



AGENDA

Regular Council Meeting
Thursday, June 23rd, 2016 – 6:00PM
Council Chambers of the Town Office, Sedgewick, AB

Call to Order:

Opening Values Ceremony:

Adoption of Agenda:

Delegation:

1. Pat Whitehead, Resident, Land Proposal - 6:00PM

Minutes:

1. Regular Meeting Minutes – May 26th, 2016

Matters Arising:

Financials:

1. Financial Statement – May 31st, 2016
2. List of Accounts – May 31st, 2016

Reports for the period ending June 23rd, 2016:

1. **Council Committee Reports**

- *Matters Arising*

2. **Public Works Report**

- *Matters Arising*

3. **CAO Report**

- *Matters Arising*

BUSINESS– Old

1. **Strategic Plan 2016-2021** - Revised OB1
2. **Strategic Plan** – ST Priority III - Encroachment Agreement OB2
3. **Entrance Upgrades** - Proposed OB3 **ADDITION**
- 4.
- 5.

BUSINESS– New

1. **Strategic Plan** – ST Priority II Proposal NB1
2. **Council Meeting** – Proposed Changes NB2
- 3.
- 4.

Correspondence:

1. **SKNGS** – April 2016 Financials A1
2. **Sedgewick Public Library** – May 17th, 2016 Minutes A2

AGENDA

- | | |
|--|-----------|
| 3. FRSWMA – May 30 th , 2016 Unapproved Minutes | A3 |
| 4. BRAED – May 2016 Project Update | A4 |
| 5. FRHG – March 15 th , 2016 Minutes | A5 |
| 6. WCPA – Update | A6 |

File of Correspondence – Attached

Round Table:

Adjournment:

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

Name of Delegation: Pat Whitehead, Resident, Land Proposal

Issue to be discussed: Plan 3825P; Block 7 Lots 5P-9

Request of Council:

That the Town of Sedgewick purchases the above noted land for \$115,000. The delegate comments, “the Town of Sedgewick is in need of residential lots. This parcel could be divided into 3 - 75’ lots. These lots are close to downtown, the school, and Rec Centre. They would have back alley access, level and cost would be minimal for completion of services”.

Date of Council Meeting: June 23rd, 2016

Delegation Time: 6:00 PM

Attachments: n/a

23-Jun-16
Mayor

23-Jun-16
CAO

The regular meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday, May 26th, 2016 at 6:00 pm.

Present	Perry Robinson Greg Sparrow Grant Imlah Shawn Higginson Stephen Levy Tim Schmutz	Mayor Councillor Councillor Councillor Councillor Councillor
Absent	Cindy Rose	Councillor
Present	Amanda Davis Maxine Steil	Chief Administrative Officer Recording Secretary
Call to Order	Mayor Robinson called the meeting to order at 6:00 PM.	
<u>Agenda</u>		
2016.05.97	MOTION by Clr. S. Higginson that the agenda be approved with the following additions:	
	<i>Financials:</i>	
	1. Financial Statement – April 30 th , 2016 – REVISED	
	<i>Committee Reports</i>	
	1. Mayor, P. Robinson	
	<i>Old Business</i>	
	1. OB1 Tax Rate Bylaw #525	
	<i>New Business</i>	
	1. NB3 Administration Committee - Education Opportunity	<u>CARRIED.</u>
Minutes	Council reviewed the minutes of the April 21 st , 2016 regular meeting.	
2016.05.98	MOTION by Clr. T. Schmutz that the April 21 st , 2016 regular meeting minutes be approved as presented.	<u>CARRIED.</u>
Minutes	Council reviewed the minutes of the May 12 th , 2016 special meeting.	
2016.05.99	MOTION by Clr. S. Levy that the May 12 th , 2016 special meeting minutes be approved as presented.	<u>CARRIED.</u>
<u>Financials:</u>		
Financial Statement	Council reviewed the revised Financial Statement for the month ending April 30 th , 2016 as attached to and forming part of these minutes.	
2016.05.100	MOTION by Clr. G. Imlah that the revised Financial Statement ending April 30 th , 2016 be approved as presented.	<u>CARRIED.</u>
List of Accounts	Council reviewed the issuance of General Cheques and Payroll Cheques for the month ending April 30 th , 2016.	
2016.05.101	MOTION by Mayor P. Robinson to approve the issuance of General Cheques #4582-4630 totalling \$112,228.30 and Payroll Cheques #0645-0683 totalling \$29,240.49.	<u>CARRIED.</u>
<u>Reports:</u>		
Committee Reports	Council provided written Committee Reports to May 26 th , 2016 as attached to and forming part of these minutes.	
Rec Board	As a follow up to Clr. G. Sparrow's report, a discussion was held regarding the speed zone at the Sedgewick Recreation Centre.	

- 2016.05.102** MOTION by Clr. G. Sparrow to defer discussions regarding options to deter speeding at the Sedgewick Recreation Centre to the June 23rd, 2016 regular meeting in order to allow Council to visit and assess the site prior to making a decision. CARRIED.
- EOEP** Clr. S. Higginson provided a verbal report on the Elected Officials Education Program, Municipal Governance Course on May 5th - 6th, 2016.
- SGC** Clr. S. Higginson provided a verbal report from the Sedgewick Golf Course meeting of May 19th, 2016.
- 2016.05.103** MOTION by Mayor P. Robinson directing administration to develop a draft Elected Officials Education Policy as per discussions. CARRIED.
- 2016.05.104** MOTION by Clr. G. Sparrow to accept the committee reports as presented. CARRIED.
- Public Works Report** A written Public Works Report was provided to May 26th, 2016 as attached to and forming part of these minutes.
- 2016.05.105** MOTION by Clr. T. Schmutz that the Public Works Report be approved as presented. CARRIED.
- CAO Report** CAO Davis provided a written Administrative Report to May 26th, 2016 as attached to and forming part of these minutes.
- Matters Arising:**
Parade Schedule Council addressed the 2016 parade schedule and float; the historical float will be retired in 2017.
1. June 18th, 2016 Killam, Clr. S. Higginson
 2. July 1st, 2016 Sedgewick, Clr. S. Levy
 3. July 16th, 2016 Hardisty, Clr. G. Imlah
 4. August 6th, 2016 Loughheed, Clr. T. Schmutz
- 2016.05.106** MOTION by Clr. S. Levy that the CAO Report be approved as presented. CARRIED.
- Old Business:**
Tax Rate Bylaw Tax Rate Bylaw #525 was presented to Council for review.
- 2016.05.107** MOTION by Clr. G. Imlah to give first reading to Bylaw #525. CARRIED.
- 2016.05.108** MOTION by Clr. G. Sparrow to give second reading to Bylaw #525. CARRIED.
- 2016.05.109** MOTION by Clr. S. Higginson to have third reading of Bylaw #525. UNANIMOUSLY CARRIED.
- 2016.05.110** MOTION by Mayor P. Robinson to give third and final reading to Bylaw #525. CARRIED.
- Tax Recovery** Plan 3825P; Block 8; Lot 6 is subject to tax sale pursuant to section 412 of the Alberta Municipal Government Act (MGA).
- 2016.05.111** MOTION by Clr. S. Levy directing administration to proceed with the tax recovery process as follows:
1. That a reserve bid of \$13,020 plus GST be placed upon Plan 3825P; Block 8; Lot 6;
 2. That a public auction be scheduled for August 18th, 2016 at 2:00 PM at the Sedgewick Town Office;
 3. That the following terms and conditions be placed:
 - a) That payment be made in the form of cash or a certified cheque;
 - b) That 10% of the bid must be received on August 18th, 2016

during the public auction with the remaining balance of 90% due and payable within fifteen (15) days to the Town.

CARRIED.

Capital Upgrades Lagoon An assessment prepared by Associated Engineering was presented regarding the sewage lagoon capital upgrades project.

2016.05.112 MOTION by Clr. G. Imlah that council direct administration to proceed with the manhole replacement and lagoon dredging in accordance with the assessment prepared by Associated Engineering on May 3rd, 2016; and further that an application be submitted to Alberta Transportation's Federal Gas Tax Program in the amount of \$100,000 with the remainder of the project being funded by lagoon and sewer reserves.

CARRIED.

New Business:

AMSC Energy - Contract Extension Alberta Municipal Service Corporation (AMSC) is recommending that municipalities extend their energy contract as projections indicate a significant increase in costs by 2030

2016.05.113 MOTION by Mayor P. Robinson that the Town of Sedgewick extends the existing energy contract with AMSC and TransAlta effective May 26th, 2016 until December 31st, 2021.

CARRIED.

RFC Council reviewed recommendations from the Recreation Funding Committee (RFC) regarding Phase I recreation funding distribution.

2016.05.114 MOTION by Clr. G. Sparrow that council accepts the recommendations brought forth by the RFC and that the Phase I funds be distributed as follows:

- I. Battle River Minor Hockey Association \$31,000
- II. Sedgewick Curling Club \$5,000
- III. Sedgewick Golf Club \$1,000
- IV. Sedgewick Public School \$5,000
- V. Sedgewick Minor Ball \$1,000
- VI. Killam Rec Board \$6,500
- VII. Valley Ski Club \$6,500

And further accepts the RFC recommendation to award carry forward funding as follows:

- I. \$1,000 towards the new pedestrian trail
- II. \$5,500 towards the heating unit upgrades at the Sedgewick Recreation Centre.

CARRIED.

Administration Committee A three-year education proposal was presented by the Administration Committee.

2016.05.115 MOTION by Clr. T. Schmutz that as per the recommendation from the Administration Committee that the three year education proposal be approved as presented.

CARRIED.

Correspondence:

FRSWMA Minutes from the Flagstaff Regional Solid Waste Management Association (FRSWMA), April 25th, 2016 regular board meeting were reviewed.

Municipal Affairs Municipal Affairs is conducting a comprehensive review of the MGA. An engagement session will be held in Hardisty, Alberta on June 14th, 2016; Mayor P. Robinson and Clr. S. Higginson will attend. Clr. G. Imlah pending.

Mayors Caucus The 2016 Mayors Caucus is being held June 15th-17th, 2016 in Olds; Mayor P. Robinson to attend.

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

- 2016.05.116

MOTION by Clr. S. Higginson to accept the correspondence items and file as information.

CARRIED.
- Round Table


A round table session was held; discussion ensued.
- Adjournment

2016.05.117

MOTION by Mayor P. Robinson for adjournment at 9:15 PM.

CARRIED.

Perry Robinson, Mayor



Amanda Davis, CAO

Town of Sedgewick Monthly Statement Month Ending May 31, 2016

As Per Books							
	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG	FGTF
Previous Month Balance	2,449,149.16	3,626.52	131,316.30	66,886.63	957,517.40	166,086.00	100,153.08
Receipts for Month	93,137.21						
Stale dated Chq 582	160.00						
Interest Received	1,467.89	2.16	78.21	39.85	570.95	98.94	59.38
Subtotal	2,543,914.26	3,628.68	131,394.51	66,926.48	958,088.35	166,184.94	100,212.46
Less Disbursements	147,900.59						
First Data Charges	43.70						
Month End Balance	\$2,395,969.97	\$3,628.68	\$131,394.51	\$66,926.48	\$958,088.35	\$166,184.94	\$100,212.46

As Per Bank							
Month End Balance	2,424,336.66	3,628.68	131,394.51	66,926.48	958,088.35	166,184.94	100,212.46
Cash on Hand	300.00						
Cash in Transit	2,419.93						
Subtotal	2,427,056.59	3,628.68	131,394.51	66,926.48	958,088.35	166,184.94	100,212.46
Less Outstanding Cheques	31,086.62						
Month End Balance	\$2,395,969.97	\$3,628.68	\$131,394.51	\$66,926.48	\$958,088.35	\$166,184.94	\$100,212.46

Outstanding Cheques				
Number		Amount	Number	Amount
Payroll Cheques			4681	59.51
	691	2,978.88	4682	660.00
	692	1,815.07	4684	2338.88
	693	2,626.60	4685	615.14
	694	1,482.03	4688	293.20
	695	308.04	4689	75.00
	696	2,561.14	4690	640.00
	697	150.00	4691	400.00
	698	1,319.36	4692	75.00
	699	1,189.40	4693	30.33
General Cheques			4695	768.63
	4574	235.00	4696	500.00
	4587	50.00	4697	52.45
	4594	150.00	4699	138.00
	4602	85.00		
	4638	6,884.85		
	4663	50.00		
	4677	283.50		
	4679	2,271.61		
Outstanding Cheque Total		\$31,086.62		

Submitted to Council this 23 day of June 2016.

