>Buildings/structures permitted to be attached to the principal building are considered a part of the principal building and are required to meet principal building setbacks.</i>	

SECTION 5 MAXIMUM SITE COVERAGE

- (1) Total allowable coverage: 45% inclusive of all buildings and structures

- (2) Principal building: 30 – 45% depending on accessory structures

Note: attached garages are considered part of the principal building for the purposes of site coverage calculations.

- (3) Accessory building(s): 0 – 15% depending on principal building

SECTION 6 MAXIMUM BUILDING HEIGHT

- (1) Single detached and multi-unit dwellings up to 2 units: 10.1 m (33 ft)
- (2) Multi-unit dwellings 3 units and greater: 11 m (36.1 ft)
- (3) Detached garages with approved secondary suites: 7.5 m (24.6 ft) or the height of the principal dwelling, whichever is the lesser of the two
- (4) Accessory building(s)/structure(s): 4.9 m (16 ft)

SECTION 7 MINIMUM FLOOR AREA

7.1 APPLICABILITY

- (1) Minimum floor areas are calculated for that part of a building that is no more than 1.0 m (3.3 ft) below finished grade, which does not include finished basements or attached garages; and
- (2) should an individual dwelling unit be multiple storeys, the minimum floor area shall be required to be met for the main floor (closest to grade) of the dwelling, with the floor area of all other storeys being in addition to the minimum floor area requirements.

7.2 MINIMUM FLOOR AREAS

Dwelling Type	Minimum Floor Area
Single detached	74.3 m ² (800 ft ²)
Multi-unit (per dwelling unit) other than apartments and condominiums	65 m ² (700 ft ²)
Apartments and condominiums (per dwelling unit)	55.7 m ² (600 ft ²)
Secondary suite	30 m ² (322.9 ft ²)

SECTION 8 APPLICABLE SCHEDULES

- (1) The following schedules and sections of this bylaw that apply to the R-MU land use district include but are not limited to:

- (a) General Standards of Development: **Schedule 3**
 - Section 1: Accessory Buildings and Structures
 - Section 2: Access Requirements
 - Section 4: Corner Lots
 - Section 5: Decks and Patios
 - Section 6: Design Standards
 - Section 7: Exceptions to Building Height
 - Section 8: Fences, Privacy Walls and Gates

Section 10: Grading, Excavation, Stripping and Stockpiling
Section 11: Infill Development
Section 12: Interface Areas
Section 13: Landscaping
Section 15: Moved-in Buildings
Section 17: Outdoor Lighting
Section 19: Parking and Loading
Section 20: Prohibitions
Section 21: Projections into Setbacks
Section 23: Site Drainage and Stormwater Management

(b) Use-specific Standards of Development:

Schedule 4

Section 1: Alternative Energy Sources
Section 2: Bed and Breakfasts
Section 3: Childcare Facilities
Section 4: Group Care Facilities
Section 5: Home Occupations
Section 8: Lodging Houses
Section 10: Modular Homes and Ready-to-Move (RTM) Homes
Section 11: Multi-Unit Dwellings
Section 13: Secondary Suites



Agenda Item Submission Form

Date

1/11/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

01/23/2023

Agenda Section *

New Business

Department *

Administration

Director Name *

Kris Holbeck

Director Email

k.holbeck@fortmacleod.com

Submitter Information

Submitter Name

Kris

Email

k.holbeck@fortmacleod.com

Submission Title Name *

Control Documentation - 2022 Audit

Recommendation *

That Council reviews and approves the presented control documentation for the 2022 audit.

Rationale

The CAO and Director of Finance have reviewed the document and made any required changes. The auditors require this document to be approved by Council to ensure the oversight/governance audit risk is mitigated by having Council review and approve the document.

Background

This is an annual submission to Council.

Financial Implications

None.

Council Strategic Plan

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

- This submission is making Fort Macleod more VIBRANT.
- This submission is helping GROWTH in Fort Macleod.
- This submission is building COMMUNITY in Fort Macleod.
- This submission is improving SERVICE in Fort Macleod.

