



## AGENDA

**Regular Council Meeting**  
**Thursday, March 16<sup>th</sup>, 2017 – 6:00 p.m.**  
**Council Chambers of the Town Office, Sedgewick, AB**

**Call to Order:**

**Opening Values Ceremony:**

**Adoption of Agenda:**

**Delegation:** n/a

**Minutes:**

1. Regular Meeting – January 30<sup>th</sup>, 2017
  - *Matters Arising*

**Financials:**

1. Financial Statement – October 31<sup>st</sup>, 2016 – Revised
2. Financial Statement – November 30<sup>th</sup>, 2016
3. Financial Statement – December 31<sup>st</sup>, 2016

**Reports for the period ending January 30<sup>th</sup>, 2017:**

**1. Council Committee Reports**

- **Mayor P. Robinson**
  - **RCMP Meeting** – March 6<sup>th</sup>, 2017
  - **Flagstaff Intermunicipal Partnership** – Ongoing
  - **Mayors Caucus** – March 7<sup>th</sup> – 8<sup>th</sup>, 2017
  - **Flagstaff Family and Community Services (FFCS)** – March 8<sup>th</sup>, 2017
- **Clr. G. Sparrow**
  - **Recreation Board** – February 27<sup>th</sup>, 2017
- **Clr. S. Levy**
  - **Parkland Regional Library** – February 16<sup>th</sup>, 2017
- **Clr. G. Imlah**
  - **Regional Emergency Services** – February 28<sup>th</sup>, 2017
- **Clr. T. Schmutz**
  - **Sedgewick Lake Park** – February 7<sup>th</sup>, 2017
- **Clr. S. Higginson**
  - No report submitted.

## **AGENDA**

- 2. Public Works Report**
- 3. Recreation and Community Services Liaison Report**
- 4. CAO Report**
  - *Matters Arising*

### **BUSINESS– Old**

- 1. Bylaw #529 – Reduction in Council** **OB1**
- 2. Tax Recovery – Plan 3825P; Block 8; Lot 6 – Offer to Purchase** **OB2**
- 3.**

### **BUSINESS– New**

- 1. Peace Officer Service Agreement – Renewal** **NB1**
- 2.**

### **Correspondence:**

- 1. Sedgewick Lions Club – Flowers** **A1**
- 2. SKNGS – January 31<sup>st</sup>, 2017 Minutes** **A2**
- 3. Fortis Alberta – AUC Application** **A3**
- 4. Fortis Alberta – Street Light Project** **A4**
- 5. Battle River Knights – Proclamation Request** **A5**
- 6. Sedgewick Public Library – February 21<sup>st</sup>, 2017 Minutes** **A6**
- 7. Flagstaff County – Recreation Funding Update** **A7**

**File of Correspondence – n/a**

**Round Table:**

**Adjournment:**

The regular meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Monday, January 30<sup>th</sup>, 2017 at 6:00 p.m.

<b>Present</b>	Perry Robinson Greg Sparrow Grant Imlah Stephen Levy Tim Schmutz Shawn Higginson	Mayor Councillor Councillor Councillor Councillor Councillor
<b>Present</b>	Amanda Davis	Chief Administrative Officer
<b>Call to Order</b>	Mayor Robinson called the meeting to order at 6:00 p.m.	
<b>Opening Ceremony</b>	Council conducted an opening values ceremony.	
<b>Agenda</b>		
<b>2017.01.01</b>	MOTION by Clr. that the agenda is approved with the following additions and deletions:	
	<b><u>Financials – deletions</u></b>	
	1. Financial Statement – October 31 <sup>st</sup> , 2016 – Revised	
	2. Financial Statement – November 30 <sup>th</sup> , 2016	
	3. Financial Statement – December 31 <sup>st</sup> , 2016	
	<b><u>Committee Reports – additions</u></b>	
	1. Clr. G. Imlah – Fire Services Questionnaire	<u>CARRIED.</u>
<b><u>Delegation</u></b>		
<b>Auditor</b>	Auditor, Brian King entered the meeting at 6:00 p.m.	
	King presented the Town of Sedgewick's Audited Financial Statement for the year ending December 31 <sup>st</sup> , 2016.	
<b>Departure</b>	King departed the meeting at 6:33 p.m.	
<b>2017.01.02</b>	MOTION by Mayor P. Robinson that the Town of Sedgewick's Audited Financial Statement for the year ending December 31 <sup>st</sup> , 2016 is approved as presented.	
		<u>CARRIED.</u>
<b>Accountant</b>	Shaunet Petiot, Accountant and Connie McArthur entered the meeting at 7:06 p.m.	
	Petiot and McArthur presented the Sedgewick Agricultural Recreation Centre's Financial Statement for the year ending August 31 <sup>st</sup> , 2016.	
<b>Departure</b>	Petiot and McArthur departed at 7:21 p.m.	
<b>2017.01.03</b>	MOTION by Clr. T. Schmutz that the Sedgewick Agricultural Recreation Centre's Financial Statement for the year ending August 31 <sup>st</sup> , 2016 is approved as presented.	
		<u>CARRIED.</u>
<b>Minutes</b>	Council reviewed the minutes of the December 15 <sup>th</sup> , 2016 regular meeting.	
<b>2017.01.04</b>	MOTION by Clr. G. Sparrow that the December 15 <sup>th</sup> , 2016 regular meeting minutes are approved as presented.	
		<u>CARRIED.</u>
<b>Minutes</b>	Council reviewed the minutes of the December 15 <sup>th</sup> , 2016 Public Hearing.	
<b>2017.01.05</b>	MOTION by Clr. G. Imlah that the December 15 <sup>th</sup> , 2016 Public Hearing minutes are approved as presented.	
		<u>CARRIED.</u>

**Reports:**

<b>Committee Reports</b>	Council provided written Committee Reports to January 30 <sup>th</sup> , 2017 as attached to and forming part of these minutes.	
<b>FIP</b>	Discussion held regarding Flagstaff Intermunicipal Partnership's (FIP) Regional Governance Project and the recommendation to move towards a single tiered government.	
<b>2017.01.06</b>	MOTION by Clr. G. Imlah that G. Sparrow be appointed first alternate and S. Levy as second alternate as Regional Governance Working Committee representatives in P. Robinson's absence.	<u>CARRIED.</u>
<b>Citizens Advisory Committee</b>	Pursuant to Clr. T. Schmutz's report the RCMP are requesting Sedgewick's top three policing priorities for 2017.	
<b>2017.01.07</b>	MOTION by Mayor P. Robinson that Sedgewick's top three policing priorities be recommended to the RCMP as follows: <ol style="list-style-type: none"> <li>1. Protection of property</li> <li>2. Drug control</li> <li>3. Youth liaison</li> </ol>	<u>CARRIED.</u>
<b>Fire Services</b>	A Fire Services Questionnaire was reviewed by council.	
<b>2017.01.08</b>	MOTION by Clr. S. Levy that the Committee Reports are approved as presented and discussed.	<u>CARRIED.</u>
<b>Public Works</b>	A written Public Works Report was provided to January 30 <sup>th</sup> , 2017 as attached to and forming part of these minutes.	
<b>2017.01.09</b>	MOTION by Clr. G. Sparrow that the Public Works Report is approved as presented.	<u>CARRIED.</u>
<b>Recreation and Leisure</b>	A written Recreation and Community Services Liaison Report was provided to January 30 <sup>th</sup> , 2017 as attached to and forming part of these minutes.	
<b>2017.01.10</b>	MOTION by Clr. G. Sparrow that the Recreation and Community Services Liaison report is approved as presented.	<u>CARRIED.</u>
<b>CAO Report</b>	CAO Davis provided a written Administrative Report to January 30 <sup>th</sup> , 2017 as attached to and forming part of these minutes.	
<b>Volunteer Appointment</b>	Sedgewick Lake Park Association sought the appointment of new volunteer board members.	
<b>2017.01.11</b>	MOTION by Clr. T. Schmutz that Esther Whitehead and Kim Rempel are appointed as volunteer members on the Sedgewick Lake Park Association.	<u>CARRIED.</u>
<b>2017.01.12</b>	MOTION by Mayor P. Robinson that the Administrative Report is approved as presented and discussed.	<u>CARRIED.</u>
<b><u>Old Business:</u></b>		
<b>Community Hall Budget</b>	A revised 2017 Sedgewick Community Hall budget was presented.	
<b>2017.01.13</b>	MOTION by Clr. T. Schmutz that the revised 2017 Sedgewick Community Hall budget is approved as presented.	<u>CARRIED.</u>
<b>Bylaw #529</b>	Reduction of Councillors Bylaw #529 was presented.	

**2017.01.14** MOTION by Clr. G. Imlah that council gives first reading to Bylaw #529. CARRIED.

**New Business:**

**Audit Proposal** A three year audit proposal was presented.

**2017.01.15** MOTION by Clr. S. Levy that the three year audit proposal provided by Brian King Professional Corporation is approved as presented from 2017 – 2019. CARRIED.

**Correspondence:**

**Sedgewick Community Hall** Sedgewick Community Hall's January 18<sup>th</sup>, 2017 were presented.

**FRSWMA** Flagstaff Regional Solid Waste Management Association (FRSWMA) January 23<sup>rd</sup>, 2017 special and regular meeting minutes were presented.

**Flagstaff Kids Connection Daycare** Flagstaff Kids Connection Daycare provided a follow up letter regarding their request for sponsorship funding.

**2017.01.16** MOTION by Clr. T. Schmutz that the Town of Sedgewick declines the request to funds the Flagstaff Kids Connection Daycare in the amount of \$5,000. CARRIED.

**LOC** A list of correspondence (LOC) items was presented as attached to and forming part of these minutes.

**2017.01.17** MOTION by Clr. S. Levy that all correspondence is accepted and filed as information. CARRIED.

**Round Table** Round table session held; discussion ensued.

**Adjournment**  
**2017.01.18** MOTION by Mayor P. Robinson for adjournment at 7:57 p.m. CARRIED.

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Perry Robinson, Mayor

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Amanda Davis, CAO

**Town of Sedgewick Monthly Statement**  
**Month Ending October 31, 2016 - REVISED**

<b>As Per Books</b>							
	<b>General</b>	<b>Subd. Rec.</b>	<b>Muni Fire</b>	<b>MSI-Op</b>	<b>MSI-Cap</b>	<b>BMTG</b>	<b>FGTF</b>
Previous Month Balance	2,828,399.03	3,637.15	139,208.69	67,082.78	960,325.84	166,573.05	100,446.49
Receipts for Month	80,931.18						
Cancelled Cheques	320.00						
Interest Received	1,676.96	2.16	82.54	39.77	569.37	98.76	59.55
<b>Subtotal</b>	<b>2,911,327.17</b>						
Less Disbursements	194,001.80						
Other charges	57.00						
First Data Charge	42.79						
<b>Month End Balance</b>	<b>\$2,717,225.58</b>	<b>\$3,639.31</b>	<b>\$139,291.23</b>	<b>\$67,122.55</b>	<b>\$960,895.21</b>	<b>\$166,671.81</b>	<b>\$100,506.04</b>


<b>As Per Bank</b>							
Month End Balance	2,791,824.44	3,639.31	139,291.23	67,122.55	960,895.21	166,671.81	100,506.04
Cash on Hand	250.00						
Cash in Transit	3,794.26						
<b>Subtotal</b>	<b>2,795,868.70</b>	<b>3,639.31</b>	<b>139,291.23</b>	<b>67,122.55</b>	<b>960,895.21</b>	<b>166,671.81</b>	<b>100,506.04</b>
Less Outstanding Cheques	78,643.12						
<b>Month End Balance</b>	<b>\$2,717,225.58</b>	<b>\$3,639.31</b>	<b>\$139,291.23</b>	<b>\$67,122.55</b>	<b>\$960,895.21</b>	<b>\$166,671.81</b>	<b>\$100,506.04</b>

<b>Outstanding Cheques</b>			
	<b>Number</b>	<b>Amount</b>	
Payroll Cheques			
	774	1,715.66	4956 131.25
	775	3,397.78	4958 750.00
	776	3,191.57	4959 42.00
	777	308.04	4960 5,442.00
	778	2,855.96	4962 4,741.19
	780	1,202.90	4963 787.50
	781	1,247.36	4965 997.50
	782	1,630.72	4967 9.84
	783	400.00	4968 135.45
	784	1,283.62	4969 205.80
	785	957.26	4970 320.00
	786	1,253.50	4972 35,857.50
General Cheques			
	4901	78.75	
	4916	637.50	
	4935	140.70	
	4951	7,256.55	
	4945	1,665.22	
<b>Outstanding Cheques</b>		<b>\$78,643.12</b>	

Revised on January 4, 2017.

Interest Earned/October \$2,529.11  
 GIC - 5-yr @ VCU \$11,998.85  
 GIC - 1-yr @ ATB \$20,652.30  
 Total Cash and Investments \$4,188,002.88

Perry Robinson, Mayor

  
 Amanda Davis, CAO

16-Mar-17  
 Mayor

16-Mar-17  
 CAO



# Town of Sedgewick Monthly Statement

Month Ending November 30, 2016

As Per Books	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG	FGTF
Previous Month Balance	2,717,225.58	3,639.31	139,291.23	67,122.55	960,895.21	166,671.81	100,506.04
Receipts for Month	153,942.13						
Outstanding Receipts							
Interest Received	1,584.25						
<b>Subtotal</b>	2,872,751.96	2.09	79.92	38.51	551.33	95.63	57.67
Less Disbursements	155,531.16						
Other charges	1,969.74						
First Data Charge	43.30						
<b>Month End Balance</b>	<b>\$2,715,207.76</b>	<b>\$3,641.40</b>	<b>\$139,371.15</b>	<b>\$67,161.06</b>	<b>\$961,446.54</b>	<b>\$166,767.44</b>	<b>\$100,563.71</b>

As Per Bank	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG	FGTF
Month End Balance	2,728,657.86	3,641.40	139,371.15	67,161.06	961,446.54	166,767.44	100,563.71
Cash on Hand	250.00						
Cash in Transit	9,096.62						
<b>Subtotal</b>	2,738,004.48	3,641.40	139,371.15	67,161.06	961,446.54	166,767.44	100,563.71
Less Outstanding Cheques	22,796.72						
<b>Month End Balance</b>	<b>\$2,715,207.76</b>	<b>\$3,641.40</b>	<b>\$139,371.15</b>	<b>\$67,161.06</b>	<b>\$961,446.54</b>	<b>\$166,767.44</b>	<b>\$100,563.71</b>

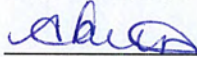
\$0.00

Outstanding Cheques	Number	Amount	Number	Amount
Payroll Cheques				
	782	1,630.72		
	792	1,856.97		
	793	3,397.78		
	794	3,191.57		
	795	308.04		
	796	2,916.46		
	797	150.00		
	798	1,253.48		
General Cheques				
	5009	103.95		
	5015	5,522.00		
	5016	11.97		
	5017	16.28		
	5019	125.00		
	5021	1,250.00		
	5024	1,062.50		
<b>Outstanding Cheques</b>		<b>\$22,796.72</b>		

Completed on January 17, 2017.

