



AGENDA

Regular Council Meeting
Thursday, September 15th, 2016 – 6:00PM
Council Chambers of the Town Office, Sedgewick, AB

Call to Order:

Opening Values Ceremony:

Adoption of Agenda:

Delegation:

1. Garry Swainson, Royal Canadian Legion Representative – 6:45PM

Minutes:

1. Regular Meeting Minutes –August 18th, 2016
Matters Arising:
2. Special Meeting Minutes – September 7th, 2016

Financials:

1. Financial Statement – August 31st, 2016 - *ADDITION*
2. List of Accounts – August 31st, 2016

Reports for the period ending September 15th, 2016:

1. **Council Committee Reports**
 - *Matters Arising*
2. **Public Works Report**
 - *Matters Arising*
3. **CAO Report**
 - *Matters Arising*

BUSINESS– Old

1. **Strategic Plan** – Public Engagement **OB1**
2. **Public Engagement** – Seniors Complex Naming **OB2**
3. **Iron Creek Gas Co-op** - Expansion **OB3**
4. **Sedgewick Cemetery** – Memorial Plaque **OB4** *ADDITION*
5. **In-camera – Closed Session** – personnel **OB5**
- 6.

BUSINESS– New

1. **Strathcona County** – 9-1-1 Dispatch Services Contract Renewal **NB1**
2. **Council Meeting** – Rescheduling **NB2**

AGENDA

Correspondence:

- | | |
|---|-----------|
| 1. Town of Killam – Community Resource Officer | A1 |
| 2. FRSWMA – August 22 nd , 2016 Minutes | A2 |
| 3. AUMA Correspondence | A3 |
| 4. SKNGS – July 2016 Financials | A4 |
| 5. SKNGS – August 2016 Financials | A5 |

File of Correspondence – Attached

Round Table:

Adjournment:

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

Name of Delegation: Garry Swainson, Royal Canadian Legion Branch #55

Issue to be discussed: Legion property being used as access point for ATV and off highway vehicles.

Request of Council: That an alternative route be designated by the town for off highway vehicle usage.

Date of Council Meeting: September 15th, 2016

Delegation Time: 6:45 PM

Attachments:

1. Email correspondence from Debbie Swainson
2. Photos taken by Amanda Davis, CAO on September 10th, 2016

15-Sept-16
Mayor

15-Sept-16
CAO

From: [Debbie Swainson](#)
To: cao@sedgewick.ca
Subject: Sedgewick Legion used as access for off-road traffic
Date: September-09-16 11:01:37 AM

Amanda & Council: I was not able to take pictures for the presentation of our concerns of Legion property being used for access in & out of town for off-road traffic (quads, razers, dirt bikes & snowmobiles). Pictures would not do justice to the damage caused by this traffic. Instead the Legion suggests that one or two or more councillors have a first hand look at the property along the CPR tracks where the ruts & damage to the grass are evident. Thank you, Debbie Swainson

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2016.0.7752 / Virus Database: 4649/12976 - Release Date: 09/09/16

Photos taken by Amanda Davis, CAO on September 10th, 2016
4702 – 48th Avenue, Sedgewick



Photos taken by Amanda Davis, CAO on September 10th, 2016
4702 – 48th Avenue, Sedgewick



The regular meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday August 18th, 2016 at 5:00 pm.

Present	Perry Robinson Greg Sparrow Grant Imlah Stephen Levy Tim Schmutz	Mayor Councillor Councillor Councillor Councillor
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Absent	Shawn Higginson	Councillor
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Present	Amanda Davis	Chief Administrative Officer
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Call to Order Mayor Robinson called the meeting to order at 5:00 pm.

Opening Council conducted an opening values ceremony.

Agenda

2016.08.168

MOTION by Clr. S. Levy that the agenda be approved with the following additions:

Old Business:

1. Entrance Upgrades – Capital Budget

New Business:

2. In-Camera – Closed Session – Personnel

Correspondence:

7. Flagstaff Intermunicipal Partnership – Regional Meeting CARRIED.

Delegations:

Wes Taylor

Wes Taylor, MLA and Lee Cooper, Constituency Assistant entered the meeting at 5:02 PM.

An open discussion regarding local and provincial politics was had.

Departure Taylor and Cooper departed the meeting at 5:50PM.

Recess

2016.08.169

MOTION by Mayor P. Robinson to recess the meeting at 5:50PM. CARRIED.

Reconvene

2016.08.170

MOTION by Mayor P. Robinson to reconvene the meeting at 6:27PM. CARRIED.

Coutts and Griffiths

Bob Coutts, Flagstaff Intermunicipal Partnership (FIP) Chair and Doug Griffiths, Regional Governance Consultant entered the meeting at 6:27 PM.

An open discussion was held in regards to the regional governance project.

Departure Coutts and Griffiths departed the meeting at 7:32 PM.

Recess

2016.08.171

MOTION by Mayor P. Robinson to recess the meeting at 7:33 PM. CARRIED.

Reconvene

2016.08.172

MOTION by Mayor P. Robinson to reconvene the meeting at 7:37PM. CARRIED.

Minutes	Council reviewed the minutes of the August 18 th , 2016 regular meeting.	
2016.08.173	MOTION by Clr. G. Sparrow that the August 18 th , 2016 regular meeting minutes be approved as presented.	<u>CARRIED.</u>
<u>Financials:</u>		
Financial Statement	Council reviewed the Financial Statement for the month ending July 31 st , 2016 as attached to and forming part of these minutes.	
2016.08.174	MOTION by Clr. G. Imlah that the Financial Statement ending July 31 st , 2016 be approved as presented.	<u>CARRIED.</u>
List of Accounts	Council reviewed the issuance of General Cheques and Payroll Cheques for the month ending July 31 st , 2016.	
2016.08.175	MOTION by Clr. S. Levy to approve the issuance of General Cheques #4765-4814 totalling \$262,320.23 and Payroll Cheques 0716-0742 totalling \$38,019.01.	<u>CARRIED.</u>
<u>Reports:</u>		
Committee Reports	Council provided written Committee Reports to August 18 th , 2016 as attached to and forming part of these minutes.	
Fire Dept.	Clr. G. Imlah provided a verbal report from the August 4 th , 2016 Sedgewick Fire Department meeting.	
Sedgewick Lake	Clr. T. Schmutz provided a verbal report from the August 17 th , 2016 Sedgewick Lake Park meeting.	
2016.08.176	MOTION by Clr. T. Schmutz to accept the committee reports as presented.	<u>CARRIED.</u>
Public Works	A written Public Works Report was provided to August 18 th , 2016 as attached to and forming part of these minutes.	
2016.08.177	MOTION by Clr. T. Schmutz that the Public Works Report be approved as presented.	<u>CARRIED.</u>
CAO Report	CAO Davis provided a written Administrative Report to August 18 th , 2016 as attached to and forming part of these minutes.	
Resignation	Cindy Rose's resignation from council was discussed.	
2016.08.178	MOTION by Clr. S. Levy that in accordance with Section 162 of the Municipal Government Act the Town not hold a by-election to fill the vacancy.	<u>CARRIED.</u>
Medical Clinic	CAO Davis advised that a new medical clinic would be located in Sedgewick effective September 6 th , 2016.	
Development Agreements	Two development agreements were presented in accordance with Development Permit 2015-18.	
2016.08.179	MOTION by Mayor P. Robinson that the development agreements be approved as presented in accordance with Development Permit 2015-18.	<u>CARRIED.</u>
Seniors Accommodations	An opportunity was presented to name the new ten unit seniors complex.	
2016.08.180	MOTION by Clr. G. Imlah directing administration to engage the community to name the new ten unit seniors complex by way of social media poll and publication.	<u>CARRIED.</u>

2016.08.181 MOTION by Clr. G. Sparrow that the CAO Report be approved as presented. CARRIED.

Agenda Reorganization Mayor P. Robinson reorganized the agenda to accommodate the third delegation.

New Business:

Signing Authority As a result of councillor and administrative personnel resignation signing authorities required an update.

2016.08.182 MOTION by Clr. G. Sparrow that:

1. Effective immediately Cindy Rose and Lorna Polege be removed as signatory personnel on all municipal accounts;
2. That the signing authorities be either Clr. G. Imlah or Clr. S. Levy and CAO Davis on all municipal accounts:

Vision Credit Union:

- 53201 9629338
- 53507 9629338
- 53606 9629338
- 53611 9629338
- 53705 9629338
- 53710 9629338
- 53809 9629338
- 72000 0303555
- 72254 0196085

Alberta Treasury Branch

- 29513975900
- 836-00101677624

CARRIED.

Correspondence:

Hardisty – CRO A letter of correspondence was received from the Town of Hardisty regarding Flagstaff County's Community Resource Officer (CRO) proposal.

SKNGS Financials The Sedgewick Killam Natural Gas System (SKNGS) financials for the month ending June 30th, 2016 were reviewed.

Sedgewick Public Library The Sedgewick Public Library minutes of June 23rd, 2016 were reviewed.

Livingston Complaint A complaint was received from F. Livingston regarding matters at Sedgewick Lake Park.

Bill 21 Modernization A request for information regarding Bill 21 Modernization was received from the Wild Rose Party.

FIP – Regional Meeting An invitation was received from FIP requesting the elected body and CAO of each community attend a Regional Governance meeting on September 29th, 2016. Mayor P. Robinson and Clr's T. Schmutz, S. Levy and G. Imlah will be in attendance.

LOC A List of Correspondence (LOC) items were reviewed by Council, as per the list attached to and forming part of these minutes.

2016.08.183 MOTION by Clr. G. Imlah that all correspondence be accepted and filed as information. CARRIED.

Delegation:

Verna Steil Verna Steil entered the meeting at 7:57 PM.

Steil addressed council requesting the removal of the Chief Administration Officer of the Town of Sedgewick.

Departure

Steil departed the meeting at 8:11 PM.

Correspondence:

ICGC – Expansion

A letter was received from the Iron Creek Gas Go-op (ICGC) regarding future expansion north of Sedgewick. The proposed expansion directly impacts zoning within the Intermunicipal Development Plan (IDP).

Discussion held regarding future development of Sedgewick. A more thorough review of the letter will be addressed by the Land Committee on September 8th, 2016.

2016.08.184

MOTION by Clr. T. Schmutz that the ICGC correspondence be accepted as information until further review is had by the Land Committee.

CARRIED.

Old Business:

Entrance Upgrades

In accordance with short term priority II and approval of a development permit from Alberta Transportation a budget was presented for the construction of north and south entrance features.

2016.08.185

MOTION by Clr. G. Imlah to accept both entrance feature budgets as presented:

- South Entrance: \$107,000 funded by infrastructure reserves
- North Entrance: \$32,000 funded by infrastructure reserves and final location to be determined following discussion with the Sedgewick Golf Club.

CARRIED.

New Business:

In-Camera

2016.08.186

MOTION by Mayor P. Robinson to go in-camera at 9:03PM with all persons excluded except Town Council.

CARRIED.

2016.08.187

MOTION by Mayor P. Robinson to recess the in-camera session at 9:57PM.

CARRIED.

2016.08.188

MOTION by Mayor P. Robinson that the in-camera session reconvene with the inclusion of CAO Davis at 10:00PM.

CARRIED.

2016.08.189

MOTION by Mayor P. Robinson to revert to a regular meeting at 10:42 PM.

CARRIED.

2016.08.190

MOTION by Clr. T. Schmutz directing administration to proceed with the hiring of an Assistant CAO and Finance Contractor as well as investigate contract by-law enforcement services.

CARRIED.

2016.08.191

MOTION by Clr. S. Levy directing Mayor P. Robinson to prepare a community engagement piece for the September 2016 newsletter.

CARRIED.

2016.08.192

MOTION by Mayor P. Robinson to dispense the round table session.

CARRIED.

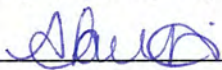
Adjournment

2016.08.193

MOTION by Mayor P. Robinson for adjournment at 10:45 PM.

CARRIED.

Perry Robinson, Mayor



Amanda Davis, CAO

The special meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Wednesday, September 7th, 2016 at 5:00 pm.

Present	Perry Robinson	Mayor
	Greg Sparrow	Councillor
	Grant Imlah	Councillor
	Stephen Levy	Councillor
	Tim Schmutz	Councillor

Absent	Shawn Higginson	Councillor
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Present	Amanda Davis	Chief Administrative Officer
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Call to Order Mayor Robinson called the meeting to order at 5:07 pm.

Agenda

2016.09.194	MOTION by Mayor P. Robinson that the agenda be approved as presented.	<u>CARRIED.</u>
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In-camera

2016.09.195	MOTION by Mayor P. Robinson to go in-camera at 5:10PM with all persons excluded except Town Council and CAO Davis to discuss personnel issues.	<u>CARRIED.</u>
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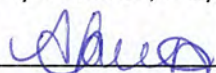
Revert

2016.09.196	MOTION by Mayor P. Robinson to revert to the special meeting at 6:33PM.	<u>CARRIED.</u>
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2016.09.197	MOTION by Clr. T. Schmutz that the in-camera discussion be accepted as information.	<u>CARRIED.</u>
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2016.09.198	MOTION by Mayor P. Robinson for adjournment at 6:40PM.	<u>CARRIED.</u>
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Perry Robinson, Mayor


Amanda Davis, CAO

Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: AP - VCU				
Computer Cheques:				
4815	8/11/16	Air Liquide Canada Inc.	Shop-Cylinder Rental	18.15
4816	8/11/16	Amanda Davis	Aug. 2016 Travel/Office Exp.	187.54
4817	8/11/16	Arnett & Burgess Oilfield	Lift Station Basket	291.48
4818	8/11/16	Associated Engineering Alberta	PedestrianTrail Eng. Fees	20,087.18
4819	8/11/16	Automated Aquatic Canada Ltd.	A/R - Lake	75.31
4820	8/11/16	Battle River Power Coop	July 2016 charges	58.26
4821	8/11/16	BeDevil Oilfield	Swamp mats - walking trail	420.00
4822	8/11/16	Bonness Oilfield Supply Ltd.	A/R - Lake	27.97
4823	8/11/16	CCI Wireless	Office - Aug. 2016 Statement	78.74
4824	8/11/16	Cleartech Industries Inc	A/R Lake	749.53
4825	8/11/16	Arnett & Burgess Pipeliners Lt	Fuel Statement - July 2016	1,017.50
4826	8/11/16	CUETS Financial Mastercard	AUMA Convention/Training	2,937.90
4827	8/11/16	DGE 3DMM Inc.	ARC GIS Annual Subscription	3,168.38
4828	8/11/16	Duckering's Transport Ltd.	Freight - Cleartech	192.22
4829	8/11/16	Flagstaff Regional Solid Wast	Patch work disposal	1,732.19
4830	8/11/16	Jubilee Insurance Agencies Ltd	Apr-Nov16 Adjustment	105.06
4831	8/11/16	Kathleen Steadman	Aug. H&W/Consulting	5,200.00
4832	8/11/16	Killam Home Hardware Ltd.	A/R - Lake	23.09
4833	8/11/16	Loomis Express	Freight - Cleartech	52.87
4834	8/11/16	Petty Cash Fund	Replenish Petty Cash	126.00
4835	8/11/16	Watkins Holdings Ltd.	July 2016 Statement	183.99
4836	8/11/16	Sedgewick Lake Park Assoc.	Spark Park Donation	85.00
4837	8/11/16	Telus	July 2016 Statement	836.82
4838	8/11/16	Credit error		0.00
4839	8/11/16	Wainwright Assessment	Aug. 2016 Contract	1,100.40
4840	8/11/16	White Sands	Office - window coverings	546.00
4841	8/11/16	Voided by the print process		0.00
4842	8/11/16	Voided by the print process		0.00
4843	8/11/16	Wild Rose Co-operative Ltd.	Jul. 2016 Statement	943.52
4844	8/11/16	Xerox Canada Ltd	photocopier maintenance	442.81
4845	8/18/16	Automated Aquatic Canada Ltd.	A/R - Lake	532.33
4846	8/18/16	Arnett & Burgess Pipeliners Lt	PW- Fuel	239.53
4847	8/18/16	Duckering's Transport Ltd.	A/R - Lake	41.01
4848	8/18/16	Kinsella Transit Mix	PW - Gravel	538.65
4849	8/18/16	Local Authorities Pension Plan	August 2016 Remittance	4,741.19
4850	8/18/16	Parkland Geo	Walking Trail Geo Tech	6,507.38
4851	8/18/16	Brent Polege	Weekend Burial Fee	50.00
4852	8/18/16	Receiver General	Aug. 2016 Remittance	8,847.49
4853	8/18/16	Russell & Russell Design	Entrance Upgrade Final Design	5,282.55
4854	8/18/16	SKNGS - Sedgewick Killam	July 2016 Charges	4,001.09
4855	8/18/16	TNT Instrumentation Inc.	A/R - Lake	347.73
4856	8/18/16	Town Of Sedgewick	July 2016 UT and Taxes	7,786.14
4857	8/18/16	Void during printing		0.00
4858	8/18/16	Void during printing		0.00
4859	8/18/16	AMSC Insurance Services Ltd.	Sept. 2016 Remittance	1,665.22
4860	8/18/16	AMSC	July 2016 Charges	7,015.34
4861	8/18/16	Mizanes Steak & Pizza	Aug. 18 Council Meal	142.38
Total for AP:				88,425.94

Accounts payable cheques for the month ending August 31, 2016

August 31st, 2016 Payroll

0745-0750	08/15/2016	Mid-Month Payroll	8,261.67
0751-0756	08/31/2016	Month End Payroll	<u>13,555.36</u>
Total for Payroll:			\$21,817.03

15-Sept-16
Mayor

15-Sept-16
CAO

Town of Sedgewick - Council Committee Reports to September 15th, 2016

Mayor Robinson and Clr.'s Levy – nothing to report.

Clr.'s Higginson, Schmutz, Sparrow and Imlah – no report submitted.

Town of Sedgewick Public Works Report – Period Ending September 15th, 2016

An update on public works activities up to September 15th, 2016.

- General maintenance.
- Completed the installation of a fence along the perimeter of the walking trail.
- Three rolls of belts have been donated by ATCO Power, Forestburg that will be used by the Ag Society to cross the walking trail during annual events.
- Began the installation of mature spruce trees along the new walking trail. Thirty trees have been ordered.
- All cat tails were removed from the lagoons by Lambourne Environmental as well as sludge pumped out of the four cells.
- A&B built a new basket for the lift station which was installed early last week.

Attachments: n/a

15-Sept-16
Mayor

15-Sept-16
CAO

Town of Sedgewick - CAO Report – Period Ending September 15th, 2016

I attended the following meetings since the August 18th, 2016 regular council meeting:

August 21st – Entrance Construction Meeting

- I met with Woodpecker Timber Framing to finalize all contract details for the entrance project upgrades in accordance with budgetary approval (August 18th, 2016 council meeting).

September 6th – Entrance Construction Meeting

- A&B will be the prime contractor for the entrance upgrade project. A preliminary meeting was held with G. Ehnes, L. Schmutz, T. Feasterstone and I.

September 8th – Land Committee Meeting

- The land committee met to conduct a phase II review of the Municipal Development Plan (Clr.'s Imlah, Schmutz and Levy. Mayor P. Robinson was also in attendance)
- The committee reviewed the existing MDP to confirm its validity and accuracy. The committee concluded the importance of the plan and identified areas regarding zoning and policy that require further consideration. An additional meeting will take place on September 22nd.

September 9th – Regional Governance Infrastructure Assessment Meeting

- Urban Systems was awarded the Infrastructure Assessment contract for the regional governance meeting.
- Data gathering took place to aid in Sedgewick portion of the project.
- Public Works Foreman Johnson was also in attendance.

Updates

Strategic Goals:

1. Walking trail expansion project and environment revitalization (ST priority III)

- Awaiting finalization of an Encroachment Agreement from Flagstaff County.
- A \$1,500 donation received from ATB that is intended to offset the cost of trees along the walking trail.
- Thirty mature spruce trees are being installed along the trail.
- Security fencing is completed.
- Bollards will be replaced by Border Paving as the base is oversized and there isn't clearance for the mowers.

2. Replace entrance attraction at the intersection of Highway 13 and Secondary Highway 869 (ST priority I)

- Woodpecker Timber Framing was hired to construct the new entrance features following the August 21st meeting; Woodpecker withdrew from the project.
- A&B has been engaged as the prime and is in the process of obtaining final pricing for the timber since the loss of Woodpecker.

3. Address the Recreation Gap (ST priority II)

- Ongoing policy development.
- Weekly strategy planning session with Consultant.

4. Website Redevelopment (ST priority I)

- No further action taken since the May 26th, 2016 council meeting.

Operational Goals:

1. Thorough review of the Municipal Development Plan (MDP) – this plan must be updated prior to reviewing and making revisions to the Intermunicipal Development Plan

- Meeting took place as addressed above.

2. Update the Intermunicipal Development Plan (IDP) in collaboration with Flagstaff County

- Planning meeting scheduled for October 14th, 2016.

3. Recreation Centre Roof and Heating System Upgrades

- Project kick-off is expected for September 19th, 2016.

4. Installation of a back-up generator at the Water Treatment Plant (WTP) with possible building addition

- Received a quote from Associated Engineering to complete the generator and fire pump upgrade design that was partially developed by Stantec; I accepted the proposal on September 10th, 2016.

5. Lagoon Dredging and Manhole Replacement

- Lagoon dredging and cleaning was completed the last week of August. Lambourne Environmental subcontracted Nu Edge to complete the manhole and gate replacement component of the project. Nu Edge's component was valued at \$10,000. After awarding the project and three site visits Nu Edge caused grievances and advised they did not quote accordingly for the project and would require a budget of \$300,000 to complete the project.

Andrew Robertshaw, Associated Engineering and I have since rejected Nu Edge revised proposal and will re-tender the manhole and gate replacement for installation in the Spring of 2017. Although the gates are worn they still fulfill their job; temporary plugs can be installed if required in the meantime however the manholes and gates are unlikely to cause an issue.

6. GIS Mapping System

- Public Works completed quality controls on the GIS program inputting all property line infrastructure details.

Both Strategic and Operational:

1. Regional Governance Study, Phase II and III which consists of a Regional Economic Development Plan, Communications Strategy, Infrastructure Assessment and Business Case

- Regional FIP meeting scheduled for September 29th, 2016.

