

March 12<sup>th</sup>, 2015

## Agenda

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

**Adoption of Agenda** –

**Correspondence – Items Arising:**

- |  |    |
|--|----|
| 1. Parent for Fun in Flagstaff – Movie in the Park | A1 |
| 2. Rural Roads – Local Concern – Email             | A2 |

**Circulation File of Correspondence** – List Attached

**Delegation** – n/a

**Financial Statement** – For the Month Ending January 31<sup>st</sup>, 2015 - Attached

**Accounts** – For Month Ending January 31<sup>st</sup>, 2015 – List Attached

**Accounts** – For the Month Ending February 28<sup>th</sup>, 2015 – List Attached

**Committee Reports** – For the Period Ending March 12<sup>th</sup>, 2015 – Attached

**Public Works Report** – For the Period Ending March 12<sup>th</sup>, 2015 – Attached

**Director of Parks & Rec Report** – For the Period Ending March 12<sup>th</sup>, 2015 – Attached

**CAO Report** – For the Period Ending March 12<sup>th</sup>, 2015 – Attached

**Matters Arising:**

**Minutes** –Regular Meeting of Council –January 22<sup>nd</sup>, 2015 - Attached

**Matters Arising:**

**Minutes** –Special Meeting of Council –February 5<sup>th</sup>, 2015 - Attached

**Matters Arising:**

**Minutes** –Organizational Meeting of Council –February 9<sup>th</sup>, 2015 - Attached

**Matters Arising:**

**Business:**

- |   |    |
|---|----|
| 1) Assessment Services Contract – Renewal     | B1 |
| 2) Peace Officer Services Agreement – Renewal | B2 |
| 3) Residential Subdivision Update – Addition  | B3 |
| 4) 2015/16 Recreation Budget – Addition       | B4 |
| 5) Recreation Funding Bylaw – Addition        | B5 |
| 6) Special Council Meeting Date               | B6 |
| 7) Round Table                                |    |
| 8)  |    |
| 9)  |    |

**Adjournment** -



## **6<sup>th</sup> Annual End of Summer Celebration** **Movie in the Park 2015**

TUESDAY, AUGUST 25<sup>th</sup>, 2015 is the date!!!!

The Parents for Fun in Flagstaff Society is once again gearing up for this summer's big event! We love to bring over 500 people from all over the region to enjoy an evening of entertainment followed by a movie under the stars. We can't wait to do it again!

We are a Flagstaff society operating a Flagstaff facility and are proud that this event reflects our county-wide focus, with sponsors and attendees from all over Flagstaff and beyond. This event is one of our main fundraisers in support of the Family Resource Centre – which is quite the busy place these days. Last year's stats show that we had over 2600 children walk through our doors in 2014! We also welcomed 56 new families!

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

### **What's in it for you?**

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

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

### **How can you get involved?**

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

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

We have a dedicated group of volunteers committed to making this event a continued success in 2015. We are willing to work WITH YOU on all of these areas and are open to any new ideas or suggestions, to make this event a success in your town or village.

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

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

Or by e-mail: [funinflagstaff@telus.net](mailto:funinflagstaff@telus.net)

**DEADLINE MARCH 31<sup>ST</sup>, 2015**

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

*Email received in response to the Town of Sedgewick's letter to Flagstaff County further expressing the Town's concerns with the transition of road surface on Range Road 124.*

January 5<sup>th</sup>, 2015

"Hi Amanda

I thank you for your support in the Coalitions current situation we find ourselves in with the Flagstaff County. The letter is great but I believe it is missing one small point. Having only 1 mile of oil will not be helpful for those traveling into our community from the North. I have seen many not only vehicles coming into our community from the north but also many RV's going to the Sedgewick Lake Park. These vehicles would also be bringing in calcium to the lake park and I believe even a greater amount since they will be traveling a longer distance on the calcium product. We believe if the Town of Sedgewick, Flagstaff County , Beaver County and Alberta Government work together we can get RRD 124 eventually paved or perhaps a terrechem product applied. This is what the Coalition will eventually be working toward and hope to have the Town of Sedgewicks continued support.

Thank You  
Jeannette Patten"



**LETTERS:**

1. **Alberta Urban Municipalities Association (AUMAU):** Letter to encourage member participation in AMSC's Investment program, MuniFunds during the uncertainty regarding Alberta's economic future. Limited time opportunity March 1<sup>st</sup> to June 1<sup>st</sup> for investing with a reduced annual investment management fee from .19% to .04%.
2. **Federation of Canadian Municipalities (FMC):** Letter advising of the "FMC Membership Survey 2015" and invitation to participate. A complimentary registration to the Annual Conference and Trade Show from June 5<sup>th</sup> to 8<sup>th</sup>, 2015 in Edmonton for participating in the survey would be awarded.
3. **East Central Alberta Review (ECAreview):** Letter from ECAreview advising of tourist publication, including sample advertising and rates.
4. **Enbridge:** Letter updating progress and completion of Edmonton to Hardisty Pipeline Project.
5. **The Frac Notice Team:** Letter regarding Alberta Energy Regulator (AER) Directive 79 and map indicating Abandoned Wells in the area. The Frac Notice Team would like to discuss how they can assist with the requirements with any wells that directly affect the Town of Sedgewick.
6. **Battle River Alliance for Economic Development:** Letter confirming BRAED membership increase to .75/capita from the previous .55/capita.
7. **Government of Alberta Transportation:** Letter from Alberta Transportation proposing to amend the speed zone on Highway 13 approaching Highway 869 junction to 80 Km/hr for 400 metres before the approach.
8. **Alberta Order of Excellence:** Letter inviting a nomination of a deserving Albertan to become a member of the Alberta Order of Excellence. The nominee must have made a significant contribution provincially, nationally and or internationally.
9. **American Public Works Association (APWA):** Seeking support to recognize and promote National Public Works Week (NPWW) by acknowledging May 17<sup>th</sup> to 23<sup>rd</sup> as NPWW. This year's theme is "Community Begins Here".
10. **Alberta International and Intergovernmental Relations:** Letter advising of changes to the formal complaint process for public procurements which will be introduced into the New West Partnership Trade Agreement (NWPTA).
11. **AUMA:** Letter acknowledging and thanking the Town of Sedgewick for their ongoing membership and support.
12. **Alberta Municipal Affairs:** Letter advising that the Federal Gas Tax Fund (GTF) was transferred from Alberta Transportation to Alberta Municipal Affairs. Municipal Affairs will take over processing of GTF Statement of Funding Expenditures (SFE).
13. **Flagstaff County:** Flagstaff County is sponsoring 12 youth from within the County to participate in the Alberta Community Co-operative Association (ACCA) Youth Program. Poster, program brochures and sponsorship application forms. The value of a sponsorship is \$892.50.
14. **Alberta Municipal Affairs:** Announcement by the federal government that the Small Communities Fund (SCF) will provide \$94 million in matched provincial infrastructure funding.
15. **Manitoulin Transport:** Letter announcing acquisition of Highway 13 Transport and contact list.
16. **Village of Forestburg:** Letter to Flagstaff County granting extension to the current Fire Agreement until July 15<sup>th</sup>, 2015.
17. **Town of Hardisty:** The Town of Hardisty will withhold their funding commitment under the Community Resource Officer (CRO) program until a new report is received outlining what the CRO has completed and time spent in the communities.
18. **Flagstaff County:** Forwarded message from Protection of Communities and Exploited Persons Act advising of funding available to support programming for those that want to leave prostitution and assisting victims of sexual abuse.

**NOTICES and INVITATIONS:**

1. **West Central Planning Agency:** Notification of West Central Planning Board's approved new Fee Schedule.
2. **Alberta Government:** Invitation for nominations for Senior Service awards. Nominations for people who provide volunteer time directly related to senior citizens.
3. **Alberta Government:** Invitation to participate in the 2015 Alberta Wage and Salary Survey.
4. **Enbridge:** Notice of Public Hearing and Application to participate in the National Energy Board's public hearing regarding the replacement of the majority of the existing Line 3 pipeline, addition of 18 pump stations, addition of tankage at the Hardisty terminal and decommissioning the existing pipeline once replacement is in operation.
5. **University of Alberta:** Forestry Industry Lecture - March 5<sup>th</sup>, 2015.
6. **Federation of Canadian Municipalities (FMC):** Ramps up advocacy work - February 5<sup>th</sup>, 2015 convening the mayors of Canada's largest cities to map out policy platform to be presented to federal parties and candidates leading to the Federal Election.

- 7. **Federation of Canadian Municipalities (FMC):** Public Safety Canada announcement regarding changes to Disaster Financial Assistance Arrangement and FCM’s intent to continue working with PTA partners to engage Public Safety Canada to push for support of the broader range.
- 8. **2015 Grey Matters Conference:** Two day event offering service providers opportunity to network and increase awareness of issues, supports and services for seniors. September 29<sup>th</sup> and 30<sup>th</sup>.
- 9. **Majesta:** Notification of competition to win an outdoor classroom for schools.
- 10. **Telus:** Notice advising the disconnection of Mike service on January 29<sup>th</sup>, 2016.
- 11. **Energy East Project:** Energy East is committed to provide updated and supplemental information throughout the regulatory review process. Update includes information regarding the Project’s community engagement program.
- 12. **Scotts Canada:** Notice of available Grassroots Grants in support of community gardens and green spaces.
- 13. **Fortis Alberta:** Notice of Fortis Alberta’s Community Investment program outlining available grants.
- 14. **Battle River School Division (BRSD):** Announcement of the Superintendent of Schools as Rita Marler effective January 1<sup>st</sup>, 2015.
- 15. **Alberta Association of Police Governance (AAPG):** Introduction notice and outline of main objectives of AAPG.

WORKSHOPS and SEMINARS:

- 1. **FMC:** Notification for registration to FMC’s annual conference June 5<sup>th</sup> to 8<sup>th</sup> in Edmonton.
- 2. **Government of Alberta:** The Alberta Elder Abuse Awareness Network and Alberta Seniors are hosting the “FACE IT: Elder Abuse Happens” Conference in Calgary, May 21<sup>st</sup> and 22<sup>nd</sup>.
- 3. **Mountain Fresher:** Municipal Administration Leadership Workshop. May 12<sup>th</sup> to 15<sup>th</sup>.
- 4. **Community Planning Association of Alberta:** 2015 Annual Conference - Planning vs. Economic Growth: How do we bridge the gap? April 13<sup>th</sup> to 15<sup>th</sup>.
- 5. **Alberta Association of Police Governance (AAPG):** What every governance body should know about what their police service does. April 10<sup>th</sup> and 11<sup>th</sup>.
- 6. **Fire Smart Community Series:** Interactive event involving municipal leaders, community planners, fire response personnel and wildfire experts to tackle the issue of protecting homes from wildfire. March 3<sup>rd</sup> to 5<sup>th</sup>.
- 7. **CAE Safety Consultants:** Outline of available safety courses available through online training.
- 8. **MNP:** Seminar regarding assessment, protection and response to fraud risk in the workplace.
- 9. **Campus for Communities:** Notification of upcoming training for Foundational Community Building, Community Development for Practitioners and Evaluating Community Initiatives.
- 10. **Family Violence Action Society:** Brochure outlining a variety of counseling sessions related to family violence.

MINUTES and FINANCIAL STATEMENTS:

- 1. **Interagency:** meeting minutes of February 3<sup>rd</sup>, 2015.
- 2. **Flagstaff Regional Solid Waste Management Association:** meeting minutes of February 2<sup>nd</sup>, 2015.
- 3. **Sedgewick Memorial Cemetery:** Financial Statement for the monthly ending January 31<sup>st</sup>, 2015.
- 4. **Sedgewick Library Board:** meeting minutes of January 20<sup>th</sup>, 2015.
- 5. **Sedgewick Memorial Cemetery:** Financial Statement for the month ending December 31<sup>st</sup>, 2015.