Vision: A vibrant, growing community, full of opportunity. Mission: To provide high-quality service in an efficient and responsible manner.

Attachments

Entity level - Risks controls and information systems 12.6.2022.docx 26.09KB

PART A: Control environment

1. Describe how management exhibits a commitment to integrity and ethical values.

The CAO and the management team (Directors and the Executive Assistant) continually demonstrate a commitment to ethical standards. Both the CAO and the Director of Finance are CPAs and have professional ethical standards. The Town has a code of conduct policy for employees and the Town Council, and the CAO have codes of conduct. The CAO holds monthly supervisor meetings and weekly management team meetings and stresses the organizational culture of integrity and ethical values. Employees are disciplined for improper behavior.

2. Describe how the Town Council provides effective oversight over management and the development and performance of internal control.

All Town Council members are independent of management. The Town Council is comprised of three private business owners, an HR manager, a chiropractor, a retired school teacher and a retired CPA. The Town Council meets three times a month (two Council meetings and a Committee of the Whole (COTW) meeting). There is also a finance and infrastructure meeting monthly when needed. The Director of Finance provides quarterly year to date revenue and expenditure reports with budget variances. Any significant financial issues are brought to the Town Council when they arise for discussion and a decision (if needed). Minutes of the Town Council meetings are drafted and presented for approval at the next meeting.

3. Describe management reporting lines, authorities and responsibilities designed to achieve financial reporting objectives.

The Town has an organization chart which shows direct and indirect reporting lines. This is for both operational issues and financial issues. The Director of Finance provides departmental heads with a year-to-date financial report for their departments with budget variances. The full operational financial report is also provided monthly to the CAO and the Directors to ensure full knowledge of both overall municipal financials and departments under their control. The organizational structure is simple enough to ensure the flow of information to all appropriate personnel. All foreman, department heads and Directors have experience, and the Town provides adequate resources to do their job.

4. Describe how management attracts, develops, and retains competent employees. Consider recruitment standards, training policies and periodic performance evaluations.

Job descriptions have the required training, knowledge and abilities embedded in them. The Town advertises in the local paper, online and with municipal associations to recruit the right people. The Town onboards personnel and does orientation. There is a six-month probationary period and annual performance evaluations.

5. Describe how the entity holds its personnel accountable. Consider mechanisms to communicate, performance measures, incentives and rewards and disciplinary actions (if necessary).

The Town has policies and procedures for staff, a collective agreement with the Union, monthly meetings with supervisors and day to day discussions between foreman, department heads and their directors. Open communication is encouraged between employees regardless of their position in the organization and all Directors and the CAO have an open-door policy. Disciplinary actions are taken when warranted.

PART B: RISK ASSESSMENT

6. Describe the process of assessing risk including
 - Business risks that would prevent achievement of goals
Increases to rates and fees could discourage new residents and businesses and have existing ones move to a different municipality. Poor administration or a Council that couldn't work together would also be a business risk.
 - Significant business process risk (consider all major processes).
Anything involving cash (which is minimal) as EFT payments are prevalent with the Town. Credit cards are reconciled monthly by the Director of Finance and petty cash is balanced monthly by the Director of Finance.
 - Risk that the financial statement may be materially misstated Low risk with independent auditors and CPAs in the role of CAO and Director of Finance and a retired CPA on Council.

7. When a significant change occurs, describe how management:
 - Identifies/assesses the business/fraud risks involved
Discussed between staff and the CAO prior to taking the change to Council and then discussed again with Council and the CAO.
 - Addresses the risks (i.e. internal controls) Internal controls are considered and implemented when warranted when there is a significant change. Example: new pool uses the Square system for the website, bookings and debit and credit card payments on site. The Foreman brings the cash deposit to the Town office weekly during the season where the Director of Finance and a Clerk count it and match it to the receipts provided and cash receipt it at the office and deposit it as part of our cash system. The credit card payments are reconciled monthly by the Director of Finance when doing the bank reconciliations. No pool staff (except the Foreman) are allowed to do refunds on the Square system. Between these internal controls there have been no incidents or theft noted for this system.

