

December 15th, 2014

Agenda

Regular Monthly Meeting – Call to Order – 6:00 PM

Adoption of Agenda –

Correspondence – Items Arising:

- | | |
|---|----|
| 1. Alberta Transportation - Letter | A1 |
| 2. Town of Hardisty – Regional Governance | A2 |

Circulation File of Correspondence – List Attached

Delegation – n/a

Financial Statement – For the Month Ending November 30th, 2014 – Attached

Accounts – For Month Ending November 30th, 2014 – List Attached

Committee Reports – For the Period Ending December 15th, 2014 – Attached

Public Works Report – For the Period Ending December 15th, 2014 - Attached

CAO Report – For the Period Ending December 15th, 2014 – Attached

Matters Arising:

Minutes –Regular Meeting of Council – November 20th, 2014 - Attached

Matters Arising:

Minutes –Special Meeting of Council – December 4th, 2014 - Attached

Matters Arising:

Business:

- | | |
|---|-----|
| 1) In-Camera – Closed Session – Personnel | B1 |
| 2) Municipal By-Election | B2 |
| 3) CAO Evaluation – Approval | B3 |
| 4) Director of Parks & Recreation - Job Description - amended | B4 |
| 5) Request to Hunt Fur Bearing Animals – <i>addition</i> | B5 |
| 6) Regional Joint QMP | B6 |
| 7) SKNGS – 2015 Proposed Budget | B7 |
| 8) Municipal Waste Budget – 2015 Proposed | B8 |
| 9) Municipal Budget – 2015 Proposed | B9 |
| 10) Fees & Charges Bylaw #514 – Draft | B10 |
| 11) In-Camera – Closed Session – Land | B11 |
| 12) Round Table | |
| 13) | |
| 14) | |

Adjournment -



ALBERTA
TRANSPORTATION

*Office of the Minister
MLA, Grande Prairie-Wapiti*

AR63523

November 26, 2014

Ms. Amanda Davis
Chief Administrative Officer
Town of Sedgewick
Box 129
Sedgewick, AB T0B 4C0

DEC - 8 2014

Dear Ms. Davis:

Thank you for the recent letter from Mayor Perry Robinson regarding the Town's concerns with the intersection of Highway 13 and Highway 869. As Minister of Transportation, I am pleased to respond.

With respect to the Council's request regarding signage, I asked staff to review this location. To help ensure signage is highly visible to motorists, my department will install larger signs at this intersection.

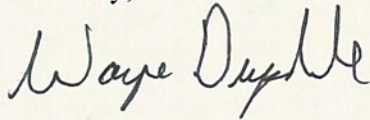
In regards to your request for a speed reduction half a kilometre leading up to and away from the intersection from 100 kilometres per hour to 80 kilometres per hour, my department has been monitoring the operation of this intersection and a speed reduction may be a viable solution to increase safety at this junction. I have requested Mr. Bill Heaslip, Operations Manager for Vermilion District, to contact you directly to schedule a meeting to discuss this possible solution. While there are factors to consider in this process, we remain committed to collaborating with the Town to improve Alberta's transportation network.

.../2

Ms. Amanda Davis
Page Two

Thank you for taking the time to write and share your concerns.

Sincerely,

A handwritten signature in dark ink, appearing to read "Wayne Drysdale". The signature is fluid and cursive, with the first name "Wayne" being more prominent than the last name "Drysdale".

Wayne Drysdale
Minister

cc: Honourable Jim Prentice, Premier of Alberta
Doug Griffiths, MLA Battle River-Wainwright
His Worship Perry Robinson, Mayor, Town of Sedgewick
Bill Heaslip, Operations Manager, Alberta Transportation



Town of Hardisty

P.O. Box 10
Hardisty, Alberta
T0B 1V0
Phone (780) 888-3623
Fax (780) 888-2200

December 11, 2014

Flagstaff Intermunicipal Partnership Committee

Attn: Nancy Ambler – FIP Co-ordinator

PO Box 210

Forestburg, AB

T0B 1N0

RE: FIP Regional Governance Study Phase I Budget Approval

Dear FIP Committee,

The Town of Hardisty at their December 9th, 2014 Council Meeting reviewed the meeting highlights brought forward by Deputy Mayor Lefebvre from the December 1st, 2014 FIP Steering Committee Meeting. With the postponement of many items, items being referred back to the CAO Group for further review and recommendation and the lack of a managing partner as of February 28th, 2015:

- *Elections for Chair & Vice Chair – tabled until a new managing partner is found*
- *Statement of Revenue & Expenses – previous surplus is it “ear tagged”*
- *2015 FIP Committee Operating Budget – as no managing partner going forward cannot approve*
- *FIP Protocol for Regional Cooperation – being referred back to the CAO Group for further revisions*
- *FIP Managing Partner – and FIP Co-ordinator positions referred back to the CAO Group for further analysis and recommendation*

Council has the sentiment that FIP is losing its ability to be a cohesive group with a unified direction. On the outside we are appearing to be a group that wants to work together setting strategic work plans with timelines and projects but when it comes down to engaging these projects we fall short. Projects become an item that only come into play if grant monies are

obtained and then we seem to lose our “steam” once we engage these projects to either see through to their completion or continuing progress.

In review of the “Generative Conversation for Transformational Change” proposition that was brought forward to Council this process is regarded as one that would be extremely beneficial for FIP as a whole to work through. This process may determine whether FIP has the ability to move forward as a regional group with regional initiatives. The Town of Hardisty Council supports the motion of the FIP Steering Committee to advise Volunteer Alberta that we would like to take up their offer in becoming a pilot group and go through the Generative Conversation for Transformational Change workshop process. This initiative may help FIP determine how we can better align initiatives, create collaborations, and focus efforts targeting mutually beneficial rural community and economic capacity building. Leading to growth for all our communities.

Motion #222/14 MOVED by Councillor Lesmeister THAT Council will support the application of Flagstaff Intermunicipal Partnership Committee becoming a pilot group through Alberta Volunteer to participate in the “Generative Conversation for Transformational Change” process/workshop. Once FIP as a whole has gone through this process then the Town of Hardisty will determine whether they are willing to commit financial funding towards completing a Regional Governance Study Phase I. CARRIED

Yours truly,


Sandy Otto

CAO

cc. on file

Flagstaff County, Towns & Villages

LETTERS:

- Government of Canada:** Acknowledging our letter regarding disaster services dated October 27th, 2014. The Prime Minister has been made aware of our concerns.
- Civic Solutions:** Outlining different courses and solutions for Administration and Council to improve training and staff development.
- Flagstaff’s Initiative to Relationship & Spousal Trauma:** Seeking support for 17th Annual Supper and Auction.
- Battle River Community Foundation:** Approval of grant for placement of waste receptacles at the cemetery in the amount of \$1000.00. Funded by the Community Fund.
- Battle River Community Foundation:** Approval for grant for the purchase of bunker gear for the fire department in the amount of \$1000.00. Funded by James and Mabel Quast Fund and the Jim and Mel Hampshire fund.
- Village of Alliance:** Approved the 2015 Flagstaff Family & Community Services (FFCS) budget and made the following recommendations: that there be a \$1.00 per capita increase facilitate salary increases and that cost of living allocation be factored into future budgets
- Village of Heisler:** Rates have been updated pursuant to Schedule “A” of the All Hazards Mutual Aid Agreement.
- Village of Heisler:** Approved 2015 Flagstaff Regional Solid Waste Management Associations (FRSWMA) budget.
- Village of Galahad:** Approved the 2015 FRSMWA budget.
- Town of Killam:** Approved the 2015 FRSWMA budget.

NOTICES & INVITATIONS:

- ATB Financial:** Notification and information on change in structure and creation of ATB Business Banking Centre.
- Corner Gas:** Notification that internal discounts applied for employee and commercial accounts will no longer be in effect.

WORKSHOPS & SEMINARS:

- FMC:** Sustainable Communities Conference 2015 will be held in London, Ontario February 10 – 12th, 2015.
- Brownlee LLP:** Emergency Trends Seminar, Edmonton February 12th, 2015, Calgary February 19, 2015.

MINUTES & FINANCIAL STATEMENTS:

- Parkland Regional Library Board:** Minutes from November 6th, 2014 meeting.
- Sedgewick Lake Park:** Minutes from the Annual General Meeting held on October 20th, 2014.
- Sedgewick Lake Park:** Minutes from the September 22nd, 2014 meeting.
- CASA:** Annual Report
- Flagstaff Family & Community Services:** Board minutes from November 19th, 2014 meeting.
- Battle River School Division:** November 13th, 2014 meeting highlights.

NEWSLETTERS AND PUBLICATIONS:

- | | |
|--|-----------------------------|
| 1. Parkland Regional Library Board Meeting: | November 2014 |
| 2. Eco-flex Recycled Rubber Solutions: | Catalogue |
| 3. The Furrow: | November 2014 |
| 4. Battle River Community Foundation: | November 2014 – Giving Back |
| 5. AMHSA: | Business Plan 2015 |
| 6. Western Canada Water: | Winter 2014 |
| 7. Infrastructures: | November 2014 |
| 8. Canaan Inc.: | Catalogue Preview |
| 9. Battle River REA: | November 2014 |
| 10. Governmental Solutions: | Fall 2014 |
| 11. The Responder: | Fall/Winter 2014 |
| 12. Award: | December 2014 |
| 13. Canadian Process Equipment & Control News: | December 2014 |
| 14. Battle River School Division: | 2014 Yearly Report |
| 15. AUMA: | Newsletter |

Town of Sedgewick Monthly Statement
Month Ending November 30, 2014

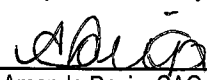
As Per Books						
	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG
Previous Month Balance	2,455,628.23	3,522.68	117,795.99	64,971.36	876,227.55	161,330.14
Receipts for Month	147,804.22					
Outstanding Receipts	843.43					
Interest Received	2,072.32	2.90	96.82	53.40	720.19	132.60
Subtotal	2,606,348.20	3,525.58	117,892.81	65,024.76	876,947.74	161,462.74
Less Disbursements	136,666.73					
Month End Balance	\$2,469,681.47	\$3,525.58	\$117,892.81	\$65,024.76	\$876,947.74	\$161,462.74

As Per Bank						
Month End Balance	2,477,029.52	3,525.58	117,892.81	65,024.76	876,947.74	161,462.74
Cash on Hand	300.00					
Cash in Transit	8,133.14					
Subtotal	2,485,462.66	3,525.58	117,892.81	65,024.76	876,947.74	161,462.74
Less Outstanding Cheques	15,781.19					
Month End Balance	\$2,469,681.47	\$3,525.58	\$117,892.81	\$65,024.76	\$876,947.74	\$161,462.74

Outstanding Cheques			
	Number	Amount	
Payroll Cheques			
	327	250.01	3660 68.64
	329	1,710.41	3661 529.44
	331	794.46	3662 4,888.64
	333	294.30	3663 178.50
	334	147.18	3664 252.38
			3665 372.75
			3667 157.50
General Cheques			3668 52.45
	3632	50.00	
	3652	428.50	
	3654	2,237.55	
	3655	104.07	
	3657	2,570.60	
	3658	588.00	
	3659	105.81	
Outstanding Cheque Total		\$15,781.19	

Submitted to Council this 15 day of December 2014.

Interest Earned/November \$2,945.63
GIC - 5-yr @ VCU \$11,487.59
GIC - 5-yr @ ATB \$19,083.04
Total Cash and Investments \$3,563,642.99

Perry Robinson, Mayor

Amanda Davis, CAO

15-Dec-14
Mayor

15-Dec-14
CAO

Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: AP - BRCU				
Computer Cheques:				
3615	11/14/14	Air Liquide Canada Inc.	Cyl/Oct refill	16.60
3616	11/14/14	AMSC Insurance Services Ltd.	Dec 2014 remittance	1,810.84
3617	11/14/14	AUMA	Queen's Printer renewal	105.00
3618	11/14/14	Battle River R.E.A. Ltd	Oct. 2014 Charges	50.28
3619	11/14/14	Bonness Oilfield Supply Ltd.	WTP-Foam pigs	55.99
3620	11/14/14	Brent Polege	PW-Sewer callout 5006-49ast.	390.87
3621	11/14/14	Comer Gas	Oct. 2014 Fuel Purchases	436.03
3622	11/14/14	CUETS Financial Mastercard	Oct 2014 Stmt	648.39
3623	11/14/14	David Zayonce	FD-472 OP Proctor Fee	350.00
3624	11/14/14	DEKRA-LITE	Street light decorations	2,428.66
3625	11/14/14	Eastlink	FD-Nov. 2014 Stmt	38.45
3626	11/14/14	Flagstaff Waste Management	Oct. 2014 Statement	276.15
3627	11/14/14	Forster Feeder Manufacturing	Hydrovac-4502-47 Ave.	441.00
3628	11/14/14	Government of Alberta	Oct. 2014 Statement	30.25
3629	11/14/14	John Deere Financial	PW- Sweeper Broom	1,788.77
3630	11/14/14	Killam Home Hardware Ltd.	PW-Drill/Impact Driver	209.97
3631	11/14/14	Loomis Express	PW-Freight Cleartech	42.20
3632	11/14/14	Loma Polege	LP- 5 yr Svc Award	50.00
3633	11/14/14	Purolator Courier Ltd.	Freight - RMRF- Legal suite	31.51
3634	11/14/14	RTS Diesel Repair & Parts Ltd.	Oct. 2014 Statement	376.01
3635	11/14/14	Sedgewick Building Supplies	PW-Cold Storage Upgrades	6,833.62
3636	11/14/14	SKNGS - Sedgewick Killam	Oct 2014 Billings	26,556.38
3637	11/14/14	Stantec Consulting Ltd. (SCL)	Capital Upgrades	26,292.00
3638	11/14/14	Telus	Oct. 2014 Statement	876.88
3639	11/14/14	The Community Press	Oct. 2014 Statement	95.08
3640	11/14/14	Thurber Engineering LTD.	Res Sub- Geotechnical	4,987.50
3641	11/14/14	Town Of Sedgewick	Oct. 2014 Utility Billing	1,234.29
3642	11/14/14	Tyson Armitage	FD - Instructor Fees x 2 crs.	1,600.00
3643	11/14/14	Wainwright Assessment	Nov 2014 Contract	1,036.35
3644	11/14/14	Wallace Oilfield Services Ltd.	Walking Trail Tree Removal	13,035.75
3645	11/14/14	Watkins Holdings Ltd.	Oct.2014 Statement	223.22
3646	11/14/14	Western Canada Water	DJ-AWWOA Membership	60.00
3647	11/14/14	Voided by the print process		0.00
3648	11/14/14	Wild Rose Co-operative Ltd.	Oct. 2014 Statement	769.52
3649	11/14/14	Xerox Canada Ltd	photocopier maintenance	210.80
3650	11/19/14	AMSC	Nov. 2014 Charges	6,931.42
3651	11/19/14	Sedgewick Lions Club	2014 Firemen Christmas Party	1,500.00
3652	11/28/14	Battle River Watershed Allianc	2015 BRWA allocation	428.50
3653	11/28/14	Canada Revenue Agency	Nov. 2014 Remittance	4,911.70
3654	11/28/14	Carillion Canada Inc.	PW-Sand/Salt	2,237.55
3655	11/28/14	DEKRA-LITE	Street Light Decoration	104.07
3656	11/28/14	Eastlink	Nov.2014 Statement	95.31
3657	11/28/14	Flagstaff County	Noc.2014 Statement	2,570.60
3658	11/28/14	Forster Feeder Manufacturing	Hydrovac- Subdivision waterlin	588.00
3659	11/28/14	Galletly, Sylvia	Galletly -UT Payout	105.81
3660	11/28/14	Government Of Alberta	2014 Linear Assessment	68.64
3661	11/28/14	Hi-Way 13 Transport Ltd.	Nov. 2014 Statement	529.44
3662	11/28/14	Local Authorities Pension Plan	Nov. 2014 Remittance	4,888.64
3663	11/28/14	Local Government Admin Assoc.	AD-LGAA 2015 membership	178.50
3664	11/28/14	Loma Polege	LP-Pension Workshop RD	252.38
3665	11/28/14	Parkland Geo	#2 Canary Crescent	372.75
3666	11/28/14	Petty Cash Fund	Replenish Petty Cash	133.90
3667	11/28/14	Sedgewick Rec Centre	CAO mtg, Oct.9/14	157.50
3668	11/28/14	Syban Systems Ltd.	WTP - Dec. Remittance	52.45
3669	11/28/14	Telus (Mike)	FD - Nov. 2014 Invoice	63.29
3670	11/28/14	Worker's Compensation Board -	4th Quater Installment	1,026.00
Total for AP:				120,584.81

November 30th, 2014 Payroll

0323-0327	14/11/2014	Mid Month Payroll	4,350.01
0328-0334	28/11/2014	Month End Payroll	<u>11,731.91</u>
Total for Payroll:			\$16,081.92

15-Dec-14
Mayor

15-Dec-14
CAO

Town of Sedgewick - Council Committee Reports to December 15th, 2014

Mayor Robinson reported attendance to:

Collaborative Meeting (Flagstaff County, Killam and Sedgewick), November 26th, 2014:

In the company of CAO Davis and our entire council save Clr. F. Watkins, I attended the so-called 'Collaborative Meeting' with Flagstaff County and Killam Council. At the meeting I presented concerns we have over Flagstaff's lack of respect and consideration toward Sedgewick in its decision-making process and established that our one goal is to actually HAVE a collaborative relationship with the county.

Unfortunately, this concept seems incomprehensible to the Reeve, Council and Administration of Flagstaff County and we left a list of our "Points of Contention" which we requested them to formally address and respond to us accordingly.

As we had to re-send the list to one of their employees several days later it is clear that none of them even had the decency to retain a copy of our request, which was hand delivered by our CAO to each of their representatives in attendance. Subsequently to that, with the Reeve's inappropriate and premature announcement as to the closing of Flagstaff Lodge in Sedgewick, I hold out absolutely no hope that Sedgewick can have any form of productive relationship with the current Flagstaff Council or Management and am prepared to take whatever legal measures as may be necessary to protect the interests of Sedgewick and its citizenry. I am NOT interested in any further 'discussions' with the County unless the Province, or some other mediator, is involved.

Flagstaff Intermunicipal Partnership (FIP) Meeting, December 1st, 2014:

In the company of CAO Davis, I attended a FIP meeting in Forestburg. On the agenda was election of officers, budgets, protocol for regional cooperation, managing partner, work plan updates and meeting schedule. To make a long story shorter, it was established that it would be inappropriate to assign a new managing partner or elect new officers accordingly because the scope of responsibilities and actual job description is so ill-defined as to preclude any municipality from undertaking the management role without that knowledge. It remains to be established EXACTLY what level of management is required and what level of compensation would be appropriate as a result. This information gathering process was assigned to the CAO's to bring to the next meeting, which will be hosted by Sedgewick on February 2nd, 2014.

It was also established that the 'Protocol for Regional Cooperation' needs to be amended...which I could easily make some ironic comments on but will refrain from doing so as those comments might actually veer into the sharp bite of sarcasm rather than remain warm within the poetic cloak of irony. Also, the 'Work Plan' was updated by removing "Regional Recreation" (for obvious reasons as the County arbitrarily abrogated the process) and the "Waste Management" option which was addressed by FRSWMA itself in recent weeks.

Finally, it was agreed that Phase 1 of "Regional Governance" would proceed regardless of securing funding through the ACP grant. It was moved that we would fund on a per capita basis of equalized assessment failing to secure grant funding up to a cap of \$50,000. It will be up to us as a municipality to continue after Phase 1.

The Village of Forestburg is no longer willing to hold the position of Managing Partner. Once a proper job description is prepared and reviewed the FIP Committee will take the next steps in securing a manager.

Town of Sedgewick - Council Committee Reports to December 15th, 2014

Clr. G. Sparrow reported attendance to:

Sedgewick Rec Board Meeting, November 24th, 2014

- Manager's Report:
 - Dave Wylie is cleaning the bowling alley lanes;
 - Main office door has been rekeyed;
 - Incidents, tires were slashed on an employee's vehicle and a drug pipe was found outside.
- Obtaining quotes on a water softener;
- Obtaining quotes for the replacement of heaters on the curling and bowling roofs;
- Christmas Hours:
 - Closed December 24-26 and 31 and January 1st open all remaining days from 11AM – 3PM
- Darren Lien would like to retire from making curling ice so we are in search of a replacement;
- July 1st Update:
 - Wagons will run June 30th – July 2nd
- Sound system is being replaced in the arena at a cost of \$11,276. Minor Hockey is covering 80% of the cost and the system is to be installed on December 12th, 2014.
- The rec board has inquired if the Town is interested in purchasing a lift.
- Grad will be held on September 12th, 2015.
- Junior curling states December 4th, 2014.

Clr. E. Skoberg reported attendance to:

Sedgewick Killam Natural Gas System (SKNGS) Meeting, December 3rd, 2014:

- In attendance with Clr's Watkins and Sparrow;
- Approved previous meeting minutes – no discrepancies to report;
- I was nominated as Vice Chair of the SKNGS Committee for the remaining three year term;
- The board approved 2015 budget which highlights:
 - New equipment purchases (gas detector, line locating equipment)
 - 10% increase for maintenance contract over the next two years;
 - Gas meter service charge increase from \$16 to \$20/month
- Motion to rescind the high volume industrial consumer rebate program that was established June 8th, 1999 (there has been no usage over the past five (5) years).
- CAO Borgel to follow up on the expired GIC form November 8th, 2014 as well as establish new signing authorities.

Clr. F. Watkins reported attendance to:

Flagstaff Regional Housing Group (FRHG) Meeting, November 25th, 2014

- Executive Committee Elections:

Town of Sedgewick - Council Committee Reports to December 15th, 2014

- Donna Buelow, Board Chair
 - Peter Miller, Vice Chair
 - Wade Lindseth, Second Vice
- Approved the financial reports from January – October 2014;
- 2015 Requisition will remain the same at \$445,000. \$40,000 will be transferred from reserves to offset the \$40,000 deficit.
- Operational Report:
 - Big Knife Villa, zero vacancies and there is no wait list. There were three move outs and one move in that occurred in October.
 - Flagstaff Lodge, eighteen (18) vacancies and there is no wait list
- Began development of a website;
- Method of payment to The Bethany Group will change from manual to the EFT process;
- Flagstaff Lodge is continuing to seek an Activity Coordinator. Big Knife Villa provides the services on an interim basis.
- Results on the evaluation of The Bethany Group – all is good, there are no issues.
- Project updates – no change in status. Awaiting an announcement from government regarding the Sedgewick project.

Big Knife Villa Expansion Update:

ONPA – PGA presented their initial footprint proposals which I attached to this email. They gave three options, which I will discuss some of the pros & cons of each. We (Bethany, Architects and Engineers) favor Option A the most. We are looking for your input on the Options. We would like to give the architect an answer by Tuesday. If you can please review on the weekend and get back to me Monday, it would be appreciated.

- Option C: Least favorable option
 - Pros:
 - Central location on site
 - Minimal removal of trees
 - Cons:
 - South wings will lose a lot of light
 - Narrow strip on south side becomes unusable space
 - Difficult to service (water, sewer, etc..)
 - Expensive foundation due to elevation changes
- Option B: Second highest option
 - Pros:
 - Close access to parking lot
 - Can have a separate entrance (foyer)
 - Excellent light (east-west windows)
 - Cons:
 - Lose many trees – reduces the nice views

Town of Sedgewick - Council Committee Reports to December 15th, 2014

- Architects think it will be the most expensive foundation due to elevations
- Servicing invert elevations (height of water and sewer) on the West side of the property are very shallow, this will be difficult to install
- Water & sewer will need to wrap around the existing building – expensive install
- Long walk from existing building to addition, residents may feel separated from community
- Option A: Highest rated option
 - Pros:
 - Cheapest foundation due to elevations, can use a slab on grade
 - Uses the existing green space well
 - Lounge area will have nice light and views
 - Easiest site servicing
 - Cons:
 - North facing suites may have less desirable view and poor lighting
 - Architect is proposing stepped roofline to accommodate vertical skylight
 - Furthest from parking lot

**Design attached*

Clr. C. Williams reported attendance to:

Flagstaff Family & Community Services (FFCS) Meeting, December 10th, 2014

- Stacey Wolbeck, Fetal Alcohol Spectrum Disorder (FASD) Network Coordinator will be renting space in the FFCS office in Killam starting December 22nd, 2014;
- FADD will contribute costs for administrative support;
- FFCS is still in search of Care A Van drivers, please contact Lynne Jenkinson if you know of anyone.
- Christmas Sharing Program is well underway. The Flagstaff Community Foundation is covering the remuneration cost for two volunteers.
- Nights Alive:
 - Jenkinson advised that she received a call from a concerned parent that Sedgewick was starting their own program and wanted to know if that would hurt Nights Alive. The board sought an update on Sedgewick's status. I reported that there was a discussion as our most recent Council meeting.
 - The Hardisty FFCS rep questioned Flagstaff County's decision and sought clarity why funding wasn't distributed to each community to host their own centre. Jenkinson and Albrecht advised that that endeavor would be too costly.
 - Should attendance at Nights Alive decline the programs funding will be reevaluated by Flagstaff County.
 - The health inspector passed there was a recommendation that one bathroom be converted to a kitchen.
 - Kim Cannady has complete the fire inspection however the report is not available to date.
 - Nights Alive move our date is projected for March 31st, 2015; S. Freadrich has begun packing.

Town of Sedgewick - Council Committee Reports to December 15th, 2014

- FIRST – the Olweus bullying prevention program is underway in all schools except Hardisty. The program takes a considerable amount of time and teachers want to partner with Sedgewick.
- Jenkinson attended the Hardisty Complex Group Meeting and made a presentation on the Community Resource Officer seeking \$60,000 support for the program.
- Board Development Day is scheduled for January 8th, 2015 with a board meeting to follow.

Clr. C. Rose – nothing to report.

Clr. W. Dame – no report submit.

Clr. E. Skoberg reported attendance to:

Battle River Alliance for Economic Development (BRAED) Meeting, December 4th, 2014

1. Business Walk Program

The Business Walk Program was executed in three BRAED communities: Killam, Camrose, Special Areas #4. The project was based on a Central Okanagan Economic Development Commission initiative that sought to create meaningful connections between business service providers and the local business community. Asking three brief questions;

- How is business?
- What is the best part about doing business in the Region?
- What can be done to help your business thrive?

The Business Walk has been proven as a successful entry point to creating networks. This project will provide a 'pulse' of data to the participating communities, and will also provide action items that both BRAED and the participating communities can work towards.

2. Business Network Group

Based on a recommendation from a Labour Force Forum hosted by BRAED in Camrose last February, BRAED has decided to research, build a business case, and pilot a Business Network Group initiative. The initiative is meant to provide a forum for a variety of industries and businesses to meet, share best practices, advocate for one another, and learn about each other's practices in an informal, but meaningful setting. Developing our first event, to be held on **March 17 in Hardisty**.

They have identified that bringing in a valuable keynote speaker (Corey Poirier), providing opportunities to gain insight, and to build networks on a regional level will be a draw for many businesses in the area.

3. RABC Partnership – Best of Business Series

BRAED provided a \$400.00 sponsorship to RABC – Camrose to assist with the hosting of four sessions under the umbrella of "Best of Business." The sessions included marketing on social media, website building on a budget, accounting for small business, and ask a lawyer, and were well-attended.

4. Podcast/Webinar Series – ACSRC Partnership

BRAED is undertaking (in partnership) a podcast/webinar series with the Alberta Centre for Sustainable Rural Communities. The series is another action item identified in last year's Labour Forum. Thus far, they have completed one of a series of webinars, with the next set to be hosted on **January 12, 2015 from 12PM – 1PM**. Each of the members has been emailed regarding this webinar, and they ask that we forward the invitation to appropriate contacts.

5. EARN Luncheon – Wainwright

Town of Sedgewick - Council Committee Reports to December 15th, 2014 - addition

They provided a \$3,500.00 sponsorship to be the major financial sponsor for the recently passed Wainwright EARN Luncheon. As part of BRAED's sponsorship they received the opportunity to discuss BRAED and what we do. We also received 8 tickets for our Executive to attend, our logos were placed on the marketing materials, and we were mentioned/thanked by Wainwright Economic Development for sponsoring the event.

The event itself brought out over 100 people from Wainwright and area. From business and industry leaders, to municipal officials, BRAED was able to market itself to a number of individuals that are potential stakeholders to our organization.

6. GOA – IAE Conversations

Since last Spring they have been involved with the other 10 REDAs in having frank and meaningful conversations with the Government of Alberta – Innovation & Advanced Education. Their attempts to try to revitalize our relationship were of the upmost importance, with discussions ranging from priority areas, expectations from both Government by the REDAs and REDAs by the Government, funding models, and action items tasked by both GOA and the REDAs. A report was released, and each Executive Director and Chair has been contacted by IAE to begin working on a plan for action.

Included in our priorities were increased and enhanced transparency between Ministries, and increased awareness by Ministries of REDAs, better training and utilization of Government resources by REDAs, and more.

They anticipate much to come of these discussions and look forward to working closely with the GOA.

7. East-South Transportation Coalition

BRAED is a part of an East-South Transportation Coalition that was developed by Calgary Regional Partnership and Palliser Economic Partnership, who each noticed a need that the other could fulfill in regards to transportation and transportation infrastructure. As a group, we are made up of 5 REDAs: BRAED, HUB, PEP, South Grow, ABSW, and have met three times to discuss opportunities to work together to define our goals and begin to make changes to the current system.

We have had Ministers from Transportation, Tourism, IIR, and IAE present in the conversations, and they recognize the importance of our collective voice.

8. Invest in Alberta Publication

An Economic Developer's of Alberta publication, Invest in Alberta provided a space for each Region to be highlighted. This was at no cost to BRAED, as the Regions set out do not follow strictly to the REDA Regions. We received a profile of the "Battle River Region" with various communities being highlighted who paid for ad space, etc. The publication is available by contacting EDA.

Upcoming/Current**1. RAIL Commons (Rural Ec. Dev Conference) – Rural Alberta Innovation Learning Commons (Sept 2015)**

2. Youth Economic Development Internship Program 2015

Three communities were chosen for the internship this year: Special Areas/Consort, Edgerton, County of Paintearth.