NEWSLETTERS AND PUBLICATIONS:

1. Alberta Innovators:	Spring 2015
2. Flagstaff County:	Economic Development News March 2015
3. Flagstaff County:	Economic Development/eNews March 1 <sup>st</sup> ,2015
4. nfrastructure:	February 2015
5. The Furrow:	February 2015
6. Award:	February 2015
7. Canadian Process Equipment and Control News:	February 2015
8. TransAlta:	February Energy Insights
9. Environmental Science and Engineering:	January/February 2015
10. Battle River REA:	January 2015
11. Interlock Design:	Winter 2015

**Town of Sedgewick Monthly Statement**  
**Month Ending January 31, 2015**

As Per Books						
	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG
Previous Month Balance	2,342,578.17	3,528.57	117,992.94	65,079.99	877,692.54	213,050.87
Receipts for Month	188,647.55					
Transfer from BMTG					51,420.00	
Interest Received	1,968.64	2.95	98.76	54.47	737.01	175.93
Outstanding Receipt						
Subtotal	2,533,194.36	3,531.52	118,091.70	65,134.46	929,849.55	213,226.80
Less Disbursements	326,402.45					
Stop Payment Chq#3749	10.00					
Transfer to MSI Cap						51,420.00
Month End Balance	2,206,781.91	3,531.52	118,091.70	65,134.46	929,849.55	161,806.80


As Per Bank						
Month End Balance	2,259,662.54	3,531.52	118,091.70	65,134.46	929,849.55	161,806.80
Cash on Hand	300.00					
Cash in Transit	1,816.41					
Subtotal	2,261,778.95	3,531.52	118,091.70	65,134.46	929,849.55	161,806.80
Less Outstanding Cheques	54,997.04					
Month End Balance	2,206,781.91	3,531.52	118,091.70	65,134.46	929,849.55	161,806.80

Outstanding Cheques				
	Number	Amount	Number	Amount
Payroll Cheques	327	250.01	3790	31.23
	344	480.00	3791	332.06
	352	40.00	3792	50.00
	385	1,761.82	3796	9,571.20
	387	1,390.56	3797	45.00
	389	294.30	3798	271.80
	390	1,611.66	3799	169.94
			3800	1,209.47
			3801	1,720.95
			3802	38.75
General Cheques	3725	3,969.00	3803	545.03
	3764	20.00	3804	7,221.12
	3775	1,955.32	3805	5,101.65
	3778	278.25	3807	259.09
	3784	1,968.75	3808	10,044.65
	3785	2,499.00	3809	209.99
	3786	382.20	3810	453.60
	3788	52.49	3811	52.45
	3789	56.20	3812	126.61
			3813	532.89
Outstanding Cheque Total		\$54,997.04		

Submitted to Council this 12 day of March 2015.

Interested Earned/January	\$2,861.83
GIC - 5-yr @ BRCU	\$11,487.59
GIC - 5-yr @ ATB	\$19,083.04
Total Cash and Investments	\$3,353,959.77

Perry Robinson, Mayor


  
Amanda Davis, CAO

12-Mar-15

Mayor

12-Mar-15

CAO

Report Date  
3/06/15 11:00 AM

Town of Sedgewick  
**List of Accounts for Approval**  
As of 3/06/15  
Batch: 2015-00002 to 2015-00011

Page 1

Payment #	Date	Vendor Name	Reference	Payment Amount
<b>Bank Code: AP - BRCU</b>				
Computer Cheques:				
3736	1/06/15	Canada Post Corporation	Dec. 2014 UT Billing	446.25
3737	1/14/15	Air Liquide Canada Inc.	Shop-Cylinder refill Dec	16.60
3738	1/14/15	Battle River R.E.A. Ltd	Dec. 2014 Charges	50.28
3739	1/14/15	Bonness Oilfield Supply Ltd.	Shop-anitfreeze	83.06
3740	1/14/15	Brent Polege	BP-Hotel H20 Level 1 Course	234.39
3741	1/14/15	Cleartech Industries Inc	WTP- Chemicals	795.52
3742	1/14/15	Comer Gas	Dec. Statement	1,264.88
3743	1/14/15	Daryl Johnson	DJ- safety Coat	109.20
3744	1/14/15	Eastlink	FD Jan Statement	38.75
3745	1/14/15	Federation Of Canadian	FCM Mbrsp 2015-16	219.72
3746	1/14/15	Flagstaff County	2014 Communications FD	2,783.77
3747	1/14/15	Flagstaff Waste Management	1st quarter Requisition	32,846.76
3748	1/14/15	Hi-Way 13 Transport Ltd.	Dec/Jan Statment	417.36
3749	1/14/15	lost cheque		0.00
3750	1/14/15	Jubilee Insurance Agencies Ltd	Bond & Crime 2014/15	58,738.84
3751	1/14/15	KaizenLAB Inc.	WTP- Water Testing	1,350.20
3752	1/14/15	Killam Home Hardware Ltd.	2014 Park Christmas Tree	87.14
3753	1/14/15	Parkland Geo	GeoTech Invest.-2 Canary	1,417.29
3754	1/14/15	Parkland Regional Library	P.R.L. - 1st Qtr. Req.	1,738.96
3755	1/14/15	Purolator Courier Ltd.	WTP -Freight/Kaizan	38.34
3756	1/14/15	Reynolds Mirth Richards & Farm	Deposit+PA Agmt-New Sub	3,797.39
3757	1/14/15	Rocky Mountain Phoenix	FD-Turnout/patches	3,948.59
3758	1/14/15	RTS Diesel Repair & Parts Ltd.	Dec. Statement	2,014.90
3759	1/14/15	Sedgewick Community Hall Assoc	BRCF & Op Grants	7,000.00
3760	1/14/15	Sedgewick Lake Park Assoc.	BRCF-2015 Grant Gazebo	1,000.00
3761	1/14/15	Sedgewick Library Board	2015 Operating Grant	6,550.00
3762	1/14/15	SKNGS - Sedgewick Killam	Dec2014 Billing	79,351.73
3763	1/14/15	Stantec Consulting Ltd. (SCL)	Res Sub Engineering	7,899.53
3764	1/14/15	Taylor Rose	Overpayment Land Purchase	20.00
3765	1/14/15	Telus	Dec. 2013 Statement	868.80
3766	1/14/15	The Community Press	Dec Statement	341.30
3767	1/14/15	Town Of Sedgewick	Dec. 2013 Utility Billing	1,717.27
3768	1/14/15	Wainwright Assessment	Jan. Statement	1,036.35
3769	1/14/15	Watkins Holdings Ltd.	Dec. Statement	253.86
3770	1/14/15	Western Canada Water	BP-AWWOA 2015 Membership	60.00
3771	1/14/15	Wild Rose Co-operative Ltd.	Dec. Statement	100.18
3772	1/14/15	WJF Instrumentation	WTP-PH Electrode	336.00
3773	1/14/15	Xerox Canada Ltd	photocopier maintenance	314.81
3774	1/20/15	AMSC	Dec. 2014 Charges	7,374.12
3775	1/21/15	Huddlestone Mechanical	WTP-Heat Exchanger	1,955.32
3776	1/23/15	Accu-Flo Meter Service Ltd.	Water-Pro Read Battery	179.55
3777	1/23/15	AAMD&C	PW-Grader tires	2,043.16
3778	1/23/15	AWWOA	BP-Water Conference	278.25
3779	1/23/15	AMSC Insurance Services Ltd.	February 2015 Remittance	1,945.12
3780	1/23/15	Cleartech Industries Inc	WTP-Chemicals	1,224.15
3781	1/23/15	Eastlink	Feb. Stmt	55.60
3782	1/23/15	FIRST	2015 Bronze Sponsorship	100.00
3783	1/23/15	Flagstaff County	Adult Electrode pads	120.74
3784	1/23/15	Flagstaff Printing	Strategic Plan STP#1	1,968.75
3785	1/23/15	Forster Feeder Manufacturing	Hydrovac-51 Ave. H20 break	2,499.00
3786	1/23/15	Hale Electric Ltd.	Well #1 Trouble shoot	382.20
3787	1/23/15	Kelly's Computer Services	Shop-Computer	513.40
3788	1/23/15	Killam Home Hardware Ltd.	Jan. 2015 Statement	52.49
3789	1/23/15	Loomis Express	WTP-Cleartech	56.20
3790	1/23/15	Purolator Courier Ltd.	FD-Freight Westcan	31.23
3791	1/23/15	Karen Robinson	Credit Inv. 648 B#512	332.06
3792	1/23/15	Sharks Minor Hockey	Community Calendar Ad	50.00
3793	1/23/15	Stantec Consulting Ltd. (SCL)	Res Sub Div. Development	850.50
3794	1/23/15	Telus (Mike)	FD - Dec/Jan. 2014 Invoice	61.19
3795	1/23/15	TNT Instrumentation Inc.	WTP-Install PH Analyser	404.25
3796	1/23/15	West Central Planning Agency	Sub Div. App Fee	9,571.20
3797	1/23/15	Willard McNernie	Snow Removal- Jan. 15	45.00

Payment #	Date	Vendor Name	Reference	Payment Amount
3798	1/29/15	AAMD&C	Jan. Statement	271.80
3799	1/29/15	Brazilian Canadian Coffee Inc.	Office- coffee	169.94
3800	1/29/15	Canadian Leak Detection	Water Loss Detection 50st	1,209.47
3801	1/29/15	Carillion Canada Inc.	PW-Street Salt	1,720.95
3802	1/29/15	Eastlink	FD-Feb. Stmt	38.75
3803	1/29/15	John Deere Financial	Jan. Statement	545.03
3804	1/29/15	Kelly's Computer Services	Office/shop-capital upgrades	7,221.12
3805	1/29/15	Local Authorities Pension Plan	Jan. 2015 Remittance	5,101.65
3806	1/29/15	Pedro & Jakes Construction	PW-Cold Storage Upgrades	26,533.50
3807	1/29/15	Ramtech Environmental Products	WTP-UV cables/Lights	259.09
3808	1/29/15	Canada Revenue Agency	Jan. 2015 Installment	10,044.65
3809	1/29/15	Rocky Mountain Phoenix	FD-Boots xl	209.99
3810	1/29/15	Shred-it International ULC	Office Shredding	453.60
3811	1/29/15	Syban Systems Ltd.	Feb.Stmt. -WTP	52.45
3812	1/29/15	TNT Instrumentation Inc.	WTP-UV Electrical - Corrosion	126.61
3813	1/29/15	Westcan Advanced Communication	FD-Repair radios	532.89
Total for AP:				305,872.99

Accounts payable cheques for the year ending in January 31, 2015.

