



# Town of Fort Macleod Organizational Council Meeting Agenda

Monday, October 23, 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*

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	Pages
A. CALL TO ORDER	
B. APPROVAL OF AGENDA	
C. IN CAMERA	
C.1 PERSONNEL <i>FOIP Section 17</i>	
D. DEPUTY MAYOR SCHEDULE	3
E. COUNCIL APPOINTMENTS	4
F. COUNCIL MEETING SCHEDULE	34
G. MEMBER AT LARGE APPOINTMENTS	
G.1 BUILT HERITATGE ADVISORY BOARD Four vacancies, each for a 2-year term.  <i>Members can apply as a Fort Macleod residential heritage owner, a commercial heritage building owner, a building contractor experienced in heritage buildings, or a Chamber of Commerce representative.</i>	
G.1.a Donna Bird	
G.1.b Maas Brink	
G.2 ENVIRONMENT COMMITTEE Unlimited vacancies, each for a 2-year term.	
G.2.a Susan Glover	
G.3 FAMILY & COMMUNITY SUPPORT SERVICES BOARD Two vacancies for a 2-year term. One <u>youth</u> appointee for a 1-year term.	
G.3.a Doni-Lyn Houston	
G.3.b Jacquelyn Siron	
G.3.c Laura Yunick	
G.4 FORT MACLEOD HOUSING COMMITTEE Three vacancies, each for a 2-year term. <i>Members can apply as a Chamber of Commerce representative, a Real Estate community representative, or a community member at large.</i>	

G.4.a Brent Feyter  
*Nominated by the Fort Macleod District Chamber of Commerce as their representative.*

G.4.b Kiran Patel  
*Desired position: Member at large*

**G.5 FORT MACLEOD LIBRARY BOARD**  
Four vacancies, each for a 3-year term.

G.5.a Treana Cowen

**G.6 MUNICIPAL PLANNING COMMISSION**  
Three vacancies & One alternate, each for a 1-year term.

G.6.a David Arnoldussen

G.6.b Greg Beekman

G.6.c Brian Reach

G.6.d Robert Joe Rigaux

G.6.e Theo Vanee

**G.7 WILLOW CREEK FOUNDATION**  
One vacancy for a 2-year term.

G.7.a Pam Young

**H. ADJOURNMENT**



## Town of Fort Macleod Mayor & Council 2022- 2025

### DEPUTY MAYOR SCHEDULE

<b>FROM</b>	<b>TO</b>	<b>COUNCILLOR</b>
JULY 2022	JANUARY 2023	COUNCILLOR MONTEITH
FEBRUARY 2023	AUGUST 2023	COUNCILLOR WOLSTENHOLME
SEPTEMBER 2023	FEBRUARY 2024	COUNCILLOR VAN HUIGENBOS
MARCH 2024	SEPTEMBER 2024	COUNCILLOR HENGERER
OCTOBER 2024	MARCH 2025	COUNCILLOR FOX
APRIL 2025	OCTOBER 2025	COUNCILLOR POYTRESS

**Town of Fort Macleod Council Appointments  
Boards, Commissions and Committees  
2023-2024**

<b>COUNCIL MEETINGS</b>				
	<b>MEETING NAME</b>	<b>MEETING DATE/LOCATION</b>	<b>COUNCILLOR(S) 2022-2023</b>	<b>COUNCILLOR(S) 2023-2024</b>
<b>1</b>	Regular Council Meetings	2nd & 4th Monday of each month 7:00 pm	All	All
<b>2</b>	Committee of the Whole	3rd Tuesday of each month 7:00 pm (as needed)	All	All
<b>3</b>	Committee of the Whole - Finance & Infrastructure	1st Wednesday of each month 12:00 pm (as needed)	All	All
<b>INTERNAL COMMITTEES</b>				
	<b>COMMITTEE</b>	<b>MEETING DATE/LOCATION</b>	<b>COUNCILLOR(S) 2022-2023</b>	<b>COUNCILLOR(S) 2023-2024</b>
<b>4</b>	CAO Review Committee	As needed	All	
<b>5</b>	Council Timesheets Committee ( 2 Councillors)	Monthly with admin As scheduled	Monteith, Wolstenholme	
<b>6</b>	Emergency Management Advisory Committee (4 Councillors including Mayor - Chair)	Annually	Feyter, Wolstenholme, Fox & Poytress	
<b>COMMITTEES OF COUNCIL</b>				
	<b>COMMITTEE</b>	<b>MEETING DATE/LOCATION</b>	<b>COUNCILLOR(S) 2022-2023</b>	<b>COUNCILLOR(S) 2023-2024</b>
<b>7</b>	Built Heritage Advisory Board (2 Councillors & Staff)	Monthly @ GR Davis	Van Huigenbos, Poytress, Feyter (alt)	
<b>8</b>	Environment Committee (1 Councillor, 1 Alternate)	Jan, Mar, May, Sept, Nov 4th Wed 5:00 pm	Fox, Hengerer (alt)	
<b>9</b>	Family and Community Support Services (FCSS) (1 Councillor)	Evening meetings vary. Bi-monthly @ GR Davis	Hengerer	
<b>10</b>	Fort Macleod t Library Board (1 Councillor)	1st Tuesday 7:00 pm @ Library	Fox, Hengerer (alt)	
<b>11</b>	Fort Macleod Housing Committee (2 Councillors)	3rd Tuesday Noon @ GR Davis	Monteith & Fox	
<b>12</b>	Municipal Planning Commission (2 Councillors, 1 Alternate)	3rd Monday noon @ GR Davis	Van Huigenbos, Feyter, Hengerer (alt)	
<b>13</b>	Willow Creek Foundation (2 Councillors)	3rd Tuesday 10:00 am @ Pioneer Lodge	Wolstenholme, Monteith	
<b>33</b>	150th Community Celebration Committee (1 Councillor)	Temporary - Jan 9, 2023 to Dec 11, 2024. Semi-Monthly	Hengerer	Hengerer

