

The Regular Meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday, September 17<sup>th</sup>, 2015 at 4:00 pm.

<b>Present</b>	Perry Robinson	Mayor
	Wayne Dame	Councillor
	Greg Sparrow	Councillor
	Grant Imlah	Councillor
	Cindy Rose	Councillor
	Erik Skoberg	Councillor
<b>Present</b>	Amanda Davis	Chief Administrative Officer
	Maxine Steil	Recording Secretary

**Call to Order** Mayor P. Robinson called the meeting to order at 4:00 PM.

#### Agenda

**2015.09.199** MOTION by Clr. W. Dame that the agenda be approved with the following additions:

***Business:***

1. B6. - In-Camera to discuss land.
2. B7. - Round Table.

CARRIED.

#### Correspondence

##### **RAIL Commons**

Alberta Centre for Sustainable Rural Communities (ACSRC) and the Battle River Alliance for Economic Development (BRAED) announcement that registration is open for the Rural Alberta Innovation and Learning (RAIL) Commons. RAIL Commons will be on October 2<sup>nd</sup> - 4<sup>th</sup>, 2015 in Camrose; Mayor P. Robinson to attend.

##### **Generative**

##### **Conversations**

Unstoppable Conversations is a community event intended to provide expert advice on how to rewrite the future of your community. The session will be held on October 2<sup>nd</sup> – 3<sup>rd</sup> in Killam; Clr. E. Skoberg to attend.

**2015.09.200**

MOTION by Mayor P Robinson directing administration to engage community leaders whereby seeking their participation and attendance at Unstoppable Conversations.

CARRIED.

##### **FRHG**

Flagstaff Regional Housing Group (FRHG) July 28<sup>th</sup>, 2015 meeting minutes were reviewed.

##### **FIRST**

Flagstaff Initiative to Relationship and Spousal Trauma's (FIRST) June 1<sup>st</sup>, 2015 meeting minutes were reviewed.

##### **Compost Bins**

Public comment was received in regards to the placement of the compost bins as per council's inquiry. The comment suggests the present location is ideal for the compost bins.

##### **Resident Concerns**

Council received a letter from E & A Mayne addressing a variety of complaints.

**2015.09.201**

MOTION by Clr. G. Sparrow that Town Council accept E & A Mayne's letter of complaint as information.

CARRIED.

**2015.09.202**

MOTION by Clr. G. Sparrow directing administration to send a letter to Flagstaff County requesting the installation of two additional speed signs on Township Road 442; one sign to be placed on the north side of Township Road 442 facing west approx. 200 meters west of the lift station and one on the south side of Township road 442 facing east 500 meters (+/-) from the intersection of 50<sup>th</sup> Street and Township Road 442 in an effort to improve public safety.

CARRIED.

##### **Public Complaint**

Council received a complaint letter from W. Hallum addressing rebranding concerns.

##### **Flagstaff County**


Municipal Planning Services (MPS) provided a copy of the Proposed Subdivision application for SE7-44-12-W4 submit by Flagstaff County.

##### **Municipal Affairs**

Alberta Municipal Affairs submit a letter stating the provinces commitment to continue with Municipal Sustainability Initiative (MSI) funding for 2015-16.


##### **Flagstaff Celebrates Success**

Flagstaff Celebrates Success will be held on October 21<sup>st</sup>, 2015 at the Killam Community Hall – the Town of Sedgewick received two complimentary tickets.

