



# Town of Fort Macleod Council Meeting Agenda

Monday, November 27, 2023, 7:00 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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L. **ADJOURNMENT**



**Town of Fort Macleod  
Council Meeting Minutes**

**Tuesday, November 14, 2023, 7:00 pm  
Council Chambers  
G.R. Davis Administration Building  
410 20th Street  
Fort Macleod, AB T0L 0Z0**

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

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

Others: Bob Gunn, Lance Wehlage, Benchmark Consultants Inc, and Gavin Scott, ORRSC.

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**A. CALL TO ORDER**

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

**B. MOMENT OF REFLECTION**

**C. APPROVAL OF AGENDAS**

C.1 CONSENT AGENDA

**R.245.2023**

**Moved by:** Councillor Wolstenholme

That Council approves the consent agenda as presented.

**CARRIED**

C.1.a COUNCIL MEETING MINUTES

C.1.a.a Organizational Meeting Minutes - October 23, 2023

C.1.a.b Council Meeting Minutes - October 23, 2023

C.1.b CORRESPONDENCE AND INFORMATION ITEMS

C.1.b.a Stage 1A Highway 3 Twinning: Economic Benefit

C.1.c FINANCIALS

C.1.d COMMITTEE REPORTS

C.1.d.b Cultural Heritage Tourism Alliance (CHTA)

C.1.d.c Interagency

C.1.d.d Mayors & Reeves

C.1.d.e Oldman River Regional Services Commission (ORRSC)

C.1.d.f Willow Creek Foundation

C.2 REGULAR MEETING AGENDA

**R.246.2023**

**Moved by:** Councillor Fox

That Council approves the regular council meeting agenda as presented.

**CARRIED**

**D. FOR THE GOOD OF COUNCIL**

**E. DELEGATIONS**

E.1 Application to Reduce Taxes Levied

Mayor Feyter thanked Mr. Bob Gunn for his presentation to Council regarding taxes levied.

**F. PUBLIC HEARINGS**

**R.247.2023**

**Moved by:** Councillor Fox

That Council hereby opens the Public Hearing for Bylaw 1976: Environmental Reserve Boundary Adjustment at 7:09 pm.

**CARRIED**

F.1 Bylaw 1976: Environmental Reserve Boundary Adjustment

Mayor Feyter called to the gallery three times for anyone speaking for or against Bylaw 1976. None were forthcoming.

**R.248.2023**

**Moved by:** Councillor Fox

That Council hereby closes the Public Hearing for Bylaw 1976: Environmental Reserve Boundary Adjustment at 7:10 pm.

**CARRIED**

**R.249.2023**

**Moved by:** Councillor Hengerer

That Council hereby opens the Public Hearing to remove the designation of Community Reserve from the portion of lands legally described as Block B, Plan 579JK at 7:12 pm.

**CARRIED**

F.2 Community Reserve Removal of Designation

Mayor Feyter called to the gallery three times for anyone speaking for or against the Community Reserve Removal of Designation. None were forthcoming.

**R.250.2023**

**Moved by:** Councillor Wolstenholme

That Council hereby closes the Public Hearing to remove the designation of Community Reserve from the portion of lands legally described as Block B, Plan 579JK at 7:14 pm.

**CARRIED**

**G. CONSIDERATION OF DELEGATIONS and PUBLIC HEARINGS**

G.1 Application to Reduce Taxes Levied

**R.251.2023**

**Moved by:** Councillor Van Huigenbos

That Council deny the application to reduce taxes levied for the group of properties north of the river and commit to supporting these properties with improved service levels.

**CARRIED**

G.2 Bylaw 1976: Environmental Reserve Boundary Adjustment

**R.252.2023**

**Moved by:** Councillor Monteith

That Bylaw 1976, a Bylaw in the Town of Fort Macleod in the Province of Alberta, to allow a boundary adjustment of Environmental Reserve for the lot legally described as; 1 ER Block, 7 Plan 8410634, be given second reading.

**CARRIED**

**R.253.2023**

**Moved by:** Councillor Hengerer

That Bylaw 1976, a Bylaw in the Town of Fort Macleod in the Province of Alberta, to allow a boundary adjustment of Environmental Reserve for the lot legally described as; 1 ER Block, 7 Plan 8410634, be given third reading and finally declared passed.

**CARRIED**

G.3 Community Reserve Removal of Designation

**R.254.2023**

**Moved by:** Councillor Fox

That Council removes the designation of Community Reserve from the portion of lands legally described as Block B, Plan 579 JK, directing Administration to notify the Registrar that the provisions of the MGA Section 674 have been complied with and request the Registrar to remove the designation from the lands. (Form A Section 675).

**CARRIED**

**H. UNFINISHED BUSINESS**

H.1 Canadian History EHX

**R.255.2023**

**Moved by:** Councillor Hengerer

That Council accepts the Canadian History EHX report update as information.

**CARRIED**

**I. NEW BUSINESS**

I.1 Bylaw 1977- Road Closure (1st reading)

**R.256.2023**

**Moved by:** Councillor Hengerer

That Bylaw 1977, being a bylaw of the Town of Fort Macleod in the Province of Alberta, to close the road to public travel and create a title to and dispose of the following described highways subject to rights of access granted by other legislation;

21st Street, Plan 1582HB  
Containing 0.166 Hectares (0.41 Acres) more or less  
AND  
All that portion of road on Plan 3707L forming part of Plan \_\_\_\_\_  
Containing 0.090 Hectares (0.22 Acres) more or less  
AND  
All that portion of road on Plan 8790GR forming part of Plan \_\_\_\_\_  
Containing 0.028 Hectares (0.07 Acres) more or less excepting thereout all  
mines and minerals

be given first reading; and further advertise a public hearing to be held on a date yet to be determined once the circulation to utility companies, landowners within 30 meters and other government agencies has been completed.

**CARRIED**

I.2 Bylaw 1978- Road Closure (1st reading)

**R.257.2023**

**Moved by:** Councillor Poytress

That Bylaw 1978, being a Bylaw in the Town of Fort Macleod, in the Province of Alberta, to close the road to public travel and creating a title to and disposing of the following described highways subject to rights of access granted by other legislation;

**FIRSTLY:**  
PLAN 961 1915  
ALL THOSE PORTIONS OF LANE AND 18<sup>TH</sup> STREET LYING WITHIN  
SUBDIVISION PLAN \_\_\_\_\_  
CONTAINING 0.436 HECTARES (1.08 ACRES) MORE OR LESS  
EXCEPTING THEREOUT ALL MINES AND MINERALS

**SECONDLY:**  
PLAN 991 1458  
ALL THOSE PORTIONS OF 8<sup>TH</sup> A AVENUE AND LANE LYING WITHIN  
SUBDIVISION PLAN \_\_\_\_\_  
CONTAINING 0.354 HECTARES (0.88 ACRES) MORE OR LESS  
EXCEPTING THEREOUT ALL MINES AND MINERALS

**THIRDLY:**  
PLAN 001 2301  
THAT PORTION OF 8A AVE. LYING WITHIN SUBDIVISION PLAN \_\_\_\_\_  
CONTAINING 0.089 HECTARES (0.22 ACRES) MORE OR LESS  
EXCEPTING THEREOUT ALL MINES AND MINERALS

be given first reading; and further, advertise a Public Hearing to be held on a date yet to be determined once the circulation to utility companies, landowners within 30 meters and other government agencies has been completed.

