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May 21st, 2014

Agenda

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

Adoption of Agenda –

Correspondence – Items Arising:

- | | |
|--------------------------------------|----|
| 1. FCMRRC – Meeting Minutes | 1A |
| 2. Municipal Affairs – FRHG Response | 2A |

Circulation File of Correspondence – List Attached

Delegation –n/a

Financial Statement – For Month Ending April 30th, 2014 – Attached

Accounts – For Month Ending April 30th, 2014 – List Attached

Committee Reports – For Period Ending May 21st, 2014 – Attached

Public Works Report – For the Period Ending May 21st, 2014 – Addition

CAO Report – For Period Ending May 21st, 2014 – Attached

Matters Arising:

Minutes – Regular Council Meeting of April 16th, 2014 – Attached

Matters Arising:

Business:

- | | |
|--|-----|
| 1) Tax Rate Bylaw #510 | 1B |
| 2) Traffic Amendment – Complaint | 2B |
| 3) Flagstaff Intermunicipal Partnership – Protocol Revised | 3B |
| 4) Community Resource Officer – Evaluation | 4B |
| 5) Plan 3825P; Block 3; Lot 15 – Taxation Amendment | 5B |
| 6) Public Works – F.4.b Sewer Policy | 6B |
| 7) Economic Development – Rebranding | 7B |
| 8) In-camera – Land – Closed Session | 8B |
| 9) Walking Trail Expansion | 9B |
| 10) Land – SW9-44-12 W4M | 10B |
| 11) In-camera – Legal – Closed Session | 11B |
| 12) Strategic Plan – Overview | 12B |
| 13) Round Table | 13B |
| 14) | |
| 15) | |
| 16) | |

Adjournment -

Flagstaff Community Medical Recruitment And Retention Committee

Date : Monday, April 14, 2014

Location : County Office, Sedgewick, AB

MINUTES

ATTENDANCE

Present were:	
Gerald Kuefler, Reeve	Flagstaff County
Gail Watt, Mayor	Town of Daysland
Norah Griffiths, Site Manager	Hardisty Health Centre
Paul Vieira, Site Manager	Daysland Health Centre
Leslie Heck, Administrative Coordinator	Flagstaff County
Kelly Caughlin (via teleconference)	AHS Physician Resource Planner

CALL TO ORDER

G. Kuefler called the meeting to order at 1:00 p.m.

AGENDA APPROVAL

Resolution

The proposed agenda was reviewed and accepted on motion of P. Vieira.

CARRIED

MINUTES APPROVAL

Resolution

G. Watt moved to approve the minutes of the Flagstaff Community Medical Recruitment and Retention Committee of January 13, 2014, as presented.

CARRIED

PHYSICIAN HOUSE - KILLAM

L. Heck advised that as of March 31, 2014, the physician house is vacant in Killam.

There is a possibility that Hardisty can use the house for locums if the distance to the hospital is within the regulations.

N. Griffiths will check to see if the contract nurses at Galahad can use the house.

If a need is not identified, Flagstaff County will make alternate arrangements for rental of the property.

FAMILY CARE CLINIC UPDATE

G. Kuefler advised that the Family Care Clinic project is currently on hold until further updates are received from the province.

PHYSICIAN

The committee discussed the possibility of converting the current

Appendix 1 for 7.1.: FCMRRC minutes

SCHOLARSHIP

\$5,000 Physician Scholarship to a bursary in an effort to recruit physicians to the Flagstaff region.

Resolution

G. Watt moved to defer the Bursary Program to the next meeting until additional information can be obtained.

CARRIED

GLOBAL MEDICS CONTRACT

Discussion ensued regarding Global Medics' recent meeting with the Daysland Health Centre.

It was determined that in the future, the entire committee must be informed and included in any meetings with Global Medics since the purpose of the contract held with them is to recruit for the entire region - not just one hospital.

It was also suggested to investigate the possibility of entering into contract with an additional recruiter.

FACILITY UPDATES

K. Caughlin advised that currently, Daysland and Killam are recruiting for one physician and Hardisty is recruiting for a part time physician.

Daysland - P. Vieira reported that Dr. Makiwane began practicing in January 2014 and is enjoying the community. She is planning to build a house in Daysland on the lot provided to her (free of charge) by the Town of Daysland. A temporary suspension for delivery of babies has been placed on the Daysland Hospital until an Anesthetist is recruited. National Dr.'s Day was celebrated at the clinic on March 30, 2013 with a cake for staff and patients. Daysland is currently recruiting for one General Practitioner/Anesthetist.

Hardisty - N. Griffiths reported that Hardisty recently recruited a full time registered nurse from Edmonton through Talent Acquisition. There has been no interest shown in the part time Physician position, so they are investigating shared options with other facilities. Accommodations are needed for the locums since the property previously utilized is no longer available.

Killam - A report was not given for the Killam Health Care Centre.

CORRESPONDENCE

Resolution

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

CARRIED

NEXT MEETING

The next meeting will be held on June 16, 2014 at 1:30 p.m. at the Flagstaff County office.

ADJOURNMENT

G. Kuefler adjourned the meeting at 2:00 p.m.



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

APR 14 2014

RECEIVED
APR 22 2014

AR72339

His Worship Clem St. Pierre
Mayor
Town of Sedgewick
PO Box 129
Sedgewick, AB T0B 4C0

Dear Mayor St. Pierre,

Thank you for your March 20, 2014 letter on funding committed to the Flagstaff Regional Housing Group for seniors housing in Forestburg and Sedgewick. The following information has also been shared with Flagstaff County.

The Alberta government was pleased to match federal support and provide a total contribution of \$5.8 million towards the Big Knife Lodge. It is encouraging that this project was made possible through a regional housing plan. Housing staff inform me that this lodge is full and the community demonstrates an ongoing need for this type of housing.

As former Minister Griffiths advised you, the continuing care service plan ensures an evidence-based approach is used in determining the sites and services provided to the region. While Covenant Health reallocated funds previously designated for the Killam Health Centre, I understand discussions continue regarding the feasibility of proceeding with support for an integrated health and wellness centre in the area.

Municipal Affairs remains committed to continuing to work with industry partners, including the Town of Sedgewick and Killam, Flagstaff County, Flagstaff Regional Housing Group, and Alberta Health Services, to meet current and future housing needs within the region. As such, we are prepared to co-ordinate a meeting to discuss this plan, as well as additional considerations. Please contact Kathy-Sue Irving, Executive Assistant to the Assistant Deputy Minister of Housing, at kathy-sue.irving@gov.ab.ca or 780-427-6552 to arrange a meeting.

Thank you again for writing.

Sincerely,

Greg Weadick
Acting Minister of Municipal Affairs

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

LETTERS:

1. **Alberta Municipal Affairs:** Informing of Bill 27, the *Flood Recovery and Reconstruction Act*, and the amendments to the Municipal Government Act (MGA). As part of the regulation development, Municipal Affairs will be undertaking a two-phased stakeholder engagement process.
2. **Alberta Municipal Affairs:** Informing of the consolidation of the Municipal Sustainability Initiative (MSI) Capital and Basic Municipal Transportation Grant (BMTG) programs under the MSI Capital program.
3. **Alberta Historical Foundation:** Nominations are now being accepted for the Heritage Awards. Nominations are for those who have demonstrated their commitment in preserving our province's heritage; self-nominations are also accepted.
4. **Alberta Municipal Affairs:** Informing that all Municipal Sustainability Initiative (MSI) reports have been accepted by the Minister.
5. **Government of Canada:** Informing that the Town of Sedgewick will not be receiving the Canada Summer Jobs funding, since the demand for funding has exceeded the budget available in our constituency.
6. **TransCanada:** Informing that TransCanada has formally initiated the regulatory approval process for the Energy East Project by filing a Project Description with the National Energy Board.
7. **Vision Credit Union:** Informing that effective May 1, 2014, Battle River Credit Union Ltd. has officially changed its name to Vision Credit Union Ltd.
8. **Alberta Culture:** Informing that Alberta Culture Days 2014 will occur September 26th – 28th and encouraging the municipality to join in celebrations by proclaiming the last three days of September as Alberta Culture Days.
9. **Flagstaff Regional Solid Waste Management (FRSWM):** Information regarding the Recycled Concrete Aggregate (RCA) Partner Proposal in which they are offering crushed RCA at a cost of \$15/tonne to any customer requiring a superior product for compaction and backfill.
10. **Startec:** Providing new service contract offering to maintain refrigeration equipment.
11. **Alberta Municipal Affairs:** Encouraging municipalities to submit their input on the Municipal Government Act (MGA) Review Consultation; deadline April 30th, 2014.

NOTICES & INVITATIONS:

1. **Federation of Canadian Municipalities (FCM):** Announcement from Jenny Gerbasi that she has put her name forward as a candidate for the third Vice President for the election taking place on Sunday June 1, 2014
2. **Seniors Advisory Council for Alberta:** Proclaim June 2 – 8, 2014 to be "Seniors' Week".
3. **AltaLink:** Announcement that Berkshire Hathaway Energy has reached an agreement to purchase SNC-Lavalin's equity in AltaLink; AltaLink will continue to operate as a separate company under Berkshire Hathaway Energy.
4. **Alberta Health Services:** The Yellowhead East Health Advisory Council is inviting Municipal and other community leaders to its 4th annual health forum on Wednesday June 18th at the Community Hall in Ryley, AB. Reception from 4:30 – 5:00 p.m. and Program from 5:00 to 8:30 p.m.; RSVP required.

WORKSHOPS & SEMINARS:

1. **Alberta Rural Development Network (ARDN):** Workforce Development Conference on May 9th, 2014 at Grande Prairie Regional College.
2. **Choosewell Communities:** "Breaking the Silence: Talking About Mental Illness" webinar taking place Wednesday May 28th from 10:00 to 11:00 a.m.
3. **Land Use Secretariat:** Sessions to learn more about the North Saskatchewan Regional Plan (NSRP). Workshops are listed below:
 - May 27th – Rocky Mountain House, Lloydminster
 - May 28th – Drayton Valley, St. Paul
 - May 29th – Spruce Grove, Fort Saskatchewan
 - June 3rd – Banff
 - June 4th – Caroline
 - June 5th – Wetaskiwin
 - June 10th – Smokey Lake, Wainwright
 - June 11th – St. Albert, Vegreville
 - June 12th – Leduc, Sherwood Park
 - June 17th – Provost
 - June 18th – Killam
 - June 19th – Camrose
 - June 24th – Red Deer
 - June 26th – Edmonton

MINUTES & FINANCIAL STATEMENTS:

- 1. **Sedgewick Recreation Centre:** Budget Savings for the 2013/2014 Season.
- 2. **Sedgewick Recreation Centre:** Profit and Loss for February and March 2014.
- 3. **Sedgewick Recreation Centre:** March 3, 2014 meeting minutes.
- 4. **Sedgewick Community Hall:** Financial Statement for month ending March 31, 2014.
- 5. **Sedgewick Memorial Cemetery:** Financial Statement for month ending March 31, 2014.
- 6. **Flagstaff Regional Solid Waste Management Association (FRSWMA):** April 28th, 2014 draft meeting minutes.
- 7. **FRSWMA:** May 5th, 2014 draft meeting minutes.

NEWSLETTERS AND PUBLICATIONS

- | | |
|--|----------------|
| 1. Local Government Administration Association (LGAA) Member Bulletin | April 9, 2014 |
| 2. LGAA Member Bulletin | April 16, 2014 |
| 3. LGAA Member Bulletin | April 23, 2014 |
| 4. Alberta Association of Municipal Districts and Counties (AAMDC) Contact Newsletter | April 16, 2014 |
| 5. Municipal World Xtra (MWXtra) | April 16, 2014 |
| 6. Travel Alberta “Buzz” | April 14, 2014 |
| 7. TransAlta Energy Insights | April 15, 2014 |
| 8. Battle River Alliance for Economic Development (BRAED) KNotice Newsletter | Spring 2014 |
| 9. Alberta Urban Municipalities Assoc./Alberta Municipal Services Corp. (AUMA/AMSC) News | April 9, 2014 |
| 10. AUMA/AMSC News | April 16, 2014 |
| 11. AUMA/AMSC News | April 25, 2014 |
| 12. Battle River School Division #31 (BRSD) Meeting Highlights News Release | April 11, 2014 |
| 13. Battle River Watershed Alliance (BRWA) “The Current” | Spring 2014 |
| 14. Sustainable Building & Design Magazine | 2014 |
| 15. Alberta Hotel & Lodging Association (AHLA) “Alberta Hospitality | Spring 2014 |
| 16. Bazooka Industrial | 2014 |
| 17. Perma Potty | 2014 |
| 18. The Furrow | Spring 2014 |
| 19. Award Magazine | April 2014 |
| 20. Travel Alberta “Buzz” | April 28, 2014 |
| 21. FCM | April 25, 2014 |
| 22. Travel Alberta “Buzz” | May 5, 2014 |
| 23. LGAA Member Bulletin | April 30, 2014 |
| 24. LGAA Member Bulletin | May 7, 2014 |
| 25. ARND Rural Connector | May 1, 2014 |
| 26. ARND Rural Connector | May 2, 2014 |
| 27. MWXtra | April 30, 2014 |

Town of Sedgewick Monthly Statement
Month Ending April 30, 2014

As Per Books						
	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG
Previous Month Balance	1,734,779.16	3,502.10	107,156.02	64,591.71	633,836.69	160,387.41
Receipts for Month	164,922.30					
Outstanding Receipts						
Interest Received	1,531.26	2.88	88.07	53.09		131.83
Subtotal	1,901,232.72	3,504.98	107,244.09	64,644.80	633,836.69	160,519.24
Less Disbursements	260,325.19					
Month End Balance	\$1,640,907.53	\$3,504.98	\$107,244.09	\$64,644.80	\$633,836.69	\$160,519.24

As Per Bank						
Month End Balance	1,800,733.49	3,504.98	107,244.09	64,644.80	633,836.69	160,519.24
Cash on Hand	300.00					
Cash in Transit	2,014.16					
Subtotal	1,803,047.65	3,504.98	107,244.09	64,644.80	633,836.69	160,519.24
Less Outstanding Cheques	162,140.12					
Month End Balance	\$1,640,907.53	\$3,504.98	\$107,244.09	\$64,644.80	\$633,836.69	\$160,519.24

Outstanding Cheques					
Number	Amount	Number	Amount	Number	Amount
Payroll Cheques		3260	1,151.96	3291	420.00
216	2,438.22	3272	2,994.16	3293	100.00
217	1,710.41	3273	2,849.92	3294	50.00
218	2,719.77	3274	7,253.91	3296	90.00
219	1,952.02	3275	6,247.50	3297	350.00
220	1,271.35	3276	315.00	3298	3,405.49
221	294.30	3277	578.45		
		3279	699.75		
General Cheques		3280	227.85		
3012	60.47	3281	394.38		
3023	20,000.00	3282	1,800.00		
3024	20,000.00	3283	5,681.44		
3025	20,000.00	3285	420.00		
3026	20,000.00	3287	9,527.46		
3027	20,000.00	3288	472.50		
3237	1,090.00	3289	626.81		
3252	4,851.00	3290	96.00		
Outstanding Cheque Total	\$162,140.12				

Submitted to Council this 21 day of May 2014.

Interested Earned/April \$1,675.30
GIC - 5-yr @ BRCU \$11,240.30
GIC - 5-yr @ ATB \$19,083.04
Total Cash and Investments \$2,480,461.43

Clem St. Pierre, Mayor

Amanda Davis, CAO

21-May-14
Mayor

21-May-14
CAO

Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: AP - BRCU				
Computer Cheques:				
3229	4/ 2/2014	Void during printing		0.00
3230	4/ 2/2014	Government of Alberta	2014 Tax Recovery Discharge	120.00
3231	4/ 2/2014	AMSC Insurance Services Ltd.	Apr. 2014 Remittance	1,810.84
3232	4/ 2/2014	Tyson Armitage	FD - Training S-700	1,200.00
3233	4/ 2/2014	Eastlink	FD - Apr. 2014 Service	38.75
3234	4/ 2/2014	Flagstaff Waste Management	2nd Qtr. Req.	31,023.99
3235	4/ 2/2014	Forster Feeder Manufacturing	Contr. Equip.-Froze Water Line	1,029.00
3236	4/ 2/2014	Laurie Hillaby	Snow Plowing - Walking Trail	350.00
3237	4/ 2/2014	IPT Registration s.r.o.	TOS Trademark Registration	1,090.00
3238	4/ 2/2014	Local Authorities Pension Plan	Mar. 2014 Remittance	5,681.44
3239	4/ 2/2014	Petty Cash Fund	Replentish Petty Cash	135.25
3240	4/ 2/2014	Brent Polege	AWWOA Level 1 Mileage/Meal	253.85
3241	4/ 2/2014	Canada Revenue Agency	Mar. 2014 Remittance	7,923.98
3242	4/ 2/2014	SKNGS - Sedgewick Killam	Mar. 2014 Billing	105,358.19
3243	4/ 2/2014	Soper's Supply Ltd.	Lift Strn. - Electric Motor	389.92
3244	4/ 2/2014	Superior Safety Codes Inc.	Feb. 2014 Closed Permits	88.20
3245	4/ 2/2014	Town Of Sedgewick	Mar. 2014 Utility Billing	1,787.94
3246	4/ 2/2014	Wainwright Assessment	Apr. 2014 Contract	1,005.90
3247	4/10/2014	AAMD&C	Mar. 2014 Statement	3,609.63
3248	4/10/2014	Government of Alberta	2014 Tax Arrears List	75.00
3249	4/10/2014	Arnett & Burgess Oilfield	Snow Removal-Town Back Alley	329.33
3250	4/10/2014	Barco Products - Canada	A/R Smokers' Receptacles	1,105.17
3251	4/10/2014	Battle River R.E.A. Ltd	Mar. 2014 Charges	48.63
3252	4/10/2014	Carillion Canada Inc.	Winter Sand & Salt	4,851.00
3253	4/10/2014	The Community Press	Mar. 2014 Statement	1,065.93
3254	4/10/2014	Corner Gas	Mar. 2014 Fuel Purchases	817.34
3255	4/10/2014	CUETS Financial Mastercard	Mar. 2014 Statement	1,455.31
3256	4/10/2014	Wayne Dame	FD - Bus Driver Fees	175.00
3257	4/10/2014	Hale Electric Ltd.	WTP-Trouble Shoot Water System	288.96
3258	4/10/2014	Joey Hebert	FD Training Meal Exp.	128.06
3259	4/10/2014	Hi-Way 13 Transport Ltd.	Mar./Apr. 2014 Statement	305.57
3260	4/10/2014	Impact Oilfield Services Ltd.	Water Line Repair-5017-50 Ave	1,151.96
3261	4/10/2014	Loomis Express	Freight - Cleartech	40.67
3262	4/10/2014	Connie McArthur	FD - 2013 Year End Review	200.00
3263	4/10/2014	Mizanes Steak & Pizza	TOH/Special Council/FD Meals	406.90
3264	4/10/2014	Parkland Regional Library	PRL - 2nd Qtr. Req.	1,687.22
3265	4/10/2014	Watkins Holdings Ltd.	Shop - Propane	144.74
3266	4/10/2014	Syban Systems Ltd.	WTP - Apr. 2014 Internet	52.45
3267	4/10/2014	Telus	Mar. 2014 Statement	864.42
3268	4/10/2014	Voided by the print process		0.00
3269	4/10/2014	Voided by the print process		0.00
3270	4/10/2014	Wild Rose Co-operative Ltd.	Mar. 2014 Statement	807.58
3271	4/10/2014	Xerox Canada Ltd	Photocopier Maintenance	314.95
3272	4/28/2014	AAMD&C	Apr. 2014 Statement	2,994.16
3273	4/28/2014	AMSC Insurance Services Ltd.	May 2014 Remittance	2,849.92
3274	4/28/2014	AMSC	Mar. 2014 Charges	7,253.91
3275	4/28/2014	Barchard Engineering Ltd.	New Gas Meters x 50	6,247.50
3276	4/28/2014	Camrose Morning News	Audit Svc. Tender Ad	315.00
3277	4/28/2014	Cleartech Industries Inc	Apr. 2014 Statement	578.45
3278	4/28/2014	Eastlink	FD - May 2014 Service	55.60
3279	4/28/2014	Flagstaff County	Mar. 2014 Statement	699.75
3280	4/28/2014	Hach Sales&Service Canada Ltd	WTP - Test Kit	227.85
3281	4/28/2014	Hale Electric Ltd.	Hall Maint. Repair Svc. Lines	394.38
3282	4/28/2014	Lakeland College	FD - S900 Course	1,800.00
3283	4/28/2014	Local Authorities Pension Plan	Apr. 2014 Remittance	5,681.44
3284	4/28/2014	TransAlta Energy Marketing	Apr. 2014 Charges	5.95
3285	4/28/2014	Nicks Oilfield Welding	Shop - Bucket Truck Repairs	420.00
3286	4/28/2014	Brent Polege	Apr. 2014 Charges	402.09
3287	4/28/2014	Canada Revenue Agency	Apr. 2014 Remittance	9,527.46
3288	4/28/2014	Rees N.D.T. Inspection Service	CVIP Insp. Bucket Truck	472.50
3289	4/28/2014	Rocky Mountain Phoenix	FD - Flashlights	626.81
3290	4/28/2014	Watkins Holdings Ltd.	Mar. 2014 Statement Addition	96.00

Report Date
5/ 9/2014 9:24 AM

Town of Sedgewick
List of Accounts for Approval
As of 5/ 9/2014
Batch: 2014-00032 to 2014-00038

Payment #	Date	Vendor Name	Reference	Payment Amount
3291	4/28/2014	Sedgewick Community Hall Assoc	Hall Rent - United Church	420.00
3292	4/28/2014	Sedgewick Golf Club	2013 Tree Allocation	4,400.00
3293	4/28/2014	Sedgewick Legion Branch 55	Special Mtg/Strategic Mtg	100.00
3294	4/28/2014	Sedgewick Historical Society	Donation- Mtn #2014.04.105	50.00
3295	4/28/2014	Telus (Mike)	FD - Apr. 2014 Charges	62.37
3296	4/28/2014	The Wooden Spoon	Apr. 2014 Charges	90.00
3297	4/28/2014	David Zayonce	FD-S700 Evaluation/Proctor Fee	350.00
3298	4/30/2014	Canada Revenue Agency	1st Qtr GST Remittance	3,405.49
Total for AP:				228,739.70

Accounts payable cheques for the month ending in April 30, 2014.

