



AGENDA

Regular Council Meeting
Thursday, November 17th, 2016 – 6:00PM
Council Chambers of the Town Office, Sedgewick, AB

Call to Order:

Opening Values Ceremony:

Adoption of Agenda:

Delegation: n/a

Minutes:

1. Organization Meeting – October 25th, 2016

Matters Arising:

2. Regular Meeting – October 25th, 2016

Financials:

1. Financial Statement – September 30th, 2016 - *addition*

Reports for the period ending November 17th, 2016:

1. Council Committee Reports

▪ **Mayor P. Robinson**

- Flagstaff Intermunicipal Partnership (FIP), Open House, November 1st, 2016.
- Homlessness Focus Group, Flagstaff Family & Community Service (FFCS), November 2nd, 2016.
- FIP, November 7th, 2016.
- Focus Group, Killam Long Term Care Facility, November 8th, 2016.
- FFCS and Flagstaff Community Foundation, November 9th, 2016.

▪ **Clr. G. Sparrow**

- Nothing to report.

▪ **Clr. G. Imlah**

- Sedgewick Fire Department, November 3rd, 2016.
- Sedgewick Killam Natural Gas System, November 10th, 2016.

▪ **Clr. T. Schmutz**

- Nothing to report.

AGENDA

- **Clr. S. Levy**
 - Nothing to report.
 - **Clr. S. Higginson**
 - Flagstaff Regional Solid Waste Management Association, October 24th, 2016.
- 2. Public Works Report**
- *Matters Arising*
- 3. CAO Report**
- *Matters Arising*

BUSINESS– Old

- | | |
|--|---------------------|
| 1. Axia FIBRETOWN | OB1 |
| 2. Recreation Funding Committee – Carry Forward | OB2 |
| 3. Land Use Bylaw #461 – Redistricting Request | OB3 addition |
| 4. | |

BUSINESS– New

- | | |
|--|------------|
| 1. Council – 2017 Draft Budget | NB1 |
| 2. Sedgewick Recreation Centre – 2017 Proposed Budget | NB2 |
| 3. Fortis Alberta – 2017 Franchise Fee | NB3 |
| 4. Special Budget Meeting - Dates | NB4 |
| 5. In-Camera – Closed Session – Personnel | NB5 |
| 6. | |
| 7. | |

Correspondence:

- | | |
|--|--------------------|
| 1. Town of Hardisty – Regional Governance Sub-Committee | A1 |
| 2. The Bethany Group – CEO Appointment | A2 |
| 3. Sedgewick Public Library – October 20th, 2016 Minutes | A3 |
| 4. Municipal Affairs – Alberta Collaboration Program | A4 |
| 5. Municipal Affairs – Petition | A5 addition |

File of Correspondence – Attached

Round Table:

Adjournment:

The annual organizational meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Tuesday October 25th, 2016 at 6:00PM.

Present	Perry Robinson	Mayor
	Greg Sparrow	Councillor
	Grant Imlah	Councillor
	Stephen Levy	Councillor
	Tim Schmutz	Councillor
	Shawn Higginson	Councillor
Present	Amanda Davis Elaine Macdonald	CAO Assistant CAO
Call to Order	Mayor Robinson called the meeting to order at 6:00PM.	
2016.10.217	MOTION by Clr. G. Imlah that the members on the standing committees and appointments be approved with all councillors designated as alternate members on all committees.	CARRIED.
ADMINISTRATION:		
Perry Robinson Grant Imlah Greg Sparrow	Budgeting and Finance Contracts, Agreements and Requisitions Bylaws Memberships and Subscriptions Legal Engineers Town Office – building and equipment Insurance Licenses and Permits Assessors and Assessments Auditor Grants – Local, Provincial and Federal	
Greg Sparrow Shawn Higginson Tim Schmutz	Policy Review Committee	
ECONOMIC DEVELOPMENT:		
Council	Economic Development Public Relations Citizen’s Complaints	
Perry Robinson	Battle River Alliance for Economic Development (BRAED)	
Perry Robinson	Flagstaff Intermunicipal Partnership (FIP)	
Perry Robinson	Mayors Meeting – <i>Monthly</i>	
PROTECTION TO PERSONS AND PROPERTY:		
Tim Schmutz	Citizen’s Advisory Committee (CAC)	
Grant Imlah	Volunteer Fire Department – <i>1st Thursday</i>	
Grant Imlah	Regional Emergency Services Committee (RESC)	
Ian Malcolm Richard Debock	Director of Emergency Management (DEM) Deputy Director of Emergency Management (DDEM)	

<u>TRANSPORTATION & UTILITIES – PUBLIC WORKS:</u>		
Tim Schmutz Greg Sparrow Grant Imlah	Streets, sidewalks, sanding, gravel, oil, paving, lighting, storm sewers, and snow removal. Public Works – building and equipment Water System Sanitary Sewer System	
<u>ENVIRONMENTAL HEALTH SERVICES AND UTILITIES:</u>		
Greg Sparrow Tim Schmutz Shawn Higginson	Sedgewick Killam Natural Gas System (SKNGS)	
Shawn Higginson	Flagstaff Regional Solid Waste Management Assn. (FRSWMA)	
<u>PARKS, RECREATION AND CULTURE – TOWN PARKS AND TOWN OWNED FACILITIES</u>		
Stephen Levy Shawn Higginson Perry Robinson	Beautification – Parks and Signage	
Greg Sparrow	Sedgewick and District Recreation Board (Rec Board)	
Shawn Higginson	Sedgewick Golf Club (SGC)	
Tim Schmutz	Sedgewick Lake Park (SLP)	
Stephen Levy	Sedgewick Library	
Stephen Levy	Parkland Regional Library (PRL) – <i>quarterly</i>	
Tim Schmutz	Sedgewick Community Hall (Community Hall)	
Tim Schmutz Stephen Levy Grant Imlah	Land Acquisitions Publicity and Promotions Community Growth Land Agreements and Sales Zoning and Land Use Development Agreements and Minimum Standards	
<u>PUBLIC HEALTH AND WELFARE:</u>		
Grant Imlah	Health Unit Contact and Communications	
Perry Robinson	Flagstaff Family and Community Services (FFCS)	
Greg Sparrow	Flagstaff Regional Housing Group (FRHG)	
Perry Robinson Stephen Levy Grant Imlah	Sedgewick Cemetery	
2016.10.218	MOTION by Clr. S. Levy that councillors may attend meetings they are not appointed to as observers; however, no remuneration will be paid unless councillors are attending as an alternate.	<u>CARRIED.</u>
Deputy Mayor 2016.10.219	MOTION by Clr. S. Levy that Clr. G. Sparrow be appointed the Deputy Mayor.	<u>CARRIED.</u>
Assessor 2016.10.220	MOTION by Mayor P. Robinson that pursuant to Section 289 of the	

	Municipal Government Act (M.G.A) that Gary Barber of Wainwright Assessment Group be appointed the assessor for the Town of Sedgewick.	<u>CARRIED.</u>
Auditor 2016.10.221	MOTION by Clr. G. Sparrow that pursuant to Section 280 of the M.G.A that Brian King be appointed the auditor for the Town of Sedgewick.	<u>CARRIED.</u>
Council Meetings 2016.10.222	MOTION by Clr. T. Schmutz that pursuant to Section 193 of the M.G.A that council meetings remain the third Thursday of the month at 6:00PM with Special Meetings to be held the first Thursday of the month if required.	<u>CARRIED.</u>
Signing Authorities 2016.10.223	MOTION by Clr. S. Higginson that the signing authorities be either Clr. G. Imlah or Clr. S. Levy and the Chief Administrative Officer.	<u>CARRIED.</u>
Adjournment 2016.10.224	MOTION by Mayor P. Robinson for adjournment at 6:19PM.	<u>CARRIED.</u>

Perry Robinson, Mayor

Amanda Davis, CAO

The regular meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Tuesday, October 25th, 2016 at 6:00PM.

Present	Perry Robinson Greg Sparrow Grant Imlah Stephen Levy Tim Schmutz Shawn Higginson	Mayor Councillor Councillor Councillor Councillor Councillor
Present	Amanda Davis Elaine Macdonald	Chief Administrative Officer Assistant CAO
Call to Order	Mayor Robinson called the meeting to order at 6:20PM.	
Agenda		
2016.10.225	MOTION by Clr. S. Levy that the agenda be approved with the following addition and deletion:	
	<u>Financials:</u>	
	1. September 30 th , 2016 – Deletion	
	<u>Committee Reports:</u>	
	2. Clr. S. Levy – Addition	<u>CARRIED.</u>
Minutes	Council reviewed the minutes of the September 15 th , 2016 regular meeting.	
2016.10.226	MOTION by Clr. G. Sparrow that the September 15 th , 2016 regular meeting minutes be approved with the following amendment:	
	<i>Motion 2016.09.208 should stat "Prairie Rose Place" not "Prairie Breeze Place".</i>	
		<u>CARRIED.</u>
<u>Financials:</u>		
Financial Statement	Council reviewed the financial statement for the month ending August 31 st , 2016.	
2016.10.227	MOTION by Clr. G. Imlah that the financial statement for the month ending August 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 September 30 th , 2016.	
2016.10.228	MOTION by Clr. S. Higginson to approve the issuance of General Cheques #4862-4913 totalling \$128,572.30 and Payroll Cheques 0759-0768 totalling \$16,669.32.	
		<u>CARRIED.</u>
<u>Reports:</u>		
Committee Reports	Council provided written Committee Reports to October 25 th , 2016 as attached to and forming part of these minutes.	
AUMA	Discussion held regarding Mayor P. Robinson's report in relation to Axia.	
2016.10.229	MOTION by Mayor P. Robinson directing administration to contact Jason O'Conner, Axia and request he makes a presentation to council regarding fibre optics and further to extend an invitation to neighbouring municipality inviting them to attend the presentation.	
		<u>CARRIED.</u>
AUMA	Clr. S. Levy provided a verbal report regarding his attendance at the Alberta Urban Municipalities Association (AUMA) Convention along with a written question and answer overview reflecting his	

meeting with Minister Larivee.

2016.10.230 MOTION by Clr. T. Schmutz directing administration to send a copy of Clr. S. Levy's response pertaining to his meeting with Minister Larivee to the MLA's Office in Wainwright. CARRIED.

2016.10.231 MOTION by Clr. T. Schmutz that the Committee Reports be approved with the following amendment:

Page 3, Clr. G. Sparrow's Report, Sedgewick Golf Club, should state "...longer..." not "...lover...". CARRIED.

Public Works A written Public Works Report was provided to October 25th, 2016 as attached to and forming part of these minutes.

2016.10.232 MOTION by Clr. G. Imlah that the Public Works Report be approved as presented. CARRIED.

CAO Report CAO Davis provided a written Administrative Report to October 25th, 2016 as attached to and forming part of these minutes.

Regional Governance Discussion held regarding the Regional Governance Score Card and Assessments provided by 13 Ways.

2016.10.233 MOTION by Clr. G. Imlah that discussion regarding the Regional Governance Score Card be tabled until further information is received from 13 Ways. CARRIED.

2016.10.234 MOTION by Clr. S. Higginson that the Administrative Report be approved as presented. CARRIED.

Recess
2016.10.235 MOTION by Mayor P. Robinson to recess the meeting at 8:04PM. CARRIED.

Reconvene
2016.10.236 MOTION by Mayor P. Robinson that the meeting reconvene at 8:06PM. CARRIED.

Old Business:

CRO Project In accordance with motion 2016.09.203 council reviewed a proposal received from Flagstaff County regarding the Community Resource Officer (CRO) Project.

2016.10.237 MOTION by Clr. S. Levy that any further discussion regarding the Community Resource Officer (CRO) Project be deferred until clarification is received from Flagstaff County. CARRIED.

PRL 2017 Budget Parkland Regional Library (PRL) 2017 proposed budget was presented.

2016.10.238 MOTION by Clr. S. Levy that the Parkland Regional Library's 2017 proposed budget be approved as presented with a per capita allocation of \$8.04. CARRIED.

Policy Review – B7 Council reviewed policy B7 – Unscheduled Business Communications.

2016.10.239 MOTION by Clr. G. Imlah that policy B7 – Unscheduled Business Communications remains unchanged. CARRIED.

New Business:

RFC Phase II Council reviewed recommendations from the Recreation Funding Committee (RFC) for the award of Phase II grant applications.

2016.10.240 MOTION by Clr. G. Sparrow that council accept the

recommendations brought forth by the Recreation Funding Committee and that Phase II funds be distributed as follows:

1. Sedgewick Playschool, \$5,000.00 for Playschool Rental
2. Sedgewick Mixed Bowling League, \$5,150.00 for 2016 Alley Rental.

CARRIED.