Interest Earned/November \$1,584.25  
 GIC - 5-yr @ VCU \$11,998.85  
 GIC -1-yr @ ATB \$20,652.30  
 Total Cash and Investments \$4,186,810.21

Perry Robinson, Mayor

  
 Amanda Davis, CAO

16-Mar-17  
 Mayor

16-Mar-17  
 CAO

## Month Ending December 31, 2016

As Per Books	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG	FGTF
Previous Month Balance	2,715,207.76	3,641.40	139,371.15	67,161.06	961,446.54	166,767.44	100,563.71
Receipts for Month	517,257.20		2,500.00				
Cancelled Cheques							
Interest Received	1,664.87						
<b>Subtotal</b>	3,234,129.83	2.16	83.92	39.82	570.04	98.88	59.62
Less Disbursements	189,583.81						
ASFF	56,612.47						
Remove Petty Cash	250.00						
Other charges	2,500.00						
First Data Charge	43.15						
<b>Month End Balance</b>	<b>\$2,985,140.40</b>	<b>\$3,643.56</b>	<b>\$141,955.07</b>	<b>\$67,200.88</b>	<b>\$962,016.58</b>	<b>\$166,866.32</b>	<b>\$100,623.33</b>

As Per Bank							
Month End Balance	3,028,282.50	3,641.40	139,371.15	67,161.06	961,446.54	166,767.44	100,563.71
Banking Error	443.72						
Cash in Transit	1,114.36						
<b>Subtotal</b>	3,029,840.58	3,641.40	139,371.15	67,161.06	961,446.54	166,767.44	100,563.71
Less Outstanding Cheques	44,700.18						
<b>Month End Balance</b>	<b>\$2,985,140.40</b>	<b>\$3,641.40</b>	<b>\$139,371.15</b>	<b>\$67,161.06</b>	<b>\$961,446.54</b>	<b>\$166,767.44</b>	<b>\$100,563.71</b>

Outstanding Cheques			
Number	Amount	Number	Amount
Payroll Cheques		5070	1,545.64
802	80.00	5072	235.84
803	360.00	5074	57.85
808	200.00	5075	560.00
812	80.00	5076	4,741.19
819	240.00	5077	4,795.35
820	260.00	5078	34.02
830	1,102.31	5080	700.84
831	618.81	5081	147.00
832	1,199.01	5082	27.30
833	1,005.61	5084	826.13
834	2,523.77	5085	53.45
835	457.84	5086	1,386.00
General Cheques		5087	52.45
5061	80.85	5088	347.00
5062	9,843.12	5089	247.04
5063	17.58	5090	420.00
5064	1,698.61		
5065	6,683.17		
5066	825.00		
5068	1,247.40		
<b>Outstanding Cheques</b>	<b>\$44,700.18</b>		

Completed on January 17, 2017.

Interested Earned/December	\$1,664.87
GIC - 5-yr @ VCU	\$11,998.85
GIC -1-yr @ ATB	\$20,652.30
Total Cash and Investments	\$4,456,742.85

Perry Robinson, Mayor

  
Amanda Davis, CAO

16-Mar-17  
Mayor

16-Mar-17  
CAO



1) RCMP meeting in Hardisty...official version will be included, I have additional comments, which I will give verbally at the meeting.

2) FIP... we sent letter and I have followed up to confirm that we are withdrawing from Single-tier Regional Governance Planning Committee, not FIP itself as we feel we have only concerns and questions to bring to the table and will only hinder the process if we continue. We look forward to hearing of their plan.

3) Mayors Caucus

Listened to Ministers Anderson, Bilous, Phillips. According to them all's well. We are getting some form of "MSI" in the upcoming budget.

Presentations on many things but Marijuana and Trumponomics the most enlightening. Will offer comments at meeting as I spent a long time on my first effort only to have it lost in cyberspace and I am not going to waste my life again like that.

4) FFCS and Flagstaff Community foundation...money and financials good, many grants, much good happening, Skills Link returning with \$1.2M Federal grant money coming to our community. Second most successful FIRST Auction, First needs more Board members, COOP Food Truck getting booked. Will comment verbally.

My Reports, respectfully submitted

Perry

# *Town of Hardisty*

**March 6, 2017**

## **RCMP & MUNICIPAL MEETING RE: CRIME & PREVENTION**

### **PRESENT**

RCMP: Superintendent Shahin Mehdizadeh, Sgt. Darcy McGunigal, Cpl. Mike Miller (Killam Detachment)

Hardisty: Dean Lane (Dep. Mayor), Sandy Otto (CAO), Stacey Lavallie (secretary)

Sedgewick: Perry Robinson (Mayor)

Amisk: Bill Rock (Mayor), Lyle Hill (Coun)

Flagstaff: Gerald Kuefler (Reeve), Shelly Armstrong (CAO)

### **REGRETS**

Hardisty: Mayor Anita Miller

### **PURPOSE**

The meeting was called jointly by the Town of Hardisty and the Village of Amisk, with the communities of Sedgwick and Flagstaff invited, to discuss a course of action to deal not only with crime in the rural communities, but the perception of crime in the rural areas and the potential for vigilantism.

### **BACKGROUND**

**The province of Alberta has seen a continued downward trend in “persons” crimes – matters such as assault, sexual assault, kidnapping, etc. However, there has been an increase in property crimes – theft under \$5,000, theft over \$5,000, fraud, mischief, etc.**

Per the statistics Supt. Mehdizadeh had compiled and presented at the meeting, increase in property crimes in the Killam detachment area, comparing 2016 to both 2015 and 2014, has shown a minimal increase.

# Town of Hardisty

## COMMUNITY REACTION

Per Amisk Mayor Bill Rock, part of the trouble is the sudden spike of crime in the community over a very short period, the results of which are still in clear evidence in the community (the closed bank due to the robbery, the broken mailboxes at the post office).

This has resulted in some individuals, of their own volition, to make plans to create armed roadblocks, have aircraft in the air as spotters, should crime be happening in the community.

While very concerning, what is more concerning is that this has already happened in Amisk, where a man was cornered in a cul-de-sac by concerned **residents of the area who thought he was "casing" the area. In fact, it turned out he lived in the cul-de-sac.**

While there is no specific source of panic, paranoia continues to increase in both Amisk and Hardisty, with Hardisty employee Stacey Lavallie noting that, in the week-and-a-half she has lived in the community, multiple people **have warned her to keep her doors locked because there's a "crime ring operating in Hardisty."**

Residents feel a level of frustration with the RCMP due to long response **times, which are inevitable given Hardisty's location in the detachment area. This has led to an undercurrent of "get'r'done" feeling amongst the residents** who are increasingly planning on handling things without the police.

Both the Reeve of Flagstaff County, Gerald Kuefler, and its CAO, Shelly Armstrong, insisted there is no current of paranoia, panic, or vigilantism in the community because they **haven't heard anything from its residents.** Sedgewick Mayor Perry Robinson said that he had recently returned from vacation to find Facebook awash with comments about crime as well as an invite to the meeting.

Supt. Mehdizadeh noted that vigilantism has been increasing overall across the province, not just in communities like Hardisty and Amisk. However, he noted that while the province is seeing increases in property crimes, the Killam detachment numbers are showing that our increases are way below the provincial averages.

# *Town of Hardisty*

## ON THE CRIMINALS

Per Sgt. McGunigal, the criminals who are perpetrating these crimes for the most part are opportunists who discover unlocked vehicles and buildings. However, there has been some organized crime, including a vehicle theft ring that targeted communities from Barrhead to Maidstone, Sask., that was recently put down by an RCMP investigation.

As the vehicles are identified, McGunigal said many of the outstanding vehicle theft crimes in the area will most likely be resolved.

For most part, the thefts happening in these rural communities are being perpetrated by people who are journeying from larger centres like Red Deer, Edmonton, Calgary, etc. They are willing to make the two- to three-hour drive because the area is known as a soft jackpot of opportunity.

McGunigal noted that crime prevention is a partnership between police, municipalities, and the people who live therein; thus, to change the perception of Hardisty and Amisk as soft targets, the community must try to thief-proof itself by remembering to lock doors to vehicles and buildings, by not leaving keys and valuables in vehicles, etc.

Reeve Kuefler noted that the county has started changing how it parks its vehicles at night, making it difficult to access fuel tanks. This has cut down **on the theft of fuel, and while “inconvenient” has been successful.**

Supt. Mehdizadeh suggested a town hall in the community, which he said would work to lessen the panic and paranoia in the communities. This idea was dismissed as a waste of time by the County, while finding traction with both Hardisty and Amisk. Sedgewick seemed undecided.



# Town of Hardisty

## POTENTIAL FOR ACTION

Some ideas arising from the meeting:

- An annual town hall with RCMP and the community
  - Proposed by Supt. Mehdizadeh
  - Multiple to ensure the various communities are all covered
  - Discuss the current trends in the community as well as RCMP plans, and hear concerns from the community
- A series of workshops on community safety
  - Designed to teach communities safe ways to make themselves safer
  - Also, would allow RCMP a chance to hear concerns from the community
  - Would decrease vigilante activity
- Addition of a police and court report to the monthly newsletter
  - Would give people a chance to see the crime in the community
  - Would also give people a chance to see the justice system at work
- Weekly police tidbits on Facebook and Town website
  - Utilize new media (internet) and social media (Twitter and **Facebook**) to increase the town's presence in both social and new media, get accurate news out to the community

*Document prepared by Stacey Lavallie  
Marketing and Communications Coordinator  
Town of Hardisty*

**COMMITTEE REPORTS FOR CLR. G SPARROW**

**REC BOARD- FEBRUARY 27, 2017**

-Issues with the thermostat in the bowling alley. Regular household one is in for now

-55k in chequing acct- 67k in capital acct

-Bergie tourney donated another 10k from fundraiser. Total raised for new Zamboni is at 30k.

-Hockey will be done at the end of March

-Lacrosse starting April 24. They are hosting the provincial tournament June 16<sup>th</sup> weekend

-Fundraising dance for the Rec Center on April 22 at the hall

-Reviewed the kitchen renos

## **Parkland Regional Library Board**

**Feb 16/17**

2016 performance measures submitted to Alberta gov't . Library use up by over 30%from 2015.

Six long term service awards given to Parkland employees for % plus years of service.

Parkland received Gov't grant for internet upgrade of \$50,000. Will allow all PRL libraries access to the super net.

\$35,000 was taken from unrestricted operating reserves for e-books and e-materials.

\$10,000 was taken from tech reserves for web sight enhancement.

Ocular Rift, a virtual reality system is being tested at member libraries.

Submitted by Stephen Levy

**Emergency Services Committee**

Date : Tuesday, February 28, 2017

Location : County Office, Sedgewick, AB

**Minutes****ATTENDANCE**

Debra Smith	Chairman	Village of Lougheed
Sandy Otto	CAO	Town of Hardisty
Grant Imlah	Councillor	Town of Sedgewick
Dayna Oberg	Councillor	Village of Forestburg
Kel Tetz	Mayor	Village of Heisler
Leo Lefebvre	Councillor	Town of Hardisty
Leona Dickau	Councillor	Town of Daysland
Hobie Campbell	Deputy Fire Chief	Town of Hardisty
Bill Pedersen	Captain	Town of Killam
Brenda Grove	Councillor	Town of Killam
Kevin Luntz	Fire Chief	Village of Forestburg
Debra Moffatt	CAO	Village of Forestburg
Amanda Howell	CAO	Village of Heisler
Tyson Armitage	Deputy Fire Chief	Town of Sedgewick
Joey Hebert	Fire Chief	Town of Sedgewick
Jolene Sinclair	Assistant CAO	Village of Alliance
Jacquie Zacharuk	CAO	Village of Alliance
Jay Stuckey	Fire Chief	Village of Alliance
James Brodie	Councillor	Flagstaff County
Jim Matthews	Councillor	Flagstaff County
Shelly Armstrong	CAO	Flagstaff County
Jennifer Paton	Municipal Affairs	
Sara Ahlstrom	Municipal Affairs	
Don Rosland	Field Officer	Office of the Fire Commissioner
Kim Cannady	RESC	Flagstaff County
Christina Kuilboer	Recording Secretary	Flagstaff County

**CALL TO ORDER**

Chairman Smith called the meeting to order at 7:06 p.m.

**AGENDA****Resolution**

Clr. Grove moved to approve the agenda for the Emergency Services Committee meeting of (2017/02/28) as presented.

**Carried**



## MINUTES

### Resolution

Clr. Grove moved to approve the minutes for the Emergency Services Committee meeting of (2017/01/31) as presented.

**Carried**

## Fire Services

J. Paton and S. Ahlstrom reviewed the following questions to be discussed.

- What are the criteria and principles that need to be met for fire service regardless of what options we come up with?
- What are all of the options that you can think of for a fire service that will meet the criteria discussed? How would we know what is the best choice?