**CARRIED**

I.3 2023 YTD Operational Report

**R.258.2023**

**Moved by:** Councillor Hengerer

That Council approves the 2023 year-to-date operational report as presented.

**CARRIED**

I.4 2022 Municipal Indicator Results

**R.259.2023**

**Moved by:** Councillor Monteith

That Council accepts the 2022 Municipal Indicator Results as information.

**CARRIED**

**J. ADMINISTRATIVE REPORTS**

**K. IN CAMERA**

**R.260.2023**

**Moved by:** Councillor Poytress

That Council moves in camera to discuss Intergovernmental Relations at 8:10 pm.

**CARRIED**

K.1 Intergovernmental Relations

**R.261.2023**

**Moved by:** Councillor Fox

That Council moves out of in camera at 8:36 pm.

**CARRIED**

**R.262.2023**

**Moved by:** Councillor Wolstenholme

That Council approves the 2024 Memoranda of Respect, Understanding and Partnership regarding matters of mutual interest Kitsii'ihkoaaminooniksi – "We are all Neighbours"

between Kainai/Blood Tribe, Piikani Nation, and the Town of Cardston, Cardston County, the Town of Magrath, the Town of Pincher Creek, The Municipal District of Pincher Creek and the Town of Fort Macleod as presented.

**CARRIED**

**L. ADJOURNMENT**

Mayor Feyter adjourned the meeting at 8:37 pm.

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Mayor Brent Feyter

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CAO Anthony Burdett





**Town of Fort Macleod  
Committee of the Whole  
Meeting Minutes**

**Tuesday, November 21, 2023, 7:00 pm  
Conference Room  
G.R. Davis Administration Building  
410 20th Street  
Fort Macleod, AB T0L 0Z0**

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

Administration: Anthony Burdett, CAO, Liisa Gillingham, Director of Community & Protective Services, Meranda Day Chief, Executive Assistant

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**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA**

**R263.2023**

**Moved by:** Councillor Fox

That Council approves the Committee of the Whole meeting agenda as amended.

Additions:

D4. Provincial Consultations

E2. Personnel

**CARRIED**

**C. UNFINISHED BUSINESS**

C.1 Jumbo Solar Project

Councillor Van Huigenbos excused himself from the meeting at 7:30 pm and returned at 7:33 pm.

**D. NEW BUSINESS**

D.1 Animal Control Bylaw

D.2 Horse Paddock - Electricity Request

D.3 AHS Helipad

D.4 Provincial Consultations

**E. IN CAMERA**

**R.264.2023**

**Moved by:** Councillor Poytress

That Council moves in camera to discuss a Land Sale item at 8:36 pm.

**CARRIED**

E.1 Land Sale

E.2 Personnel

**R.265.2023**

**Moved by:** Councillor Wolstenholme

That Council moves out of in camera at 9:14 pm.

**CARRIED**

**F. ADJOURNMENT**

Mayor Feyter adjourned the meeting at 9:15 pm.

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Mayor Brent Feyter

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CAO Anthony Burdett

## Fw: Appointment to Board- MD Willow Creek

FCSS Coordinator - Amanda Lawrence <FCSS@fortmacleod.com>

Tue 2023-11-14 4:06 PM

To:Executive Assistant - Meranda Day Chief <ExecAssist@fortmacleod.com>

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**From:** Sheena Johnson <Sheena@mdwillowcreek.com>

**Sent:** Tuesday, November 7, 2023 9:02 AM

**To:** FCSS Coordinator - Amanda Lawrence <FCSS@fortmacleod.com>

**Cc:** Derrick Krizsan <Derrick@mdwillowcreek.com>

**Subject:** Appointment to Board

Good Morning,

Please note that on October 25, 2023 Council reappointed Councillor John Van Driesten as the MD representative to the Board.

Regards,

*Sheena Johnson*

**Administrative Assistant/Accounts Receivable/ASB Clerk**

MD of Willow Creek No. 26

273129 Secondary Highway 520

Box 550, Claresholm, AB T0L 0T0

Phone: 403-625-3351 EXT: 221



**ON BEHALF OF:**

***Derrick Krizsan*** C.L.G.M.

Chief Administrative Officer

Municipal District of Willow Creek #26

Phone: 403.625.3351 Ext 224

[www.mdwillowcreek.com](http://www.mdwillowcreek.com)

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2023-11-13

Sgt. Christian Lafleur  
Detachment Commander  
Fort Macleod, Alberta

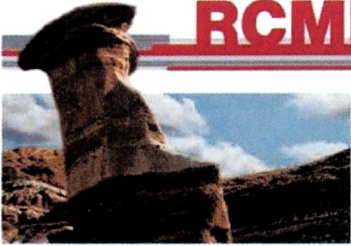
Dear Mayor Brent Feyter,

Please find the quarterly Community Policing Report attached that covers the July 1<sup>st</sup> to September 30<sup>th</sup>, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Fort Macleod detachment.

This quarter I want to update you on the status of Body Worn Camera (BWC) field test pilot project, which commenced earlier this year in Grand Prairie, Parkland, and St. Paul Detachments respectively. The rollout of BWC is part of the RCMP's on-going efforts to be transparent and accountable to the communities we serve. The use of BWC can play a role in enhancing public trust, improving interactions between the public and police, resolving public complaints more quickly, and improving evidence gathering. I wish to advise that the 10-week BWC & Digital Evidence Management Service (DEMS) Field Test has ended. Over the course of the Field Test, the Project Team reviewed the tools and services provided by the Contractor as well feedback provided by users of the Field Test Service against the contractual requirements. The RCMP has determined that the Contractor has not successfully met the Field Test requirements as outlined in the Contract. As such, we are in the process of transitioning to a new Contractor, and more details will be shared once they are confirmed.

Your ongoing engagement and the feedback you provide guides our Detachment team and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Sgt. Christian Lafleur  
Detachment Commander  
Fort Macleod RCMP detachment



## RCMP Provincial Policing Report

<b>Detachment</b>	Fort Macleod
<b>Detachment Commander</b>	Sgt. Christian LaFleur
<b>Quarter</b>	Q2
<b>Date of Report</b>	

### Community Consultations

<b>Date</b>	2023-07-09
<b>Meeting Type</b>	Community Connection
<b>Topics Discussed</b>	Education Session
<b>Notes/Comments</b>	Detachment members were involved to participate in a tipi raising for the Blood Tribe Sundance and learn customs, meaning, and the significance of the tipi.

<b>Date</b>	2023-07-12
<b>Meeting Type</b>	Community Connection
<b>Topics Discussed</b>	Reconciliation
<b>Notes/Comments</b>	Members of the Fort MacLeod, Piikani, and Nanton RCMP detachments organized and participated in the RCMP 150 ceremonies. An RCMP tipi was erected with assistance from detachment's elder and used as an opportunity for engagement and recruitment.

<b>Date</b>	2023-07-13
<b>Meeting Type</b>	Meeting with Stakeholder(s)
<b>Topics Discussed</b>	Education Session
<b>Notes/Comments</b>	Detachment members met with representatives from the Federal Crown and discussed concerns regarding disclosure packages and the assignment of "Advisory Crowns" at the onset of investigations.



