



October 22<sup>nd</sup>, 2015

## Agenda

### Annual Organizational Meeting – Call to Order – 5:00 PM

- In Camera – Closed Session - Personnel

### Adjournment –

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

### Adoption of Agenda –

#### Correspondence – Items Arising:

1. Sedgewick Lake Park – June 7<sup>th</sup>, 2015 Minutes A1
2. Sedgewick Lake Park – August 10<sup>th</sup>, 2015 Minutes A2
3. Sedgewick Rec Board – August 5<sup>th</sup>, 2015 Minutes A3
4. Recreation Funding Committee – October 8<sup>th</sup>, 2015 Minutes A4
5. FIRST – June 22<sup>nd</sup>, 2015 Minutes A5
6. Flagstaff Physician Recruitment – September 14<sup>th</sup>, 2015 Minutes A6
7. SDAB – Member Appointment A7
8. Flagstaff County – Fire Services Interim Plan A8
9. FFCS – Director Evaluation A9

#### Circulation File of Correspondence – List Attached

#### Delegation – n/a

#### Financial Statement – For the Months Ending August 31<sup>st</sup> and September 30<sup>th</sup>, 2015 – Attached

#### Accounts – For Months Ending September 30<sup>th</sup>, 2015 – Lists Attached

#### Committee Reports – For the Period Ending October 22<sup>nd</sup>, 2015 – Attached

#### Public Works Report – For the Period Ending October 22<sup>nd</sup>, 2015 - Attached

#### CAO Report – For the Period Ending October 22<sup>nd</sup>, 2015 – *addition*

- Minutes –Regular Meeting of Council – September 17<sup>th</sup>, 2015 - Approved

#### *Matters Arising:*

- Minutes - Special Meeting of Council – September 29<sup>th</sup>, 2015 - Approved

#### *Matters Arising:*

- Minutes - Special Meeting of Council – October 9<sup>th</sup>, 2015 – Approved

#### *Matters Arising:*

#### Minutes - Special Meeting of Council – October 13<sup>th</sup>, 2015 - Attached

#### *Matters Arising:*

#### Business:

- 1) Policy Manual – Council- Unscheduled Business Communications – Draft B1
- 2) Policy Manual – Elections – Advance Poll – Draft B2

3) <b>Policy Manual – Asset Rotation – Draft</b>	<b>B3</b>
4) <b>Capital Purchase – Asset Replacement</b>	<b>B4</b>
5) <b>Recreation Funding Committee – Phase II Allocations</b>	<b>B5</b>
6) <b>Sedgewick Public Library – 2016 Proposed Budget</b>	<b>B6</b>
7) <b>Parkland Regional Library – 2016 Proposed Budget</b>	<b>B7</b>
8) <b>Flagstaff Intermunicipal Partnership – 2016 Proposed Budget</b>	<b>B8</b>
9) <b>Request for Funding – Mennonite Liaison Program</b>	<b>B9</b>
10) <b>CAO Contract - <i>ADDITION</i></b>	<b>B10</b>
11) <b>In-Camera – Closed Session – Personnel</b>	<b>B11</b>
12) <b>IDP – Rezoning Proposal - <i>ADDITION</i></b>	<b>B12</b>
13) <b>Fire Services - <i>ADDITION</i></b>	<b>B13</b>
14) <b>Unstoppable Conversations</b>	<b>B14</b>
15) <b>Round Table</b>	
16)	
17)	
18)	
19)	
<b>Adjournment -</b>	

## Overview

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<b>Topic:</b>	Annual Organizational Meeting
<b>Initiated by:</b>	Council
<b>Prepared by:</b>	Amanda Davis
<b>Attachments:</b>	1. Policy – C.1.b – Appointments of Elected Officials 2. Proposed Committee Appointments 3. YTD Clr. Expenses 4. Draft Organizational Minutes Template

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Council is responsible to conduct an annual organizational meeting and complete committee appointments.

Further to discussion with Mayor Robinson committee appointments have been rotated. The rotation supports Policy C.1.b (attached).

Council's Year to Date expenses are to be reviewed at the annual organizational meeting (attached).

Deputy Mayor – Policy A.2

**“POLICY:**

- a.) The Mayor is elected.
- b.) The Deputy-Mayor position is determined as the councillor with the most votes in the general municipal election.
- c.) The Deputy-Mayor appointment may be determined in any manner by council”.

Election Results:  
Greg Sparrow – 209  
Wayne Dame – 181  
Cindy Rose 82  
Erik Skoberg – 80  
Grant Imlah – 56

The results may differ significantly due to the number of by-elections held since the 2013 municipal election.



## **TOWN OF SEDGEWICK**

**POLICY SECTION:** C. ADMINISTRATION

**TITLE:** 1. COUNCIL

**SUBSECTION:** b.) Appointments of Elected Officials

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**PURPOSE:** To provide an orderly process to council committee appointments

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**POLICY:**

- i.) Appointments to committees shall be made at the Annual Organizational meeting through orderly discussion in council.
- ii.) Unclaimed committee positions are filled by appointment of the Mayor.
- iii.) Committee vacancies which occur during the year shall be filled at a regular council meeting through orderly discussion in council.
- iv.) Unclaimed committee vacancies which occur during the year shall be filled by appointment of the Mayor.
- v.) Council appointments shall be on a rotational basis

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	March 19, 2009	<b>2009.03.99</b>
<b>Amended</b>		
<b>Amended</b>		
<b>Amended</b>		

2015/16 Proposed Council Committee Appointment - Overview

EXISTING

Perry	Administration
	RESC
	FFCS
	Cemetery
	FIP
	Mayors Meeting

Wayne	Transportation
	FRSWMA
	Beautification
	Hall
	Policy
	Personnel

Cindy	Beautification
	Administration
	Lake
	Library
	PRL
	Cemetery

Erik	Personnel
	Policy
	Transportation
	SKNGS
	Land
	BRAED

Greg	Personnel
	Fire
	SKNGS
	Recreation
	Land

Grant	CAC
	Health Unit Contact
	Cemetery
	Land
	Beautification

PROPOSED

Perry	Administration
	Policy
	Cemetery
	FFCS
	FIP
	Mayors Meeting

Wayne	Transportation
	Beautification
	Personnel
	PRL
	Library
	SKNGS

Cindy	Beautification
	Administration
	Policy
	Cemetery
	Lake
	BRAED

Erik	Policy
	Land
	CAC
	FRHG
	SKNGS

Greg	Personnel
	Transportation
	Land
	FRHG/alt.
	Recreation
	Hall Board
	SKNGS

Grant	Administration
	Land
	Cemetery
	Health Unit Contact
	RESC
	Fire

New Clr.	Beautification
	Transportation
	CAC
	Golf
	FRSWMA
	Personnel

**Employee History Summary Journal**

For Department:

**997 (LEGISLATIVE)**

For Period End Dates:

**01Jan2015 to 31Dec2015**

<b>41 IMLAH, Donald G.</b>		<b>Dept. 997</b>	<b># Recs.3</b>
CR. Remuneration	1691.67	Canada Pension Plan	40.42
CR. Expense Allowance	805.57		
CR. GST Rebate	45.61		
CR. Direct Reimbursement	106.97		
Total Payments	2649.82	Total Deductions	40.42
		Net Pay	2609.40
<b>42 DAME, Wayne A.</b>		<b>Dept. 997</b>	<b># Recs.3</b>
CR. Remuneration	2100.00	Canada Pension Plan	60.64
CR. Expense Allowance	999.99		
CR. GST Rebate	50.01		
Total Payments	3150.00	Total Deductions	60.64
		Net Pay	3089.36
<b>43 SPARROW, Gregory J.</b>		<b>Dept. 997</b>	<b># Recs.3</b>
CR. Remuneration	2291.68	Canada Pension Plan	70.12
CR. Expense Allowance	1091.27		
CR. GST Rebate	54.55		
Total Payments	3437.50	Total Deductions	70.12
		Net Pay	3367.38
<b>44 ROBINSON, Perry D.</b>		<b>Dept. 997</b>	<b># Recs.9</b>
CR. Remuneration	4729.16	Extra Income Tax	675.00
CR. Expense Allowance	2252.00	Canada Pension Plan	148.09
CR. GST Rebate	142.67	Employment Insurance	2.82
CR. Direct Reimbursement	601.66	Income Tax	60.64
Insurable Earnings	150.00		
Total Payments	7725.49	Total Deductions	886.55
		Net Pay	6838.94
<b>46 WATKINS, Fred P.</b>		<b>Dept. 997</b>	<b># Recs.4</b>
CR. Remuneration	1662.50	Canada Pension Plan	33.42
CR. Expense Allowance	791.68		
CR. GST Rebate	39.57		
Total Payments	2493.75	Total Deductions	33.42
		Net Pay	2460.33
<b>47 ROSE, Cindy L.</b>		<b>Dept. 997</b>	<b># Recs.3</b>
CR. Remuneration	2575.00	Canada Pension Plan	84.15
CR. Expense Allowance	1226.18		
CR. GST Rebate	90.63		
CR. Direct Reimbursement	586.29		
Total Payments	4478.10	Total Deductions	84.15
		Net Pay	4393.95
<b>50 SKOBERG, Erik J.</b>		<b>Dept. 997</b>	<b># Recs.3</b>
CR. Remuneration	1808.32	Canada Pension Plan	46.20
CR. Expense Allowance	861.11	Income Tax	397.56
CR. GST Rebate	47.64		
CR. Direct Reimbursement	91.43		
Total Payments	2808.50	Total Deductions	443.76
		Net Pay	2364.74

**Employee History Summary Journal**

For Department:

**997 (LEGISLATIVE)**

For Period End Dates:

**01Jan2015 to 31Dec2015**

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<b>Totals For Department: 997</b>	<b>Number of Employees: 7</b>	<b>Number of Records: 28</b>	
CR. Remuneration	16858.33	Extra Income Tax	675.00
CR. Expense Allowance	8027.80	Canada Pension Plan	483.04
CR. GST Rebate	470.68	Employment Insurance	2.82
CR. Direct Reimbursement	1386.35	Income Tax	458.20
Insurable Earnings	150.00		
 Total Payments	 26743.16	 Total Deductions	 1619.06
		Net Pay	25124.10

An Organizational Meeting of Sedgewick Town Council was held on the above date with the following members present: Mayor P. Robinson, Clr. G. Sparrow, Clr. W. Dame, Clr. E. Skoberg, Clr. C. Rose and Clr. G. Imlah; Also in attendance, CAO Davis and Recording Secretary M. Steil.

**Call to Order:** Mayor Robinson called the meeting to order at \_\_\_\_\_ PM.

**2015.:**           **MOTION** by \_\_\_\_\_ to go in-camera at \_\_\_\_PM to discuss personnel with all persons excluded except Town Council, CAO Davis and Recording Secretary M. Steil. CARRIED.

**2015.:**           **MOTION** by \_\_\_\_\_ to revert to a regular meeting at \_\_\_\_\_ PM. CARRIED.

**2015.:**           **MOTION** by \_\_\_\_\_ that the discussion held in-camera regarding personnel be accepted as information.       CARRIED.

**Committee Appointments:**

**2015.:**           **MOTION:** by Clr. \_\_\_\_\_ that the members on the standing committees and appointments be approved as follows with all councilors designated as alternate members on all committees. CARRIED.

Administration	Budgeting and Finance Contracts, Agreements and Requisitions Bylaws Memberships and Subscriptions Legal Engineers Town Office - building and equipment Insurance Licenses and Permits Assessor and Assessments Auditor Grants – Local, Provincial and Federal
Perry Robinson Cindy Rose Grant Imlah	
Wayne Dame Greg Sparrow New Clr.	Town Personnel Salary and Performance reviews
Perry Robinson Cindy Rose Erik Skoberg	Policy Review Committee
Economic Development	
Council	Economic Development Public Relations Citizen Complaints
Protection to Persons and Property	
Erik Skoberg New Clr.	Policing and Bylaw Enforcement Citizens’ Advisory Committee - <i>Second Monday</i>
Grant Imlah	Volunteer Fire Department - <i>first Thursday</i>
Grant Imlah	Regional Emergency Services Committee – <i>second Wednesday, quarterly</i>
Ian Malcolm	Director of Emergency Management
Transportation & Utilities – Public Works	
Wayne Dame Greg Sparrow New Clr.	Streets and Sidewalks, sanding, gravel, oil, paving, lighting, storm sewers, and snow removal Public Works – building and equipment Water System Sanitary Sewer System
Environmental Health Services and Utilities	
Wayne Dame Erik Skoberg Greg Sparrow	Sedgewick Killam Natural Gas System – <i>Quarterly</i>
New Clr.	Flagstaff Regional Solid Waste Management Association – <i>fourth Monday</i>
Parks, Recreation and Culture - Town Parks and Town owned Facilities	
Wayne Dame Cindy Rose New Clr.	Sedgewick Beautification – Parks & Signage
Greg Sparrow	Sedgewick & District Recreation Board – <i>third Monday</i>
New Clr.	Sedgewick Golf Club

Cindy Rose	Sedgewick Lake Park Committee– <i>call of chair</i>
Wayne Dame	Sedgewick Library Board – <i>second Thursday</i>
Wayne Dame	Parkland Regional Library Board
Greg Sparrow	Sedgewick Community Hall Association – <i>call of chair</i>
Erik Skoberg Greg Sparrow Grant Imlah	Land Acquisitions Publicity and Promotions Community Growth Land Agreements and Sales Zoning and Land Use Development Agreements and Minimum Standards
<b>Public Health and Welfare</b>	
Grant Imlah	Health Unit contact and communication
Perry Robinson	Flagstaff Family & Community Services – <i>second Wednesday</i>
Erik Skoberg Greg Sparrow (alt.)	Flagstaff Regional Housing (Lodge) – <i>call of chair – third Tuesday bimonthly</i>
Perry Robinson Cindy Rose Grant Imlah	Sedgewick Cemetery
<b>Economic Development</b>	
Cindy Rose	<b>BRAED</b> – Battle River Alliance Economic Development
Perry Robinson	<b>FIP</b> - Flagstaff Intermunicipal Partnership – <i>first Monday</i>
Perry Robinson	<b>Mayors Meetings</b> – <i>Call of chair (3 times/year)</i>

Deputy Mayor:

2015.:

MOTION: by \_\_\_\_\_ that \_\_\_\_\_ be appointed Deputy-Mayor.

CARRIED.

Assessor:

2015.:

MOTION: by Clr. \_\_\_\_\_ that pursuant to M.G.A. Section 289 Garry Barber is appointed the assessor for the Town of Sedgewick.

CARRIED.

Auditor:

2015:

MOTION: by Clr. \_\_\_\_\_ that pursuant to M.G.A. Section 280 Brian King is appointed the auditor for the Town of Sedgewick.

CARRIED.

Council Meetings:

2015.:

MOTION: by Clr. \_\_\_\_\_ that pursuant to M.G.A. Section 193 council meeting dates remain the third Thursday of the month at 6:00 PM with Special Meetings to be held the first Thursday of the month if required.

CARRIED.

Signing Authorities:

2015.:

MOTION: by \_\_\_\_\_that the signing authorities be either the Clr. W. Dame or Clr. C. Rose and the Chief Administrative Officer or the Municipal Secretary.

CARRIED.

Adjournment:

2015.:

MOTION: by Mayor. P. Robinson for adjournment at \_\_\_\_\_PM.

CARRIED.

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Perry Robinson, Mayor

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Amanda Davis, CAO

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Mayor

-----  
CAO



October 22<sup>nd</sup>, 2015

## Agenda

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- In Camera – Closed Session - Personnel

### Adjournment –

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### Adoption of Agenda –

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<b>16)</b>	
<b>17)</b>	
<b>18)</b>	
<b>19)</b>	
<b>Adjournment -</b>	

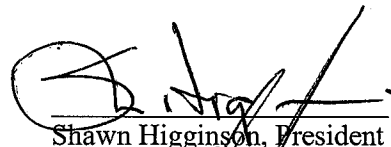
The regular Meeting of the Sedgewick Lake Park Board was held at the Fire Hall in Sedgewick, Alberta on Sunday June 7<sup>th</sup> 2015 at 7:05 PM.

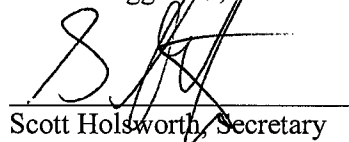
<b>Present</b>	Shawn Higginson Cindy Rose Amanda Davis Scott Holsworth Ted Djos Sheila Erickson Rob Djos	President Town Rep. Treasurer Secretary Director Director Director
<b>Staff - Present</b>	Barry Nordstrom Laurie Nordstrom	Park Manager Park Manager
<b>Absent</b>	Ted Djos. Sr. Shane Dempsey Cory Gagnon	Director Director Director
<b>Call to Order</b>	S. Higginson called the meeting to order at 7:05 PM.	
<b>Agenda</b>		
<b>L2015.06.32</b>	MOVED by A. Davis that the agenda be approved as presented.	<u>CARRIED.</u>
<b>Minutes</b>	The meeting minutes of April 15 <sup>th</sup> , 2015 were presented for review.	
<b>L2015.06.33</b>	MOVED by S. Holsworth that the April 15 <sup>th</sup> , 2015 meeting minutes be approved as presented.	<u>CARRIED.</u>
<b>Matters Arising:</b>		
<b>Late Entrance</b>	R. Djos entered the meeting at 7:18 PM.	
<b>Electrical Upgrades</b>	Manager B. Nordstrom provided an update on the electrical upgrades; <ul style="list-style-type: none"><li>• T. Djos advised that after speaking with J. Hale of TNT grounding rods could be installed at any pedestal that is causing electrical shortages. Manager B. Nordstrom to obtain a quote from TNT for grounding rods on sites and confirm problem can be resolved; sites 2-10 and 24-27. Grounding rods to be installed with components of the final upgrades completed in the Fall.</li></ul>	
<b>Late Entrance</b>	C. Rose entered at the meeting at 7:27 PM.  Manager's Nordstrom to email cost for grounding rods to the board prior to any work being completed. <ul style="list-style-type: none"><li>• Manager L. Nordstom is to prepare a draft RFQ's in support of all site upgrades and email to the board for final approval before obtaining any further quotes on the project.<ol style="list-style-type: none"><li>1. Underground wiring to accommodate 50 amp service;</li><li>2. 6" gravel per site;</li><li>3. T. Djos and Manager B. Nordstrom to complete necessary measurements on all sites to support the RFQ.</li><li>4. Quotes to be obtain to level all lots including tree and stump removal.</li></ol></li></ul>	
<b>L2015.06.34</b>	MOVED by T. Djos authorizing a 50amp upgrade to the managers site; project to align with grounding issues on lots 2-10 and 24-27 with a maximum expenditure of \$600. <u>CARRIED.</u>	
<b>Mower</b>	The board discussed the mower and the further reviewed options for capital replacement.  Managers' Nordstrom to get mower serviced in Killam at John Deere.	
<b>L.2015.06.35</b>	MOVED by S. Higginson to defer mower and or tractor replacement to the Fall or other; R. Djos to investigate options. <u>CARRIED.</u>	
<b>Town Rep Report</b>	C. Rose provided a verbal Town Council Rep. report for activities to June 7 <sup>th</sup> , 2015. <ul style="list-style-type: none"><li>• Huge thank you from the Town for the assistance from the Lake Board and Management with the second annual triathlon.</li><li>• Provided a brief update on the lacrosse tournament that is scheduled for the weekend of June 12<sup>th</sup> in Sedgewick and Hardisty.</li></ul>	

<b>L2015.06.36</b>	MOVED by S. Erickson that the Town Council Rep report be approved as presented. <u>CARRIED.</u>
<b>Treasurers Report</b>	A written Treasurers Report was presented for the period ending June 7 <sup>th</sup> , 2015.
<b>L2015.06.37</b>	MOVED S. Holsworth by that the Treasure Report for the period ending June 7 <sup>th</sup> , 2015 be approved as presented. <u>CARRIED.</u>
<b>Managers Report</b>	Managers B & L Nordstrom provided a written managers report for the period ending June 7 <sup>th</sup> , 2015.
<b>Dandelion Control</b>	Managers sought permission to have the dandelions sprayed; Managers to obtain quotes and present at the next meeting.
<b>Policy &amp; Procedures</b>	The board clarified Managers' queries in reference to the policies and procedures.
<b>Entrance</b>	M. Hampshire, Director of Park and Recreation for the Town of Sedgewick entered the meeting at 8:00 PM.
<b>Fire Pits</b>	Managers Nordstrom sought permission to dispose of all old fire pits. The board agreed to budget extraction during the 2016 operating budget.
<b>L2015.06.38</b>	MOVED by A. Davis that the Managers Report for the period ending June 7 <sup>th</sup> , 2015 be approved as presented. <u>CARRIED.</u>
<b>Departure</b>	S. Holsworth departed at 8:34 PM.
<b>Spray Park Updates</b>	M. Hampshire provided an update on the community spray park project along with three concept designs.  S. Higginson, B. Nordstrom and M. Hampshire to measure various options and locations for the spray park and report to the board as per discussions.
<b>L2015.06.39</b>	MOVED by T. Djos that the Sedgewick Lake Park Association's Community Spray Park budget be set at \$350,000 as per option three pending site conditions and further that M. Hampshire prepared a detailed budget breakdown for review and analysis. <u>CARRIED.</u>
<b>Signage</b>	The board discussed promotional signage and donation contributions.
<b>L.2015.06.40</b>	MOVED by C. Rose that promotional signage be prepared and installed in Town pending council approval, one near highway 13 and one at the Sedgewick Lake Park entrance. Signage to include title, "Community Spray Park Project", design and contact information for donations. <u>CARRIED.</u>
<b>Departure</b>	M. Hampshire departed at 9:14 PM.
<b>Financials</b>	Financial Statement for the months ending March 31 <sup>st</sup> and April 30 <sup>th</sup> , 2015 were presented.
<b>L2015.06.41</b>	MOVED by S. Higginson that the Financial Statement for the month ending March 31 <sup>st</sup> , 2015 be approved as presented. <u>CARRIED.</u>
<b>L2015.06.42</b>	MOVED by S. Erickson that the Financial Statement for the month ending April 30 <sup>th</sup> , 2015 be approved as presented. <u>CARRIED.</u>
<b>LOA</b>	A List of Accounts for approval for the months of April 30 <sup>th</sup> and May 31 <sup>st</sup> 2015 were presented.
<b>L2015.06.43</b>	MOVED by A. Davis that the List of Accounts for the month ending April 30 <sup>th</sup> , 2015 be approved as presented. <u>CARRIED.</u>
<b>L.2015.06.44</b>	MOVED by C. Rose that the List of Accounts for approval for the month ending May 31 <sup>st</sup> , 2015 be approved as amended. <u>CARRIED.</u>
<b>Detailed Camp Revenue</b>	A detailed camp revenue overview for the period ending May 31 <sup>st</sup> , 2015 was reviewed.
<b>Revenue and Expenditures</b>	Revenue and Expenditures for the period of June 5 <sup>th</sup> , 2015 was reviewed.

**Business:**

- Lease** In support of ongoing lake operations a twenty-year lease was presented for review from the Town of Sedgewick.
- L2015.06.45** MOVED by T. Djos that the twenty-year lease be approved as presented retroactive to January 1<sup>st</sup>, 2015. CARRIED.
- Canada 150** Western Diversification is accepting applications in accordance with the Canada 150 program; the spray park is an eligible project.
- L2015.06.46** MOVED by R. Djos that the Sedgewick Lake Park Association authorize the submission of a grant application to the Canada 150 program in support of the community spray park project. CARRIED.
- Gazebo** The newly constructed gazebo is ready to be moved and placed at the lake.
- L2015.06.47** MOVED by T. Djos that the gazebo be placed on the NE corner of the lake between the lake and the swimming hole and further that S. Higginson arrange pick up and delivery. CARRIED.
- Correspondence:**
- Enbridge** Notification was received from Enbridge Pipelines Inc. regarding site reclamation for the Edmonton to Hardisty Pipeline project.
- AB Recycling Grant** Notification was received that the Sedgewick Lake Park Assn. application to the Alberta Recycling Management Authority was granted in the amount of \$27,571.64.
- AHS Request** Alberta Health Services (AHS) submit a request to the lake board seeking permission to use the camp kitchen and amenities for the 2015 ARR You Ready for Kindergarten and Hot Tots.
- L2015.06.48** MOVED by R. Djos authorizing the AHS's request to utilize the camp kitchen and amenities for the 2015 ARR You Ready for Kindergarten and Hot Tots as request. CARRIED.
- Next Meeting** July 12<sup>th</sup> at 7:00PM.
- Adjournment** MOVED by S. Higginson for adjournment at 9:38PM. CARRIED.
- L2015.06.49**

  
Shawn Higginson, President

  
Scott Holsworth, Secretary

The regular Meeting of the Sedgewick Lake Park Board was held at the Fire Hall in Sedgewick, Alberta on Monday August 10<sup>th</sup>, 2015 at 8:25 PM.

<b>Present</b>	Shawn Higginson Cindy Rose Amanda Davis Scott Holsworth Ted Djos Rob Djos	President Town Rep. Treasurer Secretary Director Director
<b>Staff - Present</b>	Barry Nordstrom Laurie Nordstrom	Park Manager Park Manager
<b>Absent</b>	Ted Djos. Sr. Shane Dempsey Cory Gagnon Sheila Erickson	Director Director Director Director
<b>Call to Order</b>	S. Higginson called the meeting to order at 8:25 PM.	
<b>Agenda</b>		
<b>L2015.08.50</b>	MOVED by A. Davis that the agenda be approved with the following additions: <ul style="list-style-type: none"> <li>• Financial Statement for the month ending June 30<sup>th</sup>, 2015,</li> <li>• List of Accounts for approval for the month ending July 31<sup>st</sup>, 2015,</li> <li>• Manager's Report for the period ending August 10<sup>th</sup>, 2015</li> </ul>	
		<u>CARRIED.</u>
<b>Minutes</b>	The meeting minutes of June 7 <sup>th</sup> , 2015 were presented for review.	
<b>L2015.08.51</b>	MOVED by A. Davis that the June 7 <sup>th</sup> , 2015 meeting minutes be approved as presented.	
		<u>CARRIED.</u>
<b>Matters Arising: Spray Park</b>	A.Davis provided an update on the Sedgewick Community Spray Park project including year to date funding, status of the geotechnical contract and highway signage. Sedgewick Town Council authorized the placement of signage along 50 <sup>th</sup> Street pending consultations with Alberta Transportation. Signage will not be order/installed until the geotechnical investigation comes back approving the proposed location.	
<b>Tractor Replacement</b>	The board discussed tractor replacement as presented by R. Djos.	
<b>L2015.08.52</b>	MOVED by S. Higginson that the 2015 capital fund for tractor replacement be carried forward to 2016 with the intent of purchasing a 72" mower with a three point hitch and attachments.	
		<u>CARRIED.</u>
<b>Town Rep Report</b>	Nothing to report.	
<b>Treasures Report</b>	A written Treasurers Report was presented for the period ending August 10 <sup>th</sup> , 2015.	
<b>L2015.08.53</b>	MOVED by C. Rose that the Treasure Report for the period ending August 10 <sup>th</sup> , 2015 be approved as presented.	
		<u>CARRIED.</u>
<b>Managers Report</b>	Managers B & L Nordstrom provided a written managers report for the period ending August 10 <sup>th</sup> , 2015.	
<b>Dandelion Control</b>	As per the direction of the board following the June 7 <sup>th</sup> , 2015 meeting, Managers B & L Nordstrom provided quotes for dandelion control.	
<b>L2015.08.54</b>	MOVED by T. Djos authorizing directing Managers B & L Nordstrom to proceed with dandelion control during the late summer early Fall of 2015 in accordance with the quote provided by Hillaby Spraying to a maximum of \$1,525.	
		<u>CARRIED.</u>
<b>Picnic Tables Entrance</b>	Managers B & L Nordstrom provided an update on picnic tables that were in disrepair and the possibility of salvaging them as per discussion with RTS Diesel. The board directed the Managers to follow up with this notice and provide details at the next meeting.	
<b>Group Site</b>	A Group Site booking request was presented for the July 16-19 <sup>th</sup> , 2016 weekend.	
<b>L2015.08.55</b>	MOVED by S. Holsworth authorizing the group site request for July 16-19 <sup>th</sup> , 2016 for the Galletley's as presented.	
		<u>CARRIED.</u>


<b>BBQ</b>	The board discussed the status of the BBQ; Managers to follow up on burner replacement.
<b>Shower Stalls Upgrades</b>	Manager B & L Nordstrom advised that one privacy stall is required in both the male and female washrooms in the pool house.
<b>Site Upgrades</b>	R. Djos, T. Djos and A. Davis provided an update on capital site repairs/replacements for 2016.
<b>L2015.08.56</b>	MOVED by C. Rose that the Managers Report for the period ending August 10 <sup>th</sup> , 2015 be approved as presented. <u>CARRIED.</u>
<b>Financials</b>	Financial Statement for the months ending May 31 <sup>st</sup> and June 30 <sup>th</sup> , 2015 were presented.
<b>L2015.08.57</b>	MOVED by R. Djos that the Financial Statement for the month ending May 31 <sup>st</sup> , 2015 be approved as presented. <u>CARRIED.</u>
<b>L2015.08.58</b>	MOVED by S. Holsworth that the Financial Statement for the month ending June 30 <sup>th</sup> , 2015 be approved as presented. <u>CARRIED.</u>
<b>LOA</b>	A List of Accounts for approval for the months of June 30 <sup>th</sup> and July 31 <sup>st</sup> 2015 were presented.
<b>L2015.08.59</b>	MOVED by A. Davis that the List of Accounts for the month ending June 30 <sup>th</sup> , 2015 be approved as presented. <u>CARRIED.</u>
<b>L.2015.08.60</b>	MOVED by S. Higginson that the List of Accounts for approval for the month ending July 31 <sup>st</sup> , 2015 be approved as amended. <u>CARRIED.</u>
<b>Detailed Camp Revenue</b>	<p>A detailed camp revenue overview for the period ending August 10<sup>th</sup>, 2015 was reviewed.</p> <p>Discussion held regarding presentation and layout of the detailed camp revenue spreadsheet. The board request modifications removing the “deposit” column and replacing under campsite revenue.</p> <p>Manager L. Nordstrom sought interest from the board to advertise the Lake Park in the Go East of Edmonton Tourism Guide. Manager L. Nordstrom to seek further interest from local groups to partner on this initiative.</p> <p>The board sought a breakdown on advertising expenses from the playhouse and spray park project in an effort to see true cost accounting on advertising. A. Davis to provide a follow up.</p>
<b><u>Business:</u> Management Contract</b>	<p>Managers B &amp; L Nordstrom presented the board with items to consider for their upcoming management contract.</p> <ul style="list-style-type: none"> <li>• Three year term;</li> <li>• Request for job descriptions for senior staff and the need to develop a policy to address relief staff's overnight stays;</li> <li>• Request to have input into the hiring of all staff;</li> <li>• Option to review all proposed capital projects to ensure there is adequate staff to handle such work;</li> <li>• Sought a bonus in accordance with the exceptional 2014 season.</li> </ul> <p>Manager's B &amp; L Nordstrom departed at 9:45 PM.</p> <p>The board discussed the management contract terms as presented.</p> <ul style="list-style-type: none"> <li>• At this time, the board was not in favor of hiring an addition couple;</li> <li>• If and when time off was required, managers would be required to negotiate time with the Management Committee;</li> <li>• The board shall sustain current operations and functions with the managers reporting as per current practices;</li> <li>• Detailed job descriptions shall be prepared;</li> <li>• Secondary employment shall be discussed with the management committee;</li> <li>• A 6% salary increase would be implemented over the three years term with annual performance appraisals determining the increase. A 1% increase would be implemented for 2016.</li> <li>• Revenue bonuses were discussed for the 2016 season on campsite revenue only: <ul style="list-style-type: none"> <li>▪ \$85,000 – 100,000 = 0.5%</li> <li>▪ \$100,001 – 115,000 = 1.0%</li> </ul> </li> </ul>

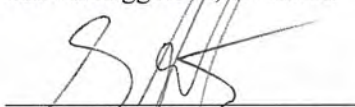
- \$115,001 + = 1.5%

Adjournment  
L2015.08.61

MOVED by S. Higginson for adjournment at 10:38PM.

CARRIED.

  
Shawn Higginson, President

  
Scott Holsworth, Secretary

The regular Meeting of Sedgewick Rec Board was held in the Recreation Centre on August 5<sup>th</sup>, 2015 at 7:00 PM.

<b>Present</b>	Cory Gagnon Aleska Johnson Connie McArthur Greg Sparrow Calvin Hogg Curtis Hogg Kari Sanders	President Vice President Treasurer Town Council Rep Director Director Secretary
<b>Absent</b>	Derek Ness Verna Erickson Pam Kotylak	Director Director Director
<b>Present</b>	Marta Hampshire Esther Whitehead Connie Polege	Director of Parks and Rec. Treasurer - July 1 <sup>st</sup> Facility Manager
<b>Call to Order</b>	President Gagnon called the meeting to order at 7:00 PM.	
<b>July 1<sup>st</sup></b>	E. Whitehead presented the financial report from July 1 <sup>st</sup> , 2015. Discussion and overview of the day's progression ensued.	
<b>REC2015.08.61</b>	MOTION by C. Hogg to distribute \$2,500 each to the Lions, Ag. Society and Rec. Board from the proceeds of July 1 <sup>st</sup> , 2015. The balance of the funds to remain in the July 1 <sup>st</sup> account for 2016 festivities. <u>CARRIED.</u>	
<b>Entrance</b>	C. Polege entered the meeting at 7:10 PM.	
<b>Agenda</b>		
<b>REC2015.08.62</b>	MOTION by G. Sparrow that the agenda be approved with additions: 1. Employment Opportunity - Grounds Keeper 2. Circus <u>CARRIED.</u>	
<b>Reports:</b>		
<b>Facility Manager</b>	C. Polege provided a written Facility Managers report to June 30 <sup>th</sup> , 2015 as attached to and forming part of these minutes. 1. Discussion on the concerns of Rec. Centre keys being duplicated at the co-op; 2. Lacrosse tournament was reviewed and discussed; 3. Ice preparation will be completed following graduation ceremonies.	
<b>REC2015.08.63</b>	MOTION by K. Sanders that the Facility Manager's report be approved as presented. <u>CARRIED.</u>	
<b>Correspondence:</b>	A request from Agriculture and Forestry inquired to see if the Sedgewick Rec Centre has a commercial kitchen for rent. Alberta Agriculture helps food processing company develop and grow by assisting with commercial kitchen rentals. They are currently compiling information for their data base. L. Polege, Town Secretary forwarded the request which will be filed as information.	
<b>Town Rep Report</b>	G. Sparrow provided a verbal Town Council Rep report to August 5 <sup>th</sup> , 2015.  Discussion ensued regarding the opportunity to hire the existing greens keeper to work at the Recreation Centre for the new season..	
<b>REC2015.08.64</b>	MOTION by C. Hogg that the Town Rep report be approved as presented. <u>CARRIED.</u>	
<b>Financial Report</b>	C. McArthur provided a financial report ending June 30 <sup>th</sup> , 2015. 1. The lacrosse ad campaign provided \$1,765 to minor hockey, \$1,765 to the rec. board and \$700 to the Friends Of account. 2. ATM proceeds were \$250 during the Lacrosse tournament.	
<b>REC2015.08.65</b>	MOTION by G. Sparrow that the financial report to June 30 <sup>th</sup> , 2015 be approved as presented. <u>CARRIED</u>	

**REC2015.08.66** MOTION by C. McArthur that the Director of Parks and Rec. report be approved as presented. CARRIED.

**Minutes:** The board reviewed the minutes of the May 25<sup>th</sup>, 2015 regular meeting.

**REC2015.08.67** MOTION by A. Johnson that the minutes of the May 25<sup>th</sup>, 2015 be approved as presented. CARRIED.