3. Lemonade Game Recipient

Special Areas, Consort, Veteran were all chosen to receive \$500.00 in funding assistance to execute the Youth Lemonade Marketing Game (attached is the overview of the game)

4. ACP Application – Investment Readiness

Application overview is attached – We have passed the evaluation stage and are sitting at the recommendation stage. We should hear back (hopefully) prior to Christmas about the grant.

5. Operations Plan Development

Development of 2015/16 Ops plan will begin in January

6. Policies and Procedures Update

I will be reviewing the P&P and presenting any draft changes at our April Board Meeting for approval at the AGM in June.

7. REACH Program

Tabled

8. Request for Meetings RE: grant funding

Have requested meetings with AG&Rural and IAE to discuss potential funding for numerous projects including the RAIL Commons and the REACH Program

9. EDA Awards Submission – EATC

EATC will be submitting applications for marketing awards at the EDA Conference once again this year. We won a Marketing Award for a Large Community (80 communities combined) last year

10. GO East Publication Meeting

Will be meeting with Kevin Kisilevich to discuss whether it is a fit for BRAED to publish an ad in their GoEAST Magazine

11. Christmas notice

Quarterly newsletter will be released on Monday, Dec 15

12. EATC Event – March 4, 5 Vermilion

This is in its basic planning stages, no overview or agenda at this point. Save the Date.

The Bethany Group

4401 - 47 St., Forestburg, AB, T0B 1N0, Canada

**PRELIMINARY
NOT FOR CONSTRUCTION**

NOTES:

#Notes

Project #:

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LEGAL DESCRIPTION:
#Custom 3

Revisions:

	/ /	
NO.	DATE	DESCRIPTION

OFFICE PROJECT NO: 14-042

The Bethany Group

BIG KNIFE LODGE EXTENSION

4401 - 47 St., Forestburg, AB, T0B 1N0, Canada

SHEET TITLE

COVER SHEET

SCALE:	
DATE:	December-12-14
DRAWN BY:	Jaco Erwee
CHK'D BY:	C. Laing

SHEET 1

A-001

NOTES:

#Notes

Project #:

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Revisions:

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NO.	DATE	DESCRIPTION

OFFICE PROJECT NO: 14-042

The Bethany Group

BIG KNIFE LODGE EXTENSION

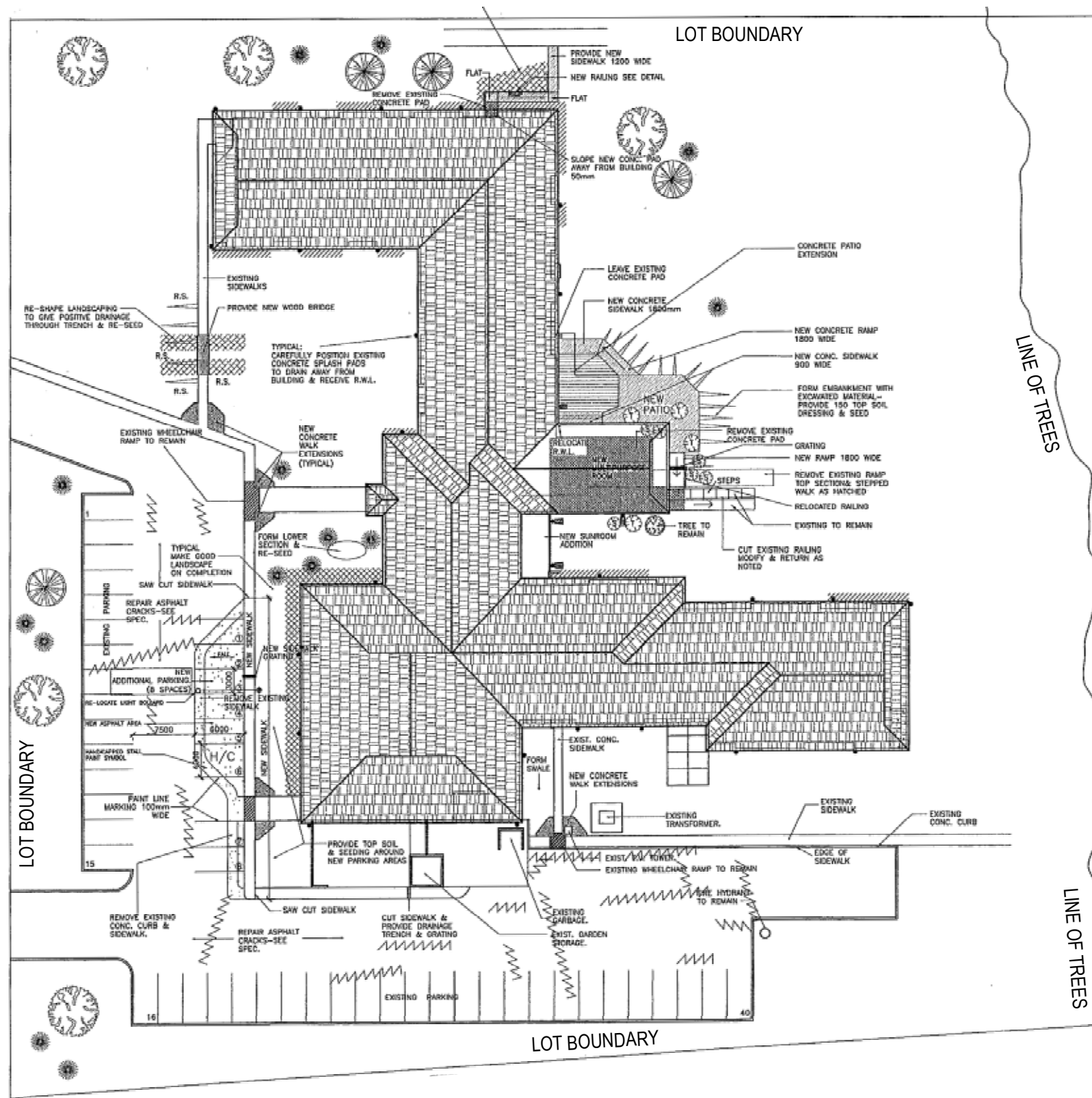
4401 - 47 St., Forestburg, AB, T0B 1N0, Canada

SHEET TITLE

SITE PLAN- EXISTING

SCALE:	
DATE:	December-12-14
DRAWN BY:	Jaco Erwee
CHK'D BY:	C. Laing

A-3.1



LINE OF TREES

LINE OF TREES



1

SITE PLAN - EXISTING

SCALE: 1:294.25



NOTES:

#Notes

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#Custom 3

Revisions:

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NO.	DATE	DESCRIPTION

OFFICE PROJECT NO: 14-042

The Bethany Group

BIG KNIFE LODGE EXTENSION

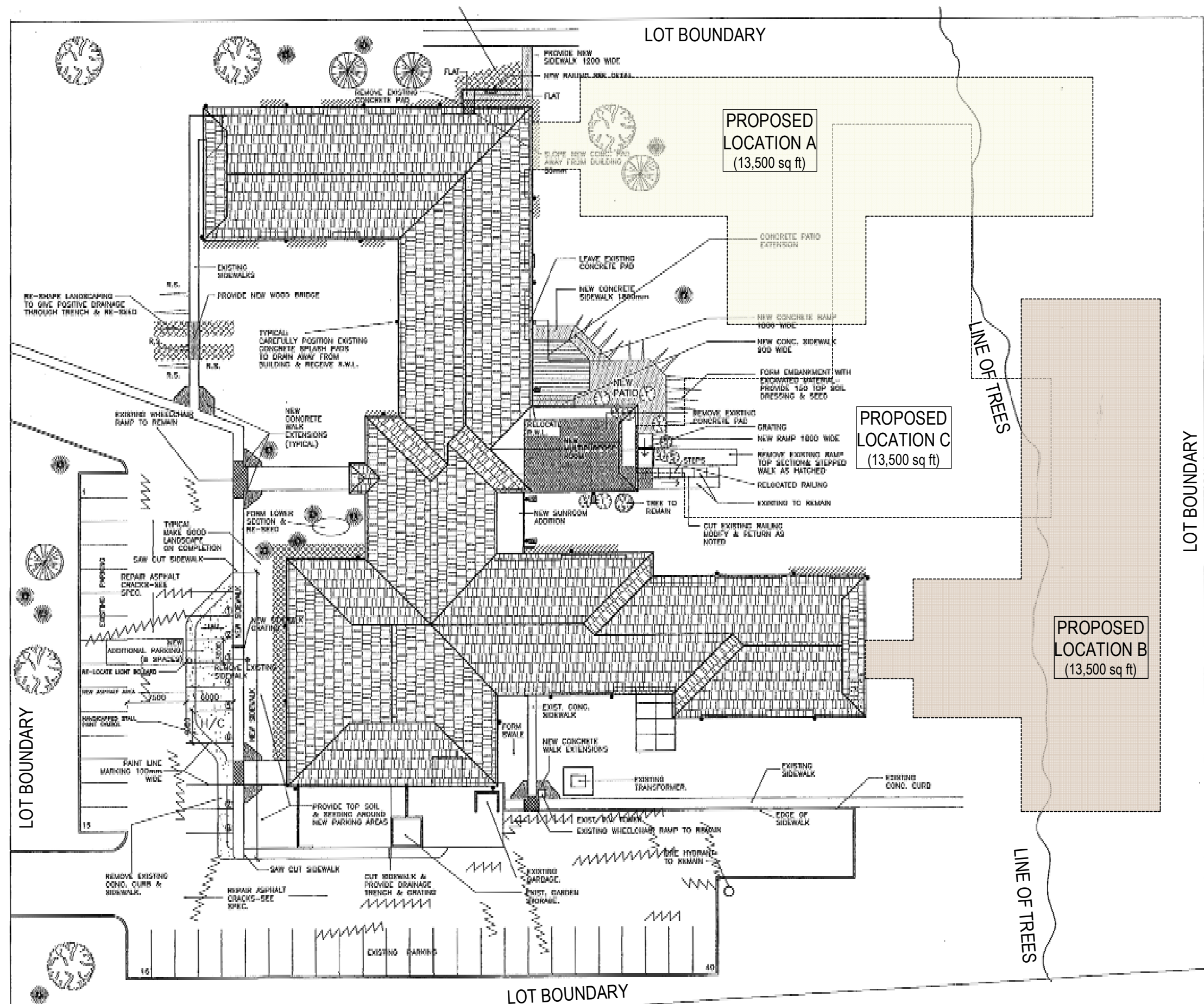
4401 - 47 St., Forestburg, AB, T0B 1N0, Canada

SHEET TITLE

SITE PLAN - NEW

SCALE:	
DATE:	December-12-14
DRAWN BY:	Jaco Erwee
CHK'D BY:	C. Laing

A-3.2



1 SITE PLAN - NEW
SCALE: 1:245.29



NOTES:

#Notes

Project #:

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Revisions:

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NO.	DATE	DESCRIPTION

OFFICE PROJECT NO: 14-042

The Bethany Group

BIG KNIFE LODGE EXTENSION

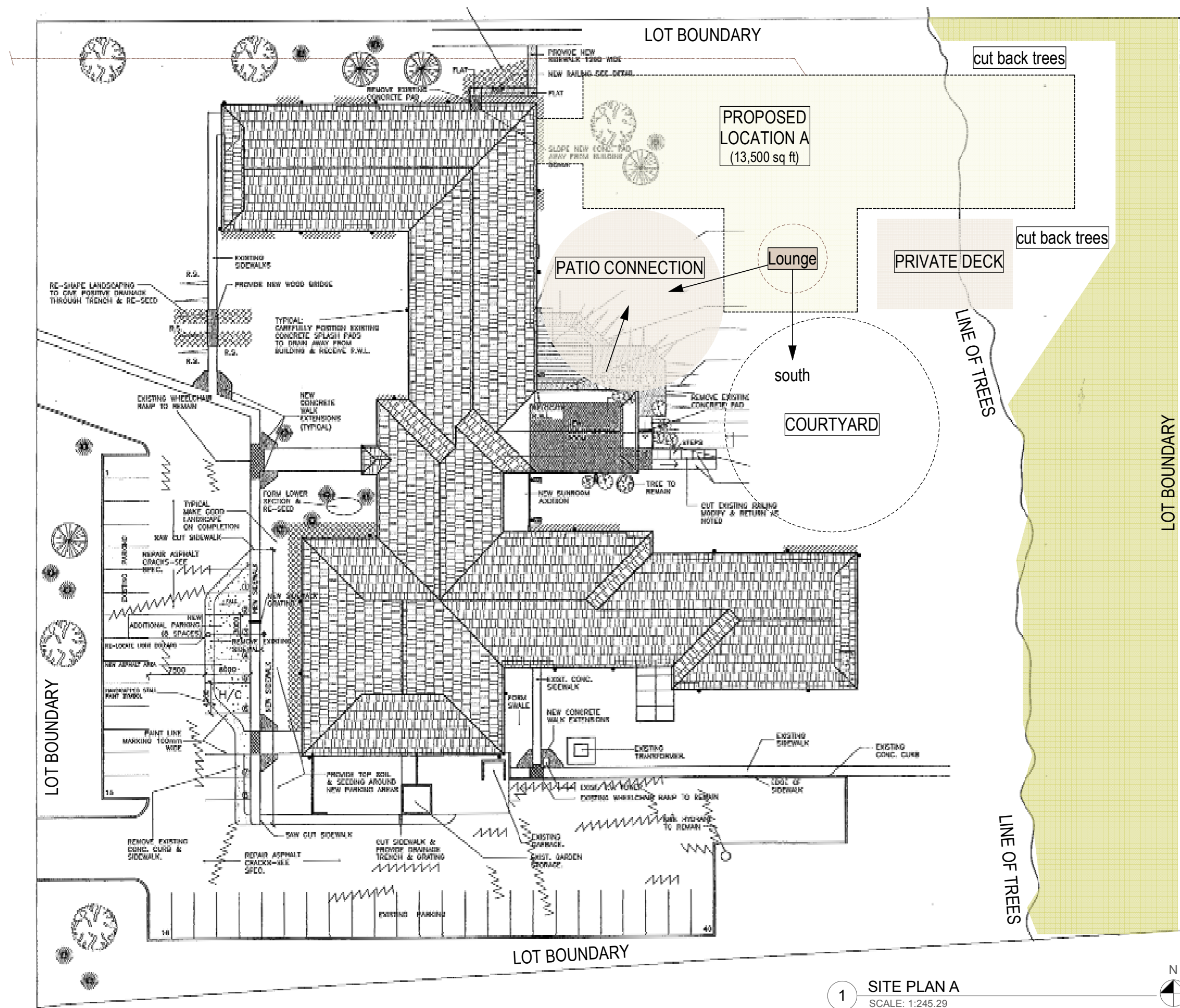
4401 - 47 St., Forestburg, AB, T0B 1N0, Canada

SHEET TITLE

SITE PLAN - OPTION A

SCALE:	
DATE:	December-12-14
DRAWN BY:	Jaco Erwee
CHK'D BY:	C. Laing

A-3.3



1 SITE PLAN A
SCALE: 1:245.29

NOTES:

#Notes

Project #:

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LEGAL DESCRIPTION:
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Revisions:

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NO.	DATE	DESCRIPTION

OFFICE PROJECT NO: 14-042

The Bethany Group

BIG KNIFE LODGE EXTENSION

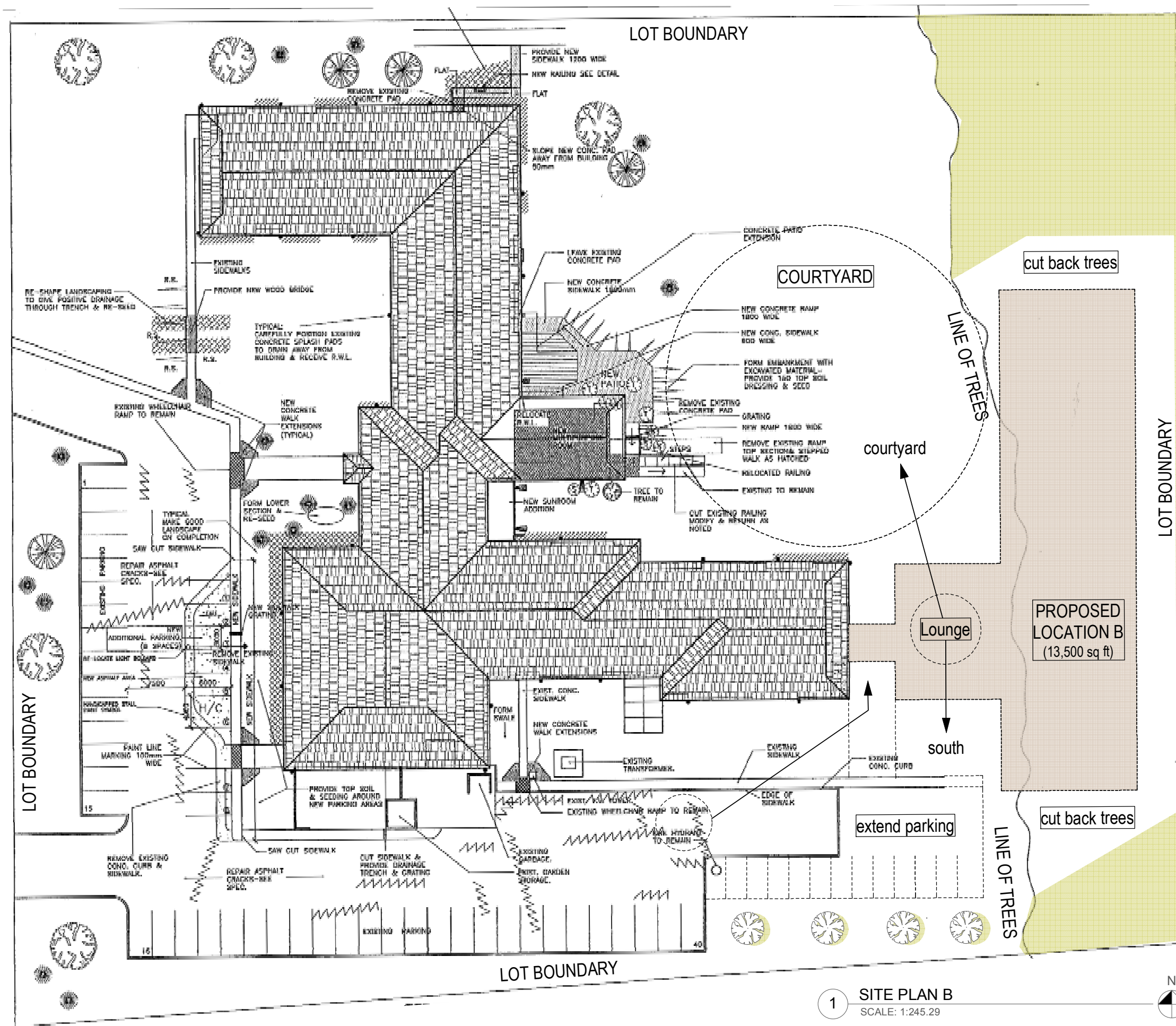
4401 - 47 St., Forestburg, AB, T0B 1N0, Canada

SHEET TITLE

SITE PLAN - OPTION B

SCALE:	
DATE:	December-12-14
DRAWN BY:	Jaco Erwee
CHK'D BY:	C. Laing

A-3.4



1 SITE PLAN B
SCALE: 1:245.29

NOTES:

#Notes

Project #:

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LEGAL DESCRIPTION:
#Custom 3

Revisions:

	/ /	
NO.	DATE	DESCRIPTION

OFFICE PROJECT NO: 14-042

The Bethany Group

BIG KNIFE LODGE EXTENSION

4401 - 47 St., Forestburg, AB, T0B 1N0, Canada

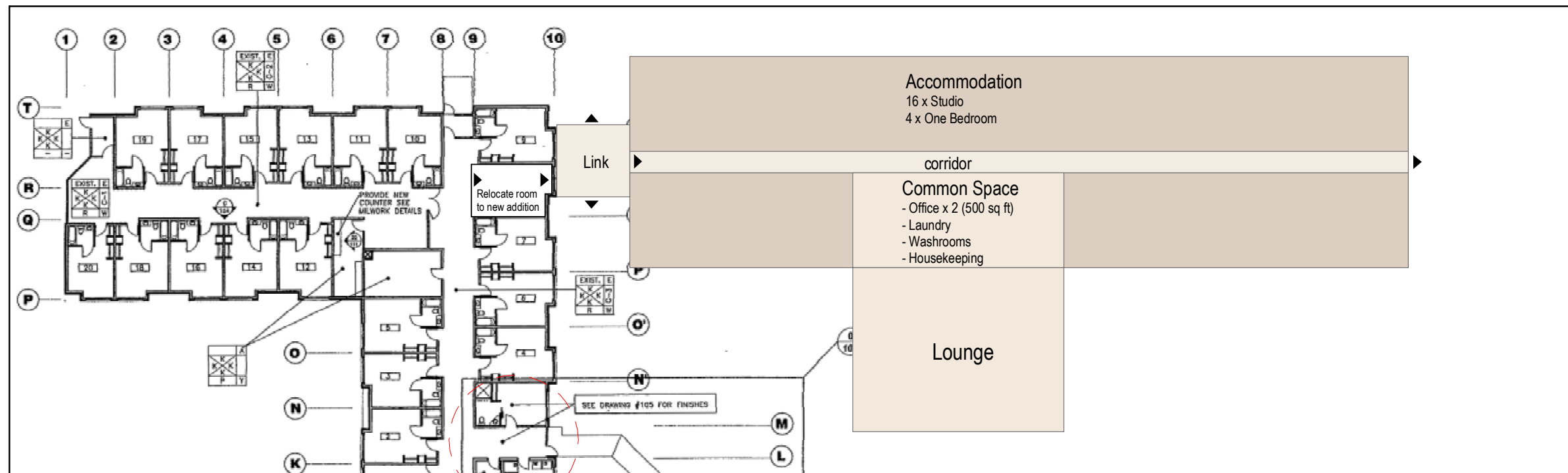
SHEET TITLE

1st FLOOR PLAN

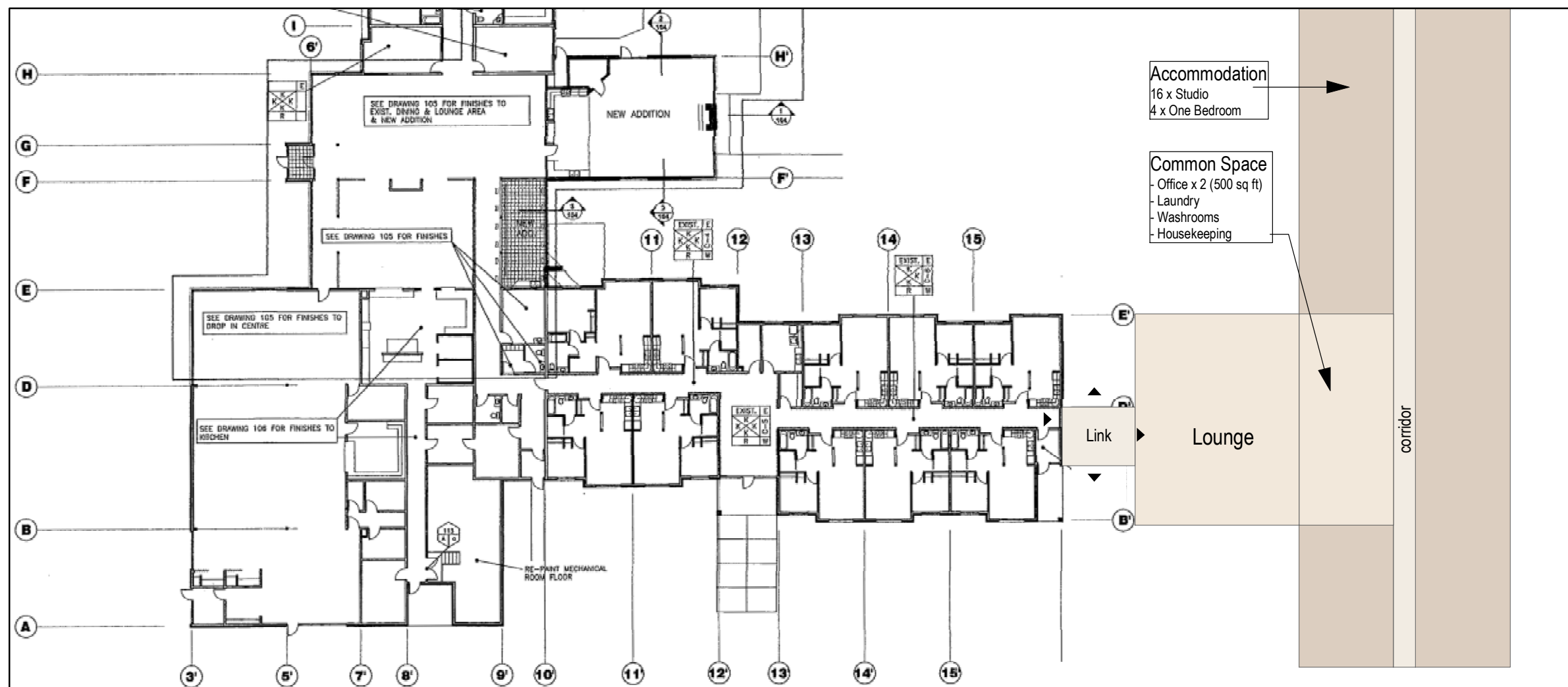
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DATE:	December-12-14
DRAWN BY:	Jaco Erwee
CHK'D BY:	C. Laing

SHEET 8

A-101



1 MAIN FLOOR - OPTION A
SCALE: 1:196.01



2 MAIN FLOOR - OPTION B
SCALE: 1:196.01

Town of Sedgewick Public Works Report – Period Ending December 15th, 2014

An update on public works activities up to December 15th, 2014:

- All Christmas decorations have been refurbished and hung.
- Lights and tree in the park hung and installed.
- Water Loss Update:
 - We spend several days isolating area of town to measure water consumption/use within the Water Treatment Plant (WTP). It appeared that the issue is in Blue Jay Crescent.
 - Canadian Leak Detector came and we found that one of the fire hydrants was broke underground; it had not shut of and froze. Although the water to this hydrant has been shut off there is still a higher than average use of water.
 - We've taken the hydrant apart and Wolsey will be out next week to rebuild it at a cost of \$2,800. There will be a fifteen (15) year warranty.
- Following the major snow fall all the street and alleys were cleaned within four (4) days. R. Schuurman was contracted to help grade at the rec center and West side of town. Two drivers were contracted various times to help pick up snow.
- As we are running out of places to dump snow we will have to dump snow between the ball diamonds. Some member of the ball association expressed their concerns in the past with the stock piling of snow as it did not melt fast enough in the Spring. We will be flattening the snow piles to ensure a quicker melt.
- Vehicle and Heavy Equipment Maintenance:
 - ½ ton serviced – batteries replaced;
 - Old gravel truck – serviced at RTS – power steering and engine oil leaks fixed. Power steering hose and engine oil pan gasket replaced.

15-Dec-14
Mayor

15-Dec-14
CAO

Town of Sedgewick - CAO Report – Period Ending December 15th, 2014

CAO Davis reported attended the following meetings since November 20th, 2014 Council meeting:
November 21st – CAO Meeting, Hardisty – meeting notes attached.

November 25th – Preliminary Collaborative Meeting – In attendance with Mayor Robinson, Clr.'s Williams, Dame, Rose and Sparrow. The committee of council discussed our approach to the collaborative meeting being held on November 26th with Flagstaff County and the Town of Killam. The committee collectively agreed on the presentation of a letter addressing "Points of Contention".

November 26th – Collaborative Supper Meeting – In attendance with Mayor Robinson, Clr.'s Williams, Dame, Rose, Sparrow and Skoberg.

- Matter of discussion – regional recreation, Reeve Kuefler advised that recreation funding would be evaluated annually therefore was unable to guarantee long term funding. He also made mention that organization would have to live up to the County's expectations for the use of the funds. Unfortunately that marked that the funds were unconditional and they were unable to advise what their expectations were.
- Relocation of Nights Alive – we expressed our concerns with their lack of consultation. Reeve Kuefler advised that their direction changed and the decision has been made.
- Rural Roads – we expressed our concerns regarding the detrimental impacts the rural road plan has on the Town of Sedgewick mainly addressing the transition of Range Road 124 North from oil to calcium chloride. We asked if there was any possibility of negotiating with the County to keep RR 124 North as an oil top surface again being rejected as the County already made their decision.
- County's Strategic Plan – we expressed our concerns regarding the County's plan to grow only the Towns of Killam and Hardisty. Reeve Kuefler stated that the strategic pathways report would be available soon and other communities were also listed.
- Intermunicipal Development Plan (IDP) – we expressed our concerns considering the county abrogated the plan and approved development without the consent of the Town within our future growth areas. Reeve Kuefler advised that the County will be updating their Land Use Bylaw and that 2015 may not be the best time to update the IDP's.

November 27th – Teen Centre Delegate – In attendance with Clr. C. Williams.

- Meeting held with D. Montgomery regarding the potential for a Teen Centre in the Sedgewick Rec Centre.
- We reviewed and discussed his draft proposal and discussed necessary updates.
- A revised proposal was prepared and presented to Council on December 4th, 2014 by D. Montgomery.

November 27th – Interview – In attendance with Clr. G. Sparrow and C. Gagnon, Rec President

- We conducted an informal interview on a prospective Recreation Manager for the Town of Sedgewick.

December 1st – Flagstaff Intermunicipal Partnership (FIP) Meeting, Forestburg – In attendance with Mayor Robinson.

- The election of a new executive was postponed;
- Discussion held regarding \$82,000 surplus – MOTION made that the managing partner make recommendations as to the allocation of the surplus at the next meeting;
- Motion to defer approval of the 2015 operating budget until a new managing partner is secured.