Interested Earned/May	\$2,317.38
GIC - 5-yr @ VCU	\$11,740.32
GIC - 1-yr @ ATB	\$20,266.19
Total Cash and Investments	\$3,854,411.90

Perry Robinson, Mayor

Amanda Davis, CAO

23-Jun-16
Mayor

23-Jun-16
CAO

Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: AP - VCU				
Computer Cheques:				
4631	5/12/16	Air Liquide Canada Inc.	April Stmt	85.39
4632	5/12/16	Government of Alberta	A/R- Tax Arrears List	20.00
4633	5/12/16	wrong name		0.00
4634	5/12/16	Amanda Davis	AD-Excut. Educ- Res 2 travel	244.60
4635	5/12/16	Associated Engineering Alberta	Walking Trail Engineering	13,361.25
4636	5/12/16	Barchard Engineering Ltd.	New Gas Meters- 80	10,854.90
4637	5/12/16	Battle River R.E.A. Ltd	April 2016 Charges	58.26
4638	5/12/16	Battle River Overhead Doors	Shop-replace overhead door	6,884.85
4639	5/12/16	Bonness Oilfield Supply Ltd.	April Stmt	40.99
4640	5/12/16	Border Paving Ltd.	Streets - Cold Mix	1,831.83
4641	5/12/16	CCI Wireless	Office - May 2016 Charges	78.74
4642	5/12/16	Cleartech Industries Inc	WTP - Chemicals	251.67
4643	5/12/16	The Community Press	March Stmt	530.25
4644	5/12/16	Arnett & Burgess Pipeliners Lt	April Stmt	793.60
4645	5/12/16	CUETS Financial Mastercard	April Stmt	1,587.27
4646	5/12/16	Duckering's Transport Ltd.	Wolseley Freight	177.52
4647	5/12/16	Fancy Shine Auto Care	Clean and detail 10 Ford	315.00
4648	5/12/16	Flagstaff Regional Solid Wast	April Stmt	273.56
4649	5/12/16	Flagstaff Intermunicipal	2016 FIP Requisition	6,766.65
4650	5/12/16	Hach Sales & Service Canada LP	WTP-DR Absorbance Kit	365.72
4651	5/12/16	Hillaby's Sprayer Service	Spraying & A/R	1,744.00
4652	5/12/16	John Deere Financial	April Stmt	559.71
4653	5/12/16	Karyn Sinclair	2016 Web Hosting	134.57
4654	5/12/16	Killam Transit Mix (1977) Ltd.	Compost Bin Base	945.00
4655	5/12/16	Local Authorities Pension Plan	May 2016 Remittance	6,447.77
4656	5/12/16	Loomis Express	Cleartech Freight	119.65
4657	5/12/16	Purolator Inc.	WTP- Summit valve freight	40.53
4658	5/12/16	Reynolds Mirth Richards & Farm	Legal Counsel VCU	489.48
4659	5/12/16	RTS Diesel Repair & Parts Ltd.	April Stmt	5,871.30
4660	5/12/16	Voided by the print process		0.00
4661	5/12/16	Watkins Holdings Ltd.	April Stmt	1,847.18
4662	5/12/16	Sedgewick Lake Park Assoc.	Spray Donations-KB/A&B	1,580.00
4663	5/12/16	Sedgewick Historical Society	Donation- Mtn #2016.04.89	50.00
4664	5/12/16	Summit Valve and Controls Inc	WTP- 4" Butterfly valve	247.80
4665	5/12/16	Superior Safety Codes Inc.	March 2016 Closed Permits	1,713.77
4666	5/12/16	Telus	April 2016 Statement	849.02
4667	5/12/16	The Wooden Spoon	NWPTA Lunch	393.75
4668	5/12/16	TNT Instrumentation Inc.	WTP-Fire Pump	306.02
4669	5/12/16	Town Of Sedgewick	April 2016 Utility Billing	424.82
4670	5/12/16	Wainwright Assessment	May 2016 Contract	1,100.40
4671	5/12/16	Voided by the print process		0.00
4672	5/12/16	Wild Rose Co-operative Ltd.	April Stmt	676.72
4673	5/12/16	Xerox Canada Ltd	photocopier maintenance	363.51
4674	5/13/16	AMSC	April 2016 Charges	7,474.31
4675	5/24/16	SKNGS - Sedgewick Killam	April 2016 Billing	12,368.12
4676	5/25/16	AAMD&C	May Stmt	11,261.33
4677	5/25/16	Alberta Municipal Health &	PW- Training Course	283.50
4678	5/25/16	Amanda Davis	AD-CLGM Workshop Exp	518.98
4679	5/25/16	AMSC Insurance Services Ltd.	June 2016 Remittance	2,271.61
4680	5/25/16	BeDevil Oilfield	Clean topsoil	472.50
4681	5/25/16	Brazilian Canadian Coffee Inc.	PW-Coffee	59.51
4682	5/25/16	Canadian Red Cross	Community BBQ Donation	660.00
4683	5/25/16	Cleartech Industries Inc	WTP- Diaphragm kit	319.20
4684	5/25/16	DGE 3DMM Inc.	GIS Annual Maintenance	2,338.88
4685	5/25/16	Duckering's Transport Ltd.	May Stmt	615.14
4686	5/25/16	Eastlink	FD-Internet June 2016	46.10
4687	5/25/16	Fancy Shine Auto Care	Office-carpet cleaning	325.50
4688	5/25/16	Hillaby's Sprayer Service	A/R-Cemtery	293.20
4689	5/25/16	Daryl Johnson	Casket N/SK17 Apr 04-16	75.00
4690	5/25/16	Kathleen Steadman	May 2016 Health & Wellness	640.00
4691	5/25/16	Lakeland College	FD-S300 Course (5)	400.00
4692	5/25/16	Brent Polege	Casket N/S K17-Apr-04-16	75.00

Report Date
6/07/16 11:13 AM

Town of Sedgewick
List of Accounts for Approval
As of 6/07/16
Batch: 2016-00028 to 2016-00031

Payment #	Date	Vendor Name	Reference	Payment Amount
4693	5/25/16	Purolator Inc.	AB Traffic Supply Freight	30.33
4694	5/25/16	Receiver General	May 2016 Remittance	10,939.38
4695	5/25/16	Ross Agri	A/R- Lake Propane	768.63
4696	5/25/16	Sedgewick Lake Park Assoc.	Donation for 94 Green Chev	500.00
4697	5/25/16	Syban Systems Ltd.	WTP-Internet-June	52.45
4698	5/25/16	TNT Instrumentation Inc.	WTP- Fix set point/ lag pump	387.45
4699	5/25/16	Trevor Lewis	Double Paid Final Utility bill	138.00
4700	5/25/16	Worker's Compensation Board -	2nd Qtr. Installment	1,284.43
4701	5/27/16	lp- deposit ck returned		0.00
Total for AP:				125,025.60

Accounts payable cheques for the month ending May 31, 2016

May 31st, 2016 Payroll

0684-0690	05/15/2016	Mid Month Payroll	8,444.47
0691-0699	05/31/2016	Month End Payroll	<u>14,430.52</u>
Total for Payroll:			\$22,874.99

23-Jun-16
Mayor

23-Jun-16
CAO

Mayor P. Robinson reported attendance to the following:

Flagstaff Family and Community Services, June 8th, 2016:

- The financial statement shows under budget in many areas; but is projected to be normal and hungry and capable of receiving available grant funding.
- Municipal Disaster Plans were activated in Alberta and worked very well for Fort McMurray emergency and Provincially FFCS was heavily involved behind the scenes. We were not asked to assist but were prepared to do so.
- Upper levels of government are now trying to download "Wills/Power of Attorney Workshops" under the "Public Guardian /Trustee" and concern is being raised as to what that actually means in terms of more 'downloading' of responsibilities. Fortunately we already manage that through "Seniors Outreach Service".
- The Wildrose Concession Van is not quite ready for service and user contracts have been vetted by legal and are now in Wildrose's hands. There is some concern about competition between local groups but only non-profits can access the van so it is hoped that cooperation between organizations will win the day.
- Skills Link program had thirteen graduates all of whom have found employment for at least three months. There were fifteen total but one didn't show up and another dropped out; so thirteen out of thirteen successes.
- The "Jump Start Program" provides a \$600 grant to under privileged youth to help allay costs to participate in sports. Executive Director Jenkinson will follow up on the program following an upcoming meeting in Camrose.
- The PARTY program is staging a mock crash scenario for youth on September 28th. Should be really good as Killam Hospital is involved with mock ER's this time as well.
- Flagstaff appears to be suffering less than many other districts due to the economic downturn. We are said to be an anomaly. There is much hardship, yes, but it appears, statistically at least, to be not as bad as expected at this time.
- Next meeting, September. 14th, 2016.

Clr. S. Higginson reported attendance to the following:

Flagstaff Regional Solid Waste Management Association meeting, May 30th, 2016:

- MMM final grade staking for Phase I is completed and expected to commence in summer 2017.

Town of Sedgewick - Council Committee Reports to June 23rd, 2016

- Asbestos pit DW9 is finished; the final cover will be completed this summer. Asbestos pit ASB11 was developed on the edge of the phase I landfill. There has been a big upswing with asbestos contracts. Nucor, Dewar, DMI, RDI and Allwest Demolition in Edmonton, Cold Lake, Edberg and the Flagstaff Lodge.
- A trail camera was installed at Hardisty. Six individuals were viewed going over the fence to grab items, a discussion around policy and what we do ensued.
- A break in took place on May 11th, 2016 specifically for car batteries; this is the second incident of this nature.
- Motion "... that Flagstaff Waste approve the crushing of 1000 tonnes of concrete aggregate on site using the most competitive price available (\$10/ton), total cost not to exceed \$100,000 with funds to come borrowed from Closure/Post closure reserve and pay back at 5% interest over 24 months. Any sale of product would be cost plus 10% and at cost to FRSWM. Carried."
- Motion "...that the Manager implement the proposed Regional Transfer Site Service with a projected start date of January 1, 2017 using the weighted approach with the transitional sites.
 1. That FRSWMA remove 'Transitional Transfer Sites' (Heisler, Killam, Loughheed, Rosalind, Sedgewick, Strome and Galahad) from the FRSWMA Regional Service effective January 1, 2017.
 2. That future free weekends and the municipal 'town bin' at each of the 'transitional' site partners will continue to be funded by FRSWMA.
 3. That any other future FRSWMA involvement (if any) at the transitional sites, will be negotiated individually with each community council.
 4. That the manager will develop operation agreements with all Transitional Transfer Site Partners prior to January 1, 2017.
 5. That the manager will develop operation agreements with Regional Transfer Site Partners.
 6. Use Scenario 2 Weighted. Carried."

Clr. S. Levy reported attendance to the following:

Parkland Regional Library (PRL) Board meeting, May 19th, 2016:

- PRL is currently seeking a new Assistant Head of Technical Services and Systems Librarian. As part of the process, a number of minor changes were made to the job descriptions for the Head of Technical Services and Systems and the Assistant position.
- M. Bevans, the Head of Technical Services and Systems Librarian has left Parkland after over a

Town of Sedgewick - Council Committee Reports to June 23rd, 2016

decade of employment for a new opportunity with Edmonton Public Library.

- Currently, PRL only invests its funds in GICs and in a conservative, managed bond portfolio. Given the economic climate, the Executive Committee will not make any changes to PRL's investments at this time.
- Former employee A. Belliveau has returned to Parkland to fill the recently created position of Shipper/ Receiver.
- An independent audit was conducted of PRL financials for the year ending December 31st, 2015. No significant discrepancies were observed.
- A grant from the Department of Municipal Affairs was received for the purpose of a First Nation's (FN) Initiative. In essence, the Government of Alberta is providing funding to Parkland to pay for on-reserve residents to belong to the regional system and have access to public library service. Staff is currently working on how we can reach out to First Nations communities.
- The FN grant was calculated on a per capita basis for a total of \$101,250.00. The grant stipulations are as follows:
 - a) Grant funds must be spent by March 31st, 2017.
 - b) Expand regional library system services to on reserve and on settlement populations.
 - c) Communicate this decision with member libraries and relevant Tribal Councils and Settlement Councils.
- Proposed 2017 budget was discussed at length. Three budget scenarios were discussed. Will give a verbal report and recommendation.
- Yellowhead Regional Library System (44 libraries) and the Chinook Arch Regional Library System (33 libraries) would like to participate in our website license program. All of the websites will be hosted on PRL's servers. As a result of other systems participating in our website program, Parkland will recoup two thirds of our website development costs and greatly reduce the cost of website development for other library systems. It is possible that a fourth regional system may participate.
- Disc-Go-Roboto II disc repair system was purchased for approx. \$7,000 (this is after a \$4,000 discount for trading in the old machine). PRL Board had approved \$15,000 for this purchase.
- During the first quarter of 2016, PRL was accessed for 237,761 sessions on 16,551 unique devices.

Sedgewick Public Library (SPL) meeting, May 17th, 2016:

- New accounting software, Quickbooks was purchased.
- The Cow Bus will be coming to the Sedgewick Library. The Library Manager will be attending a meeting to discuss the dates and details regarding this event on May 19th, 2016.
- The Knitting Ladies night on Wednesdays are showing good attendance of 3-5 per night.
- The library is looking to purchase three new computer chairs and two sets of headphones. It was agreed that we would budget \$450.00 for this purchase.
- Summer reading program will start July 18th and run till August 22nd, 2016, running four weeks. \$300.00 will be allotted for this program.

Town of Sedgewick - Council Committee Reports to June 23rd, 2016

- The Muslim Missionary Presentation on May 16th, 2016 was well received, 8 community members attended. I also attended. Presenters were respectful and engaging.
- A donation was made to the Friends of the Loughheed Library for the amount of \$ 4,500.00 for casino activities.
- It was agreed that the budget for July 1st activities be \$600.00.