January 31<sup>st</sup>, 2015 Payroll

0378-0383	15/01/2015	Mid Month Payroll	7,384.53
0384-0391	30/01/2015	Month End Payroll	<u>13,144.93</u>
Total for Payroll:			20,529.46

12-Mar-15  
Mayor

12-Mar-15  
CAO

Payment #	Date	Vendor Name	Reference	Payment Amount
<b>Bank Code: AP - BRCU</b>				
Computer Cheques:				
3814	2/03/15	Canada Post Corporation	Jan. Utility Postage	446.25
3815	2/03/15	Brian King Professional Corp.	2014 TOS Audit Services	9,450.00
3816	2/11/15	AAMD&C	Jan Statement	585.09
3817	2/11/15	Government of Alberta	A/R Tax Discharge	10.00
3818	2/11/15	AWWOA	PW-Pre-seminar Workshops	210.00
3819	2/11/15	AUMA	'15 AUMA Membership	1,755.31
3820	2/11/15	Barchard Engineering Ltd.	Service Gas Meters	688.66
3821	2/11/15	Battle River R.E.A. Ltd	Jan. 2015 Charges	50.28
3822	2/11/15	Cleartech Industries Inc	WTP-Chcmicals	165.39
3823	2/11/15	The Community Press	Nomination Day AD	518.51
3824	2/11/15	Corner Gas	Jan 2015 Stmt	1,167.01
3825	2/11/15	CUETS Financial Mastercard	Jan. 2015 Stmt	1,438.79
3826	2/11/15	Eternity In Stone	FD-Mission Statement Plaque	154.13
3827	2/11/15	Flagstaff Community Adult Lear	ADmin Course Upgrades	640.00
3828	2/11/15	Fancy Shine Auto Care	Office-Carpet Cleaning	325.50
3829	2/11/15	Flagstaff Family & Community	2015 FFCS Requisition	6,427.50
3830	2/11/15	Daryl Johnson	Wkend Burial- Jan 31	150.00
3831	2/11/15	Killam Transit Mix (1977) Ltd.	Streets- 3/4" Road Gravel	472.50
3832	2/11/15	Loomis Express	WTP-Cleartech Freight	41.51
3833	2/11/15	Manitoulin Transport	Jan. 2015 Stmt	39.87
3834	2/11/15	Purolator Courier Ltd.	A/R- Robbie Burns	29.98
3835	2/11/15	Helen Sakaluk	Polling Stations	250.00
3836	2/11/15	Watkins Holdings Ltd.	Jan 2015 Statement	152.96
3837	2/11/15	Sedgewick Building Supplies	Cold Storage Upgrade	3,319.18
3838	2/11/15	Sean Sheedy	FD-recert CPR/AED	1,380.00
3839	2/11/15	Sheila Tanton	Polling Stations	250.00
3840	2/11/15	Telus	Jan 2015 Statement	1,922.12
3841	2/11/15	Town Of Sedgewick	Jan. 2015 Utility Billing	1,344.74
3842	2/11/15	Wainwright Assessment	Feb. 2015 Statement	1,036.35
3843	2/11/15	Willard McNernie	Snow Removal -Feb.6 & 9	150.00
3844	2/11/15	Wild Rose Co-operative Ltd.	Jan. 2015 Stmt	298.15
3845	2/11/15	Xerox Canada Ltd	photocopier maintenance	128.35
3846	2/19/15	AMSC	Jan. 2015 Charges	7,937.28
3847	2/19/15	SKNGS - Sedgewick Killam	Jan 2015 Billing	56,717.99
3848	2/26/15	Air Liquide Canada Inc.	Shop-Cylinder refill Jan	17.25
3849	2/26/15	Government of Alberta	A/R -PrairieSky	25.00
3850	2/26/15	AWWOA	BP-Preseimnar Workshop	105.00
3851	2/26/15	Amanda Davis	AD-Subd Review RD-Stantec	223.56
3852	2/26/15	AMSC Insurance Services Ltd.	March 2015 Remittance	1,914.37
3853	2/26/15	BRAED	2015/16 BRAED Membership	642.75
3854	2/26/15	Cleartech Industries Inc	Jan 2015 Stmt	685.35
3855	2/26/15	Flagstaff County	Jan. 2015 Stmt	558.00
3856	2/26/15	Hi-Way 13 Transport Ltd.	Jan. 2015 Stmt	331.95
3857	2/26/15	Kelly's Computer Services	A/R- Rec / PW-monitor	375.88
3858	2/26/15	Local Authorities Pension Plan	Feb. 2015 Remittance	5,071.65
3859	2/26/15	Manitoulin Transport	Cleartech Freight	308.74
3860	2/26/15	Munisoft Ltd	2015 Utility Notices	44.96
3861	2/26/15	Parkland Geo	#2 Canary -Secondary Ltr	267.75
3862	2/26/15	Canada Revenue Agency	Feb. 2015 Remittance	8,960.67
3863	2/26/15	Rocky Mountain Phoenix	Jan. 2015 Stmt	3,020.65
3864	2/26/15	wrong amount		0.00
3865	2/26/15	Syban Systems Ltd.	WTP-Internet/ March	52.45
3866	2/26/15	Telus (Mike)	FD - Jan/Feb. Invoice	61.19
3867	2/26/15	Worker's Compensation Board -	1st Qtr. Installment	1,481.63
3868	2/26/15	Society Of Local Government	SLGM- LGL -AD	549.00
Total for AP:				124,351.20

Payment #	Date	Vendor Name	Reference	Payment Amount
-----------	------	-------------	-----------	----------------

Accounts payable cheques for the year ending in February 28, 2015.

February 28<sup>th</sup>, 2015 Payroll

0392-0397	02/13/2015	Mid Month Payroll	7,494.24
0398-0404	02/28/2015	Month End Payroll	<u>11,148.58</u>
Total for Payroll:			18,642.82

\_\_\_\_\_  
12-Mar-15  
Mayor

\_\_\_\_\_  
12-Mar-15  
CAO

**Mayor Perry Robinson reported attendance to:**

**Flagstaff Intermunicipal Partnership (FIP) Committee Meeting – February 2<sup>nd</sup>, 2015**

- In attendance with CAO Davis
- Pursuant to our request a report was presented regarding the unexplained surplus. A motion was made that the funds be left as an operating surplus.
- The extension of the software licensing service was deferred back to administration.
- Laura Towers, CAO for the Village of Alliance will be retiring and has submit a proposal to be the CAO for the FIP Committee. The Village of Forestburg withdrew their resignation as Managing Partner pending Ms. Towers acceptance.
- Jackie Northey attended the meeting as a delegation and made a presentation on Generative Conversations. After much conversation a MOTION was made by FIP that our region participate in a Generative Conversation pilot project as presented. The \$50,000 Alberta Collaboration Program (ACP) grant would still be utilized for a Regional Governance Study with assistance from Municipal Affairs as both projects would complement one another. Generative Conversations is geared towards public engagement with the goal of changing past patterns. The Regional Governance Study is geared towards potentially gaining efficiencies through governance.
  - Generative Conversations - Community Builders from each community would be invited to attend a series of workshops from which the project would proceed. There was a generally positive overview regarding this initiative and FIP believes it's worthwhile.

**North Saskatchewan Regional Planning Workshop, Camrose – February 3<sup>rd</sup>, 2015**

- The full day workshop was intended to seek input from stakeholders in the Provincial government's upcoming plan for resource and environmental management of the area in which we live.
  - It appears that most of the considerations have been made in the context of the Edmonton/Calgary corridor, with very little input from the southeast portion of the area (our area).
  - I inquired if we could have an information gathering session for our area which was recorded.
  - It was noted that I was the only elected official present at the session, the remainder were development officers, representatives from the Battle River Watershed Alliance, environmental agencies and provincial government bodies mainly from the corridor area, Camrose County and west.
  - I inquired if the group could offer better advertisement as the impact of the plan may be significant to warrant more input from municipalities – there will be more sessions in the Fall.
  - Meanwhile, all recommendations thus far will be compiled and tabulated. It was noted that the plan will remain a work in progress once implemented to allow for possible changes required due to oversight/under sight or enforcement requirements.



---

## **Town of Sedgewick - Council Committee Reports to March 12<sup>th</sup>, 2015**

---

### **Provincial Pre Budget Consultations, Daysland – February 10<sup>th</sup>, 2015**

- MP Benoit was in attendance at the above noted meeting to answer questions from the constituency.
  - We were assured that the Federal Gas Tax Fund would remain as a viable, predictable source of funding for our municipalities.
  - We were also assured that the Building Canada grants would continue.
  - Internet and telecommunications services were discussed and enforcement of minimal levels of services was recommended; notes were taken.
  - Mayor P. Miller, Forestburg thanked Mr. Benoit for the federal funding contribution for the Big Knife Villa expansion project and proceeded to inquire about the Sedgewick funding announcement. No comments were given from Mr. Benoit pertaining to Miller's inquiry.
  - Following the pre-budget consultation sessions I was honored to have been invited to join Mr. Benoit in Killam at the extended care facility as witness on behalf of the Federal Government, to present commemorative pins to surviving veterans of the Second World War in observation of the 70<sup>th</sup> Anniversary of the end that horrific global conflict. We were fortunate to have in attendance as recipients the following veterans from Sedgewick: Mr. Nelson Bergum (RCAF), residing at the Killam Extended Care Facility, Mr. Grant Cheram (RCN), residing at his home at Sedgewick, and Mrs. Betty Oakes (CWAC), residing at her home in Sedgewick. A further recipient was Mr. Ernie Cookson (RCAF), residing at his home in Lougheed. As well, Mr. Bert Braiden, formerly of Sedgewick and now from Edmonton, was unable to attend as he was caring for his wife Edna at his home. It is most pleasing to note that Mrs. Lois Bergum, Mrs. Mary Cheram and Mrs. Eunice Cookson were also on hand to share in the ceremony with their respective spouses. These opportunities are becoming increasingly rare and it was my distinct honour and pleasure to have been present at it.

### **Flagstaff Family and Community Services (FFCS) and Flagstaff Foundation Meetings – February 11<sup>th</sup>, 2015**

- There was a \$10,000 surplus in FFCS account as of December 31<sup>st</sup>, 2014 which has been allocated as an operational surplus.
- Early Childhood Development is an ongoing priority with FFCS and will remain so. The current partnering initiatives and conversations underway by Provincial FCS is all well and good and the ongoing issue always has been and always will be funding. Long story short, FFCS remains committed to working with stakeholders within our region to assist in ECD.
- The FIRST supper and fundraiser was the most successful to date, grossing over \$38,000.
- Nights Alive (NA) is in the process of preparing to move, but further renovations are necessary to the basement of the facility to come up to fire code safety requirements. It was felt that the Foundation, who owns the building, will find funds from its resources to finance said renovations, as it was felt it would be practical regardless of the success of NA in that venue. This way the building would be ready for any organization to rent the facility, regardless. As there appears to be a \$16,000 surplus in NA it was not necessarily felt that the funding for renovations need come from that source, as the

---

## **Town of Sedgewick - Council Committee Reports to March 12<sup>th</sup>, 2015**

---

Foundation itself could finance it; no additional funding will be requested from municipalities for the expected costs.

### **Clr. E. Skoberg reported attendance to:**

#### **Sedgewick Killam Natural Gas System (SKNGS) Meeting, January 26<sup>th</sup>, 2015:**

- In attendance with Clr.'s Sparrow and Watkins;
- A motion was made to reinvest the following into a two (2) year non-redeemable GIC account with the Alberta Treasury Branch (ATB) at 2.45%:
  - \$105,165.60
  - \$53,8903.87
  - \$53,890.87
- Next meeting date TBD

### **Clr. C. Rose reported attendance to:**

#### **Parkland Regional Library (PRL) Board Meeting, Lacombe – February 26<sup>th</sup>, 2015**

- Long term service awards were given to Anna Alexander 20 years, five others at 10 years;
- Reviewed the policy and bylaw changes that should be made to reflect the changes that have occurred (the removal of school libraries and the inclusion of new services & terminology e.g. Tablets, Zenio, ME etc.)
- Needs Assessment will be held in May with Kim Ghostkeeper;
- Discussion was held regarding the PRL sponsoring alcohol at the ALCA event. As this year has already been passed to sponsor, it was requested that at this conference to discuss with the other library boards to change it to an open bar instead of a sponsored bar. The cost for PRL portion of the sponsor is approximately \$600.00.
- R. Manning from Flagstaff County will not be attending the conference, an alternate was picked.

#### **Sedgewick Fire Department Meeting – March 5<sup>th</sup>, 2015**

- While working at the Casino in Red Deer a donation of \$2,500.00 was received from a lucky winner. A thank you letter and receipt has been sent.
- A Fire Chief's meeting was held in Killam on February 10<sup>th</sup> - the Killam department has purchased a light tower/plant.
- Killam will be hosting a Professional Development day on April 11<sup>th</sup>; all members are welcome to attend.
- **New member, Tristan Proctor – MOTION REQUIRED**
- The department obtained a quote to replace the exterior door on the building to accommodate the purchase of a new crew truck at \$7,500.00 plus installation.
- The S600 Pump course starts this Sunday.