  
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Mayor

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CAO

- Trans Canada** Trans Canada sought municipal support regarding the Energy East Pipeline. A Stakeholder Engagement package was provided.
- 2015.09.203** MOTION by Mayor P. Robinson that the Town of Sedgewick provide TransCanada with a letter in support of the Energy East Pipeline project. CARRIED.
- Fortis Alberta** Council reviewed a letter from Fortis Alberta regarding 2016 Franchise Fees.
- 2015.09.204** MOTION by Clr. G. Imlah that the Town of Sedgewick maintain the Franchise Fee at 6% for 2016. CARRIED.
- LOC** A list of correspondence items was reviewed by council, as per the list attached and forming part of these minutes.
- 2015.09.205** MOTION by Clr. C. Rose to accept correspondence items and file as information. CARRIED.
- Financial Statements** Council reviewed the Financial Statement for the month ending June 30<sup>th</sup>, 2015 as attached and forming part of these minutes.
- 2015.09.206** MOTION by Clr. C Rose that the Financial Statement for the month ending June 30<sup>th</sup>, 2015 be approved as presented. CARRIED.
- Council reviewed the Financial Statement for the month ending July 31<sup>st</sup>, 2015 as attached and forming part of these minutes.
- 2015.09.207** MOTION by Clr. G. Sparrow that the Financial Statement for the month ending July 31<sup>st</sup>, 2015 be approved as presented. CARRIED.
- Withdraw** Pursuant to Section 172 of the Municipal Government Act (MGA), Clr. C. Rose withdrew from discussions on the corresponding items.
- Accounts** Council reviewed the issuance of General Cheques and Payroll Cheques for the month ending June 30<sup>th</sup>, 2015 as attached to and forming part of these minutes.
- 2015.09.208** MOTION by Clr. E. Skoberg to approve issuance of General Cheques #4038-4107, totaling \$137,497.10 and Payroll Cheques #0457-0474, totaling \$21,129.37 for the month ending June 30<sup>th</sup>, 2015. CARRIED.
- Council reviewed the issuance of General Cheques and Payroll Cheques for the month ending July 31<sup>st</sup>, 2015 as attached to and forming part of these minutes.
- 2015.09.209** MOTION by Clr. G. Imlah to approve issuance of General Cheques #4108-4162, totaling \$116,641.78 and Payroll Cheques #0475-0502, totaling \$35,546.28 for the month ending July 31<sup>st</sup>, 2015. CARRIED.
- Council reviewed the issuance of General Cheques and Payroll Cheques for the month ending August 31<sup>st</sup>, 2015 as attached to and forming part of these minutes.
- 2015.09.210** MOTION by Clr. G. Sparrow to approve issuance of General Cheques #4163-4210, totaling \$75,156.52 and Payroll Cheques #0503-0521, totaling \$25,007.37 for the month ending August 31<sup>st</sup>, 2015. CARRIED.
- Policy** Council discussed large repair costs and the need to have two or more quotes obtained to ensure suppliers remain competitive.
- 2015.09.211** MOTION by Clr. W. Dame directing administration to develop a draft policy pertaining to repair costs and quotations as per council discussion. CARRIED.
- Entrance** Clr. C. Rose resumed discussions.
- Committee Reports:** Council provided written committee reports to September 17<sup>th</sup>, 2015 as attached to and forming parts of these minutes.
- In-Camera**
- 2015.09.212** MOTION by Clr. G. Sparrow to go in-camera at 5:08 PM to discuss personnel with all persons excluded except Town Council, CAO Davis and Recording Secretary M. Steil. CARRIED.

  
 09-Oct-15  
 Mayor

09-Oct-15  
 CAO

**Revert**

2015.09.213 MOTION by Mayor P. Robinson to revert to regular meeting at 5:28 PM. CARRIED.

2015.09.214 MOTION by Clr. C. Rose to accept in-camera discussions as information. CARRIED.

2015.09.215 MOTION by Clr. G. Imlah that the Committee Reports be approved as presented. CARRIED.

**Recess**

2015.09.216 MOTION by Mayor P. Robinson to recess the meeting at 6:01 PM CARRIED.

**Reconvene**

2015.09.217 MOTION by Mayor P. Robinson to reconvene the meeting at 6:29 PM. CARRIED.

CAO Report:

CAO Davis provided a written Administration report to September 17<sup>th</sup>, 2015 as attached to and forming a part of these minutes.

**Asset Replacement**

Council discussed public works vehicle replacement.

2015.09.218 MOTION by Clr. G. Sparrow directing administration to develop a Vehicle Replacement Policy under the following context:

1. That the annual reserve allocation remain at \$7,500 for the replacement of the ½ ton truck;
2. That the ½ ton truck be rotated every five years from the Town to the Lake Board and the Golf Club;
3. That upon the ten year rotation that the asset be sold and that any funds received be gifted to the Lake Board or the Golf Club;
4. That the receiving organization be responsible for all operational costs.