Attachments:

1. R1.1 PRL Budget Scenarios

Clr. C. Rose – Nothing to report

Clr. T. Schmutz - No report submitted

Clr. G. Sparrow - No report submitted

Clr. G. Imlah - No report submitted

Proposed 2017 Budget Scenario 1 **PARKLAND REGIONAL LIBRARY**

		Present Budget	
		2016	2017
INCOME			
1	Provincial Grant	963,195	987,432
2	Membership Fees	1,637,910	1,689,091
3	Rural Library Services Grant	428,077	428,737
4	Interest Income	40,000	35,000
5	FN Provincial Grant	0	101,250
TOTAL INCOME		3,069,182	3,241,510
LIBRARY MATERIALS			
1	Book Allotment PRL	271,260	273,120
2	Rural Library Services Grant	428,077	428,737
3	Cataloguing Tools	3,700	4,000
4	Large Print Books	13,000	13,000
Econtent			
5	eContent materials Allotment	38,500	92,000
6	eContent Platform fees, Subscriptions	27,000	17,750
7	Periodicals	1,800	1,975
8	Audio Book Materials	5,500	5,500
9	Reference Materials	6,000	6,000
10	Programming Boxes	750	750
11	Library Computers	68,648	63,027
TOTAL LIBRARY MATERIALS		864,235	905,859
COST OF SERVICES			
1	Audit	15,000	17,500
2	Bank expenses	500	500
3	Bank Investment Fees	4,500	4,500
4	Building-Repairs/Maintenance	28,000	28,000
5	Communications/Marketing/Advocacy	5,000	6,000
6	Computer Maint. Agree. Software licenses	149,560	145,000
7	Continuing Education	20,000	20,000
8	Dues/Fees/Memberships	11,000	11,000
9	Equipment - Lease/Rental/Maint.	0	0
10	Freight	7,500	7,500
11	Insurance	15,500	15,500
12	Internet Connection Fees	20,160	23,500
13	Janitorial expense	27,500	29,000
14	Legal/Consulting/Advocacy	2,000	2,000
15	Outlets - Contribution to Operating	800	800
16	Photocopy	9,000	9,000
17	Postage	5,000	5,000
18	Postage Reimbursement	3,500	8,000
19	Promotion/Trade Shows/Publicity	6,500	6,500
20	Recruitment/Advertising	1,500	1,500
21	Salaries	1,392,944	1,499,025
22	Salaries - Employee Benefits	299,483	326,038
23	Supplies/Stationery/Processing/Recon	40,000	40,000
24	Telephone	13,000	13,000
25	Travel	13,000	15,000
26	Trustee expense	21,000	25,000
27	Utilities	37,000	37,000
28	Vehicle expense	41,000	41,000
29	Workshop/Training expense	15,000	15,000
TOTAL COST OF SERVICES		2,204,947	2,351,863
		3,069,182	3,257,722
TOTA Surplus/Deficit			-16,212
AMOUNT PER CAPITA REQUISITION		7.88	8.04
			2%

**Proposed 2017 Budget Scenario 2
PARKLAND REGIONAL LIBRARY**

		Present Budget	
		2016	2017
INCOME			
1	Provincial Grant	963,195	987,432
2	Membership Fees	1,637,910	1,705,891
3	Rural Library Services Grant	428,077	428,737
4	Interest Income	40,000	35,000
5	FN Provincial Grant	0	101,250
TOTAL INCOME		3,069,182	3,258,310
LIBRARY MATERIALS			
1	Book Allotment PRL	271,260	273,120
2	Rural Library Services Grant	428,077	428,737
3	Cataloguing Tools	3,700	4,000
4	Large Print Books	13,000	13,000
Econtent			
5	eContent materials Allotment	38,500	92,000
6	eContent Platform fees, Subscriptions	27,000	17,750
7	Periodicals	1,800	1,975
8	Audio Book Materials	5,500	5,500
9	Reference Materials	6,000	6,000
10	Programming Boxes	750	750
11	Library Computers	68,648	63,027
TOTAL LIBRARY MATERIALS		864,235	905,859
COST OF SERVICES			
1	Audit	15,000	17,500
2	Bank expenses	500	500
3	Bank Investment Fees	4,500	4,500
4	Building-Repairs/Maintenance	28,000	28,000
5	Communications/Marketing/Advocacy	5,000	6,000
6	Computer Maint. Agree. Software licenses	149,560	145,000
7	Continuing Education	20,000	20,000
8	Dues/Fees/Memberships	11,000	11,000
9	Equipment - Lease/Rental/Maint.	0	0
10	Freight	7,500	7,500
11	Insurance	15,500	15,500
12	Internet Connection Fees	20,160	23,500
13	Janitorial expense	27,500	29,000
14	Legal/Consulting/Advocacy	2,000	2,000
15	Outlets - Contribution to Operating	800	800
16	Photocopy	9,000	9,000
17	Postage	5,000	5,000
18	Postage Reimbursement	3,500	8,000
19	Promotion/Trade Shows/Publicity	6,500	6,500
20	Recruitment/Advertising	1,500	1,500
21	Salaries	1,392,944	1,499,025
22	Salaries - Employee Benefits	299,483	326,038
23	Supplies/Stationery/Processing/Recon	40,000	40,000
24	Telephone	13,000	13,000
25	Travel	13,000	15,000
26	Trustee expense	21,000	25,000
27	Utilities	37,000	37,588
28	Vehicle expense	41,000	41,000
29	Workshop/Training expense	15,000	15,000
TOTAL COST OF SERVICES		2,204,947	2,352,451
		3,069,182	3,258,310
TOTA Surplus/Deficit			0
AMOUNT PER CAPITA REQUISITION		7.88	8.12
			3%

**Proposed 2017 Budget Scenario 3
PARKLAND REGIONAL LIBRARY**

		Present Budget	
		2016	2017
INCOME			
1	Provincial Grant	963,195	987,432
2	Membership Fees	1,637,910	1,689,091
3	Rural Library Services Grant	428,077	428,737
4	Interest Income	40,000	35,000
5	FN Provincial Grant	0	0
TOTAL INCOME		3,069,182	3,140,260
LIBRARY MATERIALS			
1	Book Allotment PRL	271,260	273,120
2	Rural Library Services Grant	428,077	428,737
3	Cataloguing Tools	3,700	4,000
4	Large Print Books	13,000	13,000
Econtent			
5	eContent materials Allotment	38,500	48,750
6	eContent Platform fees, Subscriptions	27,000	17,750
7	Periodicals	1,800	1,975
8	Audio Book Materials	5,500	5,500
9	Reference Materials	6,000	6,000
10	Programming Boxes	750	750
11	Library Computers	68,648	63,027
TOTAL LIBRARY MATERIALS		864,235	862,609
COST OF SERVICES			
1	Audit	15,000	17,500
2	Bank expenses	500	500
3	Bank Investment Fees	4,500	4,500
4	Building-Repairs/Maintenance	28,000	28,000
5	Communications/Marketing/Advocacy	5,000	6,000
6	Computer Maint.Agree. Software licenses	149,560	145,000
7	Continuing Education	20,000	20,000
8	Dues/Fees/Memberships	11,000	11,000
9	Equipment - Lease/Rental/Maint.	0	0
10	Freight	7,500	7,500
11	Insurance	15,500	15,500
12	Internet Connection Fees	20,160	23,500
13	Janitorial expense	27,500	29,000
14	Legal/Consulting/Advocacy	2,000	2,000
15	Outlets - Contribution to Operating	800	800
16	Photocopy	9,000	9,000
17	Postage	5,000	5,000
18	Postage Reimbursement	3,500	8,000
19	Promotion/Trade Shows/Publicity	6,500	6,500
20	Recruitment/Advertising	1,500	1,500
21	Salaries	1,392,944	1,427,248
22	Salaries - Employee Benefits	299,483	310,426
23	Supplies/Stationery/Processing/Recon	40,000	40,000
24	Telephone	13,000	13,000
25	Travel	13,000	15,000
26	Trustee expense	21,000	25,000
27	Utilities	37,000	37,000
28	Vehicle expense	41,000	41,000
29	Workshop/Training expense	15,000	15,000
TOTAL COST OF SERVICES		2,204,947	2,264,474
		3,069,182	3,127,083
TOTA Surplus/Deficit			13,177
AMOUNT PER CAPITA REQUISITION		7.88	8.04
			2%

Town of Sedgewick Public Works Report – Period Ending June 23rd, 2016

An update on public works activities up to June 23rd, 2016.

- General duties and activities.
- A leak above the curling lounge at the rec center was patched; public works will re-assess the repairs after the next rain to ensure the leak has been repaired.
- Three (3) sidewalk projects are underway, expecting completion within a couple of weeks;
 - Main street north of the park
 - 50th Avenue
 - Paving stones in front of 5201-51 Avenue
- There were concerns with the flowers dying in the recently hung flower baskets. The provider was quick to respond and replaced flowers as required. The suppliers had not taken off the plastic root protector and the plants were choking themselves out and dying.
- In preparation for the walking trail extension, the fence along the football field has been dismantled and disposed of and the grass along the west side of the ball diamonds and football field has been cut.
- Chain link fence has been ordered for the north end of the race track and will be installed upon arrival.
- Fifty rain barrels were ordered and are stored in public works cold storage.
- The department has graded the road at the lake park and has been helping with equipment repairs and maintenance as the new manager's transition into their positions.
- We are all extremely pleased with the summer help; the department has excelled at a number of jobs due to the students hired.

Attachments: n/a

13-June-16
Mayor

23-June-16
CAO

Town of Sedgewick - CAO Report – Period Ending June 23rd, 2016

I attended the following meetings since the May 26th, 2016 regular council meeting:

June 2nd – Beautification Committee Meeting

- In attendance with Clr's Rose, Higginson and Levy.
- A preliminary design and proposed site plan for the rebranding entrance upgrade was presented.
- The group discussed and agreed upon and appropriate vision and confirmed the designer and administration were in line with council's vision and objectives. The focus word that aligns the design is *TRIUMPHANT*.
- Our goal is to have a final rendering for council at this meeting; the project has been slightly held up awaiting comments from Alberta Transportation.

June 2nd – CAO Meeting, Killam

- Meeting notes attached.

June 3rd – Full Day Strategic Planning Session

- All members of council in attendance. Revised plan is included on the agenda for approval.

June 13th – Walking Trail Expansion Project – Pre Construction Meeting

- A pre-construction meeting was held with the Town, Associated Engineering and Border Paving. We assessed site specific requirements and GPS'd the field fit location. Construction began on June 14th; expected completion by July 1st, weather permitting.

June 14th – 18th – Final Residency – The Executive Program, Banff

- Update to follow at the meeting.

Year at a Glance – Project Updates

Strategic Goals:

- 1. Walking trail expansion project and environment revitalization (short term priority #3 in the Strategic Plan)**
 - Public notification to all recreation users and surrounding property owners sent advising of potential disruptions during trail construction.
 - Public communication bulletin prepared and issued; copy send to council for reference.
 - Developed and finalized Encroachment Agreements with Flagstaff County and the Sedgewick Ag Society.
 - Pre-construction meeting was held on June 2nd, and the trail was staked; construction began on June 14th.
- 2. Replace entrance attraction at the intersection of Highway 13 and Secondary Highway 869 (short term priority #1 in the Strategic Plan)**
 - Beautification Committee meeting held as stated above. Preliminary design was reviewed with comments from Alberta Transportation.
 - russell and russel and I are completing a final rendering for council.
- 3. Website Redevelopment (short term priority #1 in the Strategic Plan)**
 - No further action taken since the May 26th, 2016 council meeting.

Operational Goals:

- 1. Thorough review of the Municipal Development Plan (MDP) – this plan must be updated prior to reviewing and making revisions to the Intermunicipal Development Plan**
 - Once the revised Strategic Plan is approved a second MDP meeting will be held with the Land Committee.
- 2. Update the Intermunicipal Development Plan (IDP) in collaboration with Flagstaff County**
 - The IDP review meeting will happen in the fall following the completion of the MDP review.
- 3. Recreation Centre Roof and Heating System Upgrades**
 - The project has been re-activated. Two quotes are being finalized, one from Keith's Refrigeration and the other from Gateway Mechanical. The Town is obtaining necessary electrical quotes for decommissioning and tie-in as well as roof repairs and upgrades; final quotation deadline is June 29th with awards to follow.
 - A project assessment was conducted with Recreation President Gagnon, it was agreed that the curling heating unit would not be replaced at this time and that parts will be salvaged as required.
- 4. Sidewalk/curb and gutter replacement on PRT NE8-44-12 W4M**
 - The development agreement has been signed off by The Bethany Group and I am still negotiating terms with the Alberta Social Housing Corp regarding infrastructure replacement.
- 5. Fire Hydrant Replacement Program**
 - No action taken to date
- 6. Installation of a back-up generator at the Water Treatment Plant (WTP) with possible building addition**
 - I have engaged the expertise of Associated Engineering to review the back-up generator design prepared by Stantec. This assessment will be charged at an hourly rate to determine if the Town can move forward with the revised scope and will address the fire pump issues.
- 7. Lagoon Dredging and Manhole Replacement**
 - Lambourne Environmental was awarded the lagoon dredging and manhole replacement project.
 - An application was submitted to for the use of Federal Gas Tax Funds for the project.
 - A pre-construction meeting is being scheduled for the week on June 20th.
- 8. GIS Mapping System**
 - No further action to date.

