



February 18th, 2016

Agenda

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

Adoption of Agenda –

Correspondence – Items Arising:

- | | |
|--|------------|
| 1. Flagstaff County – Communications Tower Update | A1 |
| 2. Flagstaff Family & Community Service – Financial Update | A2 |
| 3. Fortis Alberta – 2016 Approved Rate List | A3 |
| 4. Parkland Regional Library – 2016-18 Strategic Plan | A4 |
| 5. Sedgewick Public Library – January 19th, 2016 Minutes | A5 |
| 6. FRSWMA – January 25th, 2016 Unapproved Minutes | A6 |
| 7. FIRST – December 7th, 2015 Minutes | A7 |
| 8. Interagency – February 2nd, 2016 – Notes | A8 |
| 9. Parents for Fun in Flagstaff – Movie in the Park – Invitation | A9 |
| 10. Alberta's New Cabinet – Overview | A10 |
| 11. The Bethany Group – Succession Planning | A11 |
| 12. AUMA – Mayors Caucus – Invitation | A12 |

Circulation File of Correspondence – List Attached

Delegation – Norm Lockhart – Disputing Charges as Per Bylaw #523 – 6:15PM

Delegation – Brian King, Auditor – Presenting the Town of Sedgewick's Financial Statements for the Year Ending December 31st, 2015 – 6:30PM - ADDITION

Financial Statement – Month Ending December 31st, 2016 – ADDITION

Financial Statement – Month Ending January 31st, 2016 – ADDITION

Accounts – Month Ending January 31st, 2016 – List Attached

Committee Reports – For the Period Ending February 18th, 2016 – Attached

Public Works Report – For the Period Ending February 18th, 2016 - Attached

CAO Report – For the Period Ending February 18th, 2016 – Attached

Minutes - Organizational Meeting of Council – January 21st, 2016 - Attached

Matters Arising:

Minutes - Regular Meeting of Council – January 21st, 2016 - Attached

Matters Arising:

Business:

- | | |
|--|-----------|
| 1) Regional Fire Chief Agreement | B1 |
| 2) Community Peace Officer Services Agreement | B2 |

- 3) **Proposed Subdivision PRT NE8-44-12W4M** – File TS/15/01 **B3**
- 4) **IDP – Proposed Subdivision** – 16-Q-469 **B4**
- 5) **Recreation Funding Committee** – Bylaw #524 – Proposed **B5 - ADDITION**
- 6) **Delegation** – Dispute Charges **B6**
- 7) **Council Meeting** – Date Changes **B7**
- 8) **Round Table**
- 9)
- 10)
- 11)
- 12)

Adjournment -



January 18, 2016

Town of Sedgewick
Box 129
Sedgewick, AB T0B 4C0

Re: Communication towers & equipment costs

Attached is an invoice and the costs for the maintenance of the communication towers and equipment for 2015.

I wanted to let you know about upcoming changes. I have cancelled the phones lines going into some of the towers, these phone numbers were used for the battery and temperature monitors to notify us if they saw a problem. These monitors no longer work with the phones the way in which they were intended when installed. The system is maintained regularly so low batteries should not be a problem, the low battery and low temperature alarms normally occurred only when the power went out, and this should be discovered during the daily testing anyway.

This is a cost saving of roughly \$130/month or \$1560.00 per year.

I don't anticipate any extra costs over the next year so the budget is around \$19 - 20,000.00 per year.

As always please call me if you have questions about this.

Kim Cannady
Regional Emergency Services Coordinator

RECEIVED
JAN 19 2016

- * 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



P.O. Box 450
4809 - 49 Avenue
Killam, Alberta
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Telephone 780-385-3976
1-800-297-6101
(Toll Free Within Flagstaff Area)

January 14th, 2016

Dear Town, Village and County Councillors and Administrators;

This letter and attached budget are to keep you informed of what has transpired at Flagstaff Family and Community Services since the 2nd week of December as the Provincial FCSS office figured out our budget increase. The Province increased FCSS funding to 100 million dollars Provincially, but had not previously announced that firm figure.

This changed our Provincial funding, but the full Municipal funding change was forgiven for 2016. This meant we had to update our budget to reflect the new Provincial portion, but we had budgeted enough to cover the Municipal portion. The Province has forgiven Municipalities for the entire budget increase for 2016, but we will have to have a slight increase in the Municipal requisition in 2017, those numbers are not firm as yet from the Province but we don't expect it to amount to many dollars per community next year.

Our budget had to be re-done and passed by our FFCS Board on Wednesday January 13th, 2016. This budget does not affect the Municipal contribution as we had requisitioned enough from each Municipality for 2016. We will know later this year the hard numbers for 2017 funding, but as stated earlier it is not expected to be a large increase for each Municipality. As for the increase in funding for FFCS, we have changed budgeted items slightly to reflect the increase. We have made the decision to stay the course and not begin any new programs, as we do not know right now if this funding from the Province is sustainable. We thank each Municipality for their ongoing support and assistance in the success of FFCS.

Sincerely

Lynne Jenkinson, Executive Director

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FLAGSTAFF FAMILY AND COMMUNITY SERVICES

FLAGSTAFF FAMILY & COMMUNITY SERVICES 2016 BUDGET

ADMINISTRATION

	BUDGET FOR 2015	BUDGET FOR 2016
Wages	166596	176494
Benefits	38000	40594
Travel & Subsistence:		
Staff	4000	4000
Board	2000	2000
Board Per Diem	1500	1500
Program Essentials:		
Rent**	17924	17924
Phone & Utilities	8500	7500
Insurance	500	500
Audit/Professional Fees	2500	3000
Bank Service Charges	200	250
Interest		
Copier Lease	3100	3100
Consulting Fees		
Materials:		
Advertising	900	1200
Memberships	450	450
Office	6000	5500
Training & Development	3600	4000
Miscellaneous		
TOTALS	255770	268012

**no increase in rent

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JAN 19 2016

FLAGSTAFF FAMILY & COMMUNITY SERVICES 2016 BUDGET

COUNSELLING

	BUDGET FOR 2015	BUDGET FOR 2016
Counselling Position Wage	57932	59090
Benefits	13000	13500
Counselling Supervisor	2800	2250
Travel & Subsistence Staff	2400	2000
Program Essentials:		
Rent**	17924	17924
Phone & Utilities	8500	7500
Insurance	500	500
Audit & Professional Fees	2500	2752
Copier Lease	3100	3100
Consulting Fees		
Materials:		
Advertising	900	1200
Memberships	450	450
Office	6000	5500
Training & Development	1000	1000
Miscellaneous		
TOTALS	<u>117006</u>	<u>116766</u>

**no increase in rent

FLAGSTAFF FAMILY & COMMUNITY SERVICES 2016 BUDGET

OTHER

	BUDGET FOR 2015	BUDGET FOR 2016
Wages	1330	
Benefits	160	
Travel & Subsistence:		
Staff		
Board		
Board Per Diem		
Program Essentials:		
Rent	1200	
Phone & Utilities		
Insurance		
Audit/Professional Fees		
Bank Service Charges		
Interest		
Office Equipment		6000
Consulting Fees		2000
Materials:		
Advertising		500
Memberships		
Office Supplies		
Training & Development		
Miscellaneous/Gail Watt Scholarship		750
Community Development Speakers	1500	3000
Staff Recognition		
TOTALS	<u>4190</u>	<u>12250</u>

2016

Total Projected Funding	2015	2016
Provincial Funding	240900	289084
Municipal Funding	<u>61980</u>	<u>71000</u>
Subtotal	302880	360084
Total Projected Fees		
Fees for Service Prairie Central FASD		7944
Fees for Service FIRST	12000	12000
Resource	39586	
Fees for Service Nights Alive	21500	16000
Other	<u>1000</u>	<u>1000</u>
Subtotal	74086	36944
TOTAL PROJECTED REVENUE	376966	397028

2015 Budget Figures

Administration	255770
Counselling	117006
Other	<u>4190</u>
Subtotal	376966

Projected Revenue	376966
Projected Expenses	376966
Projected Surplus	0

2016 Budget Figures

Administration	268012
Counselling	116766
Other	12250

Subtotal	397028
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Projected Revenue	397028
Projected Expenses	397028

Projected Surplus(Deficit)	0
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FLAGSTAFF FAMILY & COMMUNITY SERVICES

2016 Municipal Requisitions

\$7.50/capita 2015 (\$240,900 Provincial/\$61,980 Municipal for total \$302,880)

\$8.50/capita 2016 (\$289,084 Provincial/\$71,000 Municipal for total \$360,084)

Municipality	Population 2015	2015 Requisition	Population 2016	2016 Requisition	Requisition Difference
Alliance	174	1305.00	174	1479.00	174.00
Daysland	807	6052.50	807	6859.50	807.00
Flagstaff County (Rural)	3244	24330.00	3244	27574.00	3,244.00
Forestburg	831	6232.50	880	7480.00	1,247.50
Galahad	119	892.50	119	1011.50	119.00
Hardisty	639	4792.50	639	5431.50	639.00
Heisler	151	1132.50	151	1283.50	151.00
Killam	981	7357.50	981	8338.50	981.00
Lougheed	233	1747.50	273	2320.50	573.00
Sedgewick	857	6427.50	857	7284.50	857.00
Strome	228	1710.00	228	1938.00	228.00
TOTALS	8264	\$ 61,980.00	8353	71000.50 \$	9,020.50

Requisitions will be sent out January 2016



Dave Hunka
Manager, Customer Relations
Customer Service

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Dave.Hunka@FortisAlberta.com
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January 27, 2016

RE: FortisAlberta's Proposed Rates for 2016

FortisAlberta received approval from the Alberta Utilities Commission (AUC) in December for our 2016 rates, effective January 1st.

The table below illustrates the estimated monthly customer bill impacts for the different rate classes. FortisAlberta is required to flow through charges and refunds related to services provided by the Alberta Electric System Operator (AESO) and include taxes and fees set by municipal councils and the provincial government (A-1 Rider and Franchise Fees). Distribution is only one component of a customer's electricity bill. In addition, the total bundled bill includes transmission, retail energy charges and riders. The retail energy charges will vary depending on whether you are on the RRO or a Competitive Contract.

Rate Class	Distribution (D) Rates Increase (Decrease) (%)	Transmission (T) Rates Increase (Decrease) (%)	DT Increase (Decrease) with Riders (%)	Total Electricity Bill Impacts (%)
Rate 11 - Residential	-9.0%	6.9%	-0.8%	-0.4%
Rate 21 - FortisAlberta Farm	-3.1%	6.2%	2.5%	1.6%
Rate 26 - FortisAlberta Irrigation	0.8%	11.7%	-12.6%	-9.0%
Rate 31 - Street Lighting (Investment Option)	-10.5%	3.5%	-7.5%	-6.8%
Rate 33 - Street Lighting (No Investment Option) – Rate Closed	-10.5%	3.5%	-2.7%	-2.2%
Rate 38 - Yard Lighting	-10.5%	3.5%	-5.7%	-5.0%
Rate 41 - Small General Service	7.4%	6.2%	10.9%	6.8%
Rate 44/45 - Oil & Gas Service	8.8%	5.8%	12.6%	7.5%
Rate 61 - General Service	20.9%	4.6%	12.5%	4.4%
Rate 63 - Large General Service	86.4%	-3.2%	22.9%	5.8%

In 2016, the distribution rate is recovering deferred distribution costs from 2013-2015 and forecasted costs in 2016 related to infrastructure and customer growth. In addition, FortisAlberta is continuing to invest in excess of \$300 million annually to connect new customers and maintain and upgrade the distribution electric system.

FortisAlberta was also approved to increase Maximum Investment levels (MILs) for 2016 as part of our Capital Investment Contribution Program. FortisAlberta provides these approved rate changes to give our municipal customers the opportunity to update their budgeting for this year.

Sincerely,

Enclosed: Approved Maximum Investment Levels for 2016

APPENDIX “B” – CUSTOMER CONTRIBUTIONS SCHEDULES

Maximum Investment Levels for Distribution Facilities When the Investment Term is 15 years or more Effective January 2016

Type of Service	Maximum Investment Level
Rate 11 Residential	\$2,328 per service
Rate 11 Residential Development	\$2,328 per service, less FortisAlberta’s costs of metering and final connection
Rate 21 FortisAlberta Farm and Rate 23 Grain Drying	\$5,817 base investment, plus \$833 per kVA of Peak Demand
Rate 26 Irrigation	\$5,817 base investment, plus \$926 per kW of Peak Demand
Rate 38 Yard Lighting	\$827 per fixture
Rate 31 Street Lighting (Investment Option)	\$2,717 per fixture
Rate 41 Small General Service	\$5,817 base investment, plus \$926 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$5,817 base investment , plus \$926 per kW of Peak Demand FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service (less than or equal to 2 MW)	\$5,817 base investment , plus \$926 per kW for the first 150 kW, plus \$116 for additional kW of Peak Demand
Rate 63 Large General Service (over 2 MW) (Distribution Connected)	\$105 per kW of Peak Demand, plus \$115 per metre of Customer Extension

Note: Maximum investment levels are reduced if the expected investment term is less than 15 years.



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Parkland Regional Library

Cooperation ■ Innovation ■ Service

January 11, 2016

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

Dear Ms. Davis:

Please find attached a copy of Parkland Regional Library's 2016-2018 Strategic Plan.

This plan was developed after a thorough consultation process that included input from member library staff and boards, input from municipal councilors, and Parkland staff and board members. The plan is very ambitious with four principle goals supported by fourteen outcomes. In many ways this plan marks a significant departure from previous plans. This is partially because many rural communities are experiencing demographic shifts. Some areas of Parkland cannot keep up with population growth while other communities are experiencing declining population levels. This has resulted in very different levels of library service at the local level. How Parkland can help ensure service is equitable for all of the region's residents will prove to be one of our greatest challenges.

Please take a few moments to read through the plan. Feel free to provide feedback. We are always interested in what you have to say as we work together to provide exceptional library service to the communities within the Parkland region.

Sincerely,

Debra Smith, Board Chair

DS:aa

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JAN 18 2016



PARKLAND REGIONAL LIBRARY

Strategic Plan 2016-2018

Parkland Regional Library Board

Parkland Regional Library Strategic Plan: 2016 - 2018

Parkland Regional Library (PRL) was formed in 1959 to provide service to libraries across rural central Alberta. As the province's oldest regional library system, it supports libraries by providing human and material support and acting as a focus for leadership, training, and communication on library issues.

Vision Statement

Parkland Regional Library is a leader for its member libraries to achieve excellence in service.

Mission Statement

Parkland Regional Library supports its members through cooperation, innovation, and service by:

- providing human and material support services as needed by the libraries,
- acting as a focus for leadership and library advocacy,
- being effectively and efficiently governed and financially sustainable.

Key Facts

- Area serviced: 24,153 sq. kilometers.
- Population served: 207,861 (2014).
- Public libraries: 49 (including 4 service points for which the PRL Board is board of record).
- Number of participating library boards: 45.
- Number of member municipalities: 64.

Abstract

Parkland is setting the tone for the future with a new strategic plan that focuses on advocacy, marketing, and sustainability.

Needs Assessment Process Overview

For the 2016 – 2018 strategic plan, library staff and trustees imagined different possible futures for library service within the Parkland Regional Library system. Scenarios were created based on extreme possibilities to engage stakeholders in vigorous conversations. These conversations challenged people's ideas and stimulated deeper thinking about library service in the region and what Parkland's future role might be. The initial scenario planning session took place on March 26, 2015 and included members from Parkland's Executive Committee and regional library staff. We created eight possible futures for rural libraries, which became the basis of stories that reflected the unique characteristics of each scenario.

In April 2015, the stories were discussed, debated, championed, or defeated by attendees of stakeholder meetings at four libraries throughout Parkland's geographical area: Olds, Lacombe, Galahad, and Camrose. Each half-day session attracted representatives from area library boards, staff and municipal councils. Although the same process was used for each meeting, the dialogues were quite different.

During the consultation process, participants were asked to reflect on the ideal future for library service in central Alberta, to describe their current circumstances and challenges, and to identify what would be necessary to achieve their ideal future. Feedback from all four sessions was collected and synthesized into a thematic analysis. This analysis was presented to the Executive Committee prior to their strategic planning session which was held on June 25th.

Four strategic goals emerged from the needs assessment and consultation process. These results identified some significantly different priorities from previous plans.

The priorities that will be addressed in the 2016 – 2018 strategic plan are:

1. Libraries will have a strong and supportive relationship with local and provincial governments that recognize the value of public libraries and prioritize public library service.
2. Municipalities will have sustainable and effective library service.
3. Parkland Regional Library member municipalities will have an effective and responsive system board.
4. Parkland residents will have a greater awareness of the public library and regard public libraries as an essential part of their communities.

Goals

Goal 1. Libraries will have a strong and supportive relationship with local and provincial governments that recognize the value of public libraries and prioritize public library service.

Objectives:

- a) Municipal councils will be supportive of public library service in a tangible way.
- b) Local library boards will be advocates for public library service at the municipal and provincial levels.
- c) Parkland Regional Library system will be an environment in which member councils, PRL Board, and local library boards will work collectively to provide the best possible public library service.
- d) Explore opportunities for the provision of equitable access to public library service on First Nations Reserves.

Outcomes:

- a) By 2019, each municipal library board will experience a 20% increase in funding from their municipalities over 2015 levels.
- b) By 2018, 100% of library boards that have developed and implemented advocacy plans will feel the level of municipal support is stronger than it was in the preceding years through financial and political support.
- c) By 2018, regional systems will receive infrastructure funding for renovations and upgrades to their headquarters facilities.
- d) By November 2018, at least 80% of member councils and member library trustees surveyed will report that they feel Parkland Regional Library operates as a cooperative and collaborative network.

Goal 2. Municipalities will have sustainable and effective library service.

Objectives:

- a) PRL will look for regional efficiencies through centralization of processes and implement where appropriate.
- b) PRL will create a supportive learning environment for library staff to develop the competencies required for the provision of library service in the 21st Century.
- c) PRL will support the development and delivery of local library programming including through initiatives at the regional level.
- d) PRL will foster a collegial environment that facilitates innovation and increased cooperation between libraries.

Outcomes:

- a) The workload for routine tasks required of member library staff will be reduced through centralizing tasks that can be accomplished or managed at PRL headquarters.
- b) Processes throughout the region will be streamlined, modified, or eliminated where possible so that the resulting savings in staff time or financial resources, whether at headquarters or local libraries, can be reallocated to achieving identified goals and objectives.

- c) By 2018, 80% of staff surveyed will report that they have had reasonable opportunities to develop the skills needed to effectively operate a library service point within PRL.
- d) There will be an increase in programs and activities shared across multiple libraries (e.g. three or more libraries within a 50 km radius).
- e) Library staff will help each other reach a standard level of training and practices by sharing ideas, knowledge, and expertise with each other.

Goal 3. Parkland Regional Library member municipalities will have an effective and responsive system board.

Objectives:

- a) The PRL Board will be effective as a governing board for the regional system.
- b) The PRL Board will explore opportunities for an expanded role in governing library service points.
- c) The PRL Board will investigate and consider innovative approaches to system services.

Outcomes:

- a) By 2018, PRL Board members will be able to explain their role, the purpose of regional systems, and the relationship between the system, municipalities, and local libraries within one year of appointment.
- b) Member councils will report that the PRL Board meets or exceeds expectations in its ability to make decisions in the best interest of members, communicate those decisions effectively, and respond to change in the provision of library service.

Goal 4. Parkland residents will have a greater awareness of the public library and regard public libraries as an essential part of their communities.

Objectives:

- a) Member library boards and staff will have the knowledge and tools to market their services.
- b) PRL will support local marketing and library branding efforts by building a unified/cohesive Parkland Regional Library system identity.
- c) PRL will inspire member libraries to offer innovative services and programming that are responsive to local needs.

Outcomes:

- a) Cardholder numbers will increase by 20% across the region each year.
- b) By 2018, 80% of library users surveyed will recognize the PRL brand and that their local public library is part of this regional network.
- c) By 2018, 65% of PRL member libraries will have a plan of service that is based on, and responds to, community needs as identified by community stakeholders.

Specific actions to achieve the goals of the strategic plan are contained in Parkland's companion Work Plan.

Minutes of the Sedgewick Library Board Meeting January 19th 2016

Hennie Bernard called the meeting to order at 7:05pm. There were 8 members in attendance.

Micaela McConnell read the minutes of the November 17th meeting; she then moved the minutes be adopted as read. Lisa Collier seconded, carried.

Business arising – Volunteers have been signing up for working shifts at Casino – six spots remaining. Final sheets are to be submitted at the end of January.

Two space heaters were purchased for the library.

The mystery box donated to the STARS dance was well received.

The drop in tutoring was discussed, due to not having much success the library will not be continuing this venture.

The early learning childhood course called “Mother Goose on the Loose” was discussed. A possible 6 week program in March/April. Friday is a possible day to have the program. To be discussed at a later date.

Lois Polege gave the treasurers report with an operating account balance of \$12 915.44. Lois moves the report be adopted as read, Carol Williams seconded, carried. (Report attached)

Barbara McConnell gave the librarian’s report that highlighted the success of the Christmas craft night at the Sedgewick hall. (Report attached)

Next meeting to be held on February 23rd 2016 at 7:00pm

The Annual General meeting will be held on March 22nd 2016 at 7:00pm.

Meeting adjourned at 7:58pm

- Submitted by Micaela McConnell

FRSWMA Regular Monthly Board Meeting
Jan 25, 2016
Sterling Room of the County Office, Sedgewick, AB

Minutes

Board Members

Present:

Barry Bowie	Village of Rosalind
James Brodie	Flagstaff County
Shawn Higginson	Town of Sedgewick
Brenda Grove	Town of Killam
Dean Lane	Town of Hardisty
Wade Lindseth	Flagstaff County
Gary Matthiessen	Flagstaff County
Dayna Oberg	Village of Forestburg
James 'Butch' Robertson	Town of Daysland
Deb Smith	Village of Loughheed
Dennis Steil	Village of Heisler

Absent:

Wilma McLeod	Village of Alliance
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STAFF:

Murray Hampshire	Manager
David Dahl	FRSWMA
Cliff Hill	FRSMWA
Luis Ramirez	FRSWMA

Chair D. Smith called the meeting to order at 7:04 p.m.

3.0) Agenda

Agenda was reviewed. Board member D. Lane asked that we discuss a personnel issue. Item "5.3) In Camera – Labor" was added to the agenda.

Resolution # 183/2016. Board member W. Lindseth moved to accept the agenda as amended.

CARRIED

4.0) Adoption of Minutes

Minutes of the Nov 23, 2015 Organizational Board meeting were reviewed.

Resolution # 184/2016. Board member J. Brodie moved to approve the minutes of the Nov 23, 2015 organizational meeting, attached to and forming part of these minutes.

CARRIED

Minutes of the Nov 23, 2015 Regular Board meeting were reviewed

Resolution # 185/2016. Board member B. Grove moved to approve the amended minutes of the Nov 23, 2015 regular meeting, attached to and forming part of these minutes.

CARRIED

5.0) Reports

5.1) Operations update: Manager M. Hampshire provided operations update as attached to and forming part of these minutes. A PowerPoint presentation was also presented showing dramatic changes at the landfill over the course of 2015. Discussion ensued.

5.2) Financial reports: Manager M. Hampshire provided 2015 P&L and Cash Position reports to Dec 31, 2015 and Jan 21, 2016 respectively. Discussion ensued.

Resolution # 186/2016. Board member G. Matthiessen moved that we accept operations report and financial reports as presented.

CARRIED

5.3 In Camera - Labor

Resolution # 187/2016. Board Member D. Steil moved that the meeting go into 'Camera' at 8:13 pm with all persons except board members and staff excluded from the meeting

CARRIED

Resolution # 188/2016. Board Member D. Steil moved that the meeting revert to a regular meeting at 8:23 p.m.

