



January 21st, 2016

Agenda

Organizational Meeting – Call to Order – 6:00 PM

- Swearing of Oath Ceremony
- Committee Appointment

Adjournment –

Regular Monthly Meeting – Call to Order –

Adoption of Agenda –

Correspondence – Items Arising:

- | | |
|---|-----|
| 1. Town of Killam – Regional Governance Study Recommendations | A1 |
| 2. Interagency – January 5 th , 2016 Minutes | A2 |
| 3. Flagstaff Community Adult Learning – Invitation | A3 |
| 4. Royal Canadian Legion – Advertisement Request | A4 |
| 5. ACSRA – Regional Collaboration Workshop Invitation | A5 |
| 6. 2016 Alberta Smart City Symposium – Presenters/Invitation | A6 |
| 7. FRHG – November 10, 2015 Organizational Minutes | A7 |
| 8. FRHG – November 10, 2015 Minutes | A8 |
| 9. Rec Board – October 4 th , 2015 Minutes | A9 |
| 10. Rec Board – October 26 th , 2015 Minutes | A10 |
| 11. Rec Board – November 16 th , 2015 Minutes | A11 |
| 12. Rec Board – December 14 th , 2015 Minutes | A12 |
| 13. Municipal Affairs – Workshops | A13 |

Circulation File of Correspondence – List Attached

Delegation – Shaunet Petiot and Connie McArthur – Presenting the Recreation Centre's Unaudited Financial Statements for the Year Ending August 31st, 2015 – 6:30PM

Delegation – The Bethany Group – Requesting review of Demolition Permit 2015-19DEMO – 7:00 PM

Financial Statement – n/a

Accounts – For Month Ending December 31st, 2015 – List Attached

Committee Reports – For the Period Ending January 21st, 2016 – Attached

Public Works Report – For the Period Ending January 21st, 2016 - Attached

CAO Report – For the Period Ending January 21st, 2016 – Attached

Minutes - Regular Meeting of Council – December 17th, 2015 - Attached

Matters Arising:

Minutes – Public Hearing– December 17th, 2015 - Attached

Matters Arising:

Business:

- | | |
|--|----------------------|
| 1) Sedgewick Golf Club – 2016 Proposed Budget | B1 |
| 2) Policy C2.4 – Banking Contract | B2 |
| 3) Unbudgeted Expenditure Policy C. 2.f – Review | B3 |
| 4) Personnel Committee Policy B.6 – Review | B4 |
| 5) Donation Policy C.6 – Review | B5 |
| 6) West Central Planning Agency – Service Contract Review | B6 |
| 7) Direct Control – PRT NE8-44-12W4M – 2015-19DEMO Review | B7 – ADDITION |
| 8) Round Table | |
| 9) | |

Adjournment -



OFFICIAL OATH

I, _____, do swear that I will diligently, faithfully and to the best of my ability, execute according to law, the office of *Councillor* for the Town of Sedgewick.

So Help Me God.

Sworn before me at the Town of Sedgewick in the Province of Alberta this 21st day of January, 2016 A.D.

Perry D. Robinson
My Commission Expires October 2017.

An Organizational Meeting of Sedgewick Town Council was held on the above date with the following members present: Mayor P. Robinson, Clr.'s C. Rose, G. Imlah, S. Higginson, T. Schmutz and S. Levy ; also in attendance, CAO Davis and Recording Secretary M. Steil. Clr. G. Sparrow was absent.

Call to Order: Mayor Robinson called the meeting to order at _____.

Oath of Office: Mayor Robinson performed a swearing in ceremony of T. Schmutz and S. Levy

Committee Appointments:

2016.01.: **MOTION:** by Clr. _____ that the members on the standing committees and appointments be approved as follows with all councilors designated as alternate members on all committees. CARRIED.

Administration	Budgeting and Finance Contracts, Agreements and Requisitions Bylaws Memberships and Subscriptions Legal Engineers Town Office - building and equipment Insurance Licenses and Permits Assessor and Assessments Auditor Grants – Local, Provincial and Federal
Wayne Dame Greg Sparrow Shawn Higginson	Town Personnel Salary and Performance reviews
Greg Sparrow, Shawn Higginson, Tim Schmutz	Policy Review Committee
Economic Development	
Council	Economic Development Public Relations Citizen Complaints
Protection to Persons and Property	
Tim Schmutz	Policing and Bylaw Enforcement Citizens' Advisory Committee - <i>Second Monday</i>
Grant Imlah	Volunteer Fire Department - <i>first Thursday</i>
Grant Imlah	Regional Emergency Services Committee – <i>second Wednesday, quarterly</i>
Ian Malcolm	Director of Emergency Management
Transportation & Utilities – Public Works	
Tim Schmutz Greg Sparrow Grant Imlah	Streets and Sidewalks, sanding, gravel, oil, paving, lighting, storm sewers, and snow removal Public Works – building and equipment Water System Sanitary Sewer System
Environmental Health Services and Utilities	
Greg Sparrow Tim Schmutz Shawn Higginson	Sedgewick Killam Natural Gas System – <i>Quarterly</i>
Shawn Higginson	Flagstaff Regional Solid Waste Management Association – <i>fourth Monday</i>
Parks, Recreation and Culture - Town Parks and Town owned Facilities	
Cindy Rose Stephen Levy Shawn Higginson	Sedgewick Beautification – Parks & Signage
Greg Sparrow	Sedgewick & District Recreation Board – <i>third Monday</i>
Shawn Higginson	Sedgewick Golf Club
Cindy Rose	Sedgewick Lake Park Committee– <i>call of chair</i>
Stephen Levy	Sedgewick Library Board – <i>second Thursday</i>
Stephen Levy	Parkland Regional Library Board - <i>quarterly</i>
Tim Schmutz	Sedgewick Community Hall Association – <i>call of chair</i>
Tim Schmutz Stephen Levy Grant Imlah	Land Acquisitions Publicity and Promotions Community Growth Land Agreements and Sales Zoning and Land Use Development Agreements and Minimum Standards

Comment [A1]: Administration recommends removal of this committee due to policy updates. Any issues regarding Town personnel would be addressed under contract requirements with the Administration Committee or addressed in-camera.

Public Health and Welfare	
Grant Imlah	Health Unit contact and communication
Perry Robinson	Flagstaff Family & Community Services – <i>second Wednesday</i>
Greg Sparrow	Flagstaff Regional Housing (Lodge) – <i>call of chair – third Tuesday bimonthly</i>
Perry Robinson Cindy Rose Stephen Levy	Sedgewick Cemetery
Economic Development	
Cindy Rose Perry Robinson (alt.)	BRAED – Battle River Alliance Economic Development
Perry Robinson	FIP - Flagstaff Intermunicipal Partnership – <i>first Monday</i>
Perry Robinson	Mayors Meetings – <i>Call of chair</i>

Adjournment:
2016.01.:
MOTION by _____ for adjournment at ____ PM. CARRIED.

Perry Robinson, Mayor

Amanda Davis, CAO

21-Jan-16
Mayor

21-Jan-16
CAO

Proposed Committee Appointment - January 21, 2016 Organizational Meeting Overview

Internal Committees:

Administration	3 Perry, Grant, Cindy
Policy Review	3 Greg, Shawn, Tim
Transportation	3 Tim, Greg, Grant
Beautification	3 Cindy, Stephen, Shawn
Land	3 Grant, Stephen, Tim
Cemetery	3 Perry, Cindy, Stephen

Perry	Administration Cemetery FFCS FIP Mayors Meeting
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External Committee (regional):

CAC	1 Tim
RESC	1 Grant
SKNGS	3 Greg, Tim, Shawn
FRSWMA	1 Shawn
PRL	1 Stephen
FFCS	1 Perry
FRHG	1 Greg
BRAED	1 Cindy
FIP	1 Perry
Mayors Mtg.	1 Perry

Greg	FRHG Policy Transportation SKNGS Recreation
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Grant	Administration Transportation Land RESC Fire Health Unit
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External Committee (local):

Fire Dept.	1 Grant
Recreation	1 Greg
Golf	1 Shawn
Lake	1 Cindy
Library	1 Stephen
Hall	1 Tim
Health Unit	1 Grant

Cindy	Administration Beautification Cemetery BRAED Lake
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Shawn	Beautification Policy SKNGS FRSWMA Golf
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Stephen	Beautification Cemetery PRL Library Land
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Tim	Policy Transportation Land CAC Hall SKNGS
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Adjournment -

TOWN OF KILLAM

P.O. Box 189, 4923-50th Street
Killam, AB T0B 2L0
Tel: (780) 385-3977 Fax (780) 385-2120

December 17, 2015

Flagstaff Intermunicipal Partnership Committee
c/o Village of Forestburg
Box 210
Forestburg, AB T0 1N0

Re: Regional Governance Study FIP Recommendations

The Town of Killam Council held their regular meeting on December 16, 2015 and the following resolutions were approved by Council:

1. That the FIP Committee hire 13 Ways Inc. to facilitate carrying out the recommendations of the 13 Ways Executive Summary, pending development of a job description and availability of funding.
2. That the FIP Committee apply for the 4 grants as follows:
 - 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;
 - 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;
 - 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. That the Town of Killam act as the Lead Municipality for the grant application to the ACP under the Intermunicipal Collaboration Stream for \$350,000 to undertake an infrastructure assessment of all under-ground infrastructure in the Flagstaff Region.
4. That the Town of Killam approves the following 13 Ways Inc. 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.

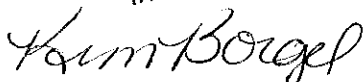
- b) The Flagstaff Intermunicipal Partnership should proceed with co-participation and co-investment in execution of a Regional Economic Development Plan through FIP. Members may wish to consider contracting this work to an outside consultant, or proceed internally.
- c) The Flagstaff Intermunicipal Partnership should retain a consultant to act as a facilitator, negotiator and broke 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) NOT APPROVED
- 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 Election results will be a plebiscite on their work and proposal.

The Town of Killam Council did not approve recommendation e) as it currently reads. Although Killam Council is in favor of participating in the process recommended above, we feel that recommendation (e) is too narrowly defined as there are other options available that need to be explored as we move forward through this process and more information and education is necessary before we can commit to this one option.

We encourage the FIP committee to re-word recommendation (e) to include all of the governance options given by 13 Ways Inc. This will ensure that the best possible result will be the outcome and all decisions will be educated, informed decisions moving forward. We are still confident the final outcome can be completed no later than 2021, whatever it may be.

Mayor James will be in attendance at the FIP Meeting in January to respond to any questions or concerns.

Yours truly,



Kimberly Borgel CAO

Interagency January 5, 2016 Minutes

Lynne Jenkinson – Flagstaff Family and Community Services
Chantelle Schmidt – Flagstaff Family and Community Services
Katherine Gagnon – Health Promotion Facilitator
Donna Tindall – Canadian Mental Health
Tammy Lang – Alberta Health Services- Home Care
Ashley Leslie – Camrose PCN
Kareen Nelson – Parent Link
Trisha Denovan – Child and Family Services
Nanette Jones – Flagstaff Adult Learning

Donna Tindall – Canadian Mental Health

- Norma Jean from mental health building has retired
- There is a new children's therapist working one day a week

Tammy Lang – Alberta Health Services – Home Care

- Caregivers Guide handed out at meeting

Ashley Leslie – Camrose PCN

- Women's clinic is going well
- There will be someone replacing Ashley as she will be starting her maternity leave soon
- Ashley will still be doing work at the women's clinic during maternity leave
- Facing Bereavement and Grief poster handed out

Kareen Nelson – Parent Link

- Current newsletter handed out
- Play groups are continuing as normal
- Lego Building day for fathers and children poster handed out
- Still looking for pregnant first time moms for program

Trisha Denovan – Child and Family Services

- Have been really busy
- Very busy during the Christmas season
- Safety Network information handed out at meeting; Chantelle will attach power point to minutes
- Safety Network helps families whose files have been closed to have the support they need

Nanette Jones – Flagstaff Adult Learning

- January to March 2016 course information handed out
- Building Block is going well and they are currently working with three families
- January 27 Community Conversations meeting; will look at learning gaps in the community
- Need people for the committee for the Women's Conference
- Currently working on a proposal for First Aid and CPR for Mennonites

Lynne Jenkinson – Flagstaff Family and Community Services

- FIRST Auction on February 6 in Hardisty
- Youth At Risk/ FIRST Seatbelt Safety Contest went really well
- 17 entries for contest; winners will be announced at banquet on February 25 at the Sedgewick Hall and first place winner will have design displayed on billboard for the month of March

- March 1 Hoarding Training at the Killam Agriplex; cost is \$10
- March 2 at 1 pm at Daysland School there is a race car driver coming to speak
- Christmas Sharing went well
- May 10 Navigator Training
- June 6-8 Compass Training
- Charity Check Stop went very well

Katherine Gagnon – Health Promotion Facilitator

- Winter Walk Day poster handed out
- Traffic Safety information handed out
- Falls Prevention Poster handed out

Next Meeting February 2 at noon

From: Lois Polege [mailto:coach@fcal.net]

Sent: January-06-16 3:06 PM

To: Town of Killam; Town of Sedgewick; town.office@hardisty.ca; info@daysland.ca; villageoflougheed@xplornet.com; Forestburg Reception; info@villageofalliance.ca; Amanda Howell, Village of Heisler; county@flagstaff.ab.ca

Subject: Invitation to a community conversation about learning

On behalf of Flagstaff Community Adult Learning, I would like to extend an invitation to municipal staff and councillors to join a group of community and business leaders in attending a Community Conversation in Killam on Wednesday, January 27th. We will provide supper and an opportunity to share your input into the learning gaps and priorities for the residents of Flagstaff. We welcome your insight and opinions on how, together, we can best serve the learning needs of our community. We look forward to a productive and energizing evening!

Thanks,
Lois Polege

(Invitation attached)

--

Lois Polege
Flagstaff Community Adult Learning
Killam, AB
780-385-3712

We know that as a

community leader, you value a

strong, healthy and vibrant community,

and that you have many connections and insights into the

learning gaps, resources and interests of this region.

Your input

into **the priorities and the design**

of **learning opportunities** in Flagstaff County

will help us to build a

stronger community.

Flagstaff Community Adult Learning

Learn Here.

Connect Here.

Belong Here.

Building a sense of community through opportunities to learn

5005 50 Street

PO Box 677

Killam, AB T0B 2L0

www.fcal.net

780-385-3712

Please accept this invitation to a meal & conversation on

Wednesday, January 27

from 6:30 to 9:00 pm

at the Killam Senior's Centre.

Contact Lois @ 780-385-3712 or coach@fcal.net

by January 22. Thanks!

From: Tom Campbell [mailto:tcampbell@campaign-office.com]
Sent: Thursday, December 17, 2015 10:33 PM
To: office@sedgewick.ca
Subject: ***SPAM*** Royal Canadian Legion Veterans & Troops Support/Remembrance Ad
Importance: High

Hello Mayor & Council,

First of all, we would like to Thank You very much for your consideration to support our historic Remembrance project. Your support is a big help and greatly appreciated.

The Veterans would be honored to have the Town of Sedgewick included be individual photographs and biographies of our "Hometown Veterans" who bravely served in WW1, WWII the Korean Conflict and our current Troops serving overseas on the mission in Afghanistan. The Recognition Book will be available to view for all citizens at the Local Legion Branches. The book will be available free of charge to the schools and public facilities to educate our younger generation on the sacrifices of our Local Veterans.

The proceeds raised from this project will be used to support Alberta's Veterans and their families as well as Local Youth Programs such as scholarships, cadets and sports.

The Town of Sedgewick is invited to sponsor with a Support/Remembrance Ad in the Military Service Recognition Book. Your support at any level would be a big help and greatly appreciated.

****Attached is the ratesheet, letter and all the information.****

If you have any questions, please let me know. Thank You Very Much.

Best Regards,

Tom Campbell
Royal Canadian Legion
18884041877
Alberta/NWT Command
Campaign Office





Alberta-Northwest Territories Command The Royal Canadian Legion

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in the **Alberta-Northwest Territories Command of The Royal Canadian Legion**, representing **Veterans** in Alberta and the NWT. Please accept this written request for your support, as per our recent telephone conversation.

The **Alberta-NWT Command** is very proud to be printing **10,000 copies** of a “**Military Service Recognition Book**”, scheduled for release by March 31, 2016, to help identify and recognize many of our brave **Veterans** who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the “**Keepers of Remembrance**”, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our “**Military Service Recognition Book**.” All proceeds raised from this important project will allow us to fund the printing of this unique publication and also help our Command to improve our services to **Veterans** and the more than 170 communities that we serve throughout Alberta and the NWT. The Legion is recognized as one of Canada’s largest “Community Service” organizations and we are an integral part of all the communities we serve. This project ensures the Legion’s continued success in providing very worthwhile services.

Enclosed, please find a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact the **Alberta-NWT Command Campaign Office** toll free at **1-888-404-1877**.

Thank you for your consideration and or support.

Sincerely,

Chris Strong
President



Alberta-Northwest Territory Command The Royal Canadian Legion

“Military Service Recognition Book”

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$2,185.71	+ \$109.29	= \$2,295.00
Inside Front/Back Cover (Full Colour)	\$1,900.00	+ \$95.00	= \$1,995.00
Full Colour 2 Page Spread	\$3,038.10	+ \$152.90	= \$3,190.00
Full Page (Full Colour)	\$1,519.05	+ \$75.95	= \$1,595.00
Full Page	\$1,138.10	+ \$56.90	= \$1,195.00
½ Page (Full Colour)	\$852.38	+ \$42.62	= \$895.00
½ Page	\$661.90	+ \$33.10	= \$695.00
¼ Page (Full Colour)	\$519.05	+ \$25.95	= \$545.00
¼ Page	\$423.81	+ \$21.19	= \$445.00
1/10 Page (Full Colour)	\$309.52	+ \$15.48	= \$325.00
1/10 Page (Business Card)	\$261.90	+ \$13.10	= \$275.00

G.S.T. Registration # R12 397 0410

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Alberta-NWT Command.



PLEASE MAKE CHEQUE PAYABLE TO:

**Alberta-NWT Command
The Royal Canadian Legion
(AB-NWT RCL)
(Campaign Office)
P O Box 2275
Calgary, AB T2D 2M6**



From: Debra Anderson <debi.braed@gmail.com>

Date: January 7, 2016 at 12:36:39 PM MST

To: undisclosed-recipients;

Subject: ACSRC Regional Collaboration Workshop Invitation

Regional collaboration is currently a popular buzz-phrase, and our organizations are generally pretty good at intrasectoral collaboration. But what about collaboration across sectors? What would that look like in your region? How would you go about making it happen at a regional scale? Join the Alberta Centre for Sustainable Rural Communities (ACSRC) in a one-day facilitated workshop to address these questions.

The ACSRC at the University of Alberta is conducting a series of facilitated workshops in 7 different communities dispersed across Alberta over the next 7 months. The purpose of the workshops is to engage 25-35 participants in three different exercises to help understand and better enable regional collaboration in Alberta. Backgrounder attached for more information. We are holding our 2016 workshops in the following locations. Recognizing that you are best positioned to determine which location would work best for you, I am sending this email as a "save the date" for all the "eastern Alberta" workshops, so you can get back to me as to which you would like to attend.