Town of Sedgewick - CAO Report – Period Ending June 23rd, 2016

Both Strategic and Operational:

- 1. Regional Governance Study, Phase II and III which consists of a Regional Economic Development Plan, Communications Strategy, Infrastructure Assessment and Business Case**
 - Phase II is underway – Mayor Robinson to provide and update at the council meeting pursuant to the June 13th, 2016 Flagstaff Intermunicipal Partnership (FIP) meeting.
 - i. Meeting minutes attached.

Other:

- 1. Installation of the Sedgewick Community Spray Park Project**
 - A second round of applications is being accepted through the Celebrate Canada 150 program. Administration submitted an application for \$200,000 for the spray park project.

General daily function updates:

(12) Administration

- Tax notices were issued on May 31st. Monthly installment letters were issued to all customers on the payment plan.
- Website updates – a full review of the existing website is underway. Significant updates and adjustments have been made in the short-term as we prepare for a new website. This is an ongoing internal project.
- Confirmation was received from the Town's legal counsel supporting Auditor King's recommendation for one level on minimum tax.
- 2016 Phase I grant disbursements issued.
- The GIC was reinvested for one year with Alberta Treasury Branch at a rate of 1.7%.
- Completed a survey in support of the Regional Governance Study as sent by 13 Ways Inc.
- File #112053-002-WWB has been called for questioning. Legal counsel and I have discussed settlement options; we are waiting from a response from the other party.

(21) By-law Enforcement

- Administration followed up with Fish and Wildlife regarding the black bear that was looming around the north end of town. The town was advised to support the Bear Smart initiative; the only reason the bear would be in the area was caused from displacement and rutting season. A public notice reflecting the Bear Smart initiative was issued throughout the Town's social media ports.
- Three (3) Unsightly Premises (B#465) Orders have been issued:
 - Plan 5755S; Block B; Lots 9-11 – compliance met.
 - Plan 5755S; Block B; Lot 12-13 – compliance met.
 - Plan 0123467; Block 10; Lot 31 – compliance has not been met.
- Two (2) Stop Orders have been issued in accordance with Land Use Bylaw #461:
 - Plan 0123467; Block 10; Lot 31 – compliance has not been met.
 - Plan 0123467; Block 10; Lot 31 – compliance has not been met.

(32) Public Works

- Border Paving is quoting the application of a dust suppressant for Spruce Drive; potential update at the meeting.

(66) Development

- Ongoing review of development agreements with The Bethany Group (TBG) and Alberta Social Housing Corp. Both agreements have now been finalized; TBG is fully executed.

Town of Sedgewick - CAO Report – Period Ending June 23rd, 2016

- Encroachment agreements prepared and finalized with Flagstaff County and Sedgewick Ag Society in support of the new walking trail.
- An Encroachment agreement was issued pursuant to motion 2015.05.137 (development improvement of a retaining wall).

Attachments:

1. Action Items – no action required
2. June 2nd, 2016 CAO Meeting Notes
3. June 13th, 2016 FIP Meeting Minutes
4. Free Weekend Stats

23-Jun-16
Mayor

23-Jun-16
CAO

Council Action Items

26-May-16

	For	Item	Action Taken	Completed
1	Council	Assess the speed zone at the Sedgewick Rec Centre.		
2	Public Works	Check for speed signage near the Flagstaff Lodge (School Zone).	Speed zone in place.	27-May-16
3	Amanda	Develop Education Policy for EO.	In progress.	
4	Public Works	Paint fence at SGC - June 15 golf tournament.	No action taken.	
5	Amanda	Send parade schedule to councillors.	Correspondence sent.	27-May-16
6	Maxine	Upload tax rate bylaw.	Uploaded	30-May-16
7	Amanda	Finalize all tax notices and send tax bylaw to Prov. And assessor.	Sent to assessor.	27-May-16
8	Lorna	Proceed with Tax Recovery on Plan 3825P; Block 8; Lot 6.	Notices sent pursuant to MGA.	30-May-16
9	Amanda	Submit an application to FGTF re: lagoon upgrades.	Application submit through MGMA portal.	30-May-16
10	Amanda	Work with AE on lagoon upgrades.	Pre construction meeting scheduled.	30-May-16
11	Amanda	Contact A. Riley at AMSC re: extension of energy contract.	Complete - sent via email.	27-May-16
12	Amanda	Letter to all rec applicants re: grant award.	Complete and mailed. Emailed the RFC board.	27-May-16
13	Amanda	Proceed with EMBA application.	Completed	8-Jun-16
14	Amanda	Register PR, SH and possibly GI for MGA review in Hardisty.	Complete - emailed PR, SH and GI updates.	27-May-16
15	Maxine	Register PR for Mayor's caucus in June.	Registration for Caucus and Hotel completed	30-May-16
16	Amanda	Follow up with road maintenance - Spruce Dr and 47th Street.	Discussed with BP during site analysis.	13-Jun-16
17	Amanda	Follow up with K. Cannady re: RESC meeting.	Email sent to KC, GI.	30-May-16

CAO Meeting Notes – June 2, 2016 at 9:00 a.m.

Held at Town of Killam Administration Office

Attendance

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

Absent:

Jacquie Zacharuk	Village of Alliance
David Alderdice	Village of Loughheed

1. Additions/Changes to Agenda

- a. Grant to facilitate Fire Services Agreement Review - Hardisty
- b. Transfer Station Operating Agreements - Forestburg
- c. Regional Water Operator Consortium

2. Meeting Notes & Information

- a. January 29, 2016 CAO Meeting Notes
- b. May 12, 2016 Regional Public Works Meeting Notes
- c. Coordinator Report
- d. Contract Development Officer (Killam)
 - i. Kim Borgel reviewed the process they went through to retain a contract Development Officer. They accepted the proposal from a consulting firm in Edmonton at a cost of \$160/hr with no initial retainer fee or minimum fee.
 - ii. The consultant will provide all aspects of development including: permit application review, development of recommendations for council, issuing or stop orders, reviewing and amending all related bylaws and plans, etc.
 - iii. Town of Killam is budgeting \$10,000 for their services in 2016
 - iv. Kim Borgel will be providing copies of the proposal to anyone interested in looking at the same service.

3. Intermunicipal Assessment Review Board Agreement

Discussions were held regarding the amended agreement as prepared by the FIP Coordinator:

4. Membership – add a clause permitting the clerk to call on other ARB Boards in the event that we do not have sufficient board members to attend a hearing.
7. Remuneration – add “preparation” to remuneration rates to ensure that board members are adequately remunerated for the time they spend on a file.

8. Board and Hearing Costs – add additional costs to be paid by affected municipality for hall rental, board refreshments and/or meals, etc. Will also add a clause related to complaints made against the managing partner.

Debra Moffatt to make amendments to the agreement to be presented at the next FIP meeting.

Recommendation from CAO Group: To have the FIP Committee accept the amended Intermunicipal Assessment Review Board Agreement and make a recommendation to all member municipalities to approve the amended agreement.

Flagstaff Regional Subdivision & Development Appeal Board

Similar issues as the ARB Agreement. Debra Moffatt will make amendments to the agreement to be presented at the next FIP meeting.

Recommendation from CAO Group: To have the FIP Committee accept the amended Flagstaff Regional Subdivision and Development Appeal Board Agreement and make a recommendation to all member municipalities to approve the amended agreement.

Discussion was also held about the lack of members on these two boards. Currently the Assessment Review Board has no members and the Subdivision and Development Appeal Board has only five (5) members. The CAO's will be approaching ex-councillors to see if they would be interested in serving on either of the boards and Debra Moffatt will approach the SDAB members to see if they would be willing to serve on the ARB.

SCADA Server Relocate

Discussion was held as to the need to move the SCADA server to Hardisty. The public works operators had indicated that in order for the SCADA system to be upgraded so that it actually meets their needs, the first step would be to relocate it and monitor the system to see if it has a positive affect on the communications issues. Although this move might not correct site specific issues, it will assist in determining if a fibre optics connection reduces the number of issues where the whole system is down due to server communication loss. Sandy Otto agreed to provide a cost breakdown of the move prior to the next FIP meeting (June 13, 2016).

Recommendation from CAO Group: To have the FIP Committee approve the move of the SCADA server from Flagstaff County to the Town of Hardisty and to recommend that all member municipalities approve this move.

Further discussion was held as to the need of a terms of reference for the regional water operators' consortium, the development of a SCADA server host agreement.

Regional Safety Program

The Regional Public Works group had recommended that Flagstaff County be approached to see if they would be willing to retain a second safety officer to be contracted back to the urban municipalities to provide safety services including: coordination of training, development of safety plans and policies, performance of safety inspections. Rod Krips provided information on the consulting firm that Daysland had retained to carry out their safety program.

Recommendation from CAO Group: To approach Flagstaff County and SDI Team to provide proposals for a regional safety program.

Regional Governance Networking BBQ

Discussion was held as to what the Regional Governance Networking BBQ should be. It was determined that inviting all staff to attend, as well as the elected officials and representatives from 13 Ways Inc. would most likely not result in the development of Intermunicipal relationships as intended. The CAOs felt that the BBQ should be for elected officials, 13 Ways Inc. representatives and the CAOs. It was felt that better relationships between staff would be developed by site specific visits (i.e. public works from one community meeting with public works from another). It was felt that this would provide a context for the sessions and the groups would be able to discuss similar issues and concerns. This will be coordinated between CAOs as time goes on.

The Regional Governance Networking BBQ will be scheduled for Thursday, July 21, 2016 at 6:00 p.m. to be held in the Town of Killam. Debra Moffatt and Kim Borgel will be working to coordinate this event.

Regional Governance Website

The proposed website as developed by 13 Ways Inc. was reviewed by the group and no issues were found. Debra Moffatt will inform 13 Ways Inc. to go ahead with its launch.

Grant to Facilitate the Fire Services Review

Sandy Otto reported that she had been speaking to Michael Scheidl of Municipal Affairs about the fire services agreement and he recommended that we apply for a grant to assist with the facilitation of this discussion and development of a new agreement. It was felt that this issue was not a FIP issue, but was the responsibility of the Regional Emergency Services Committee. Sandy Otto will be preparing the grant application as Hardisty has agreed to act as the Managing Partner. She will keep us informed as to the need for individual council resolutions to partner on this project.

Transfer Station Operating Agreements

Debra Moffatt brought this issue to the group as there is concern that all affected municipalities may not be included in the discussions and preparation of this agreement. It was agreed that this should be coordinated through Flagstaff Regional Solid Waste Management Association.

Regional Water Operator Consortium

Discussion was held as to the need to move forward with the Regional Water Operator Consortium. Currently Flagstaff County and the Town of Daysland are looking for additional public works/water operators. It was determined that the general inability to retain long-term water operators is going to continue to be an issue for our region and that the development of the water operators' consortium should be dealt with sooner rather than later.

Shelley Armstrong stated that Gwenda Poyser would be available to research this issue and bring forward proposals for how the consortium should be set up.

Debra Moffatt stated that funding was still available in the Regional Water Operator Project (Forestburg, Daysland, Strome, Galahad) that might be available to assist with getting a start on the consortium.

4. **Next Meeting and Host** – to be determined by next FIP meeting.
5. **Round Table Discussion**
6. **Adjourn at 1:45 p.m.**

Flagstaff Intermunicipal Partnership Committee
Regular Meeting held Monday, June 13, 2016 at 7:00 pm
Town of Hardisty Civic Building

Attendance:	Voting Members	Bob Coutts, Chair Gunnar Albrecht Susan Armer Leo Lefebvre Kel Tetz James Robertson Perry Robinson Dell Wickstrom	Village of Forestburg Flagstaff County Village of Loughheed Town of Hardisty Village of Heisler Town of Daysland Town of Sedgewick Village of Alliance
	CAOs	Shelly Armstrong Debra Moffatt Amanda Howell Rod Krips Kim Borgel Sandy Otto	Flagstaff County Village of Forestburg/Coordinator Village of Heisler Town of Daysland Town of Killam Town of Hardisty
	Observers/Presenters	Tim Morrison Donna Buelow Gail Watt Anita Miller	13 Ways Inc. Town of Hardisty Town of Daysland Town of Hardisty
	Absent:	Bud James Jacqueline Zacharuk David Alderdice Amanda Davis	Town of Killam Village of Alliance Village of Loughheed Town of Sedgewick

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

Agenda Mtn # 16-06-029	Moved by Member Gunnar Albrecht the adoption of agenda as presented.	CARRIED
Presentations	No presenters in attendance	
Minutes for April 11, 2016 Special Meeting Mtn #16-06-030	Moved by Member Gunnar Albrecht to approve the minutes of the special meeting held April 11, 2016 as presented.	CARRIED
Regional Governance Project Update	<p>Tim Morrison of 13 Ways Inc. was in attendance to review the status of the Regional Governance Project:</p> <ul style="list-style-type: none"> • The website www.flagstaffunited.ca will be ready to launch this week; • The website provides an opportunity for people to send in suggestions, comments, concerns which 13 Ways Inc. will review; • A press release will be sent out as soon as the website is live; • The survey sent out on June 7 has not been responded to by many elected officials, individuals indicating they had not received the survey will be sent a new link; • Public Stakeholder Engagement plan will be implemented in late June, early July; 	

- They are currently working on the RFQ for the Underground Infrastructure Assessment;
- Doug Griffiths will start meeting with key stakeholders in late June/early July

Town of Hardisty
re: Open-Ended
Contract

Tim Morrison was apprised of the Town of Hardisty's concerns regarding the open-ended nature of the contract with 13 Ways Inc. He indicated that he would speak to Doug Griffiths about this and ensure that a letter is sent out stating that they would be working within the approved budget for the Regional Governance Project.