**MAYOR / DEPUTY MAYOR - EXTERNAL COMMITTEES**

	<b>COMMITTEE</b>	<b>MEETING DATE/LOCATION</b>	<b>COUNCILLOR(S) 2022-2023</b>	<b>COUNCILLOR(S) 2023-2024</b>
14	Alberta Southwest Regional Alliance (Mayor & 1 Alternate)	1st Wednesday pm	Feyter, Deputy Mayor (alt)	Feyter, Deputy Mayor (alt)
15	Highway 3 Twinning Development Association (Mayor attend)	1st Friday, Monthly @ 10 am	Feyter, Deputy Mayor (alt)	Feyter, Deputy Mayor (alt)
16	Mayors and Reeves (Mayor attend)	1st Friday, No meeting July/Aug	Feyter, Deputy Mayor (alt)	Feyter, Deputy Mayor (alt)

**EXTERNAL COMMITTEES**

	<b>COMMITTEE</b>	<b>MEETING DATE/LOCATION</b>	<b>COUNCILLOR(S) 2022-2023</b>	<b>COUNCILLOR(S) 2023-2024</b>
17	Chinook Arch Regional Library Board (1 Councillor, 1 Alternate)	1st Thursday April, August, December, Lethbridge Meeting	Monteith	
18	Chinook Intermunicipal Subdivision & Development Appeal Board SDAB (1 Councillor)	As Required	Wolstenholme R.224.2022	
19	Crime Prevention Advisory Committee		Fox	Committee has folded
20	Cultural Heritage Tourism Alliance CHTA (1 Councillor)	2nd Tuesday 7:00 pm @ Fort	Hengerer	
21	Diversity & Inclusion Committee (1 Councillor, 1 Staff)		Fox	
22	Empress Theatre Society (1 Councillor)	4th Tuesday 7:00 pm @ Empress or Virtual	Poytress	
23	Fort Macleod Agriculture Society (1 Councillor Liaison Role)	1st Tuesday 8:00 pm @ Ag Hall	Van Huigenbos	
24	Fort Macleod Chamber of Commerce (1 Councillor Liaison & CAO)	Rotates Thursday noon, Thursday Evening	Feyter	
25	Fort Macleod Historical Association (1 Councillor, 1 Alternate)	2nd Thursday 7:00 pm @ Fort Museum	Feyter, Poytress (alt)	
26	Fort Macleod Interagency Board (1 Councillor)	4 times per year	Monteith	
27	Intermunicipal Collaboration Framework Committee	Minimum of once per year or as needed.	Feyter, Poytress & Wolstenholme (alt)	
28	Intermunicipal Development Plan Committee (MD Willow Creek)	As needed.	Feyter, Van Huigenbos, & Fox (alt)	
29	Oldman River Regional Services Commission ORRSC (1 Councillor, 1 Alternate)	Directors: Quarterly Executives: Monthly @ ORRSC Office Lethbridge	Wolstenholme, Feyter (alt) R.224.2022	
30	Oldman Watershed Council (1 Councillor)	Yearly meeting	Wolstenholme	
31	Regional Assessment Review Board ARB (1 Councillor)	3 year term Training & Meet as requested	Monteith 2022-2025	Monteith 2022-2025
32	Regional Waste Management Facility Authority (1 Councillor, 1 Alternate)	2nd Thursday 10:00 am Woodhouse	Wolstenholme, Poytress(alt)	



## INTERNAL COMMITTEE

### 4. CAO REVIEW COMMITTEE

Mayor & All Council Members

<b>Membership:</b>	All Councillors
<b>Mandate:</b>	Prepare and present annual review of the Chief Administrative Officer.
<b>Meetings Held:</b>	As needed
<b>Contact:</b>	Anthony Burdett, CAO 403-553-4425 cao@fortmacleod.com
<b>Requirements of Board:</b>	



## INTERNAL COMMITTEE

### 5. COUNCIL TIMESHEETS COMMITTEE

Councillor Gord Wolstenholme  
Councillor Jim Monteith

<b>Membership:</b>	Two Councillors
<b>Mandate:</b>	Review Council timesheets with Administration for monthly payroll.
<b>Meetings Held:</b>	Held: Varies How Often: Monthly Time: Daytime Duration: 30 mins to 1 hour Location: G R Davis Administration Building
<b>Contact:</b>	Liisa Gillingham, Director of Community & Protective Services 403-553-4425 <a href="mailto:dircps@fortmacleod.com">dircps@fortmacleod.com</a> Alt – Meranda Day Chief, Executive Assistant
<b>Requirements of Board:</b>	



**INTERNAL COMMITTEE**

**6. EMERGENCY MANAGEMENT ADVISORY COMMITTEE**

Mayor Brent Feyter  
 Councillor Gord Wolstenholme  
 Councillor Christina Fox  
 Councillor Aaron Poytress