**Business:**

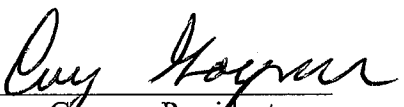
**Air Handling Unit** Two quotes were provided for the replacement of the air handling unit at the recreation centre. Discussion ensued. The board directed G. Sparrow to request financial assistance from the Town of Sedgewick in accordance with the capital replacement cost.

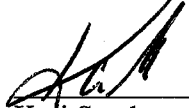
**Circus** Discussion held regarding the upcoming circus and further the need to have facility rental contracts. The board directed M. Hampshire to develop a draft contract for review at the next board meeting.

**Departure** M. Hampshire departed at 9:45 PM.

The Board discussed facility management and operations. The board determined they are happy with current operations.

**Adjournment** Call for adjournment at 10:00 PM. CARRIED.  
**2015.08.68**

  
Cory Gagnon, President

  
Karl Sanders, Secretary

The Phase II Meeting of the Recreation Funding Committee (RFC) was held in the Sedgewick Council Chambers in Sedgewick, Alberta on Thursday, October 8<sup>th</sup>, 2015.

<b>Present</b>	Andrew Hampshire Travis Smith Pam Kotylak Kari Sanders Barb McConnell Greg Sparrow	Chairman Vice-Chairman Director Director Director Town Council Rep.
<b>Absent</b>	Aleska Johnson	Director
<b>Present</b>	Amanda Davis Maxine Steil	Chief Administrative Officer Recording Secretary
<b>Call to Order</b>	A. Hampshire called the meeting to order at 7:00 PM.	
<b>Agenda</b>		
<b>RFC2015.24</b>	MOTION by A. Hampshire that the agenda be approved as presented.	<u>CARRIED.</u>
<b>Minutes</b>	The board reviewed the minutes of the May 11 <sup>th</sup> , 2015 meeting.	
<b>RFC2015.25</b>	MOTION by G. Sparrow that the May 11 <sup>th</sup> , 2015 meeting minutes be approved as presented.	<u>CARRIED.</u>
<b>Financial Statement</b>	The board reviewed the financial Statement for the period of April 30 <sup>th</sup> - August 31 <sup>st</sup> , 2015 as attached to and forming a part of these minutes.	
<b>RFC2015.26</b>	MOTION by P. Kotylak that the Financial Statements for the period of April 30 <sup>th</sup> – August 31 <sup>st</sup> , 2015 be approved as presented.	<u>CARRIED.</u>
<b>Phase I Funding</b>	An overview of Phase I funding and financials was reviewed.	
<b>Phase I Disb.</b>	An overview of Phase I List of Accounts and Disbursements was reviewed.	
<b><u>Business:</u></b>		
<b>Phase II</b>	Three (3) Phase II grant applications were received and reviewed by the RFC.	
<b>Assessment</b>		
<b>BRFA</b>	The Battle River Football Association (BRFA) submit an application for 2015 User Fees requesting \$3,000.	
<b>RFC2015.27</b>	MOTION by G. Sparrow that the RFC recommend approval of the BRFA's application for User Fees in the amount of \$3,000.	<u>CARRIED.</u>
<b>Sedgewick Mixed Bowling League</b>	The Sedgewick Mixed Bowling League submit an application for 2015 lineage requesting \$9,000.	
<b>RFC2015.28</b>	MOTION by K. Sanders that the RFC recommend approval of the Sedgewick Mixed Bowling League's application for 2015 lineage in the amount of \$7,500 and further that the league be advised of the need and importance of fundraising revenue on future applications.	<u>CARRIED.</u>
<b>Sedge. Playschool</b>	Sedgewick Playschool submit an application for rent requesting \$5,000.	
<b>RFC2015.29</b>	MOTION by B. McConnell that the RFC recommend approval of the Sedgewick Playschool application for rent in the amount of \$5,000.	<u>CARRIED.</u>
<b>2016 Recreation Funding Status</b>	Discussion held regarding the status if 2016 recreation funding from Flagstaff County. Flagstaff County has not committed to provide long term funding to date. The board directed administration to prepare a letter addressing the success of the funding program in Sedgewick and inquire as to the status of future funding.	
<b>RFC Format and Application</b>	The RFC request that administration revamp the score card replacing redundant questions with more suitable information pertaining to the grant application. Suggestions for questions were: <ul style="list-style-type: none"> <li>• Has the group made a concerted effort with fundraising options?</li> <li>• Does this benefit the community?</li> <li>• Do they in fact need funding?</li> <li>• Does their request contribute to a healthy lifestyle?</li> </ul>	

The revamped score template shall be emailed to the RFC for comment prior to recommending to Council.

In addition to the revamping if the score cards the RFC would like to request that year-end financial statement be included as a part of the application process.

**Adjournment**  
**RFC2015.30**

MOTION by A. Hampshire for adjournment at 7:43 PM.

CARRIED.

\_\_\_\_\_  
Andrew Hampshire, Chairman

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

Unapproved

# FLAGSTAFF'S INITIATIVE TO RELATIONSHIP & SPOUSAL TRAUMA

## BOARD MINUTES – Monday, June 22, 2015

**PRESENT:** Gunnar ALBRECHT, Chairperson  
Allen DIETZ, Vice Chairperson via phone  
Cheryl HOLBEN  
Sylvia WOLD, Secretary  
Lynne JENKINSON, Director  
Brooke GROVE, Finance Manager  
Chantelle SCHMIDT, Recording Secretary

**APPROVED**

**REGRETS:** Brenda ROBBINS

\*\*\*\*\*

Gunnar Albrecht called the meeting to order at 6:00 p.m.

### **APPROVAL OF AGENDA**

6-23-2015

Cheryl Holben made a motion to approve the June 22, 2015 agenda.  
Carried.

### **APPROVAL OF MINUTES**

6-24-2015

Sylvia Wold made a motion to approve the June 1, 2015 minutes.  
Carried.

### **CORRESPONDENCE**

- 1) Thank you card from Steve Harmer for funding presentation in Daysland.

6-25-2015

Cheryl Holben made a motion to accept the correspondence.

### **OLD BUSINESS**

No old business to report.

## **NEW BUSINESS**

### **1) Motion to County**

#### **Discussion Items to the Motion**

- Give the County information on what they could be experiencing in the future with funding the Resource Officer program.
- Have someone from the FIRST board explain to the County what the FIRST board has experienced with the Resource Officer program.
- The FIRST board has experienced issues with the CRO program and do not want the County and council facing these same issues.
- County has not officially entered into an agreement for 2016-2019. If they do not approve of the MOU they may not enter into funding the Resource Officer program.
- FIRST board should ask the County for the opportunity to ask for opinions on the new MOU.
- Lynne emailed the RCMP site on June 16 to receive clarification on whether the Corporal position will be lost if the Resource Officer position is gone.
  - Lynne has not received a reply.
  - Wants a written response to have as back up and proof.
  - Lynne's email said the following:

"We need clarification on a staffing question for the Killam-Forestburg Detachment. We as a community fund a Community resource Officer position, that funding may come to an end because of financial constraints at present. We have been told as a community, I represent the organization named FIRST (Flagstaff's Initiative to Relationship and Spousal Trauma), that finds the money for the CRO position, that is the CRO position disappears in our detachment area that we also lose a Corporal position. It is a staffing question that the community needs an answer to as we move forward with this program or not move forward with this program as funding permits."

- Lack of RCMP presence at FIRST board meetings says a lot and shows their lack of interest.
- Create a written letter to County stating the concerns over the past 2 years so they can change things in the MOU.
- Let County know FIRST is available to help and give input in creating the new MOU.
- FIRST will no longer fundraise for CRO Program.
- County should have an opt out clause and probationary period for the Resource Officer program in the new MOU so they can get out of the program if it is not working.
- Lawyer has stated that the current contract is a poor contract.
- Lynne to write a letter to the County stating:
  - FIRST is not available to do any fundraising
  - Concerns FIRST board has
  - FIRST board is available to give input when new MOU is created
- Send a copy of the letter to the RCMP
- Put in the amount of fundraised money so they can see how much of an impact it makes not to have fundraised support.

6-26-2015

Sylvia Wold made a motion that a letter be addressed to the County and a copy of the letter sent to the RCMP stating concerns and information why FIRST will no longer be a part of the Community Resource Officer program as of April 1, 2016.

Carried.

- Write a different letter to municipalities and schools thanking them for their support and to let them know FIRST will no longer be supporting the Resource Officer program as of April 1, 2016 due to not getting an agreement on terms and conditions.

**2) Date of next meeting: Strategic planning Monday, September 21, 2015.**

**Next meeting date is Monday, September 21, 2015 at 6 pm or at the call of the Chair if required.**

**Gunnar Albrecht adjourned the meeting at 6:45 p.m.**

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Gunnar Albrecht, Chairperson  
Flagstaff Initiative to Relationship and Spousal Trauma

## Physician Recruitment Committee

Date : Monday, September 14, 2015

Location : County Office, Sedgewick, AB

### Minutes

#### Attendance

Present were:	
Gail Watt, Mayor	Town of Daysland
Carol Kinzer, Councillor	Town of Killam
Geri Clark, Site Administrator	Killam Health Care Centre
Paul Vieira, Site Administrator	Daysland Health Centre
Gerald Kuefler, Chairperson	Flagstaff County
Norah Griffiths, Site Administrator	Hardisty Health Centre
Leslie Heck, Coordinator	Flagstaff County
Junetta Jamerson, Community Recruitment Consultant - Central	Rural Physician Action Plan (RPAP)

#### Call to order

G. Kuefler called the meeting to order at 1:30 p.m.

#### Agenda Approval

##### Resolution

The proposed agenda was reviewed and accepted with the following addition on motion of G. Watt.

**Under Business add item 5.2 Physician House**

**Carried**

#### Minutes Approval

##### Resolution

G. Watt moved to approve the minutes for the Flagstaff Community Medical Recruitment and Retention Committee of (2015/06/08) as presented.

**Carried**

#### RPAP Community Skills Weekend

G. Clark provided an update on the upcoming RPAP Skills Weekend:

- \* Will be held on November 14/15, 2015 in the Flagstaff region
- \* RPAP received confirmation of provincial funding
- \* Committee is responsible for Saturday evening dinner and entertainment costs only
- \* The committee will work together with Rosemary Burness of RPAP to finalize the agenda
- \* Local physicians and some community members will be invited to the dinner on Saturday evening
- \* We will be requesting to include 6 local high school students that are

interested in pursuing a career in the medical field

## **Physician House**

Discussion ensued regarding the house in Killam that was purchased in 2009 by Flagstaff County for the purpose for recruiting physicians to the Flagstaff region.

- House was purchased, renovated and furnished in 2009 for approximately \$215,000
- Was used twice for recruiting physicians - Dr. Weighman and Dr. Ogbeide
- Was rented out to a Physical Therapy Assistant from Killam for approximately 6 months
- Has been rented to one Flagstaff County employee (had to vacate to allow Dr. Ogbeide to move in)
- Was rented to contract workers from Phoenix construction that were building the new Flagstaff County administration building
- Killam is currently not recruiting for a physician
- Medical professionals from Daysland and Hardisty do not use it because of the distance to travel while on call
- Current rent charge is \$850 per month plus utilities
- Annual routine maintenance is conducted such as siding, shingles, eaves troughs, deck repair, etc.
- Replaced the fridge, stove and dishwasher
- When vacant, Flagstaff County seasonal staff maintains the yard
- Has been vacant on many occasions
- House is currently vacant (since June 2015)

### **Resolution**

G. Watt moved to recommend to Flagstaff County Council to offer the physician house in Killam for sale, with the proceeds to be allocated to a Physician Recruitment Reserve for future needs.

**Carried**

## **Facility Updates**

**Daysland** - Have been recruiting for a fourth physician, but are contemplating the possibility that three physicians are adequate staffing for current needs. Nursing staff is currently adequate. Locum accommodations will be needed for three physicians during the month of October.

**Hardisty** - Have a high turnover of graduate nurses, therefore they would like to develop some programs dedicated to the retention of new graduates. Conducted a very successful site visit in August 2015 for a physician from South Africa. Dr. David Odetola has signed a contract and is scheduled to start work in Hardisty in 2016.

**Killam** - Currently not recruiting for a physician and staffing is adequate. A dental hygienist will be providing on-site dental care. They are investigating the possibility of getting a cardiologist and an optometrist to conduct monthly visits as well. The building project is on-going with a few minor issues to be resolved. Killam will be a 50 bed multi-care facility

providing services from assisted living to long term care. G. Clark will be the project lead for this project.

**Correspondence**

Discussion ensued regarding the changes to physician sponsorship recently implemented by Alberta Health Services.

**Resolution**

P. Vieira moved to accept the correspondence items as presented.

**Carried**

**Next Meeting**

The next meeting will be on November 9, 2015 at the Flagstaff County office at 1:30 p.m.

**Adjournment**

G. Kuefler adjourned the meeting at 3:20 p.m.

# ***Flagstaff Regional Subdivision & Development Appeal Board***

Box 210  
Forestburg, AB T0B 1N0  
(780)582-3668

March 20, 2015

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

Dear Sirs:

Re: Subdivision & Development Appeal Board Member Appointments

With past resignations from the Flagstaff Regional Subdivision & Development Appeal Board, new members have been recruited. As per the FRSDAB Agreement each Council must appoint by resolution six (6) individuals as recommended by the Secretary. The term of the appointment is three (3) years.

The three individuals recommended by the Secretary are:

Brenda McDermott  
Gordon Thompson  
Leslie Cholowsky

These three individuals have served on the Town of Killam Subdivision and Development Appeal Board and would replace the three members who have previously resigned from the Board.

As both the Village of Heisler and the Town of Killam are new members of the FRSDAB, they will also need to appoint the current members:

Linda Simpson  
Trent Swainson  
Harold Haugen

The initial appointment of these individuals was in May, 2013.

Yours truly,



Debra Moffatt  
Flagstaff Regional SDAB Clerk



# Issue Summary Report

## INTERIM FIRE SERVICES PLAN

#20151007002

**Meeting :** Council Meeting

**Meeting Date :** 2015/10/14 09:00

**Meeting Type :** COUNCIL MEETING

**Presenter :** Kim Cannady

### Background

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As a result of the towns of Daysland, Hardisty, Sedgewick and the Village of Forestburg not entering into a Fire Services Agreement with Flagstaff County, the following Fire Services Interim Plan (2 Years) has been developed. The purpose of this interim plan is to continue to provide fire suppression services to our rural residents.

This interim plan takes into consideration the 2009 Flagstaff County Fire Protection Review, prepared by Kim Cannady, that outlines the fire protection needs for Flagstaff County. The report identifies the most efficient and effective equipment for rural firefighting such as Wildland Response trucks, Water Trucks, and with less Class "A" Pumpers.

#### **INTERIM PLAN:**

**Year One:** Purchase three (3) Wildland Response Units along with the necessary firefighting gear, hose, and self-contained breathing apparatus' to service the rural areas of Daysland, Forestburg and Hardisty. Space in these towns/villages will be utilized to station the Wildland Response Units along with the old Heisler Pumper Truck. As per the amending agreement with the Town of Killam, as of September 1, 2015 the Sedgewick rural area is being serviced by the Killam Fire Department. The other six remaining communities that have a current fire services agreement with Flagstaff County will be able to provide services to complement our needs based upon their level of training and type of equipment available.

**Year Two:** There will not be significant changes to the operating costs and there will be no capital purchases. During these two years a long-term plan will be developed.

#### **BUDGET:**

The proposed budget for this interim plan addresses capital and operating costs (Fire Protection - Contracted Services). Other areas within the fire budget are not impacted and are not discussed in this interim plan.

A facility to house this equipment and manpower requirements have also been considered.

## FIRE PROTECTION

(Part of Contracted Services Budget)

### 2015 Operating Budget

**\$368,000**

### 2016

Alliance	Current Agreement 50/50 and housing	\$23,000
Heisler	Current Agreement 50/50 and housing	\$20,500
Killam	Current Agreement 50/50 and housing	\$53,500
Lougheed	Current Agreement 50/50 and housing	\$23,000
Strome	100% County-Hamlet	\$17,000
Galahad	100% County-Hamlet	\$19,000
Hardisty	100% County	\$49,400
Daysland	100% County	\$49,400
Forestburg	100% County	\$49,400
	Sub-Total	\$304,700
Fire Costs	Invoiced from Towns/Villages	\$50,000
Communications	Assuming current cost sharing continues	\$15,000

### 2016 Operating Budget Estimate

**\$369,200**

### 2016 CAPITAL

Purchase of 3 Wildland Response Units (Used Trucks)	\$360,000
Equipment and Gear	\$62,360
10% Contingency	\$42,236
Purchase of Heisler Pumper Truck	\$5,500
Sub-Total Capital Expense	\$470,096

Assuming Sale of 50% Ownership of Current Pumper Trucks To Towns

Hardisty	\$93,222
Forestburg	\$106,602
Daysland ***Estimate	\$56,550
Sedgewick	\$77,000
Sub-Total Capital Revenue	\$333,374

### 2016 Capital Budget Estimate

**\$136,722**

### RESERVES

As At December 31, 2014:

Fire Capital Reserves	\$440,912
Fire Operating Reserves	\$30,000

**PROCUREMENT PROCESS:**

In accordance with the New West Partnership Trade Agreement, any purchase of goods that exceed \$75,000 require procuring entities to post tender notices for suppliers. However, as outlined within the agreement, procurement procedures do not apply in circumstances *"where an unforeseeable situation of urgency exists and the goods, services or construction could not be obtained in time by means of open procurement procedures."*

Due to the short timelines for the delivery of the Wildland Response Units for January 1, 2016, we would request to proceed with obtaining direct quotes from supplier's who are able to meet the deadline.

**STATUS OF SHARED EQUIPMENT:**

We are waiting for direction from the towns of Sedgewick and Daysland and the Village of Forestburg regarding the disposal of the Shared Equipment. The Town of Hardisty has indicated their interest to purchase our share. The values are indicated above in the budget estimates.

**Recommendation**

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1. To purchase three (3) Wildland trucks, the 1991 Ford F800 Pumper truck from the Village of Heisler, as well as all applicable firefighting equipment to service the rural areas of Daysland, Hardisty and Forestburg, and utilize space in these towns/village to house the equipment.
2. To approve the procurement of three (3) Wildland Response Units by obtaining direct quotes.



# FIRE PROTECTION FOR RURAL RESIDENTS

UPDATE #2 (October 14, 2015)

**Flagstaff County is assuring rural citizens that we will continue to have fire suppression coverage for all rural residents as we are committed to your safety.**

County Council approved an interim plan (two years) to move forward with fire suppression services. This solution will provide fire services to all geographic areas in Flagstaff County. Agreements were not reached with Daysland, Hardisty, Sedgewick and Forestburg. This presented a challenge to prepare an interim and long term plan focused on what is more effective and efficient to serve the rural citizens with a rural focus.

The interim plan is to supply fire suppression services with wildland response units from facilities located within the areas of Forestburg, Hardisty and Daysland. In addition, we have contracted fire services from Killam, Lougheed, Strome, Galahad, Alliance and Heisler. As of September 1<sup>st</sup>, Sedgewick rural citizens receive fire suppression services from the Killam Fire Department.

We have 50/50 joint ownership of fire suppression equipment in Forestburg, Hardisty, Daysland and Sedgewick and we are in the process of settling our joint interests in the equipment. These pumper trucks are not the most effective equipment for the majority of rural fire responses, as 98% are wildland fires (2014).

With our plan to expedite purchases of wildland response units, we will have five (5) units in place. To address the 2% of responses to structure fires (2014), the municipalities with fire pumpers and appropriately trained firefighters will be requested to respond under agreements that are in place.

In 2009, County Council approved a plan which included the purchase of five (5) wildland response units. The plan also addressed the purchase of two (2) County owned water trucks. Currently we have one (1) water truck, housed in Killam, and in addition we have received commitment from Husky Energy to supply one (1) water truck for our use, which is to be housed with a wildland response unit in the Hardisty area.

Fire insurance premiums have been a concern for some residents. A national organization called the Fire Underwriter's Survey has a significant impact on insurance rates. Their fire insurance grading system consists of five (5) separate measurements:

- 1) Risk level (with respect to fire loading and geographic distribution of risk);
- 2) Fire suppression;
- 3) Water supplies for public fire protection;
- 4) Emergency communication; and
- 5) Fire prevention – safety control.

Each insurance company has its own methods of determining property insurance rates; however, the majority of insurers use similar systems based upon several criteria including distances from risks to fire halls and hydrants and fire insurance grades. Although the Dwelling Protection Grades are separated into five (5) levels, many insurers simplify these into three tiers; protected, semi-protected and unprotected.

For further information regarding fire insurance ratings please visit [http://www.fireunderwriters.ca/home\\_e.asp](http://www.fireunderwriters.ca/home_e.asp)

We appreciate and offer our **THANKS** to the Town of Killam, Village of Heisler, Village of Strome, Village of Galahad, Village of Alliance and Village of Lougheed for their co-operation and support in the provision of fire services to our rural residents.

***This information is to provide an update to assure you, fire suppression services will continue to be provided.***

Please call your local Councillor, Shelly Armstrong, CAO or Kim Cannady, Regional Emergency Service Co-ordinator for more information.

## FFCS DIRECTOR'S PERFORMANCE REVIEW - BOARD

<b>Name:</b>	<b>Start Date:</b>	<b>Last Review:</b>
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The FFCS Director is evaluated on the various roles including: FFCS Director, Manager of FIRST, Manager of the Flagstaff Community Foundation, as defined in the Staff Job Descriptions of FFCS Director.

E=Cannot Evaluate 1=Unsatisfactory 2=Needs Improvement 3=Meets Standard 4=Exceeds Standard 5=Outstanding

<b>1.0 RELATIONSHIP WITH THE BOARD</b>	<b>E</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.1 Understands the Board's mandate and responsibilities in relation to that of the Executive Director.						
1.2 Keeps the Board adequately informed about the FFCS's Program Operations.						
1.3 Provides leadership in the development of Board policy and regulations.						
1.4 Ensures that the Board receives adequate reports and materials on which to base decisions, including agendas for meetings.						
1.5 Provides good advice, appropriate recommendations, and presents views in a clear, professional, and concise manner to the Board.						
1.6 Responds promptly to requests from the Board for specific action.						
1.7 Presents and implements Board policy in a fair and consistent manner to the public and staff.						
1.8 Ensures that the Board is involved in establishing annual plans and objectives for the FFCS Programs						
1.9 Displays public respect for the role of elected officials and recognition of the local sensitivity of issues.						
Areas of Strength:						
Areas in Need of Improvement:						

<b>2.0 ORGANIZATIONAL PLANNING</b>	<b>E</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
2.1 Provides for the development and implementation of short and long-range plans.						
2.2 Ensures that the organizational structure facilitates effective operations.						
2.3 Provides for the development and prioritization of goals by the Board.						
2.4 Monitors and evaluates planning within the FFCS Programs.						
2.5 Ensures that plans are implemented.						
Areas of Strength:						

## FFCS DIRECTOR'S PERFORMANCE REVIEW - BOARD

<b>Name:</b>	<b>Start Date:</b>	<b>Last Review:</b>
--------------	--------------------	---------------------

The FFCS Director is evaluated on the various roles including: FFCS Director, Manager of FIRST, Manager of the Flagstaff Community Foundation, as defined in the Staff Job Descriptions of FFCS Director.

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Areas in Need of Improvement:

<b>3.0 COMMUNITY &amp; PUBLIC RELATIONS</b>	<b>E</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
3.1 Deals effectively with the media when required to do so.						
3.2 Provides information and responds to the concerns of the community. Speaks effectively in public and at Board meetings.						
3.3 Develops liaisons and Partnerships to further the FFCS cause and fulfill financial and ethical support. For the Programs.						
3.4 Maintains effective liaison with Alberta's Family and Community Support Services Department aware and responds to the Act and Regulation. and other government and community agencies.						
3.5 Facilitates the functions of volunteer boards, committees and agencies.						

Areas of Strength:

Areas in Need of Improvement:

<b>4.0 BUSINESS &amp; FISCAL MANAGEMENT</b>	<b>E</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
4.1 Maintains a working knowledge of budgets, grants and fiscal reporting.						
4.2 Ensures that the various departments within the Foundation function effectively, consistent with resources.						
4.3 Provides the Board with adequate reporting on the financial statutes of the FFCS Programs.						
4.4 Effectively manages the financial operations of the FFCS Programs to ensure adherence to the budget.						
4.5 Provides for the preparation of budget materials, and the budget documents, in a format acceptable to the Board.						
4.6 Appropriately involves the supervisory staff, managers, and the Board in establishing budget priorities.						
4.7 Manages within financial, physical and human constraints.						
4.8 Ensures that bylaws and Board resolutions are effectively enforced.						

## FFCS DIRECTOR'S PERFORMANCE REVIEW - BOARD

<b>Name:</b>	<b>Start Date:</b>	<b>Last Review:</b>
--------------	--------------------	---------------------

The FFCS Director is evaluated on the various roles including: FFCS Director, Manager of FIRST, Manager of the Flagstaff Community Foundation, as defined in the Staff Job Descriptions of FFCS Director.

E=Cannot Evaluate 1=Unsatisfactory 2=Needs Improvement 3=Meets Standard 4=Exceeds Standard 5=Outstanding

Areas of Strength:

Areas in Need of Improvement:

<b>5.0 ADMINISTRATIVE SKILLS</b>	<b>E</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
5.1 <b>General Leadership Ability</b> - approachable, responsive, and able to unite staff and the Board, in pursuit of established goals.						
5.2 <b>Communication</b> - able to communicate effectively with staff, the Board and the community, both verbally and in writing.						
5.3 <b>Organizational Skills</b> - able to develop and implement plans and mobilize physical and human resources to achieve objectives.						
5.4 <b>Decision Making</b> - able to make effective decisions under pressure or in difficult situations.						
5.5 <b>Planning</b> – able to analyze the needs of the Foundation, set priorities, and develop short and long range plans for action.						
5.6 <b>Human Relations</b> - able to work effectively with people.						
5.7 <b>Conflict Management</b> - able to analyze opposing points of view and assist parties to arrive at a consensus or creative alternatives.						
5.8 <b>Motivational Skills</b> - able to engender enthusiasm or ownership in an idea or goal.						
5.9 <b>Problem Solving</b> - able to deal with extraordinary or unexpected problems or situations.						
5.10 <b>Commitment</b> - demonstrates energy, time and effort to fulfilling role.						

Areas of Strength:

Areas in Need of Improvement:

## FFCS DIRECTOR'S PERFORMANCE REVIEW - BOARD

<b>Name:</b>	<b>Start Date:</b>	<b>Last Review:</b>
--------------	--------------------	---------------------

The FFCS Director is evaluated on the various roles including: FFCS Director, Manager of FIRST, Manager of the Flagstaff Community Foundation, as defined in the Staff Job Descriptions of FFCS Director.

E=Cannot Evaluate 1=Unsatisfactory 2=Needs Improvement 3=Meets Standard 4=Exceeds Standard 5=Outstanding

Overall Comments:

Personal/Professional Development:

RECOMMENDATION:

FFCS Director's Signature:

Date:

Chairman of the Board's Signature:

Date:

**LETTERS:**

1. **Canadian Federation of Independent Business (CFIB):** Open letter to all Mayors by participating in the annual Small Business Saturday on October 24<sup>th</sup>, 2015.
2. **Village of Heisler:** Letter to Flagstaff Intermunicipal Partnership (FIP) Committee approving the application of Phase II of the Regional Governance Study and approval of the proposed 2016 FIP budget.
3. **Town of Killam:** Letter approving the FIP Committee's recommendation to adopt the 2016 budget as presented.
4. **Alberta Municipal Affairs:** Letter regarding exemption under the Safety Codes Act for Persons with Developmental Disabilities (PDD) residences regulation being extended allowing operation until at least March 31<sup>st</sup>, 2016.
5. **Office of the Lieutenant Governor:** The Alberta order of Excellence is losing two members; seeking applicants to member of council. Closing date is October 19<sup>th</sup>, 2015.
6. **Municipal Affairs:** Letter acknowledging receipt of the Municipal Sustainability Initiative (MSI) - 2014 Conditional Operating Funding Statement of Funding and Expenditures (SFE). Confirmation of the SFE report has been submit as required.
7. **Safety Codes Council:** Letter regarding the safe use and storage of propane as a temporary heat source.
8. **Community of Sant'Egidio:** Letter of information regarding the UN General Assembly vote to abolish the use of the death penalty in the US.
9. **Energy East:** Letter advising of publication date error. Supplemental report #4 with the National Energy Board was filed on September 30<sup>th</sup>, 2015 not June 30<sup>th</sup>, 2015.
10. **Flagstaff County:** Letter of notice of termination of the Ambulance and Rescue Service Agreement effective December 31<sup>st</sup>, 2016.
11. **Energy East:** Letter advising of Supplemental Report #4 with the National Energy Board was filed on June 30<sup>th</sup>, 2015.
12. **Land Use Secretariat:** Letter advising of protection and development of the Castle area in southern Saskatchewan by expanding the designated Castle Wildland Provincial Park incorporating the entire area under Parks Legislation.
13. **Sedgewick and District Agricultural Society:** Letter confirming donation of funds for July 1<sup>st</sup>, 2015 fireworks and expressing concern of private individual's opportunity to gain revenue from this community event.

**NOTICES and INVITATIONS:**

1. **Alberta Health:** Notification of the launch of dementia advice through Health Link.
2. **Federation of Canadian Municipalities (FCM):** Notification from FCM regarding local governments and the Syrian refugee crisis. Emergency recommendation of their plan to help coordinate a response in communities across the country.
3. **FCM:** Report on the housing crunch that Canadians will face as they age with the doubling of seniors, rising rents and lack of seniors' affordable housing.
4. **Friends of Royal Alberta Museum Society (FRAMS):** Invitation and two complimentary tickets to an evening of fond farewells to a beautiful building on December 7<sup>th</sup>, 2015 in Edmonton.
5. **Central Alberta Pregnancy Care Centre:** Invitation to grand opening on October 22<sup>nd</sup>, 2015 in Red Deer.

**WORKSHOPS and SEMINARS:**

1. **Medical At Risk Driver Centre:** Transportation Toolkit Workshop for implementation of alternate transportation for seniors in Alberta.
2. **Alberta Association of Municipal Districts and Counties (AAMDC):** Bulletin outlining available workshops and conventions for Fall 2015.
3. **Recycling Council of Alberta (RCA):** Notification of the Canadian Stewardship and Recycling Council of Alberta Waste Reduction Conference September 30<sup>th</sup> - October 2<sup>nd</sup>, 2015 in Banff.
4. **MLT Employers' Counsel:** Employment and Labor Law Updated 2015; Edmonton, October 22<sup>nd</sup>, 2015 and Calgary, October 28<sup>th</sup>, 2015.

**MINUTES and FINANCIAL STATEMENTS:**

1. **Intergency:** Meeting minutes from October 6<sup>th</sup>, 2015.
2. **Sedgewick Memorial Cemetery:** Financial Statement ending September 30<sup>th</sup>, 2015
3. **Recreation Funding Committee:** Financial Statement ending September 30<sup>th</sup>, 2015
4. **Parkland Regional Library Board:** September 10<sup>th</sup>, 2015 meeting minutes.
5. **Recreation Funding Committee:** Financial Statement ending August 31<sup>st</sup>, 2015.

6. **Sedgewick Memorial Cemetery:** Financial Statement ending August 31<sup>st</sup>, 2015
7. **Sedgewick Rec Centre:** Profit and loss statement ending August 31<sup>st</sup>, 2015.
8. **Sedgewick Rec Board:** August 5<sup>th</sup>, 2015 regular meeting minutes.