---

**Town of Sedgewick - Council Committee Reports to March 12<sup>th</sup>, 2015**

---

- Recognition of Certificate Supper/Dance/Silent Auction tentative date is April 10<sup>th</sup> at the Community Hall.
- Brush pile burn at the Golf Course on March 6<sup>th</sup>.
- Joint practice sessions will be held with Lougheed and Killam in April as no practices transpired in March due to the pump course.

**Clr. E. Skoberg – nothing to report**

**Clr. F. Watkins – nothing to report**

**Clr. G. Imlah – nothing to report**

**Clr. G. Sparrow – no report submit**

---

## **Town of Sedgewick Public Works Report – Period Ending March 12<sup>th</sup>, 2015**

---

### **An update on public works activities up to March 12<sup>th</sup>, 2015:**

- Public Works attended a Fire Hydrant Maintenance Course on February 25<sup>th</sup>, 2015. We were advised that the Town will eventually have to replace up to ¾ of our upper barrel main hydrant bodies because the hose connection fittings are pressed in with lead and lead is not allowed to be used anywhere in a potable water system. Additionally, there is a safety concern because the hose connection fittings on the hydrants could blow off.
  - The Town will also need to purchase various repair kits for our hydrants as there are required tests (every six months) that have never been conducted ; additional tools will need to be purchased to complete the testing.
  - Woseley will be preparing a quote as described above.
  - A significant amount of time will be spent working on the hydrants and valves this year.
- The sanding truck is getting repaired – if sanding becomes an issue we can seek assistance from the Town of Killam.
- We've been evaluating our current heavy equipment inventory after our broom sweeper broke yet again. We would like to request the purchase of a skid steer with bucket, side angle broom and mower attachments. Agland from Lloydminster brought out a Bobcat S650 for us to test for ½ day. This multi-functional piece of equipment would greatly enhance our jobs and allow us to better fulfill the public works duties.
- Brent Polege will be attending the Alberta Water and Wastewater Operators Association Conference in Banff the week of March 9<sup>th</sup>. Operators must obtain a certain level of CEU's to maintain the water and wastewater certification annually. CEU's are obtained at this conference and operators rotate annually.
- Someone drove into the securely fastened bench in front of the community hall. We've repaired the legs and repainted the surface; the bench will be reinstalled shortly.

---

12-Mar-15  
Mayor

---

12-Mar-15  
CAO

---

## **Town of Sedgewick – Director of Parks and Recreation Report – Period Ending March 12<sup>th</sup>, 2015**

---

### **Recreation Roof:**

- The Town was notified by a curler that the roof is leaking about the shuffle board table again. Last year Public Works repaired the fan as it was apparently installed backwards and re-tarred around the unit.
  - On March 4<sup>th</sup>, Public Works advised that there is ice damming again on that portion of the roof. They've removed the ice and will install heat tape in an attempt to mitigate further damage until Spring.

### **Fire Exits:**

- Roger Golby, Building Inspector from Superior Safety Codes, Kim Cannady Regional Fire Chief and Marta Hampshire, Director of Parks and Recreation met to address facility signage and exits.
  - Exit signs above doors of skyboxes to be removed; either by removing light bulbs and covering up the sign or totally removing (removal of the sign will result in patch work so it may be advisable to simply cover the signs). Once this change has occurred, skybox doors may be locked.
  - That an exit sign to be put above crash doors leading north from main concourse towards playroom classroom and exit.
  - On the inside above said doors to put emergency lighting facing north towards bathrooms and janitorial room.
  - All main door exits to have signage referring to a map of the floor with a "You Are Here" and details to exit placed beneath the emergency pull.
  - Every emergency pull to have a "911" red sticker placed beneath it.

### **Ice Doors:**

- Public Works has placed a wedge on the ice door that President Gagnon reported on in January. Attempted to straighten it however was unsuccessful. They will do a full repair after the ice is removed.

### **Triathlon Update:**

- The Towns of Sedgewick and Killam will be hosting a SPRINT Triathlon on May 30<sup>th</sup> which consists of a 750m swim in Killam, a 20 km bike around and between the communities and a 5km run through Sedgewick with the finish line at Sedgewick Lake Park.

---

12-Mar-15  
Mayor

---

12-Mar-15  
CAO

---

## **Town of Sedgewick - CAO Report – Period Ending March 12<sup>th</sup>, 2015**

---

**CAO Davis reported attendance to the following meetings since the January 22<sup>nd</sup>, 2015 Council meeting:**

**January 27<sup>th</sup> – Sedgewick Rec Board Meeting** – In attendance with Clr. G. Sparrow and Director of Parks and Rec, M. Hampshire.

- Unapproved meeting minutes attached.

**January 28<sup>th</sup> – Candidates Forum** – Conducted a brief candidates forum at the Community Hall; there were approx. ten (10) persons in attendance.

**February 2<sup>nd</sup> – Municipal By-Election** – Completed the election count.

**February 2<sup>nd</sup> – Flagstaff Intermunicipal Partnership (FIP) Committee Meeting** – In attendance with Mayor P. Robinson.

- Unapproved meeting minutes attached.

**February 3<sup>rd</sup> – Triathlon Meeting** – In attendance with M. Hampshire and C. Jackson, Town of Killam

- The 2015 triathlon will be a Sprint held on May 30<sup>th</sup> consisting of a 750m swim, 20 km bike and a 5 km run.
- Alberta Triathlon Association will be providing some assistance with the set up this year.
- There is \$391.37 carry forward to help set up for 2015

**February 5<sup>th</sup> – Residential Subdivision Meeting, Red Deer, Stantec**

- Attended a meeting in Red Deer with Stantec to review the tender documents prior to submission as discussed at the February 5<sup>th</sup> special council meeting.

**February 18<sup>th</sup> – Minor Hockey Meeting** – In attendance with Clr. G. Sparrow

- Sharks Minor Hockey and Killam Minor Hockey executives have enter discussion regarding amalgamating the two associations. They made a presentation to attending parties, presenting the pros and cons of an amalgamation. The minor hockey associations provided detailed financials and statistics along with estimated financial assistance. The proposed amalgamation will be presented to the membership in the coming months.

**February 25<sup>th</sup> – Pre-Bid Meeting – Residential Subdivision**

- The Town of Sedgewick along with Stantec hosted a pre-bid meeting for the residential subdivision. There were twelve contractors in attendance – the tender was reviewed and a site visit was conducted. Three addendums were issued as a result of the meeting.

**February 25<sup>th</sup> – Flagstaff Lodge (Internal Announcement)** - In attendance with Clr.'s Watkins and Rose

- Denis Beesley made a presentation on behalf of the Flagstaff Regional Housing Group (FRHG) regarding the status of the Flagstaff Lodge project. Beesley announced that the Flagstaff Lodge would be replaced with ten (10) self-contained units. The units would be built onsite and residents could remain in place during construction. A Q&A session as held.

**February 26<sup>th</sup> – Alberta Community & Co-operative Association (ACCA) Webinar**

- I participated in an active webinar on “Unleashing Local Capital”. The intent of the webinar was to explain steps in creating a local co-operative association while building and strengthening local communities. There are six modules that Administration will complete as time permits in

---

## **Town of Sedgewick - CAO Report – Period Ending March 12<sup>th</sup>, 2015**

---

an effort to build off the potential opportunities following a presentation and approval of Council.

### **(12) Administration**

Maxine Steil successfully completed her three month probationary period and is now a permanent full-time staff member for the Town of Sedgewick; effective February 25<sup>th</sup>, 2015.

Debit machine has been installed and we are able to accept payments accordingly.

Internet service provider – the Town's service with Eastlink has been terminated due to poor service, we are now receiving services through CCI Wireless.

Permitting – all permitting files have been cross checked, updated and referenced in accordance with our upcoming Esite training sessions which M. Steil will attend, March 24-26<sup>th</sup> at the County Office.

Yearend reporting – all secondary association financials have been complete (Cemetery, Lake, Hall).

Applications for summer students and Public Works assistance have been advertised.

Administration completed a review of all internal files and the list attached is an overview of what was shredded. MOTION Required in accordance with Records Retention Bylaw #458.

Recycle Bin Update – the recycle bins will be relocated to the cold storage yard once the paper bin has been filled so that all bins can be moved at the same time – as the paper bins are contracted regionally through Allied Paper Savers, Edmonton.

The 9<sup>th</sup> Annual Red Serge Ball will be held on March 28<sup>th</sup> in Killam, tickets are available at \$50/each. Clr. G. Imlah expressed interest in attending and representing the Town.

### **(26) Bylaw**

Thirteen dog owners were sent letters regarding non-registration of their dogs. Three (3) accounts remain outstanding and fines have been issued in accordance with Dog Control Bylaw #464.

### **(41) Water**

The Town failed the 2014 Alberta Environment Waterworks Inspection due to "failure to notice and report contravention of annual report for 2013 not submitted as required in Approval Condition 6.3.1"; which was inaccurate as we have emails confirming submission. The file has since been re submit and we are awaiting approval. The water leak still remains a mystery; the sonar test was inconclusive (the expected location was inaccurate). Public Works will wait for Spring in hopes that the leak appears.

### **(66) Development**

On March 6<sup>th</sup>, Stantec advised that errors were made within the Residential Subdivision tenders/estimates. The \$1.5 million dollar project budget was inaccurate as a \$500,000+ carry forward for import fill was missed along with the expense for power installation. As a result an addendum was issued postponing the tender closing date from March 10<sup>th</sup> to March 17<sup>th</sup>. The Land Committee and I have a conference call on March 9<sup>th</sup> with Stantec requesting an update.

---

12-Mar-15  
Mayor

---

12-Mar-15  
CAO

---

## Town of Sedgewick - CAO Report – Period Ending March 12<sup>th</sup>, 2015

---

### **(72) Recreation**

Preparation of the 2015/16 Recreation Facility budget, rate sheet etc. If approved at the March 10<sup>th</sup>, 2015 Rec Board meeting the budget will be presented to Council on this agenda and new user contracts shall be developed.

Clr. G. Sparrow and I will be meeting with the Sedgewick Ag Society on March 11<sup>th</sup> to review the proposed Recreation Bylaw and grant system. Depending on the outcome of both the Rec Board meeting and the Ag Board presentation the “proposed” will be included as an addition of this agenda.

A Lease Agreement was prepared and signed with Dave Montgomery for the use of room #3 in the upstairs of the Sedgewick Recreation Centre with support from the Rec Board. Montgomery has been granted use of the said room for music lessons while the Teen Centre preparation occurs.

1. Rec Board Meeting Minutes – Unapproved – No action required.
2. FIP Meeting Minutes – Unapproved – ACTION required.
3. Shredding List – ACTION required.
4. Action Item List - No action required.

---

12-Mar-15  
Mayor

---

12-Mar-15  
CAO



The regular meeting of Sedgewick Rec Board was held in the Recreation Centre on Tuesday January 27<sup>th</sup>, 2015 at 7:00 pm.

