

January 22nd, 2015

Agenda (revised)

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

Adoption of Agenda –

Correspondence – Items Arising:

- | | | |
|---|----|----------|
| 1. CHSPS – Community Support | A1 | |
| 2. Fortis AB – 2015 Rate Updates | A2 | |
| 3. House of Commons – Recognition Request | A3 | |
| 4. Generative Conversations | A4 | |
| 5. Municipal Affairs - ACP Grant Award | A5 | |
| 6. FIRST – Donation Request | A6 | |
| 7. FIRST – Supper & Auction | A7 | |
| 8. Sharks Minor Hockey/Flagstaff Fusion – Ad Donation | A8 | |
| 9. Leon Benoit – Invitation | A9 | Addition |

Circulation File of Correspondence – List Attached

~~**Delegation** – Battle River Alliance for Economic Development, Shay Barker, 6:30 PM~~ Deletion
Financial Statement – n/a

Accounts – For Month Ending December 31st, 2014 – List Attached

Committee Reports – For the Period Ending January 22nd, 2015 – Attached
• Clr. F. Watkins Committee Report Addition

Director of Parks & Rec Report – For the Period Ending January 22nd, 2015 – Attached

Public Works Report – For the Period Ending January 22nd, 2015 - Attached

CAO Report – For the Period Ending January 22nd, 2015 – Attached
Matters Arising:

Minutes –Regular Meeting of Council – December 15th, 2014 - Attached

Matters Arising:

Business:

- | | | |
|--|----|----------|
| 1) In-Camera – Closed Session – Land/Legal | B1 | |
| 2) Community Resource Officer – Funding | B2 | Addition |
| 3) Janitorial – Job Description – Revised | B3 | |
| 4) Employee Policy – Revised | B4 | |
| 5) Recycle Bins | B5 | |
| 6) Public Works – Birch Street – ADDITION | B6 | |
| 7) Recreation Grants – Draft | B7 | |
| 8) Council Meeting Dates | B8 | Addition |
| 9) Round Table | | |
| 10) | | |
| 11) | | |

Adjournment -

January 15, 2015

Shelly Skoberg
Box 250
Lougheed, Ab
T0B 2V0
780-385-1302

To the Town council of Sedgwick Alberta,

As a parent of CHSPS students and a member of the new anti- bullying team we are asking for your assistance.

Our high school students have come up with an idea to intermingle with our junior high and elementary students in order to help benefit our town.

They would like to join forces and do a community service whether it be planting trees, or planting flowers or something else that the community needs help with.

We are open to suggestions and ideas and would like to do this in the spring. They would do the work they would just need the supplies whether its trees or flowers or whichever.

We look forward to hearing your response and if you have further question please do not hesitate to call me.

We have a parent council meeting on January 26,2015 at 11:50 am and I can direct any further questions to the right people at that meeting .

Thank you for your time

Shelly Skoberg



Dave Hunka
Manager, Customer Relations
Customer Service

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December 15, 2014

Amanda Davis – Chief Administrative Officer

Town of Sedgewick
PO Box 129
Sedgewick, Alberta
T0B 4C0

RE: FortisAlberta's Proposed Rates for 2015

Dear Ms. Davis,

As you know, FortisAlberta is the primary electricity distribution service provider for your municipality and its surrounding area. In the fall of this year, FortisAlberta applied to the Alberta Utilities Commission (AUC) for new rates effective January 1, 2015. Below is a table showing the total customer bill impacts, including the proposed changes for distribution and transmission rates. Increased maximum investment levels (MILs) for all rates have been proposed and are included with this letter for your reference. FortisAlberta provides these proposed rate changes to give our municipal customers the opportunity to update their budgeting for next year.

As franchise fee revenue is based upon distribution and transmissions costs, the following information is provided as it will impact those revenues for 2015. If the AUC approves these new rates you will likely see an overall increase in franchise fee revenue for 2015.

Rate	Description	Proposed Distribution	Proposed Transmission	Proposed Total Bill Impact*
11	Residential	9.6%	0.1%	8.7%
21	Farm	19.6%	-2.0%	9.8%
26	Irrigation	18.0%	5.7%	38.9%
31	Street Light Investment	6.8%	-5.1%	5.9%
33	Street Light No Investment (Closed Rate)	5.7%	-5.1%	12.6%
38	Yard Light	6.8%	-5.1%	3.1%
41	Small General Service	15.3%	3.5%	10.0%
44/45	Oil and Gas	25.6%	3.0%	11.4%
61	General Service	-5.3%	5.3%	7.8%
63	Large General Service	-20.8%	0.3%	6.1%

*Note: For the Proposed Total Bill Impact a retail charge based upon 2014 monthly RRO average was used. Residential 7.54, Farm 7.597, Irrigation 7.327, Streetlights 4.812, Small General Service 7.649, Oil & Gas 7.299, General and Large General Service 7.704, all at cents/kWh.

Alberta's economy continues to be robust, and with that comes population growth and new infrastructure requirements to address related electricity service requests. FortisAlberta continues to invest in excess of \$300 million annually to connect new customers and maintain and upgrade the distribution electricity system. This investment underpins the rate increases discussed above.

Once we receive approval from the AUC we will inform you of the final impact to customer rates. We thank you for the opportunity to advise you of these matters and I invite you to contact me or your Stakeholder Relations Manager at any time should you have any questions or require further information.

Sincerely,

A handwritten signature in black ink, appearing to read "Dave Hunka", with a stylized flourish at the end.

Dave Hunka
Manager, Customer Relations

Enclosed: Proposed Maximum Investment Levels for 2015

Type of Service	2014 Maximum Investment Level	Proposed 2015 Maximum Investment Level
Residential Rate 11	\$1,882 per service	\$2,099 per service
Residential Development Rate 11	\$1,882 per service, less FortisAlberta's costs of metering and final connection	\$2,099 per service, less FortisAlberta's costs of metering and final connection
FortisAlberta Farm Rate 21	\$5,681 base investment, plus \$831 per kVA or Peak Demand	\$5,766 base investment, plus \$825 per kVA of Peak Demand
Irrigation Rate 26	\$5,681 base investment, plus \$904 per kVA or Peak Demand	\$5,766 base investment, plus \$918 per kVA of Peak Demand
Yard Lighting Rate 38	\$808 per fixture	\$820 per fixture
Street Lighting (Investment Option) Rate 31	\$2,198 per fixture	\$2,450 per fixture
Small General Service Rate 41	\$5,681 base investment, plus \$904 per kVA or Peak Demand	\$5,766 base investment, plus \$918 per kVA of Peak Demand
Oil and Gas Service Rate 45	\$5,681 base investment, plus \$904 per kVA or Peak Demand FortisAlberta invests as required per unmetered to metered service conversion program.	\$5,766 base investment, plus \$918 per kVA of Peak Demand FortisAlberta invests as required per unmetered to metered service conversion program.
General Service (less than or equal to 2 MW) Rate 61	\$5,681 base investment , plus \$904 per kW for the first 150 kW, plus \$114 for additional kW, of Peak Demand	\$5,766 base investment , plus \$918 per kW for the first 150 kW, plus \$115 for additional kW, of Peak Demand
Large General Service (over 2 MW)(Distribution Connected) Rate 63	\$102 per kW of Peak Demand, plus \$113 per metre of Customer Extension	\$104 per kW of Peak Demand, plus \$114 per metre of Customer Extension

Note: Maximum investment levels are reduced if the expected investment term is less than 15 years.

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HOUSE OF COMMONS

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**LEON E. BENOIT, M.P.
VEGREVILLE-WAINWRIGHT**

Dear council member:

I am writing to seek your assistance in identifying members of your community who give of themselves, but may not receive the recognition they deserve. Many in our communities are always available when help is needed, and I believe that a great number have been identified over the past few decades. However, I would like the opportunity to also honour those who may generally remain 'behind the scenes'. For that, I need your help.

If there are individuals who come to mind who have made a difference in your city or town, please let me know. Maybe they help deliver meals, work at crosswalks to keep our children safe, volunteer with sports teams, provide rides to medical appointments for those who have no other means of transportation... whatever it might be, I welcome your feedback.

Please provide a short summary of why they are being nominated, along with their contact information (address and phone number, and email if available), to me via any of the following:

Fax: (780) 763-6132
Email: leon.benoit@parl.gc.ca
Mail (postage-free): Leon Benoit, MP
613 Justice Bldg
House of Commons
Ottawa, ON K1A 0A6

Please don't forget to include your own contact information as well.

I look forward to hearing from you,

Leon Benoit, MP

Changing the Conversation: Transforming the Future

*Generative rural community
conversations, building social capital
toward the collaborative development
of the “new” rural Alberta*

Jackie Northey and
Jann Beeston

August 2012

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Changing the Conversation: Transforming the Future

A case for investment in generative rural community conversations, building social capital toward the collaborative development of the “new” rural Alberta

Alberta is full of rural champions, from those working in government ministries to provincial organizations, community groups, and individual community champions. There is a preponderance of effort being directed to rural community and economic development from many perspectives with limited alignment or collaboration. The result of those efforts, when siloed or misaligned is the creation of parallel processes, duplication, and inappropriate competition. The investment of resources, including citizen engagement energy and commitment is great. How can we better align Ministry investment across: **Agriculture and Rural Development, Culture, Enterprise and Advanced Education, Human Services, and Municipal Affairs?** How can we better align initiatives, create collaborations, and focus efforts targeting mutually beneficial rural community and economic capacity building and growth?

Proposition

Engage stakeholders in the development of a pilot initiative leading five communities in *generative rural community conversations, building social capital toward the collaborative development of the “new” rural Alberta*. The purpose and outcome being to identify community vision, opportunity, potential actions, resources and participants. The stakeholders would include cross ministry and cross sectoral representation to determine common threads, common resources and collaborations or organizational change that would better serve rural communities, stakeholders, funders, business, industry and government. It is a public participation effort to develop relationships, common understandings, awareness, and motivate transformational change.

What is a Generative Conversation?

Generative Conversation is dialog which creates new options and results in newly effective action. Generative Conversations have a cycle, and newly effective action from conversation is effective when all components are present. Advancing Leadership Institute (2010) explain there are four parts of the Generative Conversation: Reflection, Speculation, Shifting, and Action. (p.2)

Reflection Conversation

The reflection conversation explores the state of what is and the outcomes of our actions. It is the place to identify a level of satisfaction, a place to compare the present to what may have been sought, and a place to explore the key what-really-matters issues. It is curiosity without an expectation. Purpose and intent are pulled apart and questioned. Cause and effect are understood and challenged. Assumptions and models are tested and redefined. Values and beliefs are explored. Course, direction, and destinations are all questioned. The obvious is brought into light. The unobvious is uncovered.

Speculation Conversation

The Speculation Conversation is wondering what could be or what wants to be. It is the place where Vision is created or revised based on what is learned in the Reflective Conversation. Speculation advances curiosity to explore possibility; that is, it moves issues beyond reactions into the strategic realm of what could happen. At the core of Speculation is exploring questions such as, “What if...?” It is an inventive place asking for creativity and innovation. Old assumptions are suspended long enough for new insights to open.

Shifting Conversation

The Shifting Conversation opens the possibility to a new paradigm or organization. It is the place where new courses are set as a result of new possibilities being seen. The shifting conversation confronts the oversight, resistance and blind spots which prevented the possibility in the first place. New commitments are pursued as a result of these conversations.

Action Conversation

The Action Conversation organizes and inspires people to move. It produces observable results. Action conversation generates requests and offers. It allocates resources and priorities. Action Conversations involve negotiation toward accountabilities and clear conditions of success. Action Conversations can move in the tactical domains, addressing short-range objectives, as well as the larger strategic domain which seeks to make more fundamental and long-range shifts in success. (Advancing Leadership Institute, 2010, p.2)

Background

There has been recent citizen participation across the following rural capacity building efforts:

- Active Creative Engaged(ACE) Communities: Leadership
- Alberta Rural Development Network (ARDN) : Rural Research
- Campus Alberta Central, Bow Valley and NorQuest Colleges: Regional Stewardship
- Community Learning Network(CLN): leadership and skill development
- FarmOn: Agricultural Leadership and learning

- Green Hectares: Agricultural learning
- iCCAN: Technology for rural engagement and learning access
- MSI: Municipal Sustainability Initiatives
- Rural Alberta Development Fund (RADF): Capacity building and economic development
- Volunteer Alberta: Capacity building, leadership and learning- Knowledge Connector

The past approaches have generated some conversation and sometimes a plan but left no residual skills for leadership to implement change.

Individual and organizational rural community champions' have identified a common thread:

The need for an innovative approach to generative community conversations that guide collaborative community initiatives to collectively access resources toward mutually beneficial goals.

Over the past year the community of Bashaw, RADF, CLN and iCCAN have all engaged an Alberta innovative team “Unstoppable Conversations” to facilitate generative conversations to unearth motivations and visions far exceeding the more common and sometimes more superficial findings of a SWOT analysis or community forum. The remarkable results of generative conversations are demonstrated in the Bashaw Story below.

Changing the Conversation: Transforming the Future: Bashaw's Story

Bashaw is a small town in Central Alberta (pop. 873). A full service community with impressive physical assets for a community under 1000. Bashaw often demonstrates considerable strength and resiliency, whether responding to changing economic and social conditions or in times of distress or celebration.

Demographically, Bashaw faces challenges similar to other rural communities. While the surrounding agricultural community is stable and fairly reflective of the provincial averages in most areas, the town itself does not fare as well. The average income is 28% below the provincial average. Single parents and transiency are major factors with respect to the social and economic impacts of the communities. The community has been built on volunteerism with a current tally of over 50 non-profit groups and organizations. As each struggle to survive and achieve support for their place and purpose, the community environment becomes more competitive as funding sources diminish.

The community has gathered together many times to assess their strengths and seek ways of overcoming their challenges. The processes used to direct those conversations were delivered at various times with various methods by government or private sources as well as local

individuals. Each time a document or plan was created and then was intended to be used as a tool to achieve the desired future. Invariably the plan itself had to overcome enough barriers (funding, leadership, collaboration, cooperation, etc.) to make it a challenge all its own. The ability to influence or the capacity to overcome those barriers did not necessarily exist and the plans became ineffective.

Formerly, community and organizational conversations focused on survival causing citizens to effectively work against each other as they competed for funding, resources and manpower.

An Assisted Process

This past spring members of the community of Bashaw were invited to attend a ‘Future of Bashaw’ workshop on May 23 and 24, 2012. There was no cost to attend and everyone was welcome either as individuals or organizations. There were twenty intergenerational participants, many who would be considered as leaders within the community. Representation came from diverse backgrounds including the municipality, school administration, social services, senior service organizations, enterprise, adult learning and faith community.

The workshop was facilitated by Vik Maraj and Kevin Gangel of Unstoppable Conversations using a revolutionary process of inquiry and self-discovery that helped community members to see what they could not. The survival mindset was distinguished on the first day of session and became a turning point in the process. One by one the participants began to recognize the resigned, fearful, protective, scarce frame of mind they currently operated from. They understood it was limiting their thinking and that unless their way of thinking was disrupted – no tips, tools, facilitations, motivation or even new resources and money, would ever make a real difference. Once this thinking was seen for the real barrier it was, and had always been, it was effortless to create a new thinking about themselves and the community of Bashaw.

The group saw Bashaw as the place where human potential is fulfilled – and that “you can be anything here”. This took survival completely out of the equation and allowed everyone to see that there was so much here that was yet to be created.

Three powerful collaborative initiatives were explored that not only built on the strengths and assets of the community but needed nothing but the will of the community to begin. No immediate need for new funding sources or expertise was required for any of the initiatives to get started. It was the beginning of a fundamentally new approach to rewriting the future of the Bashaw community.

Unexpected Outcomes

The three initiatives were identified as the first priorities for community revitalization. An overview follows:

1. The Creative Community

It was identified that there were opportunities for the community to build on the arts. Bashaw currently has a critical mass of artists, leadership, individual champions, organizational support and recognition of the value of the arts and heritage. Creativity may be defined as the tendency to generate or recognize ideas, alternatives, or possibilities that may be useful in solving problems, communicating with others, and entertaining ourselves and others.

A community wide plan will be developed with arts and culture as a focus. There was acknowledgement of the value of the Bashaw School for our children and the economic significance of maintaining the school within the community. It was understood that the community needed to participate more fully in identifying the challenges facing the school and in determining the solutions required to keep it viable. The establishment of a creative learning environment that integrates both the school and community together around the arts will create a 'deep specialization' for both which will attract families and youth to live, work and play in the community.

The working group committed to this initiative immediately developed an extraordinary database of current strengths and assets that would support this initiative, including physical and human resources. It was apparent that the community had the ability to move forward on the initiative immediately. The municipal representatives on the committee agreed to initiate a meeting with representatives of the school division's administration as well as the governing body. A committee presentation was developed and the meeting occurred on August 14, 2012. The presentation used generative language by identifying what the community was creating and how the school division could assist in generating it. The committee was not seeking a yes or no answer to their proposal, instead they acknowledged that they had identified one way of achieving it but accepted that the school division could conceive of another. An invitation was extended to the school division to meet with the committee to brainstorm and distinguish the solution that would be acceptable to both.

The response to the presentation from the Board Chair of the School Division and the Superintendent of Schools was very positive and affirming. They agreed to participate in further discussion and initiated a planned visit of division authorities, to meet with the committee on September 14, 2012. It is anticipated that this meeting will be the start of the necessary steps needed to begin the journey to achieving the community vision.

2. Intergenerational programming

The community recognized the value of creating caring partnership between youth and seniors. Intergenerational programs can contribute to the well-being of individuals and communities, by facilitating mutually beneficial relationships; volunteering and community building; increasing social cohesion; integration and collaboration; and strengthening family relationships. The FCSS organization agreed to develop a plan to encourage activity between community seniors and youth with the creation of specific programming for that purpose but also by encouraging the integration of regular activities and celebrations such as preschool graduation, concerts, community dress rehearsals, etc. to be held or additionally planned for the Lodge and other senior spaces.

This initiative began this summer with a one to one program created where the youth interact with the seniors by reading, interviewing for historical articles, painting nails, etc. A mobile Imagination Playground has also been purchased and will be utilized in senior spaces so seniors can watch little ones build and play. This initiative continues to explore further programming.

3. The Unconference

An Unconference is a planned event that connects like-minded people together to create, discuss or plan around the things they are most passionate about. The unconference format creates space for peer-to-peer learning, collaboration and creativity.

This event will be used to engage more community members in the planning and act as a catalyst to stimulate community passion and revitalization. This working group has just begun to meet to plan the event intended for late fall.

Each initiative has been planned or implemented with the context that taking more actions to survive or demanding more support does not move us forward. Each working group recognizes that it is their ‘thinking’ that is the first place to look when barriers arise.

Compelling Understandings Identified for Community

Change fixes the past: Transformation creates the future.

As rural communities struggle to overcome the challenges they face, they are encouraged to think differently or “outside of the box”. Very often the term “a culture of change” is used to describe the mindset necessary to move forward. Change does work to make things better, faster, cheaper, etc. It uses the past as the reference point and encourages actions to alter what has already happened or improve what currently exists.

Transformation, on the other hand, implies that you would design your future and invent ways to bring it about. It does not describe the future by referencing the past; it brings forth a future that

is entirely new. It requires dialog that will produce new insights and actions achieved through conversation that moves through reflection, speculation, and a shifting mindset.

Through the workshop experience, the Bashaw community understood that ‘building a better yesterday’ was not going to move the community past the current challenges experienced by all rural communities. It would require a different approach – a new look at the possibilities.

Use Generative Conversation for transformation

There are two kinds of conversations that communities or organizations can have. The first are conversations that are more like commentary, like a reporter in the stands describing the game. Organizational members will often describe the cause and effects that are influencing their decisions (e.g. not enough money to operate due to economic downturn or reduced grant funding). They have no power over those external influences so they feel incapable of changing the game. In effect, it is those influences, such as reduced grant funding that drives the organizational decisions.

Generative conversations actually make the game happen or the players on the field cause it to happen. This kind of conversation gives the organization the power to impact. In the above example, a generative conversation would drive the organization to create a future that is not influenced by grant funding. For example, they may make decisions based on the strengths they currently have to create a future that either does not require additional grant funding or that generates its’ own revenue.

The conversation for transformation is generative communication. We cannot simply talk about transformation without generating it otherwise it does not work. The language used in generative conversations does not describe how a situation occurs; it transforms how it occurs by declaring a new future and then generating it.

The Bashaw community was able to question their old assumptions and confront those perceptions that had prevented them from identifying new possibilities. They quickly moved to an Action Conversation that would inspire others to move forward.

Key to Building Capacity and Leadership

The key to the continued growth and success of the Bashaw initiatives is the ongoing engagement through generative conversations of the community members and those institutions and authorities that exist within the community framework. As the group engaged those members that had not participated in the workshop, they realized that this unique approach is not intuitive. The working groups found themselves attempting to convey a message or a new way

of thinking that they had only just begun to learn themselves. They discovered that it is very easy to be seduced into old ways of thinking because it is comfortable and consistent. It will take time and persistent practice before it becomes a natural way of thinking and communicating.

Building capacity in community leaders to nurture and expand generative conversations throughout the community will be key to the success of their rural development initiatives. Ongoing coaching and training, that can be accessed while actively working with projects and programs, will provide a practical learning experience while reinforcing their generative thinking.

As more community leaders become trained in generative conversations, they will create the capacity to generate the future they have chosen rather than the one they perceived has been imposed upon them. A community of practice develops that will be a key support to the initiatives. Interaction on an ongoing basis will be an important element as leaders share best practices and create new knowledge that advances the understanding and application of these conversations.