<b>Membership:</b>	The committee shall consist of four Councillors, one of whom shall be the Mayor. The Mayor shall be the chair of the Committee. When the Mayor is absent or unable to attend, the chair of the committee shall devolve to members of Council present to assign an acting chair.
<b>Mandate:</b>	The Municipal Emergency Advisory Committee is established to advise on the development of municipal emergency plans and programs.
<b>Meetings Held:</b>	Held: To be determined Frequency: Once Yearly
<b>Contact:</b>	Liisa Gillingham, Director of Emergency Management 403-553-4425 dircps@fortmacleod.com
<b>Requirements of Board:</b>	Bylaw 1930 – Emergency Management Bylaw





**7. BUILT HERITAGE ADVISORY BOARD (BHAB)**

- Councillor – Aaron Poytress
- Councillor – Marco Van Huigenbos (alternate Mayor Brent Feyter)
- Fraser Shaw - Government of Alberta Department of Culture and Tourism Rep  
April 2023 – April 2025
- Jason Sailer - Architect or Designer experienced in heritage conservation  
October 2022 – October 2024
- Donna Bird- Fort Macleod residential Heritage building owner  
October 2023 – October 2025
- Vacant - Fort Macleod and District Chamber of Commerce Rep

<b>Membership:</b>	Two Members of Council – Voting, One Government of Alberta Department of Culture and Tourism Rep – Voting, One Fort Macleod and District Chamber of Commerce Rep – Voting, One Fort Macleod residential Heritage building owner – Voting, One Fort Macleod commercial heritage building owner – Voting, One building contractor experienced in heritage buildings – Voting, One Architect or Designer experienced in heritage conservation – Voting, Built Heritage Advisor – Non-Voting
<b>Mandate:</b>	Advise the Town of Fort Macleod’s staff and Council on any matter related to the protection and conservation of built historic resources. This includes the protection and conservation of buildings, structures or landscape features of heritage significance located within Town’s limits. Undertake initiatives and activities to raise awareness and promote the built heritage resources within the community.
<b>Meetings Held:</b>	Held: Monthly Time: 7:00 pm Duration: 1- 2 hours Location: Virtual or at G.R Davis Administration Building
<b>Contact:</b>	Director of Operations – Built Heritage Advisor operations@fortmacleod.com 403-553-4425
<b>Requirements of Board:</b>	Bylaw 1839



**8. ENVIRONMENT COMMITTEE**

Councillor – Christina Fox	
Alternate Councillor - Mackenzie Hengerer	
Susan Glover	Oct 2021 – Oct 2023
Ronda Reach	Nov 2021 – Nov 2023
Gerri-Jo Atwood	Oct 2022 – Oct 2024
Jon Austin	Nov 2022 – Nov 2024
Linda Gonnet	Oct 2022 – Oct 2024

<b>Membership:</b>	1 Councillor representative Any number of the public at large members (minimum of 4). All are appointed by Council at the Organizational meeting for a 2-year term. Terms are to be staggered to provide overlapping membership.
<b>Mandate:</b>	Promote environmental awareness including our visual environment, to act as a liaison for people with environmental concerns, to assist Council with environmental solutions, to assist Council in accessing funding sources for environmentally friendly activities and projects, to promote the concepts of reducing, reusing and recycling, and recovery on a local level, and to organize and promote beautification projects with the consent of Council.
<b>Meetings Held:</b>	Held: 4 <sup>th</sup> Wednesday How Often: Quarterly -Jan, Mar, May, Sept Time: 5:00 pm Duration: 2- 3 hours Location: Library or Zoom
<b>Contact:</b>	Director of Operations operations@fortmacleod.com
<b>Requirements of Board:</b>	Terms of Reference



**9. FAMILY AND COMMUNITY SUPPORT SERVICES (FCSS)**

Councillor Mackenzie Hengerer  
 MD Willow Creek No. 26 Councillor John Van Driesten  
 MD Willow Creek No. 26 Representative - **Vacant**  
 Doni-Lyn Houston  
 Barent Goodrich  
 Lisa Perry - Alternate  
 Youth Appointee – **Vacant**  
 Member at Large x2 - **Vacant**

Oct 2021 – Oct 2023  
 Oct 2022 – Oct 2024  
 Oct 2022 – Oct 2024

<b>Membership:</b>	1 Town of Fort Macleod Councillor representative, 1 MD of Willow Creek No.26 Councillor representative, 3 members to be electors from the Town, 1 member to be an elector from the included portion of the MD (Each for a two-year term.) & 1 member to be a youth representative from either jurisdiction, for a one-year term. <u>Note:</u> Bylaw is being revised to be brought to Council for review.
<b>Mandate:</b>	Operate all FCSS programs for the Town and included portion of the MD, including developing monitoring for programs as required by the communities within the FCSS mandate, direct FCSS finances within budgetary limits set by Council, establish user fees for programs under this mandate, negotiate and recommend to Council contracts and agreements as required, formulate policies for programs as required, file a written annual report with the Councils on Operations, establish sub-committees as required for areas of specific interest, work with local service groups to coordinate services and activities..
<b>Meetings Held:</b>	Held: Varies How Often: Monthly except for July & August Time: 7:00 pm Duration: 2- 3 hours Location: Virtually or G.R Davis Administration Building
<b>Contact:</b>	Amanda Lawrence, FCSS Director 403-553-4491 fcss@fortmacleod.com
<b>Requirements of Board:</b>	Bylaw 1964