April 30th, 2014 Payroll

0202-0215	15/04/2014	Mid Month Payroll	21,199.42
0216-0221	30/04/2014	Month End Payroll	<u>10,386.07</u>
Total for Payroll:			\$31,585.49

21-May-14
Mayor

21-May-14
CAO

Council Committee Reports to May 21st, 2014

Mayor St. Pierre reported attendance to:

Battle River Alliance for Economic Development – April 1st, 2014

- Attended the BRAED Board of Directors meeting in Castor. Christie Dick provided information on the return to rural program, and Larae Pierson reported on the Rural Alberta Business Centre program. Both of those programs are in need of Provincial Government support if they are to continue, and due to the recent changes in Government, they were uncertain of their future.
- We discussed the Eastern Alberta Trade Corridor and the Board approved the MOU with the other RETAs.
- We also reviewed the Strategic Plan which the Board approved.
- We then discussed the Rural Development Action Plan Roundtables and made some recommendations for our chair to present when he attends.

Disaster Services – April 3rd, 2014

- Attended a meeting with the Town Disaster services committee and Dieter of Alberta Emergency Management Alert Services. Dieter answered several questions posed by CAO Davis which impact the establishment of our Disaster Services.

Economic Development Alberta Annual Conference – April 9th – 11th, 2014

- Attended the captioned conference in Kananaskis with BRAED paying for Registration; Accommodation; and Travel expenses; while the Town paid for my time.
- The opening speaker was Maury Forman who spoke to “Economic Development: know it when you see it.” I then attended a session on Energy Trends and Opportunities and one on Best Practices in Foreign Direct Investment.
- On the second day, the Keynote Speaker provided some information on the proposed pipelines necessary to distribute our oil in Canada as well as to the U.S. I attended information sessions on Economic Disaster; Fostering Entrepreneurship in your Community; and Bio Industrial Development. Ed Straw of Alberta Treasury branches provided information on the Alberta economy. Then, I attended a session on Dead Leaders – Lessons from the violent deaths of the World’s most influential people; and a Ministerial Round table discussion.
- David Rendall was the final keynote speaker and he addressed the topic: “What do you wish you could change about yourself.
- The conference was interesting and educational and it gave me the opportunity to mingle with our County Reeve; the Mayor of Killam; and to meet several politicians.

21-May-14
Mayor

21-May-14
CAO

Council Committee Reports to May 21st, 2014

Enabling Accessibility Fund – April 16th, 2014

- I attended the Community Hall to welcome Mr. Benoit and to acknowledge the grant for the Integrated Walking Trail Accessibility Project. A welcome and informative exchange between the audience and Mr. Benoit followed the presentation.

Land Acquisitions – April 23rd, 2014

- Councillors Sparrow; Robinson; CAO Davis and I attended a meeting with Mr. Cheram regarding the purchase of the 28.13 acres of land where our water wells are located. Mr. Cheram countered our offer of \$88,000 by requesting that we provide him with a parcel of land so that he could build a residence. Concerns were discussed regarding the servicing of that land.
- Since Mr. Cheram's request seemed reasonable, we agreed to determine the serviceability of the proposed acreage and we will pursue negotiations for the purchase as soon as additional information is obtained.

Flagstaff Intermunicipal Partnership (FIP) Strategic Planning Session – April 23rd – 24th, 2014

- CAO Davis; Councillors Watkins; Williams; Robinson; Rose and I attended a seminar facilitated by Mr. Gordon McIntosh to review our Collaboration Agreement; our Strategic plan; and to plan for the future.
- The Facilitator was excellent and we made good progress in our discussions. I look forward to the receipt of our new Strategic Plan.

TransCanada Open House – April 30th, 2014

- I attended the TransCanada open house in Hardisty where we were provided with information on the Energy East Pipeline.
- TransCanada is in the process of preparing an application to proceed with the pipeline to the East coast. Approximately 1,500km of new construction is required to link up with the existing line as well as several pumping stations will be required to transport the oil to the East coast. If necessary approvals are obtained, construction will begin next season, and the line should be functional by 2016.
- The effect of the proposed construction on our community will likely consist of a small amount of temporary overflow housing for the construction industry as the pipeline will go South and East from Hardisty.
- I discussed temporary accommodation at our lake with David Madden, one of the project managers and he undertook to contact the town office as soon as he requires specific information.

21-May-14
Mayor

21-May-14
CAO

Council Committee Reports to May 21st, 2014

Mayor's Meeting - May 1st, 2014

- All of the County Mayors excluding Mayor Bud James attended a meeting in Forestburg. The main item on the agenda was the County regionalization or centralization with specific discussion on recreation grants. We made an attempt to compare recreation budgets but that proved fruitless because of our different management and accounting procedures for our assets. We reviewed the list of County recreation grants from their website.
- It was evident early in the discussions that there is no buy-in for the regional recreation program. The main point of contention seemed to be that sports teams will not be considered for a grant if they do not play in one of the approved facilities. There also was some discussion on the points allocated for grants if coaches attend the annual recreation symposium sponsored by the county.
- The meeting concluded with volunteers agreeing to gather information on the recreation funding formulas in place in other counties with the intention of meeting with our County to consider a mutually satisfactory arrangement.
- The representative from Galahad provided an update on its dissolution process and invited all in attendance to their town meeting on May 6th where the process will be explained to the residents.
- The next meeting was scheduled for May 22, 2014 in Loughheed.

Battle River Alliance for Economic Development (BRAED) – May 6th, 2014

- I attended the BRAED Business Investment & Retention and Marketing & Communications Task Team meetings in Wainwright.
- We reviewed our budget and discussed the proposed business walk program. We reviewed Associate Memberships and agreed to provide a free extension of one year to associate members. We reviewed the Guest list for the upcoming annual general meeting. The suspension of the Foreign Temporary Workers program is causing some hardship in our service industries and we agreed to arrange a meeting with Ken Sorenson or Leon Benoit to discuss that situation. We discussed the proposed Business Walk Program in which Wainwright; Camrose; Killam and Consort are expected to participate. Our smaller communities will attempt to achieve the same results with personal calls.
- The Marketing and Communications team approved a new brochure as well as promotional items for distribution at the Oil Show. The Career Fair in Killam is proceeding as scheduled for May 21st.

21-May-14
Mayor

21-May-14
CAO

Council Committee Reports to May 21st, 2014

Clr. P. Robinson reported attendance to:

Flagstaff Intermunicipal Planning (FIP) Strategic Planning Session – April 24th, 2014

- The collective councils were able to establish priorities of regional collaboration and explored some means by which to do so.
- While there were many questions raised by these proposals we were able to assign responsibilities within timelines toward accomplishing the prioritized goals established, which are to be circulated through FIP to Councils accordingly.

Clr. C. Rose reported attendance to:

Sedgewick Lake Park Board Meeting – April 15th, 2014

- The Lake clean-up is scheduled for Saturday May 3rd and Sunday May 4th.
- The board approved a \$1.00/hr increase per year as an incentive to returning summer workers (students) retro-active to 2013.
- Various site requests were approved.
- Capital expenses for 2014:
 - Seven (7) picnic tables and seven (7) fire pits \$700/set
 - Tree stump grinding – BeDevil
 - Skylights removed in change house and install electric lighting
 - Pool liner repair – product ordered.
- Discussion held regarding the May 31st triathlon and how the finish line will be at the Lake.

Sedgewick Fire Department Meeting – May 1st, 2014

- Loughed Fire Department conducts training on the 3rd Wednesday of the month. Joey Hebert will arrange between the two departments for an appropriate time to train together as approved by both Sedgewick and Loughed Councils.
- The 900A test is scheduled for Sunday at 7:30.

Clr. C. Williams reported attendance to:

Community Advisory Committee (CAC) – April 14th, 2014

- Loughed and Hardisty are in favor of pooling resources for Citizens on Patrol and Sgt. Brachmann has requested that if any other towns and villages are interested in this project that it be discussed by individual Councils.
- Throughout 2014-2015, the force will continue working on visibility in the community. They had a 17% increase over the past year. They are looking at the possibility of bike and foot patrols.
- Requests for Red Surge Duty (parades, other events) asking they be given plenty of time, as of scheduling and duty must be pre-arranged.
- In regards to the Resource Officer, the DARE program has been known to save tax payers \$2M if it can keep one child away from crime. The community has been asked if they want to continue the program as funding runs out October 2015.

21-May-14
Mayor

21-May-14
CAO

Council Committee Reports to May 21st, 2014

- The RCMP would welcome invitations to Town/Village open houses and community events.

Flagstaff Family and Community Services (FFCS) – April 9th, 2014

- Mel Thompson, Accountant, presented the 2013 financial statements.
- Community Resource Officer and Fees for Service
 - A missed statement (\$69K) in February 2014 for February 2013, on top of the regular payment due (72K) for the current year. The service has enough funding until October 2015. The program has lost some funding, AADAC used to fund and has moved into AHS, and therefore that funding has ended.
- Lynne Jenkinson discussed the work being done for Flagstaff Victim Services. A draft letter was provided to the FFCS board addressed to Flagstaff Victim Services stating that FFCS is giving notice to terminate services provided to their board by FFCS Administration, as of May 31st, 2014.
- The Red Surge Ball held March 29th, 2014 was successful and funds will be awarded to each participating Library and Victim Services. \$22K was cleared from the event and distributed.
- FFCS provincially is asking for letters in support of increasing funds from the Alberta Government.

Flagstaff Community Foundation – April 9th, 2014

- Mel Thompson, Accountant, presented the 2013 Financial Statements. The statements were reviewed and approved.

Citizens Advisory Committee Meeting – May 12th, 2014

- Lynne Jenkinson from FFCS presented as a delegate ft the meeting. She discussed the Community Resource Officer (CRO) positions, looking to see of the communities wanted to continue with the service. Funds for this program will no longer be available as of October 2015.
- It has been noted that each year CRO costs increase however no breakdown of expenses have been provided by the RCMP. FIRST is seeking alternated funding options however has been turned down three times from the Safe Community program.
- The CRO will be assigned his regular duties as a Constable during the months of June, July and August which will present a costs savings.
- It was suggested that the CRO position become part-time perhaps only covering the DARE program; we were notified that this must be a full-time position to obtain effective efforts of the program.

Clr. W. Dame reported attendance to:

Flagstaff Regional Solid and Waste Management Association (FRSWMA) Meeting – April 28th, 2014

- The spring clean-up schedule has been finalized and the burn pits have been completed.
- New bin inspection protocols have been put in place January 1st for large bins. A lot of repairs are necessary and contract welders are being used every other week. New bin inspection procedures are being developed for small bins.

21-May-14
Mayor

21-May-14
CAO

Council Committee Reports to May 21st, 2014

- FRSWMA is very close to launching new cardboard, compost and “co-mingled” recycling programs. Proposals are expected in the near future.
- One (1) driver has been released, one (1) retired at the end of April, two (2) roll-off and one (1) front end driver have been hired.
- Profit and loss and cash position reports were presented by Manager M. Hampshire.
- The auditor will review the 2013 audit at the May 26th board meeting; CAO’s have been invited to attend the audit review pursuant to the request of Forestburg.

FRSWMA Special Meeting – May 5th, 2014

- This meeting was held to discuss the disposal of assets that have reached the end of their useful life due to age or change in procedures.
- A list of items slated for disposal in 2014 and the highest bids received are attached to my report. The board accepted the bids as presented.

Sedgewick Community Hall Association – April 24th, 2014

- The financial statements for February 2014 and March 2014 were presented.
- A fire inspection and occupancy load of the Hall was conducted by Kim Cannady on April 4th, 2014. Some deficiencies were found and will be remedied within thirty (30) days. They include:
 - Installation of exit lights in the back stairwell exit area
 - Removal of combustible items under the front stairs, furnace room, kitchen and from in front of electrical panel.
- The occupancy load allows for 205 persons at a function servicing alcohol and 250 persons for a function without alcohol.
- Jamie Hale of Hale Electric will be performing an inspection on the Hall electrical system and backup generator the first week in May.
- Next meeting is scheduled for May 21st, 2014.

Clr. G. Sparrow nothing to report.

Clr. F. Watkins nothing to report.

21-May-14
Mayor

21-May-14
CAO

Administration Report – Period Ending May 21st, 2014

CAO Davis reported attended the following meetings since April 16th, 2014 Council meeting:

April 23rd – Land Acquisition Committee Meeting – In attendance with Mayor St. Pierre, Clr's Sparrow and Robinson. The committee met with John Cheram and presented an offer to purchase SW 9-44-12 W4M. Cheram set a counter offer from which Administration was directed to investigate residential development of the land.

April 23rd & 24th – Flagstaff Intermunicipal Partnership (FIP) Strategic Planning Session – In attendance with Mayor St. Pierre, Clr's Robinson, Watkins, Williams and Rose. The session was facilitated by Gordon McIntosh; the group prioritized regional projects for the remaining term of Council. The strategic plan will be presented for individual council approval upon completion.

April 25th – Walking Trail Expansion Project - Met with a representative from Allied Paving to review and assess the Town's walking trail expansion project. We plotted a draft location – Allied Paving is preparing a quote for the completion of this project.

April 28th – Triathlon Info Night – In attendance with Kate Richards, Flagstaff County. Richards and I held an information night for the May 31st, 2014 triathlon. Approximately 15 people were in attendance.

April 30th – Meeting with Flagstaff County's Public Works Department – Met with Darrell Szott and Craig Radke to discuss the Town's new walking trail. We assessed various products that the county could offer for the project. Additionally we discussed the potential need for an easement North and East of the rec grounds. Szott made it clear that if the Town must make a written request for any assistance with the walking trail project and that the county may not be proceeding with their portion as originally intended.

May 5th – Rural Roads Meeting – In attendance with Clr's Watkins, Rose and Dame. Our committee was invited to meet with County Council to discuss our concerns regarding the transition of RR124 from oil to calcium chloride. Reeve Kuefler noted that the project has been put on hold for two years and that the county will be partnering with rural ratepayers to investigate alternate materials for the road. Current road bans will be in effect as well a regular maintenance.

May 8th – Disaster Services – Tabletop Exercise – In attendance with DEM, Ian Malcolm, Mayor St. Pierre, Clr's Robinson, Dame, Administrative Assistant L. Dallyn. Dieter Langer, Field Officer with AEMA conducted a training tabletop exercise. The exercise provided insight into the operations and functions of the EOC (report attached).

May 8th – Beautification Committee Meeting – In attendance with Mayor St. Pierre, Clr's Williams and Rose. The committee met to review and discuss municipal signage; the walking trail project; main street development and cemetery trees.

- Municipal Signage – following consensus of the committee (5) new marking signs have been ordered for the Town;
- Walking Trail Project – the committee completed a site visit at the rec grounds where a discussion was held regarding the mature trees along the west side of the ball diamonds. Administration advised that the trees must be removed if a walking trail is to be developed. The

Administration Report – Period Ending May 21st, 2014

committee also discussed the location of the walking trail and the various types of products available.

- Main Street Development – the committee discussed developments on the former co-op lot. Administration is seeking a proposal from Rockwater Landscapes for the development of the site. It was agreed that a discussion be held at the town hall meeting whereby allowing public input into the design. We anticipate a draft display for the evening.
- Cemetery Trees – Site visit to the Sedgewick Cemetery, many spruce trees need to be replaced at the Sedgewick Cemetery. C. Rose is to make contact with some colleagues regarding replacement.

May 9th – Public Works Meeting – In attendance with Public Works Foreman D. Johnson and Assistant B. Polege. Pursuant to a request from the Village of Lougheed Administration, Sedgewick's team attended a site visit at the Lougheed water treatment plant. Mutual aid may be required from time to time as K. Miller received resignation from the public works foreman.

May 13-16th – Society of Local Government Managers, Municipal Administration Leadership Workshop;

- Session 1 – The Leadership Legacy Part 2: Mentoring Others facilitated by Gordon McIntosh;
 - The group critiqued and three (3) leader profiles that are intended to be used as assessment tools. The profiles addressed various competencies that are required to be a successful leader/manager. The assessment tool should become available by late July for member municipalities.
- Session 2 – R&R: Revisiting & Reinventing the Basics of Municipal Administration & Management – Working with Your Municipal Neighbor, facilitated by Michael Scheidl of Alberta Municipal Affairs (Dispute Resolution Services);
 - This workshop was geared towards understanding the needs and building relationships with your municipal neighbors.
 - Key understanding:
 - Slow down and understand each other when collaborating on any project;
 - Define consensus;
 - Identify how we must conduct ourselves – understand each other's perspectives;
 - Identify what we want to each and what our motivation is when we sit around a table together;
 - The importance of developing and working within protocols – agreeing to a process;
 - Identify upfront what is really important to the Town of Sedgewick;
 - Note that we understand the other perspective and understand that we don't always have to agree;
 - Open communication and define the common goal that brings us together;
- Session 3 – Ethics in Action facilitated by Dr. Leroy V. Sloan – Changing and Organizations Culture is Challenging – Not Impossible;
 - Discussed the importance for code of conducts for elected officials and employees;
 - Reviewed processes for success; how to set people up for success, catch them doing it and affirm it.
- Session 4 – Social Media; Why Your Municipality Needs an Effective Digital Media Strategy, facilitated by Walter Schwabe;

Administration Report – Period Ending May 21st, 2014

- Addressed the various avenues for engaging with the public through social media; twitter, facebook and video;
- Addressed being a proactive government by adopting open data policy and how to ensure we stay up to date with technology; ensuring website are compatible with smart phones; moving away from simple PFD's and into more user friendly documents.
- Identifying that you have to have a strategy to understand why you have social media.
- Schwabe noted that we need to become good at telling stories rather than generic press releases and incorporate video, audio, text and images into all public stories;
- Send out a go pro to blog the community for creative content;
- Session 5 – Legal Stream II – “Don’t tell anyone – It’s protected under FOIP”; Balancing Confidentiality and Transparency, facilitated by Lorne Randa with Brownlee LLP;
 - Overview of the FOIP act;
 - Addressed access to information, protection and privacy, information and privacy commissioner, common requests, case law and emerging issues;

(12) Administration

Employee resignation – L. Dallyn submit her resignation; final day of work is June 6th – this position has been advertized and shall remain open until a suitable candidate it found.