Town of Sedgewick - CAO Report – Period Ending September 15th, 2016

Other:

1. Installation of the Sedgewick Community Spray Park Project

- A second round of applications is being accepted through the Celebrate Canada 150 program. Administration submitted an application for \$200,000 for the spray park project.

General daily function updates:

(12) Administration

- Policy development in support of ST priority II.
- I have conducted interviews for an Assistant CAO and Finance Contractor; both positions should be filled by the end of September.
- The town is now the owner of Plan 3825P; Block 8; Lot 6 through the tax recovery process as the property did not sell at the public auction. Council may proceed with either of the following:
 1. Place the property for sale at in a second public auction, OR
 2. Proceed with demolition and cleanup of the property and placing the land for sale following the cleanup.

Attachments:

1. Action Items – no action required
2. Petition to Council – Declaration to Council

15-Sept-16
Mayor

15-Sept-16
CAO

Council Action Items

26-May-16

	For	Item	Action Taken	Completed
3	Amanda	Develop Education Policy for EO.	In progress.	

Council Action Items

18-Aug-16

	For	Item	Action Taken	Completed
1	Amanda	Forward finalized Development Agreements to appropriate parties.	Emailed accordingly.	18-Aug-16
2	Amanda	Prepare a poll process for naming the new seniors complex.	In UT bills and on FB.	6-Sep-16
3	Amanda	Notify TBG that Sedgewick accepts their offer to name the new seniors complex.	Request more details on the naming project.	31-Aug-16
4	Amanda	Update signing authorities at all banks.		
5	Amanda	Register councillors for the Regional FIP Meeting on Sept. 29.	Completed. Emailed to D. Moffat and cc'd to Council.	31-Aug-16
6	Amanda	Review petition to council for validity.	Disucssed with MA, not considered valid as it is not an original.	30-Aug-16
7	Amanda	Contact R. Hoyland re update of ICGC proposal.	Contacted R. Hoyland via phone re: update on MDP planning meeting.	31-Aug-16
8	Amanda	Contact ICGC re: planning meetings.	Spoke with ICGC on Sept. 7 re MDP mtg.	7-Sep-16
9	Amanda	Proceed with construcion of entrance features.	Under negotiations with contractors.	
10	Amanda	Prepare a letter to SGC re: north entrance proposal upon electrical confiramation.		
11	Amanda	Proceed with the hiring of Assistant CAO and Finance Contractor.	In progress.	
12	Amanda	Investigate bylaw enforcement officer options.		
13	Amanda	Include cemetery repairs on the next agenda.	Included.	10-Sep-16
14	Perry	Develop community engagement item for Sept. newsletter.	completed and issued.	2-Sep-16



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



September 10th, 2016

Attention: Mayor Robinson and Council;

On August 12th, 2016 a Petition to Sedgewick Council was received by the Chief Administrative Officer of the Town of Sedgewick.

Pursuant to Section 222-226 of the Municipal Government Act (M.G.A) R.S.A 200 I hereby declare that the petition is not valid for the following reasons:

1. The petition not an original.
2. There are non-electorate signatures on the petition.

As a result of the aforementioned the Petition to Council is not valid.

Sincerely,

Amanda Davis,
Chief Administrative Officer
Town of Sedgewick

Request for Decision (RFD)

Topic: Strategic Plan – Public Engagement
Initiated by: Council M#2016.08.191
Prepared by: Amanda Davis
Attachments: 1. Council Response to Steil Delegation
2. Sept. 2016 Newsletter
3. Citizen Comment – Bergum
4. Citizen Comment – Whitten
5. Strategic Plan 2016-2021

Recommendations:

1. That council proceeds with the implementation of the Town strategic plan as intended.

OR

2. That council rescinds the implementation of the Town's strategic plan.
-

Background:

At the August 18th, 2016 Council meeting V. Steil presented community complaints. As a result of this delegation Council advised they would be present a copy of the Strategic Plan to the community for comment prior to any further considerations.

2016.08.191 – MOTION by Clr. S. Levy directing Mayor P. Robinson to prepare a community engagement piece for the September 2016 newsletter.

Current:

Two comments have been received from members in the community in regards to council public engagement initiative.

August 18th, 2016 Council Meeting

We, as Council, have a vision for our Town that we have developed and is contained within our Strategic Plan and which is a living and growing plan for the future of our community, which we see as threatened in an ever increasingly urban and global environment, with constant attrition whittling away at us from all sides...from population and birthrate decline, to failing infrastructure and services and increasing competition for available Government grant funding, as well as Provincial downloading of responsibilities.

Our CAO figures prominently in that plan and we need her to carry it out for us, administratively. We are not in the position, by law, to be micro-managing the municipality. Nor can we, as Council, by law, discuss personnel in any manner other than in camera, and indeed, there are a number of facts and considerations which have not been made available to the public as a result.

Accordingly, we are having an in camera session at the end of this council meeting regarding your petition. Our role is to set policy; the CAO's to enact it. Of course, if the citizenry doesn't share our vision, or wishes to maintain the same old process and let our community eventually dwindle in its solvency to the last few survivors, and then be swallowed up by other jurisdictions then perhaps none of us are the persons for the job.

It's a simple question.

Please let us present our formal Strategic Plan to the Community between now and our next Council Meeting and, if support for it is indeed not there, then let us, as Council, evaluate not only whether the CAO is the person for the job, but whether any of us are.

Honestly, if the electorate is not behind the elected, then we should simply have that frank discussion and go on our respective ways. With that, we very much support your suggestion that we involve Municipal Affairs and have a formal Inquiry done as to the conduct of the CAO, Mayor and council as a whole.

Indeed, it would be most welcome as we feel it would reveal much that we are unable to, by law, and that our telling of it would be pointless, as it does appear to us that we would not be believed in any case. However, we are under a legal obligation under the MGA Sec.226 to ensure that the petition is an

August 18th, 2016 Council Meeting

accurate one before we act on it. We have 30 days in which to do that. The Minister will not entertain it otherwise.

As to you initiating a formal Inquiry as your suggested alternative to perceived inaction on our part...we would certainly welcome that as well. We are so sure that we are discharging our duties with integrity under the law, with success as well and support from others in the community, that we would support that outside evaluation from higher authority as it seems that you won't believe it from us anyway.

The difference between statesmen and politicians is that the statesman does what he thinks is right for those he represents and the politician simply does whatever it takes to get re-elected. You may not like or accept this, but you have elected statesmen, not politicians. We are committed to our plan for this community.

Our success will be revealed by the representation which you will get to run in the next election and how the electorate will vote accordingly.

Meantime, we feel we have a community to build. Thank you.

Respectfully,

Sedgewick Town Council

- THE SCOOP -

SEPTEMBER 2016 MONTHLY ACTIVITIES

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Fire Meeting 7PM SC— Swan Riv- er Rummy 6:30PM 	2 N/A Hollywood Game Night 7PM SC—Coffee & Chat 9-11AM SC—Bridge 1PM	3 N/A Pop Floats 7PM SC—Coffee & Chat 9-11AM
4	5 SC—Coffee & Chat 9-11AM	6 N/A Make Amish Bread SC—Drop in curling 1:30PM	7 N/A Yoga SC—Coffee & Chat 9-11AM SC—Birthday Potluck 12 Noon 	8 SC— Swan Riv- er Rummy 6:30PM 	9 N/A Reflexology SC—Coffee & Chat 9-11AM SC—Bridge 1PM	10 N/A Fort building comp. 7PM SC—Coffee & Chat 9-11AM
11	12 FIP Meeting 7PM SC—Coffee & Chat 9-11AM	13 N/A Home Hardware Pal- let Crafts 5PM SC—Drop in curling 1:30PM	14 FFCS Meeting 7PM N/A Brownies & Ice Cream SC—Coffee & Chat 9-11AM	15  Council Meet- ing 6PM Rec Grant Deadline SC— Swan Riv- er Rummy 6:30PM	16 N/A Team Game Café 7PM SC—Coffee & Chat 9-11AM SC—Bridge 1PM	17 N/A Hackey Sack SC—Coffee & Chat 9-11AM
18	19 SC—Coffee & Chat 9-11AM	20 N/A Grilled Cheese 5PM SC—Drop in curling 1:30PM	21 N/A Milkshake Mania SC—Coffee & Chat 9-11AM 	22 SC— Swan Riv- er Rummy 6:30PM 	23 N/A Identity Theft 7PM SC—Coffee & Chat 9-11AM SC—Bridge 1PM	24 N/A Game Night SC—Coffee & Chat 9-11AM
25	26 SC—Coffee & Chat 9-11AM	27 N/A Card Night SC—Drop in curling 1:30PM	28 N/A Balloon Volleyball SC—Coffee & Chat 9-11AM	29 Regional FIP Meeting SC— Swan Riv- er Rummy 6:30PM 	30 N/A Cartoon/PJ Night SC—Coffee & Chat 9-11AM SC—Bridge 1PM	

N/A = Nights Alive, Teen Club Ages 14– 17, 4809—49 Avenue, Killam, AB 780-385-4147

FFCS = Flagstaff Family and Community Services

FIP = Flagstaff Intermunicipal Partnership

SC = Sedgewick Seniors Centre, 4822—47 Street, Sedgewick Everyone Welcome

If you have events for the Town Calendar provide them to the town office in writing prior to the 22 of each month in person or via email.

September 2016

TOWN OF SEDGEWICK



“We are an engaging, dynamic community welcoming families and business...it has to be experienced!”

A message from the Mayor and Council of Sedgewick

Dear Citizens of Sedgewick,

We, the Council of the Town of Sedgewick, have developed a Strategic Plan for our Community as we move forward into the future. You will find it included in this newsletter.

As a Council, in consultation with our Administration, we have felt that we need that plan moving forward as it is clear that all too much has been done thus far on a reactionary level rather than a proactive one. As we have found ourselves in the position of having to deal with significant issues which took many years to occur before our tenure, we have decided to look forward and attempt to establish a proactive course ahead rather than having to react to one emergency after the other in an ever-changing world.

Like it or not, the world is changing rapidly.... no, it has already changed. Especially in a municipal context. The downloading of responsibilities and costs from the Province, while new requirements are imposed almost daily and with very significant new ones coming in January with the "Carbon Tax Levy" has left us having to "take our heads out of the sand" and look forward with a plan to try to help maintain, and BUILD, our community as we face an uncertain future of constant change in an ever-increasing urban and global dynamic. We cannot simply remain as a bucolic little rural community, hoping to attract people based on that alone. Gee, wouldn't it be nice....

We are looking ahead. We see the challenges. We need a strong team to put this together. We are working regionally to put options together regarding shared services and governance itself. BEFORE the government imposes its own 'solutions' on us. In fact, the eyes of the municipalities of the entire Province, as well as the Province itself are upon us. We have to make this work and we feel we have the team to accomplish that within our region. We, as a community, are strong leaders toward that end and are recognized as such.

Of course, you elected us. If you don't share that vision with us, we need to know. If we, the elected, do not have the support of the electorate, then we have no hope of making headway as per our plan and in fact would be wasting our time, and yours.

We need your support. We, as a community, need to face the future with a proactive plan, which we, as a council, have in fact developed. Please provide feedback through letters, or electronic means...even a simple Yes! or No! We need to know. That way, we can establish whether, or not, we are the team that you need right now. With that we can move through this crossroads that we have found ourselves in as a community.

Thank you so very much, in advance, for giving this vital matter your sincere concern and attention.

With most respectful best regards,

Sedgewick Town Council

TOWN OF SEDGEWICK—STRATEGIC PLAN 2016—2021 OVERVIEW

A full version can be viewed on the website or picked up at the town office.

Our Vision - “We are an engaging, dynamic community welcoming families and businesses...it has to be experienced!”

Our Mission—”Provide active leadership to promote an engaged forward thinking community in an ever changing world.”

Our Values—”To listen with an open mind...decisions made with integrity and respect.”

SHORT TERM GOALS (we strive to achieve success of short term goals within 1-2 years of their initiation):

Priority #1—Municipal Rebranding

Rationale: The intent of the rebranding campaign is to move forward in changing times. To become more economically viable, attract new residents and businesses as well as reflect upon our past, present and future while creating new opportunities.

Priority #2— Address the Recreation Gap

Rationale: Council believes there is a gap within the recreation department and would like to find a solution that will provide a foundation to live by, increase usage, promote the community’s assets within the community and through administrative supports.

Priority #3— Walking Trail Expansion Project

Rationale: The expansion of the walking trail system is intended to support opportunities for the health and wellness of our citizens and visitors through the use of barrier free outdoor endeavours.

Priority #4— Purchase SW 9-44-12 W4M

Rationale: The purchase of the land is intended to meet compliance obligations as set by Alberta Environment and Parks in an effort to secure and protect the integrity of the Town’s water wells and water source.

LONG TERM GOALS (we strive to achieve success of long term goals within 5-10 years of their initiation):

Priority #1—Remaining Infrastructure Replacement and Main Street Revitalization Project

Rationale: Complete the final phase of infrastructure replacement whereby supporting long-term viability of Sedgewick.

Revitalize main street to support business growth and development.

Priority #2—Residential Lot Development (5-10 lots)

Rationale: Provide opportunities for residential development supporting growth and long-term viability of Sedgewick.

Our Strategic Plan is a living, breathing document. Identifiable steps and actions may change throughout implementation as information changes. Therefore it is not rigid; it is plan and vision for the future of our community. We as council believe in this plan and look forward to transforming our community for the betterment of our citizens.

OFFICE HOURS

Monday—Friday 8:30 AM—4:30 PM

(closed to the public on Thursdays and Fridays and closed for lunch between 12:00 Noon and 1:00 PM daily)

4818 47 Street, P.O. Box 129

Sedgewick, AB T0B 4C0

Phone: 780 384 3504

Fax: 780 384 3545 Email: officemain@sedgewick.ca

Website: www.sedgewick.ca

A few highlighted successes since the 2013 Municipal Election

- ◆ Public engagement and rebranding campaign. Successfully rebranded Sedgewick “GROW WITH US”.
- ◆ Received \$46,000 from the Enabling Accessibility Fund (competitive federal grant) for the walking trail project.
- ◆ Installation of directional signage throughout Town
- ◆ Implementation of a Recreation Funding Committee, resulting in collaborative efforts of arts and culture, recreation users the Ag Society and town council for effective distribution of recreation dollars from Flagstaff County.
- ◆ Provided administrative support for the Community Spray Park Project, applied for and received \$70,000 in grant funding to date.
- ◆ Worked through the development of a residential subdivision. Although the project was not cost effective council is looking at alternate development options to ensure there are growth opportunities.
- ◆ Received \$350,000 from the province through a competitive grant process to conduct a regional infrastructure audit. This audit will assist with the identification of capital replacement costs of municipal infrastructure.
- ◆ Approved purchase and installation of a new heating/cooling unit for the bowling alley (expected installation September 2016).
- ◆ Approved purchase and installation of a heating/cooling unit for the library (expected installation September 2016).
- ◆ In the process of installing a back-up generator at the water treatment plant to ensure uninterrupted distribution of potable water to residents in the case of an emergency or major power outage.
- ◆ Developed new entrance feature for both north and south entrances of town. Currently working through project tender/construction.
- ◆ In the process of conducting an internal audit of the entire town to find ways to gain efficiencies, improve service delivery, address full cost accounting (in support of infrastructure assessments, identify service gaps, provide clarity of tasks and responsibilities for employees, volunteers and boards, finding solutions to eliminate volunteer burnout etc.)
- ◆ Revamped the Public Works’ cold storage building (siding, windows, doors etc).
- ◆ Revamped the Fire Hall, internal renovations (bathrooms, flooring, paint), external renovations (siding, overhead door, windows).
- ◆ Cemetery revitalization and improved Cemetery Bylaw through community engagement and consultation.
- ◆ Appointment of volunteer appointments on within the Emergency Management Plan.
- ◆ Seniors housing complex.
- ◆ Commercial expansion, thank you to Arnett & Burgess for expanding in Sedgewick.. Welcome Dr. Weighman and thank you for relocation your practice to Sedgewick.
- ◆ Community development projects with Central High Sedgewick Public School’s shop teacher and students (gazebo, playhouse)
- ◆ Four member of council have begun educational training through the Elected Officials Education Program to serve you better.
- ◆ Amanda Davis, CAO graduated from the U of A with two degrees, one in Local Government Administration and the other in Land Use Planning. Received designation from the Society of Local Government Managers of Alberta as a Certified Local Government Manager.
- ◆ Daryl Johnson, Public Works Foreman obtained his Level II water and wastewater certification.
- ◆ Brent Polege, Public Works Assistant obtained his Level II water and wastewater certification.
- ◆ Eight members of the Sedgewick Fire Dept. obtained their Level I Fire Fighter Designation.

Municipal Secretary

From: Denny Bergum <dennybergum@gmail.com>
Sent: September-07-16 2:11 PM
To: Officemain@sedgewick.ca
Subject: Vern and Denny Bergum

We are voting YES to go ahead with your strategic Plan!

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2016.0.7752 / Virus Database: 4649/12963 - Release Date: 09/07/16

Perry
Mayor and Council

RECEIVED

SEP 07 2016

Sept 07/16

I have read the Strategic Plan 2016 and found it to be an acceptable working document

1. I personally have a hard time accepting the need and resulting re branding. If it is good for the community it is acceptable but I feel it caused some divisiveness especially among the seniors who have a history in the community. I would like to know the cost.
2. I don't see the recreation gap as far as recreation available.
3. The walking trail is a wonderful addition to our community I am so happy to see those old trees gone.
4. Purchasing SW9/4/2/W4 is absolutely necessary it may provide some residential lots.

I wonder if it is a good time to have the office closed and curtains drawn given the feeling of distrust among some of the electorate. I am reminded of Doug Griffiths book "3 Ways to kill a community". People are wondering what is going on in there, behind those curtains.

Will there be an advertisement for office staff?

I am pleased to see some councillors are taking a course.

I would like to see more in the paper recording our Town and the accomplishments of the CAO, officers and public works staff. We do not blow our own horn enough.

All in all you are meeting the challenge of municipal governance. Hang in there. We have a great community that needs some TLC.

Sincerely
Helen Whitham
Bar Whitham

2016

Town of Sedgewick Strategic Plan 2016 - 2021



Prepared by A. Davis
Town of Sedgewick
6/3/2016

Approved on June 23rd, 2016
MOTION: 2016.06.132

TOWN OF SEDGEWICK

VISION STATEMENT:

"We are an engaging, dynamic community welcoming families and businesses...it has to be experienced!"

MISSION STATEMENT:

"Provide active leadership to promote an engaged forward thinking community in an ever changing world."

VALUES STATEMENT:

"To listen and engage with an open mind...decisions with integrity and respect."

Short-Term Goals (1-2 years):

1. Priority I – Municipal Rebranding

Rationale: The intent of the rebranding campaign is to move forward in changing times. To become more economically viable, attract new residents and businesses as well as reflect upon our past, present and future while creating new opportunities.

Step 1:

1. Initiate a municipal rebranding campaign.
2. Prepare a new brand that is supported by the community.

Step 2:

1. Begin rebuilding off the new brand;
 - Municipal website redevelopment
 - Upgrade all municipal signage
 - Replace entrance signage
 - Update all stationary supplies
 - Improve local marketing campaign
 - Set scope and budget for each phase of rebranding

Step 3:

1. Assess and evaluate the benefits gained through rebranding.
2. Continue to build and improve community relations through the new brand community building and engagement.

Action taken:

To date, June 2016:

1. One-year of community engagement and public consultation. Public opening for rebrand submissions.
2. New brand awarded – GROW WITH US (September 2015).
3. Funds allocated for municipal website redevelopment – research and design underway (June 2016).
4. Funds allocated for entrance upgrades, project under design (May 2016).
5. Sign and marking replacement and upgrades throughout town (ongoing).
6. Expiration of current stationary, replaced with new (ongoing).

2. Priority II – Address the Recreation Gap

Rationale: Council believes there is a gap within the recreation department and would like to find a solution that will provide a foundation to live by, increase usage, promote the community's assets through community and administrative supports.

Step 1:

1. Identify the gap in recreation and support needed for all aspects of recreation to become more viable.
2. Meet with recreation and cultural groups to gain their input into gaps and how they see improvements.

Step 2:

1. Council to assess the gaps and determine a way forward that meets the expectations of the community.
2. Review and assess existing administrative capacity. Is additional support required to fill the gap?

Step 3:

This will be addressed following consultation and planning meetings as stated above.

Action taken:

To date, June 2016:

1. Implementation of a recreation grant program with community user groups.
2. Encourage use of Multi-Year-Capital-Plans with all sub committees.

3. Priority III – Walking Trail Expansion Project

Rationale: The expansion of the walking trail system is intended to support opportunities for the health and wellness of our citizens and visitors through barrier free outdoor endeavours.

Step 1:

1. Design and tender the walking trail expansion project around the perimeter of the recreation grounds.
2. Prepare grounds for development; removal of trees that have reached their life expectancy.
3. Engage with Flagstaff County and the Sedgewick Ag Society requesting encroachment on private lands.
4. Prepare a capital budget for review and approval by council.
5. Community engagement.

Step 2:

1. Award a tender.
2. Construct the trail.
3. Set a 3-5 year landscape plan.
4. Land mark identification maps.

Action taken:

To date, June 2016:

1. Project designed, tendered and awarded to Border Paving (May 2016).
2. Community engagement for accessories, benches, trees, cleaning supplies.
3. Applied for various community grants for accessories.
4. Drafting encroachment agreements to be signed with the Ag Society and Flagstaff County as per trail placement and negotiation processes (2015/16).

4. Priority IV - Purchase SW9-44-12 W4M

Rationale: The purchase of the land is intended to meet compliance obligations as set by Alberta Environment and Parks in an effort to secure and protect the integrity of the Town's water wells and water source.

Step 1:

Determine method of action to engage with the private land owner.

1. Council to allocate funds for the purchase of the lands.
2. Council to set direction for the purchase of the lands.
3. Obtain an appraisal for the land.

Step 2:

Purchase variables:

1. Survey
2. Area Structure Plan
3. Site upgrades ie. fencing

Action taken:

To date, June 2016:

1. Received an appraised value for land through Wainwright Assessment Group (2014).
2. Entered negotiations with land owner (2014).