**10. FORT MACLEOD AND DISTRICT LIBRARY BOARD**

Councillor – Christina Fox

MD of Willow Creek Reeve Maryanne Sandberg

MD of Willow Creek rep Edith Evans

MD of Willow Creek rep Valerie Kostenlansky

Jocelyn Bieniewski

Sydney Tobler

Member at Large x4 – **Vacant**

Jan 2021 – Jan 2024

Nov 2022 – Nov 2025

Feb 2021 – Feb 2024

Feb 2021 – Feb 2024

<b>Membership:</b>	Appointed by the Town of Fort Macleod Council. Consists of no fewer than five, and no more than ten members with these being required. Not more than two members of the Fort Macleod Council, 1 Councillor from the M.D. of Willow Creek No. 26, Three members-at-large from the MD of Willow Creek No. 26. Each for a three-year term.
<b>Mandate:</b>	Operating under the Alberta Libraries Act, subject to any enactment that limits its authority, has full management and control of the Town of Fort Macleod Library and shall in accordance with the regulations, organize, promote, and maintain comprehensive and efficient library services in the Town of Fort Macleod and may cooperate with other boards and libraries in the provision of these services.
<b>Meetings Held:</b>	Held: 1 <sup>st</sup> Tuesday How Often: Monthly Time: 7:00 pm Duration: 2- 3 hours Location: Virtually or G.R Davis Administration Building
<b>Contact:</b>	Chairperson – Maryanne Sandberg Vice Chair – Jocelyn Bieniewski Darlene Hofer, Librarian 403-553-3880 264 24 <sup>th</sup> Street, Fort Macleod headlibrarian@fortmacleodlibrary.ca
<b>Requirements of Board:</b>	Alberta Library Act



**COMMITTEE OF COUNCIL**

**11. FORT MACLEOD HOUSING COMMITTEE**

Councillor Jim Monteith  
 Councillor Christina Fox  
 Willow Creek Foundation – Jackie Vanee- Palmer  
 Foothills Center – Val Campbell  
 FCSS – Amanda Lawrence  
 FCSS Housing Support Worker – Stacey Morcom  
 KFFC - **Vacant**  
 AHS – **Vacant**  
 Chamber of Commerce – Brent Feyter  
 Real Estate Community – Anne Barnes  
 Member at Large – Rachel Dalgetty  
**Unfilled Vacancy** x2

Oct 2021 – Oct 2023  
 Oct 2021 – Oct 2023  
 Oct 2022 – Oct 2024

<b>Membership:</b>	Two Town of Fort Macleod Council members, and a representative from the Willow Creek Foundation, Foothills Centre, F.C.S.S and Housing Liaison Worker, Alberta Health Services, Kids First Family Centre, the Real Estate Community, Chamber of Commerce, and two community members at large.
<b>Mandate:</b>	Increase capacity for action on the continuum housing in Fort Macleod. To facilitate partnerships and collaborative planning toward the effective development of housing strategies in Fort Macleod through working sub-committees. To assist Town Council in the development of a Community Housing Action Plan.
<b>Meetings Held:</b>	How Often: Monthly Time: 12:00 pm Duration: 1- 2 Hours Location: Virtually or at the G.R Davis Administration Building, Fort Macleod
<b>Contact:</b>	Stacey Morcom, FCSS Housing Support Liaison 403-553-4491 or fcss@fortmacleod.com
<b>Requirements of Board:</b>	Terms of Reference



**12. MUNICIPAL PLANNING COMMISSION**

Councillor Van Huigenbos  
 Mayor Brent Feyter  
 Alternate Mackenzie Hengerer  
 David Arnoldussen  
 Joe Rigaux  
 Brian Reach  
 Alternate - **Vacant**

Oct 2022- Oct 2023  
 Oct 2022- Oct 2023  
 Oct 2022- Oct 2023

<b>Membership:</b>	Composed of not less than five persons appointed by Council. Two Councillors and Three Members of the public. One alternative. Each for a one-year term.
<b>Mandate:</b>	Receive, consider, and decide on applications for development permits within the manner prescribed in the Land Use Bylaw of the Town of Fort Macleod.
<b>Meetings Held:</b>	Held: 3 <sup>rd</sup> Monday How Often: Monthly Time: 12:00 pm Duration: 1 to 3 hours Location: G.R Davis Administration Building, Fort Macleod
<b>Contact:</b>	Keli Sandford, Planning and Development Officer 403-553-4425 development@fortmacleod.com
<b>Requirements of Board:</b>	Current Land Use Bylaw & Bylaw 1783



**EXTERNAL COMMITTEE**

**13. WILLOW CREEK FOUNDATION**

Councillor Gord Wolstenholme  
 Councillor Jim Monteith  
 Pam Young

Oct 2021 – Oct 2023

<b>Membership:</b>	The management body shall be governed by a board, comprised of six members as follows; a) Each member of the management body shall appoint one member to the board from its municipal council in the manner each member determines appropriate. b) Each member of the management body shall appoint one member to the board from the public at large in the manner each member determines appropriate. c) Each member of the management body shall appoint one member to the board from its municipal council or from its municipal council or from the public at large in the manner each member determines appropriate.
<b>Mandate:</b>	Willow Creek Foundation is an organization of excellence. We are highly respected as a provider of affordable housing, services and care for seniors of our communities. To provide affordable housing and quality services responsive to the needs of our residents and tenants.
<b>Meetings Held:</b>	Held: 3 <sup>rd</sup> Thursday How Often: Monthly Time: 10:00 am Location: Willow Creek Foundation
<b>Contact:</b>	Jackie Vanee-Palmer cao@wcfound.com 403-553-3662
<b>Requirements of Board:</b>	Willow Creek Board Selection Criteria



