



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



March 19th, 2014

Agenda

Regular Monthly Meeting – Call to Order – 7:00 pm

Adoption of Agenda –

Correspondence – Items Arising:

- | | |
|--|----|
| 1. National Doctors Day – Proclamation | 1A |
| 2. Family Care Clinic – Update | 2A |
| 3. ASFF – 2014 Requisition | 3A |

Circulation File of Correspondence – List Attached

Delegation – Resident, S. Lee – 9:15 pm

Financial Statement – For Month Ending February 28th, 2014 – Attached

Accounts – For Month Ending February 28th, 2014 – List Attached

Committee Reports – For Period Ending March 19th, 2014 – Attached

Public Works Report – For the Period Ending March 19th, 2014 – Attached

CAO Report – For Period Ending March 19th, 2014 – addition

Matters Arising:

Minutes – Organizational Council Meeting of February 20th, 2014 – Attached

Matters Arising:

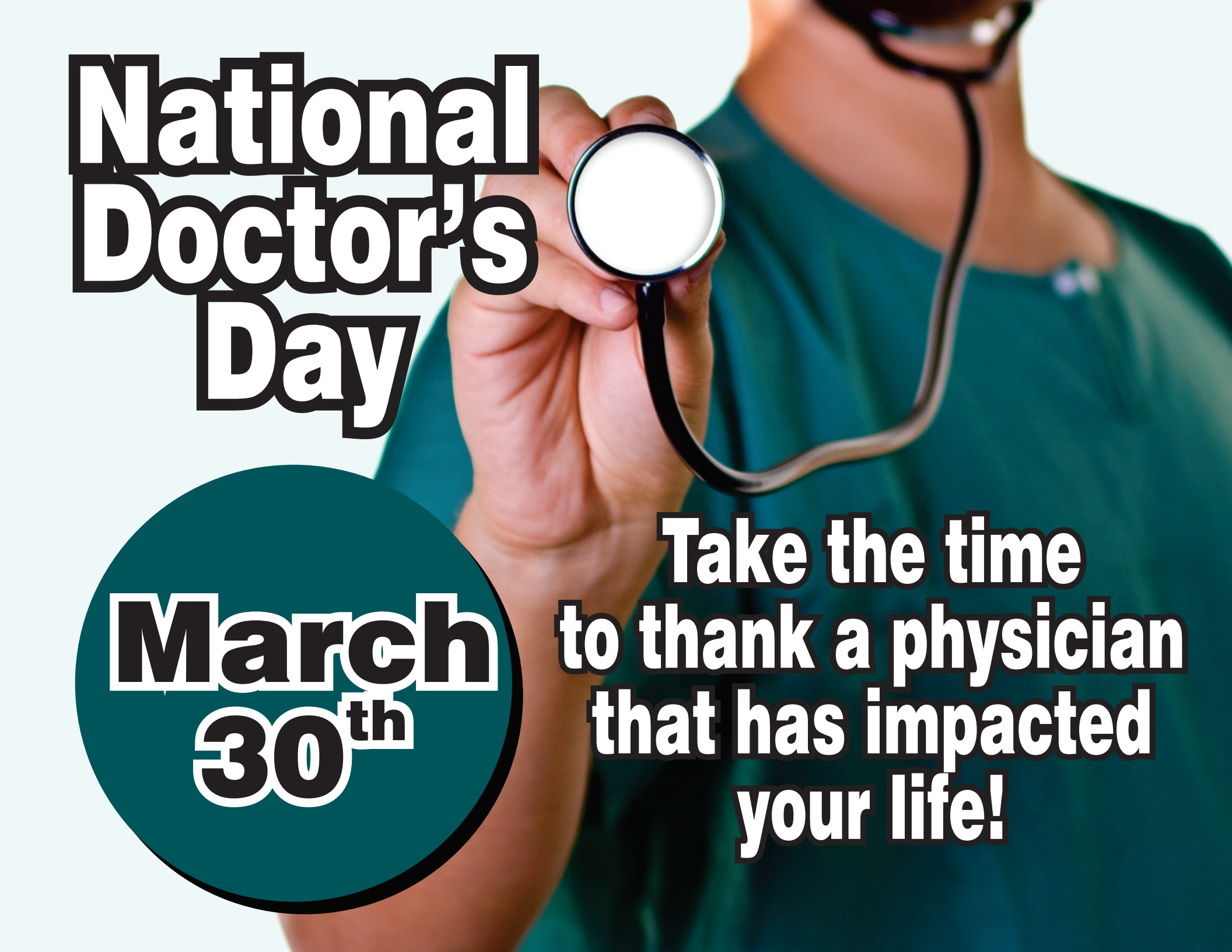
Minutes - Regular Council Meeting of February 20th, 2014 - Attached

Matters Arising:

Business:

- | | |
|---|-----|
| 1) Recreation Facility and Program Manager – Job Description and Salary Chart | 1B |
| 2) Flagstaff Intermunicipal Partnership – Protocol | 2B |
| 3) Strategic Plan – Draft | 3B |
| 4) Flagstaff County – Road Construction Notice and Lease | 4B |
| 5) Access Road – 47 th Avenue | 5B |
| 6) Main Street Development – Plan 3825P; Block 2; Lots P28-31 | 6B |
| 7) Flagstaff Regional Housing Group | 7B |
| 8) Dog Control Bylaw #464 – Violation Retraction Request | 8B |
| 9) Office Closure – Request | 9B |
| 10) Special Council Meeting | 10B |
| 11) Vacant Land – Inventory Review | 11B |
| 12) Round Table – Discussion | |

Adjournment -

A close-up photograph of a doctor's hand holding a stethoscope. The doctor is wearing green scrubs and glasses. The stethoscope is black with a silver chest piece. The background is a plain, light blue wall.

National Doctor's Day

**March
30th**

**Take the time
to thank a physician
that has impacted
your life!**

Flagstaff County (Killam) / Castor Family Care Clinic Update for the Community Working Groups

March 6, 2014

This update is brief as there has been very little activity towards the next steps in the FCC development. The following summarizes new activity to date and an explanation for the delays we are experiencing:

- There have been significant changes in Alberta Health and particularly to the key individuals in the government department we are collaborating with in moving FCC planning forward. These changes have resulted in some delays in moving onto the development phase of the FCC process.
- We are continuing to meet with the local physicians to establish a mutual understanding and agreement related to successful FCC service planning.

If you would like additional information on the FCC process, you can go to fccinfo@gov.ab.ca

2014 EDUCATION PROPERTY TAX REQUISITION

FOR

TOWN OF SEDGEWICK

PAYMENT TO ALBERTA SCHOOL FOUNDATION FUND (ASFF)

Assessment Class	Basic Rate (1)	Equalized Assessment (2)	ASFF Requisition (1) x (2) / 1,000
Residential and Farmland	\$ 2.53	\$ 65,520,455	\$ 165,766.75
Non-Residential	\$ 3.72	\$ 13,432,716	\$ 49,969.70
Machinery & Equipment	\$ 0.00	\$ 0	\$ 0.00
Total			\$ 215,736.45

Total 2014 Property Taxes for Education: \$ 215,736.45

Report created on Mar 10, 2014.

2013 Comparison

Residential / Farmland \$170,160

Non-Residential \$ 49,593

 \$219,753
Overall reduction < 4,016.⁵⁵>

LETTERS:

1. **Town of Killam (TOK):** Informing that TOK has given approval to the 2014 Flagstaff Regional Solid Waste Association (FRSWA) budget, resulting in the TOK requisition of \$143,733.08.
2. **Alberta Municipal Affairs:** Informing that the Town of Sedgewick’s operating spending plan has been accepted and we may proceed to apply for the 2013 operating allocation and any estimated 2012 carry-forward to the priorities identified within our plan.
3. **Legislative Assembly Alberta:** Danielle Smith, MLA, informing the Council on the Wildrose 10/10 Community Infrastructure Plan and details.
4. **Village of Forestburg:** Expressing their concerns regarding Flagstaff County’s letter to the Minister of Municipal Affairs regarding the expansion of the Big Knife Lodge.
5. **Alberta Transportation:** Advising that Bill Heaslip, Operations Manager, looks forward to arranging a meeting to discuss the Town’s concerns regarding the primary highway speed at the intersection of HWY 13 and HWY 869.
6. **Safety Codes Council:** Advising that the Safety Codes Council will be implementing a new certification and training structure for Building Safety Codes Officers upon the adoption of the next edition of the Alberta Building Code.
7. **Alberta Sport Connection:** Announcing support to the Sedgewick Golf Course in the amount of \$1,000 as awarded for the 2013 Municipal Recreation/Tourism Areas annual operating grant.
8. **Alberta Fire Fighters’ Burn Camp:** Requesting donations or sponsoring of a camper for the 2014 Alberta’s Fire Fighters’ Burn Camp.

NOTICES & INVITATIONS:

1. **Federation of Canadian Municipalities:** Prime Minister announced details of the New Building Canada Plan and Building Canada Fund.
2. **ATCO Community Symposium:** An event designed to build community leadership capacity in the public and not-for-profit sectors taking place May 20th, 2014 in Fort Saskatchewan and May 22nd, 2014 in Grande Prairie.
3. **Wildrose Municipal Affairs Critic:** Informing of the press conference held with Wildrose leader Danielle Smith to publicize and clarify the Wildrose’s 10/10 Community Infrastructure Transfer plan.
4. **Electronic Recycling Association (ERA):** Extending an invite to join ERA for a tour of their facility on April 7th, 2014 at 2:30 p.m. in Calgary.

WORKSHOPS & SEMINARS:

1. **Zero 2014:** “A Conference for a Low Carbon Future” being held April 15th – 17th, 2014 at the Shaw Conference Centre in Edmonton.
2. **Mountain Refresher:** The Municipal Administration Leadership Workshop is being held May 13th – 16th, 2014 at Kananaskis Village.
3. **Alberta Health Services:** The Certified Pool/SPO Operator certification course will be offered on April 30th, May 1st and a half day on May 2nd, 2014 in Red Deer.

MINUTES & FINANCIAL STATEMENTS:

1. **Flagstaff Family & Community Services (FFCS):** February 12th, 2014 unapproved meeting minutes.
2. **Battle River School Division #31 (BRSD):** February 13th, 2014 board meeting highlights.
3. **BRSD:** February 27th, 2014 board meeting highlights.
4. **Sedgewick Library Board Meeting:** February 27th, 2014 meeting minutes.
5. **Sedgewick Hall Board Meeting:** February 19th, 2014 meeting minutes.
6. **Parkland Regional Library Board Meeting:** February 27th, 2014 board meeting highlights.

NEWSLETTERS AND PUBLICATIONS

- | | |
|---|----------------------------------|
| 1. Alberta Urban Municipalities Assoc. (AUMA) Digest | February 19 th , 2014 |
| 2. Alberta Association of Municipal Districts & Counties (AAMDC) Contact | February 12 th , 2014 |
| 3. TransAlta Energy Insights | February 2014 |
| 4. Local Government Administration Association of Alberta (LGAA) Member Bulletin | February 2014 |

5. Municipal World Bookshop	February 18, 2014
6. Alberta Distance Learning Centre	February 2014
7. AAMDC Advantage	February 24 th , 2014
8. Travel Alberta Connections Newsletter	March 2014
9. AUMA Digest	February 26 th , 2014
10. LGAA Member Bulletin	March 2014
11. Alberta Tourism Market Monitor	February 2014
12. Alberta Innovators	Spring 2014
13. National Defence “Alliance” Magazine	Fall 2013
14. Award Magazine	February 2014
15. Interlock Design Magazine	Winter 2014
16. Currents Magazine	February 2014
17. Professional Engineers and Geoscientists (PEG) Magazine	Spring 2014
18. AUMA Digest	March 5 th , 2014
19. Municipal World Magazine	March 2014
20. The Furrow	March 2014

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

Name of Delegation: Susan Lee, Resident

Contact Name/Person(s) making presentation: Susan Lee

Issue to be discussed:

Dog Control Bylaw #464

Request of Council:

Clarification on the following:

1. Why does the Town of Sedgewick have a Dog Control Bylaw?
2. What happens to individuals who have unlicensed dogs within the Town?
3. Why are honest people being targeted and penalized for late registration of dog licenses?

Date of Council Meeting: March 19th, 2014

Delegation Time: 9:15 pm

Attached:

1. Dog Control Bylaw #464

19-Mar-14
Mayor

19-Mar-14
CAO

Scheduled Time Frame –15 minutes

BY-LAW #464 OF THE TOWN OF SEDGEWICK IN THE PROVINCE OF ALBERTA

A BY-LAW OF THE TOWN OF SEDGEWICK IN THE PROVINCE OF ALBERTA PROVIDING FOR THE LICENSING AND CONTROLLING OF DOGS WITHIN THE SAID TOWN.

WHEREAS **THE MUNICIPAL GOVERNMENT ACT, RSA 2000, c. M-26 AS AMENDED OR REPEALED AND REPLACED FROM TIME TO TIME, PROVIDES THAT A COUNCIL MAY PASS BYLAWS FOR MUNICIPAL PURPOSES RESPECTING WILD AND DOMESTIC ANIMALS AND ACTIVITIES IN RELATION TO THEM;**

AND WHEREAS **the Council of the Town of Sedgewick deems it advisable to pass a bylaw for restraining and regulating the running at large of dogs and the licensing, impoundment and disposal of dogs running at large within the Town of Sedgewick.**

NOW THEREFORE the Municipal Council of the Town of Sedgewick duly assembled enacts as follows:

1. TITLE:

1. This bylaw may be cited as "**The Dog Control Bylaw**".

2. DEFINITIONS:

2. In this bylaw unless the context otherwise requires:

- 2.1 "Town" means the Town of Sedgewick.
- 2.2 "Council" means the Council of the Town of Sedgewick.
- 2.3 "Town Administrator" means a person appointed by Council as the Administrator of the Town of Sedgewick.
- 2.4 "Dog" means any animal of the Canidae family, regardless of the sex of such animal.
- 2.5 "Dog Tag" means a numbered metal tag issued by the Town when the owner of a dog licenses such dog with the Town.
- 2.6 "Dog at Large" means a dog that is on any property not belonging to the owner of said dog and is not being restrained by a leash or is not being effectively controlled by the owner.
- 2.7 "Dog Catcher" means any person appointed by the Town Administrator to seize and impound dogs.
- 2.8 "Enforcement Officer" means any peace officer or any other person appointed by Council to enforce the provisions of this bylaw.
- 2.9 "Owner" unless the context otherwise requires, means any person, partnership, association or corporation who has legal title or possession of a dog or who harbours or keeps or has the care or control of a dog.
- 2.10 "Excessive barking" means continuously for more than 5 minutes.
- 2.11 "Persistent barking" means barking for longer than 30 seconds at a time and several times during the day.
- 2.12 "Pound" means a place, designated by Council, where dogs that have been seized shall be kept.
- 2.13 "Pound keeper" means any person appointed by the Town Administrator to keep a pound for the purpose of controlling and disposing of dogs that have been seized.
- 2.14 "Violation tag" means a ticket or similar document issued by the Town pursuant to the Municipal Government Act, R.S.A. 2000, c.M-26, as amended or replaced and repealed from time to time.
- 2.15 "Violation ticket" means a ticket issued pursuant to the Provincial Offenses Procedure Act, RSA 2000, c.P-34 and regulations there under, as amended or replaced and repealed from time to time.
- 2.16. "Warning tag" means a ticket or similar document issued by the Town pursuant to the Municipal Government Act, R.S.A. 2000, c.M-26, as amended or replaced and repealed from time to time.

3. LICENSING:

- 3.1 Every owner of a dog over the age of three months in the Town of Sedgewick shall, before the 31st. day of January of each calendar year, license such dog with the Town and pay to the Town a license fee for each dog so licensed as specified in Schedule A.1.
- 3.2 Every owner of a dog in the Town of Sedgewick, who fails to license such dog as required by Section 3.1 herein, shall license such dog with the Town and pay to the Town an increased license fee as specified in Schedule A.1.
- 3.3 Notwithstanding the provisions of sections 3.1 and 3.2 herein, every owner who after the 31ST day of January in any calendar year acquires a dog or who has a dog and takes up residence in the Town shall within fourteen (14) days thereof license his or her dog with the Town and pay to the Town a license fee for each dog being licensed.
- 3.4 In the event that such an owner fails to license his or her dog within fourteen (14) days as aforesaid and if such owner keeps a dog within the Town he or she shall license such dog with the Town and pay to the Town an increased license fee as specified in Schedule A.1.
- 3.4 Notwithstanding Sections 3.1, 3.2, 3.3, or 3.4 herein, a person possessing a registered or certified guide dog shall NOT be required to pay a license fee.
- 3.5 Upon licensing a dog as required in this bylaw, the owner shall be issued with a metal dog tag that has been stamped with a license number and the year of such license.
- 3.6 In the event that a dog tag is lost, a new dog tag may be issued, upon proof of license of the dog and upon payment to the Town of a fee.
- 3.7 A dog tag shall not be transferred from one dog to another, or attached to any dog that has not been licensed with the Town.
- 3.8 A dog tag is only valid for the calendar year for which it is issued.
- 3.9 At all times when a dog is on any property other than that of its owner, the dog tag issued for such dog shall be attached to a collar or harness that is being worn by said dog.

4. REGULATIONS:

- 4.1 No owner shall cause, or allow or permit another person to cause, his dog to be or to be on any property not his own unless:
- (a) a leash of sufficient strength to restrain the dog, and not longer than 1.5 meters, is securely attached to the dog, and
 - (b) the leash is being held by a person able to restrain the dog, or
 - (c) the leash is securely tied to a stationary object that cannot be moved by the dog, and
 - (d) the dog cannot interfere with normal human traffic.
- 4.2 No owner shall cause, or allow or permit another person to cause, his dog while on property not his own to:
- (a) bark at any person, or
 - (b) chase any person or vehicle, or
 - (c) attack any person, or
 - (d) chase, challenge, or attack any animal owned or being kept by another person, or
 - (e) cause any damage or nuisance thereon. An owner whose dog defecates on said property shall forthwith remove any defecated matter to a suitable receptacle as would not constitute a nuisance. The provisions of this section shall not apply to a blind person who is being guided by a bona fide "seeing eye" or guide dog.
 - (f) run at large.
- 4.3 No owner shall cause, or allow or permit another person to cause, his dog to be or remain on any private property without having first obtained the permission of the owner of said property.
- 4.4 No owner shall cause, or allow or permit his dog to bark or yelp or howl excessively or persistently or in any other manner disturb the quiet of any person.

- 4.5 No owner shall fail to immediately take all reasonable steps to quiet his dog that is barking each and every time the dog barks.
- 4.6 No owner shall own, possess, keep, harbour, or have care or control of more than two dogs that by nature of their size, breed, disposition, or for any other reason are sheltered or fed or exercised or otherwise kept on a property.
- 4.7 No person shall in any way permit a dog to be in distress by:
- (a) causing any unnecessary physical pain to the dog, or
 - (b) neglecting to provide food, potable water, care or shelter as is necessary to maintain the good health of the dog, or
 - (c) neglecting to provide the necessary treatment for a dog suffering from disease or injury or which is infested by any vermin or parasite, or
 - (d) harassing or tormenting such dog.

5. EXEMPTIONS:

Notwithstanding Section 3 and Section 4 of this bylaw, the Town of Sedgewick is prepared to offer certain exemptions under Section 4.6 regarding the number of dogs permitted to Town residents, subject to the conditions described:

- 5.1 Applies to more than two dogs owned and being kept within a single dwelling within the Town as of the passing of Dog Control Bylaw#455 on July 17th, 2008.
- 5.2 Shall continue to apply, subject to all conditions as specified in Section 5, until said additional dog(s) die(s) or is(are) removed from the Town.
- 5.3 The licensing fees charged to all dogs to which this bylaw applies:
- (a) will be the amount set out in Schedule 'A' of this bylaw provided that
 - (b) current owners, within the grace period determined and advised by Council for doing so shall,
 - (i) voluntarily obtain a license for each dog
- 5.4 Owners having more than two dogs will be issued licenses as needed but are encouraged to remove excess dogs from Town as soon as possible.
- 5.5 If any "grandfathered" owner is found to be in any violation of any Regulation contained in this bylaw or, in consideration of exemptions described in Section 5, is found to be in violation of any exemption in the Regulations, for that owner
- (a) all exemptions to this bylaw shall be removed and,
 - (b) the full force of this bylaw, excluding exemptions, shall come into effect.

6. ENFORCEMENT:

- 6.1 Any dog at large may be captured and seized by any dogcatcher or Enforcement Officer and placed in a pound as provided for in this bylaw.
- 6.2 An Enforcement Officer or a dog catcher may use any means necessary to capture and seize a dog at large, provided that:
- (a) no dog shall be seized on private property without the permission of the owner of said property, except in case of fresh pursuit and it is definitely known that the property is not that of the owner of the dog, and
 - (b) every reasonable precaution is taken to avoid causing any injury or bodily harm to such dog.
- 6.3 Every dog seized under this bylaw shall, as soon as practical, be taken to the prescribed pound and restrained therein.
- 6.4 No person shall in any way interfere with, or obstruct an Enforcement Officer or dog catcher who has seized or is attempting to seize a dog at large except that the owner of such dog may redeem the dog by signing a Claim and Release form as approved by the Town Administrator.
- 6.5 No person shall release or attempt to release a dog that has been seized except as otherwise

provided in this bylaw.

6.6 If a dog is in distress and

- (a) the owner does not forthwith take steps that will relieve its distress, or
- (b) the owner cannot be found immediately and informed of the dog's distress,

an Enforcement Officer or dog catcher may, with the assistance of a member of the Royal Canadian Mounted Police, take any action he considers necessary to locate the animal and relieve its distress, including taking the dog into custody, pursuant to the Animal Protection Act.

7. POUND

7.1 A pound keeper shall:

- (a) receive and impound any dog seized under the provisions of this bylaw, and
- (b) keep a record of such dog on a form approved by the Town Administrator, and
- (c) ensure that any dog so impounded is provided with sufficient food and potable water to maintain the health and comfort of the dog, and
- (d) provide the services of a veterinarian, as soon as practical, for any dog which appears to be ill or injured, and
- (e) ensure that no dog, while impounded is unnecessarily mistreated.

7.2 Any dog that has been placed in a pound shall be kept therein for a period of not less than three clear days, exclusive of Saturdays, Sundays and statutory holidays unless sooner claimed by the owner or otherwise disposed of in accordance with this bylaw.

7.3 An owner may redeem an impounded dog upon payment to the pound keeper of all fines and fees and costs as prescribed in this bylaw and shall sign a Claim and Release form as approved by the Town Administrator.

7.4 All fines, fees and costs, as applicable, shall be paid to the pound keeper prior to release to the owner of any dog.

7.5 In any case, where a dog is found to be ill or has been injured and it has been determined by a veterinarian or other competent person that the dog should be destroyed to prevent needless suffering, the dog may be destroyed as soon as practical.

7.6 Any dog that has been impounded for longer than the period of time prescribed in this bylaw may at the discretion of the pound keeper:

- (a) be sold at a price to cover the cost of the impoundment, provided that the dog is not sold to the owner or to any other person representing the owner, or
- (b) be destroyed by a veterinarian.

7.7 The pound keeper shall, if the dog being impounded is wearing a dog tag or any other identification, make a conscientious effort to notify the owner that the dog has been impounded and give said owner a reasonable period of time to claim the dog before disposing of same.

7.8 The pound keeper shall, on or before the last working day of each month submit all monies, copies of receipts and invoices, covering all transactions for the previous month, to the Town Administrator.

8. OFFENCES AND PENALTIES:

8.1 A person who contravenes any section of this bylaw is guilty of an offence and liable, on summary conviction before a Provincial Court Judge, to fines as listed in Schedule A.2 of this bylaw.

8.2 A Provincial Judge, in addition to the penalties provided in this bylaw, may direct or order the owner of the dog

- (a) to obtain a license, or
- (b) to prevent such animal from doing mischief, or causing a disturbance, or a nuisance

complained of, or

- (c) to have the dog destroyed or removed from the Town, or
- (d) to comply with any other relevant sections of this bylaw, or
- (e) in any other manner deemed appropriate.

8.3 Notwithstanding sections 7.1 and 7.2 of this bylaw, an Enforcement Officer may issue a violation tag to a person who the Enforcement officer has reasonable and probable grounds to believe has contravened any provision of this bylaw:

- (a) specifying a voluntary payment as described in Schedule A.3 of this bylaw; and
- (b) the person to whom the violation tag is issued may, in lieu of being prosecuted for the offence, pay to the Town or the Enforcement Officer the penalty specified within the time period indicated on the violation tag.

8.4 Notwithstanding sections 7.1 – 7.3 of this bylaw, an Enforcement Officer shall issue a warning tag to a person who upon first contact, has failed to comply with Section 3 of this Bylaw.

8.5 A violation tag and a warning tag shall be deemed to have been sufficiently served if:

- (a) served to the accused directly, or
- (b) mailed to the address of the registered owner or person occupying a property, or
- (c) secured to the property in respect of which the offense is alleged to have been committed.

8.6 Where a violation tag has been issued and the penalty specified on the violation tag has not been paid within the prescribed time, then an Enforcement Officer may issue a violation ticket specifying that a voluntary payment be made as described in Schedule A.4 of this bylaw.