Town of Sedgewick - CAO Report – Period Ending December 15th, 2014

- Overview of Strategic Initiatives:
 - Health and Safety – MOTION that should the FIP Committees Alberta Collaboration Program (ACP) application for the regional health and safety program be unsuccessful the committee would review alternate funding scenarios and options.
 - Regional Governance – MOTION that should the FIP Committees Alberta Collaboration Program application be unsuccessful Phase I of the Regional Governance Study is to be funded on a per capita basis.
- Review of the Protocol and Terms of Reference was deferred to the CAO Group;
- Preparation of a job description was deferred to the CAO Group;
- The Village of Forestburg tendered their resignation as Managing Partner. They offered there services up to February 28th however will be unable to attend to projects following that time. They will however maintain financial obligations until a new partner is secured.
- The 2015 meeting schedule was approved, next meeting will be held in Sedgewick on February 2nd, 2015.
- Mayor James from Killam brought forth the concept of Generative Conversations, discussion ensured.
- Work Plan Update:
 - MOTION to remove regional recreation and waste management from the work plan.

(12) Administration

New hires:

- Maxine Steil started on November 24th as the Administrative Assistant
- Marta Hampshire stated on December 8th as the Director of Parks and Recreation

A significant amount of time has been spent and will be spent training the new employees. Job duties have shifted between the Municipal Secretary and Administrative Assistant position to better accommodate the employees.

A new work station has been installed in the Recreation Office.

Letter prepare and approved by Council regarding Sedgewick's concerns pertaining to Flagstaff County's 2015 Business Plan and the announcement of the Sedgewick Lodge. Our concerns were emailed to the Flagstaff Regional Housing Group (FRHG)'s Chairperson and Manger.

(41) Water Treatment Plant (WTP)

There are ongoing issues with the PLC's in the WTP. The electrical components within the units are corroding from the corrosive environment. We are negotiating with supplies for the replacement of the units.

The heater in the plant quite working and is to be replaced by Mike Huddlestone.

(72) Recreation

At this time, we are gathering as much information from user groups and employees within the facility to prepare updated job descriptions, operational procedures, lease agreements, contracts etc.

Attachments:

1. November 21st, 2014 CAO Meeting Notes – no action required.

15-Dec-14
Mayor

15-Dec-14
CAO

Town of Sedgewick - CAO Report – Period Ending December 15th, 2014

2. Action Item List - no action required.

15-Dec-14
Mayor

15-Dec-14
CAO

CAO Meeting Notes - November 21, 2014

Hosted by Town of Hardisty

Attendance

Kim Borgel
Amanda Davis
Debra Moffatt
Sandy Otto
Colleen Mayne
Leslie Heck
Shelly Armstrong
Gwenda Poyser
Amanda Howell
Laura Towers
Jacquie Zacharuk
Nancy Ambler










Town of Killam
Town of Sedgewick
Village of Forestburg
Town of Hardisty
Village of Loughheed
Village of Strome
Flagstaff County
Village of Galahad
Village of Heisler
Village of Alliance
Village of Alliance
FIP Clerk

Delegation: Lynne Jenkinson, FFCS

- At present FFCS has no annual increase in their operating budget. They are currently operating from the 2009 budget.
- In 2006 FFCS was grandfathered so funding could not be decreased. However costs are going up and they can't ignore the increases.

The Municipalities would be willing to increase funding, this should be brought up to the board.

- Currently FFCS provides lots of services the public is unaware of:

-  Counselling programs
-  Grief Group
-  Nights Alive
-  F.I.R.S.T
-  Caravan
-  SOS Program (Service Option Seniors)
-  Early Childhood Development
-  Mexican Mennonite Program
-  Childcare in Flagstaff

Lynne will send overview of connections.

- The public needs to be educated as to what services are available

- It would be beneficial to have a phone number that would connect directly to FFCS
- The CAOS agreed they would include information in their local newsletter.
- People may have to drive to receive these services, but they need to know they are available in the area.

Need to develop an awareness program.

- There needs to be more dialog between FFCS and the Municipalities, possibly regular meetings.
- Once a year FFCS could present a budget to the CAO Group, then the CAOs could present to council.
- One main difference between F.I.R.S.T is FFCS cannot accept donations, while F.I.R.S.T can.

The CAO Group suggested making a booklet describing the different programs offered by FFCS.

The CAO Group suggested FFCS provide a presentation at the FIP Forum to help make the councillors more aware.

WCB Session

- Forestburg attended a WCB Employer information workshop. They found the session to be highly informative.

Forestburg would like to host a WCB Employer Information Workshop.

SDAB Agreement

- There is a need for new SDAB Members as there are only 3 willing to sit on the board at present.
- Killam has 5 active members who might be willing to serve regionally on the board.
- Killam is currently not included in the SDAB Agreement but may join the agreement. Their next council meeting is Dec 11, 2014.
- The Municipalities need to aggressively find new members.

The FIP Clerk will provide a bullet sheet listing the duties of an SDAB Member and the training available.

FIP Agenda

- There was discussion regarding the FIP Fall Forum. The CAO Group agreed Dec 1, 2014 should just be a regular meeting of FIP.
- The Regional Forum will be a Strategic Planning Session in the Spring.

Workplan Update

- Need to discuss projects at the Fall Forum. The projects need to be prioritized.
- The CAO Group feels Regional Vision will develop out of Regional Governance.
- There was discussion over the intent of the grant application for Regional Governance. The study would provide options for supplying services regionally. There wouldn't be a need for all of the existing boards if they were regional boards.
- **Discussion over the possibility of having a speaker from Generative Conversations speak at the next FIP Forum.**
- There was discussion regarding Waste Management. The CAO Group feels they should recommend it be removed from the work plan, at the FIP Forum.

The CAO Group feels that as Waste Management has had a Strategic Planning Session, this project is complete.

- Joint tenders will be added to the Public Works agenda on Nov 26, 2014.
- The CAO Group agreed they need someone to manage all of the projects.
- The CAO Group will put the agenda together for Public Works and develop terms of reference.
- The Municipality hosting the Public Works Meeting will chair the meeting.
- Need to develop priorities for public works, round table discussion, networking and workshops.
- Rod is currently working on Health & Safety project.
- The CAO Group asked for clarification of the letter they received. Forestburg no longer wishes to be the managing partner of FIP. Forestburg doesn't feel they have the level of expertise required to meet the requirements of the group.

The CAO Group recommends that FIP discontinues the management agreement with Forestburg.

- There was discussion regarding hiring a contractor to carry out the projects.
- Someone will still need to manage the money, take minutes, prepare the agenda, and do the bank reconciliation.
- Forestburg agreed to continue for a short period of time until a solution could be found.

Review Protocol

- The CAO Group agreed each CAO should review the protocol then let the group know the items that need to be addressed.
- The CAO Group feels the work plan needs to be rearranged. The Steering Committee needs to prioritize the work plan at the next FIP meeting.

Proposed Project Budget

- The budget was presented in different ways; per capita, equalized assessment and equal split.
- Municipalities need to decide if they feel the project is important enough to continue if there is no ACP funding.

The Project Budget will be presented at the next FIP Meeting

Waste Management

- Discussion over the need to minimize transfer stations.
- Municipalities feel they are paying for the service, public works should not have to clean up the mess left when the bins are dumped.
- Discussion over the possibility of having recycling bins at the transfer site.

Council Action Items

20-Nov-14

	For	Item	Action Taken	Date Completed
7	Amanda	Recreation grant - prepare definitions and draft template for Committee review.		
9	Amanda	Complete subdivision grant allocations.		

Council Action Items

04-Dec-14

	For	Item	Action Taken	Date Completed
1	Amanda	Update agenda for signatures.	Complete and signed off.	4-Dec-14
2	Amanda	Contact Leslie at Community Press re: Fire Letter forward to them as a potential article in the paper.	Forwarded to Community Press with editorial request.	5-Dec-14
3	Maxine	Draft a letter to SLP re: budget approval. Letter to be cc'd to Clr. C. Rose Town Rep.	Complete & emailed	9-Dec-14
4	Maxine	Letter to SGC re: budget approval. Letter to be cc'd to Clr. F. Watkins Town Rep.	Completed & emailed	9-Dec-14
5	Maxine	Letter to SPL re: budget approval. Letter to be cc's to Clr. C. Williams Town Rep.	Completed & emailed	9-Dec-14
6	Maxine	Letter to Hall Board re: budget approval. Letter to be cc's to Clr. W. Dame.	Completed & emailed	9-Dec-14
7	Lorna	Contact J. Hale re: manual transfer switch at community hall - generator ready.		
8	Amanda	Contact Stantec re: rejecting engineering proposal for hall generator.		
9	Amanda	Letter to FIP re: approval of Regional Governance Study on a per capita basis.	Letter complete and emailed.	5-Dec-14
10	Amanda	Letter to WCPA re: subdivision approval.	Letter complete and emailed.	5-Dec-14
11	Amanda	Prepare development incentive overview.	Complete and emailed to council. Prepared for online.	5-Dec-14
12	Admin	Market residential lots.		

13	Amanda	Finalize purchase agreement re: residential subdivision.	Complete and thorough review with office personnel.	9-Dec-14
14	Amanda	Contact local developers re spec home potential.		
15	Amanda	Contact Parkland Geo and arrange for geotech investigation on #2 Canary Cres.	Complete and to be onsite Dec. 5 11:30 AM	5-Dec-14
16	Amanda	Contact D. Proctor and re: geotech update.	Contact via phone to provide update, letter followed via email.	5-Dec-14
17	Amanda	Contact D. Montgomery re: support of teen centre in principal pending budgetary factors.	Contacted via phone regarding preliminary approval. Letter to Rec Board cc'd as well.	8-Dec-14
18	Maxine	Prepare letter to Sedgewick Rec re: Teen Centre potential.	Letter complete and emailed.	8-Dec-14
19	Amanda/Maxine	Review/prepare <i>draft</i> operational policies for Teen Centre.		
20	Amanda	Perpare a letter to FC re: concerns regarding rural roads.		
21	Maxine	Office supplies - order agenda for PR, WD, CR, CW.	Completed & ordered.	8-Dec-14
22	Amanda	Contact Shay at BRAED re: website presentation for Jan. regular meeting.	Request sent via email to Shay.	8-Dec-14
23	Amanda	Contact Shay re: obtain info on investment portfolio.	Request sent via email to Shay.	8-Dec-14
24	Amanda	Find study on County website that addresses Sedgewick Lodge.	Found/inquiry sent to Denis Beesley. Letter drafted and reviewed by Council concerns emailed to the chair of the FRHG Board.	9-Dec-14
25	Maxine	Prepare newsletter highlights.	Complete and ready for review.	8-Dec-14

The Regular Meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday November 20th, 2014 at 6:00 PM.

Present	Perry Robinson	Mayor
	Fred Watkins	Councillor
	Carol Williams	Councillor
	Wayne Dame	Councillor
	Erik Skoberg	Councillor
	Greg Sparrow	Councillor
	Cindy Rose	Councillor

Present	Amanda Davis	Chief Administrative Officer
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Call to Order Mayor Robinson called the meeting to order at 6:03 PM.

Agenda
2014.11.221 MOTION by Clr. E. Skoberg that the agenda be approved as presented. CARRIED.

Correspondence:
BRWA

The Battle River Watershed Alliance (BRWA) sought financial support from the Town of Sedgewick for the ongoing care of the watershed on a per capita basis for 2015.

2014.11.222 MOTION by Mayor P. Robinson that the Town of Sedgewick approve BRWA request for financial support in the amount of \$0.50 per capita for 2015 totaling \$428.50. CARRIED.

Enbridge Enbridge notified that hydrostatic testing shall occur between November 5-26th, 2014 on the new 36-inch diameter crude oil pipeline; testing impacts segments through Sedgewick.

Ports to Plains Notification that the Town of Sedgewick has membership status in the Ports-to-Plains Alliance.

Village of Alliance Notification that the Village of Alliance supports the closure of underutilized transfer sites and recommended two regional locations.

LOC A list of correspondence items was reviewed by Council, as per the list attached and forming part of these minutes.

2014.11.223 MOTION by Clr. C. Rose to accept correspondence items and file as information. CARRIED.

Financials: Council reviewed the financial statement for the month ending October 31st, 2014 as attached to and forming part of these minutes.

2014.11.224 MOTION by Clr. C. Williams to approve the financial statement for the month ending October 31st, 2014 as presented. CARRIED.

Withdraw Pursuant to Section 172 of the Municipal Government Act (MGA) Mayor P. Robinson withdrew from discussions pertaining to the next item of business.

Accounts Council reviewed the issuance of General Cheques #3569-3614 totaling \$94,176.54 and Payroll Cheques #0304-0322 totaling \$26,397.77 for the month ending October 31st, 2014 as attached to and forming part of these minutes.

2014.11.225 MOTION by Clr. G. Sparrow to approve issuance of General Cheques #3569-3614, totaling \$94,176.54 and Payroll Cheques #0304-0322, totaling \$26,397.77 for the month ending October 31st, 2014. CARRIED.

Entrance Mayor P. Robinson assumed discussions.

Committee Reports: Council provided written reports to November 20th, 2014 as attached to and forming parts of the minutes.

- Member Appointment** The Sedgewick Fire Department sought council's support in the appointment of Dennis Lefsrud as a volunteer firefighter.
- 2014.11.226** MOTION by Mayor P. Robinson that the Town of Sedgewick hereby appoint Dennis Lefsrud as a member of the Sedgewick Volunteer Fire Department. CARRIED.
- Member Appointment** The Sedgewick Lake Park Board sought council's support in the appointment of Sheila Erickson as a volunteer board member.
- 2014.11.227** MOTION by Clr. C. Rose that the Town of Sedgewick hereby appoint Sheila Erickson as a member on the Sedgewick Lake Park Board. CARRIED.
- CAC** On behalf of the Killam-Forestburg RCMP Detachment, Sgt. Brachmann request that municipalities provide their top three policing priorities for 2015.
- 2014.11.228** MOTION by Clr. F. Watkins that the Town of Sedgewick deem:
1. Crime Prevention and Active Follow Up,
 2. Traffic Control – Speed and Impaired Drivers,
 3. Narcotics Control/Enforcement
- as our top three recommended policing priorities for 2015. CARRIED.
- Discussion held regarding the potential to reduce Citizen Advisory Committee (CAC) meetings from monthly to quarterly. At this time Council noted they would like to continue with monthly or semi-monthly CAC meetings.
- FFCS** Clr. C. Williams reported attendance to the November 19th, 2014 Flagstaff Family and Community Services (FFCS) meetings. Clr. C. Williams advised that she accepted the position of Secretary/Treasurer for the board.
- Council directed Administration to seek clarity on Clr. C. Williams appointment as Secretary/Treasurer on the FFCS board.
- 2014.11.229** MOTION by Clr. E. Skoberg that the Committee Reports be approved with the following amendments:
- Clr. G. Sparrow's October 19th, 2014 Sedgewick Golf Club bullet should read, "...the Fall of 2015 pending financing" *not* "...the Fall of 2015 pending". CARRIED.
- CAO Report:** CAO Davis provided a written Administration report to November 20th, 2014 as attached to and forming part of these minutes.
- CAO Davis reported on major water loss issues.
- 2014.11.230** MOTION by Clr. F. Watkins that the CAO report be approved as presented. CARRIED.
- Minutes:** Council reviewed the minutes of the October 23rd, 2014 Organizational council meeting.
- 2014.11.231** MOTION by Clr. C. Williams that the October 23rd, 2014 Organizational meeting minutes be approved as presented. CARRIED.
- Regular Meeting** Council reviewed the minutes of the October 23rd, 2014 regular council meeting.
- 2014.11.232** MOTION by Clr. G. Sparrow that the October 23rd, 2014 regular council meeting minutes be approved with the following amendments:
- Motion 2014.10.188* should state, "...by Mayor P. Robinson that:" not "...by Mayor P. Robinson that the that:". CARRIED.
- Special Meeting** Council reviewed the minutes of the November 6th, 2014 special council meeting.
- 2014.11.233** MOTION by Clr. W. Dame that the November 6th, 2014 special council meeting minutes be approved with the following amendments:
- Pg. 1 FRSWMA Budget should state, "... (FRSWMA) budget was presented." Not "... (FRSWMA) was presented." CARRIED.

- Matters Arising:** Council discussed matters arising from the October 23rd, 2014 regular council meeting.
- Collaborative Meeting** Administration provided an update regarding the collaborative supper meeting request initiated by Flagstaff County scheduled for November 25th, 2014. Council directed Administration to prepare a detailed list addressing points of contention pursuant to council discussion.

Business:
Rebranding

Council discussed Strategic Plan Priority #5 – Rebranding as deferred from the October 23rd, 2014 regular Council meeting.

Council reviewed all rebranding submissions and discussed modifications. An amalgamated concept design was presented.

- 2014.11.234** MOTION by Clr. G. Sparrow that:
1. All rebranding submissions be accepted as information;
 2. That award of the rebranding go-pro camera be postponed until further notice;
 3. That the modified rebranding logo and tag line be distributed for public comment; “GROW WITH US *Sedgewick Since 1906*”. All comments/suggestions shall be accepted until February 28th, 2015 at which point Council shall further discuss the rebranding initiative. CARRIED.

- Recreation** Council reviewed various recreation funding scenarios pursuant to the distribution Flagstaff County’s recreation allocations.
- Council directed Administration to further modify the Grant Application and Guidelines and prepare definitions for recreation pursuant to Council discussion. Further that upon completion of the amended proposal that a Recreation Sub Committee Meeting be held to review changes prior to further review by Council.

**Residential
Subdivision
2014.11.235**

Council reviewed funding options for the residential subdivision expenditure.

MOTION by Clr. W. Dame that the Town of Sedgewick hereby allocate \$1,650,000.00 as follows for the residential subdivision project:

Engineering Expense:

1. Municipal Sustainability Initiative (MSI) Operating 2013	\$64,191
2. MSI Operating 2014	\$38,642
3. Accumulated Surplus (2012)	\$47,167

Construction Expense:

1. Basic Municipal Transportation Grant 2011-2015	\$261,296
2. MSI Capital 2012-2015	\$732,191
3. Future Development Reserve	\$131,684
4. Street Work Reserve	\$50,000
5. Subdivision Rec Reserve	\$3,523
6. Sewer Infrastructure Renewal Fee	\$182,967
7. Natural Gas Capital Reserve	\$48,758
8. Accumulated Surplus (2012)	\$89,581

CARRIED.

- Lot Value Scenarios** Council reviewed various residential subdivision lot value scenarios. Administration was directed to prepare a scenario as follows for the December 6th, 2014 special council meeting:
- | | |
|---|-------------|
| 1. Estimated Cost of Residential Subdivision, | \$1,650,000 |
| 2. Interest on funds at 3% | \$49,500 |
| 3. Less MSI OP and BMTG Allocations | \$299,938 |
| 4. Land Value/Per Lot | \$3,549 |
| 5. Divisible into square footage | |
| 6. Rebate on land value per lot | |

Council discussed the implementation of a municipal tax incentive program; no action at this time.

Council discussed the acceptance of deposits on residential lots.

2014.11.236

MOTION by Clr. C. Rose directing Administration to prepare a Purchase Agreement for legal review with the intent of accepting \$5,000.00 non-refundable deposits on lots within the proposed residential subdivision; Plan 912 1568; Block 27; Plan 852 0469; Block 26; Lot 4 and Plan 852 0469; Block 24; Lot 2. Further review of a Purchase Agreement shall take place at December 6th, 2014 special Council meeting. CARRIED.

In Camera

2014.11.237

MOTION by Clr. F. Watkins to go in-camera at 8:34 PM to discuss land issues with all personnel excluded except Town Council and CAO Davis. CARRIED.

Revert

2014.11.238

MOTION by Clr. W. Dame to revert to a regular meeting at 8:55 PM. CARRIED.

Holiday Hours

Municipal holiday hours were addressed.

2014.11.239

MOTION by Mayor P. Robinson that the municipal holiday hours be as follows:

1. Office/Shop closure on December 24th, 2014
2. Noon closure on December 31st, 2014

CARRIED.

Round Table

A round table discussion was held.

Clr. G. Sparrow addressed netting for the driving range.

Council discussed Flagstaff County's motion to relocate Nights Alive to the basement of the FFCS building in Killam.

In-Camera

2014.11.240

MOTION by Mayor P. Robinson to go in-camera at 9:16 PM to discuss personnel, with all persons excluded except town council. CARRIED.

Entrance

CAO Davis was request to enter the in-camera meeting at 9:45 PM.

Revert

2014.11.241

MOTION by Mayor P. Robinson to revert to a regular meeting at 10:13PM. CARRIED.

Adjournment

2014.11.242

MOTION by Clr. W. Dame for adjournment at 10:15 PM. CARRIED.

Perry Robinson, Mayor


Amanda Davis, CAO

A Special Meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday December 4th, 2014 at 6:00 PM.

Present	Perry Robinson	Mayor
	Fred Watkins	Councillor
	Carol Williams	Councillor
	Wayne Dame	Councillor
	Erik Skoberg	Councillor
	Greg Sparrow	Councillor
	Cindy Rose	Councillor

Present	Amanda Davis	Chief Administrative Officer
	Maxine Steil	Recording Secretary

Call to Order Mayor Robinson called the meeting to order at 6:02 PM.

Agenda

2014.12.243 MOTION by Clr. E. Skoberg that the agenda be approved with the following additions:

Business:

11B. Rural Roads

12B. Round Table

CARRIED.

Correspondence:

RCMP Letter

The Royal Canadian Mounted Police (RCMP) submit a response to the Town of Sedgewick addressing our letter dated October 27th, 2014 concerning disaster service measures and terrorist activity.

Town of Viking Letter

The Town of Viking submit a letter congratulating the Sedgewick Volunteer Fire Department upon completion of their NFPA 1001 Level 1 Fire Fighter training.

2014.12.244

MOTION by Clr. F. Watkins directing Administration to have the congratulatory letter published in the Community Press with the intent of sharing our appreciation of the Sedgewick Fire Department.

CARRIED.

Business:

SLP Budget

The Sedgewick Lake Park Association's (SLP) 2015 proposed budget was presented for review.

2014.12.245

MOTION by Clr. C. Rose that the Town of Sedgewick approve Sedgewick Lake Park Association's 2015 budget as presented.

CARRIED.

SGC Budget

The Sedgewick Golf Club's (SGC) 2015 proposed budget was presented for review.

2014.12.246

MOTION by Mayor P. Robinson that the Town of Sedgewick approve the Sedgewick Golf Club's 2015 budget as presented.

CARRIED.

SPL Budget

The Sedgewick Public Library's 2015 proposed budget was presented for review.

2014.12.247

MOTION by Clr. W. Dame that the Town of Sedgewick approve the Sedgewick Public Library's 2015 budget as presented with a municipal operating grant of \$6,550.00.

CARRIED.

SCH Budget

The Sedgewick Community Hall (SCH) Boards 2015 proposed budget was presented for review.

2014.12.248

MOTION by Clr. C. Williams that the Town of Sedgewick approve the Sedgewick Community Hall Board's budget as presented with a \$6,000.00 operating grant.

CARRIED.

SCH Generator

Pursuant to Council direction an engineering proposal was obtained for the design of a Standby Generator for the Sedgewick Community Hall.

2014.12.249

MOTION by Clr. E. Skoberg that the Town of Sedgewick reject the engineering proposal and further investigate the installation of a manual transfer switch whereby ensuring the Sedgewick Community Hall is generator ready in the case of an emergency and further that if necessary the Town seek corporate sponsorship or rental of a generator.

CARRIED.

FIP Regional Governance	The Flagstaff Inter-municipal Partnership (FIP) committee submit a recommendation that should the committee's Alberta Collaboration Program application for a Regional Governance Study be unsuccessful that member municipalities fund Phase 1 of the project on a per capita basis.
Late Entrance	Clr. G. Sparrow entered the meeting at 6:27 PM.
2014.12.250	<p>MOTION by Clr. F. Watkins that the Town of Sedgewick approve Flagstaff Inter-municipal Partnership (FIP) recommendation to fund Phase I of the Regional Governance Study on a per capita basis should the FIP Committee's application to the Alberta Collaboration Program be unsuccessful with the following provisos:</p> <ol style="list-style-type: none">1. That the Phase I project be capped at \$50,000;2. That all member municipalities support the Regional Governance Study on a per capita basis. <p>Clr. G. Sparrow request a recorded vote.</p> <p>In-favor: Mayor P. Robinson, Clr's Skoberg, Dame, Watkins, Rose and Williams</p> <p>Opposed: Clr. G. Sparrow <u>CARRIED.</u></p>
Residential Subdivision	West Central Planning Agency (WCPA) provided a proposed subdivision of Lot 2; Block 27; Plan 852 0469; Lot 4; Block 26; Plan 852 0469; Block 27; Plan 912 1568 for review. (File #TS/14/03).
2014.12.251	MOTION by Clr. W. Dame that the Town of Sedgewick approve the residential subdivision File #TS/14/03 as presented. <u>CARRIED.</u>
Strategic Plan LT Priority # 1	Various Residential Subdivision Lot Value Scenarios were presented for review.
2014.12.252	MOTION by Clr. C. Rose that Council approve Option two (2) of the lot value scenarios and further that a \$3,550 Development Incentive be offered on all lots until December 31 st , 2017. <u>CARRIED.</u>
Agreements	An Initial Deposit Agreement was presented for the Town's new residential subdivision, Plan 912 1568; Block 27; Lot 2; Block 24; Plan 852 0469; and Lot 4; Block 26; Plan 852 0469.
2014.12.253	MOTION by Clr. F. Watkins that the Initial Deposit Agreement be approved as presented. <u>CARRIED.</u> Discussion held regarding spec home(s).
2014.12.254	MOTION by Clr. C. Williams directing Administration to seek interest from developers/contractors to build spec homes(s) within the new residential subdivision at their cost. <u>CARRIED.</u>
In-Camera	
2014.12.255	MOTION by Mayor P. Robinson to go in camera at 7:20 PM to discuss land issues with all persons excluded except town council, CAO Davis and Recording Secretary, M. Steil. <u>CARRIED.</u>
Revert	
2014.12.256	MOTION by Mayor P. Robinson to revert to a regular meeting at 7:40 PM <u>CARRIED.</u>
2014.12.257	MOTION by Clr. F. Watkins directing Administration to have a geotechnical assessment completed on Plan 802 1829; Block 03; Lot 17 and further that the report be presented at the next regular Council meeting for review. <u>CARRIED.</u>
<u>Delegation Entrance</u>	Dave Montgomery entered the meeting at 7:43 PM.
	Montgomery presented the idea of implementing a "Sedgewick Teen Centre" at the Sedgewick Recreation Centre. Q&A Session held.
Departure	Montgomery departed at 8:25 PM.

**Sedgewick Teen
Centre Proposal
2014.12.258**

Council discussed the Sedgewick Teen Centre Proposal.

MOTION by Mayor P. Robinson that the Sedgewick Teen Centre Proposal be approved in principle as a one year pilot project and further that administration prepare funding scenarios for the next regular council meeting. CARRIED.

Rural Roads

Discussion held regarding Flagstaff County's decision to move forward with the Rural Roads Study and the impact this decision has on the Town of Sedgewick.

2014.12.259

MOTION by Clr. W. Dame directing Administration to:

1. Prepare a letter to Flagstaff County regarding the detrimental economic impacts the Rural Roads Study has on the Town of Sedgewick specifically noting the transition of Range Road 124 North and Township Road 442 from oil to calcium chloride;
2. Request consultation with Flagstaff County Council to discuss alternate solutions pertaining to the transition to Range Road 124 North and Township Road 442 and further if alternate solutions are unavailable that the Town of Sedgewick request that the oiltop be maintained at the very least one (1) mile North of Sedgewick in addition to reviewing road bans on this section of the road. CARRIED.

Round Table

A round table discussion was held. Discussion ensued.

Clr. E. Skoberg provided an update on the Battle River Alliance for Economic Development (BRAED). Clr. E. Skoberg request that Administration arrange a delegation with BRAED to review their new website during an upcoming Council meeting.

Discussion held regarding Flagstaff County's 2015 Business Plan and Budget.

Council directed administration to investigate comments stated in the "Introduction from the Reeve".

**Adjournment
2014.12.260**

MOTION by Mayor P. Robinson for adjournment at 9:27 PM. CARRIED.

Perry Robinson, Mayor



Amanda Davis, CAO

Request for Decision (RFD)

Topic: Municipal By-Election
Initiated by: MGA. Sect. 161
Prepared by: Amanda Davis
Attachments: n/a

Recommendation:

That Council set January 12th, 2015 as Nomination Day and January 28th, 2015 for the municipal by-election and further that should council deem it necessary to have an advance vote a date be set for January 22nd, 2015.

Background:

CAO Davis received Carol Williams resignation on December 12th, 2014.

Pursuant to Sect. 162 of the MGA,

A Council must hold a by-election to fill a vacancy on council unless,

- (a) The vacancy occurs in the 6 months before a general election, or
- (b) The council consists of 6 or more councillors and the vacancy occurs
 - i. In the 18 months before a general election and there is only one vacancy, or
 - ii. In the 12 months before a general election and the number of councillors remaining is at least one more than the majority of the number of councillors comprising the Council under section 143

Proposed:

Pursuant to the Local Elections and Municipal Government Act,

Council must hold a by-election within 90 days of receiving notification of a resignation.

Advertise for nominations for two consecutive weeks prior to nominations day:

Nomination day – Monday, January 12th, 2015

Advertise for two consecutive weeks prior to elections day (unless a member is appointed by acclamation).

Election day –Wednesday, January 28th, 2015

Request for Decision (RFD)

Topic:	CAO Evaluation
Initiated by:	Administration
Prepared by:	Council
Attachments:	Completed Evaluation

Recommendations:

1. That Council approve CAO Davis' 2014 evaluation as presented.
-

Background:

Following my evaluation at the November 20th, 2014 regular Council meeting I've completed my goals for 2015.

Council should approve the finalized evaluation.

Performance Appraisal of the Chief Administrative Officer for the Town of Sedgewick

Name of CAO: AMANDA DAVIS.

Date Appointed to Position: OCT. 20, 2011

Date of Appraisal Meeting: NOV. 20 / 2014.