CARRIED

6.0) Business

6.1) 2016 Budget Approval Status - As of Dec 31, 2015, we have received approval of the draft 2016 budget from all 12 members. This confirms the Municipal portion (\$1,230,850) of the budget has been approved by all members.

Resolution # 189/2016. Vice chair W. Lindseth made a motion that FRSWMA ratify the full 2016 budget (\$2,498,100) and approve implementation of the Final 2016 Operating Budget.

CARRIED

6.2) Annual Cost of Living Adjustment (COLA). Manager M. Hampshire provided a copy of the 2015 year over year Consumers Price Index information which provides the basis of the annual COLA for staff salaries. The 2015 CPI is 1.5% for Alberta, which amount has been applied to our standard salary grid.

Resolution # 190/2016. Board Member S. Higginson moved that FRSWMA approve the COLA of 1.5% as indicated by the 2015 year end consumers price index, and approve the adjusted 2016 Salary grid, attached to and forming part of these minutes.

CARRIED

6.3) Closure/Post Closure Reserve Allocation for 2015: Manager M. Hampshire provided an update to the C/PC plan and progress to the end of 2015. Currently, our landfill is at 66.2% of capacity, our accrued liability is \$1,801,394, current funds held in reserve is \$799,404.56, resulting in unfunded liability of \$1,002,733. Our current 'accelerated funding plan' predicts our reserves will equal our accrued liability by the year 2033, with landfill end of life anticipated to be 2048.

Resolution # 191/2016. Board Member G. Matthiessen moved that FRSWMA transfer the 2015 C/PC payment of \$108,000 from the operating account to the C/PC Accumulated Reserves account after January 31, 2016.

CARRIED

7.) Correspondence & Information

- 7.1) RR 122 Speed Limit Correspondence
- 7.2) Dissolution of Galahad & Strome correspondence & Orders in Council
- 7.3) 2016 Budget approvals correspondence from municipal members
- 7.4) 2016 Collection schedules – Front end trucks and Burro
- 7.5) 2016 FRSWMA Board of Directors contact list
- 7.6) Thank you note.

Resolution # 192/2016. Board member D. Steil moved that the above correspondence and information be accepted as information attached to and forming part of these minutes.

8.0) Adjournment

Meeting adjourned at 9:07 p.m.

Next Meetings

Feb 22, 2016 – Regular Board Meeting
March 21, 2016 – Regular meeting and annual audit review – Note date change

Chairperson

Manager

FLAGSTAFF'S INITIATIVE TO RELATIONSHIP & SPOUSAL TRAUMA

BOARD MINUTES – Monday, December 7, 2015

PRESENT: Gunnar ALBRECHT, Chairperson
Cheryl HOLBEN
Brenda ROBBINS
Sylvia WOLD, Secretary
Sgt. Judith DEVOE, RCMP
Lynne JENKINSON, Director
Brooke GROVE, Finance Manager
Chantelle SCHMIDT, Recording Secretary

APPROVED

REGRETS: Allen DIETZ, Vice Chairperson

Gunnar Albrecht called the meeting to order at 6:05 p.m.

APPROVAL OF AGENDA

12-30-2015

Cheryl Holben made a motion to approve the December 7, 2015 agenda with additions of CRO wage grant and in camera to new business.

Carried.

APPROVAL OF MINUTES

12-31-2015

Sylvia Wold made a motion to approve the September 21, 2015 minutes.

Carried.

FINANCIALS

Brooke Grove presented the September and October 2015 Financial Statements.

The financials were accepted as information.

DISBURSEMENT LISTS

Brooke Grove presented the September to November 2015 Disbursement Lists.

The disbursement lists were accepted as information.

CORRESPONDENCE

- 1) Thank you letter from Care-A-Van volunteer driver
- 2) 2015-2016 First quarter invoice for enhanced policing services letter
- 3) Olweus update letter from Daysland

REPORTS

1. **Counsellor's report**
Included in package.
2. **Resource Officer's Report**
Handed out at meeting.

OLD BUSINESS

1. **FIRST Auction Update**
 - \$4000 in sponsorship as of today
 - Items are starting to come in for the auction

2. CRO Equipment: Bicycle, Ipad, Computer, Projector and Phone

12-32-2015

Sylvia Wold made a motion that the CRO program equipment goes to the County when they take over the program April 2016.

Carried.

NEW BUSINESS

1. **2016 Budget**
 - Budget was handed out at the meeting and presented by Brooke Grove

12-33-2015

Cheryl Holben made a motion to approve the 2016 budget.

Carried.

2. CCR Grant for CRO Program

- Write down questions the Board has for the County
- Lynne can continue to apply for a \$35,000 grant that can be given to the County for the CRO program.

12-34-2015

Cheryl Holben made a motion to continue to apply for the \$35,000 grant and to give the funds to the County provided they give the FIRST board monthly CRO reports for grant reporting purposes and the program is reviewed annually.
Carried.

3. Advocacy Letters

- Victim Services has agreed to sit down with the FIRST board to collaborate and write advocacy letters

4. Plans for Next Year: Speakers, projects

- Ideas of speakers handed out and included in board package
- If you hear or know of any good speakers let Lynne know

5. Date of Next Meeting

- January 4, 2016 at 6pm

6. CRO Wage Grant

- Deficit for 2015 coming out of auction money rather than from the County

12-35-2015

Cheryl Holben made a motion to use auction money to cover the \$1300.00 deficit for the 2015 wage grant.
Carried.

7. In Camera

12-36-2015

Cheryl Holben made a motion to go in camera at 6:45.
Carried.

12-37-2015

Cheryl Holben made a motion to go out of camera at 6:55.
Carried.

12-38-2015

Sylvia Wold made a motion to deny the request presented in a letter dated November 9, 2015 by Ray Owens.
Carried.

Next meeting date is Monday, January 4, 2016 at 6 pm or at the call of the Chair if required.

Gunnar Albrecht adjourned the meeting at 6:58 p.m.

Gunnar Albrecht, Chairperson
Flagstaff Initiative to Relationship and Spousal Trauma

**Interagency Minutes
February 2, 2016**

Lynne Jenkinson – Flagstaff Family and Community Services
Chantelle Schmidt – Flagstaff Family and Community Services
Stacy Graff – Prairie Central FASD Network
Ashley Leslie – Camrose PCN
Stephanie Loosemore – Camrose PCN
Katherine Gagnon – Alberta Health Services
Helen Samm – Flagstaff Family and Community Services Counselor
Sue Freadrich – Nights Alive
Cherise Backen – Flagstaff Family Day Home
Lois Polege – Flagstaff Adult Learning
Trisha Denovan – Child and Family Services

Katherine Gagnon – Alberta Health Services

- Grant for Preventable Injuries: you can still get an application for a smaller grant of \$4000
- Prescription for Safety Program
- Winter Walk Day on February 3; poster handed out at meeting
- Referral for Home Care information handed out at meeting
- Active Living Newsletter handed out
- Men At Risk: presentations can be made. Contact Katherine Gagnon, Sandra Loades or Neil Harris if interested

Ashley Leslie and Stephanie Loosemore – Camrose PCN

- Stephanie will be taking over Ashley's position and working Tuesdays and Fridays
- Camrose PCN and Hardisty participating in Winter Walk Day
- Pam Sherman is currently doing an exercise program in Daysland
- There are changes being made to the health centre in Hardisty

Stacy Graff – Prairie Central FASD Network

- Had two Cultural Training sessions and both were very successful
- If anyone is interested in having this training please contact Stacy as she can help put one on.
- Donna Debolt in Camrose February 12 and Vegreville March 2 for consultations. Contact Stacy if you are interested.

Lois Polege – Flagstaff Adult Learning

- Had a meeting with community members and business people regarding needs in the community, which went very well.
- Having a meeting on February 3 with newcomers to hear about their needs.
- Planning a Mennonite Education Day on February 20, which will involve teaching about credit, entrepreneurs, and being safe in the workplace.
- Brochure for courses for April to June in progress and if you have anything you would like added to the brochure let Nanette at Adult Learning know soon.

- Women's Conference is on April 28, 2016.
- There is a Funeral Planning Session on February 4 in Forestburg at the Big Knife Villa.
- A job checklist brochure has been created to help those who need to find a job. The brochures were handed out in the meeting.

Trisha Denovan – Child and Family Services

- Have put an information mandate together that will be brought to the next interagency meeting.

Cherise Backen – Flagstaff Family Day Home Society

- Currently have four day homes but will be down to three at the end of March.
- There are two possible day homes that could be starting up.
- Ran a full-page ad in the Viking paper and Community Press.
- Hosted an outdoor fun party and had over 30 people attend.

Lynne Jenkinson – Flagstaff Family and Community Services

- Navigator Course on May 10 for Caregivers.
- Compass Training June 6-8
- Hoarding Training on March 1 at 12:30-4pm
- FIRST Auction on February 6 in Hardisty. Tickets are still available and can be bought at the door.
- Food Bank meeting on February 2
- Speakers in Provost on February 26; poster handed out
- Go Kart Driver presenting on March 2 at Daysland School at 1pm.
- Compassion Fatigue on May 17 in Viking; more details will be coming soon

Sue Freadrich – Nights Alive

- Bus trip to West Edmonton Mall in March
- Currently 3 part time staff

January 25, 2016

Alert re: Concerning Rise of Infectious Syphilis and Gonorrhea in Alberta

Dear Colleagues,

This letter is to provide you with an update on the concerning resurgence of infectious syphilis and gonorrhea (GC) in Alberta. In 2015,

- Over 300 cases of infectious syphilis were reported, doubling case counts from 2014 (n=153), and surpassing the peak of the most recent outbreak in 2009 (n=283). 85% of cases are among men who have sex with men (MSM) and one quarter are co-infected with HIV.
- Over 3,400 cases of GC have been reported, an 80% increase from 2014. One third of cases are among Aboriginal people and one quarter of male cases are among MSM.

Why is it important to screen for syphilis and gonorrhea?

Although patients with infectious syphilis may present with symptoms (ano-genital or oral ulcers, rash, fever, malaise and/or lymphadenopathy), up to one third of cases will report no symptoms. Untreated syphilis can have serious sequelae with significant morbidity (e.g. neurosyphilis, cardiovascular syphilis). Of particular concern is infectious syphilis during pregnancy with the potential for infection of the fetus and congenital syphilis. Most cases of gonorrhea are asymptomatic but untreated infection can lead to serious and permanent health problems such as epididymitis, chronic pelvic pain, or infertility. Syphilitic ulcers or presence of gonorrhea increase the risk of transmission or acquisition of HIV.

Who should be screened for sexually transmitted infections (STI)?

- All persons with STI related symptoms such as dysuria, vaginal or penile discharge, ano-genital or oral ulcers, unexplained rashes or skin eruptions, or lymphadenopathy.
- All persons with new, anonymous or multiple sex partners should be screened every 3-6 months.
- All pregnant females should be tested in the first trimester and again after 35 weeks.
- All persons who engage in or who are partners with those in sex-trade or use illicit drugs.
- All sexual contacts of clients with STI, regardless of symptoms or signs, should be tested and immediately treated.
- Consideration should also be given to screening those presenting for routine medical visits.

What tests should be requested?

- For asymptomatic individuals: **urine for GC and Chlamydia (CT) nucleic acid amplification test (NAAT), serology for syphilis antibodies, anti-HIV antibody and Hepatitis B surface antigen (HBsAg).**
- For MSM: **pharyngeal and rectal swabs for GC/CT NAAT** in addition to above named tests.
- All individuals with symptoms of infectious syphilis: **PCR for *Treponema pallidum*** with a Dacron swab from a moist lesion or rash in addition to above named tests.

For guidance on treatment, please consult the Alberta Treatment Guidelines for Sexually Transmitted Infections (2012) <http://www.health.alberta.ca/documents/STI-Treatment-Guidelines-2012.pdf>, or AHS Centralized STI Services or refer your patient to one of the Alberta STI clinics in Calgary, Edmonton and Ft. McMurray (see contact information below).

For consultation please call:

AHS Centralized STI Services: 780-735-1466 or, toll free, 1-888-535-1466

STI Clinics: Calgary 403-955-6700; Edmonton: 780-342-2300; Ft. McMurray: 780-791-6182

Sincerely,

Petra Smyczek MD, FRCPC

Provincial Medical Director, STI, Alberta Health Services

Medical Director, AHS-Edmonton STI Clinic



7th Annual End of Summer Celebration **Movie in the Park 2016**

WEDNESDAY, AUGUST 24th, 2016 is the date!!!!

The Parents for Fun in Flagstaff Society is once again gearing up for this summer's big event! We love to bring people from all over the region to enjoy an evening of entertainment followed by a movie under the stars. We can't wait to do it again!

We are a Flagstaff society operating a Flagstaff facility and are proud that this event reflects our county-wide focus, with sponsors and attendees from all over Flagstaff and beyond. This event is one of our main fundraisers in support of the Family Resource Centre – which is quite the busy place these days. Last year's stats show that we had over 2880 children walk through our doors in 2015! We also welcomed 74 new families!

We are so grateful to the Town of Killam for stepping up to host our End of Summer Celebration last year. Each time we host in a new community we are blown away by the support!! We're now on a search for this year's fabulous location. Please let us know if your community would like to partner with us and have us bring our family fun event to your town or village this summer.

What's in it for you?

1. Networking and exposure! Get to know your neighbors! Last year's event saw over 500 people from all over Flagstaff, and even beyond its borders. Show our guests what your community has to offer! We'd be happy to partner our event with any other programs/facilities you would like to highlight. Why not show off your recreation facilities by pairing our event with a loonie swim, or spotlight your town's history by offering museum tours during the afternoon on Movie Day? What's great about your town or village? Bring us your ideas – we'd love to hear them!
2. Boost your local economy! Wherever possible, Parents for Fun in Flagstaff will "shop locally" in your community for our food and supplies. And more people in your village or town means more people frequenting your stores and gas stations.

RECEIVED
JAN 28 2016

3. Community spirit! Pulling off a successful, fun-filled family event can be a great bonding experience for your community, and those feelings of pride and accomplishment can last a long time.

How can you get involved?

The Parents for Fun in Flagstaff Society does require a fair amount of support from our host town/village. A basic list of requirements to be met is listed below.

1. Provide us with a suitable location that will have enough space for all activities.
2. The municipality has to take on the responsibility of spraying for mosquitoes. This is done with a non-toxic, all natural garlic spray with a cost of around \$100.00.
3. The town or village is required to mark all underground lines prior to the event and manage lighting requirements.
4. Commitment of volunteers to assist us on movie night.
5. Provide **20 picnic tables** and **6 of each garbage and recycling cans** for the BBQ.
6. Provide us with a community liaison to facilitate communication between PFFF and the host town/village.
7. Assist in canvassing local businesses to offset costs.
8. Public Works available to assist us with set up on the day of the event.

We have a dedicated group of volunteers committed to making this event a continued success in 2016. We are willing to work WITH YOU on all of these areas and are open to any new ideas or suggestions, to make this event a success in your town or village.

If you are interested in partnering with us to host this incredible family event in your town or village, please send your proposal to:

Parents for Fun in Flagstaff
Box 72
Killam, AB, T0B 2L0

Or by e-mail: funinflagstaff@telus.net

DEADLINE MARCH 31ST, 2016

For more information, please contact Jessica Dockstader at 780-385-2346



🕒 Feb 02, 2016

Alberta's new Cabinet focused on jobs, economic growth and diversification

Six new members were sworn in to Alberta's Cabinet on February 2, better equipping it to implement a robust policy agenda aimed at economic growth and diversification, while continuing to reflect Alberta's diversity and gender balance.



"Together, our new Cabinet team will deliver on the government's plans to create jobs, diversify the economy during difficult times and put our province in the best position possible for future growth."

- Rachel Notley, Premier

Highlights of changes

- Sarah Hoffman becomes Deputy Premier, while continuing to serve as Minister of Health.
- Five new ministers and one new associate minister have been named. This allows for a more evenly shared workload, with most ministers now responsible for a single portfolio.

- Alberta's Cabinet is still smaller than any previous Cabinet in the province over the past decade, and remains the smallest in western Canada.
- The department of Jobs, Skills, Training and Labour is renamed Labour.
- The department of Aboriginal Relations is renamed Indigenous Relations, reflecting the preference of Indigenous communities.
- The Minister of Labour will also be responsible for democratic renewal.
- Oneil Carlier becomes Deputy House Leader. Deron Bilous also continues to serve as Deputy House Leader.

The Premier also announced the creation of the Alberta Climate Change Office, which will report to Environment and Parks Minister Shannon Phillips. It will assist in the implementation of Alberta's Climate Leadership Plan, which will support green research and infrastructure, economic diversification and renewable energy.

Alberta Cabinet in order of precedence

Rachel Anne Notley	Premier of Alberta President of Executive Council
Sarah Marjorie Hoffman	Deputy Premier Minister of Health
Brian Mason	Minister of Infrastructure Minister of Transportation Government House Leader
David Manson Eggen	Minister of Education
Deron Michael Bilous	Minister of Economic Development and Trade Deputy Government House Leader
Joseph Anthony Ceci	President of Treasury Board and Minister of Finance
Kathleen Teresa Ganley	Minister of Justice and Solicitor General
Shannon Phillips	Minister of Environment and Parks Minister Responsible for the Climate Change Office

Oneil John Carlier	Minister of Agriculture and Forestry Deputy Government House Leader
Danielle Marie Larivee	Minister of Municipal Affairs
Margaret Ellen McCuaig-Boyd	Minister of Energy
Irfan Sabir	Minister of Human Services
Lori Dawn Sigurdson	Minister of Seniors and Housing
Richard John Feehan	Minister of Indigenous Relations
Christina Gray	Minister of Labour Minister Responsible for Democratic Renewal
Stephanie Veronica McLean	Minister of Service Alberta Minister of Status of Women
Ricardo Miranda	Minister of Culture and Tourism
Marlin Robert Schmidt	Minister of Advanced Education
Brandy Lynn Payne	Associate Minister of Health

Related information

Alberta Cabinet and Associate Ministers in order of precedence

Multimedia

Watch the swearing-in ceremony

Backgrounder

Climate Change Office and Democratic Renewal

Climate Change Office

The Government of Alberta released its Climate Leadership Plan in November 2015. To facilitate implementation of the plan, the government will establish a Climate Change Office, which will report to Environment and Parks Minister Shannon Phillips.

The Climate Leadership Plan affects many government programs and initiatives. To ensure effective co-ordination of all aspects of implementation, the Climate Change Office will lead a “whole of government” approach as it works with ministries and agencies.

The implementation of the Climate Leadership Plan will reduce Alberta’s greenhouse gas emissions and contribute to long-term diversification of the Alberta economy.

Democratic Renewal

To support the Government of Alberta in responding to forthcoming recommendations of the Select Special Ethics and Accountability Committee, Premier Rachel Notley has appointed Christina Gray as Minister Responsible for Democratic Renewal.

On June 25, 2015, a motion was passed in the Legislative Assembly to create the all-party committee consisting of 17 Members of the Legislative Assembly of Alberta.

The committee was appointed to review the Election Act, the Election Finances and Contributions Disclosure Act, the Conflicts of Interest Act, and the Public Interest Disclosure (Whistleblower Protection) Act. It will report to the Assembly by *September 2016*.

Minister Gray will have the mandate to review the committee’s recommendations and bring forward options for amending legislation and/or changing government policy.

CORRECTION: The Democratic Renewal reporting is due September 2016, not June 2016 as previously stated.

Media inquiries

✉ Cheryl Oates

☎ 780-422-4905

Media Relations, Office of the Premier



Cabinet

The Premier is the head of Cabinet, and chooses Alberta's Cabinet ministers.



(<http://www.alberta.ca/premier/premier-biography.cfm>)

Rachel Anne Notley (<http://www.alberta.ca/premier/premier-biography.cfm>)

Premier of Alberta

President of Executive Council



(http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=34&leg=29)

Sarah Marjorie Hoffman (http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=34&leg=29)

Deputy Premier

Minister of Health



(http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=36&leg=29)

Brian Mason (http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=36&leg=29)

Minister of Infrastructure

Minister of Transportation

Government House Leader



(http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=29&leg=29)

David Manson Eggen (http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=29&leg=29)

Minister of Education



(http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=28&leg=29)

Deron Michael Bilous (http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=28&leg=29)

Minister of Economic Development and Trade

Deputy Government House Leader



(http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=12&leg=29)

Joseph Anthony Ceci (http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=12&leg=29)

President of Treasury Board and Minister of Finance



(http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=05&leg=29)

Kathleen Teresa Ganley (http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=05&leg=29)

Minister of Justice and Solicitor General



(http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=69&leg=29)

Shannon Phillips (http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=69&leg=29)

Minister of Environment and Parks

Minister Responsible for the Climate Change Office



(http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=87&leg=29)

Oneil John Carlier (http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=87&leg=29)

Minister of Agriculture and Forestry

Deputy Government House Leader



(http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=02&leg=29)

Danielle Marie Larivee (http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=02&leg=29)

Minister of Municipal Affairs



(http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=01&leg=29)

Margaret Ellen McCuaig-Boyd (http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=01&leg=29)

Minister of Energy



(http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=20&leg=29)

Irfan Sabir (http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=20&leg=29)

Minister of Human Services



(http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=42&leg=29)

Lori Dawn Sigurdson (http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=42&leg=29)

Minister of Seniors and Housing



(http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=43&leg=29)

Richard John Feehan (http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=43&leg=29)

Minister of Indigenous Relations



(http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=41&leg=29)

Christina Gray (http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=41&leg=29)

Minister of Labour

Minister Responsible for Democratic Renewal



(http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=26&leg=29)

Stephanie Veronica McLean (http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=26&leg=29)

Minister of Service Alberta

Minister of Status of Women



(http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=06&leg=29)

Ricardo Miranda (http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=06&leg=29)

Minister of Culture and Tourism



(http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=35&leg=29)

Marlin Robert Schmidt (http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=35&leg=29)

Minister of Advanced Education



(http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=03&leg=29)

Brandy Lynn Payne (http://www.assembly.ab.ca/net/index.aspx?p=mla_bio&rnumber=03&leg=29)

Associate Minister of Health

menu

Alberta.ca



Related information

News: Alberta's new Cabinet focused on jobs, economic growth and diversification
(<http://alberta.ca/release.cfm?xID=401665F280A2A-CD8C-A5B9-969CD7988C8EB46E>)
(Feb 2, 2016)

Video: Watch the swearing-in ceremony (<https://youtu.be/2q82R5KgbjM>)

From: Michelle Wideman <michelle.wideman@bethanygrp.ca>
Date: February 9, 2016 at 8:53:42 AM MST
Cc: Denis Beesley <denis.beesley@bethanygrp.ca>
Subject: Succession Planning - TBG President & CEO

Good Morning,

Please see the message below from Denis:

Hi everyone

I had hoped that I could update you all at our next meeting about the plans and process that the Bethany board have put in place for my succession. However the news is out already so I am giving you a brief update that I can follow up in detail at our next meeting.

The board and I have agreed on a process for choosing and transitioning to a new President & CEO. I am 65 in August 2017 and will officially retire at that time. To get to that point we agreed that a new person should be in place sometime in September or October of this year. I will remain as the President and the new person will be the CEO. I will work closely with the CEO to transition them so that by January 2017 I can withdraw from the day to day operations. I will then liquidate all of my vacation etc. but would still be available for advice, direction, or assisting with special projects. We have also agreed that if for some reason things didn't go well I would step in to assist while a new CEO was chosen.