8.7 Notwithstanding sections 7.1 through 7.2 of this bylaw, an Enforcement Officer may immediately issue a violation ticket to any person who the Enforcement Officer has reasonable grounds to believe has contravened any provisions of this bylaw, exempting Section 3, specifying that

- (a) a voluntary payment be made as described in Schedule A.4 of this bylaw; or
- (b) if it is in the public interest to compel the accused to appear before a Judge, issue a summons respecting any offense for which a voluntary payment may be made requiring the accuse to appear before a Provincial Court Judge on the initial appearance date without the alternative of making a voluntary payment.

8.8 The levying and payment of any fines shall not relieve a person from the necessity of

- (a) immediately remedying the situation that created the violation, or
- (c) paying any fees, charges or costs for which he is liable under the provisions of this bylaw.

8.9 For offences where a dog, while not on the owner's property and whether or not the dog is on a leash, attacks a person or another animal or chases or challenges a person, the fine shall double and the dog shall be defined as a vicious dog for bylaw enforcement purposes.

9. SEVERABILITY PROVISION

9.1 Should any provision of this bylaw be invalid, then such provision shall be severed and the remaining bylaw shall be maintained.

10. ATTACHMENTS

10.1 SCHEDULE A shall be included as part of this bylaw.

11. REPEAL

11.1 Town of Sedgewick Dog Control Bylaw #455 is hereby repealed.

12. EFFECTIVE DATE


12.1 This bylaw shall take effect on the date of passing thereof.

READ A FIRST TIME THIS 20th DAY OF August, 2009.

READ A SECOND TIME THIS 20th DAY OF August, 2009.

READ A THIRD TIME BY UNANIMOUS CONSENT OF COUNCIL THIS 20TH DAY OF August, 2009 AND PASSED.


Mayor Helen M. Whitten


Thelma Rogers, CAO

BY-LAW #452

SCHEDULE "A"

SCHEDULE A.1

	#DOGS	Spayed/Neutered	Unaltered
LICENSE FEES	1 - 2	\$15	\$30
(Prior to February 1 st annually)	3	\$22.50	\$45
	4	\$30	\$60

AFTER JANUARY 31 ANNUALLY ALL FEES DOUBLE.

DOG TAG LOSS - REPLACEMENT FEE	\$3	\$3
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SCHEDULE A.2

PENALTY FOR FIRST OFFENSE**	\$300
PENALTY FOR SECOND OFFENSE	\$600
PENALTY FOR SUBSEQUENT OFFENSE NOT LESS THAN	\$1200

SCHEDULE A.3

PENALTY FOR FIRST OFFENCE**	\$75
PENALTY FOR SECOND OFFENCE	\$150
PENALTY FOR SUBSEQUENT OFFENCES	\$300
POUND FEES PER DAY*	\$20

* PLUS APPLICABLE VETERINARY EXPENSES

SCHEDULE A.4

PENALTY FOR FIRST OFFENSE**	\$150
PENALTY FOR SECOND OFFENSE	\$300
PENALTY FOR SUBSEQUENT OFFENSE	\$600

**For offences where a dog, while not on the owner’s property and whether or not the dog is on a leash, attacks a person or another animal or chases or challenges a person, the fine shall double and the dog shall be defined as a vicious dog for bylaw enforcement purposes.

Town of Sedgewick Monthly Statement
Month Ending February 28, 2014


As Per Books						
	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG
Previous Month Balance	1,761,998.07	3,496.45	106,983.02	29,160.71	633,160.02	160,128.47
Receipts for Month	132,125.06					
Transfer from MSI Op	28,819.00					
Outstanding Receipts	66,138.81					
Interest Received	1,460.73	2.68	82.07	20.00	485.71	122.84
Subtotal	1,990,541.67	3,499.13	107,065.09	29,180.71	633,645.73	160,251.31
Less Disbursements	179,259.45			28,819.00		
Month End Balance	\$1,811,282.22	\$3,499.13	\$107,065.09	\$361.71	\$633,645.73	\$160,251.31

As Per Bank						
Month End Balance	1,979,012.97	3,499.13	107,065.09	361.71	633,645.73	160,251.31
Cash on Hand	300.00					
Cash in Transit	699.02					
Subtotal	1,980,011.99	3,499.13	107,065.09	361.71	633,645.73	160,251.31
Less Outstanding Cheques	168,729.77					
Month End Balance	\$1,811,282.22	\$3,499.13	\$107,065.09	\$361.71	\$633,645.73	\$160,251.31

Outstanding Cheques					
	Number	Amount	Number	Amount	
Payroll Cheques					
	182	225.00	3165	1,566.51	
	183	2,719.76	3166	6,692.64	
	184	1,710.41	3167	744.17	
	185	2,720.64	3168	582.44	
	186	2,125.62	3169	285.00	
	187	1,307.66	3171	670.77	
	188	294.30	3173	4,888.64	
General Cheques			3174	8,026.20	
	3012	60.47	3175	586.00	
	3023	20,000.00	3176	3,812.34	
	3024	20,000.00	3177	130.00	
	3025	20,000.00	3178	28,819.00	
	3026	20,000.00			
	3027	20,000.00			
	3134	290.85			
	3136	471.35			
Outstanding Cheque Total		\$168,729.77			

Submitted to Council this 19 day of March 2014.

Interest Earned/February	\$2,051.19
GIC - 5-yr @ BRCU	\$11,240.30
GIC - 5-yr @ ATB	\$18,599.45
Total Cash and Investments	\$2,585,693.63

Mayor Clem St. Pierre

 CAO, Amanda Davis

19-Mar-14
 Mayor

19-Mar-14
 CAO

Report Date
3/ 5/2014 12:06 PM

Town of Sedgewick
List of Accounts for Approval
As of 3/ 5/2014
Batch: 2014-00010 to 2014-00016

Page 1

Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: AP - BRCU				
Computer Cheques:				
3127	2/ 3/2014	Canada Post Corporation	Jan. 2014 Utility Billing	288.41
3128	2/10/2014	AAMD&C	Jan. 2014 Statement	1,030.56
3129	2/10/2014	Government of Alberta	Discharge of Tax Notification	5.00
3130	2/10/2014	AWWOA	Banff Seminar - Johnson, D.	383.25
3131	2/10/2014	Amanda Davis	Come Together Conf. Mileage	368.28
3132	2/10/2014	Arnett & Burgess Oilfield	Shop - Grader Blades (4)	571.79
3133	2/10/2014	Battle River R.E.A. Ltd	Jan. 2014 Charges	48.63
3134	2/10/2014	Battle River Overhead Doors	FD - Overhead Door Repair	290.85
3135	2/10/2014	Brandywine & Brew	Council - Refreshments	176.75
3136	2/10/2014	BRAED	2014/15 Membership	471.35
3137	2/10/2014	The Community Press	Jan. 2014 Statement	435.77
3138	2/10/2014	Corner Gas	Jan. 2014 Fuel Purchases	2,096.97
3139	2/10/2014	CUETS Financial Mastercard	Jan. 2014 Statement	1,006.54
3140	2/10/2014	Drive Products	Shop - Sander Conveyor Chain	1,059.91
3141	2/10/2014	Flagstaff Waste Management	Donation/Purch. 1 Recycling Bin	1,293.60
3142	2/10/2014	Flagstaff Family & Community	2014 Requisition	6,427.50
3143	2/10/2014	Flagstaff Printing	Shop - Decal/Signs	55.23
3144	2/10/2014	Hi-Way 13 Transport Ltd.	Jan. 2014 Statement	409.58
3145	2/10/2014	John Deere Financial	Backhoe bucket blade	374.37
3146	2/10/2014	Loomis Express	Freight - Cleartech	42.09
3147	2/10/2014	Munisoft Ltd	2014 Utility Notice	406.54
3148	2/10/2014	Perry Robinson	Fire Hall Upgrades Labour	2,300.00
3149	2/10/2014	RTS Diesel Repair & Parts Ltd.	Shop - Oil Dipstick	157.34
3150	2/10/2014	Helen Sakaluk	Remuneration - By-Election	275.00
3151	2/10/2014	Watkins Holdings Ltd.	Jan. 2014 Statement	55.65
3152	2/10/2014	Sedgewick Building Supplies	2014 Fire Hall Cap. Ugrades	257.22
3153	2/10/2014	SKNGS - Sedgewick Killam	Jan. 2014 Billing	67,372.04
3154	2/10/2014	Sedgewick Pharmacy Ltd.	January 2014 Statement	10.70
3155	2/10/2014	Syban Systems Ltd.	WTP - Feb. 2014 Internet	52.45
3156	2/10/2014	Sheila Tanton	Remuneration - By-Election	275.00
3157	2/10/2014	Telus	Jan. 2014 Statement	863.06
3158	2/10/2014	Town Of Sedgewick	Jan. 2014 Utility Billing	1,364.13
3159	2/10/2014	Town Of Killam	Street Sanding	378.00
3160	2/10/2014	Wainwright Assessment	Feb. 2014 Contract	1,005.90
3161	2/10/2014	Voided by the print process		0.00
3162	2/10/2014	Wild Rose Co-operative Ltd.	Jan. 2014 Statement	4,659.99
3163	2/10/2014	Xerox Canada Ltd	Photocopier Maintenance	187.89
3164	2/20/2014	Brian King Professional Corp.	2013 TOS Audit Services	9,345.00
3165	2/26/2014	AMSC Insurance Services Ltd.	Mar. 2014 Remittance	1,566.51
3166	2/26/2014	AMSC	Jan. 2014 Charges	6,692.64
3167	2/26/2014	Barchard Engineering Ltd.	Svc. Calibrate Meters	744.17
3168	2/26/2014	Cleartech Industries Inc	Feb. 2014 Statement	582.44
3169	2/26/2014	Ted Djos	Snow Removal	285.00
3170	2/26/2014	Eastlink	Mar. 2014 Statement	94.35
3171	2/26/2014	Flagstaff County	Jan. 2014 Statement	670.77
3172	2/26/2014	Wrong Vendor		0.00
3173	2/26/2014	Local Authorities Pension Plan	Feb. 2014 Remittance	4,888.64
3174	2/26/2014	Canada Revenue Agency	Feb. 2014 Remittance	8,026.20
3175	2/26/2014	Receiver General For Canada	FD - 2014 Radio Renewal	586.00
3176	2/26/2014	Rocky Mountain Phoenix	FD - Turnout Gear/Name Patches	3,812.34
3177	2/26/2014	Sedgewick Legion Branch 55	Strategic Plan - Hall Rental	130.00
3178	2/26/2014	Sedgewick Kindergarten	CHSPS Playground Donation	28,819.00
3179	2/26/2014	Telus (Mike)	FD - Feb. 2014 Charges	62.37
Total for AP:				162,762.77

Report Date
3/ 5/2014 12:06 PM

Town of Sedgewick
List of Accounts for Approval
As of 3/ 5/2014
Batch: 2014-00010 to 2014-00016

Payment #	Date	Vendor Name	Reference	Payment Amount
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Accounts payable cheques for the month ending in February 28, 2014.

February 28th, 2014 Payroll

0177-0182	14/02/2014	Mid Month Payroll	5,618.29
0183-0188	28/02/2014	Month End Payroll	<u>10,878.39</u>
Total for Payroll:			\$16,496.68

20-Mar-14
Mayor

20-Mar-14
CAO

Council Committee Reports to March 19th, 2014

Mayor St. Pierre reported attendance to:

Battle River Alliance for Economic Development (BRAED) – February 20th, 2014

- I delivered the jacket samples for the oil show to the BRAED office in Killam, and I signed cheques for payables.

BRAED – February 24th, 2014

- I attended a meeting to assist in the organizing of BRAED's attendance to the Global Petroleum show in Calgary. The show is scheduled for June 9 – 12, 2014, and there will be 1,172 Exhibitors.
- BRAED will provide for a booth at the show and accommodation for the members to man the booth. It will require Representatives to set up and man the booth for the term of the show.
- We received updates and discussed the proposed Do's and Don'ts Manual; the brochures; set up; and other operational items.
- I would like to attend the show to represent the Town as well a BRAED.

BRAED – February 28th, 2014

- I attended a Strategic Planning session for BRAED in Killam facilitated by R. Siddle
- We began by revisiting and revising our mission, vision, and values statements. We then proceeded to review our five core business and related activities statements which we updated and changed to reflect objectives.
- One of the quotations presented during the session from Alberta's Rural Communities update bears repeating: "Any plans to ensure prosperity in rural Alberta must include the attraction and retention of people as a top priority. It will take more than jobs to succeed in attracting people; communities that also have a high quality of life will be the most successful."

Alberta Urban Municipalities Association (AUMA) Mayors Caucus and MLA Breakfast, Edmonton – March 5-6th, 2014

- I attended the captioned functions at the Chateau Lacombe, in Edmonton.
- Our sessions on March 5th comprised of a discussion of the MGA review; the Provincial long term transportation strategy; Improvements to the Voluntary Amalgamation Strategy in the MGA; an update on the Seniors' Lodge review; and a working session on Stormwater management.
- The objectives of the sessions were for AUMA Representatives to glean information and suggestions to strengthen their approaches to Ministers when they are lobbying on behalf of the membership.

19-Mar-14
Mayor

19-Mar-14
CAO

Council Committee Reports to March 19th, 2014

- The Premier addressed us at the MLA breakfast and a question and answer session had been intended. Due to the budget presentation on the afternoon of the breakfast, the only three questions were deferred pending the presentation of the budget. Time constraints prevented any real discussions with the Ministers.
- The Caucus as well as the MLA breakfast were not attended by a large contingent of AUMA members due largely to adverse weather conditions.

Sedgewick Volunteer Fire Department Meeting – March 6th, 2014

- Since Clr. Sparrow was not available, I attended the regular meeting of the fire department. The Fire Chief had arranged for the ambulance to attend for the members to familiarize themselves with the unit, as well as S. Sheedy, Flagstaff County's Safety Supervisor, to provide CPR instructions to the members.
- Mechanical problems resulted in the ambulance not being available and it was rescheduled.
- The minimum class size for CPR instruction is eight and since there were only seven members in attendance that was also rescheduled.
- Sheedy provided instructions on the use of AEDs.
- We should monitor attendance and if it does not improve, we should discuss the problem with the Fire Chief, and explore possible remedies.

Clr. C. Williams reported attendance to:

Flagstaff Family and Community Services (FFCS) Board Meeting – February 12th, 2014

- Community Engagement Councils have been created; these are new Councils that have amalgamated in place of previous Children Services and PDD regional boards.
- The 2014 FIRST Supper and Auction was the most successful year to date. Before expenses FIRST brought in approximately \$32,461 with 178 attendees. Additionally, I was in attendance at the event.
- The FIRST Supper and Auction will be held in Strome for 2015.
- FIRST will be bringing in Mildred D. Muhammed through the Speaker Bureau. She will be speaking about her domestic violence experience at the "Snipers Wife" on April 10th, 2014 in Killam at the Living Room Theatre at 7:00 pm; admission by donation.

19-Mar-14
Mayor

19-Mar-14
CAO

Council Committee Reports to March 19th, 2014

Flagstaff Community Foundation – February 12th, 2014

- Christmas Sharing Program Update:
 - MOTION to grant FFCS up to \$6,000 per year to hire three employees to operating the Christmas Sharing Program in conjunction with the Flagstaff Food Bank and FFCS for up to three years as highlighted in the proposal. In previous years the Christmas Sharing Program was operated by volunteers.

Citizens Advisory Committee (CAC)

- Due to Sgt. Brachmann's absence there was no February meeting.
- Next meeting is scheduled for March 18th, 2014

Clr. C. Williams reported on behalf of:

Sedgewick Library Board Meeting – February 27th, 2014

- As the meeting conflicted with an alternate meeting I was unable to attend however received the following update:
 - The board will be canvassing for a minimum of ten donations for the Red Serge Ball; Library's within the region receive a portion of proceeds received from the event therefore contributing by canvassing and set up etc.

Clr. C. Rose reported attendance to:

Parkland Regional Library Meeting, Lacombe – February 27th, 2014

- R. Sheppard presented a Trustee Orientation and his Directors Report
- Nine Long Service Awards were presented; five – 5 year; two – ten year; two – 15 year
- **Executive; T. Burke elected Vice Chair**
- Pilot Project – Alberta Books Traveling Display (groups together Alberta based authors to display their work. This will be available for the display in public libraries).
- Achieved 2013-15 Strategic Goals
 - Supplied 102 desktop and laptops computers and maintained current software licensing
 - Viability of School Library Service contracts – Not sustainable, contract to be terminated June 2014
 - Developed online training videos through YouTube

19-Mar-14
Mayor

19-Mar-14
CAO

Council Committee Reports to March 19th, 2014

- PRL is currently updating their website to become more user friendly;
 - Ability for ebooks
 - ordering books
 - TAL online
 - Gaming systems
 - Zino – online magazine subscription
 - Implementation of 'ME' – Alberta library wide borrowing service currently being tested between various libraries in the City
- Passes a motion for yearend purchases

Clr. G. Sparrow reported attendance to:

Sedgewick Killam Natural Gas Systems (SKNGS) Meeting – February 19th, 2014

- Reviewed November and December 2013 financial statements
- Reports concluded that November and December consumption was above average however January was below
- We will be replacing the line heater in Sedgewick this year and the one in Killam in 2015
- Obtaining quotes from Corpro to get a coating test done on the pipes within the system

Sedgewick & District Recreation Board Meeting – March 3rd, 2014

- The concourse is being painted upstairs
- Unsupervised children caused damage upstairs, doors walls etc.
- Sharks Minor Hockey President reported on a collaborative minor hockey meeting held on February 28th with Killam and Hardisty associations at Flagstaff building where amalgamation was discussed. Sharks understands that this needs to happen for the kids and is willing to work together for everyone's benefit
- New lights are to be installed in the arena in April
- Lacrosse Update:
 - YTD – 70 registrants, numbers are expected to increase
 - Edmonton Rush Players to make an appearance to encourage participation
 - The Lacrosse Association received a \$23,395 grant from Flagstaff County to assist with start up costs, jerseys and equipment, they will be named Flagstaff Fusion; additionally they received a \$1,000 Pioneer grant

19-Mar-14
Mayor

19-Mar-14
CAO

Council Committee Reports to March 19th, 2014

- A temporary Lacrosse board was formed until the association is official:
 - President, Aleska Johnson
 - Vice President, Derek Ness
 - Treasurer, Connie McArthur
 - Secretary, Kari Sanders
 - Director, Melinda McClements
- Lacrosse season is April-June
- The Rec Board in preparing for a fundraiser on April 25, more info to follow in the near future
- Purchase of twenty new plastic tables at \$50/each; wooden tables are to be given away
- The zamboni is to be serviced by RTS
- Two donations have been received:
 - Legion \$730,41 and ECS \$200

Clr. W. Dame reported attendance to:

Sedgewick Community Hall Board Meeting – February 19th, 2014

- R. Debock was voted as a new board member pending Council's approval.
- The financial statements for the months ending November 30th, December 31st, 2013 and January 31st, 2014 were presented and approved.
- The board applied for a Community Initiatives Program grant for exterior hall renovations, projector and screen and a table trolley; \$22,060 is available.
- L. Polege was directed to research the cost of a bulletin board/shadow box and ashtray replacements.
- Discussion held regarding fundraiser ideas as hall revenue is down from previous years

Clr. F. Watkins - no report submit

Clr. P. Robinson – nothing to report

19-Mar-14
Mayor

19-Mar-14
CAO

Public Works Report – Period Ending March 19th, 2014

An update on public works activities up to March 19th, 2014:

- In the month of February there was a loss of 783m³ of water. Public Works found a water break in the basement of 5025 – 47th Street. The line was running into a floor drain, fortunately not causing extensive damage to the property; the property was vacant, the water has been shut off and the property owners were contacted.
- An issue arose with the wet well at the lift station, levels were getting too high. The problem was identified at the water treatment plant; all three filters were backwashing at the same time for about 1.5 hours, the compressor operating the air valves quit working. A temporary compressor was installed; the switch was replaced on the original compressor and re installed.
- Due to the Spring weather, various storm drains have been freezing up; we have been spending time thawing and clearing storm drains.
- The water line froze in the boulevard of 5001 - 53A Street. The problem was identified on March 12th. The issue was resolved on March 15th, the CC was exposed and a steam truck assisted with the clearing of the blockage. To mitigate any future issues snow fence will be installed along the boulevard, this will eliminate snowmobile traffic in the winter as the traffic may be the culprit for the frozen line.
- A&B was contracted to assist with drainage issues in the back alley of 47th Street. Majority of the offices were flooding. This is an annual concern as the placement of the alley and grade do not align.
- We have completed development of preventative maintenance plans for both the water treatment plant and lift stations; they have proven to be very valuable as they are utilized daily.
- Weekend burial (1)
- The bucket truck was delivered to Nicks Oilfield Services for repairs.
- Public Works Foreman Johnson attended that Annual Water Conference in Banff, March 11-14.

19-Mar-14
Mayor

19-Mar-14
CAO

The Organizational Meeting of Sedgewick Town Council was held on the above date with the following members present: Mayor C. St. Pierre, Clr. P. Robinson, Clr. G. Sparrow, Clr. W. Dame, Clr. F. Watkins, Clr. C. Williams, Clr. C. Rose; also in attendance were CAO Davis and recording secretary L. Dallyn.

Oath of Office: Mayor St. Pierre performed a swearing in ceremony of Clr. C. Rose.

Call to Order: Mayor St. Pierre called the meeting to order at 7:05 pm.

Committee Appointments:

2014.02.27: **MOTION:** By Clr. F. Watkins that the members on the standing committees and appointments be approved as follows: **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
Clem St. Pierre Wayne Dame Perry Robinson	
Clem St. Pierre Wayne Dame Greg Sparrow	Town Personnel Salary and Performance reviews
Clem St. Pierre Fred Watkins Carol Williams	Policy Review Committee
Economic Development	
Council	Economic Development Public Relations Citizen Complaints
Protection to Persons and Property	
Carol Williams	Policing and Bylaw Enforcement Citizens' Advisory Committee - <i>Second Tuesday</i>
Greg Sparrow	Volunteer Fire Department - <i>first Thursday</i>
Perry Robinson	Regional Emergency Services Committee – <i>second Wednesday, quarterly</i>
Ian Malcolm	Director of Emergency Management
Transportation & Utilities – Public Works	
Clem St. Pierre Fred Watkins Perry Robinson	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	
Perry Robinson Greg Sparrow Fred Watkins	Sedgewick Killam Natural Gas System – <i>Quarterly</i>
Wayne Dame	Flagstaff Regional Solid Waste Management Association – <i>fourth Monday</i>
Parks, Recreation and Culture - Town Parks and Town owned Facilities	
Clem St. Pierre Carol Williams Cindy Rose	Sedgewick Beatification – Parks & Signage
Greg Sparrow	Sedgewick & District Recreation Board – <i>third Monday</i>
Clem St. Pierre Greg Sparrow, Fred Watkins, Amanda Davis alt. Perry Robinson	Regional Recreation Sub Committee
Fred Watkins	Sedgewick Golf Club
Cindy Rose	Sedgewick Lake Park Committee– <i>call of chair</i>
Carol Williams	Sedgewick Library Board – <i>second Thursday</i>
Cindy Rose	Parkland Regional Library Board
Wayne Dame	Sedgewick Community Hall Association – <i>call of chair</i>

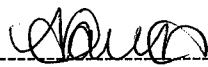
Clem St. Pierre Greg Sparrow Perry Robinson	Land Acquisitions Publicity and Promotions Community Growth Land Agreements and Sales Zoning and Land Use Development Agreements and Minimum Standards
Public Health and Welfare	
Clem St. Pierre	Health Unit contact and communication
Carol Williams	Flagstaff Family & Community Services – <i>second Wednesday</i>
Fred Watkins	Flagstaff Regional Housing (Lodge) – <i>call of chair – third Tuesday bimonthly</i>
Clem St. Pierre Carol Williams Cindy Rose	Sedgewick Cemetery
Economic Development	
Clem St. Pierre	BRAED – Battle River Alliance Economic Development
Clem St. Pierre	FIP - Flagstaff Intermunicipal Partnership – <i>first Monday</i>

Adjournment:
2014.02.28:

MOTION: By Clr. P. Robinson for adjournment at 7:10 pm.

CARRIED.

Clem St. Pierre, Mayor



Amanda Davis, CAO

19-Mar-14
Mayor

19-Mar-14
CAO

The Regular Meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday February 20th, 2014 at 7:00 pm.

Present	Clem St. Pierre	Mayor
	Perry Robinson	Councillor
	Fred Watkins	Councillor
	Carol Williams	Councillor
	Wayne Dame	Councillor
	Greg Sparrow	Councillor
	Cindy Rose	Councillor

Present	Amanda Davis	Chief Administrative Officer
	Lindsay Dallyn	Recording Secretary

Call to Order Mayor St. Pierre called the meeting to order at 7:11 pm.

Agenda
2014.02.29 MOTION by Clr. W. Dame that the agenda be approved with the following additions:

Correspondence
6A. Flagstaff County – Meeting Request

Committee Report – Mayor St. Pierre

Business
10B. Public Works Concern CARRIED.

Correspondence:
Tri-County Job Fair The Battle River Training Hub, Flagstaff County, Beaver County, Paintearth County and Alberta Works are hosting a Tri-County Job & Career Fair Wednesday May 21st, 2014 at the Killam Arena.

PFFF The Parents for Fun in Flagstaff (PFFF) is accepting proposals to host the 2014 End of Summer Celebration Movie in the Park; application deadline, March 31st, 2014.