Long-Term (LT) Goals (3-10 years):

1. LT Priority I - Remaining Infrastructure Replacement and Main Street Revitalization Project

Rationale: Complete the final phase of infrastructure replacement whereby supporting long-term viability of Sedgewick. Revitalize main street to support business growth and development.

Step 1:

Assess the project:

1. Confirm infrastructure replacement, roads, curbs, gutters, sidewalks, underground infrastructure.
2. Complete a historical record check in an effort to identify any potential underground storage tanks that may exist.
3. Set a budget.

Step 2:

Begin a community engagement session to discuss the revitalization of main street:

1. What do we want it to look like?
2. What future development opportunities are available?
3. How are we planning for the future?
4. What are the pros and cons of the revitalization project?
5. Who can get involved?
6. Is there an opportunity to re-instate a Chamber of Commerce?

Step 3:

Prepare an engineering/design tender.

1. Identify all potential drainage and safety hazards to ensure adjustments and corrections are made to mitigate issues through redevelopment of infrastructure.
2. Assess proposals.
3. Award the contract.

Step 4:

Begin the formal design phase.

1. Seek grant opportunities for project and apply accordingly.
2. Proceed with increased community engagement for revitalization.

Step 5:

Finalize the design.

1. Tender the project.

2. Award a contract.
3. Begin construction.

Step 6:

1. Measure the successes.

Action taken:

--

2. LT Priority II: Residential Lot Development (5-10 lots)

Rationale: Provide opportunities for residential development supporting growth and the long-term viability of Sedgewick.

Step 1:

Assess potential areas for residential development, publically and privately.

1. Develop a plan.
2. Consider a Development Incentives Policy for revitalization and further beautification of town.

Step 2:

Begin public engagement process and explain the rationale for land development. Seek support from the private sector in the short-term to develop residential lots.

Step 3:

Build off the plan, additional steps to come upon development of a plan.

Action taken:

--

Supporting Documentation – The Story, How We Got Here

Supporting assessments (completed independently by councillors prior to the strategic planning session on June 3rd, 2016).

What's your platform?

- To ensure we have a family oriented town that will draw young families and businesses.
- To grow and build a vibrant community.
- Let's not look behind ourselves but instead look to see the possibilities of where we, and our community can be with leadership and co-operation; progress towards our goals by implementing 5-10 year plans.
- Doing what is best for the town; no agenda.
- Service...to assist in the successful movement of our community into the future, in an ever changing world where involvement in the same is essential to survival. Isolation is death.
- Promote rec centre, lake, golf course, entrance main street and new residential subdivision.

What's your long term vision for Sedgewick?

- To see Sedgewick as an active and healthy partner in a thriving regional community, where people will choose to come and live as urban centres become congested.
- Populations growth
- Improve the base of what we have and continue to not only improved but promote it.
- Sustainable growth.
- Regional leader for governance and recreation.
- A town that has a strong business centre which would draw people with a family to move here.

One personal value that you live by every day?

- Integrity. *
- Treat people with respect.
- Truth.
- Put your mind in motion before you put your mouth in gear.
- Learn something new every day.

One success that has occurred during your time in office:

- Sedgewick cemetery.
- Ground work for new seniors housing unit – people signing up to move in.
- Rebranding.
- A&B Development.
- Intermunicipal co-operations through the Flagstaff Intermunicipal Partnership – soothing grudges and positioning selves towards constructive relationships.
- Walking path project.
- Taking a lead with the regional governance initiative.

What do you view as Sedgewick's weakness?

- Lack of communication with user groups.
- Public perception.
- Lack of new residential lots.*
- Long-term viability of the Community Hall.
- Too many people with what's in it for 'me' attitude.
- Need for a bar.
- Lack of commercial properties.
- Seniors housing and support.

If you could strengthen one department, pillar, area of town what would it be?

- Seniors services.
- Main street revitalization, business growth (core).*
- Community Hall.
- Recreation.
- To make available commercial and residential properties for immediate development.

Top two existing short-term goals:

- Rebranding
- Seniors housing and accommodations *
- Spray park *
- Residential subdivision *
- Walking trail
- Entrance signage
- Website
- Renovate kitchen at rec centre.

**Indicates item was identified by more than one person.*

Strengths, Weakness, Opportunities and Threats (SWOT) Analysis:

STRENGTHS <ul style="list-style-type: none">▪ Recreation, rec centre, golf course, lake, talking trails▪ Civic pride – people love Sedgewick▪ Volunteer base▪ Education, K-12, apprenticeship programs▪ Local commerce,▪ Rural living, lifestyle, simplicity and affordability▪ Public buy-in▪ Financial stability	WEAKNESS <ul style="list-style-type: none">▪ Internet▪ Lack of commerce▪ Lack of residential lots for development▪ Aesthetics, streets/infrastructure▪ Lack of communication with user groups, co-operations▪ Public perception of council and administration▪ Public education▪ Public buy-in
OPPORTUNITIES <ul style="list-style-type: none">▪ Affordable lots for development, residential, commercial and industrial▪ Promote recreation (what is already existing)▪ Lake (destination and tourism)▪ Seniors housing (multi-level care)▪ Ability to position ourselves as leaders▪ Business▪ Upgrading infrastructure▪ Intermunicipal co-operation▪ Public education/buy-in	THREATS <ul style="list-style-type: none">▪ Public education/buy-in/awareness▪ Infrastructure▪ Declining population▪ Gov't downloading and legislation▪ Potential loss of doctor (eventual retirement)▪ Loss of essential services as a result of declining population▪ Aging population▪ Loss of commerce (lack of choices)▪ Lack of support for local businesses▪ Encourage family growth to support aging lifecycle.

Strategic Plan Participants:

1. Perry Robinson, Mayor
2. Greg Sparrow, Deputy Mayor
3. Grant Imlah, Councillor
4. Shawn Higginson, Councillor
5. Tim Schmutz, Councillor
6. Stephen Levy, Councillor
7. Cindy Rose, Councillor

Strategic Plan Facilitator:

1. Amanda Davis

Request for Decision (RFD)

Topic: Public Engagement – Seniors Complex Naming
Initiated by: Council M#2016.08.180
Prepared by: Amanda Davis
Attachments: n/a

Recommendations:

That council provide further direction regarding the next steps in receiving names for the new seniors complex.

Background:

2016.08.180 states:

MOTION by Clr. G. Imlah directing administration to engage the community to name the new ten unit seniors complex by way of social media poll and publication. CARRIED.

Current:

As directed by council a community engagement for the naming of the new seniors complex in underway.

The following information was received from the Bethany Group:

From: CAO Town of Sedgewick [mailto:cao@sedgewick.ca]
Sent: Wednesday, August 31, 2016 2:18 PM
To: Tamlyn Beesley <tamlyn.beesley@bethanygrp.ca>
Cc: Miranda Fontaine <Miranda.Fontaine@bethanygrp.ca>
Subject: Naming of Complex

Good afternoon Tamlyn,

As per our conversation regarding the naming of the new seniors complex in Sedgewick, Town Council would like to obtain input from the community and put out a challenge.

Do you have any guidelines/parameters? **As per the specs the exterior signage allows for 20 letters for the building name and 12 numbers and letters for the building address. There is some flexibility though because sizing of the letters can be adjusted to accommodate within reason.**

When do we have to have this back to you? **This is flexible but let's say October 7th**

Will the name that is chosen by the community poll be used or will it only be considered? **The intent is definitely to use it so it has to be appropriate**

Thank you,

Amanda Davis, CLGM

Administration is seeking direction from council regarding further actions pertaining to the naming of the new seniors complex. A deadline of October 1st, 2016 was issued on utility bills and on Facebook.

The following ideas have been presented as of September 10th, 2016:

Facebook (*) reflects “likes”:

- Sedgewick Seniors Complex
- Golden Living Estates **
- Flagstaff Manor
- Prairie Breeze Estates
- Lakeview Estates/Manor
- The Welcome Home or Our Welcome Home
- Magpie Manor
- Horizon Village
- Sagebrush Estates
- Rose Prairie Gardens
- Senior Welcome Zone
- The Robins Nest

In-person:

- Dew Drop In
- “Given the history of our homes and farms in Alberta being referred to as “_____ place”. I would call the seniors apartments “Sedgewick Place”. P.S. “Please do not give it the name suitable for a cemetery”.

Request for Decision (RFD)

Topic:	Iron Creek Gas Co-op– Expansion
Initiated by:	MDP/IDP/Council/Applicant
Prepared by:	Amanda Davis
Attachments:	1. ICGC – Expansion Letter 2. Intermunicipal Development Plan 3. Municipal Development Plan

Recommendations:

A recommendation will be forthcoming following a conversation with Flagstaff County and will be presented at the meeting.

Background:

The Land Committee is currently conducting a thorough review of the Municipal Development Plan (MDP) and will proceed with the Intermunicipal Development Plan (IDP).

In any case, a letter was received by council and discussed at the August 18th, 2016 council meeting from the Iron Creek Gas Co-op (ICGC) requesting consideration to re-designate land for commercial expansion.

Following a conversation with the ICGC late last week the offer to purchase the said lands is set to expire on October 1st.

The Land Committee began conversations regarding future expansion but did not have time to thoroughly discuss the proposal.

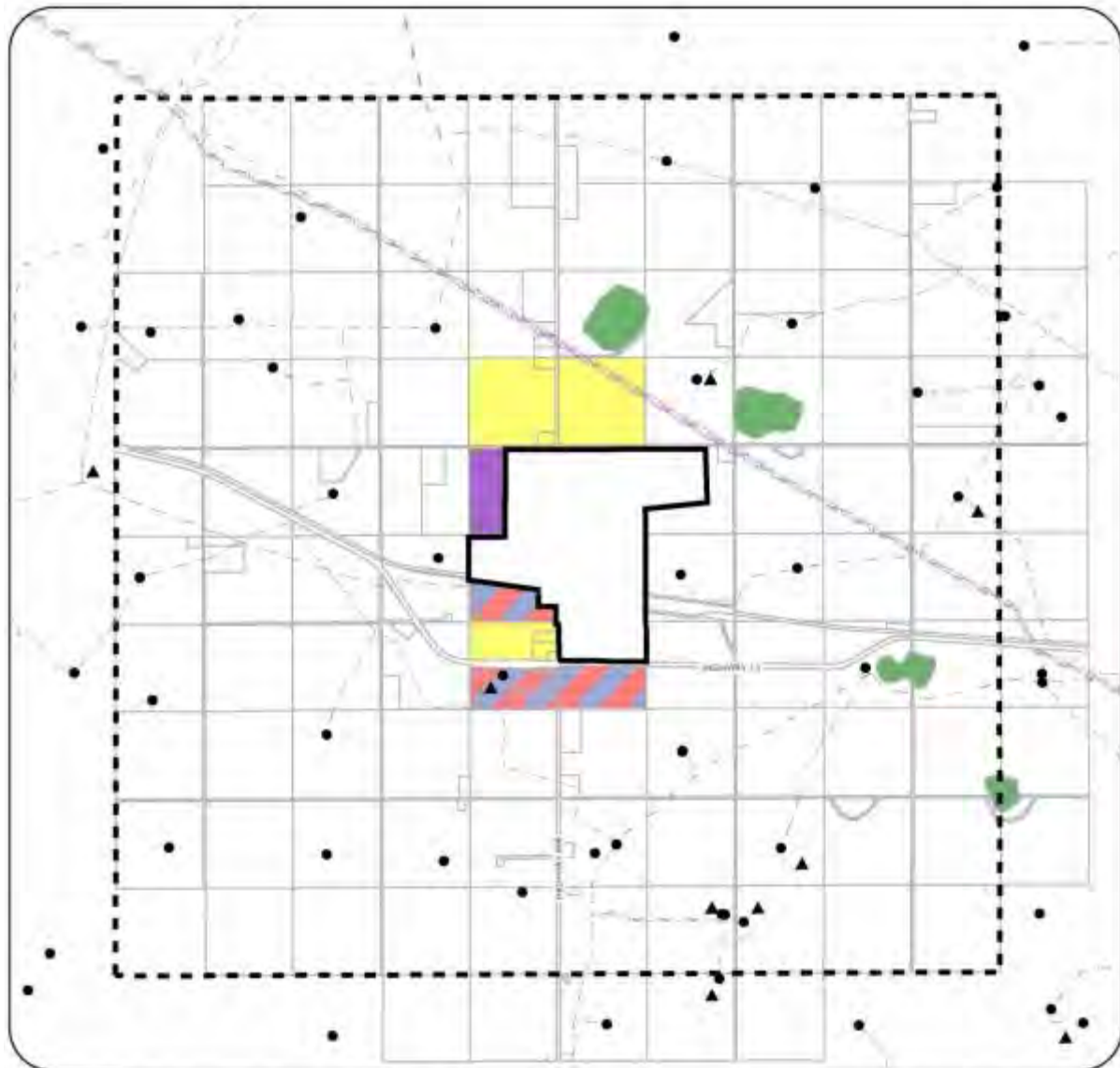
Current:

The IDP and MDP reflect proposed growth patterns and must be adhered to as they are statutory documents.

The IDP indicated the land in question to be designated for residential expansion as presented below. The MDP does not have considerations for the said parcel of land.

Discussion required regarding the future intended use and development of land.

Map 2 – Future Land Use Concept



**FLAGSTAFF COUNTY AND TOWN OF SEDGEWICK
INTER-MUNICIPAL DEVELOPMENT PLAN**

MAP 2 - FUTURE LAND USE CONCEPT

Map Legend

- TITLED LAND
- TOWN BOUNDARY
- PLAN AREA
- ENVIRONMENTALLY SENSITIVE AREAS

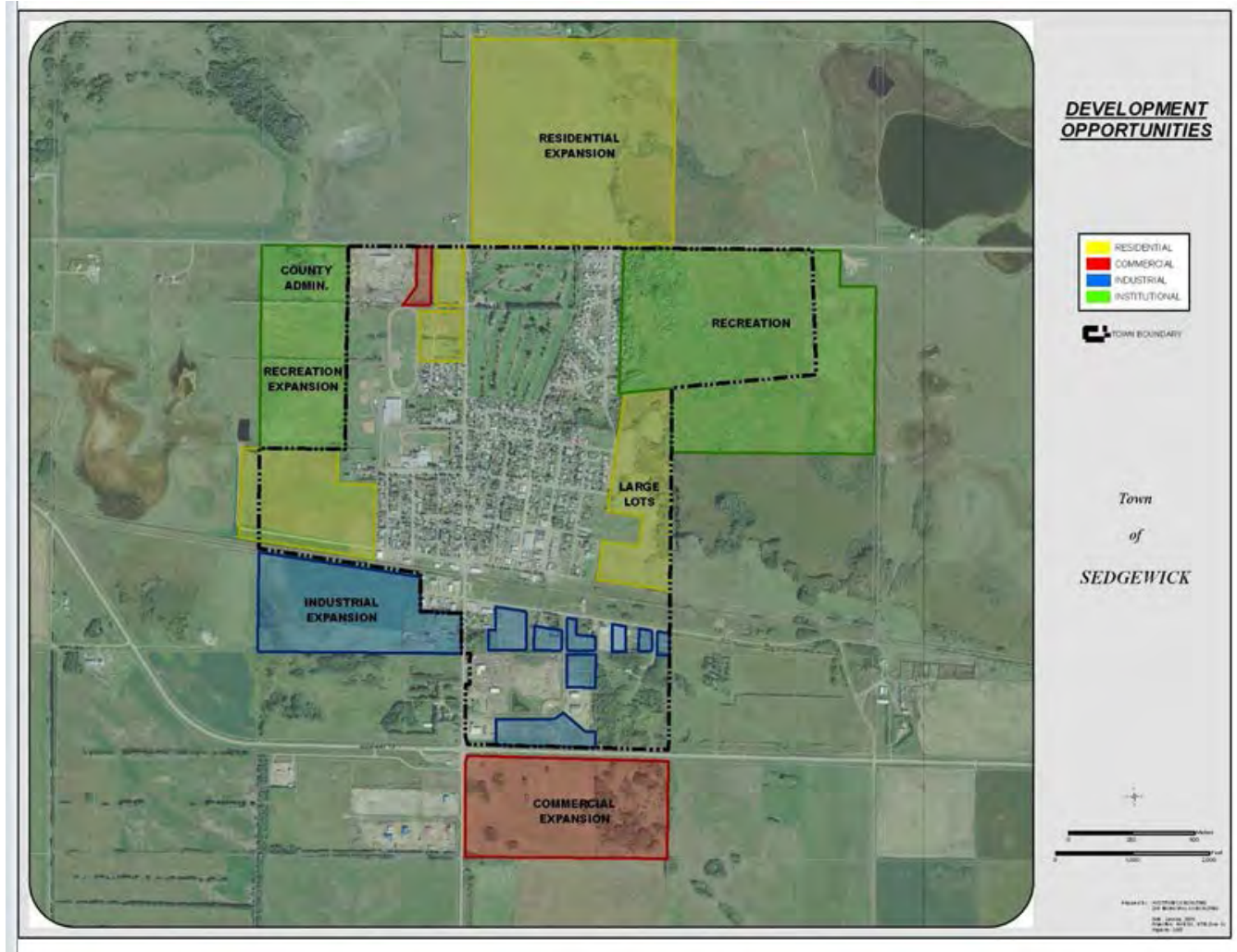
- OIL AND GAS FACILITIES
- OIL AND GAS WELLS
- HIGH PRESSURE PIPELINES

FUTURE LAND USE

- RESIDENTIAL
- INDUSTRIAL/COMMERCIAL
- PUBLIC



June 2009
Prepared by:
SUTHER CONSULTING
1000 WESTERN CORRIDOR



Iron Creek Gas Co-op Ltd.

July 22, 2016

Town of Sedgewick,
Box 129,
Sedgewick, AB
T0B 4C0

P.O. Box 210
Sedgewick, AB.
T0B 4C0
Phone: 780-384-3762
Fax: 780-384-2280
E-mail: ironcreek@cciwireless.ca

Attention: Town Council

Dear Council,

RE: Lot 1, Plan 9925562 (SE 17-44-12-W4)


Please be advised that Iron Creek Gas Co-op Ltd. has signed an Offer to Purchase the above noted property with landowner Robkar Enterprises Ltd. Our intent is to use the lot as a storage yard and to replace the current wood fence with a secure chain link fence. Our future plans are to construct a shop and office and relocate our business. The proposed time-line for a new shop/office is 3 – 5 years.

We have been advised that this property has been designated as "Future Residential" within your Intermunicipal Development Plan with the County of Flagstaff. We have applied for a Development Permit with the County of Flagstaff and understand that the application will be referred to you for comment. We would appreciate your consideration to reassess the designation of this property and allow us to expand our business.

While our current location has served us well for over 40 years, we now require more storage, office and shop space. Purchasing this property would allow us to utilize the shop and securely store our equipment while we plan for the future.

Thank you for your assistance with this matter. Please feel free to contact me should you require any further information.

Yours truly,



Laurie Patten,
Secretary-Treasurer
IRON CREEK GAS CO-OP LTD.

RECEIVED

JUL 21 2016

**Flagstaff County
Town of Sedgewick**

**INTERMUNICIPAL
DEVELOPMENT PLAN**

FLAGSTAFF COUNTY

Bylaw # 07/09

TOWN OF SEDGEWICK

Bylaw # 466

Prepared by:
Austrom Consulting Ltd.

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1. INTRODUCTION

1.1 Plan Organization

- 1) The Flagstaff County and the Town of Sedgewick Inter-municipal Development Plan has been organized into three sections:
 - a) **SECTION 1 INTRODUCTION** includes the purpose and background, goals of the IDP, enactment, duration, description of the plan area, enabling legislation, guiding principles, public engagement process and key definitions.
 - b) **SECTION 2 PLAN POLICIES** includes the plan area, land use concept, utility and stormwater management policies; transportation policies; environmental protection, recreation and open space, infrastructure corridors; oil and gas infrastructure; and economic development.
 - c) **SECTION 3 PLAN ADMINISTRATION AND IMPLEMENTATION** includes adoption process, approving authorities, plan amendments, establishment of the inter-municipal committee, plan review, plan termination/repeal, annexation, dispute resolution, and correspondence.

1.2 Purpose and Background

- 1) The municipalities of Flagstaff County (County) and the Town of Sedgewick (Town) agreed to enter the process to jointly develop an inter-municipal development plan (IDP).

“The purpose of the IDP will be to ensure that a coordinated and cooperative approach is in place for managing the use and development of lands adjacent to the boundary of Sedgewick, within Flagstaff County”.

- 2) The Town and County have agreed to undertake the process for preparing and adopting, by bylaw, the IDP which will address the principles, policies and considerations outlined in this document.
- 3) The Town and County recognize that all municipalities are equals and have the right to growth and development. Both municipalities have agreed that a negotiated IDP is the preferred method of addressing inter-municipal land use planning issues within the IDP area and that it represents the best opportunity for a continuing cooperative working relationship between the two municipalities.
- 4) The municipal policy framework for the preparation of an IDP is contained within the County and Town Municipal Development Plans. The Town’s Municipal Development Plan, Map 2, identifies development opportunities for lands adjacent to the Town. In addition, Part 13 contains policies regarding inter-municipal planning and cooperation. The County’s Municipal Development Plan contains inter-municipal policies and supports the protection of a 3.2 kilometre area around each urban municipality for urban expansion plans and industrial parks.
- 5) Nothing contained within this IDP is intended to nor shall be interpreted as fettering either Council’s discretion.

1.3 Goals of the IDP

- 1) The overall goals of the Flagstaff County and Town of Sedgewick Inter-municipal Development Plan are to:
 - a) Ensure orderly development, while protecting the area surrounding the Town for future expansion;
 - b) Establish a framework for attracting economic opportunities;
 - c) Improve opportunities to secure a long-term economic base for the region;
 - d) Ensure the municipalities are development ready and future oriented in their efforts to attract economic activity; and
 - e) Ensure that the municipalities are developed in a manner that is equitable and fair to the residents of the municipalities.
- 2) The IDP and the various cost sharing agreements together form the basis of cooperative effort between the Town and the County to work together to serve the needs of their communities.