Municipal bulletin board – as discussed various times by members of council a community bulletin board is desired. Such boards are quite costly; upwards of \$6,000 – alternatively administration is working on a window bulletin board at the Town Office. The intent of the window is to display municipal information to the residents.

Seniors Housing - Former Mayor, Helen Whitten advised that she has been invited to submit an application to be a member on the Bethany Group board; Whitten is considering the application.

(32) Public Works

Summer employment – one of the three summer students started on May 1st – she has been assisting with various public works duties, interior painting at the Sedgewick Recreation Centre and working on updating the town's resolution index.

Roads – Spruce Drive and 49th Avenue – both roads were scheduled to have calcium chloride applied in the Spring of 2014 – this project has been put on hold until an evaluation of the roads have taken place. The Town was advised that it takes a minimum of 3-5 years to see the benefits of calcium chloride.

(41) Water

Bulk Water Loading Facility – An expression of interest has been sent to Stantec seeking a proposal for a bulk water loading facility; deadline for the EOI is May 23rd. After discussing the unit with Flowpoint we were advised that an engineer should be obtained to ensure continuity of the project. Administration and public works completed the background data which hopefully proves to be a cost savings.

Pursuant to the request of Administration Stantec prepared an expression of interest for a back-up generator at the water treatment plant. This will be prepared and presented to Council at the June council meeting.

Administration Report – Period Ending May 21st, 2014

(66) Development

Residential subdivision – two expressions of interests have been sent for the subdivision, one to Stantec and one to Morrison Hershfield; deadline for submission is June 11th. It is our intent to have the project tender ready for November and to begin construction in the Spring of 2015.

Proposed subdivision dumping grounds – this material will not be leveled as the majority is waste material and has to be removed from site completely. Public works will continue with removal as time permits and some of the old road crush may be suitable for the base of our walking trails.

(72) Recreation

Sedgewick Lake Park opened on April 18. Winter services still in effect.

Spoke with K. Sanders regarding the old lights at the rec centre. She is requesting a price from TNT and they will be advertized for sale.

Attachments:

1. Tabletop Exercise Meeting Notes – no action required
2. Action Item List - no action required

21-May-14
Mayor

21-May-14
CAO



MUNICIPAL EXERCISE REPORT

Municipality: Town of Sedgewick
File No.: 16305-D07-0280 V01
Exercise Date: May 8, 2014
Activity: Tabletop exercise
Participants: 6 participants, see participant list on file
Report Date: May 13, 2014

Exercise Notes:

The tabletop exercise was requested by Sedgewick administration to familiarize the newly appointed DEM, Dep. DEM and other agency members and council members with the emergency plan and in particular the Emergency Operation Center (EOC) procedures.

The exercise scenario was a train derail at the intersection of the train tracks and 50th St with subsequent hazardous material release of anhydrous ammonia from a damaged rail car. The discussion included the notification, activation and EOC operation procedures, the declaration of state of local emergency and the decision to shelter-in-place or to evacuate all or part of Sedgewick. The EOC procedures when and how to notify the DEM, when to activate the EOC and how to operate the EOC especially during the first operational periods with regards to management by objectives were discussed in more detail.

The exercise objectives were identified as having been achieved by all participants.

Regards,

Dieter Langer

AEMA Emergency Management Field Officer, East Central AB

☎ Office: (780) 679-1271 for long distance, dial 310-0000, then enter office number including area code

☎ After hours: 1-866-618-2362 📞 Cell: (780) 608-6042 📠 Fax: (780) 679-1254

🌐 Web page: <http://www.aema.alberta.ca>

Council Action Items

19-Dec-13

	For	Item	Action Taken	Date Completed
1	Amanda	Complete 2014 JE's pursuant to business item #5B		

Council Action Items

20-Feb-14

	For	Item	Action Taken	Date Completed
7	Amanda	Investigate the Facility Enhancement Program Grant re: recreation roof replacement		
8	Public Works	Provide an overview as to water loss/reporting at the WTP		
20	Amanda	Develop an information/fact sheet on ways to protect our water source - request and provide feedback as per Council request	Ongoing updates in the Scoop.	
21	Admin.	Investigate Toilet Rebate Programs and report back to the Policy Review Committee	Removed from list - pursuant to Council direction.	16-Apr-14

Council Action Items

19-Mar-14

	For	Item	Action Taken	Date Completed
20	Lorna	Advertise Office Closure on April 24.	advertised in newsletter and online	11-Apr-14
21	Lorna	Register LD and self for the women's conference on April 24.	registered, Lindsay is free as she is new	1-Apr-14
22	Amanda	Prepare for Strategic Planning Meeting - April 8 at 5:00 pm.	Complete	
24	Amanda	Prepare RFD to Council for the April agenda for review of the 3 way stop sign at the corner of 45 Street and 51 Ave.	Complete	

Council Action Items

8-Apr-14

	For	Item	Action Taken	Date Completed
1	Amanda	Complete amendments to the draft Strategic Plan and add to the April 17th Agenda.	Complete - ready for agenda.	9-Apr-14

2	Lorna	Obtain a copy of the schematics for the Town water line to Sedgewick Lake. We need to confirm the exact location of the line. Schematics to be forwarded to delegates.	No schematics were located. It is assumed that the line was dug in with a ditch witch. A tracer wire is on the line. Public Works and K. Truss are to locate the line.	1-May-14
3	Amanda	Develop 2014 Tax Rate bylaw pursuant to Tax Scenario #3.	Complete - ready for agenda.	9-Apr-14
4	Amanda	Draft a letter to Flagstaff County regarding our interest in partnering on a Regional recreation position.	Letter complete and emailed to F. County cc'd to the Rec Sub Committee	9-Apr-14
5	Amanda	Letter to applicant party regarding the purchase of #2 Canary Cres.	Response complete; emailed and mailed to interested party	9-Apr-14
6	Amanda	Contact surveyors and line up work for #2 Canary Cres.	Emailed New West Geomatics to line up survey work	9-Apr-14
7	Amanda	Contact party requesting amendments to the Cemetery Bylaw and advise of progress.	Phoned and left a message/asked for a call back.	9-Apr-14
8	Amanda	Prepare Bylaw #509 for 3rd reading - April 17th Agenda.	Complete - ready for agenda.	9-Apr-14

Council Action Items

17-Apr-14

	For	Item	Action Taken	Date Completed
1	Amanda	Investigate Constituency leader change - Benoit to Soreson how will this affect our grant revenues etc.		
2	Amanda	Premiere Awards - seek permission from Djos Sr, Djos Jr, Rob Djos, J. Hebert, R. Debock, Corrine Hogg, Derek Ness, Shelly Wallace to nominate	Contacted all parties, we received permission from all except DN who would choose to remain a silent volunteer.	17-Apr-14
3	Amanda/Lindsay	Submit Premiere application for approving parties - additionally seek letters of support for each party from within the municipality.	In progress of entering nominations for submission.	
4	Lorna	Forward all info on AB Community Co-operative Youth Program funded by F. County to Nights Alive.	sent	17-Apr-14
5	Admin	Ensure all Half Mast notification are forwarded to P. Robinson.	Noted.	

6	Amanda	Contact Wade Engineering and develop an RFP for repairs to the curling lounge roof.	Emailed Tony @ Wade to discuss project	17-Apr-14
	Lorna	Contact Jami Hale and inquire the estimate for the generator installation at the community hall.	started, waiting on price on generator	
7	Lorna	Contact Banjo Electric re: transfer switch and generator hook at Hall (immediately). Additionally we must request an internal electrical inspection.	Jami Hale completed the electrical inspection on April 28 - an assessment will be presented to Council in June.	5-May-14
8	Lindsay	Letter to VOL, Sedge Fire Dept. and K. Cannandy re: approval to support collaborative measures with the Fire Department.	Letter emailed to all parties and originals mailed.	17-Apr-14
9	Amanda	Letter to TOK re: May 20 meeting change.	Emailed letter to CAO Borgel.	17-Apr-14
10	Amanda	Print Tax Rate Bylaw #510 for signatures.	Complete	17-Apr-14
11	Amanda	Make corresponding amendments to the Strategic Plan.	Complete	1-May-14
12	Lorna	Advertise for the Town Hall Meeting / Open House for May 29th at 7:00 pm.	done, website, newsletter, paper	16-May-14
	Amanda	Print new Cemetery Bylaw #509 for Signatures	Complete	17-Apr-14
13	Lorna	Upload new Cemetery Bylaw #509.	Complete	6-May-14
14	Lindsay	Letter to J. Sparrow re: approved amendments to the Cemetery Bylaw.	Letter drafted, reviewed, and emailed; bylaw attached.	17-Apr-14
15	Lorna	Forward new Cemetery Bylaw to Fee and Sons for their files.	Complete	6-May-14
16	Amanda	Contact J. Cheram and set up a meeting on April 23 to negotiate the purchase of SW 9-44-12 W4M.	Spoke with John and confirmed his interest in meeting with the Land Committee on April 23 at 9:00 am.	17-Apr-14
17	Public Works	Traffic Sign Change - 45th Street North & South to change to YIELD and 51 Ave STOP plus the "NEW" sign installation.	Memo printed for PW and emailed with the inclusion of rec light updates/	23-Apr-14
18	Amanda	Amend TOS & TOK Terms of Ref and email to TOK for review.	TOR amended and letter sent and emailed to TOK CAO, Borgel.	17-Apr-14

19	Lorna	Prepare background for an LED scrolling sign for the Town Office - similar to the one at the Rec Centre		
20	Lindsay	Newsletter Highlights	Highlights drafted and forwarded for review.	17-Apr-14

The Regular Meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Wednesday April 16th, 2014 at 7:00 pm.

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

Present	Amanda Davis	Chief Administrative Officer
	Lindsay Dallyn	Recording Secretary

Call to Order Mayor St. Pierre called the meeting to order at 7:00 pm.

Agenda
2014.04.103 MOTION by Mayor St. Pierre that the agenda be approved with the following amendments;

Deletion:
 4A: Alberta Tourism - Signs

Minutes – Special Council Meeting should state “April 8th”, *not* “April 18th” and;
 the date on the agenda should state “April 16th”, *not* “April 17th”. **CARRIED.**

Correspondence:
Leon E. Benoit A letter was received from Leon Benoit’s Office in regards to the announcement pertaining to the launch of the New Building Canada Fund.

AESO Alberta Electric System Operator (AESO) sent notification in regards to the important changes to the plans for new transmission development in Central East Alberta.

Gov’t of Canada Nominations are now being accepted for the Prime Minister’s Volunteer Awards until May 9th, 2014.

2014.04.104 MOTION by Clr. P. Robinson that Council direct Administration to receive permission to submit the following nominations for the Prime Minister’s Volunteer Awards: Ted Djos Sr., Life Long Achievement, Ted Djos Jr., Community Leader, Rob Djos, Community Leader, Joey Hebert, Community Leader, Richard Debock, Community Leader, Corrine Hogg, Social Innovator, Shelly Wallace, Life Long Achievement, Derek Ness, Community Leader. **CARRIED.**

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

2014.04.105 MOTION by Clr. C. Rose that the Town of Sedgewick donate \$50 to the Sedgewick Historical Society to offset operational costs. **CARRIED.**

2014.04.106 MOTION by Clr. F. Watkins to accept correspondence items and file as information. **CARRIED.**

Financial Statements Council reviewed the Financial Statement for the month ending March 31st, 2014, as attached to and forming part of these minutes.

2014.04.107 MOTION by Clr. P. Robinson to approve the financial statement for the month ending March 31st, 2014 as amended. **CARRIED.**

MGA Section 172 Pursuant to Section 172 of the Municipal Government Act (MGA) Clr. W. Dame and Mayor St. Pierre declared a pecuniary interest in the next item.

Accounts Council reviewed the issuance of General Cheques and Payroll Cheques for the month ending March 31st, 2014 as attached to and forming part of these minutes.

- 2014.04.108** MOTION by Clr. C. Williams to approve issuance of General Cheques # 3180 - 3228, totaling \$145,831.27 and Payroll Cheques #0189 - 0201, totaling \$16,528.29 for the month ending March 31st, 2014. CARRIED.
- Committee Reports:** Council provided written reports to April 17th, 2014 as attached to and forming parts of the minutes.
- Clr. W. Dame and Clr. F. Watkins submit their committee reports to April 17th, 2014 as an addition attached to and forming part of the minutes.
- 2014.04.109** MOTION by Clr. P. Robinson that the committee reports be approved as presented. CARRIED.
- Public Works Report:** A written Public Works report was provided to April 17th, 2014 as attached to and forming part of these minutes.
- 2014.04.110** MOTION by Clr. G. Sparrow that the Public Works report be approved as presented. CARRIED.
- CAO Report:** CAO Davis provided a written Administration report to April 17th, 2014 as attached to and forming part of these minutes.
- 2014.04.111** MOTION by P. Robinson that council support collaborative measures with the Town of Sedgewick and Village of Loughed Fire Departments under the supervision and discretion of the Sedgewick Fire Chief. CARRIED.
- 2014.04.112** MOTION by Clr. F. Watkins that the CAO report be approved as presented. CARRIED.
- Minutes:** Council reviewed the minutes of the March 19th, 2014 regular council meeting.
- 2014.04.113** MOTION by Clr. C. Rose that the minutes of the March 19th, 2014 regular council meeting be approved as presented. CARRIED.
- Council reviewed the minutes of the April 8th, 2014 special council meeting.
- 2014.04.114** MOTION by Clr. P. Robinson that the minutes of the April 8th, 2014 special council meeting be approved with the following amendments;
- Motion 2014.04.97 should state “parties” *not* “parites”. CARRIED.
- Business:**
- Tax Rate Bylaw #510** Tax Rate Bylaw #510 was presented for Council review.
- 2014.04.15** MOTION by Clr. P. Robinson to give first reading to Bylaw #510. CARRIED.
- 2014.04.16** MOTION by Clr. G. Sparrow to give second reading to Bylaw #510. CARRIED.
- Strategic Plan** The draft strategic plan was presented for Council review.
- 2014.04.17** MOTION by Clr. P. Robinson to approve the Town of Sedgewick 2014-2019 Strategic Plan as amended. CARRIED.
- Town Hall Meeting** Dates were presented for the annual Town Hall meeting.
- 2014.04.18** MOTION by Clr. G. Sparrow that Council set a date of May 29, 2014 at 7:00 p.m. for the annual Town Hall meeting. CARRIED.

Cemetery Bylaw #509	Cemetery Bylaw #509 was presented.	
2014.04.19	MOTION by Clr. C. Rose to have third reading of Bylaw #509.	<u>CARRIED</u>
In-Camera 2014.04.20	MOTION by Clr. P. Robinson to go in-camera at 8:23 p.m. to discuss land issues with all persons excluded except Town Council, CAO Davis and the Recording Secretary.	<u>CARRIED.</u>
Revert 2014.04.21	MOTION by Clr. P. Robinson to revert to the regular meeting at 8:49 p.m.	<u>CARRIED.</u>
2014.04.22	MOTION by Clr. P. Robinson that the Town of Sedgewick designate funding pursuant to Council discussion for the purchase of SW 9-44-12-W4M.	<u>CARRIED.</u>
PW – Traffic Amendment	Pursuant to Council direction options for the replacement of the 3-Way STOP at the intersection of 51 st Avenue and 45 th Street were presented.	
2014.04.23	MOTION by Clr. F. Watkins that Council authorize the replacement of the 3-way STOP at the intersection of 51 st Avenue and 45 th Street in Sedgewick and further place a STOP sign on 51 st Avenue East and two YIELD signs going north and south on 45 th Street.	<u>CARRIED.</u>
Recess 2014.04.24	MOTION by Clr. P. Robinson to recess the meeting at 8:57 p.m.	<u>CARRIED.</u>
Reconvene 2014.04.25	MOTION by Clr. P. Robinson that the meeting reconvene at 9:03 p.m.	<u>CARRIED.</u>
Terms of Reference	Killam Sedgewick Collaborative Terms of Reference was presented for Council review.	
2014.04.26	MOTION by Clr. P. Robinson that Council approve the Working Terms of Reference as amended.	<u>CARRIED.</u>
In-Camera 2014.04.27	MOTION by Clr. P. Robinson to go in-camera at 9:10 p.m. to discuss legal issues with all persons excluded except Town Council, CAO Davis and Recording Secretary.	<u>CARRIED.</u>
Revert 2014.04.28	MOTION by Clr. P. Robinson to revert to the regular meeting at 9:27 p.m.	<u>CARRIED.</u>
Rural Roads Update	Council received an update in regards to the Flagstaff County Rural Road Study.	
Councillor Remuneration	Regional remuneration comparison were presented.	
Round Table	Council conducted a round table discussion.	
Adjournment 2014.04.29	MOTION by Mayor St. Pierre for adjournment at 9:46 p.m.	<u>CARRIED.</u>

Clem St. Pierre, Mayor
Amanda Davis, CAO

Request for Decision (RFD)

Topic: Tax Rate Bylaw #510 - Draft
Initiated by: Council
Prepared by: Amanda Davis
Attachments: 1. Tax Rate Bylaw #510
2. Budget Breakdown

Recommendations:

That Council have 3rd reading of bylaw #510.

Background:

Council gave 1st and 2nd reading to Tax Rate Bylaw #510 at the April 16th meeting; final reading is required.

Town of Sedgewick – 2014 Tax Rate Bylaw#510

Tax Bylaw No. 510

Being a Bylaw of the Town of Sedgewick to authorize the several rates of taxation to be imposed against assessable property within the Town of Sedgewick for the 2014 Taxation Year.

Whereas the Town of Sedgewick has prepared and adopted detailed estimates of the municipal revenues and expenditures as required at the Council meeting held on April 8th, 2014 and;

Whereas the estimated municipal expenditures and transfers set out in the budget for the Town of Sedgewick for 2014 total \$2,550,889; and

Whereas the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$1,813,629 and the balance of \$737,260 is to be raised by general municipal taxation; and

Whereas the 2013 requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farmland	\$165,767
Non-Residential	<u>\$ 49,970</u>
Sub-Total	\$215,737

Seniors Foundation	\$ 19,602
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Whereas the Council of the Town of Sedgewick is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions, and;

Whereas, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000; and

Whereas Section 351 (1) of the Municipal Government Act provides that the Minimum Tax Bylaw: “may specify a minimum amount payable as property tax...” and the Town of Sedgewick has resolved to establish a minimum tax;

Whereas the assessed value of all property in the Town of Sedgewick as shown on the assessment roll is:

Residential/Farmland	\$65,630,980
Non-Residential	\$12,945,100
Linear	<u>\$ 1,451,800</u>
Total	\$80,027,880

Now therefore under the authority of the Municipal Government Act, the Council of the Town of Sedgewick, in the Province of Alberta enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property shown on the assessment roll of the Town of Sedgewick:

	Tax Levy	Assessment	Tax Rate
ASFF			
Residential/Farmland	\$165,797	\$65,630,980	2.5285
Non-Residential/Linear	<u>\$ 49,970</u>	<u>\$14,396,900</u>	3.4769
Total	\$215,737	\$80,027,880	
Senior Foundation			
Residential/Farmland	\$ 16,076	\$65,630,980	0.24495
Non-Residential/Linear	<u>\$ 3,526</u>	<u>\$14,396,900</u>	0.24495
Total	\$19,602	\$80,027,880	
General Municipal			

Town of Sedgewick – 2014 Tax Rate Bylaw#510

Residential/Farmland	\$495,514	\$65,630,980	7.5500
Non-Residential/Linear	<u>\$138,066</u>	<u>\$14,396,900</u>	9.5900
Total	\$633,580	\$80,027,800	

2. The minimum amount payable as property tax for general municipal purposes shall be:

	Tax Rate	Tax Levy
Vacant Residential	\$700	\$ 15,095
Vacant Non-Residential	\$700	\$ 12,205
Occupied Residential	\$1,000	\$ 63,627
Occupied Non-Residential/Linear	\$1,000	\$ <u>12,753</u>
Total		\$ 103,680

3. If any term of this Bylaw is found to be invalid, illegal, or unenforceable by a court or tribunal having the jurisdiction to do so, that term is to be considered to have been severed from the rest of this bylaw, and the rest of the bylaw remains in force unaffected by that finding or by the severance of that term.
4. That this Bylaw shall take effect on the date of the third and final reading.