2014.02.30 MOTION by Clr. C. Rose directing Administration to submit a proposal to host the 2014 End of Summer Celebration Movie in the Park. CARRIED.

Red Surge Ball The 8th Annual Red Serge Ball will be held March 29th, 2014 at the Killam Community Hall; proceeds go to Flagstaff Victim Services and Flagstaff Public Libraries.

Flagstaff County Flagstaff County submit a letter to the Minister of Municipal Affairs, Honourable Ken Hughes, regarding the grant to be provided to the Big Knife Lodge in Forestburg.

Flagstaff County Flagstaff County invited Council and CAO Davis to a meeting regarding Senior's Housing at the County Office March 3rd, 2014 from 7:00 p.m. to 9:00 pm; Mayor, St. Pierre, Clr.'s Watkins, Dame, Williams, Rose and CAO Davis to attend.

Flagstaff County Flagstaff County invited two members of Council and/or Administration to attend the Economic Development Workshop on March 13th, 2014 from 3:00 p.m. – 8:00 p.m. at the Flagstaff County Office; Clr.'s Watkins, Rose and Dame to attend.

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

2014.02.31 MOTION by Clr. P. Robinson to accept correspondence items and file as information. CARRIED.

Delegation: Auditor, Brian King entered the meeting at 8:30 p.m.

TOS Audit King presented the Town of Sedgewick's audited Financial Statement for the year ending December 31st, 2013.

2014.02.32 MOTION by Clr. P. Robinson that the Town of Sedgewick transfer \$260,973 to the recreation reserve account. CARRIED.

2014.02.33	MOTION by Clr. C. Rose that Council approve the Town of Sedgewick's audited Financial Statement for the year ending December 31 st , 2013 as amended.	<u>CARRIED.</u>
Departure	King departed at 9:00 p.m.	
Recess		
2014.02.34	MOTION by Clr. P. Robinson to recess the meeting at 9:04 p.m.	<u>CARRIED.</u>
Reconvene		
2014.02.35	MOTION by Clr. P. Robinson that the meeting reconvene at 9:10 p.m.	<u>CARRIED.</u>
Financial Statements	Council reviewed the Financial Statement for the month ending January 31 st , 2014, as attached to and forming part of these minutes.	
2014.02.36	MOTION by Clr. C. Williams to approve the financial statement for the month ending January 31 st , 2014 as presented.	<u>CARRIED.</u>
MGA Section 172	Pursuant to Section 172 of the Municipal Government Act (MGA) Clr. C. Williams declared a pecuniary interest in the next item.	
Accounts	Council reviewed the issuance of General Cheques and Payroll Cheques for the month ending January 31 st , 2014 as attached to and forming part of these minutes.	
2014.02.37	MOTION by Clr. P. Robinson to approve issuance of General Cheques #3055-3126, totaling \$228,073.75 and Payroll Cheques #0165-0176, totaling \$16,475.93 for the month ending January 31 st , 2014.	<u>CARRIED.</u>
<u>Committee Reports:</u>	Council provided written reports to February 20 th , 2014 as attached to and forming parts of the minutes.	
	Mayor St. Pierre submit his committee report to February 20 th , 2014 as an addition attached to and forming part of the minutes.	
Lake Board	Clr. P. Robinson reported attendance to the Sedgewick Lake Park Association Board Meeting on February 9 th , 2014.	
Hall Board	The Sedgewick Community Hall board sought Council's support regarding Richard Debock's appointment as a volunteer member.	
2014.02.38	MOTION by Clr. C. Williams that Council appoint Richard Debock to the Community Hall Board, effective February 20 th , 2014.	<u>CARRIED.</u>
2014.02.39	MOTION by Clr. P. Robinson that the committee reports be approved as presented.	<u>CARRIED.</u>
<u>Public Works Report:</u>	A written Public Works report was provided to February 20 th , 2014 as attached to and forming part of these minutes.	
2014.02.40	MOTION by Clr. G. Sparrow that the Public Works report be approved as presented.	<u>CARRIED.</u>
<u>CAO Report:</u>	CAO Davis provided a written Administration report to February 20 th , 2014 as attached to and forming part of these minutes.	
Harvest Operations	Harvest Operations donated \$750 towards new bunker gear for the Sedgewick Volunteer Fire Department.	
Community Hall	The Legion donated \$488.25 towards the Sedgewick Community Hall.	
DEM	The Town of Sedgewick Director of Emergency Management successfully completed the ICS100 Training Course.	

Transportation	A Transportation Committee meeting with Alberta Transportation, Bill Heaslip, is to be held March 13 th , 2014 at 11:00 a.m.; Clr's St. Pierre, Watkins and Williams to attend.
TOK	A supper meeting with the Town of Killam is to be held February 27 th , 2014 at the County Office.
2014.02.41	MOTION by Clr. P. Robinson that the CAO report be approved with the amendments; Regional Recreation Meeting, Flagstaff County, should state "... attendance with Clr's Sparrow, Robinson", <i>not</i> "Sparrow, Watkins". <u>CARRIED.</u>
<u>Minutes:</u>	Council reviewed the minutes of the January 23 rd , 2014 regular council meeting.
2014.02.42	MOTION by Clr. W. Dame that the minutes of the January 23 rd , 2014 regular council meeting be approved as presented. <u>CARRIED.</u>
<u>Business:</u>	
MSI Operating	Council reviewed an update on Municipal Sustainability Initiative (MSI) Operating Funding.
2014.02.43	MOTION by Clr. P. Robinson to approve the remaining allocation of the 2012 MSI Operating funding in the amount of \$28,819 to the Central High Sedgewick Public School (CHSPS) Playground replacement project. <u>CARRIED.</u>
CHSPS Parent Support Assoc.	Item addressed in conjunction with business item number one.
Emergency Management	Council reviewed the vacancies within the Town of Sedgewick Emergency Management Plan.
2014.02.44	MOTION by Clr. C. Rose that Council appoint Mayor St. Pierre and Clr. Robinson to serve on the Emergency Management Committee pursuant to the Municipal Emergency Management Bylaw #485. <u>CARRIED.</u>
2014.02.45	MOTION by Clr. P. Robinson that Council appoint Richard Debock as the Deputy Director of Emergency Management effective February 20 th , 2014. <u>CARRIED.</u>
2014.02.46	MOTION by Clr. C. Williams that Council appoint Clr. F. Watkins as the Emergency Management Public Information Officer effective February 20 th , 2014. <u>CARRIED.</u>
2014.02.47	MOTION by Clr. G. Sparrow that Council appoint Clr. W. Dame as the Emergency Management Security Officer effective February 20 th , 2014. <u>CARRIED.</u>
2014.02.48	MOTION by Clr. F. Watkins that Council appoint CAO Davis as the Emergency Management Scribe effective February 20 th , 2014. <u>CARRIED.</u>
RESC	The Regional Fire Chief Services Agreement expires December 31 st , 2014; notice of renewal required prior to April 1 st , 2014.
2014.02.49	MOTION by Clr. C. Williams that Council support the renewal of the Regional Fire Chief Services Agreement as presented. <u>CARRIED.</u>
RESC	The Fire Services Agreement expires December 31 st , 2014; notice of renewal required prior to April 1 st , 2014.
2014.02.50	MOTION by Clr. P. Robinson that Council support the renewal of the Fire Services Agreement as presented. <u>CARRIED.</u>
Bylaw # 508	Fees and Charges Bylaw #508 was presented for approval.
2014.02.51	MOTION by Clr. P Robinson to give first reading of Bylaw #508. <u>CARRIED.</u>
2014.02.52	MOTION by Clr. G. Sparrow to give second reading of Bylaw #508. <u>CARRIED.</u>

2014.02.53 MOTION by Clr. F. Watkins that Council have a third reading of Bylaw #508. CARRIED.

2014.02.54 MOTION by Clr. C. Rose that Council have third and final reading of Bylaw #508. CARRIED.

TOS Council reviewed the Town of Sedgewick’s Ethical Guidelines of Conduct for Members of Council.

2014.02.55 MOTION by Clr. P. Robinson that Council adopt the Town of Sedgewick’s Municipal Code of Conduct as presented.

Town of Sedgewick

Ethical Guidelines of Conduct for Members of Council

The proper operation of democratic local government requires that elected officials be independent, impartial and duly responsible to the people.

To this end it is imperative that:

- Government decisions and policy be made through the proper channels of government structure.
- Public office not to be used for personal gain.
- The public have confidence in the integrity of its government.

Accordingly it is the purpose of these guidelines of conduct to outline certain basic rules for elected municipal government officials in Alberta so that they may carry out their entrusted duties with impartiality and dignity, recognizing that the function of council members is, at all times, service to their community and the public.

To further these objectives, certain ethical principles should govern the conduct of members of council in Alberta in order that they shall maintain the highest standards in public office and faithfully discharge the duties of office.

Member of Council Shall:

1. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta.
2. Not use confidential information for the personal profit of themselves or any other person.
3. Not communicate confidential information to anyone not entitled to receive same.
4. Not use their position to secure special privileges, favours, or exemptions for themselves or any other person.
5. Preserve the integrity and impartiality of Council.
6. For a period of twelve (12) months after leaving office, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.

Members of a Municipal Council shall not assume that any unethical activities not covered by or specifically prohibited by these ethical guidelines of conduct, or by any legislation, are therefore condoned.

Member of this Council agree to uphold the intent of these guidelines and to govern their actions accordingly. CARRIED.

Phoenix Land Agents Council received a letter from Phoenix Land Services on behalf of Enbridge Pipelines Inc. requesting permission to temporarily utilize the Town of Sedgewick’s road (NW 16-44-12 W4M) in order to access the proposed pipeline and for permanent pipeline crossing consent in various locations (NE 24-44-13 W4M & SW 16-44-12-W4M).

2014.02.56 MOTION by Clr. F. Watkins that Council approve the temporary use of the existing road as described in Schedule A. CARRIED.

2014.02.57 MOTION by Clr. F. Watkins that Council approve the permanent pipeline crossing as described in Schedule A. CARRIED.

BRWA Council received an update regarding involvement with the Battle River Watershed Alliance (BRWA).

Council directed Administration to distribute information to Town residents regarding ways to protect our water source and solutions for decommissioning private water wells.


Public Works Discussion held regarding repairs to the bucket truck.

Adjournment
2014.02.58

MOTION by Clr. P. Robinson for adjournment at 10:04 p.m.

CARRIED.

Clem St. Pierre, Mayor



Amanda Davis, CAO

Request for Decision (RFD)

Topic: Recreation Facility and Program Manager Job Description - *Draft*
Initiated by: Recreation Sub Committee
Prepared by: Amanda Davis/Recreation Financial Officer
Attachments: 1. Recreation Facility and Program Manager Job Description
2. Salary Chart
3. Recreation Budget Savings Analyses 2013/14 Season

Recommendations:

1. That Council approve the Recreation Facility and Program Manager salary chart and job description as presented (allowing Administration to begin advertisement of the position).
 2. That Council reduce the \$100,000 2013/14 recreation allocation to \$54,900 and utilize the remaining funds for the employment position.
-

Background:

At the January 23rd, 2014 Regular Council Meeting a Recreation Sub Committee was appointed; Mayor St. Pierre, Cllr's Watkins, Sparrow and CAO Davis.

The committee was appointed to actively review and engage with Recreation as well as foster a new relationship with Flagstaff County's Regional Recreation Plan.

A committee meeting was held on February 26th. One of the main priorities addressed the development of a new employment position; a Recreation Facility and Program Manager. Attached is a draft job description and salary chart for the proposed position.

Current:

At this time, the committee recommends that the Recreation Facility and Program Manager be a direct employee of the Town. As a direct employee this person would be the responsibility of the CAO and would be responsible to report directly to Council. As this differs from the current operation, Council will also be responsible for reviewing the status and operations of the Recreation Board. If we align our goals with Flagstaff County's Regional Recreation Plan the overall goal would be the development of a Recreation Agency. However at this time our first goal should be regaining control of the facility and programming.

Review of operational policies shall be addressed in the near future.

Funding:

Council approved the Sedgewick & District's 2013/14 Recreation Budget as presented with a \$100,000 municipal operating grant at the November 14th, 2013 special budget meeting (attached).

- Pursuant to the newly signed agreement for power charges we are expected to receive a 30% cost saving
- Administration has been in contact with the financial officer seeking ideas for additional cost savings
- To note, the Recreation Centre has not required any of their 2012/13 \$100,000 operating funds. Further, Council allocated the \$100,000 for the 2013/14 year.

The \$100,000 operating grant is collected through municipal taxes however, funding for this position could be subsidized by the 2013 Municipal Sustainability Initiative (MSI) Operating allocation of \$64,191 for one year as MSI operating funding will be completely phased out by 2015. As a reminder any project that is subsidized by MSI operating will then have to be fully funded through municipal taxation. As this position would be permanent it may not be in Council best interest to offset the cost through MSI.

If approved we hope to secure and employee by May 2014. If successful, we can expect a cost of \$45,100.

Municipal allocation to the Sedgewick Recreation Centre:	\$100,000
Less estimated salary (7 months):	<u><45,100></u>
Difference:	\$54,900

Recreation Centre estimated cost savings YTD as presented by the financial officer: <\$39,698>

Estimated shortfall in funding: \$5,402

Topic for discussion:

In 2013 J. Fedyk and I met to discuss recreation in Sedgewick. Administration broached the topic of a shared recreation position with Flagstaff County. Between the two parties we are drafting a proposed collaborative job description. Council may consider formally pitching the idea to Flagstaff County.

As the Sedgewick Recreation Centre was deemed a Primary Facility there may be potential buy-in and support through a shared Program/Facility Manager.

Town of Sedgewick – Recreation Facility and Program Manager

CLASSIFICATION:	Administrative	SUPERVISOR:	CAO
DEPARTMENT:	Recreation	WORK HOURS:	Flexible 40 hrs/week
STATUS:	Permanent Full Time		

Summary of Position:

Under the direction of the Town Chief Administrative Officer (CAO) the Recreation Facility and Program Manager controls, manages, coordinates and evaluates the operation of the Sedgewick Recreation Centre while also planning, scheduling and delivering programming and events.

Qualifications:

1. Post-secondary diploma or degree in recreation or leisure studies, therapeutic; recreation, kinesiology or other related field from a community college or university;
2. Knowledge of community resources and service development;
3. Excellent oral and written communication skills;
4. Excellent communication, leadership and team building skills;
5. Effective leadership, interpersonal and organizational skills;
6. Proven time management; ability to prioritize, coordinate and manage multiple activities and meet deadlines;
7. Proficiency in Microsoft Office (Word, Excel, Outlook);
8. Possess experience in facility management and recreation programming or coaching
9. Ability to demonstrate tact and diplomacy with the public
10. Knowledge of a variety of sports and their rules and the ability to effectively instruct and/or direct a range of participants from children to seniors
11. Ability to work with and lead both paid and volunteer staff and non-profit organizations
12. Ability to work flexible work schedules with willingness to work evenings, weekends and holidays on a regular basis
13. Proven time management skills; an ability to manage a number of projects at the same time and the ability to work with minimum supervision
14. Possess an understanding of risk management and safety standards
15. Valid class 5 drivers license
16. Police security check & Drivers Abstract

Duties and Responsibilities:

The Facility and Program Manager shall be responsible for a variety of facility management and programming/administrative duties.

The Manager shall be responsible to work closely with that Town Chief Administrative Officer (CAO), User Groups, Flagstaff County and surrounding communities. It is imperative that the Manager support/implement the guidelines of the Regional Recreation Program identified by Flagstaff County as well as the implementation and support of programs for year-round facility operation, schedule and facility bookings and facility maintenance/management.

The Manager shall be responsible to the Town Council through the CAO. As well the Manager is required to liaise with all community recreation and **culture committees** and the general public to provide effective management of the Sedgewick Recreational Facilities.

The focal point of this position is to work regionally and facilitate a collaborative shift in regional recreation while supporting and enhancing current operations.

Supervision Received/Exercised:

- Policy direction shall be provided by Town Council and the Sedgewick Recreation Board
- Administrative direction shall be provided by the CAO
- Supervisory duties entail direct supervision of the Recreation staff, Arena Coordinator, Janitor, Kitchen and Library staff as well as assist them in advertising, recruiting, hiring, training and annual evaluation staff.
- Direct scheduling of staff and the maintenance of the facility by ensuring that hours worked by staff are properly recorded and are in accordance with approved labor standards and the budget

General Administration:

- Develop, implement and enforce policies and procedures for the Recreation Board and Council approval;
- To manage the daily operation as well as the long range planning of Recreation and **Cultural Departments;**
- Review and analyze existing departmental services and make necessary improvements by establishing long and short term goals;
- Prepare reports and studies related to departmental programming, capital improvements, facility maintenance and other assigned activities;
- Prepare the annual long term operation and capital budget with advice and assistance from the CAO and the Finance Officer;
- Actively seek out grant funding for all recreation-based projects as directed by Recreation Board, Sedgewick Town Council and the CAO for recreational, parks events and special projects;
- Control departmental spending within the budget allocation including approval of purchases and invoices for payment;
- Liaise with the Town Office and the Financial Officer in regards to financial records and accounting procedures;

- Ensure regular and timely deposits of cash receipts;
- Develop, implement and enforce a Health and Safety Program for all recreation services;
- Conduct and complete all scheduling of events within the facility;
- Provide monthly financial statements to the CAO who reports to Town Council
- Submit/report/compliance of all grants in conjunction with the Financial Officer
- Submit payroll hours to the Financial Officer/ bi-monthly
- Develop a marketing plan for the Regional Recreation Centre to sell programs and the facility to increase usage
- Assist with collaborative regional recreation meetings
- Keep social media posts up to date
- Actively engage in the development of a Recreation Agency with the expertise of CAO and Flagstaff County
- Perform any other duties as requested by the CAO

Public Relations:

- Promote a high degree of awareness of available opportunities in the Town of Sedgewick by coordinating, developing and distributing various marketing materials related to Town programs, services and facilities;
- Liaise with the community committees and the general public to provide effective management of the Sedgewick Recreation Centre facility;
- Search our community needs for new programs and assist in organizing new programs and follow up to ensure their success and participation; programming shall be in conjunction with the Flagstaff County's Recreation studies;
- Show interest in programs and activities by attending meetings, games and activities as much as is reasonable as an ambassador for the Town and promote good public relations;
- Organize and develop volunteer programs, assist in planning and organizing community events
- Ensure staff are trained/qualified in the provision of courteous customer services;
- Assist Operational Coordinators in the resolution of disputes;

Board Participation:

- To act as the principal advisor and administrative assistant to the Recreation Board;
- Prepare Board agendas and background documentation and assist in a policy advisory role;
- Confirm all decisions of the Recreation Board which affects individuals, clubs, organization etc. in writing;

Facilities:

- Establish facility booking procedures
- Develop maintenance standards for the facility and create and promote annual, monthly and daily maintenance programs;
- Ensure that the maintenance standards are adhered to by staff and contractors;
- Support activities done by outside agencies (Ag Society, Minor Hockey etc.) in the area of capital development, upgrading and maintenance in conjunction with the CAO;
- Assist with general janitorial duties within the facility

DRAFT

March 19, 2014 Draft Salary Chart

2014 Recreation Salary Chart

Rec. Facility/Program Manager	51,600	63,500
1820 Hours		

Estimated Salary	60,000
Benefits (LAPP included)	<u>15,557</u>
	\$75,557

This salary chart aligns with Flagstaff County's Recreation Programming Position, it may require revisions review and qualification of applicants.

Sedgewick Recreation Centre - Budget Savings for the 2013/2014 Season - Year to Date Expenses & Forecasted Expenses

Wages

Year to Date Sept/2013 - Feb/2014	\$	65,841.00	Includes all Rec Centre staff/Janitorial and Bookkeeping
March 2014	\$	12,000.00	Estimated
Apr/14 - Aug/14	\$	23,000.00	Rec Director Salary & Bookkeeper
Apr/14 - Aug/14	\$	5,000.00	Estimated Concession/Janitorial
	\$	105,841.00	Total Wages for 2013/2014
	\$	134,000.00	2013/2014 Budget
	\$	105,841.00	
	\$	28,159.00	Under Budget 21%

Utilities

Sept/12 - Dec/12	\$	17,791.88	Sept/13 - Dec/13	\$	24,817.52	
Jan-13	\$	22,954.53	Jan-14	\$	14,465.54	
Feb-13	\$	12,329.56	Feb-14	\$	7,980.68	
Mar-13	\$	15,941.06	Mar-14	\$	11,158.00	Estimated 30% reduction
Apr/13 - Aug/13	\$	16,238.60	Apr/14 - Aug/14	\$	11,367.02	Estimated 30% reduction
	\$	85,255.63		\$	69,789.00	
				\$	95,700.00	2013/2014 Utility Budget
				\$	25,911.00	Under Budget 27%

Concession

Year to Date Sept/2013 - Feb/2014	\$	31,708.00	Profit after Expenses
Mar 2014 - Aug 2014	\$	-	Concession Broke even over the spring/summer months last year
	\$	31,708.00	Estimated Profit for 2013/2014 Season

Bank Balance Feb 28/14	\$	77,650.00		\$	77,650.00	
County Capital Grant for Lights	\$	50,000.00		-\$	40,000.00	Mar/14 - Aug/14 Wages
	\$	127,650.00		-\$	23,863.00	Mar/14 - Aug/14 Utilities
				\$	13,787.00	

The Sedgewick Rec Centre has been holding its own, its concession is making money and wages and general expenses are under budget. Thanks to the town we will now be seeing a 30% reduction in our Utility Invoices and I do not foresee the Rec Centre needing the allocated \$100,000.00 budget grant amount for the 2013/2014 Operating Season. With that said, the Rec Centre cannot begin operation in Sept. 2014 into the 2015 Season with an estimated bank balance of \$14000.00, so if the centre does not have any income during the spring/summer months to offset the expenses, the Rec Centre will need to keep the town's financial support in its budget for the 2014/2015 Operating Season.

Request for Decision (RFD)

Topic: Steering Committee – Protocol for Regional Cooperation
Initiated by: FIP Committee/CAO Group
Prepared by: Amanda Davis
Attachments: 1. Protocol for Regional Cooperation

Recommendations:

That the Town of Sedgewick propose the following amendments to the Protocol for Regional Cooperation:

1. That the Village of Heisler be included as a member within the Agreement
 2. That the following clause be added to Section 2.3, “CAO’s shall attend all Steering Committee meetings as support”
-

Background:

The Protocol for Regional Cooperation was approved and signed by all municipalities within Flagstaff County except the Village of Heisler on September 16th, 2013.

The Protocol was developed and intended to replace the FIP Terms of Reference. The Protocol was included as an attachment in the February 20th, 2014 Council Package (CAO Report). However the importance of the Protocol was not discussed in great detail.

The CAO Group discussed the Protocol in great lengths at the February 24th, 2014 meeting. To ensure all Councils are aligned the Protocol will be the steering tool and is the reason for the Steering Committee’s existence (formally referred to as FIP).

Current:

During review of the Protocol the CAO Group identified that the terminology is inconsistent as well as various grammatical errors.

Areas to be addressed:

1. Authorization for the Village of Heisler to become a member of the Steering Committee
2. That a bullet be added to Section 2.3 clarifying the participations of CAO’s a Steering Committee Meetings:
 - a. “CAO’s shall attend Steering Committee Meetings as support”
3. Various grammatical errors

Topics for discussion:

- Is Council in favor of the name change from Flagstaff Intermunicipal Partnership (FIP) to Steering Committee?
- Is every project considered Regional regardless of the membership within the project and should it be the coordinator and steering committees responsibility
- Does the appointed member on the Steering Committee have to the Mayor (CEO)

Please review and make comments in preparation of the Strategic Planning Session in April.

PROTOCOL for REGIONAL COOPERATION

BETWEEN:

- **VILLAGE OF ALLIANCE;**
- **TOWN OF DAYSLAND;**
- **FLAGSTAFF COUNTY;**
- **VILLAGE OF FORESTBURG;**
- **VILLAGE OF GALAHAD;**
- **TOWN OF HARDISTY;**
- **TOWN OF KILLAM;**
- **VILLAGE OF LOUGHEED;**
- **TOWN OF SEDGEWICK;** and
- **VILLAGE OF STROME** (referred to as the "Parties")

WHEREAS the above local governments have the legislated authority to enter into an agreement for the purposes of sharing resources, expertise, risk and benefits associated with coordinating regional cooperation efforts on behalf of their respective communities.

WHEREAS the above parties believe it is in the public interest to pursue regional cooperation for the following reasons:

- **Knowledge sharing** – from the skills and experiences of others
- Share **human resources** – expertise and time
- Better **communication** for understanding and respecting differences
- **Save money** on current and/or future expenditures
- Enhance or maintain current **service levels**
- Provide a **new service** to meet emerging common needs
- Maximize the of service delivery **efficiency** and avoid **duplication of effort**
- Generate **new revenue sources**
- Lobby for or access external resources - government or corporate
- Pursue **joint advocacy** with other organizations and governments

AND WHEREAS the above parties feel it is important to provide a framework to guide regional cooperation in the areas of:

- Agreeing on general **principles** (Section 1) to guide organizational relations
- Creating a defined **structure** (Section 2) to represent all parties
- Facilitating effective **communication** (Section 3) between the parties
- Selecting suitable shared service and strategic topic **candidates** (Section 4)
- Following a **process** (Section 5) to pursue specific areas for cooperation
- Using a **concerns** process (Section 6) to address issues arising
- Identifying general **conditions** (Section 7) to guide regional cooperation efforts

NOW THEREFORE, the above parties wish to declare their spirit of fellowship by entering into a Protocol for Cooperation with the following considerations.

