



## AGENDA

Regular Council Meeting  
Thursday, December 15<sup>th</sup>, 2016 – 4:00PM  
Council Chambers of the Town Office, Sedgewick, AB

**Call to Order:**

**Opening Values Ceremony:**

**Adoption of Agenda:**

**Delegation:** n/a

**Minutes:**

1. Regular Meeting – November 17<sup>th</sup>, 2016
  - ***Matters Arising***
2. Special Meeting – December 1<sup>st</sup>, 2016
  - ***Matters Arising***

**Financials:**

1. Financial Statement – October 31<sup>st</sup>, 2016

**Reports for the period ending December 15<sup>th</sup>, 2016:**

**1. Council Committee Reports**

- **Mayor P. Robinson**
  - **Flagstaff Intermunicipal Partnership (FIP)** – December 5<sup>th</sup>, 2016
- **Clr. G. Sparrow**
  - **Flagstaff Regional Housing Group (FRHG)** – November 22<sup>nd</sup>, 2016
  - **Sedgewick Recreation Board** – November 28<sup>th</sup>, 2016
- **Clr. S. Levy**
  - **Parkland Regional Library** – November 10<sup>th</sup>, 2016
- **Clr. G. Imlah**
  - **Regional Emergency Services Committee** – November 29<sup>th</sup>, 2016
- **Clr. T. Schmutz**
  - Nothing to report.
- **Clr. S. Higginson**
  - No report submitted.

**2. Public Works Report**

- ***Matters Arising***

## AGENDA

### 3. CAO Report

- *Matters Arising*

#### **BUSINESS– Old**

- |   |                     |
|---|---------------------|
| 1. <b>Strategic Plan</b> – Presentation of Short Term Priority #2 | <b>OB1</b>          |
| 2. <b>2017 Municipal Budget</b> – Draft                           | <b>OB2 ADDITION</b> |
| 3. <b>Fees and Charges Bylaw #528</b> – Proposed                  | <b>OB3</b>          |
| 4. <b>Land Use Bylaw #461</b> – Re-districting Request            | <b>OB4</b>          |
| 5.  |                     |

#### **BUSINESS– New**

- |   |                     |
|---|---------------------|
| 1. <b>2017 Proposed Budget</b> – Flagstaff Intermunicipal Partnership | <b>NB1</b>          |
| 2. <b>2017 Proposed Budget</b> – Sedgewick Golf Club                  | <b>NB2 ADDITION</b> |
| 3.  |                     |

#### **Correspondence:**

- |   |            |
|---|------------|
| 1. <b>Municipal Affairs</b> – Bill 21 – Modernization of MGA - Approved                 | <b>A1</b>  |
| 2. <b>FFCS</b> – 2016 Annual Report   | <b>A2</b>  |
| 3. <b>BRAED</b> – Activity Update   | <b>A3</b>  |
| 4. <b>Battle River School Division</b> – Entrance Age                                   | <b>A4</b>  |
| 5. <b>Canada 150</b> – Notice of rejection  | <b>A5</b>  |
| 6. <b>Flagstaff County</b> – Mutual Aid Charges   | <b>A6</b>  |
| 7. <b>FRSWMA</b> – November 28 <sup>th</sup> , 2016 Organizational Minutes – Unapproved | <b>A7</b>  |
| 8. <b>FRSWMA</b> – November 28 <sup>th</sup> , 2016 Regular Minutes – Unapproved        | <b>A8</b>  |
| 9. <b>Hall Board</b> – November 15 <sup>th</sup> , 2016 Minutes                         | <b>A9</b>  |
| 10. <b>Interagency</b> – November 1 <sup>st</sup> , 2016 Meeting Notes                  | <b>A10</b> |
| 11. <b>Sedgewick Public Library</b> – November 24 <sup>th</sup> , 2016 Minutes          | <b>A11</b> |
| 12. <b>SKNGS</b> – October 2016 Financials  | <b>A12</b> |
| 13. <b>Flagstaff County</b> – Proposed Subdivision                                      | <b>A13</b> |
| 14. <b>Flagstaff Regional Housing Group</b> – 2017 Requisition                          | <b>A14</b> |
| 15. <b>Flagstaff Kids Connection Daycare</b> – Sponsorship request                      | <b>A15</b> |
| 16. <b>FIRST</b> – Donation request   | <b>A16</b> |

**File of Correspondence** – Attached

**Round Table:**

**Adjournment:**

The regular meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday, November 17<sup>th</sup>, 2016 at 6:00PM.

<b>Present</b>	Perry Robinson Greg Sparrow Grant Imlah Stephen Levy Tim Schmutz	Mayor Councillor Councillor Councillor Councillor
<b>Absent</b>	Shawn Higginson	Councillor
<b>Present</b>	Amanda Davis	Chief Administrative Officer
<b>Call to Order</b>	Mayor Robinson called the meeting to order at 6:07 PM.	
<b>Opening Ceremony</b>	Council conducted an opening values ceremony.	
<b>Agenda</b>		
<b>2016.11.248</b>	MOTION by Clr. G. Sparrow that the agenda be approved with the following additions:	
	<b><u>Financials:</u></b>	
	1. September 30 <sup>th</sup> , 2016	
	<b><u>Old Business:</u></b>	
	OB3. Land Use Bylaw #461 – Redistricting Request	
	<b><u>Correspondence:</u></b>	
	A5. Municipal Affairs - Petition	<u>CARRIED.</u>
<b>Minutes</b>	Council reviewed the minutes of the October 25 <sup>th</sup> , 2016 organizational meeting.	
<b>2016.11.249</b>	MOTION by Clr. G. Imlah that the October 25 <sup>th</sup> , 2016 organizational meeting minutes be approved as presented.	<u>CARRIED.</u>
<b>Minutes</b>	Council reviewed the minutes of the October 25 <sup>th</sup> , 2016 regular meeting.	
<b>2016.11.250</b>	MOTION by Clr. T. Schmutz that the October 25 <sup>th</sup> , 2016 regular meeting minutes be approved as presented.	<u>CARRIED.</u>
<b><u>Financials:</u></b>		
<b>Financial Statement</b>	Council reviewed the financial statement for the month ending September 30 <sup>th</sup> , 2016.	
<b>2016.11.251</b>	MOTION by Mayor P. Robinson that the financial statement for the month ending September 30 <sup>th</sup> , 2016 be approved as presented.	<u>CARRIED.</u>
<b><u>Reports:</u></b>		
<b>Committee Reports</b>	Council provided written Committee Reports to November 17 <sup>th</sup> , 2016 as attached to and forming part of these minutes.	
<b>FRSWMA</b>	Council discussed the Curb Side Recycling Pilot Program as brought forth by Flagstaff Regional Waste Management Association (FRSWMA).	
<b>2016.11.252</b>	MOTION by Clr. G. Imlah that pending the outcome of the Curb Side Recycling Pilot Project in Killam, Sedgewick would consider participating in the future.	<u>CARRIED.</u>
<b>FIP</b>	Flagstaff Intermunicipal Partnership request that member municipalities actively recruit people to sit on the Regional	

Assessment Review Board and Regional Subdivision and Development Appeal Board.

**2016.11.253** MOTION by Mayor P. Robinson directing administration to include a recruiting initiative in the upcoming community newsletter regarding the Regional Assessment Review Board and Regional Subdivision and Development Appeal Board urgently seeking people from the community to step forth and fill the positions. CARRIED.

**Regional Governance** Discussion held regarding regional sub-committee appointments.

**2016.11.254** MOTION by S. Levy that Mayor P. Robinson is appointed to sit on a regional governance sub-committee. CARRIED.

**2016.11.255** MOTION by Clr. G. Sparrow that the Committee Reports be approved as presented. CARRIED.

**Public Works** A written Public Works Report was provided to November 17<sup>th</sup>, 2016 as attached to and forming part of these minutes.

**2016.11.256** MOTION by Clr. T. Schmutz that the Public Works Report be approved as presented and discussed. CARRIED.

**CAO Report** CAO Davis provided a written Administrative Report to November 17<sup>th</sup>, 2016 as attached to and forming part of these minutes.

**2016.11.257** MOTION by Clr. S. Levy that the Administrative Report be approved as presented and discussed. CARRIED.

**Old Business:**

**Axia FibreTown** Council reviewed follow up information regarding motion 2016.10.229, Axia's "Make Your Town A #FIBRETOWN".

**2016.11.258** MOTION by Mayor P. Robinson that Clr.'s Schmutz and Levy in conjunction with administration develop a public communication piece regarding Axia's "Make Your Town A #FIBRETOWN" for the upcoming community newsletter with the intent of engaging 30% support from the community. CARRIED.

**RFC – Carry Forward** Council addressed recommendations from the Recreation Funding Committee (RFC) regarding carry forward funding.

**2016.11.259** MOTION by Clr. G. Sparrow that council approves the RFC recommendation and award funding as follows in accordance with Bylaw #524:

- Sedgewick Community Hall, Sound Room Upgrades and Stair Renovations, \$13,000.00.
- Sedgewick Recreation Centre, Kitchen Upgrades, \$5,376.00.

CARRIED.

**LUB Amendment** Bylaw #527 was presented.

**2016.11.260** MOTION by Clr. T. Schmutz that council gives first reading to Bylaw #527. CARRIED.

**2016.11.261** MOTION by Clr. G. Imlah that a Public Hearing be set for December 15<sup>th</sup>, 2016 at 6:00PM prior to giving 2<sup>nd</sup> and 3<sup>rd</sup> reading to Bylaw #527. CARRIED.

**New Business:**

**2017 Draft Budget – Council** Discussion held regarding council's departmental budget.



<b>2016.11.262</b>	MOTION by Clr. G. Imlah that council direct administration to proceed with budgetary planning as per Option #4 with further discussion regarding a reduction in council in the new year.	<u>CARRIED.</u>
<b>2017 Draft Recreation Budget</b>	Council reviewed the 2017 draft recreation centre's budget.	
<b>2016.11.263</b>	MOTION by Clr. S. Levy that council respectfully 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?	<u>CARRIED.</u>
<b>Fortis Alberta</b>	Council discussed 2017 Fortis Alberta Franchise Fee's.	
<b>2016.11.264</b>	MOTION by Clr. S. Levy that the Fortis Alberta Franchise Fee increase 6% to 8% in 2017.	<u>CARRIED.</u>
<b>Special Council Meeting</b>	A special meeting is required to address the 2017 budget.	
<b>2016.11.265</b>	MOTION by Mayor P. Robinson that a special council meeting be held on December 1 <sup>st</sup> , 2016 at 6:00PM.	<u>CARRIED.</u>
<b>Rearrangement</b>	Mayor P. Robinson rearranged the agenda to proceed with correspondence items prior to new business item 5 (NB5).	
<b><u>Correspondence:</u> Town of Hardisty</b>	Town of Hardisty provided notice of regional governance subcommittee appointments.	
<b>TBG</b>	The Bethany Group (TBG) advised that Mike Leathwood is appointed the new Chief Executive Officer.	
<b>Sedgewick Library</b>	Sedgewick Public Library meeting minutes of October 20 <sup>th</sup> , 2016 were presented.	
<b>Municipal Affairs</b>	Alberta Municipal Affairs provided a letter regarding their commitment to the Alberta Collaboration Program.	
<b>Municipal Affairs</b>	Alberta Municipal Affairs provided notice that a petition was received requesting an inquiry be conducted into the affairs of the Town of Sedgewick.	
<b>LOC</b>	A list of correspondence (LOC) items was presented as attached to and forming part of these minutes.	
<b>2016.11.266</b>	MOTION by Clr. T. Schmutz that all correspondence be accepted and filed as information.	<u>CARRIED.</u>
<b><u>New Business:</u> In-Camera</b>		
<b>2016.11.267</b>	MOTION by Mayor P. Robinson to go in-camera at 8:23PM to discuss personnel with all persons excluded except Town Council.	<u>CARRIED.</u>
<b>Entrance Revert</b>	CAO Davis entered the in-camera session at 9:20PM.	
<b>2016.11.268</b>	MOTION by Mayor P. Robinson to revert to a regular meeting at 10:15PM.	<u>CARRIED.</u>
<b>2016.11.269</b>	MOTION by Clr. G. Imlah that the administration committee meet prior to next evaluation to revise the CAO Evaluation template.	<u>CARRIED.</u>
<b>Round Table</b>	A round table session was held; discussion ensued.	
<b>Adjournment</b>		
<b>2016.11.270</b>	MOTION by Mayor P. Robinson for adjournment at 10:24PM.	<u>CARRIED.</u>

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Perry Robinson, Mayor

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Amanda Davis, CAO

Unapproved

The special meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday, December 1<sup>st</sup>, 2016 at 6:00PM.

<b>Present</b>	Perry Robinson Greg Sparrow Grant Imlah Stephen Levy Tim Schmutz	Mayor Councillor Councillor Councillor Councillor
<b>Absent</b>	Shawn Higginson	Councillor
<b>Present</b>	Amanda Davis	Chief Administrative Officer
<b>Call to Order</b>	Mayor Robinson called the meeting to order at 6:00 PM.	
<b>Opening Ceremony</b>	Council conducted an opening values ceremony.	
<b>Agenda</b>		
<b>2016.12.271</b>	MOTION by Clr. G. Sparrow that the agenda be approved with the following additions:	
	<b><u>New Business:</u></b>	
	NB8. 2017 Draft Budget <i>Revised</i> – Sedgewick Recreation	
	NB9. 2017 Draft Budget – Gas and SKNGS	
	NB10. 2017 Draft Budget – Water System	
	<b><u>Correspondence:</u></b>	
	A2. Flagstaff County – Lucky Highway 13 Proposal	<u>CARRIED.</u>
<b><u>Old Business</u></b>		
<b>Municipal Affairs</b>	Alberta Municipal Affairs provided follow up on the petition that was submitted requesting an inquiry into the affairs of the Town of Sedgewick. The petition was sufficient and interviews were scheduled for December 8 <sup>th</sup> , 2016.	
<b>2017 Draft Budget - Council</b>	An overview of council's departmental budget was presented and discussed.	
<b><u>New Business</u></b>		
<b>2017 Draft Budget – Fire Dept.</b>	A draft fire budget was presented.	
<b>2016.12.272</b>	MOTION by Clr. S. Levy that council approves the 2017 fire budget as presented.	<u>CARRIED.</u>
<b>2016.12.273</b>	MOTION by Clr. T. Schmutz that council approves an increase in leadership honorariums as follows: Fire Chief - \$2,000 and Deputy Fire Chief's - \$1,000 per annum.	<u>CARRIED.</u>
<b>2016.12.274</b>	MOTION by Mayor P. Robinson that council appoints Ryan Allen and Cary Castagna as members of the Sedgewick Fire Department.	<u>CARRIED.</u>
<b>2016.12.275</b>	MOTION by Clr. G. Sparrow that council declares all municipal firefighting service fees remain unchanged and further council directs administration to send a letter to the Fire Chief explaining council's decision.	<u>CARRIED.</u>
<b>2017 Draft Budget – Cemetery</b>	A draft cemetery budget and three year operating plan was presented.	
<b>2016.12.276</b>	MOTION by Clr. G. Imlah that council approved the 2017 cemetery budget and the 2017-2019 operating plan as presented.	<u>CARRIED.</u>

<b>2016.12.277</b>	MOTION by Clr. S. Levy that the fee for winter casket burials increase from \$450 to \$900 effective immediately.	<u>CARRIED.</u>
<b>2017 Draft Budget – Waste REVISED</b>	A draft waste budget was presented.	
<b>2016.12.278</b>	MOTION by Clr. G. Imlah that the Flagstaff Regional Solid Waste Management Association's 2017 budget is approved as presented with a requisition of \$126,589.59 for the Town of Sedgewick. It is also to be noted that Sedgewick has concerns with the 4.5% (2.0% COLA and 2.5% merit) overall wage increases identified in the budget and believes this to be excessive considering the current state of the economy, wage freezes, ongoing cutbacks, and job losses.	<u>CARRIED.</u>
<b>2016.12.279</b>	MOTION by Clr. T. Schmutz that council proceeds with Scenario 5 whereby holding the monthly garbage rate at \$28.75 and participating in the curb side recycling pilot project in 2017.	<u>CARRIED.</u>
<b>2017 Draft Budget – Community Hall</b>	A draft Community Hall budget was presented.	
<b>2016.12.280</b>	MOTION by Clr. S. Levy that council rejects the Sedgewick Community Hall's 2017 budget as presented and further requests the board applies for operational funds through the recreation grant program and/or finds alternate sources of revenue in an effort to achieve long-term sustainability.	<u>CARRIED.</u>
<b>2017 Draft Budget – FFCS</b>	A draft Flagstaff Family and Community Services (FFCS) budget was presented.	
<b>2016.12.281</b>	MOTION by Mayor P. Robinson that council approves the 2017 FFCS budget as presented with a requisition of \$7,458 for the Town of Sedgewick.	<u>CARRIED.</u>
<b>2017 Draft Budget – SPL</b>	A draft Sedgewick Public Library (SPL) budget was presented.	
<b>2016.12.282</b>	MOTION by Clr. G. Sparrow that council approves the Sedgewick Public Library's 2017 budget as presented with the Town of Sedgewick providing a \$7,000 operating grant.	<u>CARRIED.</u>
<b>2017 Draft Budget – Public Works REVISED</b>	A draft Public Works budget, heavy equipment replacement plan and building renovation plan was presented and discussed.	
<b>2017 Draft Budget – Sedgewick Recreation Centre REVISED</b>	A draft revised Sedgewick Recreation Centre budget was presented.	
<b>2016.12.283</b>	MOTION by Clr. G. Sparrow that council approves the 2017 Sedgewick Recreation Centre's revised budget as presented following a satisfactory explanation from Clr. G. Sparrow.	<u>CARRIED.</u>
<b>2016.12.284</b>	MOTION by Mayor P. Robinson to recess the meeting at 8:10PM.	<u>CARRIED.</u>
<b>2016.12.285</b>	MOTION by Mayor P. Robinson that the meeting reconvene at 8:15PM.	<u>CARRIED.</u>
<b>2017 Draft Budget – Gas and SKNGS</b>	Draft municipal gas and Sedgewick Killam Natural Gas System (SKNGS) budgets were presented.	
<b>2016.12.286</b>	MOTION by Mayor P. Robinson that council approves the 2017 Sedgewick Killam Natural Gas System (SKNGS) budget as presented with a monthly service charge of \$25.00 with \$5.00 paid to the SKNGS reserve fund.	<u>CARRIED.</u>

- 2016.12.287** MOTION by Clr. G. Sparrow that the towns gas budget is approved as presented with cathodic bed replacement costs being funded though the gas reserve account #49791900 in 2018. CARRIED.
- 2017 Draft Budget – Water System** A draft water system budget was presented and discussed.
- Correspondence**  
**Operations Letter** An operations letter addressed to Sedgewick Lake Park Association dated November 11<sup>th</sup>, 2016 from the Town of Sedgewick was reviewed.
- Flagstaff County** Flagstaff County sought financial support for the “Lucky Highway 13” marketing plan.
- 2016.12.288** MOTION by Mayor P. Robinson that council respectfully declines participation in the “Lucky Highway 13” marketing plan at this time due to current workloads and lack of time to fulfill marketing obligation; however, encourages additional review in 2017. CARRIED.
- Council Meeting** Discussion held regarding the December 15<sup>th</sup>, 2016 council meeting.
- 2016.12.289** MOTION by Clr. S. Levy that the December 15<sup>th</sup>, 2016 council meeting commence at 4:00PM to accommodate business items. CARRIED.
- Adjournment**  
**2016.12.290** MOTION by Mayor P. Robinson for adjournment at 9:00PM. CARRIED.

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Perry Robinson, Mayor

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Amanda Davis, CAO

# Town of Sedgewick Monthly Statement

Month Ending October 31, 2016

As Per Books							
	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG	FGTF
Previous Month Balance	2,828,399.03	3,637.15	139,208.69	67,082.78	960,325.84	166,573.05	100,446.49
Receipts for Month	81,033.59						
Cancelled Cheques	320.00						
Interest Received	1,676.96	2.16	82.54	39.77	569.37	98.76	59.55
<b>Subtotal</b>	2,911,429.58						
Less Disbursements	195,475.49						
Bank Fee (NSF)	109.41						
First Data Charge	42.79						
<b>Month End Balance</b>	<b>\$2,715,801.89</b>	<b>\$3,639.31</b>	<b>\$139,291.23</b>	<b>\$67,122.55</b>	<b>\$960,895.21</b>	<b>\$166,671.81</b>	<b>\$100,506.04</b>

As Per Bank							
Month End Balance	2,791,824.44	3,639.31	139,291.23	67,122.55	960,895.21	166,671.81	100,506.04
Cash on Hand	300.00						
Cash in Transit	3,794.26						
<b>Subtotal</b>	2,795,918.70	3,639.31	139,291.23	67,122.55	960,895.21	166,671.81	100,506.04
Less Outstanding Cheques	80,116.81						
<b>Month End Balance</b>	<b>\$2,715,801.89</b>	<b>\$3,639.31</b>	<b>\$139,291.23</b>	<b>\$67,122.55</b>	<b>\$960,895.21</b>	<b>\$166,671.81</b>	<b>\$100,506.04</b>

Outstanding Cheques			
Number	Amount	Number	Amount
Payroll Cheques		4935	140.70
774	1,715.66	4951	7,256.55
775	3,397.78	4954	1,665.22
776	3,191.57	4956	131.25
777	308.04	4958	750.00
778	2,855.96	4959	42.00
780	1,202.90	4960	5,442.00
781	1,247.36	4962	4,741.19
782	1,630.72	4963	787.50
783	400.00	4965	997.50
784	1,283.62	4967	9.84
785	957.26	4968	135.45
786	1,253.50	4969	205.80
General Cheques		4970	320.00
4901	78.75	4972	35,857.50
4916	637.50		
4921	1473.69		
<b>Outstanding Cheques</b>	<b>\$80,116.81</b>		

Submitted to Council this 15 day of December, 2016

Interested Earned/October \$2,529.11  
 GIC - 5-yr @ VCU \$11,998.85  
 GIC -1-yr @ ATB \$20,652.30  
 Total Cash and Investments \$4,186,579.19

Perry Robinson, Mayor

  
 Amanda Davis, CAO

15-Dec-16  
 Mayor

15-Dec-16  
 CAO

On December 5th I attended the FIP Meeting.

- a) Regional Public Works Meeting to be scheduled after Christmas.
- b) Urban Systems reported they are on track with data collection re: Asset Replacement Forecast for each municipality. They will consult w/ 13 Ways on interpretation of same along with identifying any "gaps" and plan on having a "figure" presented to each municipality to describe the infrastructure deficit for each by end January 2017.

c) Doug Griffiths updated re: 13 Ways recommendations:

1. According to their stats, the public input received thus far has met with statistical relevance requirements and has been deemed usable to establish a way forward. I will include the report so Amanda can provide it with our packages for your perusal. I can elaborate further at the meeting if needed...and it will be.

2. THE OPTIONS:

I. Commissions and Service Agreements

II. Two Tier Gov't - Service Provision Based

III. Two Tier Gov't - Growth Initiatives Based

IV. Single Tier Amalgamation... this is the one option that 13 Ways is advocating as the first three "will take too long" and may bog down the process, however; we still have the option of considering them. Much discussion ensued and I made a motion that we direct Doug to establish one working committee with the nine confirmed committee members and get working on it in December and discussing it rather than sit there and go back and forth on it.

There are differing opinions and concerns that need to be addressed. That will be better done on the working committee level, like anything. Once an actual plan is produced then it can be actually debated/discussed...otherwise it's just all speculation. In the end, this will be what individual Councils either approve...or reject. This is the self-selection process of the Partnership. Sounds kinda scary, I know. But we've got to start somewhere or get off the pot.

We need to discuss this at Council.

- d) Battle River School Division wants to work with FIP going into this Regionalization process. Will say why at the meeting.
- e) The Budget is as presented and we moved recommendation of same to Councils.
- f) Next REGULAR meeting... Monday, Jan. 9th 2017

That is my report, respectfully submitted.