Camrose: January 26 in the Mayer Room of the Jean and Peter Lougheed Performing Arts Centre (on the Augustana Campus)

Hanna: February 17, location to be determined

Bonnyville: March 9, location to be determined

Your presence at the workshop would be valued. If you know of others who would be interested, please pass on this invitation to them.

Please RSVP to pmacklin@ualberta.ca or [780-619-7545](tel:780-619-7545).

Trish Macklin
Alberta Centre for Sustainable Rural Communities
University of Alberta - Augustana Campus
4901 - 46th Avenue
Camrose, Alberta T4V 2R3



Alberta Centre for Sustainable Rural Communities

Regional Collaboration Workshops:

The Alberta Centre for Sustainable Rural Communities (ACSRC) at the University of Alberta is conducting a series of regional collaboration workshops in 7 different communities dispersed across Alberta between July 2015 and March 2016. These workshops will bring together representatives from rural municipalities, regional economic development alliances, Aboriginal communities, and environmental, social and economic not-for-profit and private sector associations to engage in a 3-part collaboration and capacity-building exercise. The participants in these workshops ideally create a balance of inter-sectoral representation with geographic, political and social considerations.

Specifically, each workshop will engage these participants in three different exercises to help support and better enable regional collaboration in Alberta: (1) Establishing criteria for identifying and prioritizing high-impact action areas; (2) Establishing priority areas, themes, questions and actions for regional collaboration (based on (1)): and (3) Completing a 4-phase scenario planning process based on 1 and 2 (above) in order to (1) identify core problems and frame their analyses; (2) identify assumptions and models about regional collaboration; (3) discussing and evaluating current trends; and (4) developing scenarios for the "ideal" regional future. (Note: This approach was recently used by the ACSRC as part of a Land Use Planning and Municipal Governance project, and was extremely well-received by the 65+ municipal participants). Through the implementation of these 7 workshops, this project will support meeting the following objectives:

1. Increase rural dialogue and engagement with the concept, practices, opportunities and challenges of regional collaboration;
2. Increase inter-regional communication and knowledge sharing through the transfer of priorities, futures and success criteria;
3. Link regional economic development alliances and initiatives with both governance, economic, environmental, social and planning stakeholders at the regional level;
4. Engage Aboriginal community leadership with regional development and governance initiatives;
5. Create opportunities for regional collaborations and partnerships to build capacity, share knowledge and develop collaborative opportunities and initiatives;
6. Evaluation of prioritization and scenario planning methods through workshop and project evaluation;
7. Identify regionally-based needs, gaps, opportunities and capitals that support long-term community sustainability in rural Alberta.

Proposed Timeline:

Monday July 27: Wood Buffalo

Tuesday August 25: Grande Prairie

Tuesday November 24: Lethbridge

2016 workshops:

Tuesday January 26: Camros

Wednesday February 17: Hanna

Wednesday March 9: Bonnyville

Wednesday March 30: Edson

----- Original Message -----

From: Alberta Smart City Alliance info@smartcityalliance.ca

To:

Sent: Thu 07/01/16 3:06 PM

Subject: Fwd: 2016 Alberta Symposium 1.png (5.3 Kb) attached 2016 AB Smart City Symposium - Call for Presenters.pdf (245.2 Kb) attached

Hello,

From April 12th to 13th, you are invited to join us in beautiful Banff, Alberta for the 2016 SMART CITY SYMPOSIUM. Municipalities will benefit from meeting with leaders in academia, private industry, and other levels of government to discuss how innovation, collaboration and technology are changing the municipal landscape. Problems for all scales of municipalities will be discussed, as well as specific applications and real world case examples of effective solutions.

The Alberta Smart City Symposium will focus on highlighting “Ideas to Implementation”, with numerous topics of interest. The schedule and various topics can be found here:

<http://symposium.smartcityalliance.ca/schedule.php> [1]

One feature of the Symposium will be a showcase of successful ‘Smart City’ initiatives by municipalities across Alberta – and YOU ARE INVITED TO SPEAK, showcasing your municipality’s advancements and successes. How does your municipality use your data?

How do you deliver your services in a digital manner? How have you incorporated innovation into your municipal processes? For more information on this opportunity, please see the attached ‘Call for Presenters’.

EARLY BIRD REGISTRATION RATES ARE AVAILABLE UNTIL JANUARY 15TH – register now to save \$50. Additional savings can be captured by staying on site at The Banff Center (the link to book a room can be found on the registration page), and by becoming a member (if you are not a member, email to become one for no charge. If you are a member, please refer to the latest newsletter for the discount code).

REGISTER TODAY: <HTTP://SYMPOSIUM.SMARTCITYALLIANCE.CA/REGISTER.PHP>

[3]

ALBERTA SMART CITY ALLIANCE_E-Mail_: _Twitter_: @ABsmartcity



2016 Smart City Symposium - April 12-13 – Banff, Alberta
Presented by the Alberta Smart City Alliance

CALL FOR PRESENTERS

Do you or your organization have an insight, a best practice, a product, or a service to advance communities into the future? The [2016 Alberta Smart City Symposium](#) provides an opportunity to showcase these advancements and achievements.

The [Alberta Smart City Alliance](#) is pleased to invite organizations, researchers or individuals to present at the upcoming Symposium. The Symposium is the only event in Alberta focused on cross-sector collaboration around Smart City community applications, and on moving ideas to implementation - achieving tangible results for Smart communities across Alberta.

There are a number of speaking opportunities available at this exciting event, please read below for opportunities to showcase you or your organization.

Opportunities:

1. The Rise of the Smart and Connected Community
 - This presentation is meant to serve as an introduction to the smart cities concept, and highlight future trends and the impact and importance of smart and connected communities.
 - Format: 30-40 minute presentation
2. Smart Infrastructure Management
 - Breakout topics include: Sustainability, intelligent transportation, infrastructure as a service, building management, connected assets, broadband connectivity
 - Format: 15 minute presentations, with Q&A period afterwards
3. Data and Service Innovation
 - Breakout topics include: collecting data (using sensors, etc.), utilizing data (can be focused on open data, analytics and visualization), or other data related topic
 - Format: 15 minute presentations, with Q&A period afterwards
4. Community Spotlight
 - This opportunity is for Alberta communities, of any size, to showcase projects or initiatives completed related to Smart City / Intelligent Community efforts. Connections to vendors and applications utilized would be prudent.
 - Format: 15 minute presentations, with Q&A period afterwards
5. What's Next?
 - This presentation/panel can be formatted a variety of ways, the purpose is to provide an action plan and implementation steps for communities to get started, or further their initiatives, in smart city technologies.

Submission Requirements:

- By e-mail, please submit a 300-500 word abstract (attached as a PDF document) that:
 - Lists the chosen topic, with a brief description of your chosen presentation focus and how it supports the advancement of that topic.

- Identifies the presenter(s), including a ~150 word profile/bio on each presenter as a separate PDF document, outlining relevant credentials. Provide links to previous presentations, if possible and applicable.
 - Describes the style of the presentation – will it be a spoken presentation, or include audience interaction, or include other features? Will it highlight tangible examples? Discuss innovations? Provide high level information?
- Presenters must provide either proof of ownership of all images, or permission to use the images, in their presentation.
- While reference to available product / service solutions is encouraged, sessions should focus on informational content. Presentations should not focus solely on descriptions of commercial products or services.

Registration Information:

- For-profit organizations and companies are required to sponsor the Symposium to confirm a speaking role – for more information on this, or to craft a tailored sponsorship opportunity that meets your organizations needs, please contact us at info@smartcityalliance.ca
- Non-profit and community organizations, as well as academia, are not required to sponsor the symposium in order to speak.
- All speakers will receive complimentary registration to the Symposium (\$300 value), including full event access, meals and refreshments.
- All speakers are required to book their own accommodation.
 - Discount accommodation is available on-site at The Banff Centre, with rooms starting at \$115/night, and steps away from the conference area. Note that the room discount (plus an additional \$30 off registration to stay onsite) is available for additional persons and nights, if desired.

Other Information:

- You may submit as many abstracts as you wish.
- If presentation software other than Microsoft PowerPoint is required, please contact us.
- Presenters will be confirmed by the Executive Board of the Alberta Smart City Alliance, in January 2016. Following decision, all applicants will be contacted and advised.
- Presenters must be available to be on site at the Banff Center from 12:00 PM April 12th to 5:00 PM April 13, 2016. If you are not available for the duration of the Symposium, please let us know which times you are available for.
- Symposium organizers reserve the right to request the number of slides be reduced if the submitted presentation is considered too long to fit comfortably in the session timeframe and still leave sufficient time for questions and answers.
- Final presentations must be submitted by March 14, 2016.

Abstract Submission Deadline: January 15th, 2016, 11:59 PM by email

Questions? Contact us at info@smartcityalliance.ca

MINUTES

Present:	Donna Buelow	Town of Hardisty
	Peter Miller	Village of Forestburg
	Rick Krys	Town of Killam
	Gerald Kuefler (regrets)	Flagstaff County
	Jamie-Dee Hays (regrets)	Village of Galahad
	Wade Lindseth	Flagstaff County
	Ed Kusalik	Town of Daysland
	Brian McGaffigan (regrets)	Village of Strome
	Susan Armer	Village of Loughheed
	Sven Bernard	Village of Heisler
	Dell Wickstrom	Village of Alliance
	Greg Sparrow (for Erik Skoberg)	Town of Sedgewick
	Denis Beesley	The Bethany Group
	John Davis	The Bethany Group
	Dave Buist	The Bethany Group
	Tamlyn Beesley	The Bethany Group
	Michelle Wideman (recorder)	The Bethany Group

1.	CALL TO ORDER
	Denis Beesley called the Organizational Meeting to order at 7:01pm.
2.	ORGANIZATIONAL MEETING
a.	Election of Board Chair Denis Beesley assumed the role of Chair, and called for nominations for the position of Board Chair. Peter Miller nominated Donna Buelow, who accepted the nomination. There was a third and final call. <i>— By acclamation Donna Buelow was declared Board Chair.</i>
b.	Election of Board Vice-Chair Donna Buelow assumed the role of Chair and called for nominations for Vice-Chair. Ed Kusalik nominated Peter Miller, who accepted the nomination. There was a third and final call.

- *By acclamation Peter Miller was declared Vice-Chair.*
- c. Election of Board Second Vice-Chair

Donna Buelow called for nominations for Second Vice-Chair. Ed Kusalik nominated Rick Krys, who accepted the nomination. There was a third and final call.

 - *By acclamation Rick Krys was declared Second Vice-Chair.*
- d. Appointment of Signing Authorities

FRHG 15-11-01 **MOVED** by Wade Linsdeth that the signing authorities be Donna Buelow as Chair; Peter Miller as Vice Chair; Rick Krys as Second Vice Chair; Barb Dickson as Lodge Manager; John Davis as Director Client Services; and Dave Buist as Director Financial Services, with any two of the six to sign. **CARRIED**
- e. Review of Meeting Dates & Times

FRHG 15-11-02 **MOVED** by Rick Krys that the Board meetings remain on the third Tuesday of every second month at 7:00pm. **CARRIED**
- f. Review of Honorarium
 - \$85.00 for
 - meetings 4 hours or less
 - \$170.00 for meetings 4 hours or longer; daily rate of \$170.00
 - Mileage increase to \$0.55 as per the CRA
 - Meal Allowance of \$17 per meal without receipts to a maximum of \$51.00 per day, as per the CRA.

FRHG 15-11-03 **MOVED** by Peter Miller to approve the meeting honorarium as last year, and an increase to the mileage rate and meal allowances as per the CRA. **CARRIED**
- g. Review of Committee Membership
 - Currently the Building Committee is active, which includes Peter Miller, Rick Krys and Gerald Kuefler.

		<ul style="list-style-type: none"> Policy Review Committee has not yet met, but includes Donna Buelow, Ed Kusalik and Susan Armer.
	FRHG 15-11-04	<p>MOVED by Wade Lindseth to reappoint Peter Miller, Rick Krys and Gerald Kuefler to the Building Committee, and Donna Buelow, Ed Kusalik and Susan Armer to the Policy Committee. CARRIED</p>
3.	<p>ADJOURNMENT</p> <p>The Organizational Meeting was declared adjourned at 7:10pm.</p>	



Donna Buelow
Board Chair

JAN 05 2016

Date



John Davis
Director, Client Services

JAN 5, 2016

Date

MINUTES

Present:	Donna Buelow, Chair	Town of Hardisty
	Peter Miller, Vice Chair	Village of Forestburg
	Rick Krys, Second Vice Chair	Town of Killam
	Gerald Kuefler (regrets)	Flagstaff County
	Jamie-Dee Hays (regrets)	Village of Galahad
	Wade Lindseth	Flagstaff County
	Ed Kusalik	Town of Daysland
	Brian McGaffigan (regrets)	Village of Strome
	Susan Armer	Village of Loughheed
	Sven Bernard	Village of Heisler
	Dell Wickstrom	Village of Alliance
	Greg Sparrow (for Erik Skoberg)	Town of Sedgewick
	Denis Beesley	The Bethany Group
	John Davis	The Bethany Group
	Dave Buist	The Bethany Group
	Tamlyn Beesley	The Bethany Group
	Michelle Wideman (recorder)	The Bethany Group

1.	CALL TO ORDER	
	Donna Buelow called the meeting to order at 7:00pm	
2.	REVIEW OF THE AGENDA	
	FRHG 15-11-05	MOVED by Rick Krys to accept the Agenda with the addition of In-Camera under Previous Business, and the additions of Offer to Purchase Flagstaff Lodge, FOIP Request, Sedgewick Equipment, Sedgewick Resident Life Enhancement Fund, and Sedgewick Van under New Business. CARRIED
3.	REVIEW OF MINUTES	
	FRHG 15-11-06	MOVED by Susan Armer to accept the Minutes of the September 15, 2015 Board Meeting as presented. CARRIED

FRHG 15-11-07 **MOVED by Ed Kusalik to accept the Minutes of the October 8, 2015 Special Meeting as presented.** **CARRIED**

4. FINANCIAL STATEMENTS

For the nine months ended September 30, 2015

FRHG 15-11-08 **MOVED by Susan Armer to accept the Financial Statements for the nine months ended September 30, 2015 as information.** **CARRIED**

5. 2016 BUDGET REQUEST

Review of 2016 Budget Request and Budget Assumptions.

- Budget was prepared with consideration for the ongoing construction project and the closure of Flagstaff Lodge. Does not include any revenue for the new lodge suites.
- Have budgeted an increase to the lodge service package of \$15.00 per month for a single resident and \$25.00 per month for a couple, effective July 1, 2016. The Board may choose to withhold this increase given the current disruptions.

FRHG 15-11-09 **MOVED by Dell Wickstrom to approve the 2016 Budget as presented.** **CARRIED**

FRHG 15-11-10 **MOVED by Rick Kryz to hold back on the increase to the lodge service package and send a letter to the residents.** **CARRIED**

6. OPERATIONAL REPORT

Review of Report prepared by John Davis:

- Flagstaff Lodge will be vacant as of November 13th, 2015.
- Operations at Big Knife Lodge continue to run smoothly.

FRHG 15-11-11 **MOVED by Ed Kusalik to accept the Operational Report as information.** **CARRIED**

7. CEO REPORT

Verbal update was provided by Denis Beesley

- Latest update is that taxes will not be paid by government for the self-contained buildings. Historically, government gave a 'grant-in-lieu' for government owned buildings, at the Minister's discretion.

	FRHG 15-11-12	MOVED by Peter Miller to accept the CEO Report as information. <i>CARRIED</i>
8.	PREVIOUS BUSINESS	
	a. Projects Update	
	Forestburg	
	<ul style="list-style-type: none"> Project remains on schedule with anticipated completion in mid-July 2016. Have encountered challenges with the municipal water pressure - are looking at a fire pump emergency generator and a water holding tank. 	
	Sedgewick	
	<ul style="list-style-type: none"> Development Permit approval was received from the Town of Sedgewick, with several conditions. The Town is looking for a site remediation plan for the existing lodge by December 31, 2016, and are also requesting that we submit a development agreement to address sidewalk improvements and paving of the the gravel alley. 	
	FRHG 15-11-13	MOVED by Rick Kryz that the Board move In-Camera at 7:56pm. <i>CARRIED</i>
	FRHG 15-11-14	MOVED by Peter Miller that the Board move Out-of-Camera at 8:30pm. <i>CARRIED</i>
	FRHG 15-11-15	MOVED by Rick Kryz to accept the Offer to Purchase Flagstaff Lodge as information. <i>CARRIED</i>
	FRHG 15-11-16	MOVED by Rick Kryz to send McArthur Group a letter stating why we are not accepting their proposal, with an explanation of why each option is not acceptable. <i>CARRIED</i>
	b. Flagstaff Lodge	
	Alberta Social Housing Corp will tender the demolition.	
	FRHG 15-11-17	MOVED by Rick Kryz to confirm funding from government and proceed with the demolition of Sedgewick Lodge before the new project begins. <i>CARRIED</i>

Equipment

- Meals on Wheels is interested in accessing the kitchen equipment to prepare meals.
- Maintenance will be completing an inventory list of all chattels in Sedgewick Lodge; Big Knife will have priority on the list, and any remaining items may be offered to community groups.

FRHG 15-11-18

MOVED by Susan Armer to investigate subdivision of the parcel of land before we start building so the land remains in control of FRHG, and investigate what type of land-use stipulations may be required by the Town. **CARRIED**

c. Business Plan

Review of Business Plan, which was submitted in draft to Government. The new Sedgewick Self-Contained building will be added to the Plan.

FRHG 15-11-19

MOVED by Rick Krys that the Board approve the Business Plan 2016-2020 as amended. **CARRIED**

9. NEW BUSINESS

a. Offer to Purchase Flagstaff Lodge

Discussed under Project Update, above.

b. Sedgewick Van

Discussion regarding donation of the van to a community group. Will be taken back to Council for consideration.

c. Sedgewick Resident Life Enhancement Fund

Money was raised several years ago for a lodge replacement fund, approximately \$20,000.

FRHG 15-11-20

MOVED by Greg Sparrow to allocate \$20,000 for seniors in the community of Sedgewick, with a focus on the common area in the new self-contained building. **CARRIED**

d. FOIP Request

Request received for a copy of the Hazmat Report, cost analysis of repairs vs. demolition and a list of known deficiencies and any quotes received for repairs.

	FRHG 15-11-21	MOVED by Sven Bernard to release the non-propiety information as requested.	CARRIED
	e.	Update from Sedgewick Town Hall Meetings An update was provided by Donna Buelow.	
10.	DATE & LOCATION OF NEXT MEETING The next meeting will be scheduled for Tuesday January 5, 2016 at 7pm in Big Knife Lodge.		
11.	ADJOURNMENT The meeting was declared adjourned at 9:22pm.		



Donna Buelow
Board Chair
JAN 0 5 2016

Date



John Davis
Director, Client Services



Date

October 4/2015-Rec Board Meeting

Call to Order-Cory called the meeting to order @6:55. In attendance: Cory Greg, Connie M. Pam, Kari, Connie P and Aleska.