1.4 Enactment

- 1) The policies contained within the Flagstaff County and Town of Sedgewick Inter-municipal Development Plan Bylaw come into force once the County and the Town Council have given Third Reading to this IDP Bylaw. The intent is not that any policies in the IDP Bylaw be applied retroactively to any applications that are already in process.

1.5 Duration

- 1) The IDP sets forth, in general terms, the strategic patterns for land uses, servicing and transportation policies as well as other mutually agreed to policy directions to the year 2019. While the IDP is meant to be a long range planning document, it is intended that regular monitoring, review and periodic amendments may be required for policies in the IDP to remain current with changing trends, technologies and growth within the region.
- 2) The IDP sets forth a process for amendment and repeal of this document when it is in the mutual interests of the County and the Town to do so.
- 3) A systematic review of the IDP shall be undertaken every three years from the date on which the IDP comes into effect.

1.6 Plan Area

- 1) The IDP area encompasses lands north, west, east and south of the present corporate limits of the Town of Sedgewick as shown on Map 1 – Plan Area. Property owners within the IDP area, adjacent property owners, residents of the Town and other interested parties have been consulted during the IDP planning process.

- 2) The IDP area encompasses lands identified as the Urban Expansion Area, and Referral Area as defined in Section 1.10 of this Plan.

1.7 Enabling Legislation

- 1) The contents of an Inter-municipal Development Plan are outlined in Section 631 of the Municipal Government Act which reads:

“631(1) Two or more councils may, by each passing a bylaw in accordance with this Part or in accordance with section 12 and 692, adopt an inter-municipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

(2) An inter-municipal development plan

(a) may provide for: (i) the future land use within the area, (ii) the manner of and the proposals for future development in the area, and (iii) any other matter relating to the physical, social or economic development of the area that the councils consider necessary, and

(b) must include: (i) a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan, (ii) a procedure to be used, by one or more municipalities, to amend or repeal the plan, and (iii) provisions relating to the administration of the plan.

- 2) The procedure for adopting an inter-municipal development plan is described in Section 692 of the Municipal Government Act.

1.8 Guiding Principles

- 1) Maintain an open, fair and honest communication between the two municipalities and affected stakeholders.
- 2) Promote orderly, economic and beneficial land development to minimize the amount of agricultural land converted to other land uses prematurely.
- 3) Recognize the need for urban expansion of the Town and the need for orderly, timely and agreed upon annexation.
- 4) Determine compatible and complementary land uses within the IDP area and adjacent lands while ensuring proposed land uses and development do not interfere or conflict with future urban expansion.
- 5) Development of land use policies to provide for and in support of economic development that will benefit the two municipality’s economically and socially.

- 6) Development of a Plan for the provision of utility corridors within the Plan Area to provide for future growth and development of the IDP area, and to ensure oil and gas development/pipelines and/or gravel extraction facilities do not inhibit or restrict the future development of the region.
- 7) Effective coordination of transportation systems and protection of required land for future road and trail network developments.
- 8) Development of land use policies to ensure that future sites for schools and recreation areas are protected.
- 9) Identification and protection of physical features and environmentally sensitive areas.
- 10) Provide for effective IDP administration and implementation mechanisms.

1.9 Public Engagement

- 1) In accordance with Section 692 of the Municipal Government Act, Councils must take measures to involve the public prior to adopting an Inter-municipal Development Plan. Several opportunities and methods have been used to carry out effective public engagement. In summary they include:
 - Media releases to facilitate project awareness;
 - Mailings to affected property owners, adjacent residents and other stakeholders;
 - A public information session was held with affected landowners and other stakeholders within the IDP boundaries. Comment sheets and a survey were provided to encourage feedback on the Draft IDP.
 - A combined Public Hearing held before Flagstaff County and the Town of Sedgewick Councils to allow all parties to make representations on the IDP.

1.10 Definitions

- 1) All the terms and meanings in this IDP shall carry their normal definitions unless otherwise defined herein:

“area structure plan” means a statutory plan, adopted by bylaw, which provides a policy framework for subsequent redesignation, subdivision and development of a specified area of land in the municipality pursuant to Section 663 of the *Municipal Government Act*.

“development” means an activity taking place on a parcel as defined pursuant to the *Municipal Government Act*.

“confined feeding operation” is an agricultural operation as defined within the *Agricultural Operations Practices Act*.

“farmstead” means an agricultural dwelling and improvements as defined within the *Flagstaff County Land Use Bylaw*.

“fragmented parcel” means a parcel of land that is separated from the balance of the remainder of the parcel as defined within the *Flagstaff County Land Use Bylaw*.

“multi-lot country residential subdivisions” shall be considered to be any subdivision which will create four or more country residential parcels on a quarter section.

“referral area” are lands within the plan area that are intended for the eventual growth of the Town; within this area the County will refer to the Town for comment on proposed development activities.

“urban expansion area” are lands where growth patterns remain as anticipated, be the primary urban expansion area and the priority area for future annexations by the Town.

“utility services” means a parcel serviced with municipal gas, water and sewer services.

2. PLAN POLICIES

2.1 Plan Area

Goal – To protect the lands identified as the Urban Expansion Area from fragmented un-serviced development; to encourage collaborative planning within the remaining IDP lands identified as the Referral Area; and to minimize premature subdivision activity within the agricultural area surrounding the Town.

1) General IDP Policies:

- a) Confined feeding operations requiring registrations or approvals and manure storage facilities requiring authorization under the Agricultural Operations Practices Act shall not be allowed within the IDP Area.
- b) The County will refer all subdivision applications, Municipal Development Plan and Land Use Bylaw amendments, and Area Structure Plans within the IDP Area to the Town for comment.
- c) Any disputes shall be dealt with through the procedure outlined within Section 3.9 of this **Plan**.

2) Urban Expansion Area Policies:

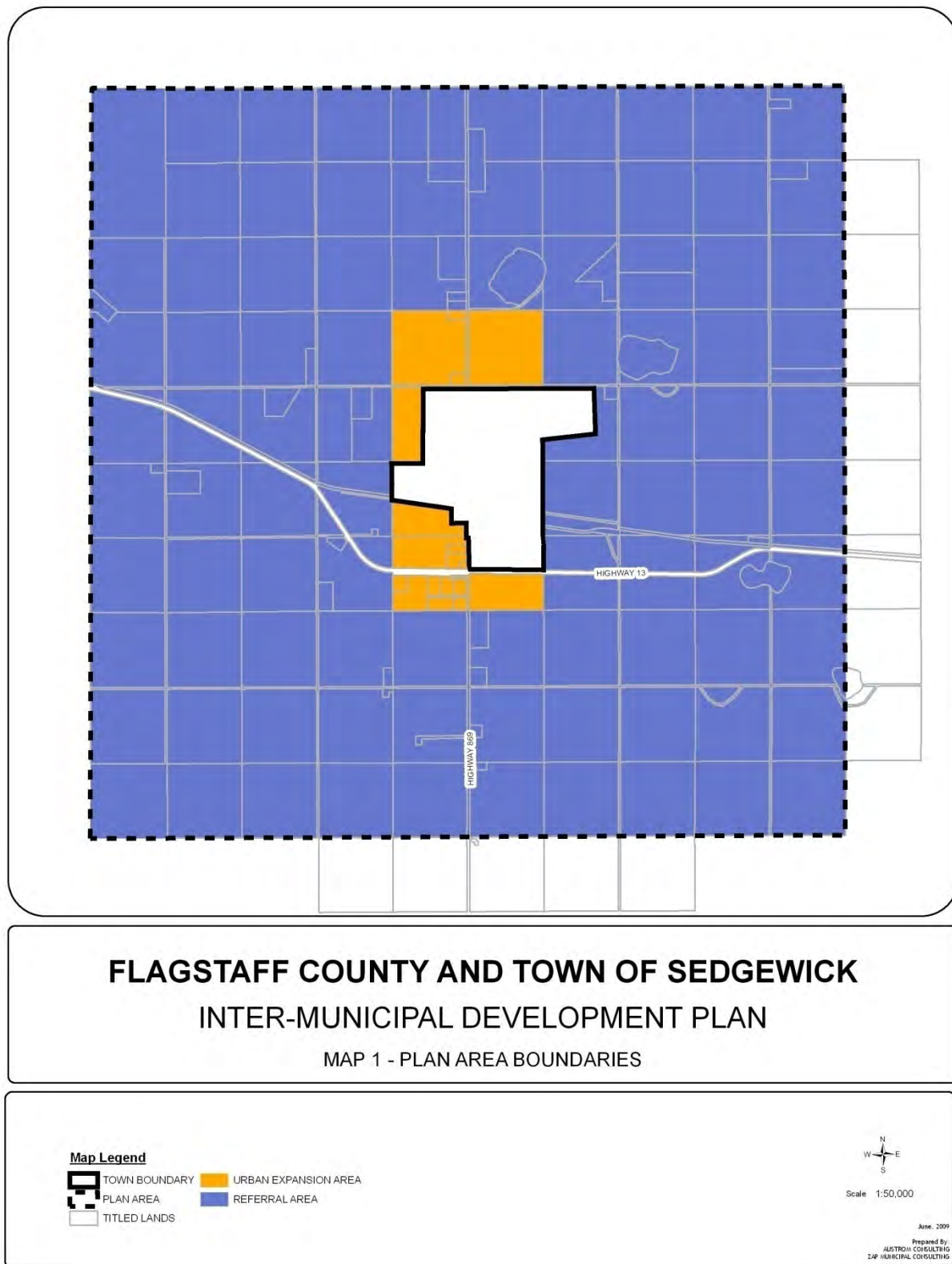
- a) The Urban Expansion Area will consist of lands identified as the “urban expansion area” identified on Map 1, Plan Area Boundaries.
- b) Area Structure Plans within the Urban Expansion Area shall be required where:
 - i) The subject lands are within 0.8 kilometres of Highway 13 and Highway 869; or

- ii) The subdivision of the subject lands will result in the creation of a parcel or parcels for residential purposes and, combined with previously subdivided parcels, total greater than 6.06 ha (15.0 acres); or
- iii) The subdivision of the subject lands will result in the creation of a parcel or parcels for commercial and industrial purposes.
- c) Farmstead and fragmented parcel subdivisions shall be permitted within the Urban Expansion Area pursuant to the County's Municipal Development Plan.
- d) Multi-lot country residential subdivisions may be permitted within the Urban Expansion Area subject to the provisions of the **Flagstaff County Municipal Development Plan** and Section 2 of this **Plan**.
- e) In addition to referrals cited in Section 2.1 1b, the County shall refer discretionary use development permit applications within the Urban Expansion Area to the Town for comment.
- f) The planning process in the Urban Expansion Area will be a cooperative effort between the Town and the County. Developers will be required to work with the Town and County planning departments to ensure that the development is compatible with the future growth patterns of the Town.

3) Referral Area Policies:

- a) In accordance with the County Municipal Development Plan all subdivision applications and discretionary development permits will be forwarded to the Town for review and comment.
- b) Within the Referral Area the half mile, immediately adjacent to the Town boundaries and the Urban Expansion Area, will be considered as future long term growth areas for the eventual growth of the Town, while still allowing compatible development to occur.
- c) Development standards will be applied by the County to this half mile zone to ensure that orderly redevelopment of the Referral Area can occur.

Map 1 – Plan Area Boundaries

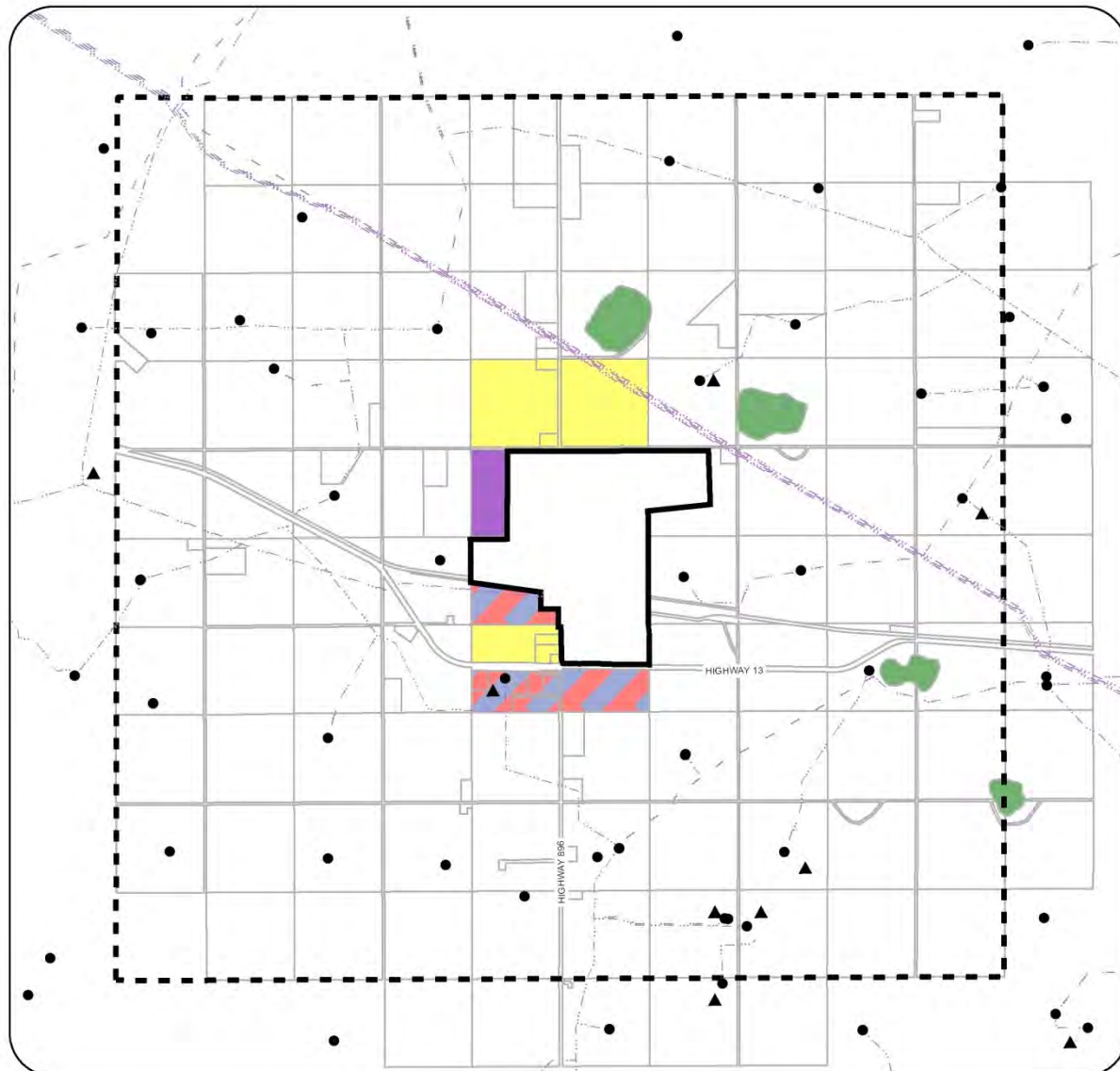


2.2 Land Use Concept

Goal – To ensure that future land uses allowed within the Urban Expansion Area and Referral Area are compatible with the future growth patterns of the Town.

- 1) Flagstaff County agrees that all development within the Urban Expansion Area and Referral Area will be planned to minimize the impact on the growth of the Town.
- 2) Urban Expansion Area Land Use Policies:
 - a) In considering subdivision and development proposals in the Urban Expansion Area, the County Subdivision and Development Authority will ensure the proposed subdivision and/or development conforms to the intent of the Map 2 Future Land Use Concept and the land use policies contained herein.
 - b) Residential, commercial and industrial areas identified in Map 2 shall be used predominantly for these purposes over the long term. Agricultural, local commercial (within residential areas), open space, recreational, institutional and resource extraction industrial uses may also be present based on the detailed land use concept of an approved area structure plan.
 - c) Un-serviced residential development shall be limited to 6.06 hectares (15.0 acres) per quarter section within the Urban Expansion Area. Notwithstanding, the County shall apply a deferred services caveat to all newly created parcels in the Urban Expansion Area to ensure the orderly future servicing of these lands.
 - d) Unless otherwise agreed to in writing by the Town, subdivision and development within the Urban Expansion Area of an area exceeding 6.06 hectares (15.0 acres) per quarter section for multi-lot country residential subdivisions may be allowed where the lot density is at a minimum, equal to the R4 District within the Town of Sedgewick Land Use Bylaw (0.5 acre to 1.0 acre in size) .
 - e) Subdivision and development of commercial and industrial areas within the Urban Expansion Area shall include those uses identified within the Light Industrial Business District of the Town of Sedgewick Land Use Bylaw. Refer to Schedule A
- 3) Referral Area Land Use Policies:
 - a) All land use matters within the Referral Area shall be dealt with in accordance with the ***Flagstaff County Municipal Development Plan*** and ***Flagstaff County Land Use Bylaw***.

Map 2 – Future Land Use Concept



FLAGSTAFF COUNTY AND TOWN OF SEDGEWICK INTER-MUNICIPAL DEVELOPMENT PLAN

MAP 2 - FUTURE LAND USE CONCEPT

Map Legend

- TITLED LANDS
- TOWN BOUNDARY
- PLAN AREA
- ENVIRONMENTALLY SENSITIVE AREAS

- OIL AND GAS FACILITIES
- OIL AND GAS WELLS
- HIGH PRESSURE PIPELINES

FUTURE LAND USE

- RESIDENTIAL
- INDUSTRIAL/COMMERCIAL
- PUBLIC



Scale 1:50,000

June, 2009
Prepared By:
AUSTIN CONSULTING
248 HARBOR CONSULTING

2.3 Utility and Stormwater Management Policies

Goal – The lands within the Urban Expansion Area will be eventually serviced and will include suitable stormwater management systems.

1) Plans Required:

- a) Within the Urban Expansion Area, Area Structure Plans shall be accompanied by the preparation of the following:
 - i) Water and Wastewater Servicing Plans; and a
 - ii) Stormwater Management Plan.

2) Utility Services:

- a) Services for all developments outside of the Town boundaries shall not connect to the Town's infrastructure system until such time that the land is annexed, unless otherwise agreed to by the Town and County.
- b) The County agrees to require all new parcels created in the Urban Expansion Area to be developed with internal water and wastewater servicing to the same standards as the Town (with the exception of multi-parcel subdivisions approved under Section 2.2.2c). Notwithstanding, staged servicing solutions for water and sanitary services may be permitted at the County's discretion, provided that it meets Provincial regulations. On an interim basis, developments may also be served via cistern and hauling (for water) and pump-out tanks (for wastewater), hauling to the Sedgewick Wastewater Lagoon, until such time as the lands are annexed and water and wastewater transmission lines are extended to the area, and subject to the developer entering into a deferred servicing agreement with the County.
- c) For developments requiring or proposing to require water and wastewater services in the Urban Expansion Area, the Town and County agree to enter into a joint servicing agreement for said services.
- d) For developments located within the Urban Expansion Area requiring or proposed to require water and wastewater services from the Town, the County will submit the relevant portions of the development agreement, including full details on the water and wastewater servicing standards and anticipated volumes, for the Town's approval.
- e) The Town, subject to available capacity, payment of the user fees and Alberta Environment approval, agrees to accept, from County residents and developments within the Urban Expansion Area, wastewater from holding tanks that complies with the standards set by the Town.

3) Stormwater Management:

- a) Provisions should be made to control stormwater runoff to predevelopment rates. The number of stormwater management facilities in the Urban Expansion Area should be minimized in order to control ongoing operational and maintenance costs and consumption of developable lands.
- b) Best management practices should be utilized as measures to control stormwater quality. Incorporation of stormwater management facilities with natural areas may benefit the area as a whole. Existing water bodies could be utilized or integrated into stormwater management plans.

2.4 Transportation Policies

Goal – The Town and County will work together and in partnership with the Province in the continual development and maintenance of a safe and efficient transportation network within the IDP area.

- 1) The Town and County will work together and with Alberta Transportation to ensure a safe and efficient transportation network is developed and maintained to service the residents and businesses within the IDP Area.
- 2) When subdivisions are approved in the IDP area, all right-of-way requirements will be secured to ensure that long-term transportation and road plans can be implemented when warranted.
- 3) Developers will be required to construct all roads to County standards.
- 4) As a part of the Area Structure Plan process, Alberta Transportation may require the development of a Traffic Impact Assessment for any subdivision within 0.8 kilometres of Highway 13 and Highway 869.

2.5 Environmental Protection and Open Space

Goal – The municipalities will continue to protect and enhance the existing open spaces.

- 1) Environmentally sensitive lands have been identified within Map 2 Future Land Use Concept.
- 2) Land suitable for Environmental Reserve (ER), in accordance with the provisions of the **Municipal Government Act** may be identified at the subdivision application stage and be dedicated as an Environmental Reserve parcel, and Environmental Reserve Easement or a Conservation Easement.
- 3) The County, when approving subdivisions within the Urban Expansion Area, shall take Municipal Reserves in accordance with the Municipal Government Act. Such reserves shall be deferred to the balance of the parcel unless otherwise agreed to by the Town.
- 4) Through the **Flagstaff County Land Use Bylaw**, appropriate development setbacks from water bodies and watercourses shall be enforced.

- 5) Both municipalities shall recognize and enhance the wide diversity of open space opportunities and seek to identify future partnerships.

2.6 Infrastructure Corridors

Goal – The municipalities will work together to ensure that utility corridors are planned, constructed, and maintained.

- 1) The Town and County acknowledge that the future development within the IDP area is dependent on access to water and wastewater services, and the Town and County agree to work together to ensure the corridors for these services are protected.

2.7 Oil and Gas Infrastructure

Goal – The municipalities will work with the oil and gas industry to ensure that resource infrastructure does not negatively impact future development within the IDP area.

- 1) Oil and gas infrastructure have been identified within Map 2 Future Land Use Concept.
- 2) The Town and County also acknowledge that the development of the oil and gas industry has played an integral part in the development of the region. The Town and County will work with the oil and gas industry to ensure that the orderly development of the Plan area is not unduly restricted by the development of oil and gas infrastructure, including pipelines.
- 3) The County will refer all resource related referrals to the Town on lands identified within the Urban Expansion Area.