1.0 GUIDING PRINCIPLES

The parties agree to the following principles to guide regional cooperation efforts:

- 1.1 To have defined **communication** channels to share information.
- 1.2 To encourage **respect** of different view and interests.
- 1.3 To pursue relations based on **transparency & openness**
- 1.4 To **work together** in attempts to resolve issues.
- 1.5 To develop a **consultative process** to ensure shared goals and efforts
- 1.6 To respect **jurisdictional interests** by
- 1.7 To acknowledge not all parties need to be involved in each regional project.
- 1.8 To advance shared interests to other levels of government with a **common voice**.
- 1.9 To ensure the **public awareness** of the progress and results of regional cooperation.

2.0 STRUCTURE

The parties agree to the following structure to promote effective cooperation:

Steering Committee

2.1 The membership of the Steering Committee is made up of the Chief Elected Official (CEO)-Reeve and Mayors from the eleven parties. An alternate elected official may attend Steering Committee meetings from time to time when the CEO is not available.

2.2 The Steering Committee is responsible to:

- Coordinate regional cooperation efforts and Regional Cooperation Forum meetings
- Suggest opportunities for cooperation and information dissemination;
- Develop work plan(s) for the review and consideration of the parties;
- Facilitate decision-making by Councils on regional cooperation initiatives;
- Select a Chairperson as a spokesperson and to chair meetings; and

CAO Committee

2.3 The Chief Administrative Officers (CAO) of each party are responsible to meet regularly to:

- Meet regularly to support the Steering Committee;
- Annually assess the performance of the Coordinator (see below);
- Coordinate efforts to implement the work program
- Prepare or review reports on shared service projects.

Coordinator

2.4 The designated coordinator is responsible to:

- Coordinate administrative support to the Steering Committee;
- Work with the Chairperson to prepare notice of meetings and agendas; and
- Oversee the development and implementation of the regional cooperation strategy.

Regional Cooperation Forum

2.5 The Regional Cooperation Forum is expected to meet semi annually to:

- Assess the progress of regional collaboration efforts;
- Evaluate shared services and determine areas for attention;
- Examine and determine strategic opportunities for cooperation;
- Establish a schedule for regular meetings;
- Adopt a communications strategy for joint decisions; and
- Review and approve the regional cooperation strategy.

3.0 COMMUNICATIONS

Steering Committee

3.1 The Steering Committee will operate in an open and transparent manner, in terms of participating Councils. Individual Councilors on each Council will be welcome to attend Steering Committee meetings as observers. Meetings of the Steering Committee will be public, unless issues of a legal nature or negotiations are being discussed.

3.2 Requests for information, presentations, etc. on issues being addressed by the Steering Committee will be directed to and responded to by the Chair.

3.3 The Committee will provide for regular reporting to the public, through media releases, public information meetings, etc. To the extent possible, the Chair will ensure that Councils are informed before a public release is issued.

Referrals

3.4 The parties agree to use best efforts to provide referrals to potentially affected parties prior to a local Council decision being made.

3.5 The purpose of the referral is to provide the other party with timely and sufficient information for meaningful dialogue only prior to either Party taking a position or making a decision.

4.0 SHARED SERVICES & STRATEGIC TOPICS

The parties agree to use the following guidelines to assess areas for regional cooperation:

4.1 A **shared service** candidate is a service or program that one or more parties provide or may want to apply.

4.2 A **strategic topic** is an issue or opportunity that one or more parties want to address.

4.3 Shared service or strategic topic **criteria** (Display 1) are intended to be used to:

- Evaluate the success likelihood of a potential area for regional cooperation;
- Clarify expectations of the parties if the topics is addressed;
- Identify requisite conditions for success at the start of an initiative; and
- Explore the actions required to sustain the initiative.

4.4 Shared service **candidates** offered by any party are expected to be:

- Assessed by the party suggesting the candidate;
- Submitted with supporting documentation of the area assessment;
- Discussed with potential regional cooperation parties before detailed analysis;
- Reviewed at a CAO meeting prior to a Steering Committee meeting; and
- Considered at a Regional Cooperation Forum, where possible.

5.0 **PROJECT PROCESS**

The parties agree to the following steps for identifying, selecting, implementing and monitoring shared services & strategic topics for regional cooperation.

Shared Services

5.1 A **notice of initiative** is provided by the initiating party when it wants to examine a service with regional cooperation potential or possible jurisdictional implications, by submitting a written notification to all other parties. The notification must be supported by a council resolution. Where ever possible, the idea should be introduced at a Regional Cooperation Forum

5.2 Other parties indicate their **interest and/or concerns** to the initiating party about the proposed regional cooperation project (so they can be addressed or acknowledged in the preliminary examination) within 45 days.

5.3 The initiating party conducts a **preliminary examination** using the regional cooperation candidate criteria contained in section 4.3 in partnership with other interested parties.

5.4 The initiating party is responsible to coordinate a **discussion** of the regional cooperation project with the other parties by:

- Providing a written report of its preliminary examination to all other parties;
- Placing the matter on the Steering Committee meeting agenda for direction; and
- Facilitating discussion at a regular or special Regional Cooperation Forum.

5.5 Two or more parties may pursue the **feasibility** of a regional cooperation project by way of a 'Feasibility Memorandum' to include (but not limited to):

- Scope for the feasibility analysis and concerns of other parties to be addressed; and
- Degree to which fiscal and human resources will be cost shared by the parties

5.6 The Feasibility Stage produces a detailed **business plan** to include:

- Resolution of key requirements to sustain the regional cooperation initiative;
- Identification of critical success indicators to be achieved (and monitored); and
- Preparation of a draft shared services contract

5.7 The parties formally commit to a shared service project by way of a **contract** that is:

- Reviewed by the CAO's (& legal counsel) on behalf of all or each party; and
- Ratified by a resolution (or bylaw) by the respective parties.

5.8 The shared service contract must include **implementation considerations** such as:

- Identification of the lead party designate(s) responsible for implementation
- Success indicators and desired results to evaluate the initiative; and
- Sharing of financial resources and other organizational resources.

Strategic Topics

5.9 **Strategic topics** may be introduced at a Forum through the Steering Committee to:

- Discuss its scope and possible strategies with required resources and actions
- See if at least two parties wish to place it on the Regional Cooperation Work Program.

6.0 CONCERNS PROCESS

The parties agree to the following process for addressing complaints relating to Shared Services.

6.1 The steps for dealing with **complaints** related to Regional Cooperation include:

- An individual Councillor or CAO must raise their concern with their own Council;
- A Council resolution is required for a party to take action;
- The 'complaint' party is to given a response timeframe within ten (10) working days;
- A ninety (90) day requirement for the issue to be addressed by the parties;
- Provision of rationale for extensions to the above ninety day response requirement;
- The 'complaint' party is expected to bring the complaint to the Steering Committee; and
- The Steering Committee will monitor the follow-up to complaints.

6.2 The options for dealing with an **unresolved conflict** between the parties include:

- A CEO of one party may facilitate discussions with other parties;
- Discussion at the Steering Committee meetings in an attempt to resolve the matter;
- Retain a third party to facilitate a resolution process; and/or
- Agree to a legal proceeding to decide on the matter.

6.3 A party (or service authority) must notify other parties of **service changes** that reflect:

- Modifications to service contract conditions;
- Significant change in an existing policy or a new proposed policy;
- Reallocation of monies that exceed the approved authority level; and
- Adjustments to service levels that are not reflected in the contract.

7.0 CONDITIONS

7.1 Any party may **withdraw** from this protocol with six (6) months notice to other parties.

7.2 The purpose of **referrals** is to provide parties with timely and sufficient information for meaningful consultative dialogue, prior to any of the parties making a decision which may impact upon the other party.

7.3 Notices and referrals referred to in the Protocol shall be **delivered in writing** to all the signatories to this agreement:

7.4 Nothing in this Protocol shall be construed as to fetter the legislative discretion of the parties within their respective jurisdiction, or to oblige either party to pursue an action, the application of any laws, statutory or otherwise;

7.5 It is acknowledged that the spirit of this Protocol will be reflected in each of the party's best efforts rather than any enforceable obligations to implement its terms and conditions.

7.6 The Protocol may be amended upon agreement of all parties.

As evidence of their agreement to the above terms, the parties have executed this Protocol as set out below:

ASSENTED TO THIS 16 DAY OF Sept., 2013 By:

Due Thomas

Mayor
Village of Alliance

Laurie Davis

CAO
Village of Alliance

Janette Neale

Mayor
Village of Galahad

S. Armstrong

CAO
Village of Galahad

Bruce P.

Mayor
Village of Strome

S. Armstrong

CAO
Village of Strome

Debra Smith

Mayor
Village of Loughed

[Signature]

CAO
Village of Loughed

[Signature]

Reeve
Flagstaff County

S. Armstrong

CAO
Flagstaff County

Edward Kusack

Mayor
Town of Daysland

[Signature]

CAO
Town of Daysland

[Signature]

Mayor
Village of Forestburg

[Signature]

CAO
Village of Forestburg

[Signature]

Mayor
Town of Killam

[Signature]

CAO
Town of Killam

[Signature]

Mayor
Town of Sedgewick

[Signature]

CAO
Town of Sedgewick

[Signature]

Mayor
Town of Hardisty

[Signature]

CAO
Town of Hardisty

SHARED SERVICE REVIEW CRITERIA (Details)

The following criteria provide prompts to discuss and assess the suitability of existing or proposed services as potential candidates for cooperation among one or more parties.

CRITERIA	NOTES		
	High	Medium	Low
1. STRATEGIC PERSPECTIVE Does it contribute to strategic goals?	Mutual Vision	Compatible Goals	Uncertain
COST SAVINGS Will it save money?	Current Reduction	Zero Sum	Reduce Future Cost
3. SERVICE LEVEL How will it impact service delivery?	Maintain Level	Enhance Delivery	New Function
4. DETERMINED NEED Is the service critical to the service agenda?	Essential/ Legislated	Important/	Discretionary/ Optional
5. SERVICE DEPENDENCY Can service be provided alone?	Cannot do alone	Hard to do	Can do on own
6. ACCOUNTABILITY HISTORY Is there a positive partner track record?	Positive Experience	Uncertain	Negative Experienced
7. EXPECTED CAPACITY What is the service benefit to be shared?	Over 50%	Under 50%	Very Limited
8. JURISDICTIONAL RELEVANCE Does it relate to each party?	All four units	Three Units	Two Units
9. GEOGRAPHIC RELEVANCE What areas are affected?	All of Region	Partial Regional	Specific Area
10. PUBLIC SUPPORT Will the public support change?	Visible and Strong	Neutral	Uncertain
11. EXTERNAL LEVERAGING Does it access third party resources?	Ready & Waiting	Potential Exists	Uncertain
12. PUBLIC AWARENESS Is the public a factor for implementation?	Invisible	Visible/ Simple	Visible/ Complex
13. AFFORDABILITY How critical is this service?	In budget	Reallocate Budget	New to Budget
14. PARTNER CAPACITY Does the partner have resources?	In budget – less cost	In budget – zero sum	More cost
15. COST/BENEFIT ANALYSIS What is the return on investment?	Low Cost/ High Impact	Med. Cost/ High Impact	Med. Cost/ Med. Impact
16. RESOURCES EXPECTED What types of resources are expected?	Cash	Cash/ In Kind	In Kind
17. SHARED EXPERTISE Does it help access skills & knowledge?	Fill Critical Void	Create Synergies	Save Time
18. REVENUE GENERATION Will it increase revenues?	Yes	Potentially	Unsure/No

Request for Decision (RFD)

Topic: Municipal Strategic Plan
Initiated by: Council/Administration
Prepared by: Amanda Davis
Attachments: 1. Results Report prepared by Vic Mosian (facilitator)
2. Draft Strategic Plan

Recommendations:

1. That Council review and provide comments on the Draft Strategic Plan;
 2. That Council address the un prioritized goal and provide direction for Administration
-

Background:

On February 21st, 2014 Victor Moisan with Alberta Culture facilitated our Strategic Planning Session.

A Strategic Plan is a tool used to proactively plan for the future. The Plan provides clear direction for Council, Administration and the Community as it sets out our intended goals.

Current:

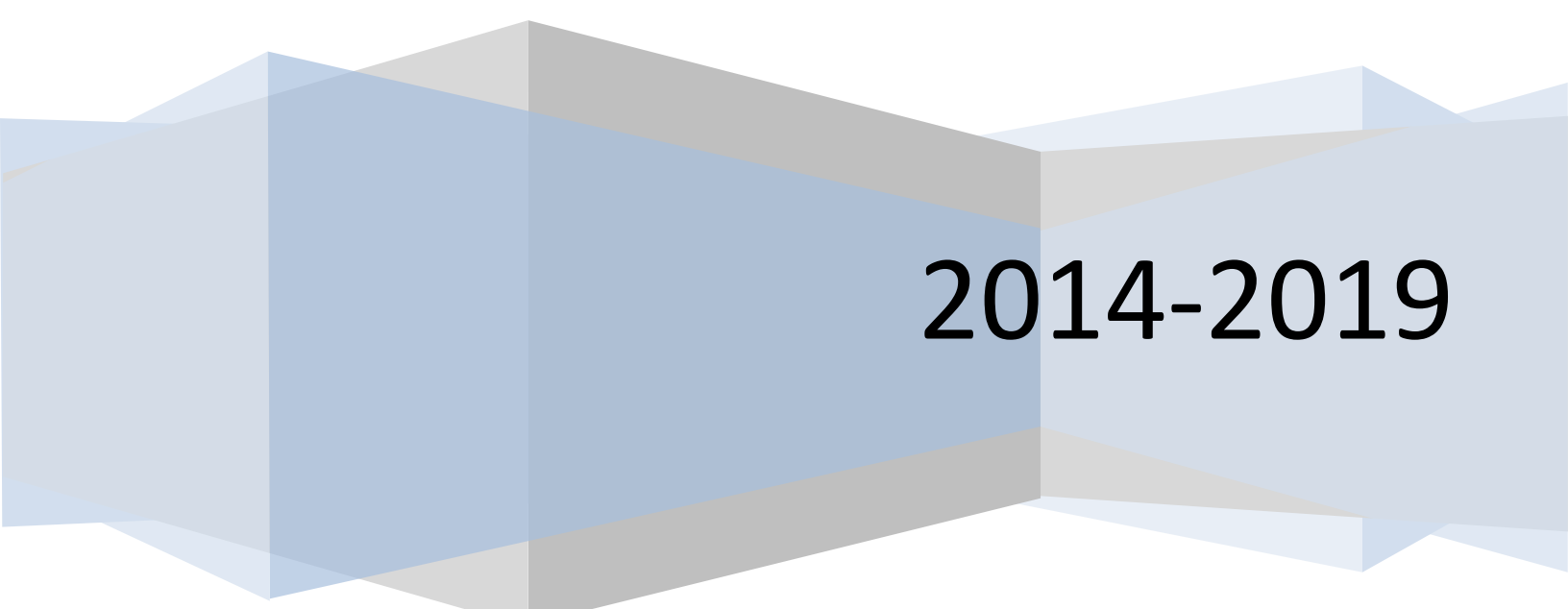
Please review the attached draft Strategic Plan and provide comments and feedback. The results report as prepared by Vic has been included as information.

Due to the importance of the Strategic Plan it is not recommended for approval. All members of Council should be present to ensure we move forward with the same visions and goals.

Strategic Plan

Town of Sedgewick

Draft – March 19, 2014



2014-2019

Vision Statement:

“Sedgewick, we are an engaging, dynamic community welcoming families and businesses.”

Mission Statement:

“Progressive, active leadership transforming and engaging the community while providing exceptional service.”

Values Statements:

Collaboration – “We will work effectively through collaboration to serve our people”;

Focus – “We focus on listening to our residents and bringing awareness to our community”;

Approachability – “We are committed to being open to new ideas and opportunities”

Short Term Goals:

1. Erect Signage throughout Town

<p>Step 1. Identify and erect areas for municipal signage:</p> <ol style="list-style-type: none"> 1. Main Street, Town Office, Legion, Community Hall, Banking, Eatery's, Grocery Store etc. 2. Recreation Grounds, arena, ball diamonds, race track, bowling, library, golf course, lake 3. Flagstaff County Administration Building 	<p>Action Taken:</p> <hr/> <hr/> <hr/> <hr/>
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<p>Step 2: Set a budget and present funding scenario to Council:</p> <ol style="list-style-type: none"> 1. Coordinate a meeting with the Beautification Committee, present signage options 2. Purchase and erect new signage 	
---	--

2. Regional Recreation

<p>Step 1. Engage with Flagstaff County to better associate and implement the Regional Recreation Study</p> <ol style="list-style-type: none"> 1. Council to appoint a recreation subcommittee – the subcommittees responsibility would be to liaison and engage with Flagstaff County, Recreation User Groups, the Recreation Board and surrounding Towns and Villages <p>Step 2: Employment Opportunity – develop a new position – Recreation Programmer and Facility Manager</p> <ol style="list-style-type: none"> 1. Administration to prepare and present a job description and salary chart to the subcommittee for review and recommendations to Council; 2. Present the proposed position to Council for approval; 3. Funds allocation 4. Engage with user groups and stakeholder regarding the new employment position 5. Advertise the new position 6. Secure personnel <p>Step 3:</p> <ol style="list-style-type: none"> 1. Begin restructuring of the Recreation Board, 2. Update policies and bylaws <p>Step 4: PROMOTE, PROMOTE, PROMOTE – Engage Healthy Living Initiatives</p> <ol style="list-style-type: none"> 1. Walking trails 2. Sedgewick Arena 3. Sedgewick Golf Course 4. Sedgewick Lake 5. Regional Recreation Initiatives 6. Agricultural events 7. Cultural events 	<p>Action Taken:</p>
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100

1. Infrastructure Replacement – Underground Sanitary Sewer, Curbs, Gutters, Sidewalks, Roads and Main Street Revitalization

Action Taken:

Action Taken:

Council to approved proposed plan of action by June 30th, 2014 for the submission of and RFP for Engineering Services.

2. Residential Subdivision

Action Taken:

<p>Step 5: Submit and RFP for the development of an Area Structure Plan</p> <ol style="list-style-type: none"> 1. Submit an RFP for Engineering Services – Subdivision 2. Fund allocation – subdivision development 3. Market lands 4. Tender project 5. Project Construction 6. Potential amendments to the Land Use Bylaw depending on the use of the lands (new district) 	
<p>Step 7: Public Land Development</p> <ol style="list-style-type: none"> 1. Site clean-up – removal of debris 2. Review engineered residential subdivision 3. Fund allocation 4. Market upcoming residential subdivision 5. Submit and RFP for Engineering services to develop the tender for site construction and the installation of municipal services 6. Tender project 7. Award project 8. Begin construction 	
<p>Tactics and Performance Indicators – Who is accountable to ensure the goal is delivered and success is measured:</p> <ol style="list-style-type: none"> a. Administration to develop an RFP to Council which includes pros and cons for residential development by August 31st, 2014; b. Council to provide a motion for Administration to proceed with development 	

There were various goals that were identified during the Strategic Planning Session that require Council's evaluation. Questions that need to be asked:

1. Are these goals already being performed internally or within the region?
2. Do the ideas fall as a sub category to the above noted goals?
3. Priority level and how will we achieve it?

Non Prioritized Goals:

- a. Affordable Housing (consideration during residential lot development, ensure lots remain as affordable as possible. Seek private developers?);
- b. Become a regional inclusive community (Support FFCS in their initiatives, adopt and support principles and educate our citizen on the importance of becoming and sustaining an inclusive region);
- c. Waste reduction and improve recycling (Implement waste diversion policies, reduce the limit of weekly bag allotment, utilize the expertise at FRSWMA and support new recycling initiatives, household composting);
- d. Support seniors housing (Collaborate within our Regional and support FRHG initiatives);
- e. Develop solid relationships within the Region ;
- f. Emergency Management;
- g. Improve cellular and internet services;
- h. Development of an industrial bulk water loading station;
- i. Support and develop business on main street (Regional Chamber of Commerce, tax incentives for the development of commercial lots on main street?);
- j. Rebranding

Prepared for Council by CAO Davis – Recommendation, that Council review and make comments to the above noted Strategic Plan. Align the goals with Council's intent for the next five years and discuss and evaluate non-prioritized goals.

Request for Decision (RFD)

Topic: Road Construction Notice
Initiated by: Flagstaff County
Prepared by: Amanda Davis
Attachments: 1. Flagstaff County – Road Construction Notice and Construction Lease

Recommendations:

1. That Council negotiate the oil surface on RR124 whereby requesting the surface remain and be maintained at the very minimum, north side of Sedgewick Lake Park;
 2. That Council request that Flagstaff County enter into discussion with the Sedgewick Lake Park Association whereby addressing potential disruption and tree replacements;
 3. That Council urge Flagstaff County to maintain the current oil surface on TWP 442 east and west.
-

Background:

Flagstaff County approved a Rural Road Study; implementation is scheduled for 2014/15.

Flagstaff County's Public Work's Assistant Superintendent Radtke request a meeting with Administration where he presented an overview of the upcoming project.

There are two main roads that directly affect the Town of Sedgewick, TWP 442 and RR 124. TWP 442 (North of the Golf Course) and RR 124's surface is currently oil.

At this time, Flagstaff County is working and negotiating with land owners regarding the transition of the above noted roads from oil to gravel with calcium chloride.

Radtke advised that only a few roads within the County are designated to remain as an oil top this is mainly due to maintenance and subsurface structure (sandy base) – at current TWP 442 shall remain oil; the distance is yet to be determined (whether that means the north side of golf course is yet to be determined).

RR 124 was designated as an artillery road in the Genivar road study; County Council was provided three options for artillery roads:

1. Pave the entire surface
2. Lightweight paving material
3. Revert to gravel and lay calcium

Financially, Council chose option 3; there are only 4 miles of arterial roads that are owned and maintained by the County.

Administration questioned paving RR 124; Radtke advised that transportation grants require a minimum of 400 vehicles per day on their roads; unfortunately RR 124 is substantially less, therefore paving would be solely an expense of County.

Arterial roads are to be the best maintained within rural Flagstaff. Road bands are to be lifted which will allow the surface to deteriorate. From then the roads are to be restructured, graveled and calciumed.

Further discussions were held with J. Sarasin, he advised that oiled surfaces were never intended for heavy traffic. As the temperatures rise oil becomes very pliable resulting in road damage and increased maintenance. Originally oil was used when the majority of the traffic was ½ tonne trucks. Additionally, with the use of oil, road bans are required, this is difficult to monitor and is abused from time to time. Calcium is an effective way to create a hard, clean surface that is cost effective and is low maintenance. It takes approximately 3-5 years before the surface becomes “highway like”.

The following topic was discussed in great lengths with Radtke:

- As RR 124 is a main road into our community we have concerns regarding dust control at Sedgewick Lake Park, the driving range, golf course as well as rural county residents. The esthetics and structure could become a hindrance in our community.
 - Again we referenced the artillery roads and maintenance
- Another concern was the Lion’s Walking Trail and municipal water line to Sedgewick Lake, both of these are situated on the County ROW. The following motion was found in April 27th, 2005 County Council minutes:

<p>Town of Sedgewick, Access to Right of Way</p> <p>170.04.27.05</p>	<p>Council received a request from the Town of Sedgewick to approve two proposals of work they would like to do on the access in the road right of way along the east ditch of the County road immediately north of the Town of Sedgewick. They would like to pave the walking trail already in place and also install a water service line along the same ditch to provide treated water services at Sedgewick Lake Park.</p> <p>Clr. Albrecht moved to approve to allow the Town of Sedgewick to pave the walking trail already in place along the east ditch of the County road immediately north of the Town of Sedgewick in the access to the right of way, and install a water service line along that same ditch in order to provide treated water services at the Sedgewick Lake Park, with the condition that the Town is responsible to re-locate the water line should it ever be required to be moved due to road improvements.</p> <p>CARRIED.</p>
--	---

Removing the walking trail and waterline is a major hassle for Flagstaff County. It was asked if the County would consider extending the oiled portion to the far north side of Sedgewick Lake Park as this would refrain from any issues with the walking trail as well as ensure dust control when entering the Town. If this is not an option and the County proceeds with the restructuring of the road there is a possibility that we may lose some trees on the north side of the campground which impacts the environment.

Radtke cautioned that we do not base our decisions on the current surface of either road, if the two sections remain oil we may end up with a lower standard of highway in the future.

Current:

Attached is a construction lease in which Flagstaff County requests signatures. There is a multitude of items to discuss and to take into consideration:

- Affordability,

- Impact on municipality
- Rural residents
- Walking trail, waterline
- Approach at the cemetery
- Longevity, maintenance etc.

Flagstaff County already approved the road study, Town Council has an opportunity to negotiate and/or accept the attached.



