

**Town of Fort Macleod  
Organizational Meeting Agenda  
Monday October 25<sup>th</sup>, 2021  
GR Davis Administration Building  
Council Chambers  
6:00 pm**

**A. CALL TO ORDER**

**B. OATHS OF OFFICE**

1. Swearing in Ceremony – Sgt. Bryan Mucha
2. [Council & CAO Covenants](#)

**C. RECESS**

**D. APPROVAL OF AGENDA**

**E. IN CAMERA**

1. Personnel

**F. DEPUTY MAYOR ROTATION**

1. [Proposed Deputy Mayor Schedule](#)

**G. 2021-2022 MEETING DATES**

1. [Finance Committee Schedule](#)
2. [Tech Training Date](#)
3. [Proposed Council Meeting Dates](#)

**H. COUNCIL APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES**

1. [Review of Boards Committees & Council Appointments](#)

**I. MEMBERS AT LARGE APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES**

1. Build Heritage Advisory Board (*3 Vacancies, 2-year term*) One Fort Macleod Commercial Heritage Building Owner, One Fort Macleod Residential Heritage Building Owner, One Building Contractor Experienced in Heritage Buildings
  - a) Donna Bird
2. Environment Committee (*Unlimited Vacancies 2-year term*)
  - a) Susan Glover
3. Family & Community Support Services (*2 Vacancies, 2-year term & 1 Youth, 1- year term*)
  - a) Elizabeth Van Huigenbos
  - b) Doni-Lyn Huston
4. Fort Macleod Housing Committee (*3 Vacancies, 2-year term*) One Member of the Fort Macleod Real Estate Community, Two Community Members at Large
  - a) Anne Barnes – Fort Macleod Real Estate Community
5. Library Board (*No Vacancies*)

6. Municipal Planning Committee (*3 Vacancies & 1 Alternate, 1-year term*)

a) David Arnoldussen

b) Donna Bird

c) Robert Joesph Rigaux

7. Willow Creek Foundation Board (*1 Vacancy*)

a) Pam Young

## **J. ADJORNMENT**



## TOWN OF FORT MACLEOD

### Council – Chief Administrative Officer (CAO) Covenant

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We, as members of Council, will:

- carry out our responsibilities as set out in the applicable legislation to the best of our abilities;
- Develop policies and programs for the Town of Fort Macleod (the “Town”) that are necessary or desirable for all or a part of the Town;
- regularly evaluate the policies and programs of the Town;
- not exercise a power or function or perform a duty that is assigned to the chief administrative officer or a designated officer;
- review the background information and advice made available to us by administration prior to rendering a decision;
- seek further input when we are unsure of the issues associated with a particular course of action or uncertain as to relevant factors that might impact our decision-making;
- refer any complaints, either written or verbal, about the actions of administration, to the CAO for review, comment and follow-up (as appropriate);
- refrain from making any commitments on behalf of Council to individual citizens or groups, other than to take the request up with the Council or CAO and to respond appropriately;
- participate in Council’s decision-making process;
- refrain from making disparaging comments in public administration;
- act as good stewards of the Town;
- maintain high standards of ethical conduct;
- provide effective leadership by establishing annual or longer term goals and priorities;
- ensure that we formally and in writing evaluate the performance of the CAO at least once annually.

Signatures:

Mayor \_\_\_\_\_

Councillor \_\_\_\_\_

Councillor \_\_\_\_\_

Councillor \_\_\_\_\_

Councillor \_\_\_\_\_

Councillor \_\_\_\_\_

Councillor \_\_\_\_\_

Date: October, 25<sup>TH</sup>, 2021

I, the Chief Administrative Officer (CAO), will:

- carry out my responsibilities as set out in the applicable legislation to the best of my abilities;
- conduct myself as your chief policy advisor in an honest and ethical manner;
- respect Council and individual Councillors;
- provide advice (on all issues) which is professionally sound, ethical, complete, legal and in accordance with the policies and objectives of Council;
- guide the actions of the administration so that they are consistent with the policies and objectives of Council;
- act only on the will of Council as a whole as established by the resolutions, policies and bylaws of Council of the Town of Fort Macleod (the “Town”);
- forward any complaints or concerns of Council to the appropriate department and individual
- follow-up to ensure that any complaints are reasonably and promptly addressed;
- ensure that Council has access to the reasonable decision options as well as my recommendation as your CAO;
- bring forward emerging issues to assist Council in developing effective policies and programs in a timely fashion;
- maintain a current understanding of the applicable legislation as well as relevant programs, policies and initiatives of the Provincial and Federal governments;
- take corrective action when errors or concerns are identified with the operation of the Town;
- listen carefully to the concerns of Council vis- à-vis my performance and seek to improve any deficiencies on an ongoing basis;
- track Council’s policies and programs in sufficient detail so as to be able to advise Council of relevant matters, including but not limited to progress on priorities, anticipated problems or future decision-making junctures.

Signature:

CAO: \_\_\_\_\_

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



# Town of Fort Macleod Mayor & Council 2021- 2025

## DEPUTY MAYOR SCHEDULE

FROM	TO	COUNCILLOR
NOVEMBER 2021	JUNE 2022	COUNCILLOR DRESSLER
JULY 2022	FEBRUARY 2023	COUNCILLOR MONTEITH
MARCH 2023	OCTOBER 2023	COUNCILLOR VAN HUIGENBOS
NOVEMBER 2023	JUNE 2024	COUNCILLOR WOLSTENHOLME
JULY 2024	FEBRUARY 2025	COUNCILLOR HENGERER
MARCH 2025	OCTOBER 2025	COUNCILLOR EDWARDS



## Town of Fort Macleod Administration: Tech Training Day

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### **Recommendation:**

That Council collectively decides which date and time works best to attend a technology training session.

### **Background:**

Administration is working towards digitizing their records management system using Ricoh and Laserfiche. The first step in this process will be Council Agenda Packages. Moving into 2022 Dropbox will no longer be used for Council to access their information such as the agenda packages.

Administration plans to launch the new Laserfiche programing for the first Council meeting in November. (November 8, 2021)

We would like to host a training session to introduce Councillors to Laserfiche and get comfortable with this process prior to this meeting.

### **Proposed Date & Times:**

Note: Training should take approx. 1 - 1.5 hours

Thursday November 4<sup>th</sup>, 2021- 10:00 am, 12:00 pm, or 3:00 pm

Friday November 5<sup>th</sup>, 2021 – 10:00 am, 12:00 pm, or 3:00 pm

Councillors, please leave your laptop after this meeting (Oct 25) with Meranda to load the new software and ensure it is integrated for this training. Due to delays in the supply chain new laptops are delayed and are not expected until the end of 2021. IT asks that if any Councillors are having difficulties to leave a note of these, so IT can run a diagnostic at this time.


### **Council Strategic Plan:**

Public Relations- Improve upon the experience and satisfaction level of all those who interact with the Town of Fort Macleod Administration and staff.

Investigate technology options for enhancing service efficiencies.

**Enclosures:** n/a

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**Prepared by:** Meranda Day Chief  **Date:** Oct 18, 2021

**Approved by:**  Liisa Gillingham **Date:** Oct 18, 2021

**Submitted to:** Town Council **Date:** Oct 25, 2021

## 2021/2022 Council Meeting & Committee of the Whole Dates

Council Meeting Dates	Committee of the Whole
Monday November 8, 2021	Tuesday November 16, 2021
Monday November 22, 2021	
Monday December 13, 2022	Tuesday December 21, 2021
Monday January 10, 2022	Tuesday January 18, 2022
Monday January 24, 2022	
Monday February 14, 2022	Tuesday February 22, 2022
Monday February 28, 2022	
Monday March 14, 2022	Tuesday March 22, 2022
Monday March 28, 2022	
Monday April 11, 2022	Tuesday April 19, 2022
Monday April 25, 2022	
Monday May 9, 2022	Tuesday May 17, 2022
<u>Tuesday</u> May 24, 2022	
Monday June 13, 2022	Tuesday June 21, 2022
Monday June 27, 2021	
Monday July 11, 2022*	
Monday August 22, 2022*	
Monday September 12, 2022	Tuesday September 20, 2022
Monday September 26, 2022	
<u>Tuesday</u> October 11, 2022	Tuesday October 18, 2022
Monday October 24, 2022 Organizational & Regular Council Meeting	