Information
Mtn #16-06-031

Moved by Member Perry Robinson to accept all information and correspondence items for information purposes only.

CARRIED

Regional
Governance
Networking BBQ
Mtn #16-06-032

Moved by Member Gunnar Albrecht to approve the Regional Governance Networking BBQ to be held on Thursday, July 21, 2016 at 6:00 p.m. at the Killam Legion with participants being all elected officials, CAOs and representatives from 13 Ways Inc.

CARRIED

Intermunicipal
Assessment Review
Boards Agreement
and Bylaw
Mtn #16-06-033

Moved by Member Perry Robinson to accept the amended Intermunicipal Assessment Review Boards Agreement and the amended Intermunicipal Assessment Review Board Bylaw as presented with a change to board member remuneration to be \$250 per full day and \$125 per half day and to recommend that all member municipalities approve the amended agreement and amended bylaw.

CARRIED

Flagstaff Regional
Subdivision and
Development
Appeal Board
Agreement
Mtn #16-06-034

Moved by Member Leo Lefebvre to accept the amended Flagstaff Regional Subdivision and Development Appeal Board Agreement with a change to the board member remuneration to be \$250 per full day and \$125 per half day and to recommend that all member municipalities approve the amended agreement.

CARRIED

SCADA Server
Relocate
Mtn #16-06-035

Moved by Member Perry Robinson to recommend to all member municipalities to approve the move of the SCADA server from Flagstaff County to the Town of Hardisty; in an attempt to isolate and eliminate communications issue with the server, under a 3-year same business day IT agreement for the server only at a cost of \$999 per month with the costs to be split equally between all participating municipalities.

MOTION WITHDRAWN

SCADA Server
Relocate
Mtn #16-06-036

Moved by Member Perry Robinson to table the discussion on the SCADA Server Relocate pending further information from the coordinator in regard to available funding and from the Town of Hardisty on site specific costs.

MOTION WITHDRAWN

SCADA Server
Relocate
Mtn #16-06-037

Moved by Member Perry Robinson to recommend to all member municipalities to approve the move of the SCADA server from Flagstaff County to the Town of Hardisty; in an attempt to isolate and eliminate communications issue with the server, under a 3-year same business day IT agreement for the server only at a cost of \$999 per month to be funded from FIP reserves for the 1st year and then to be split equally between all participating municipalities for the remaining 2 years.

CARRIED

Regional Safety
Program
Mtn #16-06-038

Moved by Member Gunnar Albrecht to have the FIP Coordinator develop an RFP for regional safety services including but not limited to: staff training, documentation development and review and on-site safety inspections, to be posted on the Alberta Purchasing Connection (APC).

CARRIED

Round Table

Next Meeting

The next regular meeting will be Monday, September 12, 2016 at 7:00 p.m. with the location to be confirmed.

Adjournment

As all agenda items had been completed, Chairman Bob Coutts declared the meeting adjourned at 9:45 p.m.

Chairperson

Coordinator

Flagstaff Regional Community Clean-up - 2016 - Summary for Partner Invoicing

Site	Hours	Wages	Urban Waste	Rural Waste	Proportion urban	Urban Share 2016	Rural Share 2016	Grand Total 2016	Grand Total 2015	Grand Total 2014	2016 cust	2015 cust
Sedgewick	8.0	\$ 200.00	\$ 285.00	\$ 115.00	71.3%	\$ 427.50	\$ 172.50	\$ 600.00	749.24	\$ 979.00	35	41
Forestburg	16.0	\$ 400.00	\$ 746.00	\$ 561.00	57.1%	\$ 974.31	\$ 732.69	\$ 1,707.00	2280.48	\$ 3,000.00	127	181
Killam	16.0	\$ 400.00	\$ 581.00	\$ 185.00	75.8%	\$ 884.39	\$ 281.61	\$ 1,166.00	1699.48	\$ 2,206.00	78	125
Alliance	8.0	\$ 200.00	\$ 70.00	\$ 39.00	64.2%	\$ 198.44	\$ 110.56	\$ 309.00	746.24	\$ 986.00	14	37
Daysland	16.0	\$ 400.00	\$ 1,627.00	\$ 622.00	72.3%	\$ 1,916.37	\$ 732.63	\$ 2,649.00	1752.48	\$ 1,894.00	219	117
Lougheed	8.0	\$ 200.00	\$ 95.00	\$ 75.00	55.9%	\$ 206.76	\$ 163.24	\$ 370.00	451.24	\$ 1,089.00	20	25
Hardisty	16.0	\$ 400.00	\$ 1,404.00	\$ 234.00	85.7%	\$ 1,746.86	\$ 291.14	\$ 2,038.00	1827.48	\$ 1,745.00	147	121
Galahad	8.0	\$ 200.00	\$ 263.00	\$ 91.00	74.3%	\$ 411.59	\$ 142.41	\$ 554.00	1115.12	\$ 999.00	36	32
Rosalind	4.0	\$ 100.00	\$ 470.00	\$ -	100.0%	\$ 570.00	\$ -	\$ 570.00			78	-
Strome	8.0	\$ 200.00	\$ 478.00	\$ 155.00	75.5%	\$ 629.03	\$ 203.97	\$ 833.00	1784.25	\$ 1,311.00	45	-
Heisler	8.0	\$ 200.00	\$ 445.00	\$ 332.00	57.3%	\$ 559.54	\$ 417.46	\$ 977.00			60	-
Total	116.0	\$ 2,900.00	\$ 6,464.00	\$ 2,409.00	72.9%	\$ 8,524.80	\$ 3,248.21	\$ 11,773.01	12406.01	\$ 14,209.00	859	679

Note, Galahad and Strome costs for 2015 & 2014 included town bin procurement costs. Both communities used the free transfer site weekend model in 2016.

Flagstaff County	
Rural Share	\$ 3,248.21
Strome Urban	\$ 629.03
Galahad Urban	\$ 411.59
Total	\$ 4,288.82

Request for Decision (RFD)

Topic:	Strategic Plan 2016-2021 - Revised
Initiated by:	Council
Prepared by:	Amanda Davis
Attachments:	Draft Strategic Plan

Recommendations:

That council approve the Town of Sedgewick's Strategic Plan as revised on June 3rd, 2016.

Background:

On June 3rd, 2016 a Strategic Planning session was held. The revised plan must be approved to allow for the appropriate resource allocations.

2016

Town of Sedgewick Strategic Plan 2016 - 2021



Prepared by A. Davis
Town of Sedgewick
6/3/2016

TOWN OF SEDGEWICK

VISION STATEMENT:

"We are an engaging, dynamic community welcoming families and businesses...it has to be experienced!"

MISSION STATEMENT:

"Provide active leadership to promote an engaged forward thinking community in an ever changing world."

VALUES STATEMENT:

"To listen and engage with an open mind...decisions with integrity and respect."

Short-Term Goals (1-2 years):

1. Priority I – Municipal Rebranding

Rationale: The intent of the rebranding campaign is to move forward in changing times. To become more economically viable, attract new residents and businesses as well as reflect upon our past, present and future while creating new opportunities.

Step 1:

1. Initiate a municipal rebranding campaign.
2. Prepare a new brand that is supported by the community.

Step 2:

1. Begin rebuilding off the new brand;
 - Municipal website redevelopment
 - Upgrade all municipal signage
 - Replace entrance signage
 - Update all stationary supplies
 - Improve local marketing campaign
 - Set scope and budget for each phase of rebranding

Step 3:

1. Assess and evaluate the benefits gained through rebranding.
2. Continue to build and improve community relations through the new brand community building and engagement.

Action taken:

To date, June 2016:

1. One-year of community engagement and public consultation. Public opening for rebrand submissions.
2. New brand awarded – GROW WITH US (September 2015).
3. Funds allocated for municipal website redevelopment – research and design underway (June 2016).
4. Funds allocated for entrance upgrades, project under design (May 2016).
5. Sign and marking replacement and upgrades throughout town (ongoing).
6. Expiration of current stationary, replaced with new (ongoing).

2. Priority II – Address the Recreation Gap

Rationale: Council believes there is a gap within the recreation department and would like to find a solution that will provide a foundation to live by, increase usage, promote the community's assets through community and administrative supports.

Step 1:

1. Identify the gap in recreation and support needed for all aspects of recreation to become more viable.
2. Meet with recreation and cultural groups to gain their input into gaps and how they see improvements.

Step 2:

1. Council to assess the gaps and determine a way forward that meets the expectations of the community.
2. Review and assess existing administrative capacity. Is additional support required to fill the gap?

Step 3:

This will be addressed following consultation and planning meetings as stated above.

Action taken:

To date, June 2016:

1. Implementation of a recreation grant program with community user groups.
2. Encourage use of Multi-Year-Capital-Plans with all sub committees.

3. Priority III – Walking Trail Expansion Project

Rationale: The expansion of the walking trail system is intended to support opportunities for the health and wellness of our citizens and visitors through barrier free outdoor endeavours.

Step 1:

1. Design and tender the walking trail expansion project around the perimeter of the recreation grounds.
2. Prepare grounds for development; removal of trees that have reached their life expectancy.
3. Engage with Flagstaff County and the Sedgewick Ag Society requesting encroachment on private lands.
4. Prepare a capital budget for review and approval by council.
5. Community engagement.

Step 2:

1. Award a tender.
2. Construct the trail.
3. Set a 3-5 year landscape plan.
4. Land mark identification maps.

Action taken:

To date, June 2016:

1. Project designed, tendered and awarded to Border Paving (May 2016).
2. Community engagement for accessories, benches, trees, cleaning supplies.
3. Applied for various community grants for accessories.
4. Drafting encroachment agreements to be signed with the Ag Society and Flagstaff County as per trail placement and negotiation processes (2015/16).

4. Priority IV - Purchase SW9-44-12 W4M

Rationale: The purchase of the land is intended to meet compliance obligations as set by Alberta Environment and Parks in an effort to secure and protect the integrity of the Town's water wells and water source.

Step 1:

Determine method of action to engage with the private land owner.

1. Council to allocate funds for the purchase of the lands.
2. Council to set direction for the purchase of the lands.
3. Obtain an appraisal for the land.

Step 2:

Purchase variables:

1. Survey
2. Area Structure Plan
3. Site upgrades ie. fencing

Action taken:

To date, June 2016:

1. Received an appraised value for land through Wainwright Assessment Group (2014).
2. Entered negotiations with land owner (2014).

Long-Term (LT) Goals (3-10 years):

1. LT Priority I - Remaining Infrastructure Replacement and Main Street Revitalization Project

Rationale: Complete the final phase of infrastructure replacement whereby supporting long-term viability of Sedgewick. Revitalize main street to support business growth and development.

Step 1:

Assess the project:

1. Confirm infrastructure replacement, roads, curbs, gutters, sidewalks, underground infrastructure.
2. Complete a historical record check in an effort to identify any potential underground storage tanks that may exist.
3. Set a budget.

Step 2:

Begin a community engagement session to discuss the revitalization of main street:

1. What do we want it to look like?
2. What future development opportunities are available?
3. How are we planning for the future?
4. What are the pros and cons of the revitalization project?
5. Who can get involved?
6. Is there an opportunity to re-instate a Chamber of Commerce?

Step 3:

Prepare an engineering/design tender.

1. Identify all potential drainage and safety hazards to ensure adjustments and corrections are made to mitigate issues through redevelopment of infrastructure.
2. Assess proposals.
3. Award the contract.

Step 4:

Begin the formal design phase.

1. Seek grant opportunities for project and apply accordingly.
2. Proceed with increased community engagement for revitalization.

Step 5:

Finalize the design.

1. Tender the project.

2. Award a contract.
3. Begin construction.

Step 6:

1. Measure the successes.

Action taken:

--

DRAFT

2. LT Priority II: Residential Lot Development (5-10 lots)

Rationale: Provide opportunities for residential development supporting growth and the long-term viability of Sedgewick.

Step 1:

Assess potential areas for residential development, publically and privately.

1. Develop a plan.
2. Consider a Development Incentives Policy for revitalization and further beautification of town.

Step 2:

Begin public engagement process and explain the rationale for land development. Seek support from the private sector in the short-term to develop residential lots.

Step 3:

Build off the plan, additional steps to come upon development of a plan.

Action taken:

--

Supporting Documentation – The Story, How We Got Here

Supporting assessments (completed independently by councillors prior to the strategic planning session on June 3rd, 2016).

What's your platform?