READ a first time this 16 day of April, A.D. 2014.

READ a second time this 16 day of April, A.D. 2014.

READ a third time this __ day of_____, A.D. 2014.

CLEM ST. PIERRE, MAYOR

AMANDA DAVIS, CAO

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Town of Sedgewick
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Account # / Description	Last Year Budget	Last Year Actual	Proposed Budget	Change Over Last Year	% Change
General Municipal Revenues					
100110 - Tax Levy - Minimum Municipal Tax	84,201			(84,201)	
100111 - Tax Levy - ASFF - Residential	170,160	170,215	165,767	(4,393)	2.58-
100112 - Tax Levy - ASFF - Non-Residential	49,593	49,518	49,970	377	0.76
100113 - Tax Levy - Seniors' Housing	16,603	16,605	19,602	2,999	18.06
100114 - Tax Levy - Linear Assessment	15,196	15,795		(15,196)	
100115 - Tax Levy - Residential Assessment	502,852	566,458		(502,852)	
100116 - Tax Levy - Commercial Assessment	112,155	131,263		(112,155)	
100201 - Federal G.I.L.	940	940		(940)	
100510 - Penalties And Costs	14,000	18,358	16,000	2,000	14.29
100520 - Legal Cost - Taxes	100	195	100		
100530 - Fortis AB Franchise Fee	27,000	25,094	27,000		
100551 - Dividend Income	5,600	5,166	5,500	(100)	1.79-
100552 - Royalties Income	30	2,455	30		
100920 - HTA Fines	4,000	1,983	2,000	(2,000)	50.00-
Total General Municipal Revenues:	1,002,430	1,004,045	285,969	(716,461)	
General Administration					
112210 - BRCU Interest	15,000	17,077	15,000		
112410 - Misc. Admin. Rev.	2,000	232,557	2,000		
112560 - Bdlg/Land Rental	49,000	50,302	5,000	(44,000)	89.80-
112561 - Machine Rentals (Copies/Fax)	100	128	100		
112920 - Drawn From Operating Reserves			6,000	6,000	100.00-
Total General Administration:	66,100	300,064	28,100	(38,000)	
Fire And Prevention Services					
123410 - Fire Fees Charged	8,000	10,382	8,000		
123412 - Misc. Fire Revenues	7,750		1,000	(6,750)	87.10-
123590 - County Agreement	10,000	10,000	10,000		
123592 - County Operating Grant	29,700	17,920	26,735	(2,965)	9.98-
123920 - Tfr. From Reserves	11,000	11,000	15,000	4,000	36.36
Total Fire And Prevention Services:	66,450	49,302	60,735	(5,715)	
Disaster & Emergency Services					
124840 - Prov. Disaster Services Grant			10,000	10,000	100.00-
Total Disaster & Emergency Services:			10,000	10,000	
Ambulance Services					

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Town of Sedgewick
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Account # / Description	Last Year Budget	Last Year Actual	Proposed Budget	Change Over Last Year	% Change
By-Laws Enforcement And Other					
126510 - Municipal BEO Fines	750	225	500	(250)	33.33-
126521 - Permits - Bldg., Gas, Electric, Plumbing	2,000	3,967	3,000	1,000	50.00
126522 - Hawkers/Pedlar License	150	350	150		
126525 - Animal Licenses	2,000	1,788	1,600	(400)	20.00-
Total By-Laws Enforcement And Other:	4,900	6,330	5,250	350	
Roads, Streets, Walks, Lights					
132232 - Misc. PW Revs	500	600	500		
132561 - Machine Rentals	3,500	3,150	3,500		
132590 - Other Revenues		1,228			
132840 - Prov. Cond. Grants BMTG	51,420	51,420	51,420		
132890 - FGTF/NDCC Grant			50,000	50,000	100.00-
132921 - Transfer from Capital Reserves	15,000		20,000	5,000	33.33
Total Roads, Streets, Walks, Lights:	70,420	56,398	125,420	55,000	
Storm Sewers And Drainage					
Water Supply And Distribution					
141410 - Sale Of Water	120,000	106,534	110,000	(10,000)	8.33-
141510 - Water Penalties	700	413	500	(200)	28.57-
141590 - Bulk Water Revs	5,000	5,373	5,000		
141820 - Water Infrastructure Renewal	60,960	61,541	60,960		
141825 - Water Meter Replacement Reserve	22,680	22,931	22,680		
141840 - Provincial Conditional Grants	28,880	159,165		(28,880)	
141920 - Tfr From Reserves	25,320			(25,320)	
Total Water Supply And Distribution:	263,540	355,957	199,140	(64,400)	
Sewage Service And Treatment					
142410 - Sewer Service Fees	120,000	120,103	120,000		
142510 - Sewer Penalties	500	403	400	(100)	20.00-
142590 - Sewer-Misc. Revenue		300			
142820 - Sewer Infrastructure Renewal	51,000	51,739	51,000		
142830 - Conditional Grants - Federal	50,000	50,000		(50,000)	
142840 - Provincial Grant - Operating	2,770			(2,770)	
142920 - Transfer from Reserves	3,060		7,700	4,640	151.63
Total Sewage Service And Treatment:	227,330	222,545	179,100	(48,230)	

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Garbage Collection & Disposal					
143410 - Collection And Disposal Fees	127,980	129,541	129,600	1,620	1.27
143510 - Garbage Penalties	300	441	300		
Total Garbage Collection & Disposal:	128,280	129,982	129,900	1,620	
Family & Community Support					
Cemetery					
156410 - Plot Sales	1,200	2,025	1,500	300	25.00
156415 - Memorial Book Sales	150	50	150		
156510 - Goods & Services	1,200	775	3,350	2,150	179.17
Total Cemetery:	2,550	2,850	5,000	2,450	
Municipal Planning & Zoning					
163800 - Economic Development Activities		500			
163840 - Conditional Grant - Provincial	1,800	2,000	2,000	200	11.11
Total Municipal Planning & Zoning:	1,800	2,500	2,000	200	
Subdiv. Land And Developments					
166410 - Sales Of Land		20,600			
166920 - Land - Misc. Revenue			102,885	102,885	100.00-
166940 - Contrib. from Capital	72,000		59,600	(12,400)	17.22-
Total Subdiv. Land And Developments:	72,000	20,600	162,485	90,485	
Recreation/Parks Facilities					
172410 - Recreation Land Rental	500	500	500		
172540 - Rec.Subdivision Reserve Int.		35			
172590 - Other Revenues		8,500	46,000	46,000	100.00-
172840 - MRTA Grants	10,000	10,000		(10,000)	
172842 - S.T.E.P. Grant	5,400		5,400		
172920 - Tfr. From Reserves	1,000		19,400	18,400	###.##
Total Recreation/Parks Facilities:	16,900	19,035	71,300	54,400	
Culture: Hall, Library, Etc.					
Gas Production & Distribution					
191410 - Sale Of Gas	383,180	379,544	450,450	67,270	17.56
191411 - Gas S/C	91,400	90,688	89,280	(2,120)	2.32-
191413 - Nat.Gas - Town Facilities	6,000	5,357	6,000		

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191510 - Gas Penalties	1,500	1,537	1,500		
191550 - Return on Investment		(266)			
191590 - Gas Install.& Misc. Revs	3,000	5,482	3,000		
Total Gas Production & Distribution:	485,080	482,342	550,230	65,150	
Revenue Totals:	2,407,780	2,651,950	1,814,629	(593,151)	
Requisitions					
202740 - WCPA Requisition	1,570	1,571	1,570		
202741 - ASFF Non Res	49,593	49,593	49,970	377	0.76
202750 - ASFF Res/Farm	170,160	170,160	165,767	(4,393)	2.58-
202751 - Seniors' Housing (FRHG)	16,603	16,603	19,602	2,999	18.06
Total Requisitions:	237,926	237,927	236,909	(1,017)	
Council And Other Legislative					
211130 - Clr. - Employer Contrib.	500	393	500		
211151 - Clr Fees - Taxable	35,000	27,343	37,305	2,305	6.59
211152 - Clr Fees - Non-Taxable	17,000	13,544	16,305	(695)	4.09-
211211 - Travel/Subs.	8,000	12,739	7,000	(1,000)	12.50-
211212 - Education	4,000	1,742	2,500	(1,500)	37.50-
211274 - Insurance	450	490	490	40	8.89
211510 - Council Supplies			1,000	1,000	100.00-
Total Council And Other Legislative:	64,950	56,251	65,100	150	
General Administration					
212110 - Salaries	131,000	117,996	159,913	28,913	22.07
212120 - Salaries - Prt.Time	3,750	3,709	3,710	(40)	1.07-
212130 - Employer Contrib.	29,700	21,253	36,321	6,621	22.29
212131 - WCB	4,500	3,737	4,500		
212211 - Travel/Subs.	3,500	2,570	3,500		
212212 - Education/Training	5,900	5,776	5,900		
212213 - Occupational Health & Safety	500			(500)	
212215 - Freight	200	151	200		
212216 - Postage	1,400	1,638	1,400		
212217 - Telephone	3,700	3,968	4,900	1,200	32.43
212218 - Internet/Website Costs	1,000	729	800	(200)	20.00-
212220 - Advertising, Printing, Etc.	6,000	5,678	6,000		
212221 - Municipal Memberships	2,300	2,691	2,800	500	21.74

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212230 - Audit Fees	8,900		11,000	2,100	23.60
212231 - Assessor	11,600	12,104	12,000	400	3.45
212232 - Legal & LTO	1,000	371	1,000		
212250 - Buildings R&M	2,000	2,002	1,000	(1,000)	50.00-
212251 - Equipment R&M Contracted	7,500	5,063	13,500	6,000	80.00
212274 - Insurance	12,000	11,291	12,000		
212290 - Other Spec./Prof. Services	1,000	25	500	(500)	50.00-
212400 - Bad Debts		379			
212510 - Office Supplies	5,000	5,974	5,000		
212511 - Janitorial Supplies	750	880	750		
212540 - Electricity	2,300	1,765	1,600	(700)	30.43-
212541 - Natural Gas	900	560	900		
212762 - Cont. Capital		1,127			
212810 - Short-Term Borrowing Costs	150	37	150		
212910 - Tax Rebates & Discounts (ARB/MGB)	500		500		
212961 - Contrib.Office Equip.Reserves	1,000		1,000		
212964 - Transfer to Reserve	45,000			(45,000)	
Total General Administration:	293,050	211,474	290,844	(2,206)	
Admin. Other - Election					
219150 - Election Officer Fees	400	762	400		
219290 - Election Costs	600	150	150	(450)	75.00-
219510 - Election Supplies	200			(200)	
Total Admin. Other - Election:	1,200	912	550	(650)	
Police Services					
221350 - Flagstaff Constable Contract	6,700	6,464	6,700		
Total Police Services:	6,700	6,464	6,700		
Fire And Prevention Services					
223120 - Fire Fighter Fees	21,050	23,289	25,000	3,950	18.76
223130 - Employer Contributions	500	273	500		
223211 - Subs/Km/Misc.	1,500	650	1,000	(500)	33.33-
223212 - Education/Training	5,000	10,510	8,000	3,000	60.00
223213 - Occupational Health & Safety	3,100	346	2,500	(600)	19.35-
223215 - Freight	250	364	200	(50)	20.00-
223217 - Phones/Alarm	5,500	4,871	5,900	400	7.27
223218 - Internet Costs	1,000	400	470	(530)	53.00-
223230 - EMS Regional Dispatch Costs	2,520	2,529	2,650	130	5.16

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Account # / Description	Last Year Budget	Last Year Actual	Proposed Budget	Change Over Last Year	% Change
223250 - Building R&M (Contractor)	500	6,142	15,250	14,750	###.##
223251 - Machine R&M	1,000	2,020	1,500	500	50.00
223252 - Machine R&M (County)	3,000	1,885	2,500	(500)	16.67-
223274 - Insurance	3,700	3,323	3,700		
223350 - Rescue Unit Req.	1,600	2,391	2,400	800	50.00
223510 - Gen. Goods & Services	13,100	2,966	5,000	(8,100)	61.83-
223511 - Vehicle Fuel	600	579	600		
223512 - Vehicle Fuel (County)	600	490	600		
223540 - Electricity	4,000	2,726	2,150	(1,850)	46.25-
223541 - Natural Gas	1,500	1,131	1,500		
223762 - Contrib. To Capital	4,500	9,356	4,000	(500)	11.11-
223764 - Cont.To Cap. Reserves-Town/County	10,000	10,000	10,000		
223766 - Transfer to Capital Reserve	10,000	5,000	5,000	(5,000)	50.00-
Total Fire And Prevention Services:	94,520	91,241	100,420	5,900	
Disaster & Emergency Services					
224510 - Gen. Goods & Services	100	191	500	400	400.00
224512 - Training/Education			1,500	1,500	100.00-
224762 - Contrib. To Cap.			10,000	10,000	100.00-
Total Disaster & Emergency Services:	100	191	12,000	11,900	
By-Laws Enforcement And Other					
226234 - Animal Control	350	169	350		
226355 - BEO Contract	500		500		
Total By-Laws Enforcement And Other:	850	169	850		
Roads, Streets, Walks, Lights					
232110 - Salaries	58,000	49,459	69,170	11,170	19.26
232120 - Salaries Prt-Time	16,500	554	2,000	(14,500)	87.88-
232130 - Employer Contributions	14,000	9,023	18,702	4,702	33.59
232211 - Travel/Subs.	4,000	532	3,500	(500)	12.50-
232212 - Education/Training	3,200	1,695	3,200		
232215 - Freight	800	584	800		
232217 - Telephone	2,900	2,611	3,700	800	27.59
232250 - Buildings R&M	1,000	843	1,000		
232251 - Machine R&M Contracted	20,000	19,496	15,000	(5,000)	25.00-
232252 - Streets/Sidewalks/Curbs R&M	30,000	35,149	30,000		
232253 - CPR Xing Maint.	20			(20)	
232274 - Insurance	7,100	7,531	7,100		

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232510 - Sm.Equip/Misc.Supplies	3,500	1,707	8,500	5,000	142.86
232511 - Vehicle Fuel	18,000	12,491	15,000	(3,000)	16.67-
232512 - Shop Tools	1,500	1,703	1,500		
232540 - Electricity	2,600	2,334	2,050	(550)	21.15-
232541 - Natural Gas	2,500	2,367	2,500		
232542 - Street Lites	57,000	50,563	44,800	(12,200)	21.40-
232630 - Equipment Purchases	15,000		20,000	5,000	33.33
232760 - Contrib. - Truck Reserve	7,500	7,500	7,500		
232762 - Contr. To Infrastructure Cap. Res.	10,000	10,000	10,000		
232769 - Contrib. to PW Building Res.	5,000	5,000	5,000		
232770 - BMTG + Int Tfr to Reserves	51,420		51,420		
232780 - NDCC Grant + Int			50,000	50,000	100.00-
232831 - Debenture - Interest	4,400	4,786	3,000	(1,400)	31.82-
232832 - Debenture - Principle	82,100	81,693	83,700	1,600	1.95
232920 - Cont To PW Equip.Res	10,000	10,000	10,000		
Total Roads, Streets, Walks, Lights:	428,040	317,621	469,142	41,102	
Airport Services					
Storm Sewers And Drainage					
237251 - Rpr. & Maint.	500		500		
Total Storm Sewers And Drainage:	500		500		
Water Supply And Distribution					
241110 - Salaries And Wages	19,250	19,922	19,008	(242)	1.26-
241130 - Employer Contributions	4,700	4,893	5,312	612	13.02
241215 - Freight	2,000	2,731	2,500	500	25.00
241217 - Telephone	1,000	796	1,000		
241218 - WTP Internet	1,000	325	700	(300)	30.00-
241235 - Water Meter Reading Fees	1,800	1,800	1,800		
241250 - Building R&M	16,500	6,271	1,000	(15,500)	93.94-
241251 - Equipment R&M Contracted	36,000	8,539	25,000	(11,000)	30.56-
241274 - Insurance	850	800	850		
241510 - Gen. Goods & Services	5,000	7,373	5,000		
241530 - Chemicals	10,000	6,299	8,000	(2,000)	20.00-
241540 - Electricity	17,000	13,189	11,600	(5,400)	31.76-
241541 - Natural Gas	2,000	1,281	1,500	(500)	25.00-
241762 - Contrib. To Capital	54,200	20,948	10,000	(44,200)	81.55-
241765 - Transfer to Capital Reserves	60,960		60,960		

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Account # / Description	Last Year Budget	Last Year Actual	Proposed Budget	Change Over Last Year	% Change
241766 - Transfer to Res. - WMF	22,680		22,680		
Total Water Supply And Distribution:	254,940	95,167	176,910	(78,030)	
Sewage Service & Treatment					
242110 - Salaries	19,250	19,945	21,723	2,473	12.85
242130 - Employer Contributions	4,700	4,247	5,312	612	13.02
242217 - Telephone/Alarm	1,800	1,638	1,800		
242250 - Building R&M	1,000	70	500	(500)	50.00-
242251 - Equipment R&M Contracted	11,800	1,631	19,500	7,700	65.25
242274 - Insurance	500	442	500		
242510 - Supplies	200		150	(50)	25.00-
242540 - Electricity	3,500	3,106	2,500	(1,000)	28.57-
242541 - Natural Gas	1,000	604	750	(250)	25.00-
242762 - Contrib. To Capital	55,833	381		(55,833)	
242930 - Tfr. To Infra.Reserve	51,000		51,000		
Total Sewage Service & Treatment:	150,583	32,064	103,735	(46,848)	
Garbage Collection & Disposal					
243350 - FRSWMA Requisition	122,000	121,984	124,835	2,835	2.32
243510 - General Goods & Services	1,500	963	2,325	825	55.00
Total Garbage Collection & Disposal:	123,500	122,947	127,160	3,660	
Family And Community Support					
251350 - FFCS Req.	6,450	6,428	6,450		
251356 - Community Resource Officer	5,350	5,142	5,350		
Total Family And Community Support:	11,800	11,570	11,800		
Cemetery					
256250 - Rpr.& Maint.			2,500	2,500	100.00-
256510 - Gen. Goods & Services	550	180	500	(50)	9.09-
256762 - Contrib. to Capital	1,000	1,000	1,000		
Total Cemetery:	1,550	1,180	4,000	2,450	
Mun. Planning & Zoning, Etc.					
261510 - ARB Costs - LARB, CARB	2,200		2,200		
Total Mun. Planning & Zoning, Etc.:	2,200		2,200		
Economic Development					
263350 - BRAED Membership	470	471	560	90	19.15

Report Date
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Town of Sedgewick
Working Budget
Scenario 1 - Based on last year actual