NEWSLETTERS AND PUBLICATIONS:

1. Award:

2. FCM:

3. Battle River Watershed Alliance:

4. Safety Codes Council:

5. AUMA:

6. AUMA:

7. Decentralized Energy Canada (DEC):

8. AUMA:

9. FCM:

10. AUMA:

11. FCM:

12. Battle River Power Coop:

13. Parkland Regional Library:

14. Battle River Community Foundation:

15. The River Current:

16. Enbridge:

17. Curb:

18. Roadrunner:

19. Alberta Innovators:

20. PEG:

21. Alberta Hospitality:

22. Battle River REA:

23. Governmental Solutions:
- October 2015

October 9<sup>th</sup>, 2015

October 8<sup>th</sup>, 2015

October 7<sup>th</sup>, 2015

October 7<sup>th</sup>, 2015

October 2<sup>nd</sup>, 2015

October 2<sup>nd</sup>, 2015

September 24<sup>th</sup>, 2015

September 21<sup>st</sup>, 2015

September 9<sup>th</sup>, 2015

September 7<sup>th</sup>, 2015

September 2015

September 2015

September 2015

Fall 2015

Fall 2015

Fall 2015

Fall 2015

Fall 2015

Fall 2015

Fall 2015

August 2015

Summer 2015

Town of Sedgewick Monthly Statement  
Month Ending August 31, 2015

As Per Books							
		General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG
Previous Month Balance		2,751,632.50	3,546.20	118,583.04	65,405.46	933,718.29	162,480.02
Receipts for Month		158,188.92					
Void chq. # 3725		3,969.00					
Outstanding Receipts		385.81					
Interest Received		1,685.83	2.11	70.50	38.88	555.11	96.60
Subtotal		2,915,862.06	3,548.31	118,653.54	65,444.34	934,273.40	162,576.62
Less Disbursements		100,163.89					
Bank NFS Charge		7.00					
First Data		43.25					
Month End Balance		\$2,815,647.92	\$3,548.31	\$118,653.54	\$65,444.34	\$934,273.40	\$162,576.62


As Per Bank							
Month End Balance		2,863,728.25	3,548.31	118,653.54	65,444.34	934,273.40	162,576.62
Cash on Hand		300.00					
Cash in Transit		894.22					
Subtotal		2,864,922.47	3,548.31	118,653.54	65,444.34	934,273.40	162,576.62
Less Outstanding Cheques		49,274.55					
Month End Balance		\$2,815,647.92	\$3,548.31	\$118,653.54	\$65,444.34	\$934,273.40	\$162,576.62

Outstanding Cheques			
Number		Amount	
Payroll Cheques			
511	2,807.87	516	2,486.22
512	1,766.13	517	1,510.32
513	3,131.28	518	150.00
514	1,377.75	520	1,003.03
515	288.04	521	972.44
General Cheques		4201	9,121.85
4182	5,141.62	4202	397.14
4190	48.30	4203	1,000.00
4191	56.16	4204	135.45
4192	2,742.91	4205	52.45
4193	88.20	4206	61.19
4194	2,231.25	4207	743.13
4195	46.10	4208	420.00
4196	882.00	4209	1,622.88
4197	6,703.75	4210	1,217.13
4198	855.75		
4199	27.92		
4200	186.29		
Outstanding Cheque Total		\$49,274.55	

Submitted to Council this 22 day of October 2015.

Interested Earned/August	\$2,449.03
GIC - 5-yr @ BRCU	\$11,740.32
GIC -1-yr @ ATB	\$20,266.19
Total Cash and Investments	\$4,132,150.64

Perry Robinson, Mayor

  
Amanda Davis, CAO

22-Oct-15  
Mayor

22-Oct-15  
CAO

**Town of Sedgewick Monthly Statement**  
**Month Ending September 30, 2015**

As Per Books						
	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG
Previous Month Balance	2,815,647.92	3,548.31	118,653.54	65,444.34	934,273.40	162,576.62
Receipts for Month	94,170.04					
2014 Fed Gas Tax	50,000.00					
Outstanding Receipts	531.75					
Interest Received	1,646.02	2.04	68.27	37.65	537.53	93.54
Subtotal	2,961,995.73	3,550.35	118,721.81	65,481.99	934,810.93	162,670.16
Less Disbursements	83,231.29					
First Data Charges	42.95					
AB Education	54,722.23					
Debenture Bylaw #471 (10/10)	43,239.72					
Month End Balance	\$2,780,759.54	\$3,550.35	\$118,721.81	\$65,481.99	\$934,810.93	\$162,670.16


As Per Bank						
Month End Balance	2,822,022.48	3,550.35	118,721.81	65,481.99	934,810.93	162,670.16
Cash on Hand	300.00					
Cash in Transit	948.85					
Subtotal	2,823,271.33	3,550.35	118,721.81	65,481.99	934,810.93	162,670.16
Less Outstanding Cheques	42,511.79					
Month End Balance	\$2,780,759.54	\$3,550.35	\$118,721.81	\$65,481.99	\$934,810.93	\$162,670.16

Outstanding Cheques				
	Number	Amount	Number	Amount
Payroll Cheques			534	288.04
	527	325.00	535	2,887.05
	530	3,566.39	536	150.00
	531	1,766.13		
	532	3,203.02	4248	6,097.62
General Cheques	533	1,353.39	4249	7,323.75
			4250	7,562.00
	4204	135.45	4251	200.00
	4222	393.75	4252	84.45
	4223	640.00	4253	52.45
	4240	1,133.79	4254	61.19
	4241	1,022.85		
	4242	5.00		
	4243	2,219.11		
	4244	59.51		
	4245	46.10		
	4246	1,823.40		
	4247	112.35		
Outstanding Cheque Total		\$42,511.79		

Submitted to Council this 22 day of October 2015

Interested Earned/September	\$2,385.05
GIC - 5-yr @ BRCU	\$11,740.32
GIC -1-yr @ ATB	\$20,266.19
Total Cash and Investments	\$4,098,001.29

Perry Robinson, Mayor


  
Amanda Davis, CAO

22-Oct-15

Mayor

22-Oct-15

CAO

Payment #	Date	Vendor Name	Reference	Payment Amount
<b>Bank Code: AP - BRCU</b>				
Computer Cheques:				
4211	9/14/15	AAMD&C	Sept. Stmt- Staples	110.16
4212	9/14/15	Government of Alberta	Plan 1523549 Registration	6.00
4213	9/14/15	Barchard Engineering Ltd.	#9 Spruce Dr. Gas meter	10,529.40
4214	9/14/15	Battle River R.E.A. Ltd	Aug. 2015 Charges	53.55
4215	9/14/15	Bonness Oilfield Supply Ltd.	Aug. 2015 Stmt	84.84
4216	9/14/15	Camrose Dynamic Sales & Serv	PW-Kubota Blade Kit	73.98
4217	9/14/15	CCI Wireless	Office-internet -Sept.	78.74
4218	9/14/15	Cleartech Industries Inc	WTP- Container Return	1,106.12
4219	9/14/15	The Community Press	Aug. Stmt	84.00
4220	9/14/15	Arnett & Burgess Pipeliners Lt	Stmt - Aug 2015	861.69
4221	9/14/15	Flagstaff Regional Solid Wast	Garbage Tags x 50	52.50
4222	9/14/15	Hypr Hot Shot Ltd.	WTP-Cleartech Freight	393.75
4223	9/14/15	Kathleen Steadman	Sept. H & W Programming	640.00
4224	9/14/15	Lamb Ford Sales Ltd.	PW-Wheel nut	28.69
4225	9/14/15	Reynolds Mirth Richards & Farm	Fire Service/WCB/Contractor	2,654.76
4226	9/14/15	Watkins Holdings Ltd.	Sept. Stmt	418.92
4227	9/14/15	SKNGS - Sedgewick Killam	August 2015 Billing	6,406.02
4228	9/14/15	Star Granite & Bronze	A/R- French	118.95
4229	9/14/15	Superior Safety Codes Inc.	May-June 2015 Closed Permits	1,280.71
4230	9/14/15	Telus	Aug. 2015 Statement	873.83
4231	9/14/15	Town Of Sedgewick	Aug. 2015 Utility Billing	160.76
4232	9/14/15	Town Of Killam	PW-1/2 Sewer Camera repair	175.00
4233	9/14/15	Wainwright Assessment	Sept. 2015 Stmt	1,067.85
4234	9/14/15	Wallace Oilfield Services Ltd.	Discing Walking Trail	304.50
4235	9/14/15	Voided by the print process		0.00
4236	9/14/15	Wild Rose Co-operative Ltd.	August Stmt	749.09
4237	9/14/15	Xerox Canada Ltd	photocopier maintenance	243.90
4238	9/16/15	AMSC	Aug. 2015 Charges	7,058.44
4239	9/16/15	Petty Cash Fund	Replenish Petty Cash	185.45
4240	9/30/15	Accu-Flo Meter Service Ltd.	#9 Spruce Dr. Water Mtr.	1,133.79
4241	9/30/15	AAMD&C	Sept. Statement	1,022.85
4242	9/30/15	Government of Alberta	A/R- Snethun	5.00
4243	9/30/15	AMSC Insurance Services Ltd.	Oct. 2015 Remittance	2,219.11
4244	9/30/15	Brazilian Canadian Coffee Inc.	Sept. Stmt	59.51
4245	9/30/15	Eastlink	FD- Oct. Internet	46.10
4246	9/30/15	Flagstaff County	Sept. 2015 Stmt	1,823.40
4247	9/30/15	KaizenLAB Inc.	Water Testing-Trihalomethanes	112.35
4248	9/30/15	Local Authorities Pension Plan	September remittance	6,097.62
4249	9/30/15	Parkland Geo	A/R- Lake Spray Park	7,323.75
4250	9/30/15	Receiver General	Sept. 2015 Remittance	7,562.00
4251	9/30/15	Sedgewick Lake Park Assoc.	Donation Spray Park	200.00
4252	9/30/15	S. James Agencies (Killam) Ltd	FD-Rescue Trk Reg	84.45
4253	9/30/15	Syban Systems Ltd.	WTP-Internet Oct.	52.45
4254	9/30/15	Telus (Mike)	FD - Aug 2015 Charges	61.19
Total for AP:				63,605.17

Accounts payable cheques for the month ending September 30, 2015.

September 30<sup>th</sup>, 2015 Payroll

	Mid Month Payroll 4,350.01		
0522-0529	09/15/2015	Mid Month Payroll	6,412.10
0530-0536	09/30/2015	Month End Payroll	<u>13,214.02</u>
<b>Total for Payroll:</b>			<b>\$19,626.12</b>

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22-Oct-15  
Mayor

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22-Oct-15  
CAO

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## **Town of Sedgewick - Council Committee Reports to October 22<sup>nd</sup>, 2015**

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### **Mayor P. Robinson reported attendance to:**

#### **Flagstaff Intermunicipal Partnership (FIP) Committee Meeting, Alliance - September 28<sup>th</sup>, 2015**

- In attendance with CAO Davis
- As per Phase I of the Regional Governance Study, Doug Griffiths and his associates completed a preliminary overview of 13 Ways. Each member of council will be required to complete a self-governance survey. The survey results will be incorporated in the study; members in attendance completed an initial survey at the meeting.
- Discussion held regarding member withdraws from FIP; Flagstaff County, Alliance and Loughheed. Flagstaff County's representative would not comment on withdraw and/or whether the council may rescind their motion. Alliance's rep expressed their lack of knowledge of FIP projects and the benefits gained.
- Discussion held regarding the SCADA system. There are server errors and many of the systems do not work properly and have not worked since commissioned. S. Otto from the Town of Hardisty is leading this project and having the server upgraded and moved to Hardisty. A budget will be prepared and presented by December 31<sup>st</sup>, 2015.
- The committee recommends approval of the 2016 FIP budget to individual councils.
- A motion was passed to apply for an ACP grant for Phase II of the Regional Governance study; the Village of Forestburg will be the managing partner for the project.
- Sedgewick offered to host the Fall Forum in November for all elected officials and CAO. The forum will cover Phase I of the Regional Governance Study.

#### **Rural Alberta Innovations and Learning (RAIL) Commons - October 3<sup>rd</sup> - 4<sup>th</sup>, 2015 - Augustana Campus**

- Keynote Speakers discussing Community Involvement and Citizen Political Will/ Innovations in place and Employment/ Economic Development areas as relates to Municipal amalgamation.
- Marathon workshops re: regionalization/ municipal amalgamation/success stories/citizen engagement/ relative actual Provincial experience.
- As this is a work in progress the only references are currently evolving circumstances so the learning curve is currently somewhat nebulous in terms of a "wellspring" of information
- Without going into endless detail the symposium was useful in opening one's eyes as to what to expect as Regionalization and Municipal Amalgamation becomes more of a potential reality moving forward.

#### **Group 5 Meeting, Hardisty - October 9<sup>th</sup>, 2015**

- After much discussion it was underlined that we have no recourse from the Government of Alberta (GOA) in regards to our Fire Agreement, or any other dispute, as GOA will not intervene in Municipal disputes. This is contrary to what the Municipal Affairs Minister indicated at the AUMA Convention, whereas cooperation was now law not optional. Turns out that Flagstaff County appears to be exempt from a number of things, including a municipality's foremost mandate, that of seeing to the welfare and protection of its citizenry.

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## **Town of Sedgewick - Council Committee Reports to October 22<sup>nd</sup>, 2015**

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- As it was established that we have no choice, members of Group 5 are going to personally appeal to individual County Councillors on a personal level to ask that we can be included in. The County and Town of Killam's fire response plan for the citizens of the County, inasmuch as it is clear to us that such is necessary to protect us all from the dangerous centralization politics of the Town of Killam and Flagstaff County's undertaking of responsibility for rescue calls over forty minutes away.

### **Councillor G. Sparrow reported attendance to the following:**

#### **Sedgewick Killam Natural Gas System Meeting (SKNGS), Killam - September 30<sup>th</sup>, 2015**

- In attendance with Clr.'s Dame and Imlah.
- Discussion on changing board numbers to two (2) from each town. Bylaws to be checked for the next meeting to determine if this is an option.
- Board administration sought approval to update the accounting system at a cost of \$16,000+. The board directed administration to research and provide a cost analysis for alternate programs such as Simply Accounting and report back at the next meeting.
- Federation of Gas Co-ops Annual General Meeting (AGM) was held on October 9<sup>th</sup>, 2015.
- Next meeting scheduled for November 12<sup>th</sup>, 2015.

#### **Sedgewick Volunteer Fire Department Meeting - October 1<sup>st</sup>, 2015**

- 1 Medical Assist
- Responded to a motor vehicle accident at the Highway 13 intersection along with Killam. Both departments were dispatched.
- Fire Hall Renovations -a new overhead door has been ordered for installation to accommodate the new emergency medical quick response truck.
- The department discussed back-up generators for the Hall. Fire Chief Hebert has a line on generators and will speak with CAO Davis to see if one would be suitable for the Community Hall as well.
- Members were updated with the correspondence from the Fire Commissioners Office, the Town's support of a meeting and the motions made by Flagstaff County declining a meeting.

#### **Sedgewick Recreation Board Meeting - October 4<sup>th</sup>, 2015**

- The Facility Managers duties were discussed. The Town will prepare a draft Facility Manager's Job Description for the board review. Once approved the board will present to management.
- Repairs were made to the Zamboni refuelling machine.
- Issues with the start-up of the ice plants required the replacement of a motor.
- The AGM is scheduled for October 26<sup>th</sup>, 2015 at 7:00 PM.

### **Councillor E. Skoberg reported attendance to the following:**

#### **Flagstaff Regional Housing Group (FRHG) Meeting - October 8<sup>th</sup>, 2015**

- Two members of the Alberta Government Stakeholder Engagement Group were in attendance.

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## **Town of Sedgewick - Council Committee Reports to October 22<sup>nd</sup>, 2015**

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- They requested the special meeting to deal with two issues:
  - Closure of Flagstaff Lodge
    - The history of the decision making process to close the Flagstaff Lodge as it developed was shared. A motion made on March 11<sup>th</sup> 2013 outlines that a capital project be undertaken to complete the following three items.
      1. Expansion of the Big Knife Lodge
      2. Closure of the Flagstaff Lodge
      3. Construction of the 10 suite facility in Sedgewick.
  - Provincial Government estimation to bring the Flagstaff Lodge to Alberta Government Standards was 7.8 M dollars.
  - Zoning
    - Discussion ensued which determined that Sedgewick is required to address the zoning challenges in order to meet the November 15<sup>th</sup>, 2015 deadline imposed by FRHG.
    - The Stakeholders were in full support of the boards concerns and would report back to the Minister as such.
- There is a severe risk of the project being pulled from Sedgewick. Addressing the zoning challenges would support that Sedgewick is doing everything they can to ensure that doesn't happen.
- The request for additional information that would support educating the public on the decision to close was defeated with one recorded vote, Sedgewick.

### **Councillor C. Rose reported attendance to the following:**

#### **Parkland Regional Library (PRL) Meeting - September 10<sup>th</sup>, 2015**

The 2016 budget was reviewed and recommended to individual councils for approval.

- Note that licenses for online access are billed in US Currency making budgeting difficult with the fluctuating Canadian Dollar.
- Concerns that no 3 year budget is in place as the MGA requires municipalities to include a 3 year projected budget with projected requisitions.
- Requisitions will be based on the population numbers from Municipal Affairs.
- Further discussion is required between PRL and Flagstaff County as to what the County requires from them for library services with the Village of Galahad becoming a Hamlet.
- Building upgrades are progressing as expected.
- The main website update is 2/3 completed; upon completion they will move on to the member libraries.

#### **Sedgewick Public Library Meeting - September 22<sup>nd</sup>, 2015**

- The Friends of the Library would donate \$4,500.00 towards the installation of air conditioning unit in the Library and would like to know if this could coincide with the heating system upgrades.

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**Town of Sedgewick - Council Committee Reports to October 22<sup>nd</sup>, 2015**

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- Friends of the Library are scheduled to work the Casino in Red Deer on March 30<sup>th</sup>, 2016 and are looking for volunteers.
- The 2016 budget was revised and sent to the Town for approval.
- 167 Books were read by the Kids Summer Program.
- Trial tutor drop-in will be initiated starting October 15<sup>th</sup>, 2015 from 3:30 PM -5:30 PM, Wendy Greth-Sepeia has agreed to be the certified teacher.

**Sedgewick Lake Park Meeting - October 7<sup>th</sup>, 2015**

- A 72" tractor/mower with attachments was purchased.
- The Board is very happy with the proposed asset transfer agreement.
- A motion was passed to use Munisoft for future accounting/payroll requirements; to be included in next year's budget.
- The Lake is officially closed for the season.
- An ad will be placed starting with social media and possibly Alberta Parks for the job advertisement for new managers for the upcoming season.
- The AGM/budget meeting is scheduled for October 29<sup>th</sup>, 2015 at 7:00 PM.

**Clr. W. Dame – no report submit**

**Clr. G. Imlah – no report submit**

Attachments:

1. FRHG Meeting Minutes March 11<sup>th</sup>, 2013
2. Bethany Capital Development Proposal - March 11<sup>th</sup>, 2013
3. Approval Letter from Municipal Affairs - March 27<sup>th</sup>, 2013
4. FRHG Business Plan 2015-2017



**FLAGSTAFF REGIONAL HOUSING GROUP**

P.O. Box 550 - 4401 - 47th Street  
Forestburg, Alberta T0B 1N0  
Phone: 780-582-3564 - Fax: 780-582-3733

Project Approval + Fund  
C

**THE BETHANY GROUP**

**Flagstaff Regional Housing Group  
Bi-Monthly Board of Director's Meeting  
March 11, 2013 @ Big Knife Villa, 7:00 pm**

## MINUTES

Present	Rick Krys (Chairman)	Town of Killam
	Peter Miller (Vice-Chairman)	Village of Forestburg
	Wade Lindseth	Flagstaff County
	Bob Ruud	Village of Lougheed
	Donna Buelow	Town of Hardisty
	Sue Thomas	Village of Alliance
	Helen Whitten	Town of Sedgewick
	Bruce Curtis	Village of Strome
	Henry Hays	Flagstaff County
	Jeanette Herle	Village of Galahad
	Dennis Steil	Village of Heisler
	Jim Martin (regrets)	Town of Daysland
	Denis Beesley	CAO
	John Davis	Director, Client Services
	Lou Henderson	Director, Financial Services
	Michelle Wideman	Recorder

### 1. CALL TO ORDER

Rick Krys called the meeting to order @ 7:04 pm

### 2. REVIEW OF THE AGENDA

Additions under New Business "Minister's Visit" and "AED's".

**FRHG 13-03-01      MOVED by Sue Thomas to accept the Agenda with additions.**  
**CARRIED**

### 3. REVIEW OF MINUTES

Review of Minutes from January 8, 2013 Board Meeting and Organizational Meeting.

**Revised FRHG 13-01-04      MOVED by Peter Miller that the Budget Committee be reviewed at the Strategic Planning Meeting to be scheduled after the fall election.**  
**CARRIED**

A Board Strategic Planning Session will be scheduled after the election, to coincide with an orientation session for potential new members. The Three Year Business Plan will be reviewed at this meeting, and a budget review will also be included to ensure new members are familiar with the processes.

**FRHG 13-03-02**

**MOVED by Peter Miller to accept the Minutes of the January 8, 2013 Board Meeting and Organizational Meeting as revised.**

**CARRIED**

#### **4. 2012 AUDIT PRESENTATION**

**a. Audited Financial Statements – Lodges**

- Review of Statement of Operations for both Lodges. Overall positive financial results for the year.
- Review of Statement of Financial Position. Tangible capital assets include the building and equipment, valued at cost and depreciated on a straight-line basis for the useful life of the asset.

**FRHG 13-03-03**

**MOVED by Wade Lindseth to accept the 2012 Audited Financial Statements – Lodges.**

**CARRIED**

**b. Audited Financial Statements – Housing**

- Note under the Auditors Report regarding Alberta Housing requirements.
- Statement of Operation shows the consolidated housing operations. Surplus will be returned to Alberta Housing.
- Thank you expressed to Barb Dickson for her excellent work throughout the year. The Auditors were very impressed with the organization of the books.

**FRHG 13-03-04**

**MOVED by Bob Ruud to accept the 2012 Audited Financial Statements – Housing.**

**CARRIED**

**c. Compliance Report**

- All statutory reporting and remitting requirements were met for 2012.

#### **5. OPERATIONAL REPORT**

Update provided by John Davis:

- Good work being done by Barb, Patti and Shelaine. All are adjusting very well to their new roles. Vacancies in housing are very low, only one throughout. Lodge vacancies are improving slightly, there are currently ten vacancies in Sedgewick, and one in Forestburg.
- Managers do not generally attend all Board Meetings, will attend on an Ad Hoc basis and act as a community connection.
- Barb will attend the upcoming ASCHA Convention on April 10-12. Any Board Members interested in attending are welcome to contact Michelle.

**FRHG 13-03-05**

**MOVED by Sue Thomas that condolence flowers be sent to R. Kroetsch on behalf of the Board.**

**CARRIED**

#### **6. CAO REPORT**

Update provided by Denis Beesley:

- Ministerial Order has been signed. Will be reviewed during the orientation session in the fall, as it outlines the relationship and roles.

- Global Housing Budget will provide more flexibility and benefit the smaller units in the region.
- Social Housing Corp will likely borrow money to revitalize their existing assets and expand their portfolio.
- Overview of Provincial Housing Session in Red Deer, and upcoming implementation of the Housing Access Link (HAL).
- Lodge Assistance Grants have just changed – LAP & Special Services Grants combined – to \$12.45 per day.
- Review of proposal for new logo options, for consideration.

## 7. NEW BUSINESS

### a. Staffing Issues

**FRHG 13-03-06**

**MOVED by Helen Whitten that the Board move In-Camera at 8:12 pm. *CARRIED***

### b. Charitable Tax Receipt

**FRHG 13-03-07**

**MOVED by Peter Miller that the Board move Out-Of-Camera at 8:50 pm. *CARRIED***

### c. Minister's Visit

- Denis met with the Minister last week for discussion. A window of opportunity does exist for a new development, but a decision does need to be made.

### d. AED's

- FRHG can apply to Heart and Stroke for provision of an AED, but calibration, maintenance and staff training does become the responsibility of the management body. First Aid responders need to be available on site, but First Aid Training has not been consistent throughout - every three years does not meet the standard. Also need to be aware of DNR status.

## 8. OLD BUSINESS

### a. Employee Benefit Plan

- Tabled. Proposal is still under development.

### b. Regional Housing Plan

- Update on meetings with the Ministry and Covenant Health. Covenant Health does not have a clear direction at this time - they are committed to the project but do not have a grant. Possibly up to a year before there is clarity on this project.
- Minister understands the needs of the region and the Ministry is supportive. Funds are currently earmarked but the window of opportunity is closing. The Board has not yet gained consensus as to the decision to be made.
- Discussion regarding the re-profiling of the Big Knife Villa self-contained units to lodge spaces. Rent could be raised to appease the self-contained residents, rather than re-profiling. Any changes would need to be done in phases, to ensure the residents are taken care of and remain at ease.

- Life Lease could be an option to include, but would be a pilot project to build on government-owned land and the foundation may become responsible to fund the life lease returns until the unit is filled.
- Discussion regarding the difficulties with funding and staffing DSL 3 & DSL 4 units, and the potential for operators to choose to keep higher-need residents, to maintain occupancy levels and allow residents to remain in their home communities.

**FRHG 13-03-08**

**MOVED by Helen Whitten that the Flagstaff Regional Housing Group move forward with the proposal submitted to the Board.**  
**CARRIED**

- Denis will meet with ADM Mike Leathwood tomorrow, and will discuss the proposal.
- The Board will ensure that community members are aware that this is a proposal only, for the greater good of all seniors in the region.
- Brief discussion regarding the capital expenditures. Legislation is equalized assessment; in past all municipalities submitted written approval on capital.

## **9. CORRESPONDENCE**

- a. Town of Hardisty
  - For information.
- b. Town of Sedgewick
  - For information.
- c. Village of Strome
  - For information.

**FRHG 13-03-09**

**MOVED by Henry Hays that the Board accept the Correspondence as information.**  
**CARRIED**

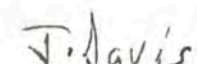
## **10. DATE & LOCATION OF NEXT MEETING**

Tuesday May 21, 2013 @ 7:00pm Big Knife Villa

## **11. ADJOURNMENT**

Meeting Adjourned at 9:45 pm

  
Rick Krys  
Chairman

  
John Davis  
Director, Client Services (East)



**FLAGSTAFF REGIONAL HOUSING GROUP**

P.O. Box 550 - 4401 - 47th Street  
Forestburg, Alberta T0B 1N0  
Phone: 780-582-3564 - Fax: 780-582-3733



**Board of Directors Meeting**

**March 11, 2013**

**Capital Development Proposal**

**Regional Housing Plan**

Subsequent to the last meeting of the Board, The Bethany Group has investigated several potential avenues for a solution to the future redevelopment of the lodges in Flagstaff.

1. Consolidate all of the lodge spaces in Forestburg with a new addition and decommission Flagstaff Lodge in Sedgewick.
2. Consolidate all of the lodge spaces in Forestburg with a new addition and pursue a new 'self-contained' building in Sedgewick either on the existing lodge site or on a new site.
3. Partner with Covenant Health to develop additional 'lodge' spaces as part of their potential project, close Flagstaff Lodge, and potentially close Big Knife Villa.

As part of our work, we met with the Ministry and Covenant Health for the latest information and to gauge support or reaction to the possibilities:

- The Ministry would support the concept of adding additional lodge and/or integrated spaces to Big Knife Lodge in Forestburg.
- The Ministry would acknowledge that Flagstaff Lodge is now functionally obsolete and may have to close with the asset disposed of in a suitable way.
- The Ministry would **not** support closing Big Knife Lodge & Villa and consolidating lodge spaces elsewhere.

- The Ministry would be open to evaluating the concept of building a small number of new self-contained apartments in Sedgewick to allow for seniors in the community to remain for as long as possible. Naturally this possibility would only be viable if the Flagstaff Lodge would close.
- Covenant Health is still 'committed' to their new build in Killam but to date do not have any approval from Alberta Health for a grant to assist with construction. This project was also not part of the recent projects announced by the Alberta Health.

They are very keen on the concept of including lodge spaces as long as it was accompanied with a suitable grant for construction. However their provisional plans would only allow for these 'new' spaces to be on the second floor and integrated into the building. The possibility of 'attaching' a lodge like facility as an add-on to their building would not be feasible.

They would also see that Covenant would operate and manage all of the lodge spaces as part of their 'integrated' facility and could not see the potential or viability of having separate management for a number of lodge spaces.

They would be very keen to pursue this option, as I believe they would see this as a major plus in their discussions with Alberta Health.

- It is unsure what the reaction of the Ministry would be if the Covenant option is pursued. Generally they have been fairly constant in their perception that:
  - Lodges can only be managed by 'Management Bodies' and are not supportive of new management bodies being created. Covenant Health does not have Management Body status.
  - That any grant for redevelopment of lodges can only be approved if the land and buildings are in the ownership of the Alberta Social Housing Corporation and they may have difficulty with the Covenant option.
  - There may be difficulty in accessing LAP grants for supporting lodge residents
  - The support from the municipalities by tax requisition would be an issue for the FRHG to resolve with the funding municipalities

- If Covenant Health is not successful in its grant approval it is extremely unlikely that AHS would support any additional care spaces in Killam as part of a new combined facility proposed by FRHG. Also there is no possibility of obtaining any ASLI grant from Alberta Health as the recent RFP did not include Killam (or any community in Flagstaff County) in their long-range capacity development and it is also unlikely that Alberta Health will have any future ASLI grant budgets.

Another factor that may require a rapid decision is the deteriorating fiscal reality of the provincial government. We believe that there will be some announcements for Capital Redevelopments in the next month or so, probably after the budget decisions. However this window of opportunity could be narrowing as the effects of reductions in the budgets starts to take effect and we are unsure when (or if) another round of announcements would be made.

In light of the above we would recommend the following:

That a proposal be prepared for submission to AMA Housing that will encompass:

- The addition of more capacity to Big Knife Lodge in Forestburg in keeping with the conceptual approach outlined in March 2012. This could also be coupled with the proposal that the existing ten spaces of self-contained units would be converted to 'lodge' designation
- The closing of Flagstaff Lodge in Sedgewick due to functional obsolescence
- The development of a new apartment style independent living facility (10 - 15 apartments) in Sedgewick if demographics allow and long-term sustainability would be attainable.

Existing Portfolio	Revised Portfolio
59 Lodge Spaces (21 in Forestburg and 38 in Sedgewick)	± 50 Lodge Spaces in Forestburg (plus the potential for more market spaces)
10 Self-Contained apartments in Forestburg	± 15 Self-Contained apartments in Sedgewick

The net result for FRHG would be an integrated facility in Forestburg with the strong potential for more efficient operations that will reduce the impact of requisition even with including some debt capacity.

Any debt for the project would probably be flowed through from the Social Housing Corporation directly to the Management Body.

As the operations in Sedgewick would be government owned and operated there would be no impact to FRHG for debt or requisition.



AR67346

March 27, 2013

Mr. Rick Krys, Chair  
Flagstaff Regional Housing  
c/o The Bethany Group  
4612 – 53 Street  
Camrose, AB T4V 1Y6

Dear Mr. Krys: *Rick*

I am pleased to announce the approval of capital funding totalling \$7,200,000 in support of the renewal and addition to the Alberta Social Housing Corporation (ASHC) owned Big Knife Lodge located in Forestburg, as well as fund new units in Sedgewick in support of your recently approved regional housing plan.

Department staff from our Housing Division will be in contact with you in the near future to begin working with you on getting the project started. The work of the project will be undertaken in the name of the ASHC.

As 50 per cent of the funding commitment is from the Federal Government through the Canada Mortgage and Housing Corporation under the Affordable Housing Initiative 2011-2014, a news release is being coordinated. As a result, I am asking that any details related to the project be kept in complete confidence until the news release has taken place. Department staff will provide you with advance notice of this news release.

The renovations and addition to the Big Knife Lodge mark the beginning of a provincial Lodge Renewal Initiative that will see existing lodge accommodations renovated, added to, and where necessary, replaced to ensure our seniors have safe and secure homes now and long into the future.

We look forward to working with you to see this important project come to fruition.

Sincerely,

*Doug Griffiths*  
Doug Griffiths  
Minister

*Rick;  
You did it! Congrats.  
[Signature]*



## CANADA MORTGAGE AND HOUSING CORPORATION

### Corporate Information



### **Joint Government Funding Will Bring New Affordable Seniors' Housing to Forestburg**

**FORESTBURG, ALBERTA, December 13, 2013** — The Government of Canada and the Government of Alberta are working together to build new affordable housing for seniors in Flagstaff County, Alberta. This investment supports a regional housing plan that will see 20 new units added to the Big Knife Lodge in Forestburg.

Leon Benoit, Member of Parliament for Vegreville – Wainwright, on behalf of the Honourable Candice Bergen, Minister of State (Social Development), along with Doug Griffiths, Member of the Legislative Assembly of Alberta for Battle River – Wainwright, made the announcement today.

"The Government of Canada is helping to make affordable housing available in Alberta and across Canada for those who need it the most," said MP Benoit. "These new units in Forestburg will help seniors access safe and affordable housing, and build a stronger future for themselves. We remain focused on four priorities, as outlined by the Prime Minister, that Canadians care most about: their families, the safety of our streets and communities, their pride in being a citizen of this country, and of course, their personal financial security."

"Our government continues to build Alberta through investments in seniors housing to ensure they have the choice to stay close to friends and family as they age," said MLA Doug Griffiths. "We are proud of this new housing development that will provide more lodge spaces to help address regional needs in Flagstaff County."

The Government of Canada, through Canada Mortgage and Housing Corporation (CMHC), and the Province of Alberta, through Alberta Municipal Affairs, contributed a combined estimated total of \$5.8 million through the Canada – Alberta Investment in Affordable Housing (IAH) 2011 – 2014.

"We are excited that this expansion has come to fruition and look forward to enhancing the lives of our residents and clients within Flagstaff County for years to come," said Donna Buelow, Board Chair for Flagstaff Regional Housing Group.

This funding comes as a result of the \$121 million Investment in Affordable Housing 2011 – 2014 Agreement between the governments of Canada and Alberta. Alberta will use the funds under the new agreement to create new and renovate existing affordable housing for households in need.

Annually, the Government of Canada, through CMHC, will invest approximately \$2 billion in housing. Of this amount, \$1.7 billion will be spent in support of close to 594,000 households living in existing social housing. In Alberta, this represents an estimated 37,250 households. The remaining funding supports housing-related activities and affordable housing programs, including the Investment in Affordable Housing. These investments are improving the quality of life for low-income Canadians and households living in existing social housing, including individuals who are homeless or at risk of homelessness, seniors, persons with disabilities, recent immigrants and Aboriginal people. Economic Action Plan 2013 continues this commitment with a federal investment of more than \$1.25 billion over five years to renew the Investment in Affordable Housing to 2019. The Government of Canada will ensure that funds provided to provinces and territories support the use of apprentices, which will support training of skilled labour. More than 146,769 households across Canada are no longer in housing need as a result of funding provided under the IAH from April 1, 2011 to June 30, 2013.