<b>Date</b>	2023-07-25
<b>Meeting Type</b>	Meeting with Stakeholder(s)
<b>Topics Discussed</b>	Regular reporting information sharing
<b>Notes/Comments</b>	Detachment members met with Fort MacLeod's Director of Emergency Services and the Town of Fort Macleod's Chief Administrative Officer to discuss the Pride in the Park event.

<b>Date</b>	2023-07-26
<b>Meeting Type</b>	Community Connection
<b>Topics Discussed</b>	Youth
<b>Notes/Comments</b>	Members from the detachment participated in the Petting Zoo in the Park event and interacted with youth. Members were asked about career paths and opportunities in the RCMP.

<b>Date</b>	2023-08-17
<b>Meeting Type</b>	Community Connection
<b>Topics Discussed</b>	Diversity
<b>Notes/Comments</b>	Members met with the organizing members of the LGBTQ2S+ Fort MacLeod community Pride event and discussed building bridges between the police and the community and degrees of police involvement in the event.

<b>Date</b>	2023-08-23
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Regular reporting information sharing
<b>Notes/Comments</b>	Members presented the Q1 policing report to the MD Council of Willow Creek.



<b>Date</b>	2023-08-28
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Diversity
<b>Notes/Comments</b>	Detachment members met with officials from the Town of Fort MacLeod to discuss concerns from the Town regarding the upcoming Pride event.
<b>Date</b>	2023-08-29
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Regular reporting information sharing
<b>Notes/Comments</b>	Detachment members presented the Q1 policing report to the Fort MacLeod Town Council. Town residents attended and expressed concerns regarding the hate-motivated involvements regarding the Pride event.
<b>Date</b>	2023-08-30
<b>Meeting Type</b>	Meeting with Stakeholder(s)
<b>Topics Discussed</b>	Crime Reduction Initiatives
<b>Notes/Comments</b>	Members met with the Fort MacLeod SAFE Communities Task Force Group including SCAN, Bylaw, AHS, and Town Administration.
<b>Date</b>	2023-08-30
<b>Meeting Type</b>	Meeting with Stakeholder(s)
<b>Topics Discussed</b>	Regular reporting information sharing
<b>Notes/Comments</b>	Members attended the Lethbridge Police High Risk Offenders Unit information sharing meeting with partner agencies to discuss current offenders and crime trends in the area.



<b>Date</b>	2023-09-06
<b>Meeting Type</b>	Meeting with Stakeholder(s)
<b>Topics Discussed</b>	Regular reporting information sharing
<b>Notes/Comments</b>	Members attended the monthly COP meeting and discussed emerging crime trends and areas of note.
<b>Date</b>	2023-09-07
<b>Meeting Type</b>	Meeting with Stakeholder(s)
<b>Topics Discussed</b>	Regular reporting information sharing
<b>Notes/Comments</b>	Members attended the monthly meeting of Noh Koh Waa youth centre clinical triage with representatives of the Piikani Nations Child and Family Services and Social Workers.
<b>Date</b>	2023-09-12
<b>Meeting Type</b>	Meeting with Stakeholder(s)
<b>Topics Discussed</b>	Victims Services
<b>Notes/Comments</b>	Members attended the monthly Ranchlands Victim Society Board meeting and discussed the transition to a provincial victim services model.
<b>Date</b>	2023-09-13
<b>Meeting Type</b>	Meeting with Stakeholder(s)
<b>Topics Discussed</b>	Persons Crimes
<b>Notes/Comments</b>	Members met with the Fort MacLeod hospital staff to discuss best practices regarding assisting police in investigations.



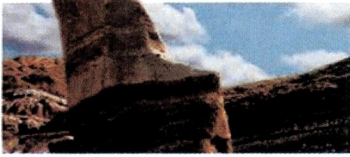


**Date** 2023-09-29

**Meeting Type** Community Connection

**Topics Discussed** Regular reporting information sharing

**Notes/Comments** Members attended a meeting with the Alberta Solicitor General and members of the Ranchland Victim Services to discuss the transition to a provincial model.



## Community Priorities

### Priority 1

Crime Reduction

### Current Status & Results

Detachment, in consultation with Probations, was only able to identify and monitor three Offenders with police enforceable conditions. This is outside of the detachment's control. Warrant Round-Up goals have already been met for the year, and will be surpassed in the rest of the reporting period. Education "Tip Of The Month" goals have been exceeded, as the detachment now conducts weekly press releases containing emerging crime trends and tips on identified common issues.

### Priority 2

Enhance Road Safety

### Current Status & Results

Traffic enforcement is well on it's way to surpass the set goals for the year. A trial phase consisting of two traffic enforcement only overtime shifts were set this past quarter, with between \$3500 to \$5500 in revenues to the municipalities for each shifts, far exceeding the overtime costs incurred. Both the Fort Macleod and the Willow Creek MD 's councils indicated that they wanted one such shift per month to be instituted. Additionally, in partnership with the Coaldale RCMP Traffic Unit, an additional 104 tickets were issued. These are not counted in the quarterly report results, as although issued in both communities, they were not issued by Fort Macleod Detachment members. With the school year beginning at the end of the quarter, school zone patrols were made a priority.

### Priority 3

Be Clear, Accountable and Transparent

### Current Status & Results

No Town Hall meetings were held this past quarter, but each communities' council were contacted to identify a date in the coming quarter for one to be held. Downtown foot patrols goals are already been exceeded, with more to come. School visits/presentations were not conducted this past quarter, due to the summer break for the school. In addition, manpower shortage at the members' level make it hard to commit to presentations.



## Crime Statistics<sup>1</sup>

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

Category	July - September			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
<b>Total Criminal Code</b>	205	187	-9%	877	757	-14%
<i>Persons Crime</i>	49	31	-37%	131	160	22%
<i>Property Crime</i>	111	107	-4%	563	456	-19%
<i>Other Criminal Code</i>	45	49	9%	183	141	-23%
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>	7	9	29%	29	57	97%
<i>Provincial Code Traffic</i>	233	316	36%	1,028	735	-29%
<i>Other Traffic</i>	1	0	-100%	3	2	-33%
<b>CDSA Offences</b>	4	10	150%	18	20	11%
<b>Other Federal Acts</b>	6	11	83%	31	30	-3%
<b>Other Provincial Acts</b>	46	59	28%	250	187	-25%
<b>Municipal By-Laws</b>	17	10	-41%	44	45	2%
<b>Motor Vehicle Collisions</b>	49	51	4%	208	200	-4%

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

## Trends/Points of Interest



## Provincial Police Service Composition Table<sup>2</sup>

Staffing Category	Established Positions	Working	Soft Vacancies <sup>3</sup>	Hard Vacancies <sup>4</sup>
Police Officers	7	6	0	1
Detachment Support	2	2	0	0

<sup>2</sup> Data extracted on September 30, 2023 and is subject to change.

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

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

### Comments

**Police Officers:** Of the seven established positions, six officers are currently working with none on special leave. There is one hard vacancy at this time.