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Account # / Description	Last Year Budget	Last Year Actual	Proposed Budget	Change Over Last Year	% Change
263360 - FIP Membership	5,130	5,130	5,130		
263510 - Goods & Supplies	6,000	6,679	4,000	(2,000)	33.33-
Total Economic Development:	11,600	12,280	9,690	(1,910)	
Subdiv. Land And Developments					
266200 - Gen. Service Contr.	82,000	24,546	59,600	(22,400)	27.32-
266211 - D.A.B. & S.A.B Fees	500		500		
266640 - Land for Own Use			118,928	118,928	100.00-
Total Subdiv. Land And Developments:	82,500	24,546	179,028	96,528	
Recreation & Parks Facilities					
272110 - Salaries - Fulltime	19,250	19,962	57,743	38,493	199.96
272120 - Salaries - Prt-Time	15,300	10,784	15,539	239	1.56
272130 - Employer Contrib.	5,600	5,327	9,178	3,578	63.89
272220 - Advert/Promo/Rec	5,000	1,600	4,000	(1,000)	20.00-
272230 - Audit Fees	2,400			(2,400)	
272251 - Equipment R&M			1,000	1,000	100.00-
272252 - Building R&M	1,000	32,308		(1,000)	
272260 - Parks Improvements	11,000	1,415	61,400	50,400	458.18
272274 - Insurance	19,500	19,359	19,500		
272510 - Gen. Goods & Services	500	3	500		
272540 - Electricity	2,300	1,912	1,700	(600)	26.09-
272541 - Rec Centre - Water	3,750	467	3,750		
272761 - Lake Capital Grant		2,000	10,000	10,000	100.00-
272765 - Tfr To Subdivision Rec Reserve		34			
272769 - Contrib. to Rec Reserves	10,000	10,000	10,000		
272770 - Grant - Lake Park Operating	750		750		
272779 - Rec Centre Grant - Ag Society Rent	500	500	500		
272790 - Grant -Recreation Centre Operating	100,000	67,692	61,375	(38,625)	38.63-
272795 - MRTA Grants	10,000	10,000		(10,000)	
Total Recreation & Parks Facilities:	206,850	183,363	256,935	50,085	
Culture: Hall, Library, Etc.					
274220 - Membership/Advert/Promo	30		30		
274274 - Insurance	2,050	1,957	2,050		
274770 - Grant - Library	6,550	6,550	6,550		
274771 - Grant - Hall Operating	4,000	4,000	4,000		
274774 - P.R.L. Req.	6,300	6,239	6,450	150	2.38
Total Culture: Hall, Library, Etc.:	18,930	18,746	19,080	150	

Report Date
4/14/2014 8:37 AM

Town of Sedgewick
Working Budget
Scenario 1 - Based on last year actual

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Account # / Description	Last Year Budget	Last Year Actual	Proposed Budget	Change Over Last Year	% Change
Gas Production & Distribution					
291110 - Salaries	14,000	14,922	15,167	1,167	8.34
291130 - Employers Contrib.	2,900	3,448	3,369	469	16.17
291215 - Freight	500	320	300	(200)	40.00-
291216 - Postage	3,330	3,684	5,000	1,670	50.15
291220 - Advert/Printing	500	28	400	(100)	20.00-
291230 - Audit	2,200		2,200		
291250 - Gas System R&M	26,000	6,049	14,500	(11,500)	44.23-
291251 - Mach. R&M	3,000	6,322	8,370	5,370	179.00
291260 - New Install. Costs	2,700	4,407	2,700		
291290 - Taxes/Misc.	8,500	8,501	8,700	200	2.35
291350 - Admin. Costs	71,740	71,857	72,930	1,190	1.66
291510 - Gen. Goods & Services	1,000		1,000		
291532 - Gas Purch For Resale	278,520	279,819	343,200	64,680	23.22
291541 - Natural Gas	600	375	500	(100)	16.67-
Total Gas Production & Distribution:	415,490	399,732	478,336	62,846	
Oper. Contingencies Reserves					
Expense Totals:	2,407,779	1,823,845	2,551,889	144,110	
Net Surplus (Deficit):	1	828,105	(737,260)	(737,261)	

Accounts Printed: 250

Request for Decision (RFD)

Topic: Traffic Amendment – Resident Complaint
Initiated by: MOTION 2014.04.23
Prepared by: Amanda Davis
Attachments: Resident Complaint

Recommendations:

That Council provide direction on their intent to further address MOTION 2014.04.23.

Background:

2014.04.23 MOTION by Clr. F. Watkins that Council authorize the replacement of the 3-Way STOP at the intersection of 51st Avenue and 45th Street in Sedgewick and further place a STOP sign on 51st Avenue East and two YIELD signs going North and South on 45th Street.

CARRIED.

Current:

Administration received the attached complaint via email after speaking with Mr. Specka on April 22nd, 2014 following the above noted traffic amendment.

To be brought to attention to council:

- the removal of the Yield signs at the corner of 45th street and 51st avenue, and replace back to Stop signs.

The concern of the change in traffic signal:

- I have 2 small children at that intersection.
- this has a safety issue of people driving through and not taking the time to look.
- speeding will increase through that area, increasing the chances of my family or others to be harmed or seriously injured.

To address the concern of the new Yield sign of prior vote:

- to fix the problem of people not obeying the traffic signs that were in place, by putting a Yield sign in place so that people don't have to stop.

Safety concerns:

- this seems to be a problem with the town of not recognizing that an easier way is not the better way.
- adding rumble strips to all 3 corners would help, instead of a "green light" to go faster through the intersection.
- adding a 30km/h sign for the full length of 45th street, which in turn may help with people driving off of the corner to the south.
- last but not least, i don't believe that anyone on this street would vote to have those stop signs changed to yield signs, fix the problem not make it worse.

Thank you for your time,
Concerned parent
Aaron Specka

On Apr 22, 2014, at 3:14 PM, "Amanda Davis, CAO - Town of Sedgewick" <sedgewick.cao@persona.ca>

Request for Decision (RFD)

Topic: FIP Protocol for Regional Cooperation - *Revised*
Initiated by: FIP
Prepared by: Amanda Davis
Attachments: Revised Protocol

Recommendations:

That the Town of Sedgewick approve the revised Protocol for Regional Cooperation with the following amendments:

1. 2.2.1.5 state “CAO’s shall attend all Steering Committee meetings as support”
 2. 6.4.4 state “...within ten (10) working days” not “...ten (1) working days”
-

Background:

The FIP Committee has forwarded the attached Protocol for Regional Cooperation with all of the changes as recommended by member municipalities for Council review.

The CAO Group thoroughly discussed this agreement during the April 10th meeting.

Current:

Administratively, the only point of contention that needs to be addressed is Section 2.2.1.5.

Sedgewick’s recommendation states: “CAO’s shall attend all Steering Committee meetings as support”.

Hardisty & Lougheed’s recommendation states: “CAO’s shall attend all Steering Committee meetings to support their elected officials but are not to be active participants in the process”.

Sedgewick’s request permits the CAO as part of the Steering Committee and to provide support;

Vs

Hardisty/Lougheed request permits the CAO to attend all Steering Committee meetings but shall not be active participants meaning that CAO’s are not to speak unless addressed and authorized by elected officials.

I have reason to believe that from time to time there have been certain CAO’s that have become very vocal at FIP meetings, with that being said this may be Hardisty/Lougheed’s attempt to mitigate such issues in the future.

The down side is that without administrative support projects may not be clearly defined and understood. Collectively we need to find the right balance politically and administratively.

**FLAGSTAFF INTERMUNICIPAL PARTNERSHIP
PROTOCOL FOR REGIONAL COOPERATION**

BETWEEN:

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

Comment [C1]: Requested by Heisler supported by all other respondents

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

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

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

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

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

- Identifying general conditions (Section 7) to guide regional cooperation efforts

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

1.0 GUIDING PRINCIPLES

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

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

2.0 STRUCTURE

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

2.1 Steering Committee

2.1.1 The membership of the Steering Committee is made up of ~~the Chief Elected Official (CEO) (Reeve or Mayors)~~ **one elected official, as appointed by their individual council during their annual Organization Meeting,** from the eleven parties. An alternate elected official may attend Steering Committee meetings from time to time when the CEO is not available.

~~2.1.2~~ **2.1.2** ~~The Steering Committee shall be referred to as the Flagstaff Intermunicipal Partnership Committee.~~

~~2.1.3~~ **2.1.3** The Steering Committee is responsible to:

~~2.1.3.1~~ **2.1.3.1** Coordinate regional cooperation efforts and Regional Cooperation Forum meetings;

~~2.1.3.2~~ **2.1.3.2** Suggest opportunities for cooperation and information dissemination;

~~2.1.3.3~~ **2.1.3.3** Develop work plan(s) for the review and consideration of the parties;

~~2.1.3.4~~ **2.1.3.4** Facilitate decision-making by Councils on regional cooperation initiatives;

~~2.1.3.5~~ **2.1.3.5** Select a Chairperson as a spokesperson and to chair meetings.

2.2 Chief Administrative Officers (CAO) Committee

2.2.1 The CAOs of each party are responsible to meet regularly to:

2.2.1.1 Support the Steering Committee;

2.2.1.2 Annually assess the performance of the Coordinator (see below);

2.2.1.3 Coordinate efforts to implement the work program;

2.2.1.4 Prepare or review reports on shared service projects;

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Comment [C2]: Requested by Killam and Loughheed

Comment [C3]: Requested by Sedgewick

~~2.2.1.4~~ 2.2.1.5 CAOs shall attend all Steering Committee meetings to support their elected official but are not to be active participants in the process, as support.

2.3 Coordinator

2.3.1 The designated Coordinator is the party which has agreed to undertake the management role and is responsible to:

2.3.1.1 Coordinate administrative support to the Steering Committee;

2.3.1.2 Work with the Chairperson to prepare notice of meetings and agendas;

2.3.1.3 Oversee the development and implementation of the regional cooperation strategy.

2.4 Regional Cooperation Forum

2.4.1 The Regional Cooperation Forum is made up of all elected officials of each party and is expected to meet semi-annually to:

2.4.1.1 Assess the progress of regional collaboration efforts;

2.4.1.2 Evaluate shared services and determine areas for attention;

2.4.1.3 Examine and determine strategic opportunities for cooperation;

2.4.1.4 Establish a schedule for regular meetings;

2.4.1.5 Adopt a communications strategy for joint decisions;

2.4.1.6 Review and approve the regional cooperation strategy.

Comment [C4]: Requested by Loughheed that CAOs not be participants in discussions unless requested by their elected official

Comment [C5]: Requested by Sedgewick to have CAOs as support only

Comment [C6]: Requested by Forestburg

Comment [C7]: Killam does not wish to see the name changed from FIP

Comment [C8]: Requested by Forestburg

3.0 COMMUNICATIONS

3.1 Steering Committee

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

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

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

3.2 Referrals

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

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

4.0 SHARED SERVICES AND STRATEGIC TOPICS

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

4.1.1 A Shared Service candidate is a service or program that one or more parties provide or may want to apply.

- 4.1.2** A Strategic Topic is an issue or opportunity that one or more parties want to address.
- 4.1.3** Shared Service or Strategic Topic criteria (Display 1) are intended to be used to:
 - 4.1.3.1** Evaluate the success likelihood of a potential area for regional cooperation;
 - 4.1.3.2** Clarify expectations of the parties if the topic is addressed;
 - 4.1.3.3** Identify requisite conditions for success at the start of an initiative;
 - 4.1.3.4** Explore the actions required to sustain the initiative.
- 4.1.4** Shared Service candidates offered by any party are expected to be:
 - 4.1.4.1** Assessed by the party suggesting the candidate;
 - 4.1.4.2** Submitted with supporting documentation of the area assessment;
 - 4.1.4.3** Discussed with potential regional cooperation parties before detailed analysis;
 - 4.1.4.4** Reviewed at a CAO meeting prior to a Steering Committee meeting;
 - 4.1.4.5** Considered at a Regional Cooperation Forum, where possible.

5.0 PROJECT PROCESS

- 5.1** The parties agree to the following steps for identifying, selecting, implementing and monitoring shared services and strategic topics for regional cooperation.
- 5.2** Shared Services
 - 5.2.1** A notice of initiative is provided by the initiating party when it wants to examine a service with regional cooperation potential or possible jurisdictional implications, by submitting a written notification to all other parties. The notification must be supported by a Council Resolution. Wherever possible, the idea should be introduced at a Regional Cooperation Forum.
 - 5.2.2** Other parties indicate their interest and/or concerns to the initiating party about the proposed regional cooperation project, so that they can be addressed or acknowledged in the preliminary examination, within forty-five (45) days.
 - 5.2.3** The initiating party conducts a preliminary examination using the regional cooperation candidate criteria contained in Section 4.1.3 in partnership with other interested parties.
 - 5.2.4** The initiating party is responsible to coordinate a discussion of the regional cooperation project with the other parties by:
 - 5.2.4.1** Providing a written report of its preliminary examination to all other parties;
 - 5.2.4.2** Placing a matter on the Steering Committee meeting agenda for direction;
 - 5.2.4.3** Facilitating discussion at a regular or special Regional Cooperating Forum.
 - 5.2.5** Two (2) or more parties may pursue the feasibility of a regional cooperation project by way of a "Feasibility Memorandum" to include (but not limited to):
 - 5.2.5.1** Scope for the feasibility analysis and concerns of other parties to be addressed;
 - 5.2.5.2** Degree to which fiscal and human resources will be cost shared by the parties.
 - 5.2.6** The Feasibility Stage produces a detailed business plan to include:
 - 5.2.6.1** Resolution of key requirements to sustain the regional cooperation initiative;
 - 5.2.6.2** Identification of critical success indicators to be achieved and monitored;

Comment [C9]: Requested by Killam that only projects with more than 50% participation will be FIP projects / less than 50% would be a non-FIP project

5.2.6.3 Preparation of a draft shared services contract.

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

5.2.7.1 Reviewed by the CAOs (and legal counsel) on behalf of all or each party;

5.2.7.2 Ratified by a resolution (or bylaw) by the respective parties.

5.2.8 The shared service contract must include implementation considerations such as:

5.2.8.1 Identification of the lead party designate(s) responsible for implementation;

5.2.8.2 Success indicators and desired results to evaluate the initiative;

5.2.8.3 Sharing of financial resources and other organizational resources.

5.3 Strategic Topics

5.3.1 Strategic Topics may be introduced at a Forum through the Steering Committee to:

5.3.1.1 Discuss its scope and possible strategies with required resources and actions;

5.3.1.2 See if at least two (2) parties wish to place it on the Regional Cooperation Work Program.

6.0 CONCERNS PROCESS

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

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

6.1.1.1 An individual Councillor or CAO must raise their concern with their own Council;

6.1.1.2 A Council Resolution is required for a party to take action;

6.1.1.3 The 'complaint' party is to give a response time frame within ten (10) working days;

6.1.1.4 A ninety (90) day requirement for the issue to be addressed by the parties;

6.1.1.5 Provision of rationale for extensions to the above ninety (90) day response requirement;

6.1.1.6 The 'complaint' party is expected to bring the complaint to the Steering Committee;

6.1.1.7 The Steering Committee will monitor the follow-up to complaints.

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

6.2.1 A CEO of one party may facilitate discussions with other parties;

6.2.2 Discussion at the Steering Committee meetings in an attempt to resolve the matter;

6.2.3 Retain a third party to facilitate a resolution process; and/or

6.2.4 Agree to a legal proceeding to decide on the matter.

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

6.3.1 Modifications to service contract conditions;

6.3.2 Significant change in an existing policy or a new proposed policy;

6.3.3 Reallocation of monies that exceed the approved authority level;

6.3.4 Adjustments to service levels that are not reflected in the contract.

6.4 The steps for dealing with complaints related to the Coordinator include:

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6.4.1 An individual Councillor or CAO must raise their concern with their own Council;

6.4.2 A Council resolution is required for a party to take action;

6.4.3 The 'complaint' party is required to provide to the Coordinator, in writing, a summary of the complaint and suggested action(s) to remedy the complaint;

6.4.4 The 'complaint' party is to be given a response timeframe within ten (1) working days;

6.4.5 The Coordinator will provide a response to the complaint, in writing, within sixty (60) days of receiving notice of the complaint issue.

6.5 The options for dealing with an unresolved conflict between the complaining party(ies) and the Coordinator include:

6.5.1 A CEO of one party may facilitate discussions with other parties;

6.5.2 Discussion at the Steering Committee meetings in an attempt to resolve the matter;

6.5.3 Retain a third party to facilitate a resolution process; and/or

6.5.4 Agree to a legal proceeding to decide on the matter.

Comment [C10]: Requested by Forestburg

7.0 CONDITIONS

- 7.1 Any party may withdraw from this protocol with six (6) months' notice to other parties.
- 7.2 The purpose of referrals is to provide parties with timely and sufficient information for meaningful consultative dialogue, prior to any of the parties making a decision which may impact upon the other party.
- 7.3 Notices and referrals referred to in the Protocol shall be delivered in writing to all the signatories to this agreement.
- 7.4 Nothing in this Protocol shall be constructed as to fetter the legislative discretion of the parties within their respective jurisdiction, or to oblige either party to pursue an action, the application of any laws, statutory or otherwise.
- 7.5 It is acknowledged that the spirit of this Protocol will be reflected in each of the party's best efforts rather than any enforceable obligations to implement its terms and conditions.
- 7.6 The Protocol may be amended upon agreement to all parties.

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

ASSENTED TO THIS _____ DAY OF _____, 2014 BY:

VILLAGE OF ALLIANCE

TOWN OF DAYSLAND

Mayor

Mayor

Chief Administrative Officer

Chief Administrative Officer

FLAGSTAFF COUNTY

VILLAGE OF FORESTBURG

Reeve

Chief Administrative Officer

VILLAGE OF HEISLER

Mayor

Chief Administrative Officer

VILLAGE OF GALAHAD

Mayor

Chief Administrative Officer

TOWN OF KILLAM

Mayor

Chief Administrative Officer

TOWN OF SEDGEWICK

Mayor

Chief Administrative Officer

Mayor

Chief Administrative Officer

TOWN OF HARDISTY

Mayor

Chief Administrative Officer

VILLAGE OF LOUGHEED

Mayor

Chief Administrative Officer

VILLAGE OF STROME

Mayor

Chief Administrative Officer

Comment [C11]: Requested by Heisler

Display 1

SHARED SERVICE REVIEW CRITERIA (DETAILS)

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

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

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Comment [C12]: Requested by Forestburg

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Request for Decision (RFD)

Topic: Community Resource Officer – Evaluation Request
Initiated by: FIRST
Prepared by: Amanda Davis
Attachments: 1. Evaluation Form – Questions for Funding Partners
2. CRO Highlights prepared by FFCS
3. CRO Job Description

Recommendations:
That Council jointly complete the Community Resource Officer Evaluation.

Background:

Joanne Steward has been contracted by the Flagstaff F.I.R.S.T Board to conduct an evaluation of the Flagstaff Community Resource Officer Program. She is in the process of gathering data for the Community Resource Officer evaluation requesting that each municipality provide their feedback about the program.

Attached is the evaluation form to be completed. Once she receives all the completed evaluation forms, she will begin analyzing all the data collected.

2011.06.508 MOTION by Clr. C. Gagnon that the Town of Sedgewick approves an extension of the Flagstaff Family and Community Services Community Resource Officer agreement from 2012-2016 on a maximum per capital basis of \$7. CARREID.

2014 Requisition = \$5,142 (\$6.00 per capita)

QUESTIONS FOR FUNDING PARTNERS

We are asking for your feedback about the Community Resource Officer program offered in Flagstaff County, of which you are a funding partner. Your responses will be kept confidential and only used for the purpose of program improvement. All responses will be grouped and no individual or organization identified.

1. What has been your connection with the Community Resource Officer Program?
2. What is your organization's understanding of how the Community Resource Officer program benefits the community?
3. Why is it important for your organization to be a part of the Community Resource Officer Program?
4. Please comment on the activities you are aware of that the Community Resource Officer has been involved with in your community. (For example, in-school activities, family violence prevention, community presentations, etc.) What has been successful and what do you suggest still needs to be addressed?
5. What do you consider the most valuable activity that you see the Community Resource Officer Program being involved with in the community?

6. As a partner, what is the best way for you to receive information about the program?
7. As a partner, what level of participation in the program do you consider appropriate for your organization?
8. Is there anything about the program that you would like to see improved?
9. Do you foresee your organization continuing to be a partner in this program? If so, for how long? Under what circumstances would you have to discontinue being a funding partner?
10. Is there anything else you would like to add?