- To ensure we have a family oriented town that will draw young families and businesses.
- To grow and build a vibrant community.
- Let's not look behind ourselves but instead look to see the possibilities of where we, and our community can be with leadership and co-operation; progress towards our goals by implementing 5-10 year plans.
- Doing what is best for the town; no agenda.
- Service...to assist in the successful movement of our community into the future, in an ever changing world where involvement in the same is essential to survival. Isolation is death.
- Promote rec centre, lake, golf course, entrance main street and new residential subdivision.

What's your long term vision for Sedgewick?

- To see Sedgewick as an active and healthy partner in a thriving regional community, where people will choose to come and live as urban centres become congested.
- Populations growth
- Improve the base of what we have and continue to not only improved but promote it.
- Sustainable growth.
- Regional leader for governance and recreation.
- A town that has a strong business centre which would draw people with a family to move here.

One personal value that you live by every day?

- Integrity. *
- Treat people with respect.
- Truth.
- Put your mind in motion before you put your mouth in gear.
- Learn something new every day.

One success that has occurred during your time in office:

- Sedgewick cemetery.
- Ground work for new seniors housing unit – people signing up to move in.
- Rebranding.
- A&B Development.
- Intermunicipal co-operations through the Flagstaff Intermunicipal Partnership – soothing grudges and positioning selves towards constructive relationships.
- Walking path project.
- Taking a lead with the regional governance initiative.

What do you view as Sedgewick's weakness?

- Lack of communication with user groups.
- Public perception.
- Lack of new residential lots.*
- Long-term viability of the Community Hall.
- Too many people with what's in it for 'me' attitude.
- Need for a bar.
- Lack of commercial properties.
- Seniors housing and support.

If you could strengthen one department, pillar, area of town what would it be?

- Seniors services.
- Main street revitalization, business growth (core).*
- Community Hall.
- Recreation.
- To make available commercial and residential properties for immediate development.

Top two existing short-term goals:

- Rebranding
- Seniors housing and accommodations *
- Spray park *
- Residential subdivision *
- Walking trail
- Entrance signage
- Website
- Renovate kitchen at rec centre.

**Indicates item was identified by more than one person.*

Strengths, Weakness, Opportunities and Threats (SWOT) Analysis:

STRENGTHS <ul style="list-style-type: none">▪ Recreation, rec centre, golf course, lake, talking trails▪ Civic pride – people love Sedgewick▪ Volunteer base▪ Education, K-12, apprenticeship programs▪ Local commerce,▪ Rural living, lifestyle, simplicity and affordability▪ Public buy-in▪ Financial stability	WEAKNESS <ul style="list-style-type: none">▪ Internet▪ Lack of commerce▪ Lack of residential lots for development▪ Aesthetics, streets/infrastructure▪ Lack of communication with user groups, co-operations▪ Public perception of council and administration▪ Public education▪ Public buy-in
OPPORTUNITIES <ul style="list-style-type: none">▪ Affordable lots for development, residential, commercial and industrial▪ Promote recreation (what is already existing)▪ Lake (destination and tourism)▪ Seniors housing (multi-level care)▪ Ability to position ourselves as leaders▪ Business▪ Upgrading infrastructure▪ Intermunicipal co-operation▪ Public education/buy-in	THREATS <ul style="list-style-type: none">▪ Public education/buy-in/awareness▪ Infrastructure▪ Declining population▪ Gov't downloading and legislation▪ Potential loss of doctor (eventual retirement)▪ Loss of essential services as a result of declining population▪ Aging population▪ Loss of commerce (lack of choices)▪ Lack of support for local businesses▪ Encourage family growth to support aging lifecycle.

Strategic Plan Participants:

1. Perry Robinson, Mayor
2. Greg Sparrow, Deputy Mayor
3. Grant Imlah, Councillor
4. Shawn Higginson, Councillor
5. Tim Schmutz, Councillor
6. Stephen Levy, Councillor
7. Cindy Rose, Councillor

Strategic Plan Facilitator:

1. Amanda Davis

Request for Decision (RFD)

Topic:	Strategic Plan Priority III – Encroachment Agreements
Initiated by:	TOS/Sedgewick Ag Society
Prepared by:	Amanda Davis
Attachments:	1. Letter dated June 13 th , 2016 2. Executed Encroachment Agreement – June 10 th , 2016

Recommendations:

That effective January 1st, 2016 t the annual lease fee of \$500 paid by the Sedgewick Agricultural Society to the Town of Sedgewick be waived in lieu of the walking trail encroachment on Plan 912 1568; Block 28.

Background:

In accordance with the provisions of short-term priority III, walking trail expansion project two encroachments were necessary to complete the project; one with Flagstaff County and the other with the Sedgewick Ag Society.

Administration distributed Encroachment Agreements to both parties on June 10th. The project kicked off on June 13th.

The Ag Society granted permission for an easement as per the attached agreement.

Current:

The Ag Society pays a \$500 annual lease fee to the Town of Sedgewick for the outdoor Ag building. The Ag Society is requesting that the \$500 annual fee be waived as compensation for encroachment of the walking trail.

Internal Assessments:

- The walking trail encroaches along the north end of the ag lands which will impact the ag society's use of their land as they will have to work around the trail for access. An area of the trail has been reinforced to accommodate future access in emergent situations however the project would not have been possible without their approval.
- The Ag Society has been very engaged and accommodating regarding the distribution of recreation funds allocated from the county resulting in strong collaboration efforts and effective community building.
- The Ag Society is a positive draw to our community and continues to show support towards the town's new brand...Grow With Us as displayed above.

Internal assessments confirm the validity to waive the annual \$500 fee.

June 13, 2016

Town of Sedgewick
4818-47th Street
Box 129
Sedgewick, AB
T0B 4C0

Attn: Town Council

Dear Council Members:

The recent walking trails approval for construction is great news to hear! We at the Sedgewick Agricultural Society have always supported the idea and think it is a great addition to the community. That being said it does infringe on The Ag Societies Land.

Our Ag Building is also viewed as an addition to the community, being utilized for not only Ag Society functions, but for various events held up at the recreation grounds. That being said it does infringe on Town of Sedgwick Lands.

Due to this exchanging of land uses, The Sedgewick Agricultural Society would request from The Town of Sedgewick that the annual Lease fee of \$500 for our Ag Shed be waived for this year and for the foreseeable future, as long as both items remain in place. Should any matters arise from this request please don't hesitate to contact the undersigned.

Sincerely:

A handwritten signature in dark ink, appearing to read 'Andrew Hampshire', with a stylized flourish at the end.

Andrew Hampshire
President
Sedgewick and District Agricultural Society
Box 8
Sedgewick, AB
T0B 4C0

THIS ENCROACHMENT AGREEMENT made this 10 day of June, 2016.

BETWEEN:

SEDGEWICK AGRICULTURAL SOCIETY
(hereinafter referred to as the "Grantor")

OF THE FIRST PART

- and -

TOWN OF SEDGEWICK
(hereinafter referred to as the "Municipality")

OF THE SECOND PART

ENCROACHMENT AGREEMENT

WHEREAS the Grantor is, the registered owner of the land which are legally described as:

Plan 912 1568; Block 28

EXCEPTING THEREOUT ALL MINES AND MINERALS

(hereinafter referred to as the "Grantor's Lands"); and

WHEREAS the Municipality has constructed a walking trail upon a portion of the Grantor's Lands; and

WHEREAS the Municipality has requested that the Grantor permit the walking trail to be placed and to remain as set out in Schedule "A" and the Grantor has agreed to grant such permission;

IN CONSIDERATION of the mutual covenants of the Grantor and the Municipality, the Grantor and the Municipality agree as follows:

1. The walking trail, may subject to the terms and conditions of this Encroachment Agreement, encroach onto that portion of the Grantor's Lands shown as Area (1) on the Plan attached hereto as Schedule "A" (hereinafter referred to as the "Encroachment Area") for the sole purpose of allowing the walking trail to be located as shown as Area (1) for the use as a walking trail by the Municipality and the invitees of the Municipality.

2. The Municipality shall at all times and at the Municipality's expense keep and maintain the walking trail in good and sufficient repair. The Municipality shall indemnify the Grantor from all claims of every kind, including costs that may arise directly, indirectly or incidentally as a result of a breach of the Municipality's obligation to maintain the walking trail.
3. If the walking trail is removed from the Encroachment Area, the permission granted to the Municipality by this Encroachment Agreement is automatically revoked without notice to the Municipality.
4. The Municipality shall obtain and maintain public liability insurance coverage for the use of the walking trail in the same form and amount as the Municipality obtains such insurance coverage for Municipality owned walking trails. The Grantor shall be an additional insured under such coverage only to the extent that coverage relates to the walking trail.
5. The Grantor agrees that the walking trail will limit future access along the perimeter of the lands. The Municipality will reinforce a section of the walking trail identified as Area (2) of Schedule 'A'. Area (2) is constructed to allow for limited Grantor access.
6. The Grantor agrees that prior to using the access point in Area (2) that a mat will be placed over the walking trail in an effort to mitigate damage to the walking trail. The Municipality will supply the matting to the Grantor.
7. The Grantor agrees that Area (2) will be used only in emergent situations.
8. In reading and interpreting this Encroachment Agreement:
 - (a) the word "Grantor" shall be read and interpreted as in the plural instead of the singular number, if there is more than one Grantor named, and in such case, the terms and conditions of this Encroachment Agreement shall bind the Grantors individually as well as jointly;
 - (b) the masculine gender shall include the feminine or a body corporate where in this Encroachment Agreement, the context or the parties require; and

(c) the word "shall" is to be read and interpreted as mandatory and the word "may" is to be read and interpreted as permissive.

9. The terms and conditions of this Encroachment Agreement shall be binding upon the respective heirs, executors, administrators, successors and assigns of the Municipality and Grantor.
10. This Encroachment Agreement shall continue for so long as the walking trail remains in place

IN WITNESS WHEREOF the parties hereto have hereunto affixed their corporate seal by the hands of their proper officers in that behalf and the individuals have signed their names by witness the day and year first above written.

TOWN OF SEDGEWICK

Per: 

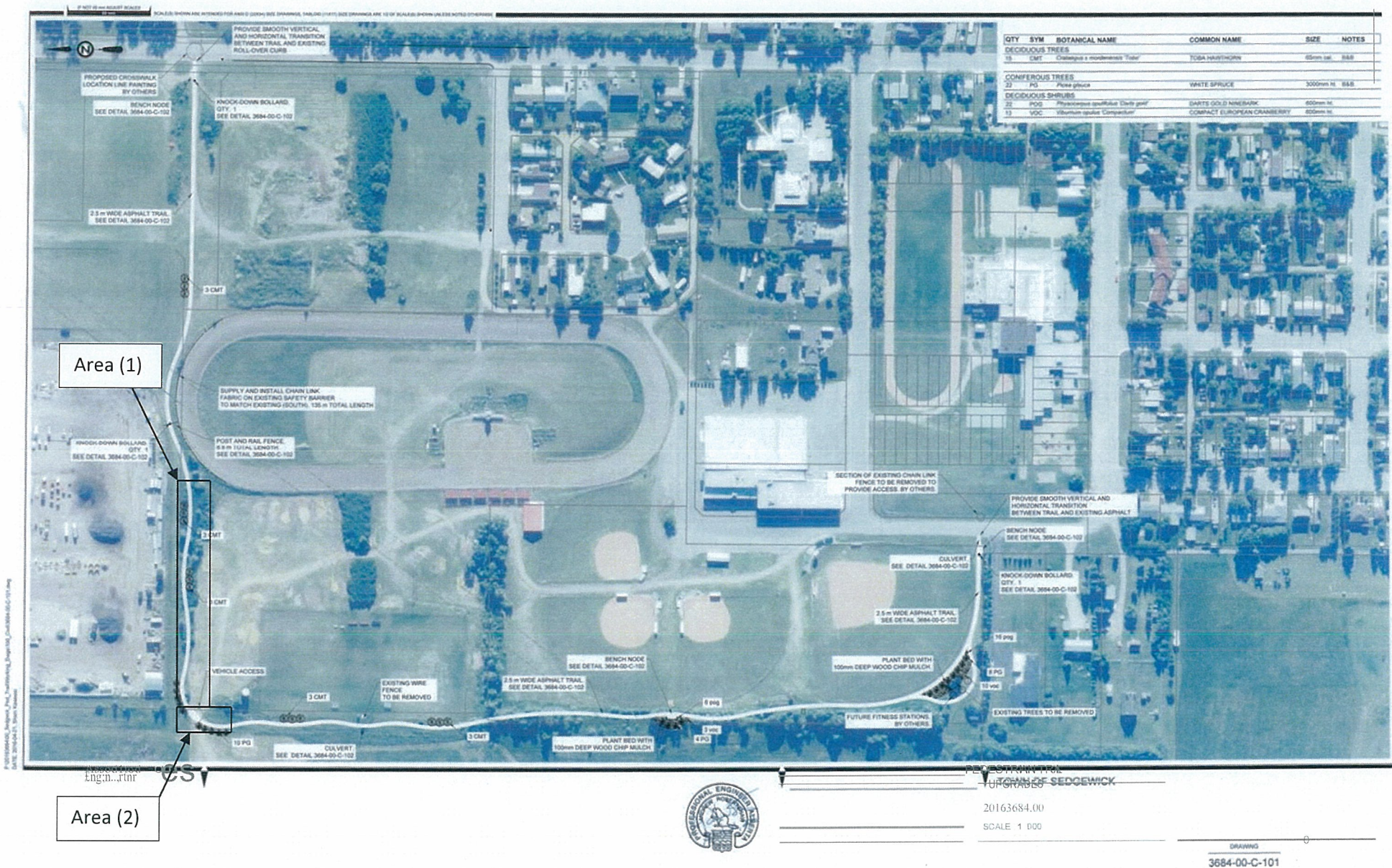
Per: 

SEDEWICK AGRICULTURAL SOCIETY

Per: 

Per: 

SCHEDULE 'A' - ENCROACHMENT AREA



Request for Decision (RFD)

Topic: Strategic Plan – Short Term Priority II Proposal
Initiated by: Strategic Plan
Prepared by: Amanda Davis
Attachments: n/a

Recommendations:

1. That the CAO engage with a professional consultant and programmer effective immediately and begin preparing a plan to address the recreation gap.
2. That \$30,000 from the \$100,000 operating grant be allocated to professional consult fees for the remainder of June.
3. That all administrative duties be performed by the existing staff and that the municipal office be closed two full days per week (Thursday-Friday) with an assessment of productivity at six months.