PART C: MONITORING

8. How does management determine whether the internal controls are operating as intended?
Day-to-day operations and a small team of staff and management help to keep apprised of internal controls and any problems with them. Once an issue is found, it is investigated, and the internal control is adjusted, or a different internal control is put in place to reduce the risk. Example: cash deposits were left in an overnight deposit bag in the vault on a shelf in 2021 and the vault door was closed and locked every night. The door was open during the day and staff had free access and one night the vault door was not locked and when the cash deposits were taken to the bank and checked against the Cash Receipts Spreadsheet, one deposit was missing. The Director of Finance changed the internal control to where cash was counted by the clerks during close, then given to a director to count again, seal the envelope and place in the overnight deposit bag which is now in a locked safe in the vault and the key to that safe is in a place only known to the Directors.

9. Document the process (if any) over:

- How on-going or separate valuations are used to monitor the effectiveness of controls.

Control effectiveness is monitored on an ongoing basis by management through observation and conversations with staff and the public.

- How control deficiencies are identified and remediated.

Through observations and discussions with all staff and the auditors and auditors will add any deficiencies noted to the annual management letter.

10. Describe how management ensures that the information sources used in the monitoring process are sufficiently reliable?

Management observation and discussions are held. Investigation into the issue is done and management and the CAO will make necessary changes.

PART D: INFORMATION AND COMMUNICATION

11. Document the financial reporting process used to prepare the entity's financial statements in accordance with the applicable reporting framework.

Consider the following:

- Where the information is obtained from, such as the general ledger, service providers, etc. Muniware software is used as the municipal software and is controlled in house by staff.
- The personnel involved, such as management, others within the entity and board members and their roles. The Director of Finance is in control of the audit process and compiles all working papers and reviewing working papers from other Town employees. The CAO and Council have interaction with the auditor for overarching questions and rarely make decisions on the financial statements as these are determined by the auditor and the Director of Finance.

12. Document the financial statement closing process.

Consider the following:

- The use of journal entries designed to make corrections and set up accruals The Director of Finance does all the ADJEs monthly and to adjust accounts at year end. The year end journal entries are filed separately and uploaded to the auditors with the audit working papers for review.
- Procedures performed, such as reconciliations and reports. All reconciliations and reports are compiled by, or reviewed by the Director of Finance prior to making the necessary year end adjustments.
- The process around collecting information for the preparation of the financial statements

All information is collected by the Director of Finance from source documents from all departments of the municipality.

13. Document the process used to capture any events and conditions other than transactions in the normal course of business, such as contingent liabilities, events impacting going concerned, subsequent events, etc.

Auditors assist with setting up these types of events with the Director of Finance during the audit.

14. Document the process around preparing disclosures to the financial statements.

Consider

- The personnel involved Director of Finance and if necessary the CAO.
- How the information is captured and its accuracy. Through discussions with the auditors and management staff and the CAO and Council.
- Use of experts, specialists, or checklists None.

PART E: UNERSTANDING JOURNAL ENTRIES

15. Describe the nature of the journal entries used in the financial reporting process. Address:

- The use of standard entries such as those transactions that occur in the normal course of business (e.g., sales, receipts, expenditures, and purchases). Monthly ADJEs are completed by the Director of Finance and reviewed and approved by the CAO.
- The use of non-standard entries, such as those transactions outside the normal course of business (e.g., F/S closing, consolidation, and business combination entries). Year end ADJEs are completed by the Director of Finance prior to uploading the working papers to the auditor and are approved by the CAO.
- Management requested entries, such as corrections and adjustments. Determined by the auditor and Director of Finance during the audit process and the item is discussed and a decision is made based on materiality and the impact of the FS users.

16. Document how journal entries are:

- Initiated – Director of Finance monthly or at year end.
- Authorized – Director of Finance or another department head authorizes them.
- Recorded – Director of Finance enters them.
- Approved – Director of Finance gives them to the CAO for approval and once approved, updates them to the accounting software.
- Reported – Monthly & bank reconciliation ADJEs are filed in the bank rec binders and all are available to the auditors. The year end ADJEs are scanned and uploaded to the auditor with the working papers.