FIP – Regional Safety Program

Council reviewed a recommendation from Flagstaff Intermunicipal Partnership (FIP) to participate in a Safety Program Needs Assessment as prepared by SDI Group.

2016.10.241

MOTION by Clr. G. Imlah that council supports Flagstaff Intermunicipal Partnership's initiative to participate in a Safety Program Needs Assessment with other participating municipalities as prepared by SDI Group at a cost of approximately \$860.00 per participating municipality.

CARRIED.

LUB#461 – Re-Districting Application

Council received an application requesting the re-districting of Plan 5755S, Block C, Lots 29-30P.

2016.10.242

MOTION by Clr. G. Imlah that council direct administration to develop a new Land Use District, Direct Control I, exclusive to application 2016-01LUB for Plan 5755S, Block C, Lots 29-30P:

- Permitted uses being single family dwelling, multi-family dwellings and retail specific to not-for-profit.
- No Discretionary Uses.

And that the proposed district be reviewed at the November council meeting prior to setting a public hearing date.

CARRIED.

Correspondence:

FFCS

Flagstaff Family & Community Services (FFCS) provided correspondence regarding the Care-A-Van Project; they are still looking for drivers.

FRHG

The June 21st, 2016 Flagstaff Regional Housing Group (FRHG) meeting minutes were presented.

FIRST

The June 6th, 2016 Flagstaff's Initiative to Relationship & Spousal Trauma (FIRST) meeting minutes were presented.

SPL

The September 20th, 2016 Sedgewick Public Library (SPL) board meeting minutes were presented.

Town of Hardisty

The Town of Hardisty provided a letter in response to the Town of Killam's call for financial assistance regarding the Flagstaff Regional Aquatic Centre.

Battle River Knights

Battle River Knight's Minor Hockey sought a letter in support of their application to host a provincial's tournament in 2017.

2016.10.243

MOTION by Mayor P. Robinson that the Town of Sedgewick provide a letter in support of the Battle River Knight's application to host a provincial's tournament in 2017.

CARRIED.

SKNGS

Sedgewick Killam Natural Gas System (SKNGS) financial statement for the month ending September 30th, 2015 was reviewed.

FIRST

FIRST sought a letter in support of their application to the Crime Prevention and Restorative Justice Unit for a Mental Health Supports Program.

- 2016.10.244** MOTION by Clr. G. Imlah that the Town of Sedgewick provides a letter of support to Flagstaff's Initiative to Relationship and Spousal Trauma in support of their application for a Mental Health Supports Program. CARRIED.
- Christmas Sharing Program** Information was presented regarding the 2016 Flagstaff Christmas Sharing and Adopt a Family Program.
- Lions Club** A letter was received from the Sedgewick Lions Club seeking an update on the status of the Spray Park.
- 2016.10.245** MOTION by Mayor P. Robinson directing administration to compose a letter to the Sedgewick Lion's Club; cc'd to Sedgewick Lake Park advising that Town Council is a strong advocate for the spray park; however, is not in a position to involve themselves directly in the project thereby encouraging a service group to assume responsibility for the project. CARRIED.
- Lions Club** The Sedgewick Lions Club is hosting the annual Community Christmas Gala on November 26th, 2016 at the Sedgewick Community Hall.
- Wild Rose Open House** Wes Taylor, MLA sent a letter inviting all Battle River-Wainwright Constituents to meet Brian Jean, leader of the Official Opposition, at an open and informal meeting on October 26th, 2016 at 1:00PM in Killam.
- Flagstaff County** Flagstaff County provided a Notice of Development of Part SE-17-44-12 W4M (Plan 995 5562, Lot 1).
- LOC** A list of correspondence (LOC) items was presented as attached to and forming part of these minutes.
- 2016.10.246** MOTION by Clr. T. Schmutz that all correspondence be accepted and filed as information. CARRIED.
- Round Table** A round table session was held; discussion ensued.
- Adjournment**
2016.10.247 MOTION by Mayor P. Robinson for adjournment at 9:40 PM. CARRIED.

Perry Robinson, Mayor

Amanda Davis, CAO

Town of Sedgewick Monthly Statement

Month Ending September 30, 2016

As Per Books	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG	FGTF
Previous Month Balance	2,946,390.76	3,635.06	139,128.86	67,044.31	959,775.15	166,477.53	100,388.89
Receipts for Month	82,123.84						
Outstanding Receipts	90.00						
Interest Received	1,691.73	2.09	79.83	38.47	550.69	95.52	57.60
Subtotal	3,030,296.33	3,637.15	139,208.69	67,082.78	960,325.84	166,573.05	100,446.49
Less Disbursements	145,241.62						
AB Education Req.	56,612.47						
First Data Charge	43.21						
Month End Balance	\$2,828,399.03	\$3,637.15	\$139,208.69	\$67,082.78	\$960,325.84	\$166,573.05	\$100,446.49


As Per Bank	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG	FGTF
Month End Balance	2,857,323.66	3,637.15	139,208.69	67,082.78	960,325.84	166,573.05	100,446.49
Cash on Hand	300.00						
Cash in Transit	2,357.45						
Subtotal	2,859,981.11	3,637.15	139,208.69	67,082.78	960,325.84	166,573.05	100,446.49
Less Outstanding Cheques	31,582.08						
Month End Balance	\$2,828,399.03	\$3,637.15	\$139,208.69	\$67,082.78	\$960,325.84	\$166,573.05	\$100,446.49

Outstanding Cheques			
	Number	Amount	
Payroll Cheques			
	757	2,160.59	4905 4,741.19
	763	3,264.07	4907 1,772.70
	764	3,191.57	4908 52.77
	765	308.04	4910 4,833.99
	766	2,607.57	4911 52.45
	767	150.00	
	768	1,246.51	
General Cheques			
	4574	235.00	
	4602	85.00	
	4895	18.15	
	4896	204.75	
	4901	78.75	
	4902	16.48	
	4904	6,562.50	
Outstanding Cheque Total		\$31,582.08	

Submitted to Council this 17 day of November 2016.

Interested Earned/September \$2,515.93
 GIC - 5-yr @ VCU \$11,998.85
 GIC -1-yr @ ATB \$20,652.30
 Total Cash and Investments \$4,298,324.18

Perry Robinson, Mayor


 Amanda Davis, CAO

17-Nov-16
 Mayor

17-Nov-16
 CAO

On November 1st I attended the FIP Open House in Strome addressing the Regional Governance Study.

- there were approx 10-12 community members in attendance
- there were approx 30-40 elected/CAO 's present
- 4 Pillars presented...A. Governance Principles B. Taxation and Debt Principles C. Services Principles D. Identity Principles
- Ballots available for choice options...Option A. Make a plan, explain how it works. Implement. B) Hold a public vote at the next election, let public choose solution. C) Let those who want regional collaboration run on that against those who don't in the next election. D) None of the Above. Don't support regional collaboration. E) Not sure.
- could vote as many times as one would want.
- wait and see what happens at other Open Houses

On November 2nd I attended a Homelessness Focus Group at FFCS in Killam for the purposes of assisting in a Grant Application to secure funds from an initiative offered through the Province. I was in attendance as I had attended the Homelessness Workshop at AUMA and was invited to share the knowledge I had learned. Short version: If we prepare ourselves now to actually build resources to identify at risk people and offer preventative solutions now, we can go a very long way to averting a potential disaster as the economy worsens. The conversation has been had and efforts are being made to secure funding to develop resources to address a potential problem instead of facing an unprepared for potential emergency as all too often happens.

On November 7th I attended FIP.

- FIP to meet monthly (1st Monday) until further notice or at the call of the Chair if deemed to be unnecessary, due to increased workload from Regional Governance.
- SCADA moved and being deployed
- Urgent Need to recruit members for Regional Assessment Review Board...request to be made to Municipalities to place add on their websites with urgent appeal
- Flagstaff County to consult with Chris Fields from 13 Ways to apply for a grant to undertake Regional Economic Development Plan. As Flagstaff has already done much work there Chris Fields can consult with funding of gaps which exist and assist with application of appropriate amount prior to November 30th closing date.

- Working Sub-committees to be established to come up with scenarios for Regional Governance solutions. Two committees 1) Governance, Identity and Growth Opportunities Committee, which will have 5 elected officials from different Municipalities on it plus 1 CAO from a different municipality and 2) Taxes, Services and Debt Committee, consisting of remaining 4 elected officials from remaining municipalities with another CAO. It is hoped that, as scenarios are developed, then subsequent Open Houses will enable more dynamic engagement from the citizenry at large, who will have more "meat and potatoes" to discuss. It is generally felt that the concept of Regional Governance is still somewhat nebulous for many to engage effectively.
- It was moved that members other than FIP be given the opportunity to sit on these committees however, many felt that it might be counter-productive as at least the FIP Members already have the basics. The motion was made, nonetheless.

On November 8th, I attended a Focus Group at The Killam Long Term Care Facility.

- Plans for upgrade include a much more personal approach to care giving
- Home instead of Institution
- Ability to age in place and stay within facility as care needs increase
- Suites for couples to live together
- Much more focus on potential remaining growth of residents
- extremely positive and I was pleased to have been invited to participate
- encourage Council/Admin. to talk to Geri Clark about it.

On November 9th, I attended the FFCS and Flagstaff Community Foundation Board Meetings.

- Organizational meetings returned same executive
- Increase to budget of \$0.20 per capita...total of \$171.40 for Sedgewick for 2017.
- Other Increases reflect Economic Officer going from part time to full time
- Coop Food Truck is here
- Director indicated that she has been able to apply for 12 grants since May, with potential for 13. Unprecedented as two new governments wanting to offer grant funding for programs... We have to come up with the Programs.
- Due to heavier work load and successful efforts it was agreed to pay Director and Economic officer \$5000 for services rendered since Jan. '16. There was a lot of work done.

November 17th, 2016 Regular Council Meeting

- Christmas Sharing to start Dec. 5th, 2016. If anyone has anyone in mind please call FFCS, Lynn Jenkinson.
- Flagstaff Community Foundation Organizational Meeting return same Executive as FFCS
- Budget close to the same with COLA and Carbon Tax potentials included as estimated by the Economics Officer.

Those are my reports, respectfully submitted

Perry

**Flagstaff Intermunicipal Partnership Committee
Regular Meeting held Monday, November 7, 2016 at 7:00 pm
Flagstaff County Administration Building**

Attendance:	Voting Members	Bob Coutts, Chair Gerald Kuefler Bud James Susan Armer Leo Lefebvre Dennis Steil Perry Robinson James Robertson Joan Zacharuk	Village of Forestburg Flagstaff County Town of Killam Village of Lougheed Town of Hardisty Village of Heisler Town of Sedgewick Town of Daysland Village of Alliance
	CAOs	Shelly Armstrong Debra Moffatt Rod Krips Kim Borgel David Alderdice Amanda Howell Sandy Otto	Flagstaff County Village of Forestburg/Coordinator Town of Daysland Town of Killam Village of Lougheed Village of Heisler Town of Hardisty
	Observers/Presenters	Donna Buelow Anita Miller Gail Watt Wilma McLeod Debra Smith Tim Morrison	Town of Hardisty Town of Hardisty Town of Daysland Village of Alliance Village of Lougheed 13 Ways Inc.
	Absent:	Amanda Davis Jacquie Zacharuk	Town of Sedgewick Village of Alliance

Coordinator Debra Moffatt called the meeting to order at 7:00 PM

Election of Chair Nominations for Chair were received from the floor:
Bob Coutts was nominated by Perry Robinson

No further nominations were received.

Mtn #16-10-046 Moved by Member Gerald Kuefler that nominations cease.

CARRIED

Coordinator Debra Moffatt declared Bob Coutts elected as Chair by acclamation.

Chair Bob Coutts took over the meeting.

Election of Vice-Chair Nominations for Vice-Chair were received from the floor:
Gerald Kuefler was nominated by James (Butch) Robertson

No further nominations were received.

Mtn #16-10-047 Moved by Member Bud James that nominations cease.

CARRIED

Chair Bob Coutts declared Gerald Kuefler elected as Vice-Chair by acclamation.