CARRIED.

**Recess**

~~2015.09.219~~ MOTION by Mayor P. Robinson to recess the meeting at 6:01 PM. CARRIED.

**Reconvene**

~~2015.09.220~~ MOTION by Mayor P. Robinson that the meeting reconvene at 6:29 PM. CARRIED.

**Employment**

Discussion held regarding the replacement of the Direction of Parks and Recreation Position as per the attached internal job description and in accordance with the Municipal Sustainability Plan.

2015.09.220/19 MOTION by G. Imlah to recruit for the vacant position of Director of Parks and Recreation and further that administration present a title change for the position. CARRIED.

**Fire Department**

Fire Chief J. Hebert sought the appointment of Rylan Proctor to the Sedgewick Fire Department.

2015.09.222/220 MOTION by Mayor P. Robinson that Sedgewick Town Council authorize the appointment of Rylan Proctor to the Sedgewick Fire Department. CARRIED.

**Residential Subdivision**

Council discussed the status of the residential subdivision following an update of the completed Settlement and Release Agreement between the Town of Sedgewick and Stantec Consulting.

2015.09.223/221 MOTION by G. Imlah directing administration to proceed with the residential subdivision process in an effort to confirm the continued viability of the project. CARRIED.

**Walking Trail**

Administration provided notification that a one year extension was granted by the Federal Government for the use of funds for the walking trail expansion project.

2015.09.224/222 MOTION by Clr. E. Skoberg directing administration to prepare a public notice regarding the residential subdivision and walking trail projects and further that council provide final approval of the public notice via email. CARRIED.

**Public Forum**

Discussion held regarding the public forum scheduled for September.

2015.09.225/223 MOTION by Clr. G. Imlah that the Public Forum be cancelled until additional information is obtained on various projects. CARRIED.

**Main Street Music**

Administration was directed to investigate the installation of an outdoor sound system for main street; preliminary costs have been obtained at \$70,000.

2015.09.226/224 MOTION by Clr. G. Sparrow that administrations investigation for an outdoor sound system

for main street cease and further that a letter of inquiry be sent to main street businesses seeking their participation in continuing this venture. CARRIED.

**Strategic Plan** The strategic plan was reviewed by council.

**2015.09.227225** MOTION by Clr C. Rose that the CAO report be approved as presented. CARRIED.

**Minutes:** Council reviewed the minutes of the June 25<sup>th</sup>, 2015 regular Council meeting.

**2015.09.228226** MOTION by Clr. G. Sparrow that the minutes of the June 25<sup>th</sup>, 2015 regular council meeting be approved as presented. CARRIED.

**Matters arising:**  
**FIP**

Discussion was held regarding municipal partner withdrawal from the Flagstaff Intermunicipal Partnership (FIP) committee. Sedgewick shall continue with this partnership.

**Spray Park** Administration advised that a Geotechnical Investigation has been conducted on the lands designated for the Sedgewick Community Spray Park – pending the outcome of the study highway signage shall be developed and installed.

Council reviewed the minutes of the July 20<sup>th</sup>, 2015 special Council meeting.

**2015.09.229227** MOTION by Clr. E. Skoberg that the minutes of the July 20<sup>th</sup>, 2015 special council meeting be approved as presented. CARRIED.

Council reviewed the minutes of the September 1<sup>st</sup>, 2015 special Council meeting.

**2015.09.230228** MOTION by Mayor P. Robinson that the minutes of the September 1<sup>st</sup>, 2015 special council meeting be approved as presented. CARRIED.

**Business:**  
**Strategic Plan**  
**Rebranding**

Council reviewed the voting statistics for the rebrand:

- 220 total votes
- Option I – 114 votes = 51.82%
- Option II – 85 votes = 38.64%
- Do not change – 21 votes = 9.54%
- Overall percentage willing to see change as voted 90.46%

**2015.09.231229** MOTION by Clr. G. Sparrow that Council adopt Option I in accordance with the public vote for the rebranding of the Town of Sedgewick and further that administration begin the rebranding implementation in accordance with the 2015 municipal operating budget. CARRIED.