Current Salary: 85,000

Date of Last Revision: SEPT. 26, 2013

Purpose of a Performance Evaluation Process

This performance evaluation of the CAO is a valued instrument of this Mayor and Council and is used in order to:

- ✦ Underline the importance which the Mayor and Council places on its relationship to the CAO
- ✦ Ensure that the Mayor, Council and CAO understand essential components/competencies of this position
- ✦ Provide a balanced format that is deemed acceptable and useful to both parties and one that serves the purpose of outlining requirements and ensuring sound and regular feedback
- ✦ Provide the CAO with a forum for outlining and discussing his/her annual objectives and an assessment of the results
- ✦ Establish any needed changes in the criteria for future evaluations.

Performance Evaluation Content

A review of the CAO's performance should embrace a number of areas. These include the following:

- ✦ Assistance to Council in understanding its governance role
- ✦ Relationship building with the Mayor
- ✦ Policy advice and leadership on the key issues
- ✦ Fiscal management
- ✦ Leadership of the administrative team
- ✦ Team selection, assessment, training, mentoring
- ✦ Development of community relationships
- ✦ Accomplishment of goals
- ✦ Areas for improvement

Guidance to Performance Assessment Factors

Rate each factor according to your perception of the performance of the CAO in the past year.

Please provide narrative comments or examples to illustrate, if possible.

RATING CRITERIA:

- | |
|--|
| <ul style="list-style-type: none">1. Outstanding2. Above Standard3. Standard4. Below Standard |
|--|

- ✦ **1.** Assistance to Council in understanding its governance role
 - a) Preparing an orientation program and suitable materials for a new Council*
 - b) Identifying the needs/priorities of this Council*
 - c) Committing to equal treatment/courtesy/assistance*
 - d) Providing advice on potential areas of conflict/pecuniary issues*
 - e) Seeking to develop a relationship based on mutual respect, trust and integrity*
 - f) Ensuring access to relevant training programs for all Council members*

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- g) Being responsive to the feedback and input received from all members of Council*
- h) Communicating advice to Council that will assist it in its governance responsibilities*
- i) Communicating any issues of concern to Council impacting its relationship to the administration*
- j) Monitoring legal implications of issues; being aware of Council's legal and legislative requirements*
- k) Ensuring ready access to useful policy-based information*
- l) Maintaining appropriate boundaries; assuring equal treatment*
- m) Providing quality control on advice going forward*
- n) Ensuring an ongoing degree of open communication with Council; presenting reasonable and professional views in a straight-forward yet pleasant manner.*

Rating: 1

Comments:

Amanda takes her position very seriously and pays appropriate attention to all of the key points listed above. While I believe ~~that~~ it is impossible to be 100% at all times with all persons I do believe Amanda tries to be.

2. Relationship building with the Mayor

- a) Meeting with new Mayor immediately following election*
- b) Identifying concerns of the Mayor; addressing his/her expectations, style and needs issues*
- c) Ensuring the apolitical nature of the relationship clear (including no personal connection to the Mayor)*
- d) Identifying areas of potential overlap & strategies to address*
- e) Ensuring Mayor prepared for any engagements/speeches*
- f) Ongoing briefings and meetings held on scheduled basis*

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Rating: 1

Comments:

As Mayor, I have come to rely heavily upon our CAO, Amanda Davis. I have confidence in her ability to provide me with pertinent information essential to my duties. She also responds to advice I offer her when appropriate or asked for.

3. Policy advice & leadership on the key issues

- a) Assistance in identifying key issues; offering strategic advice addressing such issues
- b) Ensuring both Council and administration aware of importance of policy development
- c) Providing quality advice and guidance to Council on identified issues
- d) Coordination and preparation of draft policy statements
- e) Strength of administrative leadership as observed in terms of the CAO's decision-making ability (e.g. decisiveness, quality of decisions)
- f) Advice to Council on importance of strategic planning as a leadership tool; assistance to Council in planning/designing a strategic planning session
- g) Implementing approved policy; monitoring policy implications
- h) Review/monitoring of financial controls/audit reports/business plan and budget

Rating:

2+ (closer to 1)

Comments:

Again, Amanda takes great care in providing council with timely information and keeps her "ear to the ground" with her colleagues in other municipalities. She does not hesitate to offer her own frank opinions based on information at her disposal. As for policy and financial controls she is outstanding.

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4. Fiscal management

- a) Ensuring the development of a comprehensive, inclusive and transparent process of business planning and budgeting
- b) Ensuring that Council provides guidance to the administration in the development of both plans and budgets
- c) Providing Council with accurate, comprehensive advice on the current status of the fiscal condition of the Town
- d) Advising Council on the status of any changes required by the external auditor; acting promptly on audit recommendations

Rating: 1

Comments:

A vigorous "bean counter", yet very aware of the need for "quality of life" issues requiring expenditures. An excellent blend of fiscal responsibility and social consciousness.

5. Leadership of the administrative team

- a) Providing ongoing, consistent leadership to department heads and through them to the full administration
- b) Communicating effectively and regularly; providing ongoing guidance/direction
- c) Making administrative decisions within constraints of bylaw/policies
- d) Providing inspiration and modeling of a desire to be the best
- e) Delegating/empowering within reasonable limits
- f) Supervising direct reports and expecting results
- g) Disciplining behaviour and correcting promptly
- h) Ensuring sound corporate communications plan
- i) Ensuring that senior staff are involved in the process of developing Town goals and priorities; providing a forum for Council and senior staff to engage in discussions relative to the Town's strategic plan

Rating: 2

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Comments:

Amanda runs a tight ship. Not everyone can fit ~~to~~ within that parameter as overseen by ~~her~~ her. I, ~~as~~ as Mayor, am very confident in her abilities and am quite comfortable

6. Discharge of all legislative and bylaw requirements *in allowing her to run her Administrative ship as she deems appropriate*
- a) Determining changes to the organizational structure
 - b) Continually assessing the needs of the system; seeking the advice of appropriate senior staff in this process
 - c) Developing a sound policy-based and cross-organizational approach to recruitment & selection
 - d) Ensuring a planned approach to training/development
 - e) Attending suitable conferences/courses as an example
 - f) Establishing mechanisms for mentoring other supervisory staff
 - g) Fulfilling all legislated and bylaw requirements

Rating:

2+ (closer to 1)

Comments:

Under the diverse patchwork of human idiosyncrasy Amanda conducts herself professionally and is able to keep focused on the issues at hand. As well, she continues to see to her own professional development

7. Development of community relationships

- a) Maintaining a positive profile in the Town of Sedgewick's jurisdiction as the senior administrative spokesperson and leader
- b) Ensuring that Council members and the Mayor have access to sound advice on how to engage the public (community communication plan)
- c) Maintaining contact with other administrative leaders in the region and with other key administrative leaders throughout the region
- d) Developing a positive/constructive rapport with media

e) Ensuring the development of administrative protocol to develop courteous relationships with the public

Rating: 2

Comments:

Not everyone can get along at all times; however, Annanda can remain focused and determined to keep L.O.C. open to council & the public. She has also demonstrated an ability and willingness to learn from past mistakes, develop new approaches, keep her head under fire and listen to advice.

Annual Objectives/Key Results

These should be developed by the CAO and reviewed with the Mayor and Council (this part of the format could be completed on a separate page(s) if more space is required).

Key Objectives	Key Results
Complete final course for NACLA II certification.	SLGM qualification - amplify work performance, increase operational and hands on experience.
1-2 courses ALUP.	Be able to provide sound advice to Council and public as required.

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Overall impression of performance and results achieved.

Accomplishment of Goals

Comments:

Areas for Improvement (Rank in order of importance)

1. Assistance in the Council's governance processes
5 (actually fine)
2. Relationship building with the Mayor
3 (actually fine)
3. Policy advice & leadership on the key issues
5 (actually fine)
4. Fiscal management
5 (actually fine)
5. Leadership to the administrative team
2
6. Discharge of all legislative and bylaw requirements
4 (actually fine -)
7. Development of community relationships
1

Follow-Up


Indicate those measures or steps which should be taken by the CAO over the course of the next appraisal period to improve her performance, e.g. types of external or internal development courses/seminars, changes in management practices, etc.

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Sign Off

Signatures of the Mayor (on behalf of Council) and the CAO to indicate completion of the process

Signature of the CAO 

Signature of Mayor (or designate) 

Date Nov. 24/14

Request for Decision (RFD)

Topic: Director of Parks and Recreation – Job Description
Initiated by: Administration
Prepared by: Amanda Davis
Attachments: 1. Director of Parks and Recreation – Job Description

Recommendations:

That Council approved the Director of Parks and Recreation job description as amended.

Background:

On July 3rd, 2014 Council approved a Recreation Facility and Program Manager job description. This job description was reflected upon Flagstaff County's Regional Recreation Program.

Current:

The Recreation Facility and Program Manager job description has been amended since the Regional Recreation Program is no longer valid.

Changes:

1. Job Title – Director of Parks and Recreation – to eliminate confusion with members are the Rec Facility as there was two "Facility Manager Titles"
2. Hours of work – coincide with Town Administration at 35/hours per week rather than 40/hours per week.
3. Removed reference regarding the Regional Recreation Program and working closely with Flagstaff County's recreation department.

*Note – this job description will be amended from time to time as we sort out all the requirements of the position.

Town of Sedgewick – Director of Parks and Recreation

CLASSIFICATION:	Administrative	SUPERVISOR:	CAO
DEPARTMENT:	Recreation	WORK HOURS:	Flexible 35 hrs/week
STATUS:	Permanent Full Time		

Summary of Position:

Under the direction of the Chief Administrative Officer (CAO) the Director of Parks and Recreation controls, manages, coordinates and evaluates the operation of the Sedgewick Recreation Centre while also planning, scheduling and delivering programming and events throughout the municipality.

Qualifications:

1. Post-secondary diploma or degree in recreation or leisure studies, therapeutic; recreation, kinesiology or other related field from a community college or university;
2. Knowledge of community resources and service development;
3. Excellent oral and written communication skills;
4. Excellent communication, leadership and team building skills;
5. Effective leadership, interpersonal and organizational skills;
6. Proven time management; ability to prioritize, coordinate and manage multiple activities and meet deadlines;
7. Proficiency in Microsoft Office (Word, Excel, Outlook);
8. Possess experience in facility management and recreation programming or coaching
9. Ability to demonstrate tact and diplomacy with the public
10. Knowledge of a variety of sports and their rules and the ability to effectively instruct and/or direct a range of participants from children to seniors
11. Ability to work with and lead both paid and volunteer staff and non-profit organizations
12. Ability to work flexible work schedules with willingness to work evenings, weekends and holidays on a regular basis
13. Proven time management skills; an ability to manage a number of projects at the same time and the ability to work with minimum supervision
14. Possess an understanding of risk management and safety standards
15. Valid class 5 drivers license
16. Police security check & Drivers Abstract

Duties and Responsibilities:

The Director shall be responsible for a variety of facility management and programming/administrative duties.

The Director shall be responsible to develop and implement HR Policies and Procedures through consultation with the CAO.

The Director shall be responsible to work closely with that Town Chief Administrative Officer (CAO) and User Groups. It is imperative that the Director support/implement year-round facility operations, while maintaining scheduling, facility bookings and facility maintenance/management.

The Director shall be responsible to the Town Council through the CAO. As well the Director is required to liaise with all community recreation and culture committees and the general public to provide effective management of the Sedgewick Recreational Facilities.

Supervision Received/Exercised:

- Policy direction shall be provided by Town Council and the Sedgewick Recreation Board
- Administrative direction shall be provided by the CAO
- Supervisory duties entail direct supervision of the Recreation staff, Arena Coordinator, Janitor, Kitchen staff as well as assist with advertising, recruiting, hiring, training and annual staff evaluations.
- Direct scheduling of staff and the maintenance of the facility by ensuring that hours worked by staff are properly recorded and are in accordance with approved labor standards and the budget

General Administration:

- Develop, implement and enforce policies and procedures for the Recreation Board and Council approval;
- To manage the daily operation as well as the long range planning of Recreation and Cultural Departments;
- Review and analyze existing departmental services and make necessary improvements by establishing long and short term goals;
- Prepare reports and studies related to departmental programming, capital improvements, facility maintenance and other assigned activities;
- Prepare the annual long term operation and capital budget with advice and assistance from the CAO and the Finance Officer;
- Actively seek out grant funding for all recreation-based projects as directed by Recreation Board, Sedgewick Town Council and the CAO for recreational, parks events and special projects;
- Control departmental spending within the budget allocation including approval of purchases and invoices for payment;
- Liaise with the Town Office and the Financial Officer in regards to financial records and accounting procedures;
- Ensure regular and timely deposits of cash receipts;
- Develop, implement and enforce a Health and Safety Program for all recreation services;

- Conduct and complete all scheduling of events within the facility;
- Provide monthly financial statements to the CAO who reports to Town Council
- Submit/report/compliance of all grants in conjunction with the Financial Officer
- Submit payroll hours to the Financial Officer/ bi-monthly
- Develop a marketing plan for the Recreation Centre to sell programs and the facility to increase usage
- Assist with collaborative recreation meetings
- Keep social media posts up to date
- Perform any other duties as requested by the CAO

Public Relations:

- Promote a high degree of awareness of available opportunities in the Town of Sedgewick by coordinating, developing and distributing various marketing materials related to Town programs, services and facilities;
- Liaise with the community committees and the general public to provide effective management of the Sedgewick Recreation Centre facility;
- Search our community needs for new programs and assist in organizing new programs and follow up to ensure their success and participation; programming shall compliment Flagstaff County's Recreation studies;
- Show interest in programs and activities by attending meetings, games and activities as much as is reasonable as an ambassador for the Town and promote good public relations;
- Organize and develop volunteer programs, assist in planning and organizing community events
- Ensure staff are trained/qualified in the provision of courteous customer services;
- Assist Operational Coordinators in the resolution of disputes;

Board Participation:

- To act as the principal advisor and administrative assistant to the Recreation Board;
- Prepare Board agendas and background documentation and assist in a policy advisory role with assistance from the CAO;

Facilities:

- Establish facility booking procedures
- Develop maintenance standards for the facility and create and promote annual, monthly and daily maintenance programs;
- Ensure that the maintenance standards are adhered to by staff and contractors;
- Support activities done by outside agencies (Ag Society, Minor Hockey etc.) in the area of capital development, upgrading and maintenance in conjunction with the CAO;
- Assist with general janitorial duties within the facility

Request for Decision (RFD)

Topic: Request to Hunt Fur-Bearing Animals
Initiated by: Applicant
Prepared by: Amanda Davis
Attachments: 1. Request form
2. Map & Details

Recommendations:

1. That Council seek comments from the Sedgewick Lake Park Association prior to giving consent to License Holder 525961T to hunt fur-bearing animals.

OR

2. That Council authorize License Holder 525961T to trap fur-bearing animals on NE16-44-12 W4M for twelve (12) months effective December 15th, 2014.

OR

3. That Council reject License Holder 525961T's request to hunt fur-bearing animals on NE16-44-12 W4M as the Town endeavors to maintain the natural serenity of Sedgewick Lake Park.
-

Background:

Administration received a letter from Robert Hope seeking permission to hunt fur bearing animals on Municipal land (Sedgewick Lake Park).

"Long before Alberta became a province, trapping and the development of fur trade was Canada's original economic engine. Today's trappers continue a tradition and livelihood that is linked to our past, and proudly carry on this long standing commercial enterprise.

Trappers have a direct interest in protecting the environment that supports their activity. With sound stewardship from individual trappers and the Alberta Trappers' Association, Alberta has a healthy furbearer population.

Trappers and fur traders in Alberta must conform to very high standards with respect to humane and ethical harvesting. The age-old trade of trapping continues to evolve with the times, and whether you are a new trapper or an experienced old-timer, it is important to keep your skills up-to-date. The Agreement on International Humane Trapping Standards came into effect in Alberta in 1999. Implementation has been an ongoing progress, and this coming year new trappers will be required to complete a trapper education course which deals with humane trapping and fur management.

Robin Campbell, Minister of Environment and Sustainable Resource Development."

We've been advised that the applicant is requesting permission from the Town to trap at the Lake whereby educating and teaching his grandchildren the art of trapping (Hope has received permission from other land owners in the area to trap).

Current:

In the past six (6) years that Town has never received a request to Hunt-Fur Bearing Animals nor can we find any permits prior to 2009.

The Town of Sedgewick has the authority to permit or reject this request.

Council must determine if they are favorable to allow trapping at Sedgewick Lake and how many permits they would authorize.

Considerations:

1. Consultation with the Lake Board – open communication, is the lake board in favor of allowing trapping at the lake or do they hope to maintain the current environment?

Government of Alberta ■

Sustainable Resource Development

Authorization to Hunt Fur-Bearing Animals

[NOTE: 1 This Form does not apply to a licence holder hunting on land of which he/she is the owner or occupant.

*2 Cross out any kind of animal to which this authorization does not apply.]

Name: Robert Hope

Address: Provo 050 Postal Code: Job 350

Home Phone: 753 2385 Business Phone: _____

Date of Birth: 25/4/47

the holder of Resident Fur Management Licence No. 525961 is hereby
authorized to hunt fur-bearing animals (subject to section 36 of the *Wildlife
Regulation*), except (without the authorization below) using neck snares to capture
wolf, coyote, fox and bobcat, on land described as follows:

_____ Section _____ Township _____ Range _____ west of the _____ m.

_____ Section _____ Township _____ Range _____ west of the _____ m.

I hereby certify that I am the person entitled to authorize hunting of fur-bearing
animals on the above-mentioned land.

Signature

Printed name of person authorized to give authorization on the land

Address

Telephone Number

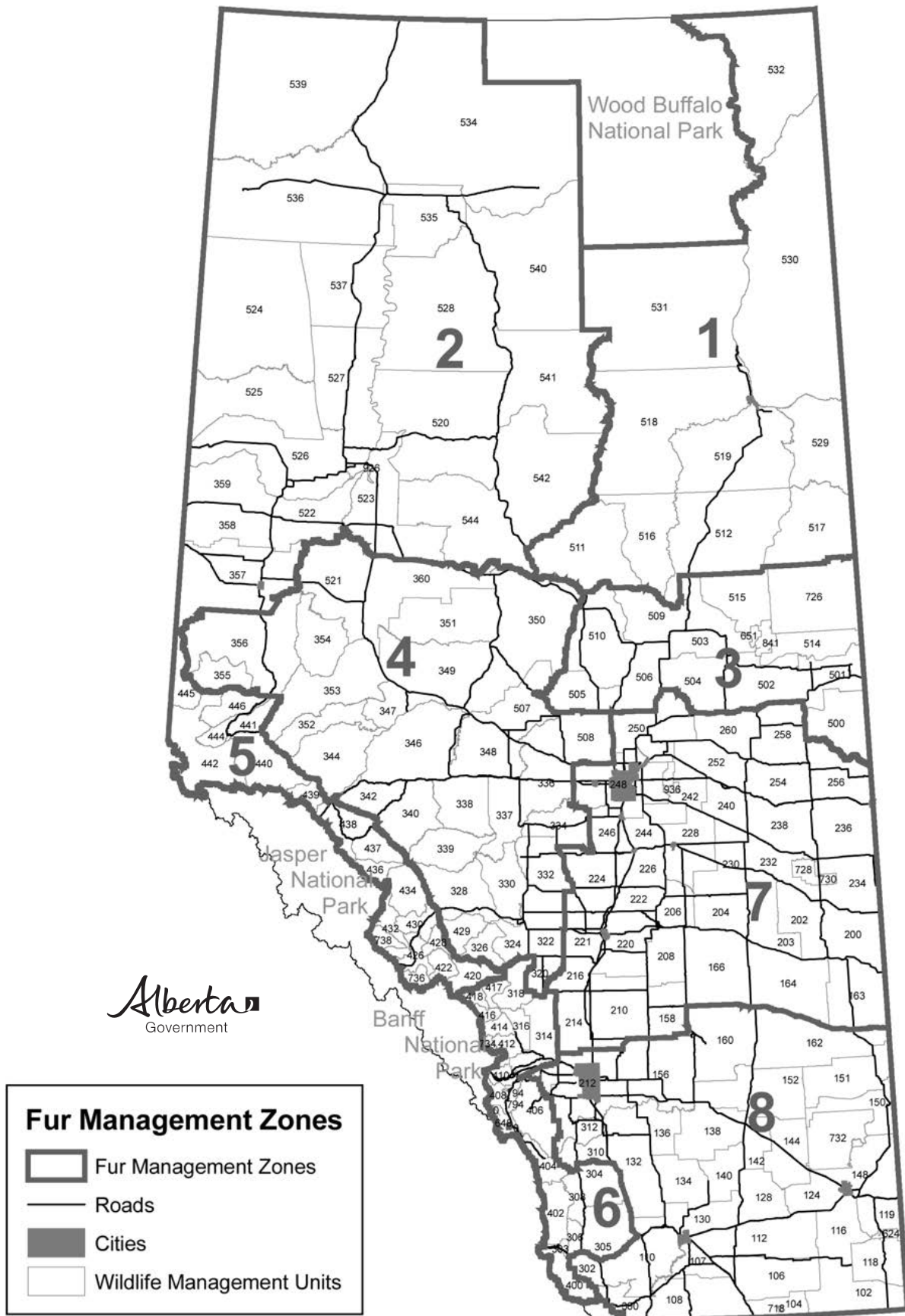
I hereby further authorize _____ to use neck snares for
name of licence holder
the capture of wolf, coyote, fox and bobcat* on land described above.

Signature

Printed name of person authorized to give authorization on land

DATE OF ISSUE: _____ DATE OF EXPIRY: _____

This authorization (and the related resident fur management licence) must be carried by the licence holder



Furbearer Seasons

The following table lists the seasons in each Fur Management Zone (see enclosed map).

O – October • N – November • D – December • J – January • F – February • M – March • Ap – April • Ma – May

Species	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
Badger	CLOSED	CLOSED	D1 - Ap15	D1 - Ap15	D1 - Ap15	D1 - Ap15	D1 - Ap15	D1 - M31
Beaver	O1 - Ma15	O1 - Ma15	O1 - Ma15	O1 - Ma15	O1 - Ma31	O15 - Ma15	O15 - Ap30	O15 - Ap30
Bobcat	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	D1 - J31	CLOSED	N1 - F28
Coyote	O1 - F28	O1 - F28	O1 - F28	O1 - F28 ³	O1 - F28 ³	O1 - F28 ³	O1 - F28	O1 - F28
Fisher	N1 - J31 ^{2,4}	N1 - J31 ^{2,4}	N1 - J31 ²	N1 - J31 ²	N1 - J31 ²	CLOSED	CLOSED	CLOSED
Fox	O1 - J31 ⁴	O1 - J31 ⁴	O1 - F28	O1 - F28	O1 - F28	O1 - F28	O1 - F28	O1 - F28
Lynx	D1 - F15 ²	D1 - F15 ²	D1 - F15 ²	D1 - F15 ²	D1 - F15 ²	D1 - F15 ²	CLOSED	CLOSED
Marten	N1 - J31 ⁴	N1 - J31 ⁴	N1 - J31 ²	N1 - J31	N1 - J31	N1 - J31	CLOSED	CLOSED
Mink	N1 - J31 ⁴	N1 - J31 ⁴	N1 - J31	N1 - J31	N1 - J31	N1 - J31	N1 - J31	N1 - J31
Muskrat	O1 - Ma15	O1 - Ma15	O1 - Ma15	O1 - Ma15	O1 - Ma15	O15 - Ma15	O15 - Ap30	O15 - Ap30
Otter	D1 - Ma15 ¹	D1 - Ma15 ¹	D1 - Ma15 ¹	D1 - Ma15 ^{1,6}	CLOSED	CLOSED	CLOSED	CLOSED
Squirrel	N1 - F28	N1 - F28	N1 - F28	N1 - F28	N1 - F28	N1 - F28	N1 - F28	N1 - F28
Weasel	N1 - F28	N1 - F28	N1 - F28 ⁵	N1 - F28	N1 - F28	N1 - F28	N15 - F14 ⁵	N15 - F14 ⁵
Wolf	O1 - M31	O1 - M31	O1 - M31	O1 - M31 ³	O1 - M31 ³	O1 - F28 ^{3,7}	O1 - F28	O1 - F28
Wolverine	N1 - J31 ^{1,4}	N1 - J31 ^{1,4}	N1 - J31 ¹	N1 - J31 ¹	N1 - J31 ¹	N1 - J31 ¹	CLOSED	CLOSED

- 1 This season is provided only for those who are authorized under the authority of a Registered Fur Management Licence.
- 2 This season is provided only for those who are authorized under the authority of a Registered Fur Management Licence, Indian Fur Management Licence or Métis Fur Management Licence issued under the Métis Settlements Act.
- 3 Seasonal Snaring Restriction: In order to reduce the potential for accidental harvest of Grizzly Bears, seasonal snaring restrictions will apply for Fur Management Zones 4, 5 and 6. **For the period October 01 through November 30, the use of snares is ONLY ALLOWED in the following WMUs of Fur Management Zones 4, 5 and 6 (WMUs 314, 316, 318, 320, 322, 324, 330, 332, 334, 336, 337, 338, 348, 360, 410, 412, 414, 416, 417, 418, 507, 508 and 521).**
- 4 Season extended to February 15, 2015, in WMUs 524, 532, 534, 536, and 539.
- 5 Weasel may not be harvested in that part of the province described as ranges 1 – 5, west of the 4th meridian, from the international boundary to the north boundary of township 63. This does not apply to Indian Reserves and Métis Settlements set aside under the *Métis Settlements Act*, which fall within the area described.
- 6 This season applies only to WMUs 330, 336 to 360, 507, 508 and 521.
- 7 This season does not apply in WMUs 314, 316, 318, 410, 412, 414, 416, 417 and 418. The season for wolves in these WMUs is from October 1 to March 31.

Black Bear Seasons and Baiting

Six black bear may be hunted but not trapped in each Registered Fur Management Area north of the Red Deer River during the open season for black bear. Registered trappers who are permitted to hunt black bear on their RFMA may use bait for that purpose in the following WMUs: 322, 330 – 338, 348, 358 – 360, 500 – 507, 509, 510, 512 – 520, 522, 523, 529 – 536, 539 – 544 and portions of 320, 324, 357, 521, 526 and 528. Baiting is prohibited within 1.6 km (1 mi) of occupied dwellings (owners or occupants of dwellings are exempted from this restriction if they have permission

to bait from the owner or occupant of all other dwellings within 1.6 km of the bait), provincial parks, provincial and forest recreation areas and some industrial sites. Each bait site must have a readily observable sign legibly showing the owner's name or Registered Fur Management Area number. Furthermore, each bait must be posted with surrounding signs to warn other people of its presence. Also, baiting is restricted to the open season and preceding 2 weeks in each specific WMU. See the current **Alberta Guide to Hunting Regulations**.

Request for Decision (RFD)

Topic:	Joint Quality Management Plan & Joint Safety Codes Services Agreement
Initiated by:	QMP Agreement – Regional CAO Group
Prepared by:	Amanda Davis/Deb Moffat/Rosemary Hoyland
Attachments:	1. Joint Uniform QMP – <i>Draft</i> 2. Safety Codes Services Agreement – <i>Draft</i> 3. Fee Schedule - <i>Draft</i>

Recommendations:

- 1. That the Town of Sedgewick enter into a Joint Quality Management Plan for the Building, Electrical, Gas and Plumbing disciplines with the Flagstaff municipalities.**
-

Background:

The Town of Sedgewick is an accredited municipality under the Safety Codes Act. This allows us to issue permits for building, electric, gas, plumbing and fire disciplines. As an accredited municipality we are required to a Quality Management Plan (QMP) approved by Safety Codes Council. Currently we are operating under a Uniform QMP which has been in existence since 2003. This QMP needs to be updated.

As part of the enforcement of a QMP, we are required to have certified Safety Codes Officers on staff or on retainer to issue permits and do inspections. Currently the Town has an agreement with Superior Safety Codes to provide services for the Building, Electrical, Gas and Plumbing disciplines. The fire discipline is covered by our own regional fire inspectors. The majority of municipalities use Superior Safety Codes and it is felt that having a regional agreement will ensure continuity in our area as well as potentially reducing the work load on each individual municipality, as we will ultimately be able to appoint one municipality as the managing partner who would be able to develop a level of expertise on permitting procedures due to the number of permits being issued.

Rosemary Hoyland, Development Officer for Flagstaff County, has been working with Safety Codes Council to develop a new Uniform QMP and regional Service Agreement for permitting services. Before these agreements can be reviewed Safety Codes Council and the regional CAO's, we are required to pass a motion to enter into a Joint Quality Management Plan and a Joint Safety Codes Services Agreement.

Current:

Please see attached the proposed agreements.

Flagstaff Region

(Flagstaff Region consists of the following municipalities: Village of Alliance, Town of Daysland, Flagstaff County, Village of Forestburg, Village of Galahad, Town of Hardisty, Village of Heisler, Town of Killam, Village of Loughheed, Village of Strome, and the Town of Sedgewick)

Joint Quality Management Plan

Version: March 2013

Flagstaff Region

Joint Quality Management Plan

This Uniform Quality Management Plan that includes Schedule A – Scope and Administration, and Schedule B – Uniform Service Delivery Standards, has been accepted by the Administrator of Accreditation.

Administrator of Accreditation

Date



SAFETY CODES COUNCIL

JOINT QUALITY MANAGEMENT PLAN

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Schedule A

Scope and Administration

SCOPE OF ACCREDITATION

The Flagstaff Region, which consists of the following municipalities: Village of Alliance, Town of Daysland, Flagstaff County, Village of Forestburg, Village of Galahad, Town of Hardisty, Village of Heisler, Town of Killam, Village of Loughheed, Village of Strome, and the Town of Sedgewick will administer the Safety Codes Act (SCA) including all pursuant regulations applicable to the following indicated discipline(s), within the municipal jurisdiction:

Building

- ☐ All parts of the Alberta Building Code, or
- ☐ Only those parts of the Alberta Building Code pertaining to housing and small buildings being 3 storeys or less in height, having a building area of 600m² or less and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial.

Electrical

- ☐ All parts of the Canadian Electrical Code and all parts of the Code for Electrical Installations at Oil and Gas Facilities, and/or
- ☐ All parts of the Alberta Electrical and Utility Code.

Plumbing

- ☐ All parts of the National Plumbing Code of Canada, applicable Alberta amendments and regulations, and Private Sewage Disposal System Regulation.