The board have engaged the services of Davies Park to assist them with their search and I believe that they would like to meet with the other board chairs at some time (either collectively or individually). I will not take part in the process unless requested by Davies Park or the board, however Sharon Mickla is assisting them with much of the arrangements etc.

As you can see this will be a long process but we did this to ensure that we have enough time to ensure that we will ultimately find the right candidate to succeed me.

Talk to you all soon

Denis

Denis Beesley

President & CEO | The Bethany Group
4612 – 53 Street, Camrose AB T4V 1Y6
tel: 780-679-2010 | fax: 780-679-2001
e-mail: denis.beesley@bethanygrp.ca

CAO Town of Sedgewick

From: Sue Bohaichuk <SBohaichuk@auma.ca>
Sent: February-08-16 2:47 PM
To: Undisclosed recipients:
Subject: Invite to March Mayors' Caucus

Dear CAO:

Please plan to attend our spring Mayors' Caucus, which is taking place March 9 and 10 in Edmonton at the Matrix Hotel, 10640 100 Avenue, NW.

The breakfast with Provincial Leaders will be on March 9 and ministries have been invited to make presentations later that day and on March 10 on top of mind municipal issues. We expect that sessions will relate to policing, seniors housing, Syrian refugees, climate change, economic development and transportation to mention just a few. AUMA will provide updates on our advocacy efforts, particularly with respect to how we are building relationships with the new federal and provincial governments. As well, we will provide an update on preparations for the second set of MGA amendments in spring 2016, including the results of the linear tax symposium.

As the Mayors' Caucus provides the opportunity for municipalities to table Requests For Decisions (RFDs) on policy and advocacy matters, please be aware that they must be approved by your Council and sent to Christine Della Costa by **February 22, 2016**. Please note that a representative from your Council must be available to present your RFD at the Caucus meeting.

As in past Mayors' Caucuses, we will be holding a specific session for CAOs. Topics include property assessment and taxation regulations, the Municipal Climate Change Action Centre, and municipal planning tools. We would be pleased to add any other topics of interest - please send your requests to Christine Della Costa, Senior Policy Analyst, at cdellacosta@auma.ca.

Further information on the Mayors' Caucus, including online registration and the RFD form, is available on AUMA's website under [Events](#). If you have any questions, please contact Christine Della Costa at 780-643-5638 or cdellacosta@auma.ca.

Please save the date for the June 2016 Mayors' Caucus in Olds. This Caucus will follow the usual format of June 15 for municipalities with a population under 2,500; June 16 for municipalities with a population under 10,000; and June 17 for municipalities with a population over 10,000.

AUMA is committed to being your trusted voice. Through events such as the Mayors' Caucuses, we can ensure that Alberta municipalities remain great places to live, work, and thrive.

Cheers.

Sue



Sue Bohaichuk
CEO
D: 780.409.4312
C: 587.987.7206
E: sbohaichuk@auma.ca

Alberta Municipal Place
300-8616 51 Ave Edmonton, AB T6E 6E6
Phone: 780.433.4431 Toll-free: 310-AUMA
Fax: 1.780-433-4454
www.auma.ca www.amsc.ca



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LETTERS:

- Government of Alberta, Transportation:** Letter extending the opportunity to east central region communities to relay transportation related concerns and questions that may be of interest to council. This is a pilot project intended to enhance communication between communities and the department.
- Town of Daysland:** Letter to Flagstaff Intermunicipal Partnership (FIP) Committee approving the Regional Governance Terms of Reference.
- Town of Daysland:** Letter to Flagstaff County that the Daysland Council moved to accept Flagstaff County’s offer of Peace Officer Services, pending review and approval of the agreement.
- Alberta Community Crime Prevention Association:** Letter outlining the themes for Fraud Prevention Month 2016.
- Flagstaff Family and Community Services (FFCS):** Letter seeking new members to the Fetal Alcohol Spectrum Disorder (FASD) board.
- Village of Heisler:** Letter to FIP Committee that Council approved the Terms of Reference for the Flagstaff Regional Governance Project as recommended at the January 14th, 2016 special meeting.
- Town of Hardisty:** Letter to Forestburg Library of the following motion, “...that as the Flagstaff Intermunicipal Partnership Committee moves forward with Phase II and III of the Regional Governance Study and Where as the support from many of those Flagstaff communities who have municipal libraries created an overwhelming response of support of this initiative it is felt that time spent on the Forestburg Library request could be duplicated in the process that is already happening in the Flagstaff region and ask that the Forestburg Library consider the Regional Governance Study as mechanism to achieve their desired outcome.”
- General Motors of Canada Limited:** Letter advising of a name change effective November 23rd,2015 to General Motors of Canada Company.

NOTICES and INVITATIONS:

- Alberta Association of Police Governance:** Annual Conference, April 22nd - 23rd, 2016, Taber, AB.
- Federation of Canadian Municipalities (FCM):** Sustainable Communities Conference, February 10th, 2016, Ottawa, ON.
- Grey Matters 2016:** Call for Presenters at the 2016 annual Grey Matters Conference in Grande Prairie, AB on September 20th-21st, 2016.
- FCM:** Notification of 2016 conferences and events.

WORKSHOPS and SEMINARS:

- All One Sky Foundation:** Workshop on use of the Climate Resilience Express Action Kit designed to plan for local impacts of climate change.
- OISE Continuing and Professional Learning:** Workshop on Non-profits and co-ops as a workplace program.

MINUTES and FINANCIAL STATEMENTS:

- | | |
|----------------------------------|---|
| 1. Sedgewick Community Hall: | Financial Statement ending December 31 st , 2015 |
| 2. Sedgewick Memorial Cemetery: | Financial Statement ending December 31 st , 2016 |
| 3. Recreation Funding Committee: | Financial Statement ending December 31 st , 2016 |
| 4. Recreation Funding Committee: | Financial Statement ending November 30 th , 2015 |

NEWSLETTERS AND PUBLICATIONS:

- | | |
|------------------------------|--|
| 1. AAMDC: | February 4 th , 2016 |
| 2. Infrastructure: | February 2016 |
| 3. The Furrow: | February 2016 |
| 4. Connections: | February 2016 |
| 5. eNews: | Winter 2016 |
| 6. Roadrunner: | Winter 2016 |
| 7. The River Current: | Winter 2016 |
| 8. Progressive Conservative: | January 29 th , 2015 Newsletter |
| 9. The Current: | January 27 th , 2016 Newsletter |
| 10. AAMDC: | January 27 th , 2016 Newsletter |
| 11. AUMA: | January 27 th , 2016 Newsletter |
| 12. Kilowatt Connection: | Alberta Market Summary 2015 |
| 13. AUMA: | January 22 nd , 2016 Newsletter |

14. AAMDC:

15. Battle River Watershed Alliance:

16. Progressive Conservative:

17. FCM:
- January 20th, 2016 Newsletter

January 19th, 2016 Newsletter

January 15th, 2016 Newsletter

January 14th, 2016 Newsletter

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

Name of Delegation: Norm Lockhart, Resident

Issue to be discussed: Fees charged in accordance with Bylaw #523 for a Medical Assist.

Request of Council:

That Invoice 776 be rescinded as the fire department was not called by the resident.

Date of Council Meeting: February 18th, 2016

Delegation Time: 6:15 PM

Attachments:

1. Delegation Request – filed by resident.
2. Invoice #776
3. Fire Report – Sedgewick Fire Department – January 2nd, 2016.
4. Section K. Town of Sedgewick Fees and Charges Bylaw#523.

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Mayor

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CAO

POLICY SECTION C: 4. Agenda - Delegation Request for Presentation to Council

Council invites delegations to make presentations at Town Council meetings. To provide council with clear, concise information, delegations are requested to submit a written report outlining the issues being brought before council at least *seven* (7) days before the scheduled council meeting.

Name of Delegation: NORM Lockhart Sharon Barker

Contact Name/Person making presentation: NORM Lockhart

Issue to be discussed: Me calling 911 "Looked for Ambulance Only". approx. a dozen fire men showing up. Not responding to my call for an Ambulance, then being charged for Fire Responding. ~~Causing~~ Causing confusion to Ambulance Drivers who I did call for.

Request of Council: DROP Payment FOR 10^{to} 15 Firemen Showing Up which caused enough confusion that reason for ~~reason~~ 911 Call never got to DR. in hospital / f.i. Much

Date of Council Meeting: Feb. 18/16

Delegation Time: 6:15pm

later that nite when we told them, not EMS!!

If there is additional information please attach: Yes _____ No ✓

TOWN OF SEDGEWICK

Invoice to: Wayne Barker
Box 237
Sedgewick, AB T0B 4C0

Invoice No. 776

Invoice Date: January 26, 2016

Sedgewick Fire Department was dispatched on January 2nd, 2016 to medical assist at 5014 49a Street.

<i>Supplier</i>	<i>Description</i>	<i>Total</i>
Sedgewick Fire Department	Medical Assist- Flat Rate As per Fees Bylaw #518	200.00
Subtotal:		200.00
GST 108129651RT0001:		\$10.00
Total Owing:		<u><u>\$210.00</u></u>

Payable to: Town of Sedgewick
Box 129
Sedgewick, AB T0B 4C0
email: officemain@sedgewick.ca
Ph. 780-384-3504
Fax:780-384-3545

Net Due 30 Days

URBAN INCIDENT REPORT

Date of Call: JAN 2/16

INCIDENT DETAILS

Incident Location: 5014 49th St

Mutual Aid? Yes ☒ No Departments:

(Check All Applicable Boxes)

Time of Call : 17:25	Hours	Fire	<input type="checkbox"/>	Grass/Brush Fire	<input type="checkbox"/>
Arrived on Scene:	Hours	Medical Assist	<input checked="" type="checkbox"/>	Structural Fire	<input type="checkbox"/>
Back in Service: 18:10	Hours	Practice	<input type="checkbox"/>	Vehicle Fire	<input type="checkbox"/>
Total Time Out:	Hours	Meeting	<input type="checkbox"/>	False Call	<input type="checkbox"/>
Other (explain)					

DESCRIPTION OF INCIDENT

1st Assist for the EMS

CAUSE OF INCIDENT

OWNER INFORMATION

Name: Wayne Barker Insurance Company:
Phone Number: Policy #:
Mailing Address:

FIRE FIGHTER ATTENDANCE

Name	Hours	Name	Hours
Perry Warren			
Perry Robinson			
Rob McArthur			
Shelby Boyd			
Cory Gagnon			
Gary Klien			
Tyson Arritago			
John Arritago			
Ariana Vanderhoof			

Officer in Charge: Position:

Section K – Town of Sedgewick Fees and Charges Bylaw #523

K. MUNICIPAL FIREFIGHTING SERVICES:

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

Bylaw was passed by Council on December 17th, 2015.

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

Name of Delegation: Brian King, Auditor

Issue to be discussed: King will be presenting the Town of Sedgewick's Audited Financial Statement for the Year Ending December 31st, 2015.

Request of Council:

That the Town of Sedgewick's Audited Financial Statement for the Year Ending December 31st, 2015 be approved as presented.

Date of Council Meeting: February 18th, 2016

Delegation Time: 6:30 PM

Attachments:

1. Town of Sedgewick's Audited Financial Statement for the Year Ending December 31st, 2015.

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Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: AP - VCU				
Computer Cheques:				
4429	1/13/16	AAMD&C	Bond & Crime Revised	277.07
4430	1/13/16	Government of Alberta	A/R- Magnusson	45.00
4431	1/13/16	Battle River R.E.A. Ltd	Dec. 2015 Charges	53.55
4432	1/13/16	CCI Wireless	Jan 2016 Stmt - office	78.74
4433	1/13/16	The Community Press	2015 Xmas Ad	447.54
4434	1/13/16	Arnett & Burgess Pipeliners Lt	Dec. 2015 Stmt	271.56
4435	1/13/16	CUETS Financial Mastercard	Dec.2015 Stmt	684.11
4436	1/13/16	Eastlink	FD-Internet Jan 2016	46.10
4437	1/13/16	Flagstaff Regional Solid Wast	1st quarter Requisition	33,557.62
4438	1/13/16	Marta Hampshire	MTH- Refund Benefits Overage	546.08
4439	1/13/16	KaizenLAB Inc.	WTP- Water Testing	1,681.21
4440	1/13/16	Loomis Express	Cleartech Freight	53.81
4441	1/13/16	Parkland Regional Library	P.R.L 1St Qtr. Requisition	1,772.70
4442	1/13/16	Reynolds Mirth Richards & Farm	Legal Counsel - Workshop	142.56
4443	1/13/16	Watkins Holdings Ltd.	FD- Diesel	144.35
4444	1/13/16	Sedgewick Community Hall Assoc	2016 Op. Grant	6,000.00
4445	1/13/16	SKNGS - Sedgewick Killam	Dec. 2015 Billing	50,341.83
4446	1/13/16	posted as accrual		0.00
4447	1/13/16	Sedgewick Library Board	2016 Op. Grant	6,550.00
4448	1/13/16	Telus	Dec/Jan Statement	922.15
4449	1/13/16	Town Of Sedgewick	Dec. 2015 Utility Billing	1,199.14
4450	1/13/16	Town of Daysland	GI- CAC meeting Dec 14	26.00
4451	1/13/16	Wainwright Assessment	Jan. Statement	1,067.85
4452	1/13/16	Voided by the print process		0.00
4453	1/13/16	Wild Rose Co-operative Ltd.	Dec 2015 Stmt	584.61
4454	1/13/16	Xerox Canada Ltd	photocopier maintenance	385.18
4455	1/20/16	AMSC	Dec. 2015 Charges	7,452.50
4456	1/20/16	Cleartech Industries Inc	WTP- Containter Return	513.59
4457	1/20/16	Flagstaff County	Dec Stmt	2,780.43
4458	1/20/16	Flagstaff Printing	Envelopes, Letters Lift Stn	1,986.05
4459	1/20/16	Galletly, Sylvia	Renumeration - By Election	200.00
4460	1/20/16	Hyprrr Hot Shot Ltd.	WTP-Cleartech Freight	393.75
4461	1/20/16	Jubilee Insurance Agencies Ltd	(72) Volun.SGC Nov15-Nov16	154.50
4462	1/20/16	Kathleen Steadman	Health & Wellness- Jan 2016	640.00
4463	1/20/16	Helen Sakaluk	Remuneration - By-Election	200.00
4464	1/20/16	Sedgewick Lake Park Assoc.	2015 Spray Park Auction	4,995.00
4465	1/20/16	Sedgewick Volunteer Fire Dept	2015 Fire Gala Silent Auction	4,020.00
4466	1/20/16	Sedgewick Rec Centre	DGE- GIS Training	60.00
4467	1/20/16	TNT Instrumentation Inc.	WTP-3 70 amp breakers	3,169.77
4468	1/20/16	Sedgewick Volunteer Fire Dept	Emerg. Generator	366.09
4469	1/27/16	AAMD&C	PW-AGC fuse	180.24
4470	1/27/16	ADR Courses	SH-Collaboration Course	150.00
4471	1/27/16	AWWOA	DJ-Pre Seminar Courses	210.00
4472	1/27/16	AMSC Insurance Services Ltd.	Feb. 2016 Remittance	2,306.65
4473	1/27/16	Carillion Canada Inc.	PW-Street Salt	3,019.80
4474	1/27/16	Eastlink	FD-Internet Feb 2016	46.10
4475	1/27/16	Joel Eide	PW- Backhoe Bucket repair	472.50
4476	1/27/16	Flagstaff Family & Community	2016 FFCS Requisition	7,284.50
4477	1/27/16	Daryl Johnson	DJ Callout-#11 Mackenzie Dr.	112.50
4478	1/27/16	Local Authorities Pension Plan	January remittance	6,447.77
4479	1/27/16	Receiver General	Jan 2016 Remittance	10,715.73
4480	1/27/16	Sedgewick Lake Park Assoc.	2015 Spray Park Auction	415.00
4481	1/27/16	Syban Systems Ltd.	WTP-Internet Feb	52.45
4482	1/27/16	TNT Instrumentation Inc.	WTP-Indictaor Light Kicker pum	305.29
4483	1/27/16	Town of Daysland	PR-Mayors Mtg Meal 1/22	24.33
Total for AP:				165,553.30

Payment #	Date	Vendor Name	Reference	Payment Amount
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Accounts payable cheques for the month ending January 31, 2016

January 31st, 2016 Payroll

0609-0613	01/15/2016	Mid Month Payroll	5,100.00
0614-0620	01/31/2016	Month End Payroll	<u>14,489.40</u>
Total for Payroll:			\$19,589.40

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Town of Sedgewick - Council Committee Reports to February 18th, 2016

Mayor P. Robinson reported attendance to the following:

Flagstaff Intermunicipal Partnership (FIP) Committee Meeting, February 8th, 2016:

- It was moved and approved to have a financial review process included in the financial statements process due to the projected amounts of money involved. This was to alleviate concerns of the managing partner as to transparency.
- What little feedback received regarding regional governance press release was positive. While it is felt that many citizens probably don't really understand it, there has so far been nothing negative. It was felt that we still have considerable work to do to educate the electorate for them to buy in.
- It was moved to put the consultation hiring process to open tender as per the North West Partnership Trade Agreement as it will clearly exceed the \$75,000 upper limit. This will ensure avoiding negative potential legal ramifications otherwise, with the accompanying negative press.
- It was discussed and decided that we wait until we know more about the awarding of further grant monies before we establish just how many municipalities are absolutely committed to regional governance with their own funds if needs must.
- There was a budget revision due to the managing partner having to commit more time to FIP. It was estimated at a 1/2 position, which will translate into a \$2,557.29 increase to Sedgewick's budget.
- SCADA System Update - it was moved that FIP recommend that each Council undertake an approximate \$5,800 expenditure per water plant to properly bring SCADA to operation within our region.
- SCADA will soon be on Fibre optic internet, it was discussed how to bring same service to our communities at large. The CAO's from Hardisty and Daysland are going to research this on our behalf and will have a report/update in the near future.
- Next meeting April 11th, 2016 at 7:00PM at the County Office, or at the call of the Chair in emergent need.

Clr. S. Higginson reported attendance to the following:

Flagstaff Regional Solid Waste Management Association (FRSWMA) Meeting, January 25th, 2016:

- M. Hampshire presented a power point overview showing the dramatic changes and areas of improvement undertaken at the landfill in 2015;
- Approval of the 2016 draft budget was received from all 12 members. A motion by vice chair W. Lindseth "...that FRSWMA ratify the full 2016 budget (\$2,498,100) and approve implementation of the Final 2016 Operating Budget.";

Town of Sedgewick - Council Committee Reports to February 18th, 2016

- The 2015 year over year Consumers Price Index Information (CPI) providing the basis of the annual COLA for staff salaries was reviewed. The 2015 CPI is 1.5% for Alberta and has been applied to the standard salary grid. A motion was made and approved;
- The question was raised as to if FRSWMA was awarded the disposal of asbestos and general waste material resulting from the demolition of Flagstaff Lodge; nothing has been confirmed to date however the landfill site has the capacity to handle all materials;
- Next regular meeting - February 22nd, 2016;
- Regular meeting and audit review - March 21st, 2016.

No report submitted: Clr's C. Rose, G. Sparrow, G. Imlah, S. Levy, T. Schmutz

Town of Sedgewick Public Works Report – Period Ending February 18th, 2016

An update on public works activities up to February 18th, 2016.

- General duties and activities.
- Electrical upgrades were completed to the shop including installation of a new electrical panel and wall receptacles. One remaining receptacle will be installed in conjunction with the new door opener.
- In 2015 the valve actuator for the UV drain was repaired. The actuator valve jammed and cracked the main body. After much discussion they have agreed to replace the actuator at no cost with a savings of \$1,200 - \$1,800.
- Lambourne Environmental will be providing a quote for cleaning the lagoons and replacing gates within the next few days.
- February 2nd, 2016 - Training session with Alvin Beiers on the water plant, lift station and lagoon operations – Technical Summary provided under CAO Report.
- Installation of heat tape in the storm drain and under the sidewalk in front of 5103-51 Avenue has successfully eliminated freeze up in that area so far this winter.
- February 9th, 2016 - Ice and snow was removed from the problem areas of the recreation centre roof. Inspected for problems that may have occurred; everything appears to be in good shape.
- Both restrooms in the curling viewing area of the recreation centre required a clean out with the power auger due to back up.
- The Zamboni pit was not keeping up to the capacity of melting snow. Cleaning the pipes for heating resolved the issue as they were packed with sludge.
- Ongoing road maintenance.

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Town of Sedgewick - CAO Report – Period Ending February 18th, 2016

January 29th – CAO Meeting, Flagstaff County Office – Meeting notes attached.

February 3rd – Capital Upgrades, Sedgewick Rec Centre Heating System:

In attendance with C. Maertz, C. Polege, D. Johnson, B. Polege. We met with K. De gong, Gateway Mechanical to assess the heating system at the Sedgewick Recreation Centre.

De gong will be preparing a quote for the following:

- Replacement of the rooftop heating unit over the bowling alley.
- Consideration of a combination unit that will heat/cool both the curling lounge and library.
- Replacement of the rooftop heating unit over the curling lounge (needs assessment required).
- Installation of a rooftop combination unit for the library. If we are unable to run the curling and library with the same unit a structural engineer will be required to confirm load limits etc.
- It was recommended that all thermostats be replaced and upgraded from mercury.

February 4th – Triathlon Planning Meeting, Sedgewick – meeting notes attached.

February 4th – Municipal Affairs, Dispute Resolutions Conference Call

Municipal Affairs, S. Armstrong, Flagstaff County CAO and I completed a follow up on the next phase of negotiations regarding the Fire Services Agreement. It was agreed by all parties to move forward while reminding all elected officials of the importance of relationship building and service provisions.

February 9th – In house GIS Training – ongoing support and updates as per Phase I of the agreement.

(12) Administration

- Two Cheques were received from the Battle River Community Foundation on January 27th, 2016:
 1. Sedgewick Fire Dept. - \$1,700 towards the purchase of a light bar.
 2. Sedgewick Cemetery - \$1,000 for a memorial bench.
 - Both items have been ordered.
- Bylaw #516 was reviewed with the Sedgewick Ag Society in an effort to continue with Recreation Funding Application process. This matter will be addressed later in the agenda as a business item.
- Completed the 2015 year-end financial audit. Once the audit is reviewed and approved by council we can complete all remaining reporting requirements.
- T4's were prepared and issued.
- Preliminary notices were sent to parties who have tax arrears and may be subject to tax sale in accordance with the M.G.A.:
 1. One property is subject to tax sale in 2016.
 2. We will begin tax sale notification on three properties in 2016.

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Town of Sedgewick - CAO Report – Period Ending February 18th, 2016

- We are obtaining quotes for the installation of a handicapped door opener at the Town Office.

(23) Fire

- Fire Chief Hebert, Deputy Chief McArthur and K. Cannady, Flagstaff County completed a mediation process which was facilitated by Municipal Affairs. Mediation addressed conflicts associated with the Fire Services Agreement. Communication was identified as a priority area for improvement. Both parties will be working on projects to improve scheduling and communications. K. Cannady will be recommending that Flagstaff County Council sign the Fire Services Agreement with the Town of Sedgewick.
- T. Armitage advised that he will not be proceeding with his Investigator/Inspector training as offered by the Town at this time. Any courses will be completed personally.
- Fire Chief Hebert submitted a request that was not accounted for in the preliminary municipal budget to run an \$300 training course for seven local members. It will cost approx. \$4,240 in total to run this course; \$2,000 was budgeted for T. Armitage's training. This funding could be transferred and the additional costs will be submitted to council in a revised municipal operating budget.

(26) By-law Enforcement

- Twenty-seven infractions were issued in accordance with Dog Control Bylaw #464 for non-licensing on February 2nd, 2016; seventeen have complied to-date.