Thank you for your feedback!!

- * VILLAGE OF ALLIANCE
- * TOWN OF DAYSLAND
- * FLAGSTAFF COUNTY
- * VILLAGE OF FORESTBURG
- * VILLAGE OF GALAHAD
- * TOWN OF HARDISTY
- * VILLAGE OF HEISLER
- * TOWN OF KILLAM
- * VILLAGE OF LOUGHEED
- * TOWN OF SEDGEWICK
- * VILLAGE OF STROME



"HELPING PEOPLE"

P.O. Box 450
4809 - 49 Avenue
Killam, Alberta
Canada T0B 2L0

Telephone 780-385-3976
1-800-297-6101
(Toll Free Within Flagstaff Area)
Email: ffcs@telusplanet.net

April 14th, 2014

To Town, Village and County Councillors;

We at FFCS and FIRST have realized that we are running into funding concerns with our Community resource Officer Program.

I am writing this letter to give you a "heads up" to the situation and to keep all communities well informed.

We have realized that since the program began in 2006, the original partners and funders have slowly dwindled. This has nothing to do with the program; it is the reality of the situation today that grants from many organizations are decreasing not increasing.

In 2014-2015 the Community Resource Officer program will cost Flagstaff \$148-thousand and the cost will increase again in 2015-2016. We as a community and partners are bringing in only \$109-thousand per year.

FFCS and FIRST are looking at ways to deal with the funding issue and will keep you informed through your Councillors who are members of the FFCS Board. There are a few options being explored presently.

At the same time an Evaluation of the program is taking place and many community members will be contacted by evaluator Joanne Stewart to take part in this process. Two of the questions she is asking are how important is this program to Flagstaff, and what would our community look like without the Community Resource Officer program.

We will endeavour to keep you updated on this matter as it plays out. We thank all of you for being partners in this project.

Sincerely;

Lynne Jenkinson, FFCS and FIRST

FLAGSTAFF FAMILY AND COMMUNITY SERVICES

Community Resource Officer Funding Past, Present and Future

- In 2006, the cost of the program was \$112-thousand a year, in 2014-2015 the program will cost \$148-thousand. This is 70% of the program cost as the contract with the RCMP and the Province, has the Federal Government pay the other 30%.
- The program costs have then, therefore increased 33% over the 8 years the program has been in existence with word from the RCMP/Solicitor General that the program costs will increase again next year, but they don't know by how much. (our guess is \$153-thousand for the program, an increase of \$5-thousand.) As an aside, since 2008 funding to the entire FCSS program Provincially has increased by 0% per year.
- Looking back from year to year on the Community Resource Funding, there is no steady increase, it changes each year, some years it was 7%, other years it was 4%, so hard to plan if you do not know what the increase will be.
- The RCMP will not provide an itemized breakdown of costs, they will just split out the cost of the Constable from the rest. This makes it very difficult to break down the program costs for grant budget templates that insist on very stringent rules.
- Since 2006, the partners have changed and this does not reflect on the Community Resource officer program itself, it reflects on the reality of funding available from different sources.
- 2006—the partners were the Municipalities who agreed to pay up to \$7 per person (the current cost is \$6 per person) Oil Consortium (gave \$11-thousand for the car, which as it turns out was part of the contract and not separate), AADAC--\$15,000 (AADAC no longer exists, it has been swallowed up by AHS), East Central Health--\$20-thousand (no longer exists and is now AHS with very little outside funding, in fact they very regularly come to FCSS to ask for funding for programs), Prevention of Family Violence and bullying--\$75-thousand(this is the current CCR grant of \$35-thousand and this year may be the final year for that grant). PDD also offered funding but we cannot nail down the exact amount as yet (PDD no longer funds outside programs, in fact they don't even fully fund their own PDD programs, that funding has been decreased dramatically in the last two years). Battle River School Division :\$20-thousand. This constitutes a decrease of more than \$75-thousand dollars per year, even as the costs of the program itself continue to increase.
- Current partners are: Municipalities at \$6 per person x 8471 = \$50,826, CCR \$35-thousand, BRSD \$20-thousand, Enbridge \$3-thousand
- Side note: at a cost of \$148-thousand a year for the program that means in a 40 hours week (2080 hours per year) losing the Community Resource Officer for one week (or 4 10 hour days) constitutes a loss of community funding of \$2846 per week. So even when funding is very tight, if that money is not paid back for a loss of hours, that is a great loss to the monetary portion of this program.

- The worse case scenario:

There are no other funds available as grants dry up and the Municipalities must pay for the program

To cover \$153-thousand per year it would be at a cost of \$18.07 per person

If we can continue to find other funding, which we currently have to the tune of \$58-thousand per year (CCR \$35-thousand, Enbridge \$3-thousand, BRSD \$20-thousand), the cost to the Municipalities would be \$11.21 per person.

2. OBLIGATIONS OF THE RCMP:

- 2.1 The RCMP member employed by the County will be under the direction and control of the NCO Killam/Forestburg RCMP Detachment.

The RCMP will be responsible for investigating public/internal complaints and administering any discipline in accordance with the RCMP Act and applicable RCMP Directives.

- 2.2 The role of the RCMP member under this MOU will be to provide an enhanced level of policing pursuant to the duties and responsibilities of a police officer under the Provincial Police Service Agreement between the Government of Canada and the Government of the Province of Alberta. The RCMP member shall not be required to perform any duties or provide any services which are not appropriate to the effective and efficient delivery of police services in the Province.

SCHOOL RESOURCE OFFICER ACTIVITIES:

- Serve as a positive role model/mentor to instill in students good moral standards, good judgment and discretion, respect for others, and sincere concern for the school community through formal/informal opportunities, learning experiences and extra-curricular activities.
- Establish a trusting channel of communication with the students, parents, and school staff.
- Reduce youth crime through counsel and teaching about the criminal justice system, and taking a personal interest in the students
- Participate in the school's multi-disciplinary teams which involve preparation and participation at meetings; providing individual advice; assisting in management plans for youth-at-risk; assist in mediation when necessary. The CRO may be asked to sit on sub-committees with the team where expertise of the CRO will be sought.
- Interprets the law consistent with RCMP training and police and assists in answering questions or concerns pertaining to law and police matters.
- Contribute to the promotion and programming of citizenship and positive character development at the 9 schools of service.
- Determine/interpret trends/issues at local schools and also provincially/nationally as it relates to matters within the scope of the Provincial Police Service Agreement. Consultatively develop pro-active strategies to address issues/situations.

- Develop/deliver instructional strategies and presentations to diverse age groups on a variety of subject matters
- Maintain and interpret statistical information, regarding the duties the CRO has undertaken as a result of this MOU constructing evaluative processes and compilation of information for a report as necessary.
- Enforce the Criminal Code, Provincial Statutes and Municipal By-Laws at the 9 schools of service, and within the Killam/Forestburg Detachment area when necessary.
- Assist in threat assessments at the schools up to the level of the CRO's training and RCMP policy.
- Attend Professional Development opportunities relative to his/her duties.
- Foster and develop relationships within and outside the learning community and act as a resource.
- Assist the community by offering expertise as a police officer and knowledge and/or experience as a CRO to participate in community events, initiatives, boards and interest groups which impact youth, children and the community as a whole.
- Attend some extra-curricular or school based events beyond the regular school hours.
- When needed; support, coordinate and schedule other RCMP members to deliver programs within the County of Flagstaff.
- Work with individuals, the schools' staff, students' committees, parents' committees and other community agencies or groups to promote a safe and healthy school environment, addressing trends and issues that arise within the School Community.

COMMUNITY RESOURCE OFFICER PROGRAMS

- During those days students are not attending Flagstaff County Schools Killam/Forestburg CRO will provide Crime Prevention Services to the Killam/Forestburg Detachment area and complete administrative duties in relation to the Community Resource Officer duties. Community Resource Officer duties outside the school setting will include but is not restricted to:
 - Enhancing the delivery of Policing Services in the area of Community Crime Prevention Programs.
 - Enhancing the delivery of Policing Services within the Killam/Forestburg Detachment area as directed by the Detachment Commander.
 - Enhancing the delivery of Policing Services in the area of visibility (enhanced visibility at specials events and Red Serge Appearances) within the Killam/Forestburg Detachment area.

- 2.3 The RCMP member will provide assistance or service in the following areas:
- a) Enforcement of all Federal and Provincial Statutes, the Criminal Code of Canada and County By-laws pertinent to public safety, traffic law enforcement and protection of County and public infrastructures.
- 2.4 The NCO Killam/Forestburg Detachment, or his designate, will provide the County with a quarterly activity / statistical report.
- 2.5 The RCMP will provide the County with a monthly shift schedule and will work with the County to provide timely services to key policing needs.
- 2.6 The RCMP member will assist other RCMP units during emergencies with the understanding that the RCMP will return services to the County in an amount equal to the time utilized by other units.
- 2.7 The RCMP will provide for the basic training and equipment needs for the member to perform those services directly related to enforcement of all Federal and Provincial Statutes and the Criminal Code of Canada.
- 28 The County will be consulted and may provide input on the selection process to fill these positions.

3. OBLIGATIONS OF FLAGSTAFF COUNTY:

The County will provide for any specialized training or equipment needs which may be required by the member to perform services directly related to the County requirements.

4. FINANCIAL ARRANGEMENTS:

The County shall be charged as per Sections 5 to 8 inclusive, as outlined in the Enhanced Policing Agreement between the Province of Alberta and Flagstaff County dated 1st day of June 2011.

5. TERM:

This Arrangement shall commence April 1, 2012 and expire on March 31, 2016.

Request for Decision (RFD)

Topic: Plan 3825P; Block 3; Lot 15 – Taxation/Assessment
Initiated by: MGA Sect. 347 (1) (b)
Prepared by: Amanda Davis
Attachments: 1. 1574958 Alberta Ltd. – Letter to Council
2. WAG Assessment Report

Recommendations:

That Council apply a credit of \$2,329.03 to Roll#20003036 800.

Background:

At the March 21st, 2013 Regular Council Meeting the following information was presented to Council and rejected:

Recommendation:

That Council reduce the taxable assessment on Plan 3825P, Block 3, Lot 15 from 210,180 to 51,160 in accordance with Sect. 347 (1) (b) of the MGA. (REJECTED)

Background:

On February 21st, 2013 the Pioneer Hotel burned to the ground. The hotels taxable assessment as of December 31st, 2013 is included in the municipal summary (land 51,160 and improvements 159,020 = 210,180). Pursuant to Section 289 (1) (2) (a) of the MGA, the hotel improvement assessment must remain on the assessment roll for the Town of Sedgewick for assessment year 2013.

Current:

In accordance with Section 347 (1) (b) of the MGA, Council has the authority to cancel or refund all or part of a tax.

Therefore, a reduction in assessment is recommended for Plan 3825P, Block 3, Lot 15:

Land & Improvements - 210,180
LESS Improvements - <159,020>

Proposed 2013 Assessment: 51,160

Current:

Plan 3825P; Block 3; Lot 15 is in property tax arrears – if the account is not cleared up by March 31st, 2015 the land is subject to tax sale.

2012 taxes (outstanding)

2013 taxes (outstanding)

2013 Assessment 210,180 (combined residential and non residential) = Levy \$2,769.28

2013 taxes unpaid as of July 31st, 2013 therefore being subject to a 10% penalty = \$276.93 grand total \$3,046.42

2013 taxes unpaid as of December 31st, 2013 therefore being subject to an 18% penalty = \$548.32 grand total \$3,594

If Council is in favor of amending the 2013 assessment/taxation a credit of \$2,329.03 would be applied to the account.

Municipal Levy = \$600 (vacant minimum tax)

ASFF & Housing Levy = \$336.55

Total = \$936.55 x 10% penalty = \$1,030.21 x 18% penalty = **\$1,215.65**

RECEIVED

APR 22 2014

1574958 Alberta LTD.

o/a Pioneer Hotel

Box 330

Sedgewick Ab T0B 4C0

Attn: Town Council,

TOWN OF SEDGEWICK

If We Might,

The management of Pioneer Hotel would respectfully request a review of the outstanding tax bill vis a vis real estate owned by Pioneer Hotel with a view to reducing the amount of 2013 taxes because of fire loss which occurred in February 2013.

1574958 Alberta LTD.

o/a Pioneer Hotel

per


William Hallum

Roll: 200030368

Alt. Key: 12300

Legal: 3825P 03 15-18

Address: 4619 48 Avenue

Assessable Party: C Corporation

Assessment Year: 2014

Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	5101	Commercial Vacant-T1	51,160	0	0	51,160

Assessment Year: 2013

Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	5101	Commercial Vacant-T1	51,160	0 -100.0%	0	51,160 -75.7%

Assessment Year: 2012

Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	2002	Residential -T2	7,670	23,850	0	31,520
	5001	Commercial -T1	43,490	135,170	0	178,660
		Total Taxable	51,160	159,020 +2.6%	0	210,180 +1.9%

Assessment Year: 2011

Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	2002	Residential -T2	7,670	23,260	0	30,930
	5001	Commercial -T1	43,490	131,790	0	175,280
		Total Taxable	51,160	155,050 +9.5%	0	206,210 +7.0%

PIONEER HOTEL

TOTAL RES
ASSTMT FOR
2013 TAX

TOTAL NON RES
ASSTMT FOR
2013 TAX

Request for Decision (RFD)

Topic: Public Works – Frozen Sewers
Initiated by: Resident Reimbursement Request
Prepared by: Amanda Davis
Attachments: 1. Letter to Council dated April 22nd, 2014
2. F.4.b PW Emergency Sewer Policy

Recommendations:

That Council reject reimbursement of Invoice 7725 in the amount of \$278.25.

Background:

Pursuant to the Town of Sedgewick's sewer policy, residents are responsible for sewer related issues for "the entire length of the pipeline from the property owner's dwelling to the municipal sanitary sewer main".

Whenever issues arise with sanitary sewer blockages, home owners are advised that it is their responsibility to contact a plumber to investigate the issue. Many times backups are caused from tree roots growing through the pipes flushing of feminine products etc.

Following current practice; if a plumber can't resolve the problem or identifies the issue to be a collapsed or frozen line public works is called to site.

Current:

It is not clearly identified within the Town's policy who should be responsible for the attached plumbing bill.

April 22, 2014

To: Town of Sedgewick

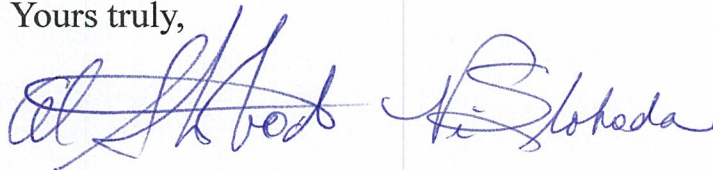
Re: Billing from Killam Plumbing & Heating
Invoice No: 7725 dated Mar. 18, 2014

We arrived home on March 15th, 2014 after being away for a month. When we leave for any length of time, we always turn down the heat, shut off the water and unplug the necessary appliances. However, upon returning home this time, our sewer backed up in the basement so the natural thing to do was to get a plumber to find out the cause. But after he exhausted all options with his large rotating snake, he advised us that it was not our line and must be the town's main sewer line that was frozen and to contact the town office, which we did. The town foreman came out and solved the problem at the town's main line by thawing it with Intact's hydro-vac and covered the cost.

When we received the billing from Killam Plumbing & Heating, we immediately paid them because they were very prompt at coming out to assess the problem. Then we were advised that it should be the town's responsibility to pay the plumber, because if we had called them first they would have told us to get a plumber anyway. So being it was frozen at the town's main line, we feel that we should be compensated for the plumber's charges.

Thank you for your consideration in this matter.

Yours truly,



Al & Vi Sloboda

RECEIVED
MAY 8 5 09 PM

KILLAM PLUMBING & HEATING

Box 155
Killam, Alberta T0B 2L0
Canada

INVOICE

Invoice No.: 7725
Date: Mar 18, 14
Ship Date:
Page: 1
Re: Order No.

Sold to:
SLOBODA, E & V
4801-51ave
Sedgwick, Alberta T0B 4C0
Canada

Ship to:
SLOBODA, E & V
4801-51ave
Sedgwick, Alberta T0B 4C0
Canada

384-2162

Business No.: 868884958

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
	Each	1	Large power auger	3	250.00	250.00
	Each	1	Truck charge	3	15.00	15.00
			Frozen main sewer at approx 70' at town main.			
			3 - GST 5% GST			13.25
KILLAM PLUMBING & HEATING GST: #868884958						
Shipped By: Tracking Number:						
Terms: Net 30. Due Apr 17, 14.						
Comment: Cleaning sewer with large power auger.						
Sold By:						
Total Amount						278.25



TOWN OF SEDGEWICK

POLICY SECTION: F. PUBLIC WORKS

TITLE: 4. EMERGENCIES

POLICY SUB-SECTION: b. Emergency Sanitary Sewer Cleaning Policy

PURPOSE: To set out procedures for emergency sanitary sewer cleaning services

POLICY:

The Town of Sedgewick provides sanitary sewer services. The municipality shall be responsible for the sanitary sewer mains. Property owners shall be responsible for service line maintenance, repair and replacement to the sanitary sewer main.

Definition of municipal sanitary sewer system:

Includes the main pipe into which the property owners' sewage effluent line discharges into, through to the lift station and out to the lagoons.

Definition of an owner's sanitary sewer system:

The entire length of the pipeline from the property owner's dwelling to the municipal sanitary service main.

Classification of an Emergency Sanitary Sewer Problem:

A sanitary sewer problem is classified an emergency when a commercial plumber is not available.

PROCEDURE:

1. Upon confirmation from the property owner that a commercial plumber is not available, the Town Public Works on-call staff will be notified of the problem.

2. Town Public Works staff will attend the site and attempt to correct the sanitary sewer problem.
3. The property owner will be responsible for the Emergency Sanitary Sewer Cleaning Policy fees as set by Council.
4. Pursuant to Municipal Government Act Section 553, all unpaid costs for sanitary sewer cleaning may be added to the taxroll.
5. Public Works staff shall be remunerated for Emergency Sanitary Sewer Cleaning Call-outs:
 - a. After regular hours, Public Works staff will be paid 75% of the invoiced call-out fees.
 - b. During regular work hours, Public Works staff shall be paid 50% of the invoiced call-out fees.
 - c. If the Public Works staff requires assistance with the work, the assistant's pay shall be the on-call Public Works staff responsibility.
6. Call out fees shall be:
 - a. \$200 Call-out fee
 - b. Plus additional per hour rate each hour thereafter for roto-rooter, sewer camera cleaning – fees pursuant to the Town of Sedgewick Fees & Charges Bylaw which are subject to change from time to time.

	Date	Resolution Number
Approved	November 28, 2002	02-11-80
Amended	February 21, 2013	2013.02.44
Amended		
Amended		

Request for Decision (RFD)

Topic: Municipal Rebranding
Initiated by: Strategic Plan Short Term Priority #5
Prepared by: Amanda Davis
Attachments: n/a

Recommendations:

That the Town of Sedgewick support Flagstaff County's regional branding initiative that is scheduled for 2015 and request active involvement during the process.

Background:

Short term PRIORITY #5 within the Town of Sedgewick's Municipal Strategic Plan states that the Town will complete rebranding.

On April 14th, 2014 Administration made contact with Jennifer Fossen, Economic Development Officer with Flagstaff County. She advised that Flagstaff County committed \$100,000 to begin rebranding within the Region.

Their goal in 2014 is to develop and Request for Proposal (RFP) and tender the project. In 2015 they intend on beginning consultations with our communities. The successful tender would then begin research, development of logo's and tag lines. They would prepare the branding plan for the whole region.

As discussed previously, Flagstaff County's goal would be to assist with the rebranding of the whole region, potentially one main tag line (currently, "Community of Communities") with ten sub brands and tags that enhance the region brand.

The \$100,000 is a starting point; surrounding regions have contributed well over \$500,000 to their branding strategy.