**Detachment Support:** Of the two established positions, two resources are currently working.

### Quarterly Financial Drivers



## Fort Macleod Provincial Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

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

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	1	0	N/A	-100%	0.1
Robbery		1	0	0	0	0	-100%	N/A	-0.2
Sexual Assaults		1	0	4	6	2	100%	-67%	0.8
Other Sexual Offences		3	2	3	3	0	-100%	-100%	-0.5
Assault		18	17	24	29	17	-6%	-41%	1.0
Kidnapping/Hostage/Abduction		0	1	1	0	0	N/A	N/A	-0.1
Extortion		0	0	0	0	1	N/A	N/A	0.2
Criminal Harassment		7	6	6	3	6	-14%	100%	-0.5
Uttering Threats		9	8	5	7	5	-44%	-29%	-0.9
<b>TOTAL PERSONS</b>		<b>39</b>	<b>34</b>	<b>43</b>	<b>49</b>	<b>31</b>	<b>-21%</b>	<b>-37%</b>	<b>-0.1</b>
Break & Enter		17	22	13	11	10	-41%	-9%	-2.5
Theft of Motor Vehicle		12	8	14	11	8	-33%	-27%	-0.5
Theft Over \$5,000		2	4	1	1	0	-100%	-100%	-0.7
Theft Under \$5,000		44	52	43	29	14	-68%	-52%	-8.3
Possn Stn Goods		9	20	8	9	8	-11%	-11%	-1.3
Fraud		14	14	10	8	8	-43%	0%	-1.8
Arson		0	0	3	3	0	N/A	-100%	0.3
Mischief - Damage To Property		20	24	27	22	27	35%	23%	1.2
Mischief - Other		33	24	20	17	32	-3%	88%	-0.9
<b>TOTAL PROPERTY</b>		<b>151</b>	<b>168</b>	<b>139</b>	<b>111</b>	<b>107</b>	<b>-29%</b>	<b>-4%</b>	<b>-14.5</b>
Offensive Weapons		4	3	2	4	2	-50%	-50%	-0.3
Disturbing the peace		23	29	34	21	33	43%	57%	1.2
Fail to Comply & Breaches		37	39	24	16	8	-78%	-50%	-8.1
<b>OTHER CRIMINAL CODE</b>		<b>8</b>	<b>12</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>-25%</b>	<b>50%</b>	<b>-1.2</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>72</b>	<b>83</b>	<b>64</b>	<b>45</b>	<b>49</b>	<b>-32%</b>	<b>9%</b>	<b>-8.4</b>
<b>TOTAL CRIMINAL CODE</b>		<b>262</b>	<b>285</b>	<b>246</b>	<b>205</b>	<b>187</b>	<b>-29%</b>	<b>-9%</b>	<b>-23.0</b>



## Fort MacLeod Provincial Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

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

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		4	6	1	2	6	50%	200%	0.0
Drug Enforcement - Trafficking		7	0	1	2	4	-43%	100%	-0.4
Drug Enforcement - Other		0	0	1	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>11</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>10</b>	<b>-9%</b>	<b>150%</b>	<b>-0.4</b>
Cannabis Enforcement		0	0	0	2	0	N/A	-100%	0.2
Federal - General		4	1	2	0	1	-75%	N/A	-0.7
<b>TOTAL FEDERAL</b>		<b>15</b>	<b>7</b>	<b>5</b>	<b>6</b>	<b>11</b>	<b>-27%</b>	<b>83%</b>	<b>-0.9</b>
Liquor Act		16	25	16	5	5	-69%	0%	-4.2
Cannabis Act		0	1	0	0	0	N/A	N/A	-0.1
Mental Health Act		18	30	14	17	23	28%	35%	-0.3
Other Provincial Stats		44	35	43	24	31	-30%	29%	-3.7
<b>Total Provincial Stats</b>		<b>78</b>	<b>91</b>	<b>73</b>	<b>46</b>	<b>59</b>	<b>-24%</b>	<b>28%</b>	<b>-8.3</b>
Municipal By-laws Traffic		1	3	2	0	0	-100%	N/A	-0.5
Municipal By-laws		20	29	14	17	10	-50%	-41%	-3.2
<b>Total Municipal</b>		<b>21</b>	<b>32</b>	<b>16</b>	<b>17</b>	<b>10</b>	<b>-52%</b>	<b>-41%</b>	<b>-3.7</b>
Fatals		0	0	0	0	1	N/A	N/A	0.2
Injury MVC		4	9	14	7	6	50%	-14%	0.2
Property Damage MVC (Reportable)		41	28	49	38	42	2%	11%	1.2
Property Damage MVC (Non Reportable)		11	3	2	4	2	-82%	-50%	-1.7
<b>TOTAL MVC</b>		<b>56</b>	<b>40</b>	<b>65</b>	<b>49</b>	<b>51</b>	<b>-9%</b>	<b>4%</b>	<b>-0.1</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	4	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		<b>333</b>	<b>333</b>	<b>259</b>	<b>233</b>	<b>316</b>	<b>-5%</b>	<b>36%</b>	<b>-13.4</b>
<b>Other Traffic</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-0.3</b>
<b>Criminal Code Traffic</b>		<b>16</b>	<b>23</b>	<b>9</b>	<b>7</b>	<b>9</b>	<b>-44%</b>	<b>29%</b>	<b>-3.0</b>
<b>Common Police Activities</b>									
False Alarms		10	9	15	8	13	30%	63%	0.5
False/Abandoned 911 Call and 911 Act		7	17	9	14	17	143%	21%	1.7
Suspicious Person/Vehicle/Property		84	94	77	56	48	-43%	-14%	-11.0
Persons Reported Missing		8	22	13	17	25	213%	47%	2.9
Search Warrants		0	2	0	0	0	N/A	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		10	12	11	21	30	200%	43%	4.9
Form 10 (MHA) (Reported)		0	2	4	1	1	N/A	0%	0.1



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## **Offsite Improvements**

### **RECOMMENDATION:**

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

### **DETAILS:**

To service the 44-acre development of Structural Truss and Forma Steels 180,000 square foot manufacturing facility, offsite improvements were required. This included water and wastewater services to the development site. The work has been completed by DW Dirtworks Ltd. (total cost \$357,336).

### **RATIONALE:**

#### **Economic Stimulus:**

The manufacturing facility is expected to boost economic growth and job creation in Fort Macleod. The Province of Alberta has committed nearly \$1 million toward the project.

#### **Attracting Business Investment:**

Town investment in offsite improvements enhances the appeal of the area, attracting and retaining businesses.

#### **Infrastructure:**

Town-funded offsite improvements become municipal assets, ensuring ongoing maintenance and supporting future development in the area.

### **FINANCIAL IMPLICATIONS:**

This amount is an operating expense for the Town in the current fiscal year but will become a capital asset of the Town when the infrastructure is assigned by the developer to the Town after the final completion certificate and warranty period on the work has expired.

This amount is to be funded via the contingency operating reserve.

### **COUNCIL STRATEGIC PLAN:**

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

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

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

### **APPLICABLE LEGISLATION:**

Add any applicable Bylaws, Policies, or other overarching legislation here.

**ATTACHMENTS:**

If applicable, attachments to the report.