(32) Public Works

- A contract was signed with ATAP Infrastructure Management Ltd. to provide in house training at the Water Treatment Plant/Lift Station and Lagoons. A. Beier, Water Operations Specialist came to site and complete a thorough overview with the public works department:
 - Water Treatment
 - Reviewed filters, backwashing (frequency);
 - Pressure, flow, volume;
 - Maintenance, recharging potassium;
 - Replacing potassium permanganate with chlorine;
 - Position of turbidity monitor (as per Approval requirements);
 - Reviewed reservoir cleaning;
 - Water well maintenance.
 - Lift Station:
 - Addressed the use of enzymes;
 - Provided suggestions for cleaning the wet well.
 - Wastewater Lagoons:
 - Managing lagoons once gates are repaired;
 - What should be done with the last cell
 - Status on Federal WSER applicability.

*The technical summary is attached with a variety of recommendations to improve our operations that we have begun implementing.

Town of Sedgewick - CAO Report – Period Ending February 18th, 2016

- We are obtaining quotes to have the lagoons cleaned a more detailed presentation will be forthcoming.

Attachments:

1. January 29th, 2016 – CAO Group Meeting Notes – no action required.
2. Regional Water Operator's Job Description
3. February 4th, 2016 Triathlon Meeting Notes
4. February 8th, 2016 – FIP Meeting Notes – ACTION REQUIRED
5. 2016 FIP Budget – *revised* – ACTION REQUIRED
6. Energy East Endorsement
7. ATAP Technical Summary
8. Action Items List – no action required.

CAO Meeting Notes – January 29, 2016 at 9:00 a.m.

Held at Flagstaff County

Attendance

Amanda Davis	Town of Sedgewick
Debra Moffatt	Village of Forestburg
Shelly Armstrong	Flagstaff County
Amanda Howell	Village of Heisler
Rod Krips	Town of Daysland
Sandy Otto	Town of Hardisty

Advisors:

Tim Morrison	13 Ways Inc.
George Federuik	2 nd Floor Computers Inc.

Absent:

Jacquie Zacharuk	Village of Alliance
Kim Borgel	Town of Killam
	Village of Loughheed

1. Additions/Changes to Agenda

- a. Additions: Funding Initiatives for Libraries
- b. Water Plant Inspections/Drinking Water Safety Plans
- c. Recreation Funding
- d. Move Revised 2016 Budget and Requisition to end of meeting

2. Meeting Notes & Information

- a. January 14, 2016 CAO Meeting Notes
 - b. Unaudited Financial Statements as at December 31, 2015
- No questions or concerns arising from these documents

3. Regional Governance Project

Discussions were held with Tim Morrison regarding potential funding for the Regional Governance Project. Concerns were raised about:

- Was \$150,000 was too much funding for the Regional Economic Development Plan component;
- Would billing from consultants adequately break out what goal of the project they pertained to;
- We wanted to ensure that each grant received was appropriately accounted for to ensure that reporting to the province was correct

The CAOs present felt that the project was of sufficient importance to fund internally if necessary, this will be taken back to the elected officials pending the outcome of the grant applications.

Recommendation from CAO Group: To retain 13 Ways Inc. for the entire scope of the Regional Governance Project and to request that 13 Ways Inc. prepare a contract which provides clauses to cancel the project if funding is not granted by the Province of Alberta.

The CAOs then confirmed to Tim that communications has already become an issue for some of the municipal partners and that the development of a clear and concise communications strategy needs to be a priority for the project.

Tim Morrison was thanked for his time and left at 10:05 a.m.

Regional SCADA System

Sandy Otto, Town of Hardisty, with the assistance of George Federuik of 2nd Floor Computers Inc. provided clarification on the cost of moving the SCADA server from Flagstaff County to the Town of Hardisty, as well as the cost of ongoing IT maintenance for the system.

The major reason for the move is to ensure that the regional SCADA system has a secure form of communication in place. The Town of Hardisty will be installing a fiber optics connection in their office that will serve their internet. The fiber optics system will be a dedicated system and will provide a much more secure and stable wireless internet connection than can be obtained at the County office. The anticipated cost of the fibre optics connections would be approximately \$15 per month for the system. It was also determined that the server is now 5 years old and is in need of an upgrade, 2nd Floor Computers Inc. provided a cost breakdown of a new server.

All information provided was in relation to the server and other associated hardware and does not reflect the potential need for a maintenance contract with Nason to ensure that the actual SCADA programming is operating correctly and has updates installed as required.

FIP Costs are broken down as:

Infrastructure Network Upgrades for Server Move	\$2,206.40
Manpower to move server (if no maintenance contract in place) \$175/hr/technician + travel of \$0.75/km and \$75/hr/technician (no Project time requirement was provided)	
Server Upgrade to a Standard Rack Mount Server	\$8,988.00
Manpower to set up server (if no maintenance contract in place)	\$7,775.00

Individual Municipal Costs are broken down as:

Sonic Wall Replacement (per municipality as required)(approx.)	\$1,440.00
Monthly maintenance costs based on a 24/7/365 per water treatment Plant (not including Lougheed & Daysland)	\$311.80

Recommendation from CAO Group: To move the server from Flagstaff County to the Town of Hardisty at a cost of \$2,206.40, to install a new Standard Rack Mount Server at a cost of \$8,988.00 to be funded by each participating municipality on an equal basis.

Recommendation from CAO Group: *To enter into a three (3) year maintenance contract with 2nd Floor Computers Inc. to provide 24/7 365 day/yr maintenance coverage for the SCADA server and each remote workstation at a cost of \$311.80 per month, which cost is to be borne by each individual participating municipality.*

The Town of Hardisty will continue to work on preparing a report on fibre optic service and VOIP options on a regional basis and will bring the information when it is completed.

George Federuik was thanked for his time and left the meeting at 11:30 a.m.

Funding Initiatives for Libraries

Amanda Davis of Sedgewick brought forward the letter from the Town of Hardisty indicating that they were willing to work with the Forestburg Library Board to attempt to develop a regional funding model for library operations. Sedgewick had not received notification of this initiative and questioned where it came from. No action was taken on this issue.

Water Plant Inspections/Drinking Water Safety Plans

Amanda Howell of Heisler brought forward her concerns that the Village of Heisler is currently listed as non-compliant due to their lack of SOP's and a finalized Drinking Water Safety Plan. Discussion ensued as to whether all municipalities should be given an opportunity to join Forestburg, Daysland and Flagstaff County in their Regional Water/Waste Water Operator project. Sandy Otto explained that she might have a staff member that she would be willing to share with the group if the Town of Hardisty was permitted to join the project.

Forestburg will be sending out copies of the job description and a budget for the project to all CAOs so that the possibility of expanding this project would be feasible. Hardisty will be sending out a summary of the documents that have been provided by their staff member so that all parties can see where the benefit might be in joining the project.

Recreation Funding

Amanda Davis of Sedgewick questioned Flagstaff County on recreation funding for 2016. It was explained that the Ag Societies had received letters setting out the funding for this year as well as all additional restrictions and reporting requirements for the grants.

Revised 2016 Budget and Requisition

Debra Moffatt explained that the FIP budget needed to be revisited as the scope of the Regional Governance Project had impacted the amount of time the Coordinator would have to spend working on FIP initiatives. The group was also told that Debra would continue as the FIP Coordinator to ensure the continuity of the project.

It was requested that the project portion of the budget be removed and that an Operating Budget and individual project budgets be developed, as project budgets could have different splits from the regular requisition.

4. **Next Meeting and Host** – to be determined by next FIP meeting.

5. Round Table Discussion

Forestburg was reminded to send out the protocol to Flagstaff County, Village of Alliance and Village of Loughheed as they had not signed the document.

It was recommended that 13 Ways Inc. be invited to the February 8, 2016 FIP meeting to discuss their contract and next steps and that representatives from Municipal Affairs also be invited to the meeting.

No further round table discussions were held.

6. Adjourn at 12:10 p.m.



Job Description

Job title	<i>Regional Water/Wastewater Operator</i>
Reports to	<i>CAO – Managing Partner Municipality</i>
Hours	<i>FT - 40 hours per week</i>

Job purpose

The Regional Water/Wastewater Operator is responsible to:

- Work with the local Municipal Water Operator to ensure that the operation and maintenance of the Water Treatment Facilities in the Villages of Forestburg, Strome and Galahad and the Town of Daysland are being carried out in accordance with regulations;
- Provide coaching, training and support to the local operations in each partner municipality; and,
- Provide and/or schedule cover-off support for partner municipalities during times of staff shortages.

Duties and responsibilities

Scheduling:

- Assist partner municipalities with scheduling of vacation time to ensure that proper coverage is maintained at each site as per regulations;
- Assist partner municipalities with scheduling sampling, testing, and calculations for chemical additions to assure Alberta Environment and Sustainable Resource Development (AESRD) Regulations are met;
- Assist partner municipalities in schedule training sessions to ensure that all on-site operators are trained as required by regulations.

Operations/Maintenance:

- Assists with operations and/or maintenance, both ongoing and emergency, of the water treatment and wastewater treatment facilities in the Villages of Forestburg, Strome and Galahad and the Town of Daysland;
- Works with other onsite operator(s), public works outside staff and departmental administrative staff to ensure that all facilities are operating within regulations;
- Assist onsite personnel to ensure that basic preventative maintenance is carried out at each facility;
- Assists with identification of equipment problems or malfunctions and ensures that qualified maintenance personnel are contacted to deal with the issues;
- Identifies and remedies equipment and facility problems as an ongoing responsibility and in emergency call-out situations;
- Ensure daily (at least 2 time per week per facility or as per license requirements) water and wastewater license compliance. Duties include, but are not limited to:
 - Verifying or undertaking daily water consumption meter readings, water quality and other tests required;
 - Verifying or undertaking daily checking of all water wells; and,
 - Ensuring that weekly bacterial samples are submitted to the testing laboratory as per license requirements.
- Ensure that regular inspections of sewage treatment lagoons are conducted and documented to ensure proper working condition, at least once per week per municipality.

Other:

- Provides timely communicating with AERSD staff on emergencies and routine operational issues;
- Assists on-site staff with concerns raised by utility customers;
- Assists on-site staff with contractors and suppliers;
- Assists on-site operators or other staff in maintaining an up-to-date Water Safety Plan;
- Assists on-site operators/CAO/Foreman with future infrastructure plans for planning and budgeting purposes;
- Assists on-site operators/CAO/Foreman with preparing updates and reports to Council;
- Assists on-site operators or other staff with maintaining up-to-date Safety Plans including Standard Operating Procedures;
- Works with local CAO/Foreman to coordinate required testing on weekends and on days, during the week, when an on-site operator may not be available to perform the testing.

Competencies and Behaviours

The incumbent is expected to demonstrate the following competencies and behaviours in order to successfully meet the requirements of the position:

- A constant awareness of who the customer is, both internal and external, and recognition of the customer's needs at all times;
- Effective interpersonal skills in dealing with staff, the public, and Council, under all types of conditions. Maintains a position and supportive approach.
- Ability to work cooperatively, support in a positive team environment, and share work expertise and knowledge.
- A high degree of personal initiative with good planning and organizational skills.
- Continuing up-to-date knowledge, personnel education and development in applicable trades and utilities to ensure an efficient, cost effective and safe workplace;
- Ensures that all partner municipalities are operating with Occupational Health & Safety regulations and that safety programs are being adhered to by operations staff.

Qualifications

- Grade 12, plus required training in an appropriate trade or trades, or an equivalent combination of education, training and experience;
- Minimum Level I Certificate issues by AESRD in:
 - Water Treatment; and
 - Water Distribution; and
 - Wastewater Treatment; and
 - Wastewater Collection
- Minimum three (3) years' experience in a water or wastewater treatment environment;
- Possess a Class 5 Alberta driver's license with no more than 3 demerit points;
- Possess or being able to obtain certification for WHMIS, TDG and Confined Spaces training;
- Mechanical aptitude and equipment operator experience;
- Good practical knowledge and experience in various trades and utilities;
- Skills involved in operating a municipal public works department and prior related experience is an asset;
- Advanced computer skills;
- Excellent written and verbal skills;
- Excellent organization skills.

Working conditions

This position will require attendance at four (4) different water treatment facilities and four (4) different sewage treatment facilities.

- **Environmental Conditions:**
 - May be required to work outside in all different weather conditions including extreme cold and extreme heat;
 - Potential exposure to unpleasant sights and smells;
 - Potential exposure to dangerous and/or toxic substances;
 - Necessary precautions must be taken to protect eyes, nose and skin from irritation and infection.
- **Sensory Demands:**
 - Potential exposure to unpleasant sights and smells;
 - Potential exposure to dangerous and/or toxic substances;
 - Necessary precautions must be taken to protect eyes, nose and skin from irritation and infection.
- **Mental Demands**
 - Must be able to operate independently and maintain a schedule of delivery, collection and disposal;
 - Problems or inconveniences may result in increased stress to complete tasks in a limited time.
 - Required to supervisor and/or direct others;
 - Must be sensitive to the culture of employees and residents.

Physical requirements

This is a physically strenuous and demanding job which may involve:

- Lifting, pulling and managing equipment and objects, ability to lift 50 lbs.;
- Extended periods of standing;
- Ability to work within confined spaces;
- Working in all weather, must be prepared for both extreme heat and cold;
- Handling of dangerous materials (liquid, vapour or solid forms), must ensure that all activities are completed in a safe and efficient way to eliminate the possibility of contamination and infection of themselves or others.

Direct reports

n/a

Approved by:	<i>Debra Moffatt, CAO</i>
Date approved:	<i>March 17, 2014</i>
Reviewed:	<i>October 13, 2015</i>

The Killam Sedgewick Triathlon Committee meeting was held in the Sedgewick Town Office on Wednesday, February 3rd, 2016.

Present	Amanda Davis Maxine Steil Charlene Sutter Chris Kinzer	Town of Sedgewick Town of Sedgewick Town of Killam Town of Killam
Call to Order	Meeting called to order at 9:30 AM.	
Financial Overview	Revenue and expenses were reviewed. Due to the economic reality today it was decided that we would not be seeking sponsorship for the 2016 Triathlon and will work with funds already available.	
ATA	Alberta Triathlon Association (ATA) benefits and fees were discussed. C. Sutter to register with ATA; the 2016 event will be fully sanctioned. C. Sutter will follow up with the ATA and their offerings once the Killam Sedgewick Triathlon is registered. Base cost for sanctioning - \$266 for the Sprint and \$50 for Try-it portion. Participants Expense - \$20 per day with the potential reimbursement of \$3. C. Sutter to inquire about online payment through the ATA and/or Blitz and report at the next meeting.	
Traffic Control	Traffic control was addressed. <ul style="list-style-type: none">▪ Sedgewick to prepare a letter to Flagstaff County asking for the support of Peace Officer for highway patrol and railway monitoring.▪ Sedgewick to prepare a letter for the Sedgewick Co-op seeking the support of Pilot Truck services during the event.▪ Sedgewick shall notify the RCMP of the event.	
Transportation	Transportation was addressed: <ul style="list-style-type: none">▪ Killam to prepare a letter to Alberta Transportation notifying them of the event and seeking permission to run a leg along highway 13.▪ Killam to prepare a letter to the Canadian Pacific Railway notifying of the event and railway crossing.	
Advertising	Advertising is a substantial expense. In order to keep costs to a minimum we will focus advertising through the ATA, Kijiji and on social media portals. <ul style="list-style-type: none">▪ Sedgewick to develop a Killam Sedgewick Triathlon Facebook Page.▪ Sedgewick to post an ad on Kijiji.▪ Killam to address advertising with the ATA.	
Timing Company	Blitz will be contracted as the timing company for 2016 at a base cost of \$2,200 (utilizing 2015 participant numbers).	
Volunteers	Volunteers must be apprised of expectation at transition points. <ul style="list-style-type: none">▪ Sedgewick to develop volunteer etiquette guidelines to be reviewed with all volunteers.	
Restrooms	Restroom accessibility was discussed. <ul style="list-style-type: none">▪ Sedgewick to send a request to the Sedgewick Rec Centre requesting the facility remain open and restrooms are accessible for athletes and volunteers.▪ Sedgewick to send a request to the Sedgewick Lake Board requesting restroom facilities remain open and accessible for athletes and volunteers. <p>If additional restrooms are required costs will be obtained for porta-potties.</p>	
Transition Stations	Discussion held regarding transition stations. <ul style="list-style-type: none">▪ Swim/bike transition – no improvements required▪ Bike/run transition – additional signage is required to ensure athletes are entering and exiting accordingly with a clear division for Spring/Try-it events. <p>Water stations were discussed; we will offer either bottles of water and/or sample cups at transition points. We will look for someone to donate 100 bottles of water.</p>	

Prizes	<p>Discussion held regarding the further direction of the Triathlon and the crowd we are hoping to attract. It was agreed that we want to diversify the event.</p> <ul style="list-style-type: none">▪ Try-it will be held in an effort to attract new athletes as well as locals;▪ Sprint will be held to appease triathletes from all over;▪ Kids of Steel will be considered for 2017. Contact will be made with the Battle River School Division in the Fall in an effort to work training into the curriculum and/or seek interest upcoming participation. <p>Discussion held regarding prizes for events. No conclusion was met.</p>
Route Map	<p>Discussion held regarding a route map.</p> <ul style="list-style-type: none">▪ Sedgewick to contact DGE 3DMM to inquire map development.
First Aid Station	<p>Discussion held regarding first aid stations:</p> <ul style="list-style-type: none">▪ Sedgewick to contact Flagstaff County and request K. Cannady's support as on route first aid.▪ Sedgewick to contact Dr. Sam and seek his support to provide first aid assistance at the finish line.▪ Each transition point to have a movable first aid kit.
Signage	<p>No addition signage will be required for 2016 – carry forward from 2015.</p>
Participant Bags	<p>Discussion took place on what would be included in participant bags. Some ideas discussed were listed below. Sedgewick to prepare cost estimates accordingly.</p> <ul style="list-style-type: none">▪ Gel pack▪ Water▪ Race belt, water bottle or head buff▪ Local items from municipal offices▪ Recreation passes▪ Sedgewick Lake Camping Pass
Fitness Promotion	<p>Discussion held regarding fitness promotions and how to utilize facilities:</p> <ul style="list-style-type: none">▪ Killam to contact S&M Fitness and see if there are any combination fitness packages that could be arrange and/or programming opportunities;▪ Killam to review pool schedules and look at options for combining stroke improvement with lane swim times.▪ Killam to assess internal capacity to install ropes to ensure athletes are training in similar environments.▪ Killam to assess internal capacity to offer the hot tub and pool to athletes after the event.
Registration Fees	<p>Yet to be determined.</p>
Waiver	<p>ATA has waivers; Killam to review the waivers and determine if they are suitable for our event.</p>
Ceremonial Speeches	<p>Killam to talk to ATA and see if their officials can provide speeches. Local Mayors could be in attendance as local leaders.</p>
Participant Transportation	<p>Killam to arrange and schedule transportation. Andrukow's bus has been booked.</p>
Sound System	<p>Sedgewick to send a letter to the Sedgewick Ag Society requesting the use of the sound system at the finish line.</p>
Barbeque	<p>Sedgewick to send a letter to the Kudu requesting the use of their BBQ at the finish line.</p>
Inventory	<p>Sedgewick to gather an inventory on volunteer t-shirts and promotional bags.</p>
Maintenance	<p>Sedgewick to contact Green Gear in Camrose and encourage their participation at the event.</p>
Next Meeting	<p>The next meeting will be held in Sedgewick on February 19th, 2016 at 1:30 PM.</p>
Adjournment	<p>The meeting was adjourned at 10:45AM.</p>

Flagstaff Intermunicipal Partnership Committee
Regular Meeting held Monday, February 8, 2016 at 7:00 pm
Flagstaff County Administration Building

Attendance:	Voting Members	Bob Coutts, Chair	Village of Forestburg
		Bud James	Town of Killam
		Gunnar Albrecht	Flagstaff County
		Dennis Steil	Village of Heisler
		Dell Wickstrom	Village of Alliance
		Perry Robinson	Town of Sedgewick
		Gail Watt	Town of Daysland
		Susan Armer	Village of Lougheed
	CAOs	Sandy Otto	Town of Hardisty
		Shelly Armstrong	Flagstaff County
		Rod Krips	Town of Daysland
		Debra Moffatt	Village of Forestburg
		Jacqueline Zacharuk	Village of Alliance
	Consultants	Mike Scheidl	Municipal Affairs
		Sara Ahlstrom	Municipal Affairs
		Desiree Kuori	Municipal Affairs
	Observers	Deb Smith	Village of Lougheed
		James Robertson	Town of Daysland
Absent:		Leo Lefebvre	Town of Hardisty
		Amanda Davis	Town of Sedgewick
		Amanda Howell	Village of Heisler
		Kim Borgel	Town of Killam
			Village of Lougheed

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

Agenda Mtn # 16-02-010	Moved by Member Gunnar Albrecht the adoption of agenda with the following additions: 12.1 Fibre Optics Communications 12.2 Battle River School Division
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CARRIED

Minutes Mtn #16-02-011	Moved by Member Perry Robinson the adoption of the minutes of January 14, 2016 special meeting.
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CARRIED

Review of Financial Records Mtn #16-02-012	Moved by Member Perry Robinson to direct Administration to obtain quotes on the cost of a financial review of the Flagstaff Intermunicipal Partnership financial records for the next meeting.
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CARRIED

Information Mtn #16-02-013	Moved by Member Gunnar Albrecht to accept the following items for information purposes:
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- Management Report
- Unaudited Financial Statements as at December 31, 2015
- CAO Meeting Notes – January 14, 2016
- CAO Meeting Notes – January 29, 2016
- Regional Cooperation Work Program Update
- Correspondence from the Town of Daysland, Village of Forestburg, Village of Heisler, and the Town of Sedgewick approving the Regional Governance Project Terms of Reference
- Correspondence from the Villages of Strome and Galahad confirming their dissolution.

CARRIED

Committee of the Whole	<p>Review of feedback received from Regional Governance Project press release:</p> <ul style="list-style-type: none"> • Sedgewick – people were interested in the project, positive response, confirmation that Council is in full support of the project • Daysland – little feedback received, nothing negative, questions raised about when it was going to happen • Alliance – people do not understand or may not want to know at this time, no negative feedback • Heisler – most are accepting of change, not worried • Flagstaff County – no feedback • Killam – no feedback • Forestburg – positive feedback, residents who raised the issue were very supportive of the project
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Request For Proposal – Next Phase of Regional Governance Project Mtn #16-02-14	<p>Discussion was held regarding the need for a public offering of the next Phases of the Regional Governance Project. Municipal Affairs offered their assistance with the preparation of the Request for Proposal</p> <p>Moved by Member Bud James to prepare a Request for Proposal for the next phases of the Regional Governance Project to be publicly offered.</p>
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CARRIED

Regional Governance Project Funding	<p>Potential funding models were presented for the Regional Governance Project showing what the anticipated municipal requisitions would be in the full scope of the project was undertaken with or without grant funding being made available.</p>
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Administration was directed to prepare a budget and requisition excluding the Regional Economic Development Plan and the Regional Infrastructure Assessment components from the project.

Representatives from Municipal Affairs left the meeting at 7:55 p.m.

Revised 2016 Operating Budget and Requisition Mtn #16-02-015	<p>Moved by Member Bud James to accept the 2016 Operating Budget in the amount of \$82,100 and to recommend the budget be approved by each member municipality.</p>
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CARRIED

SCADA Project Budgets and	<p>Sandy Otto reviewed the requirements to move the server and recommended upgrades for the regional SCADA system. 2nd Floor Computers Inc. has recommended:</p>
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Requisitions
Mtn #16-02-016

- Replacement of the existing five year old server and to upgrade to a more powerful server;
- Upgrade local routers and security systems (as required) in each water treatment plant;
- Enter into an IT Maintenance Contract with 24/7/365 coverage at all sites.