January 20, 2014

TOWN OF SEDGEWICK
BOX 129
SEDEWICK, AB, T0B 4C0

Attn: Amanda Davis

Re: Road Construction notice
RR 124 from TWP 442 -TWP 444, and RR 124 from TWP 454-460

Please accept this letter as our formal notice of our intent to meet and discuss the proposed road construction project located on RR 124 from TWP 442 -TWP 444, and RR 124 from TWP 454-460. After the typical road construction project is completed the overall safety of the road will be improved, drainage is improved, sideslopes/backslopes are improved and the road strength will be improved.

As per the approved 2014 business plan and budget this project is schedule to be completed in 2015 pending landowner's agreements. The engineering and surveying work is scheduled to be completed this year but in order to start this task we need all adjacent landowner's to sign and accept our standard agreement for survey and construction work. Please review the agreement enclosed and discuss with renters if required prior to our meeting so we can discuss any concerns that you might have.

Please note that in order to re-build the road we will require additional and suitable clay fill. We ask that you consider any potential locations for borrow sources (dugout or landscape) located on your land that may be suitable to be used by the contractor to build the road.

Please contact Kraig Radtke at (780) 384-4139 to schedule a meeting and discuss. Thank you for your cooperation in this matter.

Yours truly,

Kraig Radtke
PW Assistant Superintendent
(780) 384-4139
Encl.

RECEIVED
JAN 24 2014

FLAGSTAFF COUNTY Box 358, Sedgewick, Alberta T0B 4C0
Phone: (780) 384-4100
Fax: (780) 384-3635 E-mail address: county@flagstaff.ab.ca

CONSTRUCTION LICENSE

THIS AGREEMENT MADE effective the _____ day of _____, 20__.

BETWEEN:

TOWN OF SEDGEWICK

(hereinafter [*collectively*] referred to the "Grantor")

- and -

FLAGSTAFF COUNTY

(hereinafter referred to as the "Grantee")

WHEREAS:

A. The Grantor is the registered owner in fee simple of the Lands;

B. The Grantee and its servants, agents, and subcontractors wish to acquire a non-exclusive right, license, privilege and easement to enter upon the Lands for the purposes permitted within Section 2.1 of this Agreement, and to conduct its operations according to the terms and conditions contained in this Agreement.

NOW THEREFORE that in consideration of the mutual covenants and agreements herein contained, and the payment to the Grantor of the sums contemplated herein by the Grantee (the sufficiency of which is hereby acknowledged), the parties hereby covenant and agree as follows:

1. INTERPRETATION

1.1. Where used within this Agreement, the following terms shall have the following respective meanings:

- (a) "**Borrow**" means those certain improvements described within Section 2.1 of this Agreement;
- (b) "**Earth**" means material suitable for road construction, as determined by the Grantee, which may include, without restriction, earth, clay and gravel;
- (c) "**Lands**" means those lands legally described as:

SE-17-44-12-4 (Cemetery)
NE-17-44-12-4 (Cemetery)
NW-16-44-12-4

- (d) "**License Area**" means all that portion of the Lands approximately shown in hatch within **Schedule "B"** attached hereto, which License Area may be subject to change from time to time by the Grantee, acting reasonably;
- (e) "**Term**" means the term of this Agreement as contemplated by Section 3.1; and
- (f) "**Terms and Conditions**" means the terms and conditions set out in **Schedule "A"** attached hereto.

1.2. Each obligation or agreement of the Grantor or the Grantee expressed in this Agreement is considered to be a covenant for all purposes.

RECEIVED
JAN 24 2014

1.3. Whenever required by the context, masculine pronouns shall be deemed to include the feminine and neuter genders, and the singular shall be deemed to include the plural.

1.4. Time shall be the essence of this Agreement.

2. GRANT OF LICENSE

2.1. The Grantor hereby grants, to the Grantee and its servants, agents, employees, and subcontractors, the following non-exclusive rights to be exercised and enjoyed throughout the Term:

- (a) the right to enter upon and occupy the License Area for the purposes of seeding out, collecting, stockpiling and removing Earth, by way of surveying, laying down, installing, constructing, operating, inspecting, maintaining, repairing, replacing, altering, removing or reconstructing a landscape, backslope, dugout or pit borrow, together with any and all appurtenances and activities incidental or reasonably necessary in relation thereto;
- (b) during the seeding out, collection, stockpiling and removal of Earth and any of its incidental activities, and the surveying, laying down, installation, construction, operation, inspection, maintenance, repair, replacement, alteration, removal or reconstruction of the Borrow, and any of its incidental appurtenances, the right to use as a working area an additional portion of the Lands, not exceeding an additional 25 meters in perpendicular width and parallel to the boundaries of the License Area, which area shall be used as a staging area in support of seeding out, collection, stockpiling and removal of Earth, and the surveying, laying down, installation, construction, operation, inspection, maintenance, repair, replacement, alteration, removal or reconstruction of the Borrow, and any of its incidental appurtenances and activities; and
- (c) the right of ingress and egress over the remainder of the Lands with vehicles, supplies and equipment for all purposes useful or convenient in connection with or incidental to the exercise and enjoyment of the rights and privileges granted within this Agreement.

3. TERM

3.1. The Term of this Agreement shall commence upon the effective date hereof, and be for so long a period of time as the Grantee may require in order to fully exercise and enjoy all of the rights and privileges granted under this Agreement.

4. CONSIDERATION FOR GRANT

4.1. Upon the completion of the construction of the Borrow, the Grantee shall pay the Grantor **\$500.00 per acre for the disturbance of crops (including both hay and pasture) and summer fallow, or \$50.00 per acre for disturbance of stubble and treed areas, that occurred within the License Area as a result of the construction of the Borrow. The amount of disturbance in both cases shall be determined solely by the Grantee, acting reasonably, upon completion of the construction of the Borrow.**

5. TERMS AND CONDITIONS

5.1. The parties acknowledge and agree that their respective rights and obligations under this Agreement are subject to the Terms and Conditions, such Terms and Conditions which form part of this Agreement.

IN WITNESS WHEREOF the Grantor and the Grantee have executed this Agreement to be effective the date first above written, notwithstanding the actual date of execution hereof.

FLAGSTAFF COUNTY

Per: _____

(c/s)

Per: _____

WITNESS

WITNESS

[OR]

Per: _____

(c/s)

Per: _____

SCHEDULE "A"
TERMS AND CONDITIONS

1. GRANTEE'S OPERATIONS

1.1. The Grantee shall conduct all its operations on the Lands in a diligent, careful and workmanlike manner, and shall at all times comply with and conform to the requirements of every applicable law, bylaw, regulation, ordinance and order at any time or from time to time in force affecting the Lands or the machinery, equipment, facilities and operations located upon the Lands. Without limiting the generality of the foregoing, the Grantee shall register and at all times maintain accounts in good standing under any and all workers' compensation legislation and/or program in force in Alberta from time to time.

1.2. The Grantee will at its own cost and expense, apply for and obtain all necessary approvals, permits and authorizations for the conduct of its operations on the Lands.

1.3. The Grantee will at its own cost and expense, be responsible for the installation, removal, maintenance and repair of any temporary or permanent fencing which may be required in order to enclose any portion of the Lands utilized for the purposes expressed in the Agreement.

1.4. The Grantee acknowledges and agrees that the rights and privileges granted to the Grantee under the Agreement shall be non-exclusive rights and privileges.

1.5. Following the completion of construction of the Borrow, the Grantee shall reseed the road allowance, to the extent deemed necessary by the Grantee, acting reasonably.

1.6. The Grantee shall use reasonable efforts to consult with the Grantor with respect to the removal and disposal of brush and trees disturbed by the construction of the Borrow.

1.7. Upon completion of construction of the Borrow, the County shall construct, at its cost, one gravel approach per half mile (unless more than one approach existed prior to construction of the Borrow), with a minimum width of 14 meters.

1.8. The Grantee agrees that it shall ensure that any backsloping from road allowances done in conjunction with the construction of the Borrow shall be at a grade of not less than 4 to 1.

1.9. The Grantee shall be responsible to ensure that crop regrowth within the License Area is 80% of its original growth at the end of fifth year following the completion of the construction of the Borrow, as per current Alberta Environment and Sustainable Resource Development reclamation standards.

1.10. All topsoil in the License Area shall be removed and stockpiled, and thereafter replaced using a two-horizon method so that the License Area is left in a landscaped condition.

1.11. _____

1.12. _____

2. GRANTOR'S OPERATIONS

2.1. Subject to Sections 4.1 and 5.1 of this Schedule "A", the Grantor shall have the right to utilize any and all portions of the Lands for any purposes deemed necessary or convenient, without any liability to the Grantee or responsibility for the effects of the Grantor's use and enjoyment of the Lands.

3. INDEMNITY, SETTLEMENT AND INSURANCE

3.1. Notwithstanding anything herein to the contrary, the parties hereby acknowledge and agree that the consideration payable by the Grantee pursuant to Section 4.1 of the Agreement shall be the full and final consideration for the surveying, laying down, installing, constructing, operating, inspecting, maintaining, repairing, replacing, altering, removing and reconstructing the Borrow, and for the seeding out, collection, stockpiling and removal of Earth, and shall constitute full and final settlement and compensation for any and all debts, claims, injuries, liabilities, causes of actions, expenses (including legal fees on a solicitor and his own client full indemnity basis) and damages claimed by the Grantor, or any party claiming by or through the Grantor, arising directly or indirectly from the aforesaid, including without restriction any claim for compensation relating to damage or disturbance to crops or the Lands generally, and the Grantor hereby releases the Grantee from liability arising therefrom.

3.2. Subject to Section 3.1 of this Schedule "A", the Grantee agrees to indemnify and save harmless the Grantor of and from any and all loss and damage and all fines, costs, suits, claims, demands and actions of any kind or nature for which the Grantor shall or may become liable or incur or suffer by reason of any breach by the Grantee of any covenant or agreement contained within the Agreement, or by reason of any injury occasioned to or suffered by any person or damage to any property as a result of any negligence on the part of the Grantee or any of his employees, agents, subcontractors or servants.

3.3. The Grantee acknowledges and agrees that it shall not commence any activities whatsoever upon the Lands unless and until:

- (a) the Grantee has obtained any and all licensing and permits which may be required by any statute, regulation, or bylaw affecting the Lands and the proposed activities upon the Lands;
- (b) the Grantee has obtained a policy of public liability insurance; and
- (c) the Grantee has arranged for workers' compensation coverage for all employees, contractors, workers, or other individuals utilized by the Grantee to carry out any of the activities contemplated within this Agreement upon the Lands.

For all intents and purposes, the Grantee (or its subcontractor, as the case may be) shall be deemed to be the "prime contractor" in relation to any and all work, services, and other activities conducted upon the Lands in relation to any activities conducted upon the Lands pursuant to this Agreement.

4. INDEMNITY OF GRANTOR

4.1. The Grantor shall not be responsible to the Grantee or any of his employees, agents or servants, for any loss to the Grantee or any of his employees, agents or servants by reason of the death, injury or damage to their persons or property which may occur while the Grantee is exercising his rights pursuant to the Agreement, except to the extent such death, injury or damage to their persons or property is caused by the

negligence of the Grantor, or people for whom the Grantor is responsible for at law.

5. QUIET ENJOYMENT

5.1. The Grantor warrants that he has good title to the Lands and the full right and power to grant to the Grantee the full right to enter upon and occupy the Lands together with all other rights and privileges granted to the Grantee under the Agreement. So long as the Grantee is not in default of any of the Grantee's obligations under the Agreement, the Grantee shall and may peaceably possess and enjoy the Lands and the rights and privileges hereby granted during the Term of the Agreement and without any interruption or disturbance from or by the Grantor or any other persons whomsoever.

6. GENERAL

6.1. Any notice shall be in writing and may be delivered personally, or sent by courier, prepaid registered mail or facsimile. In the case of mail the notice shall be deemed to have been given 5 days following the date of mailing. In the case of delivery and courier, the notice shall be deemed to have been given on the date of delivery, provided that it is sent and received during normal business hours. In the case of facsimile, the notice shall be deemed received as of the date of sending, provided that the sender has received confirmation of receipt by the recipient machine and the notice has been sent during normal business hours of the recipient (failing the latter, the notice shall be deemed received on the following business day). The addresses of the parties for the purposes hereof shall respectively be:

- (a) if to the Grantor at the address for services as described on the certificate of title to the Lands from time to time; and
- (b) if to the Grantee:
Flagstaff County
Box 358
Sedgewick, AB T0B 4C0
Attention: Kraig Radtke
Fax: (780) 384-3635

or such other address as either party may designate by notice in writing for the purposes of effecting all future notices under this Agreement.

6.2. The Grantor and the Grantee shall each do and perform all such acts and things and execute all deeds, documents and instruments and give all such further assurances as may be necessary to give effect to the Agreement and the grants and privileges contained in the Agreement.

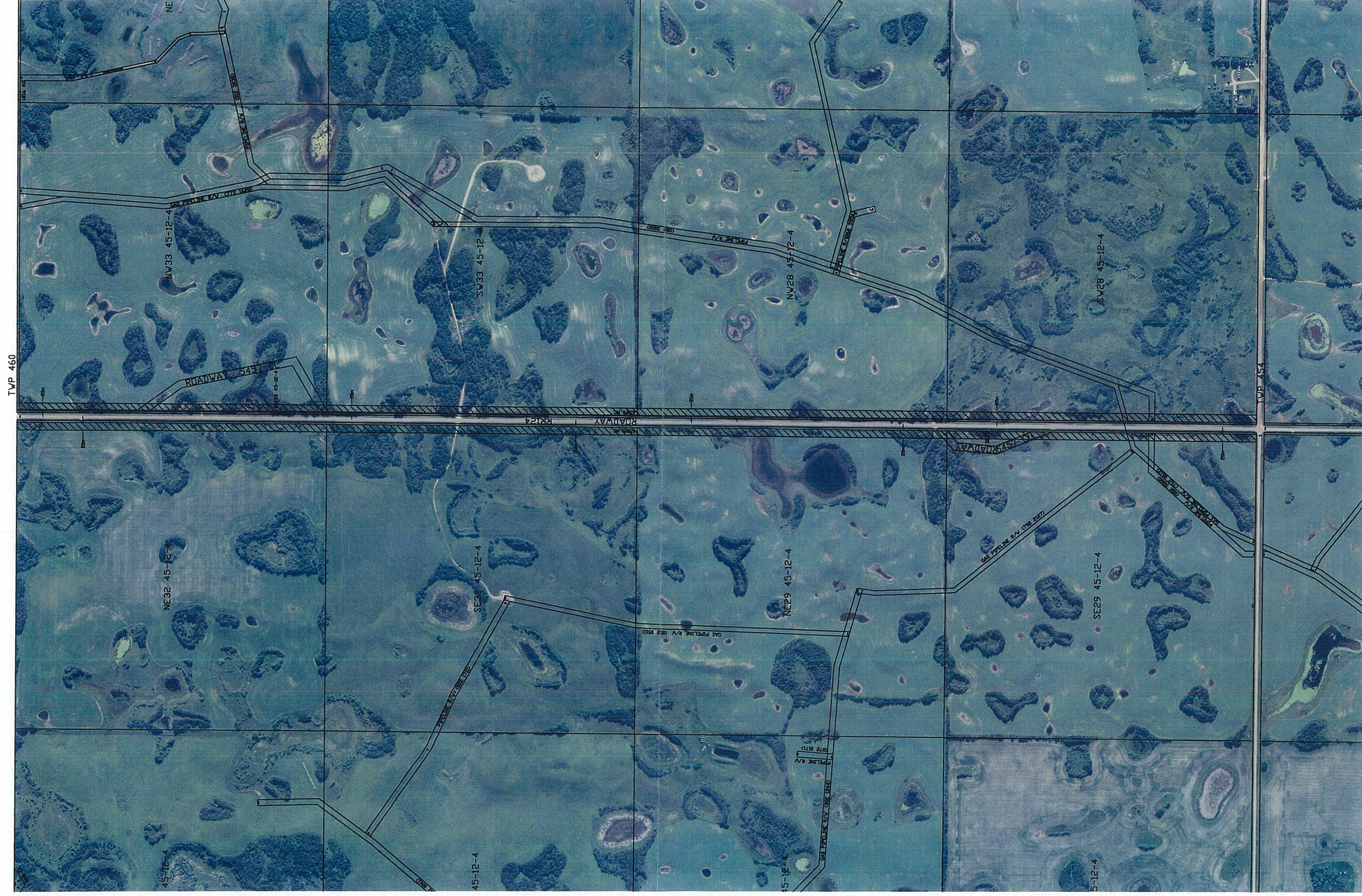
6.3. The Agreement, together with all Schedules attached hereto, shall constitute the entire agreement between the parties relating to the subject matter, and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of the Agreement or the subject matter of the Agreement except as specifically set forth within the Agreement. In the event that any term of the Agreement shall be illegal or unenforceable, the illegal or unenforceable term shall be treated as severed from the remainder of the Agreement, and the remaining terms shall continue in full force and effect.

6.4. The Agreement shall enure to the benefit of and be binding upon the heirs, executors, administrators and assigns of the individual parties and the successors and assigns of corporate parties.

SCHEDULE "B"

[INSERT DIAGRAM DEPICTING THE LICENSE AREA]

[illegible]



Request for Decision (RFD)

Topic: Access Road – 47th Avenue
Initiated by: Property Owner of SE 8-44-12 W4M
Prepared by: Amanda Davis
Attachments: 1. Request letter
2. Municipal Map

Recommendations:

That Council provide direction pertaining to the road access on 47th Avenue.

Background:

Phoenix Land Services have been hired by Enbridge Pipelines to facilitate lay down/storage yards for upcoming pipeline construction projects.

It is my understanding that CPR Land North of 47th Avenue has been secured. Additionally they are seeking permission for entrance into SE 8-44-12 W4M.

Attached is a letter from the land owner seeking Council's permission to open an access point at the West End of 47th Avenue.

Administration has been in discussions with Phoenix Land reps, we are awaiting details on the following:

1. Approx. weight of trucks
2. Approx. # of trucks loaded/moved per day
3. How will traffic safety be enforced
4. Estimated start date for off loading and hauling
5. Were you intending on building an approach
6. Duration
7. Transportation export (intended route after pipe has been offloaded and ready for construction)

Flagstaff County advised they do not have any issues regarding the access road. They did however forward their specifications regarding the development of an approach (attached).

Current:

Upon clarification from Phoenix Land Services, Administration will be better able to advise on a course of action.

In the mean time the following should be taken into consideration prior to approving or rejecting the request a formal road use agreement is required. Following a discussion with Road Data, they agreed to forward the Town sample Road Use Agreements (I am hoping to have them prior to the Council meeting):

- Structure of the road
 - Current surface is deteriorating oil/pavement
 - Request that they remove the surface, lay gravel and calcium chloride once the offload and hauling is complete. (The East end of 47th Avenue was tore up in 2013 and the Town will be laying calcium in 2014 along with Spruce Drive)

- How will the promote/affect business district
- Economic benefit

Section 3.6 and 3.7 of the Town of Sedgewick Traffic Control Bylaw #440 states:

- - 3.6 No vehicle larger than a 'one (1) ton', or combination of vehicles, having a GVW in excess of 4500 kg or exceeding 10.7 meters in length, whichever is less, shall enter within the Town except on designated truck routes or under authority of a permit issued by the Town Administrator, delivery vehicles while making a delivery and recreational vehicles excepted.
 - 3.7 Notwithstanding the size, height or weight restrictions of vehicles or exemptions described in Section 3.6,
 - (a) no person shall drive or haul or park on or over any highway within the Town, any vehicle or other type of equipment or thing that causes, or is likely to cause damage to the highway.
 - (b) No person shall operate a vehicle or trailer within the Town having metal spikes, lugs, cleats, chains or bands projecting from the surface of the wheels or tires.
 - (c) No person shall park or keep on private property in any residential area zoned R.1 or R.2, whether on or off a trailer, except for the express purpose of doing permitted work and only for the amount of time reasonably required to complete the work, any vehicle or equipment of husbandry or construction.
 - (d) no person shall park any vehicle or combination of vehicles having an offensive odor in any residential area.
 - (e) and pursuant to the Dangerous Goods Regulations, no person shall operate or park a vehicle carrying solid Dangerous Goods or any vehicle fitted with barrels, tanks, or containers for carrying gaseous or liquid Dangerous Goods in bulk quantities, whether such barrels, tanks, or containers are full or empty, on any highway within the municipality not designated as Dangerous Goods routes except for the express purpose of making a delivery.

We have now realized that the Town of Sedgewick does not have a designated truck route; a sub-committee meeting shall be scheduled to address various bylaws that will be presented to Council in the coming future.

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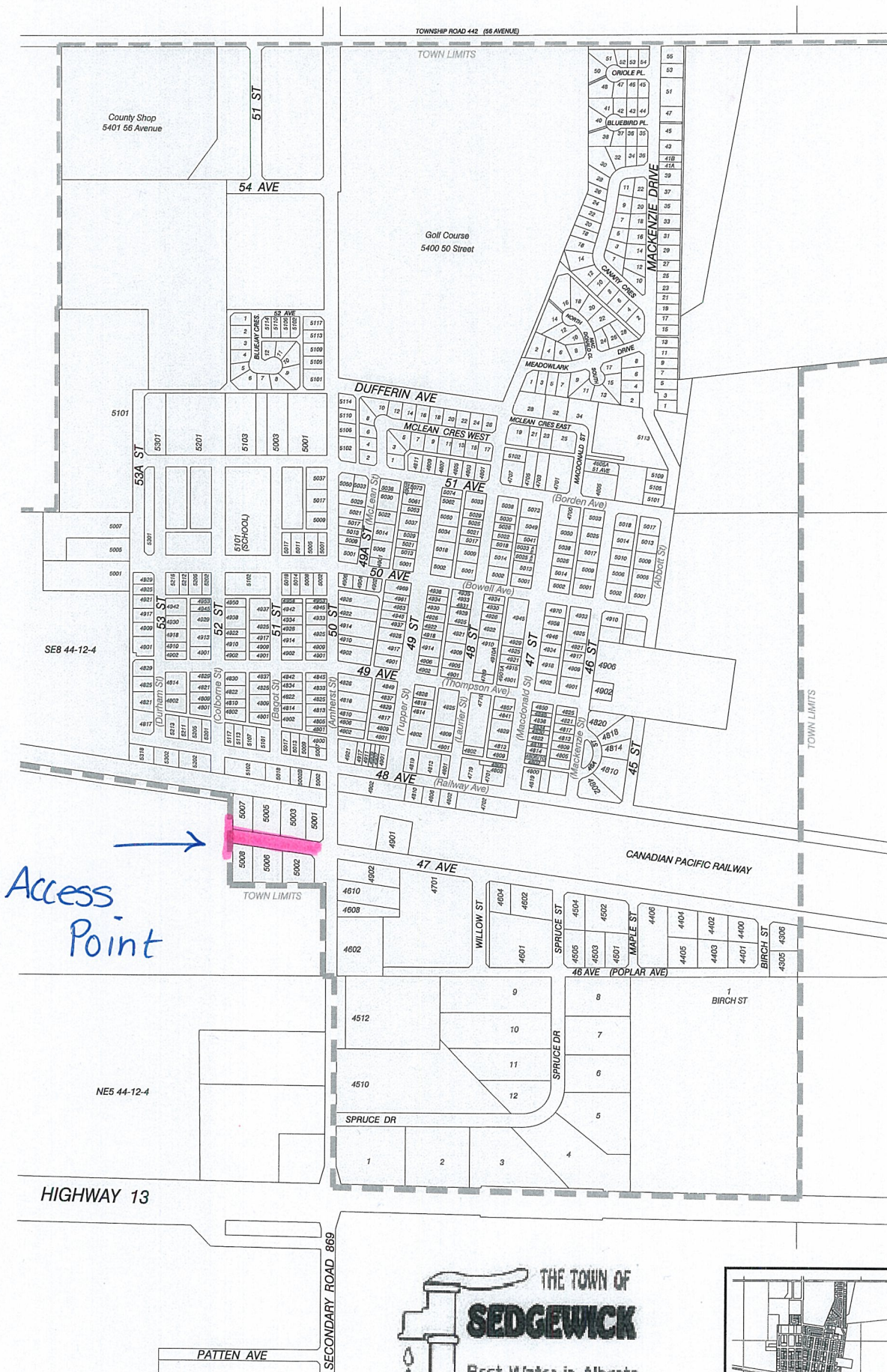
March 10, 2013

Town of Sedgewick
Sedgewick, AB.

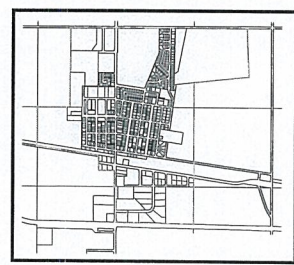
Please accept this letter as authorization for Enbridge trucks to access
SE 8 44 12 W4 by way of 47th. Ave west of 50th. St.

If culverts are required, landowner will install.

Thank You.



Access
Point



Address Map

West
Central
Planning
Agency

REVISED: January, 2014

Request for Decision (RFD)

Topic: Main Street Development – Plan 3825P; Block 2, Lots P28-31
Initiated by: Administration
Prepared by: Amanda Davis
Attachments: n/a

Recommendations:

That Council provide direction regarding the development of Plan 3825P; Block 2; Lots P28-31.

Background:

Plan 3825P, Block 2, Lot P28-31 is known as the former Co-op Lot. In 2012 the building was demolished with MSI funding.

The contractors did not compact the site pursuant to the contract guidelines; 98-100% compaction, this was later contracted out in 2013. Costs were covered through project holdbacks.

