



December 17<sup>th</sup>, 2015

## Agenda - REVISED

**Regular Monthly Meeting – Call to Order – 5:00 PM**

**Adoption of Agenda –**

**Correspondence – Items Arising:**

- |   |           |
|---|-----------|
| 1. <b>Green Energy Alliance</b> – Guide for Municipalities                | <b>A1</b> |
| 2. <b>Brazeau County</b> – Concerns regarding Bill 6                      | <b>A2</b> |
| 3. <b>Flagstaff County</b> – FIP Commitment                               | <b>A3</b> |
| 4. <b>Sedgewick Public Library</b> – Nov. 17 <sup>th</sup> , 2015 Minutes | <b>A4</b> |
| 5. <b>Parkland Regional Library</b> – Nov. 5 <sup>th</sup> , 2015 Minutes | <b>A5</b> |

**Circulation File of Correspondence – List Attached**

**Delegation – n/a**

**Financial Statement – For the Month Ending November 30<sup>th</sup>, 2015 – Attached**

**Accounts – For Month Ending November 30<sup>th</sup>, 2015 – List Attached - REVISED**

**Committee Reports – For the Period Ending December 17<sup>th</sup>, 2015 – Attached**

- **Clr.'s G. Imlah and G. Sparrow - Additions**

**Public Works Report – For the Period Ending December 17<sup>th</sup>, 2015 - Attached**

**CAO Report – For the Period Ending December 17<sup>th</sup>, 2015 – Attached**

**Minutes - Regular Meeting of Council – November 19<sup>th</sup>, 2015 - Attached**

***Matters Arising:***

**Minutes – Special Meeting of Council – December 10<sup>th</sup>, 2015 - Attached**

***Matters Arising:***

**Business:**

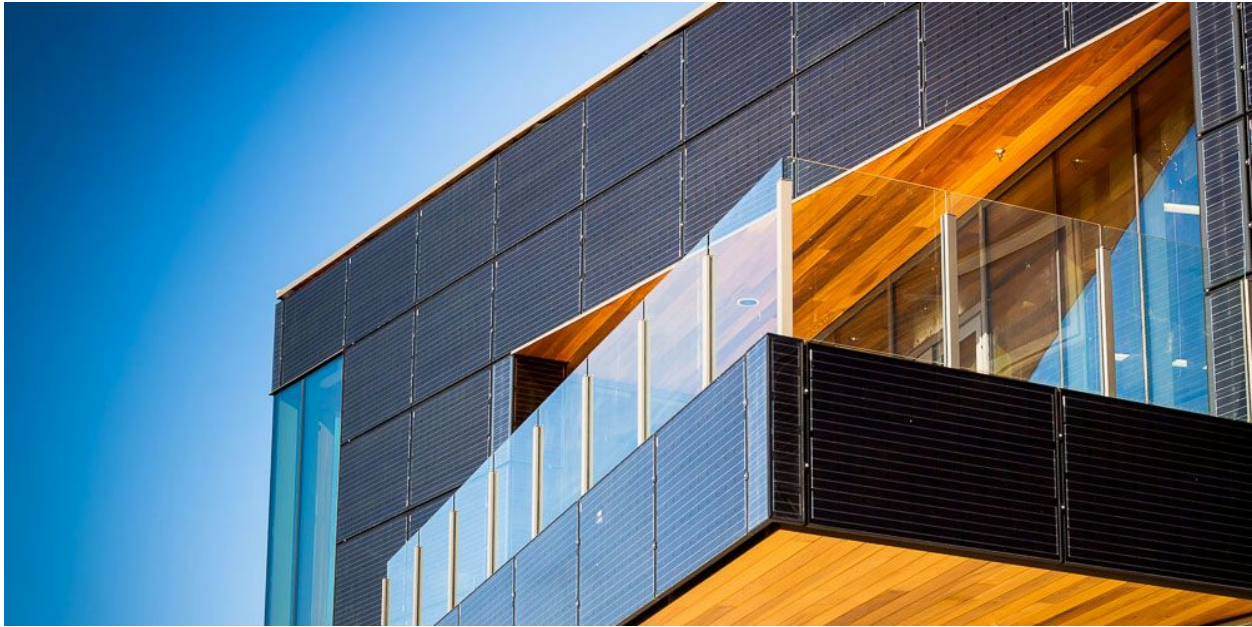
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|---|-----------|
| 1) <b>Disaster Plan</b> – Designation                         | <b>B1</b> |
| 2) <b>Regional Governance</b> – Grant Applications            | <b>B2</b> |
| 3) <b>Proposed Subdivision File TS/14/03</b> – Extension      | <b>B3</b> |
| 4) <b>Development Permit 2015-18</b> – Conditions Application | <b>B4</b> |
| 5) <b>Amending IDP - Bylaw #521</b>                           | <b>B5</b> |

***Rearranged and new business items:***

- |   |           |
|---|-----------|
| 6) <b>Public Works</b> – Unbudgeted Expenditure | <b>B6</b> |
| 7) <b>2016 Municipal Budget</b> – Draft         | <b>B7</b> |
| 8) <b>Fees &amp; Charges Bylaw #523</b>         | <b>B8</b> |
| 9) <b>Holiday and Training Schedule</b>         |           |
| 10) <b>Round Table</b>                          |           |

**Adjournment -**

GEA  
Green Energy Alliance of Alberta  
[greenenergyalliance.ca](http://greenenergyalliance.ca)



## Who We Are

— — — — X

The GEA is a non-profit organization which represents over 35 member companies and organizations from all over Alberta and is comprised of leading members of the solar, wind, geothermal, and energy efficiency industries, as well as municipalities, educational institutions, green builders and architectural firms which collectively employ hundreds of workers in Alberta. Our member firms are deeply embedded in Alberta's green energy industry and have a tremendous amount of knowledge and experience; for example, our members alone are responsible for more than 90% of the Solar PV installations in Alberta.



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## What Alberta Needs

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1. A sustainable, diversified, greenhouse gas (GHG) free economy
2. 100% renewable energy in the electricity grid by 2050
3. High quality and local Green Jobs
4. Long term economic stability

## How We Get There

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Alberta needs to take immediate action on reducing our GHG emissions and the only way we will make a meaningful impact is by having the buy-in of all Albertans. Top down solutions can be successful, but can fail to engage the public in a meaningful way. As experienced in Ontario, top down solutions can sometimes create backlash and will turn people away from finding real solutions. We believe that the climate challenge will only be solved by engaging all Albertans from the ground up, and allowing them to be a part of the solution. By encouraging and supporting Albertans to install renewable systems and improve energy efficiency in their homes and businesses, not only are we giving the public a chance to reap the benefits of these technologies (lower energy costs, long term stability) but we will create the most important thing of all; real buy-in. People who install solar panels on their home or business will feel like they are part of the solution and will look for other ways to improve their energy efficiency. Helping Albertans to invest in renewable technologies means that they will see the financial returns and experience the benefits first hand; their stories of success will help those technologies be self-promoting. If all we do is create large scale solar farms and force the public to pay even higher power costs, we will actually turn them against renewable technologies. Utility scale investments are necessary to reach 100% renewable energy generation targets, but community and small-scale projects must be part of the solution for full buy-in from Albertans—and to help develop local economies and create local clean energy jobs.





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It is with this in mind that we recommend the following steps for all municipalities to take in our push for a renewable future:

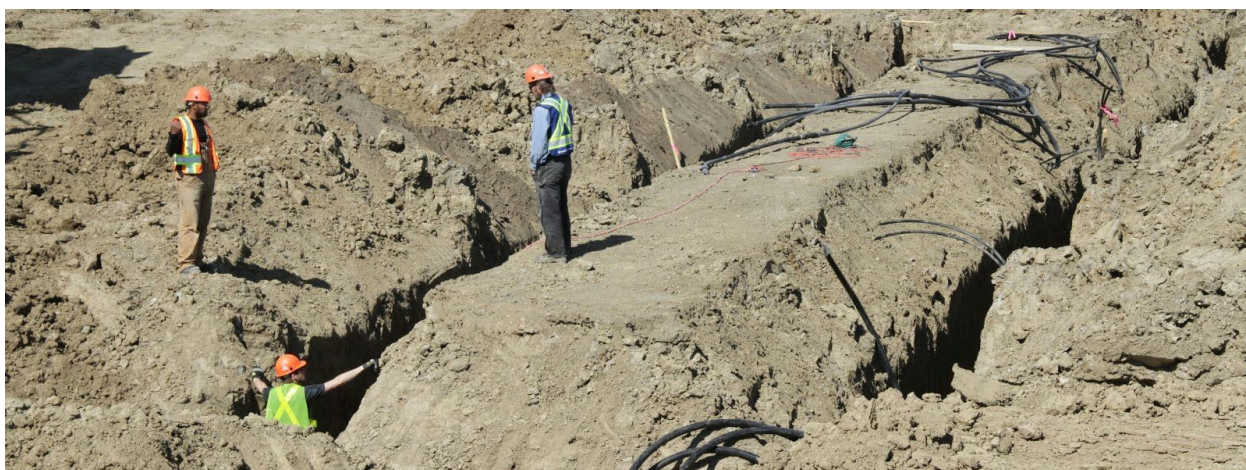
### **1. Promote energy efficiency in buildings**

Alberta is the only jurisdiction in North America without an energy efficiency program. One of the key components in our energy transition strategy must be very aggressive improvements to energy efficiency in new and existing buildings. The more efficient our buildings are, the less energy we need to create at the building and grid level. For example, it is much more efficient and cost effective to reduce energy consumption with LED lighting than installing new solar PV. We believe a broad, comprehensive energy efficiency program should be established that:

1. Encourages existing building owners to significantly improve their building's energy efficiency
2. Requires new buildings to meet a target energy use intensity (EUI) similar to that used throughout Europe (eg. 100 kWh/m<sup>2</sup>/year and Net Zero by 2020)

Any efficiency program implementation must follow a sustainable and permanent approach to ensure that local industries are not damaged by sudden stops and starts. These programs can include technology and installation rebates, green bonds, and government backed or low interest loans, which are a fantastic way to help the public avoid the only real obstacle to renewable systems (the upfront cost). Other innovative approaches include property assessed clean energy (PACE) financing, which de-couples investments from home-ownership so that retrofits are tied to the home, not the owner.

The big advantage of these types of programs is that they create local jobs immediately. A utility scale project creates few local jobs, but improving energy efficiency requires many different types of contractors to install new windows, insulation, lighting, geoexchange systems etc... Alberta needs new jobs right now and this is an effective way to create jobs while at the same time taking meaningful steps to reducing our GHG emissions.





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## **2. Support the rapid adoption of community owned and small scale renewable energy**

By supporting and leveraging the efforts of Alberta's communities, individuals and businesses to produce their own renewable energy, we are allowing them to play a role and benefit from the clean energy transition (the benefits include clean power, lower energy bills and a stable long term energy supply). Instead of only relying on large utilities that send power over hundreds of kilometres of transmission lines (which is costly and inefficient), we can allow our communities to be more energy independent and use the money to create local jobs and investments in the community. A distributed renewable energy system is more resilient, reliable, secure and efficient; it also does not require further investments in long distance transmission lines which drive up electricity prices.

We encourage the creation of best practice programs to support the adoption of small scale renewable energy (such as solar PV) so that all Albertans can take part in the energy transition. By helping Albertans install renewable systems in their homes, businesses, and communities, we give them an opportunity to be a part of the solution. Instead of paying an ever increasing power bill, Albertans can reap the financial benefits of a clean energy supply with no sudden increases in energy prices. Community based systems also create local jobs and the savings from installing these systems can help support further investment in the local economy.

Some mechanisms of promoting community based systems include standing offer programs (for renewable energy generation), direct incentives, green bonds, government backed loans, property assessed clean energy (PACE) financing and market support for energy service companies (ESCO).



## **3. Push for a universal carbon tax**

A universal economy-wide carbon tax is one of the fairest, most effective ways to reduce GHG emissions because it ensures that the polluter covers the costs of their emissions. The carbon tax should apply to all emissions regardless of size or sector, and the income generated should only go into renewable energy investments. Over time, as fewer investments are required to support the energy transition, these funds can be used for other programs. However, we strongly believe that there

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should be exemptions or tax credits to compensate those that cannot afford to pay. Lower income Albertans are hardest hit by high energy costs, so a mechanism is needed that does not penalize and financially stress these members of society.

#### **4. Set renewable energy targets for grid generation**

While community renewable energy systems are a great way to empower our towns and kickstart the energy transition, the reality is that for the foreseeable future we will still need large utility based electricity generation. However, this does not mean that we can't push for a renewable based electricity grid that seamlessly weaves large utilities and community based renewable energy systems into one integrated and low emissions electricity supply. We believe the best way to achieve this is by mandating a renewable energy target for grid generation, also called a Renewable Portfolio Standard, with a specific target for projects with a community component, or equity stake by Albertans. For example, 50% of the renewable energy generated by 2050 should include local ownership. Similar actions in other jurisdictions have shown that this is a very effective strategy. Examples like Texas, show that the targets are not only quickly met, they are often very quickly exceeded.

Above all we need to remember that the electricity grid is there to serve us; we need to demand a better product from the utilities. Lost in recent years is the idea that public policy objectives should ensure that grid operations and designs should first and foremost serve the public interests.

## **How Do We Pay for It**

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All of the proposed programs are obviously not free, but luckily Alberta already has an existing funding source to pay for all of the proposed programs; the carbon levy fund. The existing carbon levy fund presents a tremendous opportunity to kick-start the renewable energy transition without any cost to the taxpayer. The funds can be used to fund proven, existing renewable technologies (that are already available to consumers) which would kick start the energy transition in Alberta. By optimizing the use of the funds to support programs and projects that reduce the most emissions per dollar, we can achieve significant GHG reductions and create lasting green jobs. This is a perfect opportunity to get large emitters to pay for GHG reductions. This approach (which carries no additional cost to government or taxpayers) has the huge side benefit of building the green energy industry in Alberta which will create green jobs and help diversify Alberta's economy; making it more resilient.

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The carbon levy fund is currently only funded by large emitters at \$15/tonne (increasing to \$30) and is based on an intensity reduction, not all emissions. We believe that the fund should be contributed to by all emitters (see Carbon Tax), and that the price should go up regularly and to a number that will act as a real incentive to move to renewable energy.

**Benefits of our Plan:**

- Existing money in the carbon levy fund means that paying for renewables would cost the government or taxpayer nothing
- Investments in small to medium scale systems would allow all Albertans to take part in the energy transition directly
- Predictable energy cost for citizens and small businesses, including low income, rural and aboriginal communities
- Incentives or investments in renewable energy will immediately grow the green energy industry and create quality local, green jobs
- By phasing out coal power and increasing the use of renewables, we would improve Alberta's air quality and reduce negative health impacts (and the associated healthcare costs)
- Decentralized energy production would create a more robust, efficient, and lower cost grid
- We can address poor global public relations directly by making Alberta a leader in green energy
- **We have the opportunity to be proud of a new, green Alberta**





# Brazeau County

7401 – Twp Rd 494, P.O. Box 77, Drayton Valley, Alberta T7A-1R1

PHONE: (780) 542-7777 - FAX: (780) 542-7770

[www.brazeau.ab.ca](http://www.brazeau.ab.ca)

November 30, 2015

Dear Elected Official Colleagues:

**RE: CONCERNS OVER BILL 6**

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Due to the concerns of Brazeau County Council and the constituents we represent as elected officials for Brazeau County, we feel a responsibility to speak to the Province of Alberta's proposed Bill 6.

This Bill has created a stir throughout our community and province. Few Albertans understand what the long-term ramifications are. Farmers do, and see more negative impact than positive consequences. Because of that, we need a sober second thought. This Bill needs to be stopped at this point.

As a council supporting our agricultural neighbours, and in light of the negative consequences Bill 6 could have on our community, we're opposing the passage of this Bill.

All governments need to understand that if they're going to be the directors of change in policy, they have to be willing to write the cheque for the consequences of those changes. Farmers can't afford the cost of Bill 6.

In addition, this Bill will change the culture of rural Alberta. Fear will be a factor in visiting a farm, learning the industry and even lending a helping hand.

I would challenge any Minister to come to a farm in Brazeau County and walk a mile in a farmer's shoes.

There will always be risks in anything we do. The reason our rural life has prevailed is due to our common sense, work ethic and diligence to safety for ourselves, our families and friends.

Legislating common sense doesn't work. Let's educate, not legislate.

Bart Guyon  
Reeve, Brazeau County

CC: All Alberta Municipalities





November 30, 2015

Flagstaff Intermunicipal Partnership Committee  
Box 210  
Forestburg, AB T0B 1N0

Dear Sir or Madam:

**Re: Flagstaff County Representation on Committee**

On behalf of Flagstaff County Council, we would like to thank Laura Towers and Bob Coutts for attending the October 28<sup>th</sup>, 2015 meeting.

At the November 25<sup>th</sup>, 2015 Council meeting, Council reviewed and discussed their involvement in the committee.

In recognition of the importance of the Regional Governance Study, and to facilitate the discussion and evaluation of the future of governance in accordance with the study, Council approved to re-join the committee.

In accordance with the appointments made at the October 28<sup>th</sup>, 2015 Organizational meeting, Flagstaff County Board representatives will again be Gunnar Albrecht and Jim Matthews (alternate) for the 2015/2016 term.

If you have any questions, please contact the office.

Yours truly,

Shelly Armstrong, CLGM  
Chief Administrative Officer

/kk

RECEIVED

DEC - 7 2015



RECEIVED

DEC - 2 2015

**Minutes of the November 17<sup>th</sup>/2015 meeting of the Sedgewick Public Library Board**

Hennie Bernard called the meeting to order at 7:00pm. There were 8 members in attendance.

Micaela McConnell read the minutes of the September 22<sup>nd</sup> meeting; she then moved the minutes be adopted as read. Lisa Collier seconded, carried.

Lois Polege gave the treasurers report with a bank balance of \$17,650.10 and a GIC of \$3097.57. (Report Attached)

Our casino fundraising was discussed, number of volunteers is low. Hennie Bernard will discuss with Loughheed Library details about the casino and volunteer numbers.

The letter sent to the town regarding the heating system has come back with a response – it will not be looked into further until 2016.

Hennie Bernard suggested we purchase two space heaters. Lisa Collier made a motion, Micaela McConnell seconded, all in favor, carried.

A mystery box item will be donated to the STARS dance on November 28<sup>th</sup> held in Sedgewick.

Drop in tutoring was discussed. More advertising will be put up and tutoring will continue to be offered until deadline on December 10/2015. Continuation of this service will then be discussed and reviewed at that time.

Library hours were discussed as there has been an need to open more hours. Starting in the New Year the library will change opening hours 12:00pm – 5:30pm. Lisa makes a motion our Tuesday and Thursday opening times are changed in the New Year starting January 15<sup>th</sup>, 2015. Hennie Bernard seconded, all in favor, carried.

New magnets with new open hours were brought up. Lois Polege makes a motion that new magnets be made and purchased. Lisa Collier seconds, all in favor, carried.

Correspondence was received from the Forestburg Library seeking representation for a committee in which a proposal will be made to be sent to the County of Flagstaff regarding more funding for rural patrons.

Barb McConnell read the librarian report which highlighted drop in tutoring, the purchasing of new books with the Enbridge grant (Report Attached)

Holiday hours were discussed and decided that the library will be closed on Christmas Eve and New Year's Eve.

The possibility of a new early learning childhood course being held at the library for 10 sessions in the New Year was discussed. More information will be acquired in order to make a final decision – will be discussed at a later date and Lois Polege will contact Christine Cross regarding details.

Possible ways to hang our new signage was discussed and was determined that we will drill holes in signs and hang from the ceiling. Brian Bernard has offered to hang the signs.

The county book exchanges will be held every six months instead of four months. The next exchange will be held on April 4<sup>th</sup> in Daysland.



A Christmas party will be held on December 15 at 7:00 and everyone is asked to bring appetizers and beverages.

Next meeting will be held on Tuesday, January 19<sup>th</sup>, 2015.

Meeting adjourned at 8:40pm.

Submitted by Micaela McConnell

AGENDA FOR MEETING OF SEDGEWICK LIBRARY BOARD OF NOV. 17, 2015

Call meeting to order

Read minutes of last meeting

Old business arising

Treasurer's report

Librarians report

New Business

1. Casino-ask Loughheed to help on Mar. 30-31-need workers
2. Heating: town will not look at it until 2016-purchase another area heater
3. New Member for town-Sean Higginson
4. Gift for Auction-mystery box
5. Homework help-cancel due to lack of interest
6. Book budget for 2016
7. More hours-perhaps morning-three hours on Tuesday or Thursday
8. Forestburg letter concerning County monies
9. Town grant-6,550.00 for 2016
10. Total library government grant 8,503.00. Cheque of 2,126.00 was last installment.

Correspondence

Congratulations to Lois for her award

# Sedgewick Public Library

## Current Budget - Year To Date

01/01/2015 through 17/11/2015 Using 2015 Budget (in Canadian Dollars)

Page 1

17/11/2015

Category	01/01/2015 Actual	Budget	17/11/2015 Difference
<b>INCOME</b>	<b>32,946.02</b>	<b>27,670.00</b>	<b>5,276.02</b>
Donations - Non tax receipted	7,555.55	6,350.00	1,205.55
Book Sales & Overdue Jar	250.55	350.00	-99.45
Other Donations	7,305.00	6,000.00	1,305.00
Donations - Tax Receipted	0.00	0.00	0.00
Fines Collected	132.20	200.00	-67.80
Fundraising	2,000.00	2,200.00	-200.00
Grants	21,751.50	17,020.00	4,731.50
Battle River Community Foundation	0.00	0.00	0.00
Enbridge	4,000.00	0.00	4,000.00
Janis Jesswein Memorial	1,200.00	0.00	1,200.00
Parkland Transfer	1,498.50	2,120.00	-621.50
Provincial Operating	8,503.00	8,350.00	153.00
Town Appropriation	6,550.00	6,550.00	0.00
Interest Inc	3.77	0.00	3.77
Invest Inc	0.00	0.00	0.00
Membership Fees	1,065.00	1,800.00	-735.00
Printer & Fax Revenue	97.00	50.00	47.00
Program Revenue	341.00	50.00	291.00
<b>EXPENSES</b>	<b>28,927.99</b>	<b>27,870.00</b>	<b>-1,057.99</b>
Administration	5,609.01	3,830.00	-1,779.01
Equipment Maintenance	819.99	100.00	-719.99
Financial Review	819.99	600.00	-219.99
Fines & Lost Books from other libraries	80.50	120.00	39.50
Library Supplies	383.43	50.00	-333.43
Phone	963.61	1,050.00	86.39
Postage	25.50	60.00	34.50
Program Expense	1,969.03	1,200.00	-769.03
Stationery & Printing	546.96	250.00	-296.96
Other Administration	0.00	200.00	200.00
Building Costs	7,320.00	5,140.00	-2,180.00
Building Maintenance	0.00	100.00	100.00
Utilities	7,320.00	5,040.00	-2,280.00
Library Resources	2,183.25	775.00	-1,408.25
Books	1,882.56	600.00	-1,282.56
Periodicals	300.69	175.00	-125.69
Staff	13,815.73	18,125.00	4,309.27
Casual Staff	305.19	0.00	-305.19
CPP Expense	440.78	823.00	382.22
EI Expense	311.50	437.00	125.50
Library Manager	12,758.26	16,615.00	3,856.74
Travel	0.00	250.00	250.00
<b>Net Difference:</b>	<b>4,018.03</b>	<b>-200.00</b>	<b>4,218.03</b>



*Sedgewick Public Library*  
**Account Balances - As of 17/11/2015**  
(in Canadian Dollars)

Page 1

17/11/2015

Account	17/11/2015 Balance
<b>Bank Accounts</b>	
Chequing	17,650.10
<b>TOTAL Bank Accounts</b>	<b>17,650.10</b>
<b>Asset Accounts</b>	
Cash on Hand	6.00
GIC	3,097.57
GST Recoverable 2014	0.00
Property & Equipment	98,431.00
<b>TOTAL Asset Accounts</b>	<b>101,534.57</b>
<b>OVERALL TOTAL</b>	<b>119,184.67</b>

**Librarian's Report**

**Items for Information**

We've had four drop-in tutoring sessions - October 15, October 22 with no children coming on these dates. October 29 we had three attending and November 5 we had one. Wendy and I decided not to have it on the 12 of November because there was no school on that day. We have three more Thursdays before the end of the pilot project, which ends on December 3/2015.