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**PREPARED BY:** Meranda Day Chief, Executive Assistant

**APPROVED BY:** Anthony Burdett, CAO

**DATE:** August 1, 2023

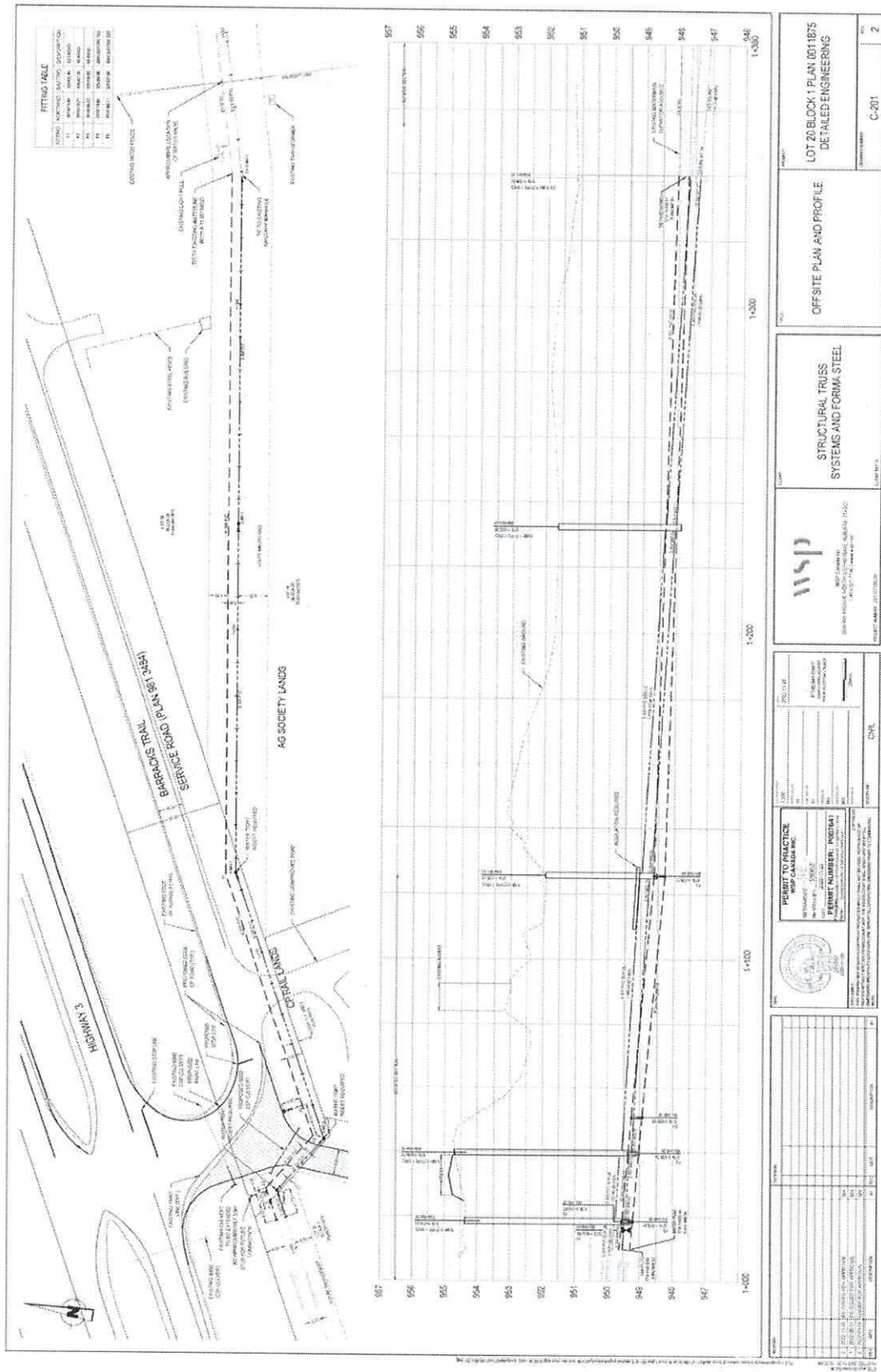


Offsite Improvements - 44 Acre Development

Offsite Improvements Reconciliation

<u>Date</u>	<u>Invoice #</u>	<u>Amount</u>
#####	5129	\$ 5,528.25
#####	5130	\$ 2,205.00
#####	5075	\$ 172,037.25
#####	4960	\$ 177,565.50
Total Offsite Improvements		\$ 357,336.00
Town's Contribution		\$ 125,000.00
Percentage		35%

# SCHEDULE "B" - DEVELOPMENT AREA





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# **ENTITY LEVEL RISK CONTROL**

**RECOMMENDATION:**

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

**DETAILS:**

Annually the auditors request this document be reviewed by Administration and approved by Council.

**PURPOSE:**

To ensure that Council understands the controls and information systems in place to control entity risk.

**ANALYSIS & OPTIONS:** None.

**FINANCIAL IMPLICATIONS:** None.

**COUNCIL STRATEGIC PLAN:**

This submission is improving SERVICE in Fort Macleod. (Supporting priorities such as Public Engagement and Relationships.)

**APPLICABLE LEGISLATION:**

Municipal Government Act and Public Sector Accounting Standards.

**ATTACHMENTS:**

Entity Level Control document for the 2023 financial audit.

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**PREPARED BY:** Kris Holbeck, Director of Finance

**REVIEWED BY:** N/A

**APPROVED BY:** Anthony Burdett, CAO

## **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.



## COUNCIL SUBMISSION

New Business  
November 27, 2023

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### New and Amended Policies

#### **RECOMMENDATION:**

That Council approve the new Milestone Recognition & Retirement Policy HR 22, as well as approve the amendments to Exempt Employee Work Conditions Policy HR12 and accept the amendments to the Cellphone for Business Use Policy ADM21 as information.

#### **DETAILS:**

A recent review of policies brought to light some deficiencies in some of our existing policies as well as the need to create new policies.

#### **PURPOSE:**

HR22 Milestone Recognition and Retirement Policy: The purpose of this policy is to honour the dedication and loyalty of employees who have demonstrated long-term service to the Town of Fort Macleod. By recognizing significant milestones in their employment journey, we aim to express gratitude and foster a sense of pride and belonging among our workforce.

HR12 Exempt Employee Work Conditions Policy: The purpose of this policy is to ensure that the Town of Fort Macleod provides a fair and consistent work environment for employees who are not members of the Town's collective bargaining unit. Amendments are made to reflect current as well as desired practices.

ADM21 Cellphone for Business Use Policy: The purpose of this policy is to have an administrative policy and procedure in place for the replacement, ownership, usage and general administration of employer paid communication devices and plans with Town of Fort Macleod employees. As we have worked with this policy for a number of years, we recognize areas that needed adjustment. Most of the changes made to this policy were regarding administering the program, and clear and concise language on use and the replacement processes.

#### **COUNCIL STRATEGIC PLAN:**

-N/A

#### **APPLICABLE LEGISLATION:**

#### **ATTACHMENTS:**

Current and Proposed Policies  
Adm 21 Cellphone Policy  
HR12 Exempt Employee Work Conditions  
HR22 Recognition & Retirement

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

**APPROVED BY:** Anthony Burdett, CAO





# Milestone Recognition & Retirement Policy

<b>Policy Number:</b>	HR22
<b>Administered By:</b>	Director Community & Protective Services
<b>Approved By:</b>	Chief Administrative Officer
<b>Effective Date:</b>	January 2024
<b>Council Approval:</b>	November 27, 2023

## Purpose:

The purpose of this policy is to honour the dedication and loyalty of employees who have demonstrated long-term service to the Town of Fort Macleod. By recognizing significant milestones in their employment journey, we aim to express gratitude and foster a sense of pride and belonging among our workforce.

## Scope:

This policy applies to all permanent full-time and part-time employees of the Town of Fort Macleod who are eligible for milestone recognition under this policy.

## Policy:

The Town of Fort Macleod is committed to recognizing the loyalty and dedication of its employees throughout their service. This Retirement and Milestone Recognition Policy is established to celebrate and acknowledge the contributions of employees by providing a token of appreciation for their commitment to the organization over the years. The policy comes in effect January 1, 2024, and there shall be no retroactive recognition.