Previous minutes -Kari read the minutes of the previous meeting. Connie moved to approve the minutes. Carried.

Treasurer's Report-Connie M. gave the treasurers report. Connie moved to adopt the report as presented. Carried.

Manager's Report-Connie P. gave the manager's report.

-**VRA**-the VRA was repaired this summer. It was "suggested" we step up the transformer from 220 to 236. Approx. \$1500.

-**Exit Signs**-5 exit signs were removed from the sky boxes

-**Sprinklers**- Alberta Sprinkler reported that pressures were high for sprinklers above curling glass.

-**Microphone**-Electrical storm caused damage to the microphone in the sound booth. Quote is approx. \$1100. Will put on "wish list".

Connie M. moved the manager's report be approved. Carried.

New Business- Wages

- Trae-\$12.00
- Students-\$11.20
- Karen-\$16.00
- Patty-\$16.00
- Senior Ice Man-\$18.00
- Ken-\$18.00
- Tristan/Derek-\$16.00

Aleska made a motion to approve the wages as presented. Carried.

-**Compensation**-Aleska made a motion to pay Brent \$0.42/mile for 2 trips to Edmonton for parts.(150kms-1 way). Carried

-**Burgers**-We will try burgers from Bouma Meats.

-**Timesheets**-Connie P. will send in timesheets and a weekly schedule to

Connie M.

Town Report-

-**Budget**-Greg will talk to Amanda about upcoming budget.

-**Facility Rent**-Facility rental was discussed. Greg will take rental contract review back to town.

-**Lease Agreements**-Greg will take review back to town.

Annual Meeting-Oct. 26 @ 6:30.

Adjournment-Cory adjourned meeting @ 9:00.

Sedgewick Rec. Board Meeting-Oct 26/15

Call to Order-Cory called the meeting to order at 7:30. In attendance: Cory, Connie M., Connie P, Aleska, Esther, Pam, Kari, and Greg.

Minutes of Last Meeting-Kari read the minutes from the October 4/15 meeting. Aleska made a motion to approve the previous minutes. Carried.

Business Arising from Minutes-None

Treasurer's Report-Connie M. gave the treasurer's report. Kari made a motion to accept the report as presented. Carried.

Manager's Report-Connie P. gave the manager's report.

- Staff-Ken Robertson will start Nov. 15.

- Connie advised that she worked 231 hours in September. (9 concession hours, 222 manager hours including approx. 34 hours for grad weekend). Last year she had 278 overtime hours.

Pam moved to accept the manager's report as presented. Carried

Town Council Report-Greg gave the town report.

- The town sent the library a letter stating that we will not be looking into heating/cooling system until next year.

- Job descriptions** for rec centre staff were presented for review.

User Group Reports/Concerns-

- Hockey**-Complaint about the ads not being hung.

- Reminder to have sky boxes open for games.

- Change rooms**-Girls change rooms are needed. 1 room will be the storage room on the west side of the south hallway. The other will be the north hallway that accesses baseball room. Matting will be put in and door latches installed for privacy.

- Library**-The Town Council approved the library's 2016 budget.

- Curling**-Daren getting ice ready to go for Nov. 19. Oil ladies bonspiel here that weekend.

- Bowling**-leagues have begun.

New Business-Leases-Playschool, bowling, Curling, Library, Battle River Knights (\$130/hr.), Baseball, Football.

- Leases will be reviewed and sent for signing to each user group.

- Signs**- Need to get advertising signs put up.

- Lego Business**-A lego party business has inquired about space and price for rent?

- Bergum Tournament**-The Del Bergum 2nd Annual Hockey Tournament has been scheduled for Feb.6/2016.

Adjournment-Cory adjourned the meeting at 9:30. We will try to have meetings the 3rd Monday of each month. Next meeting is Nov.16/15.

Sedgewick Rec. Centre Annual Meeting-October 26/15

Call to Order-Cory called the meeting to order at 7:25. In attendance: Cory, Connie M., Aleska, Esther, Pam, Kari, Greg.

Minutes-Kari read the minutes from last year's meeting of Nov.24/14.

Election of Officers:President-Cory Gagnon

Vice President-Aleska Johnson

Secretary-Kari Sanders

Treasurer-Connie McArthur

Town Rep is Greg Sparrow

Treasurer's Report-Connie M. gave the treasurer's report and presented the 2015/16 budget. Pam moved to adopt the treasurer's report and the budget. Carried.

Adjournment-Cory adjourned the meeting at 8:00.

Sedgewick Recreation Centre-Annual Meeting-November 16/15

Call to Order-Cory called the meeting to order @ 7:00. In attendance: Greg, Cory, Kari, Connie P., Connie M., Verna, Pam.

Minutes of Last Meeting-Kari read the minutes from the Oct.26 meeting. Pam moved to approve the previous minutes. Carried.

Business Arising-Connie P. hours-Kari made a motion to pay Connie P. 93.5 concession hours for October. Carried.

Treasurer's Report-Connie M. gave the treasurer's report. Connie moved that her report be adopted as presented. Carried.

Manager's Report-Connie P. gave the manager's report.

- Lights**-30 fluorescent lights were replaced.

- Hockey pics**-Redoing the hockey pics on concourse wall. A few missing.

- Dressing rooms**-The 2 girls dressing rooms are completed.

- Panic door**-Getting the panic door on the west side of building (curling entrance) fixed.

- Upstairs door**-A locking deadbolt will be put on the door going from the concourse to the skybox.

- Elevator**-repaired

- Health inspector**- Health inspector was happy with kitchen.

- Rental**-Bowling alley has 3 upcoming rentals. 2 with bar service, 1 with full meal and bar. (Arrow, Harvest and Flagstaff Waste)

New Business- Facility Manager's job description and Facility Operator job description.-The 2 job descriptions were reviewed. Verna made a motion to approve the 2 job descriptions presented. Carried.

- Burgers**-The Bouma Meats patties we ordered were no good! Now ordering from Camrose Grocery People. Very good! New fries too!

- Meals on Wheels**-We are hoping to get a meals on wheels program going. Meals would be prepared in the rec centre kitchen. Jeannette Patten and Judy Ferrier are working on finding interested seniors.

User Group Reports/Concerns-Hockey-Novice tournament this weekend.

- Girls dressing rooms completed.

- Curling**-Ice is in. Considering buying the roll out sheets for next year. They are approximately \$4500 each. Hope to find 2 sponsors for each sheet.

- Bowling**-Locker rental goes to the bowling league. \$10/locker. Shoes to be purchased by the rec. centre.

-There were concerns regarding the bowling lease. Verna will explain that the \$30, 000.00 charged for the lease is partially covered through the Ag. society grant (County) .

Adjournment- Cory adjourned the meeting A 9:00. Next meeting is Dec.14/15 @7:00.

Sedgewick Rec. Board Meeting-Dec.14/15

Call to Order-Cory called the meeting to order @ 7:00. In attendance: Cory, Esther, Kari, Greg, Pam, Aleska, Connie M., Curtis.

Additions and Approval of Agenda-Pam moved to approve the agenda. Carried.

Treasurer's Report-Connie M. gave the treasurer's report. Connie moved to adopt the report as presented. Carried.

Manager's Report-Connie P. gave the manager's report.

-**Curling Rental**-Debbie Higginson wants to rent the curling ice surface for a wedding on July 30/2016.

-**Bowling Rental**-4H is renting the bowling alley from 1-3 on Dec. 22.

-**Contact Safety**-Came and checked fire extinguishers.

-**Elevator**-Out of order again(switch).Connie looking into.

-**Xmas hours**- Closed Dec. 24,25,26. Dec. 27-Rental from 3-4, and bowling rental from 2-3. Public skating from 1-3. We will have an employee from 1-4.

-Dec. 31, Jan. 1-Closed for bowling and skating.

-Curling ice rented Jan.1 for the day-\$500.00

(Chapotelles)

-**Extra hours**-Connie worked 41 hours extra for sick employees.

Minutes From Previous Meeting-Kari read the minutes from the Nov.16 meeting. Pam moved to approve the minutes. Carried.

Business Arising-

Town Council Report-Budget-Greg gave the town council report. The town approved the rec. centre budget.

-**Heating**-Council approved to get quotes for the heating system for bowling and library. Will be taken from reserves.

-**Refrigeration**-Grant Imlah may be able to help with refrigeration.

User Group Reports/Concerns-Hockey-Jan. 8,9,10 is **minor hockey day**.

-**Tournament Fee**-Esther made a motion to charge \$500 for Feb.5/6 for **Bergum tournament**, noting that they donate back to rec. Carried.

New business-Multi year capital plan-Reviewed. Will update.

-**Wifi**-Some inquiries about getting wifi at rec. Connie will look into how much it will cost.

-**Tournament Rental Rates**-Curtis made a motion to charge \$460/day for hockey tournaments. Anything extra will be charged an hourly rate. Carried. Cory will talk with Char Jackson about what to charge for minor hockey day

-**Ice Cream**-A company selling ice cream will provide a freezer and deliver stock if we carry their product. Aleska made a motion to sell ice cream in the concession. Carried.

Adjournment-Next meeting is Monday January 18 @ 7:00. Cory adjourned @9:00.

From: Irene Black [mailto:irene.black@gov.ab.ca]
Sent: January-12-16 2:39 PM
To: Irene Black
Subject: Municipal Dispute Resolution Services Education Workshops Winter 2016

Government of Alberta

Municipal Affairs

Building on the past success of the *Municipal Dispute Resolution Services* training program, Alberta Municipal Affairs is pleased to announce the winter start of the 2016 workshop season.

The program, which is specifically designed for municipal staff, elected officials, and community leaders, is committed to supporting local governance through a series of workshops that enhance skills in negotiation, public input, and workplace conflict management. Workshops combine practical training with skills building exercises and allow participants the opportunity to test their learning.

We always strive to provide training that is cost-effective and relevant to the municipal context, and this year we have partnered with municipalities across Alberta to expand the reach of our program and provide even better access to training.

An electronic copy of the brochure is attached below, and information on the program and workshop registration is available on our website at www.municipalaffairs.alberta.ca/MDRS.cfm. Registration is open and early registration is recommended due to limited seating. Workshops cost \$150 and include materials and lunches.

If you require additional information or want to be removed from this distribution list, please contact Irene Black, Municipal Dispute Resolution Services, Municipal Affairs, directly at 780-644-3124, toll-free in Alberta by dialing 310-0000 first.

Note that we will be adding workshops throughout the year, so check back on our Website regularly.

We look forward to seeing you at the workshops!

Irene Black

Municipal Dispute Resolution Advisor
Municipal Collaboration Unit
Government of Alberta
780.644.3124
17th Floor Commerce Place
10155-102 Street
Edmonton, AB
T5J 4L4

LETTERS:

- 1. Alberta Municipal Affairs:** Letter from Minister of Municipal Affairs, D. Larivee announcing acceptance of Alberta Community Partnership (ACP) grant program to support and encourage regional collaboration.
- 2. Municipal Services and Legislation:** Letter outlining changes to property taxes for provincially and municipally owned social housing properties possibly impacting 2016 equalized assessments for municipalities where those properties are located.
- 3. Alberta Urban Municipalities Association (AUMA):** Letter to Councils of Towns East from Nichole Adams thanking for support her election to representative in the AUMA Board of Directors.
- 4. Energy East Pipeline:** Letter announcing changes to the scope of the Energy East Pipeline routing after contact with Canadians across country. News release and Application Amendment Reports attached.
- 5. Village of Heisler:** Letter to Flagstaff Intermunicipal Partnership (FIP) Committee advising that Council approved recommendations of the FIP Committee for Regional Governance.
- 6. Infinity Belting Ltd:** Letter introducing X22 and Liquid Fire as solutions to winter ice conditions.
- 7. Action on Smoking and Health (ASH):** Information on the creation of municipal bylaws and policy options with regard to the legalization of marijuana in Canada and all smoking regulations.
- 8. Alberta Order of Excellence:** Letter requesting nominations of deserving Albertans to become a member of the Alberta Order of Excellence.
- 9. Conoco Phillips Canada:** Letter advising of the sale of Conoco Phillips Canada’s interest in the Freehold Lease to Pine Cliff Energy Ltd.
- 10. DEMA Land Services:** Letter of introduction and brochure outlining expertise in real property issues.
- 11. Alberta Municipal Affairs:** Letter advising acceptance of the qualifying project submitted under the Federal Gas Tax Fund (FGTF) program, project 707242; Sanitary Sewer and Streets Improvement Project.

NOTICES and INVITATIONS:

- 1. Business Partnership Breakfasts:** Notification of three events at the Strome Community Hall on January 26th, February 25th and March 29th, 2016.
- 2. Tree Canada:** Call for presentation submissions for the 12th Canadian Urban Forest Conference in Laval, QC, September 26th - 29th, 2016.
- 3. Canadian Cancer Society:** Notification of donation request and story of a survivor.
- 4. Explorers and Producers Association of Canada (EPAC):** Notification of 2016 EPAC awards in Calgary, March 10th, 2016.
- 5. Alberta Capital Finance Authority:** Notification of cancelled debenture due to repayment.
- 6. OK Alone:** Notification of remote workers monitoring system products for working alone.
- 7. Loughheed Field House:** Notification of December 31st, 2015 New Year’s Eve Family Celebration.
- 8. Canadian Women in Aviation:** Notification of the release of “Canadian Women in the Sky”.

WORKSHOPS and SEMINARS:

- 1. Alberta Medical First Responders (MFR):** Funding information for Sedgewick Fire Department standard first aid upgrading.
- 2. Alberta Recycling:** Invitation and information to the February Spring Seminar in Lethbridge, February 24th - 26th, 2016.

MINUTES and FINANCIAL STATEMENTS:

- 1. Sedgewick Memorial Cemetery** -November 30th, 2015 Financial Statement.

NEWSLETTERS AND PUBLICATIONS:

- | | |
|--|-------------------------------------|
| 1. Crisis and Trauma Institute: | Winter-Summer 2016 |
| 2. The Furrow: | January 2016 |
| 3. Progressive Conservative Party: | January 8th, 2016 |
| 4. Alberta Association of Municipal Districts and Counties (AAMDC): | January 6th, 2016 |
| 5. Federation of Canadian Municipalities (FMC): | January 4th, 2016 |
| 6. Primary Care Network Camrose: | Year in Review |
| 7. Frontline Safety and Security: | Fall/Winter 2016 |
| 8. Invest in Alberta: | Winter 2016 |
| 9. Discover Parliament: | 2016 |
| 10. Alberta Municipal Health and Safety Association (AMHSA): | 2016 Business Plan |

11. Enbridge:	2016 Calendar
12. AAMDC:	December 23 rd , 2015 Bulletin
13. FCM :	December 18 th , 2015 Newsletter
14. AUMA:	December 16 th , 2015 Newsletter
15. FCM:	December 11 th , 2015 Newsletter
16. Progressive Conservative Party:	December 11 th , 2015 Week in Review
17. AAMDC:	December 10 th , 2015 Bulletin
18. Aidrow Installations Ltd.	December 10 th , 2015 Catalog
19. AUMA:	December 9 th , 2015 Newsletter
20. FCM:	December 9 th , 2015 Newsletter
21. Custom Sandblasted Signs:	December 7 th , 2015
22. Progressive Conservative Party:	December 4 th , 2015 Week in Review
23. AAMDC:	December 2 nd , 2015 Bulletin
24. Infrastructure:	December 2015
25. Battle River Power Coop:	December 2015
26. Battle River Power Coop:	November 2015 Newsletter
27. Turf and Recreation:	November/December 2015
28. Environmental Science and Engineering:	November/December 2015
29. Governmental Solutions:	Winter 2015
30. Work Sight:	Winter 2015
31. PEG:	Winter 2015
32. Interlock Design:	Fall 2015

POLICY SECTION C: Agenda - Delegation Request for Presentation to Council

Name of Delegation: Shaunet Petiot, CGA and Connie McArthur, Recreation Centre, Treasurer

Issue to be discussed: Petiot will be presenting the Sedgewick Recreation Centre’s unaudited financial statement for the year ending August 31st, 2015.

Request of Council:

Approval of the Sedgewick Recreation Centre’s unaudited financial statement for the year ending August 31st, 2015.

Date of Council Meeting: January 21st, 2016

Delegation Time: 6:30 PM

Attachments:

1. Sedgewick & District Recreation Board Financial Statements, August 31st, 2015 (unaudited).

21-Jan-16
Mayor

21-Jan-16
CAO

SEDGEWICK & DISTRICT RECREATION BOARD

FINANCIAL STATEMENTS

August 31, 2015

(Unaudited)

SHAUNET PETIOT, CGA
CERTIFIED GENERAL ACCOUNTANT

Box 504
Daysland, AB T0B 1A0

Telephone: (780) 374-3744
Cell phone: (780) 608-8245

REVIEW ENGAGEMENT REPORT

To the Members and Directors of Sedgewick & District Recreation Board:

I have reviewed the statements of financial position of Sedgewick & District Recreation Board as at August 31, 2015 and the statement of financial position, statement of operations and fund balance, and cash flow for the year then ended. My review was made in accordance with Canadian general accepted standards for review engagements and accordingly consisted primarily of inquiry, analytical procedures, and discussion related to information supplied to me by the organization.

A review does not constitute an audit and consequently, I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.