The Enbridge Grant was for \$4000.00, and I have purchased as of today \$2829.98 worth of large print and non-fiction books for the library. In our Parkland Regional Library Bill Direct account I have purchased \$1771.35. Our book allotment for 2015 was \$1582.10 and that has all been spent.

**Items for Discussion**

We will be doing some sort of craft with the children before their movie on December 11/2015. Have just a table with a simple, fast craft such as pipecleaners and beads (to make candy canes) and advertise it as being sponsored by the Sedgewick Public Library. Any other suggestions are more than welcome. :)

What should our hours be for Christmas Holidays? Should we close early on Christmas Eve and New Year's Eve?

County of Flagstaff book Exchange - Christine Cross in the New Year would like to put on a program for children. Cost would be \$30.00 for one hour session for a period of ten weeks.

*Barbara McConnell*

*Library Manager*

November 17th 2015 attendance  
Micaela McCormick  
Lisa Collier  
Shawn Higginson  
Carol Williams  
Shelly Wakefield  
Jeffrey Williams  
Joe Rye  
Babara McCormick



RECEIVED  
NOV 18 2015

The organizational meeting of the Parkland Regional Library Board was called to order at 1:05 p.m. on Thursday, November 5, 2015 in the PRL Board Room, Lacombe.

**Present:** Debra Smith (Board Chair), Darcy Bachman, Gavin Bates, Jean Bota, Tammy Burke, Gord Christensen, Deborah Cryderman, Leona Dickau, Rudy Durieux, Darlene Dushanek (& Ray Reckseidler), Colleen Ebdon, Sandy Gamble, Bruce Gartside, Bob Green, Kyle Greenwood, Loanna Gulka, Lynda Haarstad-Petten, Cindy Rose for Shawn Higginson, Asaph Johnson, Ken Krause, Dana Kreil, Sue Krest, Bev Krochak, Dean Lane, Chris Lust, Rick Manning, Peter Miller, Ray Olfert, Rick Pankiw, Maureen Rue, Sharolyn Sánchez, Jeremy Sayer, Janine Stannard, Les Stulberg, Doug Weir, Michael Wells

**With regrets:** Kaye Innes, Jamie Syer, Sonia Temple, Sharon Williamson

**Absent:** Jay Byer, Richard Elhard, Bryan Gust, Jeanette Herle, Lonnie Kozlinski, Deanna Lunde, Brenda McDermott, Brian McGaffigan, Gail Nowlan, Rachelle Peters, Jeremy Rehman, Wayne Rempel, Bill Rock, Lee Van Koughnett, Doug Weir, Bruce Wells, Shannon Yearwood

**Staff:** Ron Sheppard, Anna Alexander, Marquita Bevans, Karyn Goodwillie, Rhonda O'Neill, Colleen Schalm, Donna Williams

#### **Call to Order**

Meeting called to order at 1:05 p.m. by Smith.

Smith welcomed everyone and asked everyone to introduce themselves.

#### **1.1.1. Agenda**

##### **1.1.1.2 Adoption of the Agenda**

Motion by Stannard, seconded by Durieux to accept the agenda as presented.

CARRIED UNANIMOUSLY  
PRL 01/2015-16

##### **1.1.2 Approval of minutes**

Motion by Stulberg, seconded by Kriel, to approve the minutes of September 10, 2015 meeting as presented.

CARRIED UNANIMOUSLY  
PRL 02/2015-16

#### **1.3 Business arising from the minutes of September 10, 2015**

Smith asked if there was any business arising from the minutes. Nothing was brought forward.

## **2. Consent Agenda**

Smith asked if there was any business arising from the consent agenda.

A motion to approve the consent agenda as presented was made by Gartside, seconded by Bachman.

CARRIED UNANIMOUSLY  
PRL 03/2015-16

## **3. Items for Action/Information**

### **3.1 Election of Chair**

Smith turned the meeting over to Sheppard. Sheppard asked for nominations from the floor for the position of Board Chair. Haarstad-Petten nominated Smith. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Moved by Manning, seconded by Rose that nominations cease.

CARRIED UNANIMOUSLY  
PRL 04/2015-16

Smith became Board Chair by acclamation. Smith accepted the position and resumed the duty of chair.

### **3.2 Election of Executive Committee**

PRL's Executive Committee has the ten member maximum allowed by the Libraries Regulation. The Regulation allows for:

25(1) (e) provision for the establishment of an executive committee of not more than 10 persons when the number of members of the library system board is more than 20, and a statement of the powers and duties of that committee;

The Board Chair accounts for one seat on the committee.

According to Parkland policy, all municipalities with populations of 15,000 or above automatically get a seat. Policy states:

*All municipalities with a population of 15,000 or more will automatically get a seat on the Executive Committee. The remaining seats will be assigned based on a combination of geographical location and population.*

In Parkland's case, this means the City of Camrose and Red Deer County both automatically get seats.

Members were divided into groups and a representative chosen from each area. The Executive Committee was chosen as follows:

Board Chair	Debra Smith – Village of Lougheed
Red Deer County	Jean Bota – Red Deer County
City of Camrose	Deborah Cryderman – City of Camrose

West County	Tammy Burke – Town of Rocky Mountain House
West Central	Lynda Haarstad-Petten – Town of Bentley
South East	Janine Stannard – County of Paintearth
North East	Leona Dickau – Town of Daysland
Central	Ray Olfert – Town of Blackfalds
South	Bob Green – Town of Carstairs
South Central	Michael Wells – Five Summer Villages of Sylvan Lake.

Moved by Miller, seconded by Sanchez, to accept the above Executive Committee members as appointed.

CARRIED UNANIMOUSLY  
PRL 05/2015-16

Kriel left the meeting at 1:30 p.m.

### 3.3 Board Signing Authorities

Parkland Regional Library requires that two trustees act as cheque signing authorities. It is convenient if the Board signing authorities live or work close to PRL headquarters. PRL's Finance Policy states:

#### 4.4.18 Signing Authority of Cheques

*"Two signatures are required on each cheque. The signing officers shall be the Director, three other senior staff members other than the Assistant Director of Operations, and two designated trustees. Upon appointment to the position, the Director automatically becomes a signing officer. The trustee signing officers shall be appointed by a motion of the Board. Staff signing officers shall be appointed by the Director. The Director, plus one member of the staff, may sign cheques with a value of up to \$35,000. Cheques of a value over \$35,000 shall be co-signed by one of two trustees appointed by the Board to be signing officers. In the absence of the Director, the signatures of one staff signing officer, plus one trustee, or the signatures of the two designated trustees are required."*

Staff signing authorities are:

Ron Sheppard  
Colleen Schalm  
Tim Spark  
Marquita Bevans

Director  
Manager of Consulting Services  
Network Administrator  
Systems Librarian and Manager of Technical Services

Donna Williams, the Assistant Director of Operations, and Alida Burnard, PRL's Finance Clerk, both have full access to all financial records, accounts, and safety deposit box at PRL's banking institutions, but they cannot sign cheques.

Sheppard asked if there were two volunteers who are close to Lacombe and able to come to Parkland to sign cheques. Lynda Haarstad-Petten, the Town of Bentley representative and Ray Olfert, Town of Blackfalds representative volunteered to let their names stand.

Motion by Stannard, seconded by Bota, to accept Lynda Haarstad Petten and Ray Olfert as PRL's board cheque signing authorities.

CARRIED UNANIMOUSLY  
PRL 06/2015-16

### **3.4 2016 Alberta Library Conference Attendees**

PRL will pay for three board members in addition to the Board Chair to attend the Alberta Library Conference being held in Jasper April 28 – May 1, 2016. Parkland will pay hotel costs, meals, session registration costs, and transportation costs based on \$0.505 per km mileage reimbursement. We do not pay travel expense costs in advance. Spouses and other guests can attend the conference but any additional costs associated with bringing family members or guests must be borne by the trustee.

Board members interested in attending the ALC entered a draw. Board members who had attended the conference previously on behalf of Parkland or who were alternate board members were not eligible to enter the draw.

Six people entered the draw. The following three people's names were drawn to attend ALC:

Chris Lust – Town of Sylvan Lake  
Ken Krause – Camrose County  
Jeremy Sayer – Mountain View County

Motion by Green, seconded by Cryderman, to accept the Board Chair, Debra Smith and Chris Lust, Ken Krause, and Jeremy Sayer as attendees to the Alberta Library Conference in 2016.

CARRIED UNANIMOUSLY  
PRL 07/2015-16

### **3.5 PRL Policies and Bylaws for Service Points**

Sheppard presented the revised Policies and Bylaws for Parkland's Service Points. These policies and bylaws have not been reviewed since 2008. The policies have not undergone a substantive alteration in terms of content. There have been some additions, deletions, and clarifications, but reformatting and reorganization constitute the most significant changes.

Some of the changes include:

- a new format,
- terminology is gender neutral,
- we have added a list of definitions,
- purpose statement has been added to the policies,
- the term "board of record" has been replaced with the new conventional term "governing board" throughout,
- an "Unattended Children" policy has been added,
- a new sample position description has been added for local society members who wish to supervise operations of the library at the local level,
- a sample offer of employment letter has been added for library managers and assistants as well as a sample offer letter for library volunteers.

Motion by Burke, seconded by Dickau, to approved the revised policies for PRL's service points as presented.

CARRIED UNANIMOUSLY  
PRL 08/2015-16

Motion by Durieux, seconded by Haarstad-Petten, to approve the changes to the bylaws for PRL's service points (first reading).

CARRIED UNANIMOUSLY  
PRL 09/2015-16

Motion Olfert, seconded by Wells, to approve the changes to the bylaws for PRL's service points (second reading).

CARRIED UNANIMOUSLY  
PRL 10/2015-16

Motion by Cryderman, seconded by Bachman, to proceed to third and final reading of the bylaws for PRL's service points.

CARRIED UNANIMOUSLY  
PRL 11/2015-16

Motion by Green, seconded by Sayer, to approve the changes to the bylaws for PRL's service points (third and final reading).

CARRIED UNANIMOUSLY  
PRL 12/2015-16

### **3.6 PRL Strategic Plan 2016-2018**

PRL must file a strategic plan (plan of service) with the Government of Alberta (GOA) every three years. Sheppard presented the Strategic Plan 2016-2018. Also included in the package was a report completed by Kim Ghostkeeper, Anna Hopkins, and Damien Traverse that contains the core concepts from this spring's strategic plan consultation sessions. These sessions were held around the region in April at: Olds, Lacombe, Galahad, and one at PRL headquarters. The report that came out of the needs assessment process provided 5 strategies. Staff at PRL have distilled this down to 4 goals supported by 14 objectives.

The four goals are:

1. Libraries will have a strong and supportive relationship with local and provincial governments that recognize the value of public libraries and prioritize public library service.
2. Municipalities will have sustainable and effective library service.
3. Parkland Regional Library member municipalities will have an effective and responsive system board.
4. Parkland residents will have a greater awareness of the public library and regard public libraries as an essential part of their communities.

These goals are to be achieved through accomplishing fourteen objectives. The plan is very a very ambitious plan. After the plan is approved, staff will create a work plan which will be living

document to be used by staff that can be added to as new initiatives are developed. The work plan will be presented to the Executive Committee and board as a way of monitoring the progress of the strategic plan.

Motion by Durieux, seconded by Stalberg, to approve PRL's Strategic Plan for 2016-2018.

CARRIED

PRL 13/2015-16

Gulka and Pankiw left the meeting at 2:00 p.m.

### **3.7 Municipal Dissolutions**

Parkland staff have received word that both the Village of Strome and the Village of Galahad have voted to dissolve. We have no further information at this point about the future of the public library in Galahad.

### **3.8 Websites for Libraries Project**

Karyn Goodwillie, one of Parkland's consultants, gave a demonstration of PRL's new website. The design is a modern design, a big change from our current website. At the September Board meeting, Goodwillie reported that the project was about 2/3 complete. The websites for each member library should be complete by the end of November. The new website will work much more effectively with mobile devices like smart phones and tablets.

Sheppard reported that some of the other regional library systems are interested in using the same format. Fishtank, the website developer, can copy and distribute our website template to the other systems. This would reduce the costs significantly.

### **3.9 2016 Tentative Meeting Dates**

The following dates were chosen for the proposed board meeting dates for 2016.

- February 25 – approval of the 2015 annual report and annual review of the strategic plan.
- May 12 – approval of the 2015 audit.
- September 8 – approval of the 2017 budget.
- November 10 – board organizational meeting for the upcoming year.

It was brought to the attention of the Board Chair that if possible to change the Board meeting dates from either the second or fourth Thursdays of the month. These days conflict with other council meeting dates.

After some discussion, the May 12 meeting was changed to May 19. All other dates remain the same.

Motion by Sayer, seconded by Bota, to receive the amended meeting dates for Parkland's Board meetings in 2016 for information.

CARRIED UNANIMOUSLY

PRL 14/2015-16



### **3.10 Budget Approval**

Sheppard reported that Parkland's budget must be approved by 2/3 of the members representing 2/3 of the population. Sheppard reported that 67% of the member municipalities representing 78% of the population has approved Parkland's budget for 2016. Of the budget approvals received, no one has not approved the budget. The budget is approved for 2016.

### **3.11 Updates**

#### **3.11.1 Technical Services/Systems**

Marquita Bevans and Lauralee Gilmour gave an update on the Interlibrary Loan changes in Technical Services. Bevans and Gilmour have been working on Parkland managing the VDX interlibrary loan software services for 35 of the 50 member libraries. This will save member libraries staff time and training. At Parkland another ILL position has been created to help with VDX. This position was filled internally. Other changes in Technical Services are ongoing following the work flow study that happened this summer into fall. An update on the changes in Technical Services will be given at the next meeting.

#### **3.11.2 Consulting Services**

A paper copy of the Consulting Services report was included in the agenda package.

### **4. Adjournment**

Motion by Stannard to adjourn the meeting at 2:50 p.m.

CARRIED UNANIMOUSLY  
PRL 15/2015-16

Meeting adjourned at 2:50 p.m.

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Chair



**LETTERS:**

1. **Neptune Products:** Letter advising of all Neptune TG Products reflecting a next price increase of 10%, effective December 21<sup>st</sup>, 2015.
2. **Alberta Government:** Letter of notification of Stuart Richardson starting the role of Infrastructure Manager for the Central Region effective November 16<sup>th</sup>, 2015.
3. **Community of Sant'Egidio - Cities for Life:** Letter from Professor Marco Impagliazzo, President of the Community of Sant'Egidio requesting to involve our Administration in the framework of the initiatives supported at the December 18<sup>th</sup>, 2014 UN Assembly where 117 countries voted in favor of the resolution "moratorium on the use of death penalty".
4. **Flagstaff Beaver Early Childhood Coalition:** Letter sharing results of their most recent survey of 150 Flagstaff County residents with regard to Early Childhood Development.
5. **Village of Heisler:** Letter FFCS "...that Heisler Village Council approve the Flagstaff Family & Community Services proposed budget for 2016 ...Carried".
6. **Village of Heisler:** Letter to Flagstaff Regional Solid Waste Management Association (FRSWMA) "...that Heisler Village Council approve the FRSWMA 2016 budget as presented... Carried".
7. **Village of Heisler:** Letter to FRSWMA rescinding withdrawal from membership with FRSWMA, "...Council wishes to retract the withdrawal request effective immediately and continue Heisler's membership with FRSWMA. Carried".
8. **Town of Hardisty:** Letter to Flagstaff Intermunicipal Partnership (FIP) Committee "...that the Town of Hardisty approve the proposed 2016 operating budget for the FIP...".
9. **Town of Hardisty:** Letter to Flagstaff County Council "...that the Town of Hardisty Council under the signature of the Mayor write a letter to Flagstaff County Council requesting that in an effort to work regionally and to allow the findings of the Regional Governance Study, delivered at the FIP AGM on November 2<sup>nd</sup>, 2015, be given the opportunity to bring forth a NEW way to deliver regional services ask them to consider rescinding their motion to provide notice to the FIP Committee that they wish to terminate their membership effective December 31<sup>st</sup>, 2015. As well their motion to terminate fire services from the Towns of Daysland, Sedgewick and the Village of Forestburg. To also consider rescinding their motion of NOT accepting the Town of Sedgewick's signed Fire Service agreement. WHERE AS the Towns of Daysland, Sedgewick and the Village of Forestburg and their Fire Depts. do so wish to continue to supply Fire Service protection to the Flagstaff County under the proposed Fire Service Agreement delivered June 2<sup>nd</sup>, 2015 to the municipalities at the RESC meeting and any amendments than may be required due to the purchase of shared equipment or not. Seconded by Mayor Miller. Carried."
10. **AUMA:** Letter providing information on new service; AMSC Aggregated Purchasing program.
11. **Alberta Municipal Affairs:** Letter from Honorable Danielle Larivee, Minister of Municipal Affairs to Sedgewick Public Library Board announcing the seventh annual Minister's Awards for Excellence in Public Library Service.
12. **Flagstaff's Initiative to Relationship and Spousal Trauma:** Letter advising of and seeking support for the 18<sup>th</sup> Annual FIRST Dinner and Auction on February 6<sup>th</sup>, 2016 in Hardisty.
13. **Federation of Canadian Municipalities (FCM):** Letter thanking the Town of Sedgewick for their ongoing support and asking that the Town of Sedgewick renew their membership with FCM for the 2016-2017 term.
14. **Supreme Office Supply:** Letter announcing new business partnership with AAMDC for the purchase of office products.
15. **TransCanada:** Letter of appreciation for Council's response of support of the Energy East Project.

**NOTICES and INVITATIONS:**

1. **Town of Daysland:** Provided 2015-2016 Committee Appointments for the Town of Daysland.
2. **Village of Lougheed:** Notification of Organizational Meeting advising all committee representatives remain the same.
3. **Canadian Cancer Society:** Notification of "Giving Tuesday" seeking funding for the Great Canadian Innovation Grant towards research.

**WORKSHOPS and SEMINARS:**

1. **FCM:** Notification of FCM's 2016 Sustainable Communities Conference, February 9<sup>th</sup> - 11<sup>th</sup>, 2016 in Ottawa, ON.
2. **University of Alberta:** Transportation for seniors workshop in Red Deer on November 20<sup>th</sup>, 2015.

**MINUTES and FINANCIAL STATEMENTS:**

1. **Parkland Regional Library Board:** November 5<sup>th</sup>, 2015 Meeting Highlights

NEWSLETTERS AND PUBLICATIONS:

1. AUMA:

December 2<sup>nd</sup>, 2015 Newsletter
2. Legislative Assembly of Alberta:

December 1<sup>st</sup>, 2015 Newsletter
3. Award:

December 2015 Publication
4. Legislative Assembly of Alberta:

November 28<sup>th</sup>, 2015 Newsletter
5. AAMDC:

November 26<sup>th</sup>, 2015 Newsletter
6. AAMDC:

November 25<sup>th</sup>, 2015 Newsletter
7. FCM:

November 23<sup>rd</sup>, 2015 Newsletter
8. Legislative Assembly of Alberta:

November 20<sup>th</sup>, 2015 Newsletter
9. FCM:

November 20<sup>th</sup>, 2015 Newsletter
10. FCM:

November 13<sup>th</sup>, 2015 Newsletter
11. AUMA:

November 11<sup>th</sup>, 2015 Newsletter
12. AUMA:

November 12<sup>th</sup>, 2015 Newsletter
13. Battle River Community Foundation:

November 2015 Newsletter
14. Parkland Regional Library:

Winter 2015 Newsletter
15. Small Business:

Fall Newsletter
16. Canada Post:

Fall/Winter 2015 Catalogue
17. Enbridge:

Children’s Publication

**Town of Sedgewick Monthly Statement**  
**Month Ending November 30, 2015**

As Per Books						
	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG
Previous Month Balance	2,766,101.82	3,552.46	118,792.39	65,520.92	935,366.69	162,766.87
Receipts for Month	131,078.49					
Outstanding Receipts	1,044.33					
Interest Received	1,593.00	2.04	68.35	37.70	538.16	93.65
Subtotal	2,899,817.64	3,554.50	118,860.74	65,558.62	935,904.85	162,860.52
Less Disbursements	159,969.89					
NFS #592	7.00					
First Data Charges	43.20					
Month End Balance	\$2,739,797.55	\$3,554.50	\$118,860.74	\$65,558.62	\$935,904.85	\$162,860.52


As Per Bank						
Month End Balance	2,764,123.80	3,554.50	118,860.74	65,558.62	935,904.85	162,860.52
Cash on Hand	300.00					
Cash in Transit	7,548.61					
Subtotal	2,771,972.41	3,554.50	118,860.74	65,558.62	935,904.85	162,860.52
Less Outstanding Cheques	32,174.86					
Month End Balance	\$2,739,797.55	\$3,554.50	\$118,860.74	\$65,558.62	\$935,904.85	\$162,860.52

Outstanding Cheques				
Number		Amount	Number	Amount
Payroll Cheques				
559	3,688.81	566	150.00	
560	1,766.13	567	1,268.35	
561	3,203.02			
562	1,509.24	4341	57.58	
563	288.04	4342	197.64	
564	3,221.11	4343	222.12	
565	691.34	4344	417.82	
General Cheques				
		4345	125.97	
4260	315.00	4346	5,927.47	
4302	1,000.00	4347	56.64	
4334	640.00	4349	1,499.24	
4336	179.41	4350	1,100.00	
4337	33.55	4351	52.45	
4338	483.00	4353	524.58	
4339	2,207.97	4354	1,217.13	
4340	131.25			
Outstanding Cheque Total		\$32,174.86		