Perry





# **FLAGSTAFF INTERMUNICIPAL PARTNERSHIP**

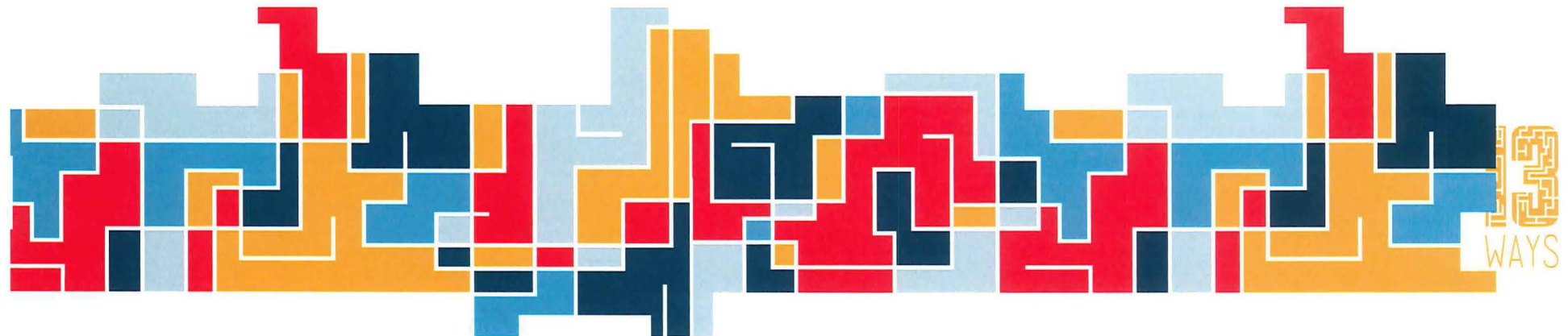
**UPDATE - DECEMBER 5TH**



# RECAP

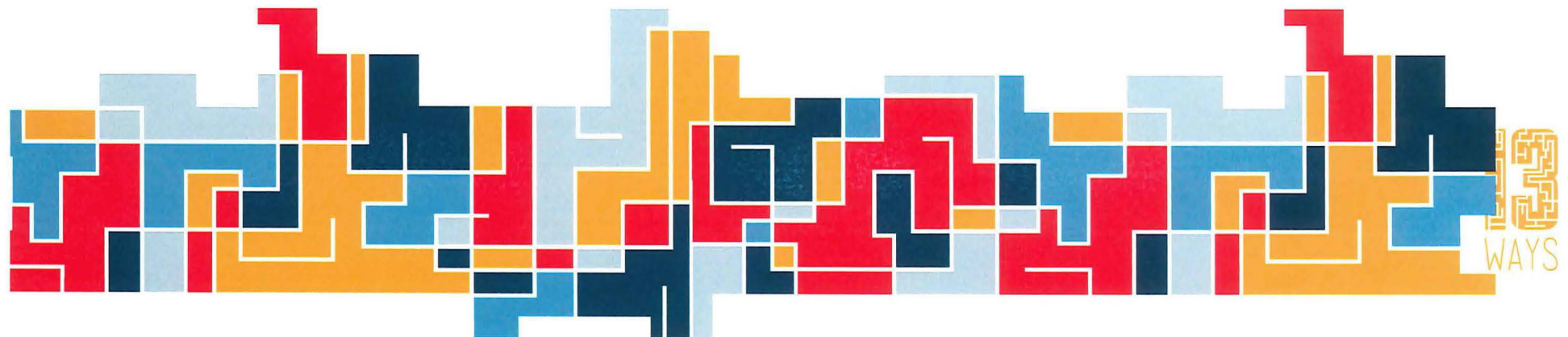
## ■ What brought you here:

- Population decline
- Business decline
- Limited, and shrinking, tax base
- Limited borrowing capacity
- Ageing infrastructure
- Reduced resources to replace infrastructure
- Reduced capacity to deliver services
- Reduced capacity to create growth
- Increasing expectations from citizens



# SURVEY RESULTS

- A majority (71%) want services maintained or enhanced, and are willing to pay taxes at the rate of inflation or more to do this
- The public wants much more: multipurpose facility; spray park; walking/biking trails; indoor swimming pool
- 62% say their community needs higher quality services/amenities
- 87% say quality/variety of services/amenities is important to attract families and investment to the region
- 73% say they would support provision of more region-based service if it enhanced variety/quality of available services
- Three times more people say they have experienced decreased services than increased services
- 53% believe quality/variety of services will decrease in future
- A surprising number of people see the declining population and business base in the region as an indication that taxes will rise and service levels will decline.





# PUBLIC FEEDBACK

- Regarding the question about how a solution crafted by FIP member communities should be crafted, the results were clear:

80% of the respondents wanted the municipalities to 'get on with it'  
12% wanted a solution to be a ballot question at the next election  
0% wanted the issue to become a campaign focus in the next election  
Only 1 respondent said they wanted the entire process to stop  
6% of respondents would like further information on the final proposal

- There was ample public discussion in groups and in private at the town hall meetings. The collection of feedback, both written and orally acquired, can be summed up in a few generalized statements:

"I don't want my taxes to go way up, I don't want my services to go way down, and I want a representative in my area that I can talk to. If you can find a way to grow this area on top of that, I'm ready. Let's get on with it."

"Sometimes things seem pretty bleak here. I don't know what can be done, but we must try something."

"They are trying to push us all into the city anyway so I don't know why we would bother with this. They are just going to haul the last of us into some big city retirement home anyway."

"The only thing that seems to really work is when we do cooperate. The rest of what we are doing isn't really improving our situation. Perhaps the time has come to cooperate more formally."

- The lack of interest from the public should be construed as trust and understanding something needs to be done. People always show up for meeting when they are afraid or opposed to something.

53,801,666



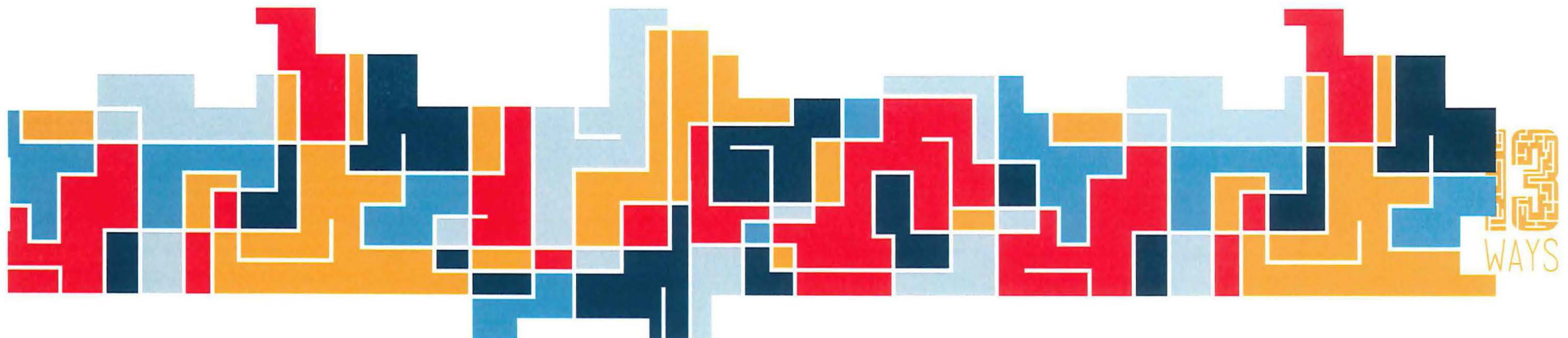
# THE STORY

Local people want more services, or to keep the services they have, and are willing to pay more if necessary. However, they are aware of the challenges and actually expect things will get worse. They believe the continue decline in population and businesses will mean their services will go down, and their tax rates to cover what is left, will go up.

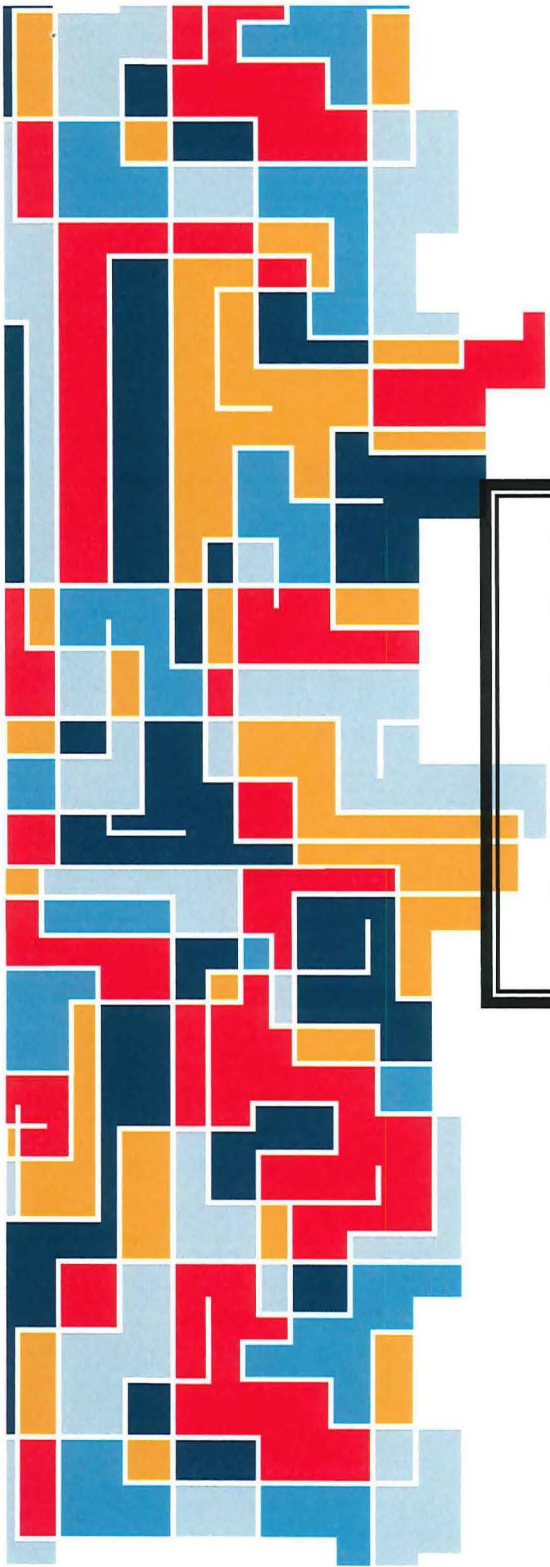
They know the key to changing this story is to attract more people and more businesses/industry. That requires becoming more competitive on many fronts.

Taxes, regulations, and land development must be coordinated, streamlined, and made competitive on a regional basis. Business and industry are looking for competitive REGIONS around the world. That also means more services and amenities must be provided, since families look to live in a place with a good quality of life. Business and industry need people so they also look for locations that attract people, because it means a secure labour pool. That means business and industry also looks for locations with a good quality of life, on top of the regions competitiveness factors.

These are your goals if you want success . . . And that is why you have come this far.





- 
- The Current Situation Is Not Sustainable Into The Future
  - The Current Situation Is Not An Option
  - There Is No Guaranteed Solution To Our Challenges
  - Solutions Can't Be About Today, They Have To Be About The Future
  - Alone – We Aren't As Prosperous, Efficient Or Competitive As We Could Be
  - Working Together Will Generate More Opportunity And Growth For Everyone's Benefit

Coordinates resources to potentially improve, enhance or add services  
Coordinates resources to deliver efficient and more affordable services  
Avoids duplication of administration  
Avoids duplication of regulation and policy  
Avoids duplication of taxation and services  
Reduces internal competition  
Reduces internal conflict  
Improve opportunity for service offering growth  
Improve opportunity for economic growth  
Improve opportunity for population growth  
Improves administrative ability to address challenges  
Improves elected official ability to address challenges  
Improves the ability of elected officials to address long-range issues  
Improves the ability of elected officials to respond to growing constituent expectations  
Improves administrative capacity to create and capture opportunities  
Improves elected official capacity to create and capture opportunities  
Coordinates economic growth initiatives  
Coordinates investments in infrastructure  
Coordinates resources for greatest efficiencies in services  
Coordinates external marketing opportunities  
Eliminates lines in the sand that divide neighbours  
Strengthens the voice of the communities/region to the province  
Strengthens the voice and authority of locally elected officials within the region  
Provides local representation and regional governance without being territorial and divisive  
Encourages local representatives to work together as a more effective and more authoritative team  
Encourages partnership thinking and action among elected officials  
Provides the ability to meet local and regional needs  
Provides the ability to deliver quality services at competitive rates  
Provides the ability to be flexible and creative in delivery services  
Frees up administration from less productive time consuming paper trail tasks  
Focuses elected officials on high level strategic priority of attracting families, businesses and industry



# THE OPTIONS

## Commissions and Service Agreements

- Small extension of what you have now
- Coordination of services and service delivery on a regional one-off contract basis
- Agreements can be made around services and growth initiatives
- Agreements can be broke – because of politics and personalities
- Commissions (companies) can be created around particular and timely objects
- Commissions (companies) are more durable and binding
- Doesn't address challenge of attracting new people to elected office
- Doesn't address challenge of attracting qualified people to administration
- Doesn't provide an opportunity for focused, strategic and committed decisions around the future of the region
- Doesn't address the issue of competitiveness with regulations and taxation
- Doesn't address the issue of coordinating growth initiatives to change the story
- Doesn't ensure a reduction of internal strife
- Only provides assurances until deals expire or elections transpire

## Two Tier – Service Provision Based

- Regional and Sub-regional services are provided by a regional government
- The model could entail contracted, fee for service, or requisition based funding
  - Water, fire, waste management, recreation
- Local services are provided at a local level by a local government
- No opportunity for coordinated initiatives to grow the region
  - Leaves the issue of declining tax base, reduced services and increase tax rates on the table
- Issue of duplication of administration and elected officials remains
- Increases the likelihood of infighting, not just between municipalities, but between the two levels of municipal authority
- No provincial precedence or provisions, which makes it doubtful it can be attained before the next election (start over)

## Two Tier – Growth Initiatives Based

- Regional Growth Initiatives are coordinated and provided through a regional government
- The model could entail contracted, fee for service, or requisition based funding
  - Tourism, marketing, land use development
- Local growth initiatives (if any) are provided by a local government
- Service provision is done through local governments and current arrangements, though there is the opportunity to allocate service provisions to the Upper Tier Municipality
- Issue of duplication of administration and elected officials remains
- Taxation and Responsibilities are split between the two levels of municipal government
- Incredibly complex model for municipal revenue and expenditure sharing
- Potential for passing over responsibility without passing over taxation
- Feeling there is no value for money for a community is common, since the offerings and results are softer
- No provincial precedence or provisions, which makes it doubtful it can be attained before the next election (start over)

## Single Tier Amalgamation

- One municipal body for participating municipalities
- Focused on both service and growth initiatives
- Division of regional, sub-regional and local initiatives and services
  - Allows for local ownership of challenges and opportunities through sub-regional and local boards and sub-committees
- Eliminates duplication of administration, taxation and regulation
- Provides opportunity for coordination of investments, marketing opportunities, and growth initiatives
- Enhances influence with other governments – municipal, regional and provincial – with regard to education, health, and social services issues and initiatives



# RECOMMENDATION: SINGLE TIER MUNICIPAL COUNCIL

## One Council

1 mayor at large + 8 wards  
Approaches a Full Time Job

## One Administration

Service Delivery and Growth Initiative  
Coordination

Sub-regional and Local Boards  
and Committees

Fair Taxes for  
Quality Services

Coordinated  
Taxation and  
Regulations for  
Business  
Development

Investment  
Attraction and  
Economic Growth  
Strategy

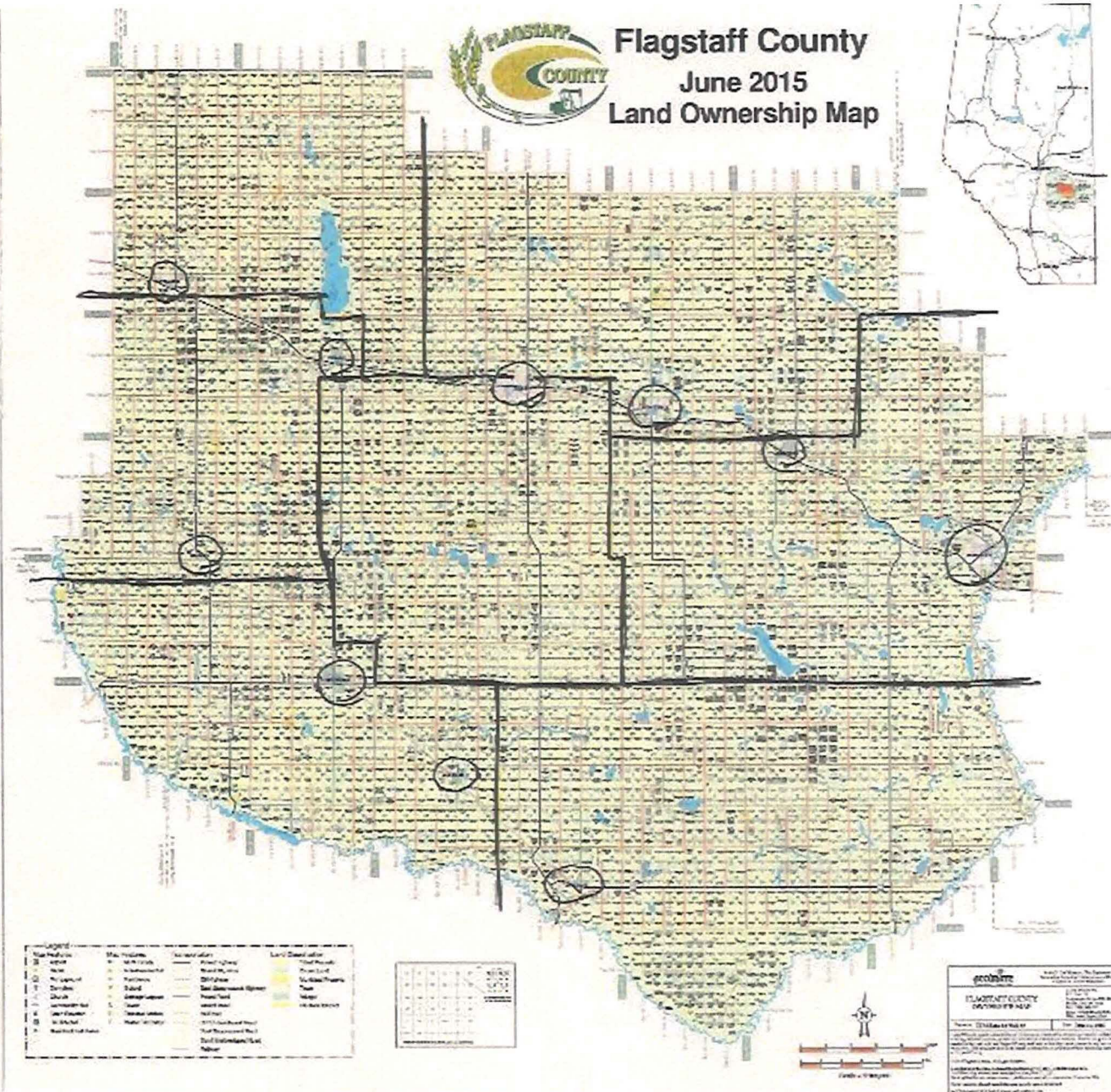
Local Ownership  
of Issues

Regional  
Coordination of  
Solutions





# Flagstaff County June 2015 Land Ownership Map

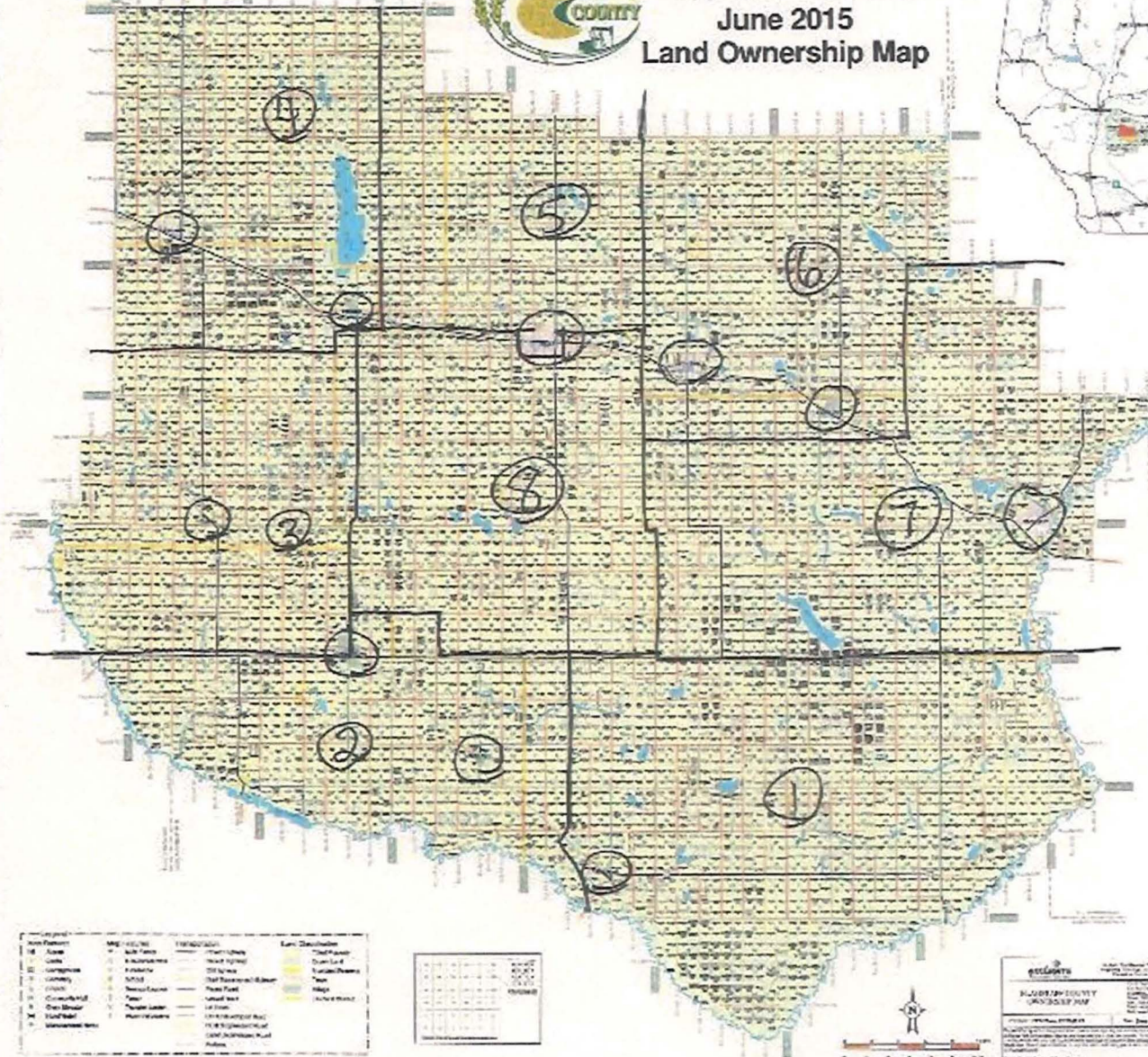


13  
WAYS





# Flagstaff County June 2015 Land Ownership Map



Legend	Symbol	Description
1. All County	Blue	County Land
2. BLM	Green	Bureau of Land Management
3. Forest Service	Yellow	Forest Service Land
4. National Forest	Orange	National Forest Land
5. Private Land	White	Private Land
6. State Land	Pink	State Land
7. Tribal Land	Light Blue	Tribal Land
8. Unincorporated Area	Light Green	Unincorporated Area
9. Water	Blue	Water
10. Wetlands	Light Blue	Wetlands
11. Other	Light Green	Other

Scale	Distance
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10



Legend	Symbol	Description
1. All County	Blue	County Land
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8. Unincorporated Area	Light Green	Unincorporated Area
9. Water	Blue	Water
10. Wetlands	Light Blue	Wetlands
11. Other	Light Green	Other

13  
WAYS

# TIME TO CHOOSE A PATH

One Committee – One Member Each – One Option

Focus on Governance and Identity Details

Flesh out Taxation and Services Principals

Report – 3<sup>rd</sup> week of March

Consultation in April with the Public

Final Report – 1<sup>st</sup> Week of May

Communities Pass Resolutions (or not)

Submission to the Minister – 3<sup>rd</sup> Week of May





**Flagstaff Intermunicipal Partnership Committee**  
**Regular Meeting held Monday, December 5, 2016 at 7:00 pm**  
**Flagstaff County Administration Building**

Attendance:	Voting Members	Bob Coutts, Chair	Village of Forestburg
		Gerald Kuefler	Flagstaff County
		Bud James	Town of Killam
		Susan Armer	Village of Loughheed
		Leo Lefebvre	Town of Hardisty
		Dennis Steil	Village of Heisler
		Perry Robinson	Town of Sedgewick
		James Robertson	Town of Daysland
		Dell Wickstrom	Village of Alliance
	CAOs	Shelly Armstrong	Flagstaff County
		Debra Moffatt	Village of Forestburg/Coordinator
		Rod Krips	Town of Daysland
		Amanda Howell	Village of Heisler
		Sandy Otto	Town of Hardisty
	Observers/Presenters	Gail Watt	Town of Daysland
		Brenda McDermott	Town of Killam
		Kai So	Municipal Affairs
		Michael Scheidl	Municipal Affairs
		Jennifer Paton	Municipal Affairs
		Sara Ahlstrom	Municipal Affairs
		Doug Griffiths	13 Ways Inc.
	Absent:	Amanda Davis	Town of Sedgewick
		Kim Borgel	Town of Killam
		Jacque Zacharuk	Village of Alliance
		David Alderdice	Village of Loughheed

Chair Bob Coutts called the meeting to order at 7:00 p.m.

Agenda Mtn # 16-11-057	Moved by Member Dennis Steil the adoption of agenda as presented.	<b>CARRIED</b>
Presentations	No presenters.	
Minutes for November 7, 2016 Regular Meeting Mtn #16-11-058	Moved by Member James Robertson to approve the minutes of the regular meeting held November 7, 2016 as presented.	<b>CARRIED</b>
Coordinator's Report	As presented in the agenda.	
Project Updates: Regional Governance Project	As presented in the agenda.	
Project Updates: Regional Infrastructure Assessment Project	As presented in the agenda. Doug Griffiths further added that 13 Ways Inc. would be meeting with Urban Systems this week and that a report would be made available to the committee in January, 2017.	