Through partnerships with federal and municipal governments, community groups, and the non-profit and private sectors, Alberta has made great strides to increase the supply of affordable housing across the province. Since 2007, the Government of Alberta has supported the development of 12,000 affordable housing units for homeless and lower-income Albertans through capital grant funding in 62 communities. The province exceeded its original goal of 11,000 units in September 2012. For more information on Alberta's housing support, visit [www.municipalaffairs.gov.ab.ca/housing.cfm](http://www.municipalaffairs.gov.ab.ca/housing.cfm).

The Flagstaff Regional Housing Group is a non-profit, provincially mandated foundation that provides safe and secure housing to low- and moderate-income seniors in Flagstaff County.

To find out more about how the Government of Canada and CMHC are working to build stronger homes and communities for all Canadians, call CMHC at 1-800-668-2642.

**Media contacts:**

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Trisha Anderson  
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[See related speech](#)

Canada

# FLAGSTAFF REGIONAL HOUSING GROUP

Business Plan 2015 - 2017

Alliance  
Daysland  
Flagstaff  
County  
Forestburg  
Galahad  
Hardisty  
Heisler  
Killam  
Lougheed  
Sedgewick  
Strome

## Flagstaff Regional Housing Group

### Business Plan 2015 to 2017

## EXECUTIVE SUMMARY

Over the past three years, the Flagstaff Regional Housing Group (FRHG) has undergone significant changes and advancement. Starting with the new relationship with The Bethany Group as CAO, the development of a Regional Housing Plan, and the approval of two new projects in Forestburg & Sedgewick.

The principal drive of FRHG during the next number of years will be to consolidate the regional lodge spaces into one facility thus ensuring adequate regional capacity, long term sustainability and viability, and to alleviate the concerns of ever increasing requisitioning from local municipalities.

At the same time, FRHG will work with government and The Bethany Group to explore other housing options within the region and to align our efforts to mirror the direction of government in areas such as resident fire safety.

## ACCOUNTABILITY STATEMENT

The business plan was prepared under the Board's direction in accordance with legislation and associated ministerial guidelines, and in consideration of all policy decisions and material, economic, or fiscal implications of which the Board is aware.

Approved by the Board on November 25<sup>th</sup>, 2014

## INSTITUTIONAL CONTEXT

The role in the community is to provide quality accommodations through the Seniors Lodge Program. The board of FRHG comprises of one representative from each municipality in the county with two members from Flagstaff County. The funding municipalities are:

Village of Alliance	Town of Daysland	Flagstaff County
Village of Forestburg	Village of Galahad	Town of Hardisty
Village of Heisler	Town of Killam	Village of Lougheed
Town of Sedgewick	Village of Strome	

The organization was created in 1995 as a Management Body under a Ministerial Order. A revision to the M.O. happened in 2013 to recognize the relationship with The Bethany Group acting as the CAO for FRHG.

Our Mission is to enhance the quality of life of the people we serve.

Seniors Lodge Program Vision: Seniors in Alberta have access to high quality supportive living accommodation.

Seniors Lodge Program Mission: To provide supportive housing with priority given to low income seniors, through partnerships with the GOA, municipalities and management bodies.

Key Stakeholders relationships for FRHG are our residents, our local communities, the funding municipalities, The Bethany Group, Alberta Seniors, and other departments of the Government of Alberta.

Refer to:

Ministerial Order H:013/13 FRHG

Ministerial Order H:006/13 TBG

Organizational chart attached

## PLAN DEVELOPMENT

The main basis for the plan was developed from:

- The Needs Assessment completed in 2012
- The Regional Housing Plan developed by the Board in consultation with residents, local communities, and municipalities
- Recent budgets
- Projected Pro Forma operating statements for the new projects
- Board strategic planning sessions

The draft plan was formulated by staff of The Bethany Group and presented to the Board for input, refinement, changes, and ultimate approval.

Internal Policies and Documents:

Budget Statements, Ministerial Orders, Client Satisfaction Surveys.

## ENVIRONMENTAL SCAN

The Lodge Living facilities would be considered a housing and accommodation environment for all of the municipalities in Flagstaff County.

FRHG is currently responsible for

<i>Facility</i>	<i>Capacity</i>	<i>Designation</i>
<i>Big Knife Lodge</i>	<i>20</i>	<i>Lodge Living</i>
<i>Flagstaff Lodge</i>	<i>38</i>	<i>Lodge Living</i>

The region also has the following subsidized options for seniors:

<i>Seniors Self Contained Apartments</i>	<i>Community</i>	<i>Capacity</i>
<i>Big Knife Villa</i>	<i>Forestburg</i>	<i>10</i>
<i>Wavy Lake Manor</i>	<i>Strome</i>	<i>4</i>
<i>Wheatland Manor</i>	<i>Galahad</i>	<i>4</i>
<i>E. O. Lysne</i>	<i>Alliance</i>	<i>6</i>
<i>Frontier Manor</i>	<i>Lougheed</i>	<i>6</i>
<i>Verdant Valley Manor</i>	<i>Lougheed</i>	<i>4</i>
<i>Westside Manor</i>	<i>Daysland</i>	<i>20</i>
<i>Cozy Corner</i>	<i>Heisler</i>	<i>4</i>
<i>Parkland Manor</i>	<i>Hardisty</i>	<i>26</i>
<i>Manitou Manor</i>	<i>Killam</i>	<i>16</i>

These apartments are part of the ASHC portfolio and are managed on behalf of government by The Bethany Group as a Management Body in close relationship with FRHG.

## Provincial Trends

- Change in government structure and the new Alberta Seniors ministry
- Safety concerns, especially fire suppression, in supportive living environments
- Ongoing attempts to resolve municipal concerns over rising tax requisitions
- Emphasis on seniors housing & health care
- Vacancy rates in rural Alberta
- Little clarity over the long term future of the rural health care system
- Consolidation of management bodies
- Discussion regarding the consolidation of municipalities

## Regional or Demographic Social or Economic Trends

For the most part the trends in demographics are outlined within the recent Needs Assessment study. Overall the study would show that there is a declining need for seniors' supportive living and that in terms of the number of regional spaces there is adequate capacity.

However the types of spaces are misaligned or inappropriate for future needs (i.e. need to transform long term care to DSL4).

FRHG's mandate is to support the lodge living program in Flagstaff County. Therefore certain segments of the housing market (i.e. affordable family housing) were not part of the needs assessment. However the impact of economic expansion in certain areas of the County will have an impact on rental housing in communities.

The Bethany Group is responsible to government for the portfolio of Seniors' Self-Contained apartments in every community. This critical housing for seniors can have a significant impact on lodge living in the region as many of the residents could eventually require the supports of the lodge.

As these assets are a vital part of our communities the FRHG board works in partnership with The Bethany Group & government to ensure that these housing spaces remain safe, secure, viable, and key community assets.

Also due to the aggressive housing plan adopted by FRHG any trends that may have significant future impact will be monitored and incorporated in future strategic planning.

## Population Demographics

<i>Community</i>	<i>Year</i>	<i>Population</i>	<i>Growth Rate</i>
<i>Flagstaff County</i>	<i>2006</i>	<i>3,506</i>	
	<i>2011</i>	<i>3,204</i>	<i>-7.5%</i>
<i>Forestburg</i>	<i>2006</i>	<i>895</i>	
	<i>2011</i>	<i>831</i>	<i>-7%</i>
<i>Sedgewick</i>	<i>2006</i>	<i>891</i>	
	<i>2011</i>	<i>857</i>	<i>-4%</i>
<i>Killam</i>	<i>2006</i>	<i>1,019</i>	
	<i>2011</i>	<i>981</i>	<i>-4%</i>
<i>Daysland</i>	<i>2006</i>	<i>818</i>	
	<i>2011</i>	<i>807</i>	<i>-1%</i>
<i>Heisler</i>	<i>2006</i>	<i>153</i>	
	<i>2011</i>	<i>151</i>	<i>-1%</i>
<i>Alliance</i>	<i>2006</i>	<i>158</i>	
	<i>2011</i>	<i>174</i>	<i>+10%</i>
<i>Galahad</i>	<i>2006</i>	<i>134</i>	
	<i>2011</i>	<i>119</i>	<i>-11%</i>
<i>Hardisty</i>	<i>2006</i>	<i>760</i>	
	<i>2011</i>	<i>639</i>	<i>-16%</i>
<i>Strome</i>	<i>2006</i>	<i>252</i>	
	<i>2011</i>	<i>228</i>	<i>-9.5%</i>
<i>Lougheed</i>	<i>2006</i>	<i>217</i>	
	<i>2011</i>	<i>233</i>	<i>+7%</i>

### +65 Groupings by Community

<i>Age demographics by Community</i>	<i>65 – 69</i>	<i>70 – 74</i>	<i>75 – 79</i>	<i>80 – 84</i>	<i>+85</i>	<i>Total number over 65</i>	<i>% of pop. over 65 years</i>
<i>Flagstaff County</i>	<i>200</i>	<i>120</i>	<i>95</i>	<i>50</i>	<i>25</i>	<i>490</i>	<i>15%</i>
<i>Forestburg</i>	<i>50</i>	<i>35</i>	<i>25</i>	<i>20</i>	<i>30</i>	<i>160</i>	<i>19%</i>
<i>Sedgewick</i>	<i>50</i>	<i>35</i>	<i>25</i>	<i>35</i>	<i>45</i>	<i>190</i>	<i>22%</i>
<i>Killam</i>	<i>65</i>	<i>25</i>	<i>40</i>	<i>25</i>	<i>40</i>	<i>195</i>	<i>20%</i>
<i>Daysland</i>	<i>45</i>	<i>60</i>	<i>40</i>	<i>35</i>	<i>40</i>	<i>220</i>	<i>27%</i>
<i>Heisler</i>	<i>10</i>	<i>10</i>	<i>10</i>	<i>10</i>	<i>5</i>	<i>45</i>	<i>30%</i>
<i>Alliance</i>	<i>15</i>	<i>15</i>	<i>0</i>	<i>5</i>	<i>10</i>	<i>45</i>	<i>26%</i>
<i>Galahad</i>	<i>5</i>	<i>15</i>	<i>15</i>	<i>0</i>	<i>10</i>	<i>45</i>	<i>38%</i>
<i>Hardisty</i>	<i>35</i>	<i>20</i>	<i>20</i>	<i>15</i>	<i>15</i>	<i>105</i>	<i>16%</i>
<i>Strome</i>	<i>15</i>	<i>10</i>	<i>5</i>	<i>5</i>	<i>5</i>	<i>40</i>	<i>18%</i>
<i>Lougheed</i>	<i>15</i>	<i>10</i>	<i>10</i>	<i>5</i>	<i>10</i>	<i>50</i>	<i>22%</i>

<i>Total Regional Population</i>	<i>Total number over 65</i>	<i>% of population over 65</i>	<i>Total number over 75</i>	<i>% of population over 75</i>
<i>8,224</i>	<i>1,585</i>	<i>19%</i>	<i>725</i>	<i>9%</i>

## Response to Non Market Housing Trends

The principal response to our non-market development is contained within the Regional Housing Plan. FRHG has the mandate for lodge living spaces and has concentrated within this narrow scope to rationalize and be responsive for seniors needing this level of support.

However as the FRHG members consist of local community representatives, the pressures of other forms of non-market housing trends are part of their obligation.

## Wait List Information as of September 23, 2014

<i>Facility</i>	<i>Community</i>	<i>Capacity</i>	<i>Wait List</i>
<i>Big Knife Lodge</i>	<i>Forestburg</i>	<i>20</i>	<i>2</i>
<i>Flagstaff Lodge</i>	<i>Sedgewick</i>	<i>38</i>	<i>18 vacancies</i>

<i>Seniors Self Contained Apartments</i>	<i>Community</i>	<i>Capacity</i>	<i>Vacancy</i>
<i>Big Knife Villa</i>	<i>Forestburg</i>	<i>10</i>	<i>0</i>
<i>Wavy Lake Manor</i>	<i>Strome</i>	<i>4</i>	<i>0</i>
<i>Wheatland Manor</i>	<i>Galahad</i>	<i>4</i>	<i>1</i>
<i>E. O. Lysne</i>	<i>Alliance</i>	<i>6</i>	<i>0</i>
<i>Frontier Manor</i>	<i>Lougheed</i>	<i>6</i>	<i>0</i>
<i>Verdant Valley Manor</i>	<i>Lougheed</i>	<i>4</i>	<i>0</i>
<i>Westside Manor</i>	<i>Daysland</i>	<i>20</i>	<i>2</i>
<i>Cozy Corner</i>	<i>Heisler</i>	<i>4</i>	<i>2</i>
<i>Parkland Manor</i>	<i>Hardisty</i>	<i>26</i>	<i>0</i>
<i>Manitou Manor</i>	<i>Killam</i>	<i>16</i>	<i>0</i>

## Rental Surveys

There are no formal rental surveys by government bodies or others for the local communities.

FRHG utilizes provincial information and direction to set lodge rates for maximum potential accommodation fees while ensuring protection for the low or moderate income senior.

## High Level summary of the regional need and demand analysis

This analysis is contained within the needs assessment.

In general it shows that there is no substantial growth in the number of seniors over the next number of years and that the existing capacity of lodge & self-contained spaces (after new projects completion) will serve the region in the foreseeable future.

The recent activity with pipeline expansion especially around Hardisty has caused strain on existing rental units and any other rentable spaces. However we are not sure whether this period of economic activity will continue over the long term. For the most part seniors would not be adversely affected by this activity as most would not be accessing the rental market.

## FRHG – SWOT Analysis

### Strengths

- *Have taken the difficult steps to rationalize the lodge spaces in the region*
- *Will still be able to develop an approach that incorporates all of the local communities*
- *Partnering with The Bethany Group has given FRHG more capacity and bench strength*
- *Board is developing into a good governance role rather than managerial*
- *Strong community support for seniors living options*
- *FRHG has gained a significant advantage with the approval of its projects*

### Weaknesses

- *FRHG serves a declining demographic typical of rural Alberta*
- *Uncertainty surrounding the direction of regional health care that could have a significant effect on lodge operations*

### Opportunities and challenges

- *FRHG does not foresee significant new opportunities in the next few years as it seeks to complete its lodge consolidation and stabilization of its operations*
- *Staffing levels in small rural lodges*

### Specific Critical Risks

- *Safety Concerns – Fires in buildings without sprinklers, particularly in Lodges*
- *Lower staffing levels due to smaller capacity and the significant economic challenge of increasing levels without government support*

## GOALS, STRATEGIC PRIORITY INITIATIVES, EXPECTED OUTCOMES AND PERFORMANCE MEASURES

### Goal One:

1.1 Clients remain satisfied with their accommodations and services provided.

1.2 Staff satisfaction remains at a high level.

### Expected Outcomes:

1.1 If resident satisfaction remains high it ensures that we are fulfilling our mandate to support local seniors in a safe and secure environment. Also a high satisfaction rate has the potential to fill vacancies as local seniors see the lodge as a great opportunity for quality of life.

1.2 A satisfied and motivated staff ensures that the lodge supports we provide enhance the quality of life of our residents. It also assists in enabling us to recruit adequate and able staff to deliver our services into the future.

### Goal One: (Performance Measures)

Performance Measure	13/14 Results	14/15 Forecast	15/16 Target	16/17 Target	17/18 Target	18/19 Target
Resident Satisfaction Survey	89	90	90	90	90	90
Staff Satisfaction Survey	90	90	90	90	90	90

## Goal Two: Regional Capacity

- 2.1 Complete the consolidation of the lodge spaces in Forestburg with the new expansion and stabilize lodge operations.
- 2.2 In partnership with The Bethany Group & Alberta Seniors develop new capacity in Sedgewick for independent seniors.
- 2.3 Ensure that residents residing in Flagstaff Lodge in Sedgewick continue to receive the full supports of the lodge and that any transition to a new home is carried out with dignity, respect, understanding, and full support.
- 2.4 Find an alternate use if possible for the vacant lodge.

## Expected Outcomes

- 2.1 More ability to deliver full lodge supports while introducing optional services. We also hope that we can now attract ‘younger’ and more independent seniors who will remain with us longer.

The completion of the expansion will also be the opportunity to bring the existing spaces up to a better level of fire safety risk mitigation due to sprinklers and the potential for increased staffing through the evening and night.

Also the consolidation of lodge spaces will give FRHG a more stable financial future and limit the increase in requisition.

- 2.2 Although the closing of Flagstaff lodge will be traumatic for some we want to ensure that our residents will receive the best support. Also the potential public relations fall out will be mitigated by having a robust and sensitive plan in place.

## Goal Three

- 3.1 Develop a new communication strategy.
- 3.2 Develop FRHG website.
- 3.3 Integrate provincial benchmarks for lodge performance (i.e. average requisition, average food costs, etc.).

## Goal Three outcomes

- 3.1 Local communities and municipalities have a better understanding of the lodge program and the associated benefits of lodge living.
- 3.2 Better understanding of the true costs of supporting lodge residents.
- 3.3 Local funding municipalities will have better information for discussions at the provincial table.

## Goal Four: Working with The Bethany Group, we would wish to explore the opportunities in the region for other forms of affordable housing options:

- 4.1 Evaluate the impact of the economic growth in Hardisty and the associated effects on rental opportunities in other communities.
- 4.2 Attempt to gain a better understanding of the rental market in all of the communities.

## Goal Four Outcomes

- 4.1 Potential for re-profiling existing government assets to near market rental.
- 4.2 To ascertain the impact on seniors housing and seniors lodges by changes to the housing stock. This would include the possibility of where our future staff may live in the community.

## APPENDICES

### FINANCIAL PLAN

During the next two years the budgets for the lodge program will be subject to fluctuations due to the transition from two lodges to one.

As such budgets will only be year to year until our capital projects are complete and operations stabilized.

### CAPITAL PLAN (5-10 years)

20 room expansion to Big Knife Lodge in Forestburg. Approved as a capital project funded and owned by the Alberta Social Housing Corporation.

A new 10 apartment facility will be built in Sedgewick by the ASHC & The Bethany Group.

At the conclusion of these two projects there are no other capital plans at this time by FRHG.

### CORPORATE PROFILE

### PROPERTY PROFILE

### CLIENT PROFILE

## Housing Management Body Corporate Profile

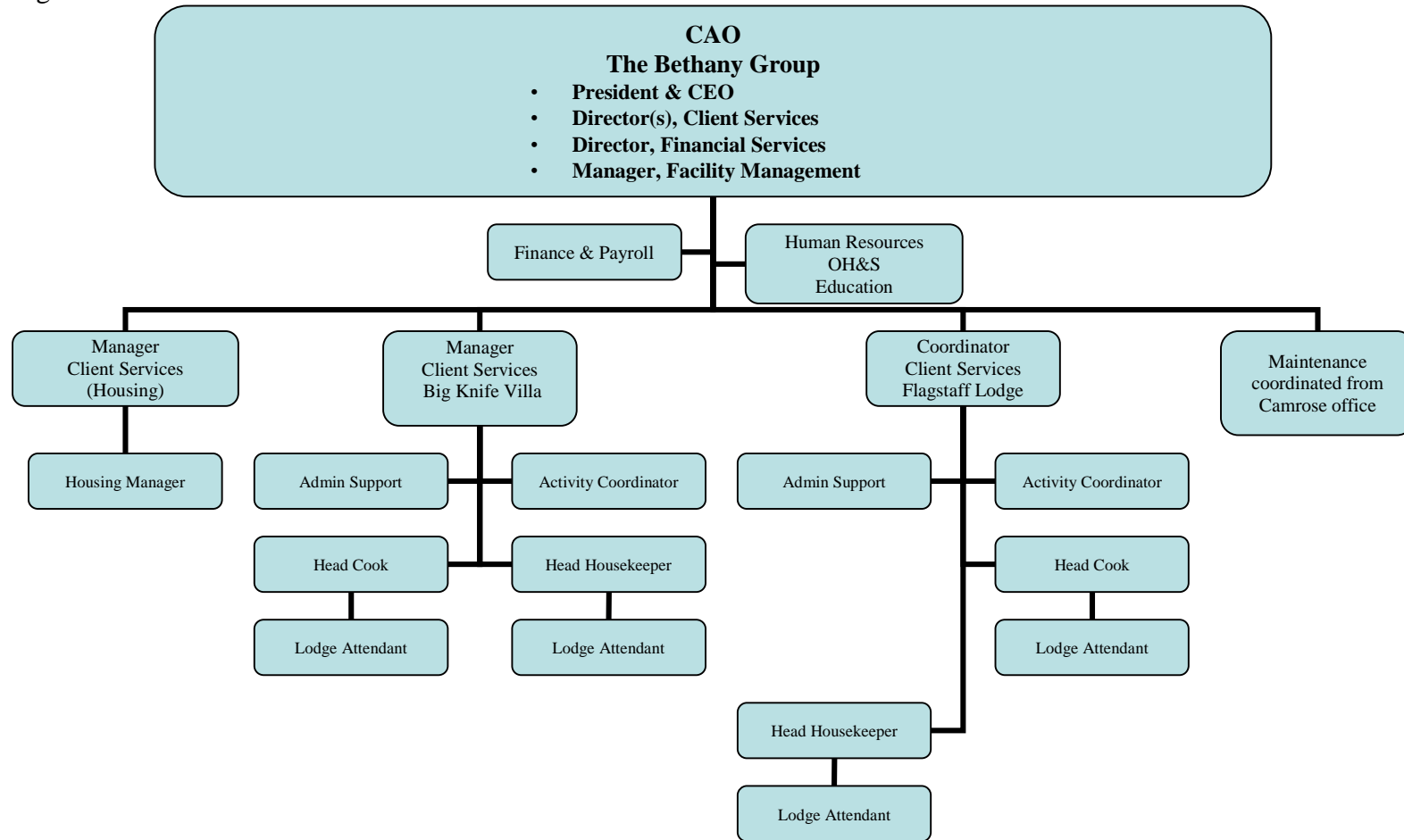
Organization details																																							
Housing Management Body name	Flagstaff Regional Housing Group																																						
Incorporation type	<input checked="" type="checkbox"/> Alberta Housing Act <input type="checkbox"/> Societies Act <input type="checkbox"/> Part 9, Alberta Companies Act <input type="checkbox"/> Other (please specify)																																						
Board of Directors	<table border="0"> <tr> <td>Chair</td> <td>Donna Buelow</td> <td>Town of Hardisty</td> </tr> <tr> <td>Vice – Chair</td> <td>Peter Miller</td> <td>Village of Forestburg</td> </tr> <tr> <td>Members</td> <td>Rick Kryz</td> <td>Town of Killam</td> </tr> <tr> <td></td> <td>Gerald Kuefler</td> <td>Flagstaff County</td> </tr> <tr> <td></td> <td>Jamie-Dee Hays</td> <td>Village of Galahad</td> </tr> <tr> <td></td> <td>Wade Linseth</td> <td>Flagstaff County</td> </tr> <tr> <td></td> <td>Ed Kusalik</td> <td>Town of Daysland</td> </tr> <tr> <td></td> <td>Brian McGaffigan</td> <td>Village of Strome</td> </tr> <tr> <td></td> <td>Susan Armer</td> <td>Village of Loughheed</td> </tr> <tr> <td></td> <td>Sven Bernard</td> <td>Village of Heisler</td> </tr> <tr> <td></td> <td>Sue Thomas</td> <td>Village of Alliance</td> </tr> <tr> <td></td> <td>Fred Watkins</td> <td>Town of Sedgewick</td> </tr> </table>			Chair	Donna Buelow	Town of Hardisty	Vice – Chair	Peter Miller	Village of Forestburg	Members	Rick Kryz	Town of Killam		Gerald Kuefler	Flagstaff County		Jamie-Dee Hays	Village of Galahad		Wade Linseth	Flagstaff County		Ed Kusalik	Town of Daysland		Brian McGaffigan	Village of Strome		Susan Armer	Village of Loughheed		Sven Bernard	Village of Heisler		Sue Thomas	Village of Alliance		Fred Watkins	Town of Sedgewick
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	Sven Bernard	Village of Heisler																																					
	Sue Thomas	Village of Alliance																																					
	Fred Watkins	Town of Sedgewick																																					
Senior management team	<p>The Bethany Group, CAO:          Denis Beesley, President &amp; CEO          Sharon Mickla, Director Client Services          Lou Henderson, Director Financial Services</p>																																						

Governance structure (including any other organizations associated with the HMB)	<p>The Board operates as a Board of Governance and is responsible for the overall direction and oversight of the Organization.</p> <p>The Bethany Group operates and manages the lodges on behalf of the Board and is responsible to the Governing Board for all administration and CAO functions.</p>
List of contracts to provide services on behalf of other organizations / contracts to have services provided by another organization	

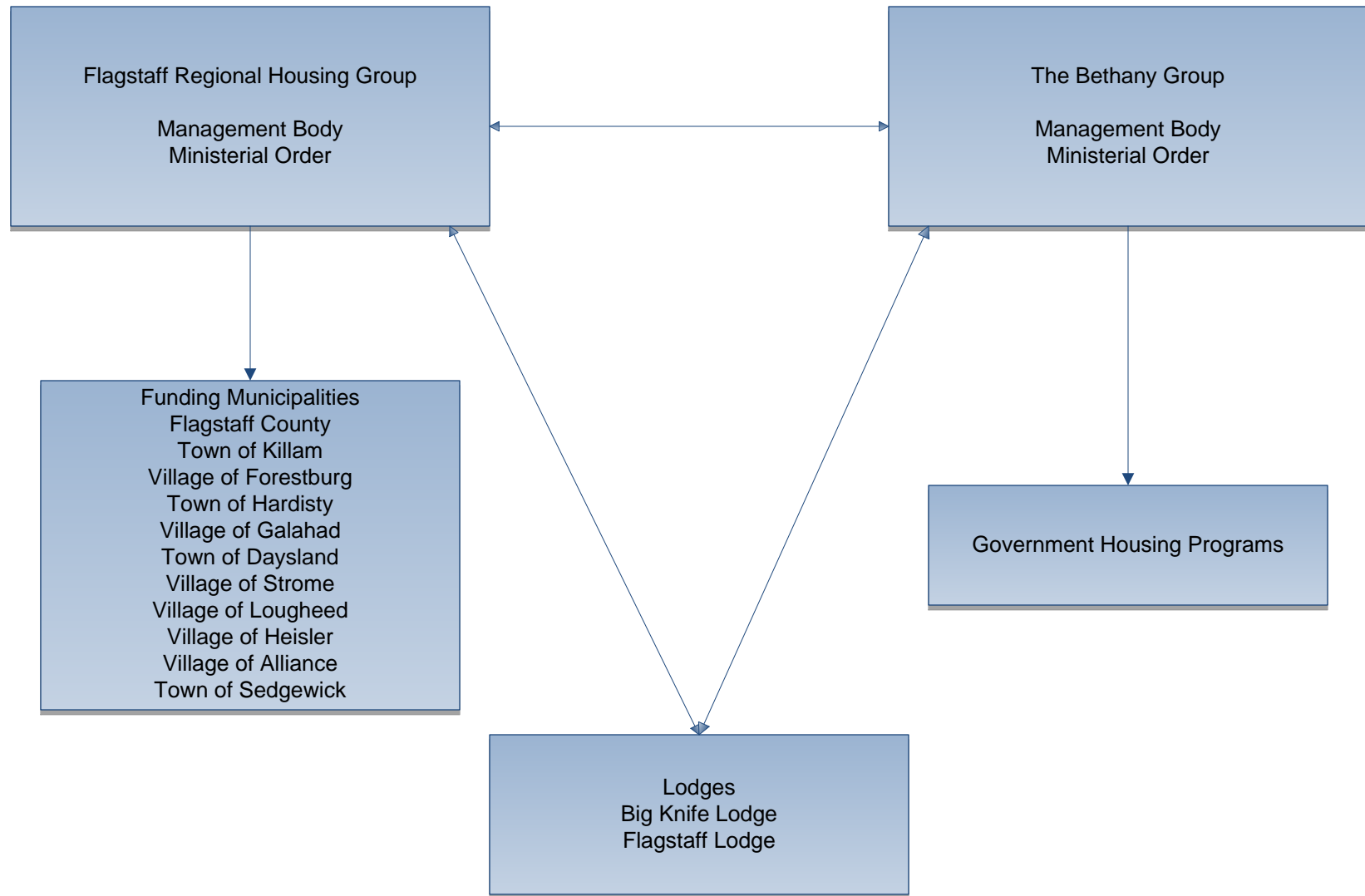
#### Organizational chart

Attached seperately

Flagstaff Foundation  
Organizational Chart



## Flagstaff Regional Housing Group and The Bethany Group



## Appendix B – Property Profile

This document should include **all** properties that the HMB manages, owns, operates or has any connection to through other companies. Tables are provided and these should be completed for each category.

<b>SCHEDULE A PROPERTIES</b>				
<b>The Seniors Self-Contained properties in the region are included within the Business Plan of The Bethany Group</b>				
Project name	Address	Number of units	Ownership	Building Type
Flagstaff Lodge	Borden Ave Sedgewick AB	38	Flagstaff Regional Housing Group	Lodge
Big Knife Lodge	4401 - 47st. Forestburg AB	21	ASHC	Lodge (with integrated SSC)
<b>OTHER PROPERTIES</b>				
<b>There are no other properties managed or owned outside of Schedule A</b>				
<b>Managed on behalf of another organization</b>				
Project name	Address	Number of units	Ownership	Building Type
<b>Housing Management Body owned</b>				
Project name	Address	Number of units	Ownership	Building Type

## Appendix C – Client Profile BIG KNIFE VILLA LODGE

### Current clients

This section should focus on clients currently in the HMB's accommodation. It asks for information on their income source, what program they are under, demographic information and for housing continuum indicators.

Households by Income							
Highest Source of Income	Singles	Singles with Children	Couples	Couples with Children	Other	Total	Total in %
Pension	20		1			21	
Employed							
Income Support							
AISH							
Other							
Totals							

Households by Program							
Program	Singles	Singles with Children	Couples	Couples with Children	Other	Total	Total in %
Community Housing							
Direct-to-Tenant Rent Supplement							
Private Landlord Rent Supplement							
Seniors Self-Contained							
Seniors Lodge	20		1			21	
Totals							

Length of stay by program					
Program type	Under 1 year	1 – 2 years	3 – 4 years	5 + years	Total
Community Housing					
Direct-to-Tenant Rent Supplement					
Private Landlord Rent Supplement					
Seniors Self-Contained					
Seniors Lodge	11	1	5	4	21
Totals					

<b>Age</b>							
<b>Tenant age</b>	<b>Singles</b>	<b>Singles with Children</b>	<b>Couples</b>	<b>Couples with Children</b>	<b>Other</b>	<b>Total</b>	<b>Total in %</b>
Under 6							
6 – 11							
12 – 18							
19 – 25							
26 – 35							
36 – 50							
51 – 64							
65 and over	20		1			22	
<b>Totals</b>							

<b>Turnover by program</b>			
<b>Program type</b>	<b>New Households</b>	<b>Departing Households</b>	<b>Total</b>
Community Housing			
Direct-to-Tenant Rent Supplement			
Private Landlord Rent Supplement			
Seniors Self-Contained			
Seniors Lodge			
<b>Totals</b>			

<b>Client's reasons for leaving</b>	
<b>Reason</b>	<b>No of households</b>
Evicted – failure to pay rent	
Evicted – substantial breach of RTA or HMB rules	
Above CNITs	
Chose to leave	
Transferred to different HMB	
<b>Total</b>	

## Waiting list

Provide a high level summary and analysis of the current waiting list. This should include the current methodology and procedures used to assemble and manage the list. There should also be analysis of the the list including typical customer journeys from applicant to housed, average time spent on the waiting list and commentary on the findings.

Waiting list Summary						
Highest Source of Income	Singles	Singles with Children	Couples	Couples with Children	Unknown	Total
Pension	0		0			
Employed						
Income Support						
AISH						
Unknown						
Totals						

Waiting list turnover				
Program type	New Applicants	Household off list due to being housed	Household off list due to other reasons	Total turnover
Community Housing				
Direct-to-Tenant Rent Supplement				
Private Landlord Rent Supplement				
Seniors Self-Contained				
Seniors Lodge	0			
Totals				

## Appendix C – Client Profile    FLAGSTAFF LODGE

### Current clients

This section should focus on clients currently in the HMB's accommodation. It asks for information on their income source, what program they are under, demographic information and for housing continuum indicators.

Households by Income							
Highest Source of Income	Singles	Singles with Children	Couples	Couples with Children	Other	Total	Total in %
Pension	19		1			20	
Employed							
Income Support							
AISH							
Other							
Totals							

Households by Program							
Program	Singles	Singles with Children	Couples	Couples with Children	Other	Total	Total in %
Community Housing							
Direct-to-Tenant Rent Supplement							
Private Landlord Rent Supplement							
Seniors Self-Contained							
Seniors Lodge	19		1			20	
Totals							

Length of stay by program					
Program type	Under 1 year	1 – 2 years	3 – 4 years	5 + years	Total
Community Housing					
Direct-to-Tenant Rent Supplement					
Private Landlord Rent Supplement					
Seniors Self-Contained					
Seniors Lodge	6	4	3	7	20
Totals					

<b>Age</b>							
<b>Tenant age</b>	<b>Singles</b>	<b>Singles with Children</b>	<b>Couples</b>	<b>Couples with Children</b>	<b>Other</b>	<b>Total</b>	<b>Total in %</b>
Under 6							
6 – 11							
12 – 18							
19 – 25							
26 – 35							
36 – 50							
51 – 64							
65 and over	19		1			21	
<b>Totals</b>							

<b>Turnover by program</b>			
<b>Program type</b>	<b>New Households</b>	<b>Departing Households</b>	<b>Total</b>
Community Housing			
Direct-to-Tenant Rent Supplement			
Private Landlord Rent Supplement			
Seniors Self-Contained			
Seniors Lodge			
<b>Totals</b>			

<b>Client's reasons for leaving</b>	
<b>Reason</b>	<b>No of households</b>
Evicted – failure to pay rent	
Evicted – substantial breach of RTA or HMB rules	
Above CNITs	
Chose to leave	
Transferred to different HMB	
<b>Total</b>	

## Waiting list

Provide a high level summary and analysis of the current waiting list. This should include the current methodology and procedures used to assemble and manage the list. There should also be analysis of the the list including typical customer journeys from applicant to housed, average time spent on the waiting list and commentary on the findings.