Site development – originally, we were advised that the Town would be unable to sell the lot following the demolition of the building due to the use of MSI funding, this in turn limited the type of eligible development.

To begin, Council approved the development of a main street recycling depot, this motion was later rescinded.

Secondly, we discussed the development of a park, public washroom and green space.

However, after many conversations with MSI Policy Advisors regarding sustainable development we received verbal authorization that the lot could be sold for private development. The owners of Plan 3825P, Block 2, Lots 27-P28 were approached as there was historical interest for the purchase and development of the said lands.

Council set a value of \$36,360 with the first right of refusal being offered to the owners of Plan 3825P; Block 2; Lots 27-28P within 90 days. There was no further interested from the party at that time.

Council then directed that the site be turned into a parking lot.

Current:

Site compaction was achieved in 2013; development of the parking lot is scheduled for 2014. As this is a new Council, Administration is seeking confirmation that we remain on track.

MSI Allocation: \$270,000

Total Project Costs, Demolition, Abatement and Hazardous Assessment: \$228,144.51

Amount remaining for site development **\$41,855.49**

Although we have applied and been approved to allocate \$270,000 towards this project whatever funds aren't used can be applied elsewhere (residential development, road infrastructure, rec roof etc.)

Request for Decision (RFD)

Topic: Flagstaff Regional Housing Group (FRHG) – Seniors Lodging
Initiated by: Flagstaff County
Prepared by: Amanda Davis
Attachments: 1. Letter from Flagstaff County to the Minister
2. Seniors Housing Presentation (Flagstaff County)
3. Response Letter from the Minister dated February 20th, 2014
4. Seniors' Housing Needs Assessment Study, IBI March 2012

Recommendations:

1. That Council provide direction whether the Town of Sedgewick support's Flagstaff County's approach to enter into discussion with Municipal Affairs regarding seniors housing.
-

Background:

The following members attended an information session at Flagstaff County on March 3rd, 2014 to discuss Seniors Housing;

- Mayor St. Pierre, Cllr.'s Williams, Dame, Rose and Watkins

Reeve Kuefler and CAO Armstrong presented background on the Rural Integrated Health Living Facility as well as a financial overview.

There was a round table discussion that highlighted the Seniors' Housing Needs Assessment Study as conducted by the IBI Group in 2012.

The study indicates that there is currently an oversupply of SL1 and SL2 spaces and that we are in high demand for SL4 and 4D care as the Flagstaff region is under served in these areas. A Rural Integrated Living Facility would ideally allow residents to move within the facility as their needs changed.

At this time there has been no concrete mention as to development in Sedgewick. Although an announcement was made in Forestburg no site plans have been reviewed or discussed.

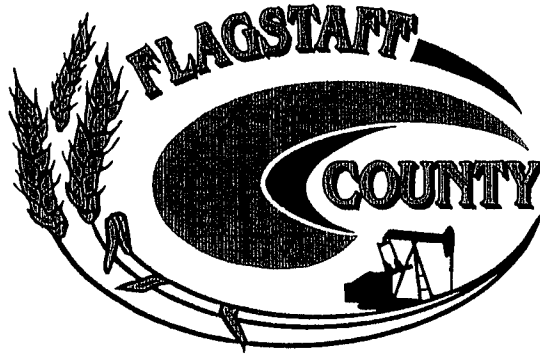
The Canada Alberta Agreement for Investment in Affordable Housing granted \$7.2 million to the Flagstaff region; in 2009 the Killam Health Care Centre was awarded \$4 million through the ASLI program. Combined funding could allow for the development of an integrated facility; this appears to be the most viable option for Seniors Care to date.

Current:

Flagstaff County is seeking municipal support regarding a letter to the Minister. Flagstaff County has asked to meet with Municipal Affairs to explore all options, including the concept of a Rural Integrated Healthy Living Facility prior to the start of construction at the Big Knife Villa project.

Support letters from Killam and Galahad have transitioned through the office.

Forestburg sent a letter to the minister rejecting Flagstaff County's attempt to enter into discussions.



RECEIVED
JAN 27 2014

January 24, 2014

Honourable Ken Hughes

Minister of Municipal Affairs

#404 Legislature Building
10800-97 Avenue
Edmonton, AB
Canada T5K 2B6

Dear Mr. Hughes;

Re: Flagstaff Regional Housing Group – Grant for Senior's Housing – Forestburg

Flagstaff County is pleased with the grant of \$5.8 million provided to our region to address the needs of senior's housing. The grant is to support Flagstaff Regional Housing Groups's (FRHG) proposal to build 20 units to be added to the Big Knife Lodge in Forestburg.

In August 2013, a letter was sent to the Minister of Municipal Affairs, indicating our concern to ensure the region's needs were addressed based on evidence based information. The objective of the Senior's Housing Needs Assessment Study, was to provide information to properly plan to best meet the future needs of seniors in our region thru to 2021. The study clearly indicates a "diminishing demand for lodge-like senior's housing" and it indicates an "oversupply of SL1 and 2 spaces that is equivalent to 25 suites". The projected demand is for the high care levels of SL4 and 4D. The report further states "Flagstaff County is underserved in terms of accommodating higher care needs seniors in supportive living environments".

It is not clear why the government would approve the addition of 20 units which are not needed as concluded by this report. We have attached a copy of the report which was commissioned by FRHG, and completed by IBI Group in March 2012. The twelve conclusions and recommendations of the report are summarized on Page 12 and 13.

Flagstaff County supports the concept of a Rural Integrated Health Living Facility as this type of facility may better address the needs identified in the study. This concept is aligned with the objective in the 2010 Aging Population, Policy Framework where one of the purposes of the framework is:

“Foster collaboration and integration among Alberta government ministries, the federal government, municipal governments and other community partners so that programs and services for the aging population are efficiently and effectively delivered to Albertans.”

In 2009 Killam Health Care Centre was awarded a grant of \$4 million to build a 60-bed designated assisted living project. The project was to include 47 Designated Assisted Living Beds, 12 Dementia beds and a community support bed. This identified project clearly moves our community to be prepared for the future needs of our citizens.

Our overall concern simply stated is capital funding should be allocated to projects that address the future needs of our Region. The information that we have based our opinion on, indicates that this is not the optimal solution for the future of our region. Aging in Place is a Provincial Policy Framework we fully support. We believe the Government of Alberta could assist to facilitate a discussion between Alberta Health and Senior's Housing, along with FRHG and Covenant Health to further explore this option prior to construction of either facility.

In addition, the operating impact of the addition of facilities is a concern, as any operating deficit is the responsibility of the members of FRHG with our portion of the deficit at 76%. We have objected to the capital proposal but as we only have 17% of the vote on the board, we are unable to impact the final decisions, and must continue to assume 76% financial risk and responsibility.

We respectfully request to meet with you to explore the options prior to proceeding to build capital facilities that may not meet the future needs of our citizens. We would appreciate if you would contact Shelly Armstrong, CAO for Flagstaff County at 780 384 4101 to arrange a meeting at your earliest convenience.

Flagstaff County truly believes approaching solutions from a regional perspective is the best method to serve the best interest of the citizens in our region. We look forward to working with you to accomplish these goals.

Yours truly,

A handwritten signature in black ink, appearing to read "Gerald Kuefler". The signature is fluid and cursive, with the first name "Gerald" being more prominent than the last name "Kuefler".

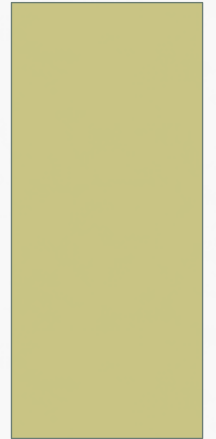
Gerald Kuefler, Reeve

c. FRHG, Flagstaff Towns and Villages, Doug Griffiths MLA



SENIOR'S HOUSING

MEETING FUTURE NEEDS



BACKGROUND

- 2009 – Province Announced- Alberta Supportive Living Grant (ASLI) of \$4,021,791 to Killam Health Care Centre
- 2009 – FRHG grant application for a new lodge rejected. \$8.8 million project, assumed a municipal debt of \$4 million
- 2012 – Flagstaff County provided funding to FRHG to complete a Needs Assessment
- 2012 – Province indicated if our community was interested in an Integrated Housing Model, funding may be available.

FRHG RECENT FUNDING



- The Canada Alberta Agreement for Investment in Affordable Housing has granted \$7.2 million to Big Knife Lodge (as per Municipal Affairs website)
- The public announcement to date has only been for \$5.6 million to Big Knife Lodge.
- Wildrose Villa (Boyle) received \$8.8 million, funded from the same grant program.

2012/13 COMMENTS FROM BETHANY GROUP



2012 – Review of IBI Needs Assessment

- “Final recommendations have validity and substance”
- “Flagstaff Lodge is becoming functionally obsolete”
- In reference to Flagstaff Lodge, “it would not make economic sense to try and renovate or expand”
- “little ongoing increased and sustainable demand for the lodge program in Sedgewick”

2013 Capital Development Proposal:

- - 50 Lodge Spaces in Forestburg (plus potential for more market spaces and 15 self contained units in Sedgewick)

SURVEY

- 2012 – Survey by Bethany – top two options identified as:



* Close Sedgewick Lodge, Retain Forestburg Lodge and develop new integrated spaces in Killam



* Close Sedgewick and Forestburg lodges and move all operation to Killam as per the Needs Assessment

NEEDS ASSESSMENT - CONCLUSIONS

- Diminishing Demand for Lodges
- Oversupply of SL 1 and 2 – by 25 units
- Underserved for higher care needs of seniors in supportive living environments
- Oversupply of 42 Self Contained Units
- Require 15 more SL 3 spaces
- Require 39 SL 3,4 and 4D spaces

ALBERTA PROJECTS

1. Greater North Foundation (Boyle) – Rural Integrated Lodge – Health Facility- June 2013:

- - Addition of 32 units, 22 of those targeted to higher levels of care
- Funding from CMHC, Alberta Municipal Affairs - \$8.8million
- Funding from AHS - - \$2.2 million
- – 40 of 42 units renovated to 20 larger units

2. Mountain View Senior's Housing – Supportive Living Facility- October 2013:

- 103 Unit Facility includes:– 45 Level 1 and 2 Lodge Units
 - 40 Level 4 and 4D Supportive Living Units
 - 18 Life Lease Units
 - Funding from ASLI - \$3.8 million

COVENANT HEALTH CARE

KILLAM

Proposed Covenant Health Addition to existing facility:

Current plans: 48 SL4 Units and 12 SL4D Units.

Project value: approx- \$16 million

2009 funding ASLI: \$4,021,791

LIVE IN THE COMMUNITY & BE CLOSER TO FAMILY

- Need to invest in an integrated facility, aligns with the Governments plan of a Continuing Care Centre- Aging in Place
- Allows individuals to remain in one location, and care is adjusted to their needs, instead of physical relocation to a different facility.
- Opportunity to live as a couple, even when health care needs differ
- Supports independence and respects their well being

WHAT IS BEST FOR OUR COMMUNITY?

- We believe the Towns, Villages and Flagstaff County along with , Alberta Health, Municipal Affairs, Covenant Health and FRHG should have a discussion to ensure the best solution for our seniors.

As elected officials, we have a direct responsibility to our citizens to ensure as they age we have planned for the future needs, based on available data.

OPPORTUNITIES

CREATE THE BEST SOLUTION TO SERVE THE CITIZENS

Funding opportunities?

- \$4,021,791 (ASLI Grant) (2009 allocation to Killam)
- \$7,200,000 (FRHG Funding)
- \$4,000,000 Municipal Debt (possibility)
- \$Covenant Health Contribution (possibility)
- Create a partnership to utilize all funding opportunities to ensure we create the best solution to serve the citizens.

NEXT STEPS:

- Encourage Municipal Affairs to host a meeting with all stakeholders to explore all opportunities.
- Explore the concept of a Rural Integrated Health Living Facility and try to co-ordinate funding sources.
- ?QUESTIONS

Business



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Calgary - West

FEB 20 2014

AR71282

Reeve Gerald Kuefler
Flagstaff County
PO Box 358
Sedgewick AB T0B 4C0

Dear Reeve Kuefler,

Thank you for your letter of January 24, 2014 regarding the funding committed to seniors housing in Forestburg.

The Alberta government was pleased to align with federal support and provide a matching contribution of \$5.8 million capital investment towards the Alberta Social Housing Corporation owned by Big Knife Lodge. Housing staff inform me this lodge is full and the community demonstrates an ongoing need for this level of supportive living. I am pleased to know this project was made possible through a regional housing plan that was approved by the Flagstaff Regional Housing Group.

In addition, as mentioned in previous correspondence by my predecessor, the Honourable Doug Griffiths, the continuing care service plan ensures an evidence-based approach is used in determining the sites and services provided to the region. As such, while Covenant Health reallocated funds previously designated for the Killam Health Centre, I understand discussions continue regarding the feasibility of proceeding with support for an integrated health and wellness centre in the area.

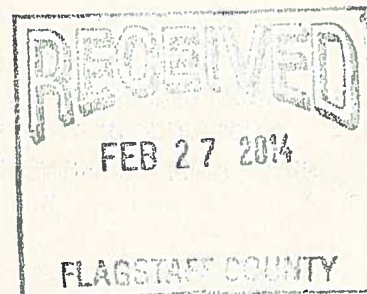
My ministry remains committed to continue working with industry partners, including Flagstaff Regional Housing Group, municipalities, and Alberta Health Services to meet current and future housing needs within the region. As such, we are prepared to co-ordinate a meeting to discuss this plan, as well as, additional considerations. Please contact Kathy-Sue Irving, Housing Division, Assistant Deputy Minister's Office, at 780-427-6552 or kathy-sue.irving@gov.ab.ca to arrange a meeting.

Thank you again for writing.

Sincerely,

Ken Hughes
Minister of Municipal Affairs

cc: Honourable Doug Griffiths, MLA, Battle River-Wainwright



FLAGSTAFF REGIONAL HOUSING GROUP



Seniors' Housing Needs Assessment Study



March 2012



30489



Flagstaff Regional Housing Group

SENIORS' HOUSING NEEDS ASSESSMENT

REPORT

MARCH 23, 2012



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EXECUTIVE SUMMARY

The Flagstaff Regional Housing Group (FRHG) is a non-profit, provincially-mandated foundation that is a provider of affordable, safe and secure housing to low and moderate income seniors in Flagstaff County – an area that includes the towns of Sedgewick, Killam, Hardisty and Daysland. The villages of Alliance, Forestburg, Galahad, Heisler, Loughheed and Strome and the surrounding rural area of Flagstaff County itself, are also in the FRHG's geography. The FRHG Board has realized that there is a growing need for enhanced seniors' supportive housing services in the Flagstaff County area while recognizing that the current Flagstaff Lodge in Sedgewick is unable to meet those needs. At present, FRHG's Flagstaff Lodge and Big Knife Villa Lodge are the only subsidized supportive housing options in the area.

IBI Group has been retained by FRHG to complete a Seniors' Housing Needs Assessment Study. The overall purpose of the study is to provide FRHG with the information needed to plan for changes to the seniors' supportive housing inventory that will best meet the future needs of seniors in the Flagstaff County area to 2021. More specifically, the Flagstaff Lodge can no longer provide the increasing care services required of its residents, or also meet changing housing expectation of future residents, and is essentially functionally obsolete. Redevelopment of the Flagstaff Lodge, including consideration of new construction of the lodge in a different location, will be reviewed in this study. An overall 10 year supportive housing strategy for Flagstaff County is needed.

The Needs Assessment Study estimates future seniors' housing demand in Flagstaff County by *type of unit* (e.g., independent affordable, supportive and designated supportive living - DSL) for 2011, 2016 and 2021. It is anticipated that the information from the study will be incorporated into a funding request to the Alberta government for redevelopment of the Flagstaff Lodge, either in its current location in Sedgewick, or at another location.

The Flagstaff Regional Housing Group's Seniors Housing Needs Assessment Study is structured similarly to an economic supply/demand analysis. Current seniors' housing supply is compared to demand to determine existing and future housing deficiencies. Strategies to address these existing and projected future housing deficiencies comprise the body of the study recommendations.

Supply Analysis

The supply analysis process begins with defining the market or catchment area to identify the geography of where seniors housing demand originates. For this study, the market catchment area and the boundaries of the County are the same.

The housing inventory analysis of the needs assessment process represents the supply side of an economic supply/demand analysis. The inventory takes into account all supportive housing projects (all four levels of SL housing), group homes, designated supportive living (DSL) units and care centre beds in Flagstaff County. All other seniors are presumed to be housed in independent housing forms. The supply analysis determined that:

- The total inventory includes: 96 seniors' subsidized self-contained (independent) housing units; 81 supportive living units (59 at FRHG lodges and 22 at assisted living facilities such as Providence Place and the Killam Health Unit); no Group Home spaces; and 78 long term care beds.
- The independent subsidized self-contained suites are in small projects that are geographically distributed in eight different locations throughout Flagstaff County. Several of these projects have been experiencing high vacancy rates.
- Providence Place in Daysland is comprised of 4 wings of 53 units and targets a largely independent senior, although supports are in place to accommodate higher care residents in the future. They are in contract with Alberta Health Services to provide designated supportive living (DSL) services in 16 suites.

- Flagstaff County has 78 care centre beds that are well distributed in three locations: Killam, Galahad and Hardisty. The distribution allows considerable choice and potential for remaining in a familiar location for those seniors in need of 24 hour professional care services.

Population Projections

The population projection was calculated using information from the 2006 federal census (base year) and then using growth rates derived from the 2010 Alberta Finance and Enterprise population projection model. The Census information used includes population for Census Division 7, of which Flagstaff County (which in this report is equivalent to the FRHG catchment area, and includes the Town and village populations previously noted) accounts for approximately 25% of the population of persons age 65+. The Census Division 7 rates for mortality and migration were applied to Flagstaff County. Only the senior population age 75 and older were projected since this group is generally most likely to include those in immediate need of the range of supportive housing options.

The findings from the population projection analysis indicate that growth rates for seniors in Census Division 7 are significantly below Alberta averages. What was observed is a mild reduction in the number of seniors 75+ between 2006 and 2011. However, a total of 319 seniors age 65-74 years are projected to be added to the Flagstaff County population over the next 10 years. However, older seniors age 75+ are projected to increase by only 102 persons between 2011 and 2021 – or approximately 10 persons per year. Importantly, seniors age 75+ are widely dispersed throughout Flagstaff County. A total of 6 of the 11 municipalities in the County have fewer than 50 seniors age 75 or older.

Housing Demand Analysis – 2011 to 2021

Seniors' population growth was translated into projected housing unit demand. Demand for housing was based on observed Provincial ratios for subsidized self-contained units, supportive living spaces or units and care centre units. That is, the current or 'observed' inventory totals were compared to what would be 'expected' if Flagstaff County was served or supplied with seniors' housing units at the average levels observed across the province.

The findings relevant to FRHG in terms of meeting seniors' housing needs from 2011 to 2021 are summarized as follows:

- When compared with the Provincial average, Flagstaff County has more seniors' self-contained subsidized housing than would be expected. There is a total of 96 units, however only 54 would be expected if Provincial ratios were applied. That is, comparatively, there is currently an oversupply of 42 units of seniors' subsidized self-contained housing in the area.
- There are no group home spaces in the County, although 8 would be expected if the area was consistent with Provincial ratios.
- Lodge-like supportive living levels 1 & 2 are currently oversupplied by 25 units.
- SL 3 spaces totals 8 suites. By 2021, the projected demand for these higher care spaces is expected to total 23, or 15 units more than is currently available.
- There are fewer than expected SL 3, 4 and 4D spaces in Flagstaff County. The 10 year projected demand for the SL 4 and 4D spaces (the highest care levels) totals 39 spaces by 2021. However, the current inventory is 14 beds. This suggests that an additional 25 SL 4 & 4D spaces are required in Flagstaff County over the next 10 years.

- If Flagstaff County was responding to seniors' supportive housing demand in a manner comparable to the provincial norms, there would be an expected *total* supportive housing supply of 102 units in 2021. That is, there is projected 10 year demand for an *additional* 21 new supportive housing units in the County.
- By 2021, if Flagstaff County was responding to supportive housing needs like the rest of the Province, there would be an expected DSL total of 27 spaces. That is, of the 102 total supportive housing units projected in 2021, about one in four SL units would be funded under Alberta Health Services as DSL spaces.
- Care centre beds continue to be comparatively oversupplied in this demand projection. In 2011, there is an estimated oversupply of 22 care centre beds. This apparent oversupply of care centre beds is comparable to the deficit of 20 SL 4 and 4D beds in the County. By 2021, the oversupply of care centre beds is reduced to 14 beds through an increase in the total number and age of the seniors residing in Flagstaff County by 2021.

Conclusions and Recommendations

The conclusions and recommendations of the Flagstaff Regional Housing Group's Seniors Housing Needs Assessment Study are:

- There is diminishing demand for lodge-like seniors' housing in Flagstaff County. There is an estimated oversupply of SL 1 and 2 spaces that is equivalent to 25 suites in 2011. These spaces are in older facilities such as the Flagstaff Lodge where the rooms are small and not accessible to persons in a wheelchair. The majority of these SL 1 and 2 suites cannot easily accommodate higher care residents without substantial redevelopment or new construction.
- Flagstaff County is underserved in terms of accommodating higher care needs seniors in supportive living environments. That is, additional supportive housing options are required for seniors in Flagstaff County who would be assessed as needing a care equivalent to SL 3, 4 or 4D (please refer to Exhibit 3 at the end of the document for a definition of the care needs of these residents). In some instances, these higher care seniors would likely be housed within care centre beds if available.
- Despite population growth and aging in the County, the oversupply of long term care beds in care centres continues over the next 10 years. By 2021, it is estimated that the oversupply of care centre beds will total 14 beds. It is possible that these care centre beds will continue to provide services to the seniors in the area that could be accommodated in DSL units as an alternative to a care centre bed.
- Therefore, population growth and aging is not a significant driver of future demand for supportive living units in Flagstaff County. Consequently, expansion of the total number of units in supportive living inventory is not recommended.
- However, the replacement of the 1976 Flagstaff Lodge in Sedgewick is recommended. Renovation to the existing Flagstaff Lodge is not recommended given its age, the lack of functionality for care delivery, and the cost relative to value of the existing structure. Renovation is considered by IBI to be a poor value option since new construction to maintain the total bed count would be required as well.
- Replacement of the Flagstaff Lodge is proposed as the optimal means of accommodating future higher care needs seniors in need of an affordable housing option in Flagstaff County. However, the Lodge accommodates only 38 units and is not large enough to promote operational efficiencies more common with lodges of 60 units or more.

- To promote operational efficiencies, consolidation of the lodge units at both Forestburg (21) and Sedgewick (38) should be considered a priority. However, the facility at Forestburg is newer and has more potential to accommodate future supportive living residents and is therefore not a candidate for demolition or decommissioning.
- To enable the consolidation of the Forestburg and Sedgewick lodge units (which is essential to making the case for redevelopment funding), the 21 lodge units at Big Knife Villa Lodge in Forestburg should be repositioned as independent living apartments. That is, the 21 units would be reconfigured into ten, 1 bedroom units for rent by seniors and others in need of affordable accommodation.
- The FRHG should consider the possible sale of seniors' self-contained projects in the smaller communities that are consistently experiencing high vacancy rates. Current tenants could be relocated to the repurposed Forestburg former lodge suites.
- In turn, a new 60 unit lodge could be developed which combines the units from Sedgewick (38) and Forestburg (21). The location recommended by IBI Group is Killam since it is central to the County and has a local health centre available.
- Killam is also the location of a Manitou Manor, an independent seniors' apartment of 16 units. In this way, the new lodge location would create a more diverse care and housing environment - a "campus of care" - that is endorsed by Alberta Health Services and Alberta Seniors.
- If this proposed development strategy is pursued by the Foundation, a new site for the Lodge (60 units) is needed. The total land area required to accommodate the entire proposed development strategy is approximately 2 acres (0.8 ha), although this land requirement will be better defined in more detailed future analysis. Ideally, the site would be proximate to the Killam Health Care Centre and Manitou Manor.

1. INTRODUCTION

1.1 Background

Flagstaff Regional Housing Group (FRHG) is a non-profit, provincially-mandated foundation that is a provider of affordable, safe and secure housing to low and moderate income seniors in Flagstaff County – a large geography of over 4,000 square kilometres in east central Alberta. Flagstaff County includes the towns of Sedgewick, Hardisty, Killam and Daysland. The County also includes the villages of Forestburg, Lougheed, Heisler, Strome, Alliance and Galahad and the surrounding rural areas. The FRHG operates the Flagstaff Lodge in Sedgewick (38 suites) and the newer Big Knife Villa Lodge in Forestburg (21 suites) as well as 96 self-contained apartments in eight different locations.

The FRHG Board has determined that the housing needs of some seniors in Flagstaff County may not be appropriately addressed with the current inventory of available seniors' housing. It has led to some area seniors to relocate to other non-FRHG projects or even outside Flagstaff County itself. In particular, the Flagstaff Lodge is functionally obsolete and cannot adequately accommodate seniors with wheelchairs in many of its lodge rooms. Many of the rooms are not designed for seniors with mobility problems and increasingly frail health – which is an increasing proportion of lodge residents. Also, the Board has recognized that changing expectations will result in more seniors rejecting most of the Lodge rooms as unsuitable to reside in given the small space (averaging less than 200 square feet including the in-suite bathing, closet and walkway). Over time, the inability of the Flagstaff Lodge to provide housing to the seniors in need of assistance will make the facility increasingly non-functional for the persons FRHG is mandated to serve.