Agenda Item Submission Form

Date

1/18/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

01/23/2023

Agenda Section *

New Business

Department *

Fire

Director Name *

Liisa Gillingham

Director Email

i.gillingham@fortmacleod.com

Submitter Information

Submitter Name

Liisa

Email

i.gillingham@fortmacleod.com

Submission Title Name *

Draft Letter to Minister Copping EMS and Rural Ambulance Response

Recommendation *

That Councils approves the presented letter regarding Volunteer Fire Departments and Rural Ambulance Response for Mayor Feyter to sign and send to Minister Copping.

Rationale

After receiving a letter from Ponoka relating to Ambulance Dispatch services, Council motioned to respond with a support letter from the Town of Fort Macleod. Our Fire Chief and Administration also support the content of this letter.

Background**Financial Implications****Council Strategic Plan**

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

- This submission is making Fort Macleod more VIBRANT.
- This submission is helping GROWTH in Fort Macleod.
- This submission is building COMMUNITY in Fort Macleod.
- This submission is improving SERVICE in Fort Macleod.

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Attachments

Minitter Copping ambulance services.pdf

172.09KB



January 3, 2023

Honourable Jason Copping, Minister of Health
432 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6
Health.minister@gov.ab.ca

RE: VOLUNTEER FIRE DEPARTMENTS AND RURAL AMBULANCE RESPONSE

Dear Minister Copping,

We are writing in support of letters currently being sent to you from other rural municipalities; specifically, letters that are highlighting the deficiencies in the current state of the provincial Alberta Health Services (AHS) ambulance services and dispatch practice. The inefficiency created by the change in the dispatch system continues to be inefficient and poorly managed.

Ambulances are often being dispatched to other zones or are quite some distance away from their “home” zone, which leads to longer than ideal wait times for patient transport.

One of the biggest barriers for our volunteer fire department continues to be communication channels between AHS dispatch, ambulances, and our fire crews. These seem to be almost non-existent with the ambulance services which often leads to double call outs from both ambulance and fire departments when only medical services are required, and AHS Ambulances can be on scene in a timely matter. These incidents and others across the province show the value of our local fire departments and their ability to arrive on scene when needed, but the lack of adequate ambulance service is placing unreasonable stress and expectations on volunteer firefighters and further putting the health and safety of rural Albertans in jeopardy.

We are hopeful that positive change can be made by your Ministry and that corrective actions will be taken to ensure all Albertans are provided with the appropriate level of service.

Sincerely,

Mayor Brent Feyter
Town of Fort Macleod

BF/AZ/lg

CC: *Premier Danielle Smith*
Rachel Notley, Leader of the Opposition
Alberta Municipalities
Roger Reid, MLA- Livingstone Macleod
Allen Zoeteman, Fire Chief – Town of Fort Macleod

D.26.00

Transfer of Patients by Fire Departments

Purpose: To define when On Line Medical Consultation (OLMC) should be initiated. Consultation with the OLMC is specified in the MFR Medical Control Protocols (MCP's). To receive advice on a challenging patient's presentation/situation when AHS EMS response times are expected to be prolonged.

Scope: All Fire Departments identified in the Intermunicipal Emergency Services Agreement:

1. Registered EMR, PCP, ACP or certified MFR or equivalent - Standard Approach and ongoing assessment.
2. Personnel on scene identify a need for OLMC based on MCP criteria or other urgent medical need.
3. Registered EMR, PCP, ACP, or certified MFR or equivalent will prepare the following details for OLMC:
 - Patient age/ Gender
 - History/ Assessment findings
 - Vital Signs
 - Alberta Health Care number (if available)
4. Registered EMR, PCP, ACP or certified MFR or equivalent - Responders call STARS link center at 1-888-507-8277 and request OLMC physician.
5. Registered EMR, PCP, ACP or certified MFR or equivalent will:
 - Identify yourself by name, agency, and level of medical training
 - Describe the reason for consultation
 - Identify the chief complaint
 - Summarize the patients history and assessment
6. Registered EMR, PCP, ACP or certified MFR or equivalent, will confirm EMS estimated arrival time with the AHS Deployment Manager.
7. Registered EMR, PCP, ACP or certified MFR or equivalent, will confirm OLMC direction for patient care and transfer.
8. Registered EMR, PCP, ACP or certified MFR or equivalent will confirm OLMC instructions before disconnecting the call and continuing with patient care and transfer.
9. Document all instructions from OLMC on the approved MFR Patient Care Report and WCES Patient Transfer Form.
10. Benchmark with Dispatch that OLMC has been contacted and approval has been given.
11. Crews will transfer the patient to the nearest hospital or the incoming AHS EMS unit. Contact with the AHS EMS unit will be established and maintained through the AFRRCS AHS working channels.