\*Note: Only 1 Council meeting per month

Other Important Events	
Tech Training	TBD
Ghostbusters: Afterlife Special Screening	Saturday November 13, 2021
AUMA Convention - Edmonton	November 17 - 19, 2021
Midnight Madness	Friday November 26, 2021
Santa Clause Parade	Saturday November 27, 2021
Council Orientation	Monday November 29, 2021

## Council Appointments to Boards, Commissions and Committees 2021-2022

	COMMITTEE	MEETING DATE/LOCATION	COUNCILLOR(S) 2020 ORG	COUNCILLOR(S) 2021	STAFF
1	Alberta Police Interim Advisory Board (AAPG) Associate Member Advisory Committee(1 Councillor)	Quarterly- 2021, 9 times yearly-Virtual or Hotel in Calgary Mon/Sat	Dressler		Liisa
2	Agriculture Society (Liaison Role)	2nd Wednesday 8:00 pm @ Ag Hall	Van Huigenbos		Liisa
3	Alberta Southwest Regional Alliance (Mayor & 1 Alternate)	1st Wednesday pm	Feyter, Orr (alt)		n/a
4	Built Heritage Advisory Board (2 Councillors & Staff)	1st Wed 7:00pm @ GR Davis	Orr, Van Huigenbos		Adrian
5	Chamber of Commerce (1 Councillor Liaison & CAO)	Rotates Thursday noon, Thursday Evening	Feyter		CAO
6	Chinook Arch Regional Library Board (1 Councillor, 1 Alternate)	1st Thursday April, August, December, Lethbridge Meeting	Monteith, Edwards (alt)		Liisa
7	Crime Prevention Advisory Committee (1 Councillor, 1 Staff)	As needed, Councillor Liaison	Dressler		Liisa
8	Cultural Heritage Tourism Alliance (1 Councillor)	2nd Tuesday 7:00 pm @ Fort	Orr		Liisa
9	Diversity & Inclusion Committee (1 Councillor, 1 Staff)	2nd Thurs 1:00 pm	Edwards		Liisa
10	Empress Theatre Society (1 Councillor)	4th Tuesday 7:30 @ Empress	Orr		Liisa
11	Environment Committee (1 Councillor, 1 Alternate)	Jan, Mar, May, Sept, Nov 4th Wed 5:00 pm @ Hospital	Orr, Dressler (alt)		Adrian /CAO
12	Family and Community Support Services (FCSS) (1 Councillor)	Evening meetings, varies. Montly @ GR Davis	Edwards		Liisa
13	Fort Macleod and District Library Board (1 Councillor)	1st Tuesday 7:00 pm @ G.R Davis	Edwards		Liisa
14	Fort Macleod Historical Association (1 Councillor, 1 Alternate)	2nd Thursday 7:00 pm @ Fort Museum	Feyter, Dressler (alt)		Liisa
15	Fort Macleod Interagency Board (1 Councillor)	4 times per year.	Monteith		FCSS
16	Chinook Intermunicipal Subdivision & Development Appeal Board (1 Councillor)	As Required	Wolstenholme		n/a
17	Hiway 3 EDC (Mayor attend)		Feyter (Deputy Mayor as alt)		n/a
18	Housing Committee (2 Councillors)	3rd Tuesday Noon @ GR Davis	Monteith & Van Huigenbos		FCSS
19	Mayors and Reeves (Mayor attend)	1st Friday, No meeting July/Aug	Feyter		n/a
20	Municipal Planning Commission (2 Councillors, 1 Alternate)	3rd Monday noon @ GR Davis	Van Huigenbos, Dressler, Feyter (alt)		Development / Adrian
21	Oldman River Regional Services Commission (1 Councillor, 1 Alternate)	4 Meetings yearly @ ORRSC Office Lethbridge	Wolstenholme, Feyter (alt)		CAO
22	Oldman Watershed Council (1 Councillor)	Yearly meeting	Wolstenholme		Adrain
23	Regional Assesment Review Board (1 Councillor OR Community Member at large)	3 year term Training & Meet as requested	Unfilled		CAO