Agenda Mtn # 16-10-048	Moved by Member James Robertson the adoption of agenda with the following addition: E3) Regional Governance Working Sub-Committees Terms of Reference	CARRIED
Signing Authority Mtn #16-10-049	Moved by Member Perry Robinson that the signing authority for remain the same: Chair Bob Coutts and Coordinator Debra Moffatt	CARRIED
Regular Meetings Mtn #16-10-050	Moved by Member Perry Robinson that regular meetings shall be held on the 1 st Monday of each month subject to the call of the chair.	CARRIED
Presentations	No presenters.	
Minutes for September 12, 2016 Regular Meeting Mtn #16-10-051	Moved by Member Dennis Steil to approve the minutes of the regular meeting held September 12, 2016 as presented.	CARRIED
Minutes for September 29, 2016 Regional Meeting Mtn #16-10-052	Moved by Member Gerald Kuefler to approve the minutes of the regional meeting held September 29, 2016 as presented.	CARRIED
Coordinator's Report	As presented in the agenda. The Coordinator was directed to send the advertisement for the SDAB and ARB Board members to all municipalities for recruitment purposes.	
CAO Meeting Notes – October 27, 2016	As presented in the agenda. Fire Services Agreement – Mayor Debra Smith of Lougheed provided information that she has been working with Alberta Municipal Affairs to set a date for the meeting of the Regional Emergency Services Committee and it is tentatively set as November 29, 2016, she will confirm this date to all Committee members and CAOs. Fire Services Agreement – CAO Shelly Armstrong provided clarification that Flagstaff County is not unsure of moving forward with the review of the Fire Services Agreement, she was unsure of the time commitment involved with the review.	
Year to Date Budget Variance Report to October 31, 2016	As presented in the agenda. Coordinator Moffatt reported that the funds for the Infrastructure Assessment have not been received from the province as yet but at this time there are funds to meet the current commitments of the FIP Committee.	
2015 Audited Financial Statements	As presented in the agenda.	
Project Updates: Regional Governance Project	Tim Morrison of 13 Ways Inc. provided a synopsis of the November 2, 2016 project update which was handed out as an addition to the agenda. The Infrastructure Assessment is going well and there should be information coming back to the municipalities by the end of November, 2016. Mr. Morrison reported that the public meetings are going fairly well but are under-attended. Heisler stated that they would be send out notification to all residents in a mail-out. All municipalities were urged to do the same to ensure that all individuals are informed of the public meetings on November 19, 2016 in Heisler and Hardisty. The mailouts will be done by November 14 or 15. Mr. Morrison stated that he was available to help design the mailout.	
Regional Water Operators Consortium	As presented in the agenda.	

Project

Regional Safety
Program

As presented in the agenda.

Correspondence

Synopsis was reviewed and no comments were forthcoming..

Information
Mtn #16-10-053

Moved by Member Perry Robinson to accept all information and correspondence items for information purposes only.

CARRIED

Regional Economic
Development Plan

Discussion was held as to whether a new application through the Alberta Community Partnership Grant should be submitted to develop a regional economic development plan which had been previously identified as an important component of the Regional Governance Project. A grant had previously been applied for in the amount of \$160,000 but was denied. It was felt that a second application should be submitted and that Chris Fields of 13 Ways Inc. would be willing to develop the grant application. The overall feeling was that the cost of this project would most likely not exceed \$80,000. Some concern was raised that Flagstaff County had already completed a Regional Economic Development Plan and that this was simply going to repeat what was already developed. It was felt that the County plan did not include an urban component and that this needed to be developed.

Mtn #16-10-054

Moved by Member James Robertson to apply for an Alberta Community Partnership Grant to develop a Regional Economic Development Plan as a component of the Regional Governance Project and further moved that Flagstaff County would be the managing partner noted on the grant application.

CARRIED

Per Diem for FIP Chair

Discussion was held as to who should be paying the per diem for the FIP Chair, or any other FIP member, who had been directed by the Committee to attend special meetings on behalf of FIP.

Mtn #16-10-055

Moved by Member Bud James that a per diem be paid to the FIP Chair or any other FIP Committee Member who had been authorized to attend special meetings on behalf of FIP at a rate of \$180 for a full day and \$90 for a half day, plus mileage and that these funds would be taken from the FIP operating budget.

CARRIED

Regional Governance
Working Sub-
Committees Terms of
Reference

Discussion was held on the draft terms of reference for the Regional Governance Working Sub-Committees that had been developed by 13 Ways Inc.

The intent of the working sub-committees is to develop models of governance or management for the Flagstaff Region. 13 Ways Inc. and Municipal Affairs would be participating in the sub-committees in an advisory role only.

The Membership component brought forward concerns that with 7 members on each committee there would be municipalities that would potentially not be included in the sub-committees but it was felt that increasing the number of sub-committee members could increase the time commitment was there was further chance of discord occurring within the committee. It was recommended by Member Bud James that the sub-committees be made up as follows:

Governance, Identity and Growth Opportunities – 5 members plus CAO

Taxes, Services and Debt – 4 members plus CAO

It was recommended that an alternate not be appointed as this could cause time delays in bringing an individual up to date on the previous sub-committee discussions. Overall it was felt that the absence of member would be less disruption than the addition of an alternate. There was also

discussion held as to whether other elected officials should be serving on the sub-committees or if it should be only FIP members. Some members felt that opening the opportunity to others who would be interested should be permitted.

The Mandate component as presented was determined to negate the ability of the general public to have a say in the eventual decision for the future of the region. It was felt that the method of determining the final model would be discussed by the FIP Committee once the options are brought forward by the sub-committees.

The Decision-Making component of the Terms of Reference was brought into question and the group felt that the role of the sub-committees would be to bring 2-3 model options to the FIP committee for recommendation and the FIP Committee would determine how these model options would be brought to the general public.

Mtn #16-10-056 Moved by Member Bud James to recommend that each Council appoint one elected official to sit on a Regional Governance Working Sub-Committee.

CARRIED

Round Table No Round Table held.

Next Meeting The next regular meeting will be Monday, December 5, 2016 at 7:00 p.m. at the Flagstaff County Administration Building followed by an informal Christmas gathering.

Adjournment As all agenda items had been completed, Chairman Bob Coutts declared the meeting adjourned at 8:30 p.m.

Chairperson

Coordinator

Flagstaff Intermunicipal Partnership Committee

Box 210, FORESTBURG, AB T0B 1N0

November 8, 2016

Village of Alliance
Village of Forestburg
Town of Hardisty
Village of Heisler
Town of Killam
Village of Lougheed
Town of Sedgewick

Dear Sirs:

Re: Regional Governance Project Working Sub-Committees

During the November 7, 2016 FIP Committee meeting discussion was held regarding a the terms of reference for the Regional Governance Project Working Sub-Committees. The recommendation from the committee was:

Moved by Member Bud James to recommend that each Council appoint one elected official to sit on a Regional Governance Working Sub-Committee.

We are there requesting that this recommendation be brought to your Council so that they may appoint a member to serve on one of the Working Sub-Committees. The intent is to create two working sub-committees: Governance, Identify and Growth Opportunities Committee and the Taxes, Services and Debt Committee. The sub-committees will be determined by 13 Ways Inc. and individuals should be aware that they will not have the opportunity to decide which sub-committee they wish to serve on. The intent is to have five (5) elected officials on the Governance, Identify and Growth Opportunities Committee as well as a CAO and four (4) elected officials on the Taxes, Services and Debt Committee plus a CAO. This will ensure that overall, all municipalities have representation on the sub-committees. Each sub-committee will also have access to an administrative staff member to ensure that meeting notes and minutes are kept.

Council members should take note that the time commitment required for these sub-committees could be significant and the term of this appointment would be from December 1, 2016 to November 1, 2017.

The Terms of Reference for the Working Sub-Committees are being redrafted based on comments brought forward during the FIP Committee review and will be made available as soon as possible. The intent of 13 Ways Inc. is to hold a meeting in early December of all sub-committee members to ensure that a full understanding of their role within the sub-committee is understood, Doug Griffiths intends to lead this meeting.

If you have any questions or concerns regarding the enclosed, please do not hesitate to contact the undersigned at cao@forestburg.ca or at 780-582-3668.

Yours truly;

A handwritten signature in blue ink, reading "Debra A. Moffatt". The signature is fluid and cursive, with the first name "Debra" and last name "Moffatt" clearly legible.

Debra A. Moffatt, Coordinator
Flagstaff Intermunicipal Partnership

CAO Town of Sedgewick

From: Deb & Larry <lardebsm@xplornet.com>
Sent: November-08-16 8:51 AM
To: administration@villageofheisler.ca; cao@sedgewick.ca; cao@town.killam.ab.ca; 'David Alderdice'; 'Jacquie Zackaruck'; 'Rod Krips'; sandy@hardisty.ca; sarmstrong@flagstaff.ab.ca; cao@forestburg.ca
Cc: 'Sara Ahlstrom'
Subject: Emergency Services

Good Morning All

Please inform your councils and emergency services members that an emergency services meeting will be held on Nov 29, 2016 .

The formal agenda and place of meeting will be sent later.

Included is a list of topics that can be discussed at council level to provide a start to the conversation.

Purpose: To provide effective and appropriate Fire Services for the community

Goal: Strategic Approach to ensuring effective and appropriate services

- What do you want emergency services to look like in this region?
- What is the current situation?
 - Obligations to communities (services, volunteers, training)
 - SWOT analysis (Strengths, Weaknesses, Opportunities, Threats)
 - Resources – What resources do we have and what we resources do need?
- What do we need to do to achieve these goals?
- What are our options for fire services delivery?
- How would we implement the best option?

Thank you
Debra Smith
Village of Loughheed

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2016.0.7859 / Virus Database: 4664/13370 - Release Date: 11/08/16

FRSWMA Meeting Oct.24/15 7 PM Shawn Higginson

- ❖ Discussion around what Society Bylaws FRSWMA has with the towns and county (not many found and out of date) reviewed Draft Amended Bylaws as provided by legal counsel and Manager M. Hampshire to be reviewed and approved by all members. To be done by special meeting to be called.
 - ❖ General discussion around the draft membership agreements for members with Regional Transfer sites and for members with Transitional Transfer sites with both sets of agreements approved with the direction to meet with all towns to approve and set up any extra's that may be agreed on as per fee.
 - ❖ GREEN FOR LIFE- Board member Brenda Grove provided information around a private contact business that is providing door to door recycle pick up in east central towns for \$5.50/month/residence. Discussion ensued where FRSWMA staff also felt they could provide a similar service in larger communities for an additional fee in the \$5-7 range and to come back to the board with a pilot proposal to test the program. Killam would be open to this pilot project.
 - ❖ Personal note WOULD SEDGEWICK?
-
- ❖ Next meeting November 28th,2016

Fire Department Meeting

Nov 3, 2016

- No calls in the last month – there was call on Nov 2, but were then called back and told to stand down
- Had a Practice fire and everything went well with lots of good training. Will be looking at doing another one in the spring.
- New coveralls have been ordered
- Lions are interested in making a donation. Joey to work with them on some ideas for a donation
- Bartended the Halloween dance at the Legion. Well attended
- New member welcomed – Cary Castagna

Sedgewick Killam Natural Gas System Meeting

Nov 10, 2016

Highlights:

Vote to increase monthly service charge from \$20 to \$25 – carried

Town gets \$20 – SKNG gets \$5

Increase is to start building reserve fund for the replacement of the line between Killam and Sedgewick (Approx \$1 million)

There will be a \$10-15 per month increase in every ones gas bill due to Carbon Tax.

Grant Imlah

Town of Sedgewick Public Works Report – Period Ending November 17th, 2016

An update on public works activities up to November 17th, 2016.

- General maintenance.
- One hydraulic cylinder was rebuild and installed on the snow blower.
- The front end exhaust system was upgraded and replaced on the snow blower.
- Christmas lights were installed at the highway and at the Main Street Park and a Christmas tree was ordered for the park.
- A resident on MacDonald Close North required a line locate in preparation for tree removal. We were unable to locate the water line at this property, after spending considerable time with metal detectors, and running a tracer wire the line is lost after 35 feet. There is no issue with the water line however further measure are necessary to locate it. None of the town's as built's show the service line for this property.
- We oversaw tie-in at the new seniors' complex (water, sewer and storm). The waterlines have been flushed and all water samples have been approved.
- All fire hydrants have been flushed and are in good working order. One hydrant was rebuilt on 51st Avenue.
- We have done this falls pigging of water wells. As usual, a lot of sludge and rust was washed out; it did improve the quantity from 6.7 liters per second to 7.2 liters per second.
- The new heating unit has been installed for the library and it working well.
- An independent contractor was working on 53rd Street, hit a curb stop and broke a waterline on November 11th. We had to shut off the water at the main and complete the repair.
- The Lion's Club installed a new rail fence at the tire park.

Attachments: n/a

17-Nov-16
Mayor

17-Nov-16
CAO

I attended the following meetings since the October 25th, 2016 regular council meeting:

November 3rd – Municipal Development Plan (MDP) Meeting:

- Facilitated a meeting for committee member G. Imlah and S. Levy.
- The committee finalized recommended update for the MDP. Update will be brought to council for consideration over the coming months.

Updates:

Strategic Goals:

1. Address the Recreation Gap (ST priority II)

- The plan will be presented to council on December 15th.