CERTIFIED GENERAL ACCOUNTANT

Daysland, Alberta
November 5, 2015


SEDGEWICK & DISTRICT RECREATION BOARD
STATEMENT OF FINANCIAL POSITION
(Unaudited)
As At August 31, 2015

	2015	2014
Current Assets		
Cash	\$ 116,980	\$ 114,068
Accounts receivable	2,247	4,831
Wild Rose Co-op Gift cards on hand	10,000	8,325
Sales tax receivable	454	1,158
	129,681	128,382
Wild Rose Co-op member equity	8,438	8,227
BRCU shared investment plan	153	153
	\$ 138,272	\$ 136,762
Current liabilities		
Accounts payable and accrued liabilities	\$ 1,750	\$ 1,750
	1,750	1,750
Fund balance		
Unrestricted	136,522	135,012
	\$ 138,272	\$ 136,762

This financial statement has been reviewed and approved by:


Cory Gagnon, President


Connie McArthur, Treasurer


Date


Date

SEDGEWICK & DISTRICT RECREATION BOARD
STATEMENT OF OPERATIONS AND FUND BALANCE
(Unaudited)
For the Year Ended August 31, 2015

	2015	2014
Revenue		
Bowling (Schedule 1)	\$ 30,579	\$ 30,724
Arena (Schedule 1)	94,927	105,765
Curling (Schedule 2)	25,751	35,029
Concession (Schedule 2)	102,932	96,368
Facility rental (Schedule 3)	12,764	12,530
Grants - Ag Society	17,500	17,500
- Flagstaff County	-	60,062
Fundraising and donations	125,508	132,148
Other income	587	274
	410,548	490,400
Expenditures		
Bowling (Schedule 1)	4,642	5,963
Arena (Schedule 1)	69,817	148,805
Curling (Schedule 2)	20,275	19,856
Concession (Schedule 2)	90,752	89,713
Facility (Schedule 3)	111,603	114,662
Advertising	145	1,067
Bank charges	110	268
First aid and safety	2,948	1,616
Fundraising	92,050	94,587
Office	1,796	2,293
Professional fees	14,900	17,800
	409,038	496,630
Excess (deficiency) of revenues over expenditures	1,510	(6,230)
Fund balance - beginning	135,012	141,242
Fund balance - ending	\$ 136,522	\$ 135,012

SEDGEWICK & DISTRICT RECREATION BOARD
STATEMENT OF CASH FLOW
(Unaudited)
As At August 31, 2015

	2015	2014
Operating Activities		
Total excess of revenues over expenditures	\$ 1,510	\$ (6,230)
Changes in non-cash working capital		
Accounts receivable	2,584	5,059
Wild Rose Co-op gift cards on hand	(1,675)	(8,325)
Sales tax receivable/payable	704	(2,342)
Accounts payable	-	1,750
Payroll liabilities	-	(1,069)
	1,613	(4,927)
	3,123	(11,157)
Investing Activities		
Increase in patronage accounts	(211)	(301)
	2,912	(11,458)
Cash - beginning of year	114,068	125,526
Cash - end of year	\$ 116,980	\$ 114,068

SCHEDULE 1

SEDGEWICK & DISTRICT RECREATION BOARD

STATEMENT OF OPERATIONS BY CATEGORY

(Unaudited)

For the Year Ended August 31, 2015

	2015	2014
BOWLING		
Income	\$ 30,579	\$ 30,724
Expenditures		
Repairs	917	655
Janitorial	815	1,080
Scorecards	250	-
Gas	1,234	1,708
Power	1,426	2,070
Rental (grant purposes)	-	450
	4,642	5,963
	\$ 25,937	\$ 24,761
ARENA		
Income		
Minor hockey	\$ 61,892	\$ 44,460
Rec hockey	4,259	4,545
Public skating and CanSkate	4,270	16,189
Lacrosse rental	3,975	5,175
Facility rental	10,631	30,146
Advertising	4,850	5,250
Programs	1,000	-
Fundraising	4,050	-
	94,927	105,765
Expenditures		
Arena repairs and maintenance	990	3,434
Zamboni repairs and maintenance	653	797
Ice plant repairs & maintenance	8,528	8,199
Program expenses	5,557	3,988
Gas	2,441	3,406
Electricity - arena	5,611	6,212
Electricity - power plant	21,835	21,523
Capital - lighting project	-	67,935
- sound system	10,861	-
Rental (grant purposes)	-	20,450
Wages	13,341	12,861
	69,817	148,805
	\$ 25,110	\$ (43,040)

SCHEDULE 2

SEDGEWICK & DISTRICT RECREATION BOARD

STATEMENT OF OPERATIONS BY CATEGORY

(Unaudited)

For the Year Ended August 31, 2015

	2015	2014
CURLING		
Income		
Lease	\$ 5,000	\$ 5,000
Share of curling lounge - 10%	-	4,245
Junior curling	-	700
Other	476	1,050
Utility and repair recoveries	20,275	24,034
	25,751	35,029
Expenditures		
Junior curling	-	23
Ice plant repairs and maintenance	5,004	-
Gas	2,209	2,562
Electricity - curling rink	2,374	4,141
Electricity - power plant	10,688	13,130
	20,275	19,856
	\$ 5,476	\$ 15,173
CONCESSION		
Income	\$ 102,932	\$ 96,368
Expenditures		
Merchandise	58,826	58,099
Supplies	-	7,117
Equipment - deep fryer	2,869	-
Repairs	1,959	1,908
Wages	27,098	22,589
	90,752	89,713
	\$ 12,180	\$ 6,655

SCHEDULE 3

SEDGEWICK & DISTRICT RECREATION BOARD

STATEMENT OF OPERATIONS BY CATEGORY

(Unaudited)

For the Year Ended August 31, 2015

	2015	2014
FACILITY		
Income		
Rental	\$ 12,764	\$ 12,530
Expenditures		
Facility repairs and maintenance	15,216	13,874
Capital purchases - desk and computer	-	1,953
Security	792	1,349
Custodian supplies	2,797	2,393
Equipment repairs and maintenance	2,729	936
Gas	12,235	11,881
Electricity	16,093	19,528
Telephone	1,895	1,995
Waste Management	1,385	1,401
Wages	58,461	58,624
Other expenses	-	728
	111,603	114,662
	\$ (98,839)	\$ (102,132)

SEDGEWICK & DISTRICT RECREATION BOARD
NOTES TO THE FINANCIAL STATEMENTS
August 31, 2015
(Unaudited)

1. PURPOSE OF THE ORGANIZATION

The Sedgewick & District Recreation Board is a non-profit organization formed under the Agricultural Societies Act of Alberta. The organization assists in the operation of the Sedgewick Recreation Centre. The society is a registered charity and exempt for income tax purposes under Section 149(1) of the Income Tax Act (Canada).

2. SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements of the organization have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Fund accounting

The Organization follows the deferred fund method of accounting for contributions.

The General Fund accounts for the Organization's program delivery and administrative activities. This fund reports unrestricted resources and restricted operating grants.

Use of estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and the reported amounts of revenue and expenses. The main estimates include accrued liabilities.

Capital Assets

Capital assets are treated as expenditures in the year of acquisition.

Revenue recognition

Membership fees are recognized as contributions as they are non-refundable and do not relate directly to the services provided.

The Organization recognizes government funding in the period in which it is received.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Contributed services

In its day-to-day operations the Organization uses the services of many volunteers. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

Cash and cash equivalents

Cash equivalents are comprised of highly liquid investments with maturities of three months or less from the date of acquisition. There are no cash equivalents at this time.

3. ECONOMIC DEPENDENCE

The organization is dependent on the Town of Sedgewick. The municipality pays for the insurance and major capital repairs that are not reflected in these statements. The ability to continue as a viable operation may be dependent on this funding.

3. CAPITAL EXPENDITURES

During the year, the Society completed a lighting project reported in arena expenditures and purchased a computer and desk reported facility expenditures.

4. FINANCIAL INSTRUMENTS

The organization's financial instruments consist of investment certificates, and accounts payable. Unless otherwise noted, it is management's opinion that the organization is not exposed to significant credit risk, interest rate, liquidity, or market risks arising from these financial instruments. Market risk can result from changes in interest rates.

The organization is exposed to various risks through its financial instruments without being exposed to concentrations of risk. The following analysis provides a measure of the organization's risk as at August 31, 2014.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a loss for the other party by failing to fulfill an obligation.

The organization's credit risk consists principally of cash and accounts receivable. The organization maintains cash with a reputable and major financial institution. The investments include certificates issued by a high-credit quality financial institution. Management considers the risk of non-performance of these instruments to be remote. The credit risk from counter parties not paying accounts receivable is not considered to be significant.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates/

The organization is exposed to interest rate risk with respect to the following instruments:

- Cash

Liquidity risk

Liquidity risk is the risk that the organization will encounter difficulty in meeting its obligations associated with financial liabilities.

The organization is exposed to liquidity risk in meeting its obligations associated with financial liabilities, which is dependent on receipt of funds from contributors.

Market risk

Market risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market prices.

POLICY SECTION C: Agenda - Delegation Request for Presentation to Council

Name of Delegation: The Bethany Group, Tamlyn Beesley, John Davis, Denis Beelsey

Issue to be discussed: Conditions placed upon Demolition Permit 2015-19DEMO.

Request of Council:

That condition two be rescinded.

Date of Council Meeting: January 21st, 2016

Delegation Time: 7:00 PM

Attachments:

1. Delegation request and permit.

21-Jan-16
Mayor

21-Jan-16
CAO

POLICY SECTION C: 4. Agenda - Delegation Request for Presentation to Council

Council invites delegations to make presentations at Town Council meetings. To provide council with clear, concise information, delegations are requested to submit a written report outlining the issues being brought before council at least *seven* (7) days before the scheduled council meeting.

Name of Delegation: The Bethany Group

Contact Name/Person making presentation: Tamlyn Beesley, John Davis, and Denis Beesley

Issue to be discussed: Demolition Permit 2015-19DEMO Condition 2 “That all existing hardscapes being parking lots, parking pads, sidewalks and curbs be removed...” We feel that with the removal of the Flagstaff Lodge the existing sidewalks in the site would make nice walking trails for the residents of the new senior’s self-contained apartment and visitors. With turning the bulk of the site into green space the walking trails are a good feature to promote activity in the green space. We feel the parking pads are useful for extra parking, loading lawn and snow maintenance equipment. Removal of the sidewalks and parking surfaces would require considerable costs for disposal, removal of sub-base structure, then filling with suitable soils.

Request of Council: Amend – Remove Demolition Permit 2015-19DEMO Condition 2

Date of Council Meeting: January 21, 2016

Delegation Time: 19:00

If there is additional information please attach: Yes



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



December 30th, 2015

The Bethany Group
c/o Tamlyn Beesley
4612 – 53 Street
Camrose, AB T4V 1Y6

Dear Mr. Beesley,

RE: Demolition Permit 2015-19DEMO

Please be advised that your demolition 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/Applicant be responsible for all costs incurred for the disconnection of all municipal services which includes, water, sewer and gas.

AND

2. That all existing hardscapes being parking lots, parking pads, sidewalks and curbs be removed and the land be fully remediated to its original grassy state.

To ensure the validity of your demolition permit the above conditions must be met. Should you have any questions or concerns please contact the undersigned at 780-384-3504 or via email at cao@sedgewick.ca.

Sincerely,

Amanda Davis,
CAO

Enclos.



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

RECEIVED
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: Conditions attached.

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

G. Rose
Elected Official

Adrian
Appointed Official

[Signature]
Signature of Applicant

[Signature]
Signature of Applicant

Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: AP - VCU				
Computer Cheques:				
4355	12/11/15	Air Liquide Canada Inc.	Shop-Cylinder rental Sept.	16.70
4356	12/11/15	AAMD&C	Nov. 2015 Stmt	878.74
4357	12/11/15	Government of Alberta	Legal Plan 152 5002	6.00
4358	12/11/15	Amanda Davis	Admin Staff Xmas Party	300.65
4359	12/11/15	Battle River Watershed	2016 BRWA Requisition	428.50
4360	12/11/15	Battle River R.E.A. Ltd	Nov. 2015 Charges	53.55
4361	12/11/15	Bonness Oilfield Supply Ltd.	Nov. Stmt	17.47
4362	12/11/15	Carillion Canada Inc.	PW-Street Salt	2,241.75
4363	12/11/15	CCI Wireless	Office-internet -Dec	78.74
4364	12/11/15	The Community Press	Nov. 2015 Stmt	42.00
4365	12/11/15	Arnett & Burgess Pipeliners Lt	Nov. Stmt	1,097.02
4366	12/11/15	CUETS Financial Mastercard	Nov. 2105 Stmt	1,115.56
4367	12/11/15	Dalor Natural Gas Service Ltd.	2015 Meter Maint/Reading	4,032.00
4368	12/11/15	Ted Djos	Snow Removal -Nov25/26	228.75
4369	12/11/15	Eastlink	FD-Dec./Jan Stmt	46.10
4370	12/11/15	Flagstaff County	Peace Officer/Nov	822.25
4371	12/11/15	Joe Knievel Contracting Ltd.	FD-Change Overhead Door	17,115.00
4372	12/11/15	John Deere Financial	Dec. Stmt	538.33
4373	12/11/15	Daryl Johnson	Wkend Burial-Nov22/15	50.00
4374	12/11/15	Jubilee Insurance Agencies Ltd	2015-16 Insurance	49,566.69
4375	12/11/15	Kathleen Steadman	Health & Wellness- Dec 2015	640.00
4376	12/11/15	Killam Home Hardware Ltd.	PW-Crimping Tool-Xmas Tree	262.49
4377	12/11/15	Marvin's Auto Glass Ltd.	Rescue Unit -battery/starti	1,738.54
4378	12/11/15	Connie McArthur	UT Overpayment	1,731.39
4379	12/11/15	Munisoft Ltd	SLP -2016 Software Maintenance	4,902.45
4380	12/11/15	Paymate Software	2016 Paymate Software	336.00
4381	12/11/15	Petty Cash Fund	Replenish Petty Cash	142.80
4382	12/11/15	Brent Polege	#39 Mack.Dr- Rotorooter	150.00
4383	12/11/15	Reynolds Mirth Richards & Farm	Legal Counsel- General /Contra	1,842.54
4384	12/11/15	RTS Diesel Repair & Parts Ltd.	PW-Grader Repair-Tie Rods	692.90
4385	12/11/15	Watkins Holdings Ltd.	Nov. Stmt	207.24
4386	12/11/15	Sedgewick Community Hall Assoc	A/R-United Church	315.00
4387	12/11/15	Sedgewick Lake Park Assoc.	Final Damages-EEH0329/0334	7,728.50
4388	12/11/15	SKNGS - Sedgewick Killam	Nov. 2015 Billing	39,023.08
4389	12/11/15	Telus	Nov. 2015 Statement	912.98
4390	12/11/15	Town Of Sedgewick	Nov. 2015 Utility Billing	965.91
4391	12/11/15	Wainwright Assessment	Dec. 2015 Stmt	1,067.85
4392	12/11/15	Willard McNernie	Snow Removal-Nov25/26	191.25
4393	12/11/15	Voided by the print process		0.00
4394	12/11/15	Voided by the print process		0.00
4395	12/11/15	Wild Rose Co-operative Ltd.	Nov. Stmt	1,231.91
4396	12/11/15	Xerox Canada Ltd	photocopier maintenance	284.50
4397	12/14/15	AMSC	Nov 2015 Charges	7,256.08
4398	12/14/15	Local Government Admin Assoc.	2016 LGAA Membership/Conferenc	651.00
4399	12/14/15	Ultimate Promotions	Town of Sedgewick pins	1,013.25
4400	12/16/15	Alberta School of Business	AD - Excutive Education	10,495.28
4401	12/29/15	Spoiled During Printing		0.00
4402	12/29/15	Void during printing		0.00
4403	12/29/15	Void during printing		0.00
4404	12/29/15	Void during printing		0.00
4405	12/29/15	Air Liquide Canada Inc.	Nov.2015 Stmt	123.94
4406	12/29/15	AMSC Insurance Services Ltd.	Jan. 2016 Remittance	2,236.57
4407	12/29/15	Ankerton Gas Co-Op Ltd.	#9 Spruce Drive. - Tee	290.38
4408	12/29/15	Brazilian Canadian Coffee Inc.	PW-Coffee	57.58
4409	12/29/15	Canada Post Corporation	2016 Postage stamps	6,247.50
4410	12/29/15	Contact Safety Service Ltd	Stmt Dec 2015	1,165.50
4411	12/29/15	DGE 3DMM Inc.	GIS Mapping Initial	10,353.00
4412	12/29/15	Jubilee Insurance Agencies Ltd	Gen/GPS Revisions	1,783.96
4413	12/29/15	Local Authorities Pension Plan	December remittance	5,927.47
4414	12/29/15	Munisoft Ltd	A/R- Lake Cheques	349.21
4415	12/29/15	Neptune Technology Group	2016 Handheld maint.	2,100.00
4416	12/29/15	Brent Polege	BP- Wkend Casket-N/S C10	150.00

Payment #	Date	Vendor Name	Reference	Payment Amount
4417	12/29/15	Connie Polege	Office- Snow Shovel	28.34
4418	12/29/15	Purolator Inc.	WTP-Freight/Kaizen	42.65
4419	12/29/15	R&I Schuurman Construction	Grader Rental - Nov. 24	262.50
4420	12/29/15	Receiver General	Dec. 2015 Remittance	7,334.72
4421	12/29/15	SKNGS - Sedgewick Killam	Gen Maint./New Construction	1,250.94
4422	12/29/15	expensed to wrong accounts		0.00
4423	12/29/15	S. James Agencies (Killam) Ltd	PW-register 2016 Dodge	84.45
4424	12/29/15	Maxine Steil	MS-Travel Exp-Special Projects	82.08
4425	12/29/15	Syban Systems Ltd.	Jan. 2016 WTP Internet	52.45
4426	12/29/15	Telus (Mike)	FD - Nov. 2015 Charges	50.98
4427	12/29/15	TNT Instrumentation Inc.	Rewire Emer. Plugs	283.50
4428	12/29/15	West Central Planning Agency	Extension -TS/14/03 Subdivisio	250.00
Total for AP:				202,966.46

Accounts payable cheques for the month ending December 31, 2015.

December 31st, 2015 Payroll

0568-0594	12/15/2015	Mid Month Payroll	25,253.74
0595-0608	12/31/2015	Month End Payroll	<u>21,100.29</u>
Total for Payroll:			\$46,354.03

21 - Jan - 16
Mayor

21 - Jan - 16
CAO

Town of Sedgewick - Council Committee Reports to January 21st, 2016

Mayor P. Robinson shall be included as an addition.

Nothing to report: Clr.'s S. Higginson and C. Rose

No report submitted: Clr.'s G. Imlah and G. Sparrow.

Town of Sedgewick - Council Committee Reports to January 21st, 2016 - ADDITION

Mayor P. Robinson reported attendance to the following:

Mayors Meeting, Daysland – January 11th, 2016:

- Reeve Kuefler reported that so far the year is revealing some seriously reduced linear taxation income for the County, with bankruptcies on the rise in the energy sector. He also indicated that they have 'inherited' some pretty nasty surprises from the former municipalities of Strome and Galahad, which have recently become hamlets within the County.
- All other represented communities reported normal circumstances other than difficulties occurring as a result of the economic downturn, with the exceptions of Loughheed and Killam. Loughheed is about to replace their CAO, who is moving away and have received a number of qualified resumes.
- The Village of Loughheed's new public works personnel seems to be working out well.
- It was reported that the Loughheed Hotel has closed and the tenants have moved on.
- The Town of Killam reported changes to their residential subdivision due to site constraints and are considering phasing out their project.
- The Town of Killam is seeking pest control as they are dealing with aggressive coyotes within their municipal boundaries. Further, Killam is dealing with enforcement matters regarding a municipal bylaw.

Flagstaff Family and Community Services (FFCS), Killam - January 13th, 2016:

- Additional funding has been received from the government. Executive Director L. Jenkinson will be preparing an overview for each municipal council. This report was recently received by administration and will be included on the February agenda.
- Over one hundred hampers were provided through the Christmas Sharing Program.
- The Charity Check Stop was a success; \$2,800 was raised for Victim Services and \$300 for Mother Against Drunk Driving (MADD) as well as six hundred pounds of food for the Christmas Sharing Program.
- Hoarding workshops continue the next one is scheduled for March 1st in Killam; CAO's are encouraged to attend.
- On February 26th I will be attending an "Aging in Place" seminar in Camrose with FFCS's Executive Director.
- On February 25th I will be attending the "Occupant Restraint Billboard Contest" unveiling at the Sedgewick Community Hall on February 25th, 2016.
- The FIRST Banquet and Fundraiser will be held in Hardisty on February 6th, 2016.
- The next board meeting is scheduled for March 9th; an alternate may be required due to my expected absence.