Correspondence	Synopsis was reviewed and no comments were forthcoming.	
Information Mtn #16-11-059	Moved by Member Perry Robinson to accept all information and correspondence items for information purposes only.	<b>CARRIED</b>
Regional Governance Project	<p>Doug Griffiths of 13 Ways Inc. provided an update on the Regional Governance Project:</p> <ul style="list-style-type: none"> <li>• Recapped the reasons for undertaking the project</li> <li>• Reviewed the results of the survey</li> <li>• Reviewed public feedback received from public meetings</li> <li>• Provided a Checklist of Solutions to be utilized when looking at regional initiatives, does the initiative meet the solution requirements</li> <li>• Provided four potential options going forward: <ul style="list-style-type: none"> <li>• Commissions and Service Agreements</li> <li>• Two Tier - Service Provision Based</li> <li>• Two Tier – Growth Initiatives Based</li> <li>• Single Tier Amalgamation</li> </ul> </li> <li>• Provided the recommendation from 13 Ways Inc. – Single Tier Municipal Government with eight (8) wards and one (1) mayor elected at large</li> </ul> <p>Doug Griffiths discussed the working sub-committees and informed the group that he was more comfortable with a single sub-committee made up of an elected official from each municipality as well as one CAO. He further explained that the sub-committee would be need to be provided with direction as to which option they should be exploring and that the first step would be to review the governance of that option. He also stated that administration would take a couple of years to review policies, bylaws, taxes, service levels, etc.</p> <p>Kai So of Municipal Affairs explained that a lot of work would be done after amalgamation and that the province provides a transition period which can take up to three (3) years and that there was a potential of transition funding in the \$2,000,000 - \$3,000,000 range if there was no change in funding currently available from the Province.</p> <p>Doug Griffiths further explained that if a Single Tier Municipal Government was formed the elected officials needed to be aware that their position would most likely need to be full-time due to the increase in duties they would be undertaking.</p> <p>Doug Griffiths and Kai So explained that public consultations would need to be held prior to Councils ratifying any change in governance and that amalgamation approvals would need to be received from municipal councils by May, 2017 and a request submitted to the Minister of Municipal Affairs by the end of May, 2017. This would allow Municipal Affairs staff and the Minister to review the request and take it to the house for ratification in time for the October, 2017 municipal election.</p> <p>Further discussion was held amongst the attendees regarding the challenges to be faced going forward with the recommendation from 13 Ways Inc. and the group agreed that there will be challenges to be faced and that communication with residents and potential new councillors would be very important.</p>	
Mtn #16-11-060	Moved by Member Perry Robertson that one working sub-committee be created made up of one elected official from each municipality and one CAO, as previously selected by each municipality, and that the sub-committee be directed to develop governance options for a Single-Tier Model of municipal governance.	<b>CARRIED</b>

Mtn #16-11-061	Moved by Member James Robertson to recommend to municipal councils that the Flagstaff Intermunicipal Partnership 2017 Operating Budget in the amount of \$102,000 as presented be approved as presented.	<b>CARRIED</b>
Battle River School Division Participation in Regional Governance Project	<p>Discussion was held regarding the request of Battle River School Division (BRSD) to participate in the Regional Governance Project. Chair Bob Coutts stated that he had emailed BRSD and explained that at no point had the committee discussed consolidating schools as part of the project.</p> <p>Kai So stated that as part of an amalgamation process, the school division, Alberta Health and other regional or provincial entities would be made part of the consultation process.</p> <p>No action was taken on this item.</p>	
Round Table	No Round Table held.	
Next Meeting	The next regular meeting will be Monday, January 9, 2017 at 7:00 p.m. at the Flagstaff County Administration Building.	
Adjournment	As all agenda items had been completed, Chair Bob Coutts declared the meeting adjourned at 8:55 p.m.	

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Coordinator

**COMMITTEE REPORTS FOR CLR. G SPARROW**

**FRHG-NOVEMBER 22, 2016**

- Voted in new board chair-Rick Kryz-Vice Chair-Peter Miller-2<sup>nd</sup> Vice Chair-Donna Beulow
- Requisition for Sedgewick dropping from \$20,419 down to \$13,700
- Forestburg opening Dec ember 9
- Compaction issues with contractor on demolished lodge in Sedgewick. They used old soil from around old lodge & they were to haul in new fill as per the contract. Bethany dealing with consultant & geotech on the issue
- Drywall is going up this week & is on schedule to open in March.
- Subdivision is at land titles. The question was asked what to do with the land?

**REC BOARD- NOVEMBER 28, 2016**

- Had a good discussion on who is going to cover the shortfall of the budget, users or taxpayers. Approved new budget
- There will be public bowling Friday from 3:30 to 6:30
- Curling starts this week with the Farmers Spiel
- Will be meeting in the next month to look at the kitchen upgrade
- New Zamboni is running well

**Parkland Regional Library Board Nov 10/16**

Budget discusses at length as vote with two towns to report was too close to call. If budget is not approved, a motion was called to take \$30,500 from reserves to cover a 0% increase. Carried.

**Update:** 2017 budget was passed by approx. 50 votes by population. Two thirds were needed.

Dates for PRL Board meetings for 2017 set as follows:

February 23 – approval of the 2016 annual report and annual review of the strategic plan.

May 25 – approval of the 2016 audit.

September 14 – approval of the 2018 budget.

November 9 – board organizational meeting for the upcoming year.

Elections held for the Executive Board were held –awaiting full roster from PRL

Alberta Library Conference

3 PRL board members and the chair will attend the Alberta Library Conference in Jasper April 27 – April 30, 2017. I will be one of the attendees.

Submitted by Clr. S. Levy



**Emergency Services Committee**

Date : Tuesday, November 29, 2016

Location : County Office, Sedgewick, AB

**Minutes****ATTENDANCE**

Brenda Grove	Councillor	Town of Killam
Debra Smith	Mayor	Village of Loughheed
Grant Imlah	Councillor	Town of Sedgewick
Dayna Oberg	Councillor	Village of Forestburg
Kel Tetz	Mayor	Village of Heisler
Leo Lefebvre	Councillor	Town of Hardisty
Wilma McLeod	Councillor	Village of Alliance
Leona Dickau	Councillor	Town of Daysland
Rod Krips	Chief Administrative Officer	Town of Daysland
James Brodie	Councillor	Flagstaff County
Jim Matthews	Councillor	Flagstaff County
Jay Stuckey	Fire Chief	Village of Alliance
Jacquie Zacharuk	Chief Administrative Officer	Village of Alliance
Hobie Campbell	Deputy Fire Chief	Town of Hardisty
Todd Baumgartner	Fire Chief	Town of Hardisty
Joe Martz	Fire Chief	Village of Heisler
Amanda Howell	Chief Administrative Officer	Village of Heisler
Kevin Lundy	Fire Chief	Village of Forestburg
Debra Moffatt	Chief Administrative Officer	Village of Forestburg
Kim Borgel	Chief Administrative Officer	Town of Killam
Joe Knievel	Fire Chief	Town of Killam
Joey Hebert	Fire Chief	Town of Sedgewick
Keith Makarowski	Fire Chief	Town of Daysland

Sandy Otto	Chief Administrative Officer	Town of Hardisty
Rick Manning	Councillor	Flagstaff County
Shelly Armstrong	Chief Administrative Officer	Flagstaff County
Kim Cannady	Regional Emergency Services Coordinator	Flagstaff County
Mike Scheidl	Municipal Affairs	
Jennifer Paton	Municipal Affairs	
Sara Ahlstrom	Municipal Affairs	
Don Rosland	Field Officer	Office of the Fire Commissioner
Cheryl Bergman	Recording Secretary	Flagstaff County
Christina Kuilboer	Recording Secretary	Flagstaff County

**CALL TO ORDER** Mayor Smith called the meeting to order at 7:03 p.m.

**AGENDA** **Resolution**  
Clr. Dickau moved to approve the agenda for the Emergency Services Committee meeting of (2016/11/29) as presented.

**Carried**

**ELECTION OF CHAIRMAN** K. Cannady called for nominations for Chairman for the 2016/2017 term.  
Clr. Brodie nominated Mayor Smith.  
K. Cannady called for further nominations.

**Resolution**  
Clr. Matthews moved nominations for Chairman for the 2016/2017 term cease.

**Carried**

Mayor Smith was declared Chairman for the 2016/2017 term and took the Chair.

**ELECTION OF VICE-CHAIRMAN** Chair Smith called for nominations for Vice-Chairman for the 2016/2017 term.  
Clr. Brodie nominated Clr. Oberg for Vice-Chairman. Clr. Oberg respectfully declined.  
Clr. Oberg nominated Clr. Brodie for Vice-Chairman. Clr. Brodie respectfully declined.  
Clr. Oberg nominated Clr. Dickau.  
Chair Smith called for further nominations.

### **Resolution**

Clr. Manning moved that nominations for Vice-Chairman for the 2016/2017 term cease.

**Carried**

Clr. Dickau was declared Vice-Chairman for the 2016/2017 term.

## **MINUTES**

### **Resolution**

Clr. Matthews moved to approve the minutes for the Emergency Services Committee meeting of (2015/06/02) as presented.

**Carried**

## **FIRE SERVICES**

Mike Scheidl with Municipal Affairs introduced himself and indicated that Sara Ahlstrom, Jennifer Paton and himself will be facilitating the meeting.

M. Scheidl reviewed the key points to be discussed.

Don Rosland with the Office of the Fire Commissioner (OFC) presented the following information:

- There is no provincial legislation that requires a fire service for a community. Fire service is a local government decision.
- A fire bylaw or other related documents should include the following:
  - Level of service.
  - Alternatives if a fire crew is not able to respond.
  - Consider adding a section that deals with firefighters not attending training or calls for service.
  - Bylaws and service levels should be reviewed annually.
- Firefighter recruitment and retention is an issue across the province for volunteer fire departments. The average length of service for a volunteer firefighter is four to five years. The Alberta Fire Chiefs Association (AFCS) has a program to address this. Their website has additional information.
- Firefighter training is a huge commitment and is very important.
- In Alberta there is no firefighting standard requirement for communities. It is up to the local government to set this in the level of service document.
- A Code of Practice for Firefighters document was developed to assist fire departments/local government in the relationship of Occupational Health and Safety regulations and the fire service. The document can be downloaded from the Office of Fire Commission website.
- The Chief Administrative Officer and Fire Chief should meet on a regular basis to review the current fire bylaw and level of service documents to ensure they are being met.
- Risk assessments should be completed to assist in determining the level of service requirements for the community. Tools to complete the risk assessment are in the Community Emergency Management Program through Alberta Emergency Management Agency (AEMA).
- Reporting to council: In most cases the Fire Chief reports to the Chief Administrative Officer. The Chief Administrative Officer would then report to council. The fire department should submit a report (monthly, quarterly, etc) and should include firefighter training, fire

responses, medical responses, alarms and motor vehicle collision responses.

- Develop Standard Operating Guidelines (SOG) where the documents explain how the fire service performs its operations.
- Ensure mutual aid and service agreements are in place and meet the current/expected needs (new development in the area).
- Training is a very important part of the job as well as attending calls.
- Support and recognition from Council is very important.
- Set up training requirements to meet the level of service.
- Expect training to be ongoing.
- Develop a group of firefighter trainers with the same training program. Be consistent in training across the county. Train two to three departments together.
- To reduce liability risks, ensure that the fire bylaw, level of service and SOG's are current to what the fire service is able to provide.
- Need to determine what is best for the citizens and what is fiscally responsible.
- With the new Municipal Government Act (MGA), collaboration will be very important.

Committee members broke into groups to discuss what stood out for them.

The following items were brought forward:

- Training (including regional training).
- Communication between fire departments and municipalities.
- Recruitment and retention.
- Level of service.
- Risk management.
- Tools and equipment.
- No provincial regulations specifically for fire. Who are we liable to?
- Occupational Health and Safety.
- Who has liability? Is it shared?
- Need to ensure paperwork is completed.
- Volunteers and their other commitments. Being able to find the time to meet.

Committee members broke into groups to discuss what they thought Emergency Services would look like in this region.

The items that were brought forward were categorized as follows:

<b>Regional Training Strategy</b>	<b>Regional Fire Administration</b>	<b>Recruitment &amp; Retention</b>	<b>Regional Fire Governance</b>	<b>Level of Service Meets Needs and Capacity</b>
Coordinate regional training and equipment	Multi-station dispatch - Protocol to ensure service	Recruitment strategy for volunteers and employers	Regional fire department cooperation	Define level of service
One proper regional training facility	Visual identification of skills - symbols/emblems	Pride in the fire service - celebrate accomplishments	One overseeing body - one regional board	Perform risk assessment to determine needed levels of service
Regional training strategy	Cost effective for population and geography	This is a job even though it is volunteer it is serious	Regional fire department - one authority	Build for tomorrow - sustainable and affordable
Regional Training program	Less duplication of equipment and strategic placement of equipment	How much can we ask from volunteers training? Need more bodies	One vote per member. Trust	Provide a level of service that meets the needs - risk assessment
Cross training	Common level of service documents, etc.	Level of training increases with pay scale		
All firefighters properly trained to protect us under OH&S	Consistency in documentation and fees			
Inventory of members skills that is shared	Uniform SOG's for region. Admin. takes care of paperwork			
Regional training consistency				
Trained & available firefighters				

M. Scheidl requested each community member review the above vision and complete the Regional Fire Service Commission questionnaire which will be forwarded in a separate email.

At the next meeting we will discuss the vision and your completed questionnaire.

**NEXT MEETING  
DATE**

The next meeting will be held on January 31, 2017 at 7:00 p.m. at the County Office.

A second meeting date was set for February 28, 2017.

**ADJOURNMENT**

**Resolution**

Clr. McLeod moved to adjourn the meeting at 9:24 p.m.

.....  
Chairman

.....  
Recording Secretary

**Regional Fire Services Commission Questionnaire**

We would like to invite you and your colleagues to get together and reflect on how fire services are being delivered in your community right now and how you would like it to be in the future.

Please feel free to be as specific as possible and engage in a conversation about these questions with your colleagues as the responses will be used to inform future conversations.

- 1) How are fire services currently being delivered in the region?
- 2) What community obligations exist related to:
  - a. Fire services?
  - b. Volunteers?
  - c. Training?
  - d. Public?
  - e. Neighbouring communities?
- 3) What would you say is the strength of the current fire service? (e.g. fire service is located locally)
- 4) What would you say is a weakness of the current service? (e.g. inconsistent volunteer turnout)
- 5) What opportunities do you see for the fire services in the region? (e.g. shared training and resources)
- 6) What threats do we need to consider? (e.g. budgetary restraints, declining population)
- 7) Moving forward, what other factors do you think need to be considered? (e.g. changes to Provincial legislation requiring mandatory collaboration regarding emergency services)

If you have any other comments, please feel free to add them above or if you would like to talk to someone on the facilitation team, please contact them at [MDRS@gov.ab.ca](mailto:MDRS@gov.ab.ca) and they will get back to you.

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## **Town of Sedgewick Public Works Report – Period Ending December 15<sup>th</sup>, 2016**

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### **An update on public works activities up to December 15<sup>th</sup>, 2016.**

- General maintenance.
- Installed Christmas decorations on light standards.
- Decorated and installed Christmas at the Main Street Park.
- Cleaned metal filters above the recreation center stove. We were advised by the facility manager that the filters typically get cleaned one per year by a 3<sup>rd</sup> party. They should be cleaned monthly; public works will take care of this.
- Providing assistance for caroling in the park.
- T. Cote, temporary employee's last day was on November 30<sup>th</sup>. He was a great addition to the team and allowed us to complete a considerable amount of additional work over the past few months.
- Budgetary planning with the CAO.

**Attachments:** n/a

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15-Dec-16  
Mayor

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15-Dec-16  
CAO



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## Town of Sedgewick - CAO Report – Period Ending December 15<sup>th</sup>, 2016

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### General daily function updates:

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

- Ongoing training of new staff.
- 2017 budget preparation.
- Year-end prep work.
- Completed employee reviews.
- Representatives from Municipal Affairs conducted interviews with the elected body and CAO on December 8<sup>th</sup>, 2016 at the Town Office.
- Preparing for the implementation of the carbon levy on monthly utility bills.

#### **Grant update:**

Two grants were received from the Battle River Community Foundation:

1. Sedgewick Fire Department - \$1,500 towards medial response coveralls.
2. Town of Sedgewick - \$1,250 to start a youth leadership program.

#### **CAO Education Update:**

As per motion 2016.05.115: "MOTION by Clr. T. Schmutz that as per the recommendation from the Administration Committee that the three year education proposal be approved as presented. CARRIED."

Recommendation: that \$55,000.00 is transferred from 112210 (VCU Interest) account for MBA education expenses as per motion 2016.05.115.

The course schedule is always subject to change, Royal Roads University requires students complete two separate residency's on campus, one in 2017 and the other in 2018.

Residency 1 – February 5<sup>th</sup> – 24<sup>th</sup>, 2017. I've booked my flight and am scheduled to depart on February 3<sup>rd</sup>, 2017. All students were advised during acceptance that the Residency portion of the program is very intense. We will be in class for 10-12 hours per day, seven days per week and will be required to do group projects and study in the evenings. Time is not offered for work/personal business, students should have made arrangements prior to the Residency. I have been working with the Assistant CAO and Public Works Foreman preparing for my month away. The regular financial audit is scheduled for January 18<sup>th</sup>, 2016 and will be complete prior to my departure.

Mayor Robinson is also scheduled to be away the month of February. As a result, the February council meeting has to be rescheduled or rolled into March. I would recommend rolling the meeting into March with an assessment of immediate business items upon Mayor Robinson and my return. Motion required.

#### **(63) Economic Development**

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15-Dec-16  
Mayor

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15-Dec-16  
CAO

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**Town of Sedgewick - CAO Report – Period Ending December 15<sup>th</sup>, 2016**

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The Flagstaff Intermunicipal Partnership (FIP) Committees requests member municipalities provide a motion in support of a grant application to the Alberta Collaboration Program (ACP) for the Flagstaff United Economic Development Plan in the amount of \$65,000 plus GST with Flagstaff County as the managing partner of the application.

**(66) Development**

Development Permit 2016-11 was approved with conditions regarding the installation of a fiber optic cable to the tower south of the county administration building. This project will consist of a directional bore down 49<sup>th</sup> Street, along 48<sup>th</sup> Avenue west to perimeter lands. The applicant is required to adhere to the terms set forth in a Crossing Agreement prior to project commencement.

**(72) Recreation**

As discussed during the December 1<sup>st</sup>, 2016 special council meeting. Sedgewick Lake Park is in violation of the Society Act as they have not held an Annual General Meeting. The president stepped down from his position due to his inability to obtain quorum of meetings over a three (3) month period. The town has not been apprised of any additional information from the Vice President of other members of the board regarding a meeting/budget.

**Attachments:**

1. Action Items – no action required.

## Council Action Items

### 18-Aug-16

	For	Item	Action Taken	Completed
10	Amanda	Prepare a letter to SGC re: north entrance proposal upon electrical confirmation.		
12	Amanda	Investigate bylaw enforcement officer options.		

## Council Action Items

### 17-Nov-16

	For	Item	Action Taken	Date Completed
9	Amanda	Proceed with council budget as per #4. Prepare new remuneration policy effective January 1, 2017.		
10	Amanda	Include governance options on January agenda re: reduction in council.		

## Council Action Items

### 01-Dec-16

	For	Item	Action Taken	Date Completed
1	Amanda	Sign agenda.	Complete	5-Dec-16
2	Amanda	Follow up with MA re: interview schedule.	Emailed to D. McCann.	2-Dec-16
3	Amanda	Email times to council for interview schedule.	Complete	2-Dec-16
4	Amanda	List of accomplishments to council.	Emailed.	2-Dec-16
5	Amanda	Revise council budget re: EOEP SL, TS and PR YES.	Complete	2-Dec-16
6	Amanda	Prepare fire budget for FC re: budget approval.	Complete. Emailed to KC, cc'd to GI and JH.	5-Dec-16
7	Amanda	Fire budget summary to J. Hebert.	Complete. Emailed to JH, cc'd to GI.	5-Dec-16
8	Amanda	Letter to Fire Dept. re: Medical Assist Call Out Fee	Complete. Emailed to JH, cc'd to GI.	5-Dec-16
10	Amanda	Update Fees & Charges bylaw for casket burials.	Complete.	8-Dec-16
11	Amanda	Letter to FRSWMA re: approval of budget, concerns with wage increase.	Emailed. cc'd to Members and SH.	2-Dec-16
12	Amanda	Letter to FRSWMA re: curbside recycling program. Request info for public.	Emailed. cc'd SH.	2-Dec-16

13	Amanda	Process FRSWMA budget.	Complete	8-Dec-16
14	Amanda	Letter to Hall re: budget rejection.	Emailed letter to SH, President. cc'd to TS.	5-Dec-16
15	Amanda	Letter to Flagstaff County re: approval of FFCS budget.	Emailed letter to SA. cc'd to Members, LJ and PR.	5-Dec-16
16	Amanda	Letter to SPL re: budget approval.	Emailed letter. cc'd to SL and BMcC	2-Dec-16
18	Amanda	Letter to Sedgewick Rec re: budget approval.	Emailed letter. cc'd to GS.	5-Dec-16
19	Amanda	Letter to SKNGS re: budget approval.	Emailed letter. cc'd to GS, SH, TS, DG	2-Dec-16
20	Amanda	Update Fees & Charges bylaw for monthly gas fee.	Complete.	8-Dec-16
21	Elaine	Update system in Jan. for new gas charge \$25/month.		
23	Amanda	Follow up with PW re: how long we can supply a hydrant with water at full capacity.		
24	Amanda	Letter to FC re: respectfully declining belt drive betty at this time.	Discussion with BL at FC confirming council's motion.	2-Dec-16
25	Amanda	Update council meeting time change on public board. Dec. 15/16.	Complete	5-Dec-16
26	Amanda	Meeting update to council re: Dec. 15 time change.	Send via email.	2-Dec-16

## Request for Decision (RFD)

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**Topic:** 2017 Municipal Budget - Draft  
**Initiated by:** M.G.A.  
**Prepared by:** Amanda Davis  
**Attachments:** 1. 2017 Municipal Budget  
2. 2016 Budgetary Control to December 15<sup>th</sup>, 2016  
3. MSI Operating – Proposed Allocation  
4. 2017 Capital Transfers and Reserve Allocation Overview

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### **2016 Budget Recommendations:**

1. That council approves the reserve transfer and account closures as follows:
  - a. Close 49700994 and transfer \$64,836 to 49732900.
  - b. Close 49724901 and transfer \$1,043 to 49791903.
  - c. Close 49772993 and transfer \$16,486 to 49700998.
  - d. Close 49772992 and transfer \$4,504 to 49700998.

**AND**

2. That the 10% Municipal Reserve paid for the subdivision of PRT NE 8-44-12 W4M be transferred to account 49700992 'Future Development Reserve'.

**OR**

3. That the 10% Municipal Reserve paid for the subdivision of PRT NE 8-44-12 W4M be transferred to account 49732900 'Infrastructure – Streets Reserve'.

**AND**

4. That the cost for lagoon dredging be approved as an unbudgeted expenditure in 2016 in the amount of \$36,649.20 as the scope of the project changed and the use of Federal Gas Tax Funds is no longer valid.

**AND**

5. That office revitalization occurs in 2017 and funds are allocated as follows:

- 112210 – VCU Interest - \$7,000
- 2016 Operating Surplus (salaries) - \$20,000

Revitalization shall not exceed this budget; any excess funds shall be transferred to 49732900 Infrastructure Reserve upon completion.

### **2017 Budget Recommendations:**

1. That council defines their expectation of contract by-law enforcement and that the CAO engage services accordingly in 2017.

**AND**

2. That council approves the 2017 MSI Operating proposed project plan as presented.

**AND**

3. That council approves the 2017 municipal budget as per option 2 as presented.
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**Background:**

At the November 17<sup>th</sup> and December 1<sup>st</sup> meetings council addressed the 2017 municipal budget and departmental priorities. Council advised that the 2017 municipal budget must not exceed 3.00%.

Pursuant to Tax Rate Bylaw #525, \$784,797 was levied for municipal taxation in 2016. I have prepared two budget scenarios for 2017 as follows:

Option 1:

This option excludes funds for the Community Resource Officer (CRO) program. In the past the Town of Sedgewick contributed \$6.00 per capita, \$5,142 for this program. Flagstaff County was negotiating this service with the RCMP K-Division in 2015/16, since renewing the contract in 2016 they are seeking financial support from member municipalities. Flagstaff County has not provided any additional information regarding this project.

Increase in expenditures over 2016: \$21,512 or 2.54%

Overall budget increase over 2016: \$8,492 or 1.20%

Option 2:

This option includes a line item expense for the CRO at \$6.00 per capita.

Increase in expenditures over 2016: \$26,657 or 3.14%

Overall budget increase over 2016: \$13,637 or 1.85%

Below is an overview regarding general budgetary changes in 2017 for easy reference:

- Council education and orientation expense (NEW) = \$6,000
- Legal fees increased = \$2,000
- GIS annual license (NEW) = \$2,730
- Dust suppressant on Spruce Drive and 47<sup>th</sup> Avenue (NEW) = \$10,000
- Storm sewer, culvert maintenance (NEW) = \$3,000
- Enzymes for the lagoon (NEW) = \$5,800
- Service sanitary lines increase = \$1,500
- Flagstaff Community Adult Learning, Welcoming Project (NEW) = \$625
- Parkland Regional Library increase = \$115
- Flagstaff Family and Community Service increase = \$171
- Sedgewick Public Library increase = \$360

All general budgetary changes are reflected in Option 1 and Option 2. The additional line item for Option 2 is:

- Community Resource Officer (NEW) = \$5,145

Departmental highlights:

**(11) Council**

- Hourly rate set for all council business as opposed to a flat rate.
- Elected Official Education Program training budget
- 2017 council orientation following the next general election.
- Budget has been prepared with a reduction in elected officials from 7 to 5 during the next general election.

**(12) Administration**

- No increase to salaries/wages.
- Carry forward project from 2016 – GIS updates for the cemetery and general mapping.
- Requesting funds to revitalize the administrative office from the 2016 operating budget.

**(19) Legislative**

- Expenses to cover the 2017 general election.

**(21) Police Service**

- No expense as Flagstaff County is now offering the Community Peace Officer Service free of charge.
- Loss of revenue as a result of this service through Highway Traffic Act fines.

**(23) Fire**

- Increase in leadership honorariums in 2017.
- First aid course offered to firefighters.
- Additional training is offered through ESET rather than offered in house resulting in an overall cost saving.
- Two sets of bunker gear.

**(24) Disaster Services**

- General remuneration for DEM and DDEM

**(26) By-law Enforcement**

- Contracted by-law enforcement services – funded through Municipal Sustainability Initiative



(MSI) Operating carry forward.