Agenda Item Submission Form

Date

1/18/2023

Meeting Type*

Regular Council Meeting

Meeting Date*

01/23/2023

Agenda Section*

New Business

Department*

Fire

Director Name*

Liisa Gillingham

Director Email

l.gillingham@fortmacleod.com

Submitter Information

Submitter Name

Liisa

Email

l.gillingham@fortmacleod.com

Submission Title Name*

Transporting Patients during AHS EMS delayed response times.

Recommendation*

That Council authorizes those fire departments identified in the Intermunicipal Emergency Services Agreement to transport critical patients in accordance with the criteria and process outlined in Operations Policy OP14 for transporting patients during prolonged response times. (Draft policy is attached with a final policy to be finalized and approved by Council prior to full implementation of this protocol.)

Rationale

The MD of Willow Creek purchased three response units in 2014, one of these units is in our Fire Hall and our Fire Department currently uses it. These were originally purchased for the purpose of medical first responses and the transporting of critical patients when EMS is delayed. The MD of Willow Creek participated in a pilot project in conjunction with AHS that allowed fire crews to transport critical patients. Although at the completion of the project, AHS deemed the service unnecessary, these response units remain fully equipped and capable of transporting patients, and they are currently being used as basic response units.

Process and Procedure to Implement

- MD Council to review - Completed
- Preparation of a Medical First Response Transport Guideline request for decision at the CAO/ Fire Chief Intermunicipal Emergency Services committee meeting. At the meeting the Fire Chiefs and CAO's will be briefed - and vote on whether the group supports this, with a resolution being prepared to take to each respective council. This is an important step as we contract services and as such these communities ultimately decide if the level of service is attainable, affordable and justifiable. - TODAY'S ACTION -
- The Council of Community's party to the intermunicipal emergency services committee will review and provide a resolution to adopt and approve the protocol. TODAY'S ACTION
- The Operating guideline is enacted once feedback from each community is known. (A Draft policy is attached with a final policy to be finalized and approved by Council prior to full implementation of this protocol.)
- MDWC Emergency Services staff will monitor the delivery of the protocol to ensure the level of service is met.

Background

The MD of Willow Creek purchased three response units in 2014, one of these units is in our Fire Hall and our Fire Department uses it. These were originally purchased for the purpose of medical first responses and the transporting of critical patients when EMS is delayed. The MD of Willow Creek participated in a pilot project in conjunction with AHS that allowed fire crews to transport critical patients. Although at the completion of the project, AHS deemed the service unnecessary, these response units remain fully equipped and capable of transporting patients, and they are currently being used as basic response units.

There have been recent discussions with John Hein, the medical first response Agency rep from AHS regarding the transporting of critical patients when ambulance response times are prolonged. Mr. Hein has indicated that if fire crews are on scene and need advice on a challenging patient/situation and AHS EMS arrival is expected to

be prolonged, that crews can consult with the "on-line medical control", and seek advice from the on call doctor and AHS Deployment Manager. Contact can be made through Dispatch when crews are out of cell phone coverage. In extreme cases when it is determined to be in the best interest of the patient, fire crews will be allowed to transport patients.

That being said, it has been made very clear that these types of transports will be done at the risk and cost of the applicable municipality. This is not a practice that AHS is recommending, but understands that sometimes the situation dictates the procedure.