Submitted to Council this 17<sup>th</sup> day of December 2015

Interested Earned/November	\$2,332.90
GIC - 5-yr @ VCU	\$11,740.32
GIC -1-yr @ ATB	\$20,266.19
Total Cash and Investments	\$4,058,543.29

Perry Robinson, Mayor



Amanda Davis, CAO

17-Dec-15  
Mayor

17-Dec-15  
CAO



Payment #	Date	Vendor Name	Reference	Payment Amount
<b>Bank Code: AP - BRCU</b>				
Computer Cheques:				
4308	11/03/15	Campbell McLennan Chrysler	PW-Truck	31,406.15
4309	11/10/15	Air Liquide Canada Inc.	Sept/Oct Stmt	34.50
4310	11/10/15	Amanda Davis	AD- Mileage ALUP Course	432.00
4311	11/10/15	Armstrong Waterwell Drilling	Well Maintenance # 1	2,856.00
4312	11/10/15	Arnett & Burgess Oilfield	A/R- Rec Centre	924.00
4313	11/10/15	ATCO Gas	A/R- Rec Centre	2,512.91
4314	11/10/15	Barchard Engineering Ltd.	Service meters	1,070.85
4315	11/10/15	Battle River R.E.A. Ltd	Oct. 2015 Charges	53.55
4316	11/10/15	Bonness Oilfield Supply Ltd.	Stmt Oct.	170.73
4317	11/10/15	CCI Wireless	Office-internet -Nov	78.74
4318	11/10/15	The Community Press	Oct. Stmt	1,472.84
4319	11/10/15	Arnett & Burgess Pipeliners Lt	Oct. Stmt	417.82
4320	11/10/15	CUETS Financial Mastercard	Oct. Stmt	593.09
4321	11/10/15	East Central Alberta Review	Town Profile Ad	299.25
4322	11/10/15	Reynolds Mirth Richards & Farm	Legal Contracts	1,932.59
4323	11/10/15	Watkins Holdings Ltd.	Oct. Stmt	347.39
4324	11/10/15	Sedgewick Lake Park Assoc.	Spray Park Donation-Richardson	25,000.00
4325	11/10/15	SKNGS - Sedgewick Killam	Service Gas Meters	20,411.72
4326	11/10/15	Sedgewick Rec Centre	A/R- FIP	750.00
4327	11/10/15	Telus	Oct. 2015 Statement	869.93
4328	11/10/15	TNT Instrumentation Inc.	Hall Electric Emerg. Upgrade	6,792.81
4329	11/10/15	Town Of Sedgewick	Oct. 2015 Utility Billing	885.86
4330	11/10/15	Wainwright Assessment	Nov. 2015 Stmt	1,067.85
4331	11/10/15	Wild Rose Co-operative Ltd.	Oct. Stmt	237.42
4332	11/16/15	AMSC	Oct 2015 Charges	7,217.20
4333	11/16/15	John Deere Financial	Oct. 2015 Stmt	8,873.62
4334	11/16/15	Kathleen Steadman	Nov. 2015 H & W Programming	640.00
4335	11/16/15	Xerox Canada Ltd	photocopier maintenance	600.09
4336	11/25/15	AAMD&C	Nov. Stmt	179.41
4337	11/25/15	Government of Alberta	Local Gov't Binder Update	33.55
4338	11/25/15	AWWOA	BP-Level 2 Water Prep	483.00
4339	11/25/15	AMSC Insurance Services Ltd.	Dec. 2015 Remittance	2,207.97
4340	11/25/15	AUMA	Queen's Printer renewal	131.25
4341	11/25/15	Brazilian Canadian Coffee Inc.	PW-Coffee	57.58
4342	11/25/15	Crest Maertz	Water Sample Delivery	197.64
4343	11/25/15	Federation Of Canadian	FCM Mbrsp 2016-17	222.12
4344	11/25/15	Flagstaff County	Oct. Stmt	417.82
4345	11/25/15	Killam Home Hardware Ltd.	Office- vacuum	125.97
4346	11/25/15	Local Authorities Pension Plan	November remittance	5,927.47
4347	11/25/15	Government Of Alberta	2015 Linear Assessment	56.64
4348	11/25/15	Receiver General	Nov. 2015 Remittance	6,639.93
4349	11/25/15	Reynolds Mirth Richards & Farm	Legal Counsel	1,499.24
4350	11/25/15	Sedgewick Lions Club	2015 Firemen Christmas Party	1,100.00
4351	11/25/15	Syban Systems Ltd.	WTP - Dec. Internet	52.45
4352	11/25/15	Telus (Mike)	FD - Oct 2015 Charges	61.19
4353	11/25/15	TNT Instrumentation Inc.	Nov. 2015 Stmt	524.58
4354	11/25/15	Worker's Compensation Board -	4th Quater Installment	1,217.13
Total for AP:				139,083.85

Accounts payable cheques for the month ending November 30, 2015.



**REVISED**

November 30<sup>th</sup>, 2015 Payroll

0554-0558	11/15/2015	Mid Month Payroll	5,100.00
0559-0567	11/30/2015	Month End Payroll	<u>15,786.04</u>
<b>Total for Payroll:</b>			<b>\$20,886.04</b>

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17- Dec -15  
Mayor

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17 - Dec -15  
CAO



**Councillor Shawn Higginson reported attendance to the following:**

**Sedgewick Public Library Meeting - November 19<sup>th</sup>, 2015**

- Final Provincial grant money was received. Transfer has been made but is not yet showing on YTD financial spreadsheet.
- A casino date is set for March 30<sup>th</sup> - 31<sup>st</sup>, 2016.
  - Total number of volunteer worker spots is 26; 13 each day.
  - Loughheed library board may have volunteers to assist with the casino.
- One space heater is causing issues, facility staff are ordering parts.
  - A motion was made to purchase two space heaters;
  - Question as to what the curling lounge is doing for their upstairs heat;
- A Mystery Basket will be donated for the STARTS dance;
- Discussion on changes to hours of operation starting January 5<sup>th</sup>, 2016, more information to follow; once determined the hours will be posted for the public.
- Book exchange is scheduled the first Monday in April in Daysland.
- Next meeting scheduled for January 19<sup>th</sup>, 2016.

**Flagstaff Regional Solid Waste Management Meeting, Flagstaff County Office - November 23<sup>rd</sup>, 2015**

- **Annual Organizational Meeting - 7:00 PM**
  - Chair – D. Smith, Loughheed
  - Vice Chair – W. Lindseth, Flagstaff County
  - Management Committee – Chair, Vice Chair and Board Member B. Grove
  - Signing Authority – Manager, Board Members S. Higginson, D. Smith or B. Grove
- **Regular Board Meeting - 7:30 PM**
  - To date only three municipal members have approved the 2016 budget.
  - Motion made to accept the proposed operating budget when notification of approval from 80% of the members has been received.
  - Discussion around Strome and Galahad status and how these communities will contribute to pick up services; M. Hampshire to discuss with CAO Armstrong and report back.
  - Holiday season schedule for collection pick up was presented and to be posted online and in the Community Press.
  - Next meeting scheduled for January 25<sup>th</sup>, 2016.

**Nothing to report:** Mayor Robinson, Clr. C. Rose

**No report submit:** Clr's G. Imlah and G. Sparrow

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## **Town of Sedgewick - Council Committee Reports to December 17<sup>th</sup>, 2015 - ADDITION**

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### **Councillor Grant Imlah reported attendance to the following:**

#### **Sedgewick Fire Department Meeting - December 3<sup>rd</sup>, 2015:**

- No calls to report last month;
- Christmas party attended by twenty two (22) members and guests;
- Renovations at the fire hall are almost completed;
- New light bar purchased for \$1,700 - some funding received by donations;
- Proposed training courses being made available for 2016:
  - First Aid
  - H2S
  - Discussion on attending live fire exercise in Provost in February or March 2016;
  - Arrangements were made to utilize the Flagstaff Lodge for training exercises before demolition;
  - The Department declined the offer of the van offered from the lodge.

#### **Citizens Advisory Committee (CAC) Meeting - December 14<sup>th</sup>, 2015:**

- All future statistics will include Mayor's Report;
- The Village of Heisler is having problems with a local business and has sought the assistance of the RCMP
- The DARE program will be starting in local schools in January 2016. This is possibly the last year for the DARE program; future plans to change the program and rename it to S-4;
- Next meeting is scheduled for March 14<sup>th</sup>, 2016 at Flagstaff County Office;
- All stats from this meeting shall be forwarded to council by administration.

### **Councillor Greg Sparrow reported attendance to the following:**

#### **Sedgewick Rec Board - December 14<sup>th</sup>, 2015 Regular Meeting -**

- July 30<sup>th</sup>, 2016 - curling rink is rented for a wedding;
- December 22<sup>nd</sup>, 2015 - arena and bowling alley rented for a private function;
- December 21<sup>st</sup> - January 3<sup>rd</sup> the kitchen will be closed for noon meals;
- Rec Centre will be closed December 24<sup>th</sup> - 26<sup>th</sup> and December 31<sup>st</sup> - January 1<sup>st</sup>;
- The Multi-Year Capital Plan was review and updates are to be completed in January 2016;
- Kitchen renovation will be discussed at the January meeting;
- The Facility Manager is researching WiFi for the Rec Centre;
- Minor Hockey weekend is scheduled for January 9<sup>th</sup> - 10<sup>th</sup>.

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## **Town of Sedgewick Public Works Report – Period Ending December 17<sup>th</sup>, 2015**

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### **An update on public works activities up to December 17<sup>th</sup>, 2015:**

- General duties and activities.
- December 4<sup>th</sup>, 2015 - 5033-49A Street - Repairs were made to the main line of the residence that had broken at the curb stop.
- Recreation Centre – a 1 ¼" hot water line that was leaking has been repaired.
- December 7<sup>th</sup>, 2015 - the day was spent removing items from the lodge to storage to be utilized by user groups.

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17-Dec-15  
Mayor

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17-Dec-15  
CAO

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## **Town of Sedgewick - CAO Report – Period Ending December 17<sup>th</sup>, 2015**

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**November 24<sup>th</sup>** – Informal meeting with C. Ulmer, Urban Systems to discuss capital projects for 2016. Urban Systems is an engineering firm that I have met with twice in an effort to evaluate potential relationships for future projects. Urban Systems has also expressed an interest in the Regional Governance initiative.

**November 26<sup>th</sup>** – Flagstaff Lodge – I walked through the Flagstaff Lodge with B. Dickson to view the items that were available for local user groups. The entire kitchen has been removed and placed in storage. The kitchen will be used in the rec centre and at the golf course. In addition to this meeting I submit a request to The Bethany Group seeking permission for the Sedgewick Fire Department to use the Flagstaff Lodge as a training site until the facility is repurposed or demolished; the request was granted.

**November 27<sup>th</sup>** – I met with B. Stoyko, Phoenix Land to address Final Damage claims in accordance with file EEH-0329 and EEH-0334 (all funds were allocated by Council during the December 10<sup>th</sup>, 2015 special budget meeting).

**December 2<sup>nd</sup>** – Sedgewick Community Spray Park Project, Committee Meeting – S. Robinson, Park N' Play met with the committee to discuss the project. The committee request that the park be redesigned considering the project is coming to fruition. S. Robinson will be working on the redesign over the next few weeks. Pending an update on the grant application for the Celebrate 150 program, the committee is preparing to order toys by December 31<sup>st</sup>, 2015 with a projected start date of July 1<sup>st</sup>, 2016; costs increase 8% in January.

**December 3<sup>rd</sup>** – I met with Fire Chief Hebert to review training schedules for 2016 and to develop the 2016 Fire budget as approved by Council on December 10<sup>th</sup>, 2015.

**December 7<sup>th</sup>** – I attended the CAO Group meeting at the County Office – notes attached.

**December 9<sup>th</sup>** – Completed all staff's year-end evaluations and discussed operational and capital projects for 2016.

**December 9<sup>th</sup>** – I met with Mayor Robinson; we completed the Flagstaff Family and Community Service Executive Director Evaluation, discussed and signed the CAO Contract as authorized by Council and finally reviewed and prepared for the December 10<sup>th</sup>, 2015 special budget meeting.

**December 11<sup>th</sup>** - Fire Chief Hebert, Deputy Chief McArthur and I met with Municipal Affairs, Dispute Resolution Services. This meeting opened the floor to begin conversations with Flagstaff County's personnel pertaining to Fire Services. It may take a few meeting to resolve personnel issues and learn how to rebuild trust between parties. This part of the process was not political; Municipal Affairs has asked that everyone be mindful of the fact that we want resolve the situation and refrain from negative conversation.

**December 11<sup>th</sup>** – Administrative personnel prepared, organized and assisted with the 2015 Caroling in the Park and Christmas festivities.

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## **Town of Sedgewick - CAO Report – Period Ending December 17<sup>th</sup>, 2015**

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**December 12<sup>th</sup>** – President Holsworth, Vice President Dempsey, Clr. C. Rose (appointed rep) and I conducted an interview for park managers at Sedgewick Lake Park. A recommendation will be sent to the board to negotiate this position with the couple.

### **(12) Administration**

- Worked with our legal counsel to review and conclude contents of the CAO Contract as addressed during the November 19<sup>th</sup>, 2015 council meeting.
- Review a draft demolition permit application for PRT NE8-44-12 W4M.
- A significant amount of time was spent dealing with and arranging for content removal at the Flagstaff Lodge – internally and locally.
- Administrative personnel have begun some year-end prep for various boards that we are responsible to administer.
- I have been working on the municipal budget and working on budget preparation with external user groups.
- Full review of any external board packages; list of discussion points offered to appointed council members.
- The town draws power from two private residences for heat lamps. The lamps are plugged in to prevent sanitary freeze ups. Formal agreements were prepared and submit to the property owners as the Town did not ever have formal agreements in the past. The property owner is compensated \$1/day for each day the lamps are plugged in.
- Worked with President Gagnon and revised job descriptions for recreation centre personnel.
- Ongoing discussion with Flagstaff County in an effort to address and resolve issues related to the Fire Services Agreement. Flagstaff County Council had made a motion during their November 25<sup>th</sup>, 2015 council meeting to sign the agreement with the Town of Sedgewick after a mediation process was completed.

### **(24) Emergency/Disaster Services**

- Update provided in the attached report.

### **(74) Culture**

- The Sedgewick Community Hall board is requesting that Mary Jane Hedeman be an appointed volunteer member.

#### **Attachments:**

1. December 7<sup>th</sup>, 2015 – CAO Meeting Notes
2. Emergency Management Update
3. Action Items List – no action required

## **CAO Meeting Notes – December 7, 2015 at 9:30 a.m.**

### **Hosted by Flagstaff County**

#### **Attendance**

Kim Borgel	Town of Killam
Amanda Davis	Town of Sedgewick
Debra Moffatt	Village of Forestburg
Shelly Armstrong	Flagstaff County
Amanda Howell	Village of Heisler
Jacquie Zacharuk	Village of Alliance
Rod Krips	Town of Daysland

#### **Advisors:**

Michael Scheidl	Municipal Affairs
Sara Ahlstrom	Municipal Affairs
Desiree Kuori	Municipal Affairs
Rhonda Morgan	Municipal Affairs
Kai So	Municipal Affairs
Doug Griffiths	13 Ways Inc.
Tim Morrison	13 Ways Inc.

#### **13 Ways Executive Report**

Doug Griffiths stated that he was surprised by the level of support at the Regional Forum meeting for the project and for the idea of a single tier government. He then reviewed the recommendations as set out in the Executive Summary. He asked which municipalities had reviewed the summary: Flagstaff County and Town of Sedgewick reviewed and approved the summary while the Towns of Daysland and Killam and the Village of Forestburg had reviewed the summary but did not pass a motion accepting the summary.

He felt that the next phase should include developing a Communications Strategy, a Regional Economic Development Plan and undertaking a region-wide infrastructure assessment.

#### **ACP Grant for Next Phase**

We were informed that there were a number of grants potentially available for our project:

ACP Grant - Michael Scheidl reported that he was unaware of the status of the ACP grant, he was then informed that the grant had not been submitted yet. He recommended that we apply for \$40,000 to cover components such as the development of the Communications Strategy. This is a matching grant but can be matched in-kind (i.e. CAO and Coordinator's salaries). It was reported that there were sufficient funds in the FIP reserve to cover the matching component if it was required.

Intermunicipal Collaboration Process - Rhonda Morgan stated that they were hoping for an announcement by the end of this week regarding the Intermunicipal Collaboration Process grant and that this grant would no longer be a first in/first out application but that each application would be reviewed for strength of the proposal and partnership. She felt that this grant would fit well with the

infrastructure assessment portion of our project. She also stated that we could apply for multiple grants which could potentially cover specific components of the project: Economic Development Plan, Regional Business, Regional Emergency Services (capital component) and the Regional Infrastructure Assessment. This grant may have a matching component but she was hoping that there would be flexibility available for this matching requirement.

Municipal Restructuring Grant – Kai So reported that we could potentially access \$150,000 for the regional governance study. This is a non-matching grant and could be utilized to retain the facilitator/consultant for the overall project.

All representatives from Municipal Affairs recommended that the grant applications be submitted to them for review prior to final submission for approval. They wish to work with us closely on this project to ensure our success.

Some discussion was held as to potential ramifications to municipal staff if all municipalities amalgamate, Kai So stated that there was seldom a significant loss of staff positions when an amalgamation occurred and that efficiencies tended to come in governance rather than in finances. He felt that the ultimate goal should be to enhance delivery of services to our residents. He also stated that depending on how we choose to restructure that we could be set up as a Specialized Municipality which could contain Urban Service Areas. If some municipalities choose not to partner with the region if they dissolved in the future they would not have the option to be an Urban Service Area but would have to go through the dissolution process and become hamlets within the Specialized Municipality.

***A definition of Urban Service Area (from Wikipedia – for information only) is:***

*An urban service area is a type of [hamlet](#) that is not officially defined under the Municipal Government Act (MGA). However, the Province of Alberta recognizes it as equivalent to a city for the purposes of program delivery and grant eligibility according to the Orders in Council that established the [Regional Municipality \(R.M.\) of Wood Buffalo](#) and [Strathcona County](#) as [specialized municipalities](#).<sup>[34][35]</sup>*

*These Orders in Council (see Schedule 1, Section 7<sup>[34]</sup> and Schedule 1, Section 3<sup>[35]</sup> respectively) also state that:*

- the specialized municipalities shall provide to the Province of Alberta any information required to administer programs or to determine the amount of grants which would have been paid if the urban service areas were incorporated cities; and*
- for the purposes of enactments affecting roads, culverts, ditches, drains, and highways, the urban service areas are deemed to be cities.*

*Essentially, urban services areas meet the eligibility requirements of the MGA to incorporate as a city. As such, they are Alberta's largest hamlets.*

*There are currently two urban services areas in Alberta:*

- [Fort McMurray](#); and*
- [Sherwood Park](#).*

*Fort McMurray, within the jurisdiction of the R.M. of Wood Buffalo, was formerly a city prior its amalgamation with Improvement District No. 143 on April 1, 1995. It was designated an urban service area at the time of the amalgamation.<sup>[34]</sup>*



*Sherwood Park has always been an unincorporated community under the jurisdiction of Strathcona County. It became an urban service area when Strathcona County changed its status from a municipal district to a specialized municipality on January 1, 1996.*<sup>[35]</sup>

Tim Morrison of 13 Ways Inc. indicated that he would be willing to work with us to develop a news release following the FIP meeting.

The CAO group felt that continuing our relationship with 13 Ways Inc. would be beneficial to the project, but there were concerns raised about the value of the contract and the need to tender it.

The withdrawal of the Villages of Lougheed and Alliance was also discussed. It was strongly recommended that we keep these Village's informed of the progress of the project and that we continue to request that they become part of the process. Municipal Affairs offered to meet with them, along with the Consultant retained for the project, to attempt to have them formally join the process.

Municipal Affairs recommended that the agenda for the next FIP meeting to be held on Monday, December 14 should include:

- Development of a Terms of Reference for the Regional Governance Project including Committee members, roles and responsibilities and decision making authority.

- Consensus of next steps for Regional Governance project

- Development of a time line for the individual components Regional Governance project

- Grant applications for the individual components of the Regional Governance project

- Hiring of a consultant

Michael Scheidl indicated that he would prepare a template Terms of Reference and provide it to the CAOs prior to the meeting and that they would be there to facilitate the development of the terms of reference and the timelines.

### **Recommendation to FIP:**

The Regional CAO group recommends:

1. That all municipalities pass a motion approving the recommendations as set out in the Regional Governance Executive Summary:
  - a) The Flagstaff Intermunicipal Partnership should proceed with the Business Case: Conduct an Infrastructure Needs Assessment and Capital Asset Plan for all its member communities. The Flagstaff Intermunicipal Partnership should engage Alberta Municipal Affairs to secure funding to complete The Business Case.
  - b) The Flagstaff Intermunicipal Partnership should proceed with co-participation and co-investment in execution of a Regional Economic Development Plan through FIP. Members may wish to consider contracting this work to an outside consultant, or proceed internally.
  - c) The Flagstaff Intermunicipal Partnership should retain a consultant to act as a facilitator, negotiator and broker to manage issues that arise, as the process continues over several

years, to ensure FIP members remain focused on, and committed to, the process and approved recommendations.

- d) The Flagstaff Intermunicipal Partnership should develop a Regional Communications Strategy to ensure all residents and stakeholders in its communities understand the issues and the options, and to allow local leaders to engage with their communities and garner support for efforts to build a robust New Governance Model.
- e) The Flagstaff Intermunicipal Partnership should agree to support advancing toward a Single Tier Urban/Rural Municipal Government with implementation to be completed no later than 2021.
- f) The Flagstaff Intermunicipal Partnership should consider beginning the work of developing a framework for a New Governance Model before the Business Case is completed, to ensure momentum is continued, to ensure a solution is always the focus, and to inform the Regional Communications Strategy. An outside consultant should be retained for the research and negotiations associated with this process.
- g) The Flagstaff Intermunicipal Partnership should prepare the Business Case, the Regional Economic Development Plan, and the New Governance Model framework on timelines that presume the 2017 Municipal Elections results will be a plebiscite on their work and proposal; and
- h) That all municipalities pass a motion approving grant applications for:
  - a. Municipal Restructuring Grant for \$150,000 to develop a business case and a communications strategy; and
  - b. Intermunicipal Collaboration Process for \$350,000 to undertake an infrastructure assessment of all above-ground infrastructure in the Flagstaff Region with the grant being administered by Flagstaff County; and
  - c. Intermunicipal Collaboration Process for \$350,000 to undertake an infrastructure assessment of all under-ground infrastructure in the Flagstaff Region with the grant being administered by the Town of Killam; and
  - d. Alberta Community Partnership – Mediation and Cooperative Component Grant for \$40,000 to retain a consultant to act as a facilitator for the remainder of the Regional Governance Project with matching funds being taken in-kind through CAO hours as well as being funded through reserves held by Flagstaff Intermunicipal Partnership.