*Discussion required:*

During the August 18<sup>th</sup>, 2016 regular council meeting the following motion was made (2016.08.190)

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

Daryl Reinke is the only By-law Enforcement Officer in the area that can provide service to Sedgewick. Sedgewick used to contract him in the past however did not renew the contract after it expired.

For Sedgewick to truly enforce its bylaws the designated officer must have authority to work within the parameter set in the bylaws whereby issuing warning and infractions accordingly. By-law enforcement would be the designated officer's sole responsibility; therefore, he would be patrolling town looking for infractions as well as completing administrative duties regarding complaints received in writing unless he was directed to act otherwise.

Currently, I do not patrol the community for infractions because times does not allow for it.

Considerations:

- Is council requesting patrol only, OR
- Patrol and assistance to address written complaints, OR
- Full enforcement of bylaws with patrol, enforcement of all infractions and assistance with written complaints?

Daryl will enforce the following bylaws:

- Dog Control
- Traffic Control
- Unsightly Premises
- Land Use (occasionally)

The following Flagstaff communities contract services from Daryl:

- Killam
- Loughheed
- Forestburg
- Heisler
- Alliance
- Galahad/Strome – on a contract basis only.

### **(32) Public Works**

- Health and safety program needs assessment – proposed funding through MSI operating carry forward.
- Contracted sidewalk repair and replacement, two along 47<sup>th</sup> Street, one along 50<sup>th</sup> Avenue, and two along Canary Cres. and MacKenzie Drive.
- Contract and apply dust suppressant on Spruce Drive and 47<sup>th</sup> Avenue.
- Increased contribution to capital for equipment replacement.

**(37) Storm Sewer**

- Culvert maintenance – prepared a regular maintenance schedule to hydro vac and clean out plugged culverts as well as install field stone in the front to assist with drainage.

**(41) Water**

- As per the Drinking Water Safety Plan (DWSP) install security fencing along the perimeter of the lands – proposed funding MSI Operating carry forward.
- Carry forward project: installation of a back-up generator and fire pump at the water treatment plant – proposed funding, infrastructure reserves.
- Fire hydrant replacement program, ten per year over four years until complete – proposed funding, infrastructure reserves.

**(42) Sewer**

- Service line expansion (annual cleaning)
- Use of enzymes in lagoon, recommended by consultants in 2016.
- Carry forward project: manhole and gate replacement.

**(43) Waste**

- Curbside recycling program pilot project will commence at the beginning of the second quarter.
- Closures of the Sedgewick Transfer Site.

**(51) Social Services**

- Annual contribution to FFCS
- Flagstaff Community Adult Learning – Welcoming Project
- Community Resource Officer - \$6.00 per capita.

**(56) Cemetery**

- Carry forward project – GIS project
- Tree replacement
- Cremation garden revitalization
- Grave cover removal (3)

**(61) Planning**

- Carry forward project – complete IDP review – funded through MSI Operating.

**(63) Economic Development**

- Carry forward project – website redevelopment – funded through MSI Operating.
- Carry forward project – entrance sign replacement – funded through infrastructure reserves.

**(66) Subdivision and Land Development**

- Demolition of tax recovery property – proposed funding through development reserve.

**(74) Culture**

- Annual operating grant to the Sedgewick Library and Parkland Regional Library.

**Town of Sedgewick  
2017 Municipal Budget**

**Overall Municipal Budget:**

		OPTION 1 - 2017 Proposed Budget	OPTION 2 - 2017 Proposed Budget
<b>Revenues:</b>	<b>2016 Budget</b>		
Minimum Tax Levy	74,444		
AB Education - Residential	171,630		
AB Education - Commercial	54,817		
Seniors Housing (FRHG)	19,851	13,765	13,765
Municipal Levy - Linear	11,450		
Municipal Levy - Residential	557,174		
Municipal Levy - Commercial	140,872		
Municipal Levy - Federal GIL	859	900	900
Tax Penalties	21,850	21,850	21,850
Fortis AB Franchise Fees	37,000	46,820	46,820
Dividend Income	5,000	5,000	5,000
Royalties Income	2,500	2,500	2,500
<b>Total Revenue:</b>	<b>1,097,447</b>	<b>90,835</b>	<b>90,835</b>
<b>Requisitions:</b>			
Planning Requisition	2,300	-	-
AB Education - Residential	171,630		
AB Education - Commercial	54,817		
Seniors Housing (FRHG)	19,851	13,765	13,765
<b>Total Requisition Expenditures:</b>	<b>248,598</b>	<b>13,765</b>	<b>13,765</b>
<b>Net Surplus/(Deficit)</b>	<b>848,849</b>	<b>77,070</b>	<b>77,070</b>
<b>Expenditures:</b>			
(11) Council	(47,000)	(52,775)	(52,775)
(12) Administration	(292,998)	(305,670)	(305,670)
(19) Legislative	(550)	(550)	(550)
(21) Police	-	-	-
(23) Fire	(49,921)	(41,912)	(41,912)
(24) Disaster Services	(1,500)	(1,500)	(1,500)
(26) Bylaw Enforcement	3,375	3,900	3,900
(32) Public Works	(345,949)	(342,699)	(342,699)
(37) Storm Sewer	(250)	(3,000)	(3,000)
(41) Water	(6,542)	(24,255)	(24,255)
(42) Sewer	75,468	67,636	67,636
(43) FRSWMA	-	-	-
(51) Social Services	(7,285)	(8,081)	(13,226)
(56) Cemetery	(800)	(800)	(800)
(61) Planning	(1,500)	(1,500)	(1,500)
(63) Economic Development	(20,295)	(645)	(645)
(66) Subdivision & Land Dev.	(750)	(750)	(750)
(72) Recreation	(196,629)	(201,775)	(201,775)
(74) Culture	(28,190)	(28,055)	(28,055)
(91) Natural Gas	72,469	72,072	72,072
<b>Total Expenditures = taxes levied:</b>	<b>(848,847)</b>	<b>(870,359)</b>	<b>(875,504)</b>
<b>Net Surplus/(Deficit)</b>	<b>2</b>	<b>(793,289)</b>	<b>(798,434)</b>

***Net Surplus/(Deficit) = Net Taxes Required***

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Town of Sedgewick  
**Budgetary Control**  
For the Period 1/01/16 - 12/31/16

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
<b>General Municipal Revenues</b>						
100110 - Tax Levy - Minimum Municipal Tax				74,444.00	(74,444.00)	
100111 - Tax Levy - ASFF - Residential			171,530.21	171,630.00	(99.79)	99.9
100112 - Tax Levy - ASFF - Non-Residential			54,816.96	54,817.00	(0.04)	100.0
100113 - Tax Levy - Seniors' Housing			19,841.59	19,851.00	(9.41)	100.0
100114 - Tax Levy - Linear Assessment			13,591.20	11,450.00	2,141.20	118.7
100115 - Tax Levy - Residential Assessment			607,277.79	557,174.00	50,103.79	109.0
100116 - Tax Levy - Commercial Assessment			162,878.28	140,872.00	22,006.28	115.6
100201 - Federal G.I.L.			900.00	859.00	41.00	104.8
100510 - Penalties And Costs			20,013.30	21,850.00	(1,836.70)	91.6
100530 - Fortis AB Franchise Fee		2,907.23	33,477.98	37,000.00	(3,522.02)	90.5
100551 - Dividend Income			6,429.45	5,000.00	1,429.45	128.6
100552 - Royalties Income			2,506.47	2,500.00	6.47	100.3
100700 - Conditional Grants-Heritage Canada			2,000.00		2,000.00	
111840 - Provincial Grant - Operating				6,000.00	(6,000.00)	
<b>Total General Municipal Revenues:</b>		2,907.23	1,095,263.23	1,103,447.00	(8,183.77)	99.3
<b>General Administration</b>						
112210 - VCU Interest			89,802.08	20,500.00	69,302.08	438.1
112410 - Misc. Admin. Rev.		38.70	38,243.51	3,500.00	34,743.51	1092.7
112560 - Bdlg/Land Rental			7,160.21	9,400.00	(2,239.79)	76.2
112561 - Machine Rentals (Copies/Fax)			47.51	125.00	(77.49)	38.0
112840 - Provincial Grant - Operating				21,280.00	(21,280.00)	
112845 - Cond. Operating Grant (MSP)				59,340.00	(59,340.00)	
112920 - Drawn From Operating Reserves				5,800.00	(5,800.00)	
<b>Total General Administration:</b>		38.70	135,253.31	119,945.00	15,308.31	112.8
<b>Police Dept. &amp; Services Used</b>						
121840 - MSI Operating - Policing				1,716.00	(1,716.00)	
<b>Total Police Dept. &amp; Services Used:</b>				1,716.00	(1,716.00)	
<b>Fire And Prevention Services</b>						
123410 - Fire Fees Charged			6,650.00	7,680.00	(1,030.00)	86.6
123412 - Misc. Fire Revenues			1,700.00	6,000.00	(4,300.00)	28.3
123540 - Town/County Fire Reserve Int.			2,827.28		2,827.28	
123590 - County Agreement			10,000.00	7,500.00	2,500.00	133.3
123592 - County Operating Grant			12,720.00	19,455.00	(6,735.00)	65.4
<b>Total Fire And Prevention Services:</b>			33,897.28	40,635.00	(6,737.72)	83.4

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Town of Sedgewick  
**Budgetary Control**  
For the Period 1/01/16 - 12/31/16

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
<b>Disaster &amp; Emergency Services</b>						
124840 - Prov. Disaster Services Grant				3,500.00	(3,500.00)	
<b>Total Disaster &amp; Emergency Services:</b>				3,500.00	(3,500.00)	
<b>By-Laws Enforcement And Other</b>						
126510 - Municipal BEO Fines			225.00	225.00		100.0
126521 - Permits - Bldg., Gas, Electric, Plumbing			16,257.25	1,500.00	14,757.25	1083.8
126522 - Hawkers/Pedlar License			175.00	350.00	(175.00)	50.0
126525 - Animal Licenses			2,049.00	1,500.00	549.00	136.6
<b>Total By-Laws Enforcement And Other:</b>			18,706.25	3,575.00	15,131.25	523.3
<b>Roads, Streets, Walks, Lights</b>						
132232 - Misc. PW Revs		270.00	2,356.21	500.00	1,856.21	471.2
132561 - Machine Rentals			1,352.34	4,000.00	(2,647.66)	33.8
132920 - Tfr. From Reserves				18,000.00	(18,000.00)	
132921 - Transfer from Capital Reserves				15,000.00	(15,000.00)	
<b>Total Roads, Streets, Walks, Lights:</b>		270.00	3,708.55	37,500.00	(33,791.45)	9.9
<b>Water Supply And Distribution</b>						
141410 - Sale Of Water			88,808.14	106,000.00	(17,191.86)	83.8
141510 - Water Penalties			382.97	600.00	(217.03)	63.8
141590 - Bulk Water Revs			1,703.90	2,500.00	(796.10)	68.2
141820 - Water Infrastructure Renewal			56,495.79	61,500.00	(5,004.21)	91.9
141825 - Water Meter Replacement Reserve			21,217.01	23,000.00	(1,782.99)	92.3
141920 - Tfr From Reserves				100,000.00	(100,000.00)	
<b>Total Water Supply And Distribution:</b>			168,607.81	293,600.00	(124,992.19)	57.4
<b>Sewage Service And Treatment</b>						
142410 - Sewer Service Fees			109,870.02	120,000.00	(10,129.98)	91.6
142510 - Sewer Penalties			383.36	400.00	(16.64)	95.8
142820 - Sewer Infrastructure Renewal			47,494.12	51,700.00	(4,205.88)	91.9
142920 - Transfer from Reserves				110,000.00	(110,000.00)	
<b>Total Sewage Service And Treatment:</b>			157,747.50	282,100.00	(124,352.50)	55.9
<b>Garbage Collection &amp; Disposal</b>						
143410 - Collection And Disposal Fees			126,702.00	139,035.00	(12,333.00)	91.1
143510 - Garbage Penalties			473.61	500.00	(26.39)	94.7
143590 - Other Revenue			50.00	100.00	(50.00)	50.0

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Town of Sedgewick  
**Budgetary Control**  
For the Period 1/01/16 - 12/31/16

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
<b>Total Garbage Collection &amp; Disposal:</b>			127,225.61	139,635.00	(12,409.39)	91.1
<b>Family &amp; Community Support</b>						
151930 - Contrib. from Operating Reserves				5,145.00	(5,145.00)	
<b>Total Family &amp; Community Support:</b>				5,145.00	(5,145.00)	
<b>Cemetery</b>						
156410 - Plot Sales			600.00	600.00		100.0
156415 - Memorial Book Sales				100.00	(100.00)	
156510 - Goods & Services			555.37	500.00	55.37	111.1
<b>Total Cemetery:</b>			1,155.37	1,200.00	(44.63)	96.3
<b>Municipal Planning &amp; Zoning</b>						
161840 - Grants - MSI				3,200.00	(3,200.00)	
<b>Total Municipal Planning &amp; Zoning:</b>				3,200.00	(3,200.00)	
<b>Economic Development</b>						
163800 - Economic Development Activities				38,500.00	(38,500.00)	
<b>Total Economic Development:</b>				38,500.00	(38,500.00)	
<b>Recreation/Parks Facilities</b>						
172410 - Recreation Land Rental				500.00	(500.00)	
172540 - Rec.Subdivision Reserve Int.			81.56		81.56	
172590 - Other Revenues			7,500.00		7,500.00	
172846 - Provincial - MSI Operating				15,000.00	(15,000.00)	
172920 - Tfr. From Reserves				253,000.00	(253,000.00)	
<b>Total Recreation/Parks Facilities:</b>			7,581.56	268,500.00	(260,918.44)	2.8
<b>Gas Production &amp; Distribution</b>						
191410 - Sale Of Gas			217,983.52	361,250.00	(143,266.48)	60.3
191411 - Gas S/C			103,886.39	103,680.00	206.39	100.2
191412 - SKNGS Reserve Fund Income				11,520.00	(11,520.00)	
191413 - Nat.Gas - Town Facilities			3,751.63	6,000.00	(2,248.37)	62.5
191510 - Gas Penalties			1,107.48	2,000.00	(892.52)	55.4
191590 - Gas Install.& Misc. Revs		1,745.00	1,745.00	3,000.00	(1,255.00)	58.2
<b>Total Gas Production &amp; Distribution:</b>		1,745.00	328,474.02	487,450.00	(158,975.98)	67.4
<b>Revenue Totals:</b>		4,960.93	2,077,620.49	2,829,648.00	(752,027.51)	73.4



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Town of Sedgewick  
**Budgetary Control**  
For the Period 1/01/16 - 12/31/16

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
<b>Requisitions</b>						
202740 - WCPA Requisition			2,299.70	2,300.00	0.30	100.0
202741 - ASFF Non Res			39,159.49	54,817.00	15,657.51	71.4
202750 - ASFF Res/Farm			130,677.93	171,630.00	40,952.07	76.1
202751 - Seniors' Housing (FRHG)			19,851.00	19,851.00		100.0
<b>Total Requisitions:</b>			191,988.12	248,598.00	56,609.88	77.2
<b>Council And Other Legislative</b>						
211130 - Clr. - Employer Contrib.			592.31	600.00	7.69	98.7
211151 - Clr Fees - Taxable			18,974.19	24,200.00	5,225.81	78.4
211152 - Clr Fees - Non-Taxable			9,043.24	12,100.00	3,056.76	74.7
211211 - Travel/Subs.	74.00		5,330.29	8,400.00	3,069.71	63.5
211212 - Education			6,383.00	7,000.00	617.00	91.2
211274 - Insurance			490.28	500.00	9.72	98.1
211510 - Council Supplies			303.45	200.00	(103.45)	151.7
<b>Total Council And Other Legislative:</b>	74.00		41,116.76	53,000.00	11,883.24	77.6
<b>General Administration</b>						
212110 - Salaries		962.50	169,959.71	185,355.00	15,395.29	91.7
212120 - Salaries - Prt.Time			3,466.32	3,785.00	318.68	91.6
212130 - Employer Contrib.			31,770.34	36,983.00	5,212.66	85.9
212131 - WCB			5,470.83	6,500.00	1,029.17	84.2
212211 - Travel/Subs.		150.48	7,444.26	5,600.00	(1,844.26)	132.9
212212 - Education/Training			14,760.20	17,600.00	2,839.80	83.9
212213 - Occupational Health & Safety			6,480.00	8,160.00	1,680.00	79.4
212215 - Freight			15.15	150.00	134.85	10.1
212216 - Postage	18.79		134.65	1,100.00	965.35	12.2
212217 - Telephone		288.21	4,676.44	5,280.00	603.56	88.6
212218 - Internet/Website Costs		84.99	1,104.57	975.00	(129.57)	113.3
212220 - Advertising, Printing, Etc.			3,207.92	9,200.00	5,992.08	34.9
212221 - Municipal Memberships			6,801.93	6,620.00	(181.93)	102.8
212230 - Audit Fees			9,100.00	9,200.00	100.00	98.9
212231 - Assessor		1,048.00	12,452.00	12,485.00	33.00	99.7
212232 - Legal & LTO		3,447.08	12,255.41	6,500.00	(5,755.41)	188.5
212250 - Buildings R&M			863.95	500.00	(363.95)	172.8
212251 - Equipment R&M Contracted		2,136.30	41,484.16	78,280.00	36,795.84	53.0
212274 - Insurance		68.74	9,141.68	8,300.00	(841.68)	110.1
212400 - Bad Debts			14.34		(14.34)	

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Town of Sedgewick  
**Budgetary Control**  
For the Period 1/01/16 - 12/31/16

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
212510 - Office Supplies	28.98	1,288.90	7,395.76	5,000.00	(2,395.76)	147.9
212511 - Janitorial Supplies	156.95		651.52	1,000.00	348.48	65.2
212540 - Electricity			1,826.64	2,200.00	373.36	83.0
212541 - Natural Gas			452.75	650.00	197.25	69.7
212915 - Other Expenses			480.27	520.00	39.73	92.4
212961 - Contrib.Office Equip.Reserves			1,000.00	1,000.00		100.0
<b>Total General Administration:</b>	204.72	9,475.20	352,410.80	412,943.00	60,532.20	85.3
<b>Admin. Other - Election</b>						
219150 - Election Officer Fees			380.96	400.00	19.04	95.2
219290 - Election Costs				150.00	150.00	
<b>Total Admin. Other - Election:</b>			380.96	550.00	169.04	69.3
<b>Police Services</b>						
221350 - Flagstaff Constable Contract			1,144.00	1,716.00	572.00	66.7
<b>Total Police Services:</b>			1,144.00	1,716.00	572.00	66.7
<b>Fire And Prevention Services</b>						
223120 - Fire Fighter Fees			(152.38)	29,330.00	29,482.38	100.5
223130 - Employer Contributions				350.00	350.00	
223211 - Subs/Km/Misc.			333.34	1,580.00	1,246.66	21.1
223212 - Education/Training			1,700.00	7,070.00	5,370.00	24.1
223213 - Occupational Health & Safety				2,750.00	2,750.00	
223215 - Freight		40.00	40.00	200.00	160.00	20.0
223217 - Phones/Alarm	0.21	170.84	2,302.02	4,836.00	2,533.98	47.6
223218 - Internet Costs		105.68	550.53	530.00	(20.53)	103.9
223230 - EMS Regional Dispatch Costs			2,828.10	2,800.00	(28.10)	101.0
223250 - Building R&M (Contractor)			704.18	200.00	(504.18)	352.1
223251 - Machine R&M			3,236.53	1,750.00	(1,486.53)	184.9
223252 - Machine R&M (County)			436.04	2,750.00	2,313.96	15.9
223274 - Insurance		131.55	3,433.56	3,460.00	26.44	99.2
223350 - Rescue Unit Req.			1,473.69	2,400.00	926.31	61.4
223510 - Gen. Goods & Services		6,311.93	11,620.91	12,250.00	629.09	94.9
223511 - Vehicle Fuel		57.93	334.66	750.00	415.34	44.6
223512 - Vehicle Fuel (County)			347.97	600.00	252.03	58.0
223540 - Electricity			2,096.19	3,400.00	1,303.81	61.7
223541 - Natural Gas		90.78	701.22	1,050.00	348.78	66.8
223764 - Cont.To Cap. Reserves-Town/County			7,500.00	7,500.00		100.0
223766 - Transfer to Capital Reserve			5,000.00	5,000.00		100.0

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Town of Sedgewick  
**Budgetary Control**  
For the Period 1/01/16 - 12/31/16

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
<b>Total Fire And Prevention Services:</b>	0.21	6,908.71	44,486.56	90,556.00	46,069.44	49.1
<b>Disaster &amp; Emergency Services</b>						
224130 - Employer Contributions			36.87	100.00	63.13	36.9
224211 - Kms/Subs/Misc.			159.43	400.00	240.57	39.9
224512 - Training/Education			1,368.90	4,500.00	3,131.10	30.4
<b>Total Disaster &amp; Emergency Services:</b>			1,565.20	5,000.00	3,434.80	31.3
<b>By-Laws Enforcement And Other</b>						
226233 - Building Permits			25.00		(25.00)	
226234 - Animal Control				200.00	200.00	
<b>Total By-Laws Enforcement And Other:</b>			25.00	200.00	175.00	12.5
<b>Roads, Streets, Walks, Lights</b>						
232110 - Salaries			71,961.04	75,541.00	3,579.96	95.3
232120 - Salaries Prt-Time			35.71	15,300.00	15,264.29	0.2
232130 - Employer Contributions			18,536.02	17,753.00	(783.02)	104.4
232211 - Travel/Subs.	46.80		2,008.07	3,500.00	1,491.93	57.4
232212 - Education/Training			1,247.28	3,800.00	2,552.72	32.8
232215 - Freight		17.60	126.39	800.00	673.61	15.8
232217 - Telephone		138.99	3,901.40	3,780.00	(121.40)	103.2
232250 - Buildings R&M				19,000.00	19,000.00	
232251 - Machine R&M Contracted	250.77	1,660.12	11,711.14	22,075.00	10,363.86	53.1
232252 - Streets/Sidewalks/Curbs R&M	1,188.00	602.96	40,992.89	26,000.00	(14,992.89)	157.7
232274 - Insurance		286.08	6,841.88	7,000.00	158.12	97.7
232510 - Sm.Equip/Misc.Supplies	325.92	306.64	8,614.83	7,000.00	(1,614.83)	123.1
232511 - Vehicle Fuel		453.19	7,691.14	7,000.00	(691.14)	109.9
232512 - Shop Tools			3,260.02	1,000.00	(2,260.02)	326.0
232540 - Electricity			2,723.21	3,300.00	576.79	82.5
232541 - Natural Gas		211.94	1,356.19	2,000.00	643.81	67.8
232542 - Street Lites			43,395.48	56,100.00	12,704.52	77.4
232630 - Equipment Purchases				15,000.00	15,000.00	
232760 - Contrib. - Truck Reserve			7,500.00	7,500.00		100.0
232762 - Contr. To Infrastructure Cap. Res.			84,318.00	75,000.00	(9,318.00)	112.4
232769 - Contrib. to PW Building Res.			5,000.00	5,000.00		100.0
232920 - Cont To PW Equip.Res			10,000.00	10,000.00		100.0
<b>Total Roads, Streets, Walks, Lights:</b>	1,811.49	3,677.52	331,220.69	383,449.00	52,228.31	86.4

**Storm Sewers And Drainage**

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Town of Sedgewick  
**Budgetary Control**  
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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
237251 - Rpr. & Maint.			52.24	250.00	197.76	20.9
<b>Total Storm Sewers And Drainage:</b>			52.24	250.00	197.76	20.9
<b>Water Supply And Distribution</b>						
241110 - Salaries And Wages			36,095.52	24,014.00	(12,081.52)	150.3
241130 - Employer Contributions			8,459.30	5,478.00	(2,981.30)	154.4
241212 - Education/Training				2,500.00	2,500.00	
241215 - Freight		29.00	3,154.39	5,000.00	1,845.61	63.1
241217 - Telephone		66.27	774.11	800.00	25.89	96.8
241218 - WTP Internet		49.95	599.40	600.00	0.60	99.9
241235 - Water Meter Reading Fees				3,900.00	3,900.00	
241250 - Building R&M			157.88	1,000.00	842.12	15.8
241251 - Equipment R&M Contracted		3,900.00	27,068.09	135,000.00	107,931.91	20.1
241274 - Insurance		618.27	3,954.72	4,050.00	95.28	97.7
241510 - Gen. Goods & Services	35.48	925.61	8,215.68	8,000.00	(215.68)	102.7
241530 - Chemicals			7,346.30	9,000.00	1,653.70	81.6
241540 - Electricity			12,114.03	15,000.00	2,885.97	80.8
241541 - Natural Gas		197.63	1,366.40	1,300.00	(66.40)	105.1
241765 - Transfer to Capital Reserves				61,500.00	61,500.00	
241766 - Transfer to Res. - WMF				23,000.00	23,000.00	
<b>Total Water Supply And Distribution:</b>	35.48	5,786.73	109,305.82	300,142.00	190,836.18	36.4
<b>Sewage Service &amp; Treatment</b>						
242110 - Salaries			11,971.84	24,024.00	12,052.16	49.8
242130 - Employer Contributions			2,672.37	5,478.00	2,805.63	48.8
242217 - Telephone/Alarm		136.49	1,593.13	1,650.00	56.87	96.6
242250 - Building R&M			277.60	500.00	222.40	55.5
242251 - Equipment R&M Contracted			5,314.59	7,500.00	2,185.41	70.9
242255 - Sewage Lagoon			36,649.20	110,000.00	73,350.80	33.3
242274 - Insurance		146.28	935.32	1,000.00	64.68	93.5
242510 - Supplies			415.48	500.00	84.52	83.1
242540 - Electricity			3,119.89	3,650.00	530.11	85.5
242541 - Natural Gas		49.89	442.76	630.00	187.24	70.3
242930 - Tfr. To Infra.Reserve				51,700.00	51,700.00	
<b>Total Sewage Service &amp; Treatment:</b>		332.66	63,392.18	206,632.00	143,239.82	30.7
<b>Garbage Collection &amp; Disposal</b>						
243350 - FRSWMA Requisition			134,230.48	134,230.00	(0.48)	100.0
243510 - General Goods & Services			2,321.60	1,500.00	(821.60)	154.8