There are two significant challenges to providing seniors' housing in Flagstaff County. The first is that the County is geographically large and the population is dispersed. The second challenge is that the population has been steadily declining in the County since 1996. In the 2011 federal census, Flagstaff County had a total population of 3,244 living in 1,190 dwellings. The 2011 population declined by -7.5% from 2006 population of 3,506 persons in Flagstaff County. The population decline since 2001 totals 453 persons or more than 12% in 10 years. Declining population makes it difficult to develop larger housing projects necessary to obtain the "economies of scale" to operate efficiently.

As a result of the Board's realization that there is a need for more supportive housing in the County, combined with the recognition that the current Lodge is unable to meet those needs, the FRHG has requested a Seniors' Housing Needs Assessment Study be undertaken. The study will determine the level of demand (i.e., need) for independent, supportive and assisted living types of housing forms in Flagstaff County. The Needs Assessment projects future seniors' housing demand in Flagstaff County by *type of unit* (e.g., independent affordable, supportive and DAL/DSL) in five year increments from 2011 to 2021. It is anticipated that the information from the study will be incorporated into a funding request to the Alberta government for redevelopment of Flagstaff Lodge, potentially on a new site, in order to provide housing to seniors in need of more care and supports than currently provided in the lodge.

1.2 Study Objectives

The overall purpose of the study is to provide FRHG with the information needed to plan for changes to the seniors' supportive housing inventory that will best meet the future needs of seniors in Flagstaff County to 2021.

The Seniors' Housing Needs Assessment study objectives include the following:

- To identify existing and future needs for the all types of seniors' housing in Flagstaff County, including independent, the four levels of supportive seniors' housing and including housing that is funded by Alberta Health Services as Designated Supportive Living (DSL) units;
- To determine potential deficits in the FRHG's current housing portfolio in meeting these current and future housing needs; and
- To make recommendations for changes over the next 5 and 10 years to the FRHG's seniors housing inventory regarding the type, number of units and location of future housing renovations, expansions or changes in service levels to the existing portfolio, including the possible new construction of a supportive housing project to replace the aging Flagstaff Lodge in Sedgewick.

2. STUDY APPROACH

Four major tasks were conducted to complete the FRHG Seniors' Housing Needs Assessment Study. A housing needs assessment study is structured similarly to an economic supply/demand analysis. The tasks associated with a needs assessment are briefly described as follows:

Task 1: Collect Background Information and Define the Catchment Area - IBI Group, in consultation with the Flagstaff Regional Housing Group, determined the 'catchment' or housing market area used to evaluate where past and potential future seniors' housing demand originates. This area is defined as the geographic boundaries of the market. That is, from what locations do demands for FRHG housing product originate? The definition of the catchment area is important in evaluating the depth of current and potential future housing demand.

Task 2: Stakeholder Discussions - IBI Group discussed with Alberta Health Services changing provincial policies regarding supportive housing in Alberta to identify trends that will influence demand for supportive housing in terms of both number of units needed and the type of care that a future facility would need to accommodate. Home Care staff who provide care services in the Flagstaff Lodge were also consulted for their insights into the changing health care needs of residents. The discussions also were used to determine any planning subtleties regarding the population projections and service area dimensions the Province uses for planning for Flagstaff County.

Task 3: Supply or Inventory Analysis - the supply analysis involved an inventory of both public and private market-driven housing for seniors in the catchment area. Existing projects (both non-profit or private, for-profit), as well as any planned projects, were included. The focus of the inventory analysis was to determine the level of care support provided in each project as well as to identify relevant product attributes. The inventory, when compared to demand, identifies potential seniors housing deficiencies or unmet needs, in Flagstaff County.

Task 4: Demand Analysis for Level 2, 3 and 4 Supportive Housing Units - the demand analysis gathered information on vacancy rates, waitlists and incidence rates in independent, supportive and assisted living projects within the catchment area. Available population projections and target utilization rates developed by Alberta Health Services for Census Division 7 and Flagstaff County were then used.

The result of the demand modeling was to identify the expected level of demand. This in turn is applied to the inventory (supply) to determine unmet present demand for care/housing in Flagstaff County. That is, projected demand is translated into future facility requirements (number of units required) for independent housing, supportive housing and assisted living housing. The projection

for future seniors' housing demand was then calculated for 5 and 10 year horizons. As with any projection, the closer in time the projection, the more reliable it tends to be. Projections of 20 or more years tend to be less reliable.

The demand projection model utilized Provincial incidence rates for a full-range of housing/care options available and applied these to the catchment area's current and projected population profile (including an account of population aging and increasing need for care services). The result of the demand modeling was to identify the expected level of demand in classifications that reflect the Levels 1, 2, 3 and 4 developed by Alberta Seniors and Community Supports. This in turn was applied to the inventory (supply) to *determine unmet present demand* for care/housing in Flagstaff County. That is, projected demand is translated into the number of Level 1, 2, 3 and 4 supportive housing units required immediately, and in 5 and 10 year increments.

3. CATCHMENT AREA

Defining the 'catchment' or market area for Flagstaff County is essential for calculating future housing demand. The catchment area represents the primary geography whereby the majority of demand for FRHG supportive housing originates. The catchment area for FRHG is defined simply as the area inside Flagstaff County boundaries. A map of the catchment area is shown as Exhibit 1. All exhibits are located at the end of this document.

Although this is considered the 'primary' area from which seniors' housing demand will originate for Flagstaff County, it is recognized that some demand may originate from other locations as well. For instance, anecdotally, some seniors' have returned to Flagstaff County to retire after leaving to work elsewhere. It is also recognized that some seniors residing in Flagstaff County are dissatisfied with available supportive housing and care centre options, and prefer to leave the area to obtain housing that better meets their needs, most often in Camrose. However, these numbers are unknown; on balance, the methodology applied by IBI Group to determine population and demand projections are considered to be conservative, typically understating future demand.

4. INVENTORY ANALYSIS

The inventory analysis of the needs assessment process represents the supply side of an economic supply/demand analysis. The inventory takes into account all supportive housing projects, group homes and care centre units in Flagstaff County where seniors currently reside. All other seniors are presumed to be housed in independent housing forms.

There are few providers of seniors' housing in Flagstaff County. The most prominent provider of seniors subsidized independent living units (apartments) and supportive living is the Flagstaff Regional Housing Group. The other significant provider of seniors' supportive housing in the County is Providence House in Daysland. The inventory of supportive housing types is shown in the table shown as Exhibit 2. Supportive housing is categorized into four levels by Alberta Seniors and Community Supports. Exhibit 3 provides a description of these four supportive housing categories.

Flagstaff Lodge is one of three possible residences for seniors in Flagstaff County in need of supportive services. Flagstaff Lodge (38 suites) was rebuilt in 1973 and has undergone several extensive renovations up until 2009. However, the Lodge remains functionally deficient since 25 of the 38 suites include rooms under 200 sf. These small rooms not only fail to meet increasing expectations for larger room sizes, but are inadequate for meeting the needs of seniors with significant health issues that would classify them as in need of Level 3 or 4 supportive services.

Big Knife Villa (21 suites) in Forestburg, the second lodge operated by FRHG, was built in 1986 and has larger rooms that are more functional for the provision of higher care services. However, the rooms are still only 200 sf in size, compared to the current supportive living room size of 375 sf recommended by Alberta Seniors. Like Flagstaff Lodge, the facility is small and it is difficult to achieve the economies of scale that make it more cost effective to operate. Staffing both facilities is increasingly challenging as well.

Alberta Health Services has made an effort in recent years to expand the number of Designated Supportive Living (DSL) suites available to seniors as a means of delaying or avoiding entry into a care centre bed. A need has been cited by the former health region for expansion of DSL 4 and DSL4-D units that provide services to persons with dementia or other cognitive impairments. In Flagstaff County, 16 DSL suites (SL levels 3 and 4 funded by Alberta Health Services) are exclusively located at Providence Place in Daysland. Another 6 alternative care beds are located at the Killam Health Care Centre. These beds are intended for higher health care needs seniors as well.

Significantly, the inventory review suggests that the number of long-term care (continuing care) beds is considerably higher than expected for a County of this population. That is, there is virtually the same number of long-term care beds (78) as there are supportive living suites (81) in Flagstaff County. In many Alberta geographies, the number of care centre beds is significantly lower than the number of supportive living options available to residents of the area.

Finally, there are no group home spaces provided in Flagstaff County. Group homes are a part of the inventory review since they represent a small but important type of housing for seniors. A comprehensive inventory of all possible housing options for seniors in Flagstaff County had to include this as a potential seniors' housing type.

5. DEMAND – THE HOUSING NEEDS ASSESSMENT FINDINGS

5.1 Population Projection

Demand for supportive housing is a calculation that considers where seniors in Flagstaff County are residing now and where they will reside in the future. To calculate current and future demand IBI Group obtained the best possible population counts available for seniors age 75 and older. This age group is typically the age when supportive housing becomes a growing need amongst seniors. The base year population was derived from 2006 Statistics Canada data (the most reliable single source), and was then "grown" using progression rates derived from the Alberta Finance and Enterprise population projection model. This population projection method is derived from the sophisticated single year of age/gender survival methodology and is considered the best means available for calculating the seniors' population over the next five and ten year periods.

It should be noted that the population projection for Flagstaff County is primarily a function of population aging and mortality, and is likely to prove relatively accurate. The projection model tends to be sensitive to demographic trends, particularly mortality rates amongst older age groups. However, the approach employed in this analysis may tend to slightly understate future growth in senior populations in geographies where seniors may be migrating to the area to acquire services or to be near family. For this reason the modelled senior population growth, and thus seniors' housing demand is generally considered to be a conservative estimate.

The population projection developed by Alberta Finance and Enterprise for all age groups as well as seniors age 65 and older in Alberta and Census Division are detailed in Exhibit 4. What is shown in this table is that all population groups in Census Division 7 are growing at a much slower rate than that of Alberta as a whole. In particular, the growth of the senior population is significantly

less than that of Alberta. For instance, the projected population growth of seniors age 85 and older in Alberta from 2011 to 2021 is 37% overall. Yet, the percentage increase in seniors 85 and older in Census Division 7 over this same 10 year period, is projected to be only 8%. Similarly, all Alberta seniors age 75 and older are projected to increase by 35% from 2011 to 2021. But, in Census Division 7, this increase is only 14% over the same period of time. Many of the supportive and higher care needs housing options are intended for persons in these older age groups.

IBI Group assembled population information from Census Division 7 from the 2006 Census (the 2011 Census information was not yet available) of which Flagstaff County represents approximately 25% of the age 65+ population. The Census Division 7 implicit rates of mortality and in and out migration were then applied to Flagstaff County populations in each community and the rural area overall to calculate population projections for 2011, 2015 and 2021. The population projection for seniors age 65 to 74 and 75 and older in Flagstaff County is shown in Exhibit 5.

As shown, the projected number of seniors age 65 to 74 and older grows by 39% from 2011 to 2021. The estimated number of "younger seniors" increases by 319 persons from a total of 808 to 1,127 in 2021. The communities of Daysland, Sedgewick, Forestburg and Killam account for 45% of the young seniors projected in 2021. The remaining 55% of young seniors are dispersed throughout Flagstaff County.

The growth rate for seniors older than age 75 is considerably lower than that of the seniors age 65 to 74. Between 2011 and 2021, seniors 75 and older in Flagstaff County are projected to increase by only 14% or from a total of 709 to 811 over 10 years. As discussed, the population growth rates for seniors in Census Division 7, and by extension Flagstaff County, are considerably lower than for the Province as a whole.

5.2 Seniors' Housing Demand Projection

Following the calculation of the projected population of seniors in Flagstaff County, the housing demand model was developed. The model is a function of both the *actual* inventory of seniors' housing as well as the *expected* inventory. The expected inventory of seniors' housing is derived from the supportive housing inventory compiled by Alberta Seniors and Community Supports. As a significant contributor, IBI Group has obtained a copy of this AS & CS supportive living inventory. From this inventory, IBI then calculated the ratio of the number of total Level 1 through 4 supportive housing units as well as the total number of care centre units in Alberta to the seniors' population age 75 and older (85 and older for care centre units) in the Province. This ratio of housing units to the seniors' population age 75+ was then calculated. This ratio became the basis for the "expected" number of supportive housing units and care centre units that would be anticipated Flagstaff County if the population was served at the Provincial average rates.

The housing demand projection is detailed in Exhibit 6. It accounts for all housing types where seniors may now and in the future be residing. In total there are nine housing types projected: independent housing; subsidized self-contained units; group homes; supportive housing levels 1 to 4; designated assisted living (a sub-set of supportive housing) and care centre units.

It must be noted that the projection model for housing demand does not accommodate any persons on a wait list who are residing in or outside of Flagstaff County. As a result, the demand projection is a conservative estimate that will inherently underestimate total supportive housing and care centre demand. Satisfaction of the projected levels of demand in 2016 and 2021 will continue to yield proportionate to current levels of waitlists, or unsatisfied demand.

5.2.1 CURRENT PROJECTED HOUSING DEMAND 2011

The findings of the demand projection shown in Exhibit 6 estimate current (2011) seniors' housing needs in Flagstaff County are summarized below. It is noted that a negative number in the Exhibit 6 table denotes an *oversupply* of seniors housing units. The highlights of the projection series are as follows:

- There are an estimated total of 454 seniors living independently throughout Flagstaff County.
- There is an oversupply of seniors' subsidized self-contained housing in Flagstaff County. That is, there is actual (or "observed") inventory of 96 units. However, when compared to Provincial ratios, the expected number of seniors' subsidized self-contained apartments is 54 units. This suggests a current oversupply of 42 units. Unfortunately, this projected oversupply is supported by the number of vacancies the FRHG has been experiencing in several of its smaller housing projects located throughout the County.
- There are no group home spaces in Flagstaff County. The expected number of group home spaces (if the County was comparable to the Province as a whole) would be 8 for an immediate deficit of 8 spaces. However, not all of these spaces would be occupied by seniors age 75+.
- There is apparently an oversupply or excessive number of supportive housing level 1 and 2 suites (a negative number suggests a larger-than-expected number of housing units) in Flagstaff County. There are 59 suites observed and only 34 are expected. This finding supports the anecdotal evidence of increasing vacancies, particularly at Flagstaff Lodge – a facility built to provide low level care support to seniors in the community.
- Supportive housing Level 3 is in a deficit situation. There are 8 units observed at present and 20 are expected.
- Supportive housing Level 4 and 4D (dementia care) is in a deficit situation. There are 14 units observed at present and 34 in total are expected. There is projected immediate demand for 20 new SL 4 and 4D units in Flagstaff County.
- In total, there are 81 supportive living units or rooms available in Flagstaff County today. If the region was responding to seniors' supportive housing demand in a manner similar to that of the Province as a whole, there would be an expected total of 89 supportive housing supply. That is, at present there is projected immediate demand for 8 additional supportive housing spaces in Flagstaff County.
- While the current under supply is only 8 units, the distribution of the 81 supportive living units is far from optimal.
- Currently in Flagstaff County there are 16 designated supportive living (DSL) or units provided – all located at Providence Place in Daysland. If Flagstaff County was responding to seniors' DSL supportive housing demand in a manner similar to that provided by Alberta Health Services across the Province as a whole, there would be an expected DSL total of 24 units or rooms. This suggests there is a deficit of 8 DSL beds currently in Flagstaff County.
- There are 78 long term care beds available in Flagstaff County. Based on Provincial care centre bed ratios, the County has 22 *more* care centre units than is expected. Given the lack of DSL units in Flagstaff County, it is likely these individuals who otherwise may have resided in a DSL bed, may instead are potentially placed in a care centre bed as a means of staying near their original home when their care needs increase.

5.2.2 10 YEAR DEMAND - 2011 TO 2021

The findings of the demand projection shown in Exhibit 6 for seniors' housing needs from 2011 to 2021 are summarized as follows:

- The number of seniors projected to reside in independent housing in Flagstaff County grows from an estimated 454 to 561 by 2021. In total, the ten year growth in demand for seniors' independent housing is equivalent to 107 new spaces for seniors to reside in the County. This total is expressed in persons or "pillows" rather than households; it is occupants, not dwelling units.
- The 10 year demand for seniors' subsidized self-contained housing does not grow sufficiently to counter the existing oversupply of this type of seniors' housing in 2011. That is, demand for seniors' subsidized housing in 2021 is projected at 62 units, but the 2011 inventory is 96 units. An oversupply of 34 units from the current inventory is projected in 10 years time for this affordable housing type. This implies the current vacancy problems with the FRHG subsidized self-contained inventory will continue.
- The expected number of group home spaces (if Flagstaff County was comparable to the Province as a whole) totals 9 spaces over 10 years. However, not all of these spaces would be occupied by seniors age 75+.
- The projected Level 1 & 2 supportive housing demand does not by 2021 exceed the current supply of 59 spaces. Without reassigning these spaces to a higher level of care (typically through redevelopment or new construction), there will continue to be an oversupply of 20 SL 1 & 2 units in 10 years time.
- The projected Level 3 supportive housing demand is projected to be equivalent to 23 spaces. With a current supply of eight SL 3 units, this suggests a 10 year total demand equivalent to 15 new SL 3 spaces in 2021.
- There are 14 SL 4 spaces in Flagstaff County. The projected Level 4 and 4D supportive housing demand grows to 39 units by 2021, projecting demand for SL 4 and 4D spaces equivalent to 25 new units over 10 years.
- In total, there are now 81 supportive living suites or rooms available in Flagstaff County today. If the region was responding to seniors' supportive housing demand in a manner similar to that of the Province as a whole, there would be an expected *demand* for 102 supportive housing by year 2021 – a net increase of 21 suites from the current inventory level. That is, over the next 10 years, there is projected demand for an *additional* 21 new supportive housing units in Flagstaff County.
- By 2021, if Flagstaff County was responding to seniors' DSL supportive housing demand in a manner similar to that provided by Alberta Health Services across the Province as a whole, there would be an expected DSL total of 27 units. That is, of the 102 total supportive housing demand projected in 2021, just over one in four units (27 units) of this type of housing demand, would be funded under Alberta Health Services as DSL units.
- There are currently 78 long term care beds available in Flagstaff County. If Provincial care centre bed ratios remain unchanged over the next 10 years, the County will still have a projected oversupply of 14 *more* care centre units than is expected.

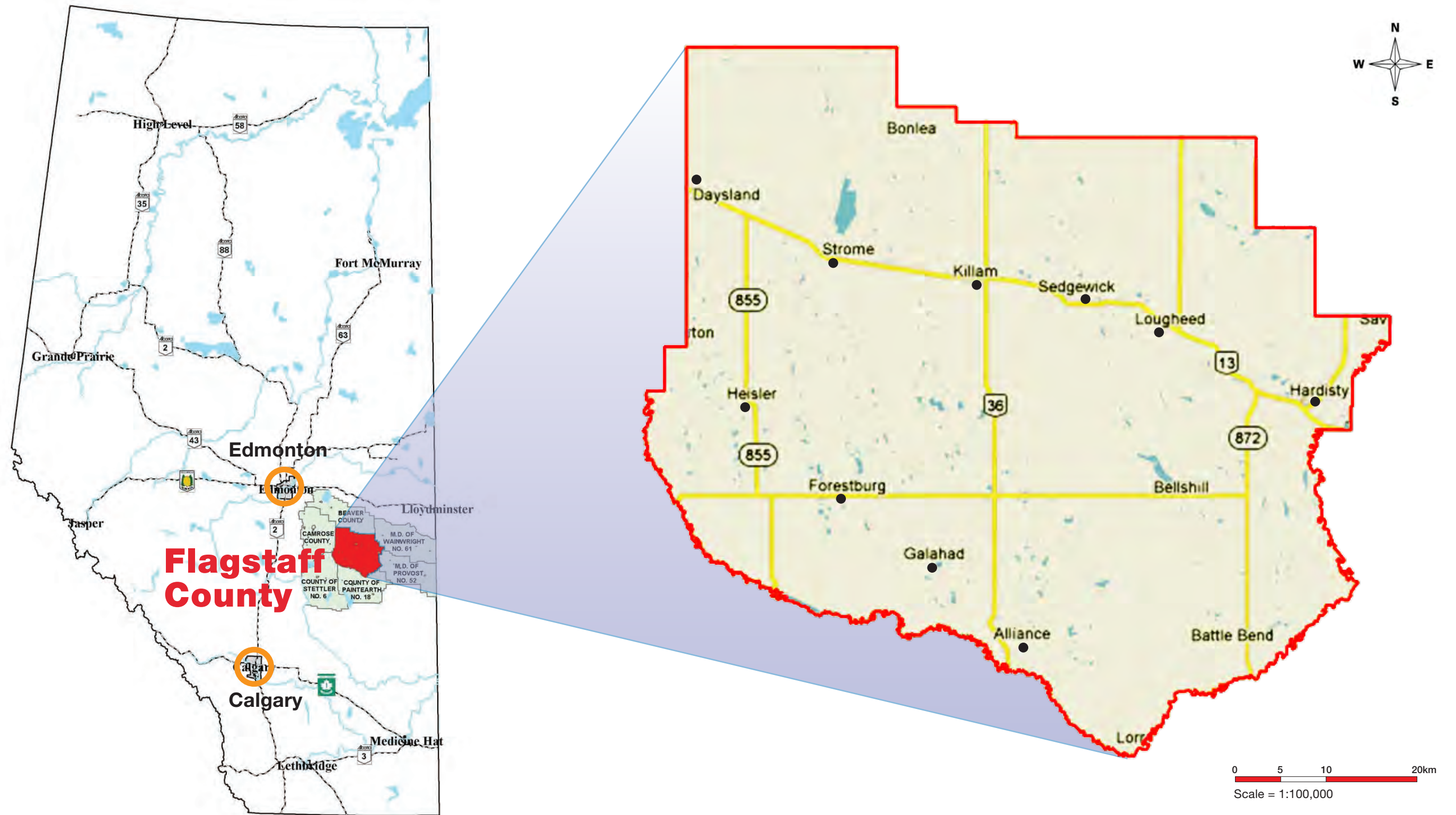
6. CONCLUSIONS AND RECOMMENDATIONS

The conclusions and recommendations of the Flagstaff Regional Housing Group's Seniors' Housing Needs Assessment Study are:

- There is diminishing demand for lodge-like seniors' housing in Flagstaff County. There is an estimated oversupply of SL 1 and 2 spaces that is equivalent to 25 suites in 2011. These spaces are in older facilities such as the Flagstaff Lodge where the rooms are small and not accessible to persons in a wheelchair. The majority of these SL 1 and 2 suites cannot easily accommodate higher care residents without substantial redevelopment or new construction.
- Flagstaff County is underserved in terms of accommodating higher care needs seniors in supportive living environments. That is, additional supportive housing options are required for seniors in Flagstaff County who would be assessed as needing a care equivalent to SL 3, 4 or 4D (please refer to Exhibit 3 at the end of the document for a definition of the care needs of these residents). In some instances, these higher care seniors would likely be housed within care centre beds if available.
- Despite population growth and aging in the County, the oversupply of long term care beds in care centres continues over the next 10 years. By 2021, it is estimated that the oversupply of care centre beds will total 14 beds. It is possible that these care centre beds will continue to provide services to the seniors in the area that could be accommodated in DSL units as an alternative to a care centre bed.
- Therefore, population growth and aging is not a significant driver of future demand for supportive living units in Flagstaff County. Consequently, expansion of the total number of units in supportive living inventory is not recommended.
- However, the replacement of the 1976 Flagstaff Lodge in Sedgewick is recommended. Renovation to the existing Flagstaff Lodge is not recommended given its age, the lack of functionality for care delivery, and the cost relative to value of the existing structure. Renovation is considered by IBI to be a poor value option since new construction to maintain the total bed count would be required as well.
- Replacement of the Flagstaff Lodge is proposed as the optimal means of accommodating future higher care needs seniors in need of an affordable housing option in Flagstaff County. However, the Lodge accommodates only 38 units and is not large enough to promote operational efficiencies more common with lodges of 60 units or more.
- To promote operational efficiencies, consolidation of the lodge units at both Forestburg (21) and Sedgewick (38) should be considered a priority. However, the facility at Forestburg is newer and has more potential to accommodate future supportive living residents and is therefore not a candidate for demolition or decommissioning.
- To enable the consolidation of the Forestburg and Sedgewick lodge units (which is essential to making the case for redevelopment funding), the 21 lodge units at Big Knife Villa Lodge in Forestburg should be repositioned as independent living apartments. That is, the 21 units would be reconfigured into ten, 1 bedroom units for rent by seniors and others in need of affordable accommodation.
- The FRHG should consider the possible sale of seniors' self-contained projects in the smaller communities that are consistently experiencing high vacancy rates. Current tenants could be relocated to the repurposed Forestburg former lodge suites.
- In turn, a new 60 unit lodge could be developed which combines the units from Sedgewick (38) and Forestburg (21). The location recommended by IBI Group is Killam since it is central to the County and has a local health centre available.