Conclusion

The key to the continued growth and success of **any community** is the ongoing engagement through generative conversations of the community members and institutions and authorities that exist within the community framework; inclusive of all those supporting people, service provision, community and economic development.

The following literature review explores the very human elements of transformational change. These elements include: social learning, engagement, relationships, trust, motivation, reciprocity, social capital, mindset, culture and organizational change. The literature supports the concept of generative conversations to create, in communities, the capacity and the environment foundational to transformational change and community development.

Generative Conversations grow people; people grow communities.

Literature Review

Topic 1: Collaboration

Rationale.

Working together covers a continuum from communication to cooperation, through collaboration, on to competition. Confusion about the parameters exists. A review of the literature that explores: the meaning of collaboration, motivation to engage in collaboration, the role of trust and reciprocity in the development of collaboration, and social capital as a product of collaboration will inform mutually beneficial organizational change. A refined understanding of collaboration and how these subtopics interact is foundational to the development of a collaborative organizational change movement.

Collaboration: meaning and motivation.

Sanker (2012) quotes Csikszentmihalyi, author and professor of psychology, in relation to meaning and motivation for collaboration stating:

All great inventions emerge from a long sequence of small sparks; the first idea often isn't all that good, but thanks to collaboration it later sparks another idea, or it's reinterpreted in an unexpected way. Collaboration brings small sparks together to generate breakthrough innovations. (p. 73)

Within the literature there is some agreement that the meaning of collaboration is working together for mutual benefit or to help others. There is argument about motivation for individual advantage before mutual benefit. Maccoby (2006) stated "collaboration has shaken off its shady past. In World War II it meant helping the enemy...but now the meaning has reverted to it's Latin root, *collabare*, working together" (p. 60). Huxam and Hibbert (2008) argued that "using information and knowledge to your advantage - controlling what's shared, indicates selfish motivations... despite an absence of any obvious competitive element to the collaborative context" (p. 514), questioning motivation and benefit in collaborations. However, the literature reveals motivation leans toward mutual benefit more often than self interest, supporting collaborative practice. Pink (2010) explored the twenty first century view of motivation that has moved from extrinsic, a short term rewards based motivation, to intrinsic motivation, a "purpose motive" that is an "emotional catalyst" and relates to common good or mutual benefit (pp. 131-132). Van Winkelen (2010) concurred, identifying "a growing strategic emphasis on alliances, partnerships and collaboration between organizations" and defined collaboration "in this sense as a cooperative, inter-organizational relationship (p. 9).

Skinner (2009) described institution and community collaborations that bring "resources in new and different ways for everyone's benefit" (p. 4) but Glatter (2003) argued that the meaning was

unclear in practice, commenting “the terms partnership; collaboration, cooperation; networks etc. are very slippery” (p. 17). Yet the terms are all, used, almost interchangeably, when referring to ways of working with others toward a common goal. The challenges to collaboration are also addressed in the literature and summarized well by Sanker (2012) as “the prerequisites of a solid collaboration [that] include having a group of individuals who are willing to make sacrifices and endure inconveniences to realize a common objective” (p.73). There is consensus in the literature that the outcome of collaboration can far exceed the compromise (Maccoby, 2006; Sanker, 2012; Skinner, 2009; Todeva, 2005; Van Winkelen, 2010).

Collective benefit is also a theme in the literature relevant to community collaboration. Lotia (2004) identified that in collaboration “ideas of resource sharing, reciprocity and collectivism have been stressed” (p. 56) and Barnes, Altimare, Farrell, Brown, Burnett, Gamble, and Davis (2010) explored the development of collaborations between institutions and communities to “garner mutual benefit for [institution] and community through partnership” (p. 15). Motivation and intention appear to be the determining factors for successful collaboration. Todeva (2005) explained “these cooperative arrangements represent new organizational formation that seeks to achieve organizational objectives better through collaboration than through competition” (p. 123). Sanker (2012) concurred stating “the outcome is more than the sum of the individual efforts-it is something new that provides value for everyone” (p.73).

Social capital, trust and reciprocity in collaboration.

Social Capital appears to be the relational outcome of collaborations. There is agreement in the literature that social capital is the relationships of trust, norms and values...to achieve mutual goals (Dhillon, 2009, p. 692; Smith, 2006, p. 719). They identified the benefits of working together as: resource sharing; knowledge transfer; innovation; and social capital. Baker (2003) agreed, describing social capital as “all the resources available in and through an organization’s personal and business networks” (p. 12) with the benefits of social capital being “innovation, strategic alliances, organisational learning, acquisition of financing and word of mouth marketing”(pp. 12-13). While there are efficiencies to be gained by collaboration, i.e. resource sharing, pre-empting competition, economies of scale, that motivate collaboration the mutual relational benefits outweigh them. Todeva and Knoke (2005) supported this argument stating “a decision to cooperate is not a responsive action, but is fundamentally a strategic intent, which aims at improving the circumstances for each individual firm and their partnership as a whole” (p. 129).

Across the literature the social outcomes of collaboration are evident and summarized well by Baker (2003) who described collaborative relationships as having “reciprocity- we are helped because we help others” (p. 13). The idea of reciprocity is not constant in the literature. Solomon and Flores (2001) stated “trust, properly understood is a function of human interaction. There is trust... but only in so far as [people] display interaction, communication and reciprocity” (p.70). This implies that recognition of trustworthy behaviour triggers reciprocal behaviour. It is the

behaviour that builds a sense of mutual identification or feeling of community (Glesne, 2006, p. 142). Social capital and reciprocity rely on the social awareness elements of “limbic resonance...mutual exchange and internal adaptation” (Goleman, Boyatzis & McKee, 2002, p. 48), connecting the behaviours to emotional intelligence and empathy. I would argue that the behaviours leading to trust, reciprocity and mutual benefit that build social capital are emotionally intelligent, if not always conscious. Smith (2006) emphasized the diverse ties of social networks and the “conscious management of relationships” (p. 720). He called this “bonding social capital,” realized by having networks of trust and “mutually reinforcing relationships that facilitate ones efforts to change” (p. 721). Reciprocity appears to be a result of social capital when relationships of trust and mutual benefit are the original intention.

Sustaining these relationships in collaborations is an issue of concern as well. Glatter (2003) stated “building understanding and trust must be continuing process throughout the life of the partnership” (p. 18). Barnes et.al (2009) suggested the approach be strategic, stating “our approach is to establish systemic relationships with communities.” They declared the “establishment of a strong partnership is at the core...and the result is expected to be a mutually beneficial relationship...without a systemic approach to partnerships the chances of long term collaboration...are diminished” (pp. 16-17). There is agreement in the literature about the human factors of engagement being critical to successful collaboration. They are: relationships, communication, and trust which are also the relational elements of social capital that influence change movement. Smith (2003) stated “it is the nature of the web of relationships that exists among all of the individuals to whom we are connected that is likely to have a profound influence on our efforts to engage in a process of individual (and intentional) change” (p. 719).

The literature revealed collaboration is a very human endeavour that requires attention to personal relationships, separate to the activity that was the intent of the collaboration and the outcomes expected (Glatter, 2003; Smith, 2003). Todeva and Knoke (2005) suggested that pursuing a collective strategy “requires basic trust, mutual understanding, unrestricted learning and, inter-organizational knowledge sharing to achieve a high level of joint decision making at both strategic and operational levels” (p. 133). In relation to the community collaborative context, Miller (2008) explained that in boundary spanning leadership, “[institution] and community relationships appeared to greatly facilitate (their) abilities to involve diverse partners” (p. 364).

The literature also identified that: innovation through knowledge transfer is engendered by those relationships of trust (Lolita, 2004; Skinner, 2009), the reciprocity and social capital developed have long term benefit to the participants in collaborations (Baker, 2003; Todeva & Knoke, 2005) and the motivation for collaborations must be purposeful, seeking mutual benefit (Pink, 2010; Sanker, 2012).

Topic Two: Organizational Change

This topic is relevant to community change and generative conversations. The research has been completed and the Literature Review will be completed in the final draft.

Rationale

Organizational culture underlies leadership, collective and individual behaviour within the organization. This section of the literature review will explore the meaning of culture, factors influencing cultural evolution and the mechanism that preserves or adapts culture toward organizational change. Resiliency, mindset and engagement impact cultural adaptation so the literature review will also explore building resiliency toward a sustainable change movement, the meaning of engagement and the role of mindset in engaging people in cultural and organizational change.

Subtopics:

Influence of culture and engagement on change

Resilience and sustainability in change movement

Sources:

Benson, J., & Dresdow, S. (2003).
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Hockey, A., Jimenez-Bescos, C., Maclean, J. & Spaul, M. (2010).
Mirjana Radović Marković (2010)
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- Skinner, R. (2010). Sustaining communities: A collaborative approach to community engagement. *Journal of Higher Education Outreach and Engagement*, 13(4), 3-13.
- Solomon, R. & Flores, F. (2001). *Building trust in business, politics, relationships and life*. NY: Oxford University Press.

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ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

AR76351

December 22, 2014

Reeve Gerald Kuefler
Flagstaff County
PO Box 358
Sedgewick, AB T0B 4C0

Dear Reeve Kuefler,

Thank you for your partnership's application for a grant under the Mediation and Cooperative Processes component of the 2014/15 Alberta Community Partnership (ACP) program. I am pleased to inform you that Flagstaff County has been approved for a grant of \$50,000 in support of your project: Flagstaff Inter-Municipal Partnership Protocol Development.

The conditional grant agreement will be mailed shortly to your chief administrative officer to obtain the appropriate signatures.

For any project that may merit enhanced public recognition, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at acp.grants@gov.ab.ca, to discuss specific communication activities to highlight the project, as outlined in the ACP guidelines.

I would like to recognize Doug Griffiths, MLA, Battle River-Wainwright, for his continued support for this program.

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,

Diana McQueen
Minister

RECEIVED
DEC 29 2014

... / 2

cc: Doug Griffiths, MLA, Battle River-Wainwright
Mayor Gail Watt, Town of Daysland
Mayor Anita Miller, Town of Hardisty
Mayor H.L. (Bud) James, Town of Killam
Mayor Perry Robinson, Town of Sedgewick
Mayor Sue Thomas, Village of Alliance
Mayor Peter V. Miller, Village of Forestburg
Mayor Jeanette Herle, Village of Galahad
Mayor Dennis Steil, Village of Heisler
Mayor Joseph Cameron, Village of Loughheed
Mayor Bruce Curtis, Village of Strome
Shelly Armstrong, Chief Administrative Officer, Flagstaff County, Villages of Galahad and Strome
Rod Krips, Chief Administrative Officer, Town of Daysland
Sandy Otto, Interim Chief Administrative Officer, Town of Hardisty and Village of Loughheed
Kimberly Borgel, Chief Administrative Officer, Town of Killam
Amanda Davis, Chief Administrative Officer, Town of Sedgewick
Laura Towers, Administrator, Village of Alliance
Debra Moffatt, Chief Administrative Officer, Village of Forestburg
Amanda Howell, Chief Administrative Officer, Village of Heisler

Cash sponsors 2015

Leading Sponsor

CFCW (\$7000 in kind)

Spectra Energy (\$1500)

\$1000 Diamond

Killam Crossing Hotel

Michels Canada CO.

\$750 Platinum

\$500 Gold

ATCO Power, Battle River Operations

Enbridge Pipelines Inc.

AGRO Guys INC. (\$515 from their 10th Anniversary celebration)

\$250 Silver

Vision Credit Union—Killam, Daysland, Sedgewick and Alliance Branches

Elegant Event Rentals (in-kind)

Lynne Jenkinson and Austin Hanson

Remax Real Estate Killam

\$100 Bronze

Galahad Lions Club (\$200)

Daysland Backhoe and Trucking

Peacock Energy

Fancy Shine Auto & Carpet Care

Clayton Jensen Welding

Other Cash sponsors



17th ANNUAL F.I.R.S.T
(Flagstaff's Initiative to Relationship and
Spousal Trauma)
SUPPER AND AUCTION

STROME COMMUNITY HALL

DATE: SATURDAY FEBRUARY 7th, 2015

TIME: DOORS OPEN AT 5:00 P.M.

SUPPER AT 5:30 P.M.

AUCTION AT 6:30 P.M.

COST: \$30.00 PER PERSON

TICKETS AVAILABLE AT

Flagstaff Family and Community Services

PHONE 780- 385-3976

Help us make a difference in the lives of families in
Flagstaff

Leading sponsor



Diamond Sponsor





Sharks Minor Hockey Association

FLAGSTAFF FUSION LACROSSE ASSOCIATION



January 8, 2015

Dear Town of Sedgewick,

Flagstaff Fusion Lacrosse Association together with Sharks Minor hockey have teamed up with the Sedgewick Recreation Centre in a fundraising effort to help minimize the requests to local businesses on our association's behalf.

The Sedgewick Recreation Centre is home to many different user groups including minor hockey, lacrosse, senior hockey, football, bowling, curling, baseball, softball, the public library and Ag. Society among other user groups. The facility also contains some meeting room space, which is used by a number of different groups and residents for meetings, parties and other types of gatherings. We are a hub for community activities and our facility provides a great opportunity for your business to advertise.

The funds generated from your advertisement will be split evenly between Sharks Minor Hockey and Flagstaff Fusion Lacrosse. For each advertisement space purchased \$50 will be donated to the Sedgewick Recreation Centre in return for space rental for the hanging of each sign and administration fees.

Sharks Minor Hockey and Flagstaff Fusion Lacrosse, will use the funds raised to continue offering reduced registration fees, and player and coach development camps such as Tim Green for hockey and Vimy Ridge Camps for Lacrosse. Some funds will also be set aside for the purchase of equipment, ice rental fees and floor rental fees.

We realize advertising can be expensive and often asked for repetitively, so we have come up with multiple options that will hopefully fit within your budget as listed on the next page.

On behalf of Sharks Minor Hockey and Flagstaff Fusion Lacrosse, I would like to thank you in advance for your consideration.

Respectfully,

Aleska Johnson

President

Flagstaff Fusion Lacrosse Association

Ted Djos

President

Sharks Minor Hockey Association



Sharks Minor Hockey Association

FLAGSTAFF FUSION LACROSSE ASSOCIATION



Advertising Rates

Gold Advertisement - \$400

- 4' x 3' sign displayed in the Sedgewick Recreation Centre Arena
- \$50 Prize table donation purchased for you for both Minor Hockey Day & Minor Lacrosse Day
- Business Card size Ad in our Pamphlet for Minor Hockey Day and Minor Lacrosse Day
- Minor Hockey Day and Minor Lacrosse Day announced sponsorship throughout each day
- \$50 off your sign production fee

Silver Advertisement - \$300

- 4' x 3' sign displayed in the Sedgewick Recreation Centre Arena
- \$25 Prize table donation purchased for you for both Minor Hockey Day & Minor Lacrosse Day
- Listed recognition of donation in our pamphlet for Minor Hockey Day and Minor Lacrosse Day

Bronze Advertisement - \$200

- 4' x 3' sign displayed in the Sedgewick Recreation Centre Arena

All rates listed are for space only; sign production is a onetime fee of \$120 for Silver and Bronze Advertisers and \$70 with discount for Gold Advertisers

If you are interested in advertising with us please select your option and fill out and return the form below along with payment:

GOLD ☐ \$470

SILVER ☐ \$420

BRONZE ☐ \$320

Prices include sign production fee and sponsorship fee. **Advertising deadline is January 31st of each year.**

Company Name: _____ Contact Person: _____

Ph: _____ Email: _____

Please submit this form along with payment to:

FFLA & SMHA Advertising Box 792, Sedgewick, AB T0B 4C0

Please make cheques payable to **Sedgewick Recreation Centre**

Please email your company's logo and information to flaglacrosse@hotmail.ca

For more information or to book your advertising space now please contact:

Aleska Johnson

Ted Djos

Flagstaff Fusion Lacrosse Association

Sharks Minor Hockey Association

PH: 780-385-8568

PH: 780-385-1484

Email: flaglacrosse@hotmail.ca

Email: tjdjos@telus.net

Constituency Office
Leon Benoit M.P.
Box 300
Mannville, AB T0B 2W0
Phone: 1 780 763-6130
Toll free: 1 800 463-1194
Fax: 1 780 763-6132
leon.benoit.c1@parl.gc.ca



LEON E. BENOIT, M.P.
Vegreville-Wainwright Constituency

Parliamentary Office
Leon Benoit M.P.
Suite 613 Justice Building
House of Commons
Ottawa, ON K1A 0A6
Phone: 1 613 992-4171
Fax: 1 613 996-9011
leon.benoit@parl.gc.ca

January 22, 2015

Mayor and Council
Town of Sedgewick
Sedgewick AB T0B 4C0

Dear Mayor and Council:

I wanted to ensure you are aware of the upcoming events I will be hosting in the riding. Please contact my constituency office to RSVP your attendance.

		Daysland, Killam, and Viking Events	
Date	Start Time	Location	Event
February 10, 2015	9:00 AM	Daysland Curling Club	Funding announcement
February 10, 2015	10:00 AM	5007-50th Ave, Sunbeam Drop-in Centre, Daysland, AB	Veterans' Pins
February 10, 2015	12:00 PM	5007-50th Ave, Sunbeam Drop-in Centre, Daysland, AB	Town Hall – pre-budget consultation
February 10, 2015	2:00 PM	Nirvana Room, 5203 49 Ave, Killam Hospital, Killam, AB	Veterans' Pins
February 10, 2015	4:00 PM	5128-57th Ave, ViAlta Lodge, Viking	Veterans' Pins

Sincerely,

Leon Benoit MP

LETTERS:

- 1. **Taxeservice:** Introduction letter outlining tax recovery services.
- 2. **Village of Heisler:** Updates to the Regional Fire Services Agreement - revision to equipment charges and fees.
- 3. **Town of Daysland:** Approved the Flagstaff Family and Community Services 2015 Budget. Expressed concern regarding transfer of funds from Chequing/Resource Account to balance the budget.
- 4. **Town of Killam:** Approved recommendation by Flagstaff Intermunicipal Partnership (FIP) to proceed with grant funding for the Regional Governance Study on a per capita basis should our application be unsuccessful.
- 5. **Town of Daysland:** Approved recommendation by FIP to proceed with grant funding for the Regional Governance Study on a per capita basis should our application be unsuccessful.
- 6. **Village of Heisler:** Rejected FIP recommendation for the Regional Governance Study on a per capita basis should grant funds not be received; furthermore Council has notified that Council no longer supports the Regional Governance initiative.
- 7. **Town of Daysland:** Request to defer letter received from FIRST regarding the Community Resource Office until January 27th, 2015 Council meeting.
- 8. **Town of Daysland:** Will enter into a Joint Quality Management Plan with Flagstaff municipalities however they are not in a position to enter into the Safety Codes Services agreement due to an existing agreement.
- 9. **Town of Daysland:** Supporting the study of the reduction of transfer stations within our region.
- 10. **Town of Killam:** Approved the Sedgewick Killam Natural Gas System 2015 budget.
- 11. **Village of Alliance:** Approved the proposed Safety Codes Service Agreement and the Joint Quality Management Plan as presented.
- 12. **Privacy & Access Council of Canada:** Introduction to the Privacy and Access Council of Canada. Outlining membership access and tools.

Notices and Invitations:

- 1. **Federation of Canadian Municipalities (FCM):** Invitation for membership. FMC works to align federal and local priorities.
- 2. **Enbridge:** Notification of emergency procedures and contact numbers. Information on pipeline safety and emergency information.
- 3. **Alliance Pipeline:** Notification of emergency procedures and contact numbers. Information on pipeline safety and emergency situations

WORKSHOPS and SEMINARS:

- 1. **Management Fundamentals:** Managing Employees in a Unionized Environment and How to Become a Better Manager of People. Variety of dates and locations.
- 2. **Growing Rural Tourism:** Conference for rural tourism operators, municipal councilors, economic development officers, administrators and agricultural society representatives looking for ways to inspire and innovate. Camrose, AB. February 23rd-25th, 2015.

MINUTES and FINANCIAL STATEMENTS:

- 1. **Sedgewick Memorial Cemetery:** Financial statement for the month ending November 30th, 2014.
- 2. **Interagency:** Meeting minutes of December 2nd, 2014.