General daily function updates:

(12) Administration

- Ongoing training of new staff.
- 2017 budget preparation.
- Submitted a compliance report to Occupational Health & Safety regarding upgrades to the shoring box.
- Processed grant applications for 2016 Municipal Sustainability Initiative (MSI) operating and capital grants, Basic Municipal Transportation Grant.
- Processed compliance reporting for the Enabling Accessibility Fund (walking trail grant).
- At the request of our MLA's office, a capital plan was submitted regarding provincial upgrades with Sedgewick's corporate limits (attached).
- Investigating dust suppression options for Spruce Drive as directed by council in preparation for the 2017 budget. Products under review: calcium chloride, MG30 and ligno sulfate.

(66) Development

A. Robersshaw, Associated Engineering and I are currently reviewing four development projects:

1. Recreation Centre – kitchen upgrades.
2. Apron/drainage, curb, gutter and sidewalk replacement at Prairie Rose Place. Schematics were provided by JMAA Architect.
3. Choice Solution's development permit for fibre upgrade. This is a time consuming project as the town will have to give utility corridors prior to installation. Schematics were presented from the applicant to our engineer for review.
4. The property owners of #7 Spruce Drive expressed an interest in connecting to municipal services. At this time the property owners have advised that they are considering connecting but have not provided a plan or proposal to the town. Our engineer contacted the property owners to provide assistance and to ensure any proposal meets municipal requirements.

Town of Sedgewick - CAO Report – Period Ending November 17th, 2016

Attachments:

1. Grant Summary – no action required.
2. MLA – Capital Update – no action required.
3. October 27th, 2016 CAO Meeting Notes – ACTION REQUIRED.
4. Action Items – no action required.

17-Nov-16
Mayor

17-Nov-16
CAO

**TOWN OF SEDGEWICK
BASIC MUNICIPAL TRANSPORTATION GRANT (BMTG)**

OVERVIEW:

The Town of Sedgewick receives funds through the BMTG Program. BMTG provides financial assistance for developing and maintaining capital transportation infrastructure requirements, promoting economic growth, and improving quality of community life. Program benefits include, road construction, rehabilitation, and major public transit. In addition, BMTG supports barrier-free transportation initiatives to improve accessibility for seniors and persons with disabilities.

FUNDING POLICY

Under the BMTG each municipality is eligible to receive an annual formula based grant. The formula provides a predictable level of funding assistance to each municipality, based on statistical information. BMTG was offered by Alberta Transportation (AT). Effective April 1, 2014 the project was consolidated and with the Municipal Sustainability Initiative (MSI) Capital Program, administered by Municipal Affairs (MA).

Sedgewick's Annual BMTG Allocation (AT): \$ 53,460

Sedgewick's Annual BMTG Allocation (MA): \$ 51,420

Designated Projects:	Current Applied (AT):
Strategic Plan - Long Term Priority #1 (2016) - Underground Infrastructure Replacement and Revitalization	\$ 158,310

TOWN OF SEDGEWICK
MUNICIPAL SUSTAINABILITY INITIATIVE (MSI) OPERATING

OVERVIEW:

MSI Operating has been in place since 2007. Municipalities have been allocated \$430 million to meet the demands of growth, address local infrastructure needs, and enhance municipal sustainability. To receive MSI Operating funding, an operating spending plan must be submitted and approved by the Minister of Municipal Affairs, annually and must meet the requirements of the program. This agreement with the province will expire at the beginning of 2017.

FUNDING POLICY

Under the MSI Operating model, municipalities in Alberta are eligible for funds based on a number of factors. MSI Operating is *not* long-term predictable funding. The province has discussed phasing this program over for three years. MSI Operating should not be used to offset general operating expenses for the municipality. MSI Operating funds must be spent within two years of receipt.

Sedgewick's MSI Operating Allocation 2016: \$ 53,213

Sedgewick's MSI Operating Carry Forward: \$ 89,040

Combined Total: \$ 142,253

	Total Designated Per Project
Designated Projects (2016):	
Governance	\$ 25,150
Infrastructure Management	\$ 8,180
Parks, Sport and Recreation	\$ 15,000
Planning and Development	\$ 20,200
Public Security and Safety	\$ 10,361
Staff Development	\$ 13,100
	<u>\$ 91,991</u>

Estimated Carry Forward for 2017: \$ 50,262

**TOWN OF SEDGEWICK
MUNICIPAL SUSTAINABILITY INITIATIVE (MSI) CAPITAL**

OVERVIEW:

All municipalities in Alberta are eligible for MSI Capital funding as per the terms set out in the long-term funding agreement. Funding is based on municipal population, education property tax requisitions and kilometres of local road. In 2014 the Basic Municipal Transportation Grant (BMTG) was rolled into the MSI Capital allocation. The agreement with the province will expire at the beginning of 2017. Further funding commitments are being discussed by the province however no commitments have been confirmed.

FUNDING POLICY

Municipalities must apply for the use of MSI Capital funds through the use of a Multi Year Capital Plan (MYCP). MSI Capital funds must be used within six years of receipt of funding.

Sedgewick's MSI Capital Allocation 2016: \$ 278,533

Sedgewick's MSI Capital Carry Forward: \$ 976,950

Combined Total: \$ 1,255,483

Designated Projects:	Total Designated Per Project
Redevelopment of former commercial site	\$ 270,000
GIS Project	\$ 59,340
LT Priority #1 - Infrastructure Replacement	\$ 926,143
	<u>\$ 1,255,483</u>

Estimated Carry Forward for 2017: \$ -

ATTACHMENT 2 - BUDGET 2017 MLA SUBMISSION SUMMARY TEMPLATE

[illegible]

CAO Meeting Notes – October 27, 2016 at 1:00 p.m.

Held at Village of Heisler Administration Office

Attendance

Debra Moffatt
Shelly Armstrong
Amanda Howell
Rod Krips
Sandy Otto

Village of Forestburg
Flagstaff County
Village of Heisler
Town of Daysland
Town of Hardisty

Presenters

Doug Griffiths, 13 Ways Inc.
Michael Scheidl, Alberta Municipal Affairs
Sarah Ahlstrom, Alberta Municipal Affairs

Absent:

Jacquie Zacharuk
David Alderdice
Amanda Davis
Kim Borgel

Village of Alliance
Village of Lougheed
Town of Sedgewick
Town of Killam

1. Additions/Changes to Agenda

- a. No changes to agenda

2. Meeting Notes & Information

- a. June 2, 2016 CAO Meeting Notes
- b. Coordinator Report

3. Delegates

Fire Services Agreement: Doug Griffiths, Michael Scheidl and Sarah Ahlstrom reviewed the Fire Services Agreement as relates to or may impact the Regional Governance Project. Mr. Griffiths was concerned that the going forward with the review/rewrite of the Fire Services Agreement may derail the Regional Governance Project. The majority of the CAOs in attendance indicated that their councils wanted the Fire Services Agreement dealt with before it expires on December 31, 2017.

- Hardisty – wants to provide a regional service
- Daysland – wants regional service
- Heisler – wants regional service
- Forestburg – wants regional service
- Flagstaff – unsure

The consensus of the group was that the health and safety of our citizens and fire fighters is of paramount importance. No one individual municipality has the capacity to meet the needs of our region, but working together we can be successful.

Further discussion was held as to the need for a facilitator to assist with the development of a new agreement. Flagstaff County reported that all municipalities have previously indicated that they are willing to retain a facilitator. Michael Scheidl stated that his department could assist with facilitation and that they would also be able to utilize individuals from the Fire Commissioners Office to assist with the process.

Overall, it was felt that it was important that a Regional Emergency Services Committee meeting be called as soon as possible and that the agenda should include:

- Organizational Meeting
- A presentation, possibly from the Alberta Fire Commissioners Office, on the requirements of a fire service. We need to understand where we stand and where we need to be.
- Determination of the direction the committee wishes to go, for example:
 - Continue with current agreement – not acceptable to some municipalities; or,
 - Change ownership of fire departments to Flagstaff County from urban municipalities (as suggested by Forestburg); or,
 - Create a Regional Fire Commission – similar to Beaver County.

It was also felt that attendance at this meeting should include the CAOs and the Fire Chiefs to ensure that there is full understanding of the direction chosen.

Doug Griffiths will contact Debra Smith, Vice Chair of the Regional Emergency Services Committee to discuss the need for the meeting. Michael Scheidl will then contact all affected individuals to schedule the meeting, hopefully November 28-30:

Regional Emergency Services Committee Members
CAOs
Fire Chiefs
Kim Cannady
Alberta Municipal Affairs Facilitation Team
Alberta Fire Commissioners Office
Doug Griffiths

It should be noted that Doug Griffiths would be there in an advisory role only and to affirm to the group that this would be a parallel process with the Regional Governance Project and that in no way is FIP in a position of authority in regard to the Fire Services Agreement. He also wishes to monitor the progress of the discussions to determine where successes/failures may be occurring which would be beneficial to the Regional Governance Project.

CAOs – please provide contact information for your committee member and fire chief to Michael Scheidl (michael.schiedl@gov.ab.ca)

Regional Governance Project Working Committees: Doug Griffiths then reviewed the working committees which will be needed to continue with the Regional Governance Project. The working committees will provide be:

- Governance and Services
- Taxation and Debt
- Growth Opportunity and Identity

The group determined that each working committee should be made up of:

- Five (5) elected officials
- CAO or alternate
- Administrative support person for note taking

It was felt the elected officials should not include the FIP member or the Regional Emergency Services Committee member as these individuals will already have a fairly heavy load for 2017.

It was also felt that Debra Moffatt, as the FIP Coordinator and Shelley Armstrong should not serve on the working committees. It was also felt that an alternate to the CAOs should be appointed as their absence from a meeting could leave a gap.

13 Ways Inc. will be sending out requests to each Council seeking volunteers, 15 elected officials, 3 CAOs, 3 alternate CAOs (or assistant CAOs).

13 Ways Inc. will determine which working committee individuals will sit on as they wish to have a good mix of rural/urban across the committees. They are hoping to have a meeting of all working committee members in early December.

Municipal Score Cards: Amanda Davis had requested that Doug Griffiths be questioned about the role of the municipal Score Cards which were created based on the Alberta Municipal Sustainability Strategy Self-Assessment Questionnaire.

The score card is simply a snap shot of our current status, no action is expected based on the score cards, they are provided for information purposes only.

4. **Business**

a. **Needs Assessment for Regional Safety Program**

Five (5) municipalities have indicated that they are willing to have SDI Group understand a safety program needs assessment in their communities:

Village of Forestburg
Town of Hardisty
Village of Heisler
Town of Killam
Town of Sedgewick

The FIP Coordinator will contact SDI Group to ensure that there will be no substantial change in cost as the numbers originally quoted was for seven (7) municipalities and if the cost is acceptable, will authorize SDI Group to go forward with the Safety Program Needs Assessment.

b. **Regional Emergency Communications Project**

Kim Cannady has a listing of all regional emergency communications equipment and has developed a listing of upgrades that are needed. Any upgrades or changes to the equipment would be dealt with by the Regional Emergency Services Committee.

c. CAO Group Terms of Reference

Only two changes were recommended to be made to the CAO Group Terms of Reference:

- Remove references to the Villages of Galahad and Strome;
- Have the Coordinator chair all meetings.

The Coordinator will amend the Terms of Reference and provide a copy to each CAO.

d. 2017 Council Orientation

The FIP Coordinator was directed to contact George Cuff, Gordon Hume and Russ Farmer to get proposals for holding a one (1) day Council Orientation following the election in 2017.

The proposals will include:

Date of event
Overview of presentation
Cost

Discussion was also held on 2017 Regional Forums and it was felt that having presentations on legal responsibilities of council members as well as one on the role of council in regard to development issues would be beneficial. The coordinator will seek costs and scheduling opportunities for these events.

e. SCADA System Upgrades

Sandy Otto reviewed the status of the SCADA System:

- A new hard drive is required for the server at a cost of \$189.00. Sandy was informed that this could be covered by the goods and supplies budget and was directed to purchase a new drive and then it billed to FIP.
- Sandy has been in contact with Rockwell and they have discovered some minor engineering deficiencies with the system. Overall the current system is capable of providing all aspects of control that operators may want and no significant programming changes will be needed. A meeting with Rockwell and operators will be needed to determine what the operators would like to see and Rockwell will then provide costs on any needed upgrades.
- We still have issues with the “last mile” in regard to communication. This is a site-specific issue and Sandy will be forwarding costs from Axia in regard to installing fibre optics and bridges to water treatment plants in order to mitigate these issues.