Gas

- ☐ All parts of the Natural Gas and Propane Installations Code and Propane Storage and Handling Code and applicable Alberta amendments and regulations, excluding natural and propane gas highway vehicle conversions.

Fire

Alberta Fire Code Administration: (one is mandatory)

- ☐ All parts of the Alberta Fire Code, or
- ☐ All parts of the Alberta Fire Code except for those requirements pertaining to the installation, alteration, and removal of storage tank systems for flammable liquids and combustible liquids regulated under the Alberta Fire Code (see details in Appendix E)
- ☐ **Fire Investigations: (mandatory)**

Cause, origin, and circumstance determination.

Fire Prevention Programs: (optional)

- ☐ Public education.
- ☐ Fire pre-plans (see details in Appendix E)
- ☐ Other (list) _____

ADMINISTRATION OF THE FLAGSTAFF REGION JOINT QUALITY MANAGEMENT PLAN

Adherence to the Joint Quality Management Plan

The Flagstaff Region herein referred to as “The Municipality” is responsible for the administration, effectiveness, and compliance with this Uniform Quality Management Plan (UQMP) that includes Schedule A – Scope and Administration and Schedule B - Uniform Service Delivery Standards.

The Municipality will provide services under Schedule B – Uniform Service Delivery Standards through their own staff or one or more accredited agencies. When providing services through an agency(s), the Municipality will contract with the agency(s) to provide services in accordance with Schedule B – Uniform Service Delivery Standards. The Municipality is responsible for monitoring the contracted agency’s compliance with Schedule B – Uniform Service Delivery Standards.

The Municipality recognizes that the Safety Codes Council (SCC) or its representative may review/audit for compliance to this UQMP and will give full cooperation to the SCC or its representative in business related to the administration of the SCA including the conduct of reviews/audits. The Municipality will implement the recommendations of the reviewer/auditor.

The Municipality will encourage and maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working in the Municipality have the ability and opportunity to make decisions relative to compliance monitoring independently, without undue influence of management, appointed or elected officials.

The Municipality, in the event that it ceases to administer the SCA for any new thing, process, or activity under the SCA, retains responsibility for services provided under the SCA while accredited, including the administration and completion of services for permits issued.

The Municipality recognizes that failure to follow this UQMP may result in suspension or cancellation of the Municipality's accreditation.

Policy for Personnel Training

The Municipality will ensure that SCOs of the Municipality attend updating seminars required by the SCC to maintain current SCO certification.

Freedom of Information

The Canadian Charter of Rights and Freedoms applies to all activities undertaken in the administration of this Quality Management Plan. The Freedom of Information and Protection of Privacy Act applies to all information and records relating to, created, or collected under this UQMP.

Records Retention & Retrieval

The Municipality will retain the files of all projects including those where an accredited agency(s) was involved, for at least three (3) years or in accordance with the Municipality's record retention policy, whichever is greater. Such files will be available at the Municipality's office. Files where an accredited agency was involved are the property of the Municipality and will be returned to the Municipality within a reasonable time after completion of the services, or upon request.

Declaration of Status

The SCOs, staff, officers, and accredited agency(s), whether employed, retained or otherwise engaged by the Municipality will not participate in any safety codes administration, inspection, or investigation of properties or fires where they may have pecuniary interest.

Annual Review

Internal reviews will be carried out annually by the QMP Manager or the Manager's delegate to evaluate whether or not compliance of the Quality Management Plan is being achieved. At the conclusion of the internal review, the QMP Manager will provide, to the Safety Codes Council, a letter of QMP compliance that has been signed off by the municipality's executive authority. The letter must be comprised of all findings of the review including any successes, areas for improvement and the methodology used to achieve improvement or correction as it relates to the approved Quality Management Plan.

This is a mandatory requirement and failure to comply may result in cancellation or suspension of a municipalities' accreditation designation. All findings for the annual internal reviews are due to the Safety Codes Council **no later than the last day of March of the following year that is being reviewed.**

Revisions

Revisions to this UQMP may only be made to the Scope and will only be made by the Chief Administrative Officer responsible for this UQMP. A Resolution from the Municipal Council will be included with a revision. The SCC must approve any change in the UQMP.

Revision Control System

The Municipality will ensure its SCOs have ongoing access to a copy of this UQMP and contracted accredited Agencies are provided with a copy of this UQMP and any amendments.

The Municipality will maintain a registry of the SCOs and Agency(s) that have been provided with a copy of this UQMP and amendments. The Municipality will immediately distribute copies of approved amendments to all registered holders of this UQMP.

Notices

Any correspondence in regards to this UQMP will be forwarded to:

QMP Manager

E-mail address

Name of Municipality

Address of Municipality

Phone number of Municipality

Fax number of Municipality

Municipality Agreement

In accordance with Council Resolution # _____ of _____ the *Village of Alliance* hereby provides agreement and signature to this UQMP.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

Name & title of Chief Administrative Officer

Name & title of Chief Elected Official

In accordance with Council Resolution # _____ of _____ the *Town of Daysland* hereby provides agreement and signature to this UQMP.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

Name & title of Chief Administrative Officer

Name & title of Chief Elected Official

In accordance with Council Resolution # _____ of _____ the ***Flagstaff County*** hereby provides agreement and signature to this UQMP.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

Name & title of Chief Administrative Officer

Name & title of Chief Elected Official

In accordance with Council Resolution # _____ of _____ the ***Village of Forestburg*** hereby provides agreement and signature to this UQMP.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

Name & title of Chief Administrative Officer

Name & title of Chief Elected Official

In accordance with Council Resolution # _____ of _____ the ***Village of Galahad*** hereby provides agreement and signature to this UQMP.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

Name & title of Chief Administrative Officer

Name & title of Chief Elected Official

In accordance with Council Resolution # _____ of _____ the ***Town of Hardisty*** hereby provides agreement and signature to this UQMP.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

Name & title of Chief Administrative Officer

Name & title of Chief Elected Official

In accordance with Council Resolution # _____ of _____ the ***Village of Heisler*** hereby provides agreement and signature to this UQMP.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

Name & title of Chief Administrative Officer

Name & title of Chief Elected Official

In accordance with Council Resolution # _____ of _____ the ***Town of Killam*** hereby provides agreement and signature to this UQMP.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

Name & title of Chief Administrative Officer

Name & title of Chief Elected Official

In accordance with Council Resolution # _____ of _____ the ***Village of Lougheed*** hereby provides agreement and signature to this UQMP.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

Name & title of Chief Administrative Officer

Name & title of Chief Elected Official

In accordance with Council Resolution # _____ of _____ the ***Village of Strome*** hereby provides agreement and signature to this UQMP.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

Name & title of Chief Administrative Officer

Name & title of Chief Elected Official

In accordance with Council Resolution # _____ of _____ the *Village of Sedgewick* hereby provides agreement and signature to this UQMP.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

Name & title of Chief Administrative Officer

Name & title of Chief Elected Official

Schedule B

Uniform Service Delivery Standards

Section 1: Scope of Services

The Uniform Service Delivery Standards establishes responsibilities and minimum performance criteria for providing compliance monitoring services under the SCA including:

- code advice,
- permit issuance,
- plans examinations,
- site inspections,
- site investigations,
- alternative solutions/variances,
- orders,
- verification of compliance,
- identification and follow-up of deficiencies and unsafe conditions,
- collection and remittance of SCC fees,
- issuance of Permit Services Reports, and
- maintaining files and records.

Section 2: Performance

The Municipality will:

- perform the services in an effective and timely manner,
- endeavour to work co-operatively with the owner and/or the owner's representative(s) to achieve compliance with the SCA and applicable Regulation(s),
- perform the services with impartiality and integrity, and
- provide services in a professional and ethical manner.

Section 3: Personnel

The Municipality will:

- employ persons knowledgeable about the applicable codes, standards and regulations, relative to the services it provides,
- employ SCOs who are certified and designated at an appropriate level to provide compliance monitoring and investigations relative to service levels the Municipality provides, and
- maintain a registry of all SCOs they employ, their level(s) of Certification, and Designation of Powers.

Section 4: Quality Management Plan Training

The Municipality will:

- train its SCOs and other involved staff in the requirements of this UQMP, and
- maintain the training records on the employee's file.

Section 5: Records

The Municipality will maintain a file system for all the records associated with performing the services including:

- permit applications and permits,
- plans, specifications, and other related documents,
- plans review reports,
- inspection reports,
- investigation reports,
- verifications of compliance,
- Alternative Solutions / Variances,
- Orders,
- Permit Services Reports, and
- related correspondence and/or other relevant information.

Section 6: SCC Operating Fees

The Municipality will collect the SCC operating fee for each permit issued under authority of the SCA, and remit those fees to the SCC in the manner and form prescribed by the SCC.

Section 7: Orders

Will be issued and served in accordance with the SCA, the Administrative Items Regulation, and SCC policy. Orders will be in the format provided on the SCC web site: www.safetycodes.ab.ca. Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the SCC.

Section 8: Alternative Solutions / Variances

Will be issued in accordance with the SCA and SCC policy. An Alternative Solution / Variance will be in the format directed by the SCC (available on the SCC web site: www.safetycodes.ab.ca).

A SCO may issue an Alternative Solution / Variance from a code or referenced standard if the SCO is of the opinion that the Alternative Solution / Variance provides approximately equivalent or greater safety performance than that prescribed by the code or standard.

A request for Alternative Solution / Variance must be made in writing and include support documentation. A SCO will only make a decision respecting an Alternative Solution / Variance after having thoroughly researched the subject matter.

A copy of an Alternative Solution / Variance issued will be provided to the:

- owner,
- contractor if applicable,
- SCC, and
- the Municipality's file.

Section 9: Compliance Monitoring

General

The Municipality will monitor compliance through a program of permit issuance, plans examination (when applicable), site inspection, and follow-up inspections or verification of compliance; using appropriately certified and designated SCOs to provide compliance monitoring in accordance with the SCA and associated codes and standards.

Permits / Permissions

The Municipality will collect all information required by the SCC to be collected as part of each permit application.

Permit Applications

Permit Applications will include the following information:

- name of the issuing Municipality,
- permit discipline type,
- date of application,
- applicant's name, address, and phone number, and email,
- contractor's name, address, and phone number, and email (if known),
- owner's name, address, and phone number, and email,
- project location by legal description, civic address, and municipality,
- description of the work,
- state the use or proposed use of the premises,
- a Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example:

“The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the municipality.”

- any other information the SCO or permit issuer considers necessary.

Permits

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking,
- the date on which the permit is issued,
- the name of the owner and the person to whom the permit has been issued,
- where the undertaking is to take place,
- a description of the undertaking or portion of the undertaking governed by the permit, and
- contain any other information that the permit issuer considers necessary
- issuer's name, signature, and designation number,.

Permit Conditions

A permit may contain terms and conditions that include but not limited to:

- permission be obtained from the SCO before occupancy or use of the construction, process or activity under the permit,
- the date on which the permit expires,
- a condition that causes the permit to expire,
- the period of time that the undertaking may be occupied, used or operated,
- setting the scope of the undertaking being permitted,
- setting the qualifications required of the person responsible for the undertaking and/or doing the work,
- an identification number or label to be affixed to the undertaking,
- requirement to obtain the approval of a safety codes officer before any part of the building or system is covered or concealed.

Site Inspections

An SCO will inspect:

- to determine if the use, occupancy, sites or work complies with the SCA and relevant codes and standards, permits, and conditions,
- within the time frames noted in the discipline specific sections of this UQMP,
- in a timely fashion (endeavour to inspect within 2 working days and will not exceed 5 working days, when contacted for a required inspection unless otherwise noted in this UQMP),
- at the stage(s) indicated in the discipline specific sections of this UQMP, and
- all work or occupancy(s) in place at the time of the inspection.

The Municipality may, at their discretion, extend the time frame for a required site inspection(s) by documenting in the file:

- the reason for the extension, and
- the new time frame or date for conducting the inspection(s).

Inspection Reports

A SCO will, for each inspection required by this UQMP, complete an inspection report noting:

- permit number and file number (if applicable),
- discipline,
- municipality name and date,
- owner name, address, phone number, and email,
- contractor name, address, phone number, and email,
- legal description, address (if applicable), and municipality,
- stage(s) of work being inspected,
- a description of the work in place at the time of inspection,
- all observed deficiencies (any condition where the work is incomplete, or does not comply with the SCA or an associated code or regulation and in the opinion of the SCO is not an unsafe condition),
- all observed unsafe conditions (any condition that, in the opinion of a SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger),
- all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger, and
- name, signature, and designation number of the SCO conducting the inspection.

The Municipality will, for each required inspection:

- provide copies of Inspection Reports to the permit applicant, contractor, and Municipality's file; and if requested to the owner, project consultant, architect, or consulting engineers, and

- follow-up on noted deficiencies or unsafe conditions through re-inspection(s) (or at the discretion of the SCO, a verification of compliance may be accepted in lieu of an on-site reinspection).

Verification of Compliance

A SCO may, at their discretion, accept a verification of compliance (reasonable assurance provided from a third party that work complies):

- as follow-up to deficiencies or unsafe conditions noted on a site inspection, or
- in lieu of a site inspection when permitted in this UQMP (eg. labelled mobile home siting, minor residential improvements).

An SCO, when accepting a verification of compliance, will document the information to the permit file including:

- identification of the document as a verification of compliance,
- permit number and discipline,
- name and title of the person who provided the verification of compliance and how it was provided (i.e. written assurance, verbal assurance, site visit by designate, etc.),
- date accepted by the SCO, and
- signature and designation number of the SCO.

No-Entry Policy

When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site in a visible location, or forward notification to the Owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality will mail the Owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a “no-entry” and counted as the required interim or final inspection.

Permit Services Report

The Municipality will issue a Permit Services Report:

- within 30 days of completing the compliance monitoring services as required in this UQMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection),
- to the Owner (the Owner, for the purposes of this UQMP means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the Permit Services Report was issued).

The Municipality will not issue a Permit Services Report or close a file if there is an unsafe condition, until such time as the unsafe condition is corrected.

The Municipality will, for administrative purposes, consider the file closed when the Permit Services Report is issued, however:

- will reactivate the file if any further activity related to the permit is initiated within 30 days, and
- may reactivate the file at any time.

APPENDIX A: BUILDING DISCIPLINE

Building Permits

The Municipality will, **prior** to permit issuance:

- obtain two complete sets of construction documents as outlined in the Alberta Building Code (ABC),
- obtain any letters or schedules required to be provided by the ABC,
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues, and
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the ABC.

Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the ABC,
- prepare a Plans Review Report,
- provide the Plans Review Report to the permit applicant, contractor, and Municipality's file; and if requested, to the owner, project consultant, architect, or consulting engineers, and
- provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

Compliance Monitoring on Projects requiring Professional Involvement

The Municipality will collect and maintain on file, required schedules and/or a letter(s) of compliance from the professional architect or engineer when a part or parts of the building require a professional architect or engineer.

The Municipality will collect and maintain on file all schedules and letters of compliance required in accordance with the ABC when overall professional architect and/or engineer involvement is required for the work covered under a permit.

Building Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following tables:

Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Type of Building & Major Occupancy	Minimum # of Inspections	Inspection Stage (NOTE: inspect all work in place at time of inspection)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Single & Two Family Dwellings (Group C)	2	<ul style="list-style-type: none"> complete foundation (prior to backfill) OR <ul style="list-style-type: none"> solid or liquid fuelled appliance(s) & framing (prior to covering up with insulation and vapour barrier) OR <ul style="list-style-type: none"> insulation and vapour barrier (prior to drywall) AND <ul style="list-style-type: none"> final, including HVAC completion within 365 days of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Multi-family Residential, Townhouses, Small Apartments (Group C)	2	<ul style="list-style-type: none"> complete foundation (prior to backfill) OR <ul style="list-style-type: none"> solid or liquid fuelled appliance(s) & framing (prior to covering up with insulation and vapour barrier) OR <ul style="list-style-type: none"> insulation and vapour barrier (prior to drywall) AND <ul style="list-style-type: none"> final, including fire alarm and HVAC completion (within 180 days of permit issuance)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Business & Personal Services, Mercantile, Med. & Low Hazard Industrial (Group D, E, F2, F3)	2	<ul style="list-style-type: none"> complete foundation (prior to backfill) OR <ul style="list-style-type: none"> HVAC rough-in OR <ul style="list-style-type: none"> framing, structure (prior to insulation and vapour barrier) AND <ul style="list-style-type: none"> final, including HVAC completion (within 180 days of permit issuance)
Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of \$20,000 or less) OR Other types of permits not covered in this table.	All types of Part 9 Buildings (Group C, D, E, F2, F3)	1	<ul style="list-style-type: none"> final (within 180 days of permit issuance)

Site Inspection Stages for Part 3 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work more than \$20,000)	A, B, C, D, E, F	2	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning AND ○ *final (within 365 days of permit issuance) <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>
Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work \$20,000 or less) OR Other types of permits not covered in this table	A, B, C, D, E, F	1	<ul style="list-style-type: none"> ○ final (within 365 days of permit issuance)

Site Inspection Stages, Part 9 or Part 3 Buildings Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$20,000)	A, B, C, D, E, F	2	<ul style="list-style-type: none"> ○ interim inspection at approximately the mid-term of the work AND ○ final (within 365 days of permit issuance)
Alteration, addition, renovation, reconstruction, change of occupancy (value of work \$20,000 or less) OR Other types of permit not covered in this table.	A, B, C, D, E, F	1	<ul style="list-style-type: none"> ○ final (within 180 days of permit issuance)

Site Inspection of labelled mobile home siting, and minor residential improvements including detached garages, decks, or basement renovations will consist of at least one site inspection within 120 days of permit issuance, or at the discretion of the SCO, consist of a completed Verification of Compliance.

Site Inspection of Part 10 buildings will consist of at least one on-site inspection at the final set-up stage within 120 days of permit issuance.

Site Inspection of Solid or Liquid Fuelled Heating Appliances (under separate permit) will consist of at least one on-site inspection, prior to covering, within 120 days of permit issuance.

Site Inspection of Mechanical, Heating, or Ventilation Systems (under separate permit) will consist of at least one on-site inspection at the completion stage, prior to covering, within 120 days of permit issuance.

Site Inspection for Demolition permits (under separate permit) will be at the discretion of the SCO responsible for permit issuance for single family dwellings and their accessory buildings, and will consist of at least one on-site inspection prior to demolition for all other buildings.

Site Inspection of Non-flammable Medical Gas Piping Systems will be at the discretion of the SCO responsible for permit issuance. The SCO will follow up all ABC deficiencies identified by the testing Agency, to ensure compliance.

APPENDIX B: ELECTRICAL DISCIPLINE

Electrical Permits

The Municipality will issue Electrical Permits.

Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed electrical installation.

Electrical Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Electrical Installations

Type of Project	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work over \$4000)	2	<ul style="list-style-type: none">rough-in inspection (prior to cover-up) AND <ul style="list-style-type: none">final inspection (within 365 days of permit issuance)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work \$4000 or less)	1	<ul style="list-style-type: none">final inspection (within 90 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor Permit (with value of work over \$500)	1	<ul style="list-style-type: none">completed rough-in inspection (prior to cover-up) OR <ul style="list-style-type: none">final inspection (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Homeowner permit (with value of work over \$500)	2	<ul style="list-style-type: none">completed rough-in inspection (prior to cover-up) AND <ul style="list-style-type: none">final inspection (within 365 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor or Homeowner permit (with value of work \$500 or less)	1	<ul style="list-style-type: none">final inspection (within 90 days of permit issuance)
Skid Units, Relocatable Industrial Accommodation, Manufactured Housing, Oilfield Pump-jacks, Temporary Services	1	<ul style="list-style-type: none">final inspection (within 90 days of permit issuance), including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing
Annual Permit (for minor alterations/additions conducted on one site)	2	<ul style="list-style-type: none">mid-term inspection AND <ul style="list-style-type: none">final inspection (within 60 days of expiry of permit)

APPENDIX C: PLUMBING DISCIPLINE

Plumbing Permits

The Municipality will issue Plumbing permits.

Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed plumbing installation.

Plumbing Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Plumbing Installations

Installation Type	Minimum # of Inspections	Plumbing Installation Stage (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with more than 10 fixtures)	2	<ul style="list-style-type: none">rough-in below grade prior to covering OR <ul style="list-style-type: none">rough-in above grade prior to covering AND <ul style="list-style-type: none">final completion (within 365 days of permit issuance)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with 10 fixtures or less)	1	<ul style="list-style-type: none">rough-in below grade prior to covering OR <ul style="list-style-type: none">rough-in above grade prior to covering OR <ul style="list-style-type: none">final completion (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor Permit (with more than 5 fixtures)	1	<ul style="list-style-type: none">completed rough-in below grade OR <ul style="list-style-type: none">completed rough-in above grade prior to covering (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Homeowner permit (with more than 5 fixtures)	2	<ul style="list-style-type: none">completed rough-in below grade (prior to covering) AND <ul style="list-style-type: none">final completion (within 365 days of permit issuance)
Single Family Residential or Farm Building (with 5 fixtures or less)	1	<ul style="list-style-type: none">final completion (within 90 days of permit issuance)

Permits for Private Sewage Disposal Systems

The Municipality will issue permits for Private Sewage Disposal System installations.

Permit Issuance for Private Sewage Disposal Systems

The Municipality will, **prior** to permit issuance require the permit applicant to provide all relevant installation details including:

- a site plan,
- the expected volume of sewage per day,
- the criteria used to determine the expected volume of sewage per day,
- description and details of all sewage system treatment and effluent disposal component(s),
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface,

and

- require a Plumbing Group B SCO to complete a review of the information for compliance with the requirements of the Private Sewage Disposal System regulations.

Private Sewage Disposal System Site Inspections

A Plumbing Group B SCO will:

- conduct a minimum of one site inspection during installation, or
- if unable to conduct the inspection during installation, note the reason on file and conduct a final inspection within 30 days of permit issuance.

APPENDIX D: GAS DISCIPLINE

Gas Permits

The Municipality will issue Gas Permits.

Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed gas installation.

Gas Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

Required Site Inspections for Gas Installations

Installation Type	Minimum # of Inspections	Gas Installation Stages (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (more than 400,000 BTU)	2	<ul style="list-style-type: none">rough-in AND <ul style="list-style-type: none">final completion (within 365 days of permit issuance)
Public Institutions, Commercial, Industrial, Multi-Family Residential (400,000 BTU or less)	1	<ul style="list-style-type: none">rough-in OR <ul style="list-style-type: none">final completion (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor Permit	1	<ul style="list-style-type: none">final completion (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Homeowner permit	1	<ul style="list-style-type: none">final completion (within 365 days of permit issuance)
Temporary Heat Installations (under separate permit)	1	<ul style="list-style-type: none">final inspection (within 90 days of permit issuance)

APPENDIX E: FIRE DISCIPLINE

General

The Municipality will provide Alberta Fire Code services that include but are not limited to:

- code advice including but not limited to:
 - new construction under the Alberta Fire Code,
 - building upgrade programs,
 - Fire Safety Plan, development and implementation,
 - storage of dangerous goods, and
 - tire storage,
- plans examinations including but not limited to:
 - new construction under the Alberta Fire Code,
 - building upgrade programs,
 - residential secondary suites, and
 - Fire Safety Plans with emphasis to addressing the risk to occupied residential buildings,
- permit / permission issuance,
 - fireworks purchase, possession, handling, and discharge, and
 - storage tank systems for flammable liquids and combustible liquids installation, alteration or removal if included in scope,
- compliance monitoring site inspections for,
 - construction addressed in the Alberta Fire Code,
 - Fire Safety Plan practices with emphasis to addressing the risk to occupied residential buildings,
 - post-occupancy of facilities identified in the following Fire Code Compliance Inspection chart, and
 - special or other activities addressed in the Alberta Fire Code or at the discretion of the Fire SCO,
- Occupant Load Certificates for,
 - assembly occupancies, and
 - other occupancies at the discretion of the SCO,
- Alternative Solutions / Variances issuance,
- Orders and their enforcement,
- Verification of Compliance,
- no-entry advisory,
- Permit Services Report,
- identification and follow-up of deficiencies and unsafe conditions,
- collection and remittance of SCC fees, and
- maintaining files and records.

Fireworks

The Municipality will, prior to issuing permission:

- respecting the purchase, possession, handling, discharge, fire or set-off; obtain from the applicant written confirmation that the person:
 - will conduct activities in accordance with safe practices outlined in the Alberta Fire Code,
 - is of at least 18 years of age, and
- respecting sales, obtain from the owner of the retail business, written confirmation that the business:
 - holds a valid municipal business license or confirmation of ownership of the business when the municipality does not require business to hold such license,
 - employees handling fireworks for sale are of at least 18 years of age,

- manufacturers instructions are posted at the sales location and provided with each sale,
- record of each sale is retained for examination by the Fire SCO, and
- stores fireworks in conformance with Part 3 of the Alberta Fire Code.

Fire Code Compliance Inspections

For the purpose of ensuring compliance with the SCA, a SCO may, at the discretion of the SCO, carry out an inspection for any thing, process, or activity to which this Act applies. In addition, inspections will be conducted in accordance with the following schedule.

(municipality must pick one from each frequency range box for each applicable use/occupancy)

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range (May be by occupancy or individual unit)
New construction	Storage Tank Systems for Flammable Liquids & Combustible Liquids	<ul style="list-style-type: none"> ○ 1 site inspection of all work or acceptance of Verification of Compliance AND ○ 1 final inspection within 365 days of permit issuance
Alteration, addition, renovation, reconstruction, or removal	Storage Tank Systems for Flammable Liquids & Combustible Liquids	<ul style="list-style-type: none"> ○ 1 final inspection within 365 days of permit issuance OR ○ A Verification of Compliance within 365 days of permit issuance
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction, or removal	<ul style="list-style-type: none"> ○ 1 site inspection where a risk to occupied residential building(s) has been identified
Compliance Inspections	Special Events or Sites	<ul style="list-style-type: none"> ○ Not Applicable ○ On request or complaint ○ Once per event ○ More than one per event
	Group A, Division 1 Assembly	<ul style="list-style-type: none"> ○ Not Applicable ○ On request or complaint ○ Once every month ○ Once every 6 months ○ Once every 12 months ○ Once every 24 months
	Group A, Division 2 Assembly	<ul style="list-style-type: none"> ○ Not Applicable ○ On request or complaint ○ Once every month ○ Once every 6 months ○ Once every 12 months ○ Once every 24 months
	Group A, Division 3 Assembly	<ul style="list-style-type: none"> ○ Not Applicable ○ On request or complaint ○ Once every month ○ Once every 6 months ○ Once every 12 months ○ Once every 24 months
	Group A, Division 4 Assembly	<ul style="list-style-type: none"> ○ Not Applicable ○ On request or complaint ○ Once every month ○ Once every 6 months ○ Once every 12 months ○ Once every 24 months
	Group B, Division 1 Care or Detention	<ul style="list-style-type: none"> ○ Not Applicable ○ On request or complaint ○ Once every month ○ Once every 6 months ○ Once every 12 months ○ Once every 24 months
	Group B, Division 2 Care or Detention	<ul style="list-style-type: none"> ○ Not Applicable ○ On request or complaint ○ Once every month ○ Once every 6 months ○ Once every 12 months ○ Once every 24 months

	Group C Residential – 1 to 5 family	<ul style="list-style-type: none"> ○ Not Applicable ○ On request or complaint ○ Once every month ○ Once every 6 months ○ Once every 12 months ○ Once every 24 months
	Group C Residential – 5 to 12 family	<ul style="list-style-type: none"> ○ Not Applicable ○ On request or complaint ○ Once every month ○ Once every 6 months ○ Once every 12 months ○ Once every 24 months
	Group C Residential – 12 to 25 family	<ul style="list-style-type: none"> ○ Not Applicable ○ On request or complaint ○ Once every month ○ Once every 6 months ○ Once every 12 months ○ Once every 24 months
	Group C Residential – 25 and more family	<ul style="list-style-type: none"> ○ Not Applicable ○ On request or complaint ○ Once every month ○ Once every 6 months ○ Once every 12 months ○ Once every 24 months
	Group D	<ul style="list-style-type: none"> ○ Not Applicable ○ On request or complaint ○ Once every month ○ Once every 6 months ○ Once every 12 months ○ Once every 24 months
	Group E	<ul style="list-style-type: none"> ○ Not Applicable ○ On request or complaint ○ Once every month ○ Once every 6 months ○ Once every 12 months ○ Once every 24 months
	Group F, Division 1	<ul style="list-style-type: none"> ○ Not Applicable ○ On request or complaint ○ Once every month ○ Once every 6 months ○ Once every 12 months ○ Once every 24 months
	Group F, Division 2	<ul style="list-style-type: none"> ○ Not Applicable ○ On request or complaint ○ Once every month ○ Once every 6 months ○ Once every 12 months ○ Once every 24 months
	Group F, Division 3	<ul style="list-style-type: none"> ○ Not Applicable ○ On request or complaint ○ Once every month ○ Once every 6 months ○ Once every 12 months ○ Once every 24 months

“On request or complaint” means the process as defined by municipal operational policy.

“Once every month” means a specific day is set which shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this UQMP.

“Once every 6 months” means a specific day is set which shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this UQMP.

“Once every 12 months” means a specific day is set which shall apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this UQMP.

“Once every 24 months” means a specific day is set which shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this UQMP.

Fire Investigations

Investigations will be conducted by a Fire SCO to determine the cause, origin, and circumstance of every fire in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed. The results of each investigation will be reported to the Fire Commissioner in accordance with the Administrative Items Regulation. A Fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation including representatives from the Fire Commissioner’s Office. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Alberta Fire Commissioner’s Office.

Fire Investigations will include the following information:

- file number,
- location of fire,
- date of fire,
- date of investigation,
- building / property use,
- cause of fire,
- origin of fire,
- value of loss,
- name and designation number of SCO conducting the investigation,
- comments, and
- date of completion/sign off.

Fire Investigations will utilize the applicable forms/reports as provided on the SCC web site:

www.safetycodes.ab.ca.