<b>Present</b>	Cory Gagnon Aleska Johnson Kari Sanders Connie McArthur Greg Sparrow Calvin Hogg	President Vice President Secretary Treasurer Town Council Rep Director
<b>Absent</b>	Pam Kotylak Derek Ness Verna Erickson Curtis Hogg	Director Director Director Director
<b>Present</b>	Amanda Davis Marta Hampshire Connie Polege Crest Maertz	Chief Administrative Officer Director of Parks and Rec Facility Manager Facility Maintenance
<b>Call to Order</b>	President Gagnon called the meeting to order at 7:10 p.m.	
<b>Agenda</b>		
<b>R2015.01.01</b>	MOTION by C. Hogg that the agenda be approved with the following additions: <b><u>Business:</u></b> B5 – Fundraisers B6 – Hockey	
		<u>CARRIED.</u>
<b>Correspondence:</b>	Correspondence items were reviewed by the board.	
<b>Financial Report</b>	C. McArthur provided a financial report for the month ending December 31 <sup>st</sup> , 2014.	
<b>R2015.01.02</b>	MOTION by K. Sanders that the financial report for the month ending December 31 <sup>st</sup> , 2014 be approved as presented.	
		<u>CARRIED.</u>
<b>Casino Application</b>	Discussion held regarding the Sedgewick Recreation Boards eligibility to apply for casinos.	
<b>R2015.01.03</b>	MOTION by C. McArthur authorizing an application for a casino application to the Alberta Gaming & Liquor Commission through the Friends of the Sedgewick Recreation Centre Society.	
		<u>CARRIED.</u>
<b>Town Council Rep Report</b>	G. Sparrow provided a written Town Council Rep report to January 27 <sup>th</sup> , 2015 as attached to and forming parts of these minutes.	
<b>Sign Advertising</b>	Discussion had regarding Flagstaff Fusion Lacrosse and Sharks Minor Hockey advertising initiative.	
<b>Entrance</b>	C. Maertz entered the meeting at 7:26 p.m.	
	A.Johnson advised the two associations took over the Sabre's sign initiative.	
	Concerns raised regarding the lack of clarity and planning on the sign initiative by the associations with the rec board. The most recently discussed goal was signs for the arena boards. To refrain from over extending our businesses through sponsorship consultation is necessary.	
<b>R2015.01.04</b>	MOTION by C. Hogg that all matters regarding recreation business be approved and supported by the rec board in advance of proceedings.	
		<u>CARRIED.</u>
<b>R2015.01.05</b>	MOTION by G. Sparrow directing Administration to arrange for measurements of arena boards along with signage material options in reference to Flagstaff Fusion Lacrosse and Sharks Minor Hockey's signage initiative and report back at the next rec board meeting.	
		<u>CARRIED.</u>
<b>Recreation Board Status</b>	Discussions held regarding the long-term status of the recreation board.	
	G. Sparrow and A. Davis provided an overview of an Advisory Committee and the role one could play. Discussion ensued.	

<b>R2015.01.06</b>	MOTION by C. McArthur to approve Town Council Report as presented.	<u>CARRIED.</u>
<b>Facility Managers Report</b>	C. Polege provided a written report to January 27 <sup>th</sup> , 2015 as attached to and forming parts of these minutes.	
<b>Bowling Furnace</b>	C. Polege advised that the bowling furnace quit during the afternoon of January 27 <sup>th</sup> . Huddleston Mechanical to be on site on January 28 <sup>th</sup> .	
<b>R2015.01.07</b>	MOTION by A. Johnson authorizing repairs to the bowling furnace to a maximum of \$2,500.	<u>CARRIED.</u>
<b>Elevator</b>	Pursuant to the Facility Managers report batteries must be replaced in the elevator; further C. Maertz can pick up and install batteries pending board approval.	
<b>R2015.01.08</b>	MOTION by K. Sanders authorizing the purchase and installation of two batteries in the elevator with a maximum expenditure of \$600.	<u>CARRIED.</u>
<b>Rental Rate</b>	Discussion held regarding the use of the curling area for a farmer's market in support of Little Warriors.	
<b>R2015.01.09</b>	MOTION by G. Sparrow that a one-time rate of \$200 be set for the use of the curling area for a farmer's market in support of Little Warriors pursuant to applicant's request.	<u>CARRIED.</u>
<b>Zamboni Maintenance</b>	C. Polege sought direction on Zamboni maintenance for 2015. M. Hampshire to further investigate service needs and report back to the board.	
<b>Grad Committee</b>	Discussion held regarding the use of the Ag. Society meeting room for grad planning committee meetings.	
<b>R2015.01.10</b>	MOTION by C. McArthur that the use of the Ag. Society room for grad planning committee meetings be included in the rental rate.	<u>CARRIED.</u>
<b>CHSPS</b>	Central High Sedgewick Public School(CHSPS) sought permission to host their Blue and Gold hockey game on March 25 <sup>th</sup> , 2015. The board directed C. Polege to arrange the game for March 11 <sup>th</sup> or 18 <sup>th</sup> to ensure the ice surface remains available.	
<b>Parking Lot</b>	Pursuant to C. Polege comments regarding ice in the parking lot it was reiterated that Town Personnel can provide assistance.	
<b>Family Day</b>	C. Polege raised concerns pertaining to staffing issues on Family Day. Additional personnel required to oversee use of the bowling alley.	
<b>R2015.01.11</b>	MOTION by C. McArthur that the Facility Managers report be approved as presented.	<u>CARRIED.</u>
<b>Director of Parks &amp; Rec Report:</b>	M. Hampshire provided a written report to January 27 <sup>th</sup> , 2015 as attached to and forming parts of this report.	
<b>Kitchen</b>	Discussion held regarding the layout of the kitchen along with direction provided to the staff regarding layout changes. M. Hampshire to address prior to the 2015 Fall season and report back to board.	
<b>Fire Exits</b>	M .Hampshire to obtain a facility fire report from Regional Fire Chief K. Cannady and provide to the board.	
<b>R2015.01.12</b>	MOTION by K. Sanders that the Director of Parks and Rec report be approved as presented.	<u>CARRIED.</u>
<b>Minutes:</b>	The board reviewed the minutes of the November 24 <sup>th</sup> , 2014 regular meeting.	
<b>R2015.01.13</b>	MOTION by G. Sparrow that the minutes of the November 24 <sup>th</sup> , 2014 meeting be approved with the following amendments:  1. Skybox should state "...be unlocked "not "...be unlicked" 2. Bowling Furnace should state "...furnace parts replaced not furnace replaced"	<u>CARRIED.</u>
<b>Matters Arising: Water Softener</b>	M. Hampshire to obtain all necessary quotes pertaining to the water softener and report back to the board. Attention required to the use of hard water for ice surfaces.	

**Business:**

**Recreation Grants** A .Davis provided an update regarding the process on the Recreation Grant process to date; discussion ensued.

**Teen Centre** A Sedgewick Teen Center proposal was presented.

**R2015.01.14** MOTION by C. Hogg that the Sedgewick Rec. Board approve in principal a Teen Center in the upstairs of Rec Center (location to be determined) and further, that permission be granted to D. Montgomery for the use of an upstairs room for music lessons effective February 1<sup>st</sup>, 2015 while administration continues to work on operational and functional policies with the following provisions:

1. That the use of the designated area shall be temporary and may be extended month to month if necessary;
2. That any personal items left in the designated room be removed by Montgomery should the monthly agreement expire;
3. That items left in the designated room are at the risk of the owner; neither the Rec. Center nor the Town shall be held liable for any lost or stolen items;
4. Pending agreement on above noted conditions Montgomery be given a key for access to the designated room.

CARRIED.

**July 1<sup>st</sup> Updates** Updates provided regarding July 1<sup>st</sup> activities.

Concern raised regarding a Show and Shine on July 1<sup>st</sup> as the Ag. Society hosts one in August during the Rough Stock Rodeo.

**Administrative Assistance** Town Administration offered to complete board agendas, packages and meeting minutes for the Rec. Board.

**R2015.01.15** MOTION by A. Johnson that the Rec. Board accept the Town's offer to provide Administrative support through the preparation of board agendas, packages, and meeting minutes. CARRIED.

**Fundraisers** K. Sanders advised that the supporters of the 1<sup>st</sup> annual Bergie Tournament would like to sponsor an item in the facility.

**Bergie Tournament** The following items were addressed by the board:

- Trophy case
- Deep fryer
- Circle Maker (hockey)
- Rink Dividers

**Annual Event** K. Sanders advised that Mark Meer has been hired as entertainment for the 2015 annual Rec Center fundraiser scheduled for May 9<sup>th</sup> 2015.

**Squares** K. Sanders advised that the "square" raffle hasn't been very successful to date as there are plenty of squares still left to sell.

**Hockey** Discussion held regarding an ice making clinic in the Fall of 2015. M. Hampshire to gather necessary information and report back to board.

**Rink Dividers** C. Gagnon provided details regarding rink dividers:  
12"x18"= \$1,950  
22"x12"= \$3,950  
42"x18"= \$8,700

**Sound System** C. Gagnon provided details regarding the success of the new sound system.

**R2015.01.16** MOTION by C. Gagnon requesting the Town put a thank-you in the Scoop recognizing Sharks Minor Hockey for their contribution to the sound system. CARRIED.

K. Sanders to forward details to MJ. Hedeman for Community News.

**Zamboni Door** C. Gagnon advised of issues with the door entering the ice surface. Public Works to look into.

<b>Mini Sticks</b>	Discussion held regarding the use of mini sticks in the facility. C. Hogg to address the Ag. Society seeking their interest in relocating to the upstairs north room to allow the current room to be converted to a min stick arena.
<b>Food Concerns</b>	C. Gagnon advised that he’s received requests to improve the kitchen menu whereby offering more healthy alternatives.
<b>Adjournment R2015.01.17</b>	MOTION by. C. Gagnon for adjournment at 10:10 p.m. <u>CARRIED.</u>

\_\_\_\_\_  
Cory Gagnon, President

\_\_\_\_\_  
Kari Sanders, Treasurer

Unapproved

**FLAGSTAFF INTERMUNICIPAL PARTNERSHIP**

**Minutes of the Regular Meeting of FIP  
Held Monday, February 2, 2015 at 7:00 pm  
In the Flagstaff County Administration Building**

Present

Chair: Bob Coutts, Forestburg

Elected Officials: Gail Watt, Daysland Don Williams, Strome  
Butch Robertson, Daysland Dave Twerdochlib, Lougheed  
Jeanette Herle, Galahad Dennis Steil, Heisler  
Perry Robinson, Sedgewick Gunnar Albrecht, Flagstaff County  
Leo Lefebvre, Hardisty

Staff: Kim Borgel, Killam Gwenda Poyser, Galahad  
Amanda Howell, Heisler Leslie Heck, Strome  
Amanda Davis, Sedgewick Shelly Armstrong, Flagstaff County  
Sandy Otto, Hardisty Rod Krips, Daysland  
Debra Moffatt, Forestburg Laura Towers, Alliance  
Colleen Mayne, Lougheed

**1. CALL TO ORDER**

Call to Order Chair Bob Coutts called the meeting to order at 7:05 pm.

**2. AGENDA**

15-01-001 Moved by Councillor Gunnar Albrecht to approve the agenda as presented. **Carried**  
Agenda

**3. MINUTES**

15-01-002 Moved by Councillor Bud James to approve the minutes of the Regular meeting held December 1, 2014 with the following correction: **Carried**  
Regular Meeting Minutes  
December 1, 2014 Attendance: Correct spelling of Leo Lefebvre

**4. MANAGER'S REPORT**

15-01-003 Moved by Councillor Perry Robinson to accept the Manager's Report as presented. **Carried**  
Manager's Report

**5. BUSINESS**

15-01-004 a) Moved by Councillor Bud James to recommend that the Village of Forestburg remain as managing partner of Flagstaff Intermunicipal Partnership. **Carried**  
Managing Partner

Election of Chair b) Councillor Gunnar Albrecht nominated Councillor Bob Coutts for the position of Chair. CAO Moffatt called for nominations from the floor twice more, as no further nominations were received, Councillor Bob Coutts was declared elected as Chair by Acclamation.

15-01-005 c) Moved by Councillor Perry Robinson to allow the Town of Killam and the Village of Heisler to join the Regional Subdivision and Development Appeal Board Agreement. **Carried**  
Add Killam and Heisler to the Subdivision & Development Appeal Board Agreement

15-01-006  
2015 Muniware Software  
Maintenance Agreement

- d) Moved by Councillor Bud James to refer the decision regarding the 2015 Muniware Software Maintenance Agreement to administration.

**Carried**

15-01-007  
Accumulated Surplus

- e) Moved by Councillor Perry Robinson to assign the accumulated surplus to an operating surplus.