Discussion was held as to how costs related to the SCADA system should be budgeted for. It was decided that rather than a requisition based on equalized assessment, it will be calculated based on the number of participating water treatment plants and will be requisitioned on an equal basis across those plants.

f. Speaker for Regional Public Works Committee

Sandy Otto also recommended a presentation from Neil Harris on “Men & Mental Health” for public works operators. She indicated that the Town of Hardisty would host the next Regional Public Works meeting on November 17, 2016 at 12:00. Hardisty has agreed to cover the cost of the presenter and participants will be invoiced for lunch.

The coordinator will work with Sandy Otto to schedule this meeting.

g. Draft 2017 Budget

At this point, the budget is very preliminary. It was recommended to adjust the cost of Council Orientation to \$10,000 and to also budget for the cost of speakers for each regional forum.

The coordinator will rework the budget line items, as well as create a separate budget and requisition for the SCADA systems requirements that will only be applied to participating municipalities.

The Coordinator is not anticipating that the requisition will be more than 2016.

4. **Next Meeting and Host** – No date was set in the event that an additional FIP meeting is required in December.

5. Round Table Discussion

No discussion was held

6. **Adjourn at 4:30 p.m.**

Council Action Items

18-Aug-16

	For	Item	Action Taken	Completed
4	Amanda	Update signing authorities at all banks.	Minutes delivered to VCU and ATB..	19-Sep-16
10	Amanda	Prepare a letter to SGC re: north entrance proposal upon electrical confirmation.		
12	Amanda	Investigate bylaw enforcement officer options.		

Council Action Items

25-Oct-16

	For	Item	Action Taken	Date Completed
1	Amanda	Update committee appointments	Complete.	26-Oct-16
2	Amanda	Develop policy re: observers do not receive remuneration when attending meetings that they are not appointed to.	Draft complete.	26-Oct-16
3	Amanda	Contact Axia and set up presentation for next council meeting.	Info gathered from J. O'Connor update for next meeting.	26-Oct-16
4	Amanda	Send S. Levy's response to MLA, re. meeting with Minister Larivee.	Completed. Sent via email.	27-Oct-16
5	Amanda	Letter to PRL re. budget approval.	Email to PRL, cc'd to SL.	26-Oct-16
6	Amanda	Update policy B7 as reviewed.	Complete	1-Nov-16
7	Amanda	Complete approvals of Phase II applications.	Letters complete 50% payment sent. Cc'd to RFC.	26-Oct-16
8	Amanda	Letter to FIP re: approval of Safety Program needs assessment.	Approval letter emailed to FIP. Cc'd to PR and Muni's.	26-Oct-16
9	Amanda	Develop new Land Use District for DC1.		
10	Elaine	Prepare LOS for minor hockey.	Complete and signed by PR.	27-Oct-16
11	Amanda	Forward LOS to FIRST.	Completed and mailed.	26-Oct-16
12	Amanda	Follow up email to FFCS re: foodbank needs list.	Request send to FFCS and cc'd to Council.	26-Oct-16

13	Amanda	Letter to S. Lions re: Spray Park role.	Letter complete, mailed and provided to lake on upcoming agenda.	1-Nov-16
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Request for Decision (RFD)

Topic: Axia FibreTown
Initiated by: Motion #2016.10.229
Prepared by: Amanda Davis
Attachments: n/a

Recommendations:

That council determines an appropriate course of action for engaging the community, appoint a working committee and begin marketing Axia's "Make Your Town A #FIBRETOWN".

Background:

Motion 2016.10.229 states:

"MOTION by Mayor P. Robinson directing administration to contact Jason O'Conner, Axia and request he makes a presentation to council regarding fibre optics and further to extend an invitation to neighbouring municipality inviting them to attend the presentation. CARRIED."

Administration made contact with Jason O'Connor of Axia regarding the "Make Your TownA #FIBRETOWN".

The following information was provided. Axia is looking to invest in communities that are able to show a proven interest in securing fibre optics.

The following preliminary steps must be taken before Axia will commit to attending a meeting with council or the community:

1. The appetite of the community for their product/service must be shown through completion of an online survey which can be found at www.axia.com/alberta
2. Axia must receive responses from at least 30% of the serviceable addresses before they will commit to working on a business case.
3. Pending +30% positive response is received Jason and his team would host an information session with either the council or the community as a whole to better understand the business and see if Sedgewick would qualify as a FibreTown.

Questions to ask yourself:

1. How much value do I see in securing fibre optics options for Sedgewick?
2. Am I willing to market the product personally to ensure we attain 30% interest?
3. If you are willing to market the product, what does that look like for you?
4. Would you seek the assistance of community activists to support the initiative and provide marketing assistance?
5. In your opinion, what is an acceptable timeline for recruiting 30% interest?

Next steps:

1. Further to the response from Axia, administration was unable to arrange a meeting. If council determines they would like to engage the community a working group is required. The working group could be either council or members within the community.
2. Determine an appropriate method of engagement.
 - a. Will this be door to door?
 - b. Will it only be on the town website?
 - c. Will you host your own town hall meeting to seek interest?
 - d. Will you market the survey in the newsletter?
3. Determine how much time and energy you are prepared to commit personally on this initiative.

The ground work has to be done at a local level before Axia will make any efforts to engage the community.

Request for Decision (RFD)

Topic: Recreation Funding Committee (RFC) – Capital Project Recommendation
Initiated by: Bylaw#524
Prepared by: Amanda Davis
Attachments: October 26th, 2016 RFC Minutes

Recommendations:

That Council approve the RFC recommendation and award funding as follows in accordance with Bylaw #524:

- 1. Sedgewick Community Hall, Sound Room Upgrades and Stair Renovations, \$13,000.**
 - 2. Sedgewick Recreation Centre, Kitchen Upgrades, \$5,376.**
-

Background:

In accordance with Bylaw #524 that the RFC must recommend the use of unexpended recreation funds to capital projects.

A Recreation Funding Committee (RFC) meeting was held in the Sedgewick Council Chambers in Sedgewick, Alberta on Wednesday, October 26th, 2016.

Present	Andrew Hampshire	Chairman
	Travis Smith	Vice-Chairman
	Pam Kotylak	Director
	Kari Sanders	Director
	Barb McConnell	Director
	Aleska Johnson	Director
	Greg Sparrow	Town Council Rep.

Present	Elaine Macdonald	Assistant Chief Administrative Officer
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Call to Order A. Hampshire called the meeting to order at 6:40 p.m.

Old Business Discussion held regarding Motion RFC2016.23.

RFC2016.26 MOTION by G. Sparrow that the RFC recommends the use of unexpended 2016 recreation funds to Town Council for capital projects:

1. Community Hall Sound Room Upgrades and Stair Renovation, \$13,000.
2. Sedgewick Recreation Centre Kitchen Upgrades, \$5,376.

CARRIED

Adjournment

RFC2016.27 MOTION by A. Hampshire that the meeting be adjourned at 6:55 p.m.

CARRIED.

Andrew Hampshire, Chairman

Amanda Davis, CAO

Request for Decision (RFD)

Topic: Land Use Bylaw #461 – Re-districting Request
Initiated by: Motion #2016.10.242/applicant
Prepared by: Amanda Davis
Attachments: Bylaw #527 – Proposed Draft

Recommendations:

1. That council gives first reading to Bylaw #527.

AND

2. That a Public Hearing be set for December 15th at 6:00PM prior to giving 2nd and 3rd reading to Bylaw #527.

Background:

Council reviewed a redistricting request regarding Plan 5755S; Block C; Lots 29-30P on October 25th, 2016; administration was directed to prepare Direct Control 1 District accordingly.

Town of Sedgewick
Bylaw #527

Province of Alberta

A Bylaw of the Town of Sedgewick in the Province of Alberta for the purpose of amending Land Use Bylaw #461.

WHEREAS it is desirable to amend the Land Use Bylaw 461, as amended;

And Whereas Council has held a public hearing as required by Section 692 of the *Municipal Government Act, R.S.A. 2000, cM-26*, as amended.

Now therefore, the Council of the Town of Sedgewick, duly assembled, enacts the following;

1. The Land Use Bylaw of the Town of Sedgewick #461 is hereby amended as follows:
- a. Section 9: Definitions

“Retail Store (charity)” means a development used for retail sale of second hand, gently used items for the purpose of charity.
 - b. Table 49-2: Parking Requirements

Retail Store (charity), 1 stall/25m² (270 ft²) GFA
 - c. Section 63: Establishments of Land Use Districts

Direct Control 1
 - d. Section 75: DC1 Direct Control 1 District as Schedule “A” of this bylaw.
 - e. Schedule “A” Land District Map is hereby amended by changing the classification of Plan 5755S; Block C; Lots 29-30P from (R2) Residential Multi Family District to (DC1) Direct Control 1.

That this bylaw shall come into force and take effect upon receiving third reading.

Read a First time this 17th Day of November, A.D. 2016.

Perry Robinson, Mayor

Amanda Davis, CAO

Read a Second time this ____ Day of _____, A.D. 201

Read a Third time this ____ Day of _____, A.D. 201

Perry Robinson, Mayor

Amanda Davis, CAO

SCHEDULE “A”

Section 75: DC1 Direct Control 1 District

75.1 Purpose:

This district is generally intended to provide land for the development of higher density housing as well as offer a limited variety of goods and services for charitable organizations within Sedgewick.

75.2 Uses:

Permitted Uses	Discretionary Uses
Accessory Building Apartment Dwelling, Duplex Dwelling, Fourplex Dwelling, Rowhouse Dwelling, Triplex Home Occupation Retail Store (charity) Public Assembly Public Use	

75.3 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.

Site Coverage	50%.
Minimum Floor Area	Not less than 75 m ² (810 ft ²) for a one bedroom unit, and an additional 11 m ² (119 ft ²) per unit for each bedroom in the unit included thereafter.
Minimum Parcel Area	Dwelling, Duplex, Triplex, Fourplex and Rowhouse (Per Unit): - 240 m ² (2,592 ft ²) per unit. Dwelling, Apartment (Per Unit): - Shall be the greater of 555 m ² (5,995 ft ²); or 80 m ² (864 ft ²)/one bedroom unit; 95 m ² (1,026 ft ²)/two bedroom unit; and 115 m ² (1,242 ft ²)/three bedroom unit. Retail Store (charity) - At the discretion of the Development Authority.
Maximum Building Height	10.0 metres (32.8 feet) without approval of the Development Authority.

Front Yard Setback	<u>Dwelling, Retail Store (charity)</u> <ul style="list-style-type: none">- 6.0 metres (19.7 feet). <u>Garage and Accessory Building</u> <ul style="list-style-type: none">- None in Front Yard.
Rear Yard Setback	<u>Dwelling, Retail Store (charity)</u> <ul style="list-style-type: none">- 6.0 metres (19.7 feet). <u>Garage and Accessory Building</u> <ul style="list-style-type: none">- 0.6 metres (2.0 feet), except where vehicle doors face a lane 3.0 metres (9.8 feet). <u>Garage Roof Overhang</u> <ul style="list-style-type: none">- 0.3 metres (1.0 feet).
Side Yard Setback	<u>Dwellings, Retail Store (charity)</u> <ul style="list-style-type: none">- 1.5 metres (4.9 feet). <u>Garage and Accessory Building</u> <ul style="list-style-type: none">- 1.5 metres (4.9 feet), except where vehicle doors face a lane 3.0 metres (9.8 feet). <u>Garage Roof Overhang</u> <ul style="list-style-type: none">- 0.3 metres (1.0 feet).
Landscaping	All yards shall be landscaped with trees, shrubs and planted groundcover in accordance with plans approved by the Development Authority. Notwithstanding any provisions of this Bylaw to the contrary, as a condition of approval of a development permit, all landscaping and planting required must be carried out to the satisfaction of the Development Authority within twelve months of occupancy or commencement of operation of the development.
Parking	<u>Dwellings</u> A two car parking area shall be provided to the rear, side or front of the dwelling. Notwithstanding, in the case of a dwelling fronting onto an arterial road, the parking area shall access from the lane where one is provided.
Parking and Loading	Part 8 of this Bylaw.
Outdoor Storage and Display	Outdoor storage and display is not permitted except sidewalk sales. Outdoor storage must be confined within an accessory building, and shall not have an adverse effect on adjacent parcels.

Request for Decision (RFD)

Topic: 2017 Draft Budget - Council
Initiated by: 2017 Budget
Prepared by: Amanda Davis
Attachments: 1. Council Budget – 2017 Draft Option Overview

Recommendations:

Pursuant to Section 144 of the Municipal Government Act (MGA), council pass a bylaw reducing the number of councillor's from seven to three for the Sedgewick supporting Option 6 as attached and further that administration begin preparing the bylaw to meet legislative requirements for the 2017 General Municipal Election.

Background:

The 2017 budget is being prepared for council review. Council and administration must address the financial challenges of each department due to increased operational costs. It is important for council to evaluate policies and operating practices to ensure the municipality is operating as efficiently as possible.