2.8 Economic Development

Goal – To promote, develop and enhance infrastructure in order to increase business activity in the region.

- 1) The municipalities have agreed to work together to promote and support economic development that is good for both municipalities. Land use policies will be developed that will support and encourage a cooperative effort in support of economic development.

3. PLAN ADMINISTRATION AND IMPLEMENTATION

3.1 Adoption Process

- 1) The Inter-municipal Development Plan shall be adopted by bylaw by the Town and the County in accordance with the Municipal Government Act.
- 2) The Town's adopting bylaw will specify that although the Town adopts the policies and objectives of the plan, the Town has no legal jurisdiction for lands in the Plan area which are outside of the boundaries of the Town.
- 3) Any amendments to the Municipal Development Plans and Land Use Bylaws of the Town and County required to implement the policies of the Inter-municipal Development Plan should occur simultaneously with the adoption of the plan.

3.2 Approving Authorities

- 1) All the statutory plans impacting the Plan area shall be made consistent with this Plan.
- 2) The County shall be responsible for the administration and decisions on all statutory plans, land use bylaws, and amendments thereto.

3.3 Plan Amendments

- 1) An amendment to this Plan may be proposed by either municipality. An amendment to the Plan proposed by a landowner shall be made to the municipality in which the subject land is located.
- 2) An amendment to this Plan has no effect unless adopted by both municipalities by bylaw in accordance with the Municipal Government Act.

3.4 Establishment of the Inter-municipal Committee

- 1) An Inter-municipal Committee consisting of two (2) Councilors and one (1) Staff member from each municipality will be established to provide the following duties:
 - a) Plan Review;
 - b) Plan Termination/Repeal; and
 - c) Dispute Resolution.

3.5 Plan Review

- 1) The Plan will be formally reviewed by an Inter-municipal Committee once every three years, beginning in 2012 in order to confirm or recommend amendment of any particular policy contained herein. The Committee will prepare recommendations for consideration by the municipal councils.

3.6 Plan Termination/Repeal

- 1) After ten years from the date of the final approval of the Inter-municipal Development Plan, either municipality may initiate the process to terminate/repeal the plan.
- 2) The following procedure to repeal the Plan shall be followed:
 - a) The Town or County may give the other municipality written notice of its intention to repeal the plan.
 - b) Within thirty days of the written notice, an Inter-municipal Committee meeting shall be convened.
 - c) Following the Inter-municipal Committee meeting, the municipality initiating the repeal procedure may either withdraw its intention to repeal the Plan by giving written notice to the other municipality or proceed to consider a bylaw in accordance with the Municipal Government Act to repeal the plan.
 - d) Once one municipality has passed a bylaw to repeal the Plan the other municipality shall also proceed to pass a bylaw repealing the plan.
 - e) In the event the Plan is repealed, the Town and County shall amend their Municipal Development Plans respectively to address the inter-municipal issues in accordance with the Municipal Government Act. Should these required amendments not satisfy the neighbouring municipality the matter may be appealed to the Municipal Government Board.
 - f) Should the Plan be repealed all other agreements relating to developments in the Plan Area will continue to be in force, unless otherwise stipulated in the agreements.

3.7 Annexation

- 1) The County recognizes and agrees that the Town will need additional land to grow and will support annexations that will provide for 20 years of projected growth within the boundaries of the Town and which require municipal utility services from the Town.
- 2) The annexation process may be initiated by the Town through the preparation of a Growth Study and in accordance with the Municipal Government Act.

- 3) The Town and County will endeavour to reach an inter-municipal agreement on the annexation prior to submitting the annexation to the Municipal Government Board.

3.8 Dispute Resolution

- 1) The Town and County agree that disputes relating to the Inter-municipal Development Plan shall be restricted to the following:
 - a) Lack of agreement on proposed amendments to the plan;
 - b) Lack of agreement on any proposed statutory plan, land use bylaw or amendment to either located within or affecting the Plan area; or
 - c) Lack of agreement on an interpretation of this plan.
- 2) Lack of agreement pursuant to s. 3.8(1)(a) or (b) is defined as a statutory plan, land use bylaw or amendment to either which is given first reading by a Council which the other Council deems to be inconsistent with the policies of this Plan or detrimental to their planning interests as a municipality.
- 3) A dispute shall be limited to the decisions on the matters listed in 3.8(1). Any other appeal shall be made to the appropriate approving authority or appeal board that deals with that issue.
- 4) The dispute resolution process may only be initiated by Town or County Councils.
- 5) Identification of a dispute and the desire to go through the dispute resolution process may occur at any time regarding a 3.8(1)(c) dispute matter and may only occur within 30 calendar days of a decision made pursuant to 3.8(2). Once either municipality has received written notice of a dispute, the dispute resolution process must be started within 15 calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.
- 6) In the event the dispute resolution process is initiated the municipality having authority over the matter shall not give any further approval in any way until the dispute has been resolved or the mediation process has been concluded.
- 7) In the event mediation does not resolve the dispute, the Municipality may proceed to adopt the bylaw and in accordance with the Municipal Government Act, the other municipality will have the right to appeal to the Municipal Government Board.

3.9 Dispute Resolution Process

- 1) Stage 1 Administrative Review - The Chief Administrative Officers of both municipalities will meet in an attempt to resolve the issue first. Failing resolution, the dispute will then be referred to the Inter-municipal Committee. In the event a resolution is not achieved by the 30th day following the first meeting of the Chief Administrative Officer of both Municipalities, either municipality may refer the dispute to the Inter-municipal Committee.

- 2) Stage 2 Inter-municipal Committee Review – The Committee will convene to consider and attempt to resolve the dispute. Failing resolution, the dispute will then be referred to mediation. In the event a resolution is not achieved by the 30th day following the first meeting of the Inter-municipal Committee, either municipality may refer the dispute to the Mediation.
- 3) Stage 3 Mediation – The services of an independent mediator will be retained, with the mediator to present a written recommendation to both Councils. The costs of mediation shall be shared equally between the Town and County.
- 4) Stage 4 Municipal Government Board – In the event the mediation process does not resolve the dispute, the Municipality may proceed to adopt the bylaw and in accordance with the Municipal Government Act, the other municipality will have the right to appeal to the Municipal Government Board.

3.10 Correspondence

- 1) Written notice under this Plan shall be addressed as follows:

- a) In the case of Flagstaff County to:

**Flagstaff County
c/o Chief Administrative Officer
P.O. Box 358, Sedgewick, AB T0B 4C0**

- b) In the case of the Town of Sedgewick to:

**Town of Sedgewick
c/o Chief Administrative Officer
P.O. Box 129, Sedgewick, AB T0B 2L0**

IN WITNESS WHEREOF the parties have affixed their corporate seals as attested by the duly authorized signing officers of the parties as of the first day above written.

FLAGSTAFF COUNTY

Reeve

Chief Administrative Officer

TOWN OF SEDGEWICK

Mayor

Chief Administrative Officer

“Schedule A” – Town of Sedgewick Land Use Bylaw Light Industrial Business District

Section 70: LIB Light Industrial Business District

70.1 Purpose:

To provide an area for planned light industrial business parks containing clean industrial uses with compatible commercial uses.

70.2 Uses:

Permitted Uses	Discretionary Uses
Automobile and RV Sales and Rental	Abattoir
Automobile Service Station	Accessory Use
Automobile Supply Store	Auction Mart
Bank / Financial Institution	Autobody and Repair Shop
Caterer	Automobile Repair Garage
Clinic	Bottled Gas Sales and Storage
Convenience Food Store	Caretaker's Residence
Contracting Services – Minor	Communication Tower
Farm Supply Store	Concrete Manufacturing/Plant
Florist Shop	Contracting Services - Major
Food and/or Beverage Service Facility	Dry Cleaning and Laundry Plant / Depot
Gas Bar	Dwelling Units Above Ground Floor Business
Handicraft Business	Feed Mills and Grain Elevators
Hotel	Gaming or Gambling Establishment
Laundromat	Industry/Manufacturing – Small Scale
Light Equipment Repair / Rental	Laboratory
Motel	Livestock Auction Mart
Office Building	Oilfield Support Services
Personal Service Shop	Parking Facility
Pharmacy	Propane Transfer Facility
Public Use	Recreational Amusement Park
Restaurant – All Types	Recreation Facility
Retail Store	Recycling Depot
Shopping Centre	Research Facility
Sign	Seed Cleaning Plant
Supermarket	Tanker Truck Washing Facility
Theatre – Movie	Taxi / Bus Depot
Truck and Sectional Home Sales and Rental	Temporary Mobile Commercial Sales
Truck Stop	Transport/Truck Operation
Veterinary Clinic	Truck and Sectional Home Sales and Rental
Warehouse Store	Truck Stop
	Utility Building
	Vehicle Wash
	Similar Use

70.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Minimum Parcel Area	0.4 hectares (1.0 acres).
Minimum Parcel Frontage	30 metres (98.4 feet).
Maximum Building Height	10.0 metres (32.8 feet) without approval of the Development Authority.
Front Yard Setback	9.0 metres (29.5 feet).
Side Yard Setback	3.0 metres (9.8 feet).
Rear Yard Setback	3.0 metres, except where abutting a residential district 7.5 metres (24.6 feet).
Landscaping	When a development is proposed adjacent to a residential land use district, a public park, or a recreational uses, a buffer shall be provided and maintained to the satisfaction of the Development Authority. The buffer may be comprised of any or all of the following: landscaped greenspace; closed or open fencing; trees; and earth berming.
Parking and Loading	Part 8 of this Bylaw.
Outdoor Storage	All outdoor storage shall be screened. All outdoor display shall be screened from residential districts. Storage is not allowed in front yard. Garbage storage shall not have an adverse impact on the use or circulation on the parcel or adjacent parcels.

The Town of Sedgewick



Municipal Development Plan



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Part One: Background and Purpose

Section 1: Background

- 1.1 The Municipal Government Act, Statutes of Alberta, 1994 (as amended) states that municipalities with a population of 3,500 or less may prepare and adopt a municipal development plan (MDP). The Act states that an MDP must address future land use and development in the municipality, the provision of municipal services and facilities, and inter-municipal issues such as future growth areas and the co-ordination of transportation systems and infrastructure.
- 1.2 The overall purpose of the Sedgewick Municipal Development Plan (MDP) is to guide future growth and development to ensure that it is sustainable, orderly, appropriate, complementary, efficient, and that it enhances the quality of life for the citizens of Sedgewick.
- 1.3 The MDP is primarily a policy document that can be utilized as a framework which both public and private sector decision making can occur. As a policy document it is, for the most part, general in nature and long range in its outlook. The MDP provides the means whereby Council can evaluate immediate situations or proposals in the context of a long range plan for Sedgewick.

Section 2: Goals and Policies

- 2.1 The goals and policies of the MDP apply to land within the Town boundary, and are intended to:
 - 2.1.1 Protect and enhance past physical characteristics and traditions;
 - 2.1.2 Guide the orderly and systematic physical growth of the community;
 - 2.1.3 Establish the desirable qualitative and quantitative direction for future community development;
 - 2.1.4 Identify major current and potential constraints, issues and opportunities such as the need for jobs, variety in housing types and densities, and infrastructure expansion, amongst others;
 - 2.1.5 Define strategies for achieving the Town's aspirations and set priorities for the near and long term future.
 - 2.1.6 Establish policies and recommendations that will delineate how the Town can move towards achieving its goals; and
 - 2.1.7 Be consistent with Provincial Land Use Policy.
- 2.2 Any goals or policies related to lands outside Town boundaries are statements of future intent or preference.



Part Two: Physical Environment

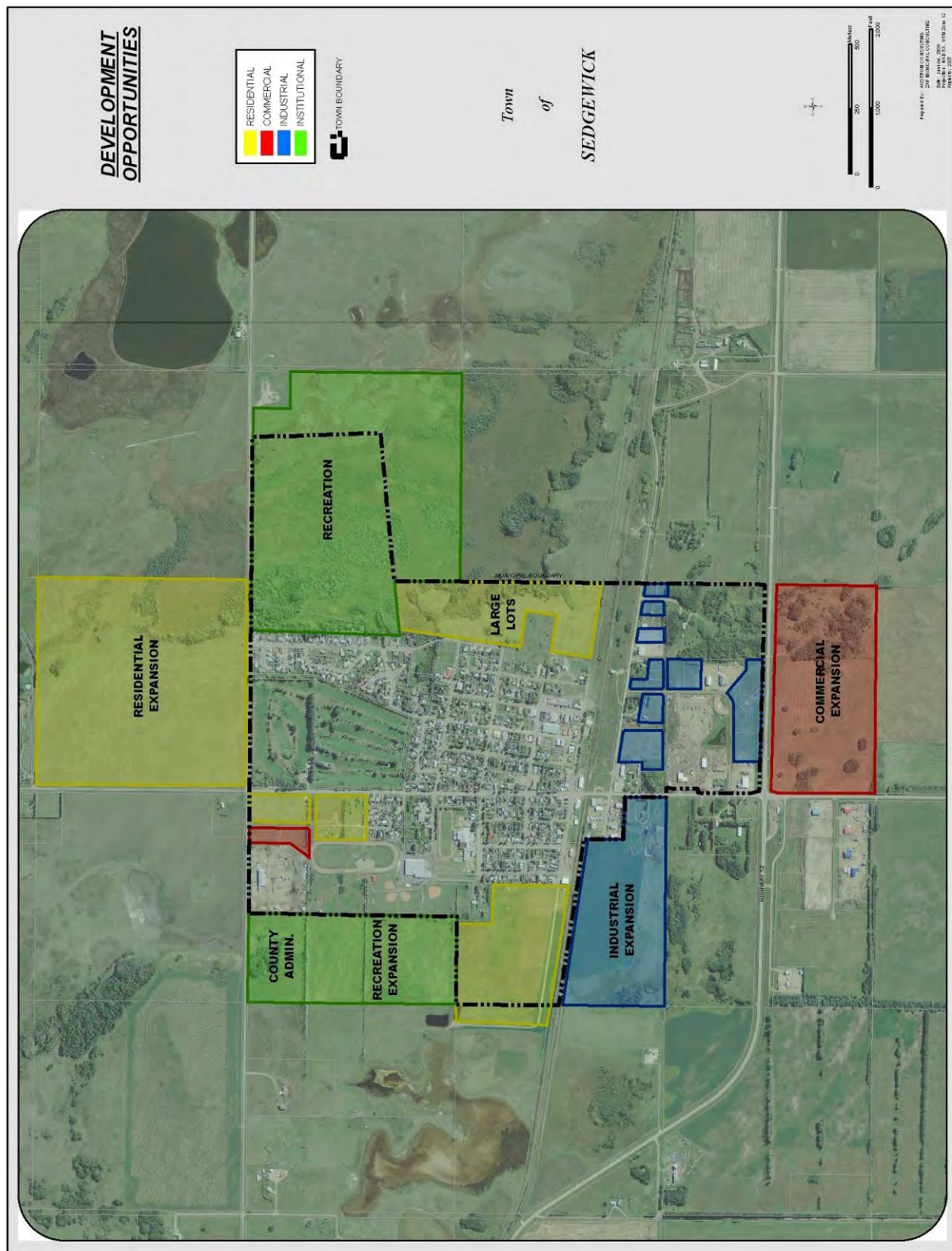
Section 3: Maps

- 3.1 Map 1 shows recent aerial photography of Sedgewick.
- 3.2 Map 2 identifies land use opportunities and constraints for Sedgewick.
- 3.3 Map 3 identifies future land uses as envisioned by the Municipal Development Plan.

Map 1 – Sedgewick Aerial Photo



Map 2 – Sedgewick Development Opportunities



Map 3 – Sedgewick Future Land Use Concept



Section 4: Population Projections

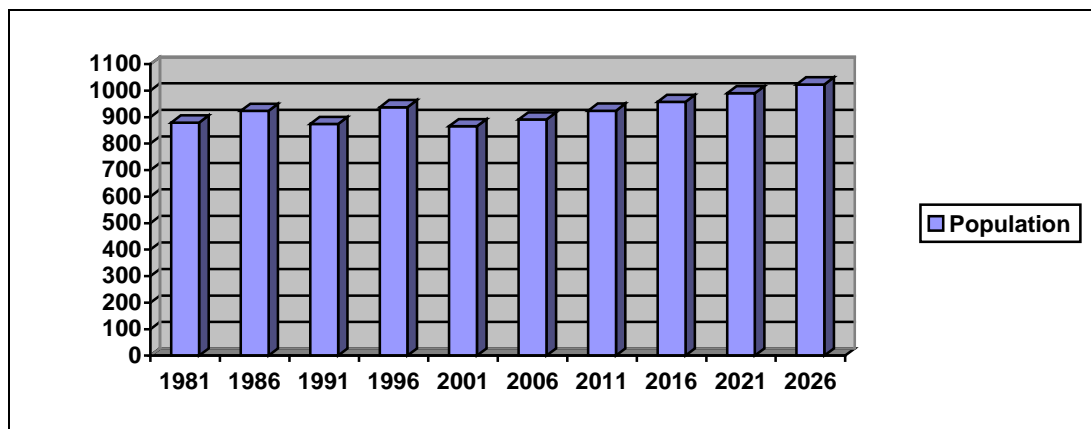
- 4.1 Figure 1 illustrates the population for the Town of Sedgewick since 1981, and anticipates the population being between 900 and 1,000 population to 2026.

The chart shows that over the past 25+ years, the Town has experienced no population growth.

Through this period, building permit activity has remained consistent; however population increase has been modest due to lower rates of persons per occupied dwelling, from a population per dwelling figure of 3.0 persons per dwelling in 1981 to 2.2 persons per dwelling in 2006.

In determining the projected population of Sedgewick moving forward, it is estimated that three (3) dwellings per year will be added, while the population per dwelling will stay at 2.2 persons per dwelling.

Figure 1 - Historical Population and Projected Population 1986 to 2026



- 4.2 The Town of Sedgewick has undertaken an analysis to determine what types of development would be desired to have growth exceed that which is projected for the community. The municipality, through public consultation, has identified that that development arising from young families and retirees seeking a small-Town lifestyle with adequate services, and driven by the small scale manufacturing and industrial service sector seeking skilled labour, is desired by the community.
- 4.3 In reviewing recent development permit activity, Sedgewick has witnessed some dwelling unit construction, however development has been limited due to the lack of desirable serviced lots.



Part Three: Setting the Stage for Growth

Section 5: Goals

- 5.1 To ensure the orderly, complementary, contiguous, and efficient development of the physical environment within Sedgewick.
- 5.2 To identify future growth needs and directions for Sedgewick and endeavour to ensure an adequate supply of developable land.
- 5.3 To undertake community consultation through the preparation of a community Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis and Community Visioning Session.

Section 6: Policies

- 6.1 All development and subdivision of land shall, whenever possible, adhere to the goals and policies of this plan and follow the land use concepts as shown on Map 2 and Map 3.
- 6.2 Development and subdivision proposals that do not comply with the goals and policies of this plan will be evaluated on their merits. The Town may consider amending this plan to accommodate proposals it deems acceptable.
- 6.3 A high level of quality and aesthetic appeal will be encouraged in all development and redevelopment.
- 6.4 The Town may require the preparation of an area structure plan (ASP) or other non-statutory plan, acceptable to Council, before subdivision and/or development of any large tract of land is permitted to proceed.
- 6.5 The Town may require the preparation of an area redevelopment plan (ARP) or other non-statutory plan, acceptable to Council, before the subdivision and/or redevelopment of any large tract of land is permitted to proceed.
- 6.6 All adopted statutory plans shall adhere to this plan.
- 6.7 The Land Use Bylaw and all non-statutory plans and policies adopted by Council should be consistent with this plan.
- 6.8 The Town should give consideration to the following matters when reviewing proposed developments and/or amendments to the Land Use Bylaw.



- 6.8.1 Goals and policies of this and other applicable statutory and non-statutory plans and/or policies adopted by Council;
 - 6.8.2 Views of the public;
 - 6.8.3 Physical characteristics of the subject and adjacent land;
 - 6.8.4 Use of other land in the vicinity;
 - 6.8.5 Availability of and possible impact on public and private utilities;
 - 6.8.6 Access to and possible impact on transportation systems;
 - 6.8.7 Overall design; and
 - 6.8.8 Any other matters which, in the opinion of Council, are relevant.
- 6.9 In compliance with the *Subdivision and Development Regulation*, pursuant to the *Municipal Government Act*, no applications for subdivisions and/or development of schools, hospitals, food establishments, or residences will be approved within 300 metres of the working areas of Town Sewage Lagoon without the written consent of the Deputy Minister of the Department of Environmental Protection.
- 6.10 Higher utilization of existing infrastructure is encouraged through the appropriate infill development.
- 6.11 The Town will endeavour to maintain an adequate supply of serviceable land.
- 6.12 The Town may assume a role in land development, including acquisition, servicing and subdivision, in order to ensure an adequate supply of land.
- 6.13 Upon the subdivision of land, the Town will require the provision of reserves; in the form of land, money, or a combination thereof; to the maximum amount provided for in the *Municipal Government Act*.
- 6.14 New development and re-development will be required to pay its fair share of expanding existing or creating new public facilities and services (water, sewer, stormwater, roads and other community facilities).



Part Four: Residential Development

Section 7: Goals

- 7.1 A mixture of residential densities and tenure will be encouraged in all neighbourhoods so that a variety of housing is available.
- 7.2 High quality housing design, layout, site amenities and development will be promoted for all new residential housing projects.
- 7.3 Housing affordability will be encouraged to support the needs of first time home buyers, singles, lone-parents, seniors and persons with disabilities.
- 7.4 Encourage infill development by creating smaller lots and higher densities.
- 7.5 Provide for separation and buffering of residential neighbourhoods from incompatible land uses.

Section 8: Policies

- 8.1 Map 2 and Map 3 identifies existing and future residential areas.
- 8.2 It is the Town's intent to achieve residential expansion through infill as well as future annexation of lands to the north of Town.
- 8.3 In residential areas, upon subdivision, it is the Town's preference that the provision of reserves is in the form of land in order to provide adequate buffering, open spaces, and school sites.
- 8.4 Although detached housing will be the dominant housing type, the Town supports the provision of a wide range of housing types in order to meet all of its housing needs.
- 8.5 Higher density housing is encouraged to develop small clusters with good access to major roads. Consideration should also be given to proximity to schools, open spaces and community facilities.
- 8.6 The maximum residential density should be approximately 16 dwelling units per gross developable hectare.
- 8.7 Innovative residential designs are encouraged. The external design and finish of all residential buildings should be of high quality and reflect or complement existing development in the vicinity.