### **3. Peace Officers and Bylaw Enforcement**

Shelly Armstrong wished to know which communities would like to receive free Peace Officer services and which would like to pay for the service. If free service was provided there could be no expectation of services levels and any funds generated by the Officers through tickets would belong to Flagstaff County. If municipalities wished to purchase the service they may be able to access specific hours and funds received from tickets would belong to the municipality. The suggestion was made that the service be provided free of charge for a year or two and that its effectiveness be assessed at the end of that period.

#### **4. Managing Partner and FIP Coordinator Roles**

Discussion was held regarding the effectiveness of the Managing Partner and Coordinator. It was felt that there were some issues with consistency of information flow and that sometimes reports were provided which were not up to the standards required by the CAOs. It was determined that if there was an issue with the coordinator that Forestburg questioned whether they would be able to fulfill the role of managing partner due to lack of capacity. Flagstaff County indicated that they would be willing to explore the possibility of taking over the role of managing partner and becoming the employer of the coordinator pending a formal request from the Village of Forestburg of the FIP committee.

#### **5. Mexican Mennonite Liaison Program**

Discussion was held about municipal responsibility for funding this program. Not all municipalities were affected as some did not have a resident population of the affected individuals. Some discussion was held as to the responsibility of FFCS to fund this program, but it was stated that this was outside their mandate and that assistance should be coming from the Federal Government as this was an immigration issue, not a municipal issue. No resolution was determined for this item.

#### **6. Municipal Accounting Programs**

Discussion was held about potentially having all municipalities use the same accounting software. It was determined that the cost of software is so high that no change would be made at this time.

#### **7. Community Resource Officer**

Shelly Armstrong wished to know how many municipalities were budgeting for the Community Resource Officer in 2016. Only Sedgewick is budgeting, but Forestburg and Killam stated that their councils had voted to support the initiative, but as no funding request had been forwarded it had not been included in the 2016 operating budget. Flagstaff County will be reviewing this position and would be contacted supportive communities regarding funding requirements. Flagstaff County felt that if municipalities wish to be part of the process of developing a new MOU for this position, they should be assisting with the cost of the program.

#### **8. Firefighter's Recognition**

Shelly Armstrong wished to know how many municipalities had a formal event to recognize their volunteer firefighters. There were a number of different ways that firefighters were recognized but only Killam held an annual event. Flagstaff County would like to be included in any firefighter recognition event as they consider the local volunteers to be their volunteers as well.

#### **9. George Cuff Videos**

Rod Krips reported that Daysland had purchased a series of videos from George Cuff for a period of one year. These videos are on-line and are accessible through a password. He is more than welcome to share these videos with other municipalities and their Councils but they must be viewed in Daysland. If anyone is interested they can contact Rod at the Town of Daysland office.

#### **10. Joint Orientation**

Rod Krips shared a binder of documentation that he had received from a previous Council Orientation session when he was with the Town of Viking. He questioned whether we should be

looking at booking a facilitator for Council Orientation after the 2017 election. No formal action was taken on this issue.

**The meeting ended at 3:25 p.m.**

Below is an update pertaining to emergency management planning for the Town of Sedgewick.

**ADMINISTRATION:**

- Policy and Procedure drafted for emergency power connection to the Community Hall;
  - Quarterly Municipal Emergency Plan (MEP) Review and meeting scheduled with Director of Emergency Management (DEM), Deputy Director of Emergency Management (DDEM), and Director of Social Services;
  - Weekly scheduled review of MEP for updates.
- 

**TRAINING:**

**Sedgewick Community Hall - December 4<sup>th</sup>, 2015**

Facilitator: Joey Hebert, Fire Chief

Attendees: Lorna Polege, Maxine Steil

**Subject: Emergency Shelter Power Set Up**

- Chief Hebert provided information and training on the needs of the fire department in setting up the Community Hall for emergency power;
  - Chief Hebert provided training on the connection of the emergency generator to the Sedgewick Community Hall;
- 

**Daysland, Alberta - November 27<sup>th</sup>, 2015**

Facilitators: Ken Kendall and Murray Castle

Town of Sedgewick attendees: DEM I. Malcolm, DDEM R. Debock, DSS L. Imlah, Maxine Steil

**Subject: Emergency Operation Centre (EOC)**

- A brief history of training and experience of K. Kendall and M. Castle was provided;
- The 3 “C’s” - Communication, Co-operation, Co-ordination;
- Management of information - get facts; information not normally 100% accurate on initial reporting from site. Still required to make decisions and adjust as required;
- Communication is key;
- Alberta Graduated System:
  - Individuals - 72 hours
  - Town
  - Provincial Government
  - Federal Government;



- All resources from the community, neighbouring communities and private resources are exhausted before government assistance.
- Alberta Emergency Management Agency (AEMA) - steps in to help and pick up resources from around the province.
- Request help from all neighbours.
- Social Service plays a very important roll; victims need answers. Provide updates.
- Priorities: 1. Save Lives, 2. Protect property, 3. Protect environment.
- Functions: mitigation, preparedness, response, recovery and resilience.
- State of Local Emergency (SOLE) in effect for 7 days.
- Comparison of Incident Command System (ICS) vs. Emergency Command System (ECS).
- Log all info for liability.
- Appoint Incident Commander (IC); set perimeter of Incident Command Post.
- EOC responsible for everything outside perimeter, IC responsible for everything inside perimeter.
- Public information updates should be scheduled and adhered to; even if there is nothing new to report.
- Public Information Officer (PIO) prepares communication for DEM to authorize. Communication delivered by highest elected official.
- Municipalities should consider setting up General Ledger (GL) codes specific to disaster for streamlining of claims etc. following the incident. This has been set up in our system.
- Planning cycle:
  - Assess Situation
  - Set Objectives
  - Develop Plan
  - Implement Plan
  - Monitor and Report
- Registration - Make registering simple for victims of disaster.

### **Table Top Exercise:**

#### **Scenario:**

A train derailment took place on the west end of Daysland. Several dangers were present. Anhydrous ammonia was present with a wind factor creating additional challenges, Liquid Petroleum Gas (LPG) was near a heat source with danger of explosion, and several cars containing bunk oil. The immediate danger was the proximity of the derailment to Senior's facilities and the hospital.

As a group we reviewed the scenario and completed the steps to engage resources and work through the incident.

**Remember the 3 P's during an evacuation process:**

1. Pets
2. Pills
3. Purses

**Things for us to do:**

1. Schedule quarterly meetings;
2. Contact neighbouring communities to set up alternate evacuation locations;
3. Schedule a mock disaster for Sedgewick.

**Things for us to consider:**

1. Location of EOC at the Town Office; given what we have learned we need to establish whether or not we are confident in the space available.
  - a. Do we need to look at alternate locations for EOC?
  - b. Consider an alternate reception area.
  - c. Is the Town Shop a suitable alternative due to the close proximity to the designated EOC (town office).
  - d. Is the upper floor of the rec centre a more suitable location?

# Council Action Items

19-Nov-15

	For	Item	Action Taken	Date Completed
1	Amanda	Letter to Sedgewick Rec Board appointing E. Whitehead.	Complete, sent to board and cc'd to GS.	20-Nov-15
2	Amanda	Contact Barb with FFCS re: Van.	780-582-3564 - Van belongs to the Residents Club and she does not know anything further. I request more info and she will be calling me back next week.	20-Nov-15
3	Amanda	Letter to FC formally requesting they rescind their motion to not enter into a Fire Services Agreement with Sedgewick.	Complete, emailed, mailed cc'd to Town Council and Chief Hebert.	20-Nov-15
4	Amanda	Letter to Hall Board appointing K. Rempel.	Complete, sent to board.	20-Nov-15
5	Amanda	Letter to FIP: re. 13 Ways recommendations to the Regional Gov. Study.	Complete, sent cc'd to Council and 13 Ways.	20-Nov-15
6	Amanda	Revise Oct. 22, 215 reg minutes in file.	Complete.	20-Nov-15
7	Amanda	Confirm capital upgrade requirements of fire hydrants.	Complete	
8	Amanda	Letter to MMLP re: additional information and ability to work with FFCS.	Complete and issued. CC'd to Council.	20-Nov-15
9	Amanda	Email agenda addition to L. Towers re: MMLP and their request for funding.	Complete and emailed. Cc'd to DM.	20-Nov-15
10	Amanda	Letter to FC re: approval of the 2016 FFCS budget.	Complete, sent to FC, cc'd to PR, LJ.	20-Nov-15
11	Amanda	Letter to TOK re: approval of SKNGS recommendations.	Complete, sent to PR, ES, GS, KB, DG.	20-Nov-15
12	Amanda	Letter to SLP re: approval of 2016 budget.	Complete, sent and cc'd to Clr. Rose.	20-Nov-15
13	Amanda	Draft letter to RMRF for Mayors signature re: CAO Contract	Complete and executed.	20-Nov-15
14	Amanda	Work through terms of CAO Contract with Legal - final to be signed with Mayor Robinson.		
15	Lorna	Update signing authorities, CR, GI, AD, LP.	Taken to banks.	23-Nov-15
16	Amanda	1st reading of Bylaw #521	Update sent to R. Hoyland.	20-Nov-15
17	Amanda	Complete lot consolidation as per Bylaw #522.	Complete sent to Land Titles.	20-Nov-15

18	Lorna	Complete and advertize for municipal by-election (2) vacancies.	In progres.	20-Nov-15
19	Amanda	Email MYCP to CG, Rec Pres.	complete	
20	Amanda	Complete newsletter highlights.	Complete	23-Nov-15
21	Amanda	MSI Financial Grid.	Complete	

## Council Action Items

10-Dec-15

	For	Item	Action Taken	Date Completed
1	Maxine	Update agenda in the minute book as per additions.		
2	Maxine	Email to BRMHA re: non-purchase policy for salt.		
3	Amanda	Draft revised Donation Policy for Council's January Meeting.		
4	Lorna	Payout 2015 BRWSA invoice.	Notice given to LP for payout.	11-Dec-15
5	Amanda	Letter declining MMLP.	Complete and emailed, cc'd to FFCS, Council and Flagstaff Muni's.	11-Dec-15
6	Amanda	Lettr to Flagstaff Kids Connections Daycare	Complete mailed and emailed to Council.	11-Dec-15
7	Amanda	Notice to Flagstaff Waste re: budget approval.	Complete and emailed.	11-Dec-15
8	Amanda	Update Fees & Charges bylaw.	Complete on Dec. 17, 2015 agenda.	11-Dec-15
9	Amanda	Notify D. Gordash of gas budget approval .	Notice sent via email.	11-Dec-15
10	Amanda	Letter to Community Hall re: budget approval and future planning.		
11	Amanda	Board policy/operational procedures.		
12	Amanda	Contact Ag Society seeking an update on recreation funding.	Request sent via email to C. Hogg and A. Hampshire cc'd to GS.	11-Dec-15
13	Amanda	Letter to Sedgewick Rec Board re: budget approval/capital repairs.	Complete and emailed.	11-Dec-15
14	Amanda	Contact T. Armitage re: approved fire training.	Confirmed via call.	11-Dec-15
15	Amanda	Prepare agreement for fire training with T. Armitage.		
16	Amanda	Notify J. Hebert of fire training expenses.		
17	Lorna	Payment to Sedgewick Community Spray Park damage payment transfers.	Payout slip provided to LP.	11-Dec-15
18	Amanda	Letter to Lake board re: damage payment transfers.	Letter sent via email to board cc'd to council.	11-Dec-15
19	Amanda	Summarze EOEP courses for GI, SH, PR.		
20	Amanda	Arrange meeting dates in February for Strategic Planning.		

21	Amanda	Arrange Roles and Responsibilites Course with RMRF.		
22	Amanda	Sumbit revised MSIO.		
23	Amanda	Apply/register for Leadership Training.		
24	Amanda	Letter to employees re: salary updates	Complete.	11-Dec-15
25	Amanda	Salary changes to AUMA.	Complete - emailed - copy to LP.	12-Nov-15
26	Amanda	Email to FC re: peace officers and CRO.		
27	Amanda	Proceed with budget prep as per council disucssion max 2.0% increase.		
28	Maxine	Update time change for Dec. 17 meeting to 5PM on all media ports.		
29	Maxine	Work on the Go East ad with support from local groups.		
30	Maxine	Piano - Flagstaff Lodge and Legion - please inquire.	Request sent to TBG, Legion would accept the piano,	11-Dec-15



The Regular Meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday, November 19<sup>th</sup>, 2015 at 6:00 pm.

<b>Present</b>	Perry Robinson	Mayor
	Erik Skoberg	Councillor
	Grant Imlah	Councillor
	Greg Sparrow	Councillor
	Shawn Higginson	Councillor
<b>Absent</b>	Cindy Rose	Councillor
<b>Present</b>	Amanda Davis	Chief Administrative Officer
<b>Call to Order</b>	Mayor Robinson called the meeting to order at 6:00 PM.	

**Agenda**

<b>2015.11.318</b>	MOTION by Clr. G. Sparrow that the agenda be approved with the following additions: <b><i>Financials:</i></b> Financial Statement for the month ending October 31 <sup>st</sup> , 2015 - <i>revised</i> <b><i>Business:</i></b> B9. Amending Intermunicipal Development Plan (IDP) – Bylaw #521 B10. Partial Plan Cancellation Bylaw #522 – Draft B11. Round Table	<u>CARRIED.</u>
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**Correspondence**

<b>Flagstaff Xmas Sharing Program</b>	Notice received that the Flagstaff Christmas Sharing Program is accepting food and cash donations from December 7 <sup>th</sup> – 16 <sup>th</sup> , 2015.	
<b>TransCanada</b>	TransCanada provided a News Release addressing “Energy East Remains Safest Way of Transporting Crude Oil to Market”.	
<b>FRHG Minutes</b>	The Flagstaff Regional Housing Group (FRHG) minutes of September 15 <sup>th</sup> , 2015 were reviewed.	
	The FRHG minutes of October 8 <sup>th</sup> , 2015 were reviewed.	
<b>LOC</b>	A list of correspondence items was reviewed by council, as per the list attached to and forming part of these minutes.	
<b>2015.11.319</b>	MOTION by Clr. E. Skoberg to accept correspondence items and file as information.	<u>CARRIED.</u>
<b>Financial Statements</b>	Council reviewed a revised Financial Statement for the month ending October 31 <sup>st</sup> , 2015 as attached to and forming part of these minutes.	
<b>2015.11.320</b>	MOTION by Clr. G. Imlah that the revised Financial Statement for the month ending October 31 <sup>st</sup> , 2015 be approved as presented.	<u>CARRIED.</u>
<b>Accounts</b>	Council reviewed the issuance of General Cheques and Payroll Cheques for the month ending October 31 <sup>st</sup> , 2015 as attached to and forming part of these minutes.	
<b>2015.11.321</b>	MOTION by Mayor P. Robinson to approve issuance of General Cheques #4255-4307, totaling \$94,498.67 and Payroll Cheques #0537-0553, totaling \$23,895.54 for the month ending October 31 <sup>st</sup> , 2015.	<u>CARRIED.</u>
<u><b>Committee Reports</b></u>	Council provided written committee reports to November 19 <sup>th</sup> , 2015 as attached to and forming part of these minutes.	
<b>Lake Park</b>	Mayor P. Robinson addressed the Sedgewick Community Spray Park Project as request by Clr. C. Rose seeking council’s participation in obtaining items for the online Spray Park Auction.	
<b>Rec Board</b>	As per Clr. G. Sparrow’s report council discussed the recommendation from the Sedgewick Rec Board in appointing a new volunteer board member.	
<b>2015.11.322</b>	MOTION by Clr. G. Sparrow that the Town of Sedgewick appoint Esther Whitehead to the Sedgewick Rec Board as requested.	<u>CARRIED.</u>



<b>Rec Board</b>	Clr. G. Sparrow reported attendance to the Sedgewick Recreation Board meeting of November 16 <sup>th</sup> , 2015.
<b>SKNGS</b>	Clr. G. Sparrow reported attendance to the Sedgewick Killam Natural Gas System (SKNGS) meeting of November 12 <sup>th</sup> , 2015.
<b>Mayors Meeting</b>	Mayor P. Robinson reported attendance to the November 16 <sup>th</sup> , 2015 Mayors meeting; discussion ensued.
<b>Fire Services</b>	Discussion held as per Clr. E. Skoberg and Clr. G. Imlah's meeting with Flagstaff County Council on November 9 <sup>th</sup> , 2015 regarding fire services.
<b>2015.11.323</b>	MOTION by Clr. E. Skoberg that in light of the meeting with Flagstaff County Council and CAO Armstrong on November 9 <sup>th</sup> , 2015 that Sedgewick Town Council respectfully request Flagstaff County Council rescind motion #FC20150819.1024 to not sign the Fire Services Agreement with the Town of Sedgewick. <u>CARRIED.</u>
<b>2015.11.324</b>	MOTION by Clr. G. Imlah that the Committee Reports be approved as presented. <u>CARRIED.</u>
<b><u>Public Works Report</u></b>	A written Public Works report was provided to November 19 <sup>th</sup> , 2015 as attached to and forming part of these minutes.
<b>2015.11.325</b>	MOTION by Clr. G. Sparrow that the Public Works report be approved as presented. <u>CARRIED.</u>
<b><u>CAO Report</u></b>	CAO Davis provided a written Administration report to November 19 <sup>th</sup> , 2015 as attached to and forming part of these minutes.
<b>Hall Board Appointment</b>	As per the request of the Sedgewick Community Hall Board Council addressed the appointment of a new volunteer board member.
<b>2015.11.326</b>	MOTION by Mayor P. Robinson that the Town of Sedgewick appoint Kim Rempel to the Sedgewick Community Hall Board as request. <u>CARRIED.</u>
<b>FIP – Regional Gov. Study</b>	Council reviewed and discussed the Flagstaff Regional Governance Study – Executive Summary of November 9 <sup>th</sup> , 2015 prepared by 13 Ways.
<b>2015.11.327</b>	MOTION by Clr. G. Imlah that the Town of Sedgewick accept the recommendations of the Flagstaff Regional Governance Study, Executive Summary in principle with the following provisions: <ul style="list-style-type: none"> <li>▪ The Flagstaff Intermunicipal Partnership <u>must</u> proceed with the Business Case.....</li> <li>▪ The Flagstaff Intermunicipal Partnership <u>must</u> proceed with co-participation and co-investment in execution of a Regional Economic Development Plan.....</li> <li>▪ The Flagstaff Intermunicipal Partnership <u>must</u> retain a consultant to act as a facilitator.....</li> <li>▪ The Flagstaff Intermunicipal Partnership <u>must</u> develop a Regional Communications Strategy.....</li> <li>▪ The Flagstaff Intermunicipal Partnership <u>must</u> agree to support advancing towards Single Tier Urban/Rural Municipal Government.....</li> <li>▪ The Flagstaff Intermunicipal Partnership <u>must</u> consider beginning the work of developing framework for a New Governance Model.....</li> <li>▪ The Flagstaff Intermunicipal Partnership <u>must</u> prepare the Business Case.....</li> </ul> <p>AND further</p> <p>That a facilitator be engaged throughout the entire process. <u>CARRIED.</u></p>
<b>2015.11.328</b>	MOTION by Clr. S. Higginson that the CAO Report be approved as presented. <u>CARRIED.</u>
<b>Minutes</b>	Council reviewed the minutes of the October 22 <sup>nd</sup> , 2015 organizational meeting.
<b>2015.11.329</b>	MOTION by Clr. G. Imlah that the minutes of the October 22 <sup>nd</sup> , 2015 organizational meeting be approved as presented. <u>CARRIED.</u>



<b>Minutes</b>	Council reviewed the minutes of the October 22 <sup>nd</sup> , 2015 regular meeting.
<b>2015.11.330</b>	MOTION by Mayor P. Robinson that the minutes of the October 22 <sup>nd</sup> , 2015 regular meeting be approved as amended:  Clerical error, page 1 “Sedgwick” should be “Sedgewick”. <u>CARRIED.</u>
<b>Minutes</b>	Council reviewed the minutes of the October 29 <sup>th</sup> , 2015 organizational meeting.
<b>2015.11.331</b>	MOTION by Clr. E. Skoberg that the minutes of the October 29 <sup>th</sup> , 2015 organizational meeting be approved as presented. <u>CARRIED.</u>
<b>Minutes</b>	Council reviewed the minutes of the October 29 <sup>th</sup> , 2015 Public Hearing addressing Bylaw #520.
<b>2015.11.332</b>	MOTION by Mayor P. Robinson that the minutes of October 29 <sup>th</sup> , 2015 Public Hearing be approved as presented. <u>CARRIED.</u>
<b>Minutes</b>	Council reviewed the minutes of the October 29 <sup>th</sup> , 2015 special meeting.
<b>2015.11.333</b>	MOTION by Clr. G. Sparrow that the minutes of October 29 <sup>th</sup> , 2015 be approved as presented. <u>CARRIED.</u>
<b><u>Business</u></b>	
<b>MMLP</b>	An updated request for funding of the Mexican Mennonite Liaison Program (MMLP) was reviewed.
<b>2015.11.334</b>	MOTION by Mayor P. Robinson that prior to the Town of Sedgewick committing funds as per the request of the Mexican Mennonite Liaison Program director that Town Council receive more information and understand if this program could become an entity of Flagstaff Family and Community Services. <u>CARRIED.</u>
<b>2015.11.335</b>	MOTION by Clr. E. Skoberg directing administration to discuss the MMLP’s request for funding at the next CAO meeting and provide further information as per council’s inquiry. <u>CARRIED.</u>
<b>FFCS Budget</b>	The 2016 proposed Flagstaff Family and Community Services (FFCS) was presented.
<b>2015.11.336</b>	MOTION by Clr. S. Higginson to approve the 2016 FFCS budget as presented with a requisition of \$7,285 for the Town of Sedgewick. <u>CARRIED.</u>
<b>SKNGS Budget</b>	The 2016 proposed SKNGS budget was presented.
<b>2015.11.337</b>	MOTION by Clr. E. Skoberg that the Town of Sedgewick approve SKNGS’ recommendations as follows: 1. To purchase Sage 50 Pro Simply Accounting in accordance with the 2016 budget. 2. To approve the 2016 budget as presented. 3. That SKNGS meeting dates change to two scheduled meetings per year, one in May and one in November for budget purposes and further that any additional meetings be at the call of the chair. <u>CARRIED.</u>
<b>SLP Budget</b>	The 2016 proposed Sedgewick Lake Park (SLP) Association budget was presented.
<b>2015.11.338</b>	MOTION by Clr. G. Imlah that the 2016 SLP budget be approved as presented. <u>CARRIED.</u>
<b>Recess</b>	
<b>2015.11.339</b>	MOTION by Mayor P. Robinson to recess the meeting at 7:54 PM. <u>CARRIED.</u>
<b>Reconvene</b>	
<b>2015.11.340</b>	MOTION by Mayor P. Robinson to reconvene to a regular meeting at 7:58PM. <u>CARRIED.</u>
<b>In-Camera</b>	
<b>2015.11.341</b>	MOTION by Mayor P. Robinson to go in-camera at 7:58PM to discuss personnel with all persons excluded except Town Council. <u>CARRIED.</u>