NEWSLETTERS AND PUBLICATIONS:

- | | |
|---|---------------------------------------|
| 1. Invest In Alberta: | 2015 |
| 2. SB&D Magazine: | 2015 |
| 3. AER Focus: | January 2015 |
| 4. The Furrow: | January 2015 |
| 5. Frontline Security: | Winter 2014/2015 |
| 6. WCB - Worksite: | Winter 2014 |
| 7. PEG: | Winter 2014 |
| 8. National Energy Board: | Winter 2014 |
| 9. Environmental Science & Engineering: | November/December 2014 |
| 10. Interlock Design: | Fall 2014 |
| 11. FRHG: | Report to Community 2013-2014 |
| 12. Battle River REA: | December 2014 Newsletter |
| 13. Treasure House Imports: | Introduction & Samples for lapel pins |

Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: AP - BRCU				
Computer Cheques:				
3671	12/10/14	AAMD&C	Dec 2014 Statement	316.32
3672	12/10/14	Alberta Queens Printer	2014 Local Gov. Update	39.85
3673	12/10/14	Amanda Davis	Travel expenses-CAO/FIP	90.62
3674	12/10/14	Battle River R.E.A. Ltd	Nov. 2014 Charges	50.28
3675	12/10/14	Cleartech Industries Inc	Oct. 2014 Statement	2,108.61
3676	12/10/14	Corner Gas	Nov 2014 Fuel Purchases	979.37
3677	12/10/14	CUETS Financial Mastercard	Nov. 2014 Stmt	1,970.00
3678	12/10/14	Dalor Natural Gas Service Ltd.	2014 Meter Maint/Reading	3,654.00
3679	12/10/14	Denise Hardon	Planter- St. Pierre	70.00
3680	12/10/14	Domain People Inc.	2014 Sedgewick.ca Email	62.37
3681	12/10/14	Flagstaff County	Oct/Nov. Stmt	588.30
3682	12/10/14	Government of Alberta	A/R- Robinson/512	40.00
3683	12/10/14	Hi-Way 13 Transport Ltd.	Cleartech Freight	208.68
3684	12/10/14	Impact Oilfield Services Ltd.	Hydrovac-5002-46St	1,535.42
3685	12/10/14	John Deere Financial	Nov.2014 Stmt	439.78
3686	12/10/14	Kelly's Computer Services	Service Computers	431.54
3687	12/10/14	Killam Home Hardware Ltd.	Shop- Dewalt saw	188.98
3688	12/10/14	Munisoft Ltd	2015 Munisoft Maint. Support	4,616.85
3689	12/10/14	New West Geomatics	A/R- Robinson 512	577.50
3690	12/10/14	Nicks Oilfield Welding	SBS- Service removal	189.00
3691	12/10/14	Paymate Software	2015 Paymate Software	309.75
3692	12/10/14	R&I Schuurman Construction	snow removal	1,134.00
3693	12/10/14	Rebel Mechanical	A/R -Hall	306.74
3694	12/10/14	Reynolds Mirth Richards & Farm	AWD- Legal	2,995.71
3695	12/10/14	RTS Diesel Repair & Parts Ltd.	Nov 2014 Stmt	105.00
3696	12/10/14	Sedgewick Building Supplies	Nov 2014 Stmt	50.09
3697	12/10/14	Sedgewick Pharmacy Ltd.	credit office supplies	21.75
3698	12/10/14	SKNGS - Sedgewick Killam	Nov 2014 Billings	50,767.78
3699	12/10/14	Ted Djos	snow removal	195.00
3700	12/10/14	Telus	Nov. 2014 Statement	873.84
3701	12/10/14	The Community Press	Nov. 2014 Stmt	151.62
3702	12/10/14	The Weekly Review	Nov. 2014 Stmt	56.70
3703	12/10/14	Town Of Sedgewick	Nov. 2014 Utility Billing	1,153.63
3704	12/10/14	Wainwright Assessment	Dec 2014 contract	1,036.35
3705	12/10/14	wrong vendor		0.00
3706	12/10/14	Wholesale Fire & Rescue Ltd.	A/R - FD	6,636.33
3707	12/10/14	Voided by the print process		0.00
3708	12/10/14	Wild Rose Co-operative Ltd.	Xmas decorations	431.39
3709	12/10/14	Willard McNernie	Snow Removal- Dec2	105.00
3710	12/10/14	Xerox Canada Ltd	photocopier maintenance	228.02
3711	12/23/14	Air Liquide Canada Inc.	PW - Cylinder refill	16.07
3712	12/23/14	Amanda Davis	Staples - photopaper	25.12
3713	12/23/14	AMSC	Dec. 2014 Charges	7,311.43
3714	12/23/14	AMSC Insurance Services Ltd.	Jan. 2015 Remittance	1,883.62
3715	12/23/14	Brazilian Canadian Coffee Inc.	Office - Coffee Supplies	79.25
3716	12/23/14	Canada Revenue Agency	Dec. 2014 Installment	8,205.86
3717	12/23/14	Canadian Leak Detection	Water loss detection	1,733.93
3718	12/23/14	Eternity In Stone	FD - Oath Plaque	259.90
3719	12/23/14	Flagstaff County	Nov/Dec Statement	151.19
3720	12/23/14	Lakeland College	FD - FFTS S1000B x 11	880.00
3721	12/23/14	Local Authorities Pension Plan	Dec. 2014 Remittance	4,888.64
3722	12/23/14	Maxine Steil	Staff Christmas Lunch	64.67
3723	12/23/14	Sedgewick Pharmacy Ltd.	Nov. 2014 Statement	51.24
3724	12/23/14	SKNGS - Sedgewick Killam	Meter Service	507.05
3725	12/23/14	Stantec Consulting Ltd. (SCL)	WTP Generator Design 100%	3,969.00
3726	12/23/14	Telus (Mike)	FD - Dec. 2014 Invoice	63.29
3727	12/30/14	AAMD&C	Dec 2014 Statement	1,911.98
3728	12/30/14	Brent Polege	2014 Work Coat	199.50
3729	12/30/14	Carillion Canada Inc.	PW- sand/salt	1,720.95
3730	12/30/14	Contact Safety Service Ltd	A/R Lake	1,243.31
3731	12/30/14	Eastlink	Jan. 2015 statment	55.60
3732	12/30/14	Petty Cash Fund	Dec 2014	56.25

Payment #	Date	Vendor Name	Reference	Payment Amount
3733	12/30/14	Superior Safety Codes Inc.	Oct. 2014 Closed permits	396.17
3734	12/30/14	Syban Systems Ltd.	Jan. 2015 Statement	52.45
3735	12/30/14	Watkins Holdings Ltd.	Dec. 2014 Statement	48.25
Total for AP:				120,490.89

Accounts payable cheques for the month ending in December 31, 2014.

December 31st, 2014 Payroll

0335-0355	12/04/2014	Fire Department Payroll	30,690.00
0356-0368	12/15/2014	Mid Month Payroll	19,019.28
0369-0377	12/31/2014	Month End Payroll	<u>12,699.50</u>
Total for Payroll:			\$62,408.78

22-Jan-15
Mayor

22-Jan-15
CAO

Town of Sedgewick - Council Committee Reports to January 22nd, 2015

Mayor Robinson reported attendance to:

Flagstaff Family & Community Services (FFCS), January 8th, 2015

- Attended the Board Development seminar. “Having spent the afternoon reviewing the services provided by FFCS I realized that my conception of that they were and what their purpose is was inaccurate”
 - They are a human resource network, able to partner with various other groups and authorities provincially to provide services to the citizens within Flagstaff;
 - They are a community building organization not just a social services agency;
 - Family counseling services are available but this extends beyond that to include PTSD capability that starts with critical incident debriefing for first responders and is also available for post traumatic complication which may result.
 - The Seniors Outreach Service (SOS) is available to all seniors and can help secure services that many seniors may not be aware of;
 - Funding from the Province is in question at this time;
 - It was established that FFCS needs to do much more in establishing its presence and services provided within the community at large, beginning with Council.
- Pending review of the committee appointments following our upcoming election process, I would like to be appointed to the FFCS Committee.

Clr. G. Sparrow reported attendance to:

Sedgewick Fire Department Meeting – January 8th, 2015

- Attended a false alarm call for a train fire;
- The department will be working the Casino on March 2-3, 2015;
- A new inflatable light was purchased with funds from Enbridge;
- Two new sets of bunker gear were purchased;
- A First Aid Course has been scheduled for January 18th and 25th;
- Four (4) radios have been sent in for repairs;
- Alberta Health Services (AHS) sought clarification from the Fire Department as to their comfort responding to medical assists as well as the distance the department is willing to travel to attend a call. The request from AHS is preliminary. The Sedgewick Department is willing to take on as much responsibility as their training will allow. There is potential that AHS would cover some operational costs such as first aid training.
- Chief Hebert brought up the idea of purchasing crew truck with casino funds. If a crew truck were purchased members would no longer respond to emergencies in their personal vehicles. Additionally, the crew truck could be used to attend medical assist call vs Fire engines while carrying extra gear (fire engines have limited space for medical assist equipment). The fire department is seeking financial support from council with regarding to insurance and general maintenance costs as well as to address the additional piece of equipment in the Regional Fire Services Agreement.

Town of Sedgewick - Council Committee Reports to January 22nd, 2015

- A crew truck fits between both fire engines in the Hall.

Clr. W. Dame reported attendance to:

Sedgewick Community Hall Board Meeting, November 20th, 2014

- I was unable to attend this meeting as it conflicted with our regular Council meeting however have highlights and updates:
 - The Hall board was approached by Ian Malcolm to participate in the Robbie Burns Night on January 17th, 2015. The event will be held in the Hall as opposed to the Legion; Hall board members will be volunteering with meal preparation and kitchen clean-up. In return 50% of the proceeds from the evening will be donated to the Hall.
 - An Old Time Dance featuring music by the Storbakken band will be held on Sunday, January 18th, 2015; admission \$10 which includes lunch.

Flagstaff Regional Solid Waste Management Association (FRSWMA) Meeting, December 22nd, 2014

Organizational Meeting – Election results for 2014/15:

- Chair, Wade Lindseth, Flagstaff County;
- Vice Chair, Ron Williams, Strome;
- Executive/Liason Committee:
 - James (Butch) Robertson, Daysland;
 - Gary Matthiessen, Flagstaff County;
 - Brenda Grove, Killam
- Signing Authorities:
 - Murray Hampshire, Manager;
 - Wayne Dame, Sedgewick;
 - Ron Williams, Strome,
 - Brenda Grove, Killam
- Gitzel Krejci Dand Peterson was appointed to conduct the 2014 financial audit.

Regular Meeting:

- Operations report – attached;
- The new yellow commingling bins have shown a significant increase in use. The former PLASTIC ONLY bins were collected every 4-6 weeks whereas commingled is collected every three weeks.
- The 2015 budget was approved by eleven of the twelve partners therefore management was directed to implement the 2015 operating plan.
- A Strategic Planning meeting was held on January 5th to re-assess priorities to align with current projects.
- Next meeting will be held on January 26th, 2015.

Clr.'s Rose, Skoberg and Watkins– nothing to report.

Clr. F. Watkins reported attendance to:

Flagstaff Regional Housing Group (FRHG) Meeting, January 20th, 2015:

- Financial reports indicate that we have a \$100,000 surplus in 2014 due to increased residency. \$40,000 of the surplus will be used to offset the 2015 requisition.
- John Davis is to take over the operation of Big Knife Villa to relieve the current manager from excessive duties.
- A survey was conducted on the satisfaction of the facilities for both residents and workers. Residents are happy however staff aren't. J. Davis will address this matter.
- Forestburg project – Architects have been hired; construction managers interviewed. Our recommendations have been sent to the Government for approval.
 - We were advised that the Village of Forestburg's water pressure cannot sustain the new sprinkler system; a pump station is required which costs approx. \$150,000. An application will be sent to Government to cover this expense as it is a result of the old building.
 - A basement has been added to the new building to reduce the cost of construction.
- Flagstaff Lodge Updates:
 - The \$2.2 million that was allotted for the Sedgewick project remains in place. There has been rumor that Government is awaiting final costs of the Forestburg expansion project to see exactly how much money is remaining. If the Forestburg project comes in over budget an application will be sent to Government to assist with such expenses.
 - The board directed Dennis Beesley to draft a letter to the Government requesting a status update on the Flagstaff Lodge project.

Attachments:

1. FRHG 2014 Resident Survey Results;
2. Forestburg Lodge Addition

Flagstaff Regional Solid Waste Management Association
Board Meeting Dec 23, 2014
Operations Report

- Personnel:
 - Consulted legal council on potential LTD case. Re-assignment of many duties & responsibilities
 - Promoted C. Hill to Transportation Services Coordinator
 - Promoted A. Torraville to Shop Supervisor
 - Re-assigned Bin Services Duties to E. McDonald
 - Landfill Supervision remains with D. Erickson
 - Worked on Employment Agreement for Executive Committee
 - Hired two new front end drivers in November.
- Landfill
 - Final Drive seal on CAT 973C - wire wrap. \$10k. Replaced shields this time
 - Completed brake overhaul on Compactor 816B - \$4K.
 - Installed Engine heaters on both units (\$7k)
 - Michel's has wound down significantly. Some final cleanup expected in January
 - Surveys and engineered berms for final grades on north side of Phase I.
- Transfer Sites
 - Ordered signs for sign replacement project at landfill and at key transfer sites. Ordered winter closure signs and a-frames for all transfer sites.
 - Transfer site usage has been very low in November & December - expected
- Transportation Services:
 - Management staff met with City of Edmonton bin collection services coordinator and manager.
 - Currently developing new management system for maintenance & repair scheduling & documentation. Re-assigned duties to appropriate staff with accountability. New daily inspection forms, routines and procedures. Re-training of all drivers required. Scheduled training on Monday January 19, 2015.
 - Major transmission work on unit 30 Allison (500,000 km). Replace transmission on Unit 26 Allison (750,000 km).
 - RFP for new Burro and new front end trucks in 2015. (UHE bankrupt)
- Bin services
 - Final completion of bin inventory (Bin # & Serial # sync)
 - Final shipment of Paint recall bins to UHE in Red Deer for 2014. More than half have been fixed. Should wrap up in 2015
- Urban waste collection
 - Maintenance issues on both burros recently. Very few complaints so far this winter (only 1 week of snowed in back alleys).
- Recycle Programs
 - two shipments of E-waste processed and shipped.
 - four shipments of Metal processed and shipped
 - growing backlog of cardboard
 - Paint, oil jugs, batteries, hazardous materials all cleaned up
 - Stericycle last service - obsolete chemicals
- Financial
 - 2015 Budget requisitions approved by 11 of 12 partners. - Quorum

**Flagstaff Regional Housing Group
2014 Resident Survey Results**

	Big Knife Lodge <i>13 of 21</i>	Flagstaff Lodge <i>11 of 21</i>
I enjoy living here.	100%	100%
I feel it is my home.	100%	100%
I feel that the staff care about me and others.	100%	100%
Staff are friendly and cheerful.	100%	100%
I feel I am listened to when I have a problem.	100%	100%
I am treated with respect.	100%	100%
My friends and family are welcome here.	100%	100%
I enjoy the dining experience.	100%	100%
The meals I receive are of good nutritional quality.	100%	100%
I am happy with the cleanliness of my room and the common areas.	100%	100%
I have opportunity to participate in activities.	100%	100%
Totals	100%	100%
<i>2013 Comparison</i>	<i>91%</i>	<i>87%</i>

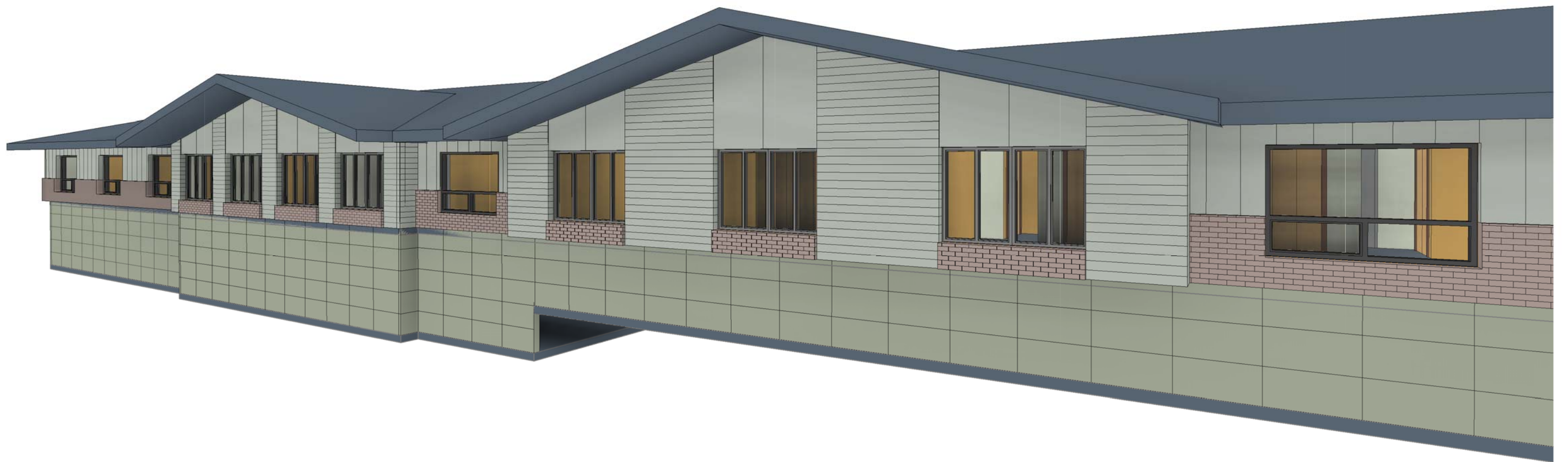
**2014 Staff Satisfaction Survey
Flagstaff Regional Housing Group**

Keys returned (staff Lodge) (Knife Lodge)	Flagstaff Lodge	Big Knife Lodge	Total
happy with my job.	88%	100%	94%
appreciate the work The Bethany Group does.	50%	100%	75%
competent in the job I do.	100%	100%	100%
I am treated fairly.	86%	100%	93%
organization does a good job communicating to staff.	57%	100%	79%
receive feedback from my supervisor about the work I	43%	90%	67%
my supervisor listens to me and values my work.	57%	100%	79%
know what is expected of me and I receive clear information about how I am to do my job.	86%	100%	93%
supported and respected by my coworkers.	100%	100%	100%
work climate encourages teamwork and support.	57%	90%	74%
four is incorporated into my workday.	100%	100%	100%
the opportunity to bring forward ideas that would improve my workplace.	43%	100%	72%
have the resources required to do my job.	86%	100%	93%
feel safe in my work environment.	100%	100%	100%
	75%	80%	78%









Town of Sedgewick Public Works Report – Period Ending January 22nd, 2015

An update on public works activities up to January 22nd, 2015:

- The front tires on the grader were replaced;
- As Council has been made aware, all four of our water wells have been running continually for the past 2.5 months due to an undetected water leak. Wells #1 and 7 are a concern for plugging up. Armstrong Waterwell Services has been contracted to do maintenance on the wells. Well #7 was shut down briefly for cleaning with has improved flow rates from 33 gallon/minutes to 48 gallons/minute.
 - We thought the main water leak had been founds (fire hydrant in Bluejay Cres.) Unfortunately this repair did not resolve our issue.
 - A sonar detection company has been scheduled for the week of January 19th. We still figure the issues is somewhere in Bluejay Cres.
 - A water break was found on 51st Avenue on January 16th and repaired on the 17th.
- Alberta Environment conducted our annual assessment on January 14th.

22-Jan-15
Mayor

22-Jan-15
CAO

Town of Sedgewick – Director of Parks and Recreation Report – Period Ending January 22nd, 2014

Marta Hampshire, Director of Parks and Recreation reported attendance to the following meetings since the December 15th, 2014 Council meeting.

January 16-17th – Municipal Affairs Finding Agreement Seminar, held in Sedgewick at the County Administration building.

- The seminar provided an introduction to conflict resolution methods while discussing ways to manage different working and conflict styles.

Recreation Updates:

Grants:

1. Complete and submit a Heritage Canada application for July 1st activities. Typically the Town applies for funds to cover the cost of fireworks; this year we expanded the application. We've request funds for fireworks, handmade banners for forty-five light poles and a variety of other small projects. Total funds requested \$9,150 from the Heritage Canada department.

The application deadline was January 15th and although the application was submitted a MOTION of Council authorizing the application is required.

2. Completed an online application for a second defibrillator for the Sedgewick Recreation facility.

Fundraisers:

I've been researching new fundraising opportunities for the Town's recreation users.

1. Online raffles;
2. Highway clean-up programs

User Groups:

A questionnaire was prepared and distributed to all user groups that utilize the Sedgewick Recreation facility/grounds. The questionnaire addressed items such as status, organization structure, current knowledge of available and applicable grants and areas for improvement. The information is being to assist with new policy development.

- To date, users have been very accommodating to such requests;
- It appears that the Sedgewick Bowlers are eligible to apply for Casinos. This information was gathered through the use of the questionnaire. I will be submitting the application once all necessary documentation is obtained (this has been supported by the bowlers).
- Seeking input into the relationship between the rec board, user groups, visitors and staff.

Lease Agreements:

Reviewing all lease agreements within the facility. Many agreements have lapsed and expired. Time will be spent redoing such agreements over the next few months.

Janitorial Duties:

Observing, engaging and discussion the need to increase janitorial duties within the facility. Additionally engaging with user groups to get a better understanding of what type of janitorial services they would like.

22-Jan-15
Mayor

22-Jan-15
CAO

Town of Sedgewick – Director of Parks and Recreation Report – Period Ending January 22nd, 2014

Job Descriptions:

It has been identified that recreation facility employee job descriptions require updates and revisions to align with actual work required to effectively operate the facility. I'm in the process of revision all job descriptions with the assistance of the facility manager. Throughout this process we're looking to gain efficiencies and better manage staff shortages.

Capital Upgrades:

There has been ongoing issues with the heater in the bowling alley. We've been working with S. Grieves and C. Maertz to find a possible solution.

Ongoing Maintenance:

- We had the vending machine maintenance man out to fix our unit. Instructions were provided to both myself and the facility manager for minor repairs and trouble shooting in the future.
- Elevator – I've scheduled personnel to look at and hopefully fix the elevator.

Teen Centre:

Ongoing consultation with D. Montgomery regarding the Teen Centre. We've been working on operating policies/procedures, job descriptions, hours of services, actual space necessary to facilitate the Teen Centre.

Ideally Montgomery would like to utilize 2/3 of the upstairs concourse. In an effort to mitigate any safety issues with access to the curling lounge and to allow for some privacy we've been looking into the possibility of installing a temporary wall.

Attached to this report is preliminary suggestions from Montgomery – no action is required at this time.

General Overview:

We've been experiencing some growing pains within the facility mainly with staffing issues. As there were no clear set policies as to how my position would be implemented with the Rec Board it has been difficult to work effectively as we are experiencing some resistance.