Reviewed goals set from the November 29, 2016 meeting:

- Regional training strategy
- Regional fire administration
- Recruitment and retention
- Regional fire governance
- Level of service meets needs and capacity

Reviewed Emergency Services Meeting Timelines:

- March 23, 2017 and April 18, 2017
  - Refinement of options and/or confirmation of options
- May 24, 2017 and June 22, 2017
  - Draft implementation plan
  - Draft communication plan
  - Draft dispute resolution plan
  - Draft follow-up and evaluation plan
  - Establish next steps
- August
  - Council review and confirmation of plans
- September
  - Adoption/ratification of Fire Agreement

Committee members broke into groups to discuss the following question:

What are the criteria and principles that need to be met for fire service, regardless of what options we come up with?

The following responses were brought forward:

- Willingness to share and cooperate
- Protection of the area and the firefighters
- Engaged fire firefighters that want to stay on
- Training needs to be done locally with convenient time schedules
- 4 E's - Effective, Efficient, Economical, and Equitable (fair and realistic)
- Funding model
- Long term agreement - 10 years
- Right equipment in the right location
- Reducing duplication
  - Equipment

- Administration
  - Purchasing
- Balance geographically
  - Service
  - Equipment
- Review existing firefighters
  - Amount of firefighters
  - Skill level
- Reduce liability risk
- Levels of service that are known
  - Encourage development
  - Sustainable
  - Achievable

The committee agreed that the first criteria and principles that need to be met is:

- The 4 E's - Effective, Efficient, Economical, and Equitable (fair and realistic)

Committee members broke into groups to discuss the following question:  
What are all the options that you can think of for fire services?

The following responses were brought forward:

- Regional board
- Regional Commission (legal entity created by law)
- Private Contract
- Urban owned and contracted to Flagstaff County
- County owned and urban contracted
- Fire districts are created by municipal bylaw
  - Urban center provides service to portion of rural communities
  - Run by board
  - Own service levels
  - Requisition rural based on service

The committee discussed if they felt each option would meet the criteria and principles identified and the responses are as follows:

Criteria and Principles	Regional Board	Regional Commission	Private Contract	Urban owned & contract to County	County owned & urban contracted	Fire Districts
Effective	Yes	Yes	Yes	Yes	Yes	Yes
Efficient	Yes	Yes	Yes	Unsure	Unsure	Yes
Economical	Yes	Yes	No	Yes	Yes	Yes
Equitable	Yes	Yes	Yes	No	Yes	Yes
Funding model	Yes	Yes	Yes	Yes	Yes	Yes
Long term - 10 years	Yes	Yes	No	No	Unsure	Yes
Right equipment/right location	Yes	Yes	Yes	No	Yes	Yes
Sustainable	Yes	Yes	Unsure	No	Unsure	Yes
Reduce duplication of equipment/admin/purchasing	Yes	Yes	Yes	No	Yes	Yes
Balanced geographically (service/equipment)	Yes	Yes	Yes	No	Unsure	Unsure
Review existing firefighters (amount and skill level)	Yes	Yes	N/A	Yes	Yes	Yes
Liability risk reduced with a board	Unsure	Unsure	Yes	Unsure	Unsure	Unsure
Levels of service that are known/encourage development/achievable	Yes	Yes	Yes	Yes	Yes	Yes
Willingness to share & cooperate	Yes	Yes	N/A	Unsure	Unsure	Unsure
Protection of area & firefighters	Yes	Yes	Yes	Yes	Yes	Yes
Engaged firefighters	Unsure	Unsure	Yes	Unsure	Unsure	Unsure
Training locally with convenient time schedules	Yes	Yes	N/A	Unsure	Unsure	Unsure

The committee discussed what stood out for them. The following items were brought forward:

- 3 Regional options
- Need more information regarding:
  - Board

- District
- Commission
- Part nine
- Municipal Control Corporation
- Legal entity
- Society

**Next steps:**

To gather information on boards, districts, commissions, part nines, municipal control corporations, legal entities and societies, and provide examples of organizational charts, description of authorities, and the pros and cons of each position. Information is to be forwarded to C. Kuilboer. Once all information has been obtained, copies will be forwarded to the municipalities to review.

S. Ahlstrom to forward documents with regards to service commission and municipal controlled corporations.

S. Otto to gather information from Brownlee and Associates.

D. Rosland will gather information on other fire service commissions.

D. Moffat will gather information on districts.

**NEXT MEETING  
DATE**

The next meeting will be held on March 23, 2017 at 7:00 p.m. at the County Office.

The following meeting dates will be held at 7:00 p.m. at the County Office:

April 18, 2017

May 24, 2017

June 22, 2017

**ADJOURNMENT**

**Resolution**

Clr. Matthews moved to adjourn the meeting at 9:18 p.m.

**Carried**

.....  
Chairman

.....  
Recording Secretary



**March 16<sup>th</sup>, 2017 Regular Council Meeting**

**R1**

Feb 7/17 Lake Board meeting,

Discussed new positions, President -Shane Dempsey vp Ted Djos Secretary Ester Whitehead  
Treasurer Ester Whitehead. Communication liaison Tim Schmutz.

Discussed the plan to move forward with the spray park. Applied for coop grant to help fund it .

Working with lions on the project . Hoped to be completed by spring/summer of 2018 Ester whitehead  
is going to be taking over the books for lake board . Managers are in place for the 2017 season and help  
wanted adds are out.

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## **Town of Sedgewick Public Works Report – Period Ending March 16<sup>th</sup>, 2017**

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### **An update on public works activities up to March 16<sup>th</sup>, 2017**

- General maintenance
- Arranged snow removal on the new walking trail – public works will maintain sweeping for use.
- Planned and designed the new security fence for the Water Treatment Plant, awarded the contract. Weather permitting; the project is scheduled for the end of May.
- Oversaw installation of a new fiber optics line.
- Began use of enzymes at the lagoon. Enzymes are intended to help with grease build up from the lift station to the lagoons.
- Tended to a frozen waterline in Bluejay Crescent – this was a substantial project which resulted in digging up the service line and main. The line has been thawed and is back in use.

**Attachments:** n/a

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16-Mar-17  
Mayor

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16-Mar-17  
CAO

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## **Town of Sedgewick – Recreation and Community Services Liaison Report – Period Ending March 16<sup>th</sup>, 2017**

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The CAO and I have continued with policy development and implementation of the Recreation and Leisure as per motion #2016.12.301. We continue to meet with the community, presenting and discussing the plan and how it will relate to their organization. Small group discussions and feedback ideas are beginning to confirm for us that a larger segment of the population of Sedgewick is positive about moving forward with what we are presenting.

### **New Policies:**

- Communication Policy
- Recreation Program Risk Management

### **Program Action Plan**

- Sedgewick Archives and Museum – On the Trail to 2017
- Sedgewick Public Library – “More People, More Active, More Often”

Networking relative to above programs continues. Connections with: Camrose Regional Library, Sodbusters Archives and Museum, and Camrose Heritage Railway Society.

Action required: the attached policies require a motion of approval. Once approved we can begin working with the groups and support implementation.

### **Community Liaison Projects:**

- Canada 150 celebrations (new float, flower baskets)
- Atom Girls Hockey Provincial tournament
- Loughheed dodge-ball tournament “partnering” with team preparation and registrations
- Killam-Sedgewick 4<sup>th</sup> Annual Triathlon
- Viking Greenhouse – fundraiser ideas
- Fixtures for walking trail
- Go East of Edmonton schedules and programming
- Development of annual activity calendar

### **Sedgewick Community Programming:**

- Formed a partnership with Alberta Health Services. We will be hosting “Run Away from your Problems” on April 4<sup>th</sup>, 2017 at the Sedgewick Recreation Centre supervised by Kinesiologist with specific emphasis on: understanding common causes of running-based injuries, what can be done to minimize the risk of injury to allow yourself to keep on doing what you’re doing.
- “Snow-shoe Sunday” meet-up
- Winter photo contest – Penny Watkins was the winner and awarded a gift card.

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16-Mar-17  
Mayor

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16-Mar-17  
CAO

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**Town of Sedgewick – Recreation and Community Services Liaison Report – Period Ending March 16<sup>th</sup>, 2017**

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We have a number of other projects underway focusing on relationship building for community groups. Locating and allocating resources forward for specific projects.

**Attachments:**

1. R1. Communication Policy
2. R2. Recreation Program Risk Management Policy
3. Sedgewick Archives and Museum - Action Plan
4. Sedgewick Public Library – Action Plan

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16-Mar-17  
Mayor

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16-Mar-17  
CAO



## TOWN OF SEDGEWICK

**POLICY Section:** Recreation Administration –External

**POLICY Title:** R.1 Communication Policy

**PURPOSE:** The purpose of this policy is to set a standard for Communication for recreation and leisure within the Town of Sedgewick.

**DEFINITIONS:** **Association** – shall mean an associate board, group or club operating in and around the Town.

**Chief Administrative Officer** – The administrative head of the municipality.

**Communication Advertisement Template** – a standard template that can be used by an association to provide event information to the Town.

**Recreation and Communications Liaison** – member of the Administration team of the Town.

**Recreation and Leisure Plan** – Plan adopted by Council pursuant to motion 2016.12.302 that is subject to change from time to time.

**Town** – the municipal corporation of Sedgewick.

**RESPONSIBILITY:** It is the responsibility of the associations to provide information to the Town regarding events, programs, and other items to be advertised.

**POLICY:** The Town will endeavour to market interests of the associations through printed and online communication portals.

The Town subscribes to various marketing organizations. It is the responsibility of the association to provide information to the Town for publication.

**REVIEW:** November 1<sup>st</sup> annually.

**EFFECTIVE:** This policy shall come into effect upon a resolution of council.

**REFERENCE:**

1. Recreation and Leisure Plan
2. Communication Advertisement Template

	Date	Resolution Number
Approved		
Amended		
Amended		
Amended		

**Town of Sedgewick - Communication Advertisement Template**

Attachments (poster, brochure, etc.):	
If yes, please attach	<input type="checkbox"/>
No	<input type="checkbox"/>

\_\_\_\_\_  
Organizations Name

\_\_\_\_\_  
Organization Contact Name and Number

Advertisement description:	
Who is the target group?	
What is the event?	
When is the event?	
Where is the event?	
Event details and tag line	
Additional comments:	

\_\_\_\_\_  
Received on:





## TOWN OF SEDGEWICK

**POLICY Section:** Recreation Administration –External

**POLICY Title:** R.2 Recreation Program Risk Management

**PURPOSE:** The purpose of this policy is to set a standard for Risk Management application for recreation and leisure within the Town of Sedgewick.

**DEFINITIONS:** **Association** – shall mean an associate board, group or club operating in and around the Town.

**Chief Administrative Officer** – The administrative head of the municipality.

**Program Developer** – a person or group of people responsible for program planning and implementation.

**Risk Management Action Plan** – a standard template that must be used to identify risk by the Town, its employees, agents and associations.

**Recreation and Communications Liaison** – member of the Administration team of the Town.

**Recreation and Leisure Plan** – Plan adopted by Council pursuant to motion 2016.12.302 that is subject to change from time to time.

**Town** – the municipal corporation of Sedgewick.

**RESPONSIBILITY:** The Town, its employees, agents and associations are responsible to adhere to the Recreation Program Risk Management policy.

**POLICY:** The Town, its employees, agents and associations will keep a standard of safety throughout all programs.

- Identify and complete a Risk Management Action Plan for each and every program prior to implementation.
- Program developers are responsible to provide a completed Risk Management Action Plan to the Recreation and Community Services Liaison prior to program implementation.

	Date	Resolution Number
Approved		
Amended		
Amended		
Amended		



- The Recreation and Community Services Liaison will review all Risk Management Action Plans and provide further direction to the programmer if and when necessary to ensure all risks have been identified.
- The Recreation and Community Services Liaison will engage the Town's insurance provider to address any risk concerns.
- The CAO or his/her delegate has the authority to shut down any program that poses risk.

**REVIEW:** November 1<sup>st</sup> annually.

**EFFECTIVE:** This policy shall come into effect upon a resolution of council.

**REFERENCE:**

1. Recreation and Leisure Plan
2. Risk Management Action Plan

	Date	Resolution Number
Approved		
Amended		
Amended		
Amended		

**RISK MANAGEMENT ACTION PLAN**

Potential Risk - Date Identified	Action (what is to be done)	Resources Required (equipment supervisor)	Timeline (when should it be done)	Commucation (supervisor, committee, sponsors)	Risk Treated (yes/no) date treated

\_\_\_\_\_  
Facility Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Supervisor

\_\_\_\_\_  
Date

### **Risk Management in Recreation**

Recreation program is defined as all those activities that a person chooses to do in order to make their leisure time more interesting more enjoyable and more satisfying. Recreation activities include artistic, cultural, intellectual social, sport and physical wellness activities.

Risk Management is a continuous, proactive process to identify, evaluate and assess hazards associated with risk and to implement appropriate strategies to control adverse effects.

Recreation programs have been a component of local government for many years and for the most part, have enjoyed a relatively accident free record. Programs are well supervised and organized by qualified people. Why, then, is there a need for risk management in this field? The short answer is that times have changed – the “risk environment” in recreation today differs from what it was ten years ago.

With increasing frequency we hear reports of sizeable court awards to people who have been injured participating in recreational activity.

The Town of Sedgewick must provide programs which meet both public expectations for challenging, quality programming and the strict obligation to ensure user safety – all within a limited budget.

The purpose of the “Risk Management in Recreation” is to provide information in the operating principles and management approach to minimize liability in recreation. These are general and are not intended as definite standards.

Operating guidelines for a specific program is provided to assist the delivery of recreation programs.

### **Risk Management**

A number of factors affect the risks associated with the Town of Sedgewick recreation programming today.

a) New activities

- Many new programs may not yet have established standards.

b) Participants

- The participant make-up influences the risk factor associated with an activity. For example:
  - Age of participant
  - Physical capacity of
  - Mental capabilities of

c) Resources

- Safe recreational services versus the recreational value of the program to the community.

d) Public Attitude

- The public have high expectations of services. Individuals vary in their acceptance of responsibility for their actions.