<b>24</b>	Regional Waste Management Facility Authority (1 Councillor, 1 Alternate)	3rd Thursday 10:00 am Woodhouse	Wolstenholme, Dressler (alt)		CAO
<b>25</b>	Willow Creek Foundation (2 Councillors)	3rd Tuesday 10:00 am @ Pioneer Lodge	Wolstenholme, Monteith		CAO

**COUNCIL ONLY MEETINGS**

<b>26</b>	CAO Review Committee	As needed?	Feyer, Van Huigenbos, Wolstenholme, Edwards		CAO
<b>27</b>	Council Timesheets Committee ( 2 Councillors)	Monthly with admin. As scheduled	Monteith, Wolstenholme		Liisa
<b>28</b>	Emergency Management Advisory Committee (4 Councillors including Mayor - Chair)	Annually?			Liisa
<b>29</b>	Finance Committee	Monthly with Finance	All		Mgmt. as needed
<b>30</b>	Regular Council Meetings	2nd and 4th Monday of each month 7:00 pm	All		Mgmt. as needed
<b>31</b>	Committee of the Whole	3rd Tuesday of each month 7:00pm *as needed	All		Mgmt. as needed



**EXTERNAL COMMITTEE**

**ALBERTA POLICE INTERIM ADVISORY BOARD**

Councillor Werner Dressler

<b>Membership:</b>	11 voting members (1 AAPG, 1 AUMA, 1 RMA, 2 RCMP communities from Western Alberta, 2 from Eastern Alberta, 2 from Central Alberta, 2 from Southern Alberta.)  1 Councillor – “Associate Member Advisory Committee”
<b>Mandate:</b>	Collaborate with the Government of Alberta, RCMP, “K” Division to provide input, advice, and recommendations on policing in Alberta.
<b>Meetings Held:</b>	Held: Quarterly at minimum 9 meetings in 2021, Monday or Saturdays- Oct 18, Nov 22 remaining for 2021 Location: Virtual or In Person Calgary
<b>Contact:</b>	Victoria Chester, Executive Director AAPG 587-892-7874 <a href="mailto:admin@aapg.ca">admin@aapg.ca</a>
<b>Requirements of Board:</b>	Attached for all details.



**EXTERNAL COMMITTEE**

**FORT MACLEOD & DISTRICT AGRICULTURE SOCIETY**

Councillor Marco Van Huigenbos

<b>Membership:</b>	Liaison Role
<b>Mandate:</b>	Emailed for more information – Sept 2021
<b>Meetings Held:</b>	Held: Monthly on the 2 <sup>nd</sup> Wednesday Time: 8:00 pm Duration: 1- 2 hours Location: Ag Hall
<b>Contact:</b>	Donna Friesen, President 403-634-8768 <a href="mailto:stockmansgrill@gmail.com">stockmansgrill@gmail.com</a>
<b>Requirements of Board:</b>	Unknown



**EXTERNAL COMMITTEE**

**ALBERTA SOUTHWEST REGIONAL ALLIANCE LTD.**

Mayor Brent Feyter

Alternate Councillor David Orr

<b>Membership:</b>	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, 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 establishments of priorities. Engage in 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>	Attached more information.



**BUILT HERITAGE ADVISORY BOARD (BHAB)**

Councillor David Orr

Councillor Marco Van Huigenbos

Fraser Shaw - Government of Alberta Department of Culture and Tourism Rep

May 2021 – May 2021

Jason Sailer - Architect or Designer experienced in heritage conservation

October 2021 – October 2022

Donna Bird - Fort Macleod residential Heritage building owner

October 2019 – October 2021

Virginia Wishart - Fort Macleod and District Chamber of Commerce Rep

January 2021 – January 2023

<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 1 <sup>st</sup> Wednesday. Time: 7:00 pm Duration: 1- 2 hours Location: Virtual or at G.R Davis Administration Building
<b>Contact:</b>	Adrian Pedro, Director of Operations – Built Heritage Advisor a.pedro@fortmacleod.com 403-553-4425
<b>Requirements of Board:</b>	Bylaw 1839 - Attached