A discussion is required as to how Town Council would like to implement this new position and the role of the Rec Board as we need to focus our efforts developing such operational procedures and policies.

Policies & Procedures

Preliminary questions and suggestions:

- Monthly reporting: number of memberships to date, number of visitations per month, number of community hours worked, number of participants in larger or outside work projects. Success of parties and special events. Future months planned activities and community service objectives. (Etc?)
- Calendar of following month events to be into Town of Sedgewick office by 21st day of preceding month in order to be approved for content and posted on town calendar. Supervisors hrs be submitted to Town office (21st day) for approval and payment. Any and all expenses be pre-approved before expenditure.
- All parent, student or outside inquiries, including Rec. Board members be directed to David Montgomery, pertaining to club business. Marta Hampshire and Amanda Davis act as town Liaison's to club related decisions and reporting. As director I would insist on being party to any decisions or conflict resolution pertaining to the club and its members.
- Adults other than member parents whom provide supervision to youth members be required to provide an RCMP clearance letter.
- All attending children be required to sign on as members. Parental or guardian signatures be required on both membership liability release form as well as emergency medical treatment permission form. No exceptions. Must be completed by child's 3rd visit to the club.
- A complete membership roster to be kept at all times. One copy at the club and one with the Sedgewick town office. Copies of the emergency medical permission forms must travel with the supervisor on any outing or away activity to ensure timely availability in case of incident. No exceptions.

Sunday, January 11, 2015

- All incidents or negative occurrences will be brought to the attention of the director. Our first prescription to remedy any negative behaviour will be in conjunction with Parents. If this does not garner our required outcome, or the magnitude of the incident warrants further attention, the Director in conjunction with the town Liaison will discuss greater measures. (involvement of RCMP, Social Services, etc.) Incident reports will be made as soon after as possible and kept with the Director.

Will supervisors other than myself have access to keys necessary to open the club?

If the club stays open until 11:00 pm on weekends will we be required to alarm the building at the end of our shift?

As I intend to teach and rehearse outside of club hours, will there be any restrictions to this use other than, common courtesy and appropriate volumes while other area's are still in use?

As it has been stated that funding is at a state of cost recovery, my concern is an overall understanding of how this may be achieved. Outside of donations and the potential of successful grant funding, I want to ensure that everyone has reasonable expectations of community service hours to be worked by our youth. Though quite capable, the kids have a limited span of attention as well as a very limited ability to attend to outside projects until school is out for summer.

Short half hr and one hr activities, individually and in small groups will be easily carried out around the Rec. Centre with the assistance of supervisors and staff. I would intend that all custodial duties within the club will be carried out by the membership toward their allotted time requirement. Marta Hampshire has already asked that I design a signature slip to record and confirm hours of service on an individual or smaller allocation basis.

Larger projects and away activities such as "highway clean up" and "waste management" projects will need greater scheduling and logistical planning. These projects will still need to be subject to 2 to 3 hr maximums for youth engagement limitations and we will have to push for maximums in attendance to ensure acceptable

Sunday, January 11, 2015

outcomes. Group hours will be captured by the acting supervisor or volunteer in attendance for submission to Town of Sedgewick for billing and reporting purposes.

I'm hoping that hosting a BBQ as well as some outdoor activities as an after project reward will encourage kids and parents to want to attend.

It would also be my intention to approach the County for a percentage of our funding once we have sufficient reporting to claim overwhelming success. Do others share this opinion and how might we best make this approach?

How will hours of service that are not directly connected to outsider enumeration be perceived and calculated as to our overall cost recovery?

Outside of Parents and Volunteers that I am able to unearth over the course of my travels, what other resources might the town have to put at my disposal upon approval? (for example: Town workers to assist with large furniture etc.)

My first priority at any given time is always going to be the positive enhancement of the lives of the youth in my charge. Second will be the absolute success and sustainability of our initiative in order that I can continue to facilitate priority one. I want everyone to know that I am open and approachable with thoughts, ideas and constructive criticism. Please feel free to call or email me at anytime.

Thanks again for all your support!

Very sincerely,

David Montgomery

E-mail: mayhemonmars@live.com

Tele: 780-385-0080

Sunday, January 11, 2015

Town of Sedgewick - CAO Report – Period Ending January 22nd, 2015

CAO Davis reported attendance to the following meetings since the December 15th, 2014 Council meeting:

January 12th – CAO Meeting, Daysland - notes attached.

January 13th – Transportation Committee Meeting – notes attached.

January 15th – Recreation Meeting

- I request a meeting with Andrew Hampshire, Sedgewick Ag Society Director to complete and overview of the preliminary recreation grants that are being prepared. Hampshire provided his input into all completed documents. Pending council's comments the majority of the detail will be prepared into an operational bylaw.

*Please see as an attached business item on our agenda.

(12) Administration

- The 2014 municipal audit shall commence on January 26th. We've been preparing all necessary yearend reporting, payroll records and grant SFE's as required for the audit.
- Working on the development and costing of recreation grants.
- Ongoing staff training.
- Administrative Assistant completed a Microsoft Word training course offered by Flagstaff Community Adult Learning on January 15th.
- Municipal Signage – Our town signs are finished and shall be installed in the Spring.
- Accepted four (4) Cheques on behalf of the Town of Sedgewick from the Battle River Community Foundation.

(23) Fire Services

The Town received revised Fire Services and the Regional Fire Chief Agreement from Flagstaff County. As discussed previously by Council there was support to have a send legal team review all the terms and conditions to ensure our interests were covered. Killam, Forestburg, Hardisty and Sedgewick shall split these costs – Killam will be forwarding the agreements to their legal team. Upon recommendations the agreements should be available for review on our next agenda.

The Town of Hardisty is seeking interest from member municipalities in endeavoring to make one overall regional agreement for emergency services rather than having three separate single agreements; *discussion required of council.*

(41) Water

Yearend water reporting has be complete and submit to Alberta Environment.

Town of Sedgewick - CAO Report – Period Ending January 22nd, 2015

(66) Development

Pursuant to the Town of Sedgewick's application to West Central Planning Agency (WCPA) for a thirty-five (35) lots residential subdivision tentative approval has been granted. This approval letter was sent to Stantec. Our tender documents shall be ready for final review by the end of this week.

(74) Culture

The Town of Sedgewick's Community Hall board held their first "Old Time Dance" on January 18th which turned out to be a great success. Eighty eight dancers attended. The board will be hosting another dance on March 15th, 2015.

1. January 12th, 2015 CAO Meeting Notes – no action required.
2. Transportation Committee Meeting Notes – action required.
3. WCPA (x2)
4. Action Item List - no action required.

CAO Meeting Notes – January 12, 2015

Hosted by Town of Daysland

Attendance

Kim Borgel	Town of Killam
Amanda Davis	Town of Sedgewick
Debra Moffatt	Village of Forestburg
Sandy Otto	Town of Hardisty
Colleen Mayne	Village of Loughheed
Leslie Heck	Village of Strome
Shelly Armstrong	Flagstaff County
Gwenda Poyser	Village of Galahad
Amanda Howell	Village of Heisler
Laura Towers	Village of Alliance
Jacquie Zacharuk	Village of Alliance
Rod Kripps	Town of Daysland
Brenda McDermott	Town of Daysland
Nancy Ambler	FIP Clerk

Additions to Agenda

- Update SDAB Members
- Remove Fire Agreements
- FIP Financials

Delegation: Sara Ahlstrom, Megan McKenna, & Micheal Scheidi (Municipal Affairs)

- A presentation was given regarding Collaborative Governance Initiative

The CAO Group recommends having Municipal Affairs speak at the next FIP Meeting

Managing Partner

- Discussion regarding proposal from Alliance to take over as Managing Partner with Laura Towers taking on the role of FIP Coordinator as a contractor
- The bank account could remain with ATB
- The Managing Partner would choose the financial system they prefer to use.

- Laura would commit to one year
- Laura would be able to complete most of the work from her home
- The proposal will go before the next Alliance council meeting Jan 28, 2015
- If Alliance takes on this role, Laura will need to be kept updated in Municipal happenings
- Upon further discussion, Forestburg suggested they stay on as Managing Partner with Laura acting as FIP Coordinator. Forestburg will bring this before council Wednesday Jan 14, 2015.

Develop Terms of Reference for the Role of Managing Partner

Review Protocol

- The CAO Group determined the Protocol needs to be revised
- Debra will make the changes to sections 1-3, Shelly will make the changes to sections 4-6.

Once the sections have been implemented, the protocol will be provided to the FIP Committee for information purposes at the next FIP Meeting.

Define Job Description for Managing Partner & FIP Clerk

Some additions were made to the current job description of the FIP Coordinator including:

- ✚ Responsible for implementation of the Strategic Plan
- ✚ Provide clerical services for the SDAB
- ✚ Provide clerical services for Regional Public Works meetings
- ✚ Ability to complete ARB Clerk training
- ✚ Post-secondary education in Office Administration or equivalent
- ✚ Social media experience
- ✚ An understanding of the MGA/local Government

FIP Financial

- There was discussion regarding what makes up the surplus
- The CAO Group agreed this could be considered an operating surplus and could possibly be used for future projects

Present the Financial Statement to FIP stating The CAO Group recommends keeping the surplus for future projects or unforeseen overhead costs.

SCADA Maintenance

- Loughheed is having trouble with Scada due to no internet service and excess humidity in their plant.
- Trista will be gone as of Jan 14, 2015.
- Need an operator to take the lead role. Maybe once the concerns are addressed someone will step up
- Hardisty has agreed to be the lead CAO. They need an operator to assist
- Discussion over the agreement/quote from Abishek. Waiting for a quote from Nason

Sandy will talk to Trista and follow up on this issue

Land-Use Bylaw

- There was discussion regarding SDAB Members requiring training in Land-Use Bylaws
- Killam would like to join the SDAB Agreement, they currently have three members.

Rod & Nancy will contact Municipal Affairs regarding a training session for SDAB Members

Transportation Committee Meeting – January 13th, 2015

Present:	Perry Robinson	Mayor
	Fred Watkins	Councillor
	Erik Skoberg	Councillor
	Amanda Davis	CAO
Present:	Bill Haeslip	Alberta Transportation

Call to Order:	An informal Transportation Committee meeting took place on January 13 th , 2015 in the Sedgewick Council Chambers at 10:00 AM with reference to ongoing correspondence between the Town of Sedgewick and Alberta Transportation. The meeting addressed the Towns request for a speed reduction at the intersection of Highway 13 and Secondary Highway 869.
AB Transportation Overview	<p>Mayor Robinson expressed the Towns concerns regarding excessive speed near the intersections of Highway 13 and Secondary Highway 869. Reference was made regarding impact during accidents.</p> <p>Haeslip provided an overview of the most recent traffic counts at the above noted intersection. From 2012 statistics used for 2013 traffic projections there has been very minimal increases if any.</p> <p>Statistics regarding traffic volumes can be viewed on Alberta Transportations website and are attached to these meeting notes.</p> <p>Haeslip sought an update regarding our interaction with the Killam/Forestburg RCMP Detachment pertaining to speeding and enforcement at the said intersection.</p> <p>The Town advised that our concerns with speed at this intersection have continually been brought up at the Citizens Advisory Committee (CAC) meetings as well as through correspondence with the former Sergeant. If necessary the Town could send a more formal request to the detachment commander.</p>
Intersection Concerns	It was discussed collectively that during the next phase of highway upgrades the above noted intersection is due to be upgraded (Type3 or perhaps Type 4) as there should be a bypass lane. Pavement is typically scheduled for replacement every twenty (20) years.
Intersection Upgrades	<p>Haeslip reported that as per the Towns request larger intersection signs had been installed in 2014.</p> <p>Haeslip advised following conversations that Alberta Transportation would proceed with our request for a speed reduction from 100 KM/hr to 80 KM/hr 400 meters on either side of the Town entrance as this is the typical distance required.</p>

	<p>The following process shall occur:</p> <ol style="list-style-type: none"> 1. Alberta Transportation will send a letter to the Killam/Forestburg RCMP Detachment, Flagstaff County and Town of Sedgewick informing and seeking support for the speed reduction; 2. Pending support from the three parties letters will be sent to the head of Alberta Transportation, the Minister and our local MLA for final approval; 3. The installation will then be gazetted pending final approval. The entire process takes approximately two months.
AB Transportation Concerns	<p>Haeslip identified additional concerns at this intersection and sought municipal support moving forward:</p> <ol style="list-style-type: none"> 1. Removal of the five (5) business signs installed within Highway 13's Right of Way in front of the Centrex Gas Station. The installation of signs was illegal. 2. Review of the Town's entrance sign and display. Haeslip was concerned that the large spruce trees may cause visibility issues for traffic driving westbound.
Additional Comments	<p>Haeslip advised that from experiences throughout the province speed reductions do not necessarily reduce collisions (although agreeing that lower speed could warrant less severe accidents). At times collisions actually increase. Enforcement is key and the Town will need to work closely with our citizens educating them on driving hazards as well as with the local RCMP Detachment requesting increased visibility and enforcement.</p>
Adjournment	<p>The meeting adjourned at 10:50 AM.</p>

WEST CENTRAL PLANNING AGENCY

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

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

ADMIN@WESTCENTRALPLANNING.CA

December 17, 2104

WCPA File Number: TS/14/03

Amanda Davis
PO Box 129
Sedgewick, AB
T0B 4C0

Proposed Subdivision within Lot 2, Block 27, Lot 4, Block 26, Plan 852 0469 and Block 27, Plan 912 1568

Dear Amanda,

This is an application for a 36 lot subdivision within the Town of Sedgewick put forward by the Town of Sedgewick. WCPA conducted a site visit on December 10th and currently, the area is flat, vacant and is adjacent to a built out residential area, a racetrack and across 50th street is the Golf Course. This area is zoned R1A, R2 and R3. On November 6th, 2014, the Town of Sedgewick Council approved the tentative plan of subdivision put forward by Stantec with the condition that access not be permitted onto 50th street through the North Lane behind Lots 1-5 and it will be one way only.

Reserves are due and have been dedicated in the plan of Subdivision and if there are any remaining reserves that are owed, they will be deferred by caveat into the remainder. Alberta Transportation has granted a variance of the requirements of Section 14 of the Subdivision and Development Regulations. No new access to Highway 896 will be permitted as a result of subdivision, access to the highway shall only be via 54 and 52 Avenue. Flagstaff County recommends that the Town of Sedgewick refer to the Sanitary Sewer Service Cost Recovery Agreement in place with Flagstaff County dated September 8, 1995. No other comments or concerns have been received from other agencies or utilities or adjacent landowners. The proposed subdivision complies with the MDP and Land Use Bylaw. Therefore West Central Planning Agency recommends **approval subject to the list of conditions on the draft approval.**

Regards.

Anna Lim
Planning Intern, WCPA

WEST CENTRAL PLANNING AGENCY

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

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

ADMIN@WESTCENTRALPLANNING.CA

December 16, 2014

WCPA File Number: TS/14/03

Town of Sedgewick
Box 129
Sedgewick, AB
T0B 4C0

Proposed Subdivision within Lot 2, Block 27, Lot 4, Block 26, Plan 852 0469 and Block 27, Plan 912 1568

The Town of Sedgewick has determined that your application for subdivision is consistent with section 654 of the Municipal Government Act, and the application has therefore **been approved**.

In order to complete the subdivision and obtain separate titles, you must do the following:

1. Engage an Alberta Land Surveyor to prepare a plan of subdivision for registration at Land Titles Office as shown on WCPA drawing dated November 22, 2014 and submit it to this office for final approval.
2. If required, the applicant is enter into a development agreement with the municipality, pursuant to Section 655 of the Alberta municipal Government Act to ensure the lots are hooked up to municipal water and sewer.
3. That all accesses, approaches, internal roads and culverts into the proposed lots be the responsibility of the developer and built to the satisfaction of the Town.
4. No new access to Highway 896 will be permitted, access to the highway shall only be via 54 and 52 avenue.
5. Access will not be permitted onto 50th street through the North Lane behind Lots 1-5. This lane will be one way only
6. Make arrangements with the power utility, Fortis, to provide service to the lots, and provide any easements required. (You should contact the utilities before finalizing the survey, because they may require easements to be registered simultaneously with the plan of subdivision.)
7. Pay any outstanding taxes on the property to the Town of Sedgewick.
8. Pay an endorsement fee of **\$200 per lot (36 lots x 200 = \$7200)** to WCPA when the plan is submitted for final approval.

9. Municipal Reserves shall be dedicated as part of the plan of subdivision as show in the WCPA drawing dated November 22, 2014. Any remaining reserves are to be deferred by caveat into the remainder.

When all these conditions have been met, we will endorse the surveyor's plan for registration at Land Titles Office.

The approval is valid for one year from the date of this letter. You must meet all the conditions listed above, and have your surveyor submit the plan to us within the year. If you do not submit the plan within the year you may request a one year extension, and this will normally be granted provided that the circumstances have not changed. After two years, the approval cannot be extended further. **Application of Subdivision Approval Extension fee(s) is non-refundable after the decision from the Subdivision Authority Approval.**

Should you wish to appeal any of these conditions, you must file notice of appeal with the Secretary of the Municipal Government Board within 14 days of this letter (not business days). The Board's address:

Municipal Government Board
Alberta Municipal Affairs
15th Floor, Commerce Place
10155 102 Street
Edmonton, AB T5J 4L4

Phone: 780-427-4864

Fax: 780-427-0986

E-mail: mgbmail@gov.ab.ca

Regards,

Anna Lim
Planning Intern, WCPA

Council Action Items

20-Nov-14

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

Council Action Items

04-Dec-14

	For	Item	Action Taken	Date Completed
1	Amanda	Update agenda for signatures.	Complete and signed off.	4-Dec-14
2	Amanda	Contact Leslie at Community Press re: Fire Letter forward to them as a potential article in the paper.	Forwarded to Community Press with editorial request.	5-Dec-14
3	Maxine	Draft a letter to SLP re: budget approval. Letter to be cc'd to Clr. C. Rose Town Rep.	Complete & emailed	9-Dec-14
4	Maxine	Letter to SGC re: budget approval. Letter to be cc'd to Clr. F. Watkins Town Rep.	Completed & emailed	9-Dec-14
5	Maxine	Letter to SPL re: budget approval. Letter to be cc's to Clr. C. Williams Town Rep.	Completed & emailed	9-Dec-14
6	Maxine	Letter to Hall Board re: budget approval. Letter to be cc's to Clr. W. Dame.	Completed & emailed	9-Dec-14
7	Lorna	Contact J. Hale re: manual transfer switch at community hall - generator ready.		
8	Amanda	Contact Stantec re: rejecting engineering proposal for hall generator.	Spoke with Liang via telephone.	6-Jan-15
9	Amanda	Letter to FIP re: approval of Regional Governance Study on a per capita basis.	Letter complete and emailed.	5-Dec-14
10	Amanda	Letter to WCPA re: subdivision approval.	Letter complete and emailed.	5-Dec-14
11	Amanda	Prepare development incentive overview.	Complete and emailed to council. Prepared for online.	5-Dec-14
12	Admin	Market residential lots.	Underway.	

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

Council Action Items

15-Dec-14

	For	Item	Action Taken	Date Completed
1	Fred	Seek feedback from the FRHG re: Kueflers comments regarding the closure of Flagstaff Lodge - January board meeting.		

2	Admin	Advertise for the by-election.	Posted on Facebook.	
3	Lorna	Contact personnel to run polling stations.		
4	Amanda	Distribute Parks & Rec Job Description as necessary.	Send to Cory and Marta.	16-Dec-14
5	Amanda	Forward trapping request to Lake Board for comment.	Request sent to the Lake Board.	16-Dec-14
6	Maxine	Draft letter re: approval of QMP - reference joint letters	Letter complete and emailed.	16-Dec-14
7	Maxine	Draft letter re: approval of SKNGS budget - to be cc's to Clr.'s ES, FW & GS as well as D. Gordash.	Letter complete and emailed.	16-Dec-14
8	Amanda	Finalize Fees & Charges Bylaw	Complete and ready for signatures.	16-Dec-14
9	Maxine	Upload signed Fees & Charges Bylaw and amended meeting minutes to the website.	Uploaded	28-Dec-14
10	Amanda	Letter to Rec Board re: Teen Centre approval.	Letter complete and emailed. Notifiation sent to all Muni's in FC.	16-Dec-14
11	Amanda	Contact D. Montgomery re: Teen Centre approval.	Contacted and emailed.	16-Dec-14
12	Amanda	Proceed with budget approval.		
13	Amanda	Draft salary letters for employees.	Complete and distributed.	16-Dec-14
14	Amanda	Prepare new job description for Public Works employee.		
15	Maxine	Advertize Public Works employment position.		
16	Amanda	Forward geotechnical study to Proctor's for comment and review.	Complete and ongoing emails with Ms. Proctor.	16-Dec-14
17	Erik	Confirm abandonment of the Transmission line.	email reminder sent.	16-Dec-14
18	Admin	Seek grants for the installation of a sound system on main street.		

19	Amanda	Newsletter highlights for Maxine.	Complete and emailed to Maxine.	16-Dec-14
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The Regular Meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday, December 15th, 2014 at 6:00 pm.

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

Present	Amanda Davis	Chief Administrative Officer
	Maxine Steil	Recording Secretary

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

Agenda
2014.12.261 MOTION by Clr. E. Skoberg that the agenda be approved as presented. CARRIED.

Correspondence:
Alberta
Transportation Notification that Alberta Transportation will re-evaluate the Town’s request for a speed reduction at the intersection of Highway 13 and Secondary Highway 869. A meeting has been scheduled for January 13th, 2015.