<b>Revert</b>	MOTION by Mayor P. Robinson to revert to a regular meeting at 9:23 PM.	<u>CARRIED.</u>
<b>2015.11.342</b>		
<b>CAO Contract</b>	Council discussed the CAO Contract as presented by the Administrative Committee.	
<b>2015.11.343</b>	MOTION by Clr. G. Imlah that the Town of Sedgewick enter into a CAO Contract with Amanda Davis as per the recommendations of the Administrative Committee with Reynolds Mirth Richards and Farmer representing both parties.	<u>CARRIED.</u>
<b>Signing Authority</b>	Due to the resignation of councillors; signing authority was addressed.	
<b>2015.11.344</b>	MOTION by Mayor P. Robinson that the signing authorities be either Clr. C. Rose or Clr. G. Imlah and the Chief Administrative Officer (A. Davis) or the Municipal Secretary (L. Polege) for all town accounts as listed:	
	Town of Sedgewick, Vision Credit Union Accounts:	
	<ul style="list-style-type: none"> <li>▪ 53201 9629338</li> <li>▪ 53611 9629338</li> <li>▪ 53705 9629338</li> <li>▪ 53710 9629338</li> <li>▪ 53507 9629338</li> <li>▪ 53606 9629338</li> <li>▪ 53809 9629338</li> <li>▪ 72000 0303555</li> <li>▪ 72254 0196085</li> <li>▪ 72000 0670110</li> </ul>	
	Town of Sedgewick, Alberta Treasury Branch Account:	
	<ul style="list-style-type: none"> <li>▪ 08369-219-27237932500</li> </ul>	
	Sedgewick Cemetery Memorial Association, ATB Account:	
	<ul style="list-style-type: none"> <li>▪ 08369-219-00101677624</li> </ul>	<u>CARRIED.</u>
<b>Agenda Reorganization</b>	Mayor P. Robinson reorganized the agenda with Business Item #8 being addressed as the final matter of business.	
<b>Amending IDP Bylaw#521</b>	An amending Intermunicipal Development Plan (IDP) Bylaw #521 was presented.	
<b>2015.11.345</b>	MOTION by Clr. G. Sparrow that Council give 1 <sup>st</sup> reading by Bylaw #521.	<u>CARRIED.</u>
<b>2015.11.346</b>	MOTION by Clr. S. Higginson that a Public Hearing be held in accordance with Bylaw #521 on December 17 <sup>th</sup> , 2015 at 5:45 PM in the Sedgewick Council Chambers.	<u>CARRIED.</u>
<b>PPC Bylaw #522</b>	Partial Plan Cancellation (PPC) Bylaw #522 and corresponding information was presented.	
<b>2015.11.347</b>	MOTION by Clr. G. Imlah that Council give 1 <sup>st</sup> reading to Bylaw #522.	<u>CARRIED.</u>
<b>2015.11.348</b>	MOTION by Clr. E. Skoberg that Council give 2 <sup>nd</sup> reading to Bylaw #522.	<u>CARRIED.</u>
<b>2015.11.349</b>	MOTION by Clr. S. Higginson that Council have 3 <sup>rd</sup> reading of Bylaw #522.	<u>CARRIED.</u>
<b>2015.11.350</b>	MOTION by Mayor P. Robinson that Council give 3 <sup>rd</sup> and final reading to Bylaw #522.	<u>CARRIED.</u>
<b>Round Table</b>	A round table session was held; discussion ensued.	
<b>Resignation</b>	E. Skoberg provided CAO Davis with a formal notice of resignation at 10:19PM.	
<b>Departure</b>	E. Skoberg departed from the meeting at 10:20 PM.	
<b>Municipal By-Election</b>	Council discussed dated for the 2015/16 Municipal By-Election in accordance with former Clr.'s Dame and Skoberg's resignation.	
<b>2015.11.351</b>	MOTION by Clr. G. Sparrow that December 14 <sup>th</sup> , 2015 be set as Nomination Day and January 11 <sup>th</sup> , 2016 be set for the Municipal By-Election.	<u>CARRIED.</u>

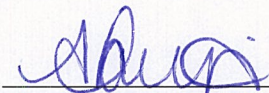


Adjournment  
2015.11.352

MOTION by Mayor P Robinson for adjournment at 10:24 PM.

CARRIED.

\_\_\_\_\_  
Perry Robinson, Mayor

  
\_\_\_\_\_  
Amanda Davis, CAO

The Special Budget Meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday, December 10<sup>th</sup>, 2015 at 5:00 pm.

<b>Present</b>	Perry Robinson	Mayor
	Greg Sparrow	Councillor
	Cindy Rose	Councillor
	Grant Imlah	Councillor
	Shawn Higginson	Councillor

<b>Present</b>	Amanda Davis	Chief Administrative Officer
	Maxine Steil	Recording Secretary

**Call to Order** Mayor Robinson called the meeting to order at 5:00 PM.

#### **Agenda**

**2015.12.353** MOTION by Clr. C. Rose that the agenda be approved with the following additions:

B11. MSI – Overview - Revision

B12. Draft Municipal Budget Overview

**CARRIED.**

#### **Correspondence**

**BRMHA** Battle River Minor Hockey Association (BRMHA) submit a request that the Town purchase Bear Tracks Ice Melt at a cost of \$20 per pail as part of their 2015-2016 fundraising campaign.

**2015.12.354** MOTION by Clr. C. Rose that the Town of Sedgewick respectfully decline the purchase of ice melt through BRMHA in accordance with Policy C.6. **CARRIED.**

**2015.12.355** MOTION by Clr. G. Imlah that Policy C.6 be reviewed by Council in January 2016. **CARRIED.**

**AHMAA** Flagstaff County provided notification of rate changes as per Schedule A that will come into effect on January 1<sup>st</sup>, 2016 in accordance the terms of the All Hazards Mutual Aid Agreement (AHMAA).

**BRWA** Battle River Watershed Alliance (BRWA) submit their annual contribution request of \$0.50 per capita to continue expanding programs.

**2015.12.356** MOTION by Mayor P. Robinson that the Town of Sedgewick provide funding to the BRWA in the amount of \$0.50 per capita for a total of \$428.50 for 2016. **CARRIED.**

#### **Financial**

**Budgetary Control** Year to Date Budgetary Control statement to November 30<sup>th</sup>, 2015 was presented for review and thoroughly discussed by Council.

**2015.12.357** MOTION by Clr. S. Higginson that the Budgetary Control statement ending November 30<sup>th</sup>, 2015 be approved as presented and discussed **CARRIED.**

#### **Business**

**MMLP** Pursuant to motion's 2015.11.334 and 2015.11.335 administration provided further information to the Mexican Mennonite Liaison Program (MMLP) and their request for funding.

**2015.12.358** MOTION by Mayor P. Robinson that Council deny the request for funding of the MMLP and further that should Flagstaff Family and Community Services require a letter in support from local governments that the Town of Sedgewick provide such a letter to advocate for funding and assistance from the federal/provincial governments for the integration of minority populations. **CARRIED.**

**FKCDC** The Flagstaff Kids Connections Daycare Centre (FKCDC) submit a request for financial support for start-up operations of a regional daycare centre in Killam.

**2015.12.359** MOTION by Clr. G. Sparrow that Council deny funding the Flagstaff Connections Daycare Centre at this time due to limited resources. **CARRIED.**

<b>FRSWMA/TOS</b>	The 2016 Flagstaff Regional Solid Waste Management Association (FRSWMA) budget was presented.
<b>2015.12.360</b>	MOTION by Clr. G. Imlah that council approve the 2016 FRSWMA budget as presented with a 2.16% increase for the Town of Sedgewick resulting in a requisition of \$134,230.48 and further that Council set a 1.0% increase to the annual fee for waste collection resulting in a monthly fee of \$28.75 per user effective January 1 <sup>st</sup> , 2016. <u>CARRIED.</u>
<b>TOS Natural Gas</b>	The Town of Sedgewick's 2016 Natural Gas budget was presented.
<b>2015.12.361</b>	MOTION by Clr. G. Sparrow that Council approve the 2016 Natural Gas budge as presented. <u>CARRIED.</u>
<b>2015.12.362</b>	MOTION by Mayor P. Robinson to recess the meeting at 6:15 PM. <u>CARRIED.</u>
<b>2015.12.363</b>	MOTION by Mayor P. Robinson to revert at 6:45 PM. <u>CARRIED.</u>
<b>Sedgewick Community Hall</b>	The Sedgewick Community Hall Board's 2016 proposed budget was presented.
<b>2015.12.364</b>	MOTION by Clr. G. Imlah that council approve the 2016 Community Hall budget as presented. <u>CARRIED.</u>
<b>Recreation Centre</b>	The Sedgewick Recreation Center 2016 proposed budget was presented.
<b>2015.12.365</b>	MOTION by Clr. G. Sparrow that Council approve the 2016 Sedgewick Recreation Centre's budget as presented and further that Council direct Administration to proceed with the heating system capital upgrades at the Sedgewick Recreation Centre in 2016 with the project being funded from the Recreation Centre's Capital Reserve Account (49700998). <u>CARRIED.</u>
<b>SFD</b>	The Sedgewick Fire Department (SFD) 2016 proposed budget was presented.
<b>2015.12.366</b>	MOTION by Mayor P. Robinson that Council approve the 2016 Fire Budget as presented and further that Council authorize the training schedules as presented with resources allocated annually until completion. <u>CARRIED.</u>
<b>SLP</b>	Final Damages were received in accordance with files EEH 0329 and EEH 0334 in the amount of \$7,728.50.
<b>2012.12.367</b>	MOTION by Clr. C. Rose that Council allocate EEH 0329 and EEH 0334, Final Damages in the amount of \$7,728.50 to the Sedgewick Community Spray Park Project. <u>CARRIED.</u>
<b>AEOEP</b>	Information was presented for open discussion on the Alberta Elected Officials Education Program (AEOEP) which provides courses for elected officials to broaden their knowledge and skills.  Mayor Robinson and Clr's Imlah and Higginson expressed an interest in taking courses offered through the AEOEP.
<b>Strategic Plan</b>	The Strategic Plan was presented.
<b>2015.12.368</b>	MOTION by Mayor P. Robinson that Council formally review and update the Strategic Plan in February 2016. <u>CARRIED.</u>
<b>MSI</b>	A draft Municipal Sustainability Initiative (MSI) Operating Spending Plan was presented.
<b>2015.12.369</b>	MOTION by Clr. G. Imlah that Council approve the revised MSI Operating Spending Plan as presented. <u>CARRIED.</u>
<b>2016 Budget</b>	Administration presented highlights of the 2016 proposed municipal budget.
<b>Year at a Glance</b>	Administration presented a year at a glance outlining projects slated for 2016 as approved or addressed by council throughout 2015.
<b>Round Table</b>	Round table session; discussion ensued.

**2015.12.370** MOTION by Mayor P. Robinson that the December 17<sup>th</sup>, 2015 regular council meeting time be changed to 5:00 PM. CARRIED.

**Adjournment** MOTION by Mayor P Robinson for adjournment at 10:07 PM. **CARRIED.**  
**2015.12.371**

Perry Robinson, Mayor

Amanda Davis, CAO

## Request for Decision (RFD)

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**Topic:** Disaster Plan – Designation  
**Initiated by:** Disaster Plan - Vacancies  
**Prepared by:** Amanda Davis  
**Attachments:** EOC Fan-Out Procedure

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**Recommendations:**

That Maxine Steil be appointed as the Public Information Officer and that \_\_\_\_\_ be appointed as the Security Officer.

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**Background:**

Pursuant to the resignation various council members there are vacancies within the Town of Sedgewick's Disaster Plan that need to be filled.

1. Public Information Officer (PIO) – *formally, Fred Watkins*
2. Security – *formally, Wayne Dame*

**Current:**

Maxine, Steil, Administrative Assistant would accept the appointed of PIO. Positions may be filled by volunteer community members or members of council/staff.



### 1.3 Activation

#### 1.3.1 EOC Staff Fan-out

### EOC FAN-OUT PROCEDURE

EOC activation fan-out procedure:

1. The DEM/designate calls the Scribe, who phones all those names in bold italic with \*. The DEM also contacts the mayor or a council member.
2. The name in bold italic calls the names below on the list, and reports to the operations officer/scribe when completed. When making calls, document each call in "Called" column with initial, time and date.

Name	Function	Home #	Work #	Cell #	Called
Ian Malcolm	<b>DEM</b>	780 384 2788		780 390 0096	
Perry Robinson	Mayor	780 384 3965		780 385 1204	
Greg Sparrow	Deputy Mayor	780-384-3055		780 385 0447	
Lorna Polege	Ops Officer	780 384 2780	780 384 3504	780 385 1560	
Richard Debock	<b>*Deputy DEM</b>	780 384 3824			
Daryl Johnson	Public Works	780 384 3857	780 384 3911	780 385 4309	
Brenda Johnson	Transportation	780 672 6029	780 672 6131 Ext: 5245	780 608 9270	
Joe Hebert	Fire Department	780 384 2441	780 384 3685	780 385 5352	
Killam/Forestburg	Police	780 385 3502	780 385 3509	911	
<b>Needed</b>	<b>*PIO</b>				
Amanda Davis	Scribe		780 384 3504	780 385 0316	
Lynette Imlah	DSS Director	780 384 3713	780 384 3652	780 385 4538	
<b>Needed</b>	<b>*Security</b>				
Amanda Davis	CAO/ Finance		780 384 3504	780 385 0316	
David Gordash	Utilities Gas	780 385 3057	780 385 2116	780 385 1508	
Fortis	Utilities Power	310 9473	780 464 8325	780 668 6216	
Rita Marler	School	800 262 4869	780 672 6131		
Killam	Health Facility		780 385 3741		
Daysland	Health Facility		780 374 3746		
Hardisty	Health Facility		780 888 3742		
	AERES		866 618 2362		
John Lamb	AEMA		780 679 1271	1 587 322 6481	

#### 1.3.2 Activation Procedure



## Request for Decision (RFD)

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**Topic:** Regional Governance Grant Applications  
**Initiated by:** FIP/CAO Group  
**Prepared by:** Debra Moffat, CAO Forestburg, FIP Managing Partner  
**Attachments:** 1. 13 Ways – Executive Summary  
2. Executive Summary Response - TOS

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### Recommendations:

1. that Council approve the following grant applications for the Regional Governance Project:
  - a. Municipal Restructuring Grant for \$150,000 to develop a business case and a communications strategy; and
  - b. Intermunicipal Collaboration Process for \$350,000 to undertake an infrastructure assessment of all above-ground infrastructure in the Flagstaff Region with the grant being administered by Flagstaff County; and
  - c. Intermunicipal Collaboration Process for \$350,000 to undertake an infrastructure assessment of all under-ground infrastructure in the Flagstaff Region with the grant being administered by the Town of Killam; and
  - d. Alberta Community Partnership – Mediation and Cooperative Component Grant for \$40,000 to retain a consultant to act as a facilitator for the remainder of the Regional Governance Project with matching funds being taken in-kind through CAO hours as well as being funded through reserves held by Flagstaff Intermunicipal Partnership.

**OR**

2. That council take no action at this time.
- 

### Background:

The Regional CAO group met with a team from Alberta Municipal Affairs to review the funding available to go forward with the Regional Governance Project. Funding is available from:

1. **Municipal Restructuring Grant** **\$150,000**
  - a. This grant would be utilized to develop the Business Case (Recommendation #1) for regional governance and also to develop the Communications Strategy for the project (Recommendation #4). This is a non-matching grant.
2. **Intermunicipal Collaboration Process** **\$350,000 X 2**
  - a. These grant would be utilized to undertake the regional infrastructure assessment (Recommendation #1) and we would be applying for two of them, one to do above-ground infrastructure throughout the region and one to do under-ground infrastructure throughout the region. This grant requires that a municipality be designated the managing partner of the grant: Flagstaff County will be undertaking the above-ground infrastructure and the Town of Killam will do underground.
  - b. There may be a matching component to this grant, the grant will be announced later this week and we are hoping that this project would qualify for full funding. If a matching component is required Administration is anticipating that it should be no more than \$50,000



which could be funded by utilizing unused MSI of \$30,000 and possibly borrowing from one of our reserve funds (possibly Gas Reserve).

**3. Alberta Community Partnership Mediation and Cooperative Component                      \$40,000**

- a. This grant would be used to fund the facilitator of the project (Recommendation #3).
- b. This grant is a matching grant but can be matched with in-kind items such as CAO time spent on the project.

In order to ensure that there are no delays going forward with this project Administration is requesting that Council approve the applications for the above-noted grants.

# FLAGSTAFF REGIONAL GOVERNANCE STUDY

## EXECUTIVE SUMMARY

NOVEMBER 9, 2015





In May, 2015, the Flagstaff Intermunicipal Partnership (FIP) contracted 13 Ways, Inc. to undertake a Regional Governance Study with the goal of identifying options for enhanced collaboration between all the municipalities located in the region.

This document is an overview of the information collected through extensive research, a comprehensive survey, two workshop opportunities, and a thorough analysis performed by the 13 Ways team. A full presentation, with all of the information and research, was presented to FIP on November 2, 2015 in Sedgwick, Alberta, and the full presentation was submitted to all members that week.

It was clear through the process that there is a recognition of the gravity of the situation the members of the Flagstaff Intermunicipal Partnership are facing now, and into the future. Cooperation is understood to be a necessity. Interestingly, there is consensus among members that a stronger and more formalized governance style urgently needs to be put into place.

### **Survey Results - Highlights**

Between October 19<sup>th</sup> and 30<sup>th</sup>, 2015 an extensive online survey was sent to all elected officials and CAOs with membership in FIP by 13 Ways. Of the 66 requests, 39 surveys were completed – a 61 per cent uptake.

The following are para-phrased highlights of the findings compiled from the 39 completed surveys:

\*Note: Scoring is based on a 9 point scale. Strong agreement with a statement, at 9, would represent a score of 100%. Neutral feeling would represent a score of 50%. Negative feeling would generate a score below 50%.

- **Attitudes – People Believe in Closer Collaboration**

- Through regional collaboration and joint investment, there is an **83%** scoring\* related to belief that new or enhanced services can be achieved that could otherwise not be achieved by individual communities.
- Having a shared community development vision that includes services, recreation and economic development is important to the quality of life for all residents. **74%**



- Focusing on providing services to a larger region-based population and consolidating services is more important than arguing about the location of schools, fire trucks and recreation facilities. **72%.**
- There is a need for more region-based basic services. **71%.**
- Enhancing region-based amenities is important for the next generation of residents. **76%.**
- Doing something bold now will help the position of the region's struggling communities. **76%.**
- Only **42%** believe that they have reached the limitations of regional collaboration.
- Only **39%** believe cost efficiency should be the single driver for region-based governance options.
- Desire to be seen as municipal government leaders. **80%**
- **Hurdles – People Identified Significant Issues in the Region**
  - There was a **29%** scoring in the belief that the population base in each individual community is large enough to provide the services and life-style amenities people will want in the future at a price they are willing to pay.
  - Municipal governments in the region trust each other. **30%**
  - Municipal governments are trusted by the ratepayers they serve. **45%**
  - There are too many elected representatives for the population of the region. **69%**
  - Communities will be financially viable and able to provide services 10 years from now. **48%**
  - Lack of consensus holds back regional ambitions. **74%.**
  - Optimists are listened to more than pessimists. **40%.**



### Confirmation of Recommendations

The work undertaken by 13 Ways, Inc. indicates that in spite of the challenges, hurdles and sometimes strained relationships within and between FIP communities, there is a strong undercurrent of positive attitude, a deep understanding that bold steps are needed, and strong desire to take action now to ensure all communities thrive moving forward. Members of FIP showed incredible leadership during the November 2, 2015 workshop indicating support to move forward into the next phases:

- **100%** agreed to proceed with an Infrastructure Needs Assessment and Capital Asset Plan, referred to as, The Business Case.
- **100%** agreed The Business Case should be done regardless of any funding from the Alberta government, but government funding should be pursued.
- **80%** would like to see this business case be completed within one year, while other 20% believe two years may be a more realistic timeline.
- Virtually all agreed a regional communications strategy should be developed immediately to ensure there is not a vacuum of information available for the public.
- **72%** (29 of 41) would like to investigate the possibility of moving towards a Single Tier Urban/Rural Government Model, with others interested in exploring the possibilities associated with a strong Federated model of regional governance as well.
- **80%** wanted to see a Single Tier Urban/Rural Government model implemented within five years.
- When asked about their fears following the presentation, the vast majority of people who spoke expressed a fear of failing to implement a solution rather than a fear of options presented.

These existing common bonds are a foundation for everyone to build on, allowing all communities to take steps to shape the region's future into one that retains community identity, provides necessary and expanded services, and grows the region into one of Alberta's more desirable places to live.



## Recommendations

- The Flagstaff Intermunicipal Partnership should proceed with the Business Case: Conduct an Infrastructure Needs Assessment and Capital Asset Plan - for all its member communities. The Flagstaff Intermunicipal Partnership should engage Alberta Municipal Affairs to secure funding to complete The Business Case.
- The Flagstaff Intermunicipal Partnership should proceed with co-participation and co-investment in execution of a Regional Economic Development Plan through FIP. Members may wish to consider contracting this work to an outside consultant, or proceed internally.
- The Flagstaff Intermunicipal Partnership should retain a consultant to act as a facilitator, negotiator and broker to manage issues that arise, as the process continues over several years, to ensure FIP members remain focused on, and committed to, the process and approved recommendations.
- The Flagstaff Intermunicipal Partnership should develop a Regional Communications Strategy to ensure all residents and stakeholders in its communities understand the issues and the options, and to allow local leaders to engage with their communities and garner support for efforts to build a robust New Governance Model.
- The Flagstaff Intermunicipal Partnership should agree to support advancing toward a Single Tier Urban/Rural Municipal Government with implementation to be completed no later than 2021.
- The Flagstaff Intermunicipal Partnership should consider beginning the work of developing a framework for a New Governance Model before the Business Case is completed, to ensure momentum is continued, to ensure a solution is always the focus, and to inform the Regional Communications Strategy. An outside consultant should be retained for the research and negotiations associated with this process.
- The Flagstaff Intermunicipal Partnership should prepare the Business Case, the Regional Economic Development Plan, and the New Governance Model framework on timelines that presume the 2017 Municipal Elections results will be a plebiscite on their work and proposal.



November 20<sup>th</sup>, 2015

Flagstaff Intermunicipal Partnership (FIP) Committee  
P.O. Box 210  
Forestburg, AB T0B 1N0

Attention: Bob Coutts, Chair

**RE: FIP Regional Governance Study – 13 Ways**

Sedgewick Town Council had a lengthy discussion regarding the recommendations of Flagstaff Regional Governance Study, Executive Summary (November 9<sup>th</sup>, 2015) during their November 19<sup>th</sup>, 2015 regular council meeting and the following motion was made:

*"...that the Town of Sedgewick accept the recommendations of the Flagstaff Regional Government Study as per the Executive Summary dated November 9<sup>th</sup>, 2015 in principle with the following provisions:*

- *The Flagstaff Intermunicipal Partnership must proceed with the Business Case.....*
- *The Flagstaff Intermunicipal Partnership must proceed with co-participation and co-investment in execution of a Regional Economic Development Plan.....*
- *The Flagstaff Intermunicipal Partnership must retain a consultant to act as a facilitator.....*
- *The Flagstaff Intermunicipal Partnership must develop a Regional Communications Strategy.....*
- *The Flagstaff Intermunicipal Partnership must agree to support advancing towards Single Tier Urban/Rural Municipal Government.....*
- *The Flagstaff Intermunicipal Partnership must consider beginning the work of developing framework for a New Governance Model.....*
- *The Flagstaff Intermunicipal Partnership must prepare the Business Case.....*

*AND further*

*That a Facilitator be engaged throughout the entire process. CARRIED."*

Sedgewick Town Council and Administration is eager to learn more about this process and work in a co-participant manner with all member municipalities throughout this process.