**14. ALBERTA SOUTHWEST REGIONAL ALLIANCE LTD.**

Mayor Brent Feyter  
 Alternate Deputy Mayor

<b>Membership:</b>	Mayor or Deputy Mayor as an alternate. Board of elected representatives from each member community.
<b>Mandate:</b>	Encourage and support economic diversification and value-added sector development. Identify and communicate new investment opportunities. Support the attraction, retention and growth of business enterprises, and Enhance Alberta’s competitiveness by promoting innovation & productivity. Facilitate regional cooperation and collaboration. Identify opportunities to streamline regulatory processes to enhance regional competitiveness. Support strategic economic development planning. Demonstrate inclusiveness of regional stakeholders in planning processes and establishment of priorities. Engage in the exchange of regional economic information.
<b>Meetings Held:</b>	Held: Monthly 1 <sup>st</sup> Wednesday. Time: Evening Duration: 1- 2 hours Location: Virtual or Community Hosts
<b>Contact:</b>	Bev Thorton bev@albertasouthwest.com
<b>Requirements of Board:</b>	





**EXTERNAL COMMITTEE**

**15. HIGHWAY 3 TWINNING DEVELOPMENT ASSOCIATION**

Mayor Brent Feyter

<b>Membership:</b>	Mayor or Deputy as Alternate. One member of Council.
<b>Mandate:</b>	The Highway 3 Twinning and Development Association promotes and works proactively and constructively with Provincial and Federal governments for the purpose of twinning Highway 3 from the British Columbia border to Medicine Hat.
<b>Meetings Held:</b>	Held: 1 <sup>st</sup> Friday How Often: Monthly Time: 10:00 am Duration: 1- 2 Hours Location: Lethbridge City Hall, Culver City Room
<b>Contact:</b>	admin@twin3.ca
<b>Requirements of Board:</b>	Membership to the association.



**16. MAYORS & REEVES OF SOUTHERN ALBERTA**

Mayor Brent Feyter

<b>Membership:</b>	Mayor or Deputy as Alternate
<b>Mandate:</b>	Mayors and Reeves from across southern Alberta meet to discuss issues that affect their municipalities and collectively agree on solutions to issues that arise.
<b>Meetings Held:</b>	Held: First Friday How Often: Monthly (no meetings in July and August) Time: 1:00 pm Duration: 2 to 3 hours Location: City Hall – Culver City Room
<b>Contact:</b>	Mayor’s Office – Barb Tate 403-320-3823
<b>Requirements of Board:</b>	Only the Mayor is appointed to the board.



**EXTERNAL COMMITTEE**

**17. CHINOOK ARCH REGIONAL LIBRARY BOARD**

Councillor Jim Monteith

<b>Membership:</b>	Elected Official representatives from each of the 41 municipalities. Three-year terms of a Six-year maximum.
<b>Mandate:</b>	The Chinook Arch Regional Library Board is responsible for the overall governance of the Chinook Arch Regional Library System including the following functions: Governance Policy Financial Review Planning Marketing Communications
<b>Meetings Held:</b>	Held: 1 <sup>st</sup> Thursday of April, August and December of each year Time: 5:00 pm Dinner, 5:30 pm Meeting starts Duration: 2- 3 hours Location: Chinook Arch Regional Library System Office at 2902 – 7 Avenue North, Lethbridge Alberta.
<b>Contact:</b>	Robin Hephner, CEO 403-380-1505 rhepher@chinookarch.ca
<b>Requirements of Board:</b>	The Chinook Arch Regional Library Board is responsible for governance policy, financial review, planning and marketing. In addition, Board members are invited to serve on one of the three standing committees. <ul style="list-style-type: none"> <li>Note – CEO is scheduled to provide board updates as a delegation to Council at the November 28, 2022, Council Meeting</li> </ul>



**18. CHINOOK INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

Councillor Gord Wolstenholme

Oct 2022- Oct 2023

<b>Membership:</b>	The municipality may select and appoint individual(s) to be a Board member to be available to sit on a panel for the Intermunicipal Subdivision and Development Appeal Board. The appointment shall be made by resolution of Council. Appointed board members from a municipality shall consist of no more than three members, no more than one being an elected official the other two being non-elected officials who are persons at large. Maybe appointed for a two- or three-year term.
<b>Mandate:</b>	The Board is an independent quasi-judicial tribunal. Within the mandate of the <i>Municipal Government Act, RSA, c M-26</i> , as amended and the Intermunicipal Subdivision and Development Appeal Board (SDAB) Bylaw to hear decisions of the Development or Subdivision authority in relation to a development permit or subdivision application.
<b>Meetings Held:</b>	Held: As required How Often: Unknown Time: Unknown Duration: Unknown Location: Unknown
<b>Contact:</b>	Oldman River Regional Services Commission
<b>Requirements of Board:</b>	Bylaw 1892, Agreement for Chinook Intermunicipal Subdivision and Appeal Board and Procedural Guidelines.