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Town of Sedgewick  
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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
243762 - Contrib. to Capital - Landfill Expansion				3,905.00	3,905.00	
<b>Total Garbage Collection &amp; Disposal:</b>			136,552.08	139,635.00	3,082.92	97.8
<b>Family And Community Support</b>						
251350 - FFCS Req.			7,284.50	7,285.00	0.50	100.0
251356 - Community Resource Officer			1,285.50	5,145.00	3,859.50	25.0
<b>Total Family And Community Support:</b>			8,570.00	12,430.00	3,860.00	69.0
<b>Cemetery</b>						
256250 - Rpr.& Maint.				500.00	500.00	
256510 - Gen. Goods & Services			285.72	500.00	214.28	57.1
256762 - Contrib. to Capital			1,000.00	1,000.00		100.0
<b>Total Cemetery:</b>			1,285.72	2,000.00	714.28	64.3
<b>Mun. Planning &amp; Zoning, Etc.</b>						
261200 - Gen. Services Contr.				3,200.00	3,200.00	
261510 - ARB Costs - LARB, CARB				1,500.00	1,500.00	
<b>Total Mun. Planning &amp; Zoning, Etc.:</b>				4,700.00	4,700.00	
<b>Economic Development</b>						
263350 - BRAED Membership			640.27	645.00	4.73	99.3
263360 - FIP Membership		53.88	8,313.96	19,150.00	10,836.04	43.4
263510 - Goods & Supplies			14,196.55	39,000.00	24,803.45	36.4
<b>Total Economic Development:</b>		53.88	23,150.78	58,795.00	35,644.22	39.4
<b>Subdiv. Land And Developments</b>						
266200 - Gen. Service Contr.			27,813.75	750.00	(27,063.75)	3708.5
<b>Total Subdiv. Land And Developments:</b>			27,813.75	750.00	(27,063.75)	3708.5
<b>Recreation &amp; Parks Facilities</b>						
272110 - Salaries - Fulltime			11,971.84	24,054.00	12,082.16	49.8
272120 - Salaries - Prt-Time			43,775.48	27,622.00	(16,153.48)	158.5
272130 - Employer Contrib.			5,211.60	7,053.00	1,841.40	73.9
272251 - Equipment R&M				500.00	500.00	
272252 - Building R&M				500.00	500.00	
272260 - Parks Improvements			248,739.21	270,000.00	21,260.79	92.1
272274 - Insurance		1,643.65	19,017.07	18,100.00	(917.07)	105.1
272510 - Gen. Goods & Services	(79.99)	3,422.38	29,943.85	500.00	(29,443.85)	5988.8
272540 - Electricity			2,744.85	3,300.00	555.15	83.2

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Town of Sedgewick  
**Budgetary Control**  
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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
272541 - Rec Centre - Water	(0.01)	255.75	1,631.87	3,000.00	1,368.13	54.4
272769 - Contrib. to Rec Reserves			64,500.00	94,500.00	30,000.00	68.3
272779 - Rec Centre Grant - Ag Society Rent				500.00	500.00	
272790 - Grant -Recreation Centre Operating				15,500.00	15,500.00	
<b>Total Recreation &amp; Parks Facilities:</b>	(80.00)	5,321.78	427,535.77	465,129.00	37,593.23	91.9
<b>Culture: Hall, Library, Etc.</b>						
274274 - Insurance		529.76	3,504.25	4,000.00	495.75	87.6
274770 - Grant - Library			6,550.00	6,550.00		100.0
274771 - Grant - Hall Operating			6,000.00	6,000.00		100.0
274774 - P.R.L. Req.			6,753.16	6,640.00	(113.16)	101.7
274920 - Contribution to Capital - Hall			5,000.00	5,000.00		100.0
<b>Total Culture: Hall, Library, Etc.:</b>		529.76	27,807.41	28,190.00	382.59	98.6
<b>Gas Production &amp; Distribution</b>						
291110 - Salaries				15,872.00	15,872.00	
291130 - Employers Contrib.				3,529.00	3,529.00	
291215 - Freight		480.00	480.00	300.00	(180.00)	160.0
291216 - Postage			5,950.00	6,500.00	550.00	91.5
291220 - Advert/Printing			504.72	400.00	(104.72)	126.2
291250 - Gas System R&M			13,655.54	21,350.00	7,694.46	64.0
291251 - Mach. R&M			4,572.40	4,000.00	(572.40)	114.3
291260 - New Install. Costs			230.00	3,000.00	2,770.00	7.7
291290 - Taxes/Misc.			7,396.41	8,700.00	1,303.59	85.0
291350 - Admin. Costs	6,010.01		51,441.57	72,250.00	20,808.43	71.2
291510 - Gen. Goods & Services				500.00	500.00	
291532 - Gas Purch For Resale	24,181.45		146,612.05	255,000.00	108,387.95	57.5
291541 - Natural Gas		100.34	594.45	540.00	(54.45)	110.1
291760 - SKNGS Reserve Fund	942.00		10,402.00	11,520.00	1,118.00	90.3
291762 - Contrib. To Capital				11,520.00	11,520.00	
<b>Total Gas Production &amp; Distribution:</b>	31,133.46	580.34	241,839.14	414,981.00	173,141.86	58.3
<b>Expense Totals:</b>	33,179.36	32,666.58	2,031,642.98	2,829,646.00	798,003.02	71.8
<b>Net Surplus (Deficit):</b>	(33,179.36)	(27,705.65)	45,977.51	2.00	45,975.51	####.#

**TOWN OF SEDGEWICK**  
**MUNICIPAL SUSTAINABILITY INITIATIVE (MSI) OPERATING - UPDATED**

<b>Designated Projects (2016)</b>	<b>Total Designated Per Project</b>	<b>Completed Project</b>	<b>Unexpended</b>	<b>Carry Forward Project</b>
Governance	\$ 25,150	\$ 12,878	\$ 12,272	
Infrastructure Management	\$ 8,180	\$ 8,180	\$ -	
Parks, Sport and Recreation	\$ 15,000	\$ 15,000	\$ -	
Planning and Development	\$ 20,200		\$ 20,200	\$ 20,200
Public Security and Safety	\$ 10,361	\$ 1,716	\$ 8,645	-
Staff Development	\$ 13,100	\$ 13,100	\$ -	
<b>Total:</b>	<b>\$ 91,991</b>	<b>\$ 50,874</b>	<b>\$ 41,117</b>	

<b>Summary</b>	
Anticipated Carry Forward on Nov. 7, 2016 for 2017	\$ 50,262
Additional Unexpended Carry Forward	\$ 20,917
Carry Forward Project Expense	\$ 20,200
<b>Subtotal:</b>	<b>\$ 91,379</b>

<b>Designated Projects (2016 Carry Forward)</b>	<b>Total Designated Per Project</b>
Planning and Development (website/IDP review)	\$ 20,200

<b>2017 Proposed Projects:</b>	<b>Total Designated Per Project</b>
(26) Contract BEO	\$ 10,000
(32) Contracted Health and Safety	\$ 10,000
(41) WTP security fencing	\$ 15,000
(41) WTP Engineering	\$ 20,000
(42) Sewer - Service lines	\$ 7,829
(63) FIP Requisition	\$ 8,350
	<b>\$ 91,379</b>
<b>Funds remaining:</b>	<b>\$ -</b>

*\*Note, numbers are close estimates, year end reporting will be done in Janaury.*



**Town of Sedgewick - Capital Transfers and Reserve Balances  
2017**

	<b>As Per Budget - Transfer to Reserves</b>	<b>As Per Budget - Reserve Transfer Collected on Monthly UT's.</b>	<b>Reserve Balance As of Dec. 14, 2016</b>
<b>(19) Administration</b>			
Admin. Equip. Reserve	1,000		4,250
<b>(23) Fire</b>			
Fire Building	5,000		28,565
Fire Equipment	10,000		142,101
<b>(32) Public Works (PW)</b>			
PW - Truck	7,500		32,739
PW - Heavy Equip.	20,000		67,914
PW - Infrastructure	60,000		200,798
PW - Building	5,000		8,819
<b>(41) Water</b>			
Water Meter Replacement Fee		23,000	<b>114,817</b> *
Water Infrs. Renewal Fee		61,500	<b>198,643</b> *
<b>(42) Sanitary Sewer</b>			
Sewer Infrs. Renewal Fee		51,700	<b>235,823</b> *
<b>(43) Waste</b>			
Waste Reserve		1,000	<b>4,836</b> *
<b>(56) Cemetery</b>			
Cemetery Pinning	1,000		4,000
<b>(72) Recreation</b>			
Recreation Capital	10,000		<b>418,354</b> *
<b>(74) Culture</b>			
Community Hall - Building	5,000		10,000
<b>(91) Gas System</b>			
Town - Gas Reserve	23,040	23,040	<b>70,575</b> *
<b>Subtotal:</b>	<b>147,540</b>	<b>160,240</b>	<b>1,542,235</b>
<b>2017 Grand Totals:</b>	<b>307,780</b>		

\* Indicates additional yearend entires, both transfers in and out as per the 2016 budget.

## General Ledger Transfers:

1. There are a number of duplicated reserve accounts that should be combined for ease of accounting:

<b>Reserve Account - Proposed Closure</b>	<b>Reserve Title</b>	<b>Last date of activity</b>	<b>Account Balance</b>	<b>Proposed Transfer</b>
49700994	Infras. Equip. Reserve	2008	\$64,836	49732900 Reserve - Infrastructure - Streets
49724901	Safe Community Hall Gen Set	2015	\$1,043	49791903 Reserve - Community Hall Building
49772993	Rec Centre - Energy Upgrades	2006	\$16,486	49700998 Reserve - Rec. Capital
49772992	Reserve - Tennis Club Residual Funds	2005	\$4,504	49700998 Reserve - Rec. Capital

2. The Flagstaff Regional Housing Group paid the 10% Municipal Reserve value upon subdivision on lands equating to \$31,440.95 in August.

Recommendation:

That the 10% Municipal Reserve paid for the subdivision of PRT NE 8-44-12 W4M be transferred to account 49700992 'Future Development Reserve'.

OR

That the 10% Municipal Reserve paid for the subdivision of PRT NE 8-44-12 W4M be transferred to account 49732900 'Infrastructure – Streets Reserve'.

3. The lagoon dredging and gate replacement project did not occur as intended in 2016. To date, the lagoons have been dredged however gates/manholes were not replaced. When the contractor came to site they pushed for a 300% increase from their quote to complete the work. It was agreed that the town would re-evaluate the lagoons gate/manhole replacement in 2017. Had the project gone as planned, the town was eligible to cover expenses with the use of Federal Gas Tax Funds (FGTF). Since the project has been split the

project is no longer eligible under the FGTF for lagoon dredging because this is considered regular maintenance. As a result, adjustments have to be made. \$36,649.20 was expended in 2016 against this project.

Recommendation:

That the cost for lagoon dredging be approved as an unbudgeted expenditure in 2016 in the amount of \$36,649.20 as the scope of the project changed and the use of Federal Gas Tax Funds is no longer valid.

4. There will be a surplus at the end of the year due to staffing changes in 2016. The administrative office is in need of a revitalization, flooring, paint, and window coverings. In addition to the face lift, I would like to construct an area for marketing, and secure the front entry. The revitalization will support/compliment municipal rebranding.

Recommendation:

That office revitalization occurs in 2017 and funds are allocated as follows:

- 112210 – VCU Interest - \$7,000
- 2016 Operating Surplus (salaries) - \$20,000

Revitalization shall not exceed this budget; any excess funds shall be transferred to 49732900 Infrastructure Reserve upon completion.

## Request for Decision (RFD)

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**Topic:** Fees & Charges Bylaw #528  
**Initiated by:** Council  
**Prepared by:** Amanda Davis  
**Attachments:** Fees & Charges Bylaw #528 - Draft

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### Recommendations:

1. That Council gives first reading to Bylaw #528.
  2. That Council gives second reading to Bylaw #528.
  3. That Council has third reading of Bylaw #528.
  4. That Council gives third and final reading to Bylaw #528.
- 

### Background:

Council approved various fee increases on December 1<sup>st</sup> that must be reflected in the Fees & Charges Bylaw.

Below is an overview of the changes:

- Removal of charges specific for Flagstaff Lodge under water and sewer as the development is considered an apartment.
- Increased gas meter charge to \$25/month.
- Increased gas line installation fee to \$1,500 plus extra installation costs.
- Increased winter burial fee to \$900.
- Removed costs for Subdivision Applications as the service provider has changed to Municipal Planning Service and they set rates. Formally covered through West Central Planning Service. This transition takes place on January 1<sup>st</sup>, 2017.

**BEING** a bylaw of the Town of Sedgewick, in the Province of Alberta, providing for the establishment of General Fees and charges for Goods and Services as delivered to the community.

**PURSUANT TO** provisions of the Municipal Government Act, Chapter M-26, 2000 and amendments thereto:

**WHEREAS** it is expedient for the Council of the Town of Sedgewick to enact a bylaw that establishes and maintains the General Fees and Charges for services rendered within the Town of Sedgewick;

**THEREFORE**, the Council of the Town of Sedgewick establishes the following rates for Goods and Services delivered to the Community, and ENACTS AS FOLLOWS:

- Title: This bylaw shall be known and may be cited as the “Fees and Charges Bylaw.”
- All previous rates for Goods and Services as delivered to the Community and as noted in this bylaw will be revoked and replaced by the following rates for Goods and Services as delivered in the Community.
- All previous rates for Goods and Services as delivered to the Community, and NOT noted in this bylaw, shall be deemed not changed or adjusted by Council and shall remain intact for those Goods and Services as delivered to the Community.

**A. WATER SERVICE CHARGES:**

**Monthly Water Rates**

- Water fee of \$1.50 per m<sup>3</sup> shall be levied.
- Each water account shall be levied a Meter Replacement Fee of \$5.
- Every property with a curb control valve shall be levied an Infrastructure Renewal Fee of \$11.52.
- Reconnection Fee for discontinued service due to non-payment or upon request: \$50.00
- Variances:
  - Split or shared services served by one meter shall equally fund the Infrastructure Renewal Fee of \$11.52
  - Non-metered water accounts fees:
    - Non-residential accounts \$10.50
    - Residential accounts \$30.00

**B. SANITARY SEWER SERVICE CHARGES:**

**Monthly Sanitary Sewer Rates**

<u>Sewer Level</u>	<u>Fee</u>
I	19.01
II	19.65
III	49.80
IV	63.47
V	84.83
VI	104.82

- All residential properties shall be placed at Level II.
- The Town shall have the right to decide which classification any building belongs.
- Variances:
  - Apartments and commercial properties with residential accommodations shall be placed on Level I for each suite
- Infrastructure Renewal Fee: \$9.75 per month, per account
- Properties not connected to the sanitary sewer system are exempt from the Infrastructure Renewal Fee.
- Variance:

Split or shared services served by one service shall equally fund the Infrastructure Renewal Fee.

**C. SOLID WASTE MANAGEMENT CHARGES:**

The Town of Sedgewick contracts the removal of solid waste in the municipality from the Flagstaff Regional Solid Waste Management Association.

The following monthly user fees shall be imposed:

1. Residential properties:

\$28.75
2. Non-Residential properties, not renting a bin

\$28.75
3. Duplex Units, each

\$28.75
4. All commercial accounts renting a bin will be invoiced separately by the Flagstaff Regional Solid Waste Management Association.

D. NATURAL GAS SERVICE CHARGES:

The following monthly user fees shall be imposed:

1. Gas meter maintenance charge:

\$25.00
2. Administration fee

\$ .40/Gj
3. Delivery Charge

\$ .85/Gj

Other fees:

Reconnection fee for discontinued service, due to non-payment or upon request \$50.00

Gas Line Installation fees:

Residential lines	Summer	\$1,500	Winter (Nov.1 – Mar.31)	\$1,500 plus extra installation costs
Commercial lines	Summer	\$1,500	Winter (Nov.1 – Mar.31)	\$1,500 plus extra installation costs
Large meters (>AL225 size)				\$1,500 plus extra installation costs
All Installations over 25 metres length				\$1,500 plus extra installation costs

E. BULK WATER SERVICE CHARGES:

1. \$11 per m<sup>3</sup> (\$0.05/gallon) at bulk water distribution station
2. The sale of the water and the amount sold shall be at the discretion of the Town of Sedgewick or its authorized officials, having regard to its own needs and local situation at the time.
3. The rates hereby imposed shall be payable upon receipt of the invoice from the Town and, if in default over 30 days, the Town shall have the right to deny any future requests for water.
4. Invoices shall be due on the last day of each and every month. In the event the charges remain unpaid after the last day of each billing month, there shall be added thereto by way of a penalty, an amount which shall be 2% of the then unpaid bill. The said penalty shall be added to and shall form part of the unpaid bulk water bill. The Town may enforce its right to deny future request for water until said outstanding amounts are paid in full.

F. GENERAL OFFICE FEES:

1. Photocopies:

a. Black & white

\$ .25/page

b. Color

\$ .50/page
2. Fax Services

\$1/page
3. NSF Cheque Charge

\$30
4. Tax Certificate confirming Tax Payment

\$30
5. Tax Certificate with Detailed Tax Statement

\$30
6. Assessment Information

\$30
7. Compliance Certificate

\$100
8. Municipal Development Plan

\$30
9. Land Use Bylaw

\$30
10. County Map

\$25
11. Provincial Flag

\$72/each
12. Canadian Flag

\$54.50/each
13. Application Fee – Amending LUB

\$250 per application plus all advertizing fees

G. PUBLIC EQUIPMENT RENTALS:

1. Bucket truck with operator:

In Town of Sedgewick

\$80/hour

Out of Town of Sedgewick

\$100/hour + mileage
2. Grader with operator:

\$137/hour
3. Gravel Truck (3 ton) with operator

\$105/hour
4. One Ton Truck

\$60/hour
5. Tractor Mower

\$60/hour
6. Hand Tamper

\$60/day
7. Transit

\$10/day
8. Street sweeper with operator

\$110/hour
9. Hotsy with operator

\$60/hour
10. Waterblaster

\$60/hour
11. Backhoe with operator

\$125/hour
12. Metal Detector

N/C

\$50 deposit required
13. Estate Sprayer

\$40/day
14. Tractor Broom with operator

\$110/hour
15. Trench shoring

\$25/day
16. Sidewalk forms

\$10/form
17. Barricades

\$5/barricade per day



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18. Sanitary Sewer Camera	\$150/hour plus travel
19. Sanitary Rotorooter	\$150/hour
20. Truck-Mounted Snowblower	\$125/hour

**Notes:** A \$50 per hour fee shall be charged for a second operator for all equipment rentals.  
Kilometrage charges shall apply to out of town rentals at the prevailing mileage rate.

A 15% administration fee shall be levied on all invoices.

**H. CEMETERY & MEMORIAL CAIRN FEES:**

1. Sale of Plot (casket burial)	\$200
2. Sale of Plot (cremation burial)	\$ 50
3. Memorial Book Space	\$ 50
4. Opening & Closing of Plots:	
Casket	Summer \$300
Cremation	Summer \$ 50
Weekend/Holiday Burials (Casket)	Winter (Nov. 1 April 30) \$900
Weekend/Holiday Burials (Cremations)	Winter (Nov. 1 April 30) \$150
	Additional \$500 fee
	Additional \$100 fee
5. Memorial Book Plaques	per supplier's invoice
6. Cemetery Monument Application	\$25
7. Grave liners	\$550
8. Conduit Pipes (intended for grave decorations) 24" in length	
a. ¾" - \$1.85/each	
b. 1" - \$3.25/each	
c. 1 ½" - \$6.75/each	

**I. SUBDIVISION APPLICATIONS:**

Rates set per Municipal Planning Services and are subject to changes.

No per lot application fee or endorsement fee is charged for the following:

Utility lots, reserve lots, or roads  
To separate two or more lots which are on a single title.  
To adjust the boundaries of an existing lot, or  
where the line of subdivision follows a surveyed intervening ownership.

**J. DEVELOPMENT APPLICATION PERMIT FEES:**

Residential Permit Fee	\$50
Commercial Permit Fee	\$50
Fences, Decks, Additions, Renovations, Small structures including garages	\$25

**K. MUNICIPAL FIREFIGHTING SERVICES:**

1. Fire Pumper Call-out – 1<sup>st</sup> hour (per unit) \$650.00
2. Each and every subsequent Hour (per unit) \$300
3. Fire Pumper Call-out – False Alarm (per unit) \$300
4. Volunteer Firefighter, per hour, per firefighter (in-town, three hours minimum) - \$20.00
5. Volunteer Firefighter, per hour, per firefighter (out of town *RURAL*, three hour minimum) - \$20.00
6. Volunteer Firefighter, per hour, per firefighter (out of town *URBAN*, three hour minimum) - \$30.00
7. Medical Assists – In-town – Flat Rate - \$200

**SEVERABILITY**

Should any provisions of this Bylaw be declared invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.

**AMENDMENT OF BYLAW**

Bylaw 523 is hereby rescinded.

**EFFECTIVE DATE**

This bylaw shall come into effect upon 15 Day of December 2016 A.D.

Read a First Time this 15 Day of December 2016 A.D.

Read a Second Time this 15 Day of December 2016 A.D.

Read a Third Time by Unanimous Consent and Finally Passed this 15 Day of December 2016 A.D.

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Perry Robinson, Mayor

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Amanda Davis, CAO

## Request for Decision (RFD)

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<b>Topic:</b>	<b>Land Use Bylaw #461 – Re-districting Request</b>
<b>Initiated by:</b>	Motion #2016.11.260/261
<b>Prepared by:</b>	Amanda Davis
<b>Attachments:</b>	Bylaw #527

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**Recommendations:**

***Pending discussion at the public hearing.***

**1. That council gives 2<sup>nd</sup> reading to Bylaw #527.**

**AND**

**2. That council gives 3<sup>rd</sup> reading to Bylaw #527.**

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**Background:**

Council gave first reading to Bylaw #527 at the November 17<sup>th</sup>, 2016 regular meeting. Following the public hearing scheduled for December 15<sup>th</sup> at 6:00PM council must determine whether to add additional readings to the bylaw.

**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/25m<sup>2</sup> (270 ft<sup>2</sup>) GFA

c. Section 63: Establishments of Land Use Districts

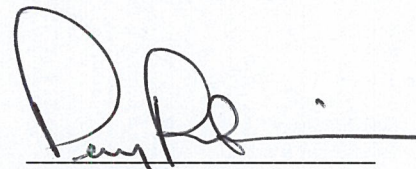
Direct Control 1

d. Section 75: DC1 Direct Control 1 District as Schedule “A” of this bylaw.

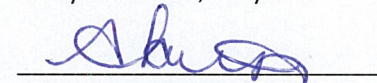
e. Schedule “A” Land District Map is hereby amended by changing the classification of Plan 5755S; Block C; Lots 29-30P from (R2) Residential Multi Family District to (DC1) Direct Control 1.

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

**Read** a First time this 17<sup>th</sup> 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 <sup>2</sup> (810 ft <sup>2</sup> ) for a one bedroom unit, and an additional 11 m <sup>2</sup> (119 ft <sup>2</sup> ) per unit for each bedroom in the unit included thereafter.
Minimum Parcel Area	Dwelling, Duplex, Triplex, Fourplex and Rowhouse (Per Unit): - 240 m <sup>2</sup> (2,592 ft <sup>2</sup> ) per unit. Dwelling, Apartment (Per Unit): - Shall be the greater of 555 m <sup>2</sup> (5,995 ft <sup>2</sup> ); or 80 m <sup>2</sup> (864 ft <sup>2</sup> )/one bedroom unit; 95 m <sup>2</sup> (1,026 ft <sup>2</sup> )/two bedroom unit; and 115 m <sup>2</sup> (1,242 ft <sup>2</sup> )/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> - 6.0 metres (19.7 feet). <u>Garage and Accessory Building</u> - None in Front Yard.
Rear Yard Setback	<u>Dwelling, Retail Store (charity)</u> - 6.0 metres (19.7 feet). <u>Garage and Accessory Building</u> - 0.6 metres (2.0 feet), except where vehicle doors face a lane 3.0 metres (9.8 feet). <u>Garage Roof Overhang</u> - 0.3 metres (1.0 feet).
Side Yard Setback	<u>Dwellings, Retail Store (charity)</u> - 1.5 metres (4.9 feet). <u>Garage and Accessory Building</u> - 1.5 metres (4.9 feet), except where vehicle doors face a lane 3.0 metres (9.8 feet). <u>Garage Roof Overhang</u> - 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)**

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**Topic:** 2017 Proposed Budget – Flagstaff Intermunicipal Partnership (FIP)  
**Initiated by:** 2017 Budget  
**Prepared by:** Debra Moffat  
**Attachments:** 2017 Proposed FIP Budget

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**Recommendations:**

**That the 2017 Flagstaff Intermunicipal Partnership budget is approved as presented.**

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**Background:**

See attached.

# Flagstaff Intermunicipal Partnership Committee

**Box 210  
FORESTBURG, AB  
T0B 1N0**

RECEIVED  
DEC 09 2016

December 6, 2016

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

Dear Sirs:

Re: FIP 2017 Operating Budget

During the December 5, 2016 Flagstaff Intermunicipal Partnership meeting, the committee approved the following motion:

*Moved by Member James Robertson to recommend to municipal councils that the Flagstaff Intermunicipal Partnership 2017 Operating Budget in the amount of \$102,000 as presented be approved as presented.*

A copy of the budget has been provided for presentation to your council.