Each department has its own challenges, restructuring is necessary to meet current and future demands.

Proposal:

Pursuant to Section 144 of the Municipal Government Act (MGA), council pass a bylaw reducing the number of councillor's from seven to three for the Sedgewick and that the bylaw comes into effect for the 2017 General Municipal Election.

Rationale:

Council responsibilities are changing due to regional collaboration efforts resulting in a significant increase in operational expenses.

There are a number of ways to gain governance efficiencies for Sedgewick moving forward. This is not to say existing governance is bad, it is to show that sacrifices have to be made for Sedgewick to remain financially viable in the future.

Considerations:

- What is an acceptable time commitment in an elected position?
- Can business be dealt with differently to eliminate the number of meetings elected officials attend? Over the past 15 years elected officials responsibility have shifted from just local priorities to local priorities and some shared regional services to local priorities and many regional priorities. There has been no prior attempt to appropriately plan and prepare for this change.
- Elected positions can be overwhelming with the amount of information provided, meeting

requirements and decisions.

- Effectively balancing work/life, leading change, dealing with opposing views internally or externally.
- If more effort were placed on communications would the elected body have to be on every board transferring information back and forth or could this be dealt with another way?
- Sharing the responsibility between the elected body and the community.
- Providing much needed financial resources has allowed for the development of new policies and plans. These policies and plans are the foundation for effectively running the town and delivering the vision of council. Ongoing updates and reports regarding the implementation of the plans from administration to council will reduce time commitments/restraints.

Reducing the number of councillor's:

Pros:

- Affordability for the municipality.
- Reallocation of resources (elected officials and time commitments)
- Reduction aligns with number of councillors in like sized communities.
- Service delivery has changed considerably over the past ten years with more focus on regional service and collaboration. Sedgewick's local government has not made adjustments to reflect this shift therefore pulling people in too many directions resulting in excessive meetings.
- Improve decision making.
- Appropriate time with the upcoming local election in 2017.

Cons:

- Adjusting to a change in government practices may be hard for the elected body.

Financial strains on the 2017 budget:

- Educational costs for seven elected officials through the Elected Officials Education Program (EOEP). In 2016 EOEP costs were covered by Municipal Sustainability Initiative (MSI) Operating. The MSI agreement with the province expires in 2017, there is no commitment from the province at this time to renew the program. The province is focusing more on collaboration and shared service delivery.

- The requirements of the Regional Governance Study and Fire Services Agreement greatly impacts remuneration expenses.
- Council advised at the October 25th meeting a 2-3% budget increase would be accepted being an overall increase of \$16,976 - \$25,465.

Option 1 Explanation:

- Council remains with seven members.
- Council receives remuneration the same as previous years, \$100 for meetings with minutes, \$25 per hour for all other meetings attended.
- As directed by Council, money is allocated for each member of council to attend an Elected Officials Education Program (EOEP) course.
- Increased hours to attend all regional meetings, sub-committee appointments and fire service negotiations.

Option 2 Explanation:

- Council reduces the number to five members.
- Council receives remuneration the same as previous years, \$100 for meetings with minutes, \$25 per hour for all other meetings attended.
- As directed by Council, money is allocated for each member of council to attend an Elected Officials Education Program (EOEP) course.
- Increased hours to attend all regional meetings, sub-committee appointments and fire service negotiations.
- Restructure committee appointments.

Option 3 Explanation:

- Council reduces the number to three members.
- Council receives remuneration the same as previous years, \$100 for meetings with minutes, \$25 per hour for all other meetings attended.
- As directed by Council, money is allocated for each member of council to attend an Elected Officials Education Program (EOEP) course.
- Increased hours to attend all regional meetings, sub-committee appointments and fire service negotiations.
- Restructure committee appointments.

Option 4 Explanation:

- Council remains with seven members.
- Council remuneration changes to an hourly rate of \$25 for all meetings.
- As directed by Council, money is allocated for each member of council to attend an Elected Officials Education Program (EOEP) course.
- Increased hours to attend all regional meetings, sub-committee appointments and fire service negotiations.
- Restructure committee appointments.

Option 5 Explanation:

- Council reduces to five members.
- Council remuneration changes to an hourly rate of \$25 for all meetings.

- As directed by Council, money is allocated for each member of council to attend an Elected Officials Education Program (EOEP) course.
- Increased hours to attend all regional meetings, sub-committee appointments and fire service negotiations.
- Restructure committee appointments.

Option 6 Explanation:

- Council reduces to three members.
- Council remuneration changes to an hourly rate of \$25 for all meetings.
- As directed by Council, money is allocated for each member of council to attend an Elected Officials Education Program (EOEP) course.
- Increased hours to attend all regional meetings, sub-committee appointments and fire service negotiations.
- Restructure committee appointments.

**Note – depending on the option council chooses costs adjustments will have to be made to reflect January – October 2017. Section 144 of the MGA stated the bylaw must be passed at least 180 days before the general election at which it is to take effect.*

TOWN OF SEDGEWICK - COUNCIL BUDGET - 2017 DRAFT OPTION OVERVIEW

Organizational Meeting Appointments/Projected Meetings	Option 1 - NO CHANGE - Hours/Meeting	Option 1 - NO CHANGE - Expenses	Option 2 - Reduce to 5 Clrs. - Regular Rates	Option 2 - Expenses	Option 3 - Reduce to 3 Clrs. - Regular Rates	Option 3 - Expenses	Option 4 - Hourly Rate - 7 Clrs.	Option 4 - Expenses	Option 5 - Hourly Rate - Reduce to 5 Clrs.	Option 5 - Expenses	Option 6 - Hourly Rate - Reduce to 3 Clrs.	Option 6 - Expenses
Administrative												
Policy Review (3)	30 hours	\$ 750	30 hours	\$ 750	30 hours	\$ 750	30 hours	\$ 750	30 hours	\$ 750	30 hours	\$ 750
Protection:												
CAC (1)	4 meetings	\$ 400	4 meetings	\$ 400	4 meetings	\$ 400	12 hours	\$ 300	12 hours	\$ 300	12 hours	\$ 300
Fire Dept (1)	12 meetings	\$ 1,200	12 meetings	\$ 1,200	12 meetings	\$ 1,200	24 hours	\$ 600	24 hours	\$ 600	24 hours	\$ 600
RESC (1)	12 meetings	\$ 1,200	12 meetings	\$ 1,200	12 meetings	\$ 1,200	30 hours	\$ 750	30 hours	\$ 750	30 hours	\$ 750
Enviormental:												
SKNGS (3)	2 meetings	\$ 1,200	2 meetings	\$ 1,200	2 meetings	\$ 1,200	15 hours	\$ 375	15 hours	\$ 375	15 hours	\$ 375
FRSWMA (1)	12 meetings	\$ 1,200	12 meetings	\$ 1,200	12 meetings	\$ 1,200	36 hours	\$ 900	36 hours	\$ 900	36 hours	\$ 900
Parks & Recreation:												
Beautification (3)	15 hours	\$ 375	15 hours	\$ 375	15 hours	\$ 375	15 hours	\$ 375	15 hours	\$ 375	15 hours	\$ 375
Rec Board (1)	10 meetings	\$ 1,000	10 meetings	\$ 1,000	10 meetings	\$ 1,000	30 hours	\$ 750	30 hours	\$ 750	30 hours	\$ 750
Recreation Funding Committee (1)	3 meetings	\$ 300	3 meetings	\$ 300	3 meetings	\$ 300	5 hours	\$ 125	5 hours	\$ 125	5 hours	\$ 125
Sedgewick Golf (1)	8 meetings	\$ 800	8 meetings	\$ 800	8 meetings	\$ 800	15 hours	\$ 375	15 hours	\$ 375	15 hours	\$ 375
Lake Board (1)	10 meetings	\$ 1,000	10 meetings	\$ 1,000	10 meetings	\$ 1,000	20 hours	\$ 500	20 hours	\$ 500	20 hours	\$ 500
Sedgewick Library (1)	10 meetings	\$ 1,000	10 meetings	\$ 1,000	10 meetings	\$ 1,000	20 hours	\$ 500	20 hours	\$ 500	20 hours	\$ 500
PRL (1)	4 meetings	\$ 800	4 meetings	\$ 800	4 meetings	\$ 800	32 hours	\$ 800	32 hours	\$ 800	32 hours	\$ 800
Sedgewick Hall (1)	10 meetings	\$ 1,000	10 meetings	\$ 1,000	10 meetings	\$ 1,000	20 hours	\$ 500	20 hours	\$ 500	20 hours	\$ 500
Public Health & Welfare:												
Land Acquisition (3)	9 hours	\$ 225	9 hours	\$ 225	9 hours	\$ 225	9 hours	\$ 225	9 hours	\$ 225	9 hours	\$ 225
Health Unit Contact (1)	-											
FFCS (1)	6 meetings	\$ 600	6 meetings	\$ 600	6 meetings	\$ 600	15 hours	\$ 375	15 hours	\$ 375	15 hours	\$ 375
FRHG (1)	-											
Sedgewick Cemetery (3)	10 hours	\$ 250	10 hours	\$ 250	10 hours	\$ 250	15 hours	\$ 375	15 hours	\$ 375	15 hours	\$ 375
Economic Development:												
BRAED (1)	12 meetings	\$ 1,200	12 meetings	\$ 1,200	12 meetings	\$ 1,200	60 hours	\$ 1,500	60 hours	\$ 1,500	60 hours	\$ 1,500
FIP (1)	18 mtg./2 regional	\$ 4,600	18 mtg/2 regional	\$ 3,800	18 mtg/2 regional	\$ 3,000	180 hours	\$ 4,500	180 hours	\$ 4,500	180 hours	\$ 4,500
Mayors Meeting	12 meetings	\$ 1,200	12 meetings	\$ 1,200	12 meetings	\$ 1,200	36 hours	\$ 900	36 hours	\$ 900	36 hours	\$ 900
Council Meeting												
Regular Meetings	12 meetings	\$ 8,400	12 meetings	\$ 6,000	12 meetings	\$ 3,600	336 hours	\$ 8,400	240 hours	\$ 6,000	144 hours	\$ 3,600
Budget/Special Meetings	6 meetings	\$ 4,200	6 meetings	\$ 3,000	6 meetings	\$ 1,800	84 hours	\$ 2,100	60 hours	\$ 1,500	36 hours	\$ 900
Unexpected Meetings/Conventions Etc.												
Council		\$ 7,000		\$ 5,000		\$ 3,000	140 hours	\$ 3,500	100 hours	\$ 2,500	60 hours	\$ 1,500
Monthly Remuneration												
Mayoral Allowance		\$ 2,700		\$ 2,700		\$ 2,700		\$ 2,700		\$ 2,700		\$ 2,700
Councillor Allowance (6)		\$ 7,200		\$ 4,800		\$ 2,400		\$ 7,200		\$ 4,800		\$ 2,400
Travel												
Council (10,000KM @.54/km)		\$ 5,400		\$ 5,400		\$ 5,400		\$ 5,400		\$ 5,400		\$ 5,400
Subsistence		\$ 5,000		\$ 3,575		\$ 2,145		\$ 5,000		\$ 3,575		\$ 2,145
EOEP		\$ 7,000		\$ 5,000		\$ 3,000		\$ 7,000		\$ 5,000		\$ 3,000
Education - Council Orientation		\$ 3,500		\$ 3,500		\$ 3,500		\$ 3,500		\$ 3,500		\$ 3,500
2017 Totals:		\$ 70,700		\$ 58,475		\$ 46,245		\$ 60,275		\$ 50,450		\$ 40,620
Increase/Decease over 2016:	35.85%	\$ 19,000	12.79%	\$ 6,775	-10.14%	-\$ 5,375	16.18%	\$ 8,575	-2.35%	-\$ 1,250	-20.90%	-\$ 11,080

Request for Decision (RFD)

Topic: Sedgewick Recreation Centre – 2017 Proposed Budget
Initiated by: 2017 Budget
Prepared by: Sedgewick Recreation Board
Attachments: 1. Recreation Centre’s 2017 Proposed Budget

Recommendations:

1. That council rejects the Sedgewick Recreation Centre’s 2017 budget as presented until further clarification is provided regarding, county recreation funding, the carbon tax and fundraising efforts. Has the board planned for these potential pitfalls?

OR

2. That council rejects the Sedgewick Recreation Centre’s requesting the board reevaluate expenses as an operating grant will not be provided by the Town.

Background:

All appointed boards are required to present an annual operating budget to council. The Sedgewick Recreation Centre is requesting a \$15,500 operating grant from the town. In the past the Town has not released operating funds to the Recreation Centre unless they are absolutely necessary.