Background:

During the June 3rd, 2016 Strategic Planning Session council refined the Short Term (ST) Priority to support regional recreation.

The revised goal is to “Address the Recreation Gap”. Town Council has made great strides to address relationship building and identify gaps this term. Since the 2013 election council and administration undertook two major tasks regarding recreation:

1. Developed a new position within to address recreation
2. Implement a recreation grant process through collaborative efforts with the Sedgewick Ag Society.

ST Priority II – Address the Recreation Gap

Rationale: Council believes there is a gap within the recreation department and would like to find a solution that will provide a foundation to live by, increase usage, promote the community’s assets through community and administrative supports.

Step 1:

1. Identify the gap in recreation and support needed for all aspects of recreation to become more viable.
2. Meet with recreation and cultural groups to gain their input into gaps and how they see improvements.

Step 2:

1. Council to assess the gaps and determine a way forward that meets the expectations of the

community.

2. Review and assess existing administrative capacity. Is additional support required to fill the gap?

Step 3:

This will be addressed following consultation and planning meetings as stated above.

Local governments are working hard to find alternate way of becoming more effective through shared services, governance or other. Such alternatives are being assessed and work plans are being developed by a contract agencies (reflect upon fire services, regional governance).

Initially council's vision was to gain efficiencies at the recreation center which lead to possible mergers of boards; conversations lead to the assessment of external cultural and recreation organizations.

After identifying areas for improvement, buy in from the boards (and volunteers) was needed, the plan wasn't clear enough and the scope got too big too fast. The Regional Governance project is a great parallel; it is not be financially feasible for the town to hire a team to address ST priority II. The content, recommendations and analysis is necessary to move forward.

Current:

Council has identified recreation as Sedgewick's competitive advantage and is ready to commit and invest in ideas and solutions that would gain efficiencies, build a stronger community and enhance marketing.

Developing the right plan will take time.

As discussed on June 3rd, simply hiring a body will not provide the results council or administration is looking for as the first year would be spent training the individual regardless of their, administrative/management background. During training, a plan would also have to be developed which continues to drain resources providing little to no deliverables; it is highly unlikely that time would permit the development of an effective plan.

Financial background:

- Prior to the distribution of regional recreation funds from Flagstaff County each municipality received an annual lump sum payment to support recreation within the urban limits. Sedgewick's allocation was \$48,000. The Town matched these funds by contributing an additional \$52,000 totaling \$100,000 in operational funds to the Sedgewick Recreation Centre. A large portion of the Town's \$52,000 was covered by Municipal Sustainability Initiative (MSI) Operating. In 2011/12 the allocation of MSI was phased out internally, FC shifted their allocations towards a regional recreation grant program. The Town increased property taxes and now collects \$100,000 in operating funds for the recreation center.

Currently the annual \$100,000 is held in a reserve account. When the new recreation position was developed the salary and operating expenses were drawn from the annual \$100,000 operating grant.

Considerations:

1. The town cannot rely on FC to provide long-term stable funding for recreation. The province recently approved a new carbon tax that will significantly impact the Town's bottom line as well as the rec center, lake and hall. Operational funds may need to be allocated differently.
2. What will be the result of the regional governance study? What are the potential impacts of regional governance?
3. What facilities or programs are sustainable today and into the future?
4. What is the most effective way to address the recreation gap and how can we draw on the resources available to us?
5. How will provincial and federal legislation impact our current and future decisions?

Sedgewick's way forward:

I have assessed the town's internal organization to see how existing personal can be shifted to prepare a strategy to address the recreation gap.

Hiring an additional full-time staff member is not an option. By the time a suitable candidate is found and trained another year will have passed, my resources will be drained with minimal deliverables. My resources are already stretched with day to day operations, ST and long term goals, regional projects, and keeping up with changing legislation.

With the right team I can prepare clear options and a strategy for council to move this project forward.

To make this happen the following is required:

1. That the CAO engage with a professional consultant and programmer immediately and begin preparing a strategy to identify and address the recreation gap.
2. That \$30,000 from the \$100,000 operating grant be allocated for professional consultant fees for the remainder of 2016.
3. That all administrative duties be performed by the existing staff and that the municipal office be closed two full days per week (Thursday-Friday) with an assessment of productivity at six months.

This assignment must be fully planned and flawless to be effective. We can assess the ineffective actions previously undertaken (the intent was right, but buy-in and long-term planning was not sufficient).

Request for Decision (RFD)

Topic: Council Meeting – Proposed Changes
Initiated by: FIP/Administration
Prepared by: Amanda Davis
Attachments: April 11th, 2016 FIP Meeting Minutes

Recommendations:

1. That the July 21st council meeting be rescheduled for July 28th at 6:00PM to allow for attendance at the FIP networking session.

AND

2. That the August 18th council meeting be rescheduled to commence at 5:00PM in support of the proposed delegation of MLA, Wes Taylor.
-

Background:

During the April 11th, 2016 Flagstaff Intermunicipal Partnership (FIP) meeting a discussion the Coordinator and 13 Ways Inc. was directed to schedule an informal networking event for all elected officials and administrators in an effort to build stronger relationships as part of the regional governance initiative moves forward.

A BBQ has been scheduled for July 21st at 6:00 PM in Killam. This is the same evening as Sedgewick's council meeting. Council must determine if attendance at the networking session will take priority and whether to reschedule the council meeting.

Alternate meeting dates:

1. July 14th at 6:00 PM
2. July 28th at 6:00PM

Secondly, Wes Taylor, MLA, Battle River Wainwright Constituency has submit a delegation request. He has been scheduled to attend the August 18th, 2016 council meeting at 5:30PM. The intent of his delegation is to meet with his constituents, find out how things are going in his riding, being information from legislature and answer any questions. To accommodate this delegation, administration recommends reschedule the council meeting for 5:00 PM on August 18th.

**Flagstaff Intermunicipal Partnership Committee
Special Meeting held Monday, April 11, 2016 at 7:00 pm
Flagstaff County Administration Building**

Attendance:	Voting Members	Bob Coutts, Chair	Village of Forestburg
		Bud James	Town of Killam
		Gunnar Albrecht	Flagstaff County
		Shawn Higginson	Town of Sedgewick
		Susan Armer	Village of Lougheed
		Leo Lefebvre	Town of Hardisty
		Dennis Steil	Village of Heisler
		James Robertson	Town of Daysland
	CAOs	Shelly Armstrong	Flagstaff County
		Debra Moffatt	Village of Forestburg/Coordinator
		Amanda Howell	Village of Heisler
		Rod Krips	Town of Daysland
		Amanda Davis	Town of Sedgewick
	Observers/Presenters	Doug Griffiths	13 Ways Inc.
		Tim Morrison	13 Ways Inc.
		Chris Field	13 Ways Inc.
		Catherine Proulx	13 Ways Inc.
		Michael Scheidl	Municipal Affairs
		Sarah Ahlstrom	Municipal Affairs
		Kai So	Municipal Affairs
		Kendall Severson	Battle River School Division
		Laurie Skori	Battle River School Division
		Susan Chromik	Battle River School Division
		Diane Hutchinson	Battle River School Division
Absent:		Gail Watt	Town of Daysland
		Sandy Otto	Town of Hardisty
		Kim Borgel	Town of Killam
		Jacqueline Zacharuk	Village of Alliance
		David Alderdice	Village of Lougheed
		Dell Wickstrom	Village of Alliance

Chairman Bob Coutts called the meeting to order at 7:03 PM

Agenda Mtn # 16-04-021 Moved by Member Gunnar Albrecht the adoption of agenda as presented.

CARRIED

Presentations **Battle River School Division** – reviewed issues facing the Division this year. Questions were posed from committee members and BRSD representatives made note of our concerns and will be including our issues in their future planning. The representatives from Battle River School Division left at 7:37 p.m.

13 Ways Inc. – Doug Griffiths introduced his team members. Catherine Proulx will be the project manager for the Regional Governance Project. Mr. Griffiths made the following comments:

- The project will ensure that the region is ready to capitalize on growth;
- The group will be exploring additional potential options for our region as well as

those identified in Phase I of the Regional Governance Project;

- They plan on presenting best options, not best solutions; it will be the responsibility of elected officials and the general public to determine what the best solution for our region is;
- Recommended that we re-apply for funding for the Regional Economic Development Plan in the 2016/17 fiscal period;
- They would be willing to coordinate and manage the infrastructure assessment study and would be willing to undertake developing an RFQ for this assessment.
- The immediate next steps were identified as:
 - Ensure all players are in place for the communications strategy
 - Will be developing a detailed work plan during April, 2016
 - Will be looking for feedback on challenges and benefits for the process
- Key stakeholders will be CAOs, FIP Committee members and members of the public at large
- They would like to attend CAO meetings and work closely with this committee in relation to the Regional Governance Project.
- Municipal Affairs indicated they wished to be part of the process and invited the consultants and the committee to utilize their expertise and knowledge in this area
- Anticipated meeting schedule will continue to be every other month until September and then it was recommended that the committee meet monthly
- Elected officials requested bullet points for communication to the general public after each meeting, press releases will also be prepared after each meeting.
- It was recommended that a team building exercise be undertaken with administration staff and elected officials to ensure that all members are able to meet each other and informally discuss areas of concern
- The FIP Coordinator and Catherine Proulx will coordinate a date for the initial event in June.

Catherine Proulx and Chris Field left at 8:50 p.m.

Municipal Affairs left at 8:52 p.m.

Minutes for
February 8, 2016
Regular Meeting
Mtn #16-04-022

Moved by Member Bud James to approve the minutes of the regular meeting held February 8, 2016 as presented.

CARRIED

Minutes for March
14, 2016 Special
Meeting
Mtn #16-04-023

Moved by Member Gunnar Albrecht to approve the minutes of the special meeting held March 14, 2016 as presented.

CARRIED

Information
Mtn #16-04-024

Moved by Member James Robertson to accept all information items.

CARRIED

Review of Financial
Records
Mtn #16-04-025

Moved by Member Gunnar Albrecht to have Grant Thornton LLP review the 2015 financial records.

CARRIED

Regional SCADA
System Next Steps
Mtn #16-04-026

Moved by Member Shawn Higginson to defer the Regional SCADA System Next Steps to the CAO Group and Public Works operators for recommendations.

CARRIED

AUMA Call to
Action re: Grants
in Lieu of Taxes
Mtn #16-04-027

Moved by Member James Robertson to send a letter to Alberta Urban Municipalities Association in support of their continued lobbying of the Province of Alberta in regard to the loss of the Grants in Lieu of Taxes for Social Housing.

CARRIED

Round Table

Discussion was held as to having the CAOs explore how to implement the Infrastructure Assessment.
Discussion was also held as to re-applying for the Regional Economic Development Grant for the 2016/17 fiscal year.

Infrastructure
Assessment
Mtn #16-04-028

Moved by Member Shawn Higginson to have 13 Ways Inc. develop and Request for Quotes for the Regional Infrastructure Study.

CARRIED

Adjournment

As all agenda items had been completed, Chairman Bob Coutts declared the meeting adjourned at 9:30 p.m.