The municipality's risk can be mitigated through a clear municipal Operating guidelines and AHS Medical First Response Protocols, along with the required minimum medical training of firefighters, and with ongoing monitoring and documentation. At this point we would suggest that any transport will be reviewed by the MD of Willow Creeks Director of Emergency Services to ensure proper procedures were followed but this has not been confirmed.

We are currently at that wait point for each municipality's Council and Administration, as to whether they are recognizing the AHS Protocol so the we can adopt a Joint MD and or Fort Macleod Operations Guideline for the transportation of critical patients when AHS EMS ambulance response times are prolonged. If a community is unwilling to recognize the AHS protocol, the will respond to the medical first response in their provided rescue apparatus.

Financial Implications

A patient transport bill would be sent directly to the patient to cover the cost as AHS would not take care of the cost of transport or restocking of the unit supplies.

Council Strategic Plan

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

- This submission is making Fort Macleod more VIBRANT.
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- This submission is building COMMUNITY in Fort Macleod.
- This submission is improving SERVICE in Fort Macleod.

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Attachments

D2600PatientTransferSOG-Draft_9a5a72a69e.pdf

57.17KB

2022 Membership Listing

Fort Macleod Chamber of Commerce	\$175.00
Alberta Association of Police Governance	\$100.00
<p>We maintain a frequent relationship with the Solicitor Generals office and do our best to help our members with any questions or concerns they might find difficult to get answers from within the Solicitor Generals' office. We are the 'push', when needed, and lobby on behalf of membership Resolutions. We provide template examples for your document needs, so you can view what other communities do, and save the time of starting from scratch. We have found our Associate members use this area for RCMP oversight bylaw examples. Our Board is active in calling, or meeting directly with, your municipal representatives to assist you with any questions or concerns. Most of our individual members would report that their main benefit is having opportunities for in-person discussions and training/information gathering at our conference. This is especially true for new Advisory/Committee/Commission members. Members have the opportunity to apply to sit on the ALERT Civilian Advisory Committee and offer a proposal to Host our annual Conference in their municipality.</p>	
Oldman Watershed Council	\$1,394.00
<p>The Oldman Watershed Council (OWC) is a not-for-profit organization in Southern Alberta, Canada. We are one of 11 Watershed Advisory and Planning Councils in Alberta, mandated by the provincial government to provide an independent voice for watershed management and health under the Province's Water For Life strategy. The Council consists of the staff and OWC members who work collaboratively with all stakeholders to improve the Oldman river watershed by: - improving and sharing knowledge -building and strengthening stakeholder partnerships -providing a science-based forum for all voices to be heard - promoting and facilitating community and institutional action and stewardship -developing and implementing integrated land and water plans. The Council is governed by a Board of Directors who are comprised of nineteen representatives from various stakeholder sectors, and four members at large. The OWC was formed in September 2004, when the Oldman River Basin Water Quality Initiative (Initiative) merged with the Oldman Basin Advisory Council (BAC). When the Province's Water for Life strategy was released, these two groups combined to provide a diverse partnership knowledgeable in all areas of watershed management, including sustainable water management and land-use practices in the Oldman Basin. WPACs (Watershed Planning and Advisory Councils) are mandated to create a State of the Watershed Report (SOW) and an Integrated Watershed Management Plan (IWMP). The OWC has accomplished these targets and is moving through implementation. The Government's Water For Life Action Plan includes three goals that form the basis for policy direction and reflect social, economic, and environmental influences.</p>	
Alberta Municipalities	\$3,775.43
<p>We represent Alberta's municipalities where over 85% of Albertans live: summer villages, villages, cities, towns, and specialized municipalities. We work with elected and administrative leaders of Alberta's municipalities to advocate for solutions to municipal issues, which we categorize as economic, environment, governance, infrastructure, or social. And we support communities by identifying and providing services that help them build resilient and thriving communities. We use our members' combined purchasing power to negotiate the best possible value and competitive pricing.</p>	
Highway 3 Twinning Development Association	\$1,038.45
<p>The Highway 3 Twinning Development Association (H3TDA) is a Community and Industry led initiative in Southern Alberta that has been advocating for the twinning of Highway 3 for over 20 years. Much of the progress that has happened along the corridor, from twinned sections to upgraded intersections and passing lanes, has been because of the influence our members have brought to bear on the issue in Edmonton. H3TDA is a membership based association, meaning that our operations are fully funded by municipal and private fees paid to fund our efforts. Because of this skin in the game from organizations that believe in our mission, we are able to speak with an independent collective voice on behalf of southern Albertans. The association is incorporated under the Societies Act as a non-profit association and is governed by an elected board of directors.</p>	
Federation of Canadian Municipalities	\$856.34
<p>FCM has been the national voice of municipal government since 1901. Our members include more than 2,100 municipalities of all sizes, from Canada's cities and rural communities, to northern communities and 20 provincial and territorial municipal associations. Together, they represent more than 92 percent of all Canadians from coast to coast to coast. Municipal leaders from across Canada assemble each year to set FCM policy on key issues.</p> <p>Canadian municipalities came together in 1901 as the Union of Canadian Municipalities (UCM). The Dominion Conference of Mayors was established in 1935 and by 1937 the two national bodies joined as the Canadian Federation of Mayors and Municipalities—renamed the Federation of Canadian Municipalities (FCM) in 1976.</p> <p>Today, we advocate for municipalities to be sure their citizens' needs are reflected in federal policies and programs. Year after year, our work benefits every municipal government and taxpayer in Canada, and our programming delivers tools that help municipalities tackle local challenges.</p>	
Alberta Southwest Regional Alliance	\$3,297.00
<p>Alberta SouthWest is one of nine Regional Economic Development Alliances (REDAs) within Alberta.</p> <p style="text-align: center;">An often asked question to us is: what is a REDA?</p> <p>Alberta's Regional Economic Development Alliances (REDAs) are regional Economic Development offices that are grassroots-based non-profit organizations comprised of member communities and regional stakeholders that work together to foster business development and prosperity in a defined geographic area, with a general emphasis on rural development.</p> <p>This collaboration and cooperation enables members and stakeholders to undertake projects that could not necessarily do on their own.</p> <p>The REDAs are supported and partially funded by Alberta Economic Development and Trade, and the Government of Alberta maintains a close and mutually supportive relationship with them.</p> <p>The REDAs are known for their ability to leverage funding from numerous sources, due to their strong collaborative nature, and drive investment into emerging industries.</p>	
TOTAL	\$10,636.22