**EXTERNAL COMMITTEE**

<b>FORT MACLEOD CHAMBER OF COMMERCE</b>
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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 1 <sup>st</sup> Thursday Time: Rotates noon or evening meeting. Duration: 1- 2 hours Location: Varies
<b>Contact:</b>	Andrew Beusekom, President 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>	



**EXTERNAL COMMITTEE**

**CHINOOK ARCH REGIONAL LIBRARY BOARD**

Councillor Jim Monteith

Alternate Councillor Kristi Edwards

<b>Membership:</b>	Elected Official representative 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 one of the three standing committees.



**EXTERNAL COMMITTEE**

**CRIME PREVENTION ADVISORY COMMITTEE**

Councillor Werner Dressler

<b>Membership:</b>	One Councillor as a Liaison Role
<b>Mandate:</b>	Formed in 2005 and incorporated as a Society in 2008. Non-profit group that works in partnership with stakeholders to build the communities capacity to reduce and prevent crime in Fort Macleod & Area through education, asset-building, and information sharing.
<b>Meetings Held:</b>	Held: As needed Time: Noon Duration: 1- 2 hours Location: G.R Davis Administration Building, Fort Macleod
<b>Contact:</b>	Conrad Van Hierden 403-553-2117 c.pac@live.com
<b>Requirements of Board:</b>	





## EXTERNAL COMMITTEE

### CULTURAL HERITAGE TOURISM ALLIANCE SOCIETY

Councillor David Orr

<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**

**DIVERSITY & INCLUSION COMMITTEE**

Councillor Kristi Edwards

<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>	Held: 2 <sup>nd</sup> Thursday How Often: Monthly Time: 1:00 – 2:00 pm Duration: 1 – 2 hours Location: Will rotate
<b>Contact:</b>	Angie O'Connor, FCSS Director 403-553-4491 <a href="mailto:fcss@fortmacleod.com">fcss@fortmacleod.com</a>
<b>Requirements of Board:</b>	Terms of Reference attached.



**EXTERNAL COMMITTEE**

**EMPRESS THEATRE SOCIETY**

Councillor David Orr

<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: 7:30 pm Duration: 2- 3 hours Location: Empress Theatre, 235 Main Street Fort Macleod
<b>Contact:</b>	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 References attached.



**COMMITTEE OF COUNCIL**

<b>ENVIRONMENT COMMITTEE</b>
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Councillor David Orr

Alternate Councillor Werner Dressler

Susan Glover Oct 2019 – Oct 2021

Ronda Reach Oct 2019 – Oct 2021

Curtis Jestin Oct 2019 – Oct 2021

Deven Koshney Oct 2020 – Oct 2022

Donna Bird Oct 2020 – Oct 2022

Gerri-Jo Atwood Oct 2020 – Oct 2022

Virginia Wishart Oct 2020 – Oct 2022

Jon Austin Nov 2020 – Nov 2022

<b>Membership:</b>	1 Councillor representative Any number of public at large members (minimum of 4). All appointed by Council at the Organizational meeting for a 2-year term. Terms 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: Virtually (previously Fort Macleod Hospital)
<b>Contact:</b>	Ronda Reach Ronda.reach@albertahealthservices.ca
<b>Requirements of Board:</b>	Terms of Reference attached.



**COMMITTEE OF COUNCIL**

**FAMILY AND COMMUNITY SUPPORT SERVICES BOARD (FCSS)**

Councillor Kristi Edwards

MD Willow Creek No. 26 Representative Dona Guyette	Unknown
Mackenzie Hengerer	Oct 2019 – Oct 2021
Elizabeth Van Huigenbos	Oct 2019 – Oct 2021
Barent Goodrich	Oct 2020 – Oct 2022
Alex Russell – Youth Appointee	Oct 2020 – Oct 2021