Flagstaff Intermunicipal Partnership (FIP), Flagstaff County - January 14th, 2016:

- In attendance with CAO Davis.

Town of Sedgewick - Council Committee Reports to January 21st, 2016 - ADDITION

- The CAO Report will include necessary correspondence from the meeting. It is however important to note that FIP approved a draft Terms of Reference (TOR). The TOR has been developed to provide the committee with clear direction for the Regional Governance Project.
- FIP discussed and made provisions for funding the Regional Governance grant process and has proceeded with an initial News Release to undertake citizen and stakeholder engagement.
- The next board meeting is scheduled for February 8th, 2016. These meetings are open to any member of council that may wish to observe conversations.

Town of Sedgewick Public Works Report – Period Ending January 21st, 2016

An update on public works activities up to January 21st, 2016.

- General duties and activities.
- The tree piles west of the Sedgewick Recreation Centre have been burnt. We have spent time hauling away remaining debris rather than digging a bury pit.
- Completed repairs on the Zamboni at the Recreation Centre:
 - The water tank was cleaned out and a box liner was sprayed in;
 - A new spray broom was built from ABS pipe and cam locks – this construction allows for easy removal for cleaning.
- Christmas lights have been taken down;
- In accordance with the 2016 we are obtaining quotes for the replacement of the overhead door in the public works shop.
- We've obtained quotes to have the bucket repaired on the backhoe, we are to secure the contractor and proceed with the work.

21-Jan-16
Mayor

21-Jan-16
CAO

Town of Sedgewick - CAO Report – Period Ending January 21st, 2016.

January 7th – CAO Meeting, Flagstaff County Office – meeting notes attached.

January 11th – Municipal By-Election - administrative staff conducted the 2016 by-election along with the support and assistance of two local volunteers.

January 14th – Flagstaff CAO Meeting, Flagstaff County Office – as a follow up to the January 7th, 2016 CAO meeting, a secondary meeting was held in advance of the FIP Meeting to finalize a draft Terms of Reference (TOR) for the Regional Governance Project with facilitation assistance from Municipal Affairs. The TOR were presented and approved by the FIP committee as addressed in the next meeting highlights.

January 14th – Flagstaff Intermunicipal Partnership (FIP) Meeting, Flagstaff County Office – In attendance with Mayor Robinson.

- Meeting notes attached.

January 15th – Geographical Information System (GIS) Internal Training Day.

- All municipal employees took part in a full day GIS training session as conducted by DGE Inc. This was the first training session and introduction to our new municipal program.

January 18th – Council Orientation – Conducted a council orientation with T. Schmutz and S. Levy.

(11) Council

- The Town's legal counsel has been contracted to run an independent Roles and Responsibilities Workshop on February 16th, 2016 at 9:30AM. This will be a half day session – as this was directed by Council it is important that all members and the CAO attend to ensure ongoing successes for years to come.

(12) Administration

- The municipal audit shall commence between January 21st and 25th. Administrative personnel have been focusing on year-end processes which includes but is not limited to closing all files and accounts, year-end reporting to Alberta Environment, Alberta Transportation, Municipal Affairs, drafting Statement of Funding and Expenditures (SFE's) for grants etc.
- Administration has been working with all local boards to develop an ad for the Go East of Edmonton publication. We've received lots of feedback and will be finalizing the publication over the next few weeks.

(23) Fire

- Fire Chief Hebert, Deputy Chief McArthur and I completed a secondary mediation preparation session on January 14th, 2016 to prepare for a collaborative meeting with Flagstaff County. Municipal Affairs recommended that the Chiefs meet with K. Cannady and themselves independently with a possible secondary meeting of Administration and Elected Officials. I urged them to consider our point of view within the regional governance project and simply address any personnel issues and withhold the political pressures at this time. They will be discussing this point of view with Flagstaff County and will get back to us. Our Chiefs will be entering mediation within the next two weeks.

21-Jan-16
Mayor

21-Jan-16
CAO

(66) Development

- The Land Committee will be meeting at the beginning of February to complete a Phase I review of the Municipal Development Plan (MDP). Depending on the direction of the committee and recommendations to council this review could take a few months. A request was sent to Flagstaff County that the Intermunicipal Development Plan (IDP) review be held in the late summer early Fall of 2016 to allow time for the MDP review. This request was accepted by Flagstaff County.

(72) Recreation

- A request was sent to the Ag Society on December 11th, 2015 seeking an update regarding 2016 recreation funding. To date, we have not received a response therefore cannot confirm the recreation grant process.
- Sedgewick Community Spray Park Update –on December 21st, 2015 the Spray Park Committee confirmed their intention to continue fundraising for until a minimum of \$400,000 is raised for the project. It was also agreed that the funds received from Alberta Recycling would not be used towards (<\$28,000) the project as the rubber material is not an approved product within the spray zone. To date, \$186,683 has been raised for the project; our application to the Celebrate Canada 150 program was unsuccessful.

Attachments:

1. January 7th, 2016 – CAO Group Meeting Notes – no action required.
2. January 14th, 2016 – FIP Meeting Minutes – ACTION REQUIRED.
 - More Collaboration Key to Region's Success – Press Release
3. Action Items List – no action required.

CAO Meeting Notes – January 7, 2016 at 10:00 a.m.

Held at 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
Rod Krips	Town of Daysland
Sandy Otto	Town of Hardisty

Advisors:

Michael Scheidl	Municipal Affairs
Sara Ahlstrom	Municipal Affairs
Desiree Kuori	Municipal Affairs

Absent:

Colleen Mayne	Village of Lougheed
Jacquie Zacharuk	Village of Alliance

1. Additions to Agenda

- Regional Preparedness Plan – Town of Daysland
- Serviced Lots – Flagstaff County
- Public Works Training – Town of Sedgewick

2. Meeting Notes & Information

Reviewed, no changes were made to what was submitted. Further discussion was held on:

Community Resource Officer – the Town of Sedgewick and the Village of Forestburg budgeted for this position in 2016. Village of Heisler has not finalized their budget and may be adding this as a line item.

Community Peace Officer – Flagstaff County will be discussing the option of providing the service for free for one year to track the impact of the service on each community.

Regional Governance Press Release – a reminder was made to the Managing Partner to ensure that the approval of the press release is dealt with at the January 14, 2016 FIP meeting.

3a. Revised 2016 Budget

No changes made pending grant applications, revised budget will be reviewed by CAO's on January 29, 2016 and presented to FIP during the February 8, 2016 FIP meeting.

3b. Regional Governance Project

Achievements for this meeting would be to develop a concise Terms of Reference, review a press release, obtain feedback on grant applications and keep momentum and excitement for the project going.

The communications strategy should direct a press release be issued after each meeting, who will be responsible for drafting and issuing the release?

The group reviewed the Terms of Reference and developed the following goals:

1. Retain a Project Manager
 - a. To facilitate and coordinate the exploration of the recommendations as approved by all partners
 - b. The ACP grant for this part of the project has been submitted.
 - c. The group determined that the project should not be delayed waiting for grant approval.

Recommendation to FIP:

To utilize \$40,000 from FIP operating surplus (\$68,363.72 as at January 1, 2015) to retain a project manager with the acknowledgement that there is no guarantee that the ACP grant will be approved as submitted to Municipal Affairs.

2. Manage Infrastructure Assessments
3. Develop Regional Communications Strategy
4. Develop a Business Case for Regional Sustainability
5. Develop Framework for Regional Governance
6. Develop a Regional Economic Development Plan

3c. Regional SCADA System Update

Sandy Otto provided an update on the status of the server move from Flagstaff County to the Town of Hardisty.

1. Server Move:
 - a. \$175.00 per hour per technician plus travel of \$0.75/km and \$75.00 per hour per technician.
2. Maintenance Contract for Server – it was recommended that we enter into a maintenance contract for the SCADA server, the options presented were:

a. Next Day Service	\$899/month \$799/month \$700/month	Month to Month service 1 year contract 3 year contract
b. Same Day Service	\$1,249/month \$1,159/month \$1,559/month	Month to Month service 1 year contract 3 year contract
c. Weekend & Holidays	\$1,859/month	Month to Month service

\$1,659/month	1 year contract
\$1,559/month	3 year contract

3. Sonic Wall Replacement: Our sonic wall is 4-5 years old and needs to be updated

- | | |
|--------------------------------|-----------------------|
| a. APC UPS – Battery Backup | \$89 per site |
| b. Watchguard XTM 26 - Upgrade | \$745 per site |
| c. Installation | \$3,700 for all sites |

4. Hardware Required for server room – this would be a portion of the cost of the Town of Hardisty upgrades

- a. Total cost for portion of project would be \$5,516, Sandy indicated that the cost to FIP would be approximately 40% or \$2,206.

3d. Bylaw Enforcement Services

Copies of the bylaw enforcement 2016 contracts for the Town of Daysland and the Village of Forestburg were provided for information purposes.

3e. Regional Preparedness Plan

Copy of “A Proposal to Develop a Regional Emergency Preparedness Plan and Program for Town of Daysland and Partnering Municipalities” was provided by the Town of Daysland for information purposes.

3f. Utility Bylaws

Flagstaff County requested information as to whether our Utility Bylaws (not the utility rates bylaws) included minimum construction requirements for tying developments into municipal infrastructure. Shelly explained that she is having her lawyers develop a bylaw which would include these requirements and was interested in knowing if other municipalities might be interested in sharing the cost of the bylaw development. Overall the group was willing to consider this.

4. **Next Meeting and Host – Friday, January 29, 2016 at 9:00 a.m. at County Office**
5. **Round Table Discussion – no discussion held**
6. **Adjourn at 4:20 p.m.**

**Flagstaff Intermunicipal Partnership Committee
Special Meeting to Discuss Regional Governance Project
Held Thursday, January 14, 2016 at 7:00 pm
Flagstaff County Administration Building**

Attendance:	Voting Members	Bob Coutts, Chair	Village of Forestburg
		Bud James	Town of Killam
		Gunnar Albrecht	Flagstaff County
		Dennis Steil	Village of Heisler
		Dell Wickstrom	Village of Alliance
		Leo Lefebvre	Town of Hardisty
		Perry Robinson	Town of Sedgewick
		Gail Watt	Town of Daysland
		Susan Armer	Village of Lougheed
	CAOs	Amanda Howell	Village of Heisler
		Shelly Armstrong	Flagstaff County
		Amanda Davis	Town of Sedgewick
		Rod Krips	Town of Daysland
		Debra Moffatt	Village of Forestburg
		Kim Borgel	Town of Killam
		Jacqueline Zacharuk	Village of Alliance
	Consultants	Mike Scheidl	Municipal Affairs
		Sara Ahlstrom	Municipal Affairs
		Desiree Kuori	Municipal Affairs
	Observers	Donna Buelow	Town of Hardisty
		James Robertson	Town of Daysland
Regrets:		Sandy Otto	Town of Hardisty
		Colleen Mayne	Village of Lougheed

Chairman Bob Coutts called the meeting to order at 7:00 PM

Chairman Coutts provided an update on the condition of Peter Miller and that he was in the hospital in Edmonton.

Agenda	Moved by Member Gunnar Albrecht the adoption of agenda as presented.	
Mtn # 16-01-001		CARRIED

Minutes	Moved by Member Bud James the adoption of the minutes of December 14, 2015 regular meeting minutes.	
Mtn #16-01-002		CARRIED

Information	Member Bud James provided clarification for the reasons that the Town of Killam did not approve recommendation (e) <i>"The Flagstaff Intermunicipal Partnership should agree to support advancing toward a Single Tier Urban/Rural</i>
Mtn #16-01-003	

Municipal Government with implementation to be completed no later than 2021.” The Town of Killam Council felt that this was a restrictive recommendation and that all options should be explored prior to making a final decision.

Moved by Member Dennis Steil to accept the information as presented.

CARRIED

Regional Governance Project Terms of Reference	Michael Scheidl facilitated this portion of the discussion. The Regional Governance Project Terms of Reference, as amended by the CAO Group, were reviewed by the committee.
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Mtn #16-01-004	Moved by Member Gunnar Albrecht to approve the Regional Governance Project Terms of Reference as amended.
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Carried

Project Manager Job Description	A job description for the Project Manager with developed with the assistance of Municipal Affairs.
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Project Timeline Mtn #16-01-005	The overall timeline for the project was discussed with representatives from Municipal Affairs and elected officials and it was determined the timeline should be as follows:
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Request for public input	March, 2016
Initial Draft prepared for review	April/May, 2016
Public input on initial draft	June, 2016
2 nd Draft prepared for review	September/October, 2016
Public input on 2 nd draft	November/December, 2016
Final Draft for review	March, 2017
Recommendation to Councils	April, 2017
Question to Public	October, 2017 (election)

Moved by Member Leo Lefebvre to approve the timeline as drafted and to have the timeline provided to individual councils for information purposes.

Carried

Representatives from Municipal Affairs left the meeting at 8:45 p.m.

Goals for Regional Governance Project	Were accepted for information purposes only, no action taken.
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Interim Financing for Retaining Project Manager	Discussion was held as to where the funds to pay the Project Manager would come from until grant funding is approved, or if no grant funding was approved.
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Mtn #16-01-006	Moved by Member Perry Robinson to fund full budget of \$80,000 for the Project Manager from FIP reserves and if grant funding is received, the funds would returned to the reserve account.
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Carried

Appointment of Project Manager Mtn #16-01-007	Moved by Member Bud James that the CAO Group would enter into negotiations with 13 Ways Inc. to act as Project Manager.	Carried
Matching Funding Requirements for Grant Applications Mtn #16-01-008	Moved by Member Bud James to apply for the two ACP grants for above-ground and underground infrastructure assessments with matching funding of \$15,000 for each project to be taken from FIP reserves.	Carried
Appointment of Communications Liaison Mtn #16-01-009	Moved by Member Bud James to appoint the Chair as the Communications Liaison for the Regional Governance Project.	Carried
Approval of Press Release	The Managing Partner was directed to contact Tim Morrison for assistance to develop the initial press release to be approved by the Communications Liaison and that the approved press release is to be placed in the Community Press the week of January 18, 2016 and is to be provided to all member municipalities.	
Next Meeting	The next regular meeting will be February 8, 2016 at 7:00 p.m. at the Flagstaff County Administration Building.	
Adjournment	As all agenda items had been completed, Chairman Bob Coutts declared the meeting adjourned at 9:45 p.m.	

Chairperson

Coordinator

Regional Governance Project

Terms of Reference

Purpose of this group

- Explore the options of regional governance to ensure the future viability of the Flagstaff Region including Flagstaff County, Town of Daysland, Town of Hardisty, Town of Killam, Town of Sedgewick, Village of Alliance, Village of Forestburg, Village of Heisler, Village of Lougheed

Goals

- Provide direction on the roles and responsibilities and budget of the Project Manager
- Explore and examine regional governance models:
 - analyzing three governance options;
 - identify pros and cons of each as a model for Flagstaff Region;
 - include public engagement to propose various options
- Develop deliverables and scope of work for Infrastructure Assessments for each Town, Village and County
- Develop deliverables and a process for a Communications and Engagement Strategy (this will be part of the overall project and each of the components where required)
- Develop deliverables and a process for a Regional Economic Development Plan
- Develop and recommend a Framework for Regional Governance options:

- Ensuring that models selected are clearly superior to existing arrangement;
- Ensuring that the models are most appropriate given the needs of the citizens of the communities that it is to serve now and in the future.

Membership

- Direction – FIP Committee
 - Determine deliverables
 - Determine plan
 - Approve process
 - Review information and advice as provided by the Advisory group
 - Provide recommendations to Councils
- Implementation – Project Manager, CAOs and Managing Partner
 - Develop action plan to achieve goals
- Advisory – Project Manager, Elected Officials, CAOs, Public, Municipal Employees, Agencies, Boards, Commissions, Stakeholders, Consultants, Municipal Affairs
 - Provide information, advise and feedback

Term

- 5 year – January 1, 2016 – December 31, 2020

Decision Making

- This committee will try to achieve consensus on its recommendations to the perspective councils. Consensus is defined as all members can support it and live with it.

- Additional authority will be given to the FIP Committee in order to ensure project momentum:
 - Authority to approve project manager appointment;
 - Authority to approve press releases;
 - Authority to utilize FIP reserves as required.

Funding

- Funding for this project will be by a combination of grant funding and/or municipal contributions (financial and in-kind)
- Funding requirements outside of FIP budget and available grants must be approved by each individual municipal council.

More Collaboration Key to Region's Success

January 15, 2016 - For immediate release

The Flagstaff Intermunicipal Partnership (FIP) has been working together since 2003 to find local solutions for regional issues. Successful initiatives include: Regional Emergency Services Communications System; Regional SCADA System for Water Treatment Plants; Regional Assessment Review Board; Regional Subdivision and Development Appeal Board. In addition the communities have existing established partnerships in: Waste Management, Housing, FCSS, and RCMP advisory

FIP has now expanded the options to be examined in an effort to ensure the future sustainability of our region. A new process, known as the Regional Governance Project, has been developed with the following goals:

- Ensure options for deeper collaboration are clearly superior to existing arrangement; and
- Ensure the options chosen are most appropriate given the future needs of today's citizens in the communities.

The Committee will be requesting the assistance of the public and stakeholders, local agencies, boards, commissions, municipal employees and elected officials, as well as seek the counsel and advice of Municipal Affairs and an impartial consultant to provide information and collect feedback to ensure that the most effective solutions are found for all of our citizens.

Why are we doing this now? In the past year we have seen two communities in our region move to Hamlet status. The Minister of Municipal Affairs is following what other provinces have done, and has made statements such as "municipalities will form partnerships" "new ways to integrate services" and "looking for ways to support municipalities to partner... funding is a great way"

To date, the Committee has approved a Terms of Reference for the Project and authorized staff to retain a consultant to ensure that the project momentum is maintained.

The Flagstaff Intermunicipal Partnership is a committee made up of representatives from all municipalities within the Flagstaff Region: Towns of Daysland, Hardisty, Killam and Sedgewick, the Villages of Alliance, Forestburg, Heisler and Loughheed and Flagstaff County.