## Procedure:

### Milestone Recognition Breakdown

Permanent employees who have completed five-year increments of service will be eligible for milestone recognition. The recognition will be in the form of a monetary award of \$100 for each five-year period of employment, up to a maximum of 40 years of service. The recognition milestones are as follows:

- 5 years: \$100
- 10 years: \$200
- 15 years: \$300
- 20 years: \$400
- 25 years: \$500
- 30 years: \$600
- 35 years: \$700
- 40 years: \$800

## Eligibility

All permanent full-time and part-time employees of the Town of Fort Macleod are eligible for milestone recognition under this policy. Recognition will be based on the total cumulative years of service at the time each milestone is reached.

### **Milestone Implementation**

1. Human Resources will maintain accurate records of each employee's years of service and notify department heads and supervisors when employees are approaching milestone anniversaries.
2. Human Resources will process the milestone recognition payments and coordinate with Finance for distribution.
3. Milestone recognition awards will be presented during the annual year-end holiday celebration or as determined by the Town administration.

### **Retirement Recognition**

Recognition of retirement will be offered to those employees who have been permanently employed by the Town for 5 or more years. The recognition will be in the form of a gift with the value of \$50 for every year of service (up to a maximum of \$1000). The entire amount can be put towards a Town-planned social function for the individual. Alternatively, the funds may be put towards a gift of their choice to be purchased by the Town for the employee.

### **Canada Revenue Agency (CRA) Requirements**

Any recognition amounts whether in the form of gifts, awards, monetary etc. must meet the CRA's gifts, awards, and long service awards requirements ie: Income Tax, CPP, and EI deductions when required. This is typically on any amounts/values over \$500.

More information on CRA requirements can be found here: [Gifts, awards, and long-service awards - Canada.ca](#).

### **Further Information:**

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

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CAO – Town of Fort Macleod



# CELL PHONE FOR BUSINESS USE POLICY

<b>Policy Number:</b>	ADM 21
<b>Administered By:</b>	CAO
<b>Approved By:</b>	Town Council
<b>Effective Date:</b>	November 27, 2023

## **Purpose:**

To establish a policy related to the replacement, reimbursement, ownership, usage and general administration of employer paid communication devices and plans with Town of Fort Macleod employees.

## **Policy Intent:**

Employer paid communication devices may be granted to employees for communications to help them better perform their duties while away from the office or away from a nearby land line.

## **Definitions:**

Communication device: includes but is not limited to handheld electronic device with the ability to receive and/or transmit voice, text, or data messages (including, but not limited to, cellular phones, walkie-talkies, telephone pagers, PDAs, smart phones, or wireless devices).

## **Policy:**

### **Approval**

- I. Employees are eligible for use of an employer paid communication device with a recommendation from their respective Supervisor and with the approval of the Chief Administrative Officer (CAO) or designate.
- II. The Communication Device Approval Form (see attached) must be filled out and signed by the respective supervisor and the CAO or other designated officer.

### **Usage**

- I. The communication device may be used by the employee for both personal and business related calls as long as usage is reasonable. Cell phone bills will be reviewed periodically for unreasonable use and the Town may ask for the employee to reimburse the Town for excessive extra fees incurred for personal use. Reasonableness will be at the discretion of the CAO or designate. The Town reserves the right, at the CAO or designates discretion, to revoke authorization for a Town paid wireless device plan based on abuse of this privilege.
- II. The communication device should be used in a responsible, professional manner and should not be a distraction or take away from the employees' performance.
- III. Employees should not be downloading or adding any personal apps such as personal email, banking, social media etc., as any such content may be subject to FOIP requests.

### **Purchase, Replacement & Ownership**

- I. The CAO or designate will determine what communication device is required or adequate for the position and purpose of the employee. The employee may request the type or operating

system of the device (e.g. iPhone vs Android) which will be considered in the CAO or designates decision. The CAO or designate may also provide a used or refurbished phone rather than a new phone.

- II. The Town will cover all reasonable costs related to the activation or setup of the device on the Town's wireless communication plan.
- III. The Town will provide reasonable accessories (e.g. case, car charger and/or screen protector) once per device for the life of the device.
- IV. New Communication Devices will be replaced only once every 3-5 years. If a refurbished or used device is provided the device may be replaced sooner at the CAO or designates discretion.
- V. If the communication device is lost, broken, or stolen, the employee may be responsible for replacement or repair costs unless caused by extenuating circumstances which will be determined by the CAO. For broken devices the employee may be responsible for repair costs versus replacing the device.
- VI. All replaced devices will be turned in to the overseeing Director of the department to be redistributed as able.
- VII. The Director of Finance will set up all new phones using Town information for any required operation systems ie: apple ID etc.
- VIII. The device remains the property of the Town.
- IX.

#### **Administration of Wireless Device Plans**

- I. The CAO or designate will determine what rate plan is provided for an employee. This plan will remain under the name of the Town and will be administered by the Town.

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CAO Town of Fort Macleod



## Town of Fort Macleod Communication Device Approval Form

### Employee Information

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

### CAO Approved Communication Device Information

New Device to be provided: \_\_\_\_\_ Cost: \_\_\_\_\_

Optional Refurbished Device to be provided \_\_\_\_\_

### Device Provided (Mark Choice)

- Town provided New Device
- Town provided Refurbished Device

Phone Cost: \_\_\_\_\_

Date Purchased: \_\_\_\_\_ Date Eligible for Replacement \_\_\_\_\_

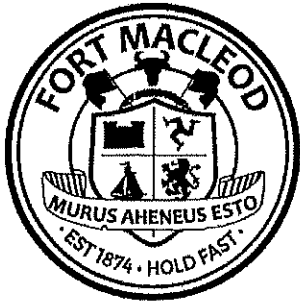
### Employee Signature

*I certify that I have read, understand and intend to comply with the Town of Fort Macleod's "Cell Phone For Business Use" Policy. I recognize that the phone is the property of the Town of Fort Macleod and must be returned.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CAO/Designated Officer Signature

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## EXEMPT EMPLOYEE WORK CONDITIONS POLICY

<b>Policy Number:</b>	HR12
<b>Administered By:</b>	CAO
<b>Approved By:</b>	Chief Administrative Officer
<b>Effective Date:</b>	January 2017

### **Purpose:**

To ensure that Town of Fort Macleod provides a fair and consistent work environment for employees who are not members of the Town's collective bargaining unit.

### **Scope:**

This Policy applies to the employees who hold positions within the Town of Fort Macleod that has been designated as exempt.

### **Responsibilities:**

The CAO is responsible to:

1. Designate exempt positions within the Town of Fort Macleod
2. Ensure Employment Agreements define positions as being exempt
3. Ensure employees understand the difference requirements of being an exempt employee

### **Definitions:**

Exempt - a position or employee that is not encompassed with, or covered by, collective bargaining.

Full Time: a position that require the employee to work a minimum of 1,820 hours a year.

Part Time: A position that requires the employee to work less than 30 hours on average per week but not less than 14 hours per week or 728 hours over a normal working year.

Temporary: A position that has a pre-determined date or event on which employment will end.

Casual: A position that has no guarantee of work hours or work days and is usually called on an unscheduled as needed basis.