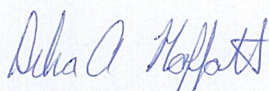
The requisitions for the 2017 budget will be:

	<u>Regular</u>	<u>SCADA</u>	<u>Total</u>
Village of Alliance	\$698.17	\$1,250.00	\$1,948.17
Town of Daysland	\$6,024.59	0.00	\$6,024.59
Flagstaff County	\$47,852.14	\$2,500.00	\$50,352.14
Village of Forestburg	\$5,326.87	\$1,250.00	\$6,576.87
Town of Hardisty	\$7,371.03	\$1,250.00	\$8,621.03
Village of Heisler	\$649.14	\$1,250.00	\$1,899.14
Town of Killam	\$7,681.87	\$1,250.00	\$8,931.87
Village of Loughheed	\$1,315.82	0.00	\$1,315.82
Town of Sedgewick	\$7,090.37	\$1,250.00	\$8,340.37
	<u>\$84,010.00</u>	<u>\$10,000.00</u>	<u>\$94,010.00</u>

Please remit your confirmation of approval as soon as possible.

If you have any questions regarding the above, please do not hesitate to contact the undersigned.

Yours truly;



Debra A. Moffatt, CAO  
Managing Partner  
Flagstaff Intermunicipal Partnership

Enc.



**DRAFT 2017 BUDGET**

		<u>2016 Budget</u>	<u>2016 Actual Nov 28/16</u>	<u>2017 Budget</u>		
REVENUE						
1-61-00-500	ASSESSMENT REV. BOARD	0.00	0.00			
1-61-00-550	Return on Investments	0.00	-41.92			
1-61-00-750	REVENUE OTHER LOCAL GOVERNMENTS	-82,100.00	-82,100.01	-94,010.00	(84,010.00)	Regular Requisition
					(10,000.00)	SCADA Requisition
1-61-00-840	PROVINCIAL GRANTS	-540,000.00	-190,000.00	0.00		
1-61-00-920	FROM RESERVES	-55,000.00		-7,990.00		SCADA IT Mtce Contract Year #1
1-61-00-950	WATER OPERATORS CONSORTIUM PROJECT	0.00	0.00			
TOTAL REVENUE		-677,100.00	-272,141.93	-102,000.00		
OPERATING EXPENSES						
2-61-00-110	SALARIES & BENEFITS	60,000.00	19,502.57	31,500.00		500 hours wages & benefits
2-61-00-150	MEETING EXPENSES	2,000.00	755.00	17,000.00	1,000.00	Rent & supplies for Regional Forums
					2,000.00	Council Orientation Meals
					4,000.00	Speakers for Regional Forums
					10,000.00	Speaker for Council Orientation
2-61-00-211	TRAVEL & SUBSISTENCE	4,050.00	487.15	14,000.00	500.00	FIP Clerk/Coordinator
					8,100.00	ARB Member Training
					5,400.00	SDAB Member Training
2-61-00-222	PROFESSIONAL DEVELOPMENT	500.00	310.81	4,000.00	2,100.00	ARB Member Training
					1,400.00	SDAB Member Training
					500.00	Miscellaneous
2-61-00-230	MANAGEMENT & PROFESSIONAL FEES	13,000.00	2,890.00	15,500.00	10,000.00	Management Fee
					3,500.00	Audit
					2,000.00	Legal & other Prof Fees
2-61-00-246	COMPUTER SUPPORT	1,180.00	549.40	1,170.00	665.88	Muniware
					500.00	Miscellaneous
2-61-00-247	WEBSITE MAINTENANCE	270.00	269.40	270.00		
2-61-00-500	ARB/SDAB HEARINGS	0.00	800.00	-		
2-61-00-510	OVERHEAD EXPENSES	600.00	573.87	570.00	573.87	Win/911 Support
2-61-00-511	SUPPLIES	500.00	13.25	-		
TOTAL OPERATING EXPENSES		82,100.00	26,151.45	84,010.00		
PROJECT EXPENSES						
2-61-00-950	WATER OPERATORS CONSORTIUM PROJECT	0.00	2,997.00	17,990.00	7,992.00	IT Mtce Contract Year (Jan-Aug)
					10,000.00	SCADA Mtce Contract & Supplies
2-61-00-951	REGIONAL GOVERNANCE PROJECT	245,000.00	162,713.43			
2-61-01-951	Reg Gov - Underground Infrastructure	350,000.00	33,682.25			
TOTAL PROJECT EXPENSES		595,000.00	199,392.68	17,990.00		
TOTAL EXPENSES		677,100.00	225,544.13	102,000.00		
NET REVENUE (OVER)/UNDER REVENUE		0.00	-46,597.80	0.00		
NOTES:	Management fee includes telephone & internet charges, postage, photocopy charges, and supervisor fees as provided by the Managing Partner					



FIP REQUISITION  
BASED ON DRAFT 2017 BUDGET

Operating Requisition						2017 Equalized Assessment			
	<u>Total Equalized Assessment</u>	<u>2017 Requisition</u>	<u>2016 Requisition</u>			<u>residential</u>	<u>non-res</u>	<u>farmland</u>	<u>Total</u>
Alliance	\$ 8,705,733.00	\$ 698.17	\$ 645.43	108.17%	52.75	6,182,983	2,522,750		8,705,733
Daysland	\$ 75,122,421.00	\$ 6,024.59	\$ 6,002.20	100.37%	22.39	68,363,368	6,757,573	1,480	75,122,421
Flagstaff	\$ 596,683,162.00	\$ 47,852.14	\$ 46,660.94	102.55%	1,191.20	329,408,082	101,487,490	165,787,590	596,683,162
Forestburg	\$ 66,422,376.00	\$ 5,326.87	\$ 5,533.75	96.26%	(206.88)	58,590,868	7,801,508	30,000	66,422,376
Hardisty	\$ 91,911,625.00	\$ 7,371.03	\$ 6,881.72	107.11%	489.31	65,758,395	26,130,750	22,480	91,911,625
Heisler	\$ 8,094,293.00	\$ 649.14	\$ 661.86	98.08%	(12.72)	7,017,505	1,076,788		8,094,293
Killam	\$ 95,787,667.00	\$ 7,681.87	\$ 7,626.56	100.73%	55.32	75,033,857	20,612,230	141,580	95,787,667
Lougheed	\$ 16,407,343.00	\$ 1,315.82	\$ 1,320.90	99.62%	(5.08)	12,893,707	3,512,916	720	16,407,343
Sedgewick	\$ 88,412,062.00	\$ 7,090.37	\$ 6,766.65	104.78%	323.73	72,555,728	15,845,744	10,590	88,412,062
	<u>\$ 1,047,546,682.00</u>	<u>\$ 84,010.00</u>	<u>\$ 82,100.00</u>	<u>102.33%</u>	<u>1,910.00</u>	<u>695,804,493</u>	<u>185,747,749</u>	<u>165,994,440</u>	<u>1,047,546,682</u>
	0.0000802								
						** Use only residential, non-residential & farmland			
<b>SCADA Requisition</b>			<b>Total Requisition</b>						
Alliance	\$ 1,250.00		Alliance	\$ 1,948.17					
Flagstaff - Galahad	\$ 1,250.00		Daysland	\$ 6,024.59					
Flagstaff - Strome	\$ 1,250.00		Flagstaff	\$ 50,352.14					
Forestburg	\$ 1,250.00		Forestburg	\$ 6,576.87					
Hardisty	\$ 1,250.00		Hardisty	\$ 8,621.03					
Heisler	\$ 1,250.00		Heisler	\$ 1,899.14					
Killam	\$ 1,250.00		Killam	\$ 8,931.87					
Sedgewick	\$ 1,250.00		Lougheed	\$ 1,315.82					
	<u>\$ 10,000.00</u>		Sedgewick	<u>\$ 8,340.37</u>					
				<u>\$ 94,010.00</u>					

## **Request for Decision (RFD)**

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<b>Topic:</b>	<b>2017 Proposed Budget – Sedgewick Golf Club (SGC)</b>
<b>Initiated by:</b>	2017 Budget
<b>Prepared by:</b>	SGC Board
<b>Attachments:</b>	2017 Proposed SGC Budget

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**Recommendations:**

**That the 2017 Sedgewick Golf Club budget is approved as presented.**

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**Background:**

Attached is the 2017 SGC budget for review.

The budget is self-explanatory and the board is not requesting financial assistance in 2017.

# SEDGEWICK GOLF CLUB

## Proposed Budget 2017

	Actual <u>Nov-16</u>		Proposed Budget <u>2017</u>
<b>REVENUE</b>			
<b>REVENUES</b>			
Pro Shop	9,333.98		10,000.00
Cost of sales - Pro Shop	<u>-5,991.59</u>		<u>-6,000.00</u>
Net Pro Shop		3,342.39	4,000.00
Kitchen	69,876.40		75,000.00
Cost of sales - Kitchen	<u>-32,552.41</u>		<u>-34,000.00</u>
Net Kitchen		37,323.99	41,000.00
Breakfasts	8,223.06		8,000.00
Cost of sales - Breakfasts	<u>-2,339.95</u>		<u>-2,000.00</u>
Net Breakfasts		5,883.11	6,000.00
Bar	107,689.77		110,000.00
Cost of sales - Bar	<u>-38,178.88</u>		<u>-40,000.00</u>
Net Bar		69,510.89	70,000.00
Tournaments	5,858.00		6,000.00
Cost of sales - Tournaments	<u>-4,775.60</u>		<u>-4,800.00</u>
Net Tournaments		1,082.40	1,200.00
Driving Range	2898.64		3,000.00
Cost of sales - Driving Range	<u>0</u>		
Net Driving Range		2,898.64	3,000.00
<b>GROSS PROFIT</b>		<u>120,041.42</u>	<u>122,200.00</u>
<b>OTHER REVENUES</b>			
Memberships	75,781.98		80,000.00
Rental income (Sheds)	11,713.70		12,850.00
Green Fees	54,112.31		60,000.00
Trackage, Carts & Club Rentals	26,026.89		25,000.00
Grants	1,000.00		1,000.00
Advertising	4,666.76		4,600.00
Interest earned	158.01		100.00
Other Income (Over/Under)	28.00		1,000.00
Other Fundraising (TV Raffle)	1,586.00		10,000.00
Donations	0.00		0.00
Discounts taken	69.85		0.00
Capital dispositions	952.38		0.00
Patronage Dividends	365.00		500.00
Draw from Reserves	<u>0.00</u>		<u>0.00</u>
<b>TOTAL OTHER REVENUES</b>		<u>176,460.88</u>	<u>195,050.00</u>
<b>TOTAL REVENUE</b>		<u>296,502.30</u>	<u>320,250.00</u>

## EXPENSE

### EXPENSES

Wages	185,942.04	186,000.00
C.P.P Expense	7,774.98	8,100.00
E.I Expense	4,031.61	4,900.00
WCB	<u>1,005.38</u>	<u>1,000.00</u>
Wages and benefits	198,754.01	200,000.00
Course Improvements	300.00	0.00
Grounds - General	31,399.16	28,000.00
Machinery R & M	13,546.26	10,000.00
Fuel & Oil	7,210.55	8,000.00
Clubhouse	5,557.47	7,000.00
Advertising and promotion	1,319.32	1,000.00
Utilities	16,314.96	16,500.00
Telephone	1,742.12	2,400.00
Internet	472.91	500.00
Office supplies	443.58	350.00
Freight	976.49	1,000.00
Fees, Dues, Conferences	720.00	500.00
Insurance, License & Memberships	287.50	2,600.00
Interest and bank charges	3,493.71	3,500.00
Fundraising	697.99	2,000.00
Casino Expenses	0.00	0.00
Capital Expenditures *	<u>14,095.00</u>	<u>35,000.00</u>
<b>TOTAL EXPENSES</b>	<u>297,331.03</u>	<u>318,350.00</u>
<b>TOTAL EXPENSE</b>	<u>297,331.03</u>	<u>318,350.00</u>
<b>NET INCOME</b>	<u><u>-828.73</u></u>	<u><u>1,900.00</u></u>

## CAO Town of Sedgewick

---

**From:** assessmentservicesbranch@gov.ab.ca  
**Sent:** December-07-16 2:19 PM  
**To:** Amanda Davis  
**Subject:** Bill 21 Announcement

I am pleased to inform you that Bill 21, the *Modernized Municipal Government Act*, was passed in the Legislature on December 6, 2016. One of the significant changes introduced in Bill 21 is the centralization of the assessment for designated industrial property (DIP).

What does this mean for municipalities?

This change will see the responsibility for the assessment of DIP (see below for the types of properties that will be included) transfer from the municipalities where they are physically located to the new Provincial Assessor within Municipal Affairs.

Designated Industrial Properties include:

1. Linear property: Pipelines, wells, telecommunication systems, towers, cell sites, the electric power system; electric power generation; cable television and railway (all but railway are currently assessed by Municipal Affairs);
2. Properties Regulated by the Alberta Energy Regulator (AER), Alberta Utility Commission (AUC), or the National Energy Board (NEB) which includes:
  - well site machinery and equipment and buildings;
  - oil and gas facilities such as batteries, compressor stations, gas plants, etc.
3. Properties named by the Ministry through a regulation:
  - It is estimated that approximately 150 facilities will be cited in the regulation. The list will include in-situ oil sands extraction facilities, forest products, oil and gas refineries, electric power generation facilities and petrochemical plants.

We wish to work collaboratively with you to ensure the success of this transition. The transition will begin in 2017 and will be implemented in a phased approach over the next three years. In the first phase in 2017, we will need municipalities to continue to prepare the assessments for taxation in 2018 and report the assessment to the Provincial Assessor so the provincial assessment roll and the assessment notices can be prepared by Municipal Affairs in February, 2018.

We will be in contact with you and your assessors shortly to discuss next steps. We will be taking a first step next week by sending a survey to you regarding the current status of the industrial properties and assessment processes in your municipalities.

In the meantime, if you would like more information about the *MMGA*, the regulation review process, or the transition to centralized assessment, please contact the Assessment Services Branch team at 780-422-1377.

Sincerely,

Meryl Whittaker

Assistant Deputy Minister

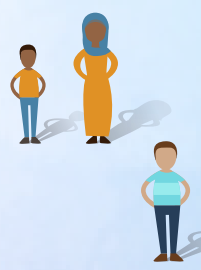
Municipal Assessment and Grants Division

No virus found in this message.

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

Version: 2016.0.7924 / Virus Database: 4728/13551 - Release Date: 12/07/16





# FCSSAA

## Annual Report 2016



# MESSAGE FROM THE FCSSAA PRESIDENT

Greetings,



Our focus over the last year has been to highlight the value of FCSS Programs in Alberta. We do this by continuing to advocate to the province the challenges FCSS programs are experiencing and working with the Government to not only create awareness, but to look for resolutions where possible.

FCSS programs have served communities in the province for 50 years and that is some accomplishment!

In 2015-2016, FCSS programs saw an increase in funding by the Alberta Government. The FCSS budget was increased from \$76 Million to \$101 Million - a much needed boost that hasn't been realized in 5 years!

In 2015-2016, we saw an increase in awareness of FCSS programs by the Alberta Government, especially in regards to the Alberta Wild Fire Response!

In 2016-2017, some of the areas the FCSSAA will be working on include: a communication strategy, supporting the members with new professional development opportunities, and creating and strengthening partnerships with government and other provincial organizations to effect social change across the province. We look forward to the next year and seeing Alberta's communities strengthened due to continued programs of FCSS Programs. Have a great year!

- Arnold Hanson

**208**  
FCSS  
PROGRAMS

AND

**193**  
FCSSAA  
MEMBERS

AND

**47**  
FCSSAA  
ASSOCIATE  
MEMBERS





“FCSS is the leader in  
preventative social  
support programs  
in Alberta.”

*“We build Albertans”*



# STATEMENT OF OPERATIONS AND OPERATING FUND BALANCE

FOR THE YEAR ENDED AUGUST 31, 2016

## REVENUE

	2016	2015
Interest Income - (**note 8)	\$ 26,920	\$ 6,029
Grant	185,000	165,000
Memberships	128,379	121,583
Miscellaneous - (**Schedule 1)	1,643	461
Conference revenue	159,079	138,069
Bursary and ECD Administration fee	117,990	420
	619,011	433,562

## EXPENSES

Amortization	\$ 1,526	\$ 1,566
Board Expense - (**Schedule 2)	28,438	30,816
Operating Expenses - (**Schedule 3)	65,955	68,985
Resource Bank - (**Schedule 4)	198,846	199,566
Conference Expenses - (**Schedule 5)	135,059	137,047
Interest reserve expenses	30,921	19,061
	460,745	457,041

\*\*Notes & Schedules included in AGM Package in the Audited Financial statements



# 2015 FCSSAA STRATEGIC PLAN

**GOAL 1: The Government of Alberta understands, recognizes and values the role FCSS fills in the prevention priorities set forth by the Ministry**

**Enhancing relationships with Government of Alberta**

- Finalizing the Early Childhood initiative with the Tri-Ministry Group

**Engaging our members in understanding how alignment of FCSS services with the GOA priorities and processes benefits Albertans**

**GOAL 2: Albertans understand recognize and value FCSS**

**Raising awareness about what FCSS does in communities**

- Completion of the Story Engine Materials
- Completion of the FCSS Video

**GOAL 3: FCSS is a respected partner with government, membership and other provincial organizations**

**Enhancing relationships with our members and Government of Alberta**

- Develop list of Provincial Organizations to enhance or build partnerships
- Inviting provincial groups to come to the FCSSAA Conference to increase professional development

**Strengthening Relationships with Members**

- Discussion Area of Website completed
- Newsletter started-will be changed to quarterly in 2017







## Advocacy

FCSSAA advocates on behalf of local communities and programs to the general public, municipal governments, regional service/government bodies, provincial agencies and authorities and national agencies and authorities.



## Tools and Resources

FCSSAA creates tools and resources to promote local FCSS programs and services. Develop critical tools to assist communities and programs to meet local mandates and needs.



## Resource Bank

The FCSSAA maintains a resource library, an online discussion area on its website and distributes information, job postings, as well as distributes information requests from FCSS programs to other FCSS programs and associate members in the province. FCSSAA also develops, acquires and shares tools, information and resources to all its members.



## Training & Professional Development

FCSSAA provides orientation and education to its members (advisory boards, staff, council members) via conferences, training events, newsletters and information included in the Resource Bank. FCSSAA works with other provincial organizations to share information about local concerns or issues of FCSS programs such as emerging or increasing social issues, gaps in services and other identified areas of community need. The goal is to help identify areas in which we share common issues so we can provide an advanced level of training and expertise in communities to utilize best practices and innovative techniques to meet community challenges.

AS OF AUGUST 31, 2016 IN ALBERTA  
THERE ARE:

**311**  
MUNICIPALITIES

AND

**8**  
METIS SETTLEMENTS

ORGANIZED INTO

**208**  
FCSS PROGRAMS

IN 2014 FCSS PROGRAMS REPORTED

**96,201**  
VOLUNTEERS

PROVIDING

**2.5 MILLION**  
HOURS OF SERVICE

WHICH EQUALS

**30.2 MILLION**  
\$\$ DOLLARS \$\$

**99%**  
of **ALBERTANS**  
have access to  
**FCSS**  
**PROGRAMS**







**BRAED**  
Battle River Alliance  
for Economic Development

## UPDATE, November 2016

The following is provided as a brief update on some of the BRAED activities for the month of November. Should you have any questions or wish to discuss any of these initiatives in more detail please do not hesitate to call or email.

### CARES Program Funding

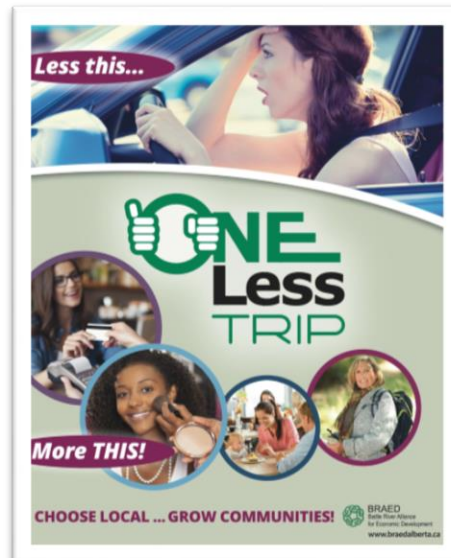
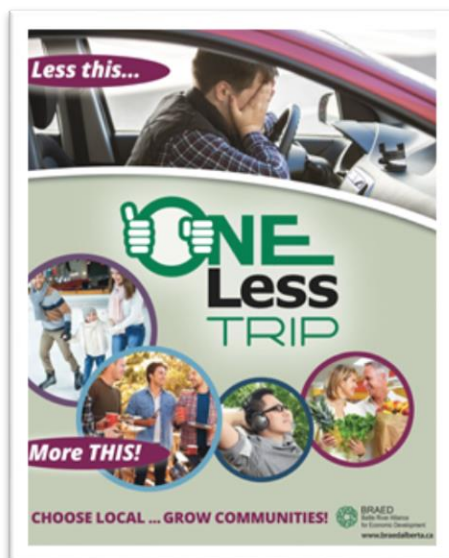
A funding application was submitted under the CARES Stream in order to support project activities identified in the BRAED Operational Plan for 2016-17. Some of these activities will carry forward into the 2017-18 fiscal year. The flexibility of the CARES funding means that we will have up to 2 years to expend the funds. There will be an additional call for funds next year that will enable BRAED to continue to build on the work of these projects.

The following projects were identified in the application:

- One Less Trip Shop Local Initiative
- Growing Business Together Regional Business Retention and Expansion Project
- Broadband Preparedness
- BRAED Summer Intern Project
- Regional Business Networking and Learning Event
- Eastern Alberta Trade Corridor Project

An update or description of these initiatives is provided below:

#### One Less Trip – Shop Local Initiative



Tool kits consisting of posters, window clings and informational tent cards have been delivered to BRAED Member communities and are beginning to appear in the windows of business across the region. Media support has continued to grow with feature articles appearing in the Camrose Canadian, the Viking Weekly Review and the Wainwright Star Chronicle. The campaign was also featured on the cover of the Camrose Super Booster and incorporated into the Camrose Stamp Around Campaign.



The first social media contest was launched on December 1<sup>st</sup>.

The contest called '**If Found It Here!**' invites community members to send in photos of a unique or surprising product or service found in a local business. Each photo counts as an entry. A draw will be made in early January for a local product gift basket valued at more than \$250.00.



Downtown Camrose is partnering with the campaign to produce videos that help to reinforce the message. The first video will highlight the obvious benefits to the consumer such as reduced travel time, fewer parking worries and less money spent on gas when people choose to make One Less Trip. Business Profiles are also being prepared that will help to focus on the contribution that local businesses make to the social fabric of a community through their support of things like sports teams, charities and community programs.

As the campaign progresses, there will be an increasing focus on the more personalized experience that comes with shopping local. Campaign efforts will also serve to remind people that because local business owners live and raise their families within the community, they are invested in the health and success of that community.

## **Growing Business Together – Business Retention & Expansion Project**

Spanning 2 years, this project will aim to build capacity within the Battle River Region to support and expand BRE efforts by gathering data to inform planning, identifying opportunities for growth and expansion, and establishing a responsive referral network to respond to business needs on an ongoing basis. The concept is based on building capacity of local people within the region through training and skill development to provide BRE services to BRAED businesses. In communities where there is already an EDO, this support would be defined by the EDO in order to compliment existing business visitation and referral efforts. In communities without existing Economic Development support, the BRE Project staff would be able to design and deliver these services in partnership with the municipality.

## **Broadband Preparedness**

We will be working in the coming weeks to schedule community engagement sessions as part of this project that is being undertaken in partnership with the Central Alberta Economic Partnership (CAEP). Ideally the schedule and geographic locations selected will offer enough options for as many members as possible to attend. The facilitated discussions are intended to highlight current options available to municipalities and to create opportunities for partnership and collaboration across the region.

## **Regional Business Networking & Learning Event**

Since the last update, the concept for this event has been further refined to compliment the One Less Trip Campaign. The event will target business owners across the region and will be comprised of 3 components:

- Business to Business Networking: provide them with an opportunity to network and better understand the variety of products and services available – enabling them to be more effective in making local referrals and to identify opportunities for partnership and collaboration.
- Skill Development: through a workshop / learning opportunity
- Market Showcase: that will offer the opportunity to sell their product or services directly to the public.

We recognize how challenging it can be for business owners to take time away from their businesses so hope that this mix of networking, learning and direct sales will offer sufficient appeal to attract wide participation.

## **Summer Intern Program**

BRAED will once again be supporting an internship program aimed at both building the capacity of member municipalities and building the skills of local youth. BRAED member municipalities can apply for a \$1500 grant to be used to support an Intern position between May and August. This funding can be further supplemented by the revamped STEP program (details coming soon); making this an attractive and affordable option to contribute to youth engagement and retention.

Interested Municipalities can obtain an application from the BRAED office. Up to 4 Intern Positions will be funded for the 2017-18 fiscal year.

More information about the STEP program can be found at:

<http://www.albertacanada.com/opportunity/employers/summer-temporary-employment-program.aspx>

## **BRAED on the Move**

The following is a brief summary of events attended in November on behalf of BRAED:

Regional Business Service Providers Network  
Presentation to Village of Loughheed Council  
Eastern Alberta Trade Corridor Operations Team Meeting  
Agritrade Networking Reception

## Board of Director's Meeting Jan 5, 2017

The next meeting of the BRAED Board of Directors will take place on January 5, 2017 from 5:00 – 7:00 pm at the Paintearth County Offices. Supper will be provided.

A by-election will take place during the meeting in order to staff positions on the BRAED Executive Committee that have become vacant due to recent changes to the Board membership. Executive Committee members must be the primary Board representative for their municipality. A nomination committee has been struck in order to ensure the Executive Committee composition reflects the structure outlined in our Policies and Procedures Manual. Nominations will also be accepted from the floor.

As always, please don't hesitate to get in touch if you have any questions or would like to arrange for a council or community presentation.