Moved by Member Perry Robinson to recommend to each member municipality participating in the Regional SCADA System to approve the following changes to the System:

Move and upgrade the Server from Flagstaff County to the Town of Hardisty;
Upgrade local routers and security protocols; and,
Enter into a one year IT Maintenance Contract with 2nd Floor Computers Inc. to provide IT support for the regional server as well as the equipment at each local water treatment plant on a 24/7/365 basis,

At a cost of not more than \$5,800 to each participating water treatment plant.

CARRIED

Fibre Optic
Communications

Dell Wickstrom requested that FIP consider undertaking a regional Fibre Optics Communications project.

The Town of Hardisty indicated that they had already started researching the potential opportunities as they are currently upgrading their systems to run on Fibre Optics. There were concerns raised that if we moved too early on this, we could be tied into a long term contract with a single provider thus reducing opportunities for us later. Currently Regional Electrification Associations and Coops are looking into fibre optics opportunities and we should possibly wait until some more information is available. There is a risk that wireless service to rural residents/businesses may be affected in urban service was withdrawn from existing systems.

Sandy Otto and Rod Krips indicated that they would bring further information on fibre optics communications to a future meeting.

Battle River School
Division

Chair Bob Coutts indicated that he had been approached by Battle River School Division requesting that they be permitted to meet with the FIP Committee to discuss future plans for the school division.

Battle River School Division is to be invited to the next regular meeting.

Next Meeting

The next regular meeting will be held April 11, 2016 at 7:00 p.m. at the Flagstaff County Administration Building.

Adjournment

As all agenda items had been completed, Chairman Bob Coutts declared the meeting adjourned at 9:04 p.m.

Chairperson

Coordinator

REVISED 2016 BUDGET

		2015 Actual	Approved 2016 Budget	Revised 2016 Budget	
		As at Dec 31, 2015			
REVENUE					
1-61-00-500	ASSESSMENT REV. BOARD	0.00			
1-61-00-550	Return on Investments	-37.34			
1-61-00-750	REVENUE OTHER LOCAL GOVERNMENTS	-69,000.01	-42,440.00	-82,100.00	
1-61-00-840	PROVINCIAL GRANTS	-50,000.00	-30,000.00	-	
1-61-00-945	PARTNER REQUISITION	0.00			
1-61-00-950	WATER OPERATORS CONSORTIUM PROJECT		-2,950.00		
TOTAL REVENUE		-119,037.35	-75,390.00	-82,100.00	
EXPENSES					
2-61-00-110	SALARIES & BENEFITS	3,507.68	-	60,000.00	1/2 time position (wages & benefits)
2-61-00-150	MEETING EXPENSES	1,201.75	2,000.00	2,000.00	Meals, rent, presenters
2-61-00-211	TRAVEL & SUBSISTENCE	1,046.49	4,050.00	4,050.00	FIP Clerk/Coordinator
					2,700.00 ARB/SDAB members
2-61-00-217	TELEPHONE & INTERNET	0.00	-	-	
2-61-00-222	PROFESSIONAL DEVELOPMENT	1,537.10	500.00	500.00	ARB Clerk Refresher
					425.00 Miscellaneous
2-61-00-230	MANAGEMENT & PROFESSIONAL FEES	13,120.00	29,800.00	13,000.00	Management Fee
					3,000.00 Legal & other Prof Fees
2-61-00-245	COMPUTER LEASE	350.00	-	-	(included in mgmt fee)
2-61-00-246	COMPUTER SUPPORT	1,064.85	1,180.00	1,180.00	Muniware
					500.00 Miscellaneous
2-61-00-247	WEBSITE MAINTENANCE	224.50	360.00	270.00	
2-61-00-500	ASSESSMENT REV. BOARD	0.00	-	-	
2-61-00-510	OVERHEAD EXPENSES	0.00	-	600.00	Win/911 Support
2-61-00-511	SUPPLIES	81.74	1,000.00	500.00	
BUDGETED EXPENSES		22,134.11	38,890.00	82,100.00	
ADDITIONAL EXPENSES					
2-61-00-950	WATER OPERATORS CONSORTIUM PROJECT	2,049.88	6,500.00		
2-61-00-951	REGIONAL GOVERNANCE PROJECT	37,125.00	30,000.00		
TOTAL EXPENSES		61,308.99	75,390.00	82,100.00	
NET REVENUE (OVER)/UNDER REVENUE		-57,728.36	0.00	0.00	
NOTES:	Management fee includes telephone & internet charges, postage, photocopy charges, and supervisor fees as provided by the Managing Partner				
	2015 budget included Water Operator Consortium Costs which will be included in project budget, not operating				

REVISED 2016 BUDGET

		2015 Actual	Approved 2016 Budget	Revised 2016 Budget	
		As at Dec 31, 2015			
	<u>Total Equalized Assessment</u>	<u>2016 Requisition</u>	<u>Previously Approved</u>	<u>Difference</u>	
Alliance	\$ 7,857,669.00	\$ 545.54	\$ -	\$ 545.54	
Daysland	\$ 63,509,070.00	\$ 4,409.30	\$ 2,326.21	\$ 2,083.09	
Flagstaff	\$ 775,347,058.00	\$ 53,830.65	\$ 27,736.50	\$ 26,094.15	
Forestburg	\$ 64,887,195.00	\$ 4,504.98	\$ 2,376.69	\$ 2,128.29	
Galahad	\$ -	\$ -	\$ 180.25	\$ (180.25)	
Hardisty	\$ 77,775,248.00	\$ 5,399.77	\$ 2,848.75	\$ 2,551.02	
Heisler	\$ 7,035,693.00	\$ 488.47	\$ 257.70	\$ 230.77	
Killam	\$ 91,546,039.00	\$ 6,355.84	\$ 3,353.15	\$ 3,002.69	
Lougheed	\$ 15,989,234.00	\$ 1,110.10	\$ -	\$ 1,110.10	
Sedgewick	\$ 78,576,080.00	\$ 5,455.37	\$ 2,878.08	\$ 2,577.29	
Strome	\$ -	\$ -	\$ 482.67	\$ (482.67)	
	\$ 1,182,523,286.00	\$ 82,100.00	\$ 42,440.00	\$ 39,660.00	
	0.0000694				



Town of Sedgewick
P.O. Box 129
4818-47 Street
Sedgewick, AB T0B 4C0
Phone: 780-384-3504

January 28th, 2016

The Right Honourable Justin Trudeau, PC, MP
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Dear Prime Minister Trudeau,

Last week, the mayors of the Montreal region announced their opposition to TransCanada's Energy East project. All mayors face the challenge of balancing local concerns with regional and even national needs, and we are sympathetic to the challenges this entails. However, we are writing today to respectfully express our disagreement with Mayor Coderre's arguments and state our support for the Energy East project.

Across the country, the rhetoric over pipelines is increasingly removed from the reality of these projects. Pipelines have proven to be a safe and efficient way to transport a product that every Canadian depends on. Investments in pipeline infrastructure are needed to maintain the competitiveness of an industry that supports Canada's prosperity. Petroleum forms an important part of Canada's trade and investment flows and is an important customer for Canadian manufactured goods and services.

Energy production and oil transformation have long been important elements of Montreal's economic makeup, something that will not change even if the Energy East project is derailed. Instead, the shipment of oil through Montreal and other municipalities will continue by boat, rail and truck. Placing an exaggerated focus on the risks of pipelines is opposed to the kind of evidence-based decision making your government has rightly held up as the standard for public policy. Nor will Canada's failure to invest in new pipelines materially reduce greenhouse gas emissions, as the world will continue to consume petroleum from other sources.

A lack of pipelines export projects like Energy East will be a serve economic blow to communities that depend on the jobs and earnings this project will support. In these times of uncertainty, Energy East is an excellent example of infrastructure spending that provides economic stimulus and middle class jobs. Over the long run, Energy East will enhance the competitiveness of the oil and gas sector, which has deep ties to the economies of our communities in Alberta, Saskatchewan, Ontario, Quebec, and New Brunswick.

Prime Minister, we are not calling on you to give Energy East special treatment. The project must undergo rigorous scrutiny and consultation through the NEB process to determine and plan for potential risks and impacts. However, once that process has been completed and the file has been sent for cabinet for your review, we simply ask that you make that decision based on evidence and the national interest.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Greg Sparrow', with a long horizontal flourish extending to the right.

Greg Sparrow
Deputy Mayor, Town of Sedgewick



**ATAP Infrastructure
Management Ltd.**

ATAP Infrastructure Management Ltd.
500, 9888 Jasper Avenue
Edmonton, Alberta, Canada, T5J 5C6

TEL: 780.451.7666
FAX: 780.454.7698
www.atap.ca

February 8, 2016

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

Re: ADVISORY SERVICES – FEBRUARY 2, 2016

Dear Amanda

As per our proposal and agreement, a site visit was conducted on February 2, 2016, to review operational questions that both Daryl and Brent had. An informative and interactive discussion was had by all and it is believed that all topics of concern listed on the proposal were discussed and addressed. The following is an overall summary of the items discussed and the suggestions provided:

1 WATER TREATMENT

1.1 WATER METERING AND LEAKS

Recent events of high water use, experienced by the Town, were resolved by the eventual discovery of two service connection leaks. Due to the nature of the sandy soils and the high water table, detection of these leaks is more challenging than normal.

Suggestions:

Conduct a periodic Water Audit that reviews and summarizes all water meter readings, including the wells, raw and treated water meters, and all customers. This approach ensures that all or most of the treated water is accounted for.

Continue with private well identification and the Well Abandonment Program to ensure source protection of the Municipal groundwater supply.

1.2 RAW WATER LINE PIGGING AND SUPER-CHLORINATING WELLS

Semi-annual raw water line swabbing is being conducted to control the iron and manganese settlement within the pipe line. A pressure tank truck is being used to provide the required reverse flow and pressure to push the swabs through the pipeline. An inquiry into the use of treated water for this purpose was presented.

Suggestions:

A temporary quick-connection could be made to the treated water line providing that a double-check valve is utilized to ensure that there is no potential backflow issues.

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Town of Sedgewick
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High microorganism growth (bacteria that utilize iron and manganese as a food source), within these types of wells, generally results in biological growth (slime growth) occurring on the well intake screens. This eventually reduces the production rate and can be resolved by retaining a well drilling contractor to acidize the suspect wells. Continued use of this process may result in premature failure of the metal screen components.

Conduct a semi-annual super-chlorination of each of the wells utilizing the Town's own resources. Procedures for this process is clearly identified in the booklet entitled, "*Water Wells...that last for Generations*". Pertinent sections of this document were reviewed. De-chlorination of the disposed super-chlorinated water may be required.

A down-hole camera inspection of each well should be conducted to assess the integrity of the piping and intake screens.

A simple field test can be done on a monthly basis that will monitor for an increase in biological activity and perhaps be used as an indication for initiating a super-chlorination of the wells. Information on the BART (Biological Activity Reaction Test) field test kits was provided.

1.3 GREENSAND FILTER OPERATION

A recent media change in Filter #2 has resulted in some challenges to stabilize the potassium permanganate addition. Continued operational diligence is required to ensure that the filters remain optimized and to prevent any "pink" colour breakthrough from excess addition. Potassium permanganate is currently being added with the use of 3 separate metering pumps and tanks.

Suggestions:

Perform a filter optimization exercise every 2-3 months, whereby potassium permanganate is increased until pink water is detected in the filter effluent. Allow filters to sit ideally for about 2 hours, then backwash and return the potassium pumps back to the previous settings. A trouble-shooting guide, produced by Inversand Company, was provided as a handy reference.

1.4 POTASSIUM PERMANGANATE (KMNO₄) SWITCH TO CHLORINE

Many communities have successfully switched from using potassium permanganate to using chlorine (12% sodium hypochlorite), as the main oxidant for regenerating the greensand media. This would mean replacing the three potassium pumps, with the use of one chlorine pump, and completely eliminate any possibility of pink water episodes.

Suggestions:

Discontinue the potassium permanganate addition and switch to a continuous feed of sodium hypochlorite. The existing 3 potassium pumps and tanks can be cleaned with one being reused and the other two kept

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Amanda Davis
Town of Sedgewick
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as spare pumps. The switch over process would be straight forward and accomplished through the following steps:

- Conduct a filter optimization process as described above.
- Clean the raw water static mixer.
- Install new chlorine feed tubing.
- Restart the plant and commence pumping adjustments of the 12% sodium hypochlorite solution until a minimum of 0.8-1.0 ppm of free residual is detected from each of the filters.
- Once a stable free chlorine reading is obtained, the post chlorine pump can be stopped and used as a booster chlorine addition, if required.
- Installation of a chlorine analyzer, after the filters, would serve as an excellent operational tool to alarm if the chlorine residuals drop below a pre-set level.

Contact Alberta Environment and Parks' Approvals Engineer to determine if an amendment to the Approval is required, prior to the switch. Normally, this is not necessary, but the Approval #1150-02-00 has a clause in Section 4.1.1(b)(ii)(A) that states "pre-treatment with potassium permanganate", which would need to be changed.

1.5 MANGANESE TESTING

Daily manganese testing is completed with the use of a 25 mL sample. Procedures and reagents being used are recommended for a 10 mL sample.

Suggestions:

Conduct testing and the use of a 10 mL sample, as per the recommended analytical instrument procedures. Use of Rochelle salt solution may not be required, but should be confirmed with appropriate testing for manganese "with" and "without" reagent to confirm if the use of Rochelle salt is required.

All manganese waste reagents should be disposed of in a 12% sodium hypochlorite solution prior to dumping into the sink. A larger jug could be used that is filled half full of chlorine with daily reagent wastes poured into the jug. Once the mixture becomes discoloured, drain down sink and refill container again. Ensure that jug is well marked as to the contents.

1.6 STAINLESS STEEL PIPE CORROSION ISSUES

Excessive rusting is occurring on the stainless steel (SS) piping that is connected to the Trojan UV units. Similar staining does not appear to be occurring on the SS Trojan UV unit itself. Corrosion of other electrical components is also occurring, with suspects being the high humidity and chlorine vapors. A de-humidifier unit has been installed, but seems ineffective.



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Amanda Davis
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Suggestions:

Plug off all openings that enter the first reservoir compartment that is located below the building. A potential source of high humidity could be from the filtered water inlet pipe opening. As well, the chlorine solution container should have all lid openings capped.

De-humidification is generally effective at controlling excess moisture in buildings. Installation of a suitable unit, fit-for-purpose, may have to be considered.

1.7 TURBIDITY RELOCATION AND MONITORING

Currently, the online turbidity analyzer is connected to the water immediately after the filters. This has been causing problems with the readings (and false alarms) after certain backwash periods. Operators would like to have the unit moved to a location that is after the UV unit.

Suggestions:

There should be no issue with relocating the sampling point to an area after the UV unit. The current Approval to Operate, #1150-02-00, does not require any monitoring for turbidity. This monitoring was only required to obtain continuous readings for a one year period to justify the filtration exemption (refer to Clause 3.3.2 of the Approval). Although turbidity readings are not an Approval requirement, readings should continue to be used as an indication of operational performance.

1.8 TREATED WATER RESERVOIR CLEANING/INSPECTIONS

The treated water reservoir was last inspected, in 2012, by a diving contractor. Cleaning and video inspection was completed at the time. Question presented was how often this should be conducted?

Suggestions:

Cleaning frequency of treated water reservoirs depends on the treatment process and water supply. Main focus of a cleaning/inspection by divers is not only to clean the reservoirs, but to also have a visual inspection of the structural integrity of the reservoir. Although no specified schedule, recommendations are to have this done, generally, every 2-3 years.

1.9 EMERGENCY FIRE PUMP

The dated engine driven fire pump is slated for replacement with a natural-gas driven electrical generator.

Suggestions:

Electrical generator supply should preferably be capable of operating all components of the waterworks system (wells, treatment plant, and distribution pumps).



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2 LIFT STATIONS

2.1 ENZYME USE

Inquiry into the pros and cons of enzyme use.

Suggestions:

Use of enzymes/actizymes is a site specific preference and depends on the issues encountered. Some municipalities use some form of chemical, but most do not. Except for visual improvements, there is no real way of testing if the product is effective. If grease build-up is an issue within the wet-well, chemicals should be added at that point. In regards to the collection system, a preferred cleaning/maintenance practice would be to discharge the fire-hydrant water, during flushing exercises directly into the sewer system to create a flushing/cleaning action.

2.2 SLUDGE/SCUM REMOVAL

Scum build-up and sludge accumulation is occurring within the wet well and creating some difficulties with cleaning.

Suggestions:

There are several products available that claim to be effective for this type of application. AE suggests that the operators have some detailed discussions with the appropriate suppliers, at the upcoming Banff Seminar.

2.3 PUMP BELTS AND VALVE REPAIR

Lift station operation has been mainly trouble-free, but some maintenance items are required.

Suggestions:

Spare motor belts should be obtained and kept on hand. Faulty valve should be replaced to ensure proper operational control, if required.

As well, any potential leaks could create an issue with the electrical components that are located below ground surface.

3 WASTEWATER LAGOONS

3.1 ANAEROBIC DESLUDGING AND CONTROL GATE REPAIR

Plans are being contemplated to desludge the anaerobic lagoons, remove over-growth of cattails, and repair the manhole structures.

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Suggestions:

Cleaning of the first two anaerobic cells is strongly recommended, while the other two should first have measurements taken to determine the actual volumes present.

3.2 FINAL STORAGE POND CONDITIONS

The wastewater system consists of four anaerobic cells, one facultative cell, and one storage cell. To date, the storage cell has never held any water and is heavily overgrown with cattails and shrubs.

Suggestions:

The impact to the surrounding environment or water table, as a result of the leaking storage cell is unknown. In the past, Alberta Environment and Parks has not required upgrades, unless complaint or environmental issue driven. One approach to determine if there is an environmental impact will be to install a number of monitoring wells around the lagoon cell and record the water depth and quality. Discussions with Alberta Environment and Parks should first be undertaken to get a clear direction on this approach.

4 RECOMMENDATION SUMMARY

4.1 WATER

Water Audit	Conduct an annual water audit to account for all water produced and used.
Private Well Abandonment Program	Continue with private well identification and abandonment program.
Raw Water Line Swabbing	A temporary treated water connection is possible providing backflow prevention device is used.
Super-chlorinating Wells	Should be conducted twice per year; use of a BART field test kit may assist in determining frequency of super-chlorination; disposal of super-chlorinated water should be de-chlorinated.
Greensand Filters	Optimize filters every 2-3 months when using potassium permanganate.
Switch Filter Oxidants to Chlorine	Option available to eliminate potassium permanganate addition and replace with sodium hypochlorite feed as per instructions provided. Consult with Alberta Environment and Parks to determine if prior authorization required.

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Manganese Testing	Use 10 mL of sample for testing as per instructions. Dispose of the manganese waste solutions in an appropriately marked chlorine solution jug.
Pipe Corrosion	Plug all openings in to the reservoir located below the building and plug the chlorine solution lid openings.
De-Humidification	Existing de-humidification unit should be repaired or replaced with appropriate unit.
Turbidity Analyzer	Sample withdrawal location for the analyzer can be switched to after the UV units to eliminate interference from the backwash process.
Treated Water Reservoir Cleaning	Cleaning and inspection of the reservoir should be conducted every 2-3 years.
Emergency Power Generation	Planned power generator installation should consider complete operation of all water production related components.

4.2 LIFT STATIONS

Enzyme Use	No endorsements or recommendations provided. Use of enzyme products is based on site specifics and operational problems experienced.
Collection System Cleaning	Recommend diverting the semi-annual hydrant flush water into the sewer collection system to provide a flushing/cleaning flow.
Sludge Removal	Devices and chemicals are available for this purpose and recommend further information obtained from suppliers at the Banff Seminar.

4.3 WASTEWATER LAGOONS

Desludging Anaerobics	Planned desludging and cattail removal project is recommended.
Control Gate Repairs	Planned control gate repairs are recommended.
Final Storage Cell Exfiltration	Groundwater monitoring wells could be installed to determine the environmental impact of the exfiltration from the storage cell. Recommend prior discussions with Alberta Environment and Parks to determine best course of action.



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ATAP is pleased to have been able to provide this technical advice for the operators at the Town of Sedgewick. Should there be any further information required, regarding the suggestions, please advise us, accordingly. We would be happy to assist the Town, with the implementation of the recommendations, if required. You may reach the undersigned at 403-314-5327.

Thank you,

A handwritten signature in black ink, which appears to read 'Alvin Beier', is written over a light blue horizontal line.

Alvin Beier, P.L.(Eng.), R.E.T.
Senior Water Operations Specialist

Council Action Items

21-Jan-16

	For	Item	Action Taken	Date Completed
1	Amanda	Letter to PRL re: appointment of new Rep. S. Levy. To be cc'd to former clr and new clr.	Letter complete and emailed.	22-Jan-16
2	Amanda	Letter to Sedgewick Library Board re. appointment of Rep S. Levy. To be cc'd to former clr and new clr.	Letter complete and emailed.	22-Jan-16
3	Amanda	Letter to S. Hall Board re. appointment of Rep. T. Schmutz. To be cc'd to new clr.	Letter complete and emailed.	22-Jan-16
4	Amanda	Email to Sgt. Re. appontment of new CAC rep.	Confirmation emailed.	22-Jan-16
5	Amanda	Letter to SKNGS re: new rep appointments.	Letter complete and emailed.	22-Jan-16
6	Maxine	Register S. Levy for Learning Invitation FCAL.	Registered and confirmation emailed to SL.	22-Jan-16
7	Amanda	Follow up with Rec Board re: lego	Request sent via email to CG, KS, CP, GS.	22-Jan-16
8	Amanda	Register S. Higginson for MA Workshop.	LP to issue payment.	
9	Amanda	Letter to FIP re: approval of TOR, sign off on grant applications.	Both completed and submitted via email.	22-Jan-16
10	Amanda	Letter to SGC re. 2016 budget approval.	Complete and emailed.	22-Jan-16
11	Amanda	Set up a meeting to negotiate the banking contract.	Complete and emailed.	22-Jan-16
12	Amanda	Update personnel policies as approved.	Complete	25-Jan-16
13	Amanda	Donation policy - to be placed on Sept. agenda for council comment and consideration.	Complete	25-Jan-16
14	Amanda	Tender the planning contract to MPS.	Researched and RPD sent to 3 firms.	27-Jan-16

15	Amanda	Conditions letter to TBG.	Complete, mailed and emailed.	25-Jan-16
16	Amanda	Meeting schedules to Clr.s.	Emailed to TS & SL.	22-Jan-16

An Organizational Meeting of Sedgewick Town Council was held on the above date with the following members present: Mayor P. Robinson, Clr.'s C. Rose, G. Imlah, S. Higginson, T. Schmutz and S. Levy ; also in attendance, CAO Davis and Recording Secretary M. Steil. Clr. G. Sparrow was absent.

Call to Order: Mayor Robinson called the meeting to order at 6:00 PM.