The public's appetite for a broad range of recreation programming, the increased probability of a lawsuit if an injury should occur, and higher court awards, all place greater emphasis on the need to avoid avoidable accidents. Avoiding preventable accidents is what risk management is all about.

### **Operating to Control Recreation Risks**

These do not constitute absolute standards, however, they represent a highly desirable standard, and should be maintained so far as reasonably possible.

a) Consistency

Consistency is one of the most important keys to avoiding recreation liability. Uniform levels of supervision, qualification requirements for staff, operational rules, age limits, safety of equipment and maintenance frequencies.

b) Standard in Programming

Standards are set internally and externally and must be adhered to. Standards set "too high" which cannot be met may actually increase the Town of Sedgewick's potential liability. "Rules" that are posted or published must be enforced by on-site staff.

c) Risk-oriented Supervision

The extent of supervision and the expertise of supervisors must be appropriate for the activity supervised.

d) Communication with Participants

Information on programs offered, written or verbal, should outline the skill level required by participants, and outline any risks which may be involved in the program. For some programs, those involving children, information sheets to be signed and returned (by the parent or guardian) may be useful.

Warning signs, to be effective, must be visible and informative. They must inform the public of the kinds of risks involved in the activity.

e) Waivers

A waiver is a written form, where the participant agrees in writing to accept all the risks associated with the activity and not sue the Town of Sedgewick if they are injured. A waiver may or may not be effective in protecting the Town of Sedgewick against liability depending on the details of the waiver. A waiver is, however, communicating the risks of an activity to the participant and emphasizing the accepted responsibility for those risks. A waiver by itself does nothing to minimize hazards associated with a program and should be used with other management to limit risk.

**Management Steps to Implement Risk Control**

Management of risk, for the most part is, common sense. Consideration of risk in recreation programs must be noted. Employees at all levels should be aware of the need to avoid all available risk and the means to achieving this.

The process of risk management:

a) Risk Identification

Risk identification involves determining what the specific hazards are that partner with that sport, program, or facility. How might an injury occur?

### **Good Practice Examples:**

- Accident reports and reviews
- Complaints from public
- Experience of other municipalities
- Staff experience

#### b) Risk Assessment

Risk damage in recreation programs need to be identified. From there assessed in terms of 1) how likely are they to occur, 2) how serious when they occur. This sets priorities for addressing risks. If probability is high and the consequences are serious, action should be taken to immediately minimize risk.

#### c) Risk Minimization

Some of the most common techniques for minimizing risk associated with recreation activities are listed.

### **Good Practice Examples:**

- Provide levels of supervision
- Require use of safety equipment
- Provide properly qualified staff
- Enforce safety rules and regulations
- Install signs warning of risks
- Screen applicants for programs

#### d) Monitoring

Once the risks have been identified, assessed and remedial action taken, the activity must continue to be monitored to ensure that the corrections made are effective and that new risks have not been created.

### **Good Practice Examples:**

- Risk management staff training in identifying and assessment of liability issues
- Supervisors expected to implement measures to control loss to control project

Following is an “example activity” and a written report of risk management.



**Example:**

**General Guidelines**

**Adult and General Sports (Indoor)**

Any activity involving instruction, supervision, or higher than normal element of risk.

**Risk Identification Assessment**

- All gym programs present the hazard of slipping, tripping, collisions
- Injuries include, sprains, broken bones, torn ligaments
- Cardiovascular problems for people in poor condition
- Properly maintained equipment, clean and safe environment

**Risk Minimization**

Instruction Qualifications

- Criminal checks
- Spot checks by staff
- Understanding of rules

**Monitoring**

- Activities involved and ages of the participants
- Maximum participants regarding potential collisions
- Volunteer supervision recommended for multiple activities occurring during the same time frame
- Young children supervised by parent/guardian
- Equipment consideration
  - Safety guidelines
  - Age appropriate equipment

Report to supervisor and continue to access by:

- Group discussion
- Leadership review
- Re-examine the event

Risk management is everyone's business and is simply a logical common sense way of making sport and recreation safer and more enjoyable for everyone. The demands on sport and recreation organizations are many and varied, but a systematic approach to identifying and treating risk will result in a safer environment for everyone involved. The world in which we operate is continually changing with new ideas, methods and issues arising. However, by using strategies and information and forms provided, we will be in a better place of risk management and planning. It is clear that all sport and recreation programming are subject to potential liabilities simply as a result of what they do. By being aware of what those liabilities are, adopting risk management practices and obtaining appropriate insurance organizations can go a long way towards reducing the likelihood of liabilities occurring.

Access: SMARTPLAY, [smartplay/info](http://smartplay/info)

Risk, [Lin.ca](http://lin.ca)

Upcoming risk, [orfa.com](http://orfa.com)

## **On the Trail to 2017**

### **Sedgewick Archives and Museum**

Let's share and experience the "past" so we can learn for the future and understand our history by the words of today. Cultural tourism is a benefit to Sedgewick's museum. Promotion of a museum site is a means of increasing attendance, a practice in customer service, partnership and packaging opportunity. Promotion is also a support of existing roles and a means of helping meet future ones. Help increase awareness of Sedgewick's culture and heritage by the uniqueness of Canada 150 celebrations. Quality, Canada 150 provides for a positive visitor experience, this raises the profile of the community.

Building relationships is the central part of this cultural work. Community cultural projects and activities promote and display cultural expression and explore and celebrate Sedgewick's identity. Support existing roles and help build future ones.

To bring people and places together...

Encourage participation in community activities.

Inspire a deeper understanding of the past

Build a stronger cultural expression and explore and celebrate identity

Facebook advertising represents a marketing opportunity for museums. Facebook can target audiences for focused advertising and can produce good results online. It can successfully engage new audiences, promote events and content.

1. Be specific with your location
  - Target people living within a small radius of the museum.
2. Make ads appealing
  - What makes your museum unique?
  - Include – an experience only Sedgewick can offer
3. Be wise with money
  - Spending should determine the objective in mind

Facebook advertising provides multiple ways to evaluate posts and audiences. It provides a constant reflection for determining how we can be more successful. Rather than just a post, an event page, for a program people can add things to their calendar get reminders and invite friends as a good way to get out the word.

A slogan is a catch phrase or small group of words that are combined in a special way to identify. Our slogan, “On the trail...” uniquely brings this altogether promoting engagement, education and sustainability.

A “participating museum” is a place where visitors can “create, share, and connect.” The concept of “meet-ups” fits here. A simple posting of “meet-up” times within the museum schedule promoting special activities and interest.

Examples of a “meet-up”:

- Cookbook – book clubs
- History kits – family stories
- Card making – themed
- Knitting and “chat”
- Creation of “themed displays”

A consistent “posted time” creates a place for people to gather and share. Larger projects for the community usually develop from this scheduled “meet-up” concept.

Larger projects may consist of:

- Web page being developed for the promotion of the museum
- “themed posters” for promotional activities
- Joint promotion projects, ie. library, seniors group, school/classes
- Newsletters with external designers
- Tours for specific groups
- Photo library – special events, exhibits and scrapbooking

Building relationships is the central part of the above mentioned programming. Community engagement involves identifying and addressing what people care about and doing things that really matter – for example, conducting activities focused on building better communities. Let’s look for new connections by sharing. In other words there are many possible starting points. The goal is

to incorporate community into any and all planning. Start this at the beginning of the process and let the public input shape priorities and results. It is critical to examine your museums reasons, for engaging the community. The motivation must be focussed beyond your specific purpose. The goal must be about building better communities and engaging the people in some meaningful way. This may require a complete “Leap of Faith” working through some old agenda.

To have success, push beyond existing friends and establish new relationships with community groups. Put energy into thoughtful selection process.

Plan memorable events. They can be informal, thematic and fun. Start small planning “social events.”

Ask what your community really cares about. Focus on distinctive projects. Help identify needs and issues and envision solutions. Perhaps a short survey or questionnaire.

Work with others to implement new ideas. Shift your museum from controlling and doing everything to working together on all activities and programs.

Pay it forward. Giving back to those in need. Projects with purpose addressing social issues in your community gives your museum organization more engagement, forming a working group to participate in all planning.

As a community museum, our exhibits provide an important link between our community and its heritage. Sedgewick’s museum collection of art, artifacts, archival materials and published works document the history and culture of Western Canada. The museum collection includes artifacts that tell of frontier exploration and development of western life. Books, pamphlets, journals and maps create a collection relating to the history of Alberta.

In the presentation of exhibits the accuracy of information, community relevance, opportunities for learning and hands-on play and the safe display of artifacts are what we strive for.

Programming practice examples for exhibits:

- People are drawn to people – include photos, maps, graphics, moving images, political posters or cartoons.
- Find compelling images that relate to theme.
- Enlarge a focal point of the exhibit.
- Use space as a way of catching peoples “eye” to exhibit.

- Introduce a tour, include an activity, take away an information pamphlet.
- Songs or speaking voices can promote exhibits.

It's all in the details. This part of the programming ensures the visitor experience will be a positive one. Together learn more about our community and celebrate the achievement of our heroes through exhibits.

School programs are designed to connect the Alberta curriculum to “hands on” experience that make art, history and culture more accessible and meaningful for students. Programming for museums require review of the schools’ curriculum and gathering information about content. Our goal is to see how our museum’s program or exhibit is relevant to what students are learning at school.

Students need to be demonstrating, doing and thinking. Programmed museums are a valuable opportunity for the teacher to measure success of students and to collaborate curriculum materials.

### **Good Practice Examples:**

- Tiny Art Adventures – fine arts, early childhood learning – pre-school, kindergarten – search, move, play interactive, multi-sensory experiences – explore lines, shapes, colours, textures.
- School Art Classes – comparison learning – current art techniques vs “past” programs of technique.
- Music Classes – story and music theory. Drumming classes relating to Alberta heritages and European folklore.
- History Classes – use of crafts ei. sun catchers being a part of the peoples culture, etc.
- Historical Holiday's – museum documentaries – paper articles – photos of the past – bread making.

To help determine the success of your school/museum education – focussed program ask participants about their experience, provide an evaluation for teachers and be available for recommended improvements. Consider this a new partnership established and continue the programming by inviting the school classes to special events programmed by the museum organization.

Special events may be:

- Story nite
- History workshops
- Family days' events
- Museum and “night” tours

Programs continue to generate ideas. A theme for further programs can come from existing exhibits, collections, or from your museum visitors. Classroom teachers may have suggestions that connect their need to the museum collections. People seek personal meaning and involvement, let the Sedgewick museum be a place for making connections.

Access: A Critical Assessment Framework (2006) by Worts Douglas

[Boostdigital.org](http://Boostdigital.org)

Alberta Museum Association, [museum.ca](http://museum.ca)

## **Library**

“More People, More Action, More Often”

Innovation means doing the best with the resources you have. From developing unique programs with materials they have on hand to crafting innovations to everyday problems. Libraries have grown and changed with the times, retaining traditional services and welcoming new “cutting edge” services. A sharing of resources provides efficient use of community resources. A pooling of programming between the Town of Sedgewick and the Sedgewick Public Library organizes the knowledge and expertise of resources available to the community. Our mission is to support and strengthen our community. Sedgewick can do this by providing opportunities for learning, information exchange, and networking. We want to promote the value of skills that information can offer to the public. Programming can collect and organize information to help the public accomplish goals.

### **Good Practice Examples:**

- A variety of information sharing opportunities, eg. Forums, panel discussions
- Webinars
- In-person events
- Surveys to better understand

Recreation programming can set a platform for the community to learn and share. Our library is more than just books.

### **Good Practice Examples:**

- Join in planning sessions
- Join in debates and conversations
- Write articles
- Develop a course
- Help new professionals to connect with opportunities

There is a place for recreation programming working with our public library. Programming here is a top priority in getting people engaged and a collaboration of location, times, etc...Programming needs to just re-think our communities for better working relationships. This will bring together programming to identify priorities and work together to develop solutions that meet a common need.

It is vitally important to involve groups in community recreation development. Involving “boards” of the community provide a sense of ownership and opportunities for the programs to evolve from the wants and needs of the Sedgewick people. Including the Sedgewick Public Library and its “board” in recreation programming not only brings the positive change to the community but also increases the sense of community.

In short, “Let’s Build an Active Library.” A comprehensive plan to increase activity for the people of Sedgewick is our goal. A combination of efforts at all levels will increase the ability to affect change.



### Good Practice Examples:

- Invest in “social” marketing
- Share the benefits of recreation
- Promote the library facility
- Use “technology” as your friend
- Provide opportunities for two-way conversation

Support a “proactive” approach with continuous support for employees. Learn what the library priorities are in programming and assist in those existing programs. These practices have proven to be successful in entry level development of programs.

Promote volunteerism, and support. Activate a “will” to build an active library in conjunction with community programming.

Explaining new partnerships with schools and their programming. The experience of working with different people can help promote activities.

Rethinking management of departments within the library. Look at shared workloads, multi co-operation agreements, change it up!!

In programming shift to flexible programming from structured programming. Unstructured program changes the types of programs and spaces.

The utilization of technology to engage, inform and develop programs includes “more people” to be “more active” “more often”.

A few points to keep in mind as we begin this process:

- Maintain the focus on “More People, More Active, More Often” strategy – developing one program is not the intent.
- Increase at all times the collaboration and building of programs
- Encourage group connection and decision making

In starting a partnership programming with Sedgewick’s Public Library we need to: set up a small working group. Ask five or six community members to help. Include people with a variety of skills in organizing, abstract thinking, creativity and from diverse cross-sectional populations.

Host an event together. The purpose of a hosted event: eg. Coffee house, small gathering, gets people interested and excited about an active community. Host the event where people feel comfortable and equal. Use it as an information gathering and sharing session.