### **Policy:**

The Town of Fort Macleod will define the need for exempt positions, identify which positions will be branded exempt and designate same to the local Union. The CAO will also define the working conditions for these positions to ensure the Town of Fort Macleod is able to attract and retain effective and efficient employees.

### **Procedure:**

#### **Hours/Days of Work**

The standard work time for full-time exempt employees is Monday to Friday, 8:30 am to 4:30 pm, 5 days a week. Each employee is provided with a 1 hour unpaid lunch break and two paid 15 minute coffee breaks. This equates to a paid 7 hour work day.

The CAO may designate specific positions as requiring other work hour arrangements such as: longer daily hours/shorter work week, due to operational needs or the relationship and role of the exempt position.

The Town reserves the right to adapt work schedules to meet operational demands upon 24 hours written notice.

Actual hours and days worked, will be in accordance with an agreement between the exempt employee and the CAO.

Re-scheduling Days Off: Under extenuating circumstances, such as urgent work requirements, an employee may work on a scheduled day off and would then be required to reschedule their day off to a mutually convenient time within that month. This circumstance is to be communicated and approved by the CAO.

### **Overtime**

Occasionally the nature of the work being performed, or the demands of the role, may require an exempt employee to perform work outside of their regularly scheduled hours (i.e. early arrival and late departure).

#### Compensation for extra hours in Exempt Positions

- The Town offers all Exempt positions 5 days in lieu of overtime hours worked within the year. The requirement for this time is to be earned. If the employee leaves the Town's employment, then this week will be pro-rated according to the calendar year.
- Any additional hours outside regular standard time must be approved by the CAO.
- Exempt employees may have the ability to adjust their standard work hours to attend different events or appointments. Approval must be received from the CAO and the required standard work hours must be achieved.
- Employees which overtime hours and pay does not apply include Managers and Directors.

When a full day of approved training, courses or conferences falls on a non-scheduled work day, employees are encouraged to take their next scheduled work day off in lieu of overtime whenever possible.

### **Pay and Pay Days**

Full-time exempt employees are paid on an annual salary basis.

Paydays are every second Friday by way of direct deposit into the employee's bank account.

### **Vacation**

At The Town of Fort Macleod we believe that vacation is a time for rest and relaxation and an opportunity to get away from the everyday work routine. Requests for pay out of vacation pay, without taking the associated time, will not be considered.

Vacation for full time employees is earned and accrued as follows:

- 3 weeks paid vacation after 1 year of service
- 4 weeks paid vacation after 3 years of service
- 5 weeks paid vacation after 6 years of service
- 6 weeks paid vacation after 12 years of service

For employees that are classified as hourly, part time or temporary, vacation will accrue at the prescribed Alberta Employment Standards rate.

Vacations must be scheduled every year, in advance, with the CAO. It is up to the CAO's discretion to approve or deny vacations requests based on the needs of the Town during the time requested. It is in your best interest to discuss your vacation plans well in advance of the requested dates. Normally vacations will be granted for no more than two weeks at one time. Longer vacations should be planned well in advance and have the approval of the CAO.

Vacation pay must be used in the year following its accrual and accumulating time for carry over into the next year is prohibited unless specific approval has been received. The full amount of accrued vacation time will be paid to employees who leave The Town of Fort Macleod, regardless of the reasons for leaving.

**Benefits:**

Full time exempt employees will be eligible to participate in the Town's mandatory benefits plans which may include health, dental, disability, and/or pension participation, requirements and details of the coverage will be determined by the benefit provider.

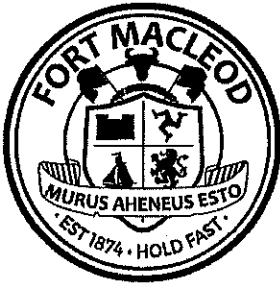
**Further Information:**

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



CAO – Town of Fort Macleod





## CELL PHONE FOR BUSINESS USE POLICY

<b>Policy Number:</b>	ADM 21
<b>Administered By:</b>	CAO
<b>Approved By:</b>	Town Council
<b>Effective Date:</b>	October 15, 2019 - R.236.2019

### **Purpose:**

To establish a policy related to the replacement, reimbursement, ownership, usage and general administration of employer paid communication devices and plans with Town of Fort Macleod employees.

### **Policy Intent:**

Employer paid communication devices may be granted to employees for communications to help them better perform their duties while away from the office or away from a nearby land line.

### **Definitions:**

Communication device: includes but is not limited to handheld electronic device with the ability to receive and/or transmit voice, text, or data messages (including, but not limited to, cellular phones, walkie-talkies, telephone pagers, PDAs, smart phones, or wireless devices).

### **Policy:**

#### **Approval**

- I. Employees are eligible for use of an employer paid communication device with a recommendation from their respective Supervisor and with the approval of the Chief Administrative Officer (CAO) or designate.
- II. The Communication Device Approval Form (see attached) must be filled out and signed by the respective supervisor and the CAO or other designated officer.

#### **Usage**

- I. The communication device may be used by the employee for both personal and business related calls as long as usage is reasonable. Cell phone bills will be reviewed periodically for unreasonable use and the Town may ask for the employee to reimburse the Town for excessive extra fees incurred for personal use. Reasonableness will be at the discretion of the CAO or designate. The Town reserves the right, at the CAO or designates discretion, to revoke authorization for a Town paid wireless device plan based on abuse of this privilege.
- II. The communication device should be used in a responsible, professional manner and should not be a distraction or take away from the employees' performance.

#### **Purchase, Replacement & Ownership**

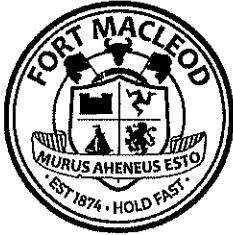
- I. The CAO or designate will determine what communication device is required or adequate for the position and purpose of the employee. This will generally be a budget or lower end

- device. The employee may request the type or operating system of the device (e.g. iPhone vs Android) which will be considered in the CAO or designates decision. The CAO or designate may also provide a used or refurbished phone rather than a new phone. If the employee accepts the device provided the device remains the property of the Town.
- II. At the employees' option they may select a different or upgraded communication device of their choosing but must personally pay for the difference in cost of the device selected from the communication device that would have otherwise been provided. In this case the device will remain the property of the employee.
    - a) This can be done either by the employee purchasing personally and submitting an expense claim for reimbursement for Town's approved portion.
    - b) Alternatively, the Town can purchase, and the employee must reimburse the Town for their portion. The device will not be given to the employee until money is received.
  - III. The Town will cover all reasonable costs related to the activation or setup of the device on the Town's wireless communication plan, as well as the cost of a warranty plan (i.e. AppleCare or equivalent). This does not include other local vendor customer care or similar service or warranty packages.
  - IV. The Town will provide reasonable accessories (e.g. case, car charger and/or screen protector) once per device for the life of the device.
  - V. New Communication Devices will be replaced only once every 3 years. If a refurbished or used device is provided the device may be replaced sooner at the CAO or designates discretion.
  - VI. If an employee desires to upgrade or replace a device sooner, the CAO or designate may allow for a prorated portion that the Town will cover based on the age of their current device. The difference will be the expense of the employee.
  - VII. If the communication device is lost, broken, or stolen, the employee will be responsible for all replacement or repair costs unless caused by extenuating circumstances which will be determined by the CAO.