Current:

To ensure the Town of Sedgewick does not duplicate the rebranding initiative it is advisable that the Town of Sedgewick engage with Flagstaff County and support regional branding.

This could prove to be cost effective and continue to close gaps within the communities.

The redevelopment of the Town of Sedgewick's website is essential – administration is researching reputable companies and seeking proposals for Council review.

At this time, Administration is seeking clarification from Council as to our intent to move forward with our personal goal to rebrand or if it is favorable to work with Flagstaff County.

If Council is in support of this project, a descriptive letter should be addressed to the County regarding our interest in being actively involved during the regional rebranding initiative while noting that community involvement is essential to its success.

Request for Decision (RFD)

Topic: Walking Trail Expansion Project
Initiated by: Strategic Plan/Beautification Committee
Prepared by: Amanda Davis
Attachments: 1. Map
2. Allied Paving Quote #14-02-198
3. Border Paving Quote #2014-0156

Recommendations:

1. That pursuant to the recommendation of the beautification committee, council authorized the use of hot mix asphalt for the walking trail project and further allocate the funds for the project.
-

Background:

On May 8th the beautification committee met to discuss the walking trail expansion project; recommendations on behalf of the committee are noted below in red.

The Town of Sedgewick secured \$46,000 funding from the federal government through the enabling accessibility fund project.

The Town must expend a minimum of \$61,333 on this project as town was responsible to provide 25% funding. The original project was estimated at \$300,000 + to replace the sidewalks in front of the lodge, West along 51st Avenue around the perimeter of the ball diamonds, North to the County shop and straight East to the golf course entrance. Figures are not accurate today; nor is the scope of the project the same.

Proposed project – installation of a hard top walking trail around the perimeter of the ball diamonds North to the County shop and East to the golf course entrance.

Course of action:

1. Survey the recreation grounds and/or have public works search for the pins (one pin is identifiable South of the County shop);
2. Removal of trees along the West side of the ball diamonds – the following quote was received in 2013 however Council rejected removal (quote received in 2013 to mulch trees was \$11,016) – agreed that the trees need to be bulldozed rather than mulched and burnt next year. The Town must get permission from Flagstaff County to burn on their land.
3. Site prep 2014

Walking Trail Options:

- Hot mix asphalt; - it was agreed that hot mix would be the most viable material for the project
- Cold mix;
- Oil
- Gravel

Discussion:

1. Opportunity to work with Flagstaff County – after reviewing a quote from Allied Paving the committee directed administration to seek the county's support in completing site prep. After speaking with D. Szott I was advised that any request must come in writing, addressed to the council and that there is no guarantee that they could provide assistance.

Current:

Two quotes have been received for the walking trail project (see attached). The quotes have been broke into two separate projects:

1. Full project – base prep, material, paving
2. Paving only

Allied Paving is in the area and will only be available until the end of June. If Council chooses to move forward with this project in 2014 we must act accordingly.

Border Paving is scheduled to be in the area in late summer and may be available to complete the work at that time.

Options:

As Council intends to move forward with the development of the residential subdivision the walking trail project could accompany this project. We could remove the trees in 2014 and tender the project again in 2015. There is no guarantee that is bids would come in any lower.

The committee was interested in knowing if the project could be completed in two phases, base prep in 2014 and paving in 2015. The following update was provided by Allied and confirmed by Border.

“As we previously discussed when I swung by the Town last Wednesday & with our phone conversation on Friday, there are two options the Town is considering for the way to complete the proposed walking trail. The first being to complete the excavation/gravel portion this year & the asphalt at a later date. The second being to complete the project at one time, with the excavation/gravel & the asphalt work being done in roughly the same timeframe. Although both ways are completely realistic and possible, I advised Amanda that it is preferable to complete both aspects of the projects together & I've included some points as to why. They are listed below;

- **Will we need to wait a year for the gravel to settle, like we would a water break?**
No, because we are inly disturbing 6” of the ground & will only be intruding into the topsoil, there is no benefit to waiting any amount of time for settling to occur. As well, our compaction equipment is meant to provide maximum densities that no amount of time will ever complete with.
- **If we excavated & gravelled this year & paved the following year, will the base need any more work when the asphalt work begins?**
Yes, as there is more to compaction than just using big equipment & letting time pass by. In order to achieve maximum density, there is a step by step process of using certain piece of equipment in order, with rollers that vibrate the ground, water trucks to help the sand in the gravel minimize air voids, and so forth. Once that maximum compaction level is achieved, letting it sit for an extended amount of time will remove the optimal moisture level & left uncovered, can be disturbed in many ways. Some examples are, but not limited to, weather

changes (frost heaving, heavy rains causing washout), even people walking on it & moving the gravel around, etc). While none of these items will completely destroy the gravel, it will indeed need to be re-compacted & most likely reshaped before it is paved so a lot of the work will have to be completed again.

- **So what are the potential benefits to the Town to do the project in two phases?**

That would only be breaking up the cost of the project. In the end, it will probably cost more as materials/labor prices increase year to year & the added expense of redoing the gravel stage when the asphalt is ready to go on. That being said, less money up front is a positive. More money in the long run to complete is the drawback.

- **Should the Town consider making the walking trail less than the Allied Paving proposed 2.4m/8' wide & more like the smaller one that runs along the west side of the Town golf course?**

As that ultimately boils down to personal opinion, that is a decision that the Council will have to make that would be in the best interests of the people using it. From my side of the business, every municipality we create walking trails for has moved from the narrower trail in favor of a wider trail for a number of reasons but most revolve around safety. People should be able to walk their dogs, rollerblade or bicycle, use children's strollers, or for couples to walk & hold hands without the risk of having to move off the path every time someone comes from behind suddenly or from the front in a way that a collision is possible. So using a walking trail spec approved by Bar Engineering out of Lloydminster for construction in the Town of Vermilion, I have used the same layout in my proposal to the Town of Sedgewick. We also have done the same width of walking trail for the Town of Wainwright the last 4 years so it could be considered an unofficial industry standard spec. In regards to lines needing to be painted, Wainwright has a bunch of trails without paint so unless you want to encourage people to treat it like a road to drive on, leaving it unpainted will be fine. It may be larger than originally wanted but it's not even close to be mistaken for a driving surface. It might benefit the town to install posts at either ends of the trails if you feel the need to reiterate that foot power need only apply to your trails.

- **If the Town insists on completing the walking trail with less width than the proposed 2.4m wide path, can Allied Paving still perform this project?**

Unfortunately, no. As I would have to politely decline for the majority of the reasons listed above to make it wider in the first place. We've had municipalities come to us with the negative experiences of having narrower trails & although they are limited to minor collisions & the occasional unconscious blow, I don't want to be a part in anything more serious, if it were to occur. That being said, that doesn't mean that anything bad will happen or it can't be done, it just can't be completed by our company.

All in all, I hope this helps the Council make a more educated decision & I look forward to hearing what the Town of Sedgewick decides to do. As I also mentioned to Amanda, our company has work for municipalities all over the area & am hoping we can add the Town to our list of accomplishments so both of us can benefit for the satisfaction of a job well done!"

Available Funding:

EAF Funding:	46,000
2013 Surplus:	260,973

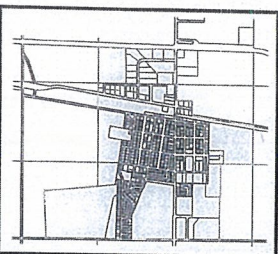
Next Steps:

1. Allocation of funds;
2. Negotiations with Flagstaff County
3. Removal of trees;
4. Site prep;
5. Easements with the Ag Society and Flagstaff County as required;
6. Potential survey

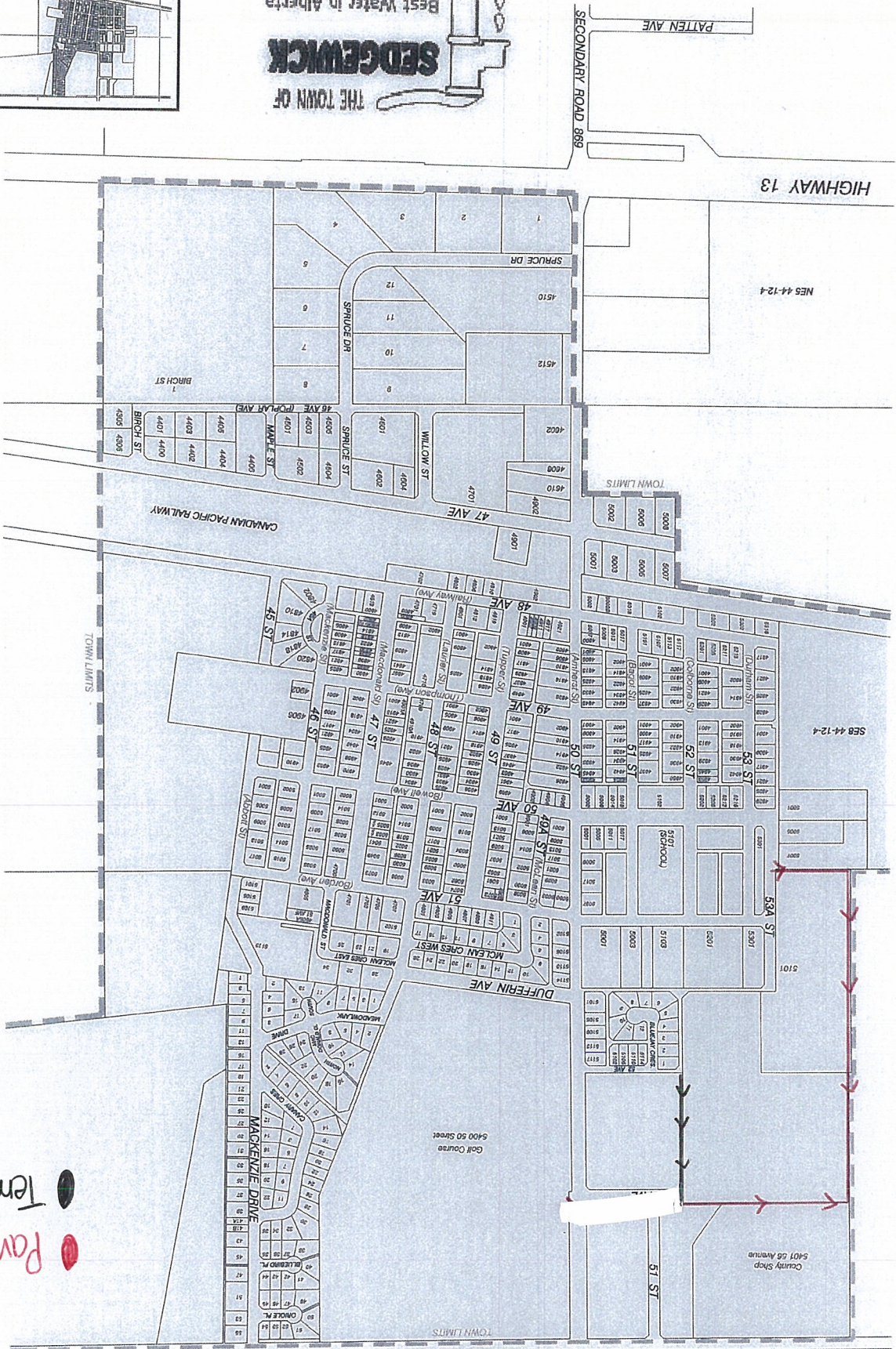


Address Map

THE TOWN OF
SEDGEWICK
Best Water in Alberta



REVISED: January, 2014



↑ Proposed Walking Trail

● Paved trail
● Temporary trail (gravel)



ALLIED PAVING CO. LTD

BOX 390 Lamont, AB T0B 2R0 PH. (780) 895-7579 FAX (780) 895-2753

Date: **MAY 1, 2014**

CONTRACT: #14-02-198

Owner: **TOWN OF SEDGEWICK**
Project: **2014 STREET IMPROVEMENT PROGRAM**

Item	Description	Quantity	Unit	Unit Value	Contract Value
1.0	MOBILIZATION	1	LS	\$5,500.00	\$5,500.00
2.0	ASPHALT PAVING (20mm GBC)				
2.1	Mill edge of existing asphalt perimeter 50mm -> 0mm				
2.2	Shape & compact existing gravel base				
2.3	Tack Coat				
2.4	100mm ACP (2 x 50mm lifts)				
	47 Ave & 50 St -> Spruce St	400	m2	\$ 68.00	\$ 27,200.00
	Spruce Dr/Spruce St & 50 St -> 47 Ave	685	m2	\$ 68.00	\$ 46,580.00
3.0	TRAIL PAVING- LD (2.4M WIDE)				
A	Section A				
A.3.1	150mm depth - Remove and dispose of existing material to Town Supplied Site	3373	m2	\$ 5.00	\$ 16,865.00
A.3.2	150mm depth - 20mm GBC	3373	m2	\$ 22.50	\$ 75,892.50
A.3.3	Prime Coat	2791	m2	\$ 1.00	\$ 2,791.00
A.3.4	65mm depth - ACP	2791	m2	\$ 32.50	\$ 90,707.50
	Section A Total				\$ 186,256.00
B	Section B				
B.3.1	150mm depth - Remove and dispose of existing material to Town Supplied Site	1740	m2	\$ 5.00	\$ 8,700.00
B.3.2	150mm depth - 20mm GBC	1740	m2	\$ 22.50	\$ 39,150.00
B.3.3	Prime Coat	1440	m2	\$ 1.00	\$ 1,440.00
B.3.4	65mm depth - ACP	1440	m2	\$ 32.50	\$ 46,800.00
	Section B Total				\$ 96,090.00
4.0	ASPHALT PAVING (100mm ACP (20mm GBC))	132	m2	\$ 118.00	\$ 15,576.00
4.1	Excavate & remove 400mm of failed material				
4.2	300mm GBC (20mm)				
4.3	100mm ACP				

INITIAL _____

Quotation from...



BORDER PAVING LTD.

4217 - 41 STREET
CAMROSE, ALBERTA
T4V 3V8

PHONE (780) 672-3389
FAX (780) 672-6930

1-888-8HOTMIX
(1-888-846-8649)

May 9, 2014

Quotation No. 2014-1056

Town of Sedgewick
Box 129
Sedgewick, AB
T0B 4C0

Phone 780.384.3504
Fax 780.384.3545
sedgewick.cao@persona.ca

Attention: Ms. A. Davis, Chief Administrative Officer.

Dear Madam:

Re: Asphalt Walking Trails – 2014

Our prices to pave the walking trails in Sedgewick are as follows:

A Base and Paving: Approximately 1,300 lm @ \$ 177.00/lm = \$ 230,100.00

Includes:

1. Excavate and dispose of up to 200 mm excess unsuitable materials at a dumpsite provided for us within the town limits.
2. Supply and place geotextile fabric.
3. Supply, place, and compact 200 mm crush gravel base.
4. Supply, place, and compact 65 mm Hot Mix Asphalt (2.5 m width).

B Paving Only: Approximately 1,300 lm @ \$ 91.50/lm = \$ 118,950.00

Includes:

1. Fine grade and re-compact suitable gravel base materials which have been prepared, tested, and accepted by others.
2. Supply, place and compact 65 mm Hot Mix Asphalt (2.5 m width).

In either case, no allowances have been made for any of the following:

- | | |
|--------------------------|--|
| -grading work | -base repairs or stabilization of subgrade materials |
| -additional crush gravel | -backfill |
| -landscape restoration | -line markings |
| -surveys | -the G.S.T. |

Thank you for the opportunity to quote on this work.

Yours truly,

N. Christenson

Request for Decision (RFD)

Topic: Land – SW 9-44-12 W4M
Initiated by: Strategic Plan Short Term Priority #3
Prepared by: Amanda Davis
Attachments: Proposal from Stantec

Recommendations:

OPTION 1:

That Council defer any decision until the June 19th Council meeting whereby allowing time to consider the best course of action.

OPTION 2:

1. That Council provide direction on their intent to develop lots on SW9-44-12 W4M;
2. Pending lot development that the Land Acquisition Committee meet with Mr. Cheram and discuss lot development and clarify what could be worked into the deal;
3. That Council approve Stantec's proposal and further that the project be funded by MSI Operating.

Background:

On April 23rd, 2014 the Land Acquisition Committee (Mayor St. Pierre, Clr.'s Robinson, Sparrow and CAO Davis) met with John Cheram whereby discussing the purchase of SW 9-44-12 W4M (28.13 acres) pursuant to the Towns short term priority #3.

The Committee offered \$88,000 as per Wainwright Assessment Groups (WAG) recommendation. Mr. Cheram provided a counter offer requesting that a parcel of land be subdivided for himself for future residential development.

Current:

A quote has been received from Stantec with regards to servicing and completing the necessary surveying for the project (attached). As for servicing this is a ball park figure, public works does not have the manpower to complete this job so we can only estimate. Stantec believes that a gravity sewer would work at the street with a low pressure system tank on each property that would pump into the main. With this option, developers would have the option as to the location of their home on the property as well as potentially relieving the need for a lift station. Until the topographic survey is complete all we can estimate.

- | | |
|----------------------|--|
| 1. Land Purchase: | 88,000 (recommendation to use Future Dev. Reserve \$131,684) |
| 2. Survey/Legal: | 32,300 (recommendation to use MSI Operating funds) |
| 3. Gas Service: | 6,000 (can be funded within the 2014 operating budget) |
| 4. Servicing (rough) | 28,000 (recommendation to use Future Dev. Reserve) |
| 5. 10% Contingency | <u>15,430</u> (recommendation to use Future Dev. Reserve) |

Grand Total: **\$169,730**

Lot Options:

1. Full cost recovery = $\$169,730/4 = \$42,432.50$
2. Partial cost recovery (divisible by acres used for development) = $\$28,253.35$

Due to the nature of the proposed developments it would be advisable that the Town sell the lots “undeveloped” meaning no earth work is completed. It would be difficult to justify the costs; depending on the nature of the development a different land design may be required for each property.

Financial impact for the purchase of SW9-44-12 W4M if Council is in favor of offering a parcel of serviced land to Mr. Cheram:

OPTION 1:	Land Value: \$88,000	OPTION 2:	Land Value: \$88,000
Serviced Lot:	Full Cost: <u>\$42,433</u>	Serviced Lot:	Full Cost: <u>\$28,253</u>
Total:	\$130,433	Total:	\$116,253

NOTE

If development of these lots is not feasible, two other options may be considered by Mr. Cheram:

1. Accepting the \$88,000 offer for the 28.13 acres with the inclusion of one fully serviced residential lots within the Town

Or

2. Renegotiating on \$88,000 offer

Next Steps:

1. Settle on one of the following 3 options and have the Land Acquisition Committee meet with Mr. Cheram;

The following steps are required if Council is in favor of developing in town acreage lots:

2. Secure services through Stantec – obtain accurate servicing costs;
3. Develop a new district within the Land Use Bylaw and proceed with rezoning;
4. Advertize land availability

Considerations:

Consideration should be given whether this is the most proactive form of development; urban sprawl comes to mind.

What is URBAN SPRAWL:

“Urban sprawl or suburban sprawl describes the expansion of human populations away from central urban areas into previously remote and rural areas, particularly resulting in low-density communities reliant upon heavy automobile

Our communities are focusing on residential subdivisions to grow the municipalities. With this type of development the assessable value would actually decrease. How consideration been given as to how this development will affect the Town in 50 years?

After speaking with local residents there is a feeling that 2.5 acres of land is too large. The market for such a property may not be as substantial as we first believed.

When considering the financial impact on the town assessment keep in mind that the larger the parcel the lower the value in assessment. Therefore can Council justify the development of these lots against the assessment/tax base of a urban residential development.

After researching in town acreages it has become evident that this sort of development is the thing of the past and is not recommended by many superiors.

Wainwright Assessment Groups comments:

Raw land is selling between \$7-8,000 per acre on the edge of Town. 2.5 acres of raw land in a residential setting is valued at \$20,000 and should remain similar in comparison to the standard serviced residential lot. With this valuation, an average lot would cost \$40,432.50.