When we have people involved keep them involved. Schedule the next session ahead of time so participants can plan to meet again. Collect e-mail addresses and stay in touch.

Future gathering may consist of answering the following:

- What opportunities are there?
- What is the most useful programming?
- How are we supporting growth?

Ideas for Programming:

- Host a Community Building Workshop
- Send a letter to community leaders to partake
- Host a conversation café
- BBQ or gym nite
- Ask artists to draw – musician to play – women's groups for appetizers
- Community information session
- Bring in a speaker

In short, engage others by inviting them to be involved.

### **Library Programming**

Use skills in small groups settings knowledgeable, friendly facilities and have hands on learning.

Passive Programs:

Passive programs are always running. This way everyone can participate. Passive programs or low impact programs are minimal work up front and then an easy delivery and easy maintenance.

Here is a list of interactive activities known as Passive Program "Throw Down":

- Scavenger hunts
- Adventure hunts
- Library card sign-ups monthly guessing games
- Writing centre idea

These programs repeat and can run all year long. They require little funds or prep time. The key idea here is to get creative keeping people engaged at the library. These activities are set up all the time and the public just "stumble" on to them making it a memorable day.

Passive programs enables the library to celebrate and mark specific calendar events.

Mystery book displays, guessing contests, interactive displays, colouring contest, staff favourites, raffle a book, giant card and sign are more examples on passive paper programming.

Passive programs promote the library and services without providing a format program at a specific time or date. It especially appeals to young people. Teens enjoy that it is informal and non-threatening manner.

Specific teen programming:

- Teen voting – let teens vote for their favourite book, movie, website etc.
- Write your own adventure on big bulletin boards.
- Add-a-line story – start a story by writing the first line and have them add a line.
- Book swap shelf
- Video reviews

Passive programming then is defined as quite general, but involve the placements of visual posters etc. to assess needs. This type of programming is aimed at specific issues such as awareness, boredom busters, and involvement.

### **“Active” Programming**

Active programs keep minds and bodies healthy and active. An active program is typically a planned social, recreational or workshop that gathers people in community together. Learning access in a group setting where outcomes are measured and evaluated. Active programs are typically non-educational in nature, they join people together for social interaction, to have fun, release tensions and anxiety.

Our programming concentrates on creating, planning and administering with the Sedgewick Public Library, relevant activities, events and sessions and workshops that build an attitude of community involvement.

Programming ideas:

- New to novice technology uses
- Game-giant snakes and ladders
- Drum circles
- Ukulele nite
- Newcomers welcome nite
- Yarns night, needle work, knitting etc.

Ensuring quality participation in the above said program is an important role of the library staff and recreation liaison. We want participation in our library to promote “active” living. Successful programs give the Sedgewick people more opportunity to “take charge of one’s life”. This is an important component, promoting interdependence and people collaboration.

These programs will be delivered at a community level. Individuals are the core of any successful program.

**“More People, More Active, More Often”**

Access: Seniors-Recreation-inform AB

Information@albert.ca

Leisure and recreation@mysage.ca

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## **Town of Sedgewick - CAO Report – Period Ending March 16<sup>th</sup>, 2017**

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### **General daily function updates:**

#### **(12) Administration**

- Processing final year end entries following approval of the audit
- Attended Royal Roads University and completed the first MBA residency, February 3<sup>rd</sup> – 27<sup>th</sup>, 2017.
- Office revitalization project is underway – the office will be closed on March 20<sup>th</sup> – 21<sup>st</sup> to accommodate installation of floors
- Advertised for summer employment positions
- Completed year-end financials for Sedgewick Lake Park and annual Society Return
- We've experienced significant issues with our accounting software over the past three months – the majority of Munisoft clients are in Saskatchewan and Ontario, legislation is different in these provinces and updates have not been developed to accommodate the new carbon levy. As a result we have had to work directly with support to develop new applications for Alberta to process our utilities.

#### **(26) By-law Enforcement**

- Contract enforcement officer managed Dog Control Bylaw #464 throughout the month of February – following up with residents who did not renew licenses.

#### **(41) Water Treatment**

- B. Polege completed his Level II Water Distribution Certification receiving 100% on his examination.

#### **(66) Development**

- The Town has received numerous complaints regarding the condition of the road in front of the new seniors' complex. We have been in contact with the province and OML Construction to repair the road as per the development agreement.

### **Attachments:**

1. Federal Census Stats



## FLAGSTAFF COUNTY POPULATION

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<b>Federal Census</b>	<b>2006</b>	<b>2011</b>	<b>2016</b>
Alliance	158	174	154
Daysland	818	807	824
<b>Flagstaff County (Rural)</b>	<b>3,506</b>	<b>3,244</b>	<b>3,738</b>
Forestburg	895	831	875
Galahad	134	119	----
Hardisty	760	639	554
Heisler	153	151	160
Killam	1,019	981	989
Lougheed	217	273	256
Sedgewick	891	857	811
Strome	252	228	----
<b>Total Towns &amp; Villages</b>	<b>5,337</b>	<b>5,060</b>	<b>4,623</b>
<b>Total Rural</b>	<b>3,506</b>	<b>3,244</b>	<b>3,738</b>
<b>TOTAL POPULATION IN FLAGSTAFF COUNTY</b>			<b>8,361</b>

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Galahad and Strome increased Flagstaff (347) from 3244 to 3591 in 2016

(4051.41 Sq. Km)  
(1563.87 Sq. Miles)

February 9, 2017

## Request for Decision (RFD)

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**Topic:** Bylaw #529 – Reduction of Council  
**Initiated by:** Council  
**Prepared by:** Amanda Davis  
**Attachments:** 1. Bylaw #529

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**Recommendations:**

**That council give 2<sup>nd</sup> reading to Bylaw #529.**

**and**

**That council give 3<sup>rd</sup> reading to Bylaw #529.**

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**Background:**

In accordance with direction of council, Bylaw #529 was prepared and first reading was passed in January.

Notice of changes has been presented to the public – no comments have been received through administration.

If reducing the number of elected officials remains the desire of council the bylaw must be passed on March 16<sup>th</sup> to meet requirements within the Municipal Government Act.

TOWN OF SEDGEWICK

BYLAW NO. 529/17

2

REDUCTION IN THE NUMBER OF COUNCILLORS TO SERVE ON THE TOWN OF SEDGEWICK COUNCIL  
AND TO DETERMINE THE POSTION OF CHIEF ELECTED OFFICIAL

BEING A BYLAW OF THE TOWN OF SEDGEWICK IN THE PROVINCE OF ALBERTA

**WHEREAS** Section 143 of the Municipal Government Act, R.S.A. 2000 Chapter M-26 and amendments thereto, enables Council to pass a bylaw specifying the number of Councillors to serve on Council of the Town of Sedgewick;

**AND WHEREAS** Section 150 of the Municipal Government Act, R.S.A. 2000 Chapter M-26 and amendments thereto, enables Council to pass a bylaw specifying that the Chief Elected Official is elected by vote of the electors of the municipality.

**NOW THEREFORE** pursuant to the provisions of the Municipal Government Act, R.S.A. 2000 of the Province of Alberta Chapter M-26 and amendments thereto, the Council of the Town of Sedgewick, in the Province of Alberta, duly assembled, does hereby enact as follows:

1. THAT for the purpose of the October 2017 General Municipal Election and thereafter, the Town of Sedgewick Council shall be comprised of five (5) Councillors, one (1) of which shall be elected by vote of the electors of the municipality to be the Chief Elected Officer, known as the Mayor of the Town of Sedgewick.

1.0 Provisions and Regulations

1.1 Council may make rules and regulation consistent with this Bylaw for the effectual carrying out of this bylaw and the efficient management, control and regulation of the bylaw as it relates to the Municipal Government Act, R.S.A. 2000 Chapter M-26 and amendment thereto and the Location Authorities Election Act and amendments thereof.

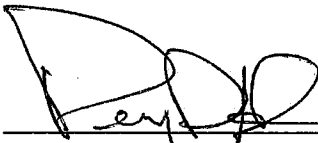
2.0 Severability


2.1 It is the intention of the Town of Sedgewick Council that each separate provision of the Bylaw shall be deemed independent of all other provision, and it is further the intention of the Town of Sedgewick Council that if any provision of the Bylaw be declared invalid, that the provision shall be deemed to be severed and all provisions of the Bylaw shall remain in force and effect.

3.0 General

3.1 This Bylaw shall come into force and effect on the THIRD and FINAL reading.

READ A FIRST TIME this 30<sup>th</sup> day of January 2017.

  
Perry D. Robinson, Mayor

  
Amanda Davis, CAO

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_, 2017.

READ A THIRD TIME and FINALLY PASSED this \_\_\_\_ day of \_\_\_\_\_, 2017.

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

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

## Request for Decision (RFD)

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<b>Topic:</b>	<b>Tax Recovery Plan 3825P; Block 8; Lot 6 – Offer to Purchase</b>
<b>Initiated by:</b>	Administration/M.G.A
<b>Prepared by:</b>	Amanda Davis
<b>Attachments:</b>	1. Offer to Purchase

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### Recommendations:

That town council directs administration to develop a purchase agreement to reflect their acceptance of Colin Tanton's offer to purchase Plan 3825P; Block 8; Lot 6 for \$1.00 with the condition that the property is cleared and all structures demolished by November 30<sup>th</sup>, 2017. Further to this condition, it is agreed that upon clean up and structural demolition the town will not charge municipal property taxes for three years, and finally, that future development remains consistent with the Town's Land Use Bylaw, sale of the property remains the control of the registered owner.

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### Background:

The Town of Sedgewick became registered owner of Plan 3825P; Block 8; Lot 6 in 2016 as a result of the tax recovery process. Pursuant to motion 2016.09.206 administration was directed to proceed with the demolition and clean of accordingly.

### Current:

The municipality received an offer to purchase on March 9<sup>th</sup>, 2017 (as attached). Pursuant to Section 425 (1) of the Municipal Government Act:

A municipality that becomes the owner of a parcel of land pursuant to section 424 may dispose of the parcel

- (a) By selling it at a price that is as close as reasonably possible to the market value of the parcel

The property's assessed value is equal to the value of land, \$13,020. The debt incurred by the municipality for demolition is expected to exceed \$30,000. This expense would be on the backs of the tax payers. It would take the town a considerable length of time to recoup the expenses against this property because there is no structural value.



I Colin Tanton offer to purchase Block 8, Lot 6, Plan #3825 ~~P~~, lot size 120ft. by 50ft. for the sum of \$1.00.

Under the conditions that:

- I, Colin Tanton have until November 30/2017 to demolish the current property and reestablish it to a lot with no municipal taxes for 3 year; as I will be restoring the lot and do not know when I will rebuild a new property.
- I, Colin Tanton have unlimited time to rebuild a house on the property and/or can sell the specified lot at any time of my choosing.

  
Colin Tanton

## Request for Decision (RFD)

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<b>Topic:</b>	<b>Peace Officer Service Agreement - Renewal</b>
<b>Initiated by:</b>	Flagstaff County
<b>Prepared by:</b>	Flagstaff County
<b>Attachments:</b>	1. Renewal Agreement 2. 2016 Report and Enforcement Revenue

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### Recommendations:

**That the town council authorizes signatures on the Peace Officer Services Agreement effective March 1<sup>st</sup>, 2017 – February 29<sup>th</sup>, 2020.**

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### Background:

The Town of Sedgewick entered a Peace Officer Services Agreement with Flagstaff County which came into effect on March 1<sup>st</sup>, 2016. Service has been provided to the Town at no cost since that time. The contract is due for renewal. Flagstaff County is proposing a three year extension.

### Assessment:

Flagstaff County has renewed its service approach. Throughout 2016 Peace Officer's engaged with me on a regular basis to address any concerns the municipality had with regards to enforcement and visibility. They have been very receptive to feedback and offer support when required. Their presence remains constant in Sedgewick.

### Follow-up discussion:

2016 was a trial offering of free service. No actions have been taken to warrant concerns with contract renewal. If there is any change in service level, either party may terminate the agreement by providing 30 days written notice.

### Point of discussion:

Does council have any concerns that need to be addressed regarding the existing level of service and proposed agreement? If so, what are they?

RECEIVED  
FEB 14 2017



February 9<sup>th</sup>, 2017

Town of Sedgewick  
Box 129  
Sedgewick, AB T0B 4C0

Dear Amanda:

**Re: Peace Officer Service Agreement**

At the February 8<sup>th</sup>, 2017 Flagstaff County Council meeting, Council reviewed and discussed Peace Officer Services.

Please be advised that Council approved the proposed new Peace Officer Service Agreement, effective March 1, 2017 for a three-year term which will expire February 29<sup>th</sup>, 2020.

We have made the following amendment to Article 3, 3.1 (c) that pertains to enforcement revenue. The County is entitled to all enforcement revenue that is received by the partnering urban municipalities. On a quarterly basis, the Municipality shall calculate the total revenue that it has received during that quarter, and shall make a payment to the County equaling this total amount on or before the last business day of the following calendar month.

An amendment has also been made to Article 4, 4.1 (c) that pertains to Peace Officer reporting. Flagstaff County is to provide the Municipality with quarterly reports on all Peace Officer Services supplied by the County to the Municipality. These quarterly reports shall include the number of patrols made, the number of tickets, tags or warning issued and the monetary amount of fines issued (including tickets and tags).

Enclosed are two copies of the Peace Officer Services Agreement for your approval. If you wish to proceed with this agreement, please sign both copies and return them to our office.

If you have any questions, please contact the office.

Yours truly,

A handwritten signature in blue ink, which appears to read 'S. Armstrong', is written over the 'Yours truly,' text.

Shelly Armstrong, CLGM  
Chief Administrative Officer

//ck

Enclosure.