Waiting list Summary						
Highest Source of Income	Singles	Singles with Children	Couples	Couples with Children	Unknown	Total
Pension	0					
Employed						
Income Support						
AISH						
Unknown						
Totals						

Waiting list turnover				
Program type	New Applicants	Household off list due to being housed	Household off list due to other reasons	Total turnover
Community Housing				
Direct-to-Tenant Rent Supplement				
Private Landlord Rent Supplement				
Seniors Self-Contained				
Seniors Lodge	0			
Totals				

Town	Project Reference #	Project #	LINC Code	Place	Owned By	Project	Status	Amount available to Lodge	Estimated Project Cost	Winning Bid	\$ Left after Project	Winning Contractor	Price Variance
Forestburg		1639-2751-2107	*0011138500	Big Knife Lodge	ASHC	Replace Front Sidewalk		\$63,000.00	\$10,000.00		\$63,000.00		
Forestburg		1639-2751-2107	*0011138500	Big Knife Lodge	ASHC	Replace Furnaces in Boiler Room			\$38,000.00		\$0.00		
Forestburg		1639-2751-2107	*0011138500	Big Knife Lodge	ASHC	Replace Heating Boilers			\$15,000.00		\$0.00		
		Projects required as not affected by new addition							\$63,000.00		\$0.00		
Sedgewick				Flagstaff Lodge	MB	Hold Subject to new build.		\$114,000.00	\$72,000.00		\$114,000.00		
Sedgewick				Flagstaff Lodge	MB	Roof Consultant Assessment & Repairs			\$42,000.00				
Sedgewick				Flagstaff Lodge	MB						\$0.00		
									\$114,000.00				
							Total:	\$987,000.00					

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## **Town of Sedgewick Public Works Report – Period Ending October 22<sup>nd</sup>, 2015**

---

### **An update on public works activities up to October 22<sup>nd</sup>, 2015:**

- Pothole repairs on 47<sup>th</sup> Avenue are completed. Additional repairs are required on 50<sup>th</sup> Street near the entrance of Spruce Drive; expected completion by the end of October.
- Winterization of Sedgewick Lake Park, Main Street Park, recreation grounds (Ag building) and cemetery have been completed.
- A service main break was located on Canary Crescent of September 18<sup>th</sup>, 2015 . While excavating the waterline a piece of debris fell and broke the sanitary main which was then repaired. The repairs were wrapped up at 2:30AM.
- Installed heat tape through the storm drain and under the sidewalk on 51<sup>st</sup> Avenue. The heat taped was installed in an effort to prevent the storm drain from freezing up.
- A new broom has been purchased from Battle River Implements for sweeping sidewalks.
- Equipment has been serviced for snow removal.

---

22-Oct-15  
Mayor

---

22-Oct-15  
CAO

A Special Meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Tuesday, October 13<sup>th</sup>, 2015 at 4:00 PM.

<b>Present</b>	Perry Robinson Wayne Dame Cindy Rose Grant Imlah Erik Skoberg	Mayor Councillor Councillor Councillor Councillor
<b>Absent</b>	Greg Sparrow	Councillor
<b>Present</b>	Amanda Davis	Chief Administrative Officer
<b>Call to Order</b>	Mayor P. Robinson called the meeting to order at 4:00 PM.	
<b>Agenda</b>		
<b>2015.10.254</b>	MOTION by Clr. C. Rose that the agenda be approved as presented.	<u>CARRIED.</u>
<b><u>Minutes:</u></b>	Council reviewed the minutes of the September 17 <sup>th</sup> , 2015 regular meeting.	
<b>2015.10.255</b>	MOTION by Mayor P. Robinson that the September 17 <sup>th</sup> , 2015 regular meeting minutes be approved with the following errors or omissions: <ul style="list-style-type: none"> <li>That Recess 2015.09.219 and Reconvene 2015.09.220 be removed as they were recorded twice and further that forward motions be recorded with the correct numbering sequence.</li> </ul>	<u>CARRIED.</u>
	Council reviewed the minutes of the September 29 <sup>th</sup> , 2015 special meeting.	
<b>2015.10.256</b>	MOTION by Clr. G. Imlah that the September 29 <sup>th</sup> , 2015 special meeting minutes be approved as presented.	<u>CARRIED.</u>
	Council reviewed the minutes of the October 9 <sup>th</sup> , 2015 special meeting.	
<b>2015.10.257</b>	MOTION by Clr. E. Skoberg that the October 9 <sup>th</sup> , 2015 special meeting minutes be approved as presented.	<u>CARRIED.</u>
<b><u>Business:</u></b>		
<b>Procedures</b>	Discussion held regarding the roles and responsibilities of council and administration.	
<b>2015.10.258</b>	MOTION by Clr. C. Rose directing Administration to obtain a quote from Reynolds Mirth Richards and Farmer LLP for a Roles and Responsibilities Workshop.	<u>CARRIED.</u>
<b>Land Development</b>	Discussion held regarding land development and rezoning of PRT NE8-44-12W4M.	
<b>PRT NE 8-44-12 W4M</b>		
<b>2015.10.259</b>	MOTION by Mayor P. Robinson that motion 2015.09.246 be rescinded.	<u>CARRIED.</u>
<b>2015.10.260</b>	MOTION by Clr. C. Rose that motion 2015.10.252 be rescinded.	<u>CARRIED.</u>
<b>2015.10.261</b>	MOTION by Clr. E. Skoberg that Council give first reading to Bylaw #520 whereby rezoning PRT NE 8-44-12 W4M from Institutional to Direct Control.	<u>CARRIED.</u>
<b>2015.10.262</b>	MOTION by Clr. G. Imlah that a public hearing be held on October 29 <sup>th</sup> , 2015 at 5:00 PM to address Bylaw #520 with a special meeting to follow.	<u>CARRIED.</u>
<b>Recess</b>		
<b>2015.10.263</b>	MOTION by Mayor P. Robinson to recess the meeting at 5:00 PM.	<u>CARRIED.</u>
<b>Reconvene</b>		
<b>2015.10.264</b>	MOTION by Mayor P. Robinson that the meeting reconvene at 5:12 PM.	<u>CARRIED.</u>
<b>Adjournment</b>		
<b>2015.10.265</b>	MOTION by Mayor P. Robinson for adjournment at 5:23 PM.	<u>CARRIED.</u>

Perry D. Robinson, Mayor

  
Amanda Davis, CAO

## Request for Decision (RFD)

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**Topic:** Policy Manual – Council – Unscheduled Business Communications  
**Initiated by:** Council  
**Prepared by:** Amanda Davis  
**Attachments:** B.7 Council – Unscheduled Business Communication – NEW - *Draft*

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**Recommendations:**

**That the Town of Sedgewick adopt policy B.7 Council – Unscheduled Business Communication as presented.**

---

**Background:**

At the September 1<sup>st</sup>, 2015 Council meeting administration was directed to develop a policy addressing unscheduled business communications (M#2015.09.191).

Attached is a draft policy as per the discussion of council.

## TOWN OF SEDGEWICK

---

**POLICY Section:** B. Council

**POLICY Title:** 7. Unscheduled Business Communications

---

**PURPOSE:** The purpose of this policy is to set a standard for addressing urgent matters of business received outside regularly scheduled Council meetings.

**DEFINITIONS:** **Administration** – shall mean the administrative staff of the Town.

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

**Council** – shall mean the elected body of the Town.

**Mayor** – the Chief Elected Officer of the Town.

**Sub Committee Meeting** – shall be a committee of council appointed to a committee in accordance with the organizational structure.

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

**RESPONSIBILITY:** Council and administrative personnel are responsible to adhere to the provisions of this policy at all times.

**POLICY:** Council meeting shall be held monthly unless otherwise directed by the Mayor or a motion of council.

Any matter of business that has been received in advance of a regular council meeting that is deemed urgent either by the Mayor a member of Council or by the CAO must be dealt with during a face-to-face meeting. The face-to-face meeting may be a subcommittee meeting or a special Council meeting.

In an effort to confirm the urgency of a matter of business and the need to call a subcommittee or special Council meeting, the CAO shall consult with both the Mayor and the Deputy Mayor whereby providing a clear overview of the matter to be addressed.

The Mayor or his designate shall provide authorization for a special Council meeting following consultations with the CAO.

	Date	Resolution Number
Approved		

Council can only vote on urgent matters of business as per the terms described above in a face-to-face setting.

Council shall not conduct meetings nor shall council be authorized to vote on any matter of Town business via email, telephone, skype, teleconference, text messaging or other.

**REVIEW:** The policy shall be reviewed annually following the date in which it comes into effect.

**EFFECTIVE:** This policy shall come into effect on \_\_\_\_\_.

**REFERENCE:** n/a

	Date	Resolution Number
Approved		

## Request for Decision (RFD)

---

**Topic:** Policy Manual – Municipal Election Advance Poll  
**Initiated by:** Council  
**Prepared by:** Amanda Davis  
**Attachments:** A.5 Municipal Elections – Advanced Poll – NEW - *Draft*

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---

**Recommendations:**

**That the Town of Sedgewick adopt policy A.5 Municipal Elections – Advance Poll as presented.**

---

**Background:**

At the September 1<sup>st</sup>, 2015 Council meeting administration was directed to develop a policy addressing Advance Polls (M#2015.09.196).

Attached is a draft policy as per the discussion of council.

## TOWN OF SEDGEWICK

---

**POLICY Section:** A. Municipal Elections

**POLICY Title:** 5. Advance Poll

---

**PURPOSE:** The purpose of this policy is to provide guidance and direction regarding Advance Polls for municipal elections and by-elections within the Town.

**DEFINITIONS:** **Advance Poll** – A poll held prior to election day to permit voters who expect to be absent then to cast their ballots.

**By-Election** – An election to fill a vacancy arising during a term of office.

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

**LAEA** – Local Authorities Election Act a statuted document for the Province of Alberta.

**Municipal Election** – A formal and organized process of electing or being elected as members of a political body of the Town.

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

**RESPONSIBILITY:** Administrative personnel are responsible to adhere to the provisions of this policy at all times.

**POLICY:**

- i. Advance Polls shall be held only during municipal elections. Advance Polls shall conform to the provisions of the LAEA.
- ii. Advance Polls shall not be held during by-elections unless a MOTION of council of the Town is made.

**REVIEW:** The policy shall be reviewed every three (3) years following the date in which comes effective.

**EFFECTIVE:** This policy shall come into effect on \_\_\_\_\_.

**REFERENCE:** n/a

	Date	Resolution Number
Approved		
Amended		
Amended		
Amended		

## Request for Decision (RFD)

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**Topic:** Policy Manual – Public Works – Asset Rotation  
**Initiated by:** Council  
**Prepared by:** Amanda Davis  
**Attachments:** D.1 Public Works – Asset Rotation – NEW - *Draft*

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**Recommendations:**

**That the Town of Sedgewick adopt policy D.1 Public Works – Asset Rotation as presented.**

---

**Background:**

At the September 17<sup>th</sup>, 2015 Council meeting administration was directed to develop a policy addressing public work's asset rotation (M#2015.09.218).

Attached is a draft policy as per the discussion of council.

## TOWN OF SEDGEWICK

---

**POLICY Section:** D. Public Works

**POLICY Title:** 1. Asset Rotation

---

**PURPOSE:** The purpose of this policy is to provide direction regarding the purchase, replacement and rotation of the public works vehicle.

**DEFINITIONS:** **Administration** – shall mean the administrative staff of the Town.

**Association** – shall mean the Sedgewick Lake Park Association.

**Club** – shall mean the Sedgewick Golf Club.

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

**Vehicle** – shall mean the public works department's main ½ ton truck.

**RESPONSIBILITY:** Administrative, public works, Association and Club personnel are responsible to adhere to the provisions of this policy as set by council.

**POLICY:** In accordance with the municipal budget, \$7,500 shall be allocated annually into a reserve account for public works vehicle replacement.

A new vehicle shall be purchased every five (5) years in accordance with the terms of this policy.

Administration shall provide council with a minimum of two (2) quotes for vehicle replacement on or before December 1<sup>st</sup> of the replacement year. Council shall authorize the purchase of one vehicle in accordance with the quotes provided. This vehicle shall become the public works department's main vehicle asset.

Upon the purchase of a new vehicle the retired public works vehicle shall be gifted to either the Association or the Club.

The Town shall ensure the gifted vehicle is fully operable and safe prior to its release which includes but is not limited to, operable mechanics, oil and fluids, tires, windshield etc. and further that the vehicle has been professionally detailed.

	Date	Resolution Number
Approved		

In accordance with existing vehicles the Association shall be the first to receive the gifted vehicle effective January 1<sup>st</sup>, 2016.

The gifted vehicle shall be insured and registered under the Town's policies.

The Association or Club shall be responsible for all maintenance and operational costs including insurance costs of the gifted vehicle.

Upon the expiration of the ten (10) year term the gifted vehicle shall be offered for sale in accordance with the **Asset Tendering** policy. The Association or Club shall be responsible to ensure the vehicle is fully operable and safe prior to its return to the Town which includes but is not limited to operable mechanics, oil and fluids, tires, windshield etc. and further that the vehicle has been professionally detailed.

Any profit made from the sale of the gifted asset shall be transferred to the Association or Club as a donation from the Town. There shall be no conditions placed on the use of the donation.

Should the Association or the Club decline the gifted vehicle for any reason the Town shall have the vehicle appraised and the vehicle shall be offered for sale in accordance with the **Asset Tendering Policy**.

Any profit received from the sale of the vehicle shall be allocated to the public works equipment replacement reserve only if the Association or Club declines the gifted vehicle.

**REVIEW:** The policy shall be reviewed every three (3) years following the date in which it comes effective.

**EFFECTIVE:** This policy shall come into effect on \_\_\_\_\_.

**REFERENCE:** Asset Tendering Policy.

	Date	Resolution Number
Approved		

**Request for Decision (RFD)**

**Topic:** Capital Purchase – Asset Replacement  
**Initiated by:** Council  
**Prepared by:** Amanda Davis  
**Attachments:** 1. McLennan Chrysler – Quote  
 2. McClellan Wheaton Chev – Quote  
 3. Lamb Ford - Quote

**Recommendations:**

**That the quote provided by Campbell McLennan Chrysler for a 2016 Dodge Ram be accepted in the amount of \$27,128.25 plus GST.**

**Background:**

The Town of Sedgewick's public works ½ ton truck is up for replacement in accordance with the five year replacement plan.

Four quotes have been obtained which are summarized below. Pending prices remain valid the truck would be purchased for January 2016. The truck reserve account balance at December 31<sup>st</sup>, 2015 will be \$55,150.

**Truck Replacement Quote Comparisson**

	<b>Dodge Ram 1500</b>	<b>Chev Silverado 1500</b>	<b>Ford F150 (supercrew)</b>	<b>Ford F150 (supercab)</b>
Wheel	4x4	4x4	4x4	4x4
Base	V8 -6 speed automatic	V6 - 6 speed automatic	6 speed automatic	V8-6 speed automatic
Year	5.7L Hemi with Fuel Saver	4.3L EcoTec3	2.7L Ecoboost	5.0L FFV
	140.5 "	143.5 "	145 "	145 "
	2016	2015	2015	2015
Price	\$44,590.00	\$31,853.06	\$33,926.55	\$34,297.20
Discount	\$17,887.00	-		-
Total	<b>\$28,484.66</b>	<b>\$31,853.06</b>	<b>\$33,926.55</b>	<b>\$34,297.20</b>

**\*Note - prices include GST**

&lt;&lt;NewQuote&gt;&gt;

# CAMPBELL-MCLENNAN CHRYSLER

## QUOTE DISCLOSURE

Tristan Patten

CASH

09/04/2015

Customer Information		Vehicle Information	Stock #	BUILD
Code	16792	New Year/Make		2016 DODGE
Town of Sedgewick		Model		RAM 1500
Sedgewick, AB, T0B 4C0		Serial #		
		Odometer		
Sales Rep	Tristan Patten	Trade Year/Make		N/A
Contract Date	09/04/2015	Trade Model		N/A
Payment Date	09/04/2015	Trade Serial #		N/A
Tax Code	AB	Trade Odometer		N/A

Price Information			
Total Sales Price	44,590.00	GST Taxable	27128.25
Trade	0.00	GST @ 5.0000%	1356.41
Adjustments	(17,887.00)	Payout Lien Amount	0.00
Administration Fee	299.00	Balance Due	28,484.66
Alberta Tire Levy	20.00	Deposit	0.00
AMVIC Fee	6.25	Rebate	0.00
Bank Admin Fee	0.00	<b>Total Balance</b>	<b>28,484.66</b>
Federal AC Excise Tax	100.00		
Registration Fee	0.00		
Warranty	0.00		
No Protections Selected	0.00		

I / We have reviewed the above disclosure and agree to the vehicle, price and payment information as declared.

x  
Town of Sedgewick

x  
Dealer Acceptance

CAMPBELL-MCLENNAN CHRYSLER  
4519 51A AVENUE  
KILLAM, AB T0B2L0

Configuration Preview

Date Printed: 2015-09-03 5:33 PM VIN: Quantity: 1  
Estimated Ship Date: VON: Status: BA - Pending order

Sold to:  
CAMPBELL-MCLENNAN CHRYSLER (C8560)  
4519 51A AVENUE  
KILLAM, AB T0B2L0

Ship to:  
CAMPBELL-MCLENNAN CHRYSLER (C8560)  
4519 51A AVENUE  
KILLAM, AB T0B2L0

Vehicle: 2016 1500 ST QUAD CAB 4X4 (140.5 IN WB 6 FT 4 IN BOX) (DS6L41)

	Sales Code	Description	MSRP(CAD)
Model:	DS6L41	1500 ST QUAD CAB 4X4 (140.5 IN WB 6 FT 4 IN BOX)	41,145
Package:	25A	Customer Preferred Package 25A	0
	EZH	5.7L HEMI(R) VVT V8 with FuelSaver MDS	0
	DG1	6-speed automatic transmission	0
Paint/Seat/Trim:	PW7	Bright White	0
	APA	Monotone Paint	0
	*V9	Cloth 40/20/40 Bench Seat	0
	-X8	Black/Diesel Grey	0
Options:	XFH	Class IV Receiver Hitch	450
	ADB	Protection Group	250
	AGR	SXT Appearance Group	1,000
	125	Zone 25-Canada-Alberta	0
	4EX		0
Discounts:	4CP	Federal A/C Excise Tax	100
	YGV	4.5 Additional Gallons of Gas	0
Destination Fees:			1,745
Total Price:			<u>44,690</u>

Order Type: Retail Scheduling Priority: 4 - Dealer Order  
Build Priority: 99 Salesperson:  
Customer Name:  
Customer Address:

Instructions:

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.



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



# McCLELLAN WHEATON

CHEVROLET BUICK GMC

Date: September 5, 2015

Dear Brent/Bill

Here is the quote for a 2015 Chevrolet 1500 Double Cab 4X4 that you requested.

2015 Chev 1500 W/T	\$30,336.25
GST	<u>\$1,516.81</u>
Total	\$31,853.06

The time frame on this truck is 8-10 weeks from date of order and if you need one sooner, I can try to find one that is similar which is already built from another dealer. Let me know if you have any questions. Thanks,

Sincerely,

Cory Evenson  
Sales Manager  
McClellan Wheaton GM Ltd.  
780-672-2355

## 2015 Retail Chevrolet Silverado 1500 4WD Double Cab 143.5" Work Truck

### **STANDARD EQUIPMENT**

#### **STANDARD EQUIPMENT - 2015 Retail CK15753 4WD Double Cab 143.5" Work Truck**

##### *Entertainment*

- Audio system, 4.2" Diagonal Colour Display, AM/FM stereo with USB ports auxiliary jack and SD card slot
- SiriusXM Satellite Radio, delete
- 6-speaker audio system

##### *Exterior*

- Wheels, 17" x 8" (43.2 cm x 20.3 cm) painted steel
- Tires, P255/70R17 all-season, blackwall
- Wheel, full-size spare, 17" (43.2 cm) steel
- Tire, spare P255/70R17 all-season, blackwall (Included and only available with (RBZ) P255/70R17 all-season, blackwall tires.)
- Tire carrier lock, keyed cylinder lock that utilizes same key as ignition and door
- Bumpers, front, Black
- Bumpers, rear, Black
- Recovery hooks, front, frame-mounted, black (Included with 4WD models only.) (Standard with 4WD models. Available with 2WD models.)
- Lamps, cargo area, cab mounted with switch on centre switch bank
- Tailgate and bed rail protection cap, top
- Tailgate, locking utilizes same key as ignition and door
- CornerStep, rear bumper
- Headlamps, halogen reflector
- Mirrors, outside manual, Black
- Glass, solar absorbing, tinted
- Door handles, Black

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 389.0, Data updated 01/09/2015  
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Customer File:

## 2015 Retail Chevrolet Silverado 1500 4WD Double Cab 143.5" Work Truck

### **STANDARD EQUIPMENT**

#### **STANDARD EQUIPMENT - 2015 Retail CK15753 4WD Double Cab 143.5" Work Truck**

##### *Interior*

- Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger manual recline with outboard head restraints and centre fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manual adjustable driver lumbar.
- Seat, rear full-width folding bench, 3-passenger (includes child seat top tether anchor)
- Floor covering, Graphite-coloured rubberized-vinyl, no floor mats included
- Steering column, Tilt-Wheel, manual with theft-deterrent locking feature
- Instrumentation, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure
- Driver Information Centre, 3.5-inch diagonal monochromatic display provides warning messages and basic vehicle information
- Windows, power front and rear with driver express up and down and express down on all other windows
- Door locks, power
- Cruise control, electronic with set and resume speed, steering wheel-mounted
- Air conditioning, single-zone
- Assist handle, front passenger on A-pillar

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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Customer File:

## 2015 Retail Chevrolet Silverado 1500 4WD Double Cab 143.5" Work Truck

### **STANDARD EQUIPMENT**

#### **STANDARD EQUIPMENT - 2015 Retail CK15753 4WD Double Cab 143.5" Work Truck**

##### *Mechanical*

- Engine, 4.3L EcoTec3 V6 with Active Fuel Management, Direct Injection and Variable Valve Timing includes aluminum block construction with FlexFuel capability, capable of running on unleaded or up to 85% ethanol (285 hp [212 kW] @ 5300 rpm, 305 lb-ft of torque [413 Nm] @ 3900 rpm)
- Transmission, 6-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking
- Rear axle, 3.42 ratio (Standard on 4WD (LV3) 4.3L EcoTec3 V6 engine. Available with (L83) 5.3L EcoTec3 V8 engine.)
- Body, Pick Up Box
- GVWR, 7100 lbs. (3221 kg) (Requires 4WD models and (LV3) 4.3L EcoTec3 V6 engine.)
- Transfer case, with floor-mounted shifter (Included with 4WD models only.)
- Four wheel drive
- Cooling, external engine oil cooler
- Battery, heavy-duty 730 cold-cranking amps/70 Amp-hr, maintenance-free with rundown protection and retained accessory power
- Alternator, 150 amps
- Frame, fully-boxed, hydroformed front section
- Suspension Package, Handling/Trailer
- Steering, Electric Power Steering (EPS) assist, rack-and-pinion
- Brakes, 4-wheel disc with DURALIFE rotors, 4-wheel antilock
- Exhaust, aluminized stainless-steel muffler and tailpipe

##### *Safety*

- StabiliTrak, stability control system with Proactive Roll Avoidance and traction control includes electronic trailer sway control and hill start assist
- Air bags, dual-stage frontal and side-impact, driver and front passenger and head-curtain and seat-mounted side-impact, front and rear outboard seating positions with Passenger Sensing System
- OnStar, delete Also deletes driver information centre compass.
- Tire Pressure Monitoring System (does not apply to spare tire)

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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Customer File:

Prepared By:  
Cory Evenson

## 2015 Retail Chevrolet Silverado 1500 4WD Double Cab 143.5" Work Truck

### ***PRICING SUMMARY***

#### **PRICING SUMMARY - 2015 Retail CK15753 4WD Double Cab 143.5" Work Truck**

	<b><u>MSRP</u></b>
Base Price	\$36,050.00
Total Options:	\$3,035.00
Vehicle Subtotal	\$39,085.00
Advert/Adjustments	\$0.00
Destination Charge	\$1,695.00
<b>GRAND TOTAL</b>	<b>\$40,780.00</b>

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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Customer File:

9:10:47 AM

Page 4

## 2015 Retail Chevrolet Silverado 1500 4WD Double Cab 143.5" Work Truck

### **SELECTED MODEL & OPTIONS**

#### **SELECTED MODEL - 2015 Retail CK15753 4WD Double Cab 143.5" Work Truck**

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
CK15753	2015 Chevrolet Silverado 1500 4WD Double Cab 143.5" Work Truck	\$36,050.00

#### **SELECTED VEHICLE COLOURS - 2015 Retail CK15753 4WD Double Cab 143.5" Work Truck**

<u>Code</u>	<u>Description</u>
-	Interior: No colour has been selected.
-	Exterior 1: No colour has been selected.
-	Exterior 2: No colour has been selected.

#### **SELECTED OPTIONS - 2015 Retail CK15753 4WD Double Cab 143.5" Work Truck**

##### **CATEGORY**

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
AIR CONDITIONING EXCISE TAX		
---	FEDERAL AIR CONDITIONING EXCISE TAX	\$100.00
PREFERRED EQUIPMENT GROUP		
1WT	1WT PREFERRED EQUIPMENT GROUP includes standard equipment	\$0.00
ENGINE		
L83	ENGINE, 5.3L ECOTEC3 V8 WITH ACTIVE FUEL MANAGEMENT, DIRECT INJECTION AND VARIABLE VALVE TIMING includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm; more than 300 lb-ft of torque from 2000 to 5600 rpm)	\$1,225.00
TRANSMISSION		
MYC	TRANSMISSION, 6-SPEED AUTOMATIC, ELECTRONICALLY CONTROLLED with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD)	\$0.00
GVWR		
C5Z	GVWR, 7200 LBS. (3266 KG) (Requires 4WD models and (L83) 5.3L EcoTec3 V8 engine or (L86) 6.2L EcoTec3 V8 engine.)	INC

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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Customer File:

## 2015 Retail Chevrolet Silverado 1500 4WD Double Cab 143.5" Work Truck

### SELECTED MODEL & OPTIONS

#### SELECTED OPTIONS - 2015 Retail CK15753 4WD Double Cab 143.5" Work Truck

##### CATEGORY

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
AXLE		
GU4	REAR AXLE, 3.08 RATIO (Requires (L83) 5.3L EcoTec3 V8 engine. Not available with (RD2) 20" chrome wheels or (RD4) 20" polished-aluminum wheels.)	INC
WHEELS		
RD6	WHEELS, 17" X 8" (43.2 CM X 20.3 CM) PAINTED STEEL (STD)	\$0.00
TIRES		
RBZ	TIRES, P255/70R17 ALL-SEASON, BLACKWALL (STD)	\$0.00
PAINT SCHEME		
ZY1	PAINT, SOLID	\$0.00
PAINT		
GAZ	SUMMIT WHITE	\$0.00
SEAT TYPE		
AE7	SEATS, FRONT 40/20/40 SPLIT-BENCH, 3-PASSENGER, DRIVER AND FRONT PASSENGER MANUAL RECLINE with outboard head restraints and centre fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manual adjustable driver lumbar. (STD)	\$0.00
SEAT TRIM		
H2R	JET BLACK/DARK ASH, CLOTH SEAT TRIM	\$0.00
RADIO		
IO4	CHEVROLET MYLINK AUDIO SYSTEM, 4.2" DIAGONAL COLOUR SCREEN WITH AM/FM STEREO, USB PORTS auxiliary jack, SD card slot, Bluetooth streaming audio for music and most phones, hands-free smartphone integration and voice-activated technology for radio and phone (Requires (UE1) OnStar and (VV4) OnStar 4G LTE Wi-Fi Hotspot.)	\$560.00
ADDITIONAL EQUIPMENT		
Z82	TRAILERING PACKAGE includes trailer hitch, 7-pin and 4-pin connectors (Includes (G80) locking rear differential.)	\$795.00
G80	DIFFERENTIAL, HEAVY-DUTY LOCKING REAR (Included with (Z82) Trailering Package.)	INC

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 389.0, Data updated 01/09/2015  
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Customer File:

## 2015 Retail Chevrolet Silverado 1500 4WD Double Cab 143.5" Work Truck

### **SELECTED MODEL & OPTIONS**

#### **SELECTED OPTIONS - 2015 Retail CK15753 4WD Double Cab 143.5" Work Truck**

##### **CATEGORY**

<b><u>Code</u></b>	<b><u>Description</u></b>	<b><u>MSRP</u></b>
<b>ADDITIONAL EQUIPMENT</b>		
KNP	COOLING, AUXILIARY EXTERNAL TRANSMISSION OIL COOLER (Included and only available with (L83) 5.3L EcoTec3 V8 engine.)	INC
—	BATTERY, HEAVY-DUTY 720 COLD-CRANKING AMPS/80 AMP-HR, MAINTENANCE-FREE with rundown protection and retained accessory power (Included and only available with V8 engines.)	INC
JL1	TRAILER BRAKE CONTROLLER, INTEGRATED (Requires (Z82) Trailer Package.)	\$300.00
TG5	SINGLE-SLOT CD/MP3 PLAYER (Requires (IO4) 4.2" colour radio with Chevrolet MyLink.)	\$55.00
—	BLUETOOTH FOR PHONE, PERSONAL CELL PHONE CONNECTIVITY TO VEHICLE AUDIO SYSTEM (Included and only available with (IO4) 4.2" diagonal colour screen radio with Chevrolet MyLink.)	INC
VV4	ONSTAR WITH 4G LTE provides a built-in Wi-Fi hotspot to connect to the internet (Included and only available with (UE1) OnStar. Services and connectivity may vary by models and conditions. 4G LTE service is available in select markets. Terms and conditions apply. 4G LTE performance is based on industry averages and vehicle systems design. Some services require a data plan. Visit <a href="http://www.onstar.ca">www.onstar.ca</a> for vehicle availability, 4G LTE coverage, system limitations and further details.)	INC
UE1	ONSTAR DIRECTIONS AND CONNECTIONS PLAN FOR 6 MONTHS including Automatic Crash Response, Stolen Vehicle Assistance, Roadside Assistance and Turn-by-Turn Navigation (Requires (IO4) 4.2" diagonal colour display radio with Chevrolet MyLink. Services may vary by model and conditions. Term begins upon vehicle delivery. Terms and conditions apply. Visit <a href="http://www.onstar.ca">www.onstar.ca</a> for vehicle availability, system limitations and further details.)	\$0.00
<b>OPTIONS TOTAL</b>		<b>\$3,035.00</b>

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 389.0, Data updated 01/09/2015  
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Customer File:

Friday, August 28, 2015

**Town of Sedgewick**  
***Proposal for 2015 F-150***

Supplied by:

**Lamb Ford Sales Ltd.**  
**Camrose, Alberta**

Thank you for the opportunity to provide a tender quote for the Town of Sedgewick. Attached you will find two tender options for the 2015 F-150 that the town is looking for. In order to provide the best options I have selected two vehicles available immediately from our stock. Both vehicles provide all the equipment that the town is looking for with the exception of the power driver seat.

In the attached documents you will find window stickers for both options, one is a SuperCrew (Crew Cab) and the other is the Supercab (Extended Cab). Both trucks are equipped with a tow package as well as full power equipment.

For any questions in regards to the equipment on these trucks please contact me either by phone at 780-672-2411 or via email at [mmcleod@lambford.com](mailto:mmcleod@lambford.com). Thanks again for the opportunity to tender and we look forward to doing business with you.

Matthew McLeod  
Sales and Fleet Consultant  
Lamb Ford Sales Ltd.

\* Quote is based on availability of inventory at time of acceptance.

**Vehicle Tender Form – F-150 SuperCab XLT 300A**

**Make:** Ford      **Model:** F-150      **Year:** 2015

<b>Price:</b>	<u>32,664.00</u>
<b>GST:</b>	<u>1,633.20</u>
<b>Grand Total:</b>	<b>34,297.20</b>

**Supplier:** Lamb Ford Sales Ltd.

**Delivery Date:** 1 Week From Tender Acceptance

**Prepared by: Matthew McLeod – Sales and Fleet Consultant**

**Reviewed and Approved by: Brett Read – Sales Manager**

Signature: Paul Lead

DRB-001631

9-NORMAL, NE, 101631, FD291

10367

220150506 4397

ULT CERT CERT CERT TRD 1 RAMP BUMP CAMP BOOK EXF

1FTFX1EF2

FFB44101 NE

G009



## VEHICLE DESCRIPTION

**F-150**

2015 F-150 4X4 SUPERCAB  
145" WHEELBASE  
5.0L V8 FTV ENGINE  
ELECTRONIC 6-SPD AUTO

EXTERIOR  
OXFORD WHITE  
INTERIOR  
GREY CLOTH 40/20/40

**FF B44101**

## STANDARD EQUIPMENT

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE IN THE BASE PRICE BELOW

## EXTERIOR

- BUMPERS, CHROME FRONT/REAR
- FOG LAMPS
- GRILLE, CHROME BAR STYLE
- HEADLAMPS, HALOGEN
- PICKUP BOX TIE DOWN HOOKS
- PRIVACY GLASS, REAR
- Spare TIRE LOCK
- TAILGATE, REMOVABLE W/LOCK
- TOW HOOKS

## INTERIOR

- AM/FM CD/MP3/SAT CAPABL W/AUDIO INPUT JACK
- DISPLAY CENTRE
- GRAB HANDLES, DRIVER/PASS
- OUTSIDE TEMP & COMPASS
- SEATS, CLOTH
- SIRIUSXM® SATELLITE RADIO W/ 6-MONTH PREPAID SUBSCRIPTION
- SYNC VOICE ACTIVATED SYS
- TACHOMETER

## FUNCTIONAL

- 4X4 SYSTEM, ESOF
- A/C, MANUAL
- ABS, POWER 4-WHEEL DISC
- CRUISE CONTROL
- DELAYED ACCESSORY POWER
- EASY FUEL CAPLESS FILLER
- ENGINE BLOCK HEATER
- REMOTE KEYLESS ENTRY
- SHOCKS, HEAVY DUTY
- WINDOWS/DOORS/MIRRORS, PWR
- WINDOWS, 2ND ROW POWER

## SAFETY/SECURITY

- AIRBAGS, DRIVER & PASS
- AIR BAGS, SIDE
- PASSIVE ANTI-THEFT SYSTEM
- PERSONAL SAFETY SYSTEM
- ROLL STABILITY CONTROL
- SAFETY BELTS, ADJUSTABLE

## WARRANTY

- 3 YR/60,000 KM BASIC
- 5 YEAR/100,000 KM POWERTRAIN
- ROADSIDE ASSISTANCE 24 HR

## INCLUDED ON THIS VEHICLE

(MSRP)\*

## EQUIPMENT GROUP 300A

\*XLT SERIES

## OPTIONAL EQUIPMENT/OTHER

- 2015 MODEL YEAR
- FEDERAL EXCISE TAX 100.00
- .17" SILVER PAINTED ALUMINUM
- 5.0L V8 FTV ENGINE 2,000.00
- .P265/70R17 OWL ALL-TERRAIN
- 3.55 ELECTRONIC LOCK RR AXLE 400.00
- 7050# GVWR PACKAGE
- SELECTSHIFT TRANSMISSION
- BLACK PLATFORM RUNNING BOARDS 500.00
- SKID PLATES 120.00
- TRAILER TOW PACKAGE 800.00
- 136 LITRE/ 36 GALLON FUEL TANK

## PRICE INFORMATION

BASE PRICE

(\$MSRP)\*

TOTAL OPTIONS/OTHER

TOTAL VEHICLE & OPTIONS/OTHER  
DESTINATION & DELIVERY45,219.00  
1,700.00

\*THIS VEH. NOT INTENDED FOR  
SALE OR REGISTRATION IN US\*  
RETAIL PRICES EXCLUDE  
GST/HST

**TOTAL MSRP \$46,919.00**

\* MANUFACTURER'S SUGGESTED RETAIL PRICE - MSRP

\* NOTE: THIS PRICE HAS BEEN DEVELOPED AS A GUIDE. DEALERS MAY SELL  
FOR LESS AND ARE NOT UNDER ANY OBLIGATION TO ACCEPT THIS  
SUGGESTED RETAIL PRICE.