Town of Hardisty The Town of Hardisty (TOH) submit a letter recommending that the Flagstaff Intermunicipal Partnership (FIP) Committee submit an application to Volunteer Alberta to participate in “Generative Conversation for Transitional Change”. Depending on this outcome the TOH will re-evaluate contributions to the Regional Governance Study.

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

2014.12.262 MOTION by Clr. C. Rose to accept the correspondence items and file as information. CARRIED.

Financial Statements Council reviewed the Financial Statement for the month ending November 30th, 2014, as attached to and forming part of these minutes.

2014.12.263 MOTION by Clr. G. Sparrow to approve the financial statement for the month ending November 30th, 2014 as presented. CARRIED.

Withdraw Pursuant to Section 172 of the Municipal Government Act (MGA) Mayor P. Robinson and Clr. C. Rose withdrew from discussions on the next business matter.

Accounts Council reviewed the issuance of General Cheques and Payroll Cheques for the month ending November 30th, 2014 as attached to and forming part of these minutes.

2014.12.264 MOTION by Clr. F. Watkins to approve issuance of General Cheques # 3615 - 3670, totaling \$120,584.81 and Payroll Cheques #0323 - 0334, totaling \$16,081.92 for the month ending November 30th, 2014. CARRIED.

Entrance Mayor P. Robinson and Clr. C. Rose resumed discussions.

Committee Reports: Council provided written reports to December 15th, 2014 as attached to and forming parts of the minutes.

Recreation Administration sought clarification on Council’s intent that the recreation center become a self-sustaining facility. Council provided confirmation.

2014.12.265 MOTION by Clr. W. Dame that the Committee Reports be approved as amended:

1. Mayor P. Robinson report, Page 1, FIP meeting should read “...February 2nd, 2015” not “...February 2nd, 2014”.
2. Clr. C. Williams report, Page 5, FFCs Meeting should read “...Hardisty School wants to partner with Sedgewick School.” not “...teachers want to partner with Sedgewick.” CARRIED.

<u>Public Works Report:</u>	A written Public Works report was provided to December 15 th , 2014 as attached to and forming part of these minutes.
2014.12.266	MOTION by Mayor P. Robinson that the Public Works report be approved as presented. <u>CARRIED.</u>
<u>CAO Report:</u>	CAO Davis provided a written Administration report to December 15 th , 2014 as attached to and forming part of these minutes.
2014.12.267	MOTION by Clr. F. Watkins that the CAO report be approved as presented. <u>CARRIED.</u>
<u>Minutes:</u>	
Regular Meeting	Council reviewed the minutes of the November 20 th , 2014 regular meeting.
2014.12.268	MOTION by Clr. G. Sparrow that the minutes of the November 20 th , 2014 council meetings be approved with the following amendments: <ol style="list-style-type: none"> 1. Page 1, Entrance, should read "...resumed discussions" not "...assumed discussions." 2. Page 3, Lot Value Scenarios, should read "... December 4th, 2014" not "...December 6th, 2014." 3. Page 4, MOTION 2014.11.236, should read "...December 4th, 2014" not "...December 6th, 2014." <u>CARRIED.</u>
Matters Arising	Administration provided an update on the status of the preliminary rebranding logo.
Special Meeting	Council reviewed the minutes of the December 4 th , 2014 special meeting.
2014.12.269	MOTION by Clr. E. Skoberg that the minutes of the December 4 th , 2014 special meeting be approved as with the following amendments: <ol style="list-style-type: none"> 1. Page 1, SPL Budget should read "...budget" not "...budged". 2. Page 3, Round Table, should read "...ensued" not "...ensured". <u>CARRIED.</u>
<u>Business:</u>	
In-Camera	
2014.12.270	MOTION by Mayor P. Robinson to go in-camera at 6:32 PM with all persons excluded except Town Council, CAO Davis and Recording Secretary, M. Steil to discuss personnel. <u>CARRIED.</u>
Revert	
2014.12.271	MOTION by Mayor P. Robinson to revert to a regular meeting at 6:37 PM. <u>CARRIED.</u>
2014.12.272	MOTION by Clr. F. Watkins that the matters discussed in camera pertaining to personnel be accepted as information. <u>CARRIED.</u>
By-Election	Council discussed dates for a Municipal By-Election.
2014.12.273	MOTION by Clr. W. Dame that the following dates be set for a Municipal By-Election: <ul style="list-style-type: none"> • January 19th, 2015 - Nomination Day; • January 29th, 2015 - Advanced Vote from 5 PM - 7 PM; • February 2nd, 2015 - Election Day from 10 AM - 8 PM. <u>CARRIED.</u>
CAO Evaluation	CAO Davis' completed evaluation was presented.
2014.12.274	MOTION by Mayor P. Robinson that Council approve CAO Davis' evaluation as presented. <u>CARRIED.</u>
Director of P&R	Council reviewed a revised Director of Parks and Recreation job description.
2014.12.275	MOTION by Clr. G. Sparrow that Council approved the Director of Parks and Recreation job description as amended. <u>CARRIED.</u>
Request to Hunt	Council received an application to hunt fur-bearing animals on NE16-44-12 W4M.

- 2014.12.276** MOTION by Clr. F. Watkins that the Town of Sedgewick approve License Holder 525961T's request to hunt fur-bearing animals on NE14-44-12 W4M, (North and East of the lake), pending consultation and consent by the Sedgewick Lake Park Board and further; that if approved the permit be issued for twelve (12) months with the understanding that all applicable laws, rules and regulations be abided. CARRIED.
- Joint Quality Management Plan** Joint Quality Management Plan (QMP) and Joint Safety Codes Service (SCS) Agreements were presented.
- 2014.12.277** MOTION by Clr. G. Sparrow that the Town of Sedgewick approve in principle entering the Joint QMP and Joint SCS Agreements. CARRIED.
- SKNGS** The 2015 Sedgewick Killam Natural Gas System's budget was presented.
- 2014.12.278** MOTION by Mayor P. Robinson that Council approve the 2015 SKNGS budget as presented. CARRIED.
- Municipal Waste Budget** Administration presented various municipal waste funding scenarios.
- 2014.12.279** MOTION by Clr. C. Rose that Council approve a rate of \$28.50/month for waste collection fees. CARRIED.
- Municipal Budget** The 2015 draft municipal budget was presented.
- 2014.12.280** MOTION by Clr. G. Sparrow that \$25,000. be allocated to the Sedgewick Teen Centre for 2015 and that the initiative be funded from the 2014 recreation surplus; further review of the funding allocation shall take place pending the status of the 2015 Municipal Sustainability Initiative Operating allocations. CARRIED.
- 2014.12.281** MOTION by Clr. F. Watkins that Council approve the 2015 municipal budget as presented and discussed with an overall increase of 4.73%. CARRIED.
- Bylaw #514** Fees and Charges Bylaw #514 was presented.
- 2014.12.282** MOTION by Clr. G. Sparrow that Council give first reading to Bylaw #514. CARRIED.
- 2014.12.283** MOTION by Clr. W. Dame that Council give second reading to Bylaw #514. CARRIED.
- 2014.12.284** MOTION by Clr. F. Watkins that Council have third reading of Bylaw #514. CARRIED UNANIMOUSLY.
- 2014.12.285** MOTION by Clr. C. Rose that Council have third and final reading of Bylaw #514. CARRIED.
- In Camera**
- 2014.12.286** MOTION by Mayor P. Robinson to go in-camera at 7:34 PM with all persons excluded except Town Council, CAO Davis and Recording Secretary, M. Steil to discuss land issues. CARRIED.
- Revert**
- 2014.12.287** MOTION by Mayor P. Robinson to revert to regular meeting at 7:53 PM. CARRIED.
- 2014.12.288** MOTION by Mayor P. Robinson directing administration to present the Geotechnical Study conducted on Plan 802 189; Block 3; Lot 7 to the land developer/applicant for review and comment. CARRIED.
- Round Table** A round table discussion was held.
- Adjournment**
- 2014.12.289** MOTION by Mayor P. Robinson for adjournment at 8:05 PM. CARRIED.

Perry Robinson, Mayor

Amanda Davis, CAO

Request for Decision (RFD)

Topic: Community Resource Office – Requisition Request
Initiated by: Flagstaff Initiative to Relationship & Spousal Trauma (FIRST)
Prepared by: Amanda Davis
Attachments: 1. FIRST – CRO Funding Commitment Request
2. CRO Evaluation Results

Recommendation:

1. That the Town of Sedgewick committee to funding the Community Resource Officer program at a rate of \$6.00 per capita for three years (2016-2019) pursuant to the request of the FIRST board.

OR

2. That the Town of Sedgewick reject FIRST's request to fund the Community Resource Officer program at a rate of \$6.00 per capita for 2016-2019 until management and operational issues have been resolved to ensure time is being spent on offering services.

OR

3. That the matter be deferred to a later date.
-

Background:

The Town of Sedgewick has been financially supporting the Community Resource Officer (CRO) program since 2006.

To secure a CRO one of our member municipalities were required to be the contract holder which is and has been Flagstaff County. Although Flagstaff County is the contract holder, FIRST has been administering the program.

In 2014 FIRST sent out an CRO Evaluation Questionnaire that Council completed; Joanne Stewart compiled the results in July (attached).

As discussed previously by Sedgewick Town Council, we understand there is a benefit to the citizens of Sedgewick and surrounding area as we understand the CRO teaches the DARE program attend the Teen Centre along with a variety of other duties.

The Questionnaire indicated that there are "reporting" and "accountability" issues as there may not be clearly defined goals and expectations for the CRO. After speaking with Flagstaff County it is apparent that there have been some personality conflicts with different bodies dealing with the CRO and vice-versa which need to be addressed operationally. This may constitute a review of the current over the next year.

Current:

The FIRST board is seeking our interest in continuing to offer funding at a rate of \$6.00 per capita for three years 2016-2019.

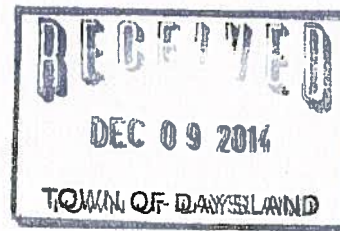
Considerations:

1. Does the CRO program benefit the youth of Sedgewick;

- a. Being that Sedgewick is a host community of a K-12 school along with a Teen Centre the benefit to the youth is more apparent and visible.
2. Does Council see value in the CRO program;
3. Can the Town financially afford the position;
 - a. The funding request at \$6.00/per capita has not increased therefore the \$5,142 would not impact our budget any greater.
4. Is there anything we would like to see run differently to improve the CRO service within the region?
 - a. Perhaps and semi-monthly report from the management body whether FIRST or the County defining accountability and providing more insight into the services being offered.

*Note – Flagstaff County's Administration will be forwarding a copy if the current Agreement and many of the potential concerns presented in the CRO Evaluation may already be defined as FFCS and Detachment staff has changed over the course of the past few years.

Flagstaff's Initiative To Relationship & Spousal Trauma



Box 450
Killam, AB T0B 2L0
Tel. 1-780-385-3976
Fax. 1-780-385-3667

December 8th, 2014

Dear Town, Village and County Administrators and Councillors;

FIRST (Flagstaff's Initiative to Relationship and Spousal Trauma) is in the midst of planning for the Community Resource Officer (CRO) program beginning in April 2016 and continuing through to March 31st, 2019.

What we need from our 12 participating communities is an indication as to whether or not your community will continue the financial commitment of \$6.00 per person we are currently requisitioning for.

We need to know if you plan to carry on this commitment from 2016 to 2019 as we work diligently to find funding for the entire program. Your commitment will be the first step in securing this valuable program continues in the Killam-Forestburg RCMP Detachment catchment area for another three years. We would appreciate hearing back from you before the end of January 2015. The recent evaluation of the program highlighted how the citizens of our community value this program and would like to see it continue.

The current contract with the RCMP ends on March 31st, 2016, but we must plan ahead as setting up and finalizing these contracts take time and effort.

We appreciate your past funding of this program, and hope to continue this relationship that benefits and is valued by so many residents of the Flagstaff region and the Village of Amisk.

Sincerely;

A handwritten signature in blue ink, appearing to read "Gunnar Albrecht".

Gunnar Albrecht
FIRST Board Chair

SUMMARY OF THE EVALUATION OF THE

FLAGSTAFF

COMMUNITY

RESOURCE OFFICER

PROJECT

PREPARED FOR THE FIRST BOARD

13 July 2014
Joanne Stewart
Viking, Alberta

SCOPE OF THE PROJECT

The FIRST Board was looking for evaluative feedback on three questions:

- What is the job of the Community Resource Officer?
- Are the agency members and the general public aware of the program and do they value it?
- Were the recommendations of the 2009 report carried out?

INFORMATION GATHERED FROM PROJECT STAKEHOLDERS

1. Flagstaff area school students, school administrators and staff, and one Family School Liaison worker were asked questions about the quality of the relationships students and school staff has developed with the Community Resource Officer; the prevalence of bullying and how students respond to it; and safe driving practices.

In all, 82 grade six students from Killam, Forestburg, Sedgewick and Daysland schools provided written survey responses. One grade nine class from Killam and three high school (grades 10 – 12) classrooms from Forestburg, Sedgewick and Daysland schools participated in focus groups where group responses were gathered to seventeen open ended questions. Hardisty School did not participate in the evaluation because they have had very little or no contact with the Community Resource Officer.

Six school administrators and teaching staff provided written survey responses, including Amisk School (K-3) which was not visited by the evaluator due to the young age of students. As stated above, one Family School Liaison Worker also completed the same survey as school staff.

2. Municipalities and funding partners

Four municipalities responded to a questionnaire provided to them. Questions were asked about their awareness of the program and if they valued the program. They were provided with enough time to consult their respective councils for input. Several of those that did not provide input said that they did not know enough about the program to comment.

No funding partners responded. Two of the funding partners had no one with any relationship to the program available to speak with, while in the other case the individual could not be reached.

3. Community Partners/Interagency members

Five community partners responded to a questionnaire provided to them. Questions were asked about their awareness of the program, the quality of relationships built by the Community Resource Officer, and if they valued the program. Three of the five respondents forwarded their completed questionnaires to me. I was able to go through the questions with the other two individuals on the phone and in person.

4. Program Staff, cosponsoring agencies and supervisors

Eight individuals provided survey responses in this category, including the Killam/Forestburg Detachment Commander, FCS Director, Community Resource Officer and FIRST Board members. Generally, questions were asked about how they felt the program was being carried out, if objectives were being met and their satisfaction with the program.

CONCLUSIONS

1. **Currently, it is difficult to be a satisfactory Community Resource Officer**

The Memorandum of Understanding document and FIRST Program and Policy Guide provide a great deal of information about the roles and responsibilities, activities and programs of the Community Resource Officer Program. However, implementation of the program has not been agreed upon by FIRST and the Killam/Flagstaff RCMP detachment, which in turn sends an inconsistent message to the Community Resource Officer.

FIRST and the detachment are not in agreement about which Memorandum of Understanding they are to work off of and the role that FIRST takes in administering the program is not included on any of the signed documents. As a result, anyone new to the program in a management position, such as the FCS Director or Detachment Commander, may not be clear what the role of FIRST is in the project. Without an understanding of the role of FIRST and the rationale behind the program, the Community Resource Officer Staff position is subject to interpretation, which is likely to lead to disagreement leaving the Community Resource Officer staff in the middle of two factions with very different ideas about their job.

2. The community values the relationship building component of the program

The FIRST Board, school staff, community stakeholders and municipal partners overwhelmingly report that their understanding of the intent of the Community Resource Officer Program is to build relationships between children and youth so that they will make positive decisions about relationships, drugs and alcohol, and high risk behaviours. This was originally agreed upon by the RCMP detachment as well. The program as it is currently being carried out by the detachment is focused on enforcement, which is not what the community expected their money to go towards.

3. The community values the program, but not as it is currently run.

There were many comments about not getting the full potential out of this wonderful program. The Community Resource Officer delivers the DARE program in grade six classrooms throughout the Flagstaff area and has made a good connection with those students. However, the older youth have had very little contact with him and as a result receive little benefit from the program and are not aware of what resources the Officer can provide. Municipalities report not knowing very much about the activities of the Community Resource Officer either and those without schools asked how they could benefit from the program.

RECOMMENDATIONS

1. Ask if the Community Resource Officer program still contributes to the FIRST mission and role.

The FIRST Board should consider whether or not the Community Resource Officer Program still is meeting objectives that contribute to the mission and role of the FIRST society now that eight years have gone by since the program started. Perhaps there is another vehicle entirely to accomplish their mission and vision, or perhaps they wish to make adjustments to the existing Community Resource Officer program to better meet the needs of FIRST. They may also find that the program meets existing needs best in its current form.

2. Re-write the outcomes of the Community Resource Officer Program

If it is determined that the Community Resource Officer Program is still a good fit for FIRST, the program outcomes need to be revised and rewritten to reflect the current program practices.

The program outcomes as originally set out were quite ambitious and intended to be the work of the entire partnership group, not just the Community Resource Officer, though that is where the majority of the work is done. Some outcomes may need to be added or omitted, with consideration of the funding ramifications of those changes.

3. Communicate any program changes made to partners and stakeholders

Any changes to the program that come about because of these recommendations must be communicated to all partners and stakeholders, especially the schools. FIRST and the RCMP Detachment must be delivering these messages in unison. The program and staff title of “Community Resource Officer” must be agreed upon again, and should be clarified with the schools.

4. Review and renew Memorandum of Understanding documents to reflect current operating practices.

All the legal documents need to be signed and clearly laid out, especially the Memorandum of Understanding so that any new staff joining FCS or the Killam/Flagstaff RCMP Detachment will know exactly what the Community Resource Officer program is and what the role of Flagstaff County, FIRST, FCS and the RCMP Detachment are in delivering the program. A Memorandum of Understanding may be considered by the province that includes the role of FIRST in it. If not, somehow the role of all the participating parties, especially FIRST, must be clearly written and agreed upon so that all partners can move towards the effective delivery of the Community Resource Officer Program without distractions.

5. Sort out funding issues.

Specific questions about the revenue and expenses related to the program were outside of the scope of this evaluation; however one board member stated that a lack of funding is the program’s number one concern. If the Board wishes to go forward with the program they will need to communicate a strong, unified message about the program to new or current funders so that support continues for the program.

Request for Decision (RFD)

Topic:	Janitorial Job Description - Revised
Initiated by:	Administration
Prepared by:	Maxine Steil
Reviewed by:	Amanda Davis
Attachments:	1. Janitorial Job Description 2. Janitorial Task Sheet

Recommendation:

That Council approve the Janitorial job description as presented.

Background:

One of Administrations internal goals is focusing efforts on updating policies and job descriptions in 2015.

A job description is required for Janitorial duties. Please see attached.

The Town of Sedgewick's annual janitorial budget is \$4,444 which includes a weekly office clean, semiannual carpet cleaning and janitorial supplies.

The current janitorial staff have provided service since 2002.

Town of Sedgewick – Janitorial Job Description - Draft

SUPERVISOR: CAO
STATUS: Casual

WORK HOURS: Flexible 100 hours/year

Summary of Position:

Under the direction of the Chief Administrative Officer (CAO) the Janitor shall provide janitorial duties once per week within the Administrative Office located at 4818-47th Street, Sedgewick.

Qualifications:

1. Good oral communication skills;
2. Ability to demonstrate tact, diplomacy and confidentiality with the public;
3. Ability to work flexible work schedules with willingness to work evenings or weekends;
4. Proven time management skills;
5. An ability to work without supervision;
6. Possess an understanding of cleaning products and safety standards;
7. Police security check;

Duties and Responsibilities:

The Janitor shall be responsible for a variety of janitorial task weekly, monthly, semi-annually as per the attached Janitorial Task List.

The Janitor shall be responsible for maintaining janitorial supplies.

Janitorial service shall be provided between Friday evenings and Monday mornings (7:00am).

Arrange semi-annual carpet cleaning.

Supervision Received/Exercised:

- Direction shall be provided by the CAO

Advertising Requirements:

- The Town of Sedgewick's janitorial position shall be advertised to the public.

Town of Sedgewick - Janitorial Task List - 2015

	Frequency of Task	Weekly	Monthly	Semi-Annual	As Required
Bathrooms	Sanitize Sinks/Counter	X			
	Scrub & Sanitize Toilets	X			
	Mirrors	X			
	Vanity	X			
	Wetmop Floors	X			
	Sanitize door knobs	X			
Kitchenette	Sinks	X			
	Sanitize Counter	X			
	Sanitize microwave (inside/out)	X			
	Wash/put away all dishes	X			
Reception & Main Office	Sanitize Desks	X			
	File Cabinets	X			
	Sanitize Front Counter	X			
	Dust Computers	X			
	Dust Office Equip	X			
	Reception Furniture (front, sides etc)	X			
Inner Offices	Sanitize Desks	X			
	File Cabinets	X			
	Credenza	X			
	Dust Computers	X			
Board Room	Sanitize Credenza	X			
	Sanitize Board Table	X			
	Clean Fridge (inside & out)	X		X	X
	Clean coffee pot	X			
General	Floors (wet mop)	X			
	Door Knobs	X			X
	Dump all garbage	X			
	Interior Windows		X	X	X
	Base Boards			X	X
	Door Frames		X		X
	Doors			X	X
	Office Chairs			X	X
	Wall Hangings			X	X
Notes:	Monthly and semi-annual cleaning tasks shall be thoroughly cleaned as scheduled however, necessity shall be used to determine if periodic cleaning of these areas are required between scheduled times.				

Request for Decision (RFD)

Topic: Employee Policy Manual - Updates
Initiated by: 2014/15 Municipal Budget
Prepared by: Administration
Attachments: 1. E. Employee Policy - Revised

Recommendation:

That Council approve the Employee Policy Manual as amended.