Should you require anything further please contact the undersigned at 780-384-3504 or via email at [cao@sedgewick.ca](mailto:cao@sedgewick.ca).

Sincerely,

Amanda Davis,  
CAO

cc. Town Council, Flagstaff County, Towns and Villages, 13 Ways

## Request for Decision (RFD)

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**Topic:** Proposed Subdivision File TS/14/03 – Extension  
**Initiated by:** Strategic Plan/ West Central Planning Agency (WCPA)  
**Prepared by:** Amanda Davis  
**Attachments:** 1. Extension Application  
2. Subdivision Design

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**Recommendations:**

1. That Council not sign the application to extend subdivision approval on File TS/14/03.

**OR**

2. That Council authorize signatures to extend subdivision approval on File TS/14/03 as the residential subdivision is still a priority for consideration in 2016.

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**Background:**

In accordance with the Town of Sedgewick's approved Strategic Plan, Long Term Priority #1 an application was submit to WCPA for the subdivision of Plan 912 1568; Block 27 and Plan 852 0469; Block 24 and 26 to accommodate the development of a new 35 lot residential subdivision (file TS/14/03).

The cost of this application in 2014 was \$8,000; applications are only valid for one year; application approval expires on January 23<sup>rd</sup>, 2016. Council may extend this application for one year at a cost of \$250.00.

**Current:**

Council must determine if the residential subdivision will remain a priority project moving forward as per discussion at the December 10<sup>th</sup>, 2015 special budget meeting.

If the application is not renewed or if the subdivision is redesigned initial application fees would apply. This fee could vary depending on the number of lots to be subdivided.



WEST CENTRAL PLANNING AGENCY  
#105, 5111 – 50 AVENUE  
WETASKIWIN, AB T9A 0S5  
Phone: 780-352-2215 Fax: 780-352-2211  
E:mail – [admin@westcentralplanning.ca](mailto:admin@westcentralplanning.ca)

---

December 2, 2015

Town of Sedgewick  
Box 129  
Sedgewick AB  
T0B 4C0

**RE: Proposed Subdivision: File #TS/14/03**

Upon review of your file, I have noticed that the one year time period from the date of approval expired (**January 23, 2016**). Subdivision approvals are given for a one year period with the **possibility** of extension after the first year has expired. If you wish to apply to extend the approval for an additional year, please complete the attached form and return it to our office, **with the appropriate fees**.

Should you have any further questions, please contact our office.

Yours truly,

*Charlene Fedyk*  
Charlene Fedyk  
Executive Administrator

**RECEIVED**  
DEC - 7 2015

attch.

WEST CENTRAL PLANNING AGENCY  
#101, 5111 – 50 AVENUE  
WETASKIWIN, AB T9A 0S5  
Phone: 780-352-2215 Fax: 780-352-2211  
E:mail – admin@westcentralplanning.ca

---

Application for Extension of Subdivision Approval

Name of applicant Town of Sedgewick

File Number TS/14/03

Date of Approval January 23, 2015

Date One year approval will expire January 23, 2016

Extension, if approved, will expire January 23, 2017

I wish to extend the approval period for the above noted subdivision for a further twelve months and am requesting a final expiry date of January 23, 2017.

The required **Non- Refundable** extension fee of \$250.00 is enclosed

X  
Signature of registered owner or agent

X  
Date

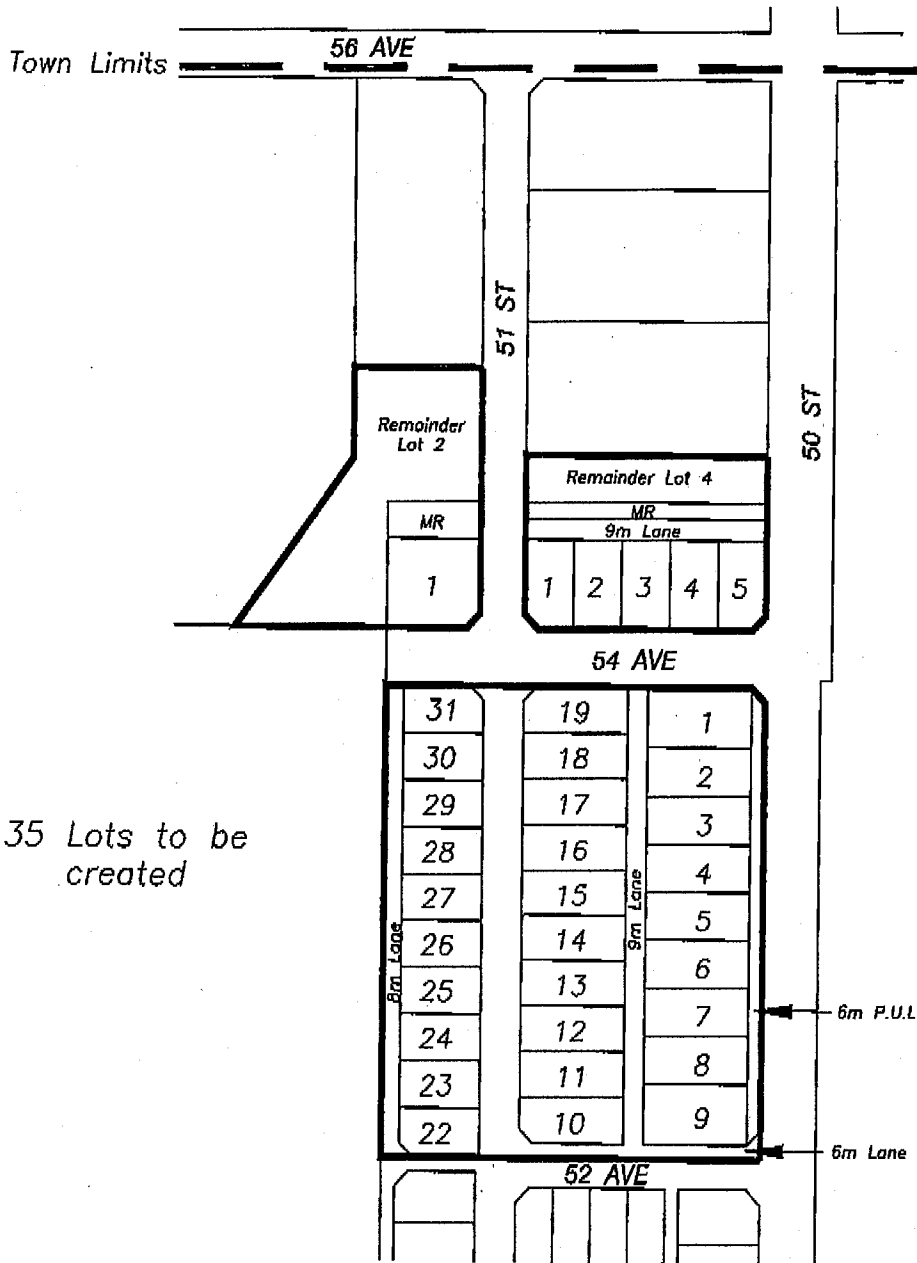
Proposed Subdivision in the

# Town of Sedgewick

Lot 2 Block 27 Plan 852 0469

Lot 4 Block 26 Plan 852 0469

Block 27 Plan 912 1568



Registered Owner(s): Town of Sedgewick

File: TS/14/03

Drawn: November 22, 2014

Revised: — denotes titled area

## WEST CENTRAL PLANNING AGENCY

Suite 101, 5111 - 50th Avenue Wetaskiwin, AB T9A 0S5  
 Phone 780-352-2215 Fax 780-352-2211 Email admin@westcentralplanning.ca Web Site: www.WestCentralPlanning.ca

## Request for Decision (RFD)

---

**Topic:** Development Permit 2015-18 – Condition Application  
**Initiated by:** Motion #2015.10.316  
**Prepared by:** Amanda Davis  
**Attachments:** 1. Sedgewick SCC Development Plan – dated December 3<sup>rd</sup>, 2015  
2. Subdivision Plan PRT NE 8-44-12W4M

---

### Recommendations:

1. That council accept the “Sedgewick SSC Development Plan” dated December 3<sup>rd</sup>, 2015 as presented as it meets the requirements of the condition set by council and further, should the land transfer to the Alberta Seniors Housing Corp. take place prior to construction in accordance with Development Permit 2015-18 that all conditions and requirements remain in effect.

### AND

2. That council approve Demolition Permit 2015-19DEMO with the condition that any expense to disconnect services be borne by the applicant should disconnect proceed in the winter.

### Background:

At the October 29<sup>th</sup>, 2015 special council meeting Amending Land Use Bylaw (LUB) #520 was passed by Council whereby rezoning PRT NE 8-44-12 W4M from Institutional to Direct Control.

In addition to the rezoning council approved Development Permit 2015-18 with the following conditions:

1. That the Registered Owner/Agent provides a detailed site remediation plan to the Town of Sedgewick by December 31<sup>st</sup>, 2016. The site remediation plan should deal with how the existing building (Flagstaff Lodge) will be dealt with through demolition or repurposing. Also, should subdivision of any portion of the lands be contemplated, the plan should address any proposed subdivision.
2. That the applicant prepares a Development Agreement that addresses sidewalk improvements and access improvements. The Development Agreement should also include a provision for a letter of credit or other security to secure such obligations. The said agreement shall then be reviewed by the development authority and negotiated accordingly.

### Current:

Attached is a proposal addressing condition #1 which includes, a Demolition Permit application and proposed site remediation plan.

As this parcel of land is zoned Direct Control, Council is the development/demolition authority. Council must also determine if the proposed site remediation plan is acceptable.

Tamlyn Beesley, The Bethany Group (TBG) and I met to discuss condition #2. It was agreed that Reynolds Mirth Richards and Farmer (RMRF) would be contracted by the Town of Sedgewick to prepare the Development Agreement with associated costs being borne by the applicant. The sidewalk replacement plan will be a cost shared project with the Town considering curb and gutter and TBG addressing sidewalk replacement. It is anticipated that the curb/gutter replacement project will be

tendered with TBG's project in an effort to gain greater efficiencies. The finer details still need to be worked out.

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December 3, 2015

Amanda Davis  
Chief Administrative Officer (CAO)  
Town of Sedgewick  
4818 - 47 Street, PO Box 129  
Sedgewick, AB T0B 4C0

RE: Development Permit 2015-18 File No. 1092-15 - Conditions

Dear Ms. Davis:

As per the condition of our development permit for NE ½ Sect 8-44-12 W4M, please see the below detailed site remediation plan.

**SEDGEWICK SSC DEVELOPMENT PLAN**

**SUMMARY**

On November 4, 2015, we received conditional approval of Development Permit 2015-18, from the Town of Sedgewick, to build a 10 unit senior's self-contained apartment. Two conditions were attached to the approval. The first is to submit a remediation plan for the hazardous material abatement and demolition of the Flagstaff Senior's Lodge currently on the property. The other condition is to assist with some municipal improvements surrounding the property. Other activities required to complete the project include subdivision of the property to create two parcels and the construction itself. By subdividing, remediating, and constructing concurrently, we can minimize the duration of the project cycle. It will reduce the costs of securing an empty building and the associated running costs. The goal is to complete the total project by February 2017.

**REMEDIATION**

Flagstaff lodge currently contains much asbestos in the drywall joint compound, ceiling texture compounds and roofing felt. Other hazardous materials exist in small quantities. Prior to demolition all hazardous materials will be removed by qualified contractors with an environmental consultant's oversight. This consultant will also oversee the demolition of the lodge.

The environmental consultant will be retained to create a specification package for inclusion in an RFP for abatement and demolition contractors. The consultant will also provide project management and air quality testing services during abatement and demolition.



Following demolition permit approval from the Town of Sedgewick and successful tender of an abatement contractor, the hazardous materials will be removed. All materials will be disposed of according to Canadian regulations and standards. For the abatement activity, all building services are required such as heat, electricity, water, sewer and fire alarm monitoring. Once abatement is complete, site service will be shut off and terminated at the main service. We will coordinate this work with utility providers to ensure best practices. All damage to roads and sidewalks will be repaired to previous condition.

Once the hazardous materials are removed, the site will be secured with a fence and demolition will commence. Features to remain on site are maintenance sheds, paved parking areas and most landscaping. The site will be graded to average level and grass seeded in the spring.

Funding for the site remediation is through a joint effort between Flagstaff Regional Housing Group and Alberta Social Housing Corporation. The approximate timeline for this activity is three months with a Mid-January start and Mid-March end.

#### **MUNICIPAL IMPROVEMENTS**

Part of the new construction project will deal with municipal improvements required per Development Permit 2015-18 Conditions. These include an asphalt apron to bridge the paving from proposed new parking lot on the north lane to 50<sup>th</sup> street. The apron is approximately 50m long and 6m wide or 300m<sup>2</sup>. The other improvement is the replacement of the side walk along the east parcel. The existing sidewalk is constructed of paving stones which are uneven and poses access difficulty for the seniors. At several locations the site services for the new building will require removal of portions of the sidewalk and asphalt. It is our understanding the Town of Sedgewick will replace the curb and gutter along 50 St., so the development improvement will be for a monolithic concrete sidewalk. The improvement is for approximately 165m of concrete sidewalk. All municipal property damaged by the site service inverts will be repaired to the local design standard. Class D estimates of the improvements are \$36,000 for the asphalt apron and \$53,000 for the sidewalks.

#### **SUBDIVISION**

Title to the existing parcel and lodge is held by Flagstaff Regional Housing Group. The construction project of a ten unit senior's self-contained apartment is funded and operated by the Alberta Social Housing Corporation. In order to fund the construction of the building, ASHC needs to hold title to the lands built upon.

The intention is to subdivide the current parcel known as NE1/4 SEC 8 TWP 44, RGE 12, W4M into two lots. The lots will be approximately 0.5 – 0.6 ha, one held by ASHC and the other by FRHG. Flagstaff Regional Housing Group will hold the west empty parcel for future consideration of other projects.

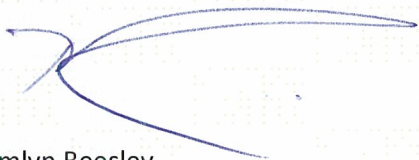
The Subdivision application will be submitted to West Central Planning Agency prior to 2015 year end.

## CONSTRUCTION

Tendering for construction contractors is scheduled to close December 17, 2015. We expect reviews and selection to take place in January of the New Year. Construction start will likely be in March or April 2016. With a construction cycle of an estimated at 12 months, the building should be ready for occupancy in February 2017.

Should you have any questions or concerns please contact the undersigned at 780-566-1322 or via email at [tamlyn.beesley@bethanygrp.ca](mailto:tamlyn.beesley@bethanygrp.ca).

Sincerely,



Tamlyn Beesley  
Development Manager

Encl.





4818 - 47 Street  
P.O. Box 129  
Sedgewick, AB T0B 4C0  
Phone: (780) 384-3504  
Fax: (780) 384-3545  
Website: www.sedgewick.ca

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DEC - 4 2015



Application # 2015-19 DEMO

Date NOVEMBER 30, 2015

**APPLICATION FOR DEMOLITION PERMIT\*\***

I/We hereby make application under the provisions of the Land Use Bylaw for a demolition permit to demolish the following building in accordance with the plans and supporting information submitted herewith this application.

Applicant(s): TAMLYN BEESLEY Mailing Address: 4612 - 53 ST, CAMROSE, AB, T4V 1Y6

Ph# 780-566-1322 C# 780-566-1322 Fx# N/A Email: tamlyn.beesley@bethanygrp.ca

Civic Address of property to be demolished: 5001 - 51 ST, SEDGEWICK, AB

Legal Description: Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan NE 1/2 SECT 8 TWP 44 RGE 12 W4M

Registered Owner: FLAGSTAFF REGIONAL HOUSING GROUP Mailing Address: 4612 - 53 ST, CAMROSE, AB, T4V 1Y6

Existing Use: SENIOR'S LODGE Land Use District: DC

Type of Building/Demolished: SENIOR CITIZEN'S LODGE

Contractor TBD

Estimated Start Date: JANUARY 11, 2016 Estimated Completion Date: MARCH 11, 2016

Estimated cost of project or contract price: \$ 1,000,000

NOTES: \_\_\_\_\_

**Notes: Prior to demolition the gas service and water service must be disconnected. Ensure that an Alberta One Call is done. 1-800-242-3447 or Fax 1-800-940-3447**

Demolition Application Fees as follows: Res. \$50.00, Comm. \$50.00

\_\_\_\_\_  
Elected Official

\_\_\_\_\_  
Appointed Official

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant



# COPY



November 4<sup>th</sup>, 2015

The Bethany Group  
c/o Tamlyn Beesley  
4216 – 53<sup>rd</sup> Street  
Camrose, AB T4V 1Y6

RE: Development Permit 2015-18 File No. 1092-15 – Conditions

Dear Mr. Beesley,

Please be advised that your development permit for NE ½ Sect 8-44-12 W4M has been approved subject to the fulfillment of the following conditions as per the attached application:

1. That the Registered Owner/Agent provides a detailed site remediation plan to the Town of Sedgewick by December 31<sup>st</sup>, 2016. The site remediation plan should deal with how the existing building (Flagstaff Lodge) will be dealt with through demolition or repurposing. Also, should subdivision of any portion of the lands be contemplated, the plan should address any proposed subdivision.
2. That the applicant prepares a Development Agreement that addresses sidewalk improvements and access improvements. The Development Agreement should also include a provision for a letter or credit or other security to secure such obligations. The said agreement shall then be reviewed by the development authority and negotiated accordingly.

To ensure the validity of your development permit the above conditions must be met. As this property is zoned Direct Control any development/demolition requires a development permit application which is then under the control and discretion of Council. Standard provisions of the Land Use Bylaw #461 apply to this project in reference to signage, lighting etc.

Should you have any questions or concerns please contact the undersigned at 780-384-3504 or via email at [cao@sedgewick.ca](mailto:cao@sedgewick.ca).

Sincerely,

Amanda Davis,  
CAO

cc. Town Council, D. Buelow, FRHG Chair

Enlcos.





# COPY

4818 - 47 Street  
P.O. Box 129  
Sedgewick, AB T0B 4C0  
Phone: (780) 384-3504  
Fax: (780) 384-3545  
Website: www.sedgewick.ca

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OCT 27 2015



Application # 2015-18

Date October 27, 2015

## APPLICATION FOR DEVELOPMENT PERMIT\*\*

I/We hereby make application under the provisions of the Land Use Bylaw for a development permit to construct the following building in accordance with the plans and supporting information submitted herewith this application.

Applicant(s): Tamlyn Beesley - The Bethany Group Mailing Address: 4612 - 53 St, Camrose, Ab, T4V 1Y6

Ph# 780-672-2000 C# 780-566-1322 Fx# N/A Email: tamlyn.beesley@bethanygrp.ca

Civic Address of property to be developed: 5001 - 51 St, Sedgewick, AB

Legal Description: Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ or NE 1/2 SECT 8 TWP 44 RGE 12 W4M

Registered Owner: Flagstaff Regional Housing Group Mailing Address: 4612 - 53 St, Camrose, Ab, T4V 1Y6

Existing Use: Seniors' Lodge Land Use District: I/DC

Type of Building/Development: 10 Unit Seniors' Self Contained Apartment

Size: 89 m<sup>2</sup> / 8,815 ft<sup>2</sup> Percentage of lot occupied: 22.2% (Includes existing lodge)

Foundation: Concrete piles & slab on grade Basement: No Heating: Radiant Panels

Roofing: Asphalt Shingles Ext. Finish: Masonry & Siding Contractor: T.B.D.

Setback from front lot line: 6.2 m Setback from N/S/E/W side lot line: 6.2 m

Setback from N/S/E/W side lot line: 50.3 m Setback from rear lot line: 82.6 m Building Height: 6.16 m

Estimated Start Date: April 2016 Estimated Completion Date: March 2017

Estimated cost of project or contract price: \$ 1.9 m

NOTE: Installation of water and sewer services must occur at basement excavation time.

NOTES: Conditions attached. All additional development and permit disciplines are the responsibility of the applicant.

\*\*Attach site plan to the application form.