**Holiday Schedule - I will be away between December 19 – 28 enjoying time with family. I will be checking email periodically during that time should you need to reach me.**

Sincerely,

**Margot Bégin, Executive Director**

[margot.begin@braedalberta.ca](mailto:margot.begin@braedalberta.ca)

**780-678-4145**

# News Release

## Battle River School Division #31



5402-48A Avenue, Camrose, Alberta, Canada T4V 0L3 Phone (780)672-6131 Fax (780)672-6137 [www.brsd.ab.ca](http://www.brsd.ab.ca)

For Immediate Release

October 31, 2016

### **BRSD Board adjusting student entrance age**

The Battle River School Division Board of Trustees was learned at a recent meeting that BRSD's school entrance age is being adjusted by three months. Currently, children entering Grade 1 must turn 6 years of age by March 31 of the school year. Under this new entrance age, students must turn 6 by December 31.

In addition, students starting Kindergarten (who are currently required to turn 5 by March 31 of the school year) will also have their entrance age bumped to December 31.

"That three months can make a significant difference to a child's readiness and ability to learn," explains Rita Marler, Superintendent of Schools. "We want all children to get off to a good start in school and we believe that this adjustment will help ensure that our youngest students are more prepared."

### **Budget being finalized**

Battle River School Division staff are also in the final stages of preparing the 2016-2017 budget, for submission to the provincial government by the end of November.

With enrollment down by about 160 students, budgets are being scrutinized carefully. All schools and departments are evaluating decisions thoroughly prior to spending. According to Assistant Superintendent, Business, Imogene Walsh, budget figures are based on the student population as of September 30, and take into account a number of factors, such as an average teacher salary / benefits cost of \$102,460; the BRSD Board's decision to provide additional funding to the division's smallest schools; and a higher government funding allocation for lower elementary grades.

Another consideration for this school year is preparing for the incoming carbon tax, which will increase the cost of student transportation by about \$41,000 and the cost of natural gas for schools and other worksites by an overall amount of about \$66,000 in 2017.

Last year the school division established an Instructional Reserve designated to provide funding in support of four core areas of focus, known as "The Everyday Four". These are:

- Welcoming and caring schools
- Literacy
- Numeracy
- Teaching and Learning (21<sup>st</sup> Century).

Those reserve funds will continue to support additional programming and staffing this year as well as for the 2017-2018 school year.

### **Summer programs were well used**

The Board of Trustees also heard in October that the school division's summer programs were well used and provided a successful experience for many students.

There were 126 students who completed at least one course through the BRSD Summer School, and 45 students who wrote a Grade 12 diploma exam in August. More than 600 high school credits were earned at Summer School, which took place in the month of July. A further group of students were also enrolled in Registered Apprenticeship Program and Off-Campus Education summer programs, in which they earned 217 credits.

The month of July also saw 76 grade 2 and 3 students from across the school division participate in Reading University, to maintain and improve their basic reading skills. There were RU campuses in Camrose, Killam and Tofield.

### **Did You Know . . .**

- Battle River School Division has about 20 full-time students from across the world enrolled in its schools, through the International Student Program.
- New Norway has one of a handful of Alberta schools who are participating in an international Math exchange program. Delegates from New Zealand visited BRSD in early October and shared their best practices for math instruction, as well as taking Alberta ideas home with them.
- BRSD is offering opportunities for students and staff to learn more about Canada's First Peoples, their important place in our country's history, and why Truth and Reconciliation is so important to our future.

For more information contact  
Diane Hutchinson, BRSD Community Relations Advisor  
[dhutchinson@brsd.ab.ca](mailto:dhutchinson@brsd.ab.ca) 780-672-6131; cell 780-608-6131

## CAO Town of Sedgewick

---

**From:** AB Canada150 / Canada150 AB (WD/DEO) <wd.abcanada150-canada150ab.deo@canada.ca>  
**Sent:** November-24-16 12:06 PM  
**To:** cao@sedgewick.ca  
**Subject:** Canada 150 Community Infrastructure Program Application / Appel de propositions du Programme d'infrastructure communautaire de Canada 150



Western Economic  
Diversification Canada

Diversification de l'économie  
de l'Ouest Canada

(Le français suit)

Hello Ms. Davis,

Re: Construct a spray park in Sedgewick Lake Park  
Reference Number: C007284

Thank you for submitting your application to Western Economic Diversification Canada (WD) under the Canada 150 Community Infrastructure Program. WD received many excellent applications; however, the demand for funding greatly exceeded available funds.

WD has assessed applications based on the program criteria outlined in the application guide. Funds have now been fully allocated and we regret to inform you that we are unable to fund your project.

Thank you for your interest in the Canada 150 Community Infrastructure Program.

*This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.*

\*\*\*\*\*

Bonjour,

Objet: Construct a spray park in Sedgewick Lake Park  
Numéro de référence : C007284

Nous vous remercions de votre demande en réponse à l'appel de propositions du Programme d'infrastructure communautaire de Canada 150 tenu par Diversification de l'économie de l'Ouest Canada (DEO). DEO a reçu d'excellentes demandes en grand nombre, mais le total de l'aide financière demandée était beaucoup plus important que les fonds disponibles.

DEO a évalué les propositions en fonction des critères de programme énumérés dans le Guide du demandeur. Le montant total des fonds disponibles a été alloué pour cette période de réception des demandes, et nous regrettons de vous informer que nous ne pourrions satisfaire à votre demande.

Merci de l'intérêt que vous portez au Programme d'infrastructure communautaire de Canada 150.





November 25, 2016

Town of Sedgewick  
Box 129  
Sedgewick, AB  
T0B 4C0

Dear Amanda:

**Re: All Hazards Mutual Aid Agreement**

As part of the All Hazards Mutual Aid Agreement, attached please find Flagstaff County's revised Schedule A – Reimbursement Rates 2017, which will be effective January 1, 2017.

The agreement, under 14. Cost Recovery Procedure, advises that "Any changes made by a municipality with regards to their applicable schedule "A" must be sent in writing to each of the parties by December 1<sup>st</sup> of the current year in order to proceed with the new rates January 1<sup>st</sup> of the next year."

Additionally, the current agreement set out rates for the Village of Galahad and Strome; however, as they have become hamlets, they will follow the attached rates.

If you have any questions, please advise.

Yours truly,

Kim Cannady  
Regional Emergency Services Coordinator

Enclosure  
/ck

**ALL HAZARDS MUTUAL AID AGREEMENT**

---

**SCHEDULE A – REIMBURSEMENT RATES FOR 2017****FLAGSTAFF COUNTY**

Command Vehicle	\$ 75.00 per hour
Fire Engine	\$200.00 per hour
Wildland Truck	\$150.00 per hour
Fire Department Water Tender	\$150.00 per hour
Fire Fighter Wages	\$ 20.00 per hour
Foam, hoses etc.	Actual cost of replacement
Heavy Equipment, graders dozers, etc.	Alberta Road Builders Rates
Rescue	\$600.00 per hour
Peace Officer	\$ 71.50 per hour



**Nov 28, 2016**

**Sterling Room of the County Office, Sedgewick, AB**



## **Minutes**

### **PRESENT**

### **BOARD MEMBERS:**

#### **Present:**

Barry Bowie	Village of Rosalind
Leona Dickau	Town of Daysland
Brenda Grove	Town of Killam
Wade Lindseth	Flagstaff County
Dean Lane	Town of Hardisty
Wilma McLeod	Village of Alliance
Gary Matthiessen	Flagstaff County
Deb Smith	Village of Loughheed

#### **Regrets:**

James Brodie	Flagstaff County
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#### **Absent:**

Shawn Higginson	Town of Sedgewick
Dayna Oberg	Village of Forestburg
Dennis Steil	Village of Heisler

#### **STAFF:**

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

Manager M. Hampshire called the meeting to order at 7:04 p.m.

Welcome and Introductions

### **AGENDA**

#### **Resolution #242/2016**

#### **Appointment of Chair**

**The proposed agenda was accepted on motion of Board Member W. Lindseth**

Manager M. Hampshire called for nominations for the election of Chair for the ensuing year.

Board Member W. Lindseth nominated Board Member D. Smith.

Manager M. Hampshire called further nominations.

Board Member L. Dickau moved nominations cease.

#### **Resolution #243/2016**

There being only one nomination, Board Member D. Smith was declared Chair for the 2016/2017 year. D. Smith assumed role of Chair for remainder of meeting.

#### **Appointment of Vice Chair**

Chair D. Smith called for nominations for the appointment of Vice Chair.

Board Member G. Matthiessen nominated Board Member B. Grove.

Chair D. Smith called for any other nominations.

Board Member W. McLeod moved nominations cease.

#### **Resolution #244/2016**

Board Member B. Grove was declared Vice Chair for the 2016/2017 year.

<b>Appointment of 3<sup>rd</sup> Member of Management Committee</b>	<p>Chair D. Smith called for nominations for the appointment of FRSWMA Management Committee</p> <p>Board Member G. Matthiessen nominated board member W. Lindseth as the third member of the Management Committee. Board member W. Lindseth graciously declined. Board member W. Lindseth nominated board member B. Bowie. Board member B. Bowie graciously declined. Board member L. Dickau nominated board member D. Lane. Chair C. Smith called for any further nominations. Board member B. Grove moved nominations cease.</p>
<b>Resolution #245/2016</b>	<p>There being only one nomination, Chair D. Smith declared board member D. Lane as the third member of the 2016/2017 Management Committee.</p>
<b>Appointment of Signing Authority</b>	
<b>Resolution #246/2016</b>	<p>Board Member W. Lindseth moved Manager M. Hampshire, Board Member S. Higginson, Chair D. Smith and Board Member B. Grove act as the signing authorities for FRSWMA for 2016/2017 year. For banking, any two of the four signatures are required.</p> <p style="text-align: right;">CARRIED.</p>
<b>Auditor Appointment</b>	<p>Chair D. Smith called for the appointment of Auditor.</p>
<b>Resolution #247/2016</b>	<p>Vice chair B. Grove made a motion to appoint the Audit firm of Gitzel Krejci Dand Peterson to conduct the 2016 financial audit at the bid price of \$8500 (+CPI), plus \$1250 for the annual LAPP audit.</p> <p style="text-align: right;">CARRIED</p>
<b>List of Directors Resolution #248/2017</b>	<p>Board Member W. McLeod moved that we accept the 2017 Directors Roster (attached to and forming part of these minutes) as the official list of directors and Alternates for FRSWMA board meetings.</p> <p style="text-align: right;">CARRIED</p>
<b>Adjournment</b>	<p>Board Member G. Matthiessen adjourned the meeting @ 7:14 p.m.</p>

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Chair

---

Manager

**FRSWMA Regular Monthly Board Meeting  
 November 28, 2016  
 Sterling Room of the County Office, Sedgewick, AB**

## **Minutes**

**Board Members**

**1.0) Attendance**

**Present:**

Barry Bowie	Village of Rosalind
Leona Dickau	Town of Daysland
Brenda Grove	Town of Killam
Shawn Higginson	Town of Sedgewick
Dean Lane	Town of Hardisty
Wade Lindseth	Flagstaff County
Gary Matthiessen	Flagstaff County
Wilma McLeod	Village of Alliance
Deb Smith	Village of Loughheed

**Regrets:**

James Brodie	Flagstaff County
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**Absent:**

Dayna Oberg	Village of Forestburg
Dennis Steil	Village of Heisler

**STAFF:**

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

**2.0) Call to Order**

Chair D. Smith called the meeting to order at 7:15 p.m.

**3.0) Agenda**

**Resolution # 249/2016.** Board member B. Grove moved to accept agenda as amended.  
 CARRIED

**4.0) Adoption of Minutes**

Minutes of the October 24, 2016 Regular Board meeting were reviewed

**Resolution # 250/2016.** Board member B. Bowie moved to approve the minutes of the October 24, 2016 regular meeting, attached to and forming part of these minutes.  
 CARRIED

**5.0) Reports**

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

**Resolution # 251/2016.** Board member G. Matthiessen moved to accept operations report as presented.

CARRIED

**5.2) Financial reports:** Manager M. Hampshire provided Oct 31, 2016 P&L and Nov 22, 2016 cash position. Discussion ensued.

**Resolution # 252/2016.** Board member B. Grove moved that we accept financial reports as presented.

CARRIED

## 6.0) Business

6.1) 2017 Fee Schedules: Manager M. Hampshire provided details related to changes on 2017 fees schedules.

**Resolution # 253/2016.** Motion by board member D. Lane that FRSWMA Board approve the 2017 fees schedules as presented (attached to and forming part of these minutes), effective January 01, 2017, including:

- a) 2017 Scale and Gate Fee Schedule
- b) 2017 Bin Rental Fee Schedule, and,
- c) 2017 'Out of County' Bin Rental Fee Schedule.

CARRIED

6.2) Proposed Curbside Recycle Pickup – Town of Killam: Staff Member D. Dahl provided background on and details related to the proposed program to collect recyclable materials (blue bag program) at the request of the Town of Killam. 3 different offers were discussed. General discussion ensued.

**Resolution # 254/2016.** Motion by board member B. Grove that FRSWMA Board approve the concept of a curbside recycling program with municipal partners on pure cost-recovery basis, with each partner paying the extra cost of the program in addition to the annual requisition. A pilot to test the program is recommended with the direct cost calculated specifically for the communities interested in being part of the test.

CARRIED

6.3) Policy for Tangible Capital Assets: The 2015 financial audit identified the need to update FRSWMA Tangible Capital Assets policy to determine depreciation based on life expectancy of property and equipment. Manager M. Hampshire provided the new policy, attached to and forming part of these minutes.

**Resolution # 255/2016.** Board member W. Lindseth moved that FRSWMA approve the Policy for Tangible Capital Assets as presented

CARRIED

6.4) 2017 Draft Budget. Manager M. Hampshire provided an overview of the proposed 2017 budget. Discussion ensued.

**Resolution # 256/2016.** Board member B. Grove moved to recommend the proposed 2017 operating budget with a municipal requisition totaling \$1,190,000 to all FRSWMA members for approval.

CARRIED

6.5) In Camera:

**Resolution # 257/ 2016.** Board member B. Grove moved that the meeting go 'in-camera' with only the manager and board members present at 10:19 p.m.

CARRIED

**Resolution # 258/2016.** Board member G. Matthiessen moved that the meeting revert to a regular meeting at 10:24

CARRIED

**Resolution # 259/2016.** Board member B. Grove moved that the manager provide a Christmas bonus to all staff as follows:

- a) All regular full-time staff to receive a \$200 gift card from the Board, and,
- b) All part-time staff to receive a \$100 gift card from the Board.

CARRIED

<b>7.0) Correspondence &amp; Information</b>	7.1) MMM Interpretation of compliance with regulations regarding Asbestos Disposal
	7.2) FIP survey results
	7.3) Member Correspondence
	7.4) Bylaws Amended May 11, 1999
	<b><u>Resolution # 260/2016.</u></b> Board Member W. Lindseth moved to accept correspondence as information.
	CARRIED
<b>8.0) Adjournment</b>	Meeting adjourned at 10:31 p.m.
<b>Next Meetings</b>	Special Meeting of Members – January 23, 2017 – 6:45 p.m.
	Regular Directors Meeting – January 23, 2017 – 7:05 p.m.
	Regular Directors Meeting – March 27, 2017 – 7:00 p.m.

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Chair

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Manager



Sedgewick Hall Board Meeting  
November 15/16

Meeting called to order at 7:00 pm. Members present – Steen, Cheryl, Kim, Richard, Tim, Lorna, Barb

Financial Statements were provided from the town office. We reviewed the statements for the months ending of July, August, September and October/16.

Business Discussed:

-Barb St. Pierre made a motion that we allow the town office employees to continue doing the book keeping for the Sedgewick Community Hall board. Signing authority on the ATB General Account should be updated to include, Amanda Davis, CAO and one other board member, either Steen Hardon, Barb St. Pierre, or Cheryl Rempel. Seconded by Kim Rempel. All in Favor. Carried.

Lorna Polege made a motion to transfer \$ 1095.03 out of the Sedgewick Community Hall fundraising account and place the money in the Sedgewick Community Hall general account. Seconded by Steen. All in Favor. Carried.

-Councillor, Tim Schmutz, will request that the town office employees email either Steen or Cheryl, with any Community Hall bookings [steener59@gmail.com](mailto:steener59@gmail.com) or [kcrempel@syban.net](mailto:kcrempel@syban.net).

Janitorial – Lorna reported the Community Hall janitor, Barb McConnell, is paid a retainer of \$150.00 per month plus \$16.00 per hour. Lorna reported that Barb has a few concerns to discuss regarding "extra" cleaning in the hall, as per the rental contract, so we will invite her to our next hall board meeting for clarification. Cheryl will get a copy of the "hall rental contract" for the next meeting. Richard suggested that the cleaning/vacuuming should be done within 48 hours after an event.

Richard Debock reported that the share of the profit from the "Sedgewick Saturday Night" fundraiser that was held April/16 should be forwarded from the Players Group, shortly.

The Players group was asked to remove "their stage" that was recently purchased by them, off the hall stage as this can not be a permanent space to store it.

Caroling in the Park: to be held on December 9/16. Library members will do the crafts with the kids again this year and Lorna has rented a movie for the big screen. Santa will be attending. ECS kids will be caroling at 5:30.

Fire Ring and bales – Steen

Wood – Tim

Light Tower – Fire Department

Thermos – Lorna

(power and ext. cord needed to plug in roaster outside.

Groceries – wieners, buns, napkins, ketchup, mustard, relish, cocoa, candy, baggies - Cheryl

Old time Dance: Sunday, Nov. 20 1:30 to 5:00

Tables/chairs have been set up. Lorna and Barb will attend. Kim and Cheryl will help with clean up.

Paint Night: Idea of hosting a "Paint Night" at the hall was discussed. We need a minimum of 25 people to attend. Advertise on facebook. We charge \$45.00 per person plus sell wine/beer. Some members were concerned that this type of function has been done several times elsewhere so not sure if we want to proceed with the idea.

Meeting adjourned at 9:00 pm.

Submitted by,  
Cheryl Bernol

**Interagency Minutes  
November 1, 2016**

<b>Lynne Jenkinson</b>	<b>Flagstaff Family and Community Services</b>
<b>Korey Harrison</b>	<b>Flagstaff Family and Community Services</b>
<b>Sue Freadrich</b>	<b>Nights Alive and Victim Services</b>
<b>Raylene Bateman</b>	<b>Flagstaff Victim Services Unit</b>
<b>Sandra Loades</b>	<b>Alberta Health Service</b>
<b>Jody Bergseth</b>	<b>Flagstaff Beaver Early Childhood Coalition</b>
<b>Carson Ryner</b>	<b>Flagstaff Family and Community Services</b>
<b>Donna Tindall</b>	<b>Canadian Mental Health Association</b>
<b>Lois Polege</b>	<b>Flagstaff Community Adult Learning</b>
<b>Cherise Backen</b>	<b>Flagstaff Family Day Home Society</b>
<b>Ashley Leslie</b>	<b>Kalyne Primary Care Network</b>
<b>Jennifer Willes</b>	<b>Prairie Central FASD</b>
<b>Stephane Hadley</b>	<b>Association Communities Against Abuse</b>
<b>Kareen Nelson</b>	<b>Parent Link</b>
<b>Katherine Gagnon</b>	<b>Alberta Health Services</b>

**Cherise Backen**

- 5 Homes
  - One coming off maternity leave
- Always looking for new homes
- 25<sup>th</sup> anniversary November 24<sup>th</sup>, 2016
  - At FFCS building
  - 6:30PM
  - Wine and Cheese Provide
- Hand out given

**Lois Polege**

- New Comer Day Mexican Mennonites
  - 9 Adults
  - 14 Children
- English Classes have started in Daysland Monday mornings
- Christmas Celebration December 5<sup>th</sup>, 2016

**Ashley Leslie**

- DR. Hanton Opened a walk in clinic to help with high volume of patients
- DR. Weighman moved clinic to Sedgwick
- Suicide prevention ½ day program in Camrose
  - December 19<sup>th</sup> 2016 9:00AM – 12:00PM
  - 30 Spots available



## **Interagency Minutes November 1, 2016**

### **Donna Tindall**

- No report
- Away from November 24<sup>th</sup>, 2016 till December 1<sup>st</sup>, 2016
- Attended ASIST in Camrose October 20<sup>th</sup> - 21<sup>st</sup>, 2016

### **Katherine Gagnon**

- Fall prevention rolling out
- Flu clinics open from October 26<sup>th</sup>, 2016 till November 15<sup>th</sup>, 2016

### **Carson Ryner**

- Reminder accepting referrals for individuals, couples, and families
- Working on community outreach program
  - Once set up referrals come through FFCS

### **Jennifer Willes**

- Taken over for Amanda
- Looking for referrals
  - Individuals or groups
- Hand out given

### **Stephane Hadley**

- Moved office from school to a space in the Action Group Building
- Hiring a new therapist
- Also hiring a new family support worker
- Hand out given

### **Sandra Loades**

- November 13-19 is national addiction awareness week
- Hand outs given

### **Raylene Bateman**

- Charity Check Stop Saturday December 3<sup>rd</sup>, 2016
  - 10:00AM to 3:00PM
  - At the end of main street in Killam
- Red Serge ball planning is under way
  - March 11<sup>th</sup>, 2016
  - At the Killam hall
- Developing website
- Started to present to towns and village councils through the in Flagstaff

### **Sue Freadrich**

- Quiet month

## **Interagency Minutes November 1, 2016**

- West Edmonton Trip in December
- Hand out given

### **Kareen Nelson**

- Expanding to Wetaskiwin
- New centre opened in Camrose
  - All ready had 247 people come through

### **Sarah Davidson**

Happy November!! I would have loved to attend inter-agency this month, however, I have an Inclusive Ed meeting today at 1:00 in Camrose.

To update on the FSLW program - what we do is still the same! we work with students 1-1 on various things. Referrals can be made by anybody, teacher, parent, mental health etc. We also do classroom presentations, when requested by the teacher, if they feel there is a need to have a classroom discussion about. For example, a couple weeks ago, I presented to a grade 4,5,6 split class and it was called "The friendship roller-coaster" we talked about what friendship mean, how to be a good friend and we also talked about different types of bullying and the difference between bullying, being mean and being rude.

we currently have 2 FSLW positions that are open competitions, they are posted on the BRSD website. I believe they were posted on October 28th and the closing date is November 7.

The Mental Health Capacity Building Coordinator position has been filled! It was announced last Friday that the successful candidate is Andrea Dyck. Andrea is currently a FSLW and will be transitioning over into that roll!

### **Lynne Jenkinson**

- Rural crime starting up
  - Don't phone office to report something call 911
- Poster contest for Distracted driving
  - Hand out given
- Civil forfeiture grant application
  - 200,000 for 2 years
  - Training for front line workers
  - Start up money for rural crime watch
  - Pay for speakers
- Alberta rural development network grant
  - 200,000 over 2 years
  - Part time driver for the car a van
- Alberta traffic and safety grant application
  - Starting a new one once the old one is completed
- Skills link grant
  - November 21<sup>st</sup>, 2016 tentatively

## **Interagency Minutes November 1, 2016**

- Over 19 youth already been suggested
- 3 year skills link grant is under assessment
- First auction
  - February 4, 2016
  - In Galahad
- Community out reach program
  - Carson Ryner
- Red Silhouette campaign is under way
- Harm reduction program
  - turning point
  - Provincially founded
- Family violence prevention month presentation
  - November 28<sup>th</sup>, 2016 at the Killam Agriplex

### **Jody Bergseth**

- Did presentation on Flagstaff Beaver Early Childhood Coalition

DEC 0 9 2016

## **Minutes of the Sedgewick Public Library Board Meeting November 24<sup>th</sup>**

Carol Williams called the meeting to order at 7:00pm, there were 8 members in attendance.

Micaela McConnell read the minutes of the October 20<sup>th</sup> board meeting. Stephen moves the minute be adopted as read, Lisa Collier seconds, all in favor, carried.

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

Lois Polege read the Treasurers' report with a checking balance of \$7068.12, and \$500.00 pre-paid visa MasterCard totaling current assets to \$7568.12.

Lisa moves the report be adopted as read, Marie seconds, all in favor, carried.

The 2017 draft budget was discussed.

Marie MacLeod made a motion that we increase the price of printing from \$0.25 to \$0.50 per Black print/copy starting immediately. Stephen Levy seconds, all in favor, carried.

Lisa Collier made a motion to request an increase of \$450.00 to the town appropriation making a total of \$7000.00 for the 2016-2017 fiscal year. Shelley Wakefield seconds, all in favor, carried.

Discussion regarding VOIP (Voice over IP) occurred as a more cost efficient phone system. To be discussed more at a later date.

Marie Macleod makes a motion that we approve the 2017 draft budget, Micaela McConnell seconds, all in favor, carried.

### **Librarians' Report (see attached)**

Barb McConnell read the Librarians' report which highlighted our successful soap-making classes, volunteer appreciation and the rapidly increasing wireless usage.

Barb's upcoming holidays were discussed; she will be gone from December 27<sup>th</sup> to January 2<sup>nd</sup>. Ronna will cover her work hours.

### **Old Business**

Caroling in the Park on December 9<sup>th</sup> was discussed – all board members were asked to attend and help with the children doing crafts, starting at 5:30 till movie starts.

### **New Business**

A letter from the Red Serge Ball was received asking for the library's' participation in the upcoming event held in March 2017. After reading the letter it was decided that more questions arose and would need to be followed up on before a decision was made. Carol Williams will get in contact with Cheryl Fee for more information.

Next meeting to be called by the chair.

Annual General Meeting & Election of Officers will be held on February 16<sup>th</sup> @ 7:00pm.