#### **Administration of Wireless Device Plans**

- I. The CAO or designate will determine what rate plan is provided for an employee. This plan will remain under the name of the Town and will be administered by the Town.

  
CAO Town of Fort Macleod



**Town of Fort Macleod**  
**Communication Device Approval Form**

Employee Information

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

CAO Approved Communication Device Information

New Device to be provided: \_\_\_\_\_ Cost: \_\_\_\_\_

Optional Refurbished Device to be provided under Telus Lease Contact \_\_\_\_\_

Employee's Accepted Device (Mark Choice)

- Town provided New Device
- Town provided Refurbished Device
- Employee Selected Upgrade: \_\_\_\_\_

Phone Cost: \_\_\_\_\_ Employee's Portion: \_\_\_\_\_

Date Purchased: \_\_\_\_\_ Date Eligible for Replacement \_\_\_\_\_

Approved Maximum Reimbursement for Employee Wireless Plan:

If employee remains on personal cell phone plan the Town will reimburse the employee for their cell phone plan to a maximum monthly amount of (expense claim must be submitted with invoices):

\_\_\_\_\_

Employee Signature

*I certify that I have read, understand and intend to comply with the Town of Fort Macleod's "Cell Phone For Business Use" Policy. I recognize that if I have upgraded and personally paid for a portion of my phone that it remains my property at the end of the contract, otherwise the phone is the property of the Town and must be returned.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CAO/Designated Officer Signature

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# EXEMPT EMPLOYEE WORK CONDITIONS POLICY

<b>Policy Number:</b>	HR12
<b>Administered By:</b>	CAO
<b>Approved By:</b>	Chief Administrative Officer
<b>Effective Date:</b>	November 2023

## **Purpose:**

To ensure that Town of Fort Macleod provides a fair and consistent work environment for employees who are not members of the Town's collective bargaining unit.

## **Scope:**

This Policy applies to the employees who hold positions within the Town of Fort Macleod that has been designated as exempt.

## **Responsibilities:**

The CAO is responsible to:

1. Designate exempt positions within the Town of Fort Macleod.
2. Ensure Employment Agreements define positions as being exempt.
3. Ensure employees understand the different requirements of being an exempt employee.

## **Definitions:**

Exempt - A position or employee that is not encompassed with, or covered by, collective bargaining.

Full Time: A position that require the employee to work a minimum of 1,820 hours a year.

Part Time: A position that requires the employee to work less than 30 hours on average per week but not less than 14 hours per week or 728 hours over a normal working year.

Temporary: A position that has a pre-determined date or event on which employment will end.

Casual: A position that has no guarantee of work hours or workdays and is usually called on an unscheduled as needed basis.

Permanent: An employee who has successfully completed an outlined probationary period.

Contract or Grant specific: A position that is based solely on the approval and funding provided by a grant or specific employment contract that is not fully funded by the Town and not intended to be a permanent position.

## **Policy:**

The Town of Fort Macleod will determine the need for exempt positions, identify which positions will be branded exempt and designate the same to the local Union. The CAO will also define the working conditions for these positions to ensure the Town of Fort Macleod is able to attract and retain effective and efficient employees.

## **Procedure:**

### **Hours/Days of Work**

The standard work time for permanent full-time exempt employees is Monday to Friday, 8:30 am to 4:30 pm, 5 days a week. Each employee is provided with a 1-hour unpaid lunch break and two paid 15-minute coffee breaks. This equates to a paid 7-hour workday.

The CAO may designate specific positions as requiring other work hour arrangements such as: longer daily hours/shorter work week, due to operational needs or the relationship and role of the exempt position. In certain circumstances, the Town reserves the right to adapt work schedules to meet operational demands upon 24 hours written notice. These hours will be discussed with the employee and noted within the employee's personnel file.

Actual hours and days worked will be in accordance with an agreement between the exempt employee and the CAO and will be stated in the employment agreement.

Re-scheduling Days Off: Under extenuating circumstances, such as urgent work requirements, an employee may work on a scheduled day off and would then be required to reschedule their day off to a mutually convenient time within that month. This circumstance is to be communicated and approved by the CAO.

### **Overtime**

Occasionally, due to the nature of the work being performed, or the demands of the role, additional hours may be required outside of the standard work time. In recognition of those additional hours, compensation as outlined below is offered to those employees:

- The Town offers certain exempt positions 5 days (35 hours) in lieu of overtime hours worked within the year, noted as "management time".
- Any additional hours outside regular standard time must be approved by the CAO.
- Exempt employees may have the ability to adjust their standard work hours to attend different events, meetings or appointments. Approval must be received from the CAO and the required standard work hours must be achieved.
- All hours must be specified on request forms as using "management time" and must be used in the year earned.

The above noted compensation does not apply to any Grant/contract positions unless specifically outlined within the employment contract.

When a full day of approved training, courses or conferences falls on a non-scheduled workday, employees are encouraged to take their next scheduled workday off in lieu of overtime whenever possible.

### **Pay and Pay Days**

All employees are required to be paid by direct deposit. Full-time exempt employees are paid on an annual salary basis with pay days being semi-monthly, on the 15<sup>th</sup> and 31<sup>st</sup>. Should a pay day fall on a weekend or holiday, deposits will be made on the business day prior to the pay date.

Contract or grant specific positions may be paid on an hourly basis and paid through the bi-weekly process and will be subject to the terms and conditions as outlined in an employment agreement.

## **Vacation**

At The Town of Fort Macleod, we believe that vacation is a time for rest and relaxation and an opportunity to get away from the everyday work routine. For recruitment purposes the CAO reserves the right to amend the vacation allowance for Director positions.

Vacation for full time permanent employees is earned and accrued as follows:

- 3 weeks paid vacation after 1 year of service;
- 4 weeks paid vacation after 6 years of service;
- 5 weeks paid vacation after 12 years of service;
- 6 weeks paid vacation after 18 years of service.
- 7 weeks paid vacation after 24 years of service.

Requests for pay out of vacation pay, without taking the associated time, will not be considered. For employees that are classified as hourly, part time or temporary, vacation will be earned or paid at the prescribed Alberta Employment Standards rate and outlined in the employment agreement.

Upon successful completion of the prescribed probationary period, vacation allotments are provided to the employee. The first year of employment may see a pro-rated basis of vacation dependant on the date of hire. Following the first year of employment all vacation time is updated January 1st for the that calendar year. Vacation must be scheduled every year, in advance, with the CAO. It is up to the CAO's discretion to approve or deny vacations requests based on the needs of the Town during the time requested. It is in the employees' best interest to discuss vacation plans well in advance of the requested dates. Vacation requests longer than two weeks at one time should be planned well in advance and have prior approval of the CAO.

Vacation time must be used in the year earned, no more than 5 days accrual and accumulating time may be carried over into the next year and requires specific approval from the CAO. Upon termination of employment, a pro-rated amount of any unused and earned vacation time will be paid to employees who leave The Town of Fort Macleod, regardless of the reasons for leaving.

## **Emergency and Personal Days**

Exempt employees are entitled to two Personal Days and two Emergency Days annually. Non-cumulative.

## **Benefits:**

Full-time exempt employees who are eligible to participate will be enrolled in the Town's mandatory benefits plans. This may include health, dental, disability, and/or pension participation, requirements and details of the coverage will be determined by the benefit provider. Benefits will be terminated on the last day of employment should employment cease with the Town.

## **Further Information:**

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

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CAO – Town of Fort Macleod