**THIS AGREEMENT** made effective the 1st day of March, 2017

**BETWEEN:**

**FLAGSTAFF COUNTY**  
(the "County")

**AND**

**TOWN OF SEDGEWICK**  
(the "Municipality")

**PEACE OFFICER SERVICES AGREEMENT**

**WHEREAS** Section 54 of the *Municipal Government Act*, RSA 2000, c M-26, allows a municipality to provide a service in another municipality with the agreement of the other municipality;

**AND WHEREAS** the Municipality desires to have the County provide Peace Officer Services within the Designated Area;

**AND WHEREAS** the County agrees to provide the Municipality with Peace Officer Services within the Designated Area, on the terms and conditions contained herein;

**AND WHEREAS** the County is authorized under the *Peace Officer Act*, SA 2006, c.P-35, to employ Peace Officers having jurisdiction to enforce the Provincial Legislation within Alberta, subject to the restrictions set out in the County's Authorization;

**AND WHEREAS** the Peace Officers employed by the County have been duly appointed under the *Peace Officer Act*, SA 2006, c.P-35, as having jurisdiction to enforce the Provincial Legislation within Alberta, subject to the restrictions set out in the Peace Officer Appointments;

**NOW THEREFORE IN CONSIDERATION** of the mutual covenants, terms and conditions contained herein, the parties hereto agree as follows:

**ARTICLE 1**

**1.1**     Definitions

In this Agreement the following words and expressions shall have the meanings herein set forth unless inconsistent with the subject matter or context:

- (a) "Agreement" means this Peace Officer Services Agreement between the County and the Municipality;
- (b) "County's Authorization" means the County's authorization to employ or engage Peace Officers, as amended or replaced from time to time, issued pursuant to the *Peace Officer Act*, SA 2006, c.P-35;
- (c) "Designated Area" means the area contained within the legal municipal boundaries of the Municipality;
- (d) "Enforcement Revenue" means all income, in any form, that is generated by, or arises from, the provision of the Peace Officer Services during the Term. Without restricting the generality of the foregoing, this shall include any funds arising from the enforcement of the Provincial Legislation



within the Designated Area, including fines and penalties, funds generated by tickets or tags, and proceeds arising from prosecution of offences.

- (e) "Peace Officer" means a person that has been appointed as a peace officer under the *Peace Officer Act*, SA 2006, c.P-35, as amended or repealed and replaced from time to time;
- (f) "Peace Officer Appointments" means the appointment(s) of Peace Officer(s) employed or engaged by the County, as amended or replaced from time to time, made pursuant to the *Peace Officer Act* SA 2006, c.P-35;
- (g) "Peace Officer Services" means those activities reasonably related to the enforcement of the Provincial Legislation within the Designated Area, excluding any portions of the Designated Area that fall outside the jurisdiction prescribed in the County's Authorization or the Peace Officer Appointments, but shall not include the enforcement of the Municipality's bylaws or the capturing and/or transportation of any stray animals. The level of service shall be similar to that provided by the Peace Officers to the County, but there shall be no guaranteed service hours, and the County shall have sole discretion to determine how services are provided, the number of Peace Officers employed, the allocation of Peace Officers, and the number and allocation of service hours provided pursuant to this Agreement;
- (h) "Provincial Legislation" means
  - i) Animal Protection Act;
  - ii) Dangerous Dogs Act;
  - iii) Environmental Protection and Enhancement Act (Part 9. Division 2);
  - iv) Gaming and Liquor Act (Sections 83, 84, 87, 89, 107, 108 and 115 subject to section 53 of the *Police Act*);
    - Authority to enforce the *Gaming and Liquor Regulation* is restricted to Section 87.1
  - v) Highways Development and Protection Act (authority is restricted to local roads only);
  - vi) Petty Trespass Act;
  - vii) Provincial Offences Procedure Act;
  - viii) Stray Animals Act;
  - ix) Tobacco and Smoking Reduction Act;
  - x) Traffic Safety Act; and
  - xi) Trespass to Premises Act;

as amended or repealed and replaced, from time to time.

## ARTICLE 2

### 2.1 Engagement

The Municipality hereby engages the County to provide the Municipality with the Peace Officer Services within the Designated Area, and County hereby agrees to provide the Municipality with the Peace Officer Services within the Designated Area.

### 2.2 Term

This Agreement will be in effect for a term of three (3) years, commencing on March 1, 2017 and expiring on February 29, 2020 (the "Term"), unless sooner terminated in accordance with the Agreement

## ARTICLE 3

### 3.1 Enforcement Revenue

- (a) The County is entitled to all Enforcement Revenue.
- (b) All Enforcement Revenue that the County receives directly shall be retained by the County.
- (c) All Enforcement Revenue that is received by the Municipality shall be paid by the Municipality to the County. On a Quarterly basis, the Municipality shall calculate the total Enforcement Revenue that it has received during that quarter, and shall make a payment to the County equaling this total amount on or before the last business day of the following calendar month.
- (d) The Municipality shall not be required to pay goods and services tax ("GST") to the County on the amounts payable by the Municipality hereunder. It shall be the responsibility of the County to remit any GST to the appropriate authority where required.
- (e) The Municipality shall retain all records, documentation and information related to the Enforcement Revenue that it receives. Upon request by the County, the Municipality shall provide copies of records, documents or other information that demonstrate, to the County's satisfaction, that the amounts paid by the Municipality to the County accurately reflect the Enforcement Revenue received by the Municipality.
- (f) Section 3.1 shall survive the expiration of the Term or the termination of this Agreement, and any Enforcement Revenue received by the Municipality after the expiration of the Term or termination of this Agreement, that was generated by, or arose from, the provision of Peace Officer Services during the Term, shall be paid by the Municipality to the County in accordance with Section 3.1(c) of this Agreement.

## ARTICLE 4

### 4.1 Covenants of the County

The County will:

- (a) provide the Peace Officer Services within the Designated Area during the Term.
- (b) pay all costs and expenses incurred to perform the Peace Officer Services including, but not limited to, office supplies, Peace Officers' equipment, Peace Officer training and education, uniforms, travel and salary and benefits of County employees.



- (c) provide the Municipality with quarterly reports on all Peace Officer Services supplied by the County to the Municipality. These quarterly reports shall include the number of patrols made in the Municipality, the number of tickets, tags or warnings issued and the monetary amount of fines issued (including tickets and tags).
- (d) perform all administrative, accounting and record-keeping functions related to the proper discharge of its obligations under this Agreement.

## ARTICLE 5

### 5.1 Complaints

Any complaint that the Municipality receives in relation to the provision of Peace Officer Services pursuant to this Agreement shall immediately be forwarded, by the Municipality, to the Chief Administrative Officer of the County.

### 5.2 Peace Officer Discipline

- (a) The County shall be solely responsible for addressing complaints received in relation to the provision of Peace Officer Services, and for any disciplinary action taken against Peace Officers.
- (b) Any disciplinary action that the County takes against one of its Peace Officers will be in accordance with the County's Peace Officer Services Disciplinary Procedure.

### 5.3 Adjustment in Peace Officer Services: Suspension, Termination or Resignation of Peace Officers

Without limiting the County's absolute discretion to determine how Peace Officer Services are provided under this Agreement, the parties acknowledge and agree that, in the event that a Peace Officer ends his or her employment with the County, or is suspended, dismissed or terminated by the County, the Peace Officer Services provided pursuant to this Agreement may be reduced or suspended during the period of time that the availability of Peace Officers is, as a result, limited.

## ARTICLE 6

### 6.1 Termination Upon Notice

This Agreement may be terminated by either party giving thirty (30) days' notice in writing to the other party of the intention to terminate the Agreement and such termination is to be effective thirty (30) days after the delivery of the written notice of the intention to terminate.

### 6.2 Automatic Termination

Notwithstanding anything in this Agreement to the contrary, this Agreement shall terminate automatically and immediately in the event that the County's Authorization or Peace Officer Appointments is/are terminated, cancelled, revoked, suspended, or otherwise cease to have effect.

## ARTICLE 7

### 7.1 Insurance

The County shall obtain and maintain in force during the Term:

- (a) commercial general liability insurance in the amount of not less than Million (\$5,000,000.00) Dollars inclusive per occurrence, against bodily injury, death and property damage, including loss of use thereof; and



- (b) auto liability insurance for all motor vehicles used by the County hereunder with limits of not less than Five Million (\$5,000,000.00) Dollars for accidental injury or death to one or more persons, or damage to or destruction of property as a result of any one (1) accident or occurrence.

Each policy for general and comprehensive liability shall name the Municipality as an additional insured except for coverage for the County's own personal property and equipment.

## **ARTICLE 8**

### **8.1     Indemnity**

Each of the parties hereto shall be responsible for and indemnify and save harmless the other party, for any damages or losses (including legal fees on a solicitor and his own client full indemnity basis), injuries or loss of life, resulting from the acts or omissions of their respective employees, servants, agents or contractors which may occur in the performance, purported performance, or non-performance of their respective obligations under this Agreement; provided that, such indemnity shall be limited to an amount in proportion to the degree to which the indemnifying party, its employees, servants, agents or contractors are at fault or otherwise held responsible in law.

The indemnifications set forth above, hereof, will survive the expiration of the Term or the termination of this Agreement for whatever cause and any renewal or extension of the Term, as the case may be.

### **8.2     Waiver**

No consent or waiver, express or implied, by either party to or of any breach or default by the other party in the performance by the other party of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by such party hereunder. Failure on the part of either party to complain of any act or failure to act of the other party or to declare the other party in default, irrespective of how long such failure continues, shall not constitute a waiver by such party of its rights hereunder.

### **8.3     Unenforceability**

If any term, covenant or condition of this Agreement or the application thereof to any party or circumstance shall be invalid or unenforceable to any extent the remainder of this Agreement or application of such term, covenant or condition to a party or circumstance other than those to which it is held invalid or unenforceable shall not be affected thereby and each remaining term, covenant or condition of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law.

### **8.4     Entire Agreement**

This Agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement or the subject matter hereof except as specifically set forth herein.

### **8.5     Amendments**

This Agreement may be altered or amended in any of its provisions when any such changes are reduced to writing and signed by the parties hereto but not otherwise.

#### **8.6**     Further Assurances

The parties hereto and each of them do hereby covenant and agree to do such things and execute such further documents, agreements and assurances as may be necessary or advisable from time to time in order to carry out the terms and conditions of this Agreement in accordance with their true intent.

#### **8.7**     Relationship Between the Parties

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

#### **8.8**     Notices

Whether or not so stipulated herein, all notices, communication, requests and statements (the "Notice") required or permitted hereunder shall be in writing. Notice shall be served by one of the following means:

- (a) personally, by delivering it to the party on whom it is to be served at the address set out herein, provided such delivery shall be during normal business hours. Personally delivered Notice shall be deemed received when actually delivered as aforesaid; or
- (b) by telecopier, email, or by any other like method by which a written or recorded message may be sent, directed to the party on whom it is to be served at that address set out herein. Notice so served shall be deemed received on the earlier of:
  - (i) upon transmission with answer back confirmation, or email receipt confirmation, as the case may be, if received within the normal working hours of the business day; or
  - (ii) at the commencement of the next ensuing business day following transmission with answer back confirmation thereof; or
- (c) by mailing via first class registered post, postage prepaid, to the party on whom it is served. Notice so served shall be deemed to be received seventy-two (72) hours after the date it is postmarked. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of such postal interruption shall be deemed to have been received unless actually received.
- (d) Except as herein otherwise provided, Notice required to be given pursuant to this Agreement shall be deemed to have been received by the addressee on the date received when served by hand or courier, or five (5) days after the same has been mailed in a prepaid envelope by single registered mail to:



(i) the County:

Flagstaff County  
Box 358  
Sedgewick, Alberta  
T0B 4C0

Phone: (780) 384-4101  
Fax: (780) 384-3635  
Email: sarmstrong@flagstaff.ab.ca

Attention: Chief Administrative Officer

(ii) the Municipality:

Town of Sedgewick  
Box 129  
Sedgewick, Alberta  
T0B 4C0

Phone: (780) 384-3504  
Fax: (780) 384-3545  
Email: officemain@sedgewick.ca

Attention: Chief Administrative Officer

or to such other address as each party may from time to time direct in writing.

#### **8.9** Headings

The headings in this Agreement have been inserted for reference and as a matter of convenience only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision hereof.

#### **8.10** Singular, Plural and Gender

Wherever the singular, plural, masculine, feminine or neuter is used throughout this Agreement the same shall be construed as meaning the singular, plural, masculine, feminine, neuter, body politic or body corporate where the fact or context so requires and the provisions hereof and all covenants herein shall be construed to be joint and several when applicable to more than one party.

#### **8.11** Assignment

This Agreement is not assignable, in whole or in part, by either party hereto.

#### **8.12** Enurement

This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors.

#### **8.13** Governing Law and Submission to Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and the parties hereto hereby submit to the jurisdiction of the Courts in the Province of Alberta.

**8.14 Survival**

The parties acknowledge and agree that the provisions of this Agreement which, by their context, are meant to survive the termination or expiry of the Term and shall not be merged therein or therewith.

**IN WITNESS WHEREOF** the parties have set their seals and hands of their proper officers in that behalf on the day and year first above written.

**FLAGSTAFF COUNTY**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**TOWN OF SEDGEWICK**

Per: \_\_\_\_\_

Per: \_\_\_\_\_





RECEIVED  
FEB 7 - 2017

February 3, 2017

Town of Sedgewick  
Box 129  
Sedgewick, AB T0B 4C0

Dear Amanda:

**Re: Peace Officer Monthly Reports and Enforcement Revenue Information**

During the periods of March 1, 2016 to December 31, 2016, Flagstaff County Peace Officers made a total of 72 patrols in your community which resulted in 15 violation tickets and three warning tickets being issued.