RAMP ONE/  
TERMINAL UN

RA66

RAMP TWO/  
TERMINAL DEUXFRONT ASSEMBLY PLANT/  
USINE DE MONTAGE

DEARBORN

METHOD OF TRANSPORT/  
MODE DE TRANSPORT

RAIL

ITEM #: B6-F153 O/T 2

FD291 N REC2X 525 001631 04 29 15

**ENERGUIDE**Ask your dealer for the FUEL CONSUMPTION GUIDE or  
CALL 1-800-387-2000

2015 F-150 4X4, 5.0L, TVCT FLEX FUEL ENGINE, 6 SPEED SELECT SHIFT TRANSMISSION/F-150 4X4 2015, MOTEUR TVCT 5.0 L A CARBURANT MIXTE, BOÎTE 6 VITESSES A SÉLECTEUR D'IMPONCTION

CITY/VILLE

**16.0/ 18**  
L/100 km mi/gal



HIGHWAY/ROUTE

**11.3/ 25**  
L/100 km mi/gal

These estimates are based on the  
Government of Canada's approved  
criteria and testing methods. The actual  
fuel consumption of this vehicle may vary.  
Refer to the Fuel Consumption Guide.

Canada

Données obtenues selon les critères et  
méthodes d'essais approuvés par le Gouvern-  
ement du Canada. La consommation réelle de  
carburant de ce véhicule peut varier. Consultez  
le Guide de consommation de carburant.

Demandez le GUIDE DE CONSOMMATION DE CARBURANT à votre concessionnaire ou  
composez le 1-800-387-2000

U.S. GOVERNMENT SAFETY RATINGS  
COTES DE SECURITE DU GOUVERNEMENT AMERICAINOverall Vehicle Score /  
Cote globale du véhicule

To Be Rated / Cote à établir

Frontal Crash / Collision frontale

Driver / Conducteur  
Passenger / PassagerTo Be Rated / Cote à établir  
To Be Rated / Cote à établir

Side Crash / Collision latérale

Front seat / Siège avant  
Rear seat / Siège arrièreTo Be Rated / Cote à établir  
To Be Rated / Cote à établir

Rollover / Capotage

To Be Rated / Cote à établir

Star ratings range from 1 to 5 stars (\*\*\*\*\*), with 5 being the highest.  
Les cotes varient de 1 à 5 étoiles (\*\*\*\*\*), 5 étant la cote la plus élevée.

Source: U.S. National Highway Traffic Safety Administration  
For more information / Pour de plus amples renseignements  
www.safercar.gov



1FTFX1EF2FFB44101

Ford Extended Service Plan is the only service contract backed by Ford  
Motor Company of Canada, Limited and honoured at authorized Ford  
and Lincoln Dealers across Canada and the United States. Speak to  
your Dealer for plan options and pricing, or visit our website at  
www.fordcanada.com

CUSTOM

Personalize your vehicle with Ford Custom Accessories.  
Genuine Ford Accessories are engineered for your vehicle  
and can be included under the Ford New Vehicle Limited  
Warranty. Certain conditions, limitations and exclusions  
apply. See your Dealer for details.

**THE FUTURE OF  
TOUGH**  
ALL NEW F-150



FutureF150.ca



Scan code not  
operational at  
this time

FOR PLANT  
USE ONLY

08/28/2015

www.d2d.dealerconnection.com

2201505064397

**Vehicle Tender Form – F-150 SuperCrew XLT 300A**

**Make:** Ford      **Model:** F-150      **Year:** 2015

<b>Price:</b>	<b>32,311.00</b>
<b>GST:</b>	<b>1,615.55</b>
<b>Grand Total:</b>	<b>33,926.55</b>

**Supplier:** Lamb Ford Sales Ltd.

**Delivery Date:** 1 Week From Tender Acceptance

**Prepared by: Matthew McLeod – Sales and Fleet Consultant**

**Reviewed and Approved by: Brett Read – Sales Manager**

Signature: Brett Head

KAN-000150

9-NORMAL, NE, 200150, FF052 9990

220150613 1387

UL/T CERT CERT CERT TRD R RAMP BUMPER CAME BOOK EXPL

1FTFW1EP5 FKD73094 NE

G009



## VEHICLE DESCRIPTION

**F-150**

2015 F-150 4X4 SUPERCREW  
145" WHEELBASE  
2.7L ECOBOOST ENGINE  
ELECTRONIC 6-SPD AUTO

EXTERIOR  
MAGNETIC  
INTERIOR  
GREY CLOTH 40/20/40

**FK D73094**STANDARD EQUIPMENT  
STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE IN THE BASE PRICE BELOW

## EXTERIOR

- BUMPERS, CHROME FRONT/REAR
- FOG LAMPS
- GRILLE, CHROME BAR STYLE
- HEADLAMPS, HALOGEN
- PICKUP BOX TIE DOWN HOOKS
- PRIVACY GLASS, REAR
- SPARE TIRE LOCK
- TAILGATE, REMOVABLE W/LOCK
- TOW HOOKS

## INTERIOR

- AM/FM CD/MP3/SAT CAPABL W/AUDIO INPUT JACK
- DISPLAY CENTRE
- GRAB HANDLES, DRIVER/PASS
- OUTSIDE TEMP & COMPASS
- SEATS, CLOTH
- SIRIUSXM9 SATELLITE RADIO W/ 6-MONTH PREPAID SUBSCRIPTION
- SYNC VOICE ACTIVATED SYS
- TACHOMETER

## FUNCTIONAL

- 4X4 SYSTEM, ESOF
- A/C, MANUAL
- ABS, POWER 4-WHEEL DISC
- CRUISE CONTROL
- DELAYED ACCESSORY POWER
- EASY FUEL CAPLESS FILLER
- ENGINE BLOCK HEATER
- REMOTE KEYLESS ENTRY
- SHOCKS, HEAVY DUTY
- WINDOWS/DOORS/MIRRORS, PWR
- WINDOWS, 2ND ROW POWER

## SAFETY/SECURITY

- AIRBAGS, DRIVER & PASS
- AIR BAGS, SIDE
- PASSIVE ANTI-THIEF SYSTEM
- PERSONAL SAFETY SYSTEM
- ROLL STABILITY CONTROL
- SAFETY BELTS, ADJUSTABLE

## WARRANTY

- 3 YR/60,000 KM BASIC
- 5 YEAR/100,000 KM POWERTRAIN
- ROADSIDE ASSISTANCE 24 HR

## INCLUDED ON THIS VEHICLE

(MSRP)\*

EQUIPMENT GROUP 300A  
\*XLT SERIES

## OPTIONAL EQUIPMENT/OTHER

- 2015 MODEL YEAR  
FEDERAL EXCISE TAX  
MAGNETIC  
.17" SILVER PAINTED ALUMINUM  
2.7L ECOBOOST ENGINE  
P285/70R17 OWL ALL-TERRAIN  
3.55 RATIO REGULAR AXLE  
6500W GVWR PACKAGE  
SELECTSHIFT TRANSMISSION  
ALL-WEATHER RUBBER FLOOR MATS  
TRAILER TOW PACKAGE  
136 LITRE/36 GALLON FUEL TANK

100.00  
200.00  
1,300.00  
NO CHARGE  
150.00  
800.00

## PRICE INFORMATION

BASE PRICE  
TOTAL OPTIONS/OTHER

(MSRP)\*

\$42,549.00  
2,550.00

TOTAL VEHICLE & OPTIONS/OTHER  
DESTINATION & DELIVERY

45,099.00  
1,700.00

"THIS VEH. NOT INTENDED FOR  
SALE OR REGISTRATION IN US"  
RETAIL PRICES EXCLUDE  
GST/HST

**TOTAL MSRP \$46,799.00**

\* MANUFACTURER'S SUGGESTED RETAIL PRICE - MSRP

\* NOTE: THIS PRICE HAS BEEN DEVELOPED AS A GUIDE. DEALERS MAY SELL  
FOR LESS AND ARE NOT UNDER ANY OBLIGATION TO ACCEPT THIS  
SUGGESTED RETAIL PRICE.

RAMP ONE/  
TERMINAL UN

CW66

RAMP TWO/  
TERMINAL DEUX

FINAL ASSEMBLY PLANT/  
USINE DE MONTAGE

KANSAS CITY

METHOD OF TRANSIT/  
MODE DE TRANSPORT

CONVOY

ITEM #: B6-F202 O/T 2

FF052 N REC2X 530 000150 06 05 15

**ENERGUIDE**

Ask your dealer for the FUEL CONSUMPTION GUIDE or  
CALL 1-800-387-2000

2015 F-150 4X4, 2.7L GTD START/STOP ENGINE, 6 SPEED SELECT SHIFT TRANSMISSION F-150 4X4 2015, MOTEUR GTD 2.7 L AVEC ARRÊTÉ/MARRAGE, BOÎTE 6 VITESSES À SÉLECTEUR BIPONCT

CITY/VILLE

**13.3 / 21**  
L/100 km mi/gal



HIGHWAY/ROUTE

**10.4 / 27**  
L/100 km mi/gal

Canada

These estimates are based on the  
Government of Canada's approved  
criteria and testing methods. The actual  
fuel consumption of this vehicle may vary.  
Refer to the Fuel Consumption Guide.

Données obtenues selon les critères et  
méthodes d'essais approuvées par le Gouvern-  
ement du Canada. La consommation réelle de  
carburant de ce véhicule peut varier. Consultez  
le Guide de consommation de carburant.

Demandez le GUIDE DE CONSOMMATION DE CARBURANT à votre concessionnaire ou  
composez le 1-800-387-2000

U.S. GOVERNMENT SAFETY RATINGS  
COTES DE SÉCURITÉ DU GOUVERNEMENT AMÉRICAIN

Overall Vehicle Score /  
Cote globale du véhicule

★★★★★

Frontal Crash  
Collision frontale

Driver / Conducteur  
Passenger / Passager

★★★★★

Side Crash  
Collision latérale

Front seat / Siège avant  
Rear seat / Siège arrière

★★★★★

Rollover / Capotage

★★★★★

Star ratings range from 1 to 5 stars (\*\*\*\*\*), with 5 being the highest.  
Les cotes varient de 1 à 5 étoiles (\*\*\*\*\*), 5 étant la cote la plus élevée.

Source: U.S. National Highway Traffic Safety Administration  
For more information / Pour de plus amples renseignements  
www.safercar.gov



1F1EW1EP5FKD73094

THE FUTURE OF  
**TOUGH**  
ALL-NEW F-150

FutureF150.ca

BUILT  
TOUGH



Scan code not  
operational at  
this time

FOR PLANT  
USE ONLY



Ford Extended Service Plan is the only service contract backed by Ford  
Motor Company of Canada, Limited and honoured at authorized Ford  
and Lincoln Dealers across Canada and the United States. Speak to  
your Dealer for plan options and pricing, or visit our website at  
www.ford.ca/esep



Personalize your vehicle with Ford Custom Accessories.  
Genuine Ford Accessories are engineered for your vehicle  
and can be included under the Ford New Vehicle Limited  
Warranty. Certain conditions, limitations and exclusions  
apply. See your Dealer for details.

08/28/2015

www.d2d.dealerconnection.com

2201506131387

## Request for Decision (RFD)

---

**Topic:** Recreation Funding Committee (RFC) – Phase II Allocations  
**Initiated by:** RFC/Policy  
**Prepared by:** Amanda Davis  
**Attachments:** Preliminary Review – Phase I and II

---

---

**Recommendations:**

1. That Council approve the RFC recommendation for Phase II recreation grants:
    - a. Battle River Football Assn. - \$3,000;
    - b. Sedgewick Mixed Bowling League - \$7,500 noting the need to focus efforts on fundraising in the future.
    - c. Sedgewick Playschool - \$5,000
- 

**Background:**

On October 8<sup>th</sup>, 2015 the RFC met to review and grade Phase II recreation applications. Three applications were received which are summarized in the attached financial review.

Formal approval of the applications are required email authorization of Council on October 14<sup>th</sup>/15<sup>th</sup>, 2015.

1. Battle River Football Assn. – travel expenses, ref's, field maintenance - \$3,000
2. Sedgewick Mixed Bowling League – linage expense - \$9,000
3. Sedgewick Play school – offset cost for rent and operational programming - \$5,000

The RFC board recommended:

1. Battle River Football Assn. application be approved as presented.
2. Sedgewick Mixed Bowling League – be approved at \$7,500 and note that an effort needs to be made in the future to addresses gaps in fundraising.
3. Sedgewick Playschool application to be approved as presented.
4. Total carry forward is \$6,143 which will be placed in a capital reserve as defined in the terms of reference for the committee.

RECREATION FUNDING COMMITTEE - PHASE I PRELIMINARY OVERVIEW ASSESSMENT - 2015

Phase I Application Overview 2015	Amount Request	Preliminary Recommendation	Difference	Percentage of overall funding	Agriculture	Recreation	Culture	In-Town	Out-Town
Sedgewick Ag Society	825	825	-	0.98	Y			Y	
Battle River Minor Hockey Assn.	31,095	31,095	-	37.02		Y		Y	
Sedgewick Curling Club	5,250	5,000	-250	5.95		Y		Y	
Flagstaff Fusion Lacrosse Assn.	13,000	6,500	-6,500	7.74		Y		Y	
Flagstaff Players	4,500	0	-4,500	0.00			Y	Y	
Iron Creek Flying Club	1,100	0	-1,100	0.00		Y			Y
Hardisty Lake United Church Camp	5,000	0	-5,000	0.00					Y
Sedgewick Golf Club	1,000	938	-63	1.12					
Sedgewick Public School	5,000	4,000	-1,000	4.76		Y		Y	
Sedgewick Minor Ball	1,900	1,000	-900	1.19		Y		Y	
Killam Recreation Board	13,000	6,500	-6,500	7.74		Y			Y
Killam Cyclones Swim Club	10,000	0	-10,000	0.00		Y			Y
Valley Ski Club	10,000	6,500	-3,500	7.74		Y			Y
Valley Alpine Ski Club	2,500	0	-2,500	0.00		Y			Y
<b>Subtotals:</b>	<b>104,170</b>	<b>62,357</b>	<b>-41,813</b>	<b>74.23 %</b>					

RECREATION FUNDING COMMITTEE - PHASE II PRELIMINARY OVERVIEW ASSESSMENT - 2015

Phase I Application Overview 2015	Amount Request	Preliminary Recommendation	Difference	Percentage of overall funding	Agriculture	Recreation	Culture	In-Town	Out-Town
Battle River Football Assn.	3,000	3,000	-	3.57		Y		Y	
Sedgewick Mixed Bowling League	9,000	7,500	1,500	8.93		Y		Y	
Sedgewick Playschool	5,000	5,000	0	5.95				Y	
<b>Subtotals:</b>	<b>17,000</b>	<b>15,500</b>	<b>-1,500</b>	<b>18.45 %</b>					

<b>Total funds request Phase I</b>	104,170
<b>Total funds request Phase II</b>	17,000
<b>Total funds available:</b>	84,000
<b>Difference:</b>	-37,170

<b>Total funds <i>approved</i> for distribtion in Phase I:</b>	62,357	74.23%
<b>Total funds <i>recommended</i> for districution in Phase II:</b>	15,500	18.45%
<b>Total funds remaining for Phase II:</b>	6,143	7.32%
		<b>100.00%</b>

## Request for Decision (RFD)

---

**Topic:** Sedgewick Public Library (SPL) – 2016 Proposed Budget  
**Initiated by:** Council  
**Prepared by:** SPL/Administration  
**Attachments:** 2016 Proposed Budget

---

---

**Recommendations:**

**That the Town of Sedgewick approve the Sedgewick Public Library's 2016 budget as presented.**

---

**Background:**

The Town of Sedgewick provides an annual operating grant to the SPL. The operating grant offsets operational expenses.

Overview of municipal operating grants:

2002-2005:	\$5,145
2006-2008:	\$5,150
2009-2012:	\$6,350
2013-2015:	\$6,550

**Current:**

The board is requesting an ongoing allocation of \$6,550 for 2016 (\$7.65 per capita).

Below are budget highlights from the Sedgewick Library:

"Highlights of our year:

- Summer Reading Program had a total of 13 children participate with 125+ books read in a month.
- July 1<sup>st</sup>. Participation in the Parade and children activities was successful. We received a second ribbon and had a wonderful time at the ball diamonds with our children's activities. We are already planning for next year, but with more fair games and prizes.
- New Facebook page is a hit! Love it!
- We've installed new book drop boxes, which look outstanding at the Rec Center and the Sedgewick Co-op.
- September was Library Card Sign-up Month and Parkland Regional Library offered a comic strip contest.
- We had local author Andy Cameron come for a visit to promote his new book.
- Hosted the County Book Exchange at the Rec Center.

Coming Up Projects:

- We have started a Free Drop-In Tutoring Program. We have brought the project to the Sedgewick Parents School Council and principal's attention. Advertised on Facebook and Town Newsletter, and posters will be put up. It is an eight week pilot project from October 15<sup>th</sup> - December 8<sup>th</sup> every Thursday from 4:00 pm to 5:30 pm. We have hired a certified teacher and offer homework assistance for any children grades 1-12. We will reevaluate after eight weeks, either to continue, cancel, or figure out a different tactic to make it a success.

- Ladies Knitting Club will continue this winter every Wednesday night.

Possible ideas:

- Christmas Coloring Contest.
- Essential Oil Informative Session-Just having difficulty finding a qualified person to give it
- Photography contest.
- Participation in some capacity with the Town's Christmas Event. Craft, Story time, children activities at Hall.
- Possibility of a Rhymes that bind type of program. Type of program where parents learn songs, and use finger play and simple movement games with their infants and toddlers in a supportive peer group. Idea was brought up by the County Book Board to offer it as a weekly endeavor for libraries.

Always eager to hear new suggestions, or ready to partner with other organizations to put programs on to improve our surrounding communities!!"

# Sedgewick Public Library

## 2016 Budget

### Revenues

Donations	7000
Book Sales & Overdue Jar	350
Fines Collected	200
Fundraising	2200
Parkland Transfer	2120
Provincial Operating Grant	8350
Town Appropriation	6550
Memberships	1800
Printer & Fax Revenue	50
Program Revenue	250
<b>Total Revenue</b>	<b>28870</b>

Friends, etc.

Red Serge

90 members @ \$20

July 1st, Building Blocks

### Expenditures

Equipment Maintenance	100
Financial Review	600
Lost & Damaged Books	120
Library Supplies	50
Phone	1140
Postage	60
Program Expense	1400
Stationery & Printing Expense	500
Building Maintenance	100
Utilities	5040
Books	1600
Periodicals	175
CPP Expense	823
EI Expense	437
Library Manager	16615
Travel	110
<b>Total Expenditures</b>	<b>28870</b>

16 hours/week; \$19/hr; 825 hours  
6% holiday pay; 7.5% benefits

## Request for Decision (RFD)

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**Topic:** Parkland Regional Library (PRL) Proposed 2016 Budget  
**Initiated by:** PRL Board  
**Prepared by:** PRL/Amanda Davis  
**Attachments:** 2016 PRL Proposed Budget

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### **Recommendations:**

**That the Town of Sedgewick approve the 2016 PRL budget with a requisition of \$6,753.**

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### **Background:**

Attached is a detailed 2016 PRL budget for Council review.

In 2013 PRL had estimated a 4.5% increase for 2016 however the actual budget shows a 2% increase.

Based on a per capita requisition Sedgewick's 2016 requisition would be:

2016:		2015:	
Population:	857		857
PRL Per Capita.	<u>7.88</u>		<u>7.73</u>
	\$6,753		\$6,625

2016 is >\$128 (2%)



# **Proposed Budget 2016**

**Proposed 2016 Budget**  
**PARKLAND REGIONAL LIBRARY**

	Present Budget	Proposed Budget
	2015	2016
<b>INCOME</b>		
1 Provincial Grant	916,888	963,195
2 Membership Fees	1,584,127	1,637,910
3 Rural Library Services Grant	425,952	428,077
4 Interest Income	45,000	40,000
<b>TOTAL INCOME</b>	<b>2,971,967</b>	<b>3,069,182</b>
<b>LIBRARY MATERIALS</b>		
1 Book Allotment PRL	266,416	271,260
2 Rural Library Services Grant	425,952	428,077
3 Cataloguing Tools	4,000	3,700
4 Large Print Books	13,000	13,000
<b>Econtent</b>		
5 eContent materials Allotment	0	38,500
6 eContent Platform fees, Subscriptions	46,500	27,000
7 Periodicals	2,000	1,800
8 Audio Book Materials	5,500	5,500
9 Reference Materials	6,000	6,000
10 Programming Boxes	500	750
11 Library Computers	61,481	68,648
<b>TOTAL LIBRARY MATERIALS</b>	<b>831,349</b>	<b>864,235</b>
<b>COST OF SERVICES</b>		
1 Audit	16,500	15,000
2 Bank expenses	500	500
3 Bank Investment Fees	4,500	4,500
4 Building-Repairs/Maintenance	26,000	28,000
5 Communications/Marketing/Advocacy	5,000	5,000
6 Computer Maint. Agree. Software licenses	127,875	149,560
7 Continuing Education	20,000	20,000
8 Dues/Fees/Memberships	10,500	11,000
9 Equipment - Lease/Rental/Maint.	6,100	0
10 Freight	7,500	7,500
11 Insurance	15,500	15,500
12 Internet Connection Fees	16,800	20,160
13 Janitorial expense	27,500	27,500
14 Legal/Consulting/Advocacy	2,000	2,000
15 Outlets - Contribution to Operating	800	800
16 Photocopy	6,500	9,000
17 Postage	5,000	5,000
18 Postage Reimbursement	3,000	3,500
19 Promotion/Trade Shows/Publicity	5,500	6,500
20 Recruitment/Advertising	1,500	1,500
21 Salaries	1,372,931	1,392,944
22 Salaries - Employee Benefits	281,451	299,483
23 Supplies/Stationery/Processing/Recon	40,000	40,000
24 Telephone	14,000	13,000
25 Travel	13,000	13,000
26 Trustee expense	21,000	21,000
27 Utilities	37,661	37,000
28 Vehicle expense	41,000	41,000
29 Workshop/Training expense	11,000	15,000
<b>TOTAL COST OF SERVICES</b>	<b>2,140,618</b>	<b>2,204,947</b>
<b>TOTAL Expenses (library materials &amp; cost of service)</b>	<b>2,971,967</b>	<b>3,069,182</b>
<b>Surplus/Deficit</b>	<b>0</b>	<b>0</b>
<b>AMOUNT PER CAPITA REQUIRED</b>	<b>7.73</b>	<b>7.88</b>
		<b>2%</b>

## Notes for the Parkland Regional Library Budget 2016

**Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library Agreement. According to clause eight of the agreement – Library System Budget:**

- 8.1 The PRL Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRL Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRL Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRL Board.*
- 8.5 The PRL Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level.

PRL's budget projections for 2016 use the information supplied by the Public Library Services Branch, Alberta Municipal Affairs. For this year, we project that the provincial operating grant to regional systems will have an increase of \$.10 per capita to \$4.70 per capita and \$5.55 per capita for the rural library service grant. We also assume that grant levels will be based on 2014 population statistics.

The budget for 2016 is a very conservative budget with respect to operations. Despite the increased software licensing costs, projected savings in other areas of operations mean the budget for 2016 reflects an increase of only 2% (down from last year's projected increase of approximately 4.5%).

Points within the budget to note include:

Under Income:

- For budgeting purposes, the provincial operating grant for regional systems is calculated using 2014 population statistics and a \$.10 increase to \$4.70 per capita (line 1).

Under Library Materials:

- The eContent Materials Allotment line has been created to track eContent purchases such as ebooks and eAudiobooks (see line 5).
- The eContent Platform Fees, Subscriptions line has been created to pay for items such as databases or platform fees necessary to access resources such as Zinio (see line 6).
- Library Computers (line 11) has increased slightly to pay for computers for member libraries.

Under Cost of Service

Most lines in this section experienced only modest growth relating to inflationary costs.

- Line 6, Computer Maint. Agree. Software licenses has increases to account for the rising costs associated with the Microsoft suite for PRL and member library computers software, PRL's management of wireless networks, computer desktops for member libraries, and costs associated with maintaining the new websites for both PRL and member libraries.
- Line 9, Equipment – Lease/Rental/Maint is for our mailing scale and postage meter which is being eliminated after our current contract in late 2015. Use of regular letter post has been declining and staff will use online options for calculating costs for mailing packages.
- Line 12, Internet Connection Fees, is being increased with planned internet bandwidth increases based on projected demand.
- Line 16, Photocopy, has been increased due to our communications plan and efforts. Budget increases reflect current actual costs plus some estimations for increased printing in 2016.
- The lines for staff salaries and benefits have been increased in 2016. See lines 21 and 22. Line 21 supports the wage and salary grid with its incremental increases.

In section 1 of the Budget Supplement document, you will see there is no vehicles being purchased in 2016. In the same section, there are two transfers from the Technology reserve of \$47,550 to pay for routine, planned PRL computer hardware purchases, and another \$86,000 to pay for computers for member libraries.

In section 3 of the Budget Supplement is the amount that will be transferred into the Technology Reserve (\$68,648).

Section 5 of the Budget Supplement shows no transfers from operating to build reserves. Given our current reserve levels, we have temporarily suspended budgeting for the Vehicle and Technology Reserves.

Section 6 of the Budget Supplement, shows the estimated amount needed to cover off the amortization expense for purchases made prior to Dec 31, 2008 before the Amortization Reserve was created.

Due to the current level of work in Technical Services, one cataloguing position has been eliminated from the budget permanently.

Last year a librarian position was eliminated.

It may become difficult in the long term to support the 2.5% or 5% incremental increases in our salary grid even though wages are not outside of industry standards. Some staff have expressed concern about low wages.

It is also worth noting that in the expense portion of our budget (Library Materials and Cost of Services) staff have been able to reduce costs in six budget lines and hold costs at previous year levels in a further eighteen lines.

**Brief Notes – September 2015****INCOME**

1. Estimate, based on the announcement from Public Library Services Branch (PLSB)
2. Estimated requisition to municipalities to balance budget
3. Estimate, based on the announcement from PLSB
4. Reduced to reflect the anticipated returns on investments

**LIBRARY MATERIALS**

1. Reflects allotment rate of \$1.30 per capita for 2016
2. Estimate, based on the announcement from PLSB
3. Based on actual with a slight decrease in 2016
4. Held at the 2015 amount
5. New line created to reflect materials allotment for the purchase of eContent
6. New line to pay for licenses and subscriptions for, but not limited to, databases and platform fees
7. Reduced slightly in 2016
8. Held at the 2015 amount
9. Held at the 2015 amount
10. Increased slightly in 2016
11. Line increased slightly – used as balancing line for the budget

## COST OF SERVICES

1. The fee for 2016 is estimated as the service will be tendered in May 2016 for period of 2016-2018
2. Held to \$500 to cover the cost of cheques – the direct deposit payroll services are now paid due to our tendering process
3. Held at \$4,500
4. Increased in 2016 - based on four-year averages
5. Line used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards – held at 2015 level
6. For software maintenance agreements and subscriptions - line increases to account for the rising costs associated with Horizon maintenance fees due to purchasing additional enhancements, the new maintenance fee for our website, the Microsoft suite for PRL and member library computers software, PRL's management of wireless networks and computer desktops for member libraries
7. Held at \$20,000
8. Increased slightly to \$11,000 – to cover PRL's cost to belong to member organizations
9. Eliminated – postage expenses have been declining and staff will use online options for preparing items for mailing
10. Held at \$7,500
11. Held at \$15,500 based on estimates
12. Based on a contract with Platinum – increased to cover expended demand for additional internet bandwidth
13. Held at \$27,500 – includes snow removal and yard maintenance
14. Line used to pay for external consultants and cover legal fees – held at 2015 level
15. Held at \$800
16. Increased due to account for new initiatives for communications, marketing, and advocacy
17. Based on actual – held at 2014 level
18. Increased by \$500 due to an increase in use of the ship to patron service
19. Increased by \$1,000 to cover increased costs
20. Held at \$1,500
21. Increased to reflect predicted staff salary costs based on current staff levels
22. Increased to reflect predicted staff benefits costs based on current staff levels
23. Based on a six year review and using an average with an increase for non-asset technology purchases required, held at 2015 level of \$40,000
24. Reduced slightly by \$1000 to reflect actual costs as some savings were found
25. Held at \$13,000
26. Held at \$21,000
27. Based on five-year averages – reduced slightly
28. Based on anticipated maintenance costs for three vehicles and fuel with a cushion to account for fluctuations in fuel prices – held at 2015 level of \$41,000
29. Increased to \$15,000 due to estimated costs mostly associated with projects for training library managers and staff, and increased conference expenses

## Complete Notes to the 2016 Budget

### Proposed 2016 Budget PARKLAND REGIONAL LIBRARY

Present  
Budget

#### INCOME

- 1 Provincial Grant
- 2 Membership Fees
- 3 Rural Library Services Grant
- 4 Interest Income

2015	2016
916,888	963,195
1,584,127	1,637,910
425,952	428,077
45,000	40,000
<b>2,971,967</b>	<b>3,069,182</b>

#### TOTAL INCOME

#### Income – line details

- 1. Provincial Grant:* for budgeting purposes, the provincial operating grant rate for regional systems is based on the announcement from the Public Library Services Branch (PLSB) that the grant for regional systems will be calculated using 2014 population statistics and a \$.10 increase to \$4.70 per capita - this rate is subject to change annually.
- 2. Membership Fees:* \$7.88 per capita – requisition to municipalities to balance budget.
- 3. Rural Library Services Grant:* grant received from Alberta Municipal Affairs for service to rural residents, based on the membership in PRL of municipalities and municipal districts which do not appoint a library board – grant passed directly to libraries, as directed by these municipalities; based on the announcement from the Public Library Services Branch (PLSB) that the grant will be calculated using 2014 population statistics and a \$.10 increase to \$5.55 per capita – see line 2 under Library Materials.
- 4. Interest Income:* estimate based on the returns from the RBC Dominion investment program, the Servus Credit Union short-term investments, and current bank account – reduced to reflect the anticipated returns on investments.

<b>LIBRARY MATERIALS</b>		<b>2015</b>	<b>2016</b>
<b>1</b>	Book Allotment PRL	266,416	271,260
<b>2</b>	Rural Library Services Grant	425,952	428,077
<b>3</b>	Cataloguing Tools	4,000	3,700
<b>4</b>	Large Print Books	13,000	13,000
<b>Econtent</b>			
<b>5</b>	eContent materials Allotment	0	38,500
<b>6</b>	eContent Platform fees, Subscriptions	46,500	27,000
<b>7</b>	Periodicals	2,000	1,800
<b>8</b>	Audio Book Materials	5,500	5,500
<b>9</b>	Reference Materials	6,000	6,000
<b>10</b>	Programming Boxes	500	750
<b>11</b>	Library Computers	61,481	68,648
<b>TOTAL LIBRARY MATERIALS</b>		<b>831,349</b>	<b>864,235</b>

### Library Materials Expenditures - line details

- 1. Book Allotment PRL:* reflects allotment rate of \$1.30 per capita.
- 2. Rural Library Services Grant:* provincial grant received by PRL for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as determined by the municipalities – see line 3 under income.
- 3. Cataloguing tools:* based on actual with a slight decrease – includes a number of electronic resources such as Library of Congress classification web, Web Dewey, and BookWhere; in addition to print materials such as LCSH/DDC, all of which are used to prepare books for libraries.
- 4. Large Print Books:* held steady at 2015 level.

*5. eContent Materials*

*Allotment:*

to allocate funds to allotment for 3M eBooks, Zinio Magazines, One Click digital eAudiobooks, and a small top up amount for Hoopla.

*6. eContent Platform fees and Subscription fees:*

platform fee for 3M ebooks, Novelist, Novelist Select and the TAL core databases.

*7. Periodicals:*

held at 2015 level; includes public performance rights licensing fee.

*8. Audiobook Materials*

held at 2015 level – to support the physical audio collection.

*9. Reference Materials:*

held at 2015 level – to purchase limited amounts of reference material for use by PRL staff and member libraries. eResources for reference and professional development purposes can also be purchased using this line.