**APPENDIX F: List Of Administrative Forms Available On
The SCC Web Site:**
www.safetycodes.ab.ca

1. Order
2. Alternative Solution / Variance
3. Request for Alternative Solution / Specific Variance
4. Model Fire Safety Plan
5. Fire Investigation Reports (samples)
 - a. Voluntary Consent to Search and/or Seizure
 - b. To Obtain a Warrant to Enter a Private Dwelling Place to Conduct a Fire Investigation
 - c. Casualties
 - d. Witness Statement
 - e. Physical Evidence
 - f. Sketches
 - g. Structure Fires
 - h. Motor Vehicle Fires
 - i. Wildland Fires
 - j. All Fires
 - k. Incident Investigation Field Notes
 - l. Insurance Information
 - m. Release From Responsibility
 - n. Records / Documents
6. Application for Designation of Powers
7. Sample Permits (SCA & non-SCA)
8. Sample Permission forms

APPENDIX G: Permit Services Report (sample)

PERMIT SERVICES REPORT

Issued by: _____ on _____ to _____
(Municipality name) (date of issue) (Owner name)

Re:

Permit number: _____

Type of Permit: ☐ Building ☐ Electrical ☐ Plumbing ☐ Gas

Location:

Municipality: _____

Lot ____ Block ____ Plan _____ OR Part of ____ Sec ____ Twp ____ Rge ____ West of ____

Status:

Compliance monitoring services have been provided as required by the SCA, and codes, regulations and policies pursuant to the Act. It is the opinion of the issuer of this report that:

☐ **work complies** with the intent of the SCA and applicable regulations.

☐ **work may not comply** as
☐ a Safety Codes Officer was unable to gain entry for the required site inspection(s)
☐ the permit expired
☐ the permit was cancelled

☐ **deficiencies must be corrected** for the work to meet the intent of the SCA and applicable regulations (refer to attached list or inspection report). Please contact the Municipality within 30 days of this report if you wish to make arrangements to verify that deficiencies are corrected.

Yours truly,

Signature of Municipality Representative

cc: permit file

Note: This report remains on file as record of compliance or non-compliance with the provisions of the SCA, regulations, Codes, and standards. Pursuant to the SCA, the "Owner" is responsible for meeting the requirements of the Act.

SAFETY CODES SERVICES AGREEMENT

THIS AGREEMENT MADE IN DUPLICATE THIS _____ DAY OF _____, 20____.

BETWEEN:

Flagstaff Region
(Flagstaff Region consists of the following municipalities: Village of Alliance, Town of Daysland, Flagstaff County, Village of Forestburg, Village of Galahad, Town of Hardisty, Village of Heisler, Town of Killam, Village of Lougheed, Village of Strome, and the Town of Sedgewick)
P.O. Box 358
Sedgewick, Alberta
"The Municipality"

-and-

SUPERIOR SAFETY CODES INC.
14613-134 Avenue
Edmonton, AB T5L 4S9
"The Agency"

RECITALS

1. The Flagstaff Region, hereafter known as "The Municipality", being an Accredited Municipality pursuant to the Safety Codes Act requires an Accredited Agency to provide Services within the corporate boundaries of the Municipality for the:

- **Building**
- **Electrical**
- **Plumbing**
- **Gas**

Disciplines in accordance with the Act and Schedule "A", being the Municipality's Quality Management Plan and Schedule "B", being the Municipality's Fee Schedule (attached).

Services included under this Fee Schedule are:

- Compliance
- Emergency
- Investigation
- Appeal
- Enforcement

Costs for extra services, such as; Consultative Services, (Non-Permitted Plans Reviews etc.) and Issuance of Variances, will be billed directly to the applicant by the Agency at the current rate.

2. The Agency agrees to provide those Services and has the right to conduct Services for the Municipality within the corporate boundaries of the Municipality and to be compensated for these services; and,
3. The Municipality agrees to exclusively engage the Agency for the delivery of the Services listed in Recital Clause 1, pursuant to the provisions of this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the premises, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each of the parties hereto, the said parties covenant and agree as follows:

1 INTERPRETATIONS

1.1 Definitions

- a) "Accredited Agency " means a Corporation designated as an accredited agency under the Act;
- b) "Accredited Municipality" means a municipality that is designated as an accredited municipality under the Act;
- c) "Act" means the Safety Codes Act, as amended from time to time, including all regulations and codes enacted thereunder, or any other statute enacted in substitution therefore;
- d) "Agency" means Superior Safety Codes Inc. carrying on business as Superior Safety Codes Inc.;
- e) "Agreement" means this document, Schedule A (the Quality Management Plans for the Municipality) and Schedule B (the Fee Schedule) as amended from time to time;
- f) "Commencement Date" is the date this Agreement was accepted and executed by the Municipality, as indicated on this Agreement;
- g) "Events of Default" means any one or more of the Events of Default specified in Article 5 hereof;
- h) "Municipality" means all municipalities within the Flagstaff Region;
- i) "Permit Regulation" means Alberta Regulations, A.R. 204/2007 as amended;
- j) "QMP Manager" means the person designated by the Municipality pursuant to Clause 3.21.a of this agreement and the " person responsible" under Schedule A;
- k) "Record" means an intelligible record of information in any form, including notes, books, documents, maps, drawings, photographs, letters, vouchers, permits, and papers and any other information that is written, photographed, recorded or stored on any manner, but does not include software or any other mechanism that produces records;
- l) "Safety Codes Officer" (SCO) means an individual designated as a safety codes officer under the Act;
- m) "Services" means the functions, duties, tasks, and responsibilities as described in this Agreement and the Act, and without limiting the generality of the foregoing, includes the provisions of inspections and compliance monitoring services as listed in Clause 3.1.a;
- n) "Term" has the meaning attributed thereto in Clause 4.1.a.

1.2 Rules of Interpretation

- a) In this agreement, unless expressly stated to the contrary or the context otherwise requires:

- i) a reference by numerical or alphabetical designation or both to an Article, Clause, Section, Subsection, Paragraph or Schedule shall refer to the Article, Clause, Section, Subsections, Paragraph or Schedule bearing that designation in this Agreement;
- b) All monetary amounts refer to the lawful currency of Canada;
- c) Any reference to all or any part of any statute or regulation refers to the parts, statute or regulation as amended or re-enacted from time to time;
- d) References to “parties” shall mean the parties to this Agreement and a reference to a “party” shall mean one of the parties to this Agreement.

2 APPOINTMENT

Pursuant to the provisions of the Agreement, the Municipality hereby exclusively appoints the Agency for the purpose of performing Services, during the Term of this Agreement, in the discipline(s) listed in Recitals Clause 1. This agreement may include any other disciplines that the Municipality may adopt under the Safety Codes Act.

3 AGENCY SERVICES AND COMMITMENTS

3.1 Agency Duties

- a) The Agency shall:
 - i) provide effective and appropriate Services, in the Municipality, in accordance with the provisions of this Agreement and the Act. Further, the Agency acknowledges that it must render Services in accordance with the Municipality's Quality Management Plans attached as Schedule “A” to this Agreement. The Services shall be provided within the scope of the Agency's accreditation under the Act and the level of certification and designation of powers of the Safety Code Officers the Agency employs;
 - ii) establish and maintain management, administrative and technical expertise as required to provide the Services under this Agreement;
 - iii) complete the performance of all Services for all the permits issued under this Agreement on or before the date of expiry or termination of this Agreement; unless in the event of termination or expiry a transition plan has been executed in accordance with Clause 5.3.b of this Agreement;
 - iv) maintain a primary office location whose address is identified on page one of this Agreement where it shall securely store all records associated with this Agreement and the Services provided hereunder; and
 - v) maintain toll free telephone and facsimile numbers for the use by the Municipality and municipal residents.

3.2 Agency Performance

- a) The Agency shall, as outlined in this Clause:
 - i) perform the Services in an effective and timely manner in accordance with Clause 3.5 and in accordance with the approved Quality Management Plan;

- ii) endeavor to work co-operatively with the owner (the owner is the person/persons or company as listed on the certificate of title) and/or the owner's representative(s) to achieve compliance with the Act; and
- iii) perform the Services with impartiality and integrity, and in a professional and ethical manner.

3.3 Agency Personnel

- a) The Agency shall, as outlined in this Clause:
 - i) employ persons knowledgeable about the applicable codes, standards and regulations, relative to Services it provides;
 - ii) employ or engage Safety Codes Officers (SCOs) who are certified and designated (received appropriate designation of powers) to provide compliance monitoring relative to the Services the Agency provides;
 - iii) maintain a registry of all SCOs they employ, and their level(s) of certification, and designation of powers.

3.4 Quality Management Plan Training

- a) The Agency shall:
 - i) train its SCOs in the requirements of the Municipality's QMP appropriate to their discipline and Services;
 - ii) maintain the training records on the Agency SCO file;
 - iii) ensure its SCOs have ongoing access to a current copy of the Municipality's QMP appropriate to their discipline and Services.

3.5. Compliance Monitoring

- a) The Agency shall monitor compliance through a program of plans examination (when applicable), site inspection and follow-up inspections or verification of compliance (when applicable), to provide a degree of assurance of compliance with the Act and associated codes and standards.
 - i) the Agency SCO shall:
 - endeavor to inspect by the second (2nd) working day following the date of receipt of a request for an inspection and will not exceed five (5) working days;
 - inspect to determine if the work under a permit complies with the Act and relevant codes and standards;
 - inspect at the stage(s) indicated in the discipline specific sections of the QMP; and,
 - inspect all work in place at the time of inspection.
- b) The time frame for required site inspections for the permit may be extended with written permission from the QMP Manager, or the Manager's delegate, on an individual basis.
- c) The Agency SCO shall, for each inspection required by the QMP:
 - i) complete an inspection report as accepted by the QMP Manager, or the Manager's delegate;
 - ii) provide copies of inspection reports to the permit applicant, contractor, owner (if requested), Municipality and the Agency file;

- iii) perform follow-up inspections as required by the QMP,
 - iv) upon confirmation that a thing, process or activity to which the Act applies is in compliance with the Act, permanently affix a record of inspection to the installation in an obvious location.
- d) The Agency SCO shall record on the inspection report:
 - i) the stage(s) of work being inspected;
 - ii) a description of the work in place at the time of inspection; and
 - iii) all observed Deficiencies or Unsafe Conditions.
- e) The Agency SCO shall take appropriate action to have Deficiencies or Unsafe Conditions corrected in a timely manner.
- f) A **deficiency** is any condition where the work does not comply with the Act and in the opinion of the SCO, is not an Unsafe Condition.
- g) An **unsafe condition** is any condition that, in the opinion of the SCO, could endanger the life, limb, or health of any person authorized or expected to be on the premises.
- h) A **completed file** is a file that may be considered complete when the conditions of the QMP are met and safety is no longer a concern.

3.6 Consultative Services

- a) The agency shall provide consultative services to municipal residents, including:
 - i) technical advice;
 - ii) advice and interpretation on related codes and standards.

3.7 Situations of Imminent Serious Danger

- a) If a situation of imminent serious danger to persons or property because of any thing, process or activity to which the Act applies, is observed.
 - i) the Agency's SCO will immediately exercise any powers under the Act to mitigate the situation in a reasonable manner; and
 - ii) the Agency may apply to the QMP Manager, or the Manager's delegate, for relief from the costs incurred when mitigating the situation pursuant to Section 47 of the Act. The decision of whether to grant relief shall be at the discretion of the QMP Manager, or the Manager's delegate.

3.8 Orders

- a) The Agency shall employ appropriately certified SCOs to issue orders in conformance with Part 5 of the Act. In addition to the requirements of Orders under Part 5 of the Act the Agency will:
 - i) first make every reasonable effort to facilitate conformance with the Act;
 - ii) issue an order in the format accepted by the QMP Manager, or the Manager's delegate;
 - iii) on issuance of an order, immediately provide a copy to the QMP Manager, or the Manager's delegate, and the Technical Administrator in the appropriate discipline appointed under the Act;
 - iv) make the Agency SCOs available to attend appeal hearings with the Safety Codes Council on any orders issued; and
 - v) carry out an order in accordance with the Act.

3.9 Variances

- a) The Agency's SCOs may, upon written request from the owner, issue a variance. The Agency's SCO, when issuing a variance shall:
 - i) issue a variance in conformance with Section 38 of the Act and Safety Codes Council policy;
 - ii) issue a variance only on a project where the Municipality has issued a permit;
 - iii) issue a variance in the format accepted by the QMP Manager, or the Manager's delegate;
 - iv) ensure a variance provides an equivalent or greater level of safety;
 - v) issue a variance only for site specific applications;
 - vi) record the details of a variance in the project file;
 - vii) provide copies of a variance to the person(s) requesting the variance, the QMP Manager, or the Manager's delegate, the owner, the Technical Administrator, and;
 - viii) issue a variance only when the safety or rights of others is not compromised; and
 - ix) issue a variance only when it does not have a broad scope or impact on provincial basis.

3.10 Records

- a) The Agency shall maintain a file system and input all data into E-site, to the satisfaction of the QMP Manager, or the Manager's delegate, for all the records associated with performing the Services including:
 - i) permit applications and permits;
 - ii) plans, specifications, and other related documents;
 - iii) plans review reports;
 - iv) requests for inspections;
 - v) inspection reports;
 - vi) verification of compliance;
 - vii) variance;
 - viii) orders;
 - ix) occupancy certificate, and;
 - x) related correspondence and/or other relevant information.

3.11 File Flow

- a) upon acceptance of a development application, the Municipality will submit the file to the Agency for review.

3.12 Ownership of Records

- a) All Records and other materials whatsoever related to the Services provided under this Agreement are the property of the Municipality and will be given to the QMP Manager, or the Manager's delegate, immediately upon request.

- b) The Municipality has full and unfettered access to all records of the Agency relating to the provision of Services under this Agreement including the right to enter the Agency's premises at any reasonable time in order to inspect, review or retrieve such records.

3.13 Records Management

- a) The Agency shall:
 - i) abide by all provisions of the Freedom of Information and Protection of Privacy Act in the course of carrying out its Services under this Agreement. All requests for information initiated under that statute shall be conducted through the QMP Manager, or the Manager's delegate. The Agency shall immediately forward all requests for information under that statute to the QMP Manager, or the Manager's delegate;
 - ii) respond to any requests by the Municipality for records, to respond to a request, under the Freedom of Information and Protection of Privacy Act as directed by the QMP Manager, or the Manager's delegate, within two days of a request being received by the Agency or Municipality;
 - iii) disclose the information only with the consent of the QMP Manager, or the Manager's delegate; and
 - iv) maintain all Records in a manner acceptable to the QMP Manager, or the Manager's delegate, prescribed in Clause 3.10.
- b) The QMP Manager, or the Manager's delegate, has the right to periodically audit the records management procedures of the Agency relating to the provision of Services pursuant to this Agreement at times to be determined by the QMP Manager, or the Manager's delegate. In the event that the QMP Manager, or the Manager's delegate, performs an audit and is of the opinion that the Agency's records management system is inadequate, the QMP Manager, or the Manager's delegate, may direct the Agency to take such steps that the QMP Manager, or the Manager's delegate, views are necessary to remedy the inadequacy.
- c) The Agency shall keep and maintain in accordance with generally accepted accounting principles, complete and accurate books, records and accounts of all costs, expenditures and commitments relating to this Agreement and on demand provide to the Municipality these documents to examine, audit and take copies and extracts. The said books, records, and accounts shall be in the form acceptable to the QMP Manager, or the Manager's delegate, and contain all information specified by the QMP Manager, or the Manager's delegate.
- d) The Agency and its Directors, Officers, employees, and agents shall keep strictly confidential all information concerning the Municipality or any third parties, or any of the business or activities of the Municipality or any third parties acquired as a result of participation in the Agreement and the Agency may only use, copy or disclose such information upon written authorization of the QMP Manager, or the Manager's delegate.
- e) The Agency shall maintain security standards, including control of access to Records, data and other information as required by the QMP Manager, or the Manager's delegate.

3.14 Collection and Payment of Fees

- a) The Agency covenants and agrees to perform Services as described in the Agreement in accordance with Schedule A of this Agreement (the Municipal Quality Management Plan).
- b) The Agency shall collect permit fees in accordance with Schedule B (the Municipality Fee Schedule). All permit fees will be forwarded to the Municipality on a monthly basis. Then as work is completed, the Agency will invoice the Municipality for their share.
- c) The Municipality agrees to pay the Agency remuneration in the amount of 70% of the permit fees set forth in Schedule B.
- d) The Agency will charge Goods and Services Tax (GST) on all services invoiced to the municipality in accordance with CCRA guidelines.

3.15 Workers' Compensation Coverage

- a) Prior to the Agency commencing the provision of Services under this Agreement, the Agency shall provide written certification of current and appropriate Worker's Compensation coverage through an account in good standing with the Alberta Worker's Compensation Board (WCB). The Agency shall maintain the account in good standing throughout this Agreement.

3.16 Regulatory Requirements

- a) The Agency shall comply with the requirements of the municipal, provincial and federal legislation, which includes, but is not limited to, the provincial Employment Standards Code, Labour Regulations Codes, and the Occupational Health and Safety Act.

3.17 Insurance

- a) Without limiting or restricting any obligations, responsibilities or liabilities under this Agreement, the Agency shall provide, maintain and pay for insurance coverage in accordance with the Alberta Insurance Act and be in a form acceptable to the Municipality.
- b) The Agency shall provide:
 - i) comprehensive or commercial general liability insurance within limits of not less than \$5,000,000.00 (Five Million Dollars) inclusive per occurrence, and annual aggregate, if any, of not less than that \$10,000,000.00 (Ten Million Dollars) insuring against personal injury, bodily injury and property damage (including loss of use thereof).
 - ii) "All Risks" Valuable Papers and Records insurance on all such items pertaining to the Services under this Agreement in an amount adequate to enable their reconstruction; and
 - iii) "Professional Liability/Errors and Omissions" insurance with limits not less than \$2,000,000.00 (Two Million Dollars) inclusive per occurrence.
- c) The Agency shall provide the Municipality, prior to commencing to provide Services under this Agreement, acceptable evidence of all required insurance.

3.18 Acknowledgements

- a) The Agency acknowledges that:
 - i) the Municipality will contract with no more than one (1) accredited agency;
 - ii) the Municipality may change its accreditation status under the Act.
- b) The Agency and Municipality acknowledge that:
 - i) they will maintain the Municipality's present first rights over Accredited Corporations throughout the term of this contract.

3.19 Relationship of Parties

- a) The Agency is an independent contractor and nothing contained herein shall be deemed or construed by the parties hereto nor by any third party as creating the relationship of principal and agent or of partnership, or of a joint venture agreement between the parties hereto, it being understood and agreed that none of the provisions contained herein nor any act of the parties hereto shall be deemed to create any relationship between the parties hereto other than an independent contractor agreement between two parties at arm's length.

3.20 Notices

- a) Any notice to be made under this Agreement shall be deemed given to the other party if in writing and personally delivered, sent by prepaid registered mail, or sent by facsimile transmission, addressed as follows:

**Flagstaff Region
P.O. Box 358
Sedgewick, Alberta T0B 4C0
Attention: Rosemary Hoyland**

- and -

**SUPERIOR SAFETY CODES INC.
14613-134 Avenue
Edmonton, AB T5L 4S9
Attention: Terry Booth**

- b) The address of either party may be changed to any other address in Alberta by notice in writing to the other party. Notice personally served or sent by facsimile transmission shall be deemed received when actually delivered or transmitted, if delivered or transmitted on a business day between 8:30 a.m. – 4:30 p.m. Mountain Standard Time. All notices sent by prepaid registered mail shall be deemed to be received on the fourth business day following mailing in any Post Office in Canada, except in the case of postal disruption, and then any notice or payment shall be given a telegram, facsimile transmission or personally served. In this paragraph, "business day" means any day except a Saturday, Sunday, or a statutory holiday.

3.21 Liaison

- a) The Municipality shall designate the QMP Manager as the Municipality's representative for this Agreement. The Agency will report and be accountable to the QMP Manager with respect to any activities performed under this Agreement.

3.22 Reports

- a) The Agency shall provide the Municipality with a report on any aspect of the Services, in the form and manner specified by the Municipality, upon request by the Municipality.

3.23 Indemnity and Hold Harmless

- a) The Municipality shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by the Agency or its employer in the performance of this Agreement, except if such damage or injury is caused by the Municipality, its agents, or employees.
- b) The Agency shall Indemnify the Municipality and all of the Municipality's Councilors, servants, agents, employees, and persons for whom the Municipality is in law responsible and shall hold each of them harmless from and against any and all liabilities, claims, damages, losses, and expenses, including all legal fees (on a solicitor and own client basis) and disbursements due to, arising from or to the extent contributed to by any breach by the Agency of any provision of this, or any error, omission, negligent or unlawful act of the Agency, or the Agency's servants, agents, employees, contractors or persons for whom the Agency is in law responsible.
- c) The Agency shall not admit liability to a third party without obtaining the prior written consent of the Municipality and agrees to obtain the prior written consent of the Municipality prior to any settlements being made with any third party.

3.24 Performance Review

- a) The Municipality may audit or monitor the performance of the Agency to establish the Agency's conformance with this Agreement.
- b) The Agency shall co-operate with the Municipality during the course of a performance review and provide all reasonable support and assistance at the Agency's own expense.

3.25 Termination or Suspension of Agreement

- a) In addition to any other provision in this Agreement, this Agreement may be terminated by the Municipality effective immediately, for cause, upon notice to the Agency.
- b) In addition to any other provision in this Agreement, this Agreement may be terminated by either the Municipality or the Agency for any reason whatsoever upon ninety (90) days notice to the other party.
- c) Before a termination notice is given per Clause 5.1 a), the Municipality will first give the Agency a written warning and thirty (30) days to correct the issue.

4 TERMS

4.1 Term

- a) Subject to Clauses 3.25, 5.1 and 5.3 of this Agreement, this Agreement is in force on the Commencement Date of _____ and expires on _____ with a right of renewal upon written agreement of both parties. During the period that such renewal is being negotiated, the existing agreement shall remain in full force and effect.

5 EVENTS OF DEFAULT

5.1 Cause

- a) Cause for termination or suspension of this Agreement includes, but is not limited to:
- i) failure of the Agency to observe or perform any covenant or provision to this Agreement for a period of five (5) days after written notice of same from the Municipality;
 - ii) without in any way limiting the provision of Clause 5.1.a.i, if in the opinion of the Municipality, the Agency repeatedly defaults in the timely performance of its obligations under this Agreement;
 - iii) if in the opinion of the Municipality, the Services performed by the Agency are unsatisfactory or are otherwise not in accordance with good industry practice, as determined by the Municipality acting reasonably;
 - iv) if in the opinion of the Municipality, the Agency is not or will not be in the position to perform all or any of the Services which are required or will be required during a specific period of time;
 - v) if the Agency becomes insolvent or commits an act of bankruptcy or makes an unauthorized assignment or bulk sale of its assets or if proceeding for the dissolution, liquidation, reorganization, arrangement or winding up of the Agency or the suspension of the operation of this business;
 - vi) if in the opinion of the Municipality, the Agency conducts itself in a manner that may harm the Municipality's image;
 - vii) non-performance or inadequate performance by the Agency of the Services;
 - viii) if in the opinion of the Municipality, the Agency fails to comply with the Act; or
 - ix) an inability of the Agency to provide effective and appropriate Services;
 - x) each of the events is hereby called an "Event of Default" and the Municipality may, by written notice to the Agency, forthwith terminate this Agreement, and except as otherwise provided all rights and obligations arising pursuant to this Agreement, shall be wholly terminated.
- b) In the event this Agreement is terminated, the Agency shall, upon the Municipality's request, within fifteen (15) days of the termination date, deliver to the Municipality all Records and Materials in its possession and control related to the provision of Services under this Agreement.
- c) The Agency shall immediately notify the Municipality in the event that:
- i) its accreditation under the Act is suspended or cancelled;

- ii) it ceases to carry on business, becomes insolvent, files for bankruptcy, makes a voluntary assignment for the benefit of creditors, or a trustee or receiver and manager or liquidator is appointed for the Agency; or
 - iii) it ceases to provide the Services under this Agreement.
- d) Upon the occurrence of any of the events referred to in Clause 5.1.c, this Agreement is immediately terminated and the Agency shall immediately cease providing Services pursuant to this Agreement and deliver to the Municipality, at its own cost, all Records, systems and materials related to the provision of Services. Written confirmation of termination shall be forwarded to the Agency as soon as possible after the termination date.

5.2 Survival of Terms

- a) Notwithstanding any other provision of this Agreement, those clauses which by their nature continue after the expiry or termination date of this Agreement shall continue after such expiry or termination.

5.3 Transition Services

- a) The Agency shall perform the Services for all permits issued under any prior Authorization Agreement in the form and manner and within the time frames prescribed by the Authorization Agreement in effect on the date the permit was issued.
- b) Prior to or on the expiry or termination date of this Agreement, the Municipality shall forward a transition plan to the Agency that details how the Agency is to resolve these matters that may be outstanding as of the date of expiry or termination of this Agreement. Upon receipt of the transition plan, the Agency shall take the necessary steps to resolve those matters in accordance with the requirements of the transition plan (to the Municipality's satisfaction).

5.4 Amendment Provisions

- a) The parties shall not change this Agreement except by written mutual agreement, however the Municipality or its designate may add to, delete, vary or amend Schedule "A" or "B" by giving notice to the Agency in accordance with Clause 3.20 of this Agreement.
- b) The Municipality and the Agency agree that this Agreement will be amended as required to accommodate any changes to the Act, or Permit Regulation.

5.5 General

- a) Time is of the essence in this Agreement.
- b) The Agency shall ensure that its employees, subcontractors and agents comply with the provisions of this Agreement.
- c) Notwithstanding any other provisions in this Agreement, if the Agency fails to comply with the provisions of this Agreement, the Municipality may, without prejudice to any other remedy, correct such defaults at the expense of the Agency.
- d) The rights, remedies and privileges of the Municipality under this Agreement are cumulative and any one or more may be exercised.

- e) The waiver by the Municipality of the strict performance of any provision of this Agreement will not constitute a waiver or abrogate such or of any other provision of this Agreement nor will it be deemed a waiver of any subsequent breach of the same or any other provision Agreement.
- f) This Agreement shall be interpreted and applied in the courts and according to the laws in force in the Province of Alberta.
- g) Should any provision of this Agreement be void, voidable or unenforceable for any reason whatsoever, it will be considered separate and severable from the remaining provisions of this Agreement, which will remain in force and binding as though the said provision had not been included.
- h) This Agreement shall not be assigned, in whole or in part, by the Agency without prior written consent of the Municipality.
- i) This Agreement shall be for the benefit of and binding upon the successors and permitted assigns of the parties.
- j) The headings in this document have been included for convenience only and are not an aid in the interpretation for this document.
- k) In the case of conflicts, discrepancies, errors, or omissions among the documents forming part of this Agreement, this document takes precedence.
- l) In the case of a disagreement or dispute between the parties hereto with respect to this agreement, the same shall be referred to a single arbitrator pursuant to the Arbitration Act of Alberta, and the determination of such arbitrator shall be final and binding upon the parties hereto.
- m) This Agreement contains the entire agreement between the parties hereto relating to the subject matter hereof and subject to Clause 5.3, supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement of the subject matter hereof except as specifically set forth herein.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first above written.

VILLAGE OF ALLIANCE

Per: _____
Mayor

Per: _____
CAO

SUPERIOR SAFETY CODES INC.

Per: _____

Per: _____

COUNTY OF FLAGSTAFF

Per: _____
Reeve

Per: _____
CAO

SUPERIOR SAFETY CODES INC.

Per: _____

Per: _____

VILLAGE OF FORESTBURG

Per: _____
Mayor

Per: _____
CAO

VILLAGE OF GALAHAD

Per: _____
Mayor

Per: _____
CAO

TOWN OF HARDISTY

Per: _____
Mayor

Per: _____
CAO

VILLAGE OF HEISLER

Per: _____
Mayor

Per: _____
CAO

TOWN OF KILLAM

Per: _____
Mayor

Per: _____
CAO

SUPERIOR SAFETY CODES INC.

Per: _____

Per: _____

SUPERIOR SAFETY CODES INC.

Per: _____

Per: _____

SUPERIOR SAFETY CODES INC.

Per: _____

Per: _____

SUPERIOR SAFETY CODES INC.

Per: _____

Per: _____

SUPERIOR SAFETY CODES INC.

Per: _____

Per: _____

VILLAGE OF LOUGHEED

Per: _____
Mayor

Per: _____
CAO

TOWN OF SEDGEWICK

Per: _____
Mayor

Per: _____
CAO

VILLAGE OF STROME

Per: _____
Mayor

Per: _____
CAO

SUPERIOR SAFETY CODES INC.

Per: _____

Per: _____

SUPERIOR SAFETY CODES INC.

Per: _____

Per: _____

SUPERIOR SAFETY CODES INC.

Per: _____

Per: _____

FLAGSTAFF REGION BUILDING PERMIT FEE SCHEDULE

Residential Installations

Description	Permit Fee – not including SCC levy*
New Single Family Dwellings, Additions	\$5.50 per \$1000 of Project Value **
Relocation of a Building (on crawlspace or basement)	\$0.30 per square foot of main floor
Relocation of a Building (on piles or blocking only)	\$125.00
Garage, Renovation, Basement Development (not at time of new home construction)	\$0.30 per square foot of developed area
Minimum Residential Building Permit Fee	\$125.00

Commercial, Industrial, Institutional

Description	Permit Fee – not including SCC levy*
New, Addition, Renovation	\$5.50 per \$1000 of Project Value **
Minimum Building Permit Fee (including Demolition Permits)	\$250.00

****NOTE:** Project Value is based on the actual cost of material and labour
Verification of cost may be requested prior to permit issuance.

*** SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

FLAGSTAFF REGION ELECTRICAL PERMIT FEE SCHEDULE

Single Family Dwellings, Additions			
Square Footage	Permit Fee	SCC Levy	Total Fee
Up to 1200	\$130.00	\$4.50	\$134.50
1201 – 1500	\$150.00	\$6.00	\$156.00
1501 – 2000	\$175.00	\$7.00	\$182.00
2001 – 2500	\$200.00	\$8.00	\$208.00
Over 2500	\$200.00 plus \$0.10 per square foot (plus SC Levy)		

Other than New Single Family Residential (basement development, garage, renovation, minor work)			
Installation Cost	Permit Fee	SCC Levy	Total Fee
\$0 - \$500	\$90.00	\$4.50	\$94.50
\$501 - \$1000	\$100.00	\$4.50	\$104.50
\$1001 - \$2000	\$110.00	\$4.50	\$114.50
\$2001 - \$3000	\$120.00	\$4.80	\$124.80
\$3001 - \$4000	\$135.00	\$5.40	\$140.40
\$4001 - \$5000	\$150.00	\$6.00	\$156.00

Projects over \$5000 use the square footage fee schedule above

**Homeowner permits add \$75.00 for installation costs greater than \$500
(excluding connections only)**

Description	Permit Fee	SCC Levy	Total Fee
Permanent Service Connection Only	\$80.00	\$4.50	\$84.50
Temporary Power / Underground Service	\$80.00	\$4.50	\$84.50

*** SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

**FLAGSTAFF REGION
ELECTRICAL PERMIT FEE SCHEDULE**

Annual Electrical Permits

Description	Permit Fee	SCC Levy	Total Fee
Annual Electrical Maintenance	\$350.00	\$14.00	\$364.00

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

FLAGSTAFF REGION ELECTRICAL PERMIT FEE SCHEDULE

**Commercial, Industrial, Institutional (Contractors Only)
Farm Buildings (Owners & Contractors)**

Installation Cost	Permit Fee	SCC Levy	Total Fee
0 - 1,000.00	\$90.00	\$4.50	\$94.50
1,001 - 1,500.00	\$100.00	\$4.50	\$104.50
1,500.01 - 2,000.00	\$110.00	\$4.50	\$114.50
2,000.01 - 2,500.00	\$120.00	\$4.80	\$124.80
2,500.01 - 3,000.00	\$130.00	\$5.20	\$135.20
3,000.01 - 3,500.00	\$135.00	\$5.40	\$140.40
3,500.01 - 4,000.00	\$140.00	\$5.60	\$145.60
4,000.01 - 4,500.00	\$145.00	\$5.80	\$150.80
4,500.01 - 5,000.00	\$150.00	\$6.00	\$156.00
5,000.01 - 5,500.00	\$155.00	\$6.20	\$161.20
5,500.01 - 6,000.00	\$160.00	\$6.40	\$166.40
6,000.01 - 6,500.00	\$165.00	\$6.60	\$171.60
6,500.01 - 7,000.00	\$170.00	\$6.80	\$176.80
7,000.01 - 7,500.00	\$175.00	\$7.00	\$182.00
7,500.01 - 8,000.00	\$180.00	\$7.20	\$187.20
8,000.01 - 8,500.00	\$185.00	\$7.40	\$192.40
8,500.01 - 9,000.00	\$190.00	\$7.60	\$197.60
9,000.01 - 9,500.00	\$195.00	\$7.80	\$202.80
9,500.01 - 10,000.00	\$200.00	\$8.00	\$208.00
10,000.01 - 11,000.00	\$205.00	\$8.20	\$213.20
11,000.01 - 12,000.00	\$210.00	\$8.40	\$218.40
12,000.01 - 13,000.00	\$220.00	\$8.80	\$228.80
13,000.01 - 14,000.00	\$230.00	\$9.20	\$239.20
14,000.01 - 15,000.00	\$240.00	\$9.60	\$249.60
15,000.01 - 16,000.00	\$250.00	\$10.00	\$260.00
16,000.01 - 17,000.00	\$260.00	\$10.40	\$270.40
17,000.01 - 18,000.00	\$270.00	\$10.80	\$280.80
18,000.01 - 19,000.00	\$280.00	\$11.20	\$291.20
19,000.01 - 20,000.00	\$290.00	\$11.60	\$301.60
20,000.01 - 21,000.00	\$300.00	\$12.00	\$312.00
21,000.01 - 22,000.00	\$305.00	\$12.20	\$317.20
22,000.01 - 23,000.00	\$310.00	\$12.40	\$322.40
23,000.01 - 24,000.00	\$315.00	\$12.60	\$327.60
24,000.01 - 25,000.00	\$320.00	\$12.80	\$332.80
25,000.01 - 26,000.00	\$325.00	\$13.00	\$338.00
26,000.01 - 27,000.00	\$330.00	\$13.20	\$343.20
27,000.01 - 28,000.00	\$335.00	\$13.40	\$348.40
28,000.01 - 29,000.00	\$340.00	\$13.60	\$353.60
29,000.01 - 30,000.00	\$345.00	\$13.80	\$358.80
30,000.01 - 31,000.00	\$350.00	\$14.00	\$364.00
31,000.01 - 32,000.00	\$355.00	\$14.20	\$369.20
32,000.01 - 33,000.00	\$360.00	\$14.40	\$374.40
33,000.01 - 34,000.00	\$365.00	\$14.60	\$379.60
34,000.01 - 35,000.00	\$370.00	\$14.80	\$384.80
35,000.01 - 36,000.00	\$375.00	\$15.00	\$390.00
36,000.01 - 37,000.00	\$380.00	\$15.20	\$395.20
37,000.01 - 38,000.00	\$385.00	\$15.40	\$400.40
38,001.00 - 39,000.00	\$390.00	\$15.60	\$405.60

Installation Cost	Permit Fee	SCC Levy	Total Fee
39,001.00 - 40,000.00	\$395.00	\$15.80	\$410.80
40,001.00 - 41,000.00	\$400.00	\$16.00	\$416.00
41,001.00 - 42,000.00	\$405.00	\$16.20	\$421.20
42,001.00 - 43,000.00	\$410.00	\$16.40	\$426.40
43,001.00 - 44,000.00	\$415.00	\$16.60	\$431.60
44,001.00 - 45,000.00	\$420.00	\$16.80	\$436.80
45,001.00 - 46,000.00	\$425.00	\$17.00	\$442.00
46,001.00 - 47,000.00	\$430.00	\$17.20	\$447.20
47,001.00 - 48,000.00	\$435.00	\$17.40	\$452.40
48,001.00 - 49,000.00	\$445.00	\$17.80	\$462.80
49,001.00 - 50,000.00	\$455.00	\$18.20	\$473.20
50,001.00 - 60,000.00	\$465.00	\$18.60	\$483.60
60,001.00 - 70,000.00	\$485.00	\$19.40	\$504.40
70,001.00 - 80,000.00	\$505.00	\$20.20	\$525.20
80,001.00 - 90,000.00	\$545.00	\$21.80	\$566.80
90,001.00 - 100,000.00	\$585.00	\$23.40	\$608.40
100,001.00 - 110,000.00	\$625.00	\$25.00	\$650.00
110,001.00 - 120,000.00	\$665.00	\$26.60	\$691.60
120,001.00 - 130,000.00	\$705.00	\$28.20	\$733.20
130,001.00 - 140,000.00	\$745.00	\$29.80	\$774.80
140,001.00 - 150,000.00	\$895.00	\$35.80	\$930.80
150,001.00 - 160,000.00	\$935.00	\$37.40	\$972.40
160,001.00 - 170,000.00	\$975.00	\$39.00	\$1,014.00
170,001.00 - 180,000.00	\$1,015.00	\$40.60	\$1,055.60
180,001.00 - 190,000.00	\$1,050.00	\$42.00	\$1,092.00
190,001.00 - 200,000.00	\$1,090.00	\$43.60	\$1,133.60
200,001.00 - 210,000.00	\$1,125.00	\$45.00	\$1,170.00
210,001.00 - 220,000.00	\$1,160.00	\$46.40	\$1,206.40
220,001.00 - 230,000.00	\$1,190.00	\$47.60	\$1,237.60
230,001.00 - 240,000.00	\$1,225.00	\$49.00	\$1,274.00
240,001.00 - 250,000.00	\$1,255.00	\$50.20	\$1,305.20
250,001.00 - 300,000.00	\$1,390.00	\$55.60	\$1,445.60
300,001.00 - 350,000.00	\$1,520.00	\$60.80	\$1,580.80
350,001.00 - 400,000.00	\$1,650.00	\$66.00	\$1,716.00
400,001.00 - 450,000.00	\$1,785.00	\$71.40	\$1,856.40
450,001.00 - 500,000.00	\$1,915.00	\$76.60	\$1,991.60
500,001.00 - 550,000.00	\$2,050.00	\$82.00	\$2,132.00
550,001.00 - 600,000.00	\$2,180.00	\$87.20	\$2,267.20
600,001.00 - 650,000.00	\$2,310.00	\$92.40	\$2,402.40
650,001.00 - 700,000.00	\$2,445.00	\$97.80	\$2,542.80
700,001.00 - 750,000.00	\$2,575.00	\$103.00	\$2,678.00
750,001.00 - 800,000.00	\$2,710.00	\$108.40	\$2,818.40
800,001.00 - 850,000.00	\$2,840.00	\$113.60	\$2,953.60
850,001.00 - 900,000.00	\$2,975.00	\$119.00	\$3,094.00
900,001.00 - 950,000.00	\$3,105.00	\$124.20	\$3,229.20
950,001.00 - 1,000,000.00	\$3,235.00	\$129.40	\$3,364.40

**For projects over \$1,000,000 divide the total installation cost by \$1,000
and then times by 3.235 plus SC Levy**

Homeowner permits add \$75.00 for installation costs greater than \$500

*** SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

FLAGSTAFF REGION GAS PERMIT FEE SCHEDULE

Residential Installations

Number of Outlets	Permit Fee	SCC Levy	Total Fee
1	\$90.00	\$4.50	\$94.50
2	\$105.00	\$4.50	\$109.50
3	\$120.00	\$4.80	\$124.80
4	\$135.00	\$5.40	\$140.40
5	\$145.00	\$5.80	\$150.80
6	\$155.00	\$6.20	\$161.20
7	\$165.00	\$6.60	\$171.60
8	\$180.00	\$7.20	\$187.20
9	\$200.00	\$8.00	\$208.00
10	\$225.00	\$9.00	\$234.00
Over 10	\$225.00 plus \$8.00 per outlet over 20		

Description	Permit Fee	SCC Levy	Total Fee
Propane Tank Set (does not include connection to appliance)	\$90.00	\$4.50	\$94.50
Temporary Heat	\$90.00	\$4.50	\$94.50

*** SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

**FLAGSTAFF REGION
GAS PERMIT FEE SCHEDULE**

Commercial, Industrial, Institutional

BTU Input	Permit Fee	SCC Levy	Total Fee
0 to 150,000	\$90.00	\$4.50	\$94.50
150,001 to 250,000	\$125.00	\$5.00	\$130.00
250,001 to 350,000	\$140.00	\$5.60	\$145.60
350,001 to 500,000	\$160.00	\$6.40	\$166.40
500,001 to 750,000	\$180.00	\$7.20	\$187.20
750,001 to 1,000,000	\$200.00	\$8.00	\$208.00
Over 1,000,000	\$200.00 plus \$50.00 per 1,000,000 (or portion of) over 1,000,000 BTU		

Propane Tank Sets (does not include connection to appliance)			
Description of Work	Permit Fee	SCC Levy	Total Fee
Tank Set	\$100.00	\$4.50	\$104.50
Propane Cylinder Refill Centre	\$175.00	\$7.00	\$182.00

*** SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

FLAGSTAFF REGION
PLUMBING PERMIT FEE SCHEDULE
Residential & Non-residential Installations

Number of Fixtures	Permit Fee	SCC Levy	Total Fee
1	\$90.00	\$4.50	\$94.50
2	\$95.00	\$4.50	\$99.50
3	\$100.00	\$4.50	\$104.50
4	\$105.00	\$4.50	\$109.50
5	\$110.00	\$4.50	\$114.50
6	\$115.00	\$4.60	\$119.60
7	\$120.00	\$4.80	\$124.80
8	\$130.00	\$5.20	\$135.20
9	\$140.00	\$5.60	\$145.60
10	\$150.00	\$6.00	\$156.00
11	\$155.00	\$6.20	\$161.20
12	\$160.00	\$6.40	\$166.40
13	\$165.00	\$6.60	\$171.60
14	\$170.00	\$6.80	\$176.80
15	\$175.00	\$7.00	\$182.00
16	\$180.00	\$7.20	\$187.20
17	\$185.00	\$7.40	\$192.40
18	\$190.00	\$7.60	\$197.60
19	\$195.00	\$7.80	\$202.80
20	\$200.00	\$8.00	\$208.00
21	\$210.00	\$8.40	\$218.40
22	\$220.00	\$8.80	\$228.80
23	\$230.00	\$9.20	\$239.20
24	\$240.00	\$9.60	\$249.60
25	\$250.00	\$10.00	\$260.00
26	\$260.00	\$10.40	\$270.40
27	\$265.00	\$10.60	\$275.60
28	\$270.00	\$10.80	\$280.80
29	\$275.00	\$11.00	\$286.00
30	\$280.00	\$11.20	\$291.20
31	\$285.00	\$11.40	\$296.40
32	\$295.00	\$11.80	\$306.80
33	\$300.00	\$12.00	\$312.00
34	\$310.00	\$12.40	\$322.40
35	\$315.00	\$12.60	\$327.60
36	\$320.00	\$12.80	\$332.80
37	\$330.00	\$13.20	\$343.20
38	\$335.00	\$13.40	\$348.40
39	\$340.00	\$13.60	\$353.60
40	\$345.00	\$13.80	\$358.80
41	\$350.00	\$14.00	\$364.00
42	\$355.00	\$14.20	\$369.20
43	\$360.00	\$14.40	\$374.40
44	\$365.00	\$14.60	\$379.60
45	\$370.00	\$14.80	\$384.80
46	\$375.00	\$15.00	\$390.00
47	\$380.00	\$15.20	\$395.20
48	\$385.00	\$15.40	\$400.40
49	\$390.00	\$15.60	\$405.60
50	\$395.00	\$15.80	\$410.80

Add \$5.00 for each fixture over 50

Homeowner permits add \$75.00 for greater than 5 fixtures

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**FLAGSTAFF REGION
PRIVATE SEWAGE PERMIT FEE SCHEDULE**

Description	Permit Fee	SCC Levy	Total Fee
Holding Tanks	\$150.00	\$6.00	\$156.00
Fields, Open Discharge, Mounds, Sand Filters, Treatment Tanks, etc.	\$275.00	\$11.00	\$286.00

*** SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

Request for Decision (RFD)

Topic: Sedgewick Killam Natural Gas' (SKNGS) 2015 Proposed Budget
Initiated by: SKNGS
Prepared by: Town of Killam
Attachments: 1. SKNGS 2015 Proposed Budget

Recommendations:

1. That Council approve the 2015 SKNGS budget as presented.
-

Background:

On December 3rd, 2014 the SKNGS Board set their annual operating budget for 2015.

A MOTION was made to increase the monthly gas meter charge from \$16/month to \$20/month with \$2.00 being paid to SKNGS for future capital reserves.

Current:

With the \$4.00 increase in monthly gas meter charges we've proposed that the Town of Sedgewick allocate our \$2.00 charge to a reserve account for capital GAS system reserves.

To date, the Town does not put an annual amount into a gas reserve account for capital upgrades and repairs.

The \$2.00 charge will garner \$11,496 profit for our reserve account.

Current TOS Gas Reserve balance: \$48,758 (*note, this reserve allocation is being allocated to the cost of the residential subdivision).

SNKG Budget 2015

REVENUES							
	CODE						
	365	Administration fees Killam	116000	GJ	\$ 0.85	per GJ	\$ 98,600.00
	366	Administration fees Sedgewick	86000	GJ	\$ 0.85	per GJ	\$ 73,100.00
	410	Sale of Gas Killam	116000	GJ	\$ 4.25	per GJ	\$ 493,000.00
	411	Sale of Gas Sedgewick	86000	GJ	\$ 4.25	per GJ	\$ 365,500.00
	412	Sale of Material Killam	\$ 4,000.00				\$ 4,000.00
	413	Sale of Material Sedgewick	\$ 4,000.00				\$ 4,000.00
	414	Sale of Material Others	\$ 3,600.00				\$ 3,600.00
	550	Return on Investments	\$ 400.00				\$ 400.00
	775	Gas Alberta Transportation	\$ 7,481.16				\$ 7,481.16
		\$ 2.00 x 989 Customers x 12 months	\$ 23,736.00				\$ 23,736.00
		TOTAL REVENUES					\$ 1,073,417.16
EXPENDITURES							
	215	Telephone / Freight	\$ 5,875.00				\$ 5,875.00
	220	Advertising	\$ 100.00				\$ 100.00
	225	Federation Membership	\$ 13,390.00				\$ 13,390.00
	230	Auditor	\$ 2,125.00				\$ 2,125.00
	233	Alberta One Call	\$ 400.00				\$ 400.00
	235	Maintenance Contract	\$ 109,200.00				\$ 109,200.00
	239	Cathodic Protection/ Leak Survey	\$ 500.00				\$ 500.00
	240	Administration Services	\$ 6,000.00				\$ 6,000.00
	246	Training/ Seminars/ Meeting	\$ 500.00				\$ 500.00
	250	Gas Samples	\$ 1,000.00				\$ 1,000.00
	251	Trans Canada/ RMO/Gate Stations	\$ 2,000.00				\$ 2,000.00
	271	Insurance Federation/Killam	\$ 5,500.00				\$ 5,500.00
	510	Office Supplies	\$ 100.00				\$ 100.00
	520	SKNG Stock	\$ 2,000.00				\$ 2,000.00
	530	Maintenance Materials	\$ 1,500.00				\$ 1,500.00
	531	Natural Gas Purchase	202000	GJ	\$ 4.25	per GJ	\$ 858,500.00
	535	Instrument repairs/ New	\$ 5,000.00				\$ 5,000.00
	540	Utilities	\$ 4,500.00				\$ 4,500.00
	762	Contribute to Capital Reg Stations	\$ 45,000.00				\$ 45,000.00
	765	Refund Transfer to Towns	\$ -				\$ -
		Contribute to Reserve	\$ -				\$ -
		Total Expenditures					\$ 1,063,190.00
		Sub Total					\$ 10,227.16
This Budget is based on Gas purchase at \$ 4.25 GJ and selling to the Towns At \$ 5.10 GJ							
and our customers at \$ 5.50 Gj							
Receives \$ 2.00 per month per customers from the towns			990 x \$2.00=		2.00	\$23,760.00	
		Gain for 2015					\$ 10,227.16

Request for Decision (RFD)

Topic: Town of Sedgewick Municipal Waste Budget - 2015
Initiated by: Administration
Prepared by: Amanda Davis
Attachments: 1. Town of Sedgewick's 2015 Proposed Budget

Recommendation:

That Council approve the municipal waste budget as presented.

Background:

In 2012 FRSWMA requisitioned a 60% increase to member municipalities. This was caused from mis management and operating in a deficit for many years.

The 60% increase still did not make waste collection for member municipalities cost recovery. Waste collection was/is being subsidized by profitable cost centers such as asbestos and bin rentals. Over the past few years, there have been major changes with regards to operations:

1. Transfer Sites – A three year study is being conducted with regards to the use and status of the twelve (12) transfer sites. Today, transfer sites cost members \$313,689 to operate. The Sedgewick Transfer Site is only open on Thursdays from 1-4:30 PM – In 2014 FRSWMA reported 88 users. Our portion of the requisition is \$25,449 (\$289.20 per user) not to mention transfer site fees paid by the user. Please see the Stats attached.
2. Reduction in allowable bags – Five (5) per household to four (4)
3. Increasing recycling

Garbage Rates (cost recovery as per our requisition for the Town)

Year	Residential	Annum. Res.	Non Res.	Annum. Non-Res
2011	18.33/month	219.96	23.77/month	285.24
2012	29.20/month	350.40	31.00/month	372.00
2013	27.00/month	324.00	27.00/month	324.00
2014	27.00/month	324.00	27.00/month	324.00

At the October 27th, 2014 FRSWMA Board Meeting the 2015 Budget was approved with a total requisition of \$1,195,000.00 to members municipalities. This is a 5.25% increase for the Town of Sedgewick.

2014 – \$124,830.43

2014 – \$131,387.05

	Residential	Non-Residential	Annum.
2015	27.50	27.50	330.00

Council rejected the FRSWMA during our November 6th, 2014 special budget meeting. Quorum has been reached at Waste Management and the 2015 operating budget will be passed with a 5.25% increase.

Current:

Council must set a fee for waste collection. As discussed during our November 6th, 2014 budget meeting Sedgewick could put a minimal riser on our monthly collection charge and allocate a portion of the funds to a reserve account in an attempt to mitigate substantial increases in the future (see attached).

Requisition cost recovery rate = \$27.50/month (increase of 1.85%)

Proposed rate = \$28.50/month (5.86% increase) whereby allocating \$4,836 to a waste reserve account.

**Town of Sedgewick
2015 Proposed Solid Waste Budget**

(43) Solid Waste Management

	2013 Budget	2013 Actual	2014 Budget	2014 YTD	2015 Proposed Budget
Revenues:					
Solid Waste Fees	127,980	129,541	129,600		137,826
Solid Waste Penalties	300	441	300		400
Total Revenue:	<u>128,280</u>	<u>129,982</u>	<u>129,900</u>	<u>0</u>	<u>138,226</u>
Expenditures:					
FRSWMA Requisition	122,000	121,984	124,835		131,387
General G&S	1,500	2,195	2,325		2,000
*Waste Reserve					4,836
Total Expenditures:	<u>123,500</u>	<u>124,179</u>	<u>127,160</u>	<u>0</u>	<u>138,223</u>
Net Surplus/(Deficit)	<u>4,780</u>	<u>5,803</u>	<u>2,740</u>	<u>-</u>	<u>3</u>

Completed on October 30, 2014.

Actual Waste Budget at 5.25% Increase - 403 accounts x 27.50/month 1.85% increase to the monthly UT charge.

	Monthly	Yearly	Difference
2013 Rate	27	324	
2014 Rate	27	324	
2015 Rate (5.25%)	27.5	330	
2015 Proposed Rate	28.5	342	5.56% increase

Request for Decision (RFD)

Topic: 2015 Municipal Budget - *Draft*
Initiated by: MGA. Sect. 242
Prepared by: Amanda Davis
Attachments: 1. 2015 Municipal Budget

Recommendation:

1. That Council approve the 2015 municipal operating budget as presented with an overall increase of 4.73 %.

OR

2. That Council reject the 2015 municipal operating budget as presented and authorize the 2014 budget as the 2015 interim operating budget.
-

Background:

The 2015 Municipal budget is attached for Council review. The budget represents a 4.73% overall increase however there is a 5.84% expenditure increase.

Below is a departmental overview to support the budgetary figures:

(12) Administration

1. Allocated costs for a debit machine \$490 – if council is in favor an operational policy will be prepared. The intent is to allow the use of debit cards only no credit.

(23) Fire Department

1. Applied for a \$5,000 grant to assist with the NAPA 1002/FFTS600;
2. The department will be updating their First Aid and CRP
3. No capital upgrades for 2015
4. Remuneration increase from \$15/hr to \$20/hr
5. Annual bunker gear replacement (2 sets)

(24) Disaster Services

1. Enbridge funds transfer from reserves for the manual transfer switch at the community hall.

(32) Public Works

1. One new full time employee
2. Salary increase to accommodate Level I certified operator
3. Final roads debenture payment!

(41) Water

1. Capital upgrades – installation of a standby generator, building addition and chain link fence – project is being funded by reserves.
2. Battle River Watershed Alliance – per capital allocation

(63) Economic Development

1. Regional Governance Study – per capita allocation;
2. Rebranding \$1,500 allocated for upgrades
3. July 1st Fireworks

(66) Subdivision & Land Development

1. Residential subdivision expenditures – all reserve transfers

(72) Recreation

1. Operating grant to the Rec Centre reduced to \$27,000 from \$100,000;
2. Teen Centre - \$25,000 allocated with the intent of covering costs with 2015 MSI Operating
3. Walking trail expansion project - transfer from reserves

2015 Reserve Allocations:

(12) Admin	Equipment	1,000	annual	
(23) Fire	Equipment	10,000	annual	
(23) Fire	Building	5,000	annual	
(32) PW	Equipment 1/2 ton	7,500	annual	
(32) PW	Infrastructure	10,000	annual	
(32) PW	Building	5,000	annual	
(32) PW	Equipment	10,000	annual	
(41) Water	Water Infrastructure Renewal Fee	62,208	annual	(Monthly utility billing)
(41) Water	Water Meter Replacement Fee	23,200	annual	(Monthly utility billing)
(42) Sewer	Sewer Infrastructure Renewal Fee	52,650	annual	(Monthly utility billing)
(43) Waste	Contribution to Waste Reserve	4,836	NEW	
(72) Recreation	Building	10,000	annual	
(74) Culture	Building- Hall	5,000	NEW	
(91) Gas System	Contribution to TOS Gas Reserve	11,496	NEW	(Monthly utility billing)

217,890

2015 Salary Expenditure:

	Salaries	Benefits	Combined	Difference
2015 Salaries (NEW)	447,002	100,342	547,344	145,324
2014 Salaries	327,329	74,691	402,020	
2015 Comparative	340,402	71,168	411,570	23,448
2014 Salaries	327,329	60,793	388,122	
2015 Personnel:	3 Full time Administration 3 Full time Public Works 1 Full time Recreation Director 1 Part time janitor 2 Part time summer students			

4% overall salary increase from 2014 less new employment positions (2).

Overall salary increase with two new full-time employees = 36.56%.

**Town of Sedgewick
2015 Proposed Municipal Budget**

(00/02)General Municipal

	2012 Budget	2013 Budget	2014 Budget	2015 Proposed Budget
Revenues:				
Minimum Tax Levy	89,484	84,201		
AB Education - Residential	147,516	170,160	165,767	
AB Education - Commercial	44,163	49,593	49,970	
Seniors' Housing	15,394	16,603	19,602	19,602
Municipal Levy - Linear	13,588	15,196		
Municipal Levy - Residential	499,731	502,852		
Municipal Levy - Commercial	103,168	112,155		
Municipal Levy - Federal GIL	907	940		
Tax Penalties	10,000	14,000	16,000	18,000
FortisAB Franchise Fees	21,190	27,000	27,000	34,173
Dividend Income	3,500	5,600	5,500	5,000
Royalties Income	30	30	30	2,500
Highway Traffic Fines	3,000	4,000	2,000	2,000
Other Revenues from Own Sources				
Total Revenues:	953,871	1,002,430	285,968	81,275

Requisitions:

Planning Requisition	1,430	1,570	1,570	1,570
AB Education - Commercial	44,163	49,593	49,970	
AB Education - Residential	147,516	170,160	165,767	
Seniors' Housing Requisition (FRHG)	15,394	16,603	19,602	19,602
Total Expenditures:	208,503	237,926	236,908	21,172

Net Surplus/(Deficit)	745,368	764,504	49,060	60,103
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	2012 Budget	2013 Budget	2014 Approved Budget	2015 Proposed Budget
Less:				
(11/19) Council & Other Legislative	(56,100)	(66,150)	(65,650)	(48,241)
(12) Administration	(207,390)	(226,950)	(262,744)	(258,318)
(23) Fire Services	(45,280)	(28,070)	(39,685)	(41,556)
(21/26) Policing & Bylaw Enforcement	(2,450)	(2,650)	(2,300)	(1,825)
(24) Disaster/Emergency Services	(100)	(100)	(2,000)	(1,500)
(32) Transportation - PW	(420,750)	(357,620)	(343,722)	(389,621)
(37) Environmental - Storm Sewers	(500)	(500)	(500)	(250)
(41) Environmental - Water System	12,570	8,600	22,230	13,838
(42) Environmental - Sanitary Sewers	59,810	76,750	75,365	63,685
(43) Environmental - Solid Waste/Recycling	(1,800)	4,780	2,740	3
(51) Social Services - FFCS	(11,680)	(11,800)	(11,800)	(11,595)
(56) Social Services - Cemetery	1,100	1,000	1,000	(250)
(61) Planning/Zoning	(2,200)	(2,200)	(2,200)	(1,500)
(63) Economic Development	(6,890)	(9,800)	(7,690)	(7,775)
(66) Land Development & Subdivision	(300)	(10,500)	(16,545)	
(72) Recreation	(95,930)	(189,950)	(185,635)	(199,471)
(74) Culture	(18,730)	(18,930)	(19,080)	(28,190)
(91) Public Utility - Natural Gas System	57,390	69,590	71,896	80,362
Total Expenditures (= Taxes Levied)	(739,230)	(764,500)	(786,320)	(832,204)
Net Surplus/(Deficit)	6,138	4	(737,260)	(772,101)

5.84%

Net Surplus/(Deficit) = Net Taxes Required	6,138	4	(737,260)	(772,101)
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4.73%

Overall expenditure increase of 5.84%

Overall budget increase for 2015 4.73%

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General Municipal Revenues					
100110 - Tax Levy - Minimum Municipal Tax		178			
100111 - Tax Levy - ASFF - Residential	165,767	165,559		(165,767)	
100112 - Tax Levy - ASFF - Non-Residential	49,970	49,602		(49,970)	
100113 - Tax Levy - Seniors' Housing	19,602	19,561	19,602		
100114 - Tax Levy - Linear Assessment		16,311			
100115 - Tax Levy - Residential Assessment		574,364			
100116 - Tax Levy - Commercial Assessment		144,596			
100201 - Federal G.I.L.		1,000			
100510 - Penalties And Costs	16,000	18,512	18,000	2,000	12.50
100520 - Legal Cost - Taxes	100			(100)	
100530 - Fortis AB Franchise Fee	27,000	29,772	34,173	7,173	26.57
100551 - Dividend Income	5,500	5,055	5,000	(500)	9.09-
100552 - Royalties Income	30	2,931	2,500	2,470	###.##
100920 - HTA Fines	2,000	915	2,000		
Total General Municipal Revenues:	285,969	1,028,356	81,275	(204,694)	
General Administration					
112210 - BRCU Interest	15,000	19,798	19,000	4,000	26.67
112410 - Misc. Admin. Rev.	2,000	11,150	2,000		
112560 - Bdlg/Land Rental	5,000	12,523	6,600	1,600	32.00
112561 - Machine Rentals (Copies/Fax)	100	123	125	25	25.00
112920 - Drawn From Operating Reserves	6,000			(6,000)	
Total General Administration:	28,100	43,594	27,725	(375)	
Fire And Prevention Services					
123410 - Fire Fees Charged	8,000	5,865	7,680	(320)	4.00-
123412 - Misc. Fire Revenues	1,000	5,372	6,000	5,000	500.00
123590 - County Agreement	10,000	10,000	10,000		
123592 - County Operating Grant	26,735	20,408	23,779	(2,956)	11.06-
123920 - Tfr. From Reserves	15,000			(15,000)	
Total Fire And Prevention Services:	60,735	41,645	47,459	(13,276)	
Disaster & Emergency Services					
124840 - Prov. Disaster Services Grant	10,000	10,000		(10,000)	
124920 - Transfer from Reserves			10,000	10,000	100.00-
Total Disaster & Emergency Services:	10,000	10,000	10,000		