**EXTERNAL COMMITTEE**

**20. CULTURAL HERITAGE TOURISM ALLIANCE SOCIETY**

Councillor Mackenzie Hengerer

<b>Membership:</b>	1 Councillor
<b>Mandate:</b>	
<b>Meetings Held:</b>	Held: 2 <sup>nd</sup> Tuesday How Often: Monthly Time: 7:00 pm Duration: 2 to 3 hours Location: Fort Museum
<b>Contact:</b>	Sandy Davis, Executive Director Fort Museum of the NWMP 403-553-4703 <a href="mailto:sitemanager@fortmacleod.com">sitemanager@fortmacleod.com</a>
<b>Requirements of Board:</b>	Attached, Code of Conduct & Membership



**EXTERNAL COMMITTEE**

**21. DIVERSITY & INCLUSION COMMITTEE**

Councillor Christina Fox

<b>Membership:</b>	1 Councillor representative. The committee membership is broad, inclusive, and reflective of the diversity of the community. Members can be organizational representatives or individuals. Members will serve experts/community champions with lived experience from diverse populations, education, and/or work-related expertise in the field of diversity and inclusion. The group will engage in ongoing review of who is missing from the table and work to ensure representation from diverse groups in the community. The term for membership will be ongoing and/or as determined by the group.
<b>Mandate:</b>	The Fort Macleod Diversity & Inclusion Committee is a community-based group whose members collaborate to promote belonging and inclusion for everyone in the community.
<b>Meetings Held:</b>	How Often: Unkown
<b>Contact:</b>	Amanda Lawrence, FCSS Director 403-553-4491 <a href="mailto:fcss@fortmacleod.com">fcss@fortmacleod.com</a>
<b>Requirements of Board:</b>	Terms of Reference



**EXTERNAL COMMITTEE**

**22. EMPRESS THEATRE SOCIETY**

Councillor Aaron Poytress

<b>Membership:</b>	Members who are in good standing who are present at the AGM shall elect a Board of Directors consisting of President, Vice President, Secretary, and Treasurer, a minimum of 3 to a maximum of 5 additional directors.
<b>Mandate:</b>	The Town of Fort Macleod may appoint a Councillor to attend meetings of the Board in a liaison (non-voting) capacity.
<b>Meetings Held:</b>	Held: 4 <sup>th</sup> Tuesday How Often: Monthly Time: 7:00 pm Duration: 1 - 2 hours Location: Empress Theatre, 235 Main Street Fort Macleod or virtual using zoom available.
<b>Contact:</b>	Denise Joel, President Margret Ann Bianco, Administrator 403-553-4404 <a href="mailto:empress@emprestheatre.ab.ca">empress@emprestheatre.ab.ca</a>
<b>Requirements of Board:</b>	Empress Theatre Society Bylaws and Terms of Reference



**EXTERNAL COMMITTEE**

**23. FORT MACLEOD & DISTRICT AGRICULTURE SOCIETY**

Councillor Marco Van Huigenbos

<b>Membership:</b>	1 Town rep, 1 MD rep
<b>Mandate:</b>	Bylaws coming after Nov 26 <sup>th</sup>
<b>Meetings Held:</b>	Held: Monthly on the 1 <sup>st</sup> Tuesday Time: 8:00 pm Duration: 1- 2 hours Location: Ag Hall
<b>Contact:</b>	Donna Friesen, President 403-634-8768 fmagsociety@gmail.com Fern 403-308-7314
<b>Requirements of Board:</b>	Attend meetings monthly or as needed.





**EXTERNAL COMMITTEE**

**24. FORT MACLEOD CHAMBER OF COMMERCE**

Mayor Brent Feyter

<b>Membership:</b>	One Council Liaison & CAO
<b>Mandate:</b>	Representing and supporting local businesses in Fort Macleod.
<b>Meetings Held:</b>	Held: Monthly on 3 <sup>rd</sup> Thursday Time: 12:00 pm (noon) Duration: 1- 2 hours Location: Varies
<b>Contact:</b>	John Guliker, President Mike Bourassa, Vice Presidents Or Admin- Sydney Tobler Box 178, Fort Macleod, AB <a href="mailto:fmchamber1888@gmail.com">fmchamber1888@gmail.com</a> 403-715-2125
<b>Requirements of Board:</b>	Policies currently under review by Chamber. Hope to have completed in 2023.



**25. FORT MACLEOD HISTORICAL ASSOCIATION**

Mayor Brent Feyter  
 Alternate Councillor Aaron Poytress

<b>Membership:</b>	1 Town of Fort Macleod Councillor representative
<b>Mandate:</b>	<p><b>Values</b></p> <ul style="list-style-type: none"> <li>• We are committed to amplifying truth through storytelling.</li> <li>• Our strength and resilience are based in inclusive relationships.</li> <li>• Our adaptability heightens our effectiveness and efficiency when faced with change.</li> </ul> <p><b>Vision</b>-Making space to meaningfully connect with living history and culture.</p> <p><b>Mission</b>-The Fort Museum of the NWMP and First Nations Interpretive Centre captivates and inspires its audiences through authentic storytelling, engaging experiences, and dynamic community connections.</p>
<b>Meetings Held:</b>	<p>Held: 2<sup>nd</sup> Thursday          How Often: Monthly          Time: 7:00 pm          Duration: 2- 3 hours          Location: Fort Museum</p>
<b>Contact:</b>	<p>Sandi Davis, Fort Museum          403-553-4703          sitemanager@fortmacleod.com</p>
<b>Requirements of Board:</b>	Fort Museum Governance Policy Manual