Development Application Fees as follows: Res. \$50.00, Comm. \$50.00, Deck's, & Fences \$25.00

G. Rose  
Elected Official

Alison  
Appointed Official

TR  
Signature of Applicant

Signature of Applicant

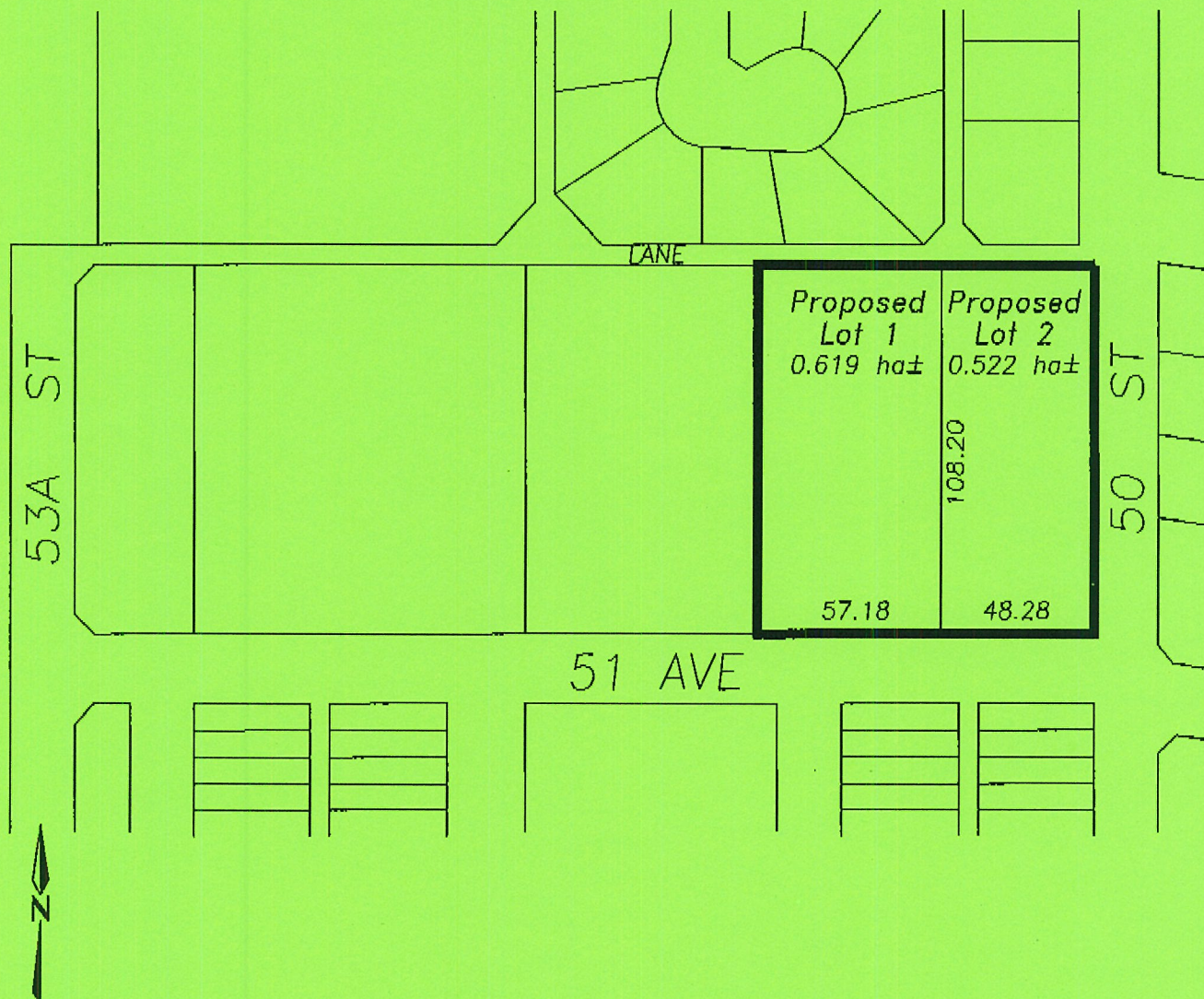
Recreation Complex - Flagstaff Lodge - Senior's Club - Central High School - East Central Health Services - Royal Canadian Legion #55 - Flagstaff County Office  
Doctor - Dentist - Community Hall - Weekly Newspaper - Public Library - Museum - Motel - Bed & Breakfast - Sedgewick Lake Park Campground - Golf Course  
Walking Trail - Rodeo Grounds & Track - Football Field - Tourist Information Booth - Oil & Gas Industry - Bird & Big Game Hunting



# Proposed Subdivision in the Town of Sedgewick

NE8-44-12 W4

C. of T. 152 112 459



Dimensions are in metres and are approximate

Registered Owner(s): Flagstaff Regional Housing Group

— denotes titled area

File: TS/15/01

Drawn: December 7, 2015

Revised:

## WEST CENTRAL PLANNING AGENCY

Suite 101, 5111 – 50th Avenue Wetaskiwin, AB T9A 0S5

Phone 780-352-2215

Fax 780-352-2211

Email [admin@westcentralplanning.ca](mailto:admin@westcentralplanning.ca)

Web Site: [www.WestCentralPlanning.ca](http://www.WestCentralPlanning.ca)



## Request for Decision (RFD)

---

**Topic:** Amending Intermunicipal Development Plan (IDP) – Bylaw #521  
**Initiated by:** Part 17 MGA/MOTION #2015.10.306  
**Prepared by:** Amanda Davis  
**Attachments:** Bylaw #521 - Draft

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**Recommendations:**

1. That Council give 2<sup>nd</sup> reading to Bylaw #521.

**AND**

2. That Council give 3<sup>rd</sup> reading to Bylaw #521.

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**Background:**

At the October 22<sup>nd</sup>, 2015 Council meeting an application was reviewed and approved for the redistricting of PRT NE5-44-12 W4M from Multi-Lot Country Residential to Highway Commercial.

The request had been deferred to the Town of Sedgewick in accordance with the principles of the IDP. Both Councils (Town and County) have agreed in principle to redistrict this land as per resident application.

At the November 19<sup>th</sup>, 2015 regular council meeting, council gave 1<sup>st</sup> reading to the amending bylaw. Pending comments received during the December 17<sup>th</sup>, 2015 Public Hearing, council must consider giving 2<sup>nd</sup> and 3<sup>rd</sup> reading to Bylaw #521.

**Town of Sedgewick  
Bylaw #521/15**

**BEING A BYLAW OF THE TOWN OF SEDGEWICK, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AUTHORIZING AN AMENDMENT TO BYLAW #466 BEING THE TOWN OF SEDGEWICK/FLAGSTAFF COUNTY INTERMUNICIPAL DEVELOPMENT PLAN.**

**WHEREAS** Section 692(1)(f) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, provides that a Municipality may amend a bylaw for a statutory plan.

**WHEREAS** it is deemed advisable to amend the Future Land Use Concept within the Town of Sedgewick/Flagstaff County Intermunicipal Development Plan to provide for the future subdivision of large un-serviced lots within the portion PRT NE 5-44-12 W4M, located North of Highway 13;

**WHEREAS** notice of the proposed bylaw was given and a Public Hearing was held on December 17<sup>th</sup>, 2015 commencing at 5:45PM, at the Sedgewick Town Office;

**NOW THEREFORE** pursuant to the authority conferred upon by the *Municipal Government Act*, the Council of the Town of Sedgewick, duly assembled hereby enacts as follows:

**THAT** Bylaw #466 the Town of Sedgewick/Flagstaff County Intermunicipal Development Plan is amended as follows:

**Map 2, Future Land Use Concept**, is revised to re-designate:

All that portion of PRT Ne 5-44-12 W4M, located North of Highway 13, and consisting of approximately 55 acres, from Multi-Lot Country Residential “MCR” Area to Highway Commercial “HC” Area.



**READ** a First time this 19<sup>th</sup> Day of November, A.D. 2015.

\_\_\_\_\_  
Perry D. Robinson, Mayor

\_\_\_\_\_  
Amanda Davis, CAO

**READ** a Second time this \_\_\_\_\_ Day of December, A.D. 2015

**READ** a Third time this \_\_\_\_\_ Day of December, A.D. 2015

\_\_\_\_\_  
Perry D. Robinson, Mayor

\_\_\_\_\_  
Amanda Davis, CAO

## Request for Decision (RFD)

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**Topic:** Public Works – Unbudgeted Expenditure  
**Initiated by:** Policy C.2.f  
**Prepared by:** Amanda Davis  
**Attachments:** Broom Replacement

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**Recommendations:**

**That council authorize the purchase of a 60" John Deere broom attachment in 2015 with the equipment being funded from the Public Works Equipment Reserve Account 49700995.**

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**Background:**

Policy C.2.f addressed the purchase of Unbudgeted Expenditures in accordance with Section 248 of the Municipal Government Act (MGA).

*"An unbudgeted expenditure must be approved by resolution of council prior to being incurred."*

The broom sweep attachment required replacement as the broom bristles were non-existent. Public Works considered various options:

1. Minor modifications to the sweep (done in 20114 did not stand up to use);
2. Evaluated functionality of the John Deere Tractor vs a Skid Steer;
3. Longevity of the tractor.

After much consideration and cost analyses, public works advised the tractor was still their most desirable piece of equipment. To proceed with winter snow removal an attachment was purchased. The attachment should be purchased from the Public Works Equipment Reserve, 49700995 (\$84,859).

We are seeking the authorization of council to cover the expense of the broom and attachment from the Public Works Equipment Reserve account in 2015.

The cost of the broom was \$8,195 and was purchased from Battle River Implements.





**KILLAM:**  
5807 51st Ave.  
Killam, AB T0B 2L0  
Phone: 780-385-3993  
Fax: 780-385-2423

Ship to:	SAME AS BELOW
Invoice to:	TOWN OF SEDGEWICK
	BOX 129 SEGEWICK AB T0B 4C0

Branch KILLAM		CNNYYY
Date 10/09/15	Time 14:49:12 (O)	Page 01
Account No. TOWN0002	Phone No. 780 3843911	Invoice No. P73931
Ship Via		Purchase Order
		Salesperson 232

## PARTS INVOICE

ORDER#: 074037

GST# 895703353

NEW FALL HOURS MONDAY TO FRIDAY 7:00am-6:00pm AND SATURDAYS 8:00-4:00 p.m  
WE NOW CARRY DIESEL EXHAUST FLUID IN 1040L TOTES- \$599.00 PLUS \$200 CORE  
SIGN UP FOR JOHN DEERE FINANCIAL AND RECEIVE 150 AIR MILES TODAY!!!!

Part#	Description	Bin	ORD	ISS	SHP	B/O	UTTTT	Price	Amount
ED	EQUIP DEPOSIT JD 60IN BROOM ST: 688351 SER: 1M060HDBVF0024558 PAID: BY JD FINANCIAL \$8604.75 SALESMAN: WADE BONNETT	NOCOUNT	1	1	1			8604.75	8604.75
684292	XXXXXXXXXXXXXXXXXX							PAID BY JD FINANCIAL	8604.75 ✓

This purchase is subject to the terms of the John Deere Financial Multi-use Account Agreement. I grant the issuer a purchase money security interest, except as limited in that agreement, in the goods described.

232630

Return Policy - All Returns are subject to Battle River Implements Return Policy. (for a copy of this return policy please check our website at [www.briltld.com](http://www.briltld.com))

**CAMROSE:**  
4717 38th St  
Camrose, AB T4V 3W9  
Phone: 780-672-4463  
Fax: 780-679-2246

**KILLAM:**  
5807 51st Ave.  
Killam, AB T0B 2L0  
Phone: 780-385-3993  
Fax: 780-385-2423

**PROVOST:**  
P.O. Box 238,5803 47th Ave.  
Provost, AB T0B 3S0  
Phone: 780-753-2278  
Fax: 780-753-2282

**WAINWRIGHT:**  
1526 14th Ave  
Wainwright, AB T9W 1J8  
Phone: 780-842-2171  
Fax: 780-842-2700

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

## Request for Decision (RFD)

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**Topic:** 2016 Proposed Municipal Budget  
**Initiated by:** Council  
**Prepared by:** Amanda Davis  
**Attachments:** 1. 2016 Municipal Budget – Draft  
2. 2016 Reserve Allocations  
3. Budgetary Control as of December 17, 2015

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**Recommendations:**

1. That Council approve the 2016 municipal budget as presented.

**OR**

2. That Council adopt the figures of the 2015 municipal operating budget as a 2016 interim operating budget.

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**Background:**

Pursuant to the Municipal Government Act, Section 242(1) and (2), the municipality *must* adopt an annual operating budget for each calendar year and *may* adopt an interim operating budget for part of a calendar year.

At the December 10<sup>th</sup>, 2015 special budget meeting council addressed the 2016 municipal budget and departmental priorities. Council advised that the 2016 municipal budget must not exceed an increase of 2.00%.

The attached budget represents just that, a 2.00% municipal increase resulting in an increase in taxation of \$16,646.

**Capital projects that have been addressed by council and will be factored into the final budget prior to May 31<sup>st</sup>, 2016 are listed below. It is expected that these projects will be funded by reserve transfers and grants only therefore not impacting 2016 taxation rates:**

1. Water Treatment Plant – back-up generator and building addition
  - a. Proposed funding – Water Infrastructure Renewal Fee, Water Treatment Plant Building Reserve, Municipal Sustainability Initiative (MSI) Capital.
2. Lagoon Dredging
  - a. Proposed funding – Sewer lagoon reserve, MSI Capital
3. Fire Hydrant Replacement Program (phased in over two years)
  - a. Proposed funding – Federal Gas Tax Fund
4. Partial Curb and Gutter Replacement
  - a. Proposed funding – Street debenture carry forward or MSI Capital
5. Recreation Centre – Heating and Roof Repairs
  - a. Proposed funding – Recreation Capital Reserve, Recreation Centre Energy Upgrade, Community Facility Enhancement Fund (if eligible)

**Streets debenture:**

In 2015 the Town of Sedgewick paid out its only debenture as per Bylaw #472 resulting in a surplus of \$85,000. As discussed at the December 10<sup>th</sup>, 2015 special budget meeting \$20,000 would be allocated to entrance upgrades on highway 13. I've proposed that the remainder be allocated to our infrastructure reserve account:

***PROPOSED***

<b>Revenue:</b>	85,000
<b>Expenditures:</b>	
Front Entrance Design and Installation	20,000
Transfer to Infrastructure Reserves	65,000
<b>Balance:</b>	0

**Reserve transfers as per budget 2016 – list attached.**

Should the budget be unsatisfactory council may adopt 2015 figures as an interim operating budget for 2016 until the proposed budget can be reworked.

**Town of Sedgewick  
2016 Proposed Municipal Budget**

**(00/02)General Municipal**

	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Proposed Budget
<b>Revenues:</b>					
Minimum Tax Levy	89,484	84,201	102,680	83,576	
AB Education - Residential	147,516	170,160	165,767	163,937	
AB Education - Commercial	44,163	49,593	49,970	52,850	
Seniors' Housing	15,394	16,603	19,602	19,255	
Municipal Levy - Linear	13,588	15,196		14,481	
Municipal Levy - Residential	499,731	502,852	495,514	540,804	
Municipal Levy - Commercial	103,168	112,155	138,066	132,273	
Municipal Levy - Federal GIL	907	940	940	960	1,000
Tax Penalties	10,000	14,000	16,000	18,000	21,000
FortisAB Franchise Fees	21,190	27,000	27,000	34,173	37,000
Dividend Income	3,500	5,600	5,500	5,000	5,000
Royalties Income	30	30	30	2,500	2,500
Highway Traffic Fines	3,000	4,000	2,000	2,000	1,500
Other Revenues from Own Sources					
<b>Total Revenues:</b>	<b>953,871</b>	<b>#####</b>	<b>1,023,168</b>	<b>1,069,809</b>	<b>68,000</b>

**Requisitions:**

Planning Requisition	1,430	1,570	1,570	1,570	1,570
AB Education - Commercial	44,163	49,593	49,970	52,850	
AB Education - Residential	147,516	170,160	165,767	163,937	
Seniors' Housing Requisition (FRHG)	15,394	16,603	19,602	19,255	
<b>Total Expenditures:</b>	<b>208,503</b>	<b>237,926</b>	<b>236,908</b>	<b>237,612</b>	<b>1,570</b>

<b>Net Surplus/(Deficit)</b>	<b>745,368</b>	<b>764,504</b>	<b>786,260</b>	<b>832,197</b>	<b>66,430</b>
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	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Proposed Budget
<b>Less:</b>					
(11/19) Council & Other Legislative	(56,100)	(66,150)	(65,650)	(48,241)	(47,500)
(12) Administration	(207,390)	(226,950)	(262,744)	(258,318)	(291,813)
(23) Fire Services	(45,280)	(28,070)	(39,685)	(41,556)	(41,118)
(21/26) Policing & Bylaw Enforcement	(2,450)	(2,650)	(2,300)	(1,825)	(4,275)
(24) Disaster/Emergency Services	(100)	(100)	(2,000)	(1,500)	(1,500)
(32) Transportation - PW	(420,750)	(357,620)	(343,722)	(389,621)	(356,455)
(37) Environmental - Storm Sewers	(500)	(500)	(500)	(250)	(250)
(41) Environmental - Water System	12,570	8,600	22,230	13,838	5,158
(42) Environmental - Sanitary Sewers	59,810	76,750	75,365	63,685	75,468
(43) Environmental - Solid Waste/Recycling	(1,800)	4,780	2,740	3	-
(51) Social Services - FFCS	(11,680)	(11,800)	(11,800)	(11,595)	(12,430)
(56) Social Services - Cemetery	1,100	1,000	1,000	(250)	(800)
(61) Planning/Zoning	(2,200)	(2,200)	(2,200)	(1,500)	(1,500)
(63) Economic Development	(6,890)	(9,800)	(7,690)	(7,775)	(28,745)
(66) Land Development & Subdivision	(300)	(10,500)	(16,545)		(1,000)
(72) Recreation	(95,930)	(189,950)	(185,635)	(199,471)	(185,379)
(74) Culture	(18,730)	(18,930)	(19,080)	(28,190)	(29,180)
(91) Public Utility - Natural Gas System	57,390	69,590	71,896	80,362	72,469
<b>Total Expenditures ( = Taxes Levied)</b>	<b>(739,230)</b>	<b>(764,500)</b>	<b>(786,320)</b>	<b>(832,204)</b>	<b>(848,850)</b>
<b>Net Surplus/(Deficit)</b>	<b>6,138</b>	<b>4</b>	<b>(60)</b>	<b>(7)</b>	<b>(782,420)</b>

<b>Net Surplus/(Deficit) = Net Taxes Required</b>	<b>6,138</b>	<b>4</b>	<b>(60)</b>	<b>(7)</b>	<b>(782,420)</b>
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**Overall expenditure increase of \$16,646**

**Overall budget increase for 2016 2.00%**



**Town of Sedgewick - Capital Transfers and Reserve Balances  
2016**

	<b>As Per Budget - Transfer to Reserves</b>	<b>As Per Budget - Reserve Transfer Collected on Monthly UT's.</b>	<b>Reserve Balance As of Dec. 16, 2015</b>
<b>(19) Administration</b>			
Admin. Equip. Reserve	1,000		3,250
<b>(23) Fire</b>			
Fire Building	5,000		23,565
Fire Equipment	10,000		129,091
<b>(32) Public Works (PW)</b>			
PW - Truck	7,500		<b>55,150</b> *
PW - Heavy Equip.	10,000		84,859
PW - Infrastructure	10,000		60,000
PW - Building	5,000		18,145
<i>PW - Street Debenture</i>	<i>65,000</i>		
<b>(41) Water</b>			
Water Meter Replacement Fee		23,000	<b>91,636</b> *
Water Infrs. Renewal Fee		61,500	136,843
<b>(42) Sanitary Sewer</b>			
Sewer Infrs. Renewal Fee		51,700	<b>183,821</b> *
<b>(43) Waste</b>			
Waste Reserve		3,805	4,836
<b>(56) Cemetery</b>			
Cemetery Pinning	1,000		3,000
<b>(72) Recreation</b>			
Rec Centre OP	84,500		263,494
Recreation Capital	10,000		434,557
<b>(74) Culture</b>			
Community Hall - Building	5,000		5,000
<b>(91) Gas System</b>			
Town - Gas Reserve	11,520		<b>48,757</b> *
<b>Subtotal:</b>	<b>225,520</b>	<b>140,005</b>	<b>1,546,004</b>
<b>2016 Grand Totals:</b>	<b>365,525</b>		

\* Indicates additional yearend transfers are required in accordance with the 2015 budget.

*Presented to Council on December 17, 2015.*

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Town of Sedgewick  
**Budgetary Control**  
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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
<b>General Municipal Revenues</b>						
100110 - Tax Levy - Minimum Municipal Tax				83,576.00	(83,576.00)	
100111 - Tax Levy - ASFF - Residential			163,726.08	163,937.00	(210.92)	99.9
100112 - Tax Levy - ASFF - Non-Residential			53,168.90	52,850.00	318.90	100.6
100113 - Tax Levy - Seniors' Housing			19,255.04	19,255.00	0.04	100.0
100114 - Tax Levy - Linear Assessment			16,869.77	14,481.00	2,388.77	116.5
100115 - Tax Levy - Residential Assessment			602,359.14	540,804.00	61,555.14	111.4
100116 - Tax Levy - Commercial Assessment			151,865.19	132,273.00	19,592.19	114.8
100201 - Federal G.I.L.			1,000.00	960.00	40.00	104.2
100510 - Penalties And Costs			19,706.58	18,000.00	1,706.58	109.5
100530 - Fortis AB Franchise Fee		2,984.77	32,004.58	34,173.00	(2,168.42)	93.7
100551 - Dividend Income			4,972.83	5,000.00	(27.17)	99.5
100552 - Royalties Income			2,951.25	2,500.00	451.25	118.1
100920 - HTA Fines		121.00	1,448.00	2,000.00	(552.00)	72.4
<b>Total General Municipal Revenues:</b>		3,105.77	1,069,327.36	1,069,809.00	(481.64)	100.0
<b>General Administration</b>						
112210 - BRCU Interest			17,883.54	19,000.00	(1,116.46)	94.1
112410 - Misc. Admin. Rev.		(7,530.88)	9,381.89	2,000.00	7,381.89	469.1
112560 - Bdlg/Land Rental			6,535.21	6,600.00	(64.79)	99.0
112561 - Machine Rentals (Copies/Fax)		0.25	95.07	125.00	(29.93)	76.1
<b>Total General Administration:</b>		(7,530.63)	33,895.71	27,725.00	6,170.71	122.3
<b>Fire And Prevention Services</b>						
123410 - Fire Fees Charged			3,440.00	7,680.00	(4,240.00)	44.8
123412 - Misc. Fire Revenues			3,153.05	6,000.00	(2,846.95)	52.6
123590 - County Agreement		6,667.00	6,667.00	10,000.00	(3,333.00)	66.7
123592 - County Operating Grant		12,116.00	23,757.00	23,779.00	(22.00)	99.9
<b>Total Fire And Prevention Services:</b>		18,783.00	37,017.05	47,459.00	(10,441.95)	78.0
<b>Disaster &amp; Emergency Services</b>						
124920 - Transfer from Reserves				10,000.00	(10,000.00)	
<b>Total Disaster &amp; Emergency Services:</b>				10,000.00	(10,000.00)	
<b>By-Laws Enforcement And Other</b>						
126510 - Municipal BEO Fines			75.00	225.00	(150.00)	33.3
126521 - Permits - Bldg., Gas, Electric, Plumbing		64.50	749.00	3,000.00	(2,251.00)	25.0
126522 - Hawkers/Pedlar License			350.00	350.00		100.0

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
126525 - Animal Licenses			1,683.00	1,500.00	183.00	112.2
<b>Total By-Laws Enforcement And Other:</b>		64.50	2,857.00	5,075.00	(2,218.00)	56.3
<b>Roads, Streets, Walks, Lights</b>						
132232 - Misc. PW Revs				500.00	(500.00)	
132550 - FGTF/NDCC Interest			50,000.00		50,000.00	
132561 - Machine Rentals		250.00	3,616.28	4,000.00	(383.72)	90.4
132890 - FGTF/NDCC Grant			50,000.00		50,000.00	
132920 - Tfr. From Reserves				22,000.00	(22,000.00)	
<b>Total Roads, Streets, Walks, Lights:</b>		250.00	103,616.28	26,500.00	77,116.28	391.0
<b>Water Supply And Distribution</b>						
141410 - Sale Of Water			102,651.67	110,000.00	(7,348.33)	93.3
141510 - Water Penalties			749.59	500.00	249.59	149.9
141590 - Bulk Water Revs			2,125.27	6,000.00	(3,874.73)	35.4
141820 - Water Infrastructure Renewal		1.92	56,646.73	62,208.00	(5,561.27)	91.1
141825 - Water Meter Replacement Reserve			21,250.93	23,220.00	(1,969.07)	91.5
141920 - Tfr From Reserves				150,000.00	(150,000.00)	
<b>Total Water Supply And Distribution:</b>		1.92	183,424.19	351,928.00	(168,503.81)	52.1
<b>Sewage Service And Treatment</b>						
142410 - Sewer Service Fees		3.28	110,749.58	120,000.00	(9,250.42)	92.3
142510 - Sewer Penalties			400.43	400.00	0.43	100.1
142820 - Sewer Infrastructure Renewal		1.63	47,670.66	52,650.00	(4,979.34)	90.5
<b>Total Sewage Service And Treatment:</b>		4.91	158,820.67	173,050.00	(14,229.33)	91.8
<b>Garbage Collection &amp; Disposal</b>						
143410 - Collection And Disposal Fees		4.75	126,259.39	137,826.00	(11,566.61)	91.6
143510 - Garbage Penalties			469.63	400.00	69.63	117.4
143590 - Other Revenue			9.00		9.00	
<b>Total Garbage Collection &amp; Disposal:</b>		4.75	126,738.02	138,226.00	(11,487.98)	91.7
<b>Cemetery</b>						
156410 - Plot Sales			400.00	600.00	(200.00)	66.7
156415 - Memorial Book Sales				100.00	(100.00)	
156510 - Goods & Services			2,100.00	550.00	1,550.00	381.8
<b>Total Cemetery:</b>			2,500.00	1,250.00	1,250.00	200.0