Oath of Office: Mayor Robinson performed a swearing in ceremony of T. Schmutz and S. Levy

Committee Appointments:

2016.01.01: MOTION: by Clr. G. Imlah 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	
Greg Sparrow, Shawn Higginson, Tim Schmutz	Policy Review Committee
Economic Development	
Council	Economic Development Public Relations Citizen Complaints
Protection to Persons and Property	
Tim Schmutz	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	
Tim Schmutz Greg Sparrow Grant Imlah	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	
Greg Sparrow Tim Schmutz Shawn Higginson	Sedgewick Killam Natural Gas System – <i>Quarterly</i>
Shawn Higginson	Flagstaff Regional Solid Waste Management Association – <i>fourth Monday</i>
Parks, Recreation and Culture - Town Parks and Town owned Facilities	
Cindy Rose Stephen Levy Shawn Higginson	Sedgewick Beautification – Parks & Signage
Greg Sparrow	Sedgewick & District Recreation Board – <i>third Monday</i>
Shawn Higginson	Sedgewick Golf Club
Cindy Rose	Sedgewick Lake Park Committee– <i>call of chair</i>
Stephen Levy	Sedgewick Library Board – <i>second Thursday</i>
Stephen Levy	Parkland Regional Library Board - <i>quarterly</i>
Tim Schmutz	Sedgewick Community Hall Association – <i>call of chair</i>
Tim Schmutz Stephen Levy Grant Imlah	Land Acquisitions Publicity and Promotions Community Growth Land Agreements and Sales Zoning and Land Use Development Agreements and Minimum Standards
Public Health and Welfare	
Grant Imlah	Health Unit contact and communication
Perry Robinson	Flagstaff Family & Community Services – <i>second Wednesday</i>

Greg Sparrow	Flagstaff Regional Housing (Lodge) – <i>call of chair – third Tuesday bimonthly</i>
Perry Robinson Cindy Rose Stephen Levy	Sedgewick Cemetery
Economic Development	
Cindy Rose Perry Robinson (alt.)	BRAED – Battle River Alliance Economic Development
Perry Robinson	FIP - Flagstaff Intermunicipal Partnership – <i>second Monday</i>
Perry Robinson	Mayors Meetings – <i>Monthly</i>


Adjournment:

2016.01.02:

MOTION by Mayor P. Robinson for adjournment at 6:07 PM.

CARRIED.

Perry Robinson, Mayor



Amanda Davis, CAO

18-Feb-16
Mayor

18-Feb-16
CAO

The Regular Meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday, January 21st, 2015 at 6:00 pm.

Present	Perry Robinson	Mayor
	Grant Imlah	Councillor
	Cindy Rose	Councillor
	Shawn Higginson	Councillor
	Stephen Levy	Councillor
	Tim Schmutz	Councillor

Absent	Greg Sparrow	Councillor
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Present	Amanda Davis	Chief Administrative Officer
	Maxine Steil	Recording Secretary

Call to Order Mayor Robinson called the meeting to order at 6:07 PM.

Agenda

2016.01.03 MOTION by Clr. S. Higginson that the agenda be approved with the following additions:

Committee Reports – Mayor P. Robinson

CAO Report – January 14th, 2016 Flagstaff Intermunicipal Partnership (FIP) minutes – revised.

Business:

B7. Direct Control - PRT NE8-44-12 W4M – 2015-19 DEMO Review CARRIED.

Correspondence

Town of Killam A letter was received from the Town of Killam regarding the Regional Governance Study and recommendations from FIP.

Interagency The Interagency meeting minutes of the January 5th, 2016 were reviewed.

Flagstaff Community Adult Learning Flagstaff Community Adult Learning sent an invitation to their “Community Conversation about Learning” on January 27th, 2016; Clr. S. Levy to attend.

Royal Canadian Legion The Alberta-Northwest Territories Command of The Royal Canadian Legion “Military Service Recognition Book” sought municipal support through advertisement.

ACSRA Alberta Centre for Sustainable Rural Communities (ACSRA) provided notice to a variety of workshops being held to address Regional Governance.

2016 Alberta Smart City Symposium The 2016 Alberta Smart City Symposium will be held on April 12th-13th, 2016.

FRHG The Flagstaff Regional Housing Group (FRHG) November 10th, 2016 Organizational meeting minutes were reviewed.

FRHG The FRHG November 10th, 2015 meeting minutes were reviewed.

Rec Board The Sedgewick Recreation Board’s October 4th, 26th, November 16th and December 14th, 2015 meeting minutes were reviewed.

Municipal Affairs Alberta Municipal Affairs submitted their 2016 training schedule; Clr. S. Higginson to attend a workshop on the Essentials of Municipal Collaboration on March 7th, 2016 in Edmonton.

LOC A list of correspondence items was reviewed by council as per the list attached to and forming part of these minutes.

2016.01.04 MOTION by Clr. T. Schmutz to accept correspondence items and file as information.

CARRIED.

Delegation

Entrance S. Petiot, CGA and C. McArthur, Recreation Centre Treasurer entered the meeting at 6:38PM.

Rec Audit The Sedgewick & District Recreation Board’s Unaudited Financial Statement for the year

ending August 31st, 2015 was presented.

Departure	S. Petiot and C. McArthur departed at 6:48 PM.
2016.01.05	MOTION by Clr. C. Rose that council approves the Sedgewick & District Recreation Centre's Unaudited Financial Statement for the year ending August 31 st , 2015 as presented. <u>CARRIED.</u>
Delegation - TBG Entrance	T. Beesley and J. Davis of the Bethany Group (TBG), entered the meeting at 6:54 PM.
Development	TBG Representative addressed conditions placed on Demolition Permit 2015-19DEMO.
Departure	T. Beesley and J. Davis departed at 7:05 PM.
Withdraw	Pursuant to Section 172 of the Municipal Government Act (MGA), Clr. C. Rose withdrew from discussions on the next item of business.
Accounts	Council reviewed the issuance of General Cheques and Payroll Cheques for the month ending December 31 st , 2015 as attached to and forming part of these minutes.
2016.01.06	MOTION by Mayor P. Robinson to approve issuance of General Cheques #4355-4428 totaling \$202,966.46 and Payroll Cheques #0568-0608, totaling \$46,354.03 for the month ending December 31 st , 2015. <u>CARRIED.</u>
Entrance	Clr. C. Rose resumed discussions.
Committee Reports	Council provided written committee reports to January 21 st , 2016 as attached to and forming part of these minutes.
BRAED	Clr. C. Rose provided a verbal report on the January 21 st , 2016 Battle River Alliance for Economic Development (BRAED) meeting.
SPL	Clr. S. Higginson provided a verbal report on the January 19 th , 2016 Sedgewick Public Library (SPL) meeting.
Rec Board	Clr. G. Imlah provided a verbal report on the January 18 th , 2016 Sedgewick Rec Board meeting.
2016.01.07	MOTION by Clr. S. Levy that the Committee Reports be approved as presented. <u>CARRIED.</u>
Public Works Report	A written Public Works report was provided to January 21 st , 2016 as attached to and forming part of these minutes.
2016.01.08	MOTION by Clr. C. Rose that the Public Works report is approved as presented. <u>CARRIED.</u>
Recess	
2016.01.09	MOTION by Mayor P. Robinson to recess the meeting at 7:58 PM. <u>CARRIED.</u>
2016.01.10	MOTION by Mayor P. Robinson to reconvene the meeting at 8:03 PM. <u>CARRIED.</u>
CAO Report	CAO Davis provided a written Administrative report to January 21 st , 2016 as attached to and forming part of these minutes.
FIP	Council discussed the status of the Regional Governance Project and their commitment level to the project.
2016.01.11	MOTION by Mayor P. Robinson that the Regional Governance Project Terms of Reference be approved as presented and recommended by FIP. <u>CARRIED.</u>
2016.01.12	MOTION by Clr. S. Higginson authorizing signatures to an Alberta Community Partnership application for the development of a Regional Economic Development Plan and further that the Town of Sedgewick be named the managing partner in accordance with the Regional Governance Project. <u>CARRIED.</u>

2016.01.13	MOTION by Mayor P. Robinson that the CAO report be approved as presented. <u>CARRIED.</u>
Minutes	Council reviewed the minutes of the December 17 th , 2015 regular council meeting.
2016.01.14	MOTION by Clr. G. Imlah that the minutes of the December 17 th , 2015 regular council meeting be approved as presented. <u>CARRIED.</u>
Minutes	Council reviewed the minutes of the December 17 th , 2015 Public Hearing.
2016.01.15	MOTION by Clr. C. Rose that the minutes of the December 17 th , 2016 Public Hearing be approved as presented. <u>CARRIED.</u>
<u>Business</u>	
SGC	The 2016 proposed Sedgewick Golf Club (SGC) budget was presented.
2016.01.16	MOTION by Clr. T. Schmutz that council approves the 2016 SGC's budget as presented. <u>CARRIED.</u>
Policy C2.	A discrepancy was identified pursuant to the banking service contract with Vision Credit Union (VCU).
2016.01.17	MOTION by Mayor P. Robinson directing administration to negotiate with VCU on the existing banking service contract and if unable to resolve the issues that administration prepare a proposal and retender for municipal banking services. <u>CARRIED.</u>
Unbudgeted Exp. Policy C.2.f	Council reviewed Unbudgeted Expenditure Policy C.2.f pursuant to motion #2015.12.394.
2016.01.18	MOTION by Clr. G. Imlah that Policy C.2.f remains unchanged. <u>CARRIED.</u>
Personnel Committee Policy B.6	Discussion held regarding the validity of Policy B.6.
2016.01.19	MOTION by Clr. G. Imlah that council rescinds Policy B.6 effective immediately and that Policy C.2.g Operating Budget Preparation be approved as presented. <u>CARRIED.</u>
Donation Policy C.6	Council reviewed Donation Policy C.6 pursuant to motion #2015.12.355.
2016.01.20	MOTION by Clr. S. Higginson that council defers discussions regarding Policy C.6 to the September 15 th , 2016 regular council meeting with the proviso that council considers further improvements and implications. <u>CARRIED.</u>
West Central Planning Agency (WCPA)	Council reviewed the Municipal Planning Services Agreement with WCPA.
2016.01.21	MOTION by Clr. S. Levy directing administration to develop a proposal for municipal planning services in accordance with Section 625 of the MGA and tender for quotes. <u>CARRIED.</u>
Direct Control – PRT NE8-44-12 W4M	Council discussed conditions placed on Demolition Permit 2015-19DEMO.
2016.01.22	MOTION by Clr. S. Levy that council revise conditions placed on Demolition Permit Application (2015-19DEMO) to state: <ol style="list-style-type: none"> 1. That the Registered Owner/Applicant be responsible for all costs incurred for the disconnection of all municipal services which includes, water, sewer and gas. <p>AND</p> <p>Having heard the delegation of T. Beesley and J. Davis of TBG that council rescinds “<i>that all existing hardscapes being parking lots, parking pads, sidewalks and curbs be removed and the land be fully remediated to its original grassy state</i>” to further read:</p> <ol style="list-style-type: none"> 2. That council accepts TBG's explanation and hereby permits that the shed and parking pad remain on the southwest of the property; AND 3. That after much consideration council deny TBG's further explanation to rescind condition 2 (original) and that all remaining hardscapes being the southeast parking lot, sidewalks and curbs be removed and the land be fully remediated to its original

grassy stated.

CARRIED.

Round Table


A round table session was held; discussion ensued.

**Adjournment
2016.01.23**

MOTION by Mayor P Robinson for adjournment at 10:04 PM.

CARRIED.

Perry Robinson, Mayor



Amanda Davis, CAO

Request for Decision (RFD)

Topic:	Regional Fire Chief Agreement
Initiated by:	Regional Emergency Services Committee (RESC)
Prepared by:	Flagstaff County
Attachments:	Regional Fire Chief Agreement

Recommendations:

That Council authorizes signatures on the Regional Fire Chief Agreement effective immediately.

Background:

In 2011 discussions took place at the RESC level regarding the appointment of a Regional Fire Chief. The appointment was intended to support and compliment the Fire Services Agreement between Flagstaff County and each Town and Village within the region.

Kim Cannady, Flagstaff County was dually appointed the Regional Fire Chief by Flagstaff County. Town Council met with the Sedgewick Volunteer Fire Department in 2012 to seek their input and feedback as per the proposed agreement; the department was in favor of the agreement. The original agreement was executed on August 17th, 2012 which has since expired.

Current:

After fulfilling mediation requirements and resolving conflicts resulting from the Fire Services Agreement, Administration and Fire Chief Hebert recommend signing the Regional Fire Chief Agreement. Not only is there value to having local expertise it is important to keep relationships active.

Brief highlights of the agreement:

- If executed Flagstaff County offers the experience and expertise of the Regional Fire Chief to members free of charge;
- The Regional Fire Chief is responsible to provide assistance with training;
- The Regional Fire Chief has authority to take scene command within Sedgewick Corporate limits if this is requested by senior fire personnel or if there is immediate danger and the scene is "out of control". If the Regional Fire Chief takes scene command he must provide the municipality with a written report explaining the actions.

**note – it is not mandatory to sign the proposed agreement.*

REGIONAL FIRE CHIEF SERVICES AGREEMENT

THIS AGREEMENT made this _____ day of _____, 2015

BETWEEN:

FLAGSTAFF COUNTY
(the "County")

AND:

(the "Municipality")

WHEREAS the County employs the Regional Fire Chief;

AND WHEREAS the Municipality employs its own fire chief, but desires to obtain the services of the Regional Fire Chief to assist the Municipality and its fire protection services within the Municipality's municipal boundaries;

AND WHEREAS the County is willing to cause the Regional Fire Chief to assist the Municipality and provide services to the Municipality under the terms and conditions contained herein;

NOW THEREFORE IN CONSIDERATION of the sum of one dollar (\$1.00), the receipt and sufficiency of which is acknowledged, and the mutual covenants, terms and conditions contained herein, the parties hereto agree as follows:

ARTICLE 1

1.1 Definitions

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

- (a) "Fire Call" means each occasion on which the Municipality responds to a request for fire suppression and associated loss mitigation services within the Service Area;
- (b) "Incident Command" means control and command at a Fire Call and the ability to provide instructions to the Municipality's fire fighters;
- (c) "Regional Fire Chief" means the employee of the County who is designated the regional fire chief, and has the appropriate training and qualifications to act as the Regional Fire Chief, which may include the following qualifications: 1001 Level 2 Fire Fighter, Fire Officer training, and Safety Codes Officer (Fire);
- (d) "Service Area" means the municipal boundaries of the Municipality, as may be amended from time to time; and
- (e) "Services" means the assistance, advice, and training related to those activities reasonably related to fire suppression and associated loss mitigation provided by the Regional Fire Chief and/ may involve the Regional Fire Chief assuming Incident Command at a Fire Call, as determined necessary in the Regional Fire Chief's sole discretion.

ARTICLE 2

2.1 Engagement

The Municipality hereby authorizes the Regional Fire Chief to provide the Municipality with the Services within the Service Area and the Municipality hereby grants the Regional Fire Chief permission to provide the Services to the Municipality within the Service Area.

2.2 Term of Agreement

This Agreement shall continue in full force and effect for a period of three (3) years from the 1st day of January, 2015, until the 31st day of December, 2017 (the "Term"). Notwithstanding the foregoing, the County has an option to renew this Agreement on the same terms and conditions, except the option to renew, for an additional term of three (3) years by providing written notice to the Municipality if its intention to renew at least 90 calendar days prior to the expiry of the initial Term.

2.3 Purpose of Agreement

The parties acknowledge and agree that the purpose of this Agreement is to allow the Municipality to benefit from the Regional Fire Chief's expertise and experience. The Municipality shall ensure that it has its own fire chief appointed at all times and the Municipality's fire chief shall be responsible for all aspects of supervising and operating the Municipality's fire protection services to the same standard as a prudent municipality would provide within the Service Area.

2.4 Availability of Regional Fire Chief

The parties acknowledge and agree that the Regional Fire Chief shall not be required to attend any Fire Call or provide Services at any specific times. The Regional Fire Chief may assist the Municipality by providing the Services when the Regional Fire Chief is available to do so, as determined in the Regional Fire Chief's sole discretion.

2.5 No Fees Payable

The parties acknowledge and agree that there shall be no fees or other compensation payable to the County for the Services. The benefit that both parties receive from the Regional Fire Chief providing the Services is the development of improved fire protection services by the Municipality, as the Municipality provides fire protection services to the County within the County's municipal boundaries.

ARTICLE 3

3.1 Covenants of the Municipality

The Municipality shall:

- (a) allow the Regional Fire Chief access to the Service Area to provide the Services at any time;
- (b) notify the Regional Fire Chief of all Fire Calls within the Service Area upon receipt of the Fire Call;
- (c) allow the Regional Fire Chief to assume Incident Command at the Fire Call as required, as determined in the Regional Fire Chief's sole discretion, or as requested by the municipality's fire department and cause all fire fighters and other staff of the Municipality to follow the advice and the direction of the Regional Fire Chief; and

- (d) cause its fire chief and fire fighters to cooperate with the Regional Fire Chief.

ARTICLE 4

4.1 Covenants of the Regional Fire Chief

The Regional Fire Chief:

- (a) may attend any Fire Call within the Service Area to provide Services to the Municipality; and
- (b) may assume Incident Command at any Fire Call, as determined in the Regional Fire Chief's sole discretion; and
- (c) shall cooperate with the Municipality's fire chief.
- (d) will submit a written report to the municipality if the Regional Fire Chief assumes Incident Command without the request from the Municipality

ARTICLE 5

5.1 Termination upon Notice

Notwithstanding any other provisions contained herein to the contrary, either party may terminate this Agreement by providing ninety (90) calendar days written notice to the other party.

ARTICLE 6

6.1 Cure

In the event that one party fails to properly discharge all of its obligations pursuant to this Agreement (the "Defaulting Party"), the party not in default of its obligations (the "Non-Defaulting Party") may terminate this Agreement by delivering notice to that effect to the Defaulting Party. Such termination shall be subject to a thirty (30) day cure period during which the Defaulting Party will be given a reasonable opportunity to cure the default or to provide evidence reasonable satisfactory to the Non-Defaulting Party that all reasonable steps have been taken to cure the default. If the default continues or remains in existence upon the expiry of the cure period, the Non-Defaulting Party may terminate the Agreement in writing effective upon delivery of written notice to the Defaulting Party.

ARTICLE 7

7.1 Municipality's Insurance

Without in any way limiting the liability of the Municipality under this Agreement, the Municipality shall obtain and maintain in force during the Term:

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

- (b) auto liability insurance for all motor vehicles used by the Municipality hereunder with limits of not less than Five Million (\$5,000,000.00) Dollars for accidental injury or death to one or more persons, or damage to or destruction of property as a result of any one (1) accident or occurrence; and
- (c) property insurance for all vehicles used by the Municipality to perform the Services which is Shared Equipment at full replacement cost.

All insurance required to be maintained by the Municipality hereunder shall be on terms and conditions and with insurers reasonably acceptable to the County and shall provide that such insurer shall provide to the County thirty (30) days prior written notice of cancellation or alteration of such policies.

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

The Municipality's comprehensive general liability policy shall contain a cross-liability clause.

From time to time throughout the Term, the Municipality shall furnish to the County certificates, or, if required by the County, certified copies of the policies (signed by the insurers) of insurance from time to time required hereunder and evidence reasonably acceptable to the County of their continuation in force.

If the Municipality fails to satisfy the requirements of Article 7, Flagstaff County may terminate the agreement.

7.2. County's Insurance

Without in any way limiting the liability of the County under this Agreement, the County shall obtain and maintain in force during the Term commercial general liability insurance in the amount of not less than Five Million (\$5,000,000.00) Dollars inclusive per occurrence, against bodily injury, death and property damage, including loss of use thereof.

ARTICLE 8

8.1 Indemnity

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

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

8.2 No Service Level Required

Notwithstanding Section 8.1, the parties acknowledge and agree that the County shall not be responsible or liable for the Regional Fire Chief's failure to respond to any Fire Call or failure to provide the Services. The County's obligations under this Agreement do not involve a promise to deliver Services at any specific time, in response to any Fire Calls, or to provide Services at any specific service level.

ARTICLE 9**9.1** Dispute Resolution

If any dispute arises between the parties with respect to any of the provisions of this Agreement that cannot be resolved by mutual agreement between the parties, such dispute may be referred to non-binding mediation upon the parties' mutual agreement of the mediator. The parties shall each pay half the costs of the mediation.

9.2 If the dispute cannot be resolved in accordance with mediation as set out in Section 9.1 or the parties fail to agree to the identity of a mediator within 30 days of one party giving notice to the other party that they would like to resolve the dispute through mediation, the dispute shall be determined by arbitration in accordance with the following terms and conditions:

- (a) the party desiring to refer a dispute to arbitration shall notify the other party in writing of the details of the nature and extent of the dispute;
- (b) within five (5) days of receipt of notice contemplated in Section 9.2(a), the parties shall agree upon a single arbitrator (the "Arbitrator") and in the event that the parties are unable to agree upon the Arbitrator, the matter shall be referred to the Court of Queen's Bench of Alberta for the appointment of the Arbitrator;
- (c) the decision of the Arbitrator shall be binding upon the parties hereto;
- (d) the cost of each arbitration shall be borne by the party against which the award is made by the Arbitrator, unless the Arbitrator decides otherwise;
- (e) the Arbitrator shall not alter, amend or otherwise change the terms and conditions of this Agreement;
- (f) except as modified herein, the provisions of the *Arbitration Act*, RSA 2000, c. A-43, as amended from time to time, shall apply to any arbitration conducted pursuant to this Agreement; and
- (g) notwithstanding any provision contained herein to the contrary, if any dispute which has been submitted to the Arbitrator has not been determined by the Arbitrator within forty-five (45) days of receipt of the notice to arbitrate, either party at any time thereafter, but prior to a determination being made by the Arbitrator shall have the right of recourse to the Court of Alberta having jurisdiction for the determination of the dispute and upon the commencement of any action for such purpose, the jurisdiction of the Arbitrator with respect of such dispute shall cease.

ARTICLE 10**10.1** Waiver

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

10.2 Unenforceability

If any term, covenant or condition of this Agreement or the application thereof to any party or circumstance shall be invalid or unenforceable to any extent the remainder of this Agreement or application of such term, covenant or condition to a party or circumstance other than those to which it is held invalid or unenforceable shall not be affected

thereby and each remaining term, covenant or condition of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law.

10.3 Entire Agreement

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

10.4 Amendments

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

10.5 Further Assurances

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

10.6 Notices

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

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

Flagstaff County
Box 358
Sedgewick, Alberta
T0B 4C0

Phone: (403) 384-4100
Fax: (403) 384-3635
Email: _____

Attention: Chief Administrative Officer

(ii) the Municipality:

Phone: _____
Fax: _____
Email: _____

Attention: _____

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

10.7 Headings

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

10.8 Singular, Plural and Gender

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

10.9 Assignment

This Agreement shall not be assignable by either party without the prior written consent of the other party which consent may be arbitrarily withheld.

10.10 Enurement

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

10.11 Governing Law and Submission to Jurisdiction

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

10.12 Survival

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

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

FLAGSTAFF COUNTY

Per: _____

Per: _____

Per: _____

Per: _____

Request for Decision (RFD)

Topic: Community Peace Officer Services Agreement
Initiated by: Flagstaff County Council
Prepared by: Flagstaff County
Attachments: 1. Letter from Flagstaff County - Offer to provide free service
 2. Community Peace Officer Services Agreement

Recommendations:

1. That Council accept Flagstaff County's offer to provide Community Peace Officer Services free of charge for one year with a review of services at December 31st, 2016 and that the existing agreement be amended accordingly.

OR

2. That Council continues to contract one hundred (100) hours of Community Peace Officer Services from Flagstaff County in accordance with the Agreement as executed on March 12th, 2015.

Background:

The Town of Sedgewick contracts Community Peace Officer Services from Flagstaff County as per the attached Agreement. One hundred (100) hours are contracted and supplied per year at a cost of \$71.50/hr (\$7,150/annum).

Patrol locations are addressed as Schedule 'A' of the Agreement.

Upon renewal of the Agreement (March 1st, 2015) Town Council made a motion (#2015.03.64) "...that a letter be sent to Flagstaff County Council requesting their support to provide additional patrol hours in front of Central High Sedgewick Public School at their cost."