**Carried**

## **6. DELEGATION**

Generative Conversations

At 7:00 pm the Committee welcomed Jackie Northey, Community Consultant for the Town of Bashaw and Annand Olivierre from Volunteer Alberta to begin a presentation on Generative Conversations.

The purpose of the program is to build resiliency within a community, to challenge community members to think in a different manner so that transformation occurs within the community.

The Committee was informed that the Flagstaff Region has been chosen as the next project and that all funding for the project would be covered by a provincial grant.

The delegation was thanked for their presentation and left.

Discussion ensued as to whether this project needed every individual community to take back to their respective councils for approval or whether this was a project that FIP could embrace as a whole and that those communities who wish to participate can so if they choose. If there are FIP elected officials who desire to not participate that will be their decision. This process is meant to provide a tool to those community leaders/champions to help fuel more leaders in our communities and to transform our thinking patterns.

15-01-008  
Generative Conversations  
Project

Moved by Councillor Leo Lefebvre to have Flagstaff Intermunicipal Partnership take on the Generative Conversations Project and to set a date with the consultants to start the process.

**Carried**

Next Meeting & Host

7. The next meeting will be held March 9, 2015 in the Town of Hardisty commencing with a meal at 5:45 pm followed by a meeting to start at 6:30 pm.

## **8. ADJOURNMENT**

As all agenda items had been completed, Mayor Miller adjourned the meeting at 9:00 pm.

---

Chair Bob Coutts

---

FIP Clerk

Shredding list pursuant to Records Retention Bylaw #458 – 2014/15

- Working papers 1993- 2006
- Accounts payables 2003 – 2006
- Receipts journal – 1993 – 2006
- General Ledger journal – 1993-2006
- Duplicate receipts – 1993 -2006
- Bank Deposit books 1976- 2006
- Bank statements 1976—2006 (Town of Sedgewick, Sedgewick Lake Park)
- Duplicate plans (project contracts) -1963-2006
- Cheques – 1976 -2006
- Disbursement journals – 1993-2006
- Employee applications- 1993- 2006
- Leases – Lake pasture -1993-2006
- Licenses –off hiway – 1997-2006
- Payroll time sheets – 1997- 2009
- Payroll – WCB claims – 1997-2009
- Payroll – T4 's & Deductions – 1976-2006
- Tax- receipts 1993-2006
- Tax Arrears list-1946-1968
- Land Leases- 1957-1961
- Tenders – duplicate files – 1963-2004
- Trial balances – monthly & yearly – 1993-2006
- Correspondence – Chamber of Commerce -1975-1976
- Correspondence – 1993-2006
- Legal proceeding 1990
- Job applications/resumes– 1990 – 2006
- Employee reviews – 1990
- Petition – To put in sewer 1947
- Building permit inspection reports -1976 - 1989

## Council Action Items

20-Nov-14

	For	Item	Action Taken	Date Completed
7	Amanda	Recreation grant - prepare definitions and draft template for Committee review.	In progress	
9	Amanda	Complete subdivision grant allocations.	Complete with auditor.	29-Jan-15

## Council Action Items

04-Dec-14

	For	Item	Action Taken	Date Completed
12	Admin	Market residential lots.	Underway.	
14	Amanda	Contact local developers re spec home potential.		
19	Amanda/Marta	Review/prepare <i>draft</i> operational policies for Teen Centre.	In progress	

## Council Action Items

15-Dec-14

	For	Item	Action Taken	Date Completed
14	Amanda	Prepare new job description for Public Works employee.	complete for Council review.	15-Feb-15
15	Maxine	Advertise Public Works employment position.	Complete and advertised	1-Jan-15
18	Admin	Seek grants for the installation of a sound system on main street.		

## Council Action Items

22-Jan-15

	For	Item	Action Taken	Date Completed
1	Marta/Maxine	Letter to CHSPS Parent Council re: support of the anti-bullying request. To complete necessary grant applications to assist with community projects. Max. Town expenditure on project \$200	Letter Completed Grants in progress	
9	Amanda	Forward AB Transportation sign contact info.	Complete	9-Feb-15



15	Amanda	Add CRO to March agenda. Letter to FIRST board re: deferral.	Complete	9-Feb-15
----	--------	--	----------	----------

## Council Action Items

05-Feb-15

	For	Item	Action Taken	Date Completed
1	Amanda	Letter to Proctors re: #2 Canary Cres - rejection of fees	Draft emailed to Council for review. - reviewed and approved - SENT	6-Feb-15
2	Maxine	Advertize "Oranizational Council" meeting dates online - whiteboard etc. Feb. 9th at 5 PM	Complete	6-Feb-15
3	Amanda	Email calendar dates to Council re: special meeting	Complete	6-Feb-15
4	Amanda	Complete SIR		
5	Amanda	Forward approved Financial Statement to Council.	Emailed.	6-Feb-15
6	Maxine	Upload Financial Statement on website	Complete	6-Feb-15
7	Amanda	Address Stantec re: subdivision updates	Complete/emailed.	6-Feb-15

The Regular Meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday, January 22<sup>nd</sup>, 2015.

<b>Present</b>	Perry Robinson	Mayor
	Erik Skoberg	Councillor
	Fred Watkins	Councillor
	Cindy Rose	Councillor
	Wayne Dame	Councillor
	Greg Sparrow	Councillor
<b>Present</b>	Amanda Davis	Chief Administrative Officer
	Maxine Steil	Recording Secretary

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

**Agenda**  
**2015.01.01** MOTION by Clr. G. Sparrow that the agenda be approved with the following additions and deletions:

**Correspondence:**  
A9 - Leon Benoit – Invitation

**Reports:**  
Committee Report - Clr. F. Watkins

**Business:**  
B2 - Community Resource Officer - Funding  
B6 - Public Works - Birch Street  
B8 - Council Meeting Dates  
B9- Round Table

**Deletions:**  
Delegation - BRAED CARRIED.

**Correspondence:**  
**Central High**  
**Sedgewick Public**  
**School (CHSPS)**  
**2015.01.02** CHSPS Parent Council sought support from the Town of Sedgewick with an anti-bullying program through sponsorship of trees and/or flowers which would be planted throughout town.  
  
MOTION by Clr. W. Dame that the Town of Sedgewick support the request from the CHSPS Parent Council with their anti-bullying initiative whereby directing Administration to apply or assist with various beautification grants. Should grant applications be unsuccessful, a maximum of two hundred dollars shall be authorized for the planning of flowers at Administrations discretion. CARRIED.

**Fortis Alberta** Fortis Alberta forwarded proposed distribution and transmission rates for 2015.

**2015.01.03** MOTION by Mayor P. Robinson directing Administration to send a letter through proper channels expressing Sedgewick’s concerns/protest pertaining to the Fortis Alberta’s proposed distribution rates. CARRIED.

**House of Commons** Leon Benoit, M.P. sought municipal support in identifying members within the community who deserve recognition for making a difference locally.

**Generative Conversation** Pursuant to the request of Flagstaff Intermunicipal Partnership (FIP) Committee a report on Generative Conversations “Changing the Conversation, Transforming the Future” was reviewed.

**Municipal Affairs** Notification that FIP’s application to the Alberta Collaboration Program (ACP) for a Regional Governance Study was approved at \$50,000.

**FIRST** Flagstaff Initiative to Relationship and Spousal Trauma (FIRST) submit a request for sponsorship for their annual silent auction and supper.

**2015.01.04** MOTION by Clr. F. Watkins that the Town of Sedgewick provides sponsorship in the amount of one hundred dollars in support of the FIRST’s request. CARRIED.

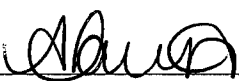
**FIRST** FIRST ‘s 17<sup>th</sup> annual Supper and Auction will be held on February 7<sup>th</sup>, 2015.

<b>Flagstaff Fusion /Sharks Minor Hockey</b> <b>2015.01.05</b>	Flagstaff Fusion Lacrosse and Sharks Minor Hockey provided details regarding their recreation sign advertisement campaign.  MOTION by Clr. G. Sparrow that the matter regarding recreation sign advertisement be deferred to the March Council meeting pending discussions with the rec board. <u>CARRIED.</u>
<b>Leon Benoit, MP</b>	Notification regarding upcoming events in the riding. Mayor P. Robinson to attend pre-budget consultations in Daysland and Veteran Pin awards in Killam on February 10 <sup>th</sup> , 2015.
<b>LOC</b>  <b>2015.01.06</b>	A list of correspondence items was reviewed by Council, as per the list attached and forming part of these minutes.  MOTION by Clr. C. Rose to accept correspondence items and file as information. <u>CARRIED.</u>
<b>Withdraw</b>	Pursuant to Section 172 of the Municipal Government Act (MGA), Clr. C. Rose withdrew from discussions on the next business matter.
<b>Accounts</b>  <b>2015.01.07</b>	Council reviewed the issuance of General Cheques and Payroll Cheques for the month ending December 31 <sup>st</sup> , 2014 as attached to and forming part of these minutes.  MOTION by Clr. W. Dame to approve issuance of General Cheques # 3671 - 3735, totaling \$120,490.89 and Payroll Cheques #0335 - 0377, totaling \$62,408.78 for the month ending December 31 <sup>st</sup> , 2014. <u>CARRIED.</u>
<b>Entrance</b>	Clr. C. Rose resumed discussions.
<b><u>Committee Reports:</u></b>	Council provided written reports to January 22 <sup>nd</sup> , 2015 as attached to and forming parts of the minutes.
<b>MA Conflict Resolution</b>	Mayor P. Robinson reported attendance to Municipal Affairs (MA) session regarding Conflict Resolution on January 22-23 <sup>rd</sup> , 2015.
<b>Sedgewick Public Library</b>	Clr. C. Rose reported attendance to the Sedgewick Public Library meeting held on January 20 <sup>th</sup> , 2015.
<b>Fire Department</b>  <b>2015.01.08</b>	Discussion held regarding the purchase of a crew truck for the Fire Department as reported by Clr. G. Sparrow.  MOTION by Clr. W. Dame that the Town of Sedgewick support in principle the Fire Department's request to purchase a crew truck with casino funds as the operational expense should not exceed \$1,500 for 2015. <u>CARRIED.</u>
<b>2015.01.09</b>	MOTION by Clr. E. Skoberg that the Committee Reports be approved as presented. <u>CARRIED.</u>
<b><u>Director of P&amp;R Report:</u></b>	A written Parks and Recreation (P&R) report was provided to January 22 <sup>nd</sup> , 2015 as attached to and forming part of these minutes.
<b>In Camera</b> <b>2015.01.10</b>	MOTION by Mayor P. Robinson to go in-camera at 7:00 PM to discuss personnel with all members excluded except Town Council, CAO Davis and Recording Secretary M. Steil. <u>CARRIED.</u>
<b>Revert</b> <b>2015.01.11</b>	MOTION by Mayor P. Robinson to revert to a regular meeting at 7:18 PM. <u>CARRIED.</u>
<b>2015.01.12</b>	MOTION by Clr. F. Watkins to accept the matters addressed in camera regarding personnel as information. <u>CARRIED.</u>
<b>Heritage Canada</b>  <b>2015.01.13</b>	Authorization required for the submission of a grant to Heritage Canada for July 1 <sup>st</sup> , 2015 events.  MOTION by Mayor P. Robinson authorizing signatures to the Heritage Canada application for July 1 <sup>st</sup> activities. <u>CARRIED.</u>
<b>2015.01.14</b>	MOTION by Clr. C. Rose that the Director of Parks and Recreation's report be approved as presented. <u>CARRIED.</u>