**EXTERNAL COMMITTEE**

**26. FORT MACLEOD INTERAGENCY COMMITTEE**

Councillor Jim Monteith

<b>Membership:</b>	1 Town of Fort Macleod Councillor representative alongside various agencies in Fort Macleod.
<b>Mandate:</b>	The Interagency Committee works to foster cooperation between various agencies so that processes are endangered proactively toward a healthy community for development of all, by sharing information at meetings.
<b>Meetings Held:</b>	Held: Varies How Often: Quarterly Time: 12:00 pm Duration: 1- 2 hours Location: Virtually
<b>Contact:</b>	Amanda Lawrence, FCSS Director 403-553-4491 fcss@fortmacleod.com
<b>Requirements of Board:</b>	Information sharing, and education. Address common issues, coordinate activities and events, network and update each other on community events.



**EXTERNAL COMMITTEE**

**27. INTERMUNICIPAL COLLABORATION FRAMEWORK (ICF) COMMITTEE**

Mayor Feyter  
 Councillor Aaron Poytress  
 & Alternate Gord Wolstenholme

<b>Membership:</b>	Town's of Fort Macleod, Claresholm, Stavely, Nanton and the Municipal District of Willow Creek. The Committee will be comprised of two (2) members of Council each municipality with the CAO from each community as an advisor role.
<b>Mandate:</b>	Bylaw 1908 Willow Creek Regional Intermunicipal Collaboration Framework Intermunicipal Recreation Agreement Intermunicipal Emergency Services Agreement
<b>Meetings Held:</b>	Held: Minimum of once yearly. Location: Rotates between municipalities. The hosting communities CAO coordinates meeting dates, agendas, costs and facility requirements.
<b>Contact:</b>	CAO from the MD, Fort Macleod, Claresholm, Stavely, & Nanton.
<b>Requirements of Board:</b>	See Bylaw 1908: ICF Schedule B "Committee Procedures"



**EXTERNAL COMMITTEE**

**28. INTERMUNICIPAL DEVELOPMENT PLAN (IDP) COMMITTEE**

Mayor Feyter  
 Councillor Van Huigenbos  
 Alternate Councillor Christina Fox

<b>Membership:</b>	The Committee will be comprised of two (2) members of Council from both the Town and MD. Each municipality may appoint an alternate Committee member in the event a regular member cannot attend a scheduled meeting. Alternate Committee members shall have standing. Quorum shall consist of four (4) voting members. At least one (1) member of each municipality's administrative staff shall attend each meeting in the capacity of technical, non-voting advisor.
<b>Mandate:</b>	Bylaw 1949 – Intermunicipal Development Policy See Part C for Committee Policies
<b>Meetings Held:</b>	Held: As needed. Meetings of the Committee may be held at the request of either municipality to discuss land use or other planning matters, dispute resolution, or any other matter of intermunicipal importance.
<b>Contact:</b>	Municipal District of Willow Creek Derrick Krizan, CAO Derrick@mdwillowcreek.com
<b>Requirements of Board:</b>	Bylaw 1949 - See Part C for Committee Policies



**EXTERNAL COMMITTEE**

**29. OLDMAN RIVER REGIONAL SERVICES COMMISSION (ORRSC)**

Councillor Gord Wolstenholme (Executive Committee - Chair)  
 Alternative Mayor Brent Feyter

Oct 2022 -Oct 2023  
 Oct 2022 -Oct 2023

<b>Membership:</b>	Each municipality of ORRSC has an appointed member on the Board of Directors. The current Executive Committee is: <b>Gordon Wolstenholme – Chair (Town of Fort Macleod)</b> Don Anderberg – Vice-Chair (Town of Pincher Creek) Brad Schlossberger (Town of Claresholm) Christopher Northcott (Vulcan County) Neil Sieben (Town of Raymond) Jesse Potrie (Town of Coalhurst)
<b>Mandate:</b>	Municipal Government Act.
<b>Meetings Held:</b>	Board of Directors: Quarterly Executive Board: Monthly Location: ORRSC Office, Lethbridge
<b>Contact:</b>	Director Lenze Kuiper <a href="mailto:lenzekuiper@orrsc.com">lenzekuiper@orrsc.com</a> 403-329-1344
<b>Requirements of Board:</b>	The Executive Committee is elected by the Board of Directors and has been delegated the responsible for financial and administrative matters, including budget preparation, approval of accounts, procedures and policies for hiring and dismissal of staff and specific issues affecting administration or policy. See attached Board of Directors and Executive Committee Bylaw or more online. <a href="https://www.orrsc.com/about/about/">https://www.orrsc.com/about/about/</a>



**EXTERNAL COMMITTEE/MEMBERSHIP**

**30. OLDMAN WATERSHED COUNCIL**

Councillor Gord Wolstenholme

<b>Membership:</b>	Liaison as a member of the OWC. Current Oldman Watershed Council members may attend the yearly AGM in the spring.
<b>Mandate:</b>	To improve the Oldman River Watershed through partnerships, knowledge, implementation and integration of sustainable water management and land use practices.
<b>Meetings Held:</b>	Held: AGM Once yearly Location: Lethbridge, Alberta
<b>Contact:</b>	Shannon Frank, Executive Director 403-330-1346 info@oldmanwatershed.ca
<b>Requirements of Board:</b>	Membership to the Oldman Watershed Council