The breakdown of violation tickets are as follows:

<u>Date</u>	<u>Violation</u>	<u>Disposition</u>
July 12	A40476752R Fail to produce driver's license	\$233.00
Aug. 11	A40477286R Seatbelt	\$155.00
Aug. 11	A40477286R Seatbelt	\$155.00
Sept. 1	A40477662R Exceed speed	\$149.00
Sept. 1	A40477673R Seatbelt	\$155.00
Oct. 4	A40478336R Seatbelt	\$155.00
Oct. 26	A40478104R Seatbelt	\$155.00
Oct. 26	A40478115R Seatbelt	\$155.00
Oct. 25	A40478476R Window tint	\$ 78.00
Oct. 29	A40478546R Seatbelt	\$155.00
Oct. 31	A40478550R Seatbelt	\$155.00
Nov. 10	A40478200R Expired license plate	\$310.00
Nov. 10	A40478211R No subsisting operator's license	\$310.00
Nov. 14	A40478712R Seatbelt	\$155.00
Nov. 22	A40478642R Seatbelt	\$155.00

There have recently been some inquiries with regards to enforcement revenue. Please refer to the Peace Officer Service Agreement Article 3 sections 3.1, Enforcement Revenue that is received by the Municipality shall be paid by the Municipality to the County. In each calendar month, the Municipality shall calculate the total Enforcement Revenue that it has received during that calendar month, and shall make a payment to the County equaling this total amount on or before the last business day of the following calendar month.

---

FLAGSTAFF COUNTY Box 358, Sedgewick, Alberta T0B 4C0  
Phone: (780) 384-4100  
Fax: (780) 384-3635 E-mail address: county@flagstaff.ab.ca

To date we have only collected fine revenue from one municipality. We would like to provide you with the contact information that will allow you set up access to generate the report needed to calculate enforcement revenue. To access the Justice Online Information Network (JOIN), your municipality will need to send an email to [Jsg-imt-supportdesk@gov.ab.ca](mailto:Jsg-imt-supportdesk@gov.ab.ca) requesting access to the Disbursement Detail and Summary Paycentre Report. The JOIN helpdesk will review the request and will contact the municipality directly with joining instructions.

Flagstaff County is currently reviewing the Community Peace Officer Service agreement renewal as the agreement expires February 28, 2017. A separate letter will be forwarded with the offer to renew.

If you have any questions, please contact the office.

Yours truly,

A handwritten signature in blue ink, appearing to read "Kim Cannady".

Kim Cannady  
Regional Emergency Services Coordinator

/ck

January 16, 2017

Dear Mayor Robertson and Sedgwick Town Counsellors,

The Sedgwick Lions Club in the late fall of 2016 discussed with the Town of Sedgwick CEO Ms. Amada Davis improvements to the Sedgwick Cemetery including the placement of several large pots of flowers and a registry stand for visitors. The CEO was receptive and the Lions Club put in place funds to follow through with the plans. The registry needs just approval and the Lions Club will complete the task.

The pots will require daily watering and the Lions club does not have the capability to fulfill this task. We would ask the Town to consider one of two ideas. Could the town maintenance staff include in their daily watering schedule for the hanging pots, the cemetery pots or could the watering of these pots be included in the contract for the lake managers?

Looking forward to your response

Yours truly

Sedgwick Lions Club Member Brian Bernard

A handwritten signature in black ink, appearing to read 'B Bernard', written in a cursive style.



# Sedgewick Killam Natural Gas System Monthly Statement

Month Ending January 31, 2017

## Vision Credit Union - General

<i>As Per Books:</i>		
Previous Month Balance	<b>\$98,397.47</b>	
Receipts for Month	100,749.57	
Direct Deposit Gas Alberta	656.25	
Interest Received	0.00	
Profit Share		
<b>Subtotal</b>	<b>\$199,803.29</b>	
Less Disbursements	16,681.24	
Direct Debit Gas Alberta 2/23	114,251.42	
Bank Service Charge		
GIC's Purchased		
<b>Month End Balance</b>	<b>\$68,870.63</b>	

<i>As Per Bank</i>		
Month End Balance	68,870.63	
Cash on Hand		
<b>Subtotal</b>	<b>\$68,870.63</b>	
Less O/S Cheques	0.00	
<b>Month End Balance</b>	<b>\$68,870.63</b>	

\$0.00

<i>Outstanding Cheques</i>							
No.	Amount	No.	Amount	No.	Amount	No.	Amount
<b>Outstanding cheque total</b>			\$ -				

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



# Sedgewick Killam Natural Gas System Monthly Statement

Month Ending January 31, 2017

## ATB BUSINESS CUSTOM ACCOUNT

<b>As Per Books:</b>		
Previous Month Balance	<b>\$5,056.14</b>	
Receipts for Month		
Direct Deposit Gas Alberta 4/25		
Interest Received	3.48	
Profit Share		
<b>Subtotal</b>	<b>\$5,059.62</b>	
Less Disbursements		
Bank Service Charge		
GIC's Purchased		
<b>Month End Balance</b>	<b>\$5,059.62</b>	

<b>As Per Bank</b>		
Month End Balance	5,059.62	
Cash on Hand		
<b>Subtotal</b>	<b>\$5,059.62</b>	
Less O/S Cheques	0.00	
<b>Month End Balance</b>	<b>\$5,059.62</b>	

			\$0.00				

Investments	Amount	Maturity Date
GIC	\$105,243.41	13-Feb-17
GIC	\$110,468.90	23-Feb-17

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**SEDGEWICK KILLAM NATURAL GAS SYSTEM****Balance Sheet As at 01/31/17****ASSET****Current Assets**

Credit Union	68,870.63
ATB FINANCIAL	5,059.62
Accounts Receivable	69,247.20
Accrued Interest Receivable	4,337.19
Prepaid Expenses	16,456.89
General Supply Inventory	19,222.89
<b>Total Current Assets</b>	<b>183,194.42</b>

**Long Term Assets**

Investments - Long term	215,712.31
AGTL Shares	212.00
AGTL Loan	22,500.00
BRCU Patronage Reserve	4,857.76
<b>Total Long Term Assets</b>	<b>243,282.07</b>

**Capital Assets**

Engineering Structures	30,044.01	
Net - Engineering Structures		30,044.01
Equipment	134,898.72	
Net - Equipment		134,898.72
<b>Total Capital Assets</b>		<b>164,942.73</b>

**TOTAL ASSET** **591,419.22**

**LIABILITY****Current Liabilities**

GST Paid on Purchases	-5,982.59	
GST Owing (Refund)		-5,982.59
<b>Total Current Liabilities</b>		<b>-5,982.59</b>

**TOTAL LIABILITY** **-5,982.59**

**EQUITY****Retained Earnings**

Reserves - Future capital expens...	136,807.00
Equity in Fixed Assets	164,942.73
Accumulated Surplus	253,804.72
Current Earnings	41,847.36
<b>Total Retained Earnings</b>	<b>597,401.81</b>

**TOTAL EQUITY** **597,401.81**

**LIABILITIES AND EQUITY** **591,419.22**

# SEDEGWICK KILLAM NATURAL GAS SYSTEM

## Income Statement 01/01/17 to 01/31/17

### REVENUE

#### Sales

Admin Fees - Killam	22,443.93
Admin Fees - Sedgewick	15,384.49
Sale of Gas - Killam	71,820.57
Sale of Gas - Sedgewick	49,230.37
SKNG Replcmnt Fund - Killam	1,020.00
SKNG Replcmnt Fund - Sedgewi...	942.00
Return on Investments	3.48
Transportation Charges	656.25

Total Revenue	161,501.09
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TOTAL REVENUE	161,501.09
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### EXPENSE

#### General & Administrative Expe...

Alta One Call	15.00
Telephone/Freight	504.95
Maintenance Contract	10,000.00
Natural Gas Purchases	108,810.88
Utilities	322.90

Total General & Admin. Expen...	119,653.73
---------------------------------	------------

TOTAL EXPENSE	119,653.73
---------------	------------

NET INCOME	41,847.36
------------	-----------



December 16, 2016

Amanda Davis  
Town of Sedgewick  
PO Box 129  
Sedgewick, AB T0B 4C0

Via Email: [cao@sedgewick.ca](mailto:cao@sedgewick.ca)

Dear Ms. Davis:

FortisAlberta would like to take this opportunity to advise the Town of Sedgewick that we have completed a comprehensive internal review with respect to Municipal and Rural Electrification Association (REA) boundary's within FortisAlberta's service area.

Our review has identified approximately 83 situations where REAs' service areas extend inside Municipal corporate boundaries. Typically the result of municipal annexations of surrounding lands, there are numerous instances where REA service area boundaries were not adjusted to account for the expansion of Municipal areas, with the result that REA service areas overlap with the Municipal areas.

Specifically, with respect to Town of Sedgewick, our records indicate that Battle River Power Coop boundary currently overlaps within the Town of Sedgewick boundary.

Under the current Franchise Agreement between the Town of Sedgewick and FortisAlberta, the Town of Sedgewick granted exclusive rights to FortisAlberta to provide electric distribution service, and to operate and maintain the electric distribution system, within the boundaries of the Town of Sedgewick.

In keeping with the Article 12 of the Franchise Agreement, on December 16, 2016, FortisAlberta has made a formal request to the Alberta Utility Commission to adjust the REA service area boundary to align with the current Municipal boundary (Proceeding #22164). This will allow the Town of Sedgewick and FortisAlberta to give effect to the intent of the Franchise Agreement and ensure there is only one Utility Operator within the Town of Sedgewick, and in turn ensure safe, reliable power service to the residents and business owners within the Town of Sedgewick. For your review I have attached a copy of a map that outlines the current overlapping boundaries and the proposed boundaries with FortisAlberta's application to the AUC.

Please feel free to contact me if you have questions or concerns with our application to the AUC.

Thanking you in advance for your support in this endeavor.

Sincerely,

A handwritten signature in black ink, appearing to be 'RB' followed by a stylized flourish.

Rick Burden  
Stakeholder Relations Manager  
Email: [rick.burden@fortisalberta.com](mailto:rick.burden@fortisalberta.com)  
Phone: 780-464-8325

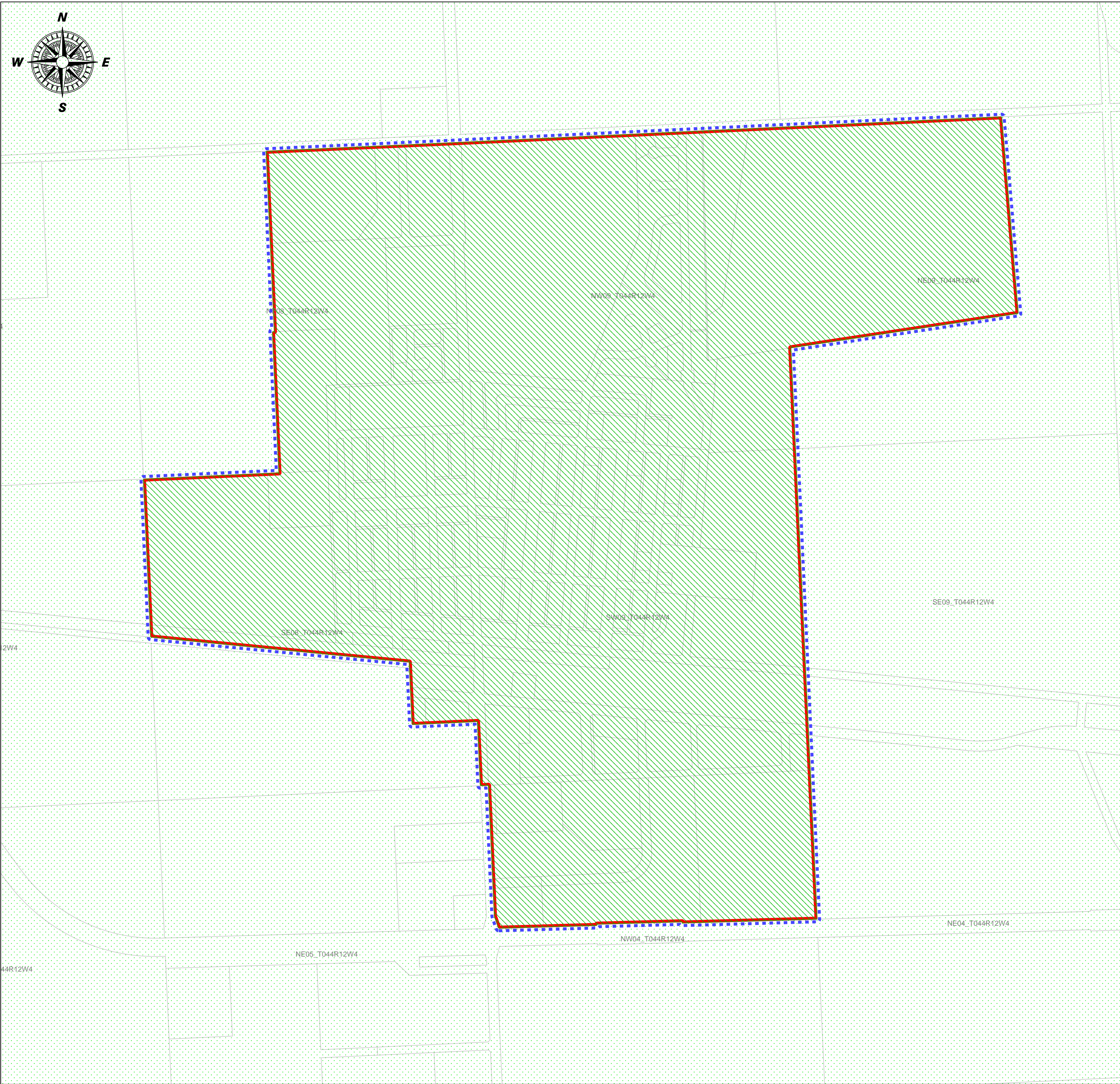
Sincerely,

A handwritten signature in black ink, appearing to be 'DS' followed by a stylized flourish.