Part Five: Commercial Development

Section 9: Goals

- 9.1 To promote and encourage the provision of a full range of goods and services for the citizens of Sedgewick.
- 9.2 To minimize potential conflicts between commercial and non-commercial land uses.
- 9.3 To encourage aesthetically pleasing commercial development.

Section 10: Policies

- 10.1 Map 2 and Map 3 identifies existing and future commercial areas.
- 10.2 The Town will encourage infill and redevelopment of the Central Business District centred around 47 Street and 48 Avenue.
- 10.3 The Town will encourage the highway commercial development along Highway 13 within the Town boundaries, and ultimately seeks to expand south of Highway 13 to accommodate lands for highway commercial and light industrial purposes.
- 10.4 The Town will work closely with Alberta Transportation to insure that any future access or activity adjacent to Highway 13 is constructed to Alberta Transportation's standards.
- 10.5 The Town supports the concept of creating a mixed light industrial and commercial district within the land use bylaw, to encourage a wide array of options for commercial development within the Town.
- 10.6 The external design and finish of all commercial developments should be of high quality and reflect or complement existing development in the vicinity.
- 10.7 Home based businesses will be allowed as permitted uses in all residential districts provided they are secondary to the residential use and do not detract from the amenities of the surrounding residential neighbourhood. Specific standards and requirements will be governed by the Land Use Bylaw.
- 10.8 In commercial areas, upon subdivision, it is the Town's preference that the provision of reserves is in the form of money, except in cases where the site borders on a non-commercial use in which case the Town may consider the dedication of land to provide adequate buffering.



Part Six: Industrial Development

Section 11: Goals

- 11.1 To accommodate a broad range of industrial development.
- 11.2 To minimize potential conflicts between industrial and non-industrial land uses.

Section 12: Policies

- 12.1 Map 2 and Map 3 identifies existing and future industrial areas.
- 12.2 The Town will encourage industrial development by maintaining a large land base for industry and promoting its availability to prospective users.
- 12.3 The Town will ensure orderly development of the existing industrial area north of Highway 13, and endeavours to expand industrial uses west of 50 Street through future annexation of these lands.
- 12.4 The Town will seek to minimize potential negative externalities associated with industrial developments.
- 12.5 Where negative externalities associated with an industrial use cannot be reduced to an acceptable level, the Town will strive to assist in the relocation of the industrial use to a more suitable location within the Town.
- 12.6 In industrial areas, upon subdivision, it is the Town's preference that the provision of reserves is in the form of money, except in cases where the site borders on a non-industrial use in which case land may be dedicated to provide adequate buffering.
- 12.7 The Town may require an independent environmental impact assessment (EIA) to be completed before permitting an industrial use that may potentially cause environmental or health problems.



Part Seven: Transportation

Section 13: Goals

- 13.1 To identify short and long term transportation needs of both the Town and the surrounding region and strive to ensure that these needs are adequately met in a manner that is compatible with existing and future development.

Section 14: Policies

- 14.1 The Town will endeavour to protect Highway 13 from uses and development adjacent to the highway that may be detrimental to the flow and safety of traffic.
- 14.2 The Town shall establish standards and specifications for the future development of roads. These shall include the width of future roads, required right-of-way, methods of construction, placement of signage and sidewalks, lighting, landscaping requirements and intersection treatments.
- 14.3 The Town may establish bylaws concerning off-site levies in accordance with the provisions of the *Municipal Government Act* to finance the provision of off-site road upgrades.
- 14.4 Additional development setbacks and dedications for future roads may be established in the Land Use Bylaw.



Part Eight: Utilities and Servicing

Section 15: Goals

- 15.1 To support the adequate, safe, and efficient provision of municipal and private utilities.
- 15.2 To ensure municipal services are provided in a timely and efficient manner.

Section 16: Policies

- 16.1 New development shall be required to be serviced by all municipal utilities to a standard satisfactory to the Town. The Town may accept industrial and commercial development on large parcels of land not serviced by municipal utilities. Low density residential areas may also use communal water and sewer services which meet municipal standards. A condition of development in these circumstances shall be the entering of a deferred servicing agreement requiring connection to municipal utilities when they become available.
- 16.2 Prior to subdivision approval, the developer shall be required to provide detailed engineering plans to describe how the water, sanitary and storm water servicing will be fulfilled.
- 16.3 Utility rights-of-way and public utility lots shall be provided at the time of subdivision.
- 16.4 The use of road right-of-way for storm water conveyance must be designed to accommodate a 1:100 year storm and not adversely affect traffic. Should the road right-of-way not be able to accommodate the 1:100 storm, on-site storm water ponds will be required. Storm water storage or retention is not allowed within road right-of-ways.
- 16.5 The Town may establish bylaws concerning off-site levies in accordance with the provisions of the *Municipal Government Act* to finance the provision of adequate municipal water, sanitary sewer, and storm sewer utilities.
- 16.6 The Town supports the development, whenever possible, of partnerships with Flagstaff County and other urban municipalities in the region for the provision of municipal services.



Part Nine: Open Spaces and Natural Areas

Section 17: Goals

- 17.1 To protect and preserve, whenever possible, existing natural areas.
- 17.2 To ensure that development does not unduly impact the natural environment.
- 17.3 To ensure that the natural environment does not jeopardize the health, safety, and quality of life of the citizens of Sedgewick.
- 17.4 To provide open spaces that are functional and effective in satisfying the needs of residents and visitors to the community.

Section 18: Policies

- 18.1 The Town may require an environmental assessment/audit to be carried out on a site that is the subject of a development proposal.
- 18.2 The Town will work with developers to ensure that developments do not have a significant negative environmental impact on the Town.
- 18.3 The Town will not permit development in areas prone to flooding.
- 18.4 The Town will utilize environmental reserve and environmental conservation easements as mechanisms to protect environmentally significant areas.
- 18.5 Through the subdivision process, the Town shall require that lands considered unsuitable for development area dedicated as environmental reserve with the provisions of the MGA.
- 18.6 When lands adjacent to water bodies or water courses are subdivided, a strip of land shall be dedicated as environmental reserve to provide a buffer and provide public access. The width of the required dedication shall be established by the Subdivision Authority.
- 18.7 Lands dedicated as environmental reserve shall remain in their natural state and/or be used as part of the public trail system where necessary to ensure a continuous integrated trail system.



Part Ten: Community Development

Section 19: Goals

- 19.1 To strive to provide community facilities that will enhance the provision of community services associated with the social, cultural, educational, and recreational needs of the citizens of Sedgewick and to protect and preserve, whenever possible, existing natural areas.

Section 20: Policies

- 20.1 The Town supports the provision of linear green spaces which may be developed as walkways to act as linkages between residential areas, schools, open spaces and community facilities.
- 20.2 Local playgrounds and tot-lots should be provided in residential developments as part of the municipal reserve dedication resulting from subdivision. Whenever possible tot-lots should be centrally located within each residential area and linked via walkways and/or sidewalks.
- 20.3 The Town supports the preservation of natural areas and natural vegetation within open spaces whenever possible.
- 20.4 Public and quasi-public uses, such as nursing homes, churches, and community centres, will be permitted in residential areas provided they are located at or near neighbourhood entry points and adequate buffering or separation is provided.
- 20.5 The Town encourages cooperation between the Town, Flagstaff County, Battle River School Division and East Central Regional Catholic School Division and other community groups on the sharing of facilities and resources.
- 20.6 The Town will endeavour to work with the Province to ensure the adequate provision of health and medical care services and facilities.
- 20.7 The citizens of Sedgewick should, whenever possible, be provided with adequate, timely, and efficient protective services. This includes, but is not limited to, protection from loss of life from fire, accident, natural disaster, or unlawful activity.
- 20.8 The citizens of Sedgewick should, whenever possible, be provided with adequate, timely, and efficient common services. This includes, but is not limited, to infrastructure development and maintenance, snow removal, and garbage removal.



Part Eleven: Economic Development

Section 21: Goals

- 21.1 To further the economic vitality and sustainability of the local and area economy.
- 21.2 To develop a strong tourism sector in the local and area economy.

Section 22: Policies

- 22.1 The Town supports, in principle, private economic development initiatives.
- 22.2 The Town may support economic development initiatives, whether on its own or in partnership with the private sector.
- 22.3 The Town supports, whenever possible, joint economic development initiatives with Flagstaff County and other municipalities in the region.
- 22.4 The Town encourages the development of the tourism industry in and around Sedgewick. Such development should not have adverse social, economic, or environmental impacts.
- 22.5 Tourism oriented development should benefit the citizens of Sedgewick and area by providing greater economic, recreational, and cultural opportunities.
- 22.6 The Town and/or related agency should develop and maintain a registry of local businesses and services in order to identify and then actively seek to fill gaps.



Part Twelve: Education

Section 23: Goals

- 23.1 To encourage the provision of the broadest and fullest range of educational opportunities for the citizens of Sedgewick.

Section 24: Policies

- 24.1 The Town will endeavour to cooperate with Battle River School Division and East Central Alberta Catholic Separate Schools Division to enhance the provision of educational resources and opportunities to the citizens of Sedgewick.
- 24.2 The Town supports the sharing of educational facilities and resources.



Part Thirteen: Inter-municipal Cooperation

Section 25: Goals

- 25.1 To undertake cooperative planning with Flagstaff County.
- 25.2 To coordinate land use policies for the boundary areas which are mutually beneficial to both the Town and the County.
- 25.3 To coordinate the provision of roads, facilities, and other services that serve residents of both municipalities.

Section 26: Policies

- 26.1 The Town will endeavour to work with the County and other urban municipalities in the region to address issues of mutual concern and to ensure that development in either municipality complements the existing and future land uses of the other municipality.
- 26.2 The Town will discourage, whenever possible, development or uses that may have a negative impact on adjacent uses in Flagstaff County.
- 26.3 The Town intends to ultimately expand through annexation to the south (south of Highway 13) for commercial and light industrial purposes; to the west (west of 50 Street and south of the railway) for light industrial purposes; and to the north for residential purposes.



Part Fourteen: Administrative Matters

Section 27: Interpretation

- 27.1 The MDP is, for the most part, general in nature and long range in its outlook. The MDP provides the means whereby Council and Town staff can evaluate immediate situations or proposals in the context of a long range plan for Sedgewick. In this regard, the boundary between the land uses shown on Map 3 – Future Land Use Concept” is not to be rigidly interpreted and the specific boundaries shall be determined through the designation of the Land Use Bylaw Districts.
- 27.2 Subject to Council's approval, minor variations from the policies of the MDP will not require an amendment to the MDP. More substantive changes will require an amendment to the MDP and any other affected plan.
- 27.3 The MDP contains “shall”, “should”, and “may” policies which are interpreted as follows:
- 27.3.1 “Shall” policies must be complied with,
 - 27.3.2 “Should” policies mean compliance in principle, but is subject to the discretion of the applicable authority on a case by case basis, and
 - 27.3.3 “May” policies indicate that the applicable authority determines the level of compliance that is required.

Section 28: Implementation

- 28.1 The goals and policies of the MDP will be further refined and implemented through the development, adoption, and day to day application of statutory plans (area structure plans and area redevelopment plans), non statutory plans (outline plans, design schemes, etc.) and the Land Use Bylaw.

Section 29: Amendment

- 29.1 Amendment of the MDP must follow the appropriate procedures as outlined in the *Municipal Government Act*.
- 30.1 All statutory and non-statutory plans shall be consistent with the MDP and may require amendment to ensure their compliance with the MDP.

Section 30: Review

- 30.1 In order to ensure that the MDP is current, the entire plan should be reviewed approximately every three years, preferably soon after the municipal election.

Request for Decision (RFD)

Topic: Strathcona County – 9-1-1 Dispatch Services Contract Renewal
Initiated by: Strathcona County
Prepared by: Strathcona County
Attachments: New Service Contract

Recommendations:

That council authorize signature to the updated 9-1-1 and Fire Dispatch Services Contract with Strathcona County.

Background:

See attached.

August 8, 2016

Town of Sedgewick
Attention: Chief Administrative Officer
PO Box 129
4818-47 Street
Sedgewick, AB T0B 4C0

Dear Sir/Madam;

Please find enclosed the new, updated contract for 9-1-1 and Fire Dispatch Services with Strathcona County. Once signed, this document will replace your current contract, and there will be no interruption to or effect on the services we currently provide.

As noted in our previous communications, the terms of your current contract remain the same for service rate and service area; however this new document defines the contracted services better. Other highlights are:

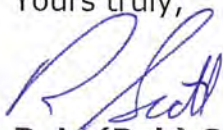
- Simpler and more pertinent definitions
- Better defined obligations for both parties
- Updated FOIP (Freedom of Information and Privacy Protection) clauses
- The ability to execute this contract via fax or scan-to-email

We ask that you arrange to have the document signed by the appropriate parties, and then return it to our office. You may return the contract to my attention by email, fax, or by mail/courier. My contact information is below. Once signed by our Director of Emergency Services, we will return a copy of the contract for your files.

Additionally, we are pleased to confirm that we anticipate no increase to your service rate for 2017, subject to this fall's budget approval.

If you have any questions regarding this updated contract, or our services, please feel free to contact me.

Yours truly,



R. L. (Bob) Scott

Deputy Chief

Community Safety and Emergency Communications

P: 780-464-8457 C: 780-995-7133

bob.scott@strathcona.ca

THIS AGREEMENT made the _____ day of _____, 2016.

BETWEEN:

TOWN OF SEDGEWICK
(hereinafter referred to as the "Municipality")

OF THE FIRST PART

– and –

STRATHCONA COUNTY
(hereinafter referred to as the "Contractor")

OF THE SECOND PART

CONTRACTOR AGREEMENT

WHEREAS the Municipality requires the services of the Contractor as an independent contractor, in connection with **9-1-1 Call Answer and Dispatch Services**;

AND WHEREAS the Municipality and the Contractor have reached agreement with respect to the terms and conditions under which the Contractor will provide such services to the Municipality;

NOW THEREFORE, in consideration of the promises, mutual terms, covenants and conditions herein, the parties hereto agree as follows:

1. DEFINITIONS

In this Agreement:

- (a) "9-1-1 Call Answer" shall mean the act of answering all 9-1-1 calls originating in the Municipality, determining the type of emergency agency required and directing the call to that agency;
- (b) "9-1-1 Emergency Calling Service Fee Levy" is as described in the *'Agreement To Collect Municipal Charges For Provincial E9-1-1 Service'* or similar agreement between the Municipality and all telephone service providers operating within the Service Area described in Schedule "C", as maintained by the service provider(s);
- (c) "Force Majeure" means any act of God, major storms, civil disturbance or any similar major event or occurrence not within the control of a party and which by the exercise of due diligence by such

party could not have been prevented, but lack of funds on the part of such party shall be deemed not to be a Force Majeure;

- (d) "Full Fire Dispatch" service means emergency fire dispatch services for calls originating from or pertaining to the Service Area, and includes the action to be taken by the Dispatch Operator after establishing the need to dispatch the appropriate Fire Department(s) and all dispatch function as outlined in the Standard Operating Guidelines as agreed upon between the Contractor and the Municipality from time to time;
- (e) "Official Population" means the means the most recent official census results of the Municipality reported by Alberta Municipal Affairs, Municipal Services Branch annually;
- (f) "Personal Information" means recorded information about an identifiable individual as defined in the Freedom of Information and Protection of Privacy Act, as may be amended from time to time;
- (g) "Service Area" means the area within the municipal boundaries of the Municipality, as detailed in Schedule "C" hereto, and as it exists from time to time;
- (h) "Service Fees" means the fees to be paid by the Municipality to the Contractor set forth in Schedule "B" hereto;
- (i) "Service Levels" are the minimum performance targets for service, as set out in Schedule "A" hereto;
- (j) "Service Rate" means the rate per capita, based on the Official Population, for the provision of services outlined in this Agreement;
- (k) "Standard Operating Guidelines" are the organizational directives that establish a standard course of action within, for the purposes under this contract, Strathcona County Emergency Services.
- (l) "Services" means those activities identified in Schedule "A" hereto;
- (m) "Term" means the period of time commencing on **August 1, 2016** and continuing year to year subject to termination as set forth herein.

2. PREAMBLE AND SCHEDULES

- (a) The parties hereby confirm and ratify the matters contained and referred to in the Preamble to this Agreement and agree that same and the various schedule(s) hereto are expressly incorporated into and form part of this Agreement:
 - (i) Schedule "A" Dispatch Service Levels and Required Materials
 - (ii) Schedule "B" Service Fees
 - (iii) Schedule "C" Service Area

3. OBLIGATIONS

(a) The Contractor shall:

- (i) perform the Services in accordance with the Service Levels identified in Schedule "A" within the Service Area described in Schedule :C" and subject to the terms and conditions contained in this Agreement;
- (ii) provide 9-1-1 Call Answer service to the Municipality;
- (iii) be bound by and observe all applicable federal, provincial and municipal legislation and related regulations, which, without limiting the generality of the foregoing, shall include the provisions of the Freedom of Information and Protection of Privacy Act, the Occupational Health and Safety Act and the Environmental Protection and Enhancement Act, all as amended from time to time, and the Contractor shall cause all of its employees and approved subcontractors to be so bound;
- (iv) be responsible to collect, remit, and pay all source deductions, Canada Pension contributions, Employment Insurance premiums, taxes and GST and all other required payments, contributions or deductions under all applicable laws and authorities including, but not limited to, any assessments levied pursuant to the Workers' Compensation Act (Alberta) which arise or may hereafter arise with respect to the performance of the obligations of the Contractor under this Agreement and the Municipality shall have no liability for the same; and
- (v) provide all such written and verbal reports as required by the Municipality on the progress of the Services. The Contractor will make available such information, including data and documents, as the Municipality may require from time to time to allow the Municipality to evaluate the quality and progress of the Services; and

(b) The Municipality shall:

- (i) assign all 9-1-1 Emergency Calling Service Levies to the Contractor and provide proof of the assignment(s) within 15 days of the execution of this Agreement;
- (ii) be responsible for the development of all public information relating to Dispatch Services available in the Service Area at its sole expense and any such public information shall be mutually approved by the Contractor prior to release to the Public;

- (iii) be responsible for the cost of any equipment or modifications required to fulfil the Contractor's obligations hereunder including, but not limited to, the addition and/or maintenance of telecommunication equipment. Prior to the Contractor acquiring or arranging for equipment to fulfil the contract, the Municipality must give written approval of the purchase; and
 - (iv) ensure the operations of the Municipality's Emergency Service Response agencies meet the obligations outlined in Schedule "A".
- (c) Both parties shall:
 - (i) notify the other, within thirty (30) days, of any criminal or civil legal action that may involve any functions or services provided for under this agreement; and
 - (ii) agree that the duty and obligation to respond to any call directed by the Contractor's Emergency Service response agencies of the Municipality shall be the sole responsibility of the Emergency Service response agency of the Municipality's.
 - (iii) If either party fails to perform any of its obligations herein, written notice that such failure exists and the nature of such failure may be delivered by one party to the other. The recipient of the notice shall forthwith take all necessary steps to cure such failure. If these steps fail to satisfactorily cure the failure, the first party, acting reasonably, shall be entitled to call upon other remedies that may be available at law, equity or otherwise.

4. PAYMENT OF SERVICE FEES

- (a) The Municipality will pay the Contractor the Fees following receipt of invoice and in accordance with the payment terms set forth in Schedule "B" hereto, plus any applicable GST thereon.

5. RIGHT OF THE CONTRACTOR TO ACCEPT CONCURRENT RETAINERS

- (a) The Contractor may accept concurrent contracting retainers from other parties during the Term.

6. INSURANCE

- (a) Without in any way limiting the liability of the parties under this Agreement, the Contractor and the Municipality shall obtain and

maintain in force during the Term the following insurance, satisfactory to the Contractor, acting reasonably;

- (i) comprehensive general liability insurance providing a limit of at least Five Million (\$5,000,000.00) per occurrence for injury to or death of any one or more persons or damage to or destruction of property.
- (b) The Contractor shall name the Municipality, its Council and employees as additional insured on the comprehensive general liability insurance policy or policies described in (a).
- (c) The Municipality shall name the Contractor, its Council and employees as additional insured on the comprehensive general liability insurance policy or policies described in (a)
- (d) Upon request either party shall, provide written documentation evidencing the required insurance coverage. This documentation shall be in the form of an insurance certificate satisfactory to the Contractor, and shall indicate that the Contractor or Municipality will be provided with thirty (30) days' written notice of cancellation of such insurance.
- (e) Both parties shall ensure that all insurance coverage maintained in accordance with contract requirements shall continue, with evidence of renewal of such insurance to be provided until the end of the Agreement.
- (f) The cost of all insurance required to be held by the Contractor or the Municipality as set forth herein shall be borne by the respective party. Any deductible or self-insured retention shall be the sole responsibility of the respective party in the event of a claim.

7. INDEMNITY

- (a) Each of the parties hereto shall be responsible for and indemnify and save harmless the other party, for any damage 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.
- (b) The provisions of this Section are in addition to and shall not prejudice any other rights of either party at law or in equity. This

Section shall survive the termination or expiry of this Agreement for any reason whatsoever.

8. CONFIDENTIAL INFORMATION AND OWNERSHIP OF THE MUNICIPALITY'S PROPERTY

- (a) All Work Product and all other information and data received and compiled by the Contractor, while performing the Services, shall be treated as confidential for the benefit of the Municipality and constitutes a part of Municipality Property and shall not be disclosed or made known to any other person except as authorized by the Municipality.
- (b) The Contractor acknowledges and agrees that the Municipality is the sole legal and beneficial owner of any and all of the Municipality Property.
- (c) This Section shall survive the termination or expiry of this Agreement.

9. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

- (a) The Contractor must protect personal information in its custody that is subject to this Agreement by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, disposal and disaster.
- (b) The Contractor is responsible for ensuring that its employees, agents and subcontractors are aware of and understand the requirements of the *Freedom of Information and Protection of Privacy Act* ("FOIP") as it relates to the Agreement before the employees, agents or subcontractors perform duties that involve personal information under the control of the Municipality.
- (c) Notwithstanding the termination or expiry of this Agreement, the Contractor acknowledges that information and records compiled or created under this Agreement which are in the custody of the Contractor are subject to FOIP. If a request is received for any of these records, the Contractor shall forward the information and records, at the Contractor's expense, to the Municipality within five (5) calendar days of official notification by the Municipality.
- (d) The Municipality shall furnish to the Contractor such information in its possession reasonably required for the proper performance of the obligations of the Contractor, and shall, in every way provide such cooperation as is reasonable in order for the Contractor to be able to perform the Services.

- (e) The Contractor shall retain all information and records received or compiled by the Contractor in accordance with this Agreement for a period of SIX (6) months from the date of termination of this Agreement, after which the information and records will be transferred to the possession of the Municipality, if requested by the Municipality.

10. TERMINATION

- (a) This Agreement may be terminated at any time by either party by giving one hundred eighty (180) days written notice to the other party, and the parties right to consideration shall be limited to payment for the Services performed and not previously paid for. Both parties specifically agree that the notice and consideration set forth in this paragraph constitutes reasonable, fair and equitable notice and compensation for damages, if any that may be suffered by either party as a result of the termination of this Agreement.
- (b) If such notice is given, the Contractor shall perform the Services up to and including the effective date of termination specified in the notice and shall, upon request, provide the Municipality with a written report on the Services rendered to the time of termination.
- (c) Except for any such report, the Contractor shall not perform any further Services subsequent to the effective date of termination.

11. DELIVERY OF MUNICIPALITY'S PROPERTY ON EXPIRY OR TERMINATION

- (a) On or before the effective date of the earlier of:
 - (i) the expiry of this Agreement; or
 - (ii) the termination of this Agreementthe Contractor shall unconditionally deliver Municipality's Property to the Municipality.

12. FORCE MAJEURE

- (a) If the parties shall fail to meet their respective obligations hereunder within the respective time prescribed therefor and such failure shall be directly caused or materially contributed to by Force Majeure, such failure shall be deemed not to be a breach of the obligations of such party, provided however, in such event, such party shall use its best efforts to put itself in a position to carry out its obligations hereunder as soon as reasonably possible.

13. GENERAL

(a) Notices

- (i) 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:
- (ii) 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; or
- (iii) by fax or e-mail, directed to the party on whom it is to be served at that address set out herein. Notice so served shall be deemed received at the commencement of the next ensuing business day following transmission with answer back confirmation thereof; or
- (iv) by mailing via first class registered post, postage prepaid, to the party on whom it is served.

- (b) 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 THREE (3) days after the same has been mailed in a prepaid envelope by single registered mail to:

- (1) Municipality:
Town of Sedgewick
PO Box 129
4818-47 Street
Sedgewick, Alberta T0B 4C0
Phone: 780-384-3504
Fax: 780-384-3545
Email: cao@sedgewick.ca

Attention: Chief Administrative Officer

And:

- (2) Contractor:
Strathcona County Emergency Services
915 Bison Way
Sherwood Park, AB T8H 1S9
Phone: (780) 467-5216
Fax: (780) 449-9652

e-mail: EmergencyServices@Strathcona.ca

Attention: Deputy Chief, Community Safety and
Emergency Communications

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

(c) Governing Law

This Agreement shall be construed and governed by the laws of the Province of Alberta and the laws of Canada applicable therein and the parties hereto irrevocably attorn to the exclusive jurisdiction of the Courts of the Province of Alberta.

(d) Time of Essence

Time shall be of the essence of this Agreement.

(e) Headings

The headings, captions, paragraph numbers, sub-paragraph numbers, article numbers and indices appearing in this Agreement have been inserted as a matter of convenience and for reference only and in no way define, limit, construct or enlarge the scope or meaning of this Agreement or any provisions hereof.

(f) Relationship between Parties

Nothing contained herein shall be deemed or construed by the parties hereto 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 hereto, it being understood and agreed that none of the provisions contained herein nor any act of the parties hereto shall be deemed to create any relationship between the parties hereto other than an independent service agreement between the two parties at arm's length.

(g) No Authority

Except as may from time to time be expressly stated in writing by the one party, the other party has no authority to assume or create any obligation whatsoever, expressed or implied, on behalf of or in the name of the other party, nor to bind the other party in any manner whatsoever.

(h) Agreement Entire Relationship

This Agreement constitutes the entire agreement between the parties hereto and the parties acknowledge and agree that there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any

way affecting or relating to this Agreement save as expressly set out in this Agreement.

(i) Further Assurances

Each of the parties do hereby 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.

(j) Amendments

This Agreement may not be altered or amended in any of its provisions, except where any such changes are reduced to writing and executed by the parties.

(k) 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.

(l) Counterparts

This Agreement may be executed in several counterparts each of which when so executed shall be deemed to be an original, and such counterparts shall constitute the one and same instrument and notwithstanding their date of execution shall be deemed to bear date as of the date first above written.

(m) Statutory Reference

Any reference to a statute shall include and shall be deemed to be a reference to such statute and to the regulations made pursuant thereto and promulgated thereunder with all amendments made thereto and in force from time to time and any final judicial decisions interpreting the same, and to any statute or regulation that may be passed which has the effect of supplementing or superseding the statute so referred to or the regulations made pursuant thereto.

(n) Unenforceability

If any term, covenant or condition of this Agreement or the application thereof to any party or circumstances 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 permitted by law.

(o) 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 shall survive the termination or expiry of the Term and shall not be merged therein or therewith.

(p) Payment of Monies

The parties acknowledge and agree that any payment of monies required to be made hereunder shall be made in Canadian funds and that any tender of monies or documents hereunder may be made upon the solicitors acting for the party upon whom the tender is desired and it shall be sufficient that a negotiable bank draft is tendered instead of cash.

(q) 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.

(r) Binding Effect

This Agreement shall enure to the benefit of and be binding upon the successors and permitted assigns of each of the parties.

(s) Assignment

Neither party shall assign its interest in this Agreement, or any part hereof, in any manner whatsoever without having first received written consent from the other party, which consent may be arbitrarily withheld by one of the parties.

(t) Requests for Consent

Each party shall provide any decision with regard to a request for consent in a timely manner.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the day and year first written above.

TOWN OF SEDGEWICK

Per: _____

Per: _____

STRATHCONA COUNTY

Per: _____
Director, Emergency Services

SCHEDULE "A"

DISPATCH SERVICE LEVELS AND REQUIRED MATERIALS

1. The following service levels will be maintained by the Contractor:
 - (a) The Contractor's Emergency Call Centre (ECC) will be located at Strathcona County Emergency Services Fire Station #1, 1933 Sherwood Drive, Sherwood Park, Alberta; or another temporary location if required in an emergency.
 - (b) Fire calls shall be dispatched for response according to the Service Area outlined in Schedule "C", as updated by the Municipality from time to time.
 - (c) Fire calls shall be dispatched in accordance with the current version of the Contractor's Emergency Services Quality Management Plan.
 - (d) Sufficient and properly trained staff (minimum of 2) will be on duty at the ECC at all times to perform the dispatch services on a year round, twenty four (24) hours per day, seven (7) days per week basis during the term in respect of all calls for emergency services within the Service Area as outlined in the Contractor's Standard Operating Guidelines.
 - (e) Records will be kept and maintained with respect to the provision of the dispatch services including total calls received, the manner in which the calls have been dealt with and any other information which the parties may jointly agree should be recorded.
 - (f) The Contractor shall provide a training session with respect to the operation of the dispatch system as required.
2. In order to effectively implement and maintain Full Fire Dispatch service, the Municipality is required to provide the following materials, which the Municipality will update as required:
 - (a) Detailed maps of the Emergency Response Zones (ESZs) and Fire Response Districts within the Service Area.
 - (b) A list of Emergency Contacts for the Municipality, including local contacts for utility and rail emergencies.
 - (c) Details regarding the Municipality's addressing system in rural areas, i.e., a five or six digit rural addressing system.
 - (d) A list of landmarks and named locations within the Service Area, i.e., public buildings, parks, etc., and their locations.

- (e) The expected procedure for event notification, including border call responses.
- (f) The primary email address dispatch reports are to be sent to, as well as one alternate email address.
- (g) A list of any supplemental response software/mobile apps used by the Municipality's emergency personnel, i.e., *Active911*, *IamResponding*.
- (h) A list of the Municipality's cellphone numbers that use the apps described in g) above, and their corresponding service providers.
- (i) If the Municipality provides Medical First Response for Alberta Health Services, at what level.
- (j) Copies of the Municipality's Standard Operating Procedures and/or Standard Operating Guidelines applicable to emergency response, in electronic format.
- (k) Information pertaining to mutual aid agreements that are in place for back-up response.
- (l) A list of apparatus and CAD configurations for each incident type and determinant level in the Fire Dispatch system with the National Academy of Emergency Dispatch (NAED).
- (m) Coordination of radio connectivity and an overview of radio maintenance agreements.

SCHEDULE "B"

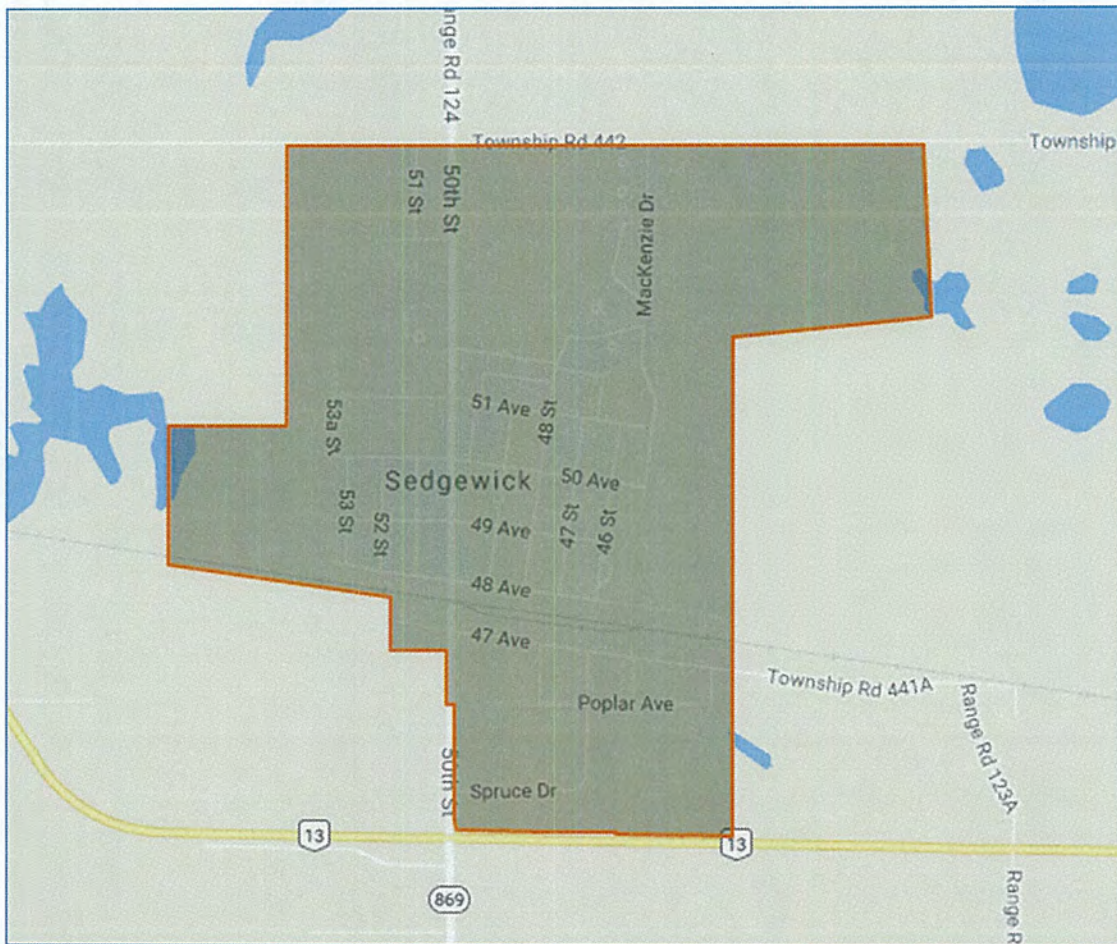
SERVICE FEES

1. The Full Fire dispatch Service Rate for the first calendar year of the agreement shall be \$3.30 per capita. The Service Rate may be increased on an annual basis, beginning in January of each calendar year, to reflect increasing cost of service delivery such as inflationary impacts.
2. For each year of the Term, the Service Fee will be calculated by multiplying the Service Rate for the year by the Official Population of the Municipality for the previous year.
3. The Contractor will issue an invoice for the current years' Service Fee to the Municipality as soon as population figures can be verified according to item (2) above. The Municipality shall pay the total amount of said invoice to the Contractor within 30 days of receipt.
4. If the Municipality gives notice they wish to terminate this Agreement after an invoice for the Service Fee for any calendar year has been issued, the Service Fee payable for that year will not be pro-rated.
5. If the Contractor terminates this Agreement effective on a date prior to December 31st, the Service Fee payable for that year will be pro-rated, and a refund issued to the Municipality, if applicable.

SCHEDULE "C"

SERVICE AREA

1. The Service Area will be defined as the area within the municipal boundaries of Town of Sedgewick, and as it exists from time to time:



2. The map above is supplied by Alberta Municipal Affairs/Google and is provided on this page as a graphical representation of municipal boundaries and other visual mapping data and is not intended to be legal information.

Request for Decision (RFD)

Topic:	Council Meeting - Rescheduling
Initiated by:	Administration
Prepared by:	Amanda Davis
Attachments:	n/a

Recommendations:

That the October 20th, 2016 organizational and regular meeting be rescheduled for October 13th, 2016 at 6:00PM.

Background:

The October 20th, 2016 Organizational and regular meetings require rescheduling as I have been called for questioning in regards to File #112053-002-WWB in Edmonton.

Current:

I propose the meeting be rescheded for October 13th to prevent the need for a special meeting to address Phase II grant awards.



TOWN OF KILLAM

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

August 22, 2016

Flagstaff County
Box 358
Sedgewick, AB T0B 4C0

Re: Community Resource Officer Project – Request for Funding

At their regular council meeting on August 18, 2016, the Town of Killam reviewed your letter dated July 4, 2016 and the Memorandum of Understanding regarding the Community Resource Officer Project. A decision regarding the funding request has been deferred to our September Meeting in order for administration to do a thorough comparison of the old MOU to the new MOU.

As well, Town of Killam Council requests the following from Flagstaff County in order to assist with their decision on the request:

- A copy of the budget
- How much funding they are requesting from each community?
- How much time will be committed to each community?
- Will the DARE program be continued?

Thank you for your continued efforts with this very worthwhile project.

Yours truly,

Kimberly Borgel, CLGM
CAO

Cc Flagstaff Municipalities

**FRSWMA Regular Monthly Board Meeting
 August 22, 2016
 Sterling Room of the County Office, Sedgewick, AB**

Minutes

Board Members

1) Attendance

Present:

Barry Bowie	Village of Rosalind
James Brodie	Flagstaff County
Brenda Grove	Town of Killam
Dean Lane	Town of Hardisty
Wade Lindseth	Flagstaff County
Dayna Oberg	Village of Forestburg
James 'Butch' Robertson	Town of Daysland
Deb Smith	Village of Loughheed
Wilma McLeod	Village of Alliance

Absent:

Shawn Higginson	Town of Sedgewick
Gary Matthiessen	Flagstaff County
Dennis Steil	Village of Heisler

STAFF:

Murray Hampshire	Manager
David Dahl	FRSWMA
Cliff Hill	FRSWMA
Sharon Barker	FRSWMA

2.0) Call to Order

Chair D. Smith called the meeting to order at 7:07 p.m.

3.0) Agenda

Agenda was reviewed. Board member W. Lindseth asked to add item "6.3) ReStore Flagstaff" to the agenda.

Resolution # 227/2016. Board member W. Lindseth moved to accept agenda as amended.

CARRIED

4.0) Adoption of Minutes

Minutes of the May 30, 2016 Regular Board meeting were reviewed

Resolution # 228/2016. Board member J. Brodie moved to approve the minutes of the May 30, 2016 regular meeting, attached to and forming part of these minutes.

CARRIED

5.0) Reports

5.1) Operations update: Manager M. Hampshire provided operations update as attached to and forming part of these minutes. Discussion ensued.

Resolution # 229/2016. Board member J. Robertson moved to accept operations report as presented.

CARRIED

5.2) Financial reports: Manager M. Hampshire provided July, 2016 P&L and August 16, 2016 Cash Position reports. Discussion ensued.

Resolution # 230/2016. Board member B. Bowie moved that we accept financial reports as presented.

CARRIED

6.0) Business

6.1) Society Bylaws: Manager M. Hampshire reviewed Draft Amended Bylaws as provided by legal counsel. General discussion regarding key issues with several amendments recommended for final draft. Tabled for next meeting to be presented with changes.

6.2) Membership Agreements: Manager M. Hampshire reviewed draft membership agreements for members with Regional Transfer sites and for members with Transitional Transfer sites. General discussion regarding key issues with several amendments recommended for final draft. Tabled for next meeting to be presented with changes.

6.3) Restore Flagstaff: Board member W. Lindseth provided background on his thoughts regarding the amount of completely useable products being disposed of in the landfill. He discussed the ‘take it and leave it’ depots that many communities have, and wondered if there were not a solution that Flagstaff Waste could come up with to allow more re-use of items currently disposed on in the waste stream. Discussion ensued.

Resolution # 231/2016 Board Member W. Lindseth moved that Flagstaff Waste begin researching other reuse/recycle programs with the intent of determining the feasibility of something like a ReStore facility within Flagstaff County.

CARRIED

**7.0) Correspondence
& Information**

7.1) Brownlee Legal Opinion – Bylaws & Membership agreements
7.2) Flagstaff County Dumping Concerns Letter.

Resolution # 232/2016. Board Member D. Oberg moved to accept correspondence as information.

CARRIED

8.0) Adjournment

Meeting adjourned at 9:20 p.m.

Next Meetings

September 26, 2016 – Regular Meeting – 7:00 p.m. – County Office

Chair

Manager

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

From: President President@auma.ca

To:

Sent: Thu 01/09/16 1:42 PM

Subject: Fwd: AUMA Influences Federal Infrastructure Investments in Alberta Ltr to Min Sohi

Following months of advocacy by AUMA, I am pleased to confirm that the federal and provincial governments have signed the agreement pertaining to Phase 1 of the Liberal government's new infrastructure funding.

This federal funding amounts to over \$500 million for Alberta, of which \$347 million is for public transit and \$197 million is for water and waste water projects. As outlined at our June Mayor's Caucuses, transit funding is based on ridership and a cost sharing formula of 50% federal; 25% provincial; and 25% municipal. As requested by AUMA, the water and waste water funding formula is 50% federal; 40% provincial and 10% municipal. As the provincial share of the water and waste water funding is coming from the existing Water for Life grant program, the net new funding is essentially just the federal component.

The agreement indicates that the federal funding is retroactive to April 1, 2016 so projects can proceed without delay. An initial list of approved projects is enclosed. It includes \$212 million for transit projects for Edmonton and Calgary and 17 water related projects totalling \$132 million that span communities across the province. Additional transit projects outside of Edmonton and Calgary will be announced in the coming weeks. Additional water-related projects will be prioritized by the province for funding in the coming months.

AUMA issued a news release (see attached) that indicates we are pleased that the delay in the federal/provincial agreement has been resolved so that funding can flow to our communities and address critical infrastructure deficits and create much needed jobs.

In addition to our advocacy on this agreement, we want to assure our members that we have been relentless in our pursuit of funding under the Harper government's Building Canada Fund. Based on direction from federal Minister Sohi earlier this year, the province advised that \$300 million of the remaining \$700 million of provincial/regional Building Canada Funding would be allocated for municipal projects. As the province indicates that the funding is delayed due to fiscal challenges with the provincial budget, AUMA secured AAMDC's support in jointly advocating to the federal government to have the federal contribution flow in 2016, with the provincial matching funds deferred to 2017. AUMA met with Minister Mason yesterday to press for details on the process and timing for municipal projects to be addressed through this funding. We will keep you updated as we receive definitive information from the province.

Lisa Holmes

President, AUMA

MAYOR, Town of Morinville

T 780.939.7850 | C 780.237.2920 | H 780.572.4445

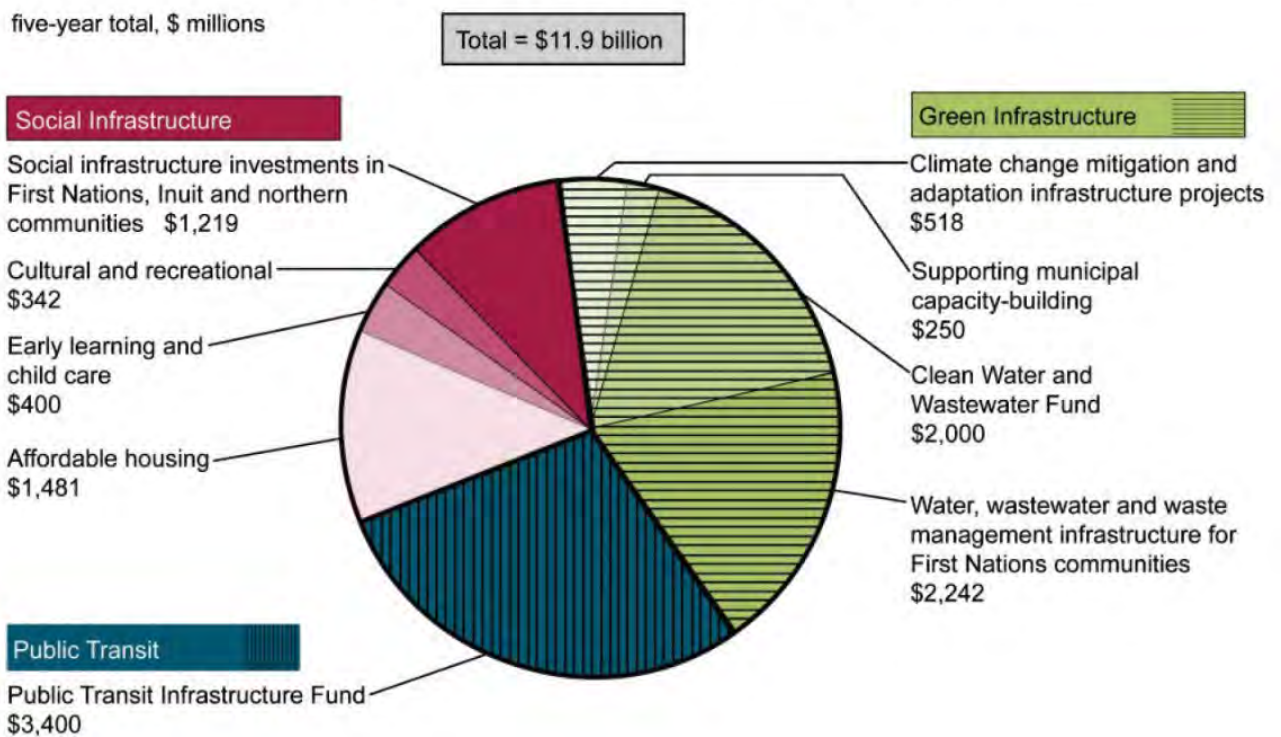
10125 - 100 Avenue, Morinville, AB T8R 1L6

Federal Infrastructure Program

The 2016 federal budget committed \$120 billion to infrastructure over 10 years, focusing on public transit, water, waste management and housing infrastructure. The budget described a two-phase infrastructure program.