*10. Programming Boxes:*

increased to refresh and build new boxes such as Maker Space kits to use for programming in member libraries.

*11. Member Library Computers (New):*

income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected.

<b>COST OF SERVICES</b>		<b>2015</b>	<b>2016</b>
<b>1</b>	Audit	16,500	15,000
<b>2</b>	Bank expenses	500	500
<b>3</b>	Bank Investment Fees	4,500	4,500
<b>4</b>	Building-Repairs/Maintenance	26,000	28,000
<b>5</b>	Communications/Marketing/Advocacy	5,000	5,000
<b>6</b>	Computer Maint.Agree. Software licenses	127,875	149,560
<b>7</b>	Continuing Education	20,000	20,000
<b>8</b>	Dues/Fees/Memberships	10,500	11,000
<b>9</b>	Equipment - Lease/Rental/Maint.	6,100	0
<b>10</b>	Freight	7,500	7,500
<b>11</b>	Insurance	15,500	15,500
<b>12</b>	Internet Connection Fees	16,800	20,160
<b>13</b>	Janitorial expense	27,500	27,500
<b>14</b>	Legal/Consulting/Advocacy	2,000	2,000
<b>15</b>	Outlets - Contribution to Operating	800	800
<b>16</b>	Photocopy	6,500	9,000
<b>17</b>	Postage	5,000	5,000
<b>18</b>	Postage Reimbursement	3,000	3,500
<b>19</b>	Promotion/Trade Shows/Publicity	5,500	6,500
<b>20</b>	Recruitment/Advertising	1,500	1,500
<b>21</b>	Salaries	1,372,931	1,392,944
<b>22</b>	Salaries - Employee Benefits	281,451	299,483
<b>23</b>	Supplies/Stationery/Processing/Recon	40,000	40,000
<b>24</b>	Telephone	14,000	13,000
<b>25</b>	Travel	13,000	13,000
<b>26</b>	Trustee expense	21,000	21,000
<b>27</b>	Utilities	37,661	37,000
<b>28</b>	Vehicle expense	41,000	41,000
<b>29</b>	Workshop/Training expense	11,000	15,000
<b>TOTAL COST OF SERVICES</b>		<b>2,140,618</b>	<b>2,204,947</b>

## Cost of Services – line details

1. *Audit:* 2016 based on actual then estimated.
2. *Bank Expenses:* held at \$500 to cover the cost of cheques.
3. *Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on actual charges – held at 2015 level.
4. *Building-Repair/Maintenance:* based on repairs expected in aging building with known ongoing problems – increased slightly in 2016 based on four-year averages.
5. *Communications/Marketing/Advocacy:* this line is used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards – held at 2015 level.
6. *Computer Maint. Agree. Software Licenses:* for software maintenance agreements and subscriptions – line increased to account for the rising costs associated with, but not limited to, the Microsoft suite for PRL and member library computer software, website software, PRL's management of wireless networks and desktop computers for member libraries, and new licensed services for the Horizon integrated library system.
7. *Continuing Education:* funds to attend the Alberta Library Conference, plus other conferences, workshops, seminars, technology courses, and other continuing education activities – held at \$20,000.
8. *Dues/Fees/Memberships:* memberships may include, but are not necessarily limited to: LAA, ALTA, AALT, PLA, AAMD&C, ALA, APLAC, and TAL – based on actual, with a modest increase in 2016 to cover higher costs then held.
9. *Equipment –Lease/Rental /Maint.:* reflects elimination of line – outgoing postage has been declining and staff will be cancelling the lease agreement for PRL's postage machine and using other online options.
10. *Freight:* vendor freight costs for allotment, in-house collections and shipment of computers for repairs and/or replacement parts held at 2015 level.
11. *Insurance:* includes the building, contents, outlet contents, general liability, bond and crime – held using an average of actual costs.

- 12. Internet Connection Fees:* for internet service provision to Parkland HQ and member libraries – based on a contract with Platinum – increased to meet anticipated demands for additional bandwidth.
- 13. Janitorial Expense:* held at 2015 level – also includes snow removal and yard maintenance.
- 14. Legal/Consulting/Advocacy:* line used to pay for external consultants and cover legal fees – held at 2015 level.
- 15. Outlet - Contribution to Operating:* amounts set by board policy, up to \$200 annually, if local library outlet sponsor provides matching funds – held at \$800.
- 16. Photocopy:* has been increased due to our communications plan – reflects actual costs plus some estimations.
- 17. Postage:* based on actual held at 2015 level.
- 18. Postage Reimbursement:* increased slightly, based on actual – reflects increased use of the “ship to patron” service.
- 19. Promotion/Trade Shows/Publicity:* increased, includes, but not limited to, printing systems’ brochures and hospitality expenses for ALC, AUMA, AAMD&C, and LGAA conventions, plus gifts/donations, flowers for libraries’ anniversaries, and promotional items.
- 20. Recruitment/Advertising:* line used for advertising job vacancies, assisting prospective candidates with travel costs for interviews, and new employees with moving expenses where needed – line held at \$1,500.
- 21. Salaries:* increased on the basis of expense estimation at maximum level, the budget reflects the possibility of all eligible staff members moving up on the grid after receiving a satisfactory performance appraisal.
- 22. Salaries-Employee Benefits:* increased on the basis of all eligible staff members being provided full benefits including LAPP and Blue Cross.

23. *Supplies/Stationery Processing/Recon:* includes, but not limited to, book-related supplies as well as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, building supplies, and stationery supplies, small non-capital IT items as needed such as monitors and bar code scanners – based on a six year review and held at 2015 level.
24. *Telephone:* includes line charges, toll free numbers, outgoing fax, mobile telephones, and long distance costs – reduced slightly to \$13,000 based on saving found in contract and reduction of staff cell phones.
25. *Travel:* includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement to staff when not using the PRL passenger staff vehicle) – based on estimates, held at \$13,000.
26. *Trustee Expense:* includes costs for a 10 member executive committee meeting approximately 8 or 9 times a year, and 4 trustees attending the Alberta Library Conference; additional expenses include \$100 half day/\$200 full day honorarium and mileage reimbursement is paid for committee meetings (includes meetings the board chair attends such as the Systems Directors and Chairs meetings) – held at \$21,000.
27. *Utilities:* based on five-year averages – held at \$37,000.
28. *Vehicle Expense:* includes fuel with a cushion to account for fluctuation in fuel prices, insurance, and repairs for two cargo vans and a vehicle for staff use – based on 2015 level \$41,000.
29. *Workshop/Training:* increased to \$15,000 – includes costs for all workshops and training activities hosted or planned by PRL staff for member libraries regardless of whether they are held at PRL or other locations; increased due to meet anticipated costs, especially the rental of facilities for events not held at Parkland.

# **Proposed 2016 Budget** **PARKLAND REGIONAL LIBRARY**

Present

Budget

INCOME

TOTAL INCOME

TOTAL LIBRARY MATERIALS

TOTAL COST OF SERVICES

TOTAL EXPENSES

Surplus/Deficit

AMOUNT PER CAPITA REQUIRED

2015		2016
2,971,967		3,069,182
831,349		864,235
2,140,618		2,204,947
2,971,967		3,069,182
0		0
7.73		7.88

2%

## **Budget Supplement**

### **Explanation points to the 2016 Budget dealing with Capital Assets, Amortization and Reserves.**

Staff make all applicable computer and vehicle purchases directly from reserves.

Historically when PRL prepared its budget, the monies collected to pay for computer related purchases and vehicle purchases are moved directly into the Technology and Vehicle Reserves.

For IT purchases, PRL has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRL's Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The expense for amortization will be allocated and the residual value set aside in the Amortization Reserve.

There are no planned vehicle purchases in 2016.

**In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy. Capital assets are now purchased from reserves.**

## Parkland Regional Library

### Budget Supplement - Movement of Funds

Explanation points to the 2016 Budget dealing with Capital Assets, Amortization and Reserves  
In passing the budget you agree to the movement of funds between reserves and operating as defined below and based on policy. Capital assets will now be purchases from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2016	
<b>Amortization Reserve</b>		
Anticipated funds required to cover current portion of amortization expense from prior years (Jan 1, 2009 forward) <i>(actual amount will be affected by asset disposals during the year)</i>	65,291.00	A
<b>Vehicle Reserve</b>		
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	0.00	B
<b>Technology Reserve</b>		
Anticipated funds required to purchase PRL computer hardware	47,550.00	B
Anticipated funds required to purchase member library computers	86,000.00	E
Anticipated funds required to purchase member libraries Wireless equipment	0.00	E
Anticipated funds required to purchase member libraries SuperNet CED units <i>(actual amount will be based on exact purchase price in the year)</i>	0.00	E
	<b>198,841.00</b>	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	0.00	C
	<b>0.00</b>	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
<b>Amortization Reserve</b>		
Residual Amortization anticipated - Vehicle purchases	0.00	B
Residual Amortization anticipated - Technology purchases <i>(actual amounts will be based on exact purchase amounts in the year)</i>	33,285.00	B
<b>Vehicle Reserve</b>		
Proceeds from the sale of vehicles <i>(actual amounts will be based on exact selling price in the year)</i>	0.00	C
<b>Technology Reserve</b>		
Budgeted for member library computers	68,648.00	E
	<b>101,933.00</b>	

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**4 CAPITAL ASSET EXPENSE ALLOCATION**


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Current Amortization estimated – Vehicle purchases	0.00	B
Current Amortization estimated – Technology purchases	14,265.00	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		
<b>Amortization - Capital asset expense</b>		
Amortization expense anticipated from prior years (Jan 2009 forward)	65,291.00	A
<i>(actual amount will be affected by asset disposals during the year)</i>		
	<b>79,556.00</b>	

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**5 Budgeted expense to build reserves and use for current and ongoing capital purchases**


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<b>Vehicle Reserve</b>		
Policy budget item – movement of \$5,000 per vehicle to the Vehicle Reserve	0.00	D
<b>Technology Reserve</b>		
Policy budget item – to fund Technology purchases	0.00	D
	<b>0.00</b>	

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**6 Unrestricted Operating Fund - as needed to balance at year end**


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Current Amortization expense anticipated – purchases from years previous to Dec 31, 2008	21,008.00	F
<i>(actual amounts will be based on exact disposals amounts in the year)</i>		

## Request for Decision (RFD)

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**Topic:** Flagstaff Intermunicipal Partnership (FIP) 2016 Budget  
**Initiated by:** FIP Committee  
**Prepared by:** Deb Moffat/Amanda Davis  
**Attachments:** 1. 2016 FIP Proposed Budget  
2. Unapproved Minutes – Sept. 28<sup>th</sup>, 2015

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**Recommendations:**

1. That Council approved the 2016 FIP budget as recommended by the committee with a requisition of \$8,613.60 for the Town of Sedgewick;

**OR**

2. That Council reject the 2016 FIP budget as presented.

**AND**

1. That Council support the FIP Committees recommendation to apply for an application for an ACP grant for Phase II of the Regional Governance Study with the Village of Forestburg being the Managing Partner.

**OR**

2. That Council reject FIP's recommendation to apply to the ACP program for Phase II of the Regional Governance Study.
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**Background:**

At the September 28<sup>th</sup>, 2015 FIP meeting a motion was made recommending approval of the 2016 FIP budget to individual councils.

There is a 52% increase to the 2016 proposed requisition for Sedgewick as the following municipalities have withdrawn from FIP:

- Flagstaff County
- Strome
- Galahad
- Alliance
- Loughheed

2015 Requisition - \$5,658.77

2016 Proposed Requisition - \$8,613.60

2016 is >\$2,954.83 (52.2%)

In addition, a motion was passed recommending an application for the Phase II Regional Governance Study be submit with the Village of Forestburg being the Managing Partner.

Prior to making any motions Council should discuss and consider the benefits of FIP and Sedgewick's commitment to existing and future projects.

FLAGSTAFF INTERMUNICIPAL PARTNERSHIP  
2015 BUDGET

		2015 Actual As at Sep 16, 2015	2015 Budget	2016 Budget	Variance		
<b>REVENUE</b>							
1-61-00-500	ASSESSMENT REV. BOARD	492.10					
1-61-00-550	Return on Investments	-21.54					
1-61-00-750	REVENUE OTHER LOCAL GOVERNMENTS	-69,000.01	-69,000.00	(42,440.00)	61.51%		
1-61-00-840	PROVINCIAL GRANTS	0.00		(30,000.00)			
1-61-00-945	PARTNER REQUISITION	0.00					
1-61-00-950	WATER OPERATORS CONSORTIUM PROJECT	0.00		(2,950.00)		650.00	Alliance
						650.00	Galahad
						650.00	Strome
						1,000.00	ARB/SDAB Retainer Fee
<b>TOTAL REVENUE</b>		<b>-68,529.45</b>	<b>-69,000.00</b>	<b>-75,390.00</b>			
<b>EXPENSES</b>							
2-61-00-110	SALARIES & BENEFITS	3,507.68	3,500.00	-	0.00%		
2-61-00-150	MEETING EXPENSES	249.25	10,000.00	2,000.00	20.00%		Meals, rent, presenters
2-61-00-211	TRAVEL & SUBSISTENCE	533.81	4,050.00	4,050.00	100.00%	1,350.00	FIP Clerk/Coordinator
						2,700.00	ARB/SDAB members
2-61-00-217	TELEPHONE & INTERNET	0.00	600.00	-	0.00%		(included in mgmt fee)
2-61-00-222	PROFESSIONAL DEVELOPMENT	400.00	1,200.00	500.00	41.67%		FIP Clerk/Coordinator
2-61-00-230	MANAGEMENT & PROFESSIONAL FEES	5,515.00	39,760.00	29,800.00	74.95%	10,000.00	Management Fee
						3,000.00	Legal & other Prof Fees
						16,800.00	Coordinator (10 hrs/wk*48 wks)
2-61-00-245	COMPUTER LEASE	350.00	350.00	-	0.00%		(included in mgmt fee)
2-61-00-246	COMPUTER SUPPORT	848.33	1,180.00	1,180.00	100.00%	678.60	Muniware
						500.00	Miscellaneous
2-61-00-247	WEBSITE MAINTENANCE	179.60	360.00	360.00	100.00%	360.00	Vital Effects
2-61-00-500	ASSESSMENT REV. BOARD	0.00	-	-	0.00%		
2-61-00-510	OVERHEAD EXPENSES	0.00	1,000.00	-	0.00%		
2-61-00-511	SUPPLIES & POSTAGE	0.00	500.00	1,000.00	200.00%		
<b>BUDGETED EXPENSES</b>		<b>11,583.67</b>	<b>62,500.00</b>	<b>38,890.00</b>	<b>62.22%</b>		
<b>ADDITIONAL EXPENSES</b>							
2-61-00-950	WATER OPERATORS CONSORTIUM PROJECT	2,049.88	6,500.00	6,500.00	100.00%	1,100.00	SCADA internet
						5,400.00	SCADA Maintenance Contract
2-61-00-951	REGIONAL GOVERNANCE PROJECT - 2015	12,375.00		30,000.00			
<b>TOTAL EXPENSES</b>		<b>26,008.55</b>	<b>69,000.00</b>	<b>75,390.00</b>	<b>109.26%</b>		
<b>NET REVENUE (OVER)/UNDER REVENUE</b>		<b>-42,520.90</b>	<b>0.00</b>	<b>0.00</b>			

FLAGSTAFF INTERMUNICIPAL PARTNERSHIP  
2015 BUDGET

	2015 Actual	2015 Budget	2016 Budget		
	As at Sep 16, 2015			Variance	
NOTES:					
	Management fee includes telephone & internet charges, postage, photocopy charges, and supervisor fees as provided by the Managing Partner				
	Supplies & Postage include reimbursement for purchases made by Coordinator for use at home				
	ARB/SDAB Retainer fee calculated at 1/9th of total cost of travel & subsistence and professional development costs for clerk and board members (Galahad & Strome are not included as they will be part of County)				

FIP REQUISITION WITHOUT  
FLAGSTAFF, ALLIANCE, GALAHAD, STROME

						Equalized Assessment			
	<u>Total Equalized Assessment</u>	<u>2016 Requisition</u>	<u>2015 Requisition</u>			<u>residential</u>	<u>non-res</u>	<u>farmland</u>	<u>Total</u>
Daysland	\$ 63,420,450.00	\$ 7,023.81	\$ 4,567.31	153.78%		57,224,349	6,191,481	4,620	63,420,450
Forestburg	\$ 64,852,115.00	\$ 7,182.37	\$ 4,670.42	153.78%		57,359,435	7,459,980	32,700	64,852,115
Heisler	\$ 7,035,693.00	\$ 779.20	\$ 506.69	153.78%		6,261,816	773,877	0	7,035,693
Strome	\$ -	\$ -	\$ 945.27	0.00%		12,066,673	1,051,860	7,220	13,125,753
Alliance	\$ -	\$ -	\$ 563.17	0.00%		5,812,442	2,007,557	0	7,819,999
Galahad	\$ -	\$ -	\$ 354.39	0.00%		4,399,651	521,380	0	4,921,031
Killam	\$ 91,546,039.00	\$ 10,138.72	\$ 6,592.82	153.78%		70,937,298	20,463,361	145,380	91,546,039
Sedgewick	\$ 78,576,080.00	\$ 8,702.30	\$ 5,658.77	153.78%		65,618,990	12,945,100	11,990	78,576,080
Lougheed		\$ -		0.00%		12,649,874	3,270,490	720	15,921,084
Hardisty	\$ 77,775,248.00	\$ 8,613.60	\$ 5,601.09	153.78%		56,703,535	21,049,013	22,700	77,775,248
Flagstaff	\$ -	\$ -	\$ 38,393.50	0.00%		271,462,522	95,872,472	165,786,550	533,121,544
	<u>\$ 383,205,625.00</u>	<u>\$ 42,440.00</u>	<u>\$ 67,853.42</u>	62.55%					
	0.0001107								
	<u>Population</u>								
Forestburg	880								
Alliance	174								
Galahad	119								
Daysland	807								
Hardisty	639								
Killam	981								
Sedgewick	857								
Heisler	151								
Lougheed	273								
Strome	228								
Flagstaff	3,244								
	8,353								

Flagstaff Intermunicipal Partnership Committee  
Sept 28, 2015 , Alliance Community Hall

Attendance: Dell Wickstrom - Alliance  
Jeannette Herle - Galahad  
Gwenda Poyser- Galahad CAO  
Mike Scheidl – Municipal Affairs  
Sara Ahlstrom – Municipal Affairs  
Shelly Armstrong – Flagstaff CAO  
Gunnar Albrecht – Flagstaff  
Bud James - Killam  
Amanda Davis - Sedgewick CAO  
Perry Robinson - Sedgewick  
Leo Lefebvre – Hardisty  
Sandy Otto – Hardisty CAO  
Anita Miller – Hardisty (observer)  
Rod Krips – Daysland CAO  
James Robertson – Daysland (observer)  
Gail Watt - Daysland  
Deb Moffatt - Forestburg CAO  
Leslie Heck - Strome CAO  
Brian McGaffigan – Strome  
Bob Coutts - Forestburg  
Laura Towers – FIP Coordinator  
Doug Griffiths - 13 Ways Inc  
Chris Fields - 13 Ways Inc  
Tim 13 Ways Inc

Regrets: Village of Heisler  
Village of Lougheed

Chairman Bob Coutts called the meeting to order at 7:00 PM

**Agenda:** Gunnar Albrecht moved the adoption of agenda CARRIED

**Minutes** – June 1, 2015 Dell Wickstrom moved the adoption of the minutes of June 1, 2015  
CARRIED

**Information Items**

1. Financial Report - Db Moffatt Managing Partner spoke to this. We are still waiting for the ACP grant of \$50,000
2. CAO Meeting notes -
3. Regional Public Works notes
4. Correspondence - Notices of withdrawal from Flagstaff, Alliance, and Lougheed
5. ACP grant - Forestburg accepts managing partner

Bud James moved the acceptance of the information items. CARRIED

## Business

### 1. 13 Ways Inc report on Regional Governance Study

Doug Griffiths introduced his team - Chris Fields and Tim *Murdoch*

Currently working with municipalities in USA, as well as across Canada

An online survey is going out right away to all Councilors and Administration. Everyone is urged to respond as quickly as possible in order to meet the timeline of end of October when Doug hopes that we can schedule the report to the FIP committee

Chris Fields - presented some questions to think about.

Doug summarized - reminded us that the Minister of MA has been very clear that NOT co-operating with other municipalities is not an option.

We all need to be thinking about what we want to do before the next meeting

13 WAYS departed at 8 PM

### 2. Budget -Presented by Deb Moffatt as CAO of the Managing Partner

Bud James moved that we recommend to our members that this budget be adopted with the proviso that the formula for how we collect from non-members is yet to be determined.

CARRIED

Question - should those withdrawing have pro-rated requisition?

### 3. Withdrawals - Bud moved that we accept the three letters of withdrawal to be effective Dec. 31, and that the Chair and Administration enter into dialogue with the departing partners to ensure that they are fully aware of the value of FIP in the past, and that if they decide prior to Dec 31, FIP will ignore the letter of withdrawal.

CARRIED

### 4. ACP grant for Phase 2 - Perry Robinson moved that we apply for phase 2 of Regional Governance grant.

### 5. SCADA - Sandy Otto reported that Hardisty IT (George) has visited all sites and can do some bandaids fixes, but equipment the system needs a complete upgrade - most of computers were too small to begin with. Internet is undependable.

George will provide a budgetary estimate before the end of the year

Need to get a maintenance contract in place, need to have a software upgrade contract in place.

In response to questions, it was noted that the original goal was to be able to co-operate in WT operations due to shortage of personnel. The four communities that entered into a "consortium" have experienced personnel shortage and are learning a lot, so we have a ways to go before the original goal will be reached

### 6. Fall Forum - Perry Robinson moved that the agenda for the Fall Forum be the 13 Ways report. Tentative date - Monday, November 2, all day session. Sedgewick will host.

CARRIED

Bob Coutts declared the meeting adjourned at 9PM.

### ACTION ITEMS

Note to CAOs - please be sure your councilor check email and fill in the survey

ACP grant for phase 2 of Regional Governance requires a motion of approval from all participating Councils which includes those who have submitted letters of withdrawal

Sedgewick - please arrange facility for Fall Forum

Laura has been in communication with Doug Griffiths regarding date of the Fall Forum

## Request for Decision (RFD)

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**Topic:** Request for Funding – Mennonite Liaison Program  
**Initiated by:** Lynne Jenkinson/Holly Bovencamp  
**Prepared by:** Amanda Davis/JL, HB  
**Attachments:** 1. Program Overview  
2. Financials

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**Recommendations:**

1. That the Town of Sedgewick provide financial support in the amount of \$\_\_\_\_\_ for the Mennonite Liaison Program for 2016.

**OR**

2. That council defer any actions for financial contributions to the Mennonite Liaison Program until a more detailed budget is prepared and a specific financial request is made.
- 

**Background:**

On September 17<sup>th</sup>, 2015 Town Council heard a delegation from Lynne Jenkinson, FFCS and Holly Bovencamp, Mennonite Liaison Program Director. The delegates presented information and statistics regarding the Low German Mennonites that have immigrated to the Flagstaff Region.

The delegates have been directed by Flagstaff County to seek financial contributions from surrounding municipalities in an effort to uphold the viability of the program. Flagstaff County provided a \$25,000 grant as presented on the May 1<sup>st</sup>, 2014 – April 30<sup>th</sup>, 2015 financial statement.

**Current:**

In the past the Town of Sedgewick has not allocated funds to assist with the operation of special social programming initiatives.

The delegates request financial assistance but did not have a specific an amount.

Before making a decision to provide financial assistance or to refuse the request council should consider the following:

- Has the program helped integrate the minority population into our community and region?
- Is there long-term merit and benefit of the program?
- Do you have any concerns with the program?
- Has the program been evaluate to an extent acceptable to council?
- Does the Town have the financial means to support this program?
- Will this program contribute to the future sustainability of the region?

**Funding Request Presentation 2015**  
**Mennonite Liaison Program**  
Towns of Sedgewick/Killam

The Mexican Mennonite Population in Flagstaff needs assistance and we are requesting funding from the Town of Sedgewick. This request comes from the Mennonite Liaison Program initiated in 2012 to facilitate easier transition to relocation in rural Alberta. The Low German Mennonite (LGM) people are bringing to the area their strong work ethic, high moral fiber and large families, boosted by their high birth rate. This influx of population, however, brings new and diverse challenges.

The first two Mennonite men arrived in Lougheed in February of 2006, employed in the Agricultural sector. Because their culture stresses the importance of "hard work" to stay healthy and to "please God", they soon gained a reputation as excellent workers. In Mexico, their community was economically depressed, being terrorized by the Mexican Drug Cartel, and most of the members were Canadian citizens which simplified the documentation process for employers. In nine years, that number has increased from 2 to 177. It is estimated that 50,000 are now living in Alberta.

So, I will begin this presentation with a little background information about this Mennonite community. Approximately 75 % of the members are Canadian Citizens possessing a low level of English literacy. Their great - grandparents moved to Canada from Prussia in the 1870's, after a dispute with Catherine The Great concerning military conscription. They settled in the Manitoba and Saskatchewan areas until they again ran into conflict this time with the Manitoba government concerning education of their children in English. Between 3 and 9,000 moved to the Chihuahua desert area in Mexico where they established the first two colonies: The Manitoba and The Swift Current .

*Killam: Interestingly enough, a recent R.C.M.P. Sergeant's wife told the story her Grandfather had told: They had started down to Mexico but there was so much hardship and death, just on the way down, that after they had lost two of his children to disease and starvation, he had called a halt and turned around and came back to Canada. Of others who stayed; ancestors of Vic Toews (recent Harper Cabinet member), Randy Bachman of the Guess Who, Rudy Wiebe and Marion Toews, well-known authors.*

From these two colonies their numbers have increased to 90,000 and they continue to live a simple agrarian lifestyle;... some of the more conservative members use teams of horses to farm with all rubber removed from implement tires and horses and buggies are the only method of transit. In some Campos, ownership of a motorized vehicle is cause for excommunication from church.

Two events occurred in the Campos; the colonies could not support the population which had rocketed from 9 - 90,000 and this explosion combined with the

dwindling water supply for irrigation, forced people to return to Canada and the U.S. for seasonal work because their Canadian passports allowed them to move easily across the borders. In Alberta, young men were approached to come and work permanently and cheaply...and they returned to the Campos with cash, fancy ½ tons and cell phones. Soon they returned to Canada with young wives and babies...the Health Care here is far superior to that which they access in Mexico, they are eligible for Child Benefits, they are no longer hungry, and they are safe.

The next thing was the rise of the Mexican Drug Cartel. The Mennonites have a distinct custom of naming children after extended family members; the first two children are named after the grandparents, the next two are named after the parents, the next after the parents siblings...When I told a young woman whom I was tutoring that my pregnant daughter had a book called "1,000 Names For Babies", she was astounded and asked, "You mean there is more than 15 names?"

Back to the Drug Cartel – If your name is Jacob Neufeld (there are presently three Jacob Neufelds living in Lougheed, none related) and another Jacob Neufeld desperate for cash, takes up the Cartel's offer of a one-time-only "drug mule job" and then disappears with the goods – this ticks off the Drug Cartel, and they do not check birthdates before you or all the other Jacob Neufelds hanging around are killed. One of my students showed me a gruesome photo on his cell phone that had been sent up to Canada – four severed heads carefully laid beside four severed torsos, left beside the sidewalk to a Mennonite Church in Cuauhtemoc, as a warning.

So, they are nervous, suspicious and mistrustful of all governments and authority. The colonies protected their language "Plautdietsch" which translates to Low German, and it is the only language spoken in the home here in Canada. Some children have never heard their names in English when they start Kindergarten. It should also be mentioned that Plautdietsch has only become a written language in the last 15 years. They have little experience with alphabets and the workings of a written language. (Isaak and the alphabet..."A" "You mean it always makes this sound?)

The illiteracy problem is compounded by the education system developed in Mexico. Very few adults tell me of positive memories of their schooling. Most hated the experience and see no reason to subject their children to the same...children are traditionally removed from school at the age of eleven. The secret to good health, they are told is belief in "God" and hard work. I have yet to assist a Mennonite adult with a resume that lists higher than a Grade 6 education (And I would add that this Gr. 6 is probably equivalent to our Grade 3). A teacher, male, is chosen from the ranks of the community – someone who can not do physical work because of an accident or deformity, and he oversees a class of, I am told, usually no more than 100. The classes are conducted in High German and three textbooks are used: The Bible, (the original Martin Luther version), The Catechism and The Hymnbook.

They arrive here in Canada then, with a low level of English literacy, if any, and lack of scientific knowledge.

The need for a Mennonite "Help Office" became apparent in 2011 as women began to arrive at a monthly "Ladies Day" meeting in Loughheed with forms. The only woman who could read English did so at a beginner level and was not comfortable with "government" forms. "Government" forms was a general term used for anything to do with the Federal, Provincial or Municipal offices, as well as school or medical forms. (You have a hand-out which lists the documentation the MHO handles.)

They also needed help dealing with and understanding health issues; from basic anatomy to complicated jargon. As an example, one Christmas holiday, two young women took a sick child to the Viking clinic. When they returned, I asked what the doctor had said, they weren't quite sure, but the young woman with the highest level of English assured me that it didn't matter, that he'd given them a prescription, they'd had it filled and then gone to the Second Hand Store which was quite a good one. They were at my doorstep because they didn't know when to give the medicine. After that I went with anyone who requested my presence.

Home Remedies? There had been a problem with worms which one of the men had tackled by drinking Sunlight Dishwashing Soap...it didn't work but the men sure got a kick thinking about all the bubbles in the Loughheed sewer...and when one young man discovered that I had cancer, he offered me his remedy that someone had brought up from Mexico...a green sludge in a 2 litre pop bottle...1/2 a cup/day...disintegrated rattlesnake in straight Tequila.

The office organized a monthly "Body" class to explain the human body and how it works... and I am happy to report that after two years of "Body" classes, the women are now handling the G.P. appointments on their own and they now accompany the newcomers. Another will begin in November.

And lastly, these settlement issues were made more difficult by an Old Colony Church ministerial ban on the use of computers. All Citizenship and immigration issues have to be dealt with by phone. First we have to reach an operator (this can take as long as 2 ½ hours, then the counselors have to verify that the person is who they are, that they authorize me to explain the problem to the government counselor, and then to actually carry through with the instructions given. In April of this year, a young woman arrived at the Help Office with a request to help her apply to the Province of Ontario for a long birth certificate so she could renew her daughter's Canadian passport. Unfortunately a nurse had misunderstood her when helping her fill out her baby's registration and had spelled the Mother's name with an "s" rather than a "z". It is now Sept. and we are still receiving forms, and all have to be commissioned by a Commissioner of Oaths, to correct this. The family wanted to go to Mexico to visit family this summer but were unable to because the passport has expired.

There is a huge problem we have encountered with Alberta Transport. Mexican driver's licenses are not recognized in Alberta (a good thing, the bribe cost only 600 pesos in Mexico) and so newcomers have 6 months to obtain their Class 5 license after they arrive. The MHO has offered Driver Education classes with a translator but then we hit the Motor Vehicle Division. The Motor Vehicles Branch offers their Class 7 written test in 10 different languages to accommodate immigrants. You will remember Plautdietsch is not written and you will also remember that no one is familiar with computers. When I enquired about translators, I was given a list of accredited organizations... no one offered Plautdietsch. When I requested and received Translator application forms, a Grade 12 equivalency was required. The registry employees are not allowed to print out the exam to read it to any who might be able to understand it, nor are they allowed to explain the 'legalese' used in the tests. One of our students, a 24 year old father of two employed in the agricultural sector, 'failed' the test 10 times before finally driving 10 hours to a registry office with Plautdietsch-speaking employees.

A quick overview of present settlement:

Lougheed: 18 families (52% )

- 36 adults
- 52 children (4 pregnancies)

Sedgewick: 9 families (23 %)

- 16 adults
- 23 children (3 pregnancies)

Killam: 5 families (15%)

- 9 adults
- 17 children

Hardisty: 1 family (5 %)

- 2 adults
- 6 children

Strome/Daysland: 1 family (4 % )

- 2 adults
- 4 children

Of these families, 55 % ( 101 ) live in Towns and Villages and 45%, (76) live in a rural setting.

### School Populations (June 2015)

Central High Sedgewick Public School:  
LGM children in attendance: 41

Sedgewick Kindergarten: 8

Killam Public School:  
LGM children in attendance: 3

Killam Kindergarten: 1

Daysland Public School:  
LGM children in attendance: 2

### Sedgewick

*As mentioned in the pre-meeting synopsis, CHSPS administration told me of their concern when they received a "Critical Enrollment" notice from the Battle River School Division. With the arrival of Loughheed area and LGM children, they have since been removed from that designation. Although, the majority of families have thus far settled in Loughheed, they send their children to Sedgewick; And I will respectfully remind the Council of the benefit of a school, its staff and parents to the Town; taxes, housing, and trade dollars and I've just recently completed a zillion School Registration packages where parents have been assessed Rec. Centre fees varying from \$ 20 - \$ 30/child for Bowling/Skating/Curling.*

### Killam

*Although the LGM community initially settled in Loughheed, we have no more rental accommodation available. They are drawn to Flagstaff County because wages here are higher than Two Hills or Taber, driven up by the Oil Field. They also want to send their children to a school which offers a "German/Religion" Option which CHSPS does and since the BRSD allows children to board "High School" buses, people are also moving into the Killam area. They do not live communally as the Hutterite Colonies do and so do a great deal of shopping in your area.*

The Flagstaff Mennonite Liaison Program, or as the LGM term it: the "Help Office", has expanded from a one-day/week office to a three- day/week program: once per week open office, once per week closed office and once per week accompaniment to appointments or meetings.

At first contact, we deal with AB Health Care, AB Health and Child Tax Benefit forms. Secondary settlement issues deal with immigration and citizenship, the Canada Revenue Agency and Canada Child Tax Benefits; services available only online, and the community's high level of English illiteracy and lack of computer access continue to bring most for help.