Current:

Prior to approval or rejection a few items should be considered and discussed:

1. How will the board’s budget be impacted if Flagstaff County does not provide recreation funding in 2017?
2. Has the carbon tax been factored into the budget?
3. With the economic downturn should board be relying on large community fundraisers to balance their budget? With significant job losses/cuts, low oil pricing, and crops still on the ground is it realistic to expect fundraiser monies?
4. What does council see and an appropriate municipal operating grant when taking into consideration Short Term Priority II. How does council plan on balancing the projects and funding?

Sedgewick Recreation Centre 2017 Approved (by Rec Board) Budget :

Revenues:	2015 Actual	2016 Budget	2016 Actual Jan 1-Oct 31/16	% of Budget Used as of Oct 2016 (83%)	2017 Budget	Revenue Breakdown
Ag Society - Annual	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	100%	\$ 17,500.00	
Facility Room Rentals	\$ 7,810.00	\$ 7,000.00	\$ 8,141.91	116%	\$ 8,000.00	Minor Ball, Football, Playschool, Table & Chair Rentals, and all other general room rentals
July 1st Revenues	\$ 5,500.00	\$ 3,000.00	\$ 7,588.15	253%	\$ 6,500.00	
Fundraisers/Raffles/Signage	\$ 30,248.00	\$ 30,000.00	\$ 5,060.00	17%	\$ 30,000.00	Doing another large fundraiser in the hall April 2017, like was done in 2015
Arena Revenue (winter)	\$ 77,762.31	\$ 63,600.00	\$ 52,110.38	82%	\$ 63,600.00	Budget income does not include \$15,000.00 for drop in programming, programs are still active but those monies
Arena Revenue (spring/summer)	\$ 8,475.00	\$ 10,000.00	\$ 6,209.52	62%	\$ 10,000.00	Lacrosse, Grad, summer rentals, Budget income does not include \$3000.00 for drop in programming, programs
Bowling Revenues	\$ 30,578.58	\$ 31,500.00	\$ 31,600.99	100%	\$ 25,000.00	Bowling only agreeing to pay Lineage collected from bowlers, Budget income does not include \$3000.00 for drop
Curling Revenues	\$ 25,751.43	\$ 30,000.00	\$ 25,154.51	84%	\$ 30,000.00	Budget income does not include \$1500.00 for drop in programming, programs are still active but those monies ar
Library Lease/UT	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	100%	\$ 4,800.00	Budget income does not include \$5000.00 for Utility recover costs, those monies are budgeted for in AG OP Gran
Concession	\$ 102,503.96	\$ 100,000.00	\$ 69,049.82	69%	\$ 100,000.00	
Co-op Gift Cards	\$ 81,525.00	\$ 100,000.00	\$ 67,175.00	67%	\$ 100,000.00	
Co-op Gift Card - Dividend	\$ 4,560.00	\$ 6,000.00	\$ 5,100.00	85%	\$ 6,000.00	
Bank Interest	\$ 2.56	\$ 5.00	\$ 13.47	269%	\$ 20.00	
Ag OP Grant	\$ 27,500.00	\$ 27,500.00	\$ 27,500.00	100%	\$ 27,500.00	
Capital Grants	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	100%	\$ 15,000.00	
Town OP Grant	\$ -	\$ 15,500.00	\$ -	0%	\$ 15,500.00	
Other	\$ 1,168.98	\$ 3,000.00	\$ 94.44	3%	\$ 500.00	Utility Rebate
Donations	\$ 9,550.00	\$ 5,000.00	\$ 11,500.00	230%	\$ 14,400.00	
ATM Fee Income	\$ 250.00	\$ 2,500.00	\$ 1,302.00	52%	\$ 2,000.00	
Total Revenues:	\$ 450,485.82	\$ 471,905.00	\$ 354,900.19	75%	\$ 476,320.00	
Expenditures:				% of Budget		Expense Breakdown
Salaries (Full Time)	\$ 43,200.00	\$ 43,200.00	\$ 36,000.00	83%	\$ 43,200.00	Rec Director Salary
Salaries (Part-Time)	\$ 60,896.11	\$ 75,000.00	\$ 38,340.80	51%	\$ 64,500.00	All other staff including \$12,000 Bookkeeper, Calculated \$15,000.00 for ice man (\$2500 salary * 6months)
Salaries - Employer Contr.	\$ 7,373.32	\$ 5,500.00	\$ 5,547.85	101%	\$ 9,420.00	Receiver General payroll remits \$94,200.00 Employee wage *10%
Education/Training	\$ -	\$ 1,000.00	\$ 200.00	20%	\$ 1,000.00	
Office Supplies	\$ 1,795.77	\$ 2,000.00	\$ 2,012.70	101%	\$ 2,000.00	
Advertising/Promotional	\$ 144.74	\$ 1,000.00	\$ -	0%	\$ 1,000.00	
Service Charges	\$ 110.50	\$ 200.00	\$ 76.40	38%	\$ 200.00	Bank Charges
General Goods & Services	\$ 115,073.26	\$ 110,000.00	\$ 95,209.12	87%	\$ 120,000.00	Program Exp's, Bowling Exp's, First Aid/Safety, Fundraising Exp, coop gift cards purchased
Janitorial Supplies	\$ 2,797.17	\$ 4,000.00	\$ 3,110.13	78%	\$ 5,000.00	
OH&S	\$ 730.43	\$ 750.00	\$ 671.25	90%	\$ 750.00	
Freight	\$ -	\$ 100.00	\$ -	0%	\$ 100.00	
Telephones/Alarms	\$ 2,686.84	\$ 3,000.00	\$ 2,407.36	80%	\$ 3,000.00	
Audit Fees	\$ 1,600.00	\$ 2,000.00		0%	\$ 2,000.00	
Waste Management Fees	\$ 1,384.66	\$ 1,400.00	\$ 1,151.50	82%	\$ 1,400.00	
Insurance	\$ -	\$ 275.00	\$ -	0%	\$ 270.00	
Building R&M	\$ 17,944.39	\$ 20,000.00	\$ 14,153.22	71%	\$ 20,000.00	All General Repairs to Facility including Arena repairs that are not equip related
Equipment R&M	\$ 15,174.65	\$ 25,000.00	\$ 13,688.41	55%	\$ 25,000.00	All Arena and Facility Equipment, Zamboni Repairs, Curling & Arena Ice Plant Repairs
Electricity	\$ 58,027.81	\$ 71,240.00	\$ 48,515.06	68%	\$ 71,240.00	
Gas	\$ 18,119.45	\$ 26,240.00	\$ 11,334.00	43%	\$ 26,240.00	
Concession Exp.	\$ 63,654.04	\$ 65,000.00	\$ 28,670.46	44%	\$ 65,000.00	
Contribution to Capital	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	100%	\$ 15,000.00	Funds transferred to Capital Fund Account
Total Expenditures:	\$ 425,713.14	\$ 471,905.00	\$ 316,088.26	67%	\$ 476,320.00	
Net Surplus/(Deficit)		\$ -	\$ 38,811.93		\$ -	

Capital Account \$2373.00

Purchased Zamboni in 2016 for \$52,494.75

Request for Decision (RFD)

Topic: Fortis Alberta Franchise Fee
Initiated by: Franchise Fee Agreement
Prepared by: Amanda Davis
Attachments: n/a

Recommendations:

That council increase the Fortis Alberta Franchise Fee to 8% for 2017.

Background:

Good Afternoon Ms. Davis:

RE: Request Confirmation of Electric Distribution Franchise Fee for 2017

As part of your Electrical Distribution System Franchise Agreement with FortisAlberta you have the annual ability to either **increase, decrease or keep your franchise fee the same, with written notice.**

IMPORTANT TIMELINES TO ENSURE FRANCHISE FEE CHANGES ARE IMPLEMENTED BY JANUARY 1, 2017

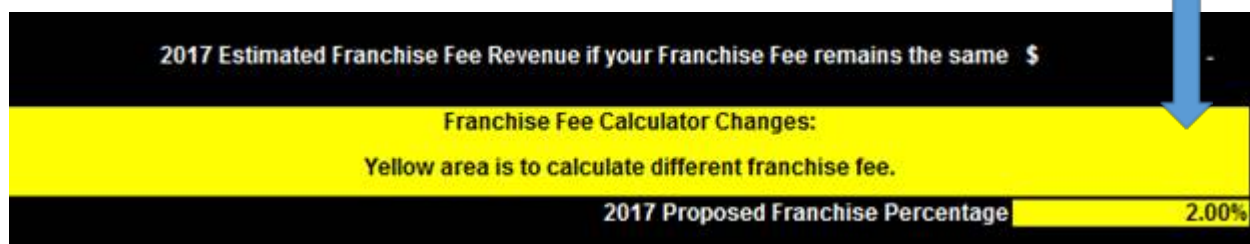
1. Review the attached Franchise Fee Calculator and present your recommendations to Council;
2. If your Council is proposing an **increase or decrease to your franchise fee**, a resulting impact to the customer's annual billing is **required to be advertised in the local newspaper having the widest circulation within your municipality for two consecutive weeks.** *(Please use the sample advertisement that is attached).*
2. If increasing your franchise fee, it must stay within your current Franchise Fee **Cap of 20%.**
3. By **November 1st, 2016**, please email or fax clear copies of the following to me @ kayla.law@fortisalberta.com or Fax: 780-464-8398:
 - ✓ A copy of the advertisement;
 - ✓ Publication dates for both advertisements;
 - ✓ Name & location of newspaper.
4. Any late, inaccurate or incomplete responses may be subject to late Alberta Utilities Commission (AUC) approval which may cause your new franchise fee to be in **effect April 1, 2017.**
5. If Council decides to keep the current franchise fee you do not have to advertise, but please notify me @ kayla.law@fortisalberta.com or Fax: 780-464-8398

TIPS FOR USING THE FRANCHISE CALCULATOR

Attached you will find the FortisAlberta Franchise Calculator specific to your municipality. The spreadsheet is intended to assist in determining the estimated revenue forecast from your Franchise Fee.

- On the first tab: Financial Impacts, you are able to change the Franchise Fee percentage **(yellow cell)**

By changing this cell the spreadsheet will automatically update to reflect your estimated revenue for 2017.



- On the second tab: Residential Bill Impacts, you can **view the impact to an average residential bill by changing cell F21 & F39.**
(You will need this information for your advertisement if you are changing your current fee)
- On the third tab: Franchise Fees YOY (year over year), you can see how much revenue your municipality has collected over the last two and a half years.

Please note: All rate increases/decreases are estimated and have not been approved by the AUC. The Distribution Tariff revenues shown are estimates only, and this are subject to change dependent on several factors, including but not limited to; fluctuations in the amount of electrical services within the municipality, their electrical consumption increasing or decreasing, and/or changes to Transmission or Distribution rates and riders.

If you have any questions or concerns, please do not hesitate to contact myself or your Stakeholder Relations Manager.

Kayla Law | Stakeholder Relations Advisor

FortisAlberta | 100 Chippewa Road, Sherwood Park AB. T8A 4H4 | Tel: 780-464-8816 | Cell: 780-554-4888 | Fax: 780-464-8398



Current:

The November 1st deadline has passed. If council is interested in increasing the franchise fee administration can provide a late request. Neighboring municipalities franchise fees range from 6-9%.

Sedgewick's current rate is 6% and has remained unchanged for two years. Sedgewick earns \$37,000 from the 6% fee. This revenue offsets municipal operating expenses.

Projected Revenue:

If held at 6% in 2017: \$37,400

If increased to 7% in 2017: \$45,089

If increased to 8% in 2017: \$51,530

If increased to 9% in 2017: \$57,972

Existing (Current) Typical Residential Customer Monthly Costs				
Rate 11 (September 2016 Distribution Tariff Estimated Rate Filing) Based on Current 6% Franchise Fee				
Delivery Service Charge				
All kWh Delivered	\$0.052901	625 kWh		\$33.06
Basic Daily Charge	\$0.7031	30 Days		\$21.09
				<u>\$54.16</u>
Current Franchise Fee		6.00%		\$3.25
	GST	5.0%		\$2.87
				<u><u>\$60.28</u></u>
Current Annual Franchise Fee Costs: $\$3.25 \times 12 = \38.99				

Proposed Residential Customer Monthly Costs				
Rate 11 (January 2017 Estimated Distribution Tariff) Based on Proposed 8% Franchise Fee				
Delivery Service Charge				
All kWh Delivered	\$0.056674	625 kWh		\$35.42
Basic Daily Charge	\$0.7425	30 Days		\$22.28
				<u>\$57.70</u>
Estimated Proposed Franchise Fee		8.00%		\$4.62
	GST	5.0%		\$3.12
				<u><u>\$7.73</u></u>
Proposed Annual Franchise Fee Cost: $\$4.62 \times 12 = \55.38				

Request for Decision (RFD)

Topic:	Special Budget Meeting
Initiated by:	Administration
Prepared by:	Amanda Davis
Attachments:	n/a

Recommendations:

That a special council meeting be scheduled for December 1st at 6:00PM.