For more information, contact:

Bob Coutts

Chair, Flagstaff Intermunicipal Partnership

couttshardware@persona.ca 780-679-4721

Council Action Items

10-Dec-15

	For	Item	Action Taken	Date Completed
1	Maxine	Update agenda in the minute book as per additions.	complete	14-Dec-15
2	Maxine	Email to BRMHA re: non-purchase policy for salt.	complete & sent	14-Dec-15
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	Maxine	Letter to Community Hall re: budget approval and future planning.	Drafted for review.	14-Dec-15
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.	Notified in advance of meeting with MA.	11-Dec-15
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.	Sent to council, asking them to review the website and determine their learning environment.	14-Dec-15
20	Amanda	Arrange meeting dates in February for Strategic Planning.	In progress.	
21	Amanda	Arrange Roles and Responsibilites Course with RMRF.	Request for dates to S. Finlay.	14-Dec-15
22	Amanda	Sumbit revised MSIO.	Complete	5-Jan-16
23	Amanda	Apply/register for Leadership Training.	Application submit.	15-Dec-15

24	Amanda	Letter to employees re: salary updates	Complete.	11-Dec-15
25	Lorna	Salary changes to AUMA.	Complete and supplied to LP for submission.	11-Dec-15
26	Amanda	Proceed with budget prep as per council discussion max 2.0% increase.	Approved on Dec. 17/15 by Council.	17-Dec-15
27	Maxine	Update time change for Dec. 17 meeting to 5PM on all media posts.	Posted.	11-Dec-15
28	Maxine	Work on the Go East ad with support from local groups.	In Progress - Letter Drafted for review	17-Dec-15
29	Maxine	Piano - Flagstaff Lodge and Legion - please inquire.	Request sent to TBG, Legion would accept the piano,	11-Dec-15

Council Action Items

17-Dec-15

	For	Item	Action Taken	Date Completed
1	Maxine	Contact Library and seek permission to post "Volunteers Needed" for the Library Casino on social media posts.	Spoke with B. McConnel - permission to post.	18-Dec-15
3	Amanda	Seek further update from Public Works regarding the leak in the Rec Centre office.	Inquiry sent via email.	18-Dec-15
4	Amanda	Draft letter to Sedgewick Community Hall Board re: appointment of MJ Hedeman.	Complete and sent.	18-Dec-15
5	Amanda	Notify Flagstaff County passing of Bylaw #521.	Complete, sent via mail and email.	18-Dec-15
6	Maxine	Update Disaster Plan with new appointees and prepare them each with a briefing of their appointed position.	Complete	18-Dec-15
7	Amanda	Letter to FIP re: approval of Regional Gov. grant applications.	Complete and emailed. CC'd to PR.	18-Dec-15
8	Amanda	Submit extension to WCPA re: File TS/14/03.	Application sent to AP	18-Dec-15
9	Amanda	Prepare issuance of Demo Permit with conditions, 2015-19DEMO.	Submit to legal for review.	18-Dec-15
10	Maxine	Upload newly approved bylaws on the website.	Complete	18-Dec-15
11	Amanda	Complete transfer for the unbudgeted expenditure.	Entry complete.	18-Dec-15
12	Amanda	Policy C.2.f to be reviewed by Council in January.	Complete	18-Dec-15
13	Amanda	Proceed with budget approval - update GL	Complete	5-Jan-16
14	Lorna	Update Fees on monthly utility notices.	Notice sent to LP via email for rate change.	18-Dec-15
15	Amanda	Newsletter highlights.	Highlights provided.	18-Dec-15

The Regular Meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday, December 17th, 2015 at 5:00 pm.

Present	Perry Robinson	Mayor
	Grant Imlah	Councillor
	Greg Sparrow	Councillor
	Shawn Higginson	Councillor
	Cindy Rose	Councillor
Present	Amanda Davis	Chief Administrative Officer
	Maxine Steil	Recording Secretary

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

Agenda
2015.12.372 MOTION by Clr. G. Sparrow that the agenda be approved with the following additions:

Accounts - November 30th, 2015 - revised
Committee Reports – Clr’s. Imlah and G. Sparrow
Business:
6. Public Works - Unbudgeted Expenditures
7. 2016 Municipal Budget - Draft
9. Holiday and Training Schedule CARRIED.

Correspondence
GEA The Green Energy Alliance (GEA) provided information on their organization which is geared towards Greenhouse Gases and the effects on the environment.

Brazeau County Letter from Brazeau County to Elected Officials regarding the impacts of, and their opposition of Bill 6.

Flagstaff County Letter to Flagstaff Intermunicipal Partnership (FIP) that Flagstaff County would re-join the committee for the 2015/2016 term.

SPL Council reviewed the November 17th, 2015 Sedgewick Public Library (SPL) board meeting minutes.

PRL Council reviewed the November 5th, 2015 Parkland Regional Library (PRL) board meeting minutes.

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

2015.12.373 MOTION by Clr. C. Rose to approve the list of correspondence as presented. CARRIED.

Financial Statement Council reviewed a Financial Statement for the month ending November 30th, 2015 as attached to and forming part of these minutes.

2015.12.374 MOTION by Clr. G. Sparrow that the Financial Statement for the month ending November 30th, 2015 be approved as presented. CARRIED.

Accounts Council reviewed the revised issuance of General Cheques and Payroll Cheques for the month ending November 30th, 2015 as attached to and forming part of these minutes.

2015.12.375 MOTION by Clr. C. Rose to approve the revised issuance of General Cheques #4308-4354, totaling \$139,083.85 and Payroll Cheques #0554-0567, totaling \$20,886.04 for the month ending November 30th, 2015. CARRIED.

Committee Reports Council provided written committee reports to December 17th, 2015 as attached to and forming part of these minutes.

2015.12.376 MOTION by Mayor P. Robinson that the committee reports be approved as presented. CARRIED.

Public Works Report A written Public Works report was provided to December 17th, 2015 as attached to and forming part of these minutes.

- 2015.12.377 MOTION by Clr. S. Higginson that the Public Works report be approved as presented. CARRIED.
- CAO Report** CAO Davis provided a written Administration report to December 17th, 2015 as attached to and forming part of these minutes.
- Community Hall Board** The Sedgewick Community Hall Board sought the appointment of Mary Jane (M.J.) Hedeman as a volunteer member.
- 2015.12.378 MOTION by Mayor P. Robinson that M.J. Hedeman be appointed to the Sedgewick Community Hall board. CARRIED.
- Recess.**
- 2015.12.379 MOTION by Mayor P. Robinson to recess the meeting at 5:45 PM. CARRIED.
- Reconvene**
- 2015.12.380 MOTION by Mayor P. Robinson that the meeting reconvene at 5:54 PM. CARRIED.
- Recess**
- 2015.12.381 MOTION by Mayor P. Robinson to recess the meeting at 6:00 PM. CARRIED.
- Reconvene**
- 2015.12.382 MOTION by Mayor P. Robinson that the meeting reconvene at 6:30 PM. CARRIED.
- 2015.12.383 MOTION by Clr. G. Imlah that the CAO Report be approved as presented. CARRIED.
- Minutes** Council reviewed the minutes of the November 19th, 2015 regular meeting.
- 2015.12.384 MOTION by Clr. G. Sparrow that the minutes of the November 19th, 2015 regular meeting be approved with the following amendment:
- Page 3 - FFCS should read, “The 2016 proposed *budget*” not “The 2016 proposed Flagstaff...”. CARRIED.
- Minutes** Council reviewed the minutes of the December 10th, 2015 special budget meeting.
- 2015.12.385 MOTION by Mayor P. Robinson that the minutes of the December 10th, 2015 special budget meeting be approved with the following amendment:
- Page 1 - AHMAA should read, “...in accordance *with* the terms..” not “...in the terms”. CARRIED.
- Business**
- MEP** Council addressed the appointment of personnel within the Municipal Emergency Plan (MEP).
- 2015.12.386 MOTION by Clr. G. Imlah that Maxine Steil is appointed as the Public Information Officer that Greg Sparrow is appointed as the Security Officer and that Grant Imlah is appointed Operations Officer in accordance with the MEP. CARRIED.
- Regional Governance** FIP submitted recommendations for the various grant applications in accordance with the Regional Governance Study.
- 2015.12.387 MOTION by Mayor P. Robinson 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. CARRIED.

2015.12.388	MOTION by Clr. G. Imlah that FIP hires 13 Ways Inc. to facilitate carrying out the recommendations of 13 Ways Executive Summary, pending the development of a job description and availability of funding. <u>CARRIED.</u>
Proposed Subdivision	Notification was received that Proposed Subdivision File TS/14/03 is due to expire on January 31 st , 2016.
2015.12.389	MOTION by Clr. S. Higginson authorizing signatures to extend subdivision approval on File TS/14/03 for one-year as council continues to evaluate the possibility of proceeding with the residential subdivision. <u>CARRIED.</u>
Development Permit 2015-18	The Bethany Group (TBG) submitted a plan addressing conditions placed on Development Permit 2015-18.
2015.12.390	MOTION by Clr. G. Sparrow that council accept the “Sedgewick SSC Development Plan” dated December 3 rd , 2015 as it meets the conditions placed on Development Permit 2015-18 in principle and further, should the lands be transferred to the Alberta Seniors Housing Corporation that all conditions and requirements remain in effect.
	And,
	That council approve the Demolition Permit Application (2015-19DEMO) with the following conditions:
	<ul style="list-style-type: none"> i. That the Registered Owner/Applicant be responsible for all costs incurred for the disconnection of all municipal services which includes water, sewer and gas, and ii. That all existing hardscapes being parking lots, parking pads, sidewalk and curbs be removed and that the lands be fully remediated to their original grassy state. <u>CARRIED.</u>
Amending IDP Bylaw #521	Amending Intermunicipal Development Plan (IDP) Bylaw #521 was presented.
2015.12.391	MOTION by Clr. G. Imlah to give second reading to Bylaw #521. <u>CARRIED.</u>
2015.12.392	MOTION by Clr. G. Sparrow to give third reading to Bylaw #521. <u>CARRIED.</u>
Public Works	In accordance with Policy C.2.f, a request for authorization on an unbudgeted expenditure for the purchase of a sixty inch John Deere broom attachment was presented.
2015.12.393	MOTION by Mayor P. Robinson that council authorize the purchase of a sixty inch John Deere broom attachment in 2015 with the equipment being funded from the Public Works Equipment Reserve Account 49700995. <u>CARRIED.</u>
2015.12.394	MOTION by Mayor P. Robinson that Policy C.2.f be reviewed at the next regular council meeting. <u>CARRIED.</u>
2016 Municipal Budget	A draft 2016 Municipal Budget was presented.
2015.12.395	MOTION by Clr. G. Imlah to approve the 2016 municipal budget as presented. <u>CARRIED.</u>
Bylaw #523	Fees and Charges Bylaw #523 was presented.
2015.12.396	MOTION by Clr. G. Imlah to give first reading to Bylaw #523. <u>CARRIED.</u>
2015.12.397	MOTION by Clr. G. Sparrow to give second reading to Bylaw #523. <u>CARRIED.</u>
2015.12.398	MOTION by Clr. C. Rose to have third reading of Bylaw #523. <u>CARRIED.</u>
2015.12.399	MOTION by Clr. S. Higginson to give third and final reading to Bylaw #523. <u>CARRIED.</u>
Holiday and Training Schedule	A 2016 holiday and training schedule was reviewed.
Round Table	A round table session was held; discussion ensued.

Adjournment
2015.12.400

MOTION by Mayor P Robinson for adjournment at 8:44 PM.

CARRIED.

Perry Robinson, Mayor



Amanda Davis, CAO

The Public Hearing Meeting of Sedgewick Town Council was held in the Council Chambers, Sedgewick, Alberta on Thursday, December 17th, 2015 at 5:45 pm.

Present

Perry Robinson
Greg Sparrow
Cindy Rose
Grant Imlah
Shawn Higginson

Mayor
Councillor
Councillor
Councillor
Councillor

Present

Amanda Davis

CAO

Call to Order

Mayor P. Robinson called the Public Hearing to order at 5:45 pm.

Overview


Mayor P. Robinson provided an overview of the purpose of the public hearing. The Public Hearing is to receive input from those affected by the proposed bylaw amendment #521 for the redistricting of PRT NE 5-44-12 W4M from Multi-lot Country Residential to Highway Commercial.

The floor was open for comment; there was no public representation.

Adjournment

Mayor P. Robinson adjourned the public hearing at 5:54 PM.

Perry Robinson, Mayor



Amanda Davis, CAO

Request for Decision (RFD)

Topic:	Sedgewick Golf Club's 2016 Proposed Budget
Initiated by:	Council
Prepared by:	Sedgewick Golf Club
Attachments:	2016 Proposed Budget

Recommendations:

That Council approve the 2016 Sedgewick Golf Club's budget as presented.

Background:

The Sedgewick Golf Club operates under the direction of a volunteer board. The board has been able to sustain operations without annual operating grants from the municipality.

The 2016 proposed budget represents a \$15,000 surplus. The board advised that this surplus will be transferred to reserves to help cover the cost of the following capital projects:

- Building a new shop southeast of the existing shop;
- Replacing three pieces of equipment.

SEDGEWICK GOLF CLUB

Proposed Budget 2016

	Actual <u>Nov-15</u>	Proposed Budget <u>2016</u>
REVENUE		
REVENUES		
Pro Shop	11,510.29	15,000.00
Cost of sales - Pro Shop	<u>-6,342.38</u>	<u>-8,000.00</u>
Net Pro Shop	5,167.91	7,000.00
Kitchen	74,388.20	75,000.00
Cost of sales - Kitchen	<u>-33,269.70</u>	<u>-34,000.00</u>
Net Kitchen	41,118.50	41,000.00
Breakfasts	7,238.90	7,000.00
Cost of sales - Breakfasts	<u>-2,243.43</u>	<u>-2,000.00</u>
Net Breakfasts	4,995.47	5,000.00
Bar	112,322.12	110,000.00
Cost of sales - Bar	<u>-40,134.18</u>	<u>-40,000.00</u>
Net Bar	72,187.94	70,000.00
Tournaments	5,875.00	6,000.00
Cost of sales - Tournaments	<u>-5,768.31</u>	<u>-5,800.00</u>
Net Tournaments	106.69	200.00
Driving Range	4,274.38	4,000.00
Cost of sales - Driving Range		
Net Driving Range	<u>4,274.38</u>	<u>4,000.00</u>
GROSS PROFIT	<u>127,850.89</u>	<u>123,200.00</u>
OTHER REVENUES		
Memberships	73,327.60	74,000.00
Rental income (Sheds)	12,856.50	12,850.00
Green Fees	66,119.49	66,000.00
Trackage, Carts & Club Rentals	25,857.16	25,000.00
Grants	3,938.00	3,000.00
Advertising	4,666.76	4,600.00
Interest earned	77.97	100.00
Other Income	0.00	1,000.00
Other Fundraising (TV Raffle)	2,235.00	2,000.00
Donations	865.00	0.00
Discounts taken	68.67	0.00
Capital dispositions	3,862.86	0.00
Patronage Dividends	338.00	500.00
Draw from Reserves	0.00	0.00
TOTAL OTHER REVENUES	<u>194,213.01</u>	<u>189,050.00</u>
TOTAL REVENUE	<u>322,063.90</u>	<u>316,250.00</u>

EXPENSE

EXPENSES

Wages	183,511.00	186,000.00
C.P.P Expense	7,993.26	8,100.00
E.I Expense	4,830.02	4,900.00
WCB	<u>771.03</u>	<u>1,000.00</u>
Wages and benefits	197,105.31	200,000.00
Course Improvements	1,800.00	0.00
Grounds - General	25,798.29	28,000.00
Machinery R & M	11,748.34	10,000.00
Fuel & Oil	6,308.14	7,000.00
Clubhouse	6,373.57	7,000.00
Advertising and promotion	1,081.01	1,000.00
Utilities	16,249.61	16,500.00
Telephone	2,181.53	2,400.00
Internet	248.03	250.00
Office supplies	277.19	350.00
Freight	836.12	1,000.00
Fees, Dues, Conferences	595.00	500.00
Insurance, License & Memberships	287.50	3,300.00
Interest and bank charges	3,140.38	3,150.00
Fundraising	0.00	800.00
Casino Expenses	0.00	0.00
Capital Expenditures *	<u>15,937.00</u>	<u>20,000.00</u>
TOTAL EXPENSES	<u>289,967.02</u>	<u>301,250.00</u>
 TOTAL EXPENSE	 <u>289,967.02</u>	 <u>301,250.00</u>
 NET INCOME	 <u><u>32,096.88</u></u>	 <u><u>15,000.00</u></u>

Request for Decision (RFD)

Topic: Policy C. 2.a Banking
Initiated by: Administration
Prepared by: Amanda Davis
Attachments: 1. Banking Update – August 5, 2014
2. Banking Contract – 2009 - Extended
3. Banking Services – 2015

Recommendations:

That Council provide direction on tendering banking services pursuant to Policy C.2.a.

Background:

During 2015 audit preparations an error was identified in regards to the Towns banking contract with Vision Credit Union (VCU).

In August 2014 the Town completed negotiations with VCU as our current contract expired. A proposal was received from the Alberta Treasury Branch (ATB) and VCU. VCU's proposal was received and extended for five years due to the interest rate received at Prime – 1%.

The former contract with VCU was Prime – 2%.

Current:

On December 29th, 2015 administration found that VCU had been applying interest to all accounts at the former rate of Prime – 2%. After meeting with M. Rott, VCU Bank Manager, she reviewed her records and advised that there must have been an error with their proposal letter in August 2014 (attached).

As a result VCU will not uphold the contract at Prime -1% which was the main reason the Town signed for 5 years in 2014. This error and/or change in interest reflects -\$58,522. VCU advised that they will apply the Prime – 1% for November and December 2015 balances only.

This is the second major error/discrepancy identified since extending the contract with VCU, as a reminder on April 1st, 2014 interest was withheld on our Municipal Sustainability Initiative (MSI) account as the balance exceeded \$1,000,000, this was resolved and the interest was backdated.

Administration is seeking direction from council regarding the disagreement in service provisions with VCU; does council want to remain within the contract, direct administration to further negotiate with VCU for the Prime -1% as originally agreed upon or retender for banking services?



SEDGEWICK BRANCH

Box 127, 4838-47 Street, Sedgewick, Alberta T0B 4C0
PHONE 780.384.3912 FAX 780.384.3938

August 5, 2014

Town of Sedgewick
Box 129
Sedgewick, Alberta
T0B 4C0

Dear Madam:

Re: Banking Services

As requested, the banking services has been reviewed and it is agreed that all accounts will be included to earn the existing rate of interest of P-1%, effective August 1, 2014. All other services and charges will remain unchanged.

Unless, otherwise requested by either parties, this will remain unchanged for the next 5 years, to be reviewed again August 2019.

If you have any other questions or concerns please feel free to contact the branch.

Yours truly,

A handwritten signature in black ink, appearing to read "Melody Rott", is written over a horizontal line.

Melody Rott
Branch Manager



Battle River Credit Union Ltd.

SEDGEWICK
Box 127
4838-47 Street
Sedgewick, Alberta
T0B 4C0
TEL (780)384-3912
FAX (780)384-3938

December 11, 2009

Town of Sedgewick
Box 129
Sedgewick, AB T0B 4C0

Re: Proposal for Banking Services

Attention: Thelma Rogers

In response to your request for a proposal for banking services, we are pleased to submit an outline for your banking service needs. Please find attached the services and their applicable charges as requested.

2.0 Battle River Credit Union Ltd. is a legal financial institution.

3.0 Account maintenance

Interest paid monthly on deposit accounts at Prime minus 2% (Prime is currently 2.25%). Interest is calculated on minimum daily balance and is subject to a maximum balance of \$1,000,000.00. Amounts in excess of the maximum would be subject to negotiation, taking into consideration the length of time involved. Term deposits are readily available as required, at competitive rates and terms.

A corporate credit card can be applied for through CUETS Credit Union Mastercard – applications are available in branch.