From my understanding through discussion with S. Armstrong, CAO Flagstaff County – further to such requests for additional patrol hours County Council suggested offering Peace Officer Service free of charge in an attempt to better control personnel's service time and hours.

Current:

On January 14th, 2016 a letter was received from Flagstaff County that they would offer Peace Officer Services free of charge to Town and Villages. This service is being offered for a trial period of one year.

Flagstaff County's CAO advised that municipalities do not have to accept this offer and may still contract their service hours as per the terms of the Agreement; there may however become a time when municipalities are no longer offered contracts.

Financial Implication:

For municipalities that contract Peace Officer Services fine distributions are paid directly to each community. This revenue slightly offsets the expense – should the town accept the free service all fine distributions will be paid directly to Flagstaff County.

Year	Revenue(fines):	Expense(Contract):	Difference:
2015	\$1,592	\$6,041.46	(\$4,449.46)
2014	\$915	\$6,696	(\$5,781)
2013	\$1,983	\$6,464	(\$4,481)

Items for consideration:

PROS:	CONS:
<ul style="list-style-type: none">▪ Provides a glimpse at potential service provisions and may support actions of regional governance.	<ul style="list-style-type: none">▪ Eliminates control and service provision as our municipality will have no say in policing service.
<ul style="list-style-type: none">▪ Considering this service is being offered as a one year trial council will have the ability to evaluate the services offered and determine if it meets or exceeds expectations. Funds could be reassigned.	

Thoughts:

- Why did council enter an agreement for Community Peace Officer Services? What were you hoping to achieve? Should you accept Flagstaff County's offer will you be okay releasing control and allowing County Council and their administration to determine service areas and provisions?
- Flagstaff County commented that they feel Peace Officers could be better utilized if they were making more frequent drives through communities rather than sitting for extended periods of time monitoring the public under the terms of individual Agreements.

January 14, 2016



Town of Sedgewick
Box 129
Sedgewick, AB T0B 4C0

Dear Amanda:

Re: Peace Officer Services

In 2015 County Council approved to offer Peace Officer services to the towns and villages at no cost. Several areas have been reviewed to determine the impact that the "free service" will have.

At the January 13th, 2016 Flagstaff County Council meeting, Council approved to offer the towns and villages a contract for Peace Officer services, at no cost for a trial period of one year.

It was determined that in providing a "free" service to each town and village, there will be no guaranteed patrol hours. It is our estimation that the Peace Officers may be able to provide more frequent patrols through the towns and villages but the length of time in each one may be reduced.

An agreement will be prepared and forwarded for your review and approval. As part of the agreement, we will be including a provision to have fine revenue received by your municipality forwarded to the County.

If you agree to the proposed "no cost" agreement, our current Peace Officer Services agreement with you will be terminated.

If you have any questions, please contact the office.

Yours truly,

A handwritten signature in blue ink, appearing to read 'S. Armstrong', is written over the 'Yours truly,' line.

Shelly Armstrong, CLGM
Chief Administrative Officer

/kk

RECEIVED
JAN 18 2016

THIS AGREEMENT ENTERED INTO this 12 day of March, 2015.

BETWEEN:

FLAGSTAFF COUNTY
A Municipal Corporation in the Province of Alberta
(hereinafter called the "County")

OF THE FIRST PART

- and -

THE TOWN OF SEDGEWICK
A Municipal Corporation in the Province of Alberta
(hereinafter called the "Municipality")

OF THE SECOND PART

COMMUNITY PEACE OFFICER SERVICES AGREEMENT

1. WHEREAS the County has entered and may be entering into employment contracts with Peace Officer(s) to supply Peace Officer Services to the County;
2. AND WHEREAS the Municipality desires to enter into an agreement with the County to obtain Peace Officer Services within the boundaries of the Municipality;
3. AND WHEREAS the Peace Officer(s) employed by the County have been appointed by the Alberta Solicitor General as having jurisdiction to enforce within the boundaries of the County:
 - a.) the following provincial legislation: the Animal Protection Act, the Dangerous Dogs Act, the Environmental Protection and Enhancement Act (Part 9, Division 2), the Gaming and Liquor Act (Part 3, and Part 5 as it relates to the enforcement of Part 3), the Provincial Offences Procedures Act, the Traffic Safety Act, the Petty Trespass Act, the Highways Development and Protection Act, the Prevention of Youth Tobacco Use Act, the Stray Animals Act, the Trespass To Premises Act, and the Tobacco Reduction Act including all amendments and changes to the above, (hereinafter referred to as the "Provincial Legislation")
4. AND WHEREAS Section 42 of the Police Act, Chapter P-17 of the Statutes of Alberta, 2000, requires that an agreement is entered into between the County and

the Municipality respecting the provisions of Peace Officer Services through the employment of Peace Officers.

5. NOW THEREFORE this Agreement witnesses that in consideration of the terms and conditions contained in this agreement, the County and the Municipality agree as follows:

a.) The term of this Agreement shall commence on the date that this agreement is signed, and shall terminate on March 1, 2017, unless further extended by agreement of the parties.

6. The County agrees to supply to the Municipality, Peace Officer Services through the Peace Officer(s) employed by the County. The Peace Officer Services provided to the Municipality shall mean:

a.) Enforcement of the Provincial Legislation within the boundaries of the Municipality.

b.) Enforcement of the Municipal By-laws within the boundaries of the Municipality, with the exception of the Development or Land Use By-Law and the capturing and/or transportation of any stray domestic animals.

i.) The Municipality will provide the County with a list of Municipal By-laws in addition to, written notice advising of any amendments or new By-laws that are coming into force. The County reserves the right to decline the request to enforce a By-law.

c.) Fulfillment of the above to a level of service similar to that provided by the Peace Officer(s) to the County.

7. The County agrees to supply 100 hours per year of Peace Officer Services to the Municipality, as outlined in the Recommended Annual Service Schedule attached as Schedule "A". Should the hours of service supplied in one contract year, exceed the agreed amount, then the excess hours will be subtracted from the hours to be provided in the following contract year, unless otherwise agreed by the County Chief Administrative Officer and the Municipal Administrator.

a.) If the Municipality wishes to change the contracted yearly service hours during the time that this agreement is in effect, the Municipality will advise the County in writing. The County reserves the right to deny any changes in regards to yearly service hours.

b.) If the County wishes to change the contracted yearly service hours during the time that this agreement is in effect, the County will advise the Municipality in writing and the agreed cost to the Municipality will be reduced on a pro-rated basis.

8. The Municipality agrees to pay the County the sum of \$ 7,150.⁰⁰ per year (\$ 595.⁸³ per month) for the services of the Peace Officer(s). The Municipality will be invoiced for the Peace Officer Services monthly. The Municipality shall pay the invoiced amount within thirty (30) days of the invoice date.
9. Time spent traveling to and from the Municipality shall not be included in the calculation of hours of service provided. Time spent during the performance of court duties, administration and disciplinary proceedings stemming from Peace Officer Services provided in the Municipality shall be included in the calculation of hours of service provided.
10. Under circumstances where a Municipality is entitled to receipt of such fines or penalties, the Municipality shall receive all fines or penalties relating to the enforcement of Provincial Statutes and Municipal By-laws as generated from the Peace Officer Service supplied pursuant to this agreement.
11. The County shall add the Municipality as a named insured under the County's general liability insurance policy, for the purposes of the services provided under this Agreement. The County shall maintain this insurance coverage in full force and effect throughout the duration of this Agreement. Costs associated with the implementation of this clause will be included in the monthly rate for services provided.
12. The County agrees to be liable for the actions of the Peace Officer(s) while on duty or otherwise supplying Peace Officer Services to the Municipality pursuant to this Agreement. Subject to other terms of this Agreement, the County agrees to absorb all expenses associated with providing the Peace Officer Services in the Municipality, including office supplies, equipment, training and education, uniforms, travel, employee salary and benefits.
13. The Municipality shall receive from the County, monthly reports on all Peace Officer Services supplied by the Peace Officer(s) to the Municipality. These monthly reports shall include the date and time spent in the Municipality, a description of any incident dealt with, the number of tickets or warnings issued, and the monetary amount of fines issued.
14. The Municipality acknowledges that any complaint received by it with respect to the provision of Peace Officer Services by Peace Officers pursuant to this Agreement shall be immediately forwarded to the County Chief Administrative Officer. Any disciplinary action taken against the Peace Officer(s) as a result of a complaint shall be administered by the County Peace Officer Services Disciplinary Procedure. Should a Peace Officer be suspended or dismissed in accordance with the Flagstaff County Peace Officer Services Disciplinary Procedure, the Peace Officer Services provided, may be reduced on a pro-rated

basis. Should the Peace Officer Services be reduced as mentioned above, then the agreed cost to the Municipality will similarly be reduced on a pro-rated basis.

15. Should Flagstaff County's Authorization to Employ Peace Officers, issued by Alberta Solicitor General be terminated, then this agreement will similarly immediately be terminated.
16. Notwithstanding clause 15 above, either party may terminate this Agreement without cause by providing six (6) months written notice to the other.
17. Notwithstanding clauses 15 and 16 above, this Agreement may be terminated within three (3) months if both parties agree to the termination.

IN WITNESS OF THE FOREGOING, the parties have executed this Agreement, as of the aforementioned day and year.

FLAGSTAFF COUNTY

Per:

Shirley Kuyper

Per:

S. Armstrong

TOWN/VILLAGE OF Sedgewick.

Per:

Cindy Rose, Councillor *CRose*

Per:

Amanda Davis, CAO *Adavis*

Flagstaff County Community Peace Officer Services

Schedule "B"

RECOMMENDED ANNUAL SERVICE SCHEDULE

PLEASE REVIEW AND COMPLETE TOTAL HOURS & FOCUS AREAS FOR EACH MONTH

January

- Periodic patrols during regular business hours

Total Hours Recommended: 8 hours

Minimum Number of Patrols: _____

Focus Area

MacKenzie Drive – during lunch hours

Time Spent: _____

Periodic patrols during regular business hours.

February

- Periodic patrols during regular business hours

Total Hours Recommended: 8 hours

Minimum Number of Patrols: _____

Focus Area

Periodic patrols during regular business hours.

Time Spent: _____

All 4-Way Intersections

March

- Periodic patrols during regular business hours.

Total Hours Recommended: 8 hours

Minimum Number of Patrols: _____

Focus Area

Periodic patrols immediately before/after school and during lunch.

Time Spent: _____

April

- Periodic patrols during regular business hours.

Total Hours Recommended: 8 hours

Minimum Number of Patrols: _____

Focus Area

Main Street during lunch hour (11:30-1:00)

Time Spent: _____

MacKenzie Drive immediately before/after school.

May

- Periodic patrols during regular business hours

Total Hours Recommended: 8 hours

Minimum Number of Patrols: _____

Focus Area

Periodic patrols during regular business hours.
Sedgewick Lake park – occasional patrols
Recreation grounds

Time Spent: _____

June

- Periodic patrols during regular business hours

Total Hours Recommended: 8 hours

Minimum Number of Patrols: _____

Focus Area

End of school – last two weeks of the month.
Occasional patrols at any time of the day during
school hours.
Sedgewick Lake Park – Occasional patrols

Time Spent: _____

July

- Periodic patrols during regular business hours

Total Hours Recommended: 10 hours

Minimum Number of Patrols: _____

Focus Area

Occasional patrols in playground zones
Sedgewick Lake Park – Occasional patrols
Periodic patrols throughout the community

Time Spent: _____

August

- Periodic patrols during regular business hours

Total Hours Recommended: 8 hours

Minimum Number of Patrols: _____

Focus Area

Beginning of school year last week. Occasional
Patrols at any time of the day during school hours.
Sedgewick Lake Park – Occasional patrols

Time Spent: _____

September

- Early part of school year in first week of the month
- Periodic patrols immediately before/after school and during lunch hour
- Periodic patrols during regular business hours

Total Hours Recommended: 10 hours

Minimum Number of Patrols: _____

Focus Area

Occasional patrols at any time of the day during school hours.

Time Spent: _____

MacKenzie Drive & playground Zones

Sedgewick Lake Park – Occasional patrols

October

- Periodic patrols during regular business hours

Total Hours Recommended: 8 hours

Minimum Number of Patrols: _____

Focus Area

Occasional patrols throughout Town

Time Spent: _____

November

- Periodic patrols during regular business hours

Total Hours Recommended: 8 hours

Minimum Number of Patrols: _____

Focus Area

Periodic patrols immediately before/after school and during lunch.

Time Spent: _____

Occasional patrols through Town

December

- Periodic patrols during regular business hours

Total Hours Recommended: 8 hours

Minimum Number of Patrols: _____

Focus Area

Periodic patrols through Town

Time Spent: _____

Periodic patrols immediately before and/after school and during lunch

Request for Decision (RFD)

Topic:	Proposed Subdivision PRT NE-8-44-12 W4M (File TS/15/01)
Initiated by:	Flagstaff Regional Housing Group (FRHG)
Prepared by:	West Central Planning Agency (WCPA)
Attachments:	1. WCPA Proposed Subdivision Recommendations 2. Proposed DRAFT Conditions Letter 3. FRHG Development/Demolition Permit Correspondence 4. WAG Assessment Summary

Recommendation:

That Council approves the Draft Conditions letter as recommended by West Central Planning Agency and that the applicant be responsible to pay cash in place of municipal reserves.

Background:

The FRHG submitted an application for the subdivision of PRT NE8-44-12 W4M to WCPA as attached. WCPA is the Town's agent and works on our behalf to review and make recommendations to Council on all subdivision applications.

Current:

After a review of the application and all planning documents WCPA recommends approval **subject to the list of condition on the draft approval** (attached).

Pursuant to my request Wainwright Assessment Group (WAG) provided a 10% Cash in Lieu estimate in accordance with draft condition #8 for review.

WEST CENTRAL PLANNING AGENCY

#101, 5111 – 50 AVENUE WETASKIWIN, ALBERTA T9A 0S5

TELEPHONE (780) 352-2215 – FAX (780) 352-2211

ADMIN@WESTCENTRALPLANNING.CA

January 29, 2016

WCPA File Number: TS/15/01

Amanda Davis
PO Box 129
Sedgewick, AB
T0B 4C0

Proposed Subdivision within NE-8-44-12-W4, C of T 152 112 459

Attention: Amanda Davis and Council

This is an application to split the existing 1.141 hectare lot into two lots within the Town of Sedgewick. This land is currently owned by Flagstaff Regional Housing Group. Proposed Lot 1 will be 0.619 hectares and Proposed Lot 2 will be 0.522 hectares. This parcel was rezoned to Direct Control in October of 2015. There is an existing senior's lodge and three sheds which will need to be demolished prior to the registration of the subdivision. WCPA also recommends that the existing hardscapes be removed to ensure the future connectivity of the area.

Reserves are due and Council has the option of deferring the reserves proportionally into each lot by caveat or requiring 10% of the per acre value for each acre as cash in lieu. Alberta Transportation has commented and has granted a variance of the requirements of section 14 of the Subdivision and Development Regulations. At the time of development, Alberta Transportation will require the existing access to the proposed East lot be removed and access to the East lot be via 51. No other comments or concerns have been received from other agencies or utilities or adjacent landowners. The proposed subdivision complies with the MDP and Land Use Bylaw. Therefore West Central Planning Agency recommends **approval subject to the list of conditions on the draft approval.**

Regards.



Anna Lim
Planning Intern, WCPA

WEST CENTRAL PLANNING AGENCY

#101, 5111 – 50 AVENUE WETASKIWIN, ALBERTA T9A 0S5

TELEPHONE (780) 352-2215 – FAX (780) 352-2211

ADMIN@WESTCENTRALPLANNING.CA

January 29, 2016

WCPA File Number: TS/15/01

Flagstaff Regional Housing Group
Box 550
Forestburg, AB
T0B 1N0

Agent: The Bethany Group
4612-53 St
Camrose, AB
T4V 1Y6

DRAFT CONDITIONS

Proposed Subdivision within NE-8-44-12-W4, C of T 152 112 459

The Town of Sedgewick has determined that your application for subdivision is consistent with section 654 of the Municipal Government Act, and the application has therefore **been approved**.

In order to complete the subdivision and obtain separate titles, you must do the following:

1. Engage an Alberta Land Surveyor to prepare a plan of subdivision as shown on the attached West Central Planning Agency subdivision drawing dated December 7, 2015 for registration at Land Titles Office.
2. The applicant is enter into a development agreement with the municipality, pursuant to Section 655 of the Alberta Municipal Government. This agreement may include but is not limited to:
 - a. The provision and approval of infrastructure plans that comply with the Town of Sedgewick
 - b. The responsibility of the developer to construct, and pay for the construction of municipal improvements, provide professional monitoring during construction, gain acceptance of the municipal improvements by the municipality; and to provide a guarantee of the work; and
 - c. If necessary, the payment of off-site levies, connection fees, agreement fees, inspection and monitoring fees and review fees, and all other relevant fees, to the Town of Sedgewick
 - d. Ensure all accesses, approaches and culverts into the proposed lots be the responsibility of the developer and built to the satisfaction of the Town.
3. Have the existing buildings demolished and remove the existing parking lots, parking pads, sidewalks and curbs prior to registration at Land Titles. Have the Town of Sedgewick provide WCPA with written confirmation.
4. Alberta Transportation will require the existing access to the proposed East lot be removed and access to the East lot be via 51. Avenue

5. Pay any outstanding taxes on the property to the Town of Sedgewick.
6. Pay an endorsement fee of \$200 to WCPA when the plan is submitted for endorsement. At the time of application, the applicant overpaid by \$100; **only \$100 is owing** for the endorsement.
7. Municipal reserves are owing and are to be deferred proportionally into both Proposed Lot 1 and Proposed Lot 2 via a caveat that is to be registered with Alberta Land Titles. West Central Planning Agency will prepare the necessary documents prior to endorsing the plan for registration.

OR

8. Pay cash in place of municipal reserves. You are to pay 10% of the per acre value for each acre in the proposed lot. The exact area will be determined by your surveyor and this is payable to the Town. Please contact the Town office for an estimated value of your land in terms of dollars per acre. Please provide WCPA a copy of the receipt after the payment to the Town.

When all these conditions have been met, we will endorse the surveyor's plan for registration at Land Titles Office.

The approval is valid for one year from the date of this letter. You must meet all the conditions listed above, and have your surveyor submit the plan to us within the year. If you do not submit the plan within the year you may request a one year extension, and this will normally be granted provided that the circumstances have not changed. After two years, the approval cannot be extended further.

Should you wish to appeal any of these conditions, you must file notice of appeal with the Secretary of the Municipal Government Board within 14 days of this letter (not business days). The Board's address:

Municipal Government Board
Alberta Municipal Affairs
15th Floor, Commerce Place
10155 102 Street
Edmonton, AB T5J 4L4

Phone: 780-427-4864

Fax: 780-427-0986

E-mail: mgbmail@gov.ab.ca

Government departments affected by this subdivision have the right to appeal against this decision, so this office will not endorse any documents or plans until the appeal period has expired, 19 days from the date of this letter.

Regards,



Anna Lim
Planning Intern, WCPA



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



December 30th, 2015

The Bethany Group
c/o Tamlyn Beesley
4612 – 53 Street
Camrose, AB T4V 1Y6

Dear Mr. Beesley,

RE: Development Permit 2015-18 File No. 1092 – 15 – Conditions

Sedgewick Town Council reviewed your letter addressing conditions placed on Development Permit 2015-18 for NE ½ Sect 8-44-12 W4M during their December 17th, 2015 regular council meeting.

Condition one states:

1. That the Registered Owner/Agent provides a detailed site remediation plan to the Town of Sedgewick by December 31st, 2016. The site remediation plan should deal with how the existing building (Flagstaff Lodge) will be dealt with through demolition or repurposing. Also, should subdivision of any portion of the lands be contemplated, the plan should address any proposed subdivision.

This condition has been met in principle in accordance with your attached summary; additional conditions have been placed on your Demolition Permit Application.

As per our correspondence on November 23rd, 2015 Reynolds Mirth Richards and Farmer will be engaged to prepare the Development Agreement addressing condition two.

Should you have any questions or concerns please contact the undersigned at 780-384-3504 or via email at cao@sedgewick.ca.

Sincerely,

Amanda Davis,
CAO

Enclos.

cc. G. Sparrow, FRHG Rep

RECEIVED

DEC - 4 2015

December 3, 2015

Amanda Davis
Chief Administrative Officer (CAO)
Town of Sedgewick
4818 – 47 Street, PO Box 129
Sedgewick, AB T0B 4C0

RE: Development Permit 2015-18 File No. 1092-15 - Conditions

Dear Ms. Davis:

As per the condition of our development permit for NE ½ Sect 8-44-12 W4M, please see the below detailed site remediation plan.

SEDGEWICK SSC DEVELOPMENT PLAN

SUMMARY

On November 4, 2015, we received conditional approval of Development Permit 2015-18, from the Town of Sedgewick, to build a 10 unit senior's self-contained apartment. Two conditions were attached to the approval. The first is to submit a remediation plan for the hazardous material abatement and demolition of the Flagstaff Senior's Lodge currently on the property. The other condition is to assist with some municipal improvements surrounding the property. Other activities required to complete the project include subdivision of the property to create two parcels and the construction itself. By subdividing, remediating, and constructing concurrently, we can minimize the duration of the project cycle. It will reduce the costs of securing an empty building and the associated running costs. The goal is to complete the total project by February 2017.

REMEDIATION

Flagstaff lodge currently contains much asbestos in the drywall joint compound, ceiling texture compounds and roofing felt. Other hazardous materials exist in small quantities. Prior to demolition all hazardous materials will be removed by qualified contractors with an environmental consultant's oversight. This consultant will also oversee the demolition of the lodge.

The environmental consultant will be retained to create a specification package for inclusion in an RFP for abatement and demolition contractors. The consultant will also provide project management and air quality testing services during abatement and demolition.

Following demolition permit approval from the Town of Sedgewick and successful tender of an abatement contractor, the hazardous materials will be removed. All materials will be disposed of according to Canadian regulations and standards. For the abatement activity, all building services are required such as heat, electricity, water, sewer and fire alarm monitoring. Once abatement is complete, site service will be shut off and terminated at the main service. We will coordinate this work with utility providers to ensure best practices. All damage to roads and sidewalks will be repaired to previous condition.

Once the hazardous materials are removed, the site will be secured with a fence and demolition will commence. Features to remain on site are maintenance sheds, paved parking areas and most landscaping. The site will be graded to average level and grass seeded in the spring.

Funding for the site remediation is through a joint effort between Flagstaff Regional Housing Group and Alberta Social Housing Corporation. The approximate timeline for this activity is three months with a Mid-January start and Mid-March end.

MUNICIPAL IMPROVEMENTS

Part of the new construction project will deal with municipal improvements required per Development Permit 2015-18 Conditions. These include an asphalt apron to bridge the paving from proposed new parking lot on the north lane to 50th street. The apron is approximately 50m long and 6m wide or 300m². The other improvement is the replacement of the side walk along the east parcel. The existing sidewalk is constructed of paving stones which are uneven and poses access difficulty for the seniors. At several locations the site services for the new building will require removal of portions of the sidewalk and asphalt. It is our understanding the Town of Sedgewick will replace the curb and gutter along 50 St., so the development improvement will be for a monolithic concrete sidewalk. The improvement is for approximately 165m of concrete sidewalk. All municipal property damaged by the site service inverts will be repaired to the local design standard. Class D estimates of the improvements are \$36,000 for the asphalt apron and \$53,000 for the sidewalks.

SUBDIVISION

Title to the existing parcel and lodge is held by Flagstaff Regional Housing Group. The construction project of a ten unit senior's self-contained apartment is funded and operated by the Alberta Social Housing Corporation. In order to fund the construction of the building, ASHC needs to hold title to the lands built upon.