We assist with:

- Permit Extension (Work & Visitor)
- Passport Renewal (Canadian & Mexican)
- U.S. Travel Visas
- Restoration of Citizenship and Temporary Visitor Status
- Permanent Residence Application Status with Canadian Immigration and Citizenship (CIC), also Changes of Address/ Use of Representative Forms
- Permanent Residency Application Requests from CIC
- Permanent Residency Application "Re-Opening of File" Requests
- Canadian Citizenship Applications
- Assist families in traumatic situations access financial aid or social agencies

Liaison With Schools:

- Presentations to teachers
- Liaison between administration staff and teachers
- Explain the Albertan Education system to LGM parents i.e. Play School, Kindergarten, Physical Education, Fundraising
- Translation of newsletters and completion of registration forms
- Access/scheduling/transportation to Plautdietsch-speaking Psychologist for LGM student assessments and subsequent follow-through
- Aid with arrangement of Bus Pick-ups
- Meetings between teachers and parents as we continue our attempts to convince parents of the importance of a Canadian education and to prepare teachers for the level of education these students bring from Mexico

Liaison With Medical Field:

- Transport/accompany/translate and explain diagnosis from Doctor/Specialist appointments
- Provide computer access and arrange teleconferencing between Specialists and Patients
- Liaise between area hospitals/Doctors/Medical Technicians and those LGM who are not eligible for Alberta Health Care Benefits
- Organize monthly Health/Anatomy Information Class for LGM women

Advocacy:

- ❖ Alberta Transportation, Re: Written Driver Tests
- ❖ Alberta Apprenticeship Board
- ❖ Alberta Health Services
- ❖ Canadian Immigration & Citizenship
- ❖ Alberta Health Services (Temporary Residents)
- ❖ NorQuest College, Re: English Classes for Newcomers (PR Applicants)
- ❖ NorQuest College, Re: English Classes for Canadian Citizens
- ❖ Flagstaff Adult Learning, Re: English Conversation Classes for Newcomers
  - ❖ - Tutors for Individual learning
  - ❖ - Driver Education

Presently, the program receives the bulk of its funding from Flagstaff County (2014 and 2015). We also receive aid in the form of a laptop computer from Flagstaff Family and Community Services (2012 – 2015) as well as a monthly stipend of \$ 100.00, forwarded to the Village of Lougheed to defer office costs. The Village of Lougheed has provided an office and technical equipment since 2014. However, Flagstaff County has asked that we approach other sources to partner with them in financial support and that is why I am here tonight.

From the Pre-Meeting Synoptic:

**Mennonite Help Office Budget**

Program Coordinator:	\$ 27,300
Translator/Interpreters	3,000
Professional Development:	1,400
Travel:	6,000
Administration:	<u>3,000</u>

Total: \$ 40,700

Within the past four months, we have contacted:

Village of Lougheed [ Presentation requested]  
Town of Killam [ Presentation requested]  
Town of Sedgewick [Presentation requested]  
Government of Alberta (MLA) [No]  
Government of Canada (MP) [Referral to literacy grant]  
Battle River Community Foundation [Application forwarded July 2015]  
Lougheed Lions Service Club [No answer as yet]  
Sedgewick Lions Service Club [Presentation requested]  
Killam Twice Nice Association [Will help individuals and newcomers]

Sedgewick Good As New Store [Unable at this time]  
Lougheed Agricultural Society [Not within their jurisdiction]  
Sedgewick Agricultural Society [Not within their jurisdiction]  
Killam Agricultural Society [No answer as yet]

As you can see, I can give you no answers as to a revenue generation as yet. Neither can I give you a financial precedent or template. Instead, I can only request that you contribute to this worthwhile office whose constituents have fallen victim to government cutbacks or through the cracks of government bureaucracy.

Thank you.

### **Census July 2015**

Total County Population: 160

Urban: 89 ( 55%)

Rural: 77 ( 45%)

### **Population Split: Urban / Rural**

Lougheed: 83

- Urban: 53 (55 % )
- 12 households in town
- Rural: 32

Sedgewick: 43

- Urban: 16 (17%)
- 4 households in town
- Rural: 27

Killam: 26

- Urban: 12 (13%)
- 1 household in town
- Rural: 14

Daysland/Strome: 6

- Rural: 6

Hardisty: 8

- Urban: 8 (9%)

Total Budget: \$ 40,700

Urban Split-



**Mexican Mennonite Program**  
**May 1, 2014 - April 30, 2015**

**Income:**

Flagstaff County Grant	25600.00
Flagstaff Community Adult Learning	<u>10920.00</u>
	36520.00

**Expenses:**

Program Director Wages	18200.00
Translator Wages	2110.00
Travel & Subsistence	204.07
Administrative Services	3000.00
Office	17.16
GST	<u>0.86</u>
	23532.09

Surplus	<u><u>12987.91</u></u>
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## Mennonite Help Office 2015 Budget

### Proposed budget for 2015 for Mennonite Liaison Program

Expenses	
Help office staff: \$25 per hour x 21hrs per week x 52 weeks per year	\$27,300
Translator/Interpreters: \$15per hour (as needed)	\$ 3,000
Body Lesson Instructor: \$25 per hour @ 8- 2 hour classes per year = 16 hours per year (adult learning)	-\$ 400
Driving Instructor: \$25 per hour @ 4 - 4 hour classes per year = 16 hours per year(adult learning)	-\$ 400
Travel to appts monthly @ 800 kms per month x 12 months1@ .46 per km	\$ 4416
Hotel accommodations in Taber: 4 nights @ \$200 per night	\$ 800
Request from Adult Learning for 2015/2016	-\$10,920
Request from County	\$ 24,596

#### Mennonite Liaison Office Draft Budget

Program Coordinator:	18,200
\$25/h x 14 hrs/wk x 52 wks/yr	
Translator/Interpreters	10,920
\$15/hr x 14 hr/wk x 52 wks/yr	
Professional Development	
1,400	
Travel	<u>6,000</u>
TOTAL:	36,520

Welcoming Comm. Project	<u>-10,920</u>
Funds still needed	25,600

### Proposed Amended Budget for the County for 2014/2015

(Last Year's Budget)

## Open Discussion

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**Topic:** Unstoppable Conversations  
**Initiated by:** Clr. Erik Skoberg  
**Attachments:** Unstoppable Conversation Presentation

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**Background:**

On October 2<sup>nd</sup> – 3<sup>rd</sup>, 2015 Clr. Skoberg attended the Unstoppable Conversations session in Killam as arranged through Generative Conversations.

Clr. Skoberg would like to review the presentation with council .



***Change the Conversation.***  
***Change the Future.***



[www.UnstoppableConversations.com](http://www.UnstoppableConversations.com)



# The Community We Want

Standing out there 5 years in the future...

1. What things are we now doing together that we didn't do in 2015?
2. What resources are now being shared that we didn't find a way to share in 2015.
3. What seemingly impossible hatchets have now been buried?
4. What is the unprecedented relationships that now exist between the different towns?
5. What are other people now saying about the county as a community?
6. What is your experience of living in this new community?

# Spectator or Player, Decide

You must now decide for yourself whether you are merely going to be a **spectator** of this future (someone who is “interested” but not willing to give their heart to it, not willing to get messy) or a **player** (someone who is willing to put themselves in the game, skin their knees, risk failure, risk looking bad).

If you are going to be a player then you are also agreeing to take the coaching and deal with yourself first. And the coaching in *this game* is NOT coaching you on what you already know, or coaching you may be comfortable or even LIKE.

Here’s what there is to get about that - **Tough**. Why would we coach you inside of what you already know anyway?

# The Coaching

And this is not about DOING MORE.

This is not about you taking on more. Like one more thing to do.

It is about doing what you are already doing differently – *really* differently.  
Different thinking, different conversations, different relationships.

This is also about ending any bullshit between you and others that has killed off what is possible for your community and leave you working in silos.

# What we Promise

What we can promise is that if you are willing to be a player and take the coaching you will discover something that not only impacts your community but will also alter your life – *really*.

# Time to Choose

In a moment we will be taking a break.

If you decide that you are going to be a spectator then we thank you for coming and you are free to leave during the break. We thank you for being someone who had the willingness to come and look to see if this was really for you. And we honour the time you were willing to put aside for this and the plans you were willing to alter to explore this new opportunity.

When we come back from the break we will dive right into a new paradigm for making real a new future that everyone wants AND that we are not on track for.

See you back here in 10 minutes.

# The Break

10 minutes

# Declaring Your Commitment to this Future

I declare that I am committed to this future for our community, our families, and our children.

# Revealing the Flagstaff Region Default

## Default Thoughts

“If you win I lose”  
“We’re not good enough”  
“Why bother?”  
“There is nothing here”  
“There is a personal price to pay to try  
and change things”  
“We’ll have nothing”  
“My legacy won’t be remembered”  
“This is who I am”  
“People will hate me if I become a  
leader”

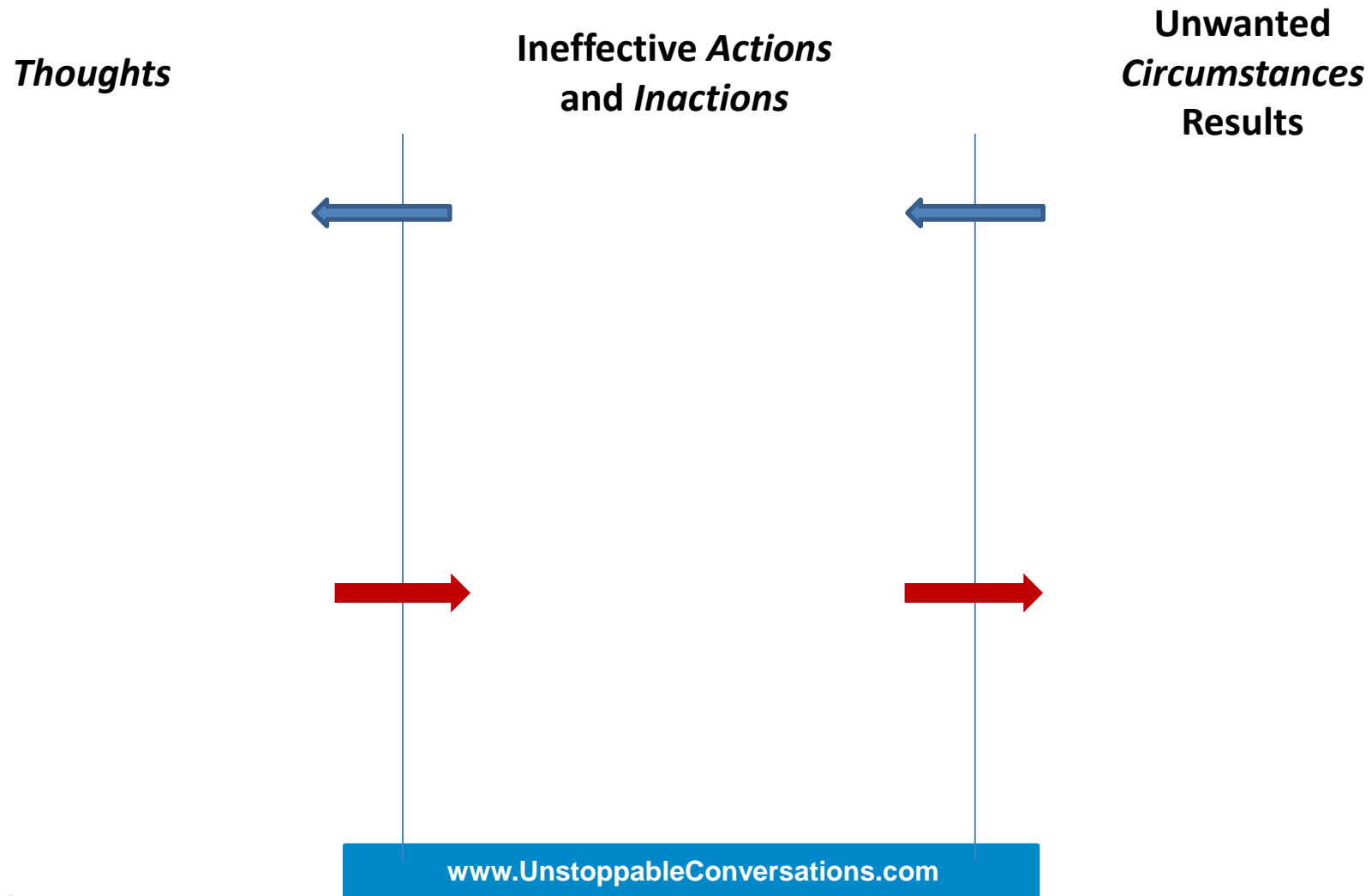
## Ineffective/Actions/Inactions

- a. Fighting to retain ownership of a building
- b. Defend my idea
- c. Kick people out (with a new suitcase)
- d. Waiting for the right leader
- e. Complaining

## Circumstances/Results

- 1. Power and Control
- 2. No vision for something new
- 3. Community identity wrapped up in a building
- 4. Isolation
- 5. I am, my ego
- 6. I want only my community to be successful and look better than the other guy
- 7. Fear of change, not doing it right, failure, not existing
- 8. History repeats
- 9. Youth leaving
- 10. Complaints
- 11. Dissatisfaction
- 12. Resignation
- 13. Apathy

# Three Column Exercise



# Default Thinking

“If you win I lose. It’s your fault. This is who I am and we’ll have nothing. People will hate me if I become a leader ‘cause there is a personal price to pay to try and change things. We’re not good enough and my legacy won’t be remembered anyway. Why bother? There is nothing here.”

**It’s not worth it.**

# Default Thinking

“”  
.

**Our Core Purpose and Designed Thinking**

These are MY people.

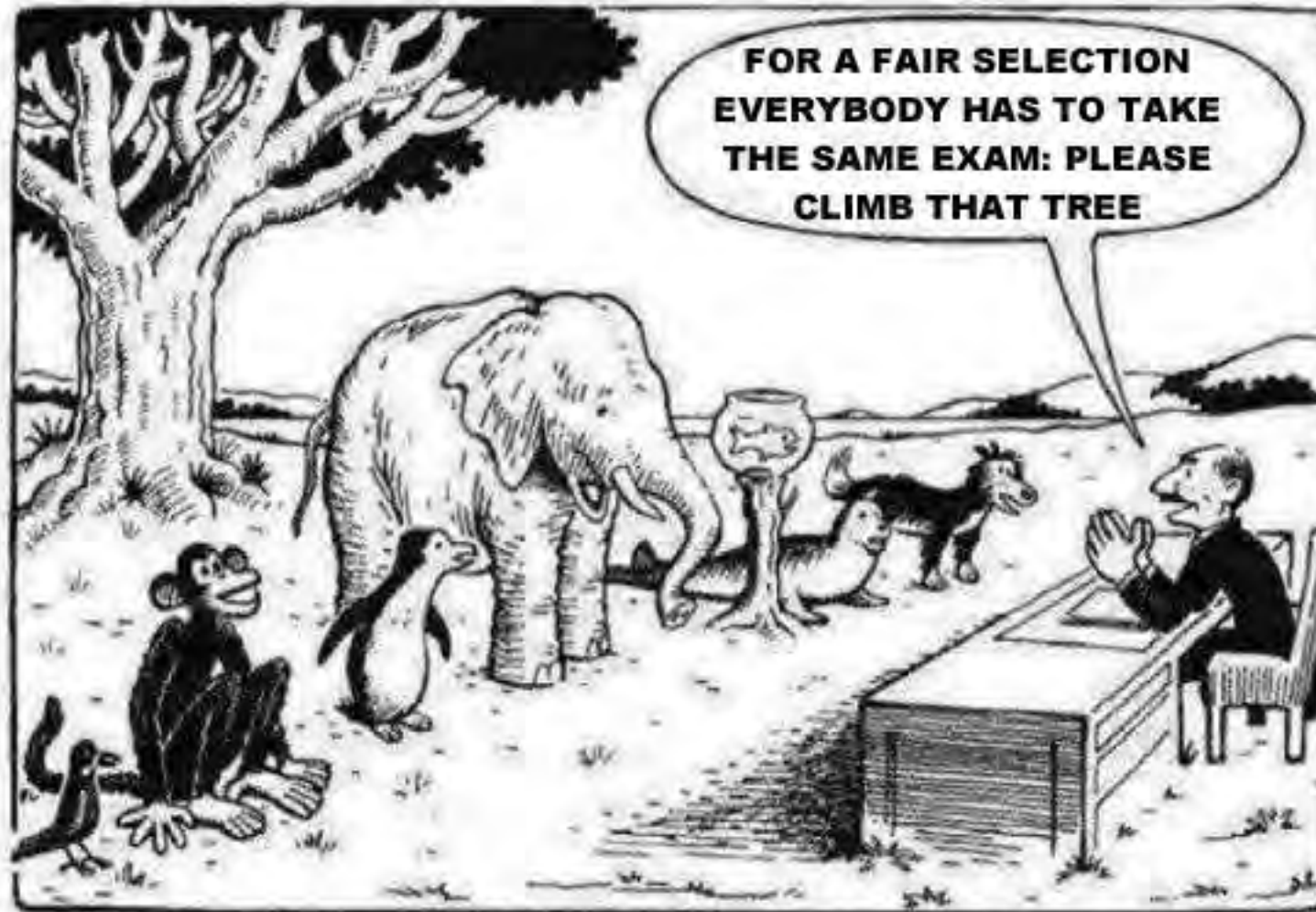
# Our Urgent Recommendations

"We recommend that avoiding the risk of (be specific here) is critical.

"We recommend that seizing the opportunity of (be specific here) is imperative.

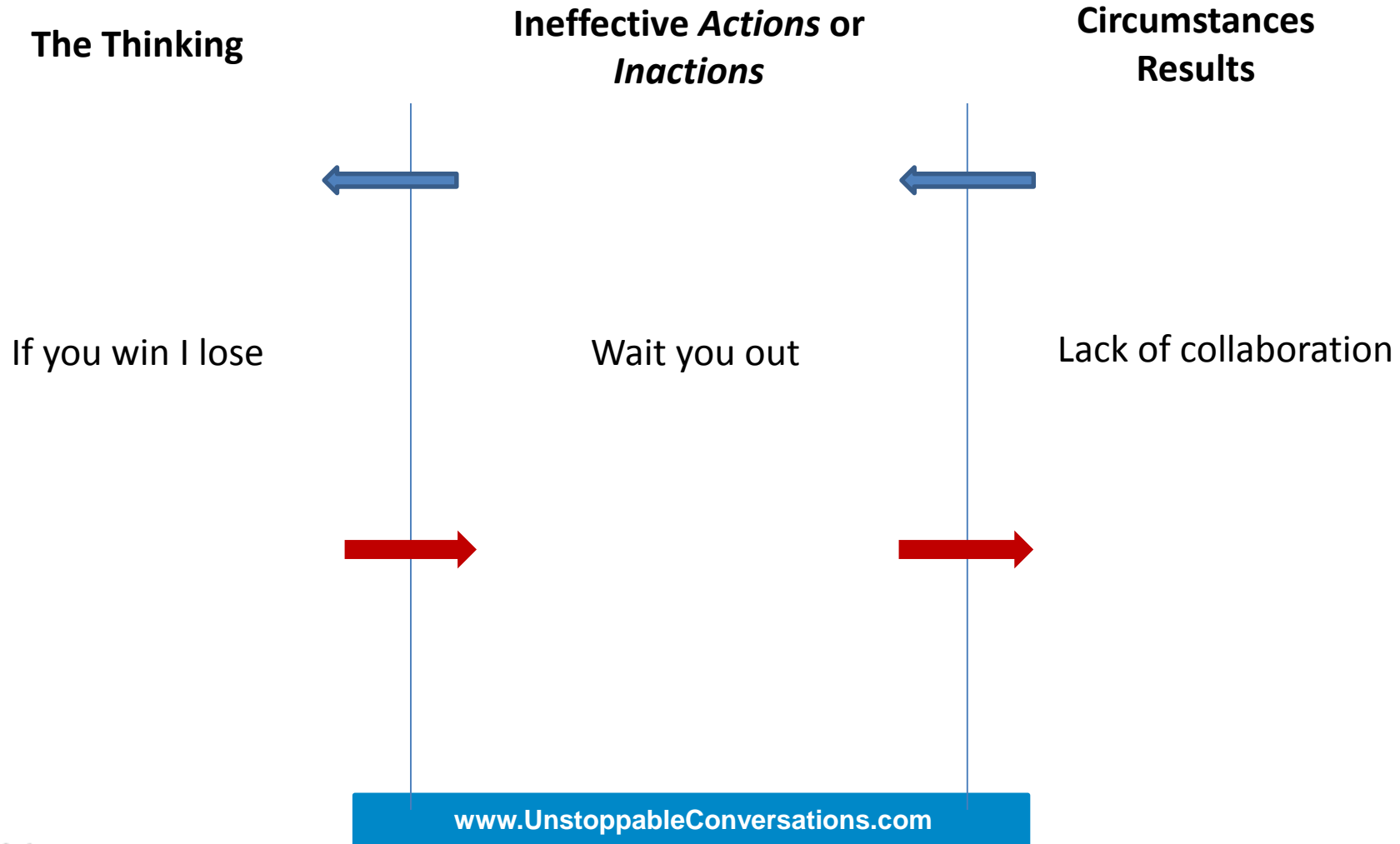
# Day 2





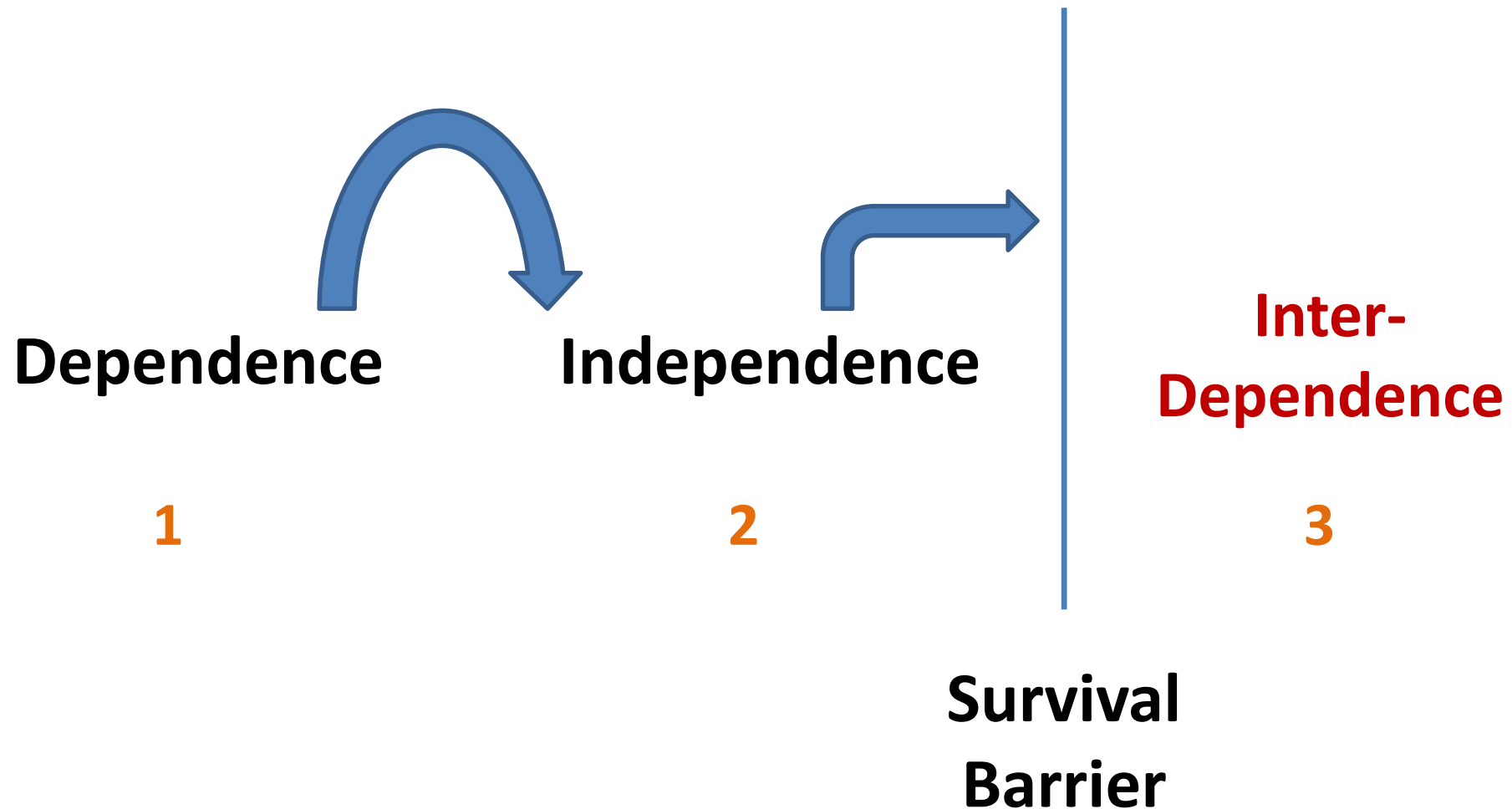
## OUR EDUCATION SYSTEM

# Three Column Exercise





# The Next Transformation Wanted



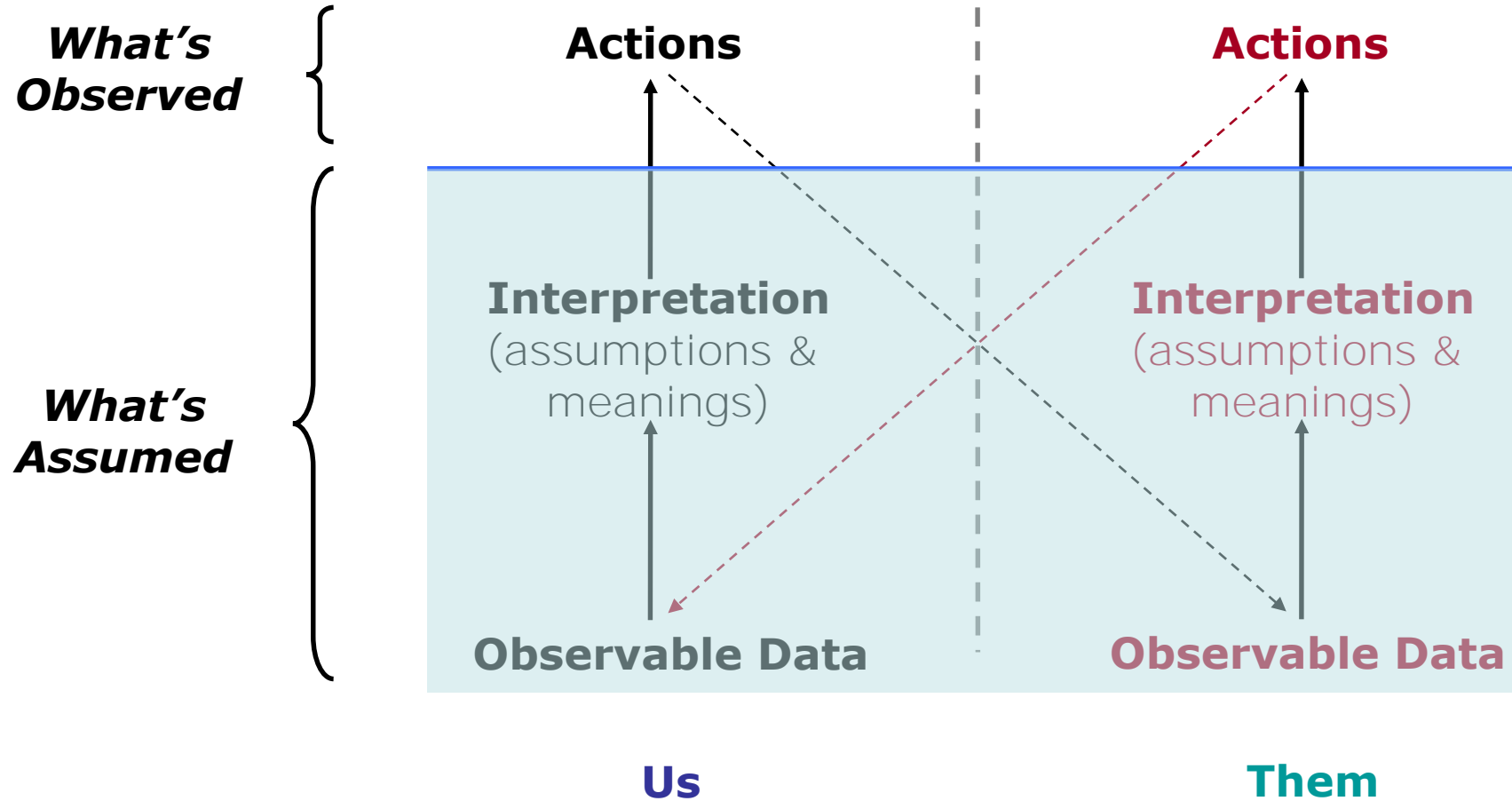
**You are not related to reality**

# Two Column Exercise

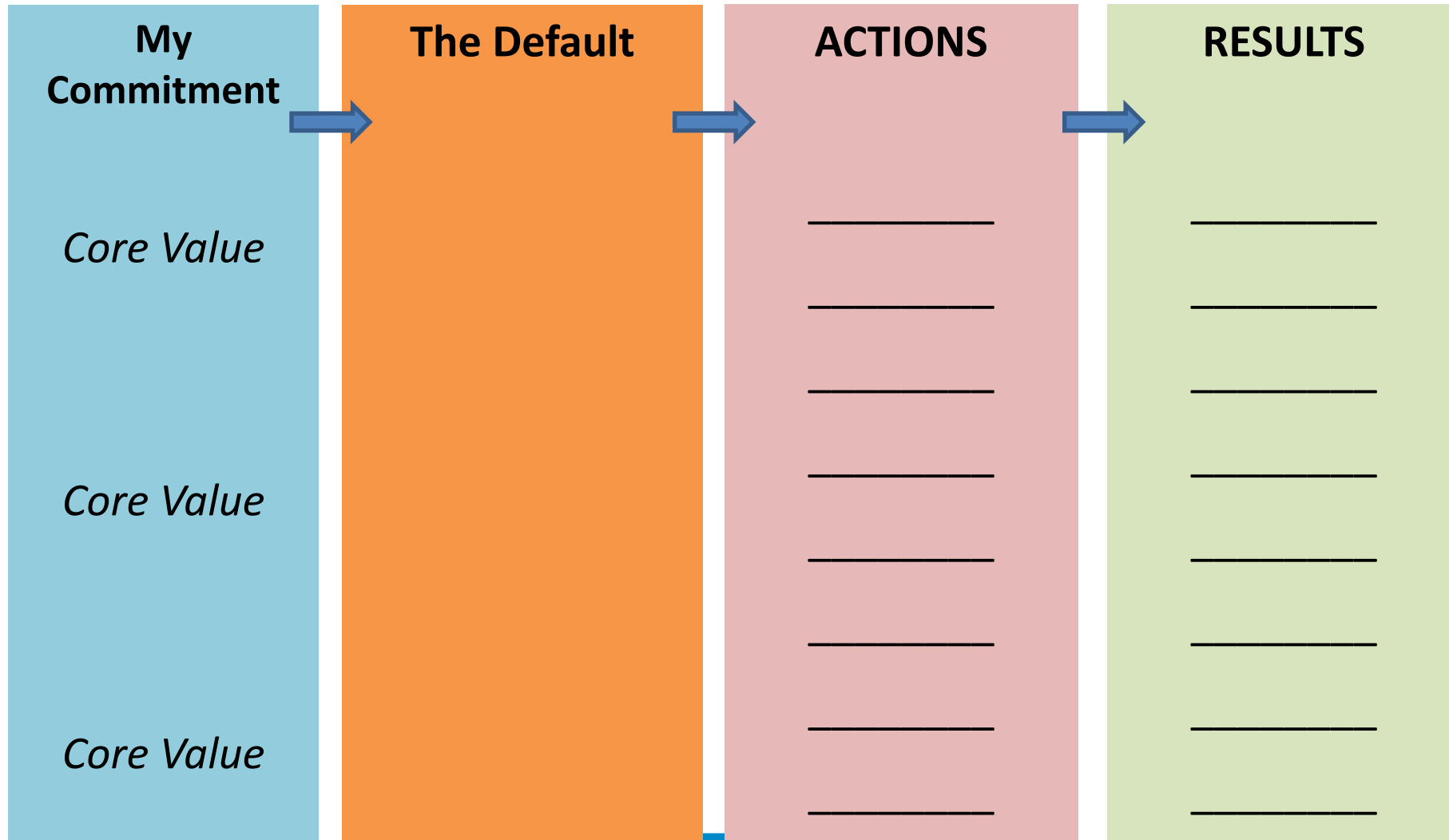
**What's Real**

**Describe the Situation**

# Creating People



# The Impact of the Default



# You've drawn Conclusions about what has Already Happened in the Past

- Your *conclusions* are what you now decide from.
- Your *conclusions* are a template to evaluate all future options.
- Your *conclusions* blind you to the value of alternative opportunities
- Your *conclusions* have, and continue to acquire, a mountain of evidence for their own validity

# Flagstaff Region Designed Thinking

**Noble Cause:**

**These are OUR people**

**Designed Thinking for conversations with OUR people**

How can we work together

What matters to you

We all want the same thing

We are all doing the best we can

All input matters

# Our Urgent Recommendations

"We recommend that avoiding the risk of (be specific here) is critical.

"We recommend that seizing the opportunity of (be specific here) is imperative.

# Transformative Conversations

1. I want to resolve the tension (issue/problem) we've been dealing with.
2. And the first thing I want to do is talk about what really happened and what I interpreted happening.
3. Because it's what I interpreted that has gotten us in trouble
4. Here's what I think really happened, and what I interpreted...
5. And here's what I think it's been like for you...
6. And here's what it's been like for me...
7. Here's what I'm proposing for us moving forward...(based on you Core Purpose and Design Thinking)

# Additional Material

[Kevin@unstoppableconversations.com](mailto:Kevin@unstoppableconversations.com)

780.934.8886

TEDx talk by Vik Maraj:

[http://www.youtube.com/watch?v=btc\\_Hib\\_Gns](http://www.youtube.com/watch?v=btc_Hib_Gns)

The Three Laws of Performance  
by Steve Zaffron and Dave Logan

The Landmark Forum  
[www.landmarkworldwide.com](http://www.landmarkworldwide.com)

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October 7, 2015

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