Background:

Pursuant to the approval of the 2015 municipal budget various updates were required in the Town of Sedgewick's Employee Policy regarding the municipal organization.

Updates:

- (4) full time Administrative personnel:
 - CAO, Director of Parks and Recreation, Municipal Secretary and Administrative Assistant
- (3) full time Public Works personnel:
 - Foreman, PW Assistant I and PW Assistant II

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TOWN OF SEDGEWICK

POLICY SECTION: E. PERSONNEL

TITLE: EMPLOYEE POLICY

PURPOSE: To create an orderly employment policy for town employees.

Policy: The Town of Sedgewick believes it is important to set procedures and policies for the Town of Sedgewick employees.

1) Municipal Organization

There are two... fulltime staff members in the office, one designated as the Chief Administrative Officer, who reports to council. There are two... fulltime Public Works positions, one designated as Public Works Foreman, reporting directly to the CAO and to Council as required.

Comment [A1]: four

Comment [A2]: three

Council will conduct the hiring and interviewing of the Chief Administrative Officer. The hiring of all other municipal staff is handled by the Chief Administrative Officer and approved by council.

All positions will have a three-month probationary period within which time the Chief Administrative Officer will conduct at least two formal evaluations. Council will conduct at least two formal evaluations of a new Chief Administrative Officer within the three-month probationary period.

During probation, the Chief Administrative Officer may dismiss staff without cause and without compensation or notice, and staff has no obligation to provide notice of an intention to resign. During a Chief Administrative Officer probationary period, council may dismiss the CAO without compensation of notice, and the CAO has no obligation to provide notice of an intention to resign.

After a satisfactory probation time, staff will be placed on a permanent basis. This will allow for benefits that are not available during probation.

2) Staff Positions

a. Administration Department

- i. Chief Administrative Officer – *require job*
- ii. ...*description*
- iii. Municipal Secretary – see attached job description
- iv. Administrative Assistant – *require job description*

Comment [A3]: Bylaw #486

Comment [A4]: Director of Parks and Recreation – see attached job description

b. Public Works Department

- i. Public Works Foreman – *require job description*
- ii. Public Works Assistant 1 – *require job*
- iii. *description*

Comment [A5]: Public Works Assistant 2

c. Temporary Employees

- i. Temporary employment positions may be offered on a seasonal basis for employment in the Administration and Public Works departments.
- ii. Employment positions in each department shall have specific tasks as set out at time of hire.

3) Managerial Responsibilities

- a. CAO to hire all office staff
- b. CAO and PW Foreman shall hire PW Assistants
- c. The CAO shall ensure employee hiring practices avoid pecuniary interest.

4) Hiring of Employees

- a. All full time and part time employment opportunities shall be advertised.
- b. Temporary employment opportunities may be advertised.
- c. Full time staff employment applicants will undergo an interview process.
- d. Part time and temporary employment applicants may be interviewed.

5) Probationary Period

a. Full time Employees

- i. All full time employment positions will have a three-month probationary period.
- ii. During the probationary period two formal evaluations will be conducted.
- iii. During the three-month probationary period staff may be dismissed without cause and without compensation or notice.

- iv. During the three-month probationary period employees have no obligation to provide notice of an intention to resign.
 - v. After a satisfactory probationary period, employees will be placed on a permanent basis to allow for benefits not available during probation.
- b. Part time Employees
 - i. All part time permanent positions will have a three-month probationary period.
 - ii. During the probationary period two formal evaluations will be conducted.
 - iii. During the three-month probationary period staff may be dismissed without cause and without compensation or notice.
 - iv. During the three-month probationary period employees have no obligation to provide notice of an intention to resign.
 - v. After a satisfactory probationary period, employees will be placed on a permanent basis to allow for benefits not available during probation.
- c. Temporary Employees
 - i. Temporary employees will have a probationary period determined, if required, at the time of hiring.
 - ii. Requirements for a formal evaluation schedule, if required, will be determined at the time of hiring.

6) Hours of Work

- a. Administration
 - i. Municipal Office hours are 8:30 a.m. to 4:30 p.m. weekdays.
 - ii. Attendance at council meetings after hours will be required.
 - iii. Compensation for attendance to council meetings will be set annually by a motion of Council.
- b. Public Works
 - i. Public Works shall be a 40 hour work week.
- c. On-Call Weekends
 - i. The Town Foreman or his/her designate will be entitled to a weekend on call rate (Saturday and Sunday) per council approval.
 - ii. The employee that is on call shall have a cell phone activated at all times and able to respond to the emergency within 15 minutes.
- d. On-Call Emergencies

- i. One Public Works staff member shall take call each night after the regular hours of work.
- ii. Emergency over time compensation will be provided.
- iii. Minimum call-out time is pursuant to the Employment Standards Act. (*Employment Standards Reg. AR14/97 Sec.11*)

e. Standby/Evening Call-Out

- i. One Public Works staff shall be on standby before or after their regulatory hours of work.
- ii. Employees who are on standby and are called in to work receive both standby pay and call-out pay in lieu of time over 30 minutes.
- iii. The supervisor shall ensure that an employee is on standby at all times.
- iv. The supervisor shall ensure that standby time is assigned to employees in a fair and equitable manner. Standby time shall include weekdays. Only one employee per day shall be eligible for standby time.
- v. When an employee is on standby, they are available for work in various ways:
 - 1. They may be required to leave home or the place where they are contacted and travel to work or some other site to deal with situations that require their presence and;
 - 2. They may be required to deal with problems by working from home, resolve over the phone or using a computer.
- vi. When an employee is on evening call-out they are responsible to conduct a minimum of one (1) check at the water treatment plant and lift station; time spent over and above thirty (30) minutes, employees shall be eligible for overtime.
- vii. If contact cannot be made with an employee who is on standby or if that employee fails to perform the work required, the employee is ineligible for standby pay.
- viii. Employees' on-call will be expected to abstain from the consumption of alcoholic beverages; failure to do so shall constitute grounds for disciplinary action including dismissal.
- ix. Compensation – employees assigned to be on standby shall be eligible for pay as follows:
 - 1. Weekdays: \$20 per day;
 - 2. Compensation for weekends and holidays shall be compensated according to “on-call weekends” as stated above.

f. Overtime

- i. Calculation of Overtime

1. Overtime for all employees in permanent positions shall be calculated as the total of the employee's hours working in excess of their regular hours of work except as follows.
2. Overtime for permanent Public Works employees whose regular hours are eight hours a day or less shall be calculated as the total of the employee's hours worked in excess of eight hours on each day in a work week, or the employee's hours working in a week in excess of 40 hours.
3. Overtime for other contract employees shall be calculated as provided in the employee's contract of employment and in accordance with the Employment Standards Code.
4. When calculating an employee's hours of work in a work day or a work week, any time off shall be included in the total of an employee's hours of work in a work day and a work week.
5. Overtime shall be calculated to the nearest quarter hour.

ii. Payment of Overtime

1. Overtime less than fifteen minutes in a work day shall be without pay.
2. Overtime shall be paid to an employee at a rate of one and a half times his/her hourly rate of pay unless the overtime is banked to be taken as paid time off at a later date in lieu of the overtime.
3. The Chief Administrative Officer shall not be paid any overtime.

iii. Paid Time off in Lieu of Payment of Overtime *(Per Employment Standards Code)*

1. Overtime shall only be banked if the employee has his/her supervisor's approval to work the overtime.
2. All employees may bank any overtime hours to a maximum of sixty (60) hours.
3. Overtime hours shall be banked at a rate of one and a half times the overtime hours.
4. An employee shall take paid time off in lieu of payment of overtime at a time approved by his/her supervisor.
5. An employee shall take paid time off in lieu of payment of overtime within three months of the time that the overtime was earned. Any overtime earned and not taken within three months shall be paid out in the first pay period following the three month period.

7) Disciplinary Action

- a. Progressive Discipline is a system whereby discipline is applied for infractions and misconduct on a progressive basis or in a series of steps with each step carrying a more serious penalty than the last step, namely dismissal, is reached. A progressive discipline policy accompanies the Town's performance standards and expectations and holds its employees accountable to those standards, and ensures that misconduct will be dealt with in some uniform fashion. The Town expects high standards of performance and responsible conduct from all of its employees. Should an employee violate known policies or practices, progressive discipline will be implemented in order to correct the unacceptable behavior. In determining whether or not discipline is appropriate or to what extent an employee should be disciplined, the supervisor should consider the following questions:
 - i. How serious is the infraction?
 - ii. What is the employee's past work record?
 - iii. Does this infraction appear to represent a trend or is it an aberration?
 - iv. Are there extenuating circumstances impacting the behavior?
- b. Authority to Discipline is the authority to initiate disciplinary actions which shall be limited to the CAO. This authority shall be delegated as follows:
 - i. Suspension: The supervisor has the authority to suspend an employee as per conditions set out in this Policy. This authority shall be delegated to the CAO.
 - ii. Dismissal: The CAO has the authority to dismiss an employee as per conditions set out in this Policy.
- c. Actions of Discipline shall be enforced as per the following guidelines:
 - i. First Warning: Where it is apparent to the supervisor that a performance or behavioral problem is sufficiently serious to bring to the attention of the employee, the CAO shall meet with the employee, in a private, one-on-one session. During this meeting, the supervisor shall explain the behavioral or performance issues which are of concern, the expected change in behavior and/or performance, and the assistance which management is prepared to provide to the employee in overcoming this particular problem. While this step should not be conducted in a manner which is threatening to the employee, the employee should be made to clearly understand that the matters discussed are more than casual concerns to the Town, and that a change is both expected and required. The CAO should record the substance and date of this discussion in the event that reference must be made to the matter in future action under this Policy.
 - ii. Second Warning: Where the supervisor has had previous discussions with the employee regarding a behavioral or performance problem, has provided clear expectations as to the changes require and has also provided assistance in making this change, and where either insufficient change or no change has occurred, it is

appropriate that a written warning, signed by the CAO, be issued to the employee. Where a written warning is being considered, the circumstances of the matter shall be discussed with the Department Manager prior to issuing a warning. The written warning will describe the behavior or performance issues which are causing concern, the required or expected changes, and the support which management is prepared to provide. This memorandum should be issued to the employee following a meeting in which the supervisor and a witness (Department Manager or other member of the Town Management group) interview the employee. This written warning is intended to reinforce the seriousness of management's view of the behavioral performance problem. This written warning should be in the form of a letter addressed to the employee. A copy of the letter, which is placed on the employee's official personnel file, must be annotated by the CAO as follows:

1. The matter was discussed with, and a copy of the memorandum was handed to the employee;
 2. The name of the person who acted as a witness;
 3. The date upon which the memo was given to the employee.
- iii. Third Warning: Suspension of an employee will occur in one or two general instances. Where it appears that a serious situation has occurred, that further investigation is urgently necessary and where the employee's presence will hamper the investigation or bring about morale or security problems for the Town, or: Where Steps 1 to 2 of the Progressive Discipline Process have been followed, insufficient improvement has occurred and Management wished to reinforce the seriousness of the situation. The CAO identifies in Sections 7b may, at their discretion, suspend an employee, without pay, for the period of up to five (5) working days. Where an employee is suspended without pay, the employee shall be so informed, in writing, by the CAO, with a copy to the employee's official staff file. This letter shall set out:
1. Performance or behavioral reason for the suspension;
 2. Measures previously taken by the Town's CAO;
 3. Evidence pointing to the continued failure of the employee to improve in the areas of concern;
 4. Consequent decision of management to suspend the employee;
 5. Dates on which the suspension is to take place.
- iv. Fourth Warning: The employee shall be dismissed from his/her employment with the Town by the CAO. This action shall be initiated by presenting the employee with a letter of explanation. A copy of this letter shall be placed in the employee's personnel file.

- v. Exceptions from Standard Warning Guidelines: For any act that the CAO determines to be severe in nature, then the standard warning guidelines listed above shall not be used. The supervisor shall notify the CAO as soon as possible of such violations. The CAO shall then review the case and determine an appropriate action. This action shall be initiated by presenting the employee with a letter of explanation, a copy of which shall be placed in the employee's personnel file.

8) Appeal Procedure

- a. Appeals shall be dealt with according to the following guidelines:
 - i. Verbal Warning or Suspensions: An appeal from an employee of verbal warning or suspension shall be directed to the CAO. The CAO shall then interview the employee and the supervisor and decide whether or not to uphold the disciplinary action. This decision shall be documented and presented to both the employee and the supervisor, with a copy of this document placed in the employee's personnel file.

9) Time Sheets

- a. Full time employees must submit timesheets within three working days after month end.
- b. On-call timesheets must be submitted three working days prior to month end.
- c. Part time employee's timesheets must be submitted three working days prior to month end.

10) Pay Period

- a. The pay period will be monthly.
- b. Employees may request a mid-month salary advance, which will total no greater than 50% of the monthly net salary.

11) Annual Grid Advancement

- a. Additional salary advancements will be approved after Performance Review and approved in November for January implementation annually.
- b. Additional salary advancements will be determined by:
 - i. Results of annual performance review;
 - ii. Work-related experience and knowledge;
 - iii. Recognized further education/training;
 - iv. Additional job responsibilities;
 - v. Budgetary considerations.

12) Employee Recognition

- a. Extraordinary Performance will be recognized from time to time. The CAO may become aware of an employee who has performed significantly above and beyond the expectations of their job requirements.
 - i. Employee recognition may only be given upon approval of the CAO.
 - ii. The employee's supervisor may recommend to the CAO, that the recognition they feel the employee deserves and why this recognition is recommended, including the form and the timing of the recognition. Small tokens of appreciation may be given throughout the year as long as they are within budget approval by Council.
- b. Performance Bonuses will be given at the time of the performance evaluation prior to the end of November each year.
 - i. Administration will determine the amount each employee will receive for a performance bonus based on the employee's performance evaluation.
 - ii. Council will approve a budget each year for funds to be used by the CAO for performance bonuses.
- c. Long Service Awards are intended to reward and recognize employees and firefighters to the Town of Sedgewick. The long term service years will be calculated from the start date to November 1st of each year.
- d. Long Term Service Schedule is payable as cash value.
 - i. \$50 5 years of service
 - ii. \$100 10 years of service
 - iii. \$150 15 years of service
 - iv. \$200 20 years of service
 - v. \$250 25 years of service
 - vi. \$300 30 years of service
 - vii. \$350 35 years of service
- e. Farewell Gifts will be given amounting a \$50/year of employment and up to a maximum of \$500.

13) Designated Holidays

- a. The following days are recognized as General Holidays:
 - i. New Year's Day
 - ii. Family Day (February)
 - iii. Good Friday

- iv. Easter Monday
- v. Victoria Day
- vi. Canada Day
- vii. August Civic Holiday
- viii. Labor Day
- ix. Thanksgiving
- x. Remembrance Day
- xi. Christmas Day
- xii. Boxing Day

- b. All holidays occurring on a weekend, the time off in lieu shall occur the following regular day of work.

14) Vacation Leave

- a. Full time Permanent Positions – full time permanent employees of the Town of Sedgewick are eligible for vacation time as follows:
 - i. After one year of employment 10 days
 - ii. After three years of employment 15 days
 - iii. After ten years of employment 20 days
 - iv. After fifteen years of employment 25 days
- b. Part time Permanent Positions – part time permanent employees of the Town of Sedgewick are eligible for vacation pay as follows:
 - i. During first three years of employment 4%
 - ii. From fourth to end of ninth year 6%
 - iii. From start of tenth to end of fourteenth 8%
 - iv. From start of fifteenth on 10%
- c. Temporary Positions – temporary employees of the Town of Sedgewick shall be entitled to vacations and vacation pay pursuant to the employment standards legislation in effect. *(Employment Standards Code, C E-9, Section 3.4)*
- d. Anniversary Date – January 1st will be deemed the anniversary date for each employee. Any employee with less than one full year of continuous service on the first of January will have vacation time pro-rated. *(Employment Standards Code, S.35.1)*
- e. Vacation Leave – All full time or permanent employees shall be entitled to an annual paid vacation and must take vacation time off. Vacation time shall be booked on an organizational seniority basis and must be approved by his/her supervisor. If an

individual has made no decision regarding vacation time by April 1st annually, then seniority is waived. All annual vacations are to be taken by the end of December of the applicable year unless otherwise approved by the CAO. Consideration could include carryover of unused vacation time to be taken for an extended holiday that must be taken the following year. Any full time employee with 20 or more vacation days per year must provide six months notice of any 20 day or more consecutively planned vacation period which will provide the employer time to ensure that his/her extended time off will not impact the Town operations. If an employee does not take vacation time, the employer must give the employee at least two week's written notice of when to start annual vacation and the employee must take the vacation at that time. *(Pursuant to Employment Standards Code, S. 38)*

15) Jury Duty

- a. The Town of Sedgewick shall allow an employee a sufficient leave of absence to serve as a juror when the employee is summoned to serve as a juror. *(Pursuant to Jury Act, CJ-3 Section 24(1)&(2))*

16) Court Leave

- a. The Town of Sedgewick shall allow an employee leave of absence with pay if an employee is summoned or subpoenaed as a witness or a defendant to appear in court in his/her official capacity to give evidence or to produce Town of Sedgewick records. *(Pursuant to Alberta Evidence Act, CA-18, Section 21.)*

17) Maternity & Parental Leave

- a. Definitions
 - i. "Date of Delivery" means the date when the pregnancy of any employee terminates with the birth of a child or the pregnancy otherwise terminates.
- b. Maternity Leave
 - i. A pregnant employee, who has completed one year of continuous service, shall be granted up to 15 weeks maternity leave and 37 weeks parental leave for a total of 52 weeks without pay commencing at any time during the 12 weeks immediately preceding the estimated date of delivery. *(Employment Standards Code, S.45)*
 - ii. A pregnant employee should provide notice of her maternity leave as soon as possible prior to her expected date of delivery, but, in any case, shall give the Town at least 6 weeks notice in writing of the date on which she intends to commence maternity leave. *(Employment Standards Code, S.47)*
 - iii. Notwithstanding any date initially selected for the start of maternity leave in the notice, if an employee subsequently indicates in writing that she is no longer able to carry out her full normal duties, she may commence her maternity leave at an earlier date. *(Employment Standards Code, S.48)*

- iv. An employee who is eligible to maternity leave shall take at least 6 weeks of such leave immediately following the actual date of delivery. The employee, with agreement of the CAO may shorten this 6 week period by providing medical certificate indicating that resumption of her full duties will not endanger her health. *(Employment Standards Code, S.46(2))*
- v. If the pregnancy interferes with the performance of an employee's work, during the 12 weeks immediately before the estimated date of delivery, the employee's supervisor, in consultation with the CAO, may require the employee to begin the maternity leave by way of written notice to the employee. *(Employment Standards Code, S.49)*
- vi. A pregnant employee, who presents medical evidence from her physician, in which satisfies the CAO that continued employment in her present position may be hazardous to herself or her unborn child, may request a transfer to a more suitable position if one is available. The employee's salary shall be governed by the wage rate for that wage category. Where no suitable position is available, the employee must request maternity leave as provided by this section if the employee is eligible for such leave. *(Pursuant to the Human Rights, Citizenship and Multiculturalism Act)*
- vii. In the event that a maternity leave must commence before the 12 week period before the estimated date of delivery, that time shall be considered illness and the employee shall be eligible for casual sick leave and weekly indemnity for that time before the commencement of the maternity leave. *(Pursuant to the Human Rights, Citizenship and Multiculturalism Act)*

c. Parental Leave

- i. An employee who has completed one (1) year of continuous service who is a birth parent or adoptive parent of a child shall be granted a parental leave of absence without pay for up to 37 weeks immediately following the last day of maternity leave, or in the case of an adoptive child, within 52 weeks of the placement of the child. The employee shall furnish proof of adoption or birth of child. *(Pursuant to Employment Standards Code, S.50)*
- ii. An employee intending to take parental leave shall give the Town reasonable notice in writing of the date on which the leave is to commence. A pregnant employee, who gives notice of maternity leave, need not give further notice of parental leave. *(Pursuant to Employment Standards Code, S.51)*

d. General

- i. An employee granted maternity or parental leave shall, upon return to work, be returned to their former position or be placed in another comparable position within the same department at the same level of benefits and salary that is applicable to employees in their classification. *(Pursuant to Employment Standards Code, S.53(7))*

- ii. Employees on maternity or parental leave shall provide the Town 4 weeks notice in writing of their intention to return to work not later than 4 weeks before the end of the leave period. *(Pursuant to Employment Standards Code, S.53(1))*
- iii. If an employee fails to provide 4 weeks written notice of his/her intention to return to work, or if the employee fails to return to work on the date specified in the notice to return to work, the employee is not entitled to return to work unless the failure to return to work resulted from unforeseeable or unpreventable circumstances. *(Pursuant to Employment Standards Code, S.53(5)).*

18) Flex/Sick Leave

- a. Each permanent employee shall be entitled to 1 day of flex leave per month of service. Flex leave shall accumulate to a maximum of 7 days. After all available flex time is utilized employees may be entitled to the benefits of employment insurance and short-term disability for illness-related leave.
- b. Each employee who will be absent from duty shall communicate the reason for his/her absence to his/her supervisor or CAO at least one day prior to the regular commencement of his/her regular hours of work.
- c. Employees who are sick for more than four (4) consecutive days shall provide the CAO a medical certificate signed by their medical doctor. Failure to provide a medical certificate could result in loss of pay for the period of absence.
- d. Flex leave will not be accrued during leave of illness, leave of absence, accident-caused leave or layoff. Flex leave credits shall accumulate during sick leave for work-related accidents.
- e. An employee granted flex leave shall be paid for such leave at his/her regular rate of pay, conditional to any payments from the Worker's Compensation Board being signed over to the Town. The number of days thus paid shall be deducted from the employee's flex leave credits up to the total amount of accumulated credits at the time flex leave for illness commenced.
- f. An employee not able to report to work shall inform the CAO as soon as possible in order that the necessary arrangements may be made. Should the CAO be unable to report to work on a day when the other staff cannot report to work, then the CAO shall inform the Mayor or Deputy Mayor in order that they may make the necessary arrangements. Failure to report as above will result in loss of pay.