The Credit Union Deposit Guarantee Corporation guarantees repayment of all deposits with Alberta Credit Unions, including accrued interest. Credit Union deposits are 100% guaranteed without limit, unlike banks and trust companies.



Battle River Credit Union Ltd.

SEDGEWICK
Box 127
4838-47 Street
Sedgewick, Alberta
T0B 4C0
TEL (780)384-3912
FAX (780)384-3938

Month end statements for each account are sent out by Credit Union Payment Services the week immediately following the last day of the month, including copies of all cancelled cheques for the period.

The account holder is responsible for the cost of their banking supplies as applicable, including endorsement stamps and pre-printed deposit books. There will be no service charges for deposits, cheques, bill payments or inter account transfers and there will be no account fees charged. All other services will be charged as per the current business account plan, as follows:

Returned Items	\$30.00
Stop Payments	\$15.00
Money Orders	\$ 5.00
Drafts	\$10.00
Wire Transfers	\$15.00 and up
Bank Confirmations	\$50.00 and up

Interac debit machines may be purchased or rented, options for which may be obtained in branch.

On-line and telephone banking services are available for account activity on all accounts, with the ability to view and download transaction details and statements as well as the ability to transfer funds between the account holder's accounts.

Battle River Credit Union Ltd. has an equity program whereby the Board of Directors allocates all of the earnings, after reserve requirements, to the their membership by way of a Profit Share Dividend into a Shared Investment Plan (common share accounts). The allocation to common shares is based on interest paid and interest received. In addition, a percentage of share balances are paid out as cash to the membership annually subject to the direction of the Board of Directors.

Thank you for the opportunity to provide you with a proposal of banking services. If you have any further questions or concerns regarding the above specifications or any other requirements, please do not hesitate to contact our office.

Sincerely,

Kerry Hoyland
Branch Manager

December 29, 2015

Town of Sedgewick
Box 129
Sedgewick, Alberta
T0B 4C0

Dear Madam:

Re: Banking Services

Further to the conversation on this date, after review of the situation with our corporate office, and past agreements, the rate of interest paid on the accounts will be P-2%, effective January 1, 2016, not the P-1% as incorrectly stated in the letter of August 2014.. The interest paid for November 2015 and December 2015 will be at P-1%, in compliance with the 30 days allowed to report any errors revealed on the bank statements.

In response to your request for rates for Term Deposits, any amounts in non-redeemable Term Deposits held for less than 1 year will pay .3%.

Other options are as follows:

- 1 year – 1.35%
- 2 years – 1.5%
- 3 years – 1.55%
- 4 years – 1.65%
- 5 years – 1.85%

*Please note that all these options are for non-redeemable term deposits.

Yours truly,



Melody Rott
Branch Manager

E & O's

Request for Decision (RFD)

Topic: Unbudgeted Expenditure Policy C.2.f - Review
Initiated by: Council
Prepared by: Amanda Davis
Attachments: Policy C.2.f

Recommendations:

1. That Policy C.2.f remains unchanged.

OR

2. That Council provides administration with direction for amendments to policy C.2.f.

Background:

At the December 17th, 2015 regular council meeting a motion was made authorizing an unbudgeted expenditure. Further to this purchase council discussed Policy C.2.f and directed administration to include it on the January 21st, 2016 agenda for a formal review (M#2015.12.394).

Current:

The intent of the policy is to establish procedures to authorize and verify expenditure not included in the budget.

Areas for discussion:

- Is council satisfied with the content of the policy?
- If council is not satisfied with the content of the policy what needs to be changed?



TOWN OF SEDGEWICK

POLICY SECTION

C. ADMINISTRATION

TITLE:

2. Administration

SUBSECTION:

f.) Unbudgeted Expenditures

Policy Statement: To establish procedures to authorize and verify expenditures not included in the budget.

Legislative Reference: MGA Sec. 248

Policy:

It is the policy of council not to incur any unbudgeted expenditures unless it is an expenditure that is made in an emergency or by resolution of council.

Council defines an “**Unbudgeted Expenditure**” as an expenditure not included in the interim operating budget, the operating budget or the capital budget in any year.

Council defines an “**Emergency Expenditure**” as an expenditure that has been incurred as a result of an occurrence or situation that could jeopardize the health or welfare of people or the protection of property in the municipality. **Emergency** shall have the same meaning as in the Disaster Services Act.

Procedure:

1. Unbudgeted Expenditure

The expenditure must be approved by resolution of council prior to being incurred.

2. Emergency Expenditure

- The Chief Elected Official and the Chief Administrative Officer (or one elected official and one designated employee) must determine that the expenditure is required and is a result of an emergency.
- The Chief Elected Official and the Chief Administrative Officer (or one elected official and one designated employee) may approve the expenditure.
- Immediately after the emergency, the Chief Administrative Officer (or the designated employee) shall report to council:
 - i. The nature of the emergency
 - ii. The nature and the reason(s) for the expenditure(s), and
 - iii. The total cost of the emergency.

- Council shall accept such report by resolution at a regular meeting of council if the provisions of this policy and procedure have been met.

	Date	Resolution Number
Approved	June 19, 2003	2003.06.63
Amended	March 19, 2009	2009.03.99
Amended		
Amended		

Request for Decision (RFD)

Topic: Personnel Committee Policy B.6
Initiated by: Administration
Prepared by: Amanda Davis
Attachments: 1. Policy B.6 – Proposal to Rescind
2. Policy C.2.g – Administration Operating Budget Preparation – NEW – proposal to replace Policy B.2.

Recommendations:

1. That Council rescind policy B.6, Personnel Committee Policy effective immediately and that policy C.2.g Operating Budget Preparation be approved as presented.

OR

2. That Council provides administration with direction for amendments to policy B.6 to reflect current municipal operations.
-

Background:

Policy B.6 does not reflect the current operations of the municipality. As discussed during the organizational meeting any relevant contents of the policy have been addressed in the newly signed CAO Contract. Administration proposes council rescind policy B.6 and replace it with Policy C.2.g.

As directed by Council, Administration is working on a policy that addresses expectations of local boards. This policy would support Policy C.2.g.



TOWN OF SEDGEWICK

POLICY SECTION: B.) MUNICIPALITY

TITLE: 6.) Personnel Committee Policy

PURPOSE: To provide orderly direction for the council-appointed Personnel Committee

POLICY:

1. The Personnel Committee shall meet annually in October to review the Town Employee salary remunerations prior to the November Council meeting.
2. The Personnel Committee shall report to the November council meeting annually.

	Date	Resolution Number
Approved	February 19, 2009	2009-02-56
Amended		
Amended		
Amended		



TOWN OF SEDGEWICK

POLICY Section: C. Administration

POLICY Title: 2.g Operating Budget Preparation

PURPOSE: The purpose of this policy is to provide clear direction regarding the development of an annual operating budget and its presentation and adoption by council.

DEFINITIONS: **Appointed Local Board** – shall mean the Sedgewick Lake Park Assn. Sedgewick Rec Board, Sedgewick Golf Club, Sedgewick Library and Sedgewick Community Hall.

Chief Administrative Officer – The administrative head of the municipality.

Council – shall mean the elected body of the Town.

MGA – Alberta Municipal Government Act, R. S. A. 2000

RESPONSIBILITY: Council and Administrative personnel are responsible to adhere to the provisions of this policy at all times.

POLICY: The CAO or his/her designate shall develop and annual operating budget which is to be presented in its entirety to Council by December 31st of each calendar year in accordance with Section 242 of the MGA.

Council and the CAO shall endeavour to ratify the annual operating budget by December 31st of each calendar year.

All appointed local boards must submit their annual operating budget to the CAO no later than November 1st of each calendar year to ensure adequate time for review and presentation to council.

The CAO shall present municipal employee salary remunerations to council prior to December 15th of each year following the completion of annual employee reviews. The salary remuneration shall be presented as a lump sum indicating any increase as a result of grid level advancements, Local Authority Pension Plan and benefit plan increases.

	Date	Resolution Number
Approved		
Amended		
Amended		
Amended		



REVIEW: The policy shall be reviewed every three (3) years following the date in which comes effective.

EFFECTIVE: This policy shall come into effect on _____.

REFERENCE: n/a

DRAFT

	Date	Resolution Number
Approved		
Amended		
Amended		
Amended		

Request for Decision (RFD)

Topic: Donation Policy C.6 Review
Initiated by: Council
Prepared by: Amanda Davis
Attachments: 1. Policy C.6
2. Town of Killam – Donation Policy - SAMPLE

Recommendations:

1. That Policy C.6 remains unchanged.

OR

2. That Council provides administration with direction for amendments to policy C.6.

Background:

At the December 10th, 2015 special budget meeting council discussed donations request. Pursuant to council direction policy C.6 has been included on this agenda for a formal review (M#2015.12.355).

Current:

The purpose of the existing policy is to provide guidelines for donations. This policy is not clear as it does not define donation.

The Town of Killam revised their donation policy which has been attached for review. Council may choose to adopt some of these principles, create a new policy or leave the existing policy unchanged.



TOWN OF SEDGEWICK

POLICY SECTION: C. ADMINISTRATION

TITLE: 6. Donations

PURPOSE: To provide guidelines for donations.

POLICY:

- a.) All donations must be approved by council.

	Date	Resolution Number
Approved	March 19, 2009	2009.03.99
Amended		
Amended		
Amended		



Title: Charitable Donations & Solicitations

Policy # : 1.12

Policy Statement: To establish guidelines for requests for donations from organizations or individuals who reside within the Town of Killam.

1. The Town will implement and maintain a donations and sponsorship program with the purpose of demonstrating good corporate citizenship.
2. The Chief Administrative Officer will include, for Council consideration, a funding pool in the annual budget for donation requests where Council deems appropriate.
3. Donation requests will be evaluated against predetermined criteria and with due regard to the value of the donation request.
4. Preference will be given to groups and organizations that are based within the geographic boundaries of the Town of Killam or at the very least will provide a benefit to or service to the Town of Killam residents.
5. Preference is given to groups and organizations that are non-profit and can demonstrate community support involvement, and can demonstrate how the funds or in-kind donation from the Town is to be spent with the expected outcome of the event.
6. The following, for the most part, are not eligible for support: individuals, organizations, projects or activities located outside the municipal boundary of Town. Churches or other religious organizations, professional fund-raisers working on behalf of an organization, and generic requests that may have been sent to various organizations – the “to whom it may concern” letter are also not eligible.
7. Requests for donations should be short and submitted in written form and includes the following:
 - An outline of the project or event for which the donation is being requested and the expected outcome,
 - The amount being requested together with a total budget or projected cost of the event.
 - A list of all project contributors.
 - A list of personnel involved with running the organization.
 - Applications should be submitted at least two weeks prior to the event
 - Once the event or project is complete, organizations shall submit a written report to Council stating how the funds were used to ensure success of the event or project.

8. The Town of Killam will make an annual donation of \$50 to the Strome & District Historical Society for the Sodbusters Archives Museum. (July 16, 2009 Council)
9. Definitions:
- **Donations** are cash or in-kind contributions made to local community groups.
 - **In-kind Donations** are donations that do not involve a direct cash contribution but instead might include providing promotional items or Town services.
 - **Sponsorships** relate to opportunities that will in most cases offer a promotional opportunity for the Town.

	Date	Minute Page Number
Approved	03-19-09	
Amended	07-16-09	
Amended	12-16-15	

Mayor Bud James

Chief Admin. Officer, Kimberly Borgel

Request for Decision (RFD)

Topic: West Central Planning Agency – Service Contract Review
Initiated by: Administration/Contract Amendments
Prepared by: Amanda Davis
Attachments: 1. Agreement between TOS & WCPA – 2000
2. WCPA Invoice #201606
3. Contract Amendment – Letter dated January 13th, 2016

Recommendations:

1. That Council direct administration to develop a proposal for planning services in accordance with section 625 of the MGA and tender for quotes.

OR

2. That council direct administration to review the existing agreement with West Central Planning Agency and prepare an updated agreement that reflects current operations.

OR

3. That no action be taken at this time.

Background:

The Town of Sedgewick entered into an Agreement with West Central Planning Agency (WCPA) on February 17th, 2000.

Upon receipt of the 2016 planning invoice it was noted that there was a significant increase for service which differs from the original agreement. After speaking with J. Tran, Manager, WCPA he provided a letter addresses the increases as attached.

This agreement should be reviewed on a more frequent basis; many of our urban and rural counter parts have switched planning agencies and contract their services through Municipal Planning Services (MPS).

There may be value in obtaining a quote from MPS for planning services as the Town can evaluate the current level of service received and compare the cost for service.

The current Term of Agreement is very vague. It does however lay out that:

9. This agreement continues in force indefinitely but may be terminated by either party upon twelve months' notice being given.

Should council not be in favor in seeking quotations for service, it is apparent that the existing agreement should be reviewed and updated accordingly.

Current:

On December 17th, 2015 council approved the 2016 budget. \$1,570 was budgeted to cover the planning requisition. Invoice #201606 reflects a 46.48% increase that was not accounted for in the budget; the Town was not notified of the service increase until January 11th, 2016.

Budget variation:

2016 budget: \$1,570

Actual Fee: \$2,300

Difference: <\$730>

**AN AGREEMENT
between
The Town of Sedgewick
and
The West Central Planning Agency
concerning
municipal planning services**

Pursuant to Sections 7 and 625 of the Municipal Government Act, the Council of the Town of Sedgewick ("the Municipality") and the West Central Planning Agency ("the Agency") agree as follows.

Basic Service

1. The Agency will provide to the Municipality the planning services described in Appendix A hereto.
2. In payment for the services described in Appendix A, the Municipality will annually pay to the Agency the sum of \$200 plus one dollar per head of population shown on the latest Official Population List published by Alberta Municipal Affairs.

Extended Service

3. The Agency will undertake planning and land related work requested by the Municipality as described in Appendix B hereto.
4. The work described above will be charged on a straight time basis and billed at an hourly rate or project cost negotiated in advance between the Agency and the municipality.

Subdivision Processing

5. The Municipality will pass a bylaw authorizing the Agency to process subdivision applications and to endorse plans and other subdivision documents on its behalf, as described in Appendix C hereto.
6. The Municipality will by bylaw authorize the Agency to charge fees to applicants for subdivision approval on a scale to be set from time to time by resolution of the municipal council.
7. The Agency will bring to the municipal council a recommendation on each subdivision application, with the decision to be made by the Municipality.

Amendment to this Agreement

8. This agreement may be amended at any time by mutual agreement of the parties.

Term of this Agreement

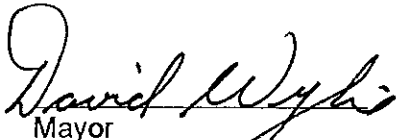
9. This agreement continues in force indefinitely but may be terminated by either party upon twelve months' notice being given.

Ownership of documents and intellectual property

10. It is agreed by both parties that all documents, files and maps and other information and things pertaining solely to the Municipality are the property of the Municipality and shall be returned to the Municipality promptly if this agreement is terminated.

EXECUTED This 17th day of February, 2000

On behalf of the Town of Sedgewick:

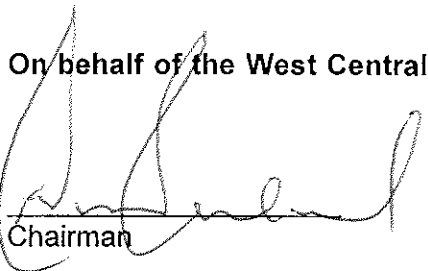


Mayor




Municipal Administrator

On behalf of the West Central Planning Agency:



Chairman



Manager

Appendix A

Basic planning services

The Agency will:

Provide unlimited telephone access for day-to-day advice and guidance.

Maintain municipal base mapping: Keep copies of all registered plans, subdivisions, road plans, rights of way, etc.

Maintain an up-to-date municipal map (compiled plan) for use by the municipality, developers, builders, assessors, utility companies, electoral returning officers, census takers, government departments (eg Transportation), etc. Maps will be available in hard copy (paper or plastic base) or in digital form (computer disc).

Maintain maps of hazard areas: undermined areas, sour gas and oil fields, flood zones, unstable slopes, contaminated sites, etc.

Maintain air photograph coverage, historical and latest.*

Provide air photo overlays on legal base maps for assessors and emergency services.

Maintain contour mapping; provide cadastral ties for new contours.*

Provide unlimited access to data base, including but not limited to Canada census (population and economic data), highway traffic volumes, retail trade, census of agriculture, grain volumes, building permits, & school enrolments.

Provide advice by letter on changes in planning law and practice.

Maintain, interpret, and enforce deferred reserve caveats for municipalities which contract for subdivision processing services.

Attend Council meetings as necessary.

Protect municipal interests beyond current boundaries, for example, identifying future road and utility corridors, water sources, gravel, etc.

Represent the regional interest to outside organizations including government departments, recovering the cost, where possible, from these outside organizations.

** Maintain means that the Agency will keep this information and make it available at no cost to members. However, the cost of flying new air photos, or creating new contours, will be a municipal expenses under Appendix B.*

Appendix B

Directly billed services

The Agency will undertake any land related work requested by the municipality, such as:*

- Subdivision design work, where the municipality is the developer*
- Annexations*
- Ordering and organizing new air photography and contouring*
- Park and recreation layouts*
- Land use bylaw drafting*
- Municipal census taking and analysis*
- Creation of custom data bases*
- Population projections*
- Traffic and parking studies*
- Economic development work*
- Geographic Information Systems*
- Custom maps*
- Intermunicipal work, such as fringe area studies or road studies*

This work will be available on a straight time basis and billed at a fixed price per hour of professional time. The Agency will estimate the cost of each job and obtain municipal approval before starting work.

Land-related advice to developers will be charged at full cost to them, with no charge to the municipality.

** There may be some limitations due to professional licensing and liability; for example, the agency cannot do work reserved by law to Alberta Land Surveyors or Professional Engineers.*

Appendix C

Subdivision Processing

At the request of a member municipality, the Agency will undertake the following work in relation to subdivision applications:

Meet the landowner and discuss what he wants, what he needs, and what is possible.

Advise on parallel processes such as bylaw amendment or road closure.

Open a file on the application; draft a map showing all interests on title.

Compile title, air photo, legal plans, assessment etc, and determine which agencies the application must be referred to.

Check for conformity with provincial and municipal rules: Planning Act, MGA, Land Titles requirements, Highways, Public Health, etc

Inspect site. Check measurements, encroachments, servicing, conflicting uses.

Evaluate flood hazard and slope stability.

Evaluate access, encroachments, culverts, drainage.

Check easements for power, gas, sewer, etc.

Establish design criteria and servicing for multi-lot subdivisions.

Negotiate resolution if different agencies give conflicting advice.

Determine whether reserves are due from this or previous subdivisions (cash, land, municipal, environmental, school, deferral or combination).

Advise municipality of recommendations by staff and all agencies.

Formulate recommendations to municipality.

EITHER: Inform applicant of municipality's decision

OR: Make a decision and inform applicant, where this function has been delegated by the municipality.

Circulate decision to all affected parties; prepare legal ads, notices, rights of appeal; answer questions by landowner and neighbours.

Advise all parties on appeals.

Attend appeals and represent municipality if requested.

Provide appeal board with maps, charts, photos that illustrate the issues.