**31. REGIONAL ASSESSMENT REVIEW BOARD (ARB)**

Councillor Jim Monteith

<b>Membership:</b>	Each member Municipality may appoint one individual to the Board and may appoint an individual as an alternate to the Board. The Board shall consist of a minimum of twenty members who may be a Citizen-at-large who is the resident of the Member Municipality or a Council member. In addition, when sitting as the CARB, the Board shall include the provincial member appointed by the Minister. Appointed for three-year terms. If a vacancy of a Board member occurs the member Municipality who made the appointment may appoint a new person to fill the vacancy for the remainder of the term.
<b>Mandate:</b>	The Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board (LARB) and functions of a Composite Assessment Review Board (CARB) under the provisions of the <i>Municipal Government Act</i> in respect of assessment complaints made by taxpayers of a Regional Member Municipality.
<b>Meetings Held:</b>	Held: As required How Often: Unknown Time: Unknown Duration: Unknown Location: Unknown
<b>Contact:</b>	Oldman River Regional Services Commission
<b>Requirements of Board:</b>	Bylaw 1944- Regional Assessment Review Board Does require training offered at no cost to the Town. Training info in the link below. <a href="https://www.alberta.ca/subdivision-and-development-appeal-boards-training.aspx">https://www.alberta.ca/subdivision-and-development-appeal-boards-training.aspx</a>





**32. REGIONAL WASTE MANAGEMENT FACILITY AUTHORITY**

Councillor Gord Wolstenholme (Chairperson)  
 Alternate Councillor Aaron Poytress

<b>Membership:</b>	The MD of Willow Creek No. 26, the Town of Fort Macleod, the Town of Claresholm, the Town of Stavely, & the Town of Granum.
<b>Mandate:</b>	Municipal Government Act Alberta Regulation 274/93
<b>Meetings Held:</b>	Held: 3 <sup>rd</sup> Thursday How Often: Monthly Time: 10:00 am Location: Woodhouse
<b>Contact:</b>	Willow Creek Landfill Cheryl wclandfill@gmail.com 403-687-2603
<b>Requirements of Board:</b>	<b>3(1)</b> The Commission shall supply solid waste management services (a) to all the member municipalities, (b) to all customers who are, on the effective date of this Regulation, receiving waste management services from the Willow Creek Regional Solid Waste Authority, and (c) to any additional persons to whom the board of directors of the Commission decides to supply waste management services. <b>(2)</b> Waste management services shall be supplied to all customers on an as-required basis.

## Town of Fort Macleod 2023/2024 Council Meetings & Dates

Date	Meeting or Event Details
Wednesday November 1, 2023	Finance/Infrastructure COTW
<u>Tuesday</u> November 14, 2023	Regular Council Meeting
Tuesday November 21, 2023	Committee of the Whole
Monday November 27, 2023	Regular Council Meeting
Wednesday December 6, 2023	Finance/Infrastructure COTW
Monday December 11, 2023	Regular Council Meeting
Tuesday December 19, 2023	Committee of the Whole
COUNCIL RETREAT	Dates TBD
Wednesday January 3, 2024	Finance/Infrastructure COTW
Monday January 8, 2024	Regular Council Meeting
Tuesday January 16, 2024	Committee of the Whole
Monday January 22, 2024	Regular Council Meeting
Wednesday February 7, 2024	Finance/Infrastructure COTW
Monday February 12, 2024	Regular Council Meeting
Tuesday February 20, 2024	Committee of the Whole
Monday February 26, 2024	Regular Council Meeting
Wednesday March 6, 2024	Finance/Infrastructure COTW
Monday March 11, 2024	Regular Council Meeting
Tuesday March 19, 2024	Committee of the Whole
Monday March 25, 2024	Regular Council Meeting
Wednesday April 3, 2024	Finance/Infrastructure COTW
Monday April 8, 2024	Regular Council Meeting
Tuesday April 16, 2024	Committee of the Whole
Monday April 22, 2024	Regular Council Meeting
Wednesday May 1, 2024	Finance/Infrastructure COTW
Monday May 13, 2024	Regular Council Meeting
Tuesday May 21, 2024	Committee of the Whole
Monday May 27, 2024	Regular Council Meeting
Wednesday June 5, 2024	Finance/Infrastructure COTW
Monday June 10, 2024	Regular Council Meeting
Tuesday June 18, 2024	Committee of the Whole
Monday June 24, 2024	Regular Council Meeting
Wednesday July 3, 2024	Finance/Infrastructure COTW
Monday July 8, 2024*	Regular Council Meeting
Tuesday July 16, 2024	Committee of the Whole
Wednesday August 7, 2024	Finance/Infrastructure COTW
Tuesday August 20, 2024	Committee of the Whole
Monday August 26, 2024*	Regular Council Meeting
Wednesday September 4, 2024	Finance/Infrastructure COTW
Monday September 9, 2024	Regular Council Meeting
Tuesday September 17, 2024	Committee of the Whole
Monday September 23, 2024	Regular Council Meeting
Wednesday October 2, 2024	Finance/Infrastructure COTW
<u>Tuesday</u> October 15, 2024	Regular Council Meeting
Tuesday October 22, 2024	Committee of the Whole
Monday October 28, 2024	Organizational & Regular Council Meeting
*Note: Only 1 Regular Council meeting per month in July & Aug COTW & Finance & Infrastructure COTW Meetings are held as needed.	