<b>Membership:</b>	<p>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.          &amp; 1 member to be a youth representative from either jurisdiction, for a one-year term.</p>
<b>Mandate:</b>	<p>Operate all FCSS programs for the Town and included portion of the MD, including develop and monitor 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..</p>
<b>Meetings Held:</b>	<p>Held: Varies          How Often: Monthly except July &amp; August          Time: 7:00 pm          Duration: 2- 3 hours          Location: Virtually or G.R Davis Administration Building</p>
<b>Contact:</b>	<p>Angie O'Connor, FCSS Director          403-553-4491          fcss@fortmacleod.com</p>
<b>Requirements of Board:</b>	<p>FCSS MOU for Bylaw 1628, and Policy Manual attached.</p>



**COMMITTEE OF COUNCIL**

**FORT MACLEOD AND DISTRICT LIBRARY BOARD**

Councillor Kristi Edwards	Aug 2021
MD of Willow Creek Reeve Maryanne Sandberg	Jan 2021 – Jan 2024
MD of Willow Creek Edith Evans	May 2021 – May 2024
MD of Willow Creek Anthony Burdett	Nov 2019 – Nov 2022
Wendy Aikins	Feb 2020 – Feb 2023
Tami Nickerson	Oct 2020 – Oct 2023
Kaitlyn Corbin	Feb 2021 – Feb 2024
Jocelyn Bieniewski	Feb 2021 – Feb 2024
Sydney Tobler	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 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>	Kristi Edwards, President <a href="mailto:k.edwards@fortmacleod.com">k.edwards@fortmacleod.com</a> Darlene Hofer, Librarian 403-553-3880 264 24 <sup>th</sup> Street, Fort Macleod dhofer@fortmacleodlibrary.ca
<b>Requirements of Board:</b>	Library Board Governance Bylaw attached.



**FORT MACLEOD HISTORICAL ASSOCIATION**

Mayor Brent Feyter

Alternate Councillor Werner Dressler

<b>Membership:</b>	1 Town of Fort Macleod Councillor representative
<b>Mandate:</b>	<p><b>Strategic Framework</b></p> <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.  <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.  <b>Impact Statements</b></p> <p><b>Health</b>-The Fort visitors, staff, and volunteers feel safe and at ease.  <b>Social</b>-Community involvement in The Fort and by The Fort in the community contributes to mutually beneficial and positive social change.  <b>Environment</b>- Consistency and well-informed decisions at The Fort result in a positive public perception.  <b>Culture</b>- The Fort's relationships, programs and activities contribute to empathy and compassion, eliminating racism and cultural appropriation.  <b>Financial</b>- The Fort is a trusted institution directly contributing to the economic health of our community.</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**

**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>	Angie O'Connor, 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.





**CHINOOK INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT  
APPEAL BOARD**

Councillor Gord Wolstenholme

<b>Membership:</b>	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 requires How Often: Unknown Time: Unknown Duration: Unknown Location: Unknown
<b>Contact:</b>	Oldman River Regional Services Commission
<b>Requirements of Board:</b>	Attached Bylaw 1892, Agreement for Chinook Intermunicipal Subdivision and Appeal Board and Procedural Guidelines.



**EXTERNAL COMMITTEE**

**HIGHWAY 3 TWINNING DEVELOPMENT ASSOCIATION**

Mayor Brent Feyter

<b>Membership:</b>	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 association.



**FORT MACLEOD HOUSING COMMITTEE**

- Councillor Jim Monteith
- Councillor Marco Van Huigenbos
- Willow Creke Foundation – Jackie Vanee- Palmer
- Foothills Center – Val Campbell
- FCSS – Angie O’Connor
- FCSS Housing Support Worker – Beth Jones
- AHS – Ronda Reach
- Kids First Family Center – Cynthia Chisolm
- Chamber of Commerce - Brent Feyter
- Real Estate Community – Anne Barnes

2019 – Oct 2021

<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>	Held: 3 <sup>rd</sup> Tuesday 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>	Angie O’Connor, FCSS Director 403-553-4491 or fcss@fortmacleod.com
<b>Requirements of Board:</b>	Terms of Reference Attached



**EXTERNAL COMMITTEE**

**MAYORS & REEVES OF SOUTHERN ALBERTA**

Mayor Brent Feyter

<b>Membership:</b>	Mayor
<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.