Background:

A special meeting is required to address budget related matters. Special meetings are to be held the first Thursday of the month when required.



Town of Hardisty

P.O. Box 10
Hardisty, Alberta
T0B 1V0
Phone (780) 888-3623
Fax (780) 888-2200

November 9th, 2016

Ms. Debra Moffatt, CAO

Village of Forestburg

4902-50th Street

Forestburg, AB T0B 1N0

RE: FIP Regional Governance Project Working Sub-Committees

Dear Debra & Flagstaff Intermunicipal Partnership (FIP) members,

The Town of Hardisty Council reviewed the information and motion by "*Member Bud James to recommend that each Council appoint one elected official to sit on a Regional Governance Working Sub-Committee*", at the November 8th, 2016 regular council meeting.

The Town of Hardisty approval motion was made at the November 8th, 2016 regular council meeting and the following motion was made:

"MOVED by Councillor Lane THAT Council appoint Mayor Miller to sit as the Town of Hardisty representative on the Flagstaff Intermunicipal Partnership, Regional Governance Project Working Sub-Committee and that the CAO would be unable to assist on either Sub-Committees. CARRIED."

Thank you for inviting us to this discussion and we look forward to an unstoppable conversation.

Yours truly,



Sandy Otto, CAO

Town of Hardisty

cc. FIP - Towns & Villages in Flagstaff County



Town of Hardisty

4807-49th Street, PO Box 10
Hardisty, AB T0B 1V0
Ph. (780)888-3623
e-mail: sandy@hardisty.ca

November 9, 2016

Flagstaff Intermunicipal Partnership
Regional Governance Project Working Sub-Committee

RE: 2016 – 2017 Committee Member Appointment

Please be notified that the 2016-2017 Regional Committee representative from the Town of Hardisty as appointed at the November 8, 2016 Regular Council meeting.

Representative: Mayor Anita Miller
Email: a.miller@hardisty.ca
Phone/Text: 780-888-7305

I hope you find everything in order. If you have any questions, please do not hesitate to contact the undersigned.

Yours truly,

Jackie Fenton
Legislative/Financial Assistant
Town of Hardisty

CAO Town of Sedgewick

From: Greg Sparrow <gsparrow@sedgewick.ca>
Sent: November-01-16 6:37 AM
To: sedgewick.cao@persona.ca
Subject: Fwd: Announcement from The Bethany Group Board Chair

Begin forwarded message:

From: Gretel Pepper <Gretel.Pepper@bethanygrp.ca>
Date: October 31, 2016 at 12:17:07 PM MDT
To: "Dell Wickstrom (dellran@cciwireless.ca)" <dellran@cciwireless.ca>, "Donna Buelow" <d.buelow@hardisty.ca>, "Donna.Buelow@albertahealthservices.ca" <Donna.Buelow@albertahealthservices.ca>, Edward Kusalik <ekusalik@telusplanet.net>, "Gerald Kuefler (gkuefler@flagstaff.ab.ca)" <gkuefler@flagstaff.ab.ca>, Greg Sparrow <gsparrow@sedgewick.ca>, "Morgan Doege (Village of Heisler)" <92flareside@gmail.com>, Peter Miller <rpmiller@persona.ca>, Rick Kryz <rkryz@briltd.com>, "Susan Armer (tarmer@xplornet.com)" <tarmer@xplornet.com>, Wade Linseth <wlinseth@flagstaff.ab.ca>
Subject: Announcement from The Bethany Group Board Chair

New President & CEO Chosen

After a long and thoughtful process, the Board of Governors for The Bethany Group are pleased to announce Mike Leathwood as the successful candidate to take over President & CEO responsibilities from Denis Beesley.

As you know, filling Denis' shoes is not an easy task after his 18 years with the organization. We are confident that Mike brings the experience and vision needed to continue the work of The Bethany Group into the future.

Mike comes to us from the Government of Alberta, where he has served as Assistant Deputy Minister with the Ministry of Seniors and Housing from December 2008 to September 2016. In the role of Assistant Deputy Minister, Mike oversaw the majority of Provincial Housing Programs, including the Seniors Lodge Program and the Seniors Self Contained Housing Program, as well as provided leadership on the Affordable Supportive Living Initiative in 2014/15. He also provided leadership on Disaster Recovery Housing Initiatives for the 2011 Slave Lake Wildfire, the 2013 Southern Alberta Flooding and most recently the 2016 Northern Alberta Wildfire.

Prior to coming to the Provincial Government, Mike was the Executive Director at Capital Region Housing Corporation in Edmonton, a Provincial Housing Management Body that serves over 8,500 households in the Capital Region with social and affordable housing options. From 1993 to 2003, Mike served as the General Manager of the Grande Spirit Foundation, another Provincial Housing Management Body that provides housing and related services to close to 1,000 Households in 12 communities in the Grande Prairie area, including over 600 seniors supported in Lodges and Apartments.

Mike is excited to join us and getting to know the residents, staff, all members of the different Boards, as well as the communities in which we operate. Mike is married with 2 adult children, and he and his wife are planning to buy a place in Camrose.

We look forward to getting to know Mike better and welcome him aboard.

Odell Olson
Board Chair, The Bethany Group

Gretel Pepper

Executive Assistant | The Bethany Group
4612 – 53 Street, Camrose AB T4V 1Y6
tel: 780-679-2023 | fax: 780-679-2001
e-mail: gretel.pepper@bethanygrp.ca

“Life is not measured by the number of breaths we take but by the moments that take our breath away”

Confidentiality Notice: This electronic transmission and any attached documents or other writings are intended for the person or entity to which it is addressed and may contain information that is privileged, confidential or otherwise protected from disclosure. If you have received this communication in error, please immediately notify the sender by return e-mail and destroy the communication. Any disclosure, copying, distribution or the taking of any action concerning the contents of this communication or any attachments by anyone other than the named recipient is strictly prohibited.

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2016.0.7859 / Virus Database: 4664/13330 - Release Date: 11/01/16

OCT 31 2016

Minutes of the Sedgewick Public Library October 20th, 2016

Carol Williams called the meeting to order at 7:10pm. There were six members in attendance.

Micaela McConnell read the minutes from the September 20th board meeting, Lisa Collier moves the minutes be adopted as read, Shelley seconds, all in favor carried.

Amendment to minutes of September 20th – A representative was asked to attend the July 1st meetings next year.

Librarians' Report (see attached)

Barb McConnell read the librarians' report which highlighted available courses the library is hosting.

Items for discussion – a DVD collection was discussed, Marie made a motion that create a DVD collection containing multiple genres for our patrons with memberships to utilize. These DVD will have a one-week renewal period. Lisa Collier seconds, all in favor, carried.

Lisa moved the librarians' report be adopted as read, Shelley seconds, all in favor, carried

Treasurers' report (see attached)

Carol Williams read the Treasurers' report on behalf of Lois Polege

Current bank balance of 9686.87

Carol moved the report be adopted as read, Marie seconds, all in favor, carried.

Old Business

As per last meetings minutes – clarification was needed on upcoming Holidays (December 24th & December 31st) and pay. Lisa Collier made a motion that since these holidays fall on Ronna's normal work days, Ronna will get paid. Marie seconds, all in favor, carried.

Christmas Party was discussed. December 15th our annual Christmas board party will be held. Starting at 7:30pm, light appetizers will be brought by the members.

Christmas Santa days was discussed – craft options – details to be discussed at a later date.

New Business

Discussion occurred on our current policy & procedures regarding missed meetings – to be discussed at a later date.

Next meeting date will be November 24th @ 7:00pm

Meeting adjourned at 8:30pm by the chair

Submitted by Micaela McConnell



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Lesser Slave Lake*

AR87073

October 26, 2016

Dear Chief Elected Officer:

Our government remains committed to working with our municipal partners to strengthen Alberta's communities. Encouraging and supporting collaboration among municipalities is part of this commitment through the Alberta Community Partnership (ACP) program.

I am pleased to announce that applications are now being accepted for the 2016/17 ACP Intermunicipal Collaboration (IC) and Municipal Restructuring (MR) components. These two components of the ACP provide grants to municipalities undertaking collaborative projects to improve services within their regions, or that may be undergoing certain types of municipal restructuring. The Municipal Internship and Mediation and Cooperative Processes components were launched in July 2016.

The IC component has been updated to align with the renewed focus on regional partnership mechanisms and the introduction of Intermunicipal Collaborative Frameworks under the proposed *Modernized Municipal Government Act*. With grants of up to \$200,000, eligibility under the IC component will be focused on municipal partnerships undertaking regional service planning projects. This primarily includes projects to develop frameworks for regional service delivery and land use, such as shared service agreements and regional land use plans. In addition, grant formulas under the MR component have been adjusted to better reflect anticipated costs and financial impacts of restructuring.

Details on the above and other program updates, and the application forms and program guidelines, can be found at <http://www.municipalaffairs.alberta.ca/alberta-community-partnership>. Please note that applications under the IC component are due by December 16, 2016.

I look forward to continue working with you to create vibrant and resilient communities across Alberta.

Sincerely,

A handwritten signature in black ink, appearing to read 'Danielle Larivee'.

Hon. Danielle Larivee
Minister of Municipal Affairs

cc: Chief Administrative Officer

RECEIVED
NOV 14 2016

AR87741

November 4, 2016

Ms. Amanda Davis, Chief Administrative Officer
Town of Sedgewick
PO Box 129
Sedgewick AB T0B 4C0

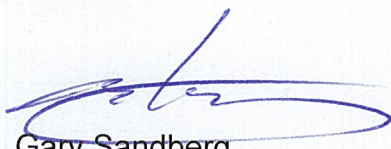
Dear Ms. Davis:

On October 25, 2016, the Minister of Municipal Affairs received a petition requesting that an inquiry be conducted into the affairs of the Town of Sedgewick.

The *Municipal Government Act* requires that a person be designated to carry out the duties of a chief administrative officer for the purpose of determining the sufficiency of the petition. I have attached a copy of Ministerial Order No. MSL:083/16, appointing Faye Sheridan of Municipal Affairs as the person designated for this purpose. Mrs. Sheridan has 30 days from the date the petition was received to report to the Minister of Municipal Affairs on the sufficiency of the petition.

Once the Minister receives this report, you will be advised of the findings.

Yours truly,



Gary Sandberg
Assistant Deputy Minister

Attachment



ALBERTA
MUNICIPAL AFFAIRS

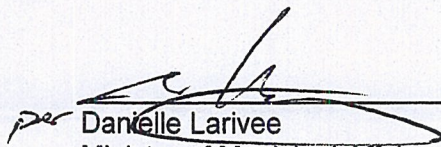
*Office of the Minister
MLA, Lesser Slave Lake*

MINISTERIAL ORDER NO. MSL:083/16

I, Danielle Larivee, Minister of Municipal Affairs, pursuant to Section 220 of the *Municipal Government Act*, make the following order:

That Faye Sheridan is appointed to carry out the duties of a Chief Administrative Officer with respect to the petition received on October 25, 2016, regarding an inquiry into the affairs of the Town of Sedgewick.

Dated at Edmonton, Alberta, this 4th day of NOVEMBER, 2016.


Danielle Larivee
Minister of Municipal Affairs

LETTERS:

1. **Canadian Franchise Association:** Introduction to the Regional Economic Development Directory that is being launched at the end of 2016.
2. **All-net Municipal Solutions:** Launched their "Connect" – By All-Net. This service fully integrates all municipal information into one mobile application.

NOTICES AND INVITATIONS

1. **Genesis Reciprocal Insurance Exchange Subscriber Agreement:** fully executed and returned to Sedgewick.
2. **Strathcona County 9-1-1 Call Answer and Dispatch Service Agreement:** fully executed and returned to Sedgewick.
3. **The Association of Professional Engineers and Geoscientists of Alberta (APEGGA):** Notification of claim against Peter Geoffrey Pybus and DKF Engineering Canada Ltd. APEGGA has found the said parties guilty of taking part in unskilled practices or unprofessional conduct and is subject to disciplinary action.
4. **Flagstaff County:** Gerald Kuefler was appointed as Reeve and Gunnar Albrecht as Deputy Reeve at the October 26th, 2016 Organizational meeting.
5. **Flagstaff County:** fully executed encroachment agreement for the walking trail expansion project returned to Sedgewick.
6. **Village of Loughheed:** approved the 2017 Parkland Regional Library budget as presented.

NEWSLETTERS AND PUBLICATIONS:

1. **Alberta Electric System Operator (AESO)**