May 5, 2014

Attention: Amanda Davis, CAO
Town of Sedgewick
Box 129
Sedgewick, AB ToB 4Co

Dear Ms. Davis,

Reference: Town of Sedgewick – Water Source Security Land Development

The Town of Sedgewick has been considering the purchase of SW 9-44-12 W4M (approximately 28 Acres) from a private land owner to secure the integrity of the water wells. The agreement is contingent on providing residential lots. The town has consulted Alberta Environment and Sustainable Resource Development (AESRD), this residential land development near the drinking water source has to meet water well site specifications required by AESRD to ensure current water wells and future wells do not affected.

The Town of Sedgewick would like to develop the north portion of the proposed land which locates north-east side of the water treatment plant and the groundwater wells to provide 3 or 4 (2.5-3) acre parcels. The town is also considering providing services to the lots through the existing infrastructure including drinking water, sewer, power and so on.

Stantec was requested to provide a proposal to the Town to provide engineering services for the land development. The engineering services shall include conceptual development design with utilities, topographic/boundary survey, subdivision application and registration and recommendations on an environmental easement.

Stantec has prepared this scope of work and fees to provide engineering service to the town for review. Should you feel that the scope of work could be modified in any way, we would be pleased to discuss such modifications with you in detail.

Task 1 – Concept Plan and Services

This task is to prepare one or two concept plans for the development which best utilize the site. These options will take into account the Town's vision, as well as existing development considerations such as stormwater management, access route to the 45th street, site features, servicing, and topography.

This task is also to confirm the site servicing which including:

- Confirm that the site is serviceable for residential use.
- Determine conceptually how the parcel would be serviced with sanitary, water, and/or storm sewer.



Reference: Town of Sedgewick - Water Source Security Land Development

- Convene preliminary discussions with shallow utility companies regarding this development.

Stantec will generate concept plan drawing(s) illustrate the proposed lots, water, sewer and possible power connections.

Task 2 – Topographic and Boundary Survey

A topographic survey and legal boundary survey shall be required to finalize the concept plan and service design before subdivision application and re-designation.

A topographic survey will be conducted identifying the natural drainage pattern; locations of ditches and culverts; edges of possible environmental reserves; adjacent utilities; and other site specific items that contribute to the development. Topographic survey will be connected to Alberta Survey Control Markers and will be able to be inputted to any GIS platform based on UTM coordinates.

A boundary survey will be conducted in conjunction with the Topographic survey and also tied to Alberta Survey Control Markers. For any subdivision a critical component is an accurate and complete boundary survey that provides the basis upon which planning can proceed with confidence. The boundary survey entails the boundaries of the affected parcels together with tying in all other existing rights of way and legal boundaries contained within the project area. Once the positions of the existing legal survey posts around the perimeter and interior right of way are surveyed, this information will be kept should any future construction will likely destroy the existing legal survey posts. With the surveyed positions recorded we can re-establish their position accurately both for planning purposes and once the construction is completed.

Task 3 – Subdivision Application and Re-designation

After the topographic survey and legal boundary survey is completed, the concept development and servicing plan will be finalized and the project will proceed to the subdivision application stage.

Stantec can act as an Agent, on the Town's behalf, and expedite the Subdivision Application through this stage of the development process. In conjunction with the Subdivision Application, the proper Land Use classification is required which will require a Re-Designation to the appropriate Land Use Classification.

Legal Plans and Documents:

The final process for the development will be the legal survey posting of the individual lots and reserves. The necessary subdivision plan, right of way plan, and documents will be prepared and circulated for signatures. The final subdivision package will be registered at Land Titles and Certificates of Titles issued for the new lots.

Task 4 – Additional Services

This task is to address the the engineering services required by utility companies for the land development and for the recommendations on an environmental easement for the land.



May 5, 2014
Amanda Davis., CAO
Page 3 of 4

Reference: Town of Sedgewick - Water Source Security Land Development

FEES

The proposed project fees, excluding GST, are summarized in the table below.

Work Component	Fixed Fee
Task 1 – Concept Plan and Services	\$1200
Task 2 –Topographic Survey and Boundary Survey (Topographic Survey will be \$8,100 and the Boundary Survey will be \$8,800)	\$16,900
Task 3 – Subdivision Application and Re-designation/Legal Plans and Documentation-This fee is based on subdividing 4 parcels. The Subdivision Application fee is \$1,600 and Final Subdivision Endorsement fee is \$800 and the Land Titles Registrations fees is \$700(These are included in proposed fees)	\$8,700
Task 4 – Additional Services (maybe not required)	\$3,000
Subtotal	\$30,000
Project Management and Expenses	\$2,500
Total	\$32,300

We propose to complete the work on a Fixed Fee Basis based on our current standardized rates including a fixed rate disbursement of 8% for all local mileage, printing, reproduction and other miscellaneous costs. We will not invoice beyond the total fixed fee value without the prior consent of the Town of Sedgewick for changes to the scope of work.

Thank you for the opportunity to continue our working relationship with the Town of Sedgewick. We would be pleased to discuss this scope of work further with you, should you have any questions.

Regards,
Stantec Consulting Ltd.



May 5, 2014
Amanda Davis., CAO
Page 4 of 4

Reference: Town of Sedgewick - Water Source Security Land Development

A handwritten signature in black ink, appearing to be 'Liang Liu', written over a horizontal line.

Liang Liu M.Eng., P.Eng.
Senior Associate
Phone: (403) 341-3320
Fax: (403) 342-0969
Liang.liu@stantec.com

A handwritten signature in black ink, appearing to be 'Tim Ainscough', written over a horizontal line.

Tim Ainscough P.Eng., LGA
Principal, BCML
Phone: (403) 341-3320
Fax: (403) 342-0969
Tim.ainscough@stantec.com

Attachment: Professional Services Terms and Conditions

The Scope of Work, and cost estimate outlined in the proposal and the terms and conditions outlined in the attached Professional Terms and Conditions have reviewed and are acceptable as duly signed herein.

Amanda Davis, CAO
Town of Sedgewick

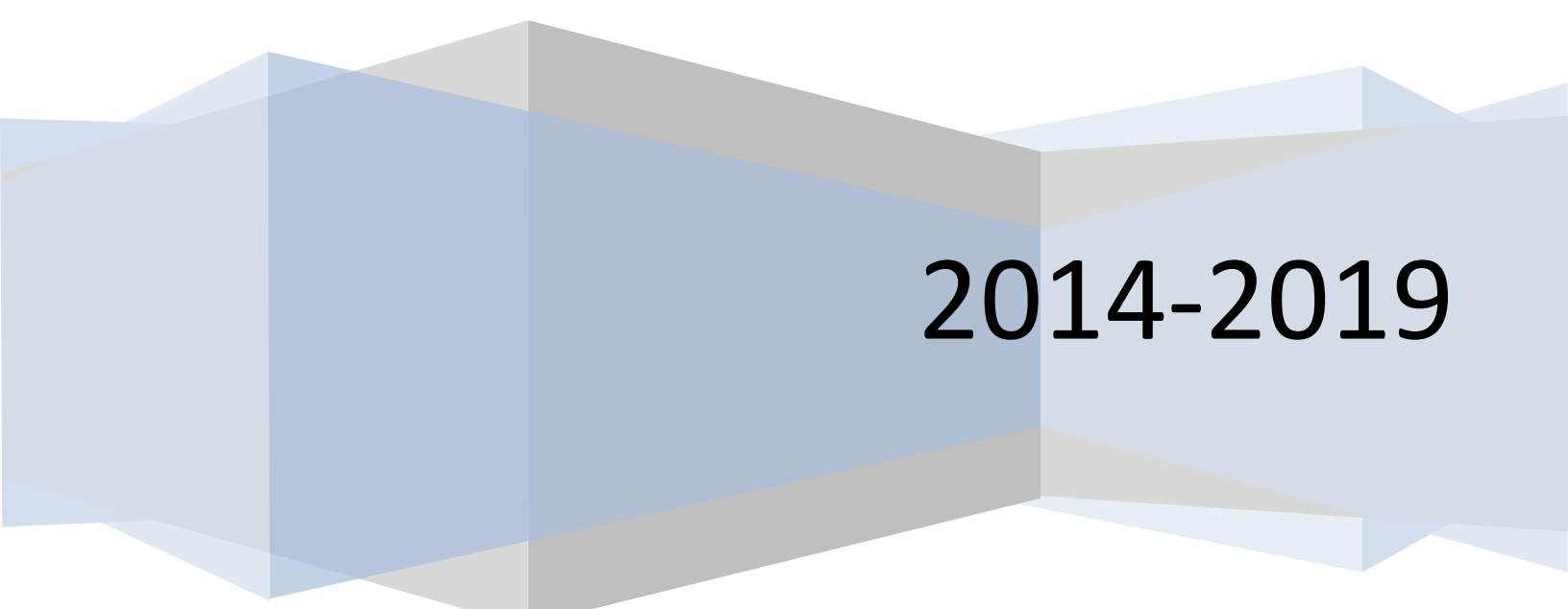
Signature

Date

Strategic Plan

Town of Sedgewick

Approved – April 17th, 2014



2014-2019

Vision Statement:

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

Mission Statement:

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

Values Statements:

Collaboration – “We will work effectively through collaboration to serve our community and region”;

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

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

Short Term Goals:

1. PRIORITY 1 - Erect Signage throughout Town

<p>Step 1. Identify and erect areas for municipal signage:</p> <ol style="list-style-type: none"> 1. Main Street, Town Office, Legion, Community Hall, Banking, Eatery's, Grocery Store etc. 2. Recreation Grounds, arena, ball diamonds, race track, bowling, library, golf course, lake 3. Flagstaff County Administration Building 	<p>Action Taken:</p> <p>Beautification committee met on May 8th. Signs were agreed upon and will be ordered from Flagstaff Printing. Public Works to install signs upon delivery. Funding allocated within the 2014 municipal budget; signage costs \$2,500.</p>
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Set a budget and present funding scenario to Council:

1. Coordinate a meeting with the Beautification Committee, present signage options
2. Purchase and erect new signage

2. PRIORITY 2 - Regional Recreation

Engage with Flagstaff County to better associate and implement the Regional Recreation Study

1. Council to appoint a recreation subcommittee – the subcommittees responsibility would be to liaison and engage with Flagstaff County, Recreation User Groups, the Recreation Board and surrounding Towns and Villages

Employment Opportunity – develop a new position – Recreation Programmer and Facility Manager

1. Administration to prepare and present a job description and salary chart to the subcommittee for review and recommendations to Council;
2. Present the proposed position to Council for approval;
3. Funds allocation
4. Engage with user groups and stakeholder regarding the new employment position
5. Advertise the new position
6. Secure personnel

1. Begin restructuring of the Recreation Board,
2. Update policies and bylaws

PROMOTE, PROMOTE, PROMOTE – Engage Healthy Living Initiatives

1. Walking trails
2. Sedgewick Arena
3. Sedgewick Golf Course
4. Sedgewick Lake
5. Regional Recreation Initiatives
6. Agricultural events
7. Cultural events

Action Taken:

The Recreation Sub Committee set up a meeting with the Rec Board on May 28th to review and discuss the Town's initiative with this project. Following this meeting the job position shall be advertised.

[illegible]

Ongoing Steps:
Engage with Flagstaff County and surrounding Towns and Villages to promote regional recreation – eliminate the duplication of services and increase programming

3. PRIORITY 3 – Purchase of SW9-44-12 W4M

<p>Step 1.</p> <p>Define location:</p> <ol style="list-style-type: none"> 1. Obtain a quote to survey the proposed land purchase; 2. Obtain a quote for an Area Structure 3. Obtain a quote to fence the “potential” land purchase; 4. Obtain an estimated market value from Wainwright Assessment Group 5. Present cost analysis to Council <p>Step 2:</p> <p>Determine method and action to engage with the private land owner:</p> <ol style="list-style-type: none"> 1. Council to allocate funds for the purchase of the lands; 2. Council to set the direction on the purchase proposal <p>Step 3:</p> <p>Follow through with Step 1, purchase land.</p> <p>Rationale: The purchase of the lands has been addressed by Alberta Environment and the Town of Sedgewick as a priority as we need to protect and secure the integrity of the Towns water source.</p>	<p>Action Taken:</p> <p>The Land Acquisition Committee met with Mr. Cheram on April 23rd to negotiate on the purchase of the said lands.</p> <p>Cheram placed one condition on the proposal; that the Town consider developing residential lots and that one be provided to him for future development.</p> <p>Administration is to gather figures on development and present scenarios to Council.</p>
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4. PRIORITY 4 – Bulk Water Loading Facility

<p>Step 1: Administration is responsible to investigate the most viable Bulk Water Loading Facility:</p> <ol style="list-style-type: none"> 1. Raw or Treated Water 2. Above or below ground facility 3. Identify site options 4. Draft a proposal for Council <p>Step 2:</p> <ol style="list-style-type: none"> 1. Funds allocation, Council must commit to the allocation of funds for the project; 2. Approval from Alberta Enviro 3. Secure private land if necessary; 4. Engineering review; 5. Tender project 6. Construction; 7. Operations <p>Step 3:</p> <ol style="list-style-type: none"> 1. Tender project 2. Project Construction 	<p>Action Taken:</p> <p>Administration and Public Works completed the background info on the installation of a new bulk water loading facility. It has been determined that treated water is the best way to go.</p> <p>Administration has been working with Flow Point to develop the most economic loading facility. It was later determined that an engineer is required. An Expression of Interest has been sent to Stantec; proposal deadline is May 23rd, 2014.</p> <p>Land – to be discussed in Camera at the May 21st Council meeting.</p>
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5. PRIORITY 5 - Rebranding

<p>Step 1. Set the stage and the guidelines to proceed with the rebranding of the Town of Sedgewick:</p> <ol style="list-style-type: none"> 1. Administration to investigate potential funding sources; 2. Administration to present information and variables to Council; <p>Step 2: Funds allocation:</p> <ol style="list-style-type: none"> 1. Determine an allocation for 'rebranding'; 2. Website redevelopment; 3. Stationary updates – letterhead, envelopes,; 4. Town Signage – Logos etc 5. Registration of Trademark 	<p>Action Taken:</p> <p>Flagstaff County is preparing a regional rebranding strategy – consultations to being in early 2015. RFD to be presented to Council at the May 21st Council meeting.</p> <p>Website redevelopment – L. Polege is investigating and</p>
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Step 3: Community building and engagement.	gathering costs to have the Town's website reconstructed.
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6. PRIORITY 6 - Main Street Lot Development

Step 1. <ol style="list-style-type: none"> 1. Address the development on Plan 3825P; Block 2; Lots 28P-31 2. Attempt to secure business development 3. If unsuccessful develop a construction design for the site Step 2: Funds allocation – funds are confirmed with the use of MSI Capital. <ol style="list-style-type: none"> 1. Seek public input as to the design and construction; Step 3: <ol style="list-style-type: none"> 1. Tender project 2. Begin construction 	Action Taken: Effective May 21 st Council is required to make a decision on development if no commercial building proposals are received. The Beautification Committee met to discuss such development. Admin has been in contact with Rockwater – they are developing a draft site plan that can be presented at the May Town Hall meeting for public input.
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7. PRIORITY 7 – Walking Trail Expansion

Step 1. <ol style="list-style-type: none"> 1. Draft and design new walking trails around the recreation grounds; 2. Meet with the beautification committee to review tree removal, product options, layout etc. 3. Engage with Flagstaff County regarding cost and job share of the project; 4. Engage with the Recreation Centre pertaining to the location of the trail; 5. Request and easement with Flagstaff County Step 2: <ol style="list-style-type: none"> 1. Funds allocation; 2. Surveying, 3. Tender project 4. Begin construction. 	Action Taken: The Beautification Committee met on May 8 th to review and discuss this project. An update will be presented to Council on May 21 st , 2014.
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Long term goals:

1. PRIORITY 1 - Development of Residential Subdivision

<p>Step 1. Strategies – Growth and expansion</p> <ol style="list-style-type: none"> 1. Land availability – identify all public and private serviced land within the Town that is or could be saleable 2. Engage with private vacant land owners and encourage sales of private land for residential development – cost efficiencies 3. Ensure developments remain affordable <p>Step 2: Determine potential residential land for development:</p> <ol style="list-style-type: none"> 1. 45th Street (East) – private; 2. Bluejay Cres. (North) – public land; <p>Step 3: Cost analysis – Administration</p> <ol style="list-style-type: none"> 1. Prepare a cost analysis for Council with the inclusion of pros and cons for all identified sites <p>Step 4: Public Land Development</p> <ol style="list-style-type: none"> 1. Site clean-up – removal of debris 2. Review engineered residential subdivision 3. Fund allocation (potential to split development into phases) 4. Market upcoming residential subdivision 5. Submit and RFP for Engineering services to develop the tender for site construction and the installation of municipal services 6. Tender project 7. Award project 8. Begin construction <p>Tactics and Performance Indicators – Who is accountable to ensure the goal is delivered and success is measured:</p> <ol style="list-style-type: none"> a. Administration to develop an RFP to Council which includes pros and cons for residential development by August 31st, 2014; b. Council to provide a motion for Administration to proceed with development 	<p>Action Taken:</p> <p>Engineering Expression of Interests have been send to Stantec and Morrison Hershfield for the completion of the tender package; submission deadline is June 11.</p> <p>It is Administrations intent to have the project tender ready for the Fall; construction for Spring 2015.</p> <p>Public Works shall continue to remove the debris off the land – it will not get leveled out as the material would have to be removed prior to construction. Some of the material may be used on for the base of the walking trail development.</p>
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2. PRIORITY 2 – Main Street Redevelopment

Step 1.	Action Taken:
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Identify required upgrades for Main Street and consult with stakeholders:	
1. Identify if the Main Street redevelopment aligns with rebranding;	
2. Begin Stakeholder Meetings/Consultation	
3. Investigate the potential for underground storage tanks;	
4. Discuss drainage issues (back alleys) seek solutions to mitigate future issues.	
Step 2:	
Prepare and RFP for Engineering Services:	
1. Tender RFP;	
2. Present results and recommendation to council – appoint engineering company	
Step 3:	
Cost analysis and breakdown:	
1. Seek potential federal and provincial funding initiatives	
2. Submit grant applications	
Step 4:	
Tender Construction Project:	
1. Present results and recommendation to Council	
2. Appoint project Contractor;	
3. Begin construction;	
Ongoing Steps:	
Work with Main Street Business Owners to address business entry disruptions during construction.	
Tactics and Performance Indicators – Who is accountable to ensure the goal is delivered and success is measured:	
1. Administration to prepare all necessary documents and background for engineering, construction, public consultation.	
2. Council and Administration – responsible to engage with all stakeholders grading upgrades.	
3. Council is responsible to allocate all project funding and provide final authorization for development.	

3. PRIORITY 3 - Infrastructure Replacement – Underground Sanitary Sewer, Curbs, Gutters, Sidewalks, Roads

Step 1: Identify and confirm remaining areas that require replacement: <ol style="list-style-type: none"> 1. Transportation Committee – Sidewalks 2. Administration/Public Works – Identify Drainage Issues 3. Council/Administration – Research and identify potential 	Action Taken: <hr/> <hr/>
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underground storage tanks	
Step 2: Prepare reserve budget for capital upgrades: 1. Present to Council	
Step 3: Prepare a Request for Proposal (RFP) for Engineering Services 1. Present proposals and recommendation to Council for approval	
Step 4: Secure funding (federal and provincial) 1. Submit grant applications	
Step 5: Tender Project 4. Present tenders to Council and present recommendation for approval in conjunction with the Engineer	
Step 6: Begin Construction	
Tactics and Performance Indicators – Who is accountable to ensure the goal is delivered and success is measured: Administration shall be responsible to present ongoing dialogue regarding research pertaining to development. Council to approve proposed plan of action pursuant to tendering process.	

Secondary Short-Term Goals:

- a. Waste reduction and improve recycling (Implement waste diversion policies, reduce the limit of weekly bag allotment, utilize the expertise at FRSWMA and support new recycling initiatives, household composting).

Open Discussion

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

Background:

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

Process for a round table:

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

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