**GoPro Camera** A go pro camera was to be awarded to the winning submission for the Town of Sedgewick rebranding. Portions of all suggestions were used in the creation of the new brand.


**2015.09.232230** MOTION by Clr. W. Dame that the names of participating citizens that submit ideas for rebranding be entered in a draw for the go pro camera award to be awarded on September 23<sup>rd</sup>, 2015. CARRIED.

**Organizational Restructuring** Administration presented an external restructuring of the Town of Sedgewick’s organization to attract and retain elected official and prevent burnout.

**2015.09.233231** MOTION by Clr. E. Skoberg to defer discussions on organizational restructuring to the October regular council meeting. CARRIED.

**IDP** Council received a response from Flagstaff County regarding the Town’s inquiry pertaining to the Intermunicipal Development Plan dated June 26<sup>th</sup>, 2015.

**2015.09.234232** MOTION by Clr. C. Rose that Council direct administration to send a letter to Flagstaff County requesting that a review of the IDP be conducted in 2016 and further that the Town agree to engage with Municipal Planning Services trusting equal support throughout the review. CARRIED.



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 Mayor            CAO

**Delegation:** Lynne Jenkinson, Flagstaff Family and Community Services (FFCS) Executive Director and  
**Entrance** Holly Bovencamp, Mennonite Liaison Program Director entered the meeting at 8:23PM.

Bovencamp provided information on the Mennonite Liaison program and has request financial assistance from the Town of Sedgewick for the operations of the 2016 Mennonite Liaison Program.

**Departure** Jenkinson and Bovencamp departed the meeting at 9:09 PM.

**Tripartite Rescue Services Agreement** Council reviewed correspondence between the Town and Flagstaff County regarding the Tripartite Rescue Services Agreement.

**2015.09.235 233** MOTION by Mayor P. Robinson that Council authorize signature to the Tripartite Rescue Services Agreement as presented with the intention to work through the agreement prior to its expiration whereby resolving Sedgewick’s immediate concern:

- 1. That a clause be included addressing a process for requisitioning.

CARRIED.

**Fire Services Agreement** Council discussed the expired Fire Services Agreement with Flagstaff County. A letter was received from Flagstaff County regarding shared equipment. An additional letter was received from the Office of the Fire Commissioner with five recommendations to assist both parties with dispute resolutions.

**2015.09.236 234** MOTION by Clr. G. Imlah that Council adopt the following recommendations as presented by the Office of the Fire Commissioner regarding the expired Fire Services Agreement with the Town and Flagstaff County:

- 1. That a delegation from each community that consist of the CAO, one council representative be established;
- 2. That each community meet with Flagstaff County independently as each community has different fire resources and different equipment needs;
- 3. Municipal Affairs Dispute Resolution Services and Assistant Fire Commissioner Abrey be involved in meetings;
- 4. Clr. E. Skoberg be appointed as the Town representative.

Further, that a letter be sent to Flagstaff County requesting an extension to the August 28<sup>th</sup>, 2015 letter regarding shared equipment pending the outcome of the defined meeting.

CARRIED.

**In-Camera**  
**2015.09.237 235** MOTION by Mayor P. Robinson to go in camera at 9:41 PM to discuss land with all persons excluded except Town Council, CAO Davis and Recording Secretary M. Steil. CARRIED.

**Revert**  
**2015.09.238 236** MOTION by Mayor P. Robinson to revert to regular meeting at 10:36 PM. CARRIED.

**2015.09.239 234** MOTION by Mayor P. Robinson to accept information discussed in camera regarding land as information and that further discussion be defer. CARRIED.

**Round Table** A round table session was held; discussion ensued.

**2015.09.240 238** MOTION by Clr. G. Sparrow that the October regular council meeting be rescheduled from the 15<sup>th</sup> to the 22<sup>nd</sup>. CARRIED.

**Adjournment**  
**2015.09.241 239** MOTION by Mayor P. Robinson for adjournment at 10:50 PM. CARRIED.

Perry Robinson, Mayor

Amanda Davis, CAO

09-Oct-15  
Mayor

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CAO