- Killam is also the location of a Manitou Manor, an independent seniors' apartment of 16 units. In this way, the new lodge location would create a more diverse care and housing environment - a "campus of care" - that is endorsed by Alberta Health Services and Alberta Seniors.
- If this proposed development strategy is pursued by the Foundation, a new site for the Lodge (60 units) is needed. The total land area required to accommodate the entire proposed development strategy is approximately 2 acres (0.8 ha), although this land requirement will be better defined in more detailed future analysis. Ideally, the site would be proximate to the Killam Health Care Centre and Manitou Manor.

Context Map



Flagstaff County Inventory of Seniors Housing 2011

Accommodation Type	Accommodation Sub Type	Accommodation Name	Accommodation ID	Accommodation Municipality	Health Zone	Current Occupancy
Supportive Living Accommodation	Lodge	Big Knife Villa Lodge	70035645	Forestburg	Zone 3	21
Supportive Living Accommodation	Lodge	Flagstaff Lodge	70035658	Sedgewick	Zone 3	38
Supportive Living Accommodation	Assisted Living Accommodation	Providence Place - 4 wings of 53 units; one	70039777	Daysland	Zone 2	16
Supportive Living Accommodation	Assisted Living Accommodation	Killam Health Care Centre	Covenant Health - Affiliate	Killam	Zone 3	6
Long Term Care Accommodation	LTC	Galahad Care Centre	70037887	Galahad	Zone 3	20
Long Term Care Accommodation	LTC	Killam Health Care Centre - Covenant Health	Covenant Health - Affiliate	Killam	Zone 4	45
Long Term Care Accommodation	LTC	Hardisty Health Centre	70037845	Hardisty	Zone 3	13

Source: Alberta Seniors & Community Supports, Inventory Table as of December, 2010

SL - Lodge (SL 1 & 2)	59
SL 3 & 4 - Assisted Living	22
LTC	78

Seniors Self-Contained Subsidized Housing	Number of Units	Name	Description	Rent Max
Alliance	6	EO Lysne	6 - plex; one bedroom	\$400
Daysland	20	Westside Manor	2 bedroom	\$500
Forestburg	10	Big Knife Villa Apartments	one bedroom apartments	\$600
Galahad	4	Wheatland Manor	4 - plex; one bedroom	\$400
Hardisty	26	Parkland Manor	one bedroom apartments	\$450
Killam	16	Manitou Manor	one bedroom apartments	\$450
Lougheed	6	Frontier Manor	6 - plex; one bedroom	\$450
Lougheed	4	Verdant Valley Villa	4 - plex; one bedroom	\$450
Heisler *	4	Heisler Senior's Manor	4 -plex	\$400
Strome	4	Wavy Lake Manor	4 - plex; one bedroom	\$400
Total Seniors' Self-Contained	100	* All housing projects except Heisler's 4 units are operated by FRHG		

Source: Alberta Housing & Urban Affairs, Inventory of Seniors Subsidized Self-Contained Housing, March 31, 2011

Levels of Seniors Supportive Living in Alberta

LEVELS OF SENIORS SUPPORTIVE LIVING IN ALBERTA			
Level 1	Level 2	Level 3	Level 4
RESIDENT NEEDS			
<ul style="list-style-type: none">Can arrange, manage and direct own care and is responsible for the decisions s/he makes.Can manage most daily tasks independently.Some supports/services required.All personal assistance can be scheduled.Primarily needs housing for safety, security and socialization.	<ul style="list-style-type: none">Can arrange, manage and direct own care and is responsible for the decisions s/he makes.Can manage some daily tasks independently.A basic set of supports/services required.All or most personal assistance can be scheduled.May require some assistance/encouragement to participate in social, leisure and rehabilitation programs.	<ul style="list-style-type: none">Has choices but may need assistance in making some decisions about day-to-day activities.Requires assistance with many daily tasks.Most personal assistance can be scheduled. The need for unscheduled personal assistance is infrequent.May require increased assistance in participating in social, recreational and rehabilitation programs.	<ul style="list-style-type: none">Needs assistance in making decisions about day-to-day activities, but should still be given as many choices as possible.Requires assistance with most/all daily tasks.The need for unscheduled personal assistance is frequent.Requires enhanced assistance to participate in social, recreational and rehabilitation programs.
BUILDING FEATURES			
<ul style="list-style-type: none">All Levels – Building safety and design features are appropriate for residents' needs.Ideally, each suite is private, includes a lockable door, a bedroom, a sitting area, bathroom and a kitchenette. Suites for residents with Level 1 needs may also include a full kitchen.Except for Level 1, that might only contain a common area for dining, all other levels of supportive are expected to have common areas for dining and social/recreational activities.			
HOSPITALITY SERVICES			
<p>“Is/Are Available” – “May be Available” – Housing operators may or may not have the ability or capacity to co-ordinate this service or provide it to residents. The housing operator has the capacity to provide the service directly or arrange for its delivery by another source, if the resident needs or wants the service.</p> <p>“Provided” – These are the services that the housing operators supply to meet the residents' needs.</p>			
<p>Meal Services At least one main meal per day is available.</p> <p>Housekeeping Services Services are available.</p> <p>Personal Laundry Personal Laundry equipment is available. Personal laundry services may be available.</p> <p>Bedding and Towels Laundry services may be available.</p> <p>Safety and Security 24-hour security is provided.</p> <p>Social, Leisure and Recreational Opportunities Services may be available.</p> <p>Coordination and Referral Services to Community Supports Guidance/Advocacy/Advisory role may be available. Assistance with accessing community services may be available.</p>	<p>Meal Services Full meal services are available (2 meals if kitchenette in suite).</p> <p>Housekeeping Services Weekly services are available.</p> <p>Personal Laundry Personal laundry equipment is available. Personal laundry services may be available.</p> <p>Bedding and Towels Weekly bedding and towel laundry services are available.</p> <p>Safety and Security 24-hour staff on site. Personal response system is provided.</p> <p>Social, Leisure and Recreational Opportunities Services are available.</p> <p>Coordination and Referral Services to Community Supports Guidance/Advocacy/Advisory role is available. Assistance with accessing community services is available.</p>	<p>Meal Services Full meal services are available. Some special dietary requirements can be met.</p> <p>Housekeeping Services More than weekly services are available. Additional sanitization as required.</p> <p>Personal Laundry Personal laundry equipment is available. Personal laundry services are available.</p> <p>Bedding and Towels Weekly bedding and towel services are available.</p> <p>Safety and Security 24-hour staff on site. Routine checking of residents as required. Personal response system is provided.</p> <p>Social, Leisure and Recreational Opportunities Services are available.</p> <p>Coordination and Referral Services to Community Supports Guidance/Advocacy/Advisory role is provided. Assistance with accessing community services is provided.</p>	<p>Meal Services Full meal services are provided. Most special dietary requirements can be met. Food/nutrition intake monitored.</p> <p>Housekeeping Services Daily services are provided. Additional sanitization as required.</p> <p>Personal Laundry Personal laundry equipment is available. Personal laundry services are available.</p> <p>Bedding and Towels Weekly/daily bedding and towel services are provided.</p> <p>Safety and Security 24-hour staff on site. Routine checking of residents as required. Personal response system is provided.</p> <p>Social, Leisure and Recreational Opportunities Services are provided.</p> <p>Coordination and Referral Services to Community Supports Guidance/Advocacy/Advisory role is provided Assistance with accessing community services is provided</p>
HEALTH AND WELLNESS SERVICES			
<p>All Levels: General Service Needs</p> <ul style="list-style-type: none">Case management by RHAs for publicly funded servicesAssessment for publicly funded health and personal care services completed by the RHA based on unmet needOther health services and services of health professionals are available as arranged locally and on an as needed basis <p>Personal assistance and/or professional services may be provided to residents by: the RHA directly, the operator on contract to the RHA, the operator privately, or private pay by an alternate vendor</p> <p>All Levels: Medication Support</p> <ul style="list-style-type: none">Support will be provided by RHA's based on assessed unmet need. Support can also be purchased privately. Residents are responsible for the costs of their medications including dispensing fees.			
<p>Staff Scheduled visits by RHA staff and other community supports. No health staff on site on a 24-hour basis.</p>	<p>Staff Scheduled visits by RHA staff and other community supports. No health staff on site on a 24-hour basis.</p>	<p>Staff Scheduled visits by RHA staff and other community supports. Suitably qualified, certified or trained staff on site – on a 24-hour basis.</p>	<p>Staff Scheduled visits RHA staff and other community supports. Suitably qualified, certified or trained staff on site – on a 24-hour basis. 24-hour regulated professional staff on site – on a 24-hour basis.</p>

Alberta and Census Division 7: Population Projections 2011, 2016, 2021

Age Group and Year		Alberta			Census Division Number 7		
		Population	% of Total	Growth Rate *	Population	% of Total	Growth Rate *
All Ages	2006	3,421,253	100.0%	-	41,110	100.0%	-
	2011	3,808,375	100.0%	2.2%	42,340	100.0%	0.6%
	2016	4,146,205	100.0%	1.7%	42,430	100.0%	0.0%
	2021	4,478,110	100.0%	1.6%	42,755	100.0%	0.2%
	Increase 2011-2021	669,735			415		
	% Increase 2011-2021	18%			1%		
Age 65 - 74	2006	189,937	5.6%	-	2,949	7.2%	-
	2011	224,820	5.9%	3.4%	3,285	7.8%	2.2%
	2016	302,625	7.3%	6.1%	3,850	9.1%	3.2%
	2021	396,580	8.9%	5.6%	4,585	10.7%	3.6%
	Increase 2011-2021	171,760			1,300		
	% Increase 2011-2021	76%			40%		
Age 75 +	2006	165,085	4.8%	-	3,024	7.4%	-
	2011	185,950	4.9%	2.4%	2,935	6.9%	-0.6%
	2016	208,720	5.0%	2.3%	3,030	7.1%	0.6%
	2021	250,140	5.6%	3.7%	3,360	7.9%	2.1%
	Increase 2011-2021	64,190			425		
	% Increase 2011-2021	35%			14%		
Age 85 +	2006	42,690	1.2%	-	890	2.2%	-
	2011	53,240	1.4%	4.5%	880	2.1%	-0.2%
	2016	63,830	1.5%	3.7%	910	2.1%	0.7%
	2021	72,915	1.6%	2.7%	950	2.2%	0.9%
	Increase 2011-2021	19,675			70		
	% Increase 2011-2021	37%			8%		

* Average annual growth rate from preceding date

Flagstaff Regional Housing Group Catchment Area Municipalities: Seniors Population Projections 2011, 2016, 2021

		Catchment Area Municipality											
Age Group and Year		Village of Alliance	Town of Daysland	Village of Forestburg	Village of Galahad	Town of Hardisty	Village of Heisler	Town of Killam	Village of Lougheed	Town of Sedgewick	Village of Strome	Flagstaff County	Flagstaff Regional Housing Group Catchment Area Total
Age 65 - 74	% share	4.1%	13.8%	10.3%	2.8%	6.2%	3.4%	9.7%	2.8%	11.0%	3.4%	32.4%	100.0%
	2011	33	111	84	22	50	28	78	22	89	28	262	808
	2016	39	131	98	26	59	33	91	26	104	33	307	947
	2021	47	155	117	31	70	39	109	31	124	39	365	1,127
Age 75 +	% share	1.4%	15.8%	11.0%	4.1%	6.2%	2.7%	19.9%	2.1%	13.0%	2.7%	21.2%	100.0%
	2011	10	112	78	29	44	19	141	15	92	19	150	709
	2016	10	115	80	30	45	20	145	15	95	20	155	731
	2021	11	128	89	33	50	22	161	17	106	22	172	811

Flagstaff Regional Housing Group Catchment Area: Seniors' Housing Demand Projections 2011, 2016, 2021

	2011			2016		2021		
Support Level	Observed Inventory	Expected Inventory	Inventory Deficiency	Projected Demand	5 Year Increase from 2011 Observed Inventory	Projected Demand	5 Year Increase from 2016 Projected Demand	10 Year Increase from 2011 Observed Inventory
Independent	454			498	44	561	63	107
Subsidized Self-Contained	96	54	-42	56	-40	62	6	-34
Group Home	0	8	8	8	8	9	1	9
Supportive Level 1/2	59	34	-25	35	-24	39	4	-20
Supportive Level 3 *	8	20	12	21	13	23	2	15
Supportive Level 4 *	14	31	17	32	18	36	3	22
Supportive Level 4D *	0	3	3	3	3	3	0	3
Supportive Living Subtotal	81	89	8	92	11	102	10	21
Designated Supportive Living *	16	24	8	25	9	27	3	11
Care Centre	78	56	-22	58	-20	64	6	-14
Care Centre - Accommodated	78			78	0	78	0	0
Excess Care Centre Demand **				0		0	0	

* DSL units are included in Supportive Living Levels 3, 4, 4D

** Diverted to DSL and included in Supportive Living Levels 3, 4, 4D

Request for Decision (RFD)

Topic: Dog Control Bylaw #464 – Violation Retraction Request
Initiated by: Administration/Violator
Prepared by: Amanda Davis
Attachments: 1. Warning Letter – February 3rd, 2014
2. Violation Tag – February 26th, 2014
3. Retraction Letter

Recommendations:
That Council uphold violation tag #427.

Background:

Council approved Dog Control bylaw #464 in 2009. The bylaw was developed by a group of citizens, councillor and administration. The bylaw was later approved by Council.

Dog Control Bylaw #464, Section 3. Licensing states:

3.1 – Every owner of a dog over the age of three months in the Town of Sedgewick shall, before the 31st day of January of each calendar year, license such dog with the Town and pay to the Town license fee for each for each dog so licensed as specified in Schedule A.1.

3.2 – Every owner of a dog in the Town of Sedgewick, who fails to license such dog as required by Section 3.1 herein, shall license such dog with the Town and pay to the Town an increased license fee as specified in Schedule A.1.

The Town of Sedgewick begins advertizing for renewal of annual dog license fees in the fall. This ensures residents have adequate time to comply with Bylaw #464. License fees are due by January 31st of the following year, if owners have not complied by January 31st, pursuant to Bylaw #464 a warning letter is issued and fees double; the letter requires that owners inform the Town within fourteen (14) days if they no longer have the animal.

If the Town has not received any communication from the registered owners a violation tag is issued due to non-compliance.

Bylaw process:

Administration is the Bylaw Enforcement Officer for the Town of Sedgewick. Complaints within Town limits are dealt with when received in writing. At this time, Administration does not issue violation tags without written complaints. With regards to the registration of dogs the onus for registration remains on the owners. If we catch a stray dog without a tag the dog is sent to the pound, if retrieved the owners are responsible for licensing.

At this time there are approx. 83 licensed dogs within the Town of Sedgewick.

Current:

As stated in the February 20th, 2014 CAO Report, sixteen warning letter were sent to dog owners on February 3rd (attached). Of the sixteen warning letters, three remain unattended to and three separate violation tags were issued in the amount of \$75.

Attached you will find a letter requesting the retraction of the \$75 violation.

The following questions are posed in the letter:

1. If no one is going to enforce this bylaw why does it exist?
2. Why are honest citizens being fined when others blatantly flaunt the law?
3. Reconsider the fine

Pause for thought:

- a. Does the Dog Control Bylaw #464 require review to ensure we are adequately meeting the intended purpose?
- b. Does Council request that Administration take different action regarding the bylaw enforcement process?
- c. If Administration is following the direction of the bylaw and we retract the fine how are we setting precedent for enforcement and supporting Administration?
- d. Is there a better way of doing things?



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



February 3rd, 2014

Sedgewick, AB T0B 4C0

RE: Dog Control Bylaw #464

A review of our records has been completed which indicates that you have an unregistered dog, **Tag**, within Town limits. Section 3, Licensing in Dog Control Bylaw #464 states:

- 3.1 *Every owner of a dog over the age of three months in the Town of Sedgewick shall, before the 31st day of January of each calendar year, license such dog with the Town and pay to the Town a license fee for each dog so licensed as specified in Schedule A.1.*
- 3.2 *Every owner of a dog in the Town of Sedgewick, who fails to license such dog as required by Section 3.1 herein, shall license such dog with the Town and pay to the Town an increased license fee as specified in Schedule A.1.*

License Fees are as follows:

After January 31st Altered (requires proof if not on file) \$30 each to a maximum of two
Unaltered \$60 each to a maximum of two

Please accept this as your **first** warning for the licensing of your dog, please contact the Town Office to make arrangements for licensing or **inform us if you no longer have ownership of this dog**. If your dog is not licensed within fourteen (14) days of receiving this letter, bylaw enforcement action will be enforced.

Please be advised that fines for unlicensed dog are as follows:

First Offence: \$75

Second Offence: \$150

Penalty for Subsequent Offences: \$300

If you have any questions regarding this matter please contact the Town Office at 780-384-3504, Monday – Friday 8:30 – 4:30 pm.

Thank you for your attention to these matters in advance.

Sincerely,

Lorna Polege
Municipal Secretary

BYLAW VIOLATION TAG

TOWN OF SEDGEWICK

4818 - 47 Street - P.O. Box 129, Sedgewick, AB T0B 4C0

780.384.3504

427

DATE: February 26, 2014

NAME

ADDRESS

TIME

OFFENSE Section 3.2

Bylaw Number and Title

Location of Offense

☐ Warning

☐ Summons

Specified Penalty

☒ First Offense \$75.00

☐ Second Offense

☐ Third or Subsequent Offense

You may avoid prosecution for this offense provided the Office of the Town of Sedgewick receives payment of the Specified Penalty within ten (10) days. Failure to make timely payment may result in the issuance of a Provincial Violation ticket or prosecution in Provincial court.

The Specified penalty may be remitted in person (cash, money order or certified cheque only) to the Town of Sedgewick Office or by mail to the address above.

This Bylaw Violation Tag must accompany payment. A receipt will be issued upon request.

Issuer:

Bylaw Enforcement Officer (signature)

(print name)

Badge #

N/A

March 12, 2012

Town of Sedgewick
Box 129
Sedgewick, AB T0B 4C0

Dear Council Members:

This letter is in regards to a letter I received on February 16 regarding a \$75 fine for not licensing my dog. I would like this fine revoked.

When I purchased my dog in 2012, I bought a dog license from the Town of Sedgewick. I also brought in the proof of neutering certificate from the vet and renewed the license in 2013. This year, I forgot to renew the license in January. I did receive a letter February 3rd reminding me that it was due, but decided not to purchase the license again. There are numerous reasons for this decision.

First of all, my dog cannot wear the license because it discolors his fur. Consequently, the tag sits in a drawer and is not on his collar. That he does not have the tag on has never been mentioned. My dog is not allowed to roam outside alone; he is walked three times a day on a leash and is always under supervision. I have never been notified of a complaint about the behaviour of my dog. I know of many dogs in my neighbourhood and around town that are not licensed and, after talking to some of those owners, found out they have never licensed their dogs and have no intention of doing so. No one has ever questioned them on their decision and they have never been contacted. During our walks, my dog and I have been barked at and, occasionally, threatened by other dogs. However, I have never seen any type of enforcement in town.

I feel that I have been unfairly targeted by this ticket. The fact that I was honest about having a dog has now come back to haunt me. If no one is going to enforce this bylaw, why does it exist? Why are honest citizens being fined when others blatantly flaunt the law? Please reconsider this fine.

Thank you very much for your time.

Sincerely,

Request for Decision (RFD)

Topic:	Office Closure Request
Initiated by:	Administration
Prepared by:	Amanda Davis
Attachments:	n/a

Recommendations:

That Council authorize the closure of the Town Office on April 24th, 2014 for professional development.

Background:

Flagstaff Community Adult Learning (FCAL) hosts an annual women's conference in Killam. This year's conference is titled, Stronger Together.

The administrative assistants are sent annually for professional development however this year the conference conflicts with the Flagstaff Intermunicipal Partnership (FIP) Strategic Planning Session. With that in mind I would like to request permission that the office be closed on April 24th for professional development.

Request for Decision (RFD)

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

Recommendations:

That Council set a Special Meeting for April 9th, 2014 at 7:00 pm.

Background:

A Special Meeting of Council is required to readdress the municipal budget and tax rate bylaw.

Special meetings are to be held the first Thursday of each month when required pursuant to our Organizational Meeting structure.

However Administration has other engagements to present at on April 3rd (Minor Hockey AGM) therefore requesting that a special meeting of Council be held on April 9th, 2014 at 7:00 pm.

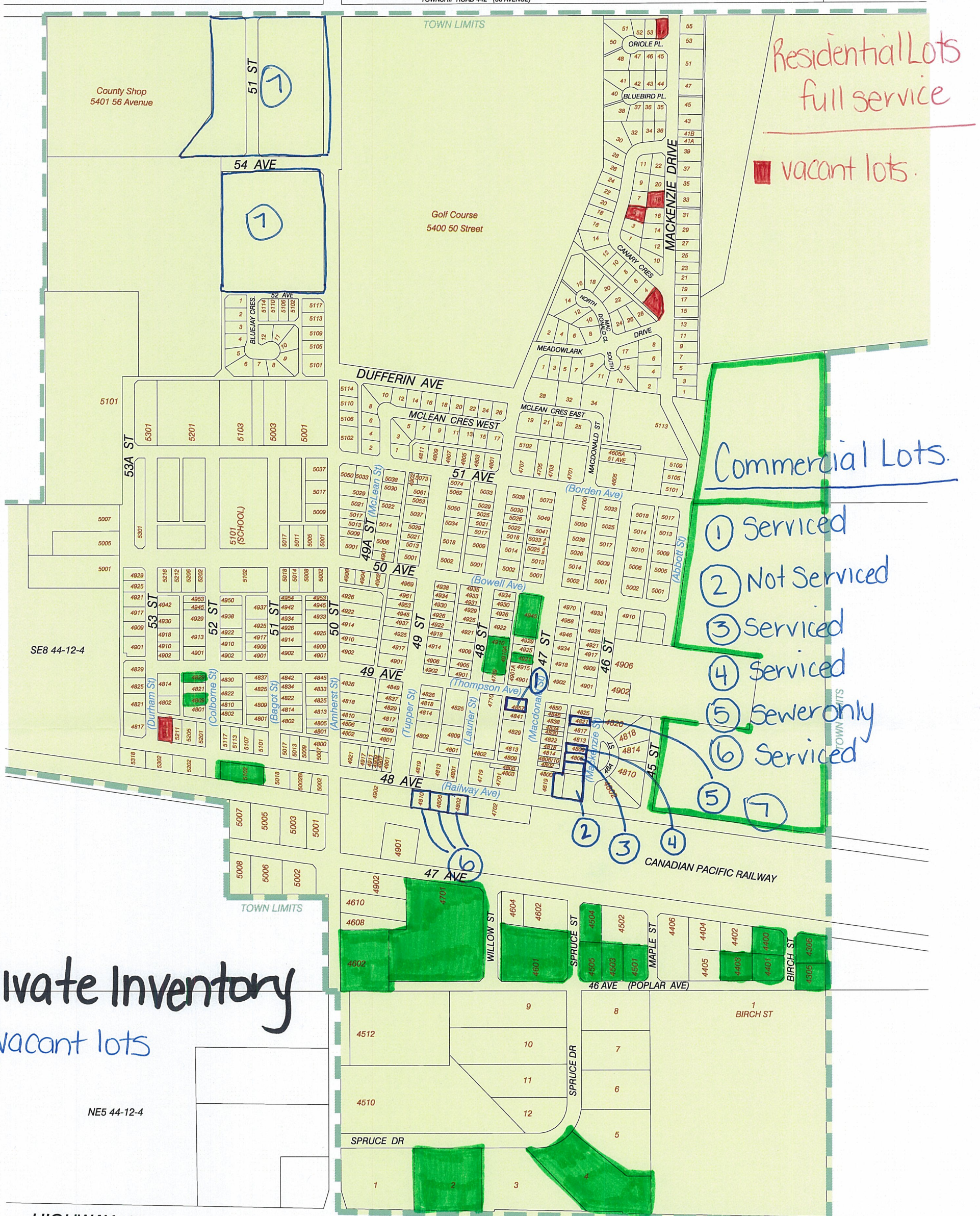
Information

Topic:	Land Inventory - <i>vacant</i>
Initiated by:	Strategic Plan
Prepared by:	Amanda Davis
Attachments:	Map

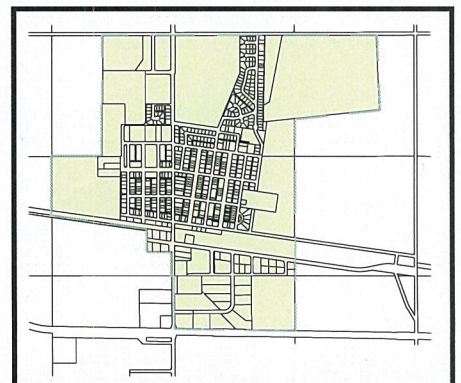
Attached is a map that shows vacant land within the Town of Sedgewick. This has been included as information and will be of value during future discussions.

Municipal Inventory

TOWNSHIP ROAD 442 (56 AVENUE)



Address Map



Open Discussion

Topic:	Round Table
Initiated by:	Mayor St. Pierre
Prepared by:	Amanda Davis
Attachments:	n/a

Background:

Mayor St. Pierre identified the need for round table discussions. The intent of the discussion is to allow members of council an opportunity to address ideas or concerns in a open manner.

Process for a round table:

Each Councillor has the opportunity to speak for approx. 5 minutes, there should NEVER be decisions made or deliberated at this point. This is strictly an opportunity for open communication however Council may direct Administration to provide follow-up information at the next meeting.

Reminder, stay focused and on track or meetings could get very lengthy.