Agenda Item Submission Form

Date

1/12/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

01/23/2023

Agenda Section *

New Business

Department *

Administration

Director Name *

Kris Holbeck

Director Email

k.holbeck@fortmacleod.com

Submitter Information

Submitter Name

Meranda Day Chief

Email

m.daychief@fortmacleod.com

Submission Title Name *

2023 Memberships

Recommendation *

That Council approves the following budgeted governance memberships for the 2023 year:
Fort Macleod Chamber of Commerce, Alberta Association of Police Governance, Oldman Watershed Council, Alberta Municipalities, Highway 3 Twinning Development Association (Approved Jan 9, 2023), Federation of Canadian Municipalities and Alberta Southwest Regional Alliance.

Rationale

At the January 9, 2023, Council meeting, Council requested that the list of memberships be reviewed and approved together each year.

Background

The Town is a member of numerous organizations and associations that benefit different areas of our community. The attached listing and a brief description of what each provides for the Town's membership is attached for your information.

Financial Implications

Fort Macleod Chamber of Commerce \$175.00
Alberta Association of Police Governance \$100.00
Oldman Watershed Council (see attached donation request letter) \$1394.00
Alberta Municipalities \$3775.43
Highway 3 Twinning Development Association (Approved Jan 9, 2023) \$1038.45
Federation of Canadian Municipalities \$856.34
Alberta Southwest Regional Alliance \$3297.00

Council Strategic Plan

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

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- This submission is helping GROWTH in Fort Macleod.
- This submission is building COMMUNITY in Fort Macleod.
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Vision: A vibrant, growing community, full of opportunity. Mission: To provide high-quality service in an efficient and responsible manner.