19) Compassionate Leave

Policy Statement: The Town of Sedgewick believes that it is necessary and advantageous to be able to grant leave to its employees when members of their family have fallen gravely ill or have died.

Purpose: To establish how and when compassionate leave is granted to employees.

a. Family Illness

- i. All permanent employees shall be granted a maximum of five (5) days with pay, upon approval of the CAO, to attend their immediate family when they have fallen gravely ill.
- ii. All permanent employee shall be granted two (2) days travel time, upon the approval of the CAO, to travel where distances or travel to isolated areas are required, to attend to their immediate family when they have fallen gravely ill.

b. Bereavement

- i. All permanent employees shall be granted a maximum of four (4) days with pay, upon the approval of the CAO, upon the death of the employee's spouse (including common-law), or any of the following relatives of an employee or spouse: parents, guardian, parent-in-law, grandparent, grandchild, son, daughter, sister, or the husband or wife of any of them.
- ii. All permanent employees shall be granted two days travel time, upon the approval of the CAO, to travel where distances or travel to isolated areas are required, upon the death of same previously listed in 18b2.
- iii. All permanent employees may be granted time off without pay, upon the approval of the CAO to attend the funeral of anyone other than those provided in 18b2.

c. General

- i. Compassionate leave may be granted more than once within a calendar year, upon approval of the CAO, provided that the total time taken for compassionate leave including family illness, travel time and bereavement does not exceed ten days.
- ii. When the ten days compassionate leave has already been utilized in a calendar year, the employee may be entitled to the benefits of employment insurance, sick leave or short-term disability.

d. Definitions

- i. "Immediate family" means spouse, including common-law spouse, son, daughter, step-son, step-daughter, mother, father, step-mother or step-father, mother-in-law, father-in-law.

20) Occupational Health & Safety – Protective Clothing (Public Works)

- a. Coveralls, gloves, safety eyewear, hearing protections and hard hats will be provided to all Public Works employee as required.
- b. Full-time Public Works employees shall receive an annual allowance for the purchase of CSA-approved protective work boots upon presentation of receipt.
- c. The annual work boot allowance shall be paid pursuant to fees approved by council.

21) Training & Education

a. Principles:

- i. The Town of Sedgewick believes that it is necessary and advantageous to encourage and authorize employees to further their education.
- ii. An employee who is required to attend a training course, seminar or conference on his/her regular day or work shall be paid his/her regular rate of pay for the hours spend on training to a maximum of his/her regular daily hours of work.
- iii. An employee who is required to attend a training course, seminar or conference on his/her regularly scheduled day of rest shall be granted a day of in lieu at some other time.
- iv. An employee who is required to attend a training course, seminar, or conference which necessitates travel outside the Town of Sedgewick shall be paid his/her regular rate of pay for the actual hours spent in travel provided such travel time is outside of his/her regular daily or weekly hours of work.
- v. Time off to attend a training course, seminar or conference shall be reported on an employee's time sheet and paid as approved by the CAO.

b. Education Requirements:

- i. The Chief Administrative Officer must have or be working towards the Local Government Administrator's certification or equivalent.
- ii. Permanent Public Works staff are required to have, or be working towards the applicable provincial certification for water and wastewater operation in the Town of Sedgewick.
- iii. Permanent staff may receive approval for courses and training that would be complimentary to their position, subject to budget and time considerations.

22) Conventions

- a. Town of Sedgewick staff may attend and be reimbursed costs for employment related conventions, upon council approval.

23) Reimbursement of Expenses

- a. When an employee travels outside the Town on approved Town business, the Town of Sedgewick shall reimburse the employee, upon submission of an expense claim form approved by the CAO:
 - i. Any costs of accommodation upon production of receipts if:
 1. If the time of departure is earlier than 6:30 a.m., necessitating an overnight stay;

2. One night's accommodation for each two (2) days of business that the employee is required to be outside the Town on business.
- ii. The costs of the following meals may be claimed:
 1. Breakfast, if the time of departure is earlier than 6:30 a.m. or the time of return is later than 7:30 a.m.
 2. Lunch, if the time is earlier than, or the time of return is later than Noon.
 3. Dinner, if the time is earlier than, or the time of return is later than 6:30 p.m.
- b. An employee may claim either the cost of the meal ... on production of receipts, or the meal allowance established by Council.
- c. The Town of Sedgewick shall reimburse an employee for the use of his/her personal vehicle, when authorized by the CAO at rates established by Town Council.
- d. The employee may request an advance to cover the anticipated costs of accommodation, meals and travel.
- e. The Town of Sedgewick shall pay the employee the advance requested upon approval of the CAO.
- f. The Town will not refund any alcohol costs.

Comment [A6]: meal

24) Employee Health & Insurance Benefits

- a. Policy
 - i. The Town of Sedgewick believes it is necessary and advantageous to make insurance benefits available to its permanent employees
- b. Definitions
 - i. Full Time Employees are defined as employees working 35 or more hours per week.
 - ii. Part Time Employees are defined as employees working 15 or more hours, but less than 35 hours per week.
 - iii. Temporary Employees are defined as employees who are not guaranteed a position with the Town past a predetermined date of completion of a job.
- c. Full Time Employees
 - i. Extended Health Care Insurance
 1. The Town shall determine from time to time which insurance company will provide Extended Health Care Coverage to its employees.

2. The plan shall provide:
 - 100% reimbursement of prescription drugs;
 - 100% reimbursement of vision care costs up to a maximum of \$250 every two (2) years.
 - Other eligible coverage including such areas as a semi-private hospital accommodation, ambulance and paramedical services and medical devices at 100%.
 - Emergency Out of Country Medical Coverage with a \$1,000,000 per insurance maximum for persons under age 65 and \$10,000 Lifetime maximum for persons age 65 and above which will be in effect for the first 60 days of travel out of country.
3. Participation in the Extended Health Care Coverage is a mandatory term of employment for all employees in full time permanent positions upon successful completion of their probation.
4. Employees may be exempted from participation in Extended Health Care Coverage if they can demonstrate that they have equivalent coverage under their spouse's group coverage.
5. An employee who, immediately prior to the commencement of employee in a full time permanent position, was a contract employee of the Town shall commence participation in Extended Health Care Coverage immediately upon commencement of employment in the full time permanent position, provided that the period of employment in the contract position was greater than three (3) months. Otherwise, participation shall begin in the three (3) months.
6. The Town shall contribute 100% towards the cost of each participating employee's Extended Health Care Premiums.
7. The employee's share of the cost of the Extended Health Care monthly premiums shall be paid one month in advance of the effective coverage month.
8. The Town shall not carry terminated or retired employees on its Extended Health Care Coverage.
9. The Town shall contribute 100% of the costs of each participating employee's Extended Health Care Insurance premiums while an employee is qualified for short term disability under the Weekly Indemnity Group Benefits Coverage plan.

10. The Town will be registered in a Retiree Benefit Plan that provides optional enrollment for extended health and vision care to retired employees, age 55 or older.

ii. Dental Care

1. Town Council shall determine from time to time which insurance company will provide Dental Care Coverage to its employees.
2. Participation in Dental Care Group Coverage is a mandatory term of employment for all employees in full time permanent positions upon successful completion of their probation.
3. Employees may be exempted from participation in Dental Care Group Coverage if they can demonstrate that they have equivalent coverage under their spouse's group coverage.
4. An employee who, immediately prior to the commencement of employment in a full time permanent position, was a contract employee of the Town shall commence participation in Dental Care Group Coverage immediately upon commencement of full time permanent position, provided that the period of employment in the contract position was greater than three (3) months. Otherwise, participation shall begin in three (3) months.
5. The Town shall contribute 100% towards the cost of each participating employee's Dental Care premiums.
6. The employee's share of the cost of the Dental Care Group monthly premiums shall be paid one month in advance of the effective coverage month.
7. The Town shall not carry terminated or retired employees on its Dental Care Group Coverage.
8. The Town shall contribute 100% towards the costs of each participating employees Dental Care premiums while an employee is qualified for short term disability under the Weekly Indemnity Group Benefits Coverage plan.
9. The Town will be registered in a Retiree Benefit Plan that provides optional enrollment for dental care to retired employees, age 55 or older.

iii. Short Term Disability – Weekly Indemnity

1. Town Council shall determine from time to time which insurance company will provide Weekly Indemnity Benefits Group Coverage to its employees.

2. The plan shall provide a non-taxable weekly indemnity of 75% of an employee's wage or salary, to a maximum of \$750 per week, to an employee who is off work due to illness or injury from the first day of accident or hospitalization, or on the eighth (8) day of illness, for a maximum of seventeen (17) weeks.
3. Participation in Weekly Indemnity Benefits Group Coverage is a mandatory term of employment for all employees in full time permanent positions upon successful completion of their probation.
4. An employee who, immediately prior to the commencement of employment in a full time permanent position, was a contract employee of the Town shall commence participation in Weekly Indemnity Benefits Group Coverage immediately upon commencement of employment in the full time permanent position, provided that the period of employment in the contract position was greater than three (3) months. Otherwise participation shall begin in three (3) months.
5. The employee shall pay 100% of the cost of the premiums for participation in the Weekly Indemnity Benefits Group Coverage.
6. The employee's cost of the Weekly Indemnity Benefits Group monthly premiums shall be deducted on month in advance of the effective coverage month from his/her month end pay cheque.
7. The Town shall not carry terminated or retired employees on its Weekly Indemnity Benefits Group Coverage.
8. The Town shall contribute 100% towards the costs of each participating employee's Weekly Indemnity Group Benefits premiums while an employee is qualified for short term disability under the Weekly Indemnity Group Benefits Coverage Plan.

iv. Long Term Disability

1. Town Council shall determine from time to time which insurance company will provide Long Term Disability Group Coverage to its employees.
2. The plan shall provide a taxable income replacement of three quarters of an employee's wage or salary to an employee who is off work due to illness or injury after seventeen (17) weeks from the first day of accident of illness.
3. Participation in Long Term Disability Group Coverage is a mandatory term of employment for all employees in full time permanent positions upon successful completion of their probation.

4. An employee who, immediately prior to the commencement of employment in a full time permanent position, was a contract employee of the Town shall commence participation in Long Term Disability Group Coverage immediately upon commencement of employment in the full time permanent position, provided that the period of employment in the contract position was greater than three (3) months. Otherwise, participation shall begin in three (3) months.
5. The Employee shall pay 100% of the premiums for participation in the Long Term Disability Group Coverage.
6. The Town shall not carry terminated or retired employees on its Long Term Disability Group Coverage.
7. The employee's cost of the Long Term Disability Group Coverage monthly premiums shall be deducted one (1) month in advance of the effective coverage month from his/her month end pay cheque.
8. The Long Term Disability Group Coverage Premiums shall include a 'waiver of premium' provision. Upon approval of a claim, premiums for Long Term Disability will not be due for the duration of the disability. Premiums must be remitted during the elimination period and until such a time as the employee receives notification of a waiver. Premium payments during that time shall be remitted pursuant to No. 5 above.

v. Life and Accidental Death and Dismemberment Insurance

1. Town Council shall determine from time to time which insurance company will provide Life and Accidental Death and Dismemberment Group Insurance Coverage to its employees.
2. The plan shall provide a life insurance of twice an employee's basic annual wage or salary, and an additional amount of insurance in the event of accidental death or dismemberment with the principal sum equivalent to the employee's basic life insurance.
3. Participation in Life and Accidental Death and Dismemberment Group Insurance is a mandatory term of employment for all employees in full time permanent positions upon successful completion of their probation.
4. An employee who, immediately prior to the commencement of employment in a full time permanent position, was a contract employee of the Town shall commence participation in Life and Accidental Death and Dismemberment Group Insurance immediately upon commencement of employment in the full time

permanent position, provided that the period of employment in the contract position was greater than three (3) months. Otherwise, participation shall begin in three (3) months.

5. The Town shall contribute 100% of the cost of the employees Life and Accidental Death and Dismemberment Group Insurance Premiums.
6. The employer's cost of the Life and Accidental Death and Dismemberment Insurance monthly premiums shall be paid one month in advance of the effective coverage month.
7. The Town shall contribute 100% towards the costs of each participating employee's Life and Accidental Death and Dismemberment Group Life Insurance premiums while an employee is qualified for short term disability under the Weekly Indemnity Group Benefits Coverage plan.
8. The Town shall not carry terminated or retired employees on its Life and Accidental Death and Dismemberment Group Insurance.
9. The Town will be registered in a Retiree Benefit Plan that provides optional enrollment for life insurance to retired employees age 55 or older.

vi. Dependent Life Insurance

1. Town Council shall determine from time to time which insurance company will provide Dependant Life Insurance Coverage to its employees.
2. Participation in Dependent Life Insurance Coverage is optional for all employees in full time permanent positions upon successful completion of their probation.
3. An employee who, immediately prior to the commencement of employment in a full time permanent position, was a contract employee of the Town shall commence participation in Dependent Life Insurance immediately upon commencement of employment in the full time permanent position, provided that the period of employment in the contract position was great than three (3) months. Otherwise, participation shall begin in three (3) months.
4. For each participating employee the Town shall contribute 100% of the cost of his/her Dependent Life Insurance Coverage premiums.
5. The Town shall contribute 100% towards the costs of each participating employee's Dependent Life premiums while an

employee is qualified for short term disability under the Weekly Indemnity Group Benefits Coverage plan.

6. The employee's share of the cost of the Dependent Life Insurance monthly premiums shall be paid one month in advance of the effective coverage month.

vii. Optional Life Insurance and Optional Spousal Life Insurance

1. Employees may purchase Optional Life Insurance and Optional Spousal Insurance upon successful completion of their probation.
2. The employee shall pay 100% of the cost of the Optional Life and/or Optional Spousal Life Insurance premiums.
3. The employee's cost of the Optional Life Insurance monthly premiums shall be deducted one month in advance of the effective coverage month from his/her month end pay cheque.
4. The Town shall not carry terminated or retired employees on its Optional Life Insurance Coverage plan.
5. The Town will be registered in a Retiree Benefit Plan that provides optional enrollment for additional life insurance to retired employees age 55 or older if the retiree wants to convert their existing coverage to an individual policy.

viii. Optional Critical Illness

1. Employees may purchase Optional Critical Illness Insurance and/or Optional Spousal Critical Illness Insurance upon successful completion of their probation.
2. The employee shall pay 100% of the cost of the Optional Critical and Optional Spousal Critical Illness Insurance premiums.
3. The employees cost to the Optional Critical Illness Insurance monthly premiums shall be deducted one month in advance of the effective coverage month from his/her month end pay cheque.
4. The Town shall not carry terminated or retired employees on its Optional Critical Illness Insurance Coverage.

d. Part Time Employees

- i. The Town of Sedgewick will not provide health or insurance benefits to part time employees at this time.

e. Temporary Employees

- i. The Town of Sedgewick will not provide health or insurance benefits to temporary employees.

25) Employee Pension Plan

a. Definitions:

- i. Full Time Employees are defined as employees working 35 or more hours per week.
- ii. Part Time Employees are defined as employees working not fewer than 14 hours per week or 728 hours in a service year and must be fewer than 30 hours per week. (per LAPP regulations)
- iii. Temporary Employees are defined as employees who are hired on a contract basis where there is an end date or event specified in the contract, or those employees who are hired under a government employment grant program or work seasonally.
- iv. Acting Pay Employees are defined as when an employee is authorized to assume the duties of a superior for a period exceeding a continuous period of 5 weeks.

b. Participation/Membership

- i. Town Council has determined that the Local Authorities Pension Plan is the pension plan that will be provided to its employees.
- ii. The Town of Sedgewick will advise all employees of their membership status at the time of hire and shall provide a copy of the member handbook.
- iii. Participation in the pension plan shall be mandatory term of employment for all employees in full time permanent positions upon successful completion of a three (3) month probationary period.
- iv. Participation in the pension plan shall be an optional term of employment for all employees in part time permanent positions upon successful completion of a three (3) month probationary period.
- v. Participation in the pension plan shall not be available to any Town of Sedgewick temporary employees.
- vi. Notwithstanding the above sub-sections, participation in the pension plan is available on the first day of employment if the employee is continuing from a previous employment at which the employee was enrolled in the Local Authorities Pension Plan.

c. Pensionable Salary

- i. Regular gross pay and acting pay shall be included as pensionable salary.
- ii. Holiday pay will be included as pensionable salary when paid on a monthly basis but will not be included when paid as a lump sum.
- iii. Over-time and on-call pay shall be excluded as pensionable salary.
- iv. There shall be no automobile allowance for personal use provisions included as pensionable salary.

- v. The pension plan will determine the amount of the employee and the employer's contributions to the pension plan.
- d. Pensionable Service
 - i. Base Unit:
 - 1. Administration: 1820 hours = 1.0000 Service to be reported
 - 2. Public Works: 2080 hours = 1.0000 Service to be reported
 - ii. Pensionable service shall be calculated pursuant to the policies and regulations of the Local Authorities Pension Plan.
- e. Contributions
 - i. The employee's contribution shall be deducted from the employee's month end pay cheque.
 - ii. The employer's contribution shall be contributed at the end of each monthly pay period.
 - iii. Contributions shall be calculated and remitted pursuant to the policies and regulations of the Local Authorities Pension Plan.
 - iv. The Town shall not contribute towards any terminated or retire employee's plan.

26) Acting Pay

- a. Purpose
 - i. The purpose of this policy is to outline the circumstances under which an employee may be compensated for work performed at a higher level in the absence of another employer and to establish procedures for granting such pay.
- b. Applicability
 - i. This policy applies to all full time and permanent part time employees in Town service.
- c. Policy
 - i. It is the policy of the Town of Sedgewick to compensate employees for assuming, on a temporary basis, some or all of the duties of a higher paid position from which an employee is absent when all of the following conditions have been met:
 - 1. The duties of the higher paid position are assigned to, and performed by, the designated employee for twenty-five (25) or more consecutive work days;
 - 2. The Personnel Committee is notified of the designated employee absence as soon as possible and the Personnel Committee determines the acting pay compensation rate.

3. The Personnel Committee reports said absence to council at the first council meeting after the said notice and receive approval from council for such acting pay.

d. Procedures

- i. Employees who perform the duties of a higher paid position under the above provisions shall receive acting pay beginning on, or retroactive to the first day of the assignment.
- ii. Acting pay may be requested by the employee for absence due to termination or extended leave, whether paid or unpaid, if the employee is sufficiently qualified to perform the absent employee's duties.
- iii. If there is no single employee sufficiently trained, the council will exercise the following options:
 1. Distribute the responsibilities evenly among several employees; or
 2. Hire temporary workers who are sufficiently trained.
- iv. Acting pay may be authorized by the Personnel Committee for partial absences when the employer of a higher paid position is absent from his/her position for more than 50% of his/her regularly scheduled hours for more than twenty-five (25) working days.
- v. In the case of partial acting pay, the employee shall be compensated at the authorized higher rate only for that portion of regularly scheduled hours that the employee of the higher paid position is absent.

27) Grievance Policy

a. Purpose

- i. The purpose of this policy is to resolve problems and grievances promptly and as close to the source as possible.

b. Applicability

- i. This policy applies to all full time and permanent part time employees in Town service.

c. Policy

- i. The Town aims to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary.

d. Definition

- i. A grievance is defined as a specific complaint, with formal notice of employee dissatisfaction related to inadequacy of job requirements, work conditions or other aspects of employment.

e. General Principles

- i. Complaints must fully described by the person with the grievance.
- ii. The person(s) should be given the full details of the allegation(s) against them.
- iii. The person(s) against who the grievance/complaint is made should have the opportunity and be given a reasonable time to give their side of the story before resolution is attempted.
- iv. Proceedings should be conducted honestly, fairly and without bias opinion.
- v. Proceedings should not be unduly delayed.

f. Procedures

- i. When an employee thinks any condition affecting the employee is unjust, inequitable, or creates a problem, the employee should use the following procedure for a solution without fear or recrimination and without stoppage of work, or refusal to perform work (unless the condition to perform the work is deemed unsafe):
 1. The employee attempts to resolve the complaint as close to the source as possible. This level is quite informal and verbal. If the matter is not resolved:
 2. The employee notifies the Supervisor in writing as to the substance of the grievance and states the remedy sought. Discussion should be held between employee and any other relevant party. This level will usually be informal, but either party may request written statements and agreements. This level should not exceed on a week. If the matter is not resolved:
 3. The Supervisor must refer the matter to the Chief Administrative Officer. A grievance taken to this level must be in writing from the employee and shall include.
 - The date of the action they are grieving;
 - The nature of the employee's grievance;
 - The circumstances from which it arose;
 - The remedy or the correction the employer is requested to make;
 - The employee's view of how policy has been violated;
 - The employees signature;
 - The date of submission.