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Ambulance Services					
By-Laws Enforcement And Other					
126510 - Municipal BEO Fines	500	150	225	(275)	55.00-
126521 - Permits - Bldg.,Gas,Electric,Plumbing	3,000	3,031	3,000		
126522 - Hawkers/Pedlar License	150	350	350	200	133.33
126525 - Animal Licenses	1,600	1,521	1,500	(100)	6.25-
Total By-Laws Enforcement And Other:	5,250	5,052	5,075	(175)	
Roads, Streets, Walks, Lights					
132232 - Misc. PW Revs	500	294	500		
132561 - Machine Rentals	3,500	5,440	4,000	500	14.29
132590 - Other Revenues		15,491			
132840 - Prov.Cond.Grants BMTG	51,420	51,420		(51,420)	
132890 - FGTF/NDCC Grant	50,000			(50,000)	
132920 - Tfr. From Reserves			22,000	22,000	100.00-
132921 - Transfer from Capital Reserves	20,000			(20,000)	
Total Roads, Streets, Walks, Lights:	125,420	72,645	26,500	(98,920)	
Storm Sewers And Drainage					
Water Supply And Distribution					
141410 - Sale Of Water	110,000	104,623	110,000		
141510 - Water Penalties	500	590	500		
141590 - Bulk Water Revs	5,000	31,659	6,000	1,000	20.00
141820 - Water Infrastructure Renewal	60,960	56,547	62,208	1,248	2.05
141825 - Water Meter Replacement Reserve	22,680	21,127	23,220	540	2.38
141920 - Tfr From Reserves			150,000	150,000	100.00-
Total Water Supply And Distribution:	199,140	214,546	351,928	152,788	
Sewage Service And Treatment					
142410 - Sewer Service Fees	120,000	110,585	120,000		
142510 - Sewer Penalties	400	411	400		
142820 - Sewer Infrastructure Renewal	51,000	47,539	52,650	1,650	3.24
142920 - Transfer from Reserves	7,700			(7,700)	
Total Sewage Service And Treatment:	179,100	158,535	173,050	(6,050)	
Garbage Collection & Disposal					
143410 - Collection And Disposal Fees	129,600	119,122	137,826	8,226	6.35

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143510 - Garbage Penalties	300	443	400	100	33.33
143590 - Other Revenue		10			
Total Garbage Collection & Disposal:	129,900	119,575	138,226	8,326	
Family & Community Support					
Cemetery					
156410 - Plot Sales	1,500		600	(900)	60.00-
156415 - Memorial Book Sales	150		100	(50)	33.33-
156510 - Goods & Services	3,350	3,600	550	(2,800)	83.58-
Total Cemetery:	5,000	3,600	1,250	(3,750)	
Municipal Planning & Zoning					
163840 - Conditional Grant - Provincial	2,000	2,000	2,000		
Total Municipal Planning & Zoning:	2,000	2,000	2,000		
Subdiv. Land And Developments					
166410 - Sales Of Land		25,874			
166845 - Provincial Grant - Capital		64,191			
166920 - Land - Misc. Revenue	102,885			(102,885)	
166940 - Contrib. from Capital	59,600		1,609,430	1,549,830	###.##
Total Subdiv. Land And Developments:	162,485	90,065	1,609,430	1,446,945	
Recreation/Parks Facilities					
172410 - Recreation Land Rental	500	500	500		
172540 - Rec.Subdivision Reserve Int.		32			
172590 - Other Revenues	46,000	46,000		(46,000)	
172842 - S.T.E.P. Grant	5,400	4,709		(5,400)	
172846 - Provincial - MSI Operating			25,000	25,000	100.00-
172920 - Tfr. From Reserves	19,400		200,000	180,600	930.93
Total Recreation/Parks Facilities:	71,300	51,241	225,500	154,200	
Culture: Hall, Library, Etc.					
Gas Production & Distribution					
191410 - Sale Of Gas	450,450	444,915	473,000	22,550	5.01
191411 - Gas S/C	89,280	83,388	114,960	25,680	28.76
191413 - Nat.Gas - Town Facilities	6,000	6,282	6,000		
191510 - Gas Penalties	1,500	2,124	2,000	500	33.33

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191590 - Gas Install.& Misc. Revs	3,000	4,344	3,000		
Total Gas Production & Distribution:	550,230	541,053	598,960	48,730	
Revenue Totals:	1,814,629	2,381,907	3,298,378	1,483,749	
Requisitions					
202740 - WCPA Requisition	1,570	1,571	1,570		
202741 - ASFF Non Res	49,970	37,215		(49,970)	
202750 - ASFF Res/Farm	165,767	124,588		(165,767)	
202751 - Seniors' Housing (FRHG)	19,602	19,602	19,602		
Total Requisitions:	236,909	182,976	21,172	(215,737)	
Council And Other Legislative					
211130 - Clr. - Employer Contrib.	500	669	600	100	20.00
211151 - Clr Fees - Taxable	37,305	23,805	24,800	(12,505)	33.52-
211152 - Clr Fees - Non-Taxable	16,305	11,336	12,400	(3,905)	23.95-
211211 - Travel/Subs.	7,000	4,090	7,400	400	5.71
211212 - Education	2,500	380	1,500	(1,000)	40.00-
211274 - Insurance	490	412	491	1	0.20
211510 - Council Supplies	1,000	2,223	500	(500)	50.00-
Total Council And Other Legislative:	65,100	42,915	47,691	(17,409)	
General Administration					
212110 - Salaries	159,913	142,356	163,522	3,609	2.26
212120 - Salaries - Prt.Time	3,710	3,600	3,750	40	1.08
212130 - Employer Contrib.	36,321	29,155	34,021	(2,300)	6.33-
212131 - WCB	4,500	2,466	4,500		
212211 - Travel/Subs.	3,500	3,775	3,900	400	11.43
212212 - Education/Training	5,900	2,283	5,500	(400)	6.78-
212215 - Freight	200	82	150	(50)	25.00-
212216 - Postage	1,400	235	1,400		
212217 - Telephone	4,900	4,686	4,900		
212218 - Internet/Website Costs	800	769	800		
212220 - Advertising, Printing, Etc.	6,000	6,836	6,000		
212221 - Municipal Memberships	2,800	2,313	2,800		
212230 - Audit Fees	11,000		9,100	(1,900)	17.27-
212231 - Assessor	12,000	11,794	12,360	360	3.00
212232 - Legal & LTO	1,000	4,234	3,500	2,500	250.00

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212250 - Buildings R&M	1,000	1,364	1,000		
212251 - Equipment R&M Contracted	13,500	10,244	7,500	(6,000)	44.44-
212274 - Insurance	12,000	8,970	10,700	(1,300)	10.83-
212290 - Other Spec./Prof. Services	500		500		
212400 - Bad Debts		1			
212510 - Office Supplies	5,000	31,671	5,000		
212511 - Janitorial Supplies	750	179	750		
212540 - Electricity	1,600	1,767	2,000	400	25.00
212541 - Natural Gas	900	631	900		
212810 - Short-Term Borrowing Costs	150	41		(150)	
212910 - Tax Rebates & Discounts (ARB/MGB)	500			(500)	
212915 - Other Expenses			490	490	100.00-
212961 - Contrib.Office Equip.Reserves	1,000		1,000		
Total General Administration:	290,844	269,452	286,043	(4,801)	
Admin. Other - Election					
219150 - Election Officer Fees	400	1,074	400		
219290 - Election Costs	150	7	150		
Total Admin. Other - Election:	550	1,081	550		
Police Services					
221350 - Flagstaff Constable Contract	6,700	6,138	6,700		
Total Police Services:	6,700	6,138	6,700		
Fire And Prevention Services					
223120 - Fire Fighter Fees	25,000	29,981	34,210	9,210	36.84
223130 - Employer Contributions	500		500		
223211 - Subs/Km/Misc.	1,000	713	1,250	250	25.00
223212 - Education/Training	8,000	7,975	3,050	(4,950)	61.88-
223213 - Occupational Health & Safety	2,500	1,700	2,750	250	10.00
223215 - Freight	200	99	200		
223217 - Phones/Alarm	5,900	3,264	5,700	(200)	3.39-
223218 - Internet Costs	470	371	470		
223230 - EMS Regional Dispatch Costs	2,650	2,657	2,650		
223250 - Building R&M (Contractor)	15,250	10,275	250	(15,000)	98.36-
223251 - Machine R&M	1,500	537	1,750	250	16.67
223252 - Machine R&M (County)	2,500	1,208	2,750	250	10.00
223274 - Insurance	3,700	2,728	3,450	(250)	6.76-
223350 - Rescue Unit Req.	2,400	2,013	2,400		

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223510 - Gen. Goods & Services	5,000	3,187	2,950	(2,050)	41.00-
223511 - Vehicle Fuel	600	518	600		
223512 - Vehicle Fuel (County)	600	681	600		
223540 - Electricity	2,150	2,662	3,145	995	46.28
223541 - Natural Gas	1,500	1,241	1,340	(160)	10.67-
223762 - Contrib. To Capital	4,000	2,876	4,000		
223764 - Cont.To Cap. Reserves-Town/County	10,000	10,000	10,000		
223766 - Transfer to Capital Reserve	5,000	5,000	5,000		
Total Fire And Prevention Services:	100,420	89,686	89,015	(11,405)	
Disaster & Emergency Services					
224130 - Employer Contributions		22	100	100	100.00-
224510 - Gen. Goods & Services	500			(500)	
224512 - Training/Education	1,500	825	1,400	(100)	6.67-
224762 - Contrib. To Cap.	10,000		10,000		
Total Disaster & Emergency Services:	12,000	847	11,500	(500)	
By-Laws Enforcement And Other					
226234 - Animal Control	350	102	200	(150)	42.86-
226355 - BEO Contract	500			(500)	
Total By-Laws Enforcement And Other:	850	102	200	(650)	
Roads, Streets, Walks, Lights					
232110 - Salaries	69,170	67,176	99,875	30,705	44.39
232120 - Salaries Prt-Time	2,000	571		(2,000)	
232130 - Employer Contributions	18,702	16,803	23,676	4,974	26.60
232211 - Travel/Subs.	3,500	2,942	3,500		
232212 - Education/Training	3,200	815	3,800	600	18.75
232215 - Freight	800	958	800		
232217 - Telephone	3,700	3,685	4,800	1,100	29.73
232250 - Buildings R&M	1,000	9,633	23,000	22,000	###.##
232251 - Machine R&M Contracted	15,000	8,328	15,000		
232252 - Streets/Sidewalks/Curbs R&M	30,000	29,281	30,000		
232274 - Insurance	7,100	6,269	8,570	1,470	20.70
232510 - Sm.Equip/Misc.Supplies	8,500	7,234	8,500		
232511 - Vehicle Fuel	15,000	10,892	13,500	(1,500)	10.00-
232512 - Shop Tools	1,500	1,605	1,500		
232540 - Electricity	2,050	2,495	2,800	750	36.59
232541 - Natural Gas	2,500	2,707	2,500		

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232542 - Street Lites	44,800	49,068	55,000	10,200	22.77
232630 - Equipment Purchases	20,000	20,390		(20,000)	
232760 - Contrib. - Truck Reserve	7,500	7,500	7,500		
232762 - Contr. To Infrastructure Cap. Res.	10,000	10,000	10,000		
232769 - Contrib. to PW Building Res.	5,000	5,000	5,000		
232770 - BMTG + Int Tfr to Reserves	51,420			(51,420)	
232780 - NDCC Grant + Int	50,000			(50,000)	
232831 - Debenture - Interest	3,000	3,221	1,500	(1,500)	50.00-
232832 - Debenture - Principle	83,700	83,259	85,300	1,600	1.91
232920 - Cont To PW Equip.Res	10,000	10,000	10,000		
Total Roads, Streets, Walks, Lights:	469,142	359,832	416,121	(53,021)	
Airport Services					
Storm Sewers And Drainage					
237251 - Rpr. & Maint.	500	82	250	(250)	50.00-
Total Storm Sewers And Drainage:	500	82	250	(250)	
Water Supply And Distribution					
241110 - Salaries And Wages	19,008	21,774	31,848	12,840	67.55
241130 - Employer Contributions	5,312	5,569	7,892	2,580	48.57
241215 - Freight	2,500	3,766	2,500		
241217 - Telephone	1,000	729	800	(200)	20.00-
241218 - WTP Internet	700	599	600	(100)	14.29-
241235 - Water Meter Reading Fees	1,800	3,000	3,360	1,560	86.67
241250 - Building R&M	1,000	717	151,000	150,000	###.##
241251 - Equipment R&M Contracted	25,000	14,527	20,000	(5,000)	20.00-
241274 - Insurance	850	679	4,735	3,885	457.06
241510 - Gen. Goods & Services	5,000	6,872	7,430	2,430	48.60
241530 - Chemicals	8,000	8,422	8,000		
241540 - Electricity	11,600	10,700	13,000	1,400	12.07
241541 - Natural Gas	1,500	1,293	1,500		
241762 - Contrib. To Capital	10,000	2,220		(10,000)	
241765 - Transfer to Capital Reserves	60,960		62,205	1,245	2.04
241766 - Transfer to Res. - WMF	22,680		23,220	540	2.38
Total Water Supply And Distribution:	176,910	80,867	338,090	161,180	
Sewage Service & Treatment					
242110 - Salaries	21,723	21,673	31,798	10,075	46.38

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242130 - Employer Contributions	5,312	4,718	7,892	2,580	48.57
242215 - Freight		219			
242217 - Telephone/Alarm	1,800	1,501	1,800		
242250 - Building R&M	500		500		
242251 - Equipment R&M Contracted	19,500	17,295	8,400	(11,100)	56.92-
242274 - Insurance	500	374	1,075	575	115.00
242510 - Supplies	150	4,748	500	350	233.33
242540 - Electricity	2,500	3,425	4,000	1,500	60.00
242541 - Natural Gas	750	700	750		
242930 - Tfr. To Infra.Reserve	51,000		52,650	1,650	3.24
Total Sewage Service & Treatment:	103,735	54,653	109,365	5,630	
Garbage Collection & Disposal					
243350 - FRSWMA Requisition	124,835	124,831	131,387	6,552	5.25
243510 - General Goods & Services	2,325	2,719	2,000	(325)	13.98-
243762 - Contrib. to Capital - Landfill Expansion			4,836	4,836	100.00-
Total Garbage Collection & Disposal:	127,160	127,550	138,223	11,063	
Family And Community Support					
251350 - FFCS Req.	6,450	6,428	6,450		
251356 - Community Resource Officer	5,350	5,142	5,145	(205)	3.83-
Total Family And Community Support:	11,800	11,570	11,595	(205)	
Cemetery					
256250 - Rpr.& Maint.	2,500	4		(2,500)	
256510 - Gen. Goods & Services	500	335	500		
256762 - Contrib. to Capital	1,000	1,000	1,000		
Total Cemetery:	4,000	1,339	1,500	(2,500)	
Mun. Planning & Zoning, Etc.					
261510 - ARB Costs - LARB, CARB	2,200		1,500	(700)	31.82-
Total Mun. Planning & Zoning, Etc.:	2,200		1,500	(700)	
Economic Development					
263350 - BRAED Membership	560	355	645	85	15.18
263360 - FIP Membership	5,130	5,078	5,130		
263510 - Goods & Supplies	4,000	4,078	4,000		
Total Economic Development:	9,690	9,511	9,775	85	

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Subdiv. Land And Developments					
266200 - Gen. Service Contr.	59,600	49,594	1,609,430	1,549,830	###.##
266211 - D.A.B. & S.A.B Fees	500			(500)	
266640 - Land for Own Use	118,928			(118,928)	
Total Subdiv. Land And Developments:	179,028	49,594	1,609,430	1,430,402	
Recreation & Parks Facilities					
272110 - Salaries - Fulltime	57,743	27,184	86,459	28,716	49.73
272120 - Salaries - Prt-Time	15,539	19,477	16,339	800	5.15
272130 - Employer Contrib.	9,178	6,457	23,406	14,228	155.02
272211 - Travel/Subs.			1,000	1,000	100.00-
272212 - Education			1,500	1,500	100.00-
272215 - Freight		46			
272217 - Phone/TIFB			900	900	100.00-
272220 - Advert/Promo/Rec	4,000	368	27,000	23,000	575.00
272251 - Equipment R&M	1,000		500	(500)	50.00-
272252 - Building R&M		770	500	500	100.00-
272260 - Parks Improvements	61,400	18,758	201,500	140,100	228.18
272274 - Insurance	19,500	15,574	21,100	1,600	8.21
272510 - Gen. Goods & Services	500		500		
272540 - Electricity	1,700	2,471	3,000	1,300	76.47
272541 - Rec Centre - Water	3,750	2,333	3,000	(750)	20.00-
272761 - Lake Capital Grant	10,000	10,000		(10,000)	
272765 - Tfr To Subdivision Rec Reserve		32			
272769 - Contrib. to Rec Reserves	10,000	10,000	10,000		
272770 - Grant - Lake Park Operating	750		750		
272779 - Rec Centre Grant - Ag Society Rent	500		500		
272790 - Grant -Recreation Centre Operating	61,375		27,017	(34,358)	55.98-
Total Recreation & Parks Facilities:	256,935	113,470	424,971	168,036	
Culture: Hall, Library, Etc.					
274220 - Membership/Advert/Promo	30			(30)	
274251 - Hall R&M		375			
274274 - Insurance	2,050	1,635	4,000	1,950	95.12
274770 - Grant - Library	6,550	6,550	6,550		
274771 - Grant - Hall Operating	4,000	4,000	6,000	2,000	50.00
274774 - P.R.L. Req.	6,450	6,427	6,640	190	2.95
274920 - Contribution to Capital - Hall			5,000	5,000	100.00-

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Total Culture: Hall, Library, Etc.:	19,080	18,987	28,190	9,110	
Gas Production & Distribution					
291110 - Salaries	15,167	15,167	15,571	404	2.66
291130 - Employers Contrib.	3,369	3,367	3,455	86	2.55
291215 - Freight	300	512	300		
291216 - Postage	5,000	4,169	5,000		
291220 - Advert/Printing	400	355	400		
291230 - Audit	2,200			(2,200)	
291250 - Gas System R&M	14,500	14,969	16,330	1,830	12.62
291251 - Mach. R&M	8,370	1,809		(8,370)	
291260 - New Install. Costs	2,700	2,128	2,700		
291290 - Taxes/Misc.	8,700	8,629	8,700		
291350 - Admin. Costs	72,930	61,512	73,100	170	0.23
291510 - Gen. Goods & Services	1,000	298	4,000	3,000	300.00
291532 - Gas Purch For Resale	343,200	361,598	365,500	22,300	6.50
291541 - Natural Gas	500	591	550	50	10.00
291760 - SKNGS Reserve Fund			11,496	11,496	100.00-
291762 - Contrib. To Capital			11,496	11,496	100.00-
Total Gas Production & Distribution:	478,336	475,104	518,598	40,262	
Oper. Contingencies Reserves					
Expense Totals:	2,551,889	1,895,756	4,070,479	1,518,590	
Net Surplus (Deficit):	(737,260)	486,151	(772,101)	(34,841)	

Accounts Printed: 252

Request for Decision (RFD)

Topic: Fees & Charges Bylaw #514
Initiated by: Administration
Prepared by: Amanda Davis
Attachments: Fees & Charges Bylaw #514 - Draft

Recommendations:

1. That Council give first reading to Bylaw #514.
 2. That Council give second reading to Bylaw #514
 3. That Council have third reading of Bylaw #514
 4. That Council have third and final reading of Bylaw #514.
-

Background:

Council sets the Fees & Charges bylaw annually.

The following updates are reflected in Fees & Charges Bylaw #514 for 2015:

C. Solid Waste Management Charges:

- User fee \$28.50/month (increase of \$1.50/month from 2014) = 5.56% increase

D. Natural Gas Service Charges:

- Gas meter maintenance charge: \$20/month (increase of \$4.00/month from 2014) = 25% increase

K. Municipal Firefighting Services

4. Volunteer Firefighter, per hour, per firefighter (in-town, three hours minimum) - \$20.00
5. Volunteer Firefighter, per hour, per firefighter (out of town *RURAL*, three hour minimum) - \$20.00
6. Volunteer Firefighter, per hour, per firefighter (out of town *URBAN*, three hour minimum) - \$30.00

Current:

To ensure the fees are reflected upon for January 1st, 2015 council must pass all three readings of Bylaw #514 tonight.

Town of Sedgewick - flat rate monthly utility charges		
	2015	2014
Garbage	28.50	27.00
Water per cubic meter	1.50	1.50
Sewer (flat rate)	19.65	19.65
Gas Meter Charge	20.00	16.00
Water Meter Charge	5.00	5.00
Sewer Infrastructure Renewal Fee	9.75	9.75
Water Infrastructure Renewal Fee	11.52	11.52
<i>Difference:</i>	95.92	90.42
	6.09% overall increase	

BEING a bylaw of the Town of Sedgewick, in the Province of Alberta, providing for the establishment of General Fees and charges for Goods and Services as delivered to the community.

PURSUANT TO provisions of the Municipal Government Act, Chapter M-26, 2000 and amendments thereto:

WHEREAS it is expedient for the Council of the Town of Sedgewick to enact a bylaw that establishes and maintains the General Fees and Charges for services rendered within the Town of Sedgewick;

THEREFORE, the Council of the Town of Sedgewick establishes the following rates for Goods and Services delivered to the Community, and **ENACTS AS FOLLOWS**:

- Title: This bylaw shall be known and may be cited as the “Fees and Charges Bylaw.”
- All previous rates for Goods and Services as delivered to the Community and as noted in this bylaw will be revoked and replaced by the following rates for Goods and Services as delivered in the Community.
- All previous rates for Goods and Services as delivered to the Community, and NOT noted in this bylaw, shall be deemed not changed or adjusted by Council and shall remain intact for those Goods and Services as delivered to the Community.

A. WATER SERVICE CHARGES:

Monthly Water Rates

- Water fee of \$1.50 per m³ shall be levied.
- Each water account shall be levied a Meter Replacement Fee of \$5.
- Every property with a curb control valve shall be levied an Infrastructure Renewal Fee of \$11.52.
- Reconnection Fee for discontinued service due to non-payment or upon request: \$50.00
- Variances:
 - Split or shared services served by one meter shall equally fund the Infrastructure Renewal Fee of \$11.52
 - Non-metered water accounts fees:
 - Non-residential accounts \$10.50
 - Residential accounts \$30.00
 - Flagstaff Lodge non-use: \$10.00

B. SANITARY SEWER SERVICE CHARGES:

Monthly Sanitary Sewer Rates

Sewer Level	Fee
I	19.01
II	19.65
III	49.80
IV	63.47
V	84.83
VI	104.82

- All residential properties shall be placed at Level II.
- The Town shall have the right to decide which classification any building belongs.
- Variances:
 - Flagstaff Lodge shall be placed at level VI
 - Apartments and commercial properties with residential accommodations shall be placed on Level I for each suite
- Infrastructure Renewal Fee: \$9.75 per month, per account
- Properties not connected to the sanitary sewer system are exempt from the Infrastructure Renewal Fee.
- Variance:

Split or shared services served by one service shall equally fund the Infrastructure Renewal Fee.

C. SOLID WASTE MANAGEMENT CHARGES:

The Town of Sedgewick contracts the removal of solid waste in the municipality from the Flagstaff Regional Solid Waste Management Association.

The following monthly user fees shall be imposed:

1. Residential properties:	\$28.50
2. Non-Residential properties, not renting a bin	\$28.50
3. Duplex Units, each	\$28.50
4. All commercial accounts renting a bin will be invoiced separately by the Flagstaff Regional Solid Waste Management Association.	

D. NATURAL GAS SERVICE CHARGES:

The following monthly user fees shall be imposed:

1. Gas meter maintenance charge:	\$20.00
2. Administration fee	\$.40/Gj
3. Delivery Charge	\$.85/Gj

Other fees:

Reconnection fee for discontinued service, due to non-payment or upon request \$50.00

Gas Line Installation fees:

Residential lines	Summer	\$1,000	Winter (Nov.1 – Mar.31)	\$1,000 plus extra installation costs
Commercial lines	Summer	\$1,000	Winter (Nov.1 – Mar.31)	\$1,000 plus extra installation costs
Large meters (>AL225 size)				\$1,000 plus extra installation costs
All Installations over 25 metres length				\$1,000 plus extra installation costs

E. BULK WATER SERVICE CHARGES:

1. \$11 per m³ (\$0.05/gallon) at bulk water distribution station
2. The sale of the water and the amount sold shall be at the discretion of the Town of Sedgewick or its authorized officials, having regard to its own needs and local situation at the time.
3. The rates hereby imposed shall be payable upon receipt of the invoice from the Town and, if in default over 30 days, the Town shall have the right to deny any future requests for water.
4. Invoices shall be due on the last day of each and every month. In the event the charges remain unpaid after the last day of each billing month, there shall be added thereto by way of a penalty, an amount which shall be 2% of the then unpaid bill. The said penalty shall be added to and shall form part of the unpaid bulk water bill. The Town may enforce its right to deny future request for water until said outstanding amounts are paid in full.

F. GENERAL OFFICE FEES:

1. Photocopies:	
a. Black & white	\$.25/page
b. Color	\$.50/page
2. Fax Services	\$1/page
3. NSF Cheque Charge	\$30
4. Tax Certificate confirming Tax Payment	\$30
5. Tax Certificate with Detailed Tax Statement	\$30
6. Assessment Information	\$30
7. Compliance Certificate	\$100
8. Municipal Development Plan	\$30
9. Land Use Bylaw	\$30
10. County Map	\$25
11. Provincial Flag	\$72/each
12. Canadian Flag	\$54.50/each
13. Application Fee – Amending LUB	\$250 per application plus all advertizing fees

G. PUBLIC EQUIPMENT RENTALS:

1. Bucket truck with operator:		
In Town of Sedgewick	\$80/hour	
Out of Town of Sedgewick	\$100/hour + mileage	
2. Grader with operator:	\$137/hour	
3. Gravel Truck (3 ton) with operator	\$105/hour	
4. One Ton Truck	\$60/hour	
5. Tractor Mower	\$60/hour	
6. Wacker Packer (Tamper)	\$60/day	
7. Transit	\$10/day	
8. Street sweeper with operator	\$110/hour	
9. Hotsy with operator	\$60/hour	
10. Waterblaster	\$60/hour	
11. Backhoe with operator	\$125/hour	
12. Metal Detector	N/C	\$50 deposit required
13. Estate Sprayer	\$40/day	

14. Tractor Broom with operator	\$110/hour
15. Trench shoring	\$25/day
16. Sidewalk forms	\$10/form
17. Barricades	\$5/barricade per day
18. Sanitary Sewer Camera	\$150/hour plus travel
19. Sanitary Rotorooter	\$150/hour
20. Truck-Mounted Snowblower	\$125/hour

Notes: A \$50 per hour fee shall be charged for a second operator for all equipment rentals.
Kilometrage charges shall apply to out of town rentals at the prevailing mileage rate.
A 15% administration fee shall be levied on all invoices.

H. CEMETERY & MEMORIAL CAIRN FEES:

1. Sale of Plot (casket burial)	\$200		
2. Sale of Plot (cremation burial)	\$ 50		
3. Memorial Book Space	\$ 50		
4. Opening & Closing of Plots:			
Casket	Summer \$300	Winter (Nov. 1 April 30)	\$450
Cremation	Summer \$ 50	Winter (Nov. 1 April 30)	\$150
Weekend/Holiday Burials (Casket)	Additional \$500 fee		
Weekend/Holiday Burials (Cremations)	Additional \$100 fee		
5. Memorial Book Plaques	per supplier's invoice		
6. Cemetery Monument Application	\$25		
7. Grave liners	\$550		

I. SUBDIVISION APPLICATIONS:

Application fee:	\$450 plus \$100 for each new lot to be created
Endorsement fee:	\$100 per lot
Extension of Approval period	\$100 per approval

No per lot application fee or endorsement fee is charged for the following:

Utility lots, reserve lots, or roads
To separate two or more lots which are on a single title
To adjust the boundaries of an existing lot, or
where the line of subdivision follows a surveyed intervening ownership.

J. DEVELOPMENT APPLICATION PERMIT FEES:

Residential Permit Fee	\$50
Commercial Permit Fee	\$50
Fences, Decks, Additions, Renovations, Small structures including garages	\$25

K. MUNICIPAL FIREFIGHTING SERVICES:

1. Fire Pumper Call-out – 1st hour (per unit) \$650.00
2. Each and every subsequent Hour (per unit) \$300
3. Fire Pumper Call-out – False Alarm (per unit) \$300
4. Volunteer Firefighter, per hour, per firefighter (in-town, three hours minimum) - \$20.00
5. Volunteer Firefighter, per hour, per firefighter (out of town *RURAL*, three hour minimum) - \$20.00
6. Volunteer Firefighter, per hour, per firefighter (out of town *URBAN*, three hour minimum) - \$30.00
7. Medical Assists – In-town – Flat Rate - \$200

SEVERABILITY

Should any provisions of this Bylaw be declared invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.

AMENDMENT OF BYLAW

Bylaw 509 is hereby rescinded.

EFFECTIVE DATE

This bylaw shall come into effect upon 1 Day of January 2015 A.D.

Read a First Time this 15 Day of December, 2014 A.D.

Read a Second Time this 15 Day of December, 2014 A.D.

Read a Third Time by Unanimous Consent and Finally Passed this 15 Day of December 2014 A.D.

Perry Robinson, Mayor

Amanda Davis, CAO