Donavon Saltvold,  
Manager Customer and Government Relations  
Email: [donavon.saltvold@fortisalberta.com](mailto:donavon.saltvold@fortisalberta.com)  
Phone: 403-514-4857

*Attachment*


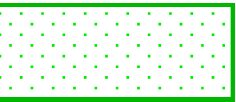
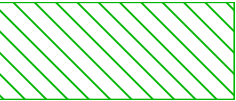





Application for Orders Confirming Boundaries of  
FortisAlberta Inc. Exclusive Municipal Franchise Areas

Appendix E-66  
Town of Sedgewick

Legend

-  Municipal Corporate Boundary
-  Existing REA Boundary and Service Area
-  Proposed Reduction of REA Service Area
-  Proposed REA Boundary



SERVICE AREA MAP SHOWING

TOWN OF SEDGEWICK MUNICIPAL CORPORATE BOUNDARY  
with BATTLE RIVER POWER COOP BOUNDARY





Rick Burden  
Stakeholder Relations Manager  
Customer Relations

**FortisAlberta Inc.**  
100 Chippewa Road  
Sherwood Park, Alberta  
780-464-8325 Direct Line  
780-668-6216 Cellular  
780-464-8398 Fax  
Rick.Burden@fortisalberta.com  
www.FortisAlberta.com

February 15, 2017

Town of Sedgewick  
Attention: Amanda Davis - Chief Administrative Officer  
PO Box 129  
Sedgewick AB  
T0B 4C0

**RE: LED STREETLIGHT CONVERSION PROGRAM UPDATE**

Dear Ms. Davis:

This letter is providing notice to you that FortisAlberta Inc. ("FortisAlberta") has filed its 2017 LED Lighting Conversion – Maintenance Multiplier Filing application with the Alberta Utilities Commission ("AUC") on February 7, 2017. This application is requesting approval to continue the use of the Maintenance Multiplier tariff mechanism for an additional 130 municipalities that have signed up for this LED streetlight conversion program. Of significance is the revised Maintenance Multiplier that is proposed to decrease from 1.10 to 1.09 pending approval from the AUC.

If approved, those communities who have had their HPS streetlights converted to LED in 2016 and are currently being billed the Maintenance Multiplier of 1.10, would see a reduction of the Maintenance Multiplier to 1.09 going forward from the date of the AUC approval. This would reduce the distribution charges by \$0.20/month /fixture.

For those municipalities that are interested in viewing FortisAlberta's application or in registering as an observer or participant in the AUC Proceeding #22381 have until February 21, 2017 to register with the AUC. More information about how to register with the AUC can be found here [http://www.auc.ab.ca/applications/filing-an-application/Documents/Quicktip2-Participate\\_in\\_a\\_proceeding.pdf](http://www.auc.ab.ca/applications/filing-an-application/Documents/Quicktip2-Participate_in_a_proceeding.pdf).

Please let me know if you have any further questions or concerns.

Sincerely,

Rick Burden  
Stakeholder Relations Manager  
Customer Relations

## CAO Town of Sedgewick

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**From:** Kim Borgel, CAO - Town of Killam <cao@town.killam.ab.ca>  
**Sent:** February-14-17 2:30 PM  
**To:** probinson@sedgewick.ca; bjames@town.killam.ab.ca; gkuefler@flagstaff.ab.ca  
**Cc:** Armstrong, Shelly; Amanda Davis  
**Subject:** Request for Proclamation

Good afternoon Mayor Robinson, Mayor James & Reeve Kuefler,

As you are both aware, the Battle River Knights Minor Hockey Association has been chosen to host the Atom Girls Provincial Championship Tournament March 17 – 19, 2017. We have also agreed to participate in the True Spirit of Hockey Day on March 17, 2017. Both of the Killam and Sedgewick schools will be attending our girls first game of the weekend at 9:15 a.m. on Friday March 17<sup>th</sup>. They will also be participating in a Teddy Bear Toss at the game and each school will have a “jersey day” dress code, among other hockey related activities.

We are hoping to get the communities involved as well. We ask that you and your councils consider proclaiming Friday, March 17, 2017 as the True Spirit of Hockey Day in Sedgewick, Killam and Flagstaff County. We will take care of getting the word out to the community members! We hope to have the businesses participate in the jersey day dress code, as well, we are hoping to find some volunteers to paint the windows of businesses to welcome the teams attending our event and wishing the girls well. I think these proclamations will help get the community behind the event.

Thank you in advance for considering this proclamation. I think this is going to be a great weekend and a great opportunity to showcase our communities and our region to hundreds of new faces!

Thanks again,  
Kim Borgel  
Provincial Committee Member

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2016.0.7998 / Virus Database: 4756/14035 - Release Date: 02/27/17



## **Minutes of the Sedgewick Public Library Board Meeting February 21<sup>st</sup> 2017**

Carol Williams called the meeting to order at 7:06pm, there were 6 members in attendance.

Approval of the Agenda – unanimous

Micaela McConnell read the minutes of the February 2<sup>nd</sup> board meeting. She then moved the minutes be adopted as read and approved by the board. Trish McGowan seconds, all in favor, carried.

### **Business Arising from the Minutes**

The Red Serge Ball was discussed. All letters have been mailed or dropped off at businesses. Two donations have been received so far. The board members discussed who would be available before the event to help with set up.

VOIP (Voice Over IP) was discussed after further investigation. After finding it would not be the more cost effective route and we would not be able to keep our current phone number the decision was made to continue with our current plan. Micaela McConnell will contact our phone provider to see if there are any other phone bundle options.

### **Treasurers' Report (attached)**

Trish McGowan read the treasurers' report on behalf of Lois Polege.

We currently have in our checking account \$11 665.95 and a pre-paid Visa card with a balance of \$500.00. Current total assets come to \$12 165.95.

Trish then moves the report be adopted as read, Marie Macleod seconds, all in favor, carried.

### **Librarians' Report**

Barb McConnell did not have a report to be discussed.

### **New Business**

The Public Library Survey & 2016 Annual report was discussed.

Micaela McConnell make a motion to approve the Public Library Survey & 2016 Annual Report. Marie Macleod seconds, all in favor, carried.

Next meeting to be called by the chair.

Meeting adjourned at 7:36pm

Submitted by Micaela McConnell

Sedgewick Public Library Board

Annual General Meeting

February 21<sup>st</sup> 2017

Called to order: 7:37pm

Attendance: 6

**Minutes:** Micaela McConnell read March 22<sup>nd</sup> 2016 AGM minutes requesting minutes be adopted as read.

2<sup>nd</sup>: Sherry Mayne                      In Favour: All                      Opposed: None                      Carried.

**Resignation of Officers**

Lois Polege resigns as Treasurer

**Election of Officers**

*Chair Person:* Carol Williams will continue her term of Chair Person

*Vice-Chairperson:* Lisa Collier will continue her term of Vice Chairperson

*Secretary:* Micaela McConnell will continue her term as Secretary

*Treasurer:* Trish McGowan accepted nomination by Marie Macleod.

2<sup>nd</sup>: Sherry Mayne                      In Favour: All                      Opposed: None                      Carried

**Signing Authorities Update**

Authorities to Remove:

Lois Polege

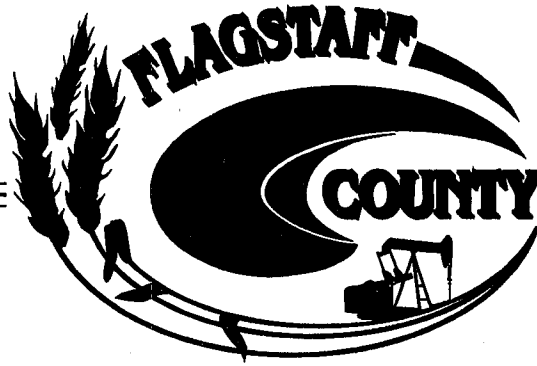
Authorities to Add:

Trish McGowan

**Any two of three signing authorities are allowed.**

**Adjourned at 7:52pm**

Submitted by Micaela McConnell



MAR 01 2017

February 13, 2017

Sedgewick & District Agricultural Society  
Box 8  
Sedgewick, AB T0B 4C0

Dear Calvin:

**Re: 2017 Recreation Funding Allocation**

Please find enclosed a cheque in the amount of \$127,026 for the purpose of recreation funding within the Flagstaff Region.

Each year a total of \$750,000 in recreation funding is provided to the ten (10) Agricultural Societies within Flagstaff County. The amount of funding provided to each society is based upon a formula of the percentage of the rural population applied to the total population of each community. The funds are distributed by the Agricultural Societies to organizations within the communities.

Flagstaff County would like to thank you for your continued efforts in distributing recreation funding, which creates an essential means for enhancing individual well-being, community vitality and economic sustainability within our region.

Municipal councils have a responsibility to ensure that public funds and public assets are managed responsibly. For Council to receive accurate and consistent information regarding the distribution of the recreation funds and to help Ag Societies meet reporting requirements, administration has developed a reporting process for grant recipients and the societies.

Once Agricultural Societies approve and distribute funding for the grant year, the grant recipient is then responsible to complete a Grant Recipient Reporting Form and return it to each of the Agricultural Societies of which they received funding from. This form outlines details regarding the project/program that the funding was used towards, as well as the financial information. This provides the Agricultural Society and Council with a consistent detailed description of how recreation funding benefits the communities in the region and an accurate accounting of the funds provided for the project/program.



The Agricultural Society will provide each grant recipient with the Guidelines and the Reporting Form which must be completed by the organization and returned to the Agricultural Society. It is the responsibility of each Agricultural Society to complete the Recreation Grant Allocation Summary form and submit to Flagstaff County, with copies of the Reporting Forms by September 30, 2017.

We have provided you a copy of the guidelines and reporting forms, these documents can also be found on our website to either download or fill out online.

If you have any questions, please contact the undersigned.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brent Hoyland', is written over the printed name.

Brent Hoyland,  
Assistant Chief Administrative Officer

Enclosures

/gb



# Flagstaff County Recreation Grant Guidelines

## Goal

Council's goal is to offer recreation funding as an essential means for enhancing individual well-being, community vitality and economic sustainability. At the beginning of each year, a total of \$750,000 in recreation funding is distributed to the ten Agricultural Societies within the region. It is the Agricultural Societies responsibility to distribute funding to organizations within the communities. The amount of funding provided to each society is based upon a formula of the percentage of the rural population applied to the total population of each community. It is Council's belief that with funding allocations in the hands of the community's Agricultural Society, the needs of the region will be best determined through the eye's of the citizens. To view previous year's funding allocations, please visit our website at [www.flagstaff.ab.ca](http://www.flagstaff.ab.ca).

## How to Apply

All applications must be submitted to the Agricultural Societies. Applicants may request funding from more than one society, organizations are not restricted to the local society. The Agricultural Society will either approve or reject any proposals presented to them. Funding will be distributed by the Agricultural Society, not Flagstaff County.

## Eligible Applicants

The recreation grant is a conditional grant, meaning Flagstaff County encourages the Agricultural Societies to refrain from distributing funding to organizations that are not considered "recreation". The following conditions have been applied to the grant:

- i. Funds are to be strictly allocated for recreational facilities or activities; and the areas that are not permitted are: cemeteries, churches, museums, or business associations.
- ii. A non-profit or society number must be provided on the grant recipient reporting form (please see below for more details).
- iii. GST is not an eligible expense.
- iv. Each Agricultural Society must provide a detailed description of the use of the allocated funds and how they are utilized for recreation purposes.
- v. Any unallocated funds from the current grant year are to be carried over into the following year, allowing the Agricultural Society to distribute the unallocated funds for one additional year.

## Grant Recipient Reporting Form

Municipal councils must ensure accountability of the use of public funds and ensure these funds are managed responsibly. In 2017, a reporting form was implemented to ensure Flagstaff County receives a consistent detailed description of how the grant funding is allocated each year. Grant recipients must provide financial reporting of these funds. Grant recipients are required to submit a detailed reporting form to the Agricultural Society of which they receive funding. If funding was received from more than one society, a form must be submitted to each society. Reporting forms are required to be submitted to the Agricultural Society once all funds are allocated, with a deadline of no later than September 1st. Grant recipient reporting forms are available online at [www.flagstaff.ab.ca](http://www.flagstaff.ab.ca). Forms can be submitted both online or printed directly from the Flagstaff County website.

## Agricultural Society Summary Form

Agricultural Societies are responsible for reporting how funds were allocated each grant year. The summary form is a spreadsheet that each society must complete outlining the organization, total funds that each organization requested, and what they were allocated. Attached to each individual Agricultural Societies summary will be the Grant Recipient Reporting Forms from each organization. The summary must be submitted to Flagstaff County by September 30th. Any unallocated funds from the current grant year are to be carried over into the following year and must be reported as allocated before the end of the carry-over year, allowing the Agricultural Society to distribute the unallocated funds for an additional funding year. Please disclose the carry-over amount on the summary form. A summary form can be found on the Flagstaff County website.

## Questions or Concerns?

If you require further assistance with the grant recipient reporting form or the summary form, please contact our office. If you are unsure if your organization qualifies for recreation funding, please contact your local Agricultural Society.



## Flagstaff County Recreation Grant Grant Recipient Reporting Form

Grant Year: \_\_\_\_\_

Agricultural Society: \_\_\_\_\_

### Grant Recipient Information

Name of Organization: \_\_\_\_\_

Organization Type (i.e., municipality, school, non-profit, etc.): \_\_\_\_\_

Non-Profit or Society Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town/Village: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Project/Program Information

Briefly describe the project/program for which you received recreation grant funding:

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Describe how the project/program supported Flagstaff County's goal with recreation grant funding:

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Describe how this grant has helped to enhance recreation opportunities and individual well-being in the community:

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## Financial Information

Revenue	Amount Received (\$)
Recreation Grant	\$

Expenses	Amount Expended (\$)	Capital or Operating
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Expenses	\$	

## Signature \_\_\_\_\_

By signing below the representatives of the organization thereby certify that the above information provided in this report is accurate and the granted funds were utilized as reported to the best of their knowledge.

\_\_\_\_\_  
Recipient Signature

\_\_\_\_\_

Date

**Please return the completed form to each Agricultural Society that you have received funding from.**

## 2017 Recreation Grant Allocation Summary

## Sedgewick Ag. Society

[illegible]

**Total Funding**