- **Phase 1** consists of \$11.9 billion for infrastructure investments over five years (with most of the funding in the next two years) that focuses on:
 - upgrading and improving public transit systems across Canada (\$3.4 billion of which Alberta's share is approximately \$347 million based on ridership);
 - investments in water, wastewater and green infrastructure projects across Canada (\$5 billion of which Alberta's share is approximately \$197 for the water and wastewater component);
 - social infrastructure, including affordable housing, early learning and child care, cultural and recreational infrastructure, and community health care facilities on reserve (\$3.4 billion).

BUDGET 2016 ANNOUNCES PHASE 1 OF INFRASTRUCTURE PLAN



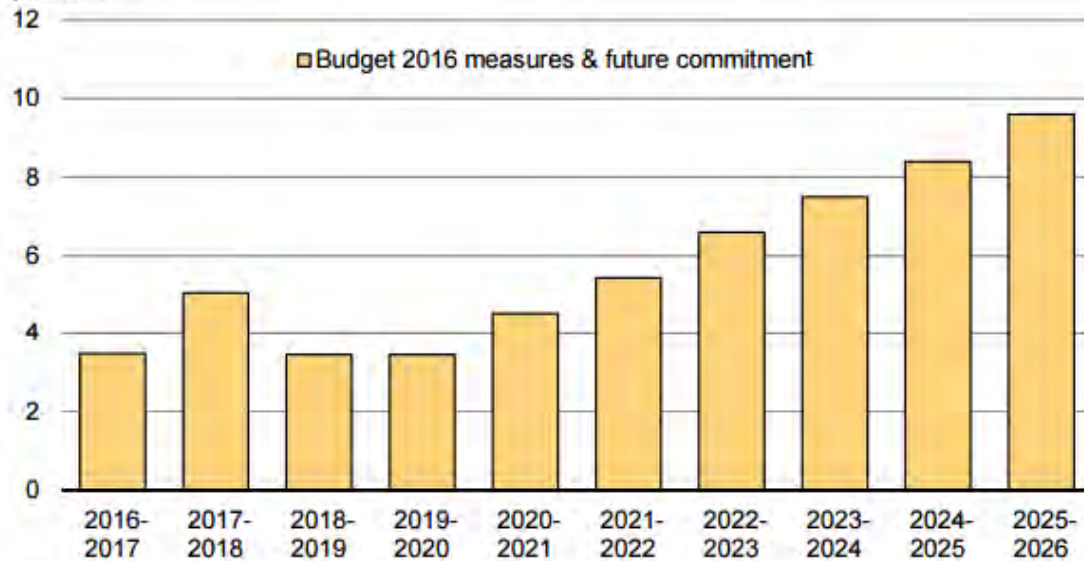
Government of Canada, Federal 2016 Budget "Growing the Middle Class", March 2016, pg. 90

- **Phase 2** will consist of the remaining \$108.1 billion and will be "broader and more ambitious" and will focus on the construction of projects starting in 2021. The intent is to shift Canada to a low-carbon economy and position Canadian cities to be more competitive internationally. More details

on Phase 2 will be available next year. See chart below for the future projected funding on public transit, green infrastructure and social infrastructure components of the plan.

NEW INFRASTRUCTURE SPENDING¹

\$ billions



¹ Public transit, green infrastructure and social infrastructure.

Government of Canada, Federal 2016 Budget “Growing the Middle Class”, March 2016, pg. 87

The budget also reflected a homeless strategy comprised of over \$110 million over the next two years, as well as providing funding for new spaces and support for people fleeing domestic violence.

Details on Phase 2 will be released over the coming months. For more information on the budget, visit the [Government of Canada’s Budget 2016 website](#).

Sedgewick Killam Natural Gas System Monthly Statement

Month Ending JULY 31, 2016

Vision Credit Union - General		
As Per Books:		
Previous Month Balance	\$133,521.62	
Receipts for Month	14,281.04	
Direct Deposit Gas Alberta 5/25	656.25	
Interest Received	0.00	
Profit Share		
Subtotal	\$148,458.91	
Less Disbursements	13,123.44	
Direct Debit Gas Alberta 2/23	7,201.15	
Bank Service Charge		
GIC's Purchased		
Month End Balance	\$128,134.32	

As Per Bank		
Month End Balance	128,134.32	
Cash on Hand		
Subtotal	\$128,134.32	
Less O/S Cheques	0.00	
Month End Balance	\$128,134.32	

\$0.00

Outstanding Cheques							
No.	Amount	No.	Amount	NO.	Amount	No.	Amount
Outstanding cheque total			\$ -				

This statement submitted to SKNG Board this

Mayor

Chief Administrative Officer

Sedgewick Killam Natural Gas System Monthly Statement

Month Ending JULY 31, 2016

ATB BUSINESS CUSTOM ACCOUNT

As Per Books:		
Previous Month Balance	\$5,035.63	
Receipts for Month		
Direct Deposit Gas Alberta 4/25		
Interest Received	3.36	
Profit Share		
Subtotal	\$5,038.99	
Less Disbursements		
Bank Service Charge		
GIC's Purchased		
Month End Balance	\$5,038.99	

As Per Bank		
Month End Balance	5,038.99	
Cash on Hand		
Subtotal	\$5,038.99	
Less O/S Cheques	0.00	
Month End Balance	\$5,038.99	

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 07/31/16****ASSET****Current Assets**

Credit Union		128,134.32
ATB FINANCIAL		5,038.99
BRCU 720000676620	0.00	
BRCU 722540349866	0.00	
BRCU 722540155933	0.00	
BRCU 722540155958	0.00	
Total Investments		0.00
Investments - Temporary		0.00
Accounts Receivable		4,196.75
Payroll Advances		0.00
Accrued Interest Receivable		4,337.19
Accrued Interest		0.00
Prepaid Expenses		16,456.89
General Supply Inventory		19,222.89

Total Current Assets		177,387.03
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Long Term Assets

Investments - Long term		215,712.31
AGTL Shares		212.00
AGTL Loan		22,500.00
BRCU Patronage Reserve		5,397.51

Total Long Term Assets		243,821.82
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Capital Assets

Capital Purchases/Disposals		0.00
Engineering Structures	30,044.01	
Accum. Amort. -Engin. Struct.	0.00	
Net - Engineering Structures		30,044.01
Equipment	134,898.72	
Accum. Amort. - Equipment	0.00	
Net - Equipment		134,898.72
Building	0.00	
Accum. Amort. -Building	0.00	
Net - Building		0.00
Land		0.00

Total Capital Assets		164,942.73
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TOTAL ASSET		586,151.58
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LIABILITY**Current Liabilities**

Accounts Payable		0.00
GST Charged on Sales	1,788.62	
GST Paid on Purchases	-3,896.21	
GST Filed	626.69	
GST Owing (Refund)		-1,480.90

Total Current Liabilities		-1,480.90
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TOTAL LIABILITY		-1,480.90
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EQUITY**Retained Earnings**

Fund Transfers General		0.00
Funds Transfer Restricted		0.00
Fund Transfers Capital		0.00
Reserves - Future capital expens...		136,807.00
Equity in Fixed Assets		164,942.73

SEDGEWICK KILLAM NATURAL GAS SYSTEM
Balance Sheet As at 07/31/16

Accumulated Surplus	270,558.89
Current Earnings	15,323.86
Total Retained Earnings	587,632.48
TOTAL EQUITY	587,632.48
LIABILITIES AND EQUITY	586,151.58

SEDEGWICK KILLAM NATURAL GAS SYSTEM

Income Statement 07/01/16 to 07/31/16

REVENUE

Sales

Admin Fees - Killam	2,961.06
Admin Fees - Sedgewick	997.05
Sale of Gas - Killam	5,295.08
Sale of Gas - Sedgewick	1,782.96
Sale of Material - Killam	1,271.65
Sale of Material - Sedgewick	263.23
Sale of Material - Other	2,462.02
SKNG Replcmnt Fund - Killam	1,024.00
SKNG Replcmnt Fund - Sedgewi...	944.00
Return on Investments	0.00
Rentals	0.00
Prov. Grant - Unconditional	0.00
Unfunded Reserve Contrib. - Kill...	0.00
Unfunded Reserve Contrib. - Sedg	0.00
Transfers From Towns	0.00
Maintenacnce Revenue	0.00
Transportation Charges	637.50
Gas Alberta Inc - Rebate	0.00
Drawn from Reserves	0.00
Interest Revenue	3.36

Total Revenue	17,641.91
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TOTAL REVENUE	17,641.91
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EXPENSE

General & Administrative Expe...

Auditor	0.00
Consulting & Legal Fees	0.00
Advertising	0.00
Bad Debts	0.00
Memberships	0.00
Alta One Call	57.00
Board Member Fees	0.00
Postage	0.00
Telephone/Freight	505.30
Training/Seminars/Meetings	0.00
Industrial Use - Rebate	0.00
Small Tools	0.00
Insurance	0.00
Interest & Bank Charges	0.00
Non-deductible Interest	0.00
Office Supplies	5.05
Maintenance Contract	9,100.00
Cath Protection/Leak Survey	0.00
Service T Repair	0.00
Admin Services	1,500.00
Contracted Maintenance	0.00
RMO 3467	86.75
Town's Stock	0.00
Maintenance Materials	906.64
Natural Gas Purchases	6,858.24
Utilities	411.58
F.G. Nat. Gas Excise Tax	0.00
Transfers To Other Agencies	0.00
Instrument Repair	0.00
Contributed to Capital	0.00
Added To Reserves	0.00
Refund Transfer - Towns	0.00
Transmission Lines - Taxes	0.00

Total General & Admin. Expen...	19,430.56
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SEDGEWICK KILLAM NATURAL GAS SYSTEM
Income Statement 07/01/16 to 07/31/16

TOTAL EXPENSE	19,430.56
NET INCOME	-1,788.65

Sedgewick Killam Natural Gas System Monthly Statement

Month Ending AUGUST 31, 2016

Vision Credit Union - General		
As Per Books:		
Previous Month Balance	\$128,134.32	
Receipts for Month	17,723.26	
Direct Deposit Gas Alberta	656.25	
Interest Received	0.00	
Profit Share		
Subtotal	\$146,513.83	
Less Disbursements	10,544.38	
Direct Debit Gas Alberta 2/23	8,414.01	
Bank Service Charge		
GIC's Purchased		
Month End Balance	\$127,555.44	

As Per Bank		
Month End Balance	128,084.45	
Cash on Hand		
Subtotal	\$128,084.45	
Less O/S Cheques	529.01	
Month End Balance	\$127,555.44	

\$0.00

Outstanding Cheques							
No.	Amount	No.	Amount	NO.	Amount	No.	Amount
0040	\$ 529.01						
Outstanding cheque total			\$ 529.01				

This statement submitted to SKNG Board this

Mayor

Chief Administrative Officer

Sedgewick Killam Natural Gas System

Monthly Statement

Month Ending AUGUST 31, 2016

ATB BUSINESS CUSTOM ACCOUNT

As Per Books:		
Previous Month Balance	\$5,038.99	
Receipts for Month		
Direct Deposit Gas Alberta 4/25		
Interest Received	3.47	
Profit Share		
Subtotal	\$5,042.46	
Less Disbursements		
Bank Service Charge		
GIC's Purchased		
Month End Balance	\$5,042.46	

As Per Bank		
Month End Balance	5,042.46	
Cash on Hand		
Subtotal	\$5,042.46	
Less O/S Cheques	0.00	
Month End Balance	\$5,042.46	

			\$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 08/31/16****ASSET****Current Assets**

Credit Union		127,555.44
ATB FINANCIAL		5,042.46
BRCU 720000676620	0.00	
BRCU 722540349866	0.00	
BRCU 722540155933	0.00	
BRCU 722540155958	0.00	
Total Investments		0.00
Investments - Temporary		0.00
Accounts Receivable		0.00
Payroll Advances		0.00
Accrued Interest Receivable		4,337.19
Accrued Interest		0.00
Prepaid Expenses		16,456.89
General Supply Inventory		19,222.89
Total Current Assets		172,614.87

Long Term Assets

Investments - Long term		215,712.31
AGTL Shares		212.00
AGTL Loan		22,500.00
BRCU Patronage Reserve		5,397.51
Total Long Term Assets		243,821.82

Capital Assets

Capital Purchases/Disposals		0.00
Engineering Structures	30,044.01	
Accum. Amort. -Engin. Struct.	0.00	
Net - Engineering Structures		30,044.01
Equipment	134,898.72	
Accum. Amort. - Equipment	0.00	
Net - Equipment		134,898.72
Building	0.00	
Accum. Amort. -Building	0.00	
Net - Building		0.00
Land		0.00
Total Capital Assets		164,942.73

TOTAL ASSET		581,379.42
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LIABILITY**Current Liabilities**

Accounts Payable		0.00
GST Charged on Sales	0.00	
GST Paid on Purchases	-900.65	
GST Filed	-834.28	
GST Owning (Refund)		-1,734.93
Total Current Liabilities		-1,734.93

TOTAL LIABILITY		-1,734.93
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EQUITY**Retained Earnings**

Fund Transfers General		0.00
Funds Transfer Restricted		0.00
Fund Transfers Capital		0.00
Reserves - Future capital expens...		136,807.00
Equity in Fixed Assets		164,942.73

SEDGEWICK KILLAM NATURAL GAS SYSTEM**Balance Sheet As at 08/31/16**

Accumulated Surplus	270,558.89
Current Earnings	10,805.73
Total Retained Earnings	<u>583,114.35</u>
TOTAL EQUITY	<u>583,114.35</u>
LIABILITIES AND EQUITY	<u>581,379.42</u>

SEDGEWICK KILLAM NATURAL GAS SYSTEM **Income Statement 08/01/16 to 08/31/16**

REVENUE

Sales

Admin Fees - Killam	2,287.26
Admin Fees - Sedgewick	848.98
Sale of Gas - Killam	5,435.59
Sale of Gas - Sedgewick	2,017.58
Sale of Material - Killam	0.00
Sale of Material - Sedgewick	0.00
Sale of Material - Other	0.00
SKNG Replcmnt Fund - Killam	1,024.00
SKNG Replcmnt Fund - Sedgewi...	944.00
Return on Investments	0.00
Rentals	0.00
Prov. Grant - Unconditional	0.00
Unfunded Reserve Contrib. - Kill...	0.00
Unfunded Reserve Contrib. - Sedg	0.00
Transfers From Towns	0.00
Maintenacnce Revenue	0.00
Transportation Charges	978.73
Gas Alberta Inc - Rebate	0.00
Drawn from Reserves	0.00
Interest Revenue	3.47

Total Revenue	13,539.61
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TOTAL REVENUE	13,539.61
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EXPENSE

General & Administrative Expe...

Auditor	0.00
Consulting & Legal Fees	0.00
Advertising	0.00
Bad Debts	0.00
Memberships	0.00
Alta One Call	30.00
Board Member Fees	0.00
Postage	0.00
Telephone/Freight	503.90
Training/Seminars/Meetings	0.00
Industrial Use - Rebate	0.00
Small Tools	0.00
Insurance	0.00
Interest & Bank Charges	0.00
Non-deductible Interest	0.00
Office Supplies	0.00
Maintenance Contract	9,100.00
Cath Protection/Leak Survey	0.00
Service T Repair	0.00
Admin Services	0.00
Contracted Maintenance	0.00
RMO 3467	0.00
Town's Stock	0.00
Maintenance Materials	0.00
Natural Gas Purchases	8,013.34
Utilities	410.50
F.G. Nat. Gas Excise Tax	0.00
Transfers To Other Agencies	0.00
Instrument Repair	0.00
Contributed to Capital	0.00
Added To Reserves	0.00
Refund Transfer - Towns	0.00
Transmission Lines - Taxes	0.00

Total General & Admin. Expen...	18,057.74
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SEDGEWICK KILLAM NATURAL GAS SYSTEM
Income Statement 08/01/16 to 08/31/16

TOTAL EXPENSE	18,057.74
NET INCOME	-4,518.13

**Interagency Minutes
September 6, 2016**

Cherise Backen – Flagstaff Family Day Home Society
Lynne Jenkinson – Flagstaff Family and Community Services
Chantelle Schmidt – Flagstaff Family and Community Services
Sue Freadrich – Nights Alive and Victim Services
Judilonne Beebe – Association of Communities Against Abuse
Sandra Loades – Alberta Health Services
Jenine Fehr – Camrose Women's Shelter
Donna Tindall – Canadian Mental Health Association
Katherine Gagnon – Alberta Health Services
Nanette Jones – Flagstaff Adult Learning
Tammy Lang – Alberta Health Services
Loretta Kroeker – Rural Elder Abuse Prevention Coalition
Pam Sherman – Primary Care Network

Nanette Jones

- Brochure on community courses handed out
- Cow Bus: There will be no bus but they will still be doing something similar
- Cow Bus poster attached with minutes

Katherine Gagnon

- Party Program on September 28; brochure handed out at meeting
- Vision Credit Union donated \$1500 towards lunch for that day
- September 10 is World Suicide Prevention Day
- National Teen Safety Driving Week is October 10-16
- November is Falls Prevention month
 - Katherine will be setting up at different flu clinics with information
 - If you know of anyone who would like to be involved then contact Katherine

Donna Tindall

- July 9 Golf Tournament was a success
- Donna will be at the Fork and Dagger in Daysland on September 8 for World Suicide Prevention Day

Jenine Fehr

- The shelter was busy over the summer
- Crisis Intervention cards were handed out
- Involved with getting individuals volunteering with different organizations such as Habitat for Humanity
- Walk-A-Mile was a success and \$18,000 raised

Sandra Loades

- Mental Health First Aid and ASIST offered
- Men at Risk group being renamed Tough Enough to Talk About It
- Neil Harris is the coordinator of the Tough Enough to Talk About it program

- Email Sandra on any information regarding this group
- Suicide Prevention cards attached to minutes
- Information on World Suicide Prevention Day in the Community Press

Judi Beebe

- The office is moving to a new location
- The past year ACAA was involved in 11 schools and saw 150 clients
- There is a waiting list currently
- We Believe You campaign on September 19 to target college and high school students
- Shaping Tomorrow group for men will be starting again

Pam Sherman

- Make Your Move Campaign information handed out
 - Help people to get out and get active
- Open houses in the communities will be starting soon
 - Information on PCN and partnerships

Sue Freadrich

- September calendar handed out
- The summer was busy
- The West Edmonton Mall trip was full
- There will be new staff starting as 2 previous staff have moved

Victim Services

- Mental Health First Aid course being offered
- Victim Services going to visit the Camrose Women's Shelter on September 6

Lynne Jenkinson

- Skills Link proposal sent out
- New Skills Link program to possibly start in November 2016
- Program is for individuals ages 15-30
- 13 out of 15 individuals from previous program had jobs which ended August 26
- 4 out of 15 individuals still are working
- A new counsellor will be starting at FFCS on September 12
- Chantelle will be leaving and there is a new Administrative Assistant starting September 12
- FIRST Auction will be in Galahad the first Saturday of February
- Red Silhouette month is in November
- Policies were re-done over the summer
- Grant proposals completed over the summer

Cherise Backen

- Currently have 5 day homes
- There is a new day home open in Hardisty
- Cherise is in the process of preparing for accreditation that will happen sometime in September

Loretta Kroeker

- Report cases of elder abuse that you may be aware of
- Loretta will be presenting on Elder Abuse at the Flagstaff Seniors Conference on October 11 in Killam

Tammy Lang

- There will be a workshop on September 19 in Camrose from the Office of the Public Guardian and Trustee

LETTERS:

- 1. **Town of Killam** – Approval of appointed members to the Subdivision and Development Appeal Board and Intermunicipal Assessment Review Board.
- 2. **Town of Killam** – Approval of Flagstaff Community Adult Learning’s request for funding for the Flagstaff Welcoming Community Project in the amount of \$625 per year in 2017 and 2018.

NOTICES AND INVITATIONS

- 1. **Alberta Human Services** – new management directors list for the central region.
- 2. **Penn West** – Notification that Penn West Petroleum assigned its Lessee interest in our leases to Cleo Energy Corp.

WORKSHOPS and SEMINARS:

- 1. **Flagstaff County** – Flagstaff Celebrates Success will be held on Thursday, October 20th, 2016 at the Killam Community Hall with this year keynote speaker being David Segal: retail visionary, branding expert, and co-founder of DAVIDsTea.

MINUTES and FINANCIAL STATEMENTS:

- 1. **Sedgewick Cemetery** – Financial Statement for the month ending June 30th and July 31st, 2016.

NEWSLETTERS AND PUBLICATIONS:

- 1. **Battle River Community Foundation, Giving Back, September 2016**
- 2. **Barco Product, Buyers Guide, 2016**