Meeting adjourned at 8:45pm



# Sedgewick Killam Natural Gas System Monthly Statement

Month Ending OCTOBER 31, 2016

## Vision Credit Union - General

<i>As Per Books:</i>		
Previous Month Balance	<b>\$123,598.76</b>	
Receipts for Month	33,299.37	
Direct Deposit Gas Alberta	656.25	
Interest Received	0.00	
Profit Share		
<b>Subtotal</b>	<b>\$157,554.38</b>	
Less Disbursements	19,977.16	
Direct Debit Gas Alberta 2/23	23,570.57	
Bank Service Charge		
GIC's Purchased		
<b>Month End Balance</b>	<b>\$114,006.65</b>	

<i>As Per Bank</i>		
Month End Balance	120,699.24	
Cash on Hand		
<b>Subtotal</b>	<b>\$120,699.24</b>	
Less O/S Cheques	6,692.59	
<b>Month End Balance</b>	<b>\$114,006.65</b>	

\$0.00

<i>Outstanding Cheques</i>							
No.	Amount	No.	Amount	NO.	Amount	No.	Amount
0054	\$ 5,579.00						
0055	\$ 529.01						
0056	\$ 584.58						
<b>Outstanding cheque total</b>			\$ 6,692.59				

\_\_\_\_\_  
Mayor

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

# Sedgewick Killam Natural Gas System Monthly Statement

Month Ending OCTOBER 31, 2016

## ATB BUSINESS CUSTOM ACCOUNT

<b>As Per Books:</b>		
Previous Month Balance	<b>\$5,045.93</b>	
Receipts for Month		
Direct Deposit Gas Alberta 4/25		
Interest Received	3.36	
Profit Share		
<b>Subtotal</b>	<b>\$5,049.29</b>	
Less Disbursements		
Bank Service Charge		
GIC's Purchased		
<b>Month End Balance</b>	<b>\$5,049.29</b>	

<b>As Per Bank</b>		
Month End Balance	5,049.29	
Cash on Hand		
<b>Subtotal</b>	<b>\$5,049.29</b>	
Less O/S Cheques	0.00	
<b>Month End Balance</b>	<b>\$5,049.29</b>	

				\$0.00			

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

\_\_\_\_\_  
Mayor

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

# **SEDGEWICK KILLAM NATURAL GAS SYSTEM** **Balance Sheet As at 10/31/16**

## **ASSET**

### **Current Assets**

Credit Union	114,006.65
ATB FINANCIAL	5,049.29
Accounts Receivable	393.75
Accrued Interest Receivable	4,337.19
Prepaid Expenses	16,456.89
General Supply Inventory	19,222.89
<b>Total Current Assets</b>	<b>159,466.66</b>

### **Long Term Assets**

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

### **Capital Assets**

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

<b>TOTAL ASSET</b>	<b>568,231.21</b>
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## **LIABILITY**

### **Current Liabilities**

GST Charged on Sales	1,599.28	
GST Paid on Purchases	-2,721.16	
GST Filed	-584.58	
GST Owing (Refund)		-1,706.46
<b>Total Current Liabilities</b>		<b>-1,706.46</b>

<b>TOTAL LIABILITY</b>	<b>-1,706.46</b>
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## **EQUITY**

### **Retained Earnings**

Reserves - Future capital expens...	136,807.00
Equity in Fixed Assets	164,942.73
Accumulated Surplus	270,558.89
Current Earnings	-2,370.95
<b>Total Retained Earnings</b>	<b>569,937.67</b>

<b>TOTAL EQUITY</b>	<b>569,937.67</b>
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<b>LIABILITIES AND EQUITY</b>	<b>568,231.21</b>
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# **SEDGEWICK KILLAM NATURAL GAS SYSTEM** **Income Statement 10/01/16 to 10/31/16**

## **REVENUE**

### **Sales**

Admin Fees - Killam	4,426.86
Admin Fees - Sedgewick	2,109.61
Sale of Gas - Killam	13,124.33
Sale of Gas - Sedgewick	6,254.39
Sale of Material - Killam	812.67
Sale of Material - Sedgewick	2,918.68
SKNG Replcmnt Fund - Killam	1,020.00
SKNG Replcmnt Fund - Sedgewi...	944.00
Transportation Charges	375.00

<b>Total Revenue</b>	<b>31,985.54</b>
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<b>TOTAL REVENUE</b>	<b>31,985.54</b>
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## **EXPENSE**

### **General & Administrative Expe...**

Alta One Call	57.00
Postage	8.49
Telephone/Freight	503.90
Insurance	5,579.00
Office Supplies	3.45
Maintenance Contract	9,100.00
Admin Services	1,500.00
Maintenance Materials	1,661.91
Natural Gas Purchases	22,448.16
Utilities	394.78

<b>Total General &amp; Admin. Expen...</b>	<b>41,256.69</b>
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<b>TOTAL EXPENSE</b>	<b>41,256.69</b>
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<b>NET INCOME</b>	<b>-9,271.15</b>
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December 1, 2016

OUR FILE NUMBER: 16-Q-625

**REFERRAL AGENCY**

Dear Sir/Madam:

RE: PROPOSED SUBDIVISION  
NE 19-43-11-W4  
Flagstaff County

A copy of this subdivision application is referred to you for comments.

Any concerns or recommended conditions of approval should be explained in detail.

Please respond quoting our file number within twenty-one (21) days of the date of this letter.  
The application will be finalized and a report prepared for the consideration of the municipality's  
Subdivision Authority on the information available at that time.

Please note that you are expected to make representation at any appeal that involves your input.

Thank you for participating in the review of this submission.

Please contact me at 486-1991 for any clarification.

Yours truly,



Alex Irvine [a.irvine@munplan.ab.ca](mailto:a.irvine@munplan.ab.ca)  
Municipal Planning Services (2009) Ltd.

cc:

AER  
Canada Post Kerry  
Village of Loughheed  
Battle River REA  
Town of Sedgewick

FortisAlberta Inc. (Aquila Networks)  
Telus Communications (Alberta NE)  
Iron Creek Gas Co-op  
Alberta Health Services (Flagstaff)



SCHEDULE  
FORM 1  
APPLICATION FOR SUBDIVISION

DATE of receipt of  
completed form

FILE NO. 16-Q-625

Dec. 1/2016

Fee Submitted: \_\_\_\_\_

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THAT IS THE SUBJECT OF THE APPLICATION OR BY A PERSON AUTHORIZED TO ACT ON THE REGISTERED OWNER'S BEHALF

1. Name of registered owner of land to be subdivided Dale and Charlene Probst Address and phone no. (and fax no.)  
P.O. Box 173  
Lougheed, AB  
T0B 2V0  
780 386 3996  
cell 780 252 0041
2. Name of agent (person authorized to act on behalf of owner), if any \_\_\_\_\_ Address and phone no. (and fax no.) \_\_\_\_\_
3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED  
All / Part of the NE  $\frac{1}{4}$  sec. 19 twp. 43 range 11 west of 4 meridian.  
Being all / parts of lot \_\_\_\_\_ block \_\_\_\_\_ Reg. Plan No. \_\_\_\_\_ C.O.T. No. \_\_\_\_\_  
Area of the above parcel of land to be subdivided 15 ~~hectares~~ acres  
Municipal address (if applicable) \_\_\_\_\_
4. LOCATION OF LAND TO BE SUBDIVIDED  
a. The land is situated in the municipality of Flagstaff County  
b. Is the land situated immediately adjacent to the municipal boundary? Yes \_\_\_\_\_ No X  
If "yes", the adjoining municipality is \_\_\_\_\_  
c. Is the land situated within 0.8 kilometres of a right-of-way of a highway? Yes \_\_\_\_\_ No X  
If "yes", the Highway is No. \_\_\_\_\_  
d. Does the proposed parcel contain or is it bounded by a river, stream, lake, or other body of water or by a drainage ditch or canal? Yes \_\_\_\_\_ No X  
If "yes", state it's name \_\_\_\_\_  
e. Is the proposed parcel within 1.5 kilometres of a sour gas facility? Yes \_\_\_\_\_ No X
5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED  
Describe:  
a. Existing use of the land residence (farm)  
b. Proposed use of the land residence  
c. The designated use of the land as classified under a land use bylaw agricultural (farm)
6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (WHERE APPROPRIATE)  
a. Describe the nature of the topography of the land (flat, rolling, steep, mixed) flat  
b. Describe the nature of the vegetation and water on the land (bush, shrubs, tree stands, woodlots, etc. — sloughs, creeks, etc.) bush, shelter belt on perimeter  
c. Describe the kind of soil on the land (sandy, loam, clay, etc.) heavy loam
7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED  
Describe any buildings and any structures on the land and whether they are to be demolished or moved  
house (permanent) barn (permanent) garage (permanent)  
3 granaries (moved or demolished)
8. WATER AND SEWER SERVICES  
If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal \_\_\_\_\_
9. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF  
I Dale Probst hereby certify that  
\_\_\_\_\_ I am the registered owner, or  
\_\_\_\_\_ I am the agent authorized to act on behalf of the registered owner  
and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.  
Address P.O. Box 173 Phone # 780 386 3996  
Lougheed AB 780 252 0041  
T0B 2V0  
(Signed) Charlene Probst  
Date August 30, 2016

# TENTATIVE PLAN OF SUBDIVISION

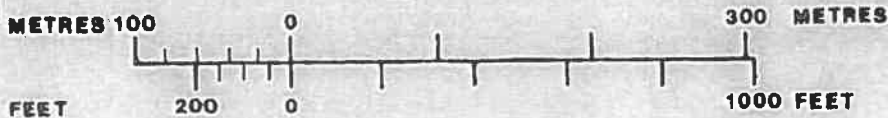
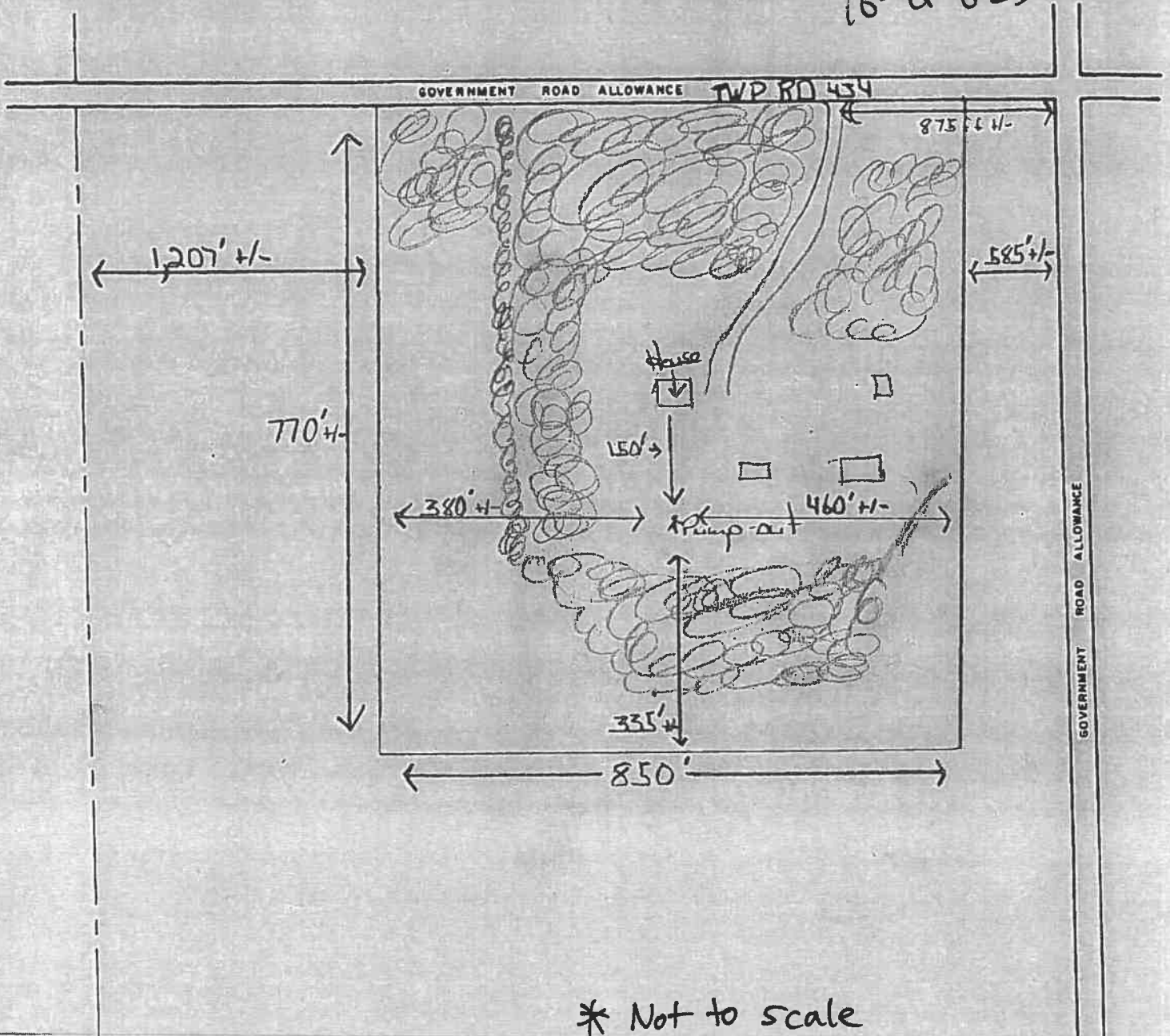
N.E. SECTION 19 TP. 43 RGE. 11 W 4 M

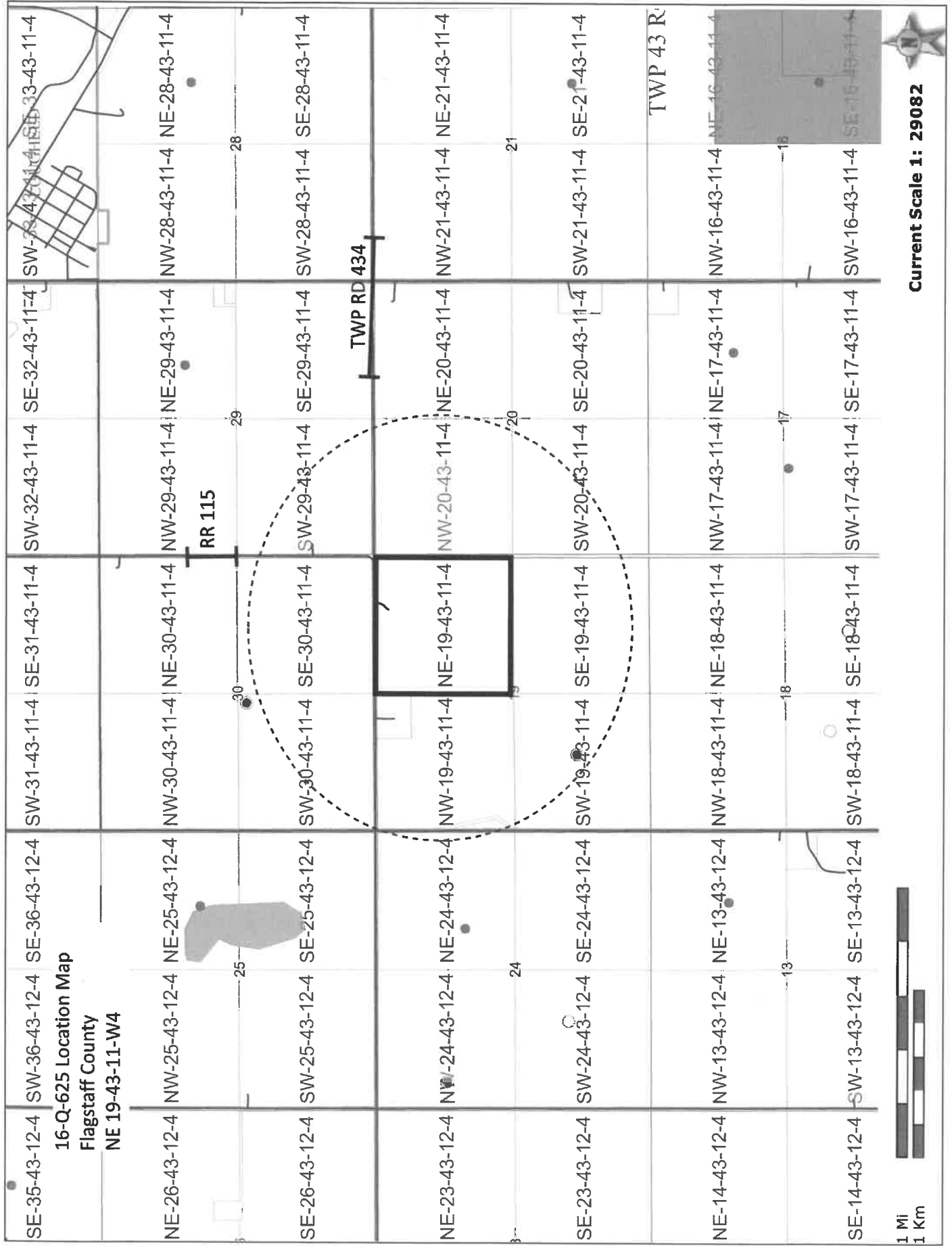
Certificate of Title Area ..... 160 ac. .... ha.

Area in parcel(s) being created 15 ac. .... ha.

NOTE: Provide areas in either Imperial or Metric measure.

16-Q-625









November 23, 2016

RECEIVED  
DEC 1 2 2016

Ms. Amanda Davis, CAO  
Town of Sedgewick  
P. O. Box 129  
Sedgewick, AB T0B 4C0

Dear Ms. Davis:

**Re: 2017 Lodge Requisition**

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At the Flagstaff Regional Housing Group meeting on November 23, 2016, the Board passed their 2017 budget that included a lodge requisition for a total of \$300,000. As per the attached 2017 Equalized Assessment calculation, the Town of Sedgewick accounts for 4.59% of this requisition for a total of \$13,765.

The calculation sheet also shows the requisition from the past two years and we should note that the 2017 requisition for the Town is now \$6,086 less than 2016. This substantial decrease is the culmination of many years of hard work by FRHG to make the lodge program sustainable and continue as an efficient and effective option for the seniors in our communities.

We trust that this exceedingly good news will be shared with Council and that your representative on the board will be congratulated for the commitment and dedication to FRHG.

If you should have any questions, please feel free to contact me at any time.

Yours truly,

Denis Beesley  
President and CEO  
The Bethany Group  
780.679.2010  
[Denis.Beesley@bethanygrp.ca](mailto:Denis.Beesley@bethanygrp.ca)



## 2017 Equalized Assessment

### Lodge Tax Requisition

Flagstaff Regional Housing Group								
	2015		2016			2017		
					2017 Equalized Assessment			
Requisition	445,000		445,000			300,000		
Flagstaff County	76.51%	\$340,452	75.54%	\$ 336,159	\$ 1,498,415,652	76.50%	229,506	
Town of Killam	5.05%	\$ 22,460	5.04%	\$ 22,445	97,729,487	4.99%	14,969	
Town of Sedgewick	4.33%	\$ 19,254	4.46%	\$ 19,851	89,872,802	4.59%	13,765	
Town of Hardisty	4.29%	\$ 19,088	4.54%	\$ 20,220	93,536,705	4.78%	14,327	
Town of Daysland	3.50%	\$ 15,577	3.96%	\$ 17,619	76,370,791	3.90%	11,697	
Village of Forestburg	3.60%	\$ 16,034	3.68%	\$ 16,377	68,212,776	3.48%	10,448	
Village of Loughheed	0.89%	\$ 3,969	0.89%	\$ 3,952	17,008,393	0.87%	2,605	
Village of Strome	0.72%	\$ 3,218	0.72%	\$ 3,213	-	0.00%	-	
Village of Alliance	0.44%	\$ 1,949	0.44%	\$ 1,960	9,140,543	0.47%	1,400	
Village of Heisler	0.40%	\$ 1,756	0.44%	\$ 1,972	8,376,633	0.43%	1,283	
Village of Galahad	0.28%	\$ 1,243	0.28%	\$ 1,231	-	0.00%	-	
	100.00%	\$445,000	100.00%	\$ 445,001	\$ 1,958,663,782	100.00%	\$ 300,000	



November 16, 2016

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

RECEIVED  
NOV 24 2016



Dear Town of Sedgewick,

Our Daycare opened September 1, 2016 in Killam, centrally located in Flagstaff County, to provide child care to young families who were feeling frustrated in finding proper care for their children while they worked. By providing a reliable licensed daycare option, employment opportunities opened up which has ultimately enhanced the economics in the region for existing families and their employers. Currently, we have 6 staff members (from various communities in Flagstaff) and we are licensed to provide child care for up to **33 kids** in both daycare & out of school care programs. All of our staff members are provincially certified and work daily to create a high quality program that supports child development and social interactions. We have received many accolades for the quality care our staff provide and have confidence in the on-going demand of our Daycare Centre. We feel this service will have a positive ripple effect to Flagstaff residents by attracting new families to the area, thereby boosting the economic growth for the region.

Our goal has always been to keep this daycare option **affordable** to all who need our services. For this reason, we are approaching your municipality for sponsorship funds, making you a contributor to the future of this region's sustainable future. Child care is vital for a growing tomorrow in Flagstaff.

Should you have any questions or need more information about our daycare, (**a registered charitable organization**), feel free to contact our Program Coordinator via phone, (780) 385-0672, or by email at [kelsie@ualberta.ca](mailto:kelsie@ualberta.ca). Any donation would be appreciated. Thank you for taking the time to consider sponsoring the Flagstaff Kid's Connection Daycare.

Yours truly,

*Staff & Board Members of the  
Flagstaff Kids Connection Daycare  
PO Box 387, 5018-47 Street  
Killam, AB, T0B 2L0*



Contact Person:

Kelsie Armitage  
**Program Coordinator**  
**Flagstaff Kids Connection Daycare**  
(780) 385-0672  
[kelsie@ualberta.ca](mailto:kelsie@ualberta.ca)





# Flagstaff's Initiative To Relationship & Spousal Trauma

Box 450  
Killam, AB T0B 2L0



RECEIVED  
NOV 19 2016

November 15th, 2016

Dear Friend of FIRST,

Flagstaff's Initiative to Relationship and Spousal Trauma (FIRST) is in the process of planning its 19th Annual Supper and Auction and we are asking for your support. The FIRST Dinner and Auction is our main fundraiser each year. Businesses and organizations such as yours can take also part in the event in a variety of ways including:

- Purchasing a ticket for the Auction on Saturday February 4th, 2017 in Galahad at the price of \$30 each (the auction moves each year to a different community in Flagstaff). Phone 780-385-3976 to book your tickets.
- donating an item for the silent or live auction
- becoming a Bronze, Silver, Gold, Platinum or Diamond Sponsor of the event

FIRST is the prevention of domestic violence and bullying program in Flagstaff. The program provides outreach, responses, services and community education aimed at making life better for families and children in Flagstaff. FIRST is here to promote healthy relationships for all age groups and works closely with Flagstaff Schools.

FIRST is also able to apply for Government and Private Foundation and fundraising grants to introduce new programs and continue successful programs in our community. FIRST is run by a local board and has received excellent responses from all of our clients and many accolades from Government. Help us make our program even more successful and sustainable.

Please join us in making Flagstaff a great and safe place to live for people of all ages.

Sincerely yours,

  
Gunnar Albrecht

F.I.R.S.T. Board Chair

*In accordance with the Alberta Charitable Fundraising Act, We are pleased to provide the following information:*

*The FIRST organizing committee has set a \$20,000 revenue target. Projected estimated fundraising costs are 17 % of gross revenue.*



# Sponsorship Opportunities



**Flagstaff's Initiative to Relationship and Spousal Trauma  
Annual Dinner and Silent Auction  
Saturday February 4th, 2017 5:30 pm  
Galahad Community hall**

**Diamond  
\$1000**

**Platinum  
\$750**

**Gold  
\$500**

**Silver  
\$250**

**Bronze  
\$100**

**We will advertise your participation at the auction.**

**Your business, or personal donation will be noted in all advertisements and auction materials as well as on our website at [firstinflagstaff.ca](http://firstinflagstaff.ca).**

**Please help make a difference in the lives of families, and in the future of the Flagstaff Community.**

**FIRST is a Registered Charitable Organization.**

**NOTICES AND INVITATIONS:**

1. **Town of Daysland** – Approved Flagstaff Family and Community Services (FFCS) 2017 budget as presented.
2. **Village of Heisler** – Approved the Flagstaff Regional Solid Waste Management Association's 2017 budget as presented.
3. **Village of Heisler** – Approved the Flagstaff Intermunicipal Partnership's 2017 budget as presented.
4. **Village of Heisler** – Approved FFCS's 2017 budget as presented.
5. **Village of Heisler** – Deputy Mayor, Dennis Steil was appointed as Heisler's representative on the Regional Governance Project Sub-committee working group.
6. **Town of Killam** – Approved FFCS's 2017 budget as presented.
7. **Town of Killam** – Mayor, Bud James was appointed as Killam's representative on the Regional Governance Project Sub-committee working group.
8. **Town of Killam** – Approved the 2017 Sedgewick Killam Natural Gas System budget as presented.
9. **FFCS** – Copy of board policies, revised in September 2016.
10. **Jubilee Insurance** – Effective November 1<sup>st</sup>, 2016 Jubilee Reciprocal Insurance Exchange was successfully merged with Genesis Reciprocal Insurance Exchange. The new brand moving forward is Genesis.
11. **Alberta Order of Excellence:** Nominations are being accepted on the Alberta Order of Excellence until February 15<sup>th</sup>, 2017. Criteria and nomination packages can be viewed by going to [www.lieutenantgovernor.ab.ca/aoe](http://www.lieutenantgovernor.ab.ca/aoe).

**MINUTES AND FINANCIALS:**

1. **Parkland Regional Library:** November 10<sup>th</sup>, 2016 unapproved minutes.

**NEWSLETTERS AND PUBLICATIONS:**

1. **Parkland Regional Library:** November 2016
2. **Battle River Community Foundation:** Volume 18, No. 3