The intention is to subdivide the current parcel known as NE1/4 SEC 8 TWP 44, RGE 12, W4M into two lots. The lots will be approximately 0.5 – 0.6 ha, one held by ASHC and the other by FRHG. Flagstaff Regional Housing Group will hold the west empty parcel for future consideration of other projects.

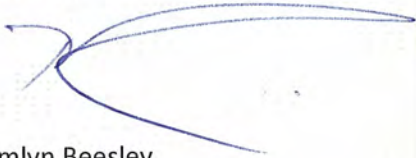
The Subdivision application will be submitted to West Central Planning Agency prior to 2015 year end.

CONSTRUCTION

Tendering for construction contractors is scheduled to close December 17, 2015. We expect reviews and selection to take place in January of the New Year. Construction start will likely be in March or April 2016. With a construction cycle of an estimated at 12 months, the building should be ready for occupancy in February 2017.

Should you have any questions or concerns please contact the undersigned at 780-566-1322 or via email at tamlyn.beesley@bethanygrp.ca.

Sincerely,



Tamlyn Beesley
Development Manager

Encl.



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



January 25th, 2016

The Bethany Group
c/o Tamlyn Beesley
4612 – 53rd Street
Camrose, AB T4V 1Y6

Dear Sir:

RE: Demolition Permit 2015-19DEMO – REVISED

Pursuant to your attendance at the January 21st, 2016 regular council meeting a lengthy conversation was held regarding your request that condition #2 be rescinded.

In accordance with your request the following motion was approved:

“Motion by Clr. S. Levy that council revises conditions placed on Demolition Permit Application (2015-19DEMO) to state:

1. That the Registered Owner/Applicant be responsible for all costs incurred for the disconnection of all municipal services which includes, water, sewer and gas.

AND

Having heard the delegation of T. Beesley and J. Davis of The Bethany Group (TBG) that council rescinds *“that all existing hardscapes being parking lots, parking pads, sidewalks and curbs be removed and the land be fully remediated to its original grassy state.”* to further read:

2. The council accepts TBG’s explanation and hereby permits that the shed and parking pad remain on the southwest side of the property; AND
3. That after much consideration council deny TBG’s further explanation to rescind condition 2 (original) and that all remaining hardscapes being the southeast parking lot, sidewalks and curbs be removed and the land be fully remediated to its original grassy state.”

Council extends their appreciation for your attendance at their meeting and considers their decision to be a fair compromise.

Should you have any questions or concerns please do not hesitate to contact the undersigned at 780-384-3504 or via email at cao@sedgewick.ca.

Sincerely,



Amanda Davis,
CAO

Enclos.

cc. Clr. G. Sparrow, Town Council, D. Buelow, FRHG Chair



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



December 30th, 2015

The Bethany Group
c/o Tamlyn Beesley
4612 - 53 Street
Camrose, AB T4V 1Y6

Dear Mr. Beesley,

RE: Demolition Permit 2015-19DEMO

Please be advised that your demolition permit for NE ½ Sect 8-44-12 W4M has been approved subject to the fulfillment of the following conditions as per the attached application:

1. That the Registered Owner/Applicant be responsible for all costs incurred for the disconnection of all municipal services which includes, water, sewer and gas.

AND

2. That all existing hardscapes being parking lots, parking pads, sidewalks and curbs be removed and the land be fully remediated to its original grassy state.

To ensure the validity of your demolition permit the above conditions must be met. Should you have any questions or concerns please contact the undersigned at 780-384-3504 or via email at cao@sedgewick.ca.

Sincerely,

Amanda Davis,
CAO

Enclos.



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

RECEIVED
DEC - 4 2015



Application # 2015-19 DEMO

Date NOVEMBER 30, 2015

APPLICATION FOR DEMOLITION PERMIT**

I/We hereby make application under the provisions of the Land Use Bylaw for a demolition permit to demolish the following building in accordance with the plans and supporting information submitted herewith this application.

Applicant(s): TAMLYN BEESLEY Mailing Address: 4612 - 53 ST, CAMROSE, AB, T4V 1Y6

Ph# 780-566-1322 C# 780-566-1322 Fx# N/A Email: tamlyn.beesley@bethanygrp.ca

Civic Address of property to be demolished: 5001 - 51 ST, SEDGEWICK, AB

Legal Description: Lot(s) _____ Block _____ Plan NE 1/2 SECT 8 TWP 44 RGE 12 W4M

Registered Owner: FLAGSTAFF REGIONAL HOUSING GROUP Mailing Address: 4612 - 53 ST, CAMROSE, AB, T4V 1Y6

Existing Use: SENIOR'S LODGE

Land Use District: DC

Type of Building/Demolished: SENIOR CITIZEN'S LODGE

Contractor TBD

Estimated Start Date: JANUARY 11, 2016

Estimated Completion Date: MARCH 11, 2016

Estimated cost of project or contract price: \$ 1,000,000

NOTES: Conditions attached.

Notes: Prior to demolition the gas service and water service must be disconnected. Ensure that an Alberta One Call is done. 1-800-242-3447 or Fax 1-800-940-3447

Demolition Application Fees as follows: Res. \$50.00, Comm. \$50.00

C. Rose
Elected Official

Adrian
Appointed Official

[Signature]
Signature of Applicant

[Signature]
Signature of Applicant

Recreation Complex - Flagstaff Lodge - Senior's Club - Central High School - East Central Health Services - Royal Canadian Legion #55 - Flagstaff County Office
Doctor - Dentist - Community Hall - Weekly Newspaper - Public Library - Museum - Motel - Bed & Breakfast - Sedgewick Lake Park Campground - Golf Course
Walking Trail - Rodeo Grounds & Track - Football Field - Tourist Information Booth - Oil & Gas Industry - Bird & Big Game Hunting

CAO Town of Sedgewick

From: Gary Barber <garyjbarber@gmail.com>
Sent: February-09-16 9:21 AM
To: Amanda Davis
Subject: NE 8 - 44 - 12 - W4 Cash In Lieu Value Estimate
Attachments: Scanned from a Xerox multifunction device.pdf; _Certification_.htm

Hi Amanda

In my 40 years of assessor career I have observed that residential acreage land value and industrial land value generally run parallel. I have attached a vacant sales listing report showing a selling rates ranging from \$21,858-\$27,197/acre for industrial land in Sedgewick. The subject NE -8 - 44 - 12 - W4 land area equals 2.82 acres more or less, I'm of the opinion an average of the sales of roll 130103527 (3.14 acres) and roll 130103760 (2.39 acres) which is \$25,541/acre is reasonable to apply to the evaluation.

Therefore 2.82 acres x \$25,541/acre = \$72,026 and cash in lieu at 10% = \$7,202.60

Respectfully Submitted

Gary Barber A.M.A.A.
Property Assessor
Town of Sdegewick

REPORT CRITERIA:

Sale Date

Start: 01/01/2012

End: 02/09/2016

Only Used Sales: Yes

Property Selection by: ALL

	Roll: 130103527 Alt.Key: 64100 9922523 03 03 Address: 3 Spruce Drive Area: 3.14 Acres Location: 2 INDUSTRIAL SOUTHEAST Subdivision: 1 RES/NONRES Sale Type: 8001 Good Sale Vendor: SEFFIAN PETROLEUMS LTD.. Purchaser: VERN;BERGUM	Use Sale: Y C of T: 122318975 Sale Date: 09/26/2012 Sale Price: \$75,000 <i>\$23,885/ACRE</i>
	Roll: 130103572 Alt.Key: 64700 9922523 03 08 Address: 8 Spruce Drive Area: 1.83 Acres Location: 2 INDUSTRIAL SOUTHEAST Subdivision: 1 RES/NONRES Sale Type: 8001 Good Sale Vendor: Purchaser: IRON CREEK VETERINARY HOSPITAL LTD..	Use Sale: Y C of T: 122034415 Sale Date: 02/01/2012 Sale Price: \$40,000 <i>\$21,858/ACRE</i>
	Roll: 130103760 Alt.Key: 47600 7920787 27 A Address: 4601 46 Avenue Area: 2.39 Acres Location: 2 INDUSTRIAL SOUTHEAST Subdivision: 1 RES/NONRES Sale Type: 8001 Good Sale Vendor: Purchaser: BEN;HARRIS	Use Sale: Y C of T: 142333037 Sale Date: 10/03/2014 Sale Price: \$65,000 <i>\$27,197/ACRE</i>
	Roll: 300033111 Alt.Key: 39600 5755S G 27 Address: 4938 52 Street Area: 3,000 Sq. Feet Location: 1 GENERAL RESIDENTIAL Subdivision: 1 RES/NONRES Sale Type: 8001 Good Sale Vendor: Purchaser: LET'S ROLL CONSULTING INC.	Use Sale: Y C of T: 152218469002 Sale Date: 07/18/2015 Sale Price: \$3,000
	Roll: 420232527 Alt.Key: 43700 7720895 23 16A Address: 6 Bluejay Crescent Area: 12,181 Sq. Feet Location: 1 GENERAL RESIDENTIAL Subdivision: 1 RES/NONRES Sale Type: 8001 Good Sale Vendor: Purchaser: DOUG;MORKEN	Use Sale: Y C of T: 152181033 Sale Date: 06/19/2015 Sale Price: \$20,000
	Roll: 520171849 Alt.Key: 7900 2917TR 17 4B Address: 25 McLean Cres.East Area: 16,800 Sq. Feet Location: 1 GENERAL RESIDENTIAL Subdivision: 1 RES/NONRES Sale Type: 8001 Good Sale Vendor: THE TOWN OF SEDGEWICK. Purchaser: BRENT;POLEGE	Use Sale: Y C of T: 132343735 Sale Date: 10/23/2013 Sale Price: \$21,630
	Roll: 540035442 Alt.Key: 52300 8021829 03 35 Address: 35 Bluebird Place Area: 6,316 Sq. Feet Location: 1 GENERAL RESIDENTIAL Subdivision: 1 RES/NONRES Sale Type: 8001 Good Sale Vendor: Purchaser: TAYLOR JOSHUA;ROSE	Use Sale: Y C of T: 142195594 Sale Date: 06/25/2014 Sale Price: \$13,703

Request for Decision (RFD)

Topic:	Intermunicipal Development Plan – Proposed Subdivision 16-Q-469
Initiated by:	Colin Hudson, Applicant
Prepared by:	Municipal Planning Services, Flagstaff County's Agent
Attachments:	File for Comment 16-Q-469 – dated February 2 nd , 2016

Recommendation:

That Council approved the Proposed Subdivision 16-Q-469 pending review and comment by West Central Planning Agency.

Background:

In accordance with the terms of the Intermunicipal Development Plan (IDP) the proposed subdivision has been referred to the Town of Sedgewick for comment.

The applicant file indicates a request to subdivide out the fertilizer plant from the remaining parcel of land.

Current:

- This application has been forwarded to West Central Planning Agency for comment as I inquired about mitigating disaster planning/parcel size etc. Other parties and agencies were able to comment nor were they concerned.

February 2, 2016

OUR FILE NUMBER: 16-Q-469

REFERRAL AGENCY

Dear Sir/Madam:

RE: PROPOSED SUBDIVISION
Pt. NW 1-44-12-W4
Flagstaff County

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

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

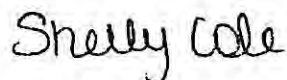
Please respond quoting our file number within twenty-one (21) days of the date of this letter.
The application will be finalized and a report prepared for the consideration of the municipality's
Subdivision Authority on the information available at that time.

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

Thank you for participating in the review of this submission.

Please contact me at 486-1991 or at s.cole@munplan.ab.ca for any clarification.

Yours truly,



Shelly Cole
Municipal Planning Services (2009) Ltd.

cc:
Alberta Transportation Vermilion
AER
Battle River REA
Canada Post Kerry
Village of Lougheed
CPR

Town of Sedgewick
Telus Communication Alberta NE
Phoenix Gas Co-op
Alberta Health Services (Flagstaff)

SCHEDULE
FORM 1
APPLICATION FOR SUBDIVISION

DATE of receipt of
completed form

FILE NO. 16-Q-469

Feb 2, 2016

Fee Submitted: _____

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

1. Name of registered owner of land to be subdivided, Address and phone no. (and fax no.)
Andrus Group Solutions, Pickadee Box 308, Sedgewick, AB
TOB 4C0
780-384-2265
2. Name of agent (person authorized to act on behalf of owner), if any, Address and phone no. (and fax no.)
Colin Hudson
Box 308, Sedgewick, AB
TOB 4C0
780-384-2265
3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED
All / Part of the NW $\frac{1}{4}$ sec. 1 twp. 44 range 12 west of 4 meridian.
Being all / parts of lot _____ block _____ Reg. Plan No. _____ C.O.T. No. _____
Area of the above parcel of land to be subdivided 2.85 hectares
Municipal address (if applicable) Kingsroad 121 & Highway # 13
4. LOCATION OF LAND TO BE SUBDIVIDED County of Flagstaff
 - a. The land is situated in the municipality of _____
 - b. Is the land situated immediately adjacent to the municipal boundary? Yes _____ No ☒
 - If "yes", the adjoining municipality is _____
 - c. Is the land situated within 0.8 kilometres of a right-of-way of a highway? Yes ☒ No _____
 - If "yes", the Highway is No. 13
 - d. Does the proposed parcel contain or is it bounded by a river, stream, lake, or other body of water or by a drainage ditch or canal? Yes _____ No ☒
 - If "yes", state its name _____
 - e. Is the proposed parcel within 1.5 kilometres of a sour gas facility? Yes _____ No ☒
5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED
Describe:
 - a. Existing use of the land Fertilizer Plant
 - b. Proposed use of the land Same
 - c. The designated use of the land as classified under a land use bylaw Industrial
6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (WHERE APPROPRIATE)
 - a. Describe the nature of the topography of the land (flat, rolling, steep, mixed) flat
 - b. Describe the nature of the vegetation and water on the land (bush, shrubs, tree stands, woodlots, etc. — sloughs, creeks, etc.) Grassland & Fenced yard site.
 - c. Describe the kind of soil on the land (sandy, loam, clay, etc.) Sandy Clay.
7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED
Describe any buildings and any structures on the land and whether they are to be demolished or moved
Existing Retail Fertilizer facility. Will remain on site
8. WATER AND SEWER SERVICES
If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal Existing wells & Containment of Sewage
9. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF
I Colin Hudson hereby certify that
☒ I am the registered owner, or
☒ I am the agent authorized to act on behalf of the registered owner
and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.
Address Box 308, Sedgewick Phone # 780-384-2265
AB, TOB 4C0
Postal Code TOB 4C0
(Signed) [Signature]
Date Aug 25/15

FURTHER INFORMATION MAY BE PROVIDED BY THE APPLICANT ON THE REVERSE OF THIS FORM.

JAN 22 2016

16-Q-469 Tentative Plan

Pt. NW 1-44-12-W4

Titled Area: 38.23 Ha 94.46 Acres

Proposed Area: 4.65 +/- Ha 11.48 +/- Acres

Previous

#13

228'

NE-2-44-12-4

NE-1-44-12-4

Proposed

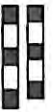
NW-1-44-12-4
500'

1000'

Remainder

RR1a1

100 yd
100 m

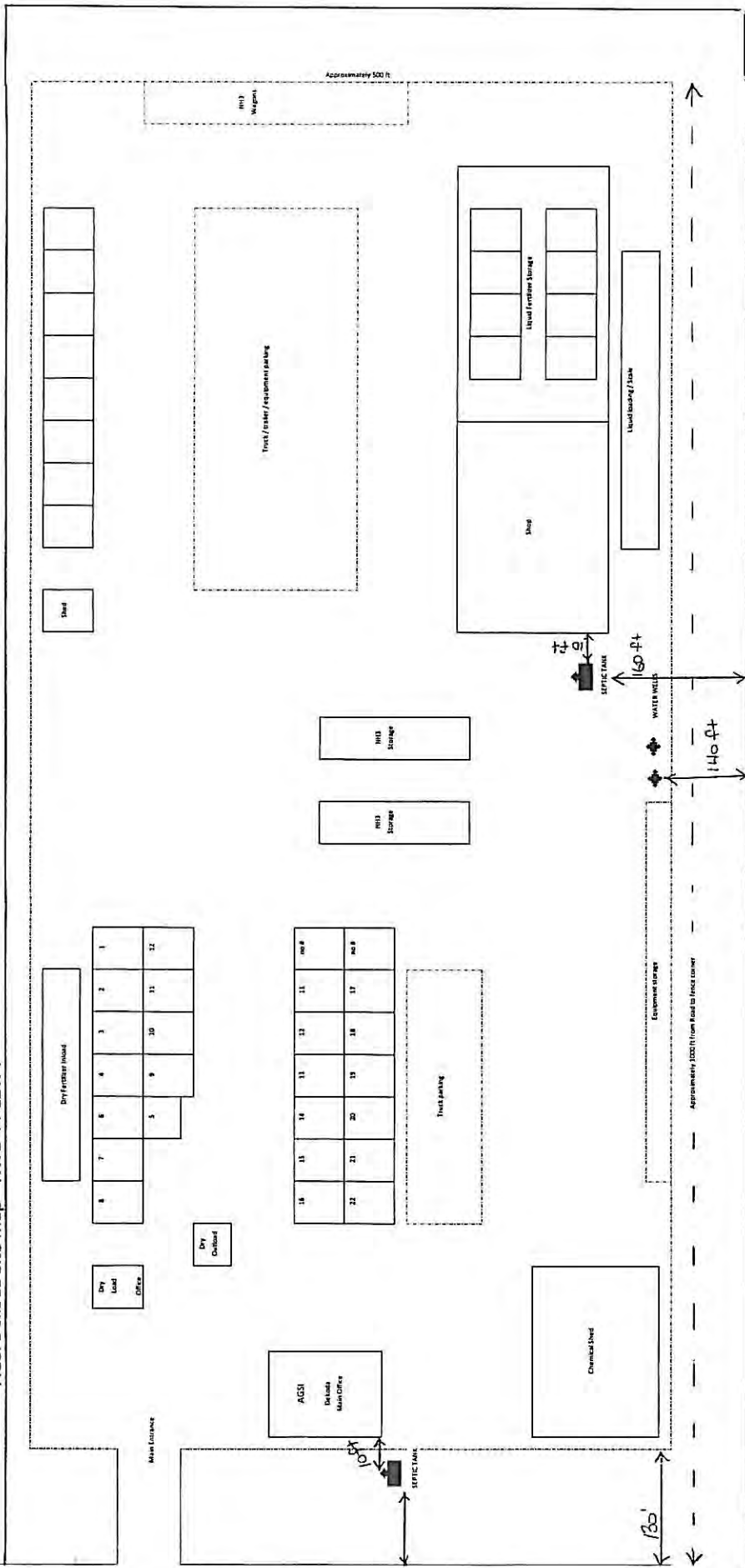


Current Scale 1: 7216



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AGSI Dekoda Site Map NW1-44-12W4

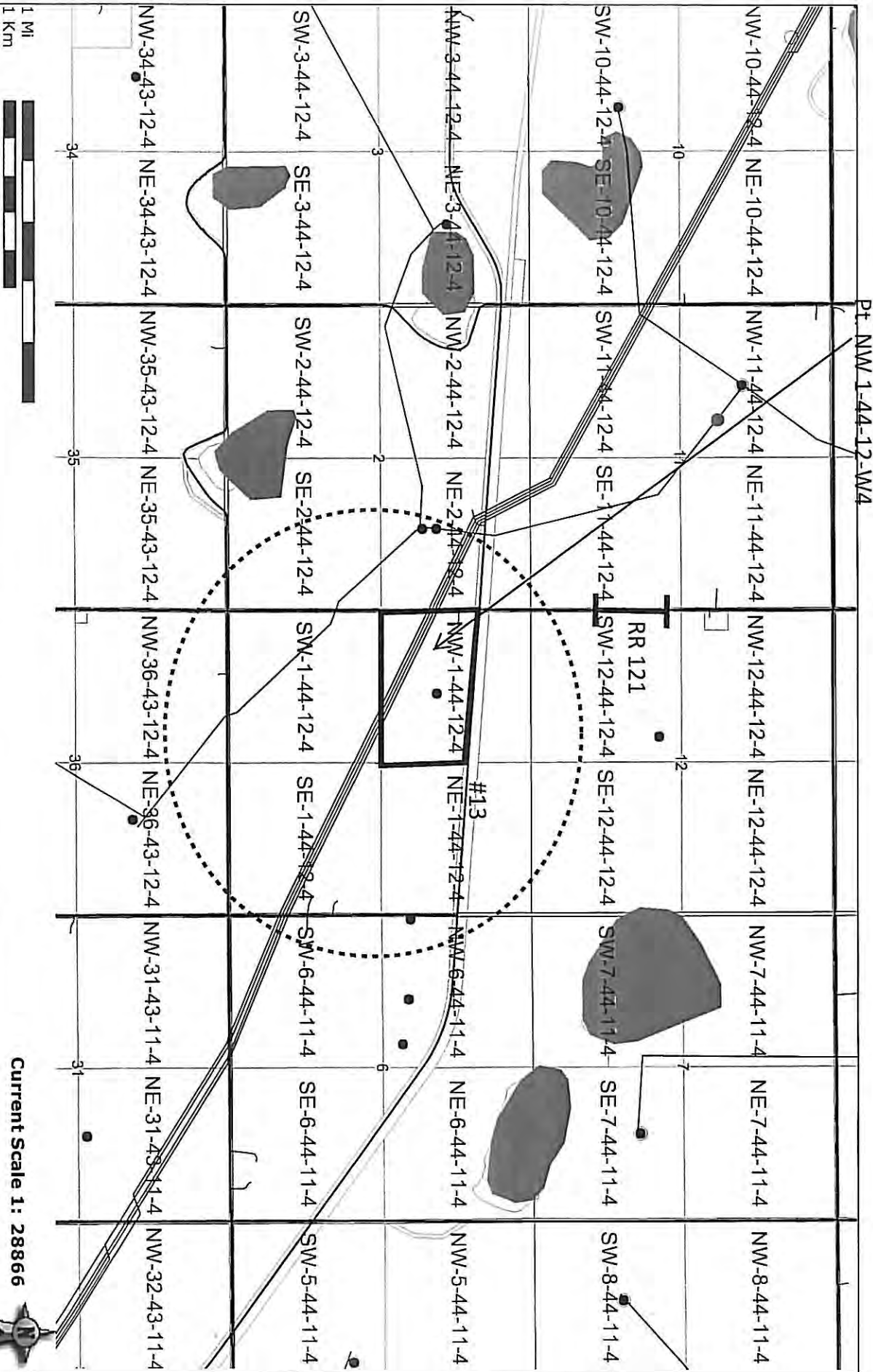


16-Q-469 SITE PLAN

- DRAWING NOT TO SCALE.
- YARD LEVEL AND SELF CONTAINED.

16-Q-469 Location Map

Pt. NW 1-44-12-W4



Current Scale 1: 28866



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Request for Decision (RFD)

Topic: Council Meeting – Date Changes
Initiated by: Administration
Prepared by: Amanda Davis
Attachments: n/a

Recommendation:

That council reschedule to March, May and June 2016 council meetings accordingly:

- **March 24th at 6:00PM**
 - **May 26th at 6:00PM**
 - **June 16th at 6:00PM**
-

Background:

Our 2016 training schedule poses conflicts for upcoming council meetings.

1. March 17th Council Meeting – Conflicts with The Executive Program – proposed date March 24th, 2016
2. May 19th Council Meeting – Conflicts with the Certified Local Government Managers Association Leadership Conference – proposed date May 26th, 2014
3. June 16th Council Meeting – Conflicts with The Executive Program – proposed date June 23rd, 2016.