<b><u>Public Works Report:</u></b>	A written Public Works report was provided to January 22 <sup>nd</sup> , 2015 as attached to and forming part of these minutes.	
<b>2015.01.15</b>	MOTION by Clr. W. Dame that the Public Works report be approved as presented.	<u>CARRIED.</u>
<b><u>CAO Report:</u></b>	CAO Davis provided a written Administration report to January 22 <sup>nd</sup> , 2015 as attached to and forming part of these minutes.	
<b>Transportation Committee</b>	Discussion held regarding the committee meeting held with Alberta Transportation and the upcoming speed reduction at the intersection of Highway 13 and secondary Highway 869.	
<b>WCPA</b>	West Central Planning Agency (WCPA) provided recommendations regarding the Town's proposed residential subdivision; File TS/14/03.	
<b>2015.01.16</b>	MOTION by Clr. E. Skoberg that the Town of Sedgewick accept WCPA recommendations pursuant to File TS/14/03.	<u>CARRIED.</u>
<b>2015.01.17</b>	MOTION by Mayor P. Robinson to accept the CAO report as presented.	<u>CARRIED.</u>
<b><u>Minutes:</u></b>	Council reviewed the minutes of the December 15 <sup>th</sup> , 2015 regular council meeting.	
<b>2015.01.18</b>	MOTION by Clr. G. Sparrow that the minutes of the December 15 <sup>th</sup> , 2015 regular council meeting be approved as presented.	<u>CARRIED.</u>
<b>Matters Arising:</b>	Discussion held regarding the draft "rebranding" logo. Council directed Administration to proceed as time permits; alternate designers were discussed.	
<b><u>Business:</u></b>		
<b>In-Camera</b>	MOTION by Mayor P. Robinson to go in camera at 7:48 PM to discuss land and legal issues with all persons excluded except Town Council, CAO Davis and Recording Secretary M. Steil.	<u>CARRIED.</u>
<b>2015.01.19</b>		
<b>Revert</b>		
<b>2015.01.20</b>	MOTION by Mayor P. Robinson to revert to regular meeting at 8:04 PM.	<u>CARRIED.</u>
<b>2015.01.21</b>	MOTION by Clr. W. Dame that issues discussed in camera be taken under advisement with CAO Davis seeking further information regarding both land and legal issues prior to any decisions of Council.	<u>CARRIED.</u>
<b>CRO</b>	The FIRST committee sought long term financial support of the Community Resource Officer (CRO) program.	
<b>2015.01.22</b>	MOTION by Clr. C. Rose that the matter regarding the CRO program be deferred to the March Council meeting pending further review of all contracts and agreements.	<u>CARRIED.</u>
<b>Janitorial Job Desc.</b>	A janitorial job description and task sheet was presented for Council review.	
<b>2015.01.23</b>	MOTION by Clr. F. Watkins the janitorial job description and task sheet be approved as presented.	<u>CARRIED.</u>
<b>Employee Policy</b>	A revised Employee Policy was presented for Council review.	
<b>2015.01.24</b>	MOTION by Clr. E. Skoberg that the revised Employee Policy be approved as presented.	<u>CARRIED.</u>
<b>Recycle Bins</b>	Discussion held regarding the location of recycle bins.	
<b>2015.01.25</b>	MOTION by Clr. G. Sparrow that the recycle bins be relocated to the land surrounding the Public Works Cold Storage building following the completion of exterior upgrades.	<u>CARRIED.</u>
<b>Recess</b>		
<b>2015.01.26</b>	MOTION by Mayor P. Robinson to recess the meeting at 8:47 PM.	<u>CARRIED.</u>
<b>Reconvene</b>		
<b>2015.01.27</b>	MOTION by Mayor P. Robinson that the meeting reconvene at 8:53 PM.	<u>CARRIED.</u>
<b>Recreation Grants</b>	The Town of Sedgewick's draft recreation grant application and process was presented for review and discussion.	

<b>Council Meeting Dates</b>	Discussion held regarding upcoming council meeting dates.	
<b>2015.01.28</b>	MOTION by Clr. W. Dame that the February and March council meetings be as follows: February 5 <sup>th</sup> , 2015 rather than February 19 <sup>th</sup> , 2015; March 12 <sup>th</sup> , 2015 rather than March 19 <sup>th</sup> , 2015.	<u>CARRIED.</u>
<b>Round Table</b>	A round table discussion was held; discussion ensued.	
<b>Adjournment</b>		
<b>2015.01.29</b>	MOTION by Mayor P. Robinson for adjournment at 9:46 PM.	<u>CARRIED.</u>

Perry Robinson, Mayor


  
Amanda Davis, CAO

A Special Meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday February 5<sup>th</sup>, 2015 at 6:00 PM.

<b>Present</b>	Perry Robinson Fred Watkins Wayne Dame Erik Skoberg Greg Sparrow Cindy Rose	Mayor Councillor Councillor Councillor Councillor Councillor
<b>Present</b>	Amanda Davis Maxine Steil	Chief Administrative Officer Recording Secretary
<b>Call to Order</b>	Mayor Robinson called the meeting to order at 6:00 PM.	
<b>Agenda</b> <b>2015.02.30</b>	MOTION by Clr. E. Skoberg that the agenda be approved as presented. <u>CARRIED.</u>	
<b><u>CAO Report</u></b>	CAO Davis provided a written Administration report to February 5 <sup>th</sup> , 2015 as attached to and forming part of these minutes.	
<b>2015.02.31</b>	MOTION by Clr. W. Dame that the CAO report be approved as presented. <u>CARRIED.</u>	
<b><u>Business:</u></b> <b>In-Camera</b> <b>2015.02.32</b>	MOTION by Mayor P. Robinson to go in-camera at 6:05 PM with all persons excluded except Town Council, CAO Davis and Recording Secretary, M. Steil to discuss land issues. <u>CARRIED.</u>	
<b>Revert</b> <b>2015.02.33</b>	MOTION by Mayor P. Robinson to revert to regular meeting at 6:24 PM. <u>CARRIED.</u>	
<b>2015.02.34</b>	MOTION by Clr. E. Skoberg that the Town of Sedgewick reject Derek and Deborah Proctor's request to reimburse personal expenses incurred on #2 Canary Crescent (Plan 802 1829; Block 3; Lot 17) in the amount of \$8,104.04 as per recommendations from the Town's legal team and the professionally engineered geotechnical design completed by Parkland Geotechnical Consultants Inc. (ParklandGEO) and further, urge the Proctor's to reconsider proceeding with the development of their dream home in accordance with the geotechnical design. <u>CARRIED.</u>	
<b><u>Delegation:</u></b> <b>Financial Audit</b>	Brian King, Auditor entered the meeting at 6:34 PM and presented the Town of Sedgewick's audited financial statement for the year ending December 31 <sup>st</sup> , 2014.	
<b>2015.02.35</b>	MOTION by Clr. C. Rose that the Town of Sedgewick's audited financial statement for the year ending December 31 <sup>st</sup> , 2014 be approved as amended. <u>CARRIED.</u>	
<b>Departure</b>	King departed at 6:52 PM.	
<b>Recess</b> <b>2015.02.36</b>	MOTION by Mayor P. Robinson to recess the meeting at 6:53 PM. <u>CARRIED.</u>	
<b>Reconvene</b> <b>2015.02.37</b>	MOTION by Mayor P. Robinson that the meeting reconvene at 6:57 PM. <u>CARRIED.</u>	
<b>Residential Subdivision</b>	CAO Davis presented an overview of the Town's residential subdivision tender. Discussion ensued.	
<b>Organizational Meeting</b> <b>2015.02.38</b>	An organizational meeting is required in accordance with the municipal by-election. MOTION by Mayor P. Robinson that an organizational meeting be held on February 9 <sup>th</sup> , 2015 at 5:00 PM. <u>CARRIED.</u>	
<b>Round Table</b>	A round table discussion was held. Discussion ensued.	
<b>Adjournment</b> <b>2015.02.39</b>	MOTION by Mayor P. Robinson for adjournment at 8:15 PM. <u>CARRIED.</u>	

---

Perry D. Robinson, Mayor



---

Amanda Davis, CAO

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

**Oath of Office:** Mayor P. Robinson performed a swearing in ceremony of Clr. G. Imlah.

**Call to Order:** Mayor Robinson called the meeting to order at 5:04 PM.

**Committee Appointments:**

**2015.02.40: MOTION:** by Clr. F. Watkins that the members on the standing committees and appointments be approved as follows with all councilors designated as alternate members on all committees. CARRIED.

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




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

**Adjournment:**  
**2015.02.41:**

**MOTION:** by Mayor P. Robinson for adjournment at 5:10 pm.

**CARRIED.**

-----  
Perry Robinson, Mayor

  
-----  
Amanda Davis, CAO

-----  
12-Mar-15  
Mayor

-----  
12-Mar-15  
CAO

## Request for Decision (RFD)

---

**Topic:** Assessment Services Contract - *Renewal*  
**Initiated by:** Contract Expiration  
**Prepared by:** Amanda Davis  
**Attachments:** 1. Wainwright Assessment Group (WAG) – Renewal Contract - Proposed

---

---

**Recommendation:**

1. That Sedgewick Town Council authorize signatures on the renewal contract with Wainwright Assessment Group for Assessment Services effective April 1<sup>st</sup>, 2015 – March 31<sup>st</sup>, 2018 as presented.

**OR**

2. That the Town of Sedgewick reject signatures on WAG's renewal contract as presented and further direct Administration to place the Assessment Contract for tender immediately.

---

**Background:**

The Town of Sedgewick has been contracting assessment services from WAG for 12+ years. As the Town of Sedgewick is unable to attaining a certified assessor in house the service must be contracted.

The Town has tendered this service in the past however, WAG has always been superior.

Administration holds confidence with WAG and has no concerns regarding renewal of the said contract.

**Current:**

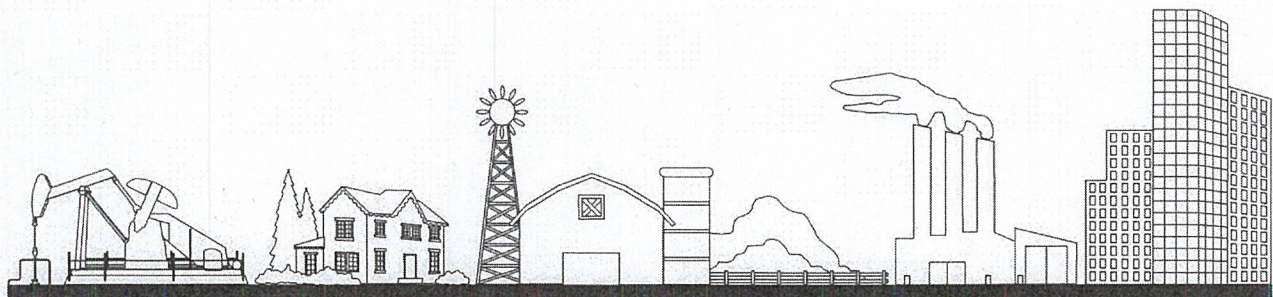
The Town's current Assessment Services contract expires on April 1<sup>st</sup> WAG is requesting renewal of such services on a three year term with a 3% annual increase.

2015/16 = \$12,204/annum

2015/17 = \$12,576/annum

2017/18 = \$12,984/annum

*If the contract is approved the 2015 budgeted line item will decrease \$156.*



# WAINWRIGHT ASSESSMENT GROUP LTD.

604 - 10 Street  
Wainwright, AB T9W 1E2  
Phone (780) 842-5002  
Fax (780) 842-5003  
waglt@telusplanet.net

February 11, 2015

Town of Sedgewick  
Attn: Amanda Davis, CAO  
Box 129  
Sedgewick, AB T0B 4C0

RECEIVED  
FEB 13 2015

Dear Amanda:

**Re: Proposal to Renew Assessment Services Contract**

Our current property assessment services contract with the Town of Sedgewick expires March 31, 2015. We would like to renew our contract with the Town of Sedgewick for a period of three years (April 1, 2015 to March 31, 2018).

Please review the attached proposal. If you have any questions you can contact me at 780-842-5002.