**Economic Development**

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
163800 - Economic Development Activities			1,000.00		1,000.00	
163840 - Conditional Grant - Provincial			2,000.00	2,000.00		100.0
<b>Total Economic Development:</b>			3,000.00	2,000.00	1,000.00	150.0
<b>Subdiv. Land And Developments</b>						
166940 - Contrib. from Capital				1,609,430.00	(1,609,430.00)	
<b>Total Subdiv. Land And Developments:</b>				1,609,430.00	(1,609,430.00)	
<b>Recreation/Parks Facilities</b>						
172410 - Recreation Land Rental			500.00	500.00		100.0
172540 - Rec.Subdivision Reserve Int.			25.93		25.93	
172842 - S.T.E.P. Grant			1,428.00		1,428.00	
172846 - Provincial - MSI Operating				25,000.00	(25,000.00)	
172920 - Tfr. From Reserves				200,000.00	(200,000.00)	
<b>Total Recreation/Parks Facilities:</b>			1,953.93	225,500.00	(223,546.07)	0.9
<b>Gas Production &amp; Distribution</b>						
191410 - Sale Of Gas		9.02	266,148.01	473,000.00	(206,851.99)	56.3
191411 - Gas S/C		3.33	83,751.71	114,960.00	(31,208.29)	72.9
191413 - Nat.Gas - Town Facilities			4,248.71	6,000.00	(1,751.29)	70.8
191510 - Gas Penalties			1,643.83	2,000.00	(356.17)	82.2
191590 - Gas Install.& Misc. Revs				3,000.00	(3,000.00)	
<b>Total Gas Production &amp; Distribution:</b>		12.35	355,792.26	598,960.00	(243,167.74)	59.4
<b>Revenue Totals:</b>		14,696.57	2,078,942.47	4,286,912.00	(2,207,969.53)	48.5
<b>Requisitions</b>						
202740 - WCPA Requisition			1,571.20	1,570.00	(1.20)	100.1
202741 - ASFF Non Res			37,214.55	52,850.00	15,635.45	70.4
202750 - ASFF Res/Farm			125,375.91	163,937.00	38,561.09	76.5
202751 - Seniors' Housing (FRHG)			19,255.00	19,255.00		100.0
<b>Total Requisitions:</b>			183,416.66	237,612.00	54,195.34	77.2
<b>Council And Other Legislative</b>						
211130 - Clr. - Employer Contrib.			531.95	600.00	68.05	88.7
211151 - Clr Fees - Taxable			18,500.00	24,800.00	6,300.00	74.6
211152 - Clr Fees - Non-Taxable			8,809.55	12,400.00	3,590.45	71.0
211211 - Travel/Subs.		69.60	2,025.02	7,400.00	5,374.98	27.4



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211212 - Education			150.00	1,500.00	1,350.00	10.0
211274 - Insurance		82.35	490.28	491.00	0.72	99.9
211510 - Council Supplies			165.00	500.00	335.00	33.0
<b>Total Council And Other Legislative:</b>		151.95	30,671.80	47,691.00	17,019.20	64.3
<b>General Administration</b>						
212110 - Salaries			149,060.90	163,522.00	14,461.10	91.2
212120 - Salaries - Prt.Time			3,354.42	3,750.00	395.58	89.5
212130 - Employer Contrib.			31,898.59	34,021.00	2,122.41	93.8
212131 - WCB			5,133.02	4,500.00	(633.02)	114.1
212211 - Travel/Subs.		1,351.17	4,539.68	3,900.00	(639.68)	116.4
212212 - Education/Training			3,907.96	5,500.00	1,592.04	71.1
212213 - Occupational Health & Safety		640.00	2,480.00		(2,480.00)	
212215 - Freight			29.37	150.00	120.63	19.6
212216 - Postage		59.52	820.00	1,400.00	580.00	58.6
212217 - Telephone		359.44	5,080.87	4,900.00	(180.87)	103.7
212218 - Internet/Website Costs		74.99	1,317.86	800.00	(517.86)	164.7
212220 - Advertising, Printing, Etc.		40.00	5,028.26	6,000.00	971.74	83.8
212221 - Municipal Memberships			2,539.07	2,800.00	260.93	90.7
212230 - Audit Fees			(9,000.00)	9,100.00	18,100.00	198.9
212231 - Assessor		1,017.00	12,206.39	12,360.00	153.61	98.8
212232 - Legal & LTO		1,760.80	15,369.90	3,500.00	(11,869.90)	439.1
212250 - Buildings R&M			197.72	1,000.00	802.28	19.8
212251 - Equipment R&M Contracted		270.95	3,585.35	7,500.00	3,914.65	47.8
212274 - Insurance		1,390.20	10,324.56	10,700.00	375.44	96.5
212290 - Other Spec./Prof. Services				500.00	500.00	
212400 - Bad Debts			42.00		(42.00)	
212510 - Office Supplies		1,370.48	6,036.31	5,000.00	(1,036.31)	120.7
212511 - Janitorial Supplies		10.99	1,004.75	750.00	(254.75)	134.0
212540 - Electricity		153.85	1,989.24	2,000.00	10.76	99.5
212541 - Natural Gas		60.48	474.50	900.00	425.50	52.7
212915 - Other Expenses			486.00	490.00	4.00	99.2
212961 - Contrib.Office Equip.Reserves			1,000.00	1,000.00		100.0
<b>Total General Administration:</b>		8,559.87	258,906.72	286,043.00	27,136.28	90.5
<b>Admin. Other - Election</b>						
219150 - Election Officer Fees			857.16	400.00	(457.16)	214.3
219290 - Election Costs			150.00	150.00		100.0
<b>Total Admin. Other - Election:</b>			1,007.16	550.00	(457.16)	183.1

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
<b>Police Services</b>						
221350 - Flagstaff Constable Contract		822.25	5,362.21	6,700.00	1,337.79	80.0
<b>Total Police Services:</b>		822.25	5,362.21	6,700.00	1,337.79	80.0
<b>Fire And Prevention Services</b>						
223120 - Fire Fighter Fees		17,058.09	17,058.09	34,210.00	17,151.91	49.9
223130 - Employer Contributions				500.00	500.00	
223211 - Subs/Km/Misc.			250.00	1,250.00	1,000.00	20.0
223212 - Education/Training			5,340.00	3,050.00	(2,290.00)	175.1
223213 - Occupational Health & Safety		2,953.56	7,918.00	2,750.00	(5,168.00)	287.9
223215 - Freight			135.74	200.00	64.26	67.9
223217 - Phones/Alarm	0.27	167.56	3,107.51	5,700.00	2,592.49	54.5
223218 - Internet Costs	43.90	38.05	492.95	470.00	(22.95)	104.9
223230 - EMS Regional Dispatch Costs			2,656.70	2,650.00	(6.70)	100.3
223250 - Building R&M (Contractor)		(2,404.63)	34.38	250.00	215.62	13.8
223251 - Machine R&M		1,655.75	1,655.75	1,750.00	94.25	94.6
223252 - Machine R&M (County)		1,545.60	2,540.10	2,750.00	209.90	92.4
223274 - Insurance		639.75	3,604.04	3,450.00	(154.04)	104.5
223350 - Rescue Unit Req.			1,465.90	2,400.00	934.10	61.1
223510 - Gen. Goods & Services		(1,271.42)	8,287.87	2,950.00	(5,337.87)	280.9
223511 - Vehicle Fuel		80.00	290.37	600.00	309.63	48.4
223512 - Vehicle Fuel (County)			275.12	600.00	324.88	45.9
223540 - Electricity		340.99	2,933.76	3,145.00	211.24	93.3
223541 - Natural Gas		117.15	762.46	1,340.00	577.54	56.9
223762 - Contrib. To Capital		(2,953.56)		4,000.00	4,000.00	
223764 - Cont.To Cap. Reserves-Town/County			10,000.00	10,000.00		100.0
223766 - Transfer to Capital Reserve			5,000.00	5,000.00		100.0
<b>Total Fire And Prevention Services:</b>	44.17	17,966.89	73,808.74	89,015.00	15,206.26	82.9
<b>Disaster &amp; Emergency Services</b>						
224130 - Employer Contributions			10.52	100.00	89.48	10.5
224211 - Kms/Subs/Misc.			126.51		(126.51)	
224512 - Training/Education			400.00	1,400.00	1,000.00	28.6
224762 - Contrib. To Cap.				10,000.00	10,000.00	
<b>Total Disaster &amp; Emergency Services:</b>			537.03	11,500.00	10,962.97	4.7
<b>By-Laws Enforcement And Other</b>						
226234 - Animal Control				200.00	200.00	

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
<b>Total By-Laws Enforcement And Other:</b>				200.00	200.00	
<b>Roads, Streets, Walks, Lights</b>						
232110 - Salaries			73,552.26	99,875.00	26,322.74	73.6
232120 - Salaries Prt-Time		182.14	367.86		(367.86)	
232130 - Employer Contributions			18,760.95	23,676.00	4,915.05	79.2
232211 - Travel/Subs.		363.08	2,405.48	3,500.00	1,094.52	68.7
232212 - Education/Training			2,682.19	3,800.00	1,117.81	70.6
232215 - Freight		9.00	901.23	800.00	(101.23)	112.7
232217 - Telephone		139.85	3,638.50	4,800.00	1,161.50	75.8
232250 - Buildings R&M				23,000.00	23,000.00	
232251 - Machine R&M Contracted	0.01	1,255.97	22,468.93	15,000.00	(7,468.93)	149.8
232252 - Streets/Sidewalks/Curbs R&M		2,352.86	19,984.91	30,000.00	10,015.09	66.6
232274 - Insurance		470.29	7,829.56	8,570.00	740.44	91.4
232510 - Sm.Equip/Misc.Supplies		345.35	5,156.30	8,500.00	3,343.70	60.7
232511 - Vehicle Fuel		681.69	8,729.88	13,500.00	4,770.12	64.7
232512 - Shop Tools		885.33	1,781.51	1,500.00	(281.51)	118.8
232540 - Electricity		245.62	2,714.19	2,800.00	85.81	96.9
232541 - Natural Gas		213.95	1,648.06	2,500.00	851.94	65.9
232542 - Street Lites	(0.01)	4,751.15	50,867.58	55,000.00	4,132.42	92.5
232760 - Contrib. - Truck Reserve			7,500.00	7,500.00		100.0
232762 - Contr. To Infrastructure Cap. Res.			10,000.00	10,000.00		100.0
232769 - Contrib. to PW Building Res.			5,000.00	5,000.00		100.0
232831 - Debenture - Interest			2,093.54	1,500.00	(593.54)	139.6
232832 - Debenture - Principle			84,853.56	85,300.00	446.44	99.5
232920 - Cont To PW Equip.Res			10,000.00	10,000.00		100.0
<b>Total Roads, Streets, Walks, Lights:</b>		11,896.28	342,936.49	416,121.00	73,184.51	82.4
<b>Storm Sewers And Drainage</b>						
237251 - Rpr. & Maint.			46.25	250.00	203.75	18.5
<b>Total Storm Sewers And Drainage:</b>			46.25	250.00	203.75	18.5
<b>Water Supply And Distribution</b>						
241110 - Salaries And Wages			23,181.50	31,848.00	8,666.50	72.8
241130 - Employer Contributions			5,923.72	7,892.00	1,968.28	75.1
241215 - Freight			4,865.98	2,500.00	(2,365.98)	194.6
241217 - Telephone		66.28	729.08	800.00	70.92	91.1
241218 - WTP Internet			599.40	600.00	0.60	99.9
241235 - Water Meter Reading Fees		3,360.00	3,360.00	3,360.00		100.0

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Town of Sedgewick  
**Budgetary Control**  
For the Period 1/01/15 - 12/31/15

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
241250 - Building R&M			(3,603.90)	151,000.00	154,603.90	102.4
241251 - Equipment R&M Contracted		(22,720.00)	37,663.99	20,000.00	(17,663.99)	188.3
241274 - Insurance		669.48	4,613.64	4,735.00	121.36	97.4
241510 - Gen. Goods & Services		8.99	8,560.72	7,430.00	(1,130.72)	115.2
241530 - Chemicals			9,483.39	8,000.00	(1,483.39)	118.5
241540 - Electricity		918.01	13,318.57	13,000.00	(318.57)	102.5
241541 - Natural Gas		166.78	1,239.53	1,500.00	260.47	82.6
241765 - Transfer to Capital Reserves				62,205.00	62,205.00	
241766 - Transfer to Res. - WMF				23,220.00	23,220.00	
<b>Total Water Supply And Distribution:</b>		(17,530.46)	109,935.62	338,090.00	228,154.38	32.5
<b>Sewage Service &amp; Treatment</b>						
242110 - Salaries			23,131.50	31,798.00	8,666.50	72.8
242130 - Employer Contributions			4,786.20	7,892.00	3,105.80	60.7
242217 - Telephone/Alarm		136.51	1,501.61	1,800.00	298.39	83.4
242250 - Building R&M				500.00	500.00	
242251 - Equipment R&M Contracted		142.86	5,252.86	8,400.00	3,147.14	62.5
242274 - Insurance		158.33	1,051.22	1,075.00	23.78	97.8
242510 - Supplies			30.31	500.00	469.69	6.1
242540 - Electricity		302.29	3,270.20	4,000.00	729.80	81.8
242541 - Natural Gas		54.14	502.84	750.00	247.16	67.1
242930 - Tfr. To Infra.Reserve				52,650.00	52,650.00	
<b>Total Sewage Service &amp; Treatment:</b>		794.13	39,526.74	109,365.00	69,838.26	36.1
<b>Garbage Collection &amp; Disposal</b>						
243350 - FRSWMA Requisition			131,387.04	131,387.00	(0.04)	100.0
243510 - General Goods & Services			747.74	2,000.00	1,252.26	37.4
243762 - Contrib. to Capital - Landfill Expansion			4,836.00	4,836.00		100.0
<b>Total Garbage Collection &amp; Disposal:</b>			136,970.78	138,223.00	1,252.22	99.1
<b>Family And Community Support</b>						
251350 - FFCS Req.			6,427.50	6,450.00	22.50	99.7
251356 - Community Resource Officer			5,142.00	5,145.00	3.00	99.9
<b>Total Family And Community Support:</b>			11,569.50	11,595.00	25.50	99.8
<b>Cemetery</b>						
256510 - Gen. Goods & Services		50.00	3,880.73	500.00	(3,380.73)	776.2
256762 - Contrib. to Capital			1,000.00	1,000.00		100.0
<b>Total Cemetery:</b>		50.00	4,880.73	1,500.00	(3,380.73)	325.4



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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
<b>Mun. Planning &amp; Zoning, Etc.</b>						
261510 - ARB Costs - LARB, CARB				1,500.00	1,500.00	
<b>Total Mun. Planning &amp; Zoning, Etc.:</b>				1,500.00	1,500.00	
<b>Economic Development</b>						
263350 - BRAED Membership			486.75	645.00	158.25	75.5
263360 - FIP Membership			5,658.77	5,130.00	(528.77)	110.3
263510 - Goods & Supplies			3,743.97	4,000.00	256.03	93.6
<b>Total Economic Development:</b>			9,889.49	9,775.00	(114.49)	101.2
<b>Subdiv. Land And Developments</b>						
266200 - Gen. Service Contr.			18,975.60	1,609,430.00	1,590,454.40	1.2
<b>Total Subdiv. Land And Developments:</b>			18,975.60	1,609,430.00	1,590,454.40	1.2
<b>Recreation &amp; Parks Facilities</b>						
272110 - Salaries - Fulltime			42,058.75	86,459.00	44,400.25	48.7
272120 - Salaries - Prt-Time			18,690.50	16,339.00	(2,351.50)	114.4
272130 - Employer Contrib.			10,746.97	23,406.00	12,659.03	45.9
272211 - Travel/Subs.				1,000.00	1,000.00	
272212 - Education			185.00	1,500.00	1,315.00	12.3
272217 - Phone/TIFB			150.00	900.00	750.00	16.7
272220 - Advert/Promo/Rec				27,000.00	27,000.00	
272251 - Equipment R&M			11.99	500.00	488.01	2.4
272252 - Building R&M				500.00	500.00	
272260 - Parks Improvements			7,079.90	201,500.00	194,420.10	3.5
272274 - Insurance		3,016.97	20,564.23	21,100.00	535.77	97.5
272510 - Gen. Goods & Services			15.00	500.00	485.00	3.0
272540 - Electricity		249.64	2,765.25	3,000.00	234.75	92.2
272541 - Rec Centre - Water	(0.01)	264.00	3,027.74	3,000.00	(27.74)	100.9
272765 - Tfr To Subdivision Rec Reserve			25.93		(25.93)	
272769 - Contrib. to Rec Reserves			10,000.00	10,000.00		100.0
272770 - Grant - Lake Park Operating				750.00	750.00	
272779 - Rec Centre Grant - Ag Society Rent				500.00	500.00	
272790 - Grant -Recreation Centre Operating		63,185.18	63,685.18	27,017.00	(36,668.18)	235.7
<b>Total Recreation &amp; Parks Facilities:</b>	(0.01)	66,715.79	179,006.44	424,971.00	245,964.56	42.1
<b>Culture: Hall, Library, Etc.</b>						
274251 - Hall R&M		(4,425.12)	(270.00)		270.00	

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Town of Sedgewick  
**Budgetary Control**  
For the Period 1/01/15 - 12/31/15

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
274274 - Insurance		593.43	3,928.71	4,000.00	71.29	98.2
274770 - Grant - Library			6,550.00	6,550.00		100.0
274771 - Grant - Hall Operating			6,000.00	6,000.00		100.0
274774 - P.R.L. Req.			6,624.61	6,640.00	15.39	99.8
274920 - Contribution to Capital - Hall			5,000.00	5,000.00		100.0
<b>Total Culture: Hall, Library, Etc.:</b>		(3,831.69)	27,833.32	28,190.00	356.68	98.7
<b>Gas Production &amp; Distribution</b>						
291110 - Salaries			11,670.75	15,571.00	3,900.25	75.0
291130 - Employers Contrib.			2,596.77	3,455.00	858.23	75.2
291215 - Freight		480.00	480.00	300.00	(180.00)	160.0
291216 - Postage			5,907.52	5,000.00	(907.52)	118.2
291220 - Advert/Printing			430.62	400.00	(30.62)	107.7
291250 - Gas System R&M			22,226.54	16,330.00	(5,896.54)	136.1
291251 - Mach. R&M			1,298.70		(1,298.70)	
291260 - New Install. Costs		16.64	1,419.15	2,700.00	1,280.85	52.6
291290 - Taxes/Misc.			8,940.72	8,700.00	(240.72)	102.8
291350 - Admin. Costs		8,745.06	55,179.37	73,100.00	17,920.63	75.5
291510 - Gen. Goods & Services				4,000.00	4,000.00	
291532 - Gas Purch For Resale		27,469.77	190,443.32	365,500.00	175,056.68	52.1
291541 - Natural Gas		89.41	722.07	550.00	(172.07)	131.3
291760 - SKNGS Reserve Fund		950.00		11,496.00	11,496.00	
291762 - Contrib. To Capital			(10,468.00)	11,496.00	21,964.00	191.1
<b>Total Gas Production &amp; Distribution:</b>		37,750.88	290,847.53	518,598.00	227,750.47	56.1
<b>Expense Totals:</b>	44.16	123,345.89	1,726,128.81	4,286,919.00	2,560,790.19	40.3
<b>Net Surplus (Deficit):</b>	(44.16)	(108,649.32)	352,813.66	(7.00)	352,820.66	####.#

## Request for Decision (RFD)

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**Topic:** Fees & Charges Bylaw #523  
**Initiated by:** Council  
**Prepared by:** Amanda Davis  
**Attachments:** Fees 7 Charges Bylaw #523

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**Recommendations:**

1. That Council give first reading to Bylaw #523.
  2. That Council give second reading to Bylaw #523.
  3. That Council have third reading of Bylaw #523.
  4. That Council give third and final reading to Bylaw #523.
- 

**Background:**

Motion 2015.12.360 states:

*"....that council set a 1.0% increase to the annual fee for waste collection resulting is a monthly fee of \$28.75 per user effective January 1<sup>st</sup>, 2016."*

As a result of the above stated motion council must update Fees & Charges Bylaw #518. Fees & Charges Bylaw #523 reflects the waste collection increase of \$0.25. No additional fee increases were proposed for services in 2016.

**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 m<sup>3</sup> 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: \$28.75
- 2. Non-Residential properties, not renting a bin \$28.75
- 3. Duplex Units, each \$28.75
- 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 m<sup>3</sup> (\$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



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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
8. Conduit Pipes (intended for grave decorations) 24" in length	
a. ¾" - \$1.85/each	
b. 1" - \$3.25/each	
c. 1 ½" - \$6.75/each	

**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 – 1<sup>st</sup> 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 518 is hereby rescinded.

**EFFECTIVE DATE**

This bylaw shall come into effect upon 17 Day of December 2015 A.D.

Read a First Time this 17 Day of December 2015 A.D.

Read a Second Time this 17 Day of December 2015 A.D.

Read a Third Time by Unanimous Consent and Finally Passed this 17 Day of December 2015 A.D.

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**Perry Robinson, Mayor**

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**Amanda Davis, CAO**

**Council Holiday Schedule as of December 15, 2015.**

<b>Mayor Robinson</b>	March 1 - April 3, 2016
<b>Clr. G. Sparrow</b>	January 7-23, 2016
	February 17-22, 2016
	March 30 - April 13, 2016
<b>Clr. C. Rose</b>	February 5 -13, 2016
<b>Clr. G Imlah</b>	Nothing scheduled
<b>Clr. S. Higginson</b>	No response

**2016 Training Schedule for CAO Davis as of December 17, 2015.**

The Executive Program - Residency I	March 14 - 17, 2016
LGAA Conference - Red Deer	April 6 - 8, 2016
The Executive Program - Residency II	April 26 - 28, 2016
CLGM Municipal Administrative Leadership Workshop	May 16 - 20, 2016
The Executive Program - Residency III	June 15 - 18, 2016
The Executive Program - Residency IIII	September 12, 2016