4. The Supervisor will forward to the CAO any additional information thought relevant. The CAO will provide a written response to the employee. The CAO will also communicate with any other parties involved or deemed relevant. This level should not exceed one week following the next scheduled meeting. If the matter is not resolved:
5. Within fourteen (14) working days, the unresolved conflict must be presented to the Personnel Committee of the Town. Personnel Committee Members will then:
 - Meet with the grievor privately;
 - Meet with the CAO privately;
 - Discuss the matter;
 - Meet with both the CAO and grievor. Having then followed all the above steps, every effort will be made to resolve the issue;
 - A decision of the Personnel Committee with respect to the grievance will be final.
6. A copy of all grievances and resolutions of same to be place in the respective employee(s) personnel file.
7. The Personnel Committee to be given notice of all grievances and resolutions.

	Date	Resolution Number
Approved	May 20, 2010	2010-05-139
Amended	June 17, 2010	2010-06-180
Amended	August 16, 2012	2012.08.226
Amended	June 20 th , 2013	2013.06.154
Amended	November 28 th , 2013	2013.11.318
Amended	January 22 nd , 2015	

Request for Decision (RFD)

Topic: Recycle Bins
Initiated by: Greg Sparrow, Councillor
Prepared by: Maxine Steil
Reviewed by: Amanda Davis
Attachments: n/a

Recommendations:

1. That the recycling bins remain in their current locations;

OR

2. That the bins be relocated to the land surrounding the Cold Storage Shop;

OR

3. That the matter be deferred to the February Council meeting to allow for considerable thought into the potential relocation as it is difficult for the public if the bins are constantly being moved.

Background:

The recycling bins are located in the N.E. corner of the Rec. Centre parking lot. While this location has provided very visible and easy access to the recycling program, at the same time the perception of the residents living with a clear view of the bins is that it has reduced their property value and esthetics of their property.

There has been verbal complaints and concerns from the nearby residents and the Recreation Board regarding not only the visual aspect but in addition the area in which the bins are located is prone to heavier wind that creates the challenge of paper and other recycled materials being blown and distributed around the neighborhood not to mention being an ongoing eyesore with visitors frequently attending the rec grounds/facility.

- 1 paper bin;
- 5 cardboard bins;
- 2 co-mingle bins;

This has been a continuous discussion item within Council for the past four years without permanent resolution.

Current:

Public Works and Administration have discussed various places to relocate the bins. One viable option for the bins could be behind and around the cold storage building.

Pros:

- i) Centralized location;
- ii) Easy access;
- iii) Less residential visibility;
- iv) More visible for public works therefore more care and attention for picking up unwanted "garbage"

Cons:

- v) More open to leaving unwanted waste as the bins would be somewhat hidden;
- vi) Landing is not paved therefore there may be access issues in the Spring and Winter
- vii) Unsheltered;

Other area for consideration,

1. Behind the old Pioneer Hotel lot. Public Works could dig the hill out to hit the bins in similar to the dumpsters.
2. Former Co-op lot on Main Street;
3. Transfer Site;
4. Municipal lots between the Legion and Hale Electric

The four (4) alternate locates have significant cons however the land is municipally owned and vacant therefore allowing for dicussion.

*Note - A discussion was held with Flagstaff Waste Management and they indicated they would be willing to move the bins to a new location free of charge dependent on the location and the ease of the move. Information provided shows their cost at approximately \$300.00 for the time required to relocate the bins.

Open Discussion

Topic:	Recreation Grants - Draft
Initiated by:	Council/Ag Society
Prepared by:	Amanda Davis
Attachments:	Items #1-7

Background:

Pursuant to Council direction, Administration was to prepare a grant system to tend to recreation funding from Flagstaff County.

I met with Andrew Hampshire to ensure we were headed in the right direction and to obtain feedback on our progress.

As stated in the CAO Report an operating bylaw will be required aligning all the goals and objectives.

Current:

There are two areas that need to be further discussed and addressed:

1. Membership on the funding committee – Administration recommends five (5) and the Ag Society would like seven(7);
2. The clause regarding offsetting deficits through taxations – could use some rewording and Andrew was not keen on the insert.
3. Council's intent to provide funding to outer groups and organizations

*Note – I'm still working on the balance sheet, this should be available by the meeting.

Discussion topic – the Town allocating an annual capital contribution reserve rather than offering operating funds.



Town of Sedgewick – Recreation Grant Program Application Form 2015

Applications must be submitted by April 1st, 2015 and/or August 1st, 2015 to:

Marta Hampshire
Director of Parks and Rec
Email: recreationgrants@sedgewick.ca

Recreation Grants
Town of Sedgewick
PO Box 129 Sedgewick, AB T0B 4C0

1.0 Applicant Information

Organization Name: _____

Mailing Address: _____

Contact Person & Information: _____

Position: _____	Phone: _____	Email: _____
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Non-profit/Society Number _____

2.0 Project Overview

Project Title: _____	Start Date: _____	End Date: _____
----------------------	-------------------	-----------------

Location: _____ Project Phase: _____

Amount Requested: _____ Total Project Expense: _____

Capital Application: ☐ Operating Application: ☐

3.0 Applicant Profile

3.1 Please describe your organization and its purpose.

3.2 List three organizational successes you have achieved over the past five (5) years.

1. _____

2. _____

3. _____

3.3 Executive Membership (Name and Position of Pres., Vice Pres. Secretary and Treasurer only):

_____	_____
_____	_____
_____	_____

4.0 Project Description

4.1 Please provide a brief summary of the project.



Town of Sedgewick – Recreation Grant Program Application Form 2015

4.2 Please provide a brief summary why you are requesting funding and how your program will benefit the community/region.

4.3 Define the target age for your project. 4.4 Anticipated Users

5.0 Project Budget			
Income:		Expenses:	
Recreation Grant Request	\$	List All Project Expenses	\$
User Fees:	\$		\$
Fundraising:	\$		\$
Other (provide breakdown):	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total:	\$	Total:	\$

*Note all totals must BALANCE.

6.0 Applicant Agreement	
_____	agrees that the information in this document is true and accurate.
Organization Name	
_____	_____
Signature/Position	Date (mm/dd/yyyy)

DO NOT USE - OFFICE USE ONLY	
Reviewed by:	Complete Application/Received:
_____	_____
Approved/Rejected	Approved Funding:
_____	_____
Phase:_____	75% Funds: _____ 25% Funds:_____

*All sections of the application must be filled out or the application shall be deemed incomplete.



Town of Sedgewick – Recreation Grant Application Guideline

Grant Overview:

Flagstaff County deemed it appropriate to allocate Recreation funding to our Towns and Villages through our Ag Societies effective January 1st, 2015; in turn Ag Societies are responsible to distribute funding to recreation user groups within their respective municipalities.

The Sedgewick Ag Society has transferred the \$127,026 recreation allocation to the Town of Sedgewick for distribution. Over the next year, the Town of Sedgewick will be running a *trial* grant system similar to the former Regional Recreation Program offered by Flagstaff County.

At this time our goal is to ensure all our facilities operate in a state of cost recovery while ensuring the best recreational opportunities are available for all users. We also support programs that benefit our citizens regionally.

*Note – Flagstaff County Council has not defined their objectives regarding the use of the recreation funds therefore we cannot guarantee receipt of long-term financial support. We encourage your group/organization to strive to find alternate sources of funding to offset your programs now and into the future.

Program Objectives:

The Town of Sedgewick's objective is to provide recreation grants that offset the operational expense of recreation activities for all ages within Sedgewick's corporate limits and surrounding areas.

The intent of the program is not to enhance user groups' financial status it is to help cover the costs of our facilities and your programs. If your organization/program is sustainable we strongly encourage that you support less viable programs and/or increase/offer enhanced training and skill building options.

Priorities for Funding:

Although each application is determined to be successful on a case-by-case basis, applications should meet at least one of the following priorities:

- Programs that contribute to ongoing use of recreation facilities within the Town and surrounding area.
- Projects that can reasonably demonstrate future financial feasibility.
- Capital projects that retrofit current facilities so as to decrease normal operating costs.
- Projects that revitalize well used programs.
- Projects that enhance skill/team building.
- Projects/programs that attend to a wide demographic.

Eligibility:

To be eligible for the Town of Sedgewick's Recreation Grant Program, applications must be one of the following:

- A recreation user group (example, Sharks Minor Hockey, Flagstaff Fusion, Sedgewick Golf Club etc.)
- A cultural user group (example, Sedgewick Library, Battle River Art Club, Flagstaff Players etc.)
- An Agricultural Society
- A school

Eligible Project Criteria:

- Applications must be submit to the Town of Sedgewick Administrative Office no later than April

Town of Sedgewick – Recreation Grant Application Guideline

1st, 2015 and/or August 1st, 2015.

- Application Phase must be clearly recorded on applications.
- Funds must be accounted for and used by December 31st, 2015.
- Projects may begin January 1st however funding may not be granted.
- Capital projects must be complete within two years of receiving funds.
- Projects must not duplicate existing programs and services already available in the community.
- Funds must be used for the purpose for which they were approved or recipient must repay the full amount. Failure to repay funds may result in future ineligibility.
- Recipients must complete and submit a Follow-Up form within sixty (60) days of completion of the project and account for all expenses.
- The Town of Sedgewick reserves the right to refuse or amend funding requests within any application.

Eligible Expenses:

- Renovation and repairs to existing structural, electrical or mechanical systems in order to upgrade existing facilities to improve operational efficiencies and comply with current building codes, or to enhance programs offered within the facility.
- Costs of offering recreation programming within the Town of Sedgewick and surrounding areas.
- Start-up costs for new programs.

Ineligible Expenses:

- Retirement of debt
- Cost of developing a proposal
- Assessment studies
- Cash, prizes, gift cards, food hampers, awards/trophies/plaques
- Promotional items
- Permanent staff salaries
- Other expenses that the Town Council may deem inappropriate as recommended by the Recreation Funding Committee.

Funding Obligations:

- Successful applicants must submit a Follow-up form to the Town of Sedgewick's Director of Parks and Recreation within sixty (60) days of project completion. Follow-Up forms will be provided to the recipient with their initial grant payment.
- Recipients must submit a photocopy of actual receipts or an audited financial statement that has been prepared by a recognized audit firm and signed by two Board Members. The audited financial statement must clearly outline the grant received as well as specific expenses related to the project. Original documents and receipts must be kept by the recipient for seven (7) years as per recognized accounting principles.
- Unused recreation funds, or funds used for purposes other than what was approved must be returned to the Town of Sedgewick.
- Operational projects must be completed by December 31st of each current year.
- Capital projects must be completed within two years. Extension may be granted by Town Council upon receiving a written request as recommended by the Recreation Funding Committee.
- Failure to meet the above obligations may result in restricted access to future recreation funding.



Town of Sedgewick – Recreation Grant Application Process

Application Process:

Applications must be sent to the Town of Sedgewick's Director of Parks and Recreation at P.O. Box 129, Sedgewick, AB T0B 4C0 postmarked April 1st, 2015 and/or August 1st, 2015 or emailed to recreationgrants@sedgewick.ca.

All applications must be legible; any illegible grants may become ineligible. Applications received via facsimile (fax) shall not be accepted.

Funding Distribution Process:

There shall be two rounds of applications:

- Phase I - deadline of April 1st, 2015 at 12:00 NOON
- Phase II - deadline of August 1st, 2015 at 12:00 NOON

Successful applicants:

- Round one applicant shall receive notification regarding the success of their application by April 30th, 2015.
- Round two applicants shall receive notification regarding the success of their application by August 31st, 2015.

Funds Distribution:

- Successful applicants shall receive an initial grant allocation of 75%.
- Successful applicants shall receive the remaining 25% grant allocation upon the successful completion of the Follow-Up Form.

***Note** – Recreation grants funds follow a calendar year with the date ending December 31st. Please apply accordingly.

The Application Breakdown:

1.0 Applicant Information

Organization Name – Insert the name of the organization you are representing. (ie. Sharks Minor Hockey)

Address – Insert the mailing address for the organization you are representing. (ie. PO Box 000, Sedgewick, AB T0B 4C0)

Contact Person & Information – Insert the name of the individual who shall be contacted should there be any queries arising from within the application. **The contact person must be educated and knowledgeable on the contents of the application submit.**

Non-profit/Society Number – Should this apply to your organization insert the appropriate number.

2.0 Project Overview

Project Title – Apply a title to your project (ie. Flagstaff Fusion Lacrosse Youth Development).

Project State Date – Insert the anticipated start date of your project.

Project End Date – Insert the anticipated end date of your project.

Location – Indicate where your project shall take place (ie. Sedgewick Recreation Centre)

Amount Requested- Indicate the amount requested for your project (reference Section 5.0)



Town of Sedgewick – Recreation Grant Application Process

Total Project Expense – Insert total project expense.

Capital/Operating Application – Check the box that applies to your application.

3.0 Application Profile

3.1 Organizational Overview – Provide a brief description of your organization and your organizations purpose.

3.2 Organizational Successes – List three (3) organizational successes that you have achieved over the past five (5) years. (ie. Twenty five new registrants for the canskate program in 2014).

3.3 Executive Membership – Provide a list of the executives on your committee and their appointed position. (ei. John Doe, President...)

4.0 Project Description

4.1 Summary of Project – Provide a brief summary of the project you are applying for; what is the project.

4.2 Explain the need for project funding – Provide a brief summary as to why your project requires additional funding. (ie. to offset full cost recovery expenses). Make clear detailed points.

4.3 What is the target age for the project – Indicate the age group that will benefit from the project. (ie. Ages 5-16)

4.4 Anticipated Users – How many users are you targeting for this program? Ensure numbers are realistic to the proposed program/project.

5.0 Project Budget

Income/Expenses – Provide a breakdown of all project income and expenses. The *PROJECT TOTAL* must balance. Ensure you do not over apply as funds are limited.

Insert a title for all listed expense along with the value. (Ex. Income, “Enbridge donation” - \$1,000).

6.0 Applicant Agreement

Organization Name – Same as 1.0 in Applicant Information (Ex. Sharks Minor Hockey)

Signature of applicant certifying that the information in the document is true and accurate. The individual signing the application must have signing authority within the organization.

The date the application was complete and submit.

Town of Sedgewick – Recreation Grant Definitions

Definitions:

1. **Administration:** Administrative staff within the Sedgewick Town Office.
2. **Capital Grant:** Funds required to assist with repair or replacement of an asset.
3. **Chief Administrative Officer (CAO):** The Administrative head of the municipality appointed by Town Council.
4. **Director of Parks and Recreation:** An employee of the Town of Sedgewick.
5. **Operational Grant:** Funds required to assist in the operational cost of a project/program
6. **Organizational Success:** A success that has been achieved from the operations of your program.
7. **Project/Program:** Means one in the same – a planned series of events.
8. **Purpose:** the reason for which something is done or created or for which exists.
9. **Recreation Funding Committee:** A committee appointed by resolution of Town Council who is responsible to evaluate and grade grant applications.
10. **Recreation Group:** A group of person (s) associated with a recreational program within the corporate limits of Sedgewick.
 - a) Minor Hockey, Minor Ball, Youth Bowling
11. **Town Council:** Elected Officials for the Town of Sedgewick.
12. **User Group:** An organization of users that share an interest in a similar project and/or activity.

Andrew was not in favour of the definitions as a separate document however understands that it should be incorporated into the governing bylaw.

Town of Sedgewick – Recreation Grant Review Process

Preliminary Review (Administration):

All Administrative functions are delegated the by the Town of Sedgewick’s Chief Administrative Officer (CAO).

1. The Director of Parks and Recreation shall complete a Preliminary Assessment on all Recreation Grant Applications.
 - The Director of Parks and Recreation has the authority to reject incomplete and/or inappropriate applications.
 - The Director of Parks and Recreation shall prepare a report summarizing rejected applications for the Recreation Funding Committee. Rejected applications shall be made available to Recreation Funding Committee if request.
2. Following the Preliminary Assessment the Director of Parks and Recreation shall request a Recreation Funding Committee meeting within seven (7) days of the Phase I and/or Phase II application deadline.
3. The Director of Parks and Recreation shall prepare a Recreation Funding Committee meeting package with the inclusion of eligible grants, preliminary assessment cards and a funding balance sheet.

*Note the Preliminary Assessment Card shall be attached as a “Schedule” to the Recreation Funding Committee Bylaw.

Secondary Review (Recreation Funding Committee):

1. The Recreation Funding Committee shall meet no later than the following dates to address all funding applications:
 - Phase I – April 15th
 - Phase II – September 15th
2. The Recreation Funding Committee shall complete a Secondary Review Assessment on each and every application taking into consideration the Preliminary Assessment.
3. The Recreation Funding Committee shall make recommendations to Town Council on approval/rejection of all recreation applications.
 - The Recreation Funding Committee has authority to amend the recreation amount requested on each application.
4. The Town of Sedgewick shall supply a member from the Administration department to assist with any clerical duties necessary for the Secondary Review process.

Final Review Process (Town Council):

1. A special meeting of Council shall be to called address recommendations set forth from the Recreation Funding Committee no later than three business days prior to April 31st to address Phase I applications and three business days prior to August 31st to address Phase II applications.
 - Administration shall complete all Action Items arising from all meetings prior to the last day of each specified month which includes but is not limited to initial grant payments and funding letters.
2. Any discrepancies or lack of understanding between Town Council and the Recreation Funding Committee shall be addressed immediately prior to the release or rejection of any application.



Town of Sedgewick – Recreation Grant Review Process

Annual Application Review Process:

The Recreation Funding Committee shall meet annually during the month of October to review the Recreation Grant Funding process and applications.

Any revisions to any part shall be recommended to Town Council for approval. Any revision must be approved and applications must be available by December 31st of each year for the upcoming year.

DRAFT

Town of Sedgewick - Recreation Grant - Evaluation Aid (Administrative) - Preliminary Review

SCORE Balance = 24

Y = 1

N = 0

1.0 Applicant Information:

All Sections of the Application Complete	Y	N
Is the application legible	Y	N
Organization Name	Y	N
Contact Person	Y	N

2.0 Project Overview:

Start Date - Current Year	Y	N
Capital/Operating Specified	Y	N

3.0 Application Profile

Organizational Successes:

None	0
One strong success or partial success	1
One strong success and partial/minor successes	2
Two strong successes	3
Two strong successes and partial/minor successes	4
Three strong successes	5

4.0 Project Description:

Does the summary align with the grant objectives?	Y	N
Does the program services the needs of the community?	Y	N
Is the program supporting regional efforts?	Y	N

Users Served - Programming

0-12 Participants	1
13-25 Participants	2
26-70 Participants	3
71-120 Participants	4
Over 120 Participants	5

5.0 Project Budget

Is the project balanced	Y	N
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Requested funding (recreation grant):

100% total project cost	0
75% total project cost	1
50% total project cost	2
25% total project cost	3
Less than 25% total project cost	4

Project Name:
Preliminary assessment completed by:
Recommendation to the Recreation Funding Committee:
Reason for rejecting application:
Date preliminary assessment was completed:
Preliminary assessment score out of 25:



Town of Sedgewick – Recreation Grant Committee Membership

Committee Membership:

To ensure accountability and fairness the Recreation Funding Committee shall be comprised of:

- (3) Members Appointed from the Sedgewick Ag Society;
- (2) Member appointed from the Sedgewick Recreation Board;
- (1) Member appointed from Town Council;
- (1) Member appointed from a Sedgewick Arts & Culture Group

There shall be a total of seven (7) members appointed to the Recreation Funding Committee.

Membership on the Recreation Funding Committee shall be volunteer.

Committee Powers:

Town Council delegates certain powers to the committee in order to carry out duties and fulfill mandates. Committees have no powers other than those delegated to them in this way, and cannot assume other powers on their own initiative.

Final Grant Award (Town Council):

- Town Council shall accept recommendations from the Recreation Funding Committee. Upon such recommendations Town Council shall address all financial allocations during a regular and/or special Council meeting. A MOTION of Council shall be required for all grant approvals and/or rejections.
- The intent of having Town Council becoming the final determining body is to reduce obligations put forth on the volunteer committee.

Key Points:

- A separate set of books shall be prepared and administered by the Town of Sedgewick to account for all recreation funding.
- An annual financial statement accounting for all recreation funds will be prepared and submit to the Ag Society by January 31st to ensure full cost accounting.
- Any disputes and or discrepancies between Town Council and the Recreation Funding Committee shall be addressed prior to any final decisions.
-

This is simply draft suggestions for Committee membership. A Bylaw would be required to ensure legitimacy.

Recreation Funding Balance Sheet - *DRAFT*

<i>Group/Organization</i>	<i>Actual</i>	<i>Grant</i>	<i>Association</i>
Minor Hockey	73,200	29,280	43,920
Rec Hockey	5,250	1,650	3,600
Shinny	18,000	18,000	
Curling	40,000	18,000	22,000
Bowling	30,000	10,500	19,500
School Programming	5,000	3,500	1,500
Lacrosse	7,800	3,000	4,800
Drop In Lacrosse	4,200	4,200	
Library Rent	12,000	7,200	4,800
Playschool Rent/Activities	5,000	2,500	3,500
Ice-in/out Curling/Arena		4,000	
Capital Grant - Rec Centre		10,000	
Ag Society - Snowmobile Rally		1,000	
Triathlon		500	
Sedgewick Golf - Programming		3,500	
Lynx Soccer		1,000	
Minor Ball - Programming		3,000	
Rams Football		1,000	
Sedgewick Lake - Teepee Time		350	
Community Hall - Old Time Dance		2,000	
Battle River Art Club		500	
Sedgewick Library - Programming		500	
Killam Pool - Swimming		1,000	
Alliance Skihill - programming		1,000	

200,450

127,180

103,620

Funds directly associated with the Rec Centre:	111,830
Funds directly associated with the Ag Society:	1,000
Funds directly associated with "other" rec activities:	9,350
Funds directly associated with Arts & Culture:	3,000
Funds directly associated with out of town programs:	2,000

127,180