Process final documents (survey, lease, easement, description, descriptive plan, plan of survey) and advise on documents.

Ensure that easements, caveats, etc are registered concurrently to protect municipal interests.

Maintain a record of all applications in case of future disputes over development agreements, reserves, boundaries, or land values, and make this available to municipalities, landowners, assessors, appraisers, and tax authorities.

Ensure that the survey is done in accordance with the municipality's approval.

Update municipal maps once subdivision is completed.

Additionally, in rural municipalities, the Agency will:

Prepare air photo interpretation for soil, water, topography, etc.

Review title for ERCB, coal, drainage district, and other interests.

Assess hydrography for Environment or Public Lands interpretation.

Assess Livestock, MDS, and Certificates of Compliance.

Assess soil quality, ground water, percolation.

Assess groundwater safety, probability.

Application fees will be set to cover the agency's full cost; there will be no charge to the municipality.

Bylaw 408/00

A Bylaw of the Town of Sedgewick authorizing West Central Planning Agency to undertake subdivision work on behalf of the Town.

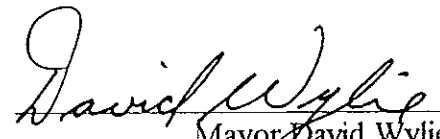
Pursuant to section 623 of the Municipal Government Act, the Council of the Town of Sedgewick enacts as follows;

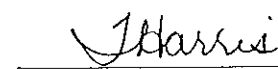
1. The administration of the subdivision process is delegated to the West Central Planning Agency, but the power to approve, approve with conditions, or refuse subdivision applications lies with the municipal council.
2. The West Central Planning Agency is authorized to receive fees for administering the subdivision process, with such fees being paid by the applicant at rates set by resolution of council from time to time.
3. The West Central Planning Agency is authorized to endorse plans of subdivision, separation documents, transfers of land, deferred reserve caveats, and other documents required to register a subdivision which has been approved by the municipality, and in this regard the Registrar of Land Titles is authorized to accept the Agency's endorsement as if it were that of the municipality.
4. Bylaw number 377/95 is hereby repealed.
5. This bylaw comes into effect on the date of third reading.

Read a first time this 17th day of February 2000 A.D.

Read a second time this 17th day of February 2000 A.D.

Read a third time by unanimous consent of council and finally passed this
17th day of February 2000 A.D.


Mayor David Wylie


Thelma Harris CAO

Fee Resolution of Bylaw 408/00

Pursuant to Bylaw 408/00, the West Central Planning Agency is authorized to charge the following fees to people making application for subdivision approval;

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.

WEST CENTRAL PLANNING AGENCY

#101, 5111 -- 50 AVENUE WETASKIWIN, ALBERTA T9A 0S5

TELEPHONE (780) 352-2215 -- FAX (780) 352-2211

ADMIN@WESTCENTRALPLANNING.CA

INVOICE**DATE:** January 11, 2016**INVOICE NO:** #201606**To:** Town of Sedgewick

P.O. Box 129

Sedgewick AB

T0B 4C0

SERVICES	CHARGES
Planning Services for 2016	
Base Fee	\$ 500.00
Plus \$2.10 per head of population	\$ <u>1,799.70</u>
Total	\$ 2,299.70

WCPA INVOICING IS GST EXEMPT

WEST CENTRAL PLANNING AGENCY

#101, 5111 – 50 AVENUE WETASKIWIN, ALBERTA T9A 0S5

TELEPHONE (780) 352-2215 – FAX (780) 352-2211

ADMIN@WESTCENTRALPLANNING.CA

January 11, 2016

Attention: Municipal Administrators, WCPA Region

City of Wetaskiwin

County of Wetaskiwin

Ponoka County

Town of Millet

Town of Daysland

Town of Sedgewick

Town of Killam

Town of Drayton Valley

Village of Thorsby

Village of Forestburg

Village of Breton

Summer Villages of Argenta Beach, Crystal Springs, Golden Days, Grandview, Itaska Beach, Ma-Me-O Beach, Poplar Bay, Sundance Beach, Norris Beach, and Silver Beach.

Enclosed you will find our invoice for planning services for 2016.

Yours truly,
Charlene Fedyk
Executive Administrator

WEST CENTRAL PLANNING AGENCY

#101, 5111 – 50 AVENUE WETASKIWIN, ALBERTA T9A 0S5

TELEPHONE (780) 352-2215 – FAX (780) 352-2211

ADMIN@WESTCENTRALPLANNING.CA

January 13, 2016

Town of Sedgewick,
P.O. Box 129,
Sedgewick, AB.
T0B 4C0

Attn: Amanda Davis, CAO

Dear Amanda:

I would like to take this opportunity to notice you the important changes at West Central Planning Agency.

The annual fee for the contracted members (your municipality) was increased from \$1.00 per capita to \$1.30 per capita starting in 2001 and it was approved by the Board at the Budget Meeting in 2000. The important point is the annual fee for your municipality has not increased for the last 10 years.

In 2011, the WCPA Board decided to increase the annual fee for all of the contracted members from \$1.00 per capita to \$1.60 per capita.

At our last Budget meeting, the WCPA Board decided to increase the annual fee for all of the contracted members from \$1.60 per capita to **\$2.10 per capita** and the base fee from \$200 to **\$500**. They believe it is a fair increase because there wasn't a single increase during the last 10 years. This will come into effect as of January 1, 2016 and an invoice is issued to reflect the fee change.

Thank you for your attention to the matters raised in this letter and please do not hesitate to contact me if there are any questions or planning issues that you need to discuss.

Yours truly,



Jason Tran, RPP, MCIP
Manager, WCPA

RECEIVED
JAN 13 2016

Request for Decision (RFD)

Topic: Direct Control – PRT NE8-44-12 W4M - 2015-19DEMO Review
Initiated by: Motion #2015.12.390
Prepared by: Amanda Davis
Attachments: 1. Conditions Letter
2. Subdivision Plan PRT NE 8-44-12W4M

Recommendations:

A recommendation will be forth coming following the delegation.

Background:

At the October 29th, 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 31st, 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.

On December 17th, 2015 Council reviewed a proposal addressing condition #1 which included a Demolition Permit application and proposed site remediation plan.

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.

Council made and approved the following motion (#2015.12.390):

MOTION by Clr. G. Sparrow that council accept the "Sedgewick SSC Development Plan" dated December 3rd, 2015 as it meets the conditions placed on Development Permit 2015-18 in principle and further, should the lands be transferred to the Alberta Seniors Housing Corporation that all conditions and requirements remain in effect.

And,

That council approve the Demolition Permit Application (2015-19DEMO) with the following conditions:

- i. That the Registered Owner/Applicant be responsible for all costs incurred for the disconnection of all municipal services which includes water, sewer and gas, and
- ii. That all existing hardscapes being parking lots, parking pads, sidewalk and curbs be removed and that the lands be fully remediated to their original grassy state.

Current:

TBG request a meeting with council to address Demolition Permit Application 2015-19DEMO, condition #2. As this parcel was rezoned to Direct Control, Council is the development/demolition authority therefore it is your sole responsibility to negotiate conditions should you choose to.

“That all existing hardscapes being parking lots, parking pads, sidewalk and curbs be removed and that the lands be fully remediated to their original grassy state.”

Clr. G. Sparrow attended the January 5th, 2016 Flagstaff Regional Housing Group (FRHG) meeting. TBG Management highlighted the conditions placed on the demolition permit however that was no discussion or direction from the board to negotiate on the terms. Clr. G. Sparrow offered some ideas informally to the Vice Chair of FRHG and TBG, CEO, D. Beesley that as an alternative measure, it may be worthwhile to consider utilizing/refurbishing the south parking lot VS building a new parking lot for the new building on the NW site.

Pause for thought:

A copy of the November 10th, 2015 FRHG approved meeting minutes that have been included in the council package states the following:

- *FRHG15-11-17 MOVED by Rick Kryz to confirm funding from government and proceed with the demolition of Sedgewick Lodge before the new project begins. CARRIED*
- *FRHG15-11-18 MOVED by Susan Armer to investigate subdivision of the parcel of land before we start building so the land remains in control of FRHG, and investigate what type of land-use stipulations may be required by the Town. CARRIED*

Considerations:

- TBG has submitted an application to West Central Planning Agency that the lands be subdivided in half (see attached site plan).
- As discussed in December, hardscapes will be connected and on two separate properties owned by two separate parties.
- Some of the hardscapes are deteriorating and if they are left will be stand alone in the middle of a residential area. Think of the long term impacts of the hardscapes should they be left.
- What damage will be caused to the hardscapes during demolition?

Note: On January 4th, 2016 there was a discussion between T. Beesley and I regarding the conditions placed on the Demolition Permit. T. Beesley did not understand why additional conditions were placed on this permit. I confirmed that the Development Permit and Demolition Permit dealt with two separate projects and were handled as two separate projects by council. He indicated that they were getting fed up with this project and that they do not have the funds to remove the hardscapes. If this condition is not removed then that they will most likely be unable to build the new building. I asked if that was the direction of the FRHG board or his personal opinion. As stated above there was no conversation of the sort at the January 5th, 2016 FRHG board meeting.



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



December 30th, 2015

The Bethany Group
c/o Tamlyn Beesley
4612 – 53 Street
Camrose, AB T4V 1Y6

Dear Mr. Beesley,

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

Sedgewick Town Council reviewed your letter addressing conditions placed on Development Permit 2015-18 for NE ½ Sect 8-44-12 W4M during their December 17th, 2015 regular council meeting.

Condition one states:

1. That the Registered Owner/Agent provides a detailed site remediation plan to the Town of Sedgewick by December 31st, 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.

This condition has been met in principle in accordance with your attached summary; additional conditions have been placed on your Demolition Permit Application.

As per our correspondence on November 23rd, 2015 Reynolds Mirth Richards and Farmer will be engaged to prepare the Development Agreement addressing condition two.

Should you have any questions or concerns please contact the undersigned at 780-384-3504 or via email at cao@sedgewick.ca.

Sincerely,

Amanda Davis,
CAO

Enclos.

cc. G. Sparrow, FRHG Rep

RECEIVED

DEC - 4 2015

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.

SEGEWICK 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 50th street. The apron is approximately 50m long and 6m wide or 300m². 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.

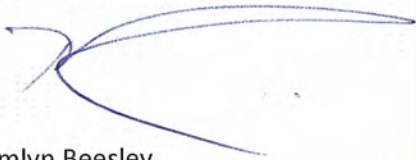
The Subdivision application will be submitted to West Central Planning Agency prior to 2015 year end.

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.

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



December 30th, 2015

The Bethany Group
c/o Tamlyn Beesley
4612 – 53 Street
Camrose, AB T4V 1Y6

Dear Mr. Beesley,

RE: Demolition Permit 2015-19DEMO

Please be advised that your demolition 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/Applicant be responsible for all costs incurred for the disconnection of all municipal services which includes, water, sewer and gas.

AND

2. That all existing hardscapes being parking lots, parking pads, sidewalks and curbs be removed and the land be fully remediated to its original grassy state.

To ensure the validity of your demolition permit the above conditions must be met. Should you have any questions or concerns please contact the undersigned at 780-384-3504 or via email at cao@sedgewick.ca.

Sincerely,

Amanda Davis,
CAO

Enclos.



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RECEIVED
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: Conditions attached.

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

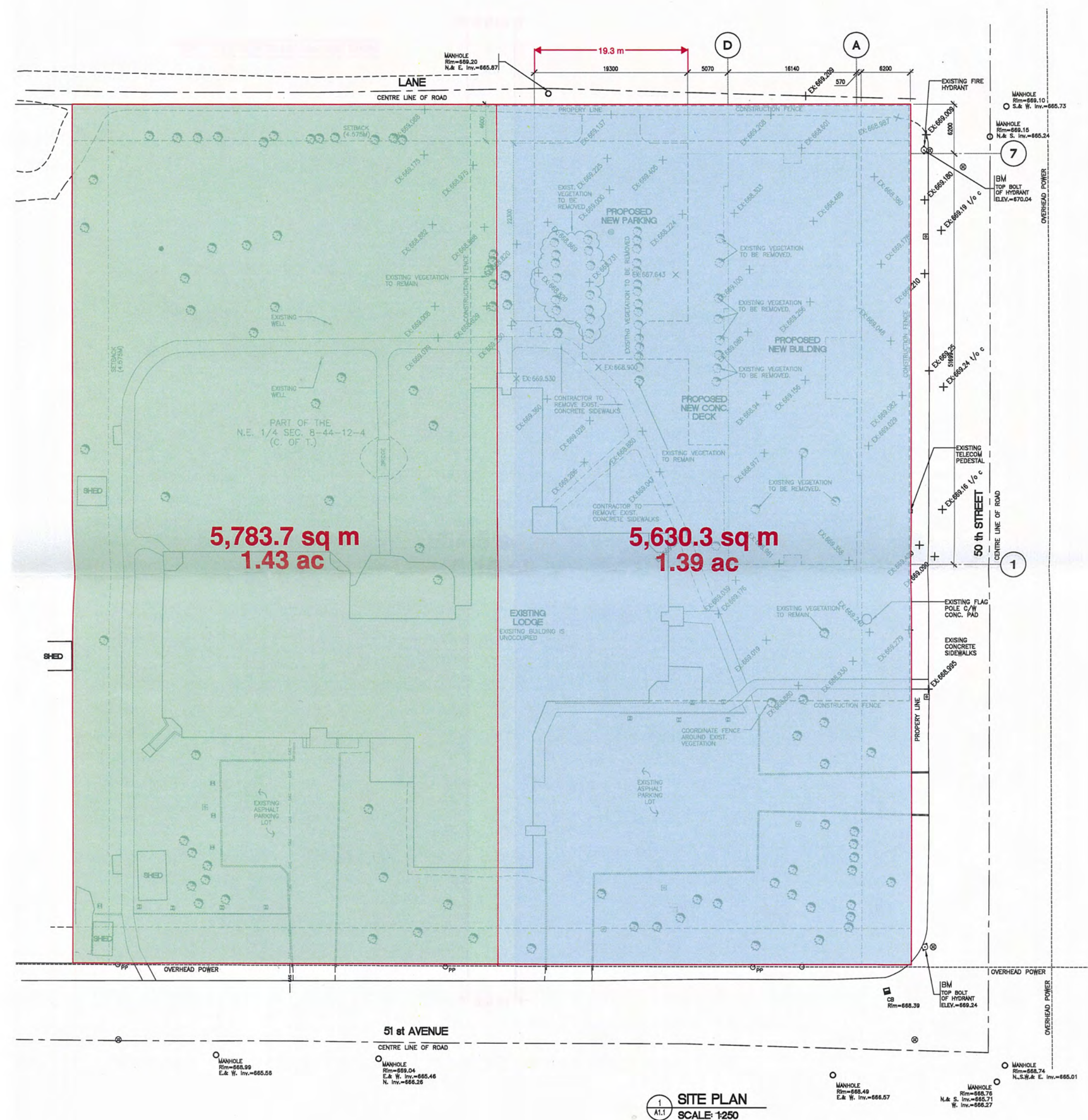
Demolition Application Fees as follows: Res. \$50.00, Comm. \$50.00

G. Rose
Elected Official

Adrian
Appointed Official

[Signature]
Signature of Applicant

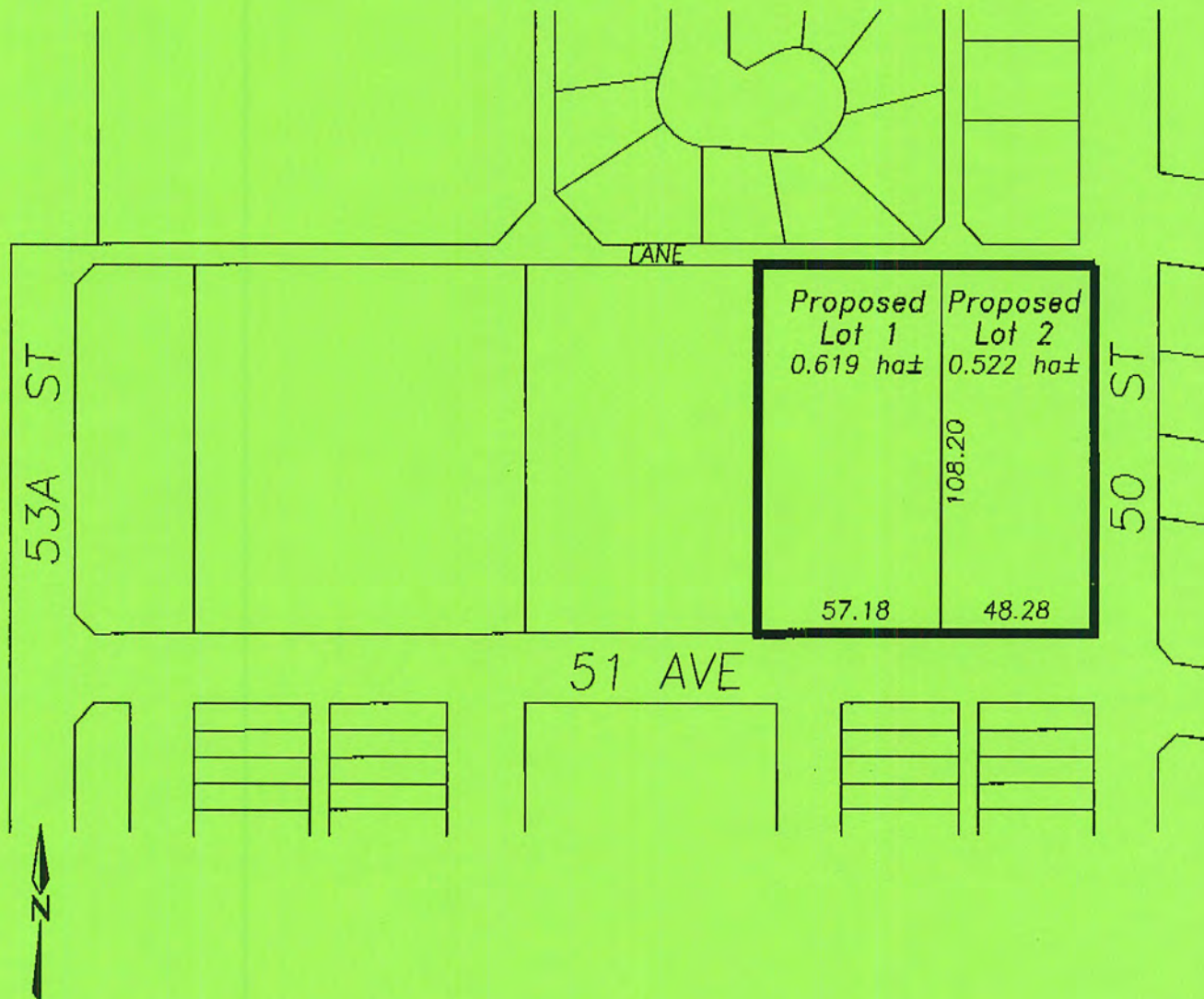
[Signature]
Signature of Applicant



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

Web Site: www.WestCentralPlanning.ca