Respectfully submitted,

Gary Barber, AMAA  
Wainwright Assessment Group Ltd.

GB/st  
Attachment

**PROPOSAL FOR ASSESSMENT SERVICES  
FOR MUNICIPAL TAX PURPOSES**

**PREPARED BY  
WAINWRIGHT ASSESSMENT GROUP LTD.**

**PREPARED FOR THE**

**Town of Sedgewick**

**Proposal Date: February 10, 2015**

## **TABLE OF CONTENTS**

### **VENDOR PROFILE**

Introduction  
Legal Name  
Location of Office  
Vendor Contact  
Conflict of Interest

### **ASSESSMENT SERVICES INFORMATION**

Municipality  
Term of Assessment Services  
Appointed Assessor  
Qualifications  
Statutory Performance Requirements  
Computer Assisted Mass Appraisal System  
Property Inspection Schedule  
Public Relations  
Defense of Complaints and Appeals  
Insurance  
Safety Policy  
Ownership of Records  
Training

### **PROPOSED FEE AND PAYMENT SCHEDULE**

Town of Sedgewick      Appendix "A"

### **LIST OF CURRENT CLIENT MUNICIPALITIES**

Appendix "B"



## **VENDOR PROFILE**

### **Introduction**

Wainwright Assessment Group Ltd. was formed November 1, 1994 when the government privatized the assessment portion of their services. We currently have a staff of 5 property assessors and 1 clerical support staff with a combined total level of over 99 years assessment experience. At this time we supply assessment services to 31 municipalities (Appendix "B") in East Central Alberta.

### **Legal Name, Address and Office Location**

Wainwright Assessment Group Ltd.  
604 – 10 Street  
Wainwright, AB T9W 1E2

Phone: 780-842-5002/5003  
Fax: 780-842-5003  
Email: [wagltd@telusplanet.net](mailto:wagltd@telusplanet.net)

### **Vendor Contact**

Gary Barber, President  
Wainwright Assessment Group Ltd.

### **Conflict of Interest**

Upon review, we see no conflict of interest with our company providing the assessment services for the Town of Sedgewick.

## **ASSESSMENT SERVICES INFORMATION**

### **Provision of Assessment Services for:**

Town of Sedgewick

### **Term of Assessment Services**

The period of these Assessment Services is proposed to be from April 1, 2015 to March 31, 2018.

### **Appointed Assessor**

Gary Barber, AMAA, would be the appointed assessor.

### **Qualifications**

We currently have on staff 3 Accredited Municipal Assessors of Alberta (AMAA), as well as, two candidate members, all of which are members of the Alberta Assessors' Association and licensed Real Estate Appraisers as per the Real Estate Council of Alberta. Three of our staff are members of the Appraisal Institute of Canada (2 are Canadian Residential Appraisers (CRA) and 1 is a candidate member).

## **Statutory Performance Requirements**

Wainwright Assessment Group Ltd. will:

- Prepare assessments in accordance with the Municipal Government Act and its attendant regulations, and adhere to any other policies or guidelines as issued from time to time from the Alberta Provincial Government.
- Provide completed assessments to the Town of Sedgewick in compliance with the statutory timelines prescribed in the Municipal Government Act and its attendant regulations.
- Provide assessment information as requested by the Minister of Municipal Affairs in compliance with the statutory reporting requirements prescribed in the Municipal Government Act and its attendant regulations.

## **Computer Assisted Mass Appraisal System**

Wainwright Assessment Group Ltd. currently uses the CAMALOT CAMA system. Our system is supported by Compass Municipal Services Inc. in Sherwood Park, which we have found to be completely reliable.

The annual assessment will be provided electronically. Security for assessment data will be achieved through regular backups of the CAMA system.

## **Property Inspection Schedule**

A general assessment valuation would be conducted every year.

Annual assessment of new properties and construction, as well as reported and discovered changes to existing properties would take place each year. In addition to annual changes, **20%** selective inspection of the properties in the municipality would take place each year.

## **Public Relations**

The appointed assessor would be present in the municipality as required for inspections, open houses and ratepayer meetings. All ASSET reporting, audit contact and declarations via MILENET would also be the responsibility of Wainwright Assessment Group Ltd. The Assessor can be contacted via phone, fax or email. On site interviews with ratepayers will be conducted on request.



## **Defense of Complaints and Appeals**

The appointed assessor would also provide assessment related support including preparation and attendance at Assessment Review Board Hearings, Open Houses and ratepayers meetings.

The Municipality would be responsible for costs associated with any appeals to the Court of Queen's Bench.

## **Insurance**

- Our company carries adequate general comprehensive liability insurance (\$5,000,000 liability).
- All our staff carries automobile insurance and property damage insurance, proof of which would be provided to the municipalities upon request.
- Wainwright Assessment Group Ltd. has WCB coverage.

## **Ownership of Records**

All assessment records of the Town of Sedgewick in this contract in our possession remain the property of the town. Storage of records would be at the office of Wainwright Assessment Group Ltd.

## **Training**

All our staff take training courses and attend conferences to keep current with an ever changing and growing industry. Recertification every 5 years is mandatory for both the Alberta Assessors' Association and the Appraisal Institute of Canada.

## Appendix "A"

### Fee and Payment Schedule

#### **PAYMENTS TO WAINWRIGHT ASSESSMENT GROUP LTD. FOR ASSESSMENT SERVICE FOR THE TOWN OF SEDGEWICK (577 PARCELS).**

- For the period ranging from April 1, 2015 to March 31, 2016 = \$1,017/month plus G.S.T. or \$12,204/annum Plus G.S.T. commencing on April 1, 2015.
- For the period ranging from April 1, 2016 to March 31, 2017 = \$1,048/month plus G.S.T. or 12,576/annum Plus G.S.T. commencing on April 1, 2016.
- For the period ranging from April 1, 2017 to March 31, 2018 = \$1,079/month plus G.S.T. or \$12,948/annum plus G.S.T. commencing on April 1, 2017.

## **Appendix “B”**

### **List of Current Client Municipalities**

Village of Alliance  
Village of Amisk  
Village of Chauvin  
Village of Consort  
Village of Czar  
Village of Dewberry  
Village of Edgerton  
Town of Elk Point  
Village of Forestburg  
Village of Glendon  
Town of Hardisty  
Village of Heisler  
Village of Hughenden  
Village of Irma  
Town of Killam  
Village of Kitscoty  
Village of Lougheed  
Village of Mannville  
Village of Marwayne  
Village of Minburn  
Village of Myrnam  
Village of Paradise Valley  
Town of Provost  
Village of Rosalind  
Town of Sedgewick  
Town of Two Hills  
Village of Veteran  
Town of Viking  
Town of Wainwright  
Municipal District of Provost  
Municipal District of Wainwright



## Request for Decision (RFD)

---

**Topic:** Flagstaff County - Peace Officer Agreement – *Renewal*  
**Initiated by:** Expiry of existing contract  
**Attachments:** 1. Letter from Flagstaff County  
2. Peace Officer Agreement

---

---

**Recommendations:**

1. That Council renew the Community Peace Officer Services Contract with Flagstaff County at of rate of \$71.50/hour for \_\_\_\_\_ hours retroactive March 1<sup>st</sup>, 2015 to February 28<sup>th</sup>, 2017.

**OR**

2. That the Town of Sedgewick decline Community Peace Officer Services with Flagstaff County effective immediately.
- 

**Background:**

Since 2002 the Town of Sedgewick has contracted Peace Officer services from Flagstaff County to supplement bylaw and RCMP services within our community.

In 2011 the Town of Sedgewick was advised that the hourly rate for services was being increased from \$50 to \$60. Due to budget strains, the Town decreased the contract from 120 to 100 hours per annum.

Further to the decrease of contractual hours, Council/Administration monitored the level of service that has been provided. It was determined that the Peace Officers were spending a significant portion of time patrolling 50<sup>th</sup> Street and 49<sup>th</sup> Avenue. In December 2012, Council directed Administration to send a letter to Flagstaff County requesting patrol be increased throughout various areas within the Community; also requesting that infraction be dealt with in a more stringent manner.

Since that time, the Peace Officers seem to be visible in other areas of Town and are working weekends again.

**Current:**

The Peace Officer agreement is up for renewal. In order to realize a cost recovery pursuant to increasing operational expenses the hourly rate has increased from \$60 to \$67, effective May 1<sup>st</sup>, 2013.

2011-12 Contract:

100 hours/12 x \$60/hour = \$6,000/annum

2013-14 Contract:

100 hours/12 x \$67/hour = \$6,700/annum

2015-16 Proposed Contract:

100 hours/12 x \$71.50 = \$7,150

\*Note the overall increase of 43% since 2011.

*\$6,700 has been allocated in the 2015 budget for Peace Officer services, if the contract is approved at 100 hours of service the budget will need to increase by \$450.*

*In 2013 the municipality received payment of \$1,983 in fines and 2014 received \$915.*

Considerations:

- How does the visibility of a Peace Officer reduce crime rates within the Town;
- Does council perceived the Peace Officer as a necessary service for public safety;
- Does council see room for improvement in Peace Officer services? If so how?

\*NOTE – although the contract prepared by Flagstaff County explicitly indicated the Peace Officer can perform bylaw enforcement services within our community they do not in fact offer the service. They only service the Peace Officer offer the Town of Sedgewick is traffic law enforcement.

Flagstaff County's Administration has broached the discussion at our CAO Group meetings seeking municipal interest in hiring an additional Peace Officer and expanding such services into bylaw enforcement (will and additional cost).

RECEIVED  
FEB - 4 2015



February 2, 2015

Town of Sedgewick  
Box 129  
Sedgewick, AB  
T0B 4C0

**Re: Community Peace Officer Services Contract**

Flagstaff County is committed to working with our neighbors to ensure a safe rural "Community of communities". We are pleased to continue to offer the services of our Peace Officers.

The current agreement between Flagstaff County and the Town of Sedgewick expires on March 1, 2015. A new two year agreement, expiring March 1, 2017, is enclosed.

In order to realize a cost recovery for the increasing operational expenses of the Peace Officer service, the hourly rate has increased from \$67.00 to \$71.50.

Please find enclosed two copies of the new agreement including Schedule "A". Schedule "A" is the Recommended Annual Service Schedule, and is optional for completion. If your community is interested in contracting for these services, please return the signed agreements and Schedule "A" if completed to our office by **March 1, 2015**. The new hourly rate will be implemented March 1, 2015.

If you have any questions regarding the new agreement please contact myself at 780-384-4100.

Sincerely;

Kim Cannady  
Regional Emergency Services Coordinator



THIS AGREEMENT ENTERED INTO this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

BETWEEN:

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

OF THE FIRST PART

- and -

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

OF THE SECOND PART

**COMMUNITY PEACE OFFICER SERVICES AGREEMENT**

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



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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

FLAGSTAFF COUNTY

Per:

\_\_\_\_\_  
Per:  
\_\_\_\_\_

TOWN/VILLAGE OF \_\_\_\_\_

Per:

\_\_\_\_\_  
Per:  
\_\_\_\_\_

## Request for Decision (RFD)

---

**Topic:** Special Council Meeting - *Dates*  
**Prepared by:** Amanda Davis  
**Attachments:** n/a

---

---

**Recommendations:**

That Council set a Special Council meeting on March 25<sup>th</sup>, 2015 at 6:00PM to deal with the residential subdivision tenders.

---

**Background:**

Pursuant to the Residential Subdivision tender close date extension a special council meeting shall be required to award/reject the tenders.

The closing date is March 17<sup>th</sup> at 2:00 PM. To allow for a thorough review of all submissions it would be advisable that the special meeting be held on March 25<sup>th</sup>.

Mayor Robinson and Cllr's Dame(?) and Watkins will not be in attendance however, if the remaining four councilors are available council will have quorum. Our only alternative would be to postpone awards/rejection to the first week in April.