Attachments

2022 Memberships Council.pdf

19.3KB



Agenda Item Submission Form

Date

1/11/2023

Meeting Type *

Regular Council Meeting

Meeting Date *

01/23/2023

Agenda Section *

New Business

Department *

Council

Director Name *

Anthony Burdett

Director Email

a.burdett@fortmacleod.com

Submitter Information

Submitter Name

Meranda Day Chief

Email

m.daychief@fortmacleod.com

Submission Title Name *

Oldman Watershed Council 2023 Membership

Recommendation *

That Council approves the Oldman Watershed Council donation membership request for 2023 in the amount of \$1394.00.

Rationale

See attached letter.

Background**Financial Implications**

2023 - \$1394.00

2022 - \$1394.00

2021 - \$1394.00

2020 - \$1394.94

2019 - \$1335.15

Council Strategic Plan

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Attachments

20230110135143856.pdf

618.97KB



Oldman Watershed Council
Unit 276, 104 13 St N
Lethbridge, Alberta T1H 2R4
info@oldmanwatershed.ca
(403) 330-1346

Mayor Brent Feyter
Town of Fort Macleod
PO Box 1420
Fort Macleod Alberta T0L 0Z0

Dear Mayor Brent Feyter and Council,

January 4, 2023

Thank you for your on-going support of the Oldman Watershed Council and our mission to keep our water and land—the *foundation of our economy and society*—healthy and safe. You are an essential part of the fabric of our organization and we offer our sincerest thanks for your support as a donor.

The Oldman Watershed Council is your partner and a collaborative forum for all voices. Our Board of Directors is made up of 19 seats from all sectors, where each voice is at the table and has an equal vote. Municipalities have the most seats, with 3; 1 for towns and villages, 1 for rural municipalities, and 1 for the City of Lethbridge. OWC provides updates to municipalities at the monthly Mayors and Reeves of Southwest Alberta meetings.

When contentious issues are being debated, OWC provides reliable, trustworthy information so that you can make your own informed decisions—it is vital to have an unbiased, factual, science-based voice informing the conversation. Our unique role helps depolarize debates and assist decision-makers in making efficient and effective choices. We often receive accolades from stakeholders and government officials that our non-judgmental approach and information sharing is valuable and appreciated. We are uniquely positioned to help you make the best decisions for your community by providing neutral, apolitical information.

We work alongside all levels of government, stakeholders, and First Nations partners to improve the health of the watershed. We provide information about key watershed issues and work on the ground to restore ecosystems in Southern Alberta. For example, in 2021-22, we rehabilitated 11 streambanks by staking over 2500 willows. This reinforced eroding banks, improved water quality, and now provides critical habitat for fish and wildlife. In our community, we directly engaged with 3500+ people in-person and many more through our 11,000+ social audience who engage with our blogs, videos, and other content.

Our flagship project focuses on directly supporting watershed stewardship with funding, training, and technical expertise. Whether it is First Nations land managers, agricultural producers, backcountry recreationists, or an urban homeowner, we assist everyone in their journey to adopt watershed-friendly practices and minimize their environmental impacts. We invest in grassroots restoration projects and showcase these beneficial practices to the broader community. Additionally, we ensure that the needed educational opportunities, appropriate infrastructure, and practical guidelines exist to support steward initiatives. OWC focuses on *real solutions*. I hope you will take a moment to look through our [annual report](#), which highlights some of our amazing work through photos and brief project summaries.

Your municipality is asked to help ensure this critical work continues with a **standardized rate of 48¢ per resident for the April 2022 to March 2023 fiscal year. For 2,967 residents, based on the 2019 Municipal Affairs Population List, that is a donation of \$1,394.** Thank you for your support over the years, it is making a difference. Your contribution provides critical funding which allows us to provide citizen education, habitat restoration, and be an unbiased forum for all voices in the watershed.

Sincerely,

Doug Kaupp, OWC Chair and General Manager of Water and Wastewater, City of Lethbridge