**COMMITTEE OF COUNCIL**

**MUNICIPAL PLANNING COMMISSION**

Councillor Van Huigenbos

Councillor Dressler

Alternate Mayor Brent Feyter

David Arnoldussen

Oct 2020- Oct 2021

Sharon Randal

Oct 2020- Oct 2021

Donna Bird

Oct 2020- Oct 2021

<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 k.sandford@fortmacleod.com
<b>Requirements of Board:</b>	Current Land Use Bylaw & Attached Bylaw 1349



**EXTERNAL COMMITTEE**

**OLDMAN RIVER REGIONAL SERVICES COMMISSION**

Councillor Gord Wolstenholme (Executive Committee - Chair)

Alternative Mayor Brent Feyter

<b>Membership:</b>	Each municipality of ORRSC has an appointed member on the Board of Directors.
<b>Mandate:</b>	The Executive Committee is selected from the Board of Directors and is responsible for financial and administrative concerns including budget preparation, approval of accounts, procedures and policies for hiring and dismissal of staff and specific issues affecting administration or policy.
<b>Meetings Held:</b>	Held: 4-7 Meetings Yearly 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>	



## EXTERNAL COMMITTEE/MEMBERSHIP

### 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



**EXTERNAL COMMITTEE**

**REGIONAL WASTE MANAGEMENT FACILITY AUTHORITY**

Councillor Gord Wolstenholme

<b>Membership:</b>	
<b>Mandate:</b>	
<b>Meetings Held:</b>	Held: 3 <sup>rd</sup> Thursday How Often: Monthly Time: 10:00 am Location: Woodhouse
<b>Contact:</b>	Cheryl wclandfill@gmail.com
<b>Requirements of Board:</b>	





**EXTERNAL COMMITTEE**

**REGIONAL ASSESMENT REVIEW BOARD**

Currently Vacant

<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 requires How Often: Unknown Time: Unknown Duration: Unknown Location: Unknown
<b>Contact:</b>	Oldman River Regional Services Commission
<b>Requirements of Board:</b>	Attached Bylaw 1841- Regional Assessment Review Board and Proposed Bylaw 1944, to be reviewed by Council in Regular portion of the agenda.



**EXTERNAL COMMITTEE**

**WILLOW CREEK FOUNDATION**

Councillor Gord Wolstenholme

Councillor Jim Monteith

Pam Young

Oct 2019 – Oct 2021

<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 it 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>	Attached – Willow Creek Board Selection Criteria



**INTERNAL COMMITTEE**

**CAO REVIEW COMMITTEE**

Mayor Brent Feyter

Councillor Gord Wolstenholme

Councillor Marco Van Huigenbos

Councillor Kristi Edwards

<b>Membership:</b>	Four Councillors
<b>Mandate:</b>	Prepare and present annual review of the Chief Administrative Officer.
<b>Meetings Held:</b>	Held: As needed
<b>Contact:</b>	Liisa Gillingham, Interim CAO 403-553-4425 l.gillingham@fortmacleod.com
<b>Requirements of Board:</b>	



## INTERNAL COMMITTEE

### 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, Interim CAO 403-553-4425 l.gillingham@fortmacleod.com
<b>Requirements of Board:</b>	



**INTERNAL COMMITTEE**

**EMERGENCY MANAGEMENT ADVISORY COMMITTEE**

To be determined

Mayor & 3 Councillors

<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 the 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 l.gillingham@fortmacleod.com
<b>Requirements of Board:</b>	See attached Bylaw 1930 – Emergency Management Bylaw



**INTERNAL COMMITTEE**

**FINANCE COMMITTEE**

All Council Members

<b>Membership:</b>	Mayor & Council
<b>Mandate:</b>	Review and discuss financial information, including operational and capital budgets with the Director of Finance.
<b>Meetings Held:</b>	Held: To be determined Frequency: During the day Length: 1- 2 hours
<b>Contact:</b>	Kris Holbeck, Director of Finance 403-553-4425 k.holbeck@fortmacleod.com
<b>Requirements of Board:</b>	