Chairperson

Coordinator

Sedgewick Killam Natural Gas System Monthly Statement

Month Ending APRIL 30, 2016

Vision Credit Union - General		
<i>As Per Books:</i>		
Previous Month Balance	\$139,187.17	
Receipts for Month	80,717.73	
Direct Deposit Gas Alberta 4/25	656.25	
Interest Received	0.00	
Profit Share		
Subtotal	\$220,561.15	
Less Disbursements	30,490.11	
Direct Debit Gas Alberta 2/23	45,899.72	
Cheques Purchased	669.50	
Bank Service Charge		
GIC's Purchased		
Month End Balance	\$143,501.82	

<i>As Per Bank</i>		
Month End Balance	153,325.54	
Cash on Hand		
Subtotal	\$153,325.54	
Less O/S Cheques	9,823.72	
Month End Balance	\$143,501.82	

<i>Outstanding Cheques</i>							
No.	Amount	No.	Amount	NO.	Amount	No.	Amount
0001	\$ 346.68	0010	\$2,699.55				
0002	\$ 6,022.78						
0006	\$ 25.20						
0007	\$ 194.72						
0008	\$ 534.79						
Outstanding cheque total			\$ 9,823.72				

This statement submitted to SKNG Board this

Mayor

Chief Administrative Officer

Sedgewick Killam Natural Gas System Monthly Statement

Month Ending APRIL 30, 2016

ATB BUSINESS CUSTOM ACCOUNT

As Per Books:		
Previous Month Balance	\$5,025.35	
Receipts for Month		
Direct Deposit Gas Alberta 4/25		
Interest Received	3.46	
Profit Share		
Subtotal	\$5,028.81	
Less Disbursements		
Direct Debit Gas Alberta 2/23		
Bank Service Charge		
GIC's Purchased		
Month End Balance	\$5,028.81	

As Per Bank		
Month End Balance	5,028.81	
Cash on Hand		
Subtotal	\$5,028.81	
Less O/S Cheques	0.00	
Month End Balance	\$5,028.81	

Investments	Amount	Maturity Date
GIC	\$105,243.41	13-Feb-17
GIC	\$110,468.90	23-Feb-17

Mayor

Chief Administrative Officer

SEDGEWICK KILLAM NATURAL GAS SYSTEM**Balance Sheet As at 04/30/16****ASSET****Current Assets**

Credit Union		143,501.82
ATB FINANCIAL		5,028.81
BRCU 720000676620	0.00	
BRCU 722540349866	0.00	
BRCU 722540155933	0.00	
BRCU 722540155958	0.00	
Total Investments		0.00
Investments - Temporary		0.00
Accounts Receivable		0.00
Payroll Advances		0.00
Accrued Interest Receivable		4,337.19
Accrued Interest		0.00
Prepaid Expenses		16,456.89
General Supply Inventory		19,222.89
Total Current Assets		188,547.60

Long Term Assets

Investments - Long term		215,712.31
AGTL Shares		212.00
AGTL Loan		22,500.00
BRCU Patronage Reserve		5,397.51
Total Long Term Assets		243,821.82

Capital Assets

Capital Purchases/Disposals		0.00
Engineering Structures	30,044.01	
Accum. Amort. -Engin. Struct.	0.00	
Net - Engineering Structures		30,044.01
Equipment	134,898.72	
Accum. Amort. - Equipment	0.00	
Net - Equipment		134,898.72
Building	0.00	
Accum. Amort. -Building	0.00	
Net - Building		0.00
Land		0.00
Total Capital Assets		164,942.73

TOTAL ASSET**597,312.15****LIABILITY****Current Liabilities**

Accounts Payable		0.00
GST Charged on Sales	32.81	
GST Paid on Purchases	-2,771.61	
GST Filed	0.00	
GST Owing (Refund)		-2,738.80
Total Current Liabilities		-2,738.80

TOTAL LIABILITY**-2,738.80****EQUITY****Retained Earnings**

Fund Transfers General		0.00
Funds Transfer Restricted		0.00
Fund Transfers Capital		0.00
Reserves - Future capital expens...		136,807.00
Equity in Fixed Assets		164,942.73

SEDGEWICK KILLAM NATURAL GAS SYSTEM
Balance Sheet As at 04/30/16

Accumulated Surplus	270,558.89
Current Earnings	27,742.33
Total Retained Earnings	<u>600,050.95</u>
TOTAL EQUITY	<u>600,050.95</u>
LIABILITIES AND EQUITY	<u>597,312.15</u>

SEdgeWICK KILLAM NATURAL GAS SYSTEM

Income Statement 01/01/16 to 04/30/16

REVENUE

Sales

Admin Fees - Killam	40,469.19
Admin Fees - Sedgewick	28,421.54
Sale of Gas - Killam	113,926.96
Sale of Gas - Sedgewick	80,161.91
Sale of Material - Killam	0.00
Sale of Material - Sedgewick	0.00
Sale of Material - Other	0.00
SKNG Replcmnt Fund - Killam	3,072.00
SKNG Replcmnt Fund - Sedgewi...	2,844.00
Return on Investments	5,028.81
Rentals	0.00
Prov. Grant - Unconditional	0.00
Unfunded Reserve Contrib. - Kill...	0.00
Unfunded Reserve Contrib. - Sedg	0.00
Transfers From Towns	0.00
Maintenacnce Revenue	0.00
Transportation Charges	2,493.72
Gas Alberta Inc - Rebate	0.00
Drawn from Reserves	0.00
Interest Revenue	0.00

Total Revenue	276,418.13
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TOTAL REVENUE	276,418.13
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EXPENSE

General & Administrative Expe...

Auditor	3,585.00
Consulting & Legal Fees	0.00
Advertising	0.00
Bad Debts	0.00
Memberships	0.00
Alta One Call	42.00
Board Member Fees	0.00
Postage	0.00
Telephone/Freight	1,554.32
Training/Seminars/Meetings	525.00
Industrial Use - Rebate	0.00
Small Tools	0.00
Insurance	854.37
Interest & Bank Charges	0.00
Non-deductible Interest	0.00
Office Supplies	1,221.79
Maintenance Contract	36,400.00
Cath Protection/Leak Survey	0.00
Service T Repair	0.00
Admin Services	1,535.01
Contracted Maintenance	0.00
RMO 3467	5,445.00
Town's Stock	0.00
Maintenance Materials	5,720.05
Natural Gas Purchases	189,950.37
Utilities	1,464.72
F.G. Nat. Gas Excise Tax	0.00
Transfers To Other Agencies	0.00
Instrument Repair	378.17
Contributed to Capital	0.00
Added To Reserves	0.00
Refund Transfer - Towns	0.00
Transmission Lines - Taxes	0.00

Total General & Admin. Expen...	248,675.80
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SEDGEWICK KILLAM NATURAL GAS SYSTEM
Income Statement 01/01/16 to 04/30/16

TOTAL EXPENSE	<u>248,675.80</u>
NET INCOME	<u>27,742.33</u>

Minutes of the Sedgewick Public Library Board Meeting May 17th, 2016

Carol Williams called the meeting to order at 7:00 pm.

Lisa read secretary's report on behalf of Micaela McConnell, Lisa made a motion to move the minutes be adopted as read, Lois Polege seconded, carried.

Steven Levy noted the transposed year on the previous minutes.

New: Lois presented Hennie Bernard's written offer to stay with the county book exchange board.

Lois made a motion to accept this offer, Steven Levy seconds, all in favor, carried.

Old Business

Lois reported on the new accounting software Quickbooks that was purchased.

Librarian's Report: (see attached)

The Cow Bus will be coming to the Sedgewick Library this year. Barb McConnell will be attending a meeting to discuss the dates and details regarding this event on May 19th, 2016. Lois Polege talked about the proposed dates being September 28 & 29th/2016.

The Knitting ladies night on Wednesdays are in good attendance of 3-5 per night.

Items for discussion: purchasing new computer chairs and headphones. Steven will check into discounts with office suppliers. Steven will be making a trip to Camrose soon and report back his findings. Carol made a motion to spend \$450.00 for 3 new computer chairs and 2 headphones. Seconded by Lisa Collier, all in favor, carried.

Summer reading program will start July 18th and run till August 22nd which will include four sessions of 1 ½ hrs. Lois Polege made a motion to allot a budget of \$300.00 to the summer reading program, seconded by Carol Williams, all in favor, carried.

Muslim Missionary Presentation on May 16th was well received, 7-8 community members attended.

Treasurer's Report

\$ 3,097.00 (GIC without interest)

A donation cheque has been wrote to the Friends of the Lougheed Library for the amount of \$ 4,500.00

Lois moves the report be adopted as read, Sherry Mayne seconds, all in favor carried.

The library's participation in July 1st was discussed. Carol Williams will check into getting a popcorn machine. Face painting was discussed, Shelly Wakefield will look into getting Deanna Maertz or the 4H kids. Discussion regarding a sand pile with small plastic animals for toddlers to play in, Shelly Wakefield will look into organizing sand being brought in.

Lois Polege makes a motion the budget for July 1st activities be \$600.00. Seconded by Sherry Mayne, all in favor, carried.

Next meeting: (Thursday) June 23/2016 at 7pm

Adjourned: 8:30pm by Carol Williams

**FRSWMA Regular Monthly Board Meeting
 May 30, 2016
 Sterling Room of the County Office, Sedgewick, AB**

Minutes

Board Members

1) Attendance

Present:

Barry Bowie	Village of Rosalind
James Brodie	Flagstaff County
Brenda Grove	Town of Killam
Dean Lane	Town of Hardisty
Wade Lindseth	Flagstaff County
Gary Matthiessen	Flagstaff County
Peter Miller	Village of Forestburg
James 'Butch' Robertson	Town of Daysland
Deb Smith	Village of Loughheed
Shawn Higginson	Town of Sedgewick
Wilma McLeod	Village of Alliance

Absent:

Dennis Steil	Village of Heisler
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STAFF:

Murray Hampshire	Manager
David Dahl	FRSWMA
Luis Ramirez	FRSWMA

2.0) Call to Order

Chair D. Smith called the meeting to order at 7:05 p.m.

3.0) Agenda

Agenda was reviewed. Board Member Peter Miller asked to add item 6.3) Transfer Site Maintenance & Repairs to the agenda.

Resolution # 218/2016. Board member W. Lindseth moved to accept agenda as amended.

CARRIED

4.0) Adoption of Minutes

Minutes of the March 21, 2016 Regular Board meeting were reviewed

Resolution # 219/2016. Board member B. Grove moved to approve the minutes of the April 25, 2016 regular meeting, attached to and forming part of these minutes.

CARRIED

5.0) Reports

5.1) Operations update: Manager M. Hampshire provided operations update as attached to and forming part of these minutes. Discussion ensued.

Resolution # 220/2016. Board member J. Robertson moved to accept operations report as presented.

CARRIED

5.2) Financial reports: Manager M. Hampshire provided April 2016 P&L and May 25, 2016 Cash Position reports. Discussion ensued.

Resolution # 221/2016. Board member S. Higginson moved that we accept financial reports as presented.

CARRIED

6.0) Business

6.1) RCA Proposal - Manager M. Hampshire presented a proposal to crush 10,000 tonnes of concrete by borrowing funds from the Closure/Post Closure accumulated Reserve account

Resolution # 222/2016 Board Member W. Lindseth moved

1. That Flagstaff Waste approve the crushing of concrete aggregate using the most competitive price available, total cost not to exceed \$100,000
2. That Flagstaff Waste borrow the necessary funds from C/PC Reserves, paying back at the rate of \$4,387 per month, as per the attached loan schedule.
3. That Flagstaff Waste promote the sale of RCA at cost + 10% to partners and the greater community. Proceeds of sales will be tracked

CARRIED

6.2) Regional Transfer Site Proposal: The Transfer Site reform proposal that was tabled in two previous meetings was brought back for discussion.

Resolution # 223/2016 Board Member S. Higginson moved that the Manager commence implementation of the proposed Regional Transfer Site Service under the Scenario 2 weighted requisition formula, with the following considerations:

- 1) That FRSWMA remove 'Transitional Transfer Sites' (Heisler, Killam, Loughed, Rosalind, Sedgewick, Strome & Galahad) from the FRSWMA Regional Service effective January 1, 2017
- 2) That future free weekends and the municipal 'town bin' at each of the 'transitional' site partners will continue to be funded by FRSWMA.
- 3) That other future FRSWMA involvement at the transitional sites, will be negotiated individually with each partner.
- 4) That the manager will develop operation agreements with all **Transitional Transfer Site Partners** prior to January 1, 2017
- 5) That the manager will develop operation agreements with **Regional Transfer Site Partners** prior to January 1, 2017.

A recorded vote was requested.

In Favor	Opposed
J. Brodie B. Grove D. Lane W. Lindseth P. Miller J. Robertson S. Higginson W. McLeod	B. Bowie G. Matthiessen

CARRIED

6.3) Transfer Site Maintenance & Repair. Board Member P. Miller raised a concern about the declining level of maintenance at Transfer sites and declining budgets for partners to deal with these costs. All agreed that the change in 6.2, above will go a long way in reducing the total burden to FRSWMA and the partners.

Resolution #224/2016 Board Member P. Miller moved to accept the discussion as information.

CARRIED

Further discussion ensued regarding the concern held by members that closure of transfer sites will result in increased 'dumping' of waste in road ditches and farmland.

Resolution # 225/2016 Board member W. McLeod moved that the manager forward a letter of concern to county officials encouraging ramped up by-laws and/or enforcement of existing statutes to coincide with the January 1st, 2017 transfer site closures.

CARRIED

7.) Correspondence & Information

- 7.1) Spring Clean up results and discussion
- 7.2) Asbestos disposal location map sheet
- 7.3) Village of Heisler correspondence.

Resolution # 226/2016. Board Member P. Miller moved to accept correspondence as information

CARRIED

8.0) Adjournment

Meeting adjourned at 9:30 p.m.

Next Meetings

June 27, 2016 – Special Landfill tour and staff BBQ.

- Manager to extend invitation to all CAO's
- Meet at 4:00 p.m. at Sedgewick Golf Course for those that wish to carpool
- Tour will start at 4:30 at landfill for those that don't carpool.

Chair

Manager



BRAED
Battle River Alliance
for Economic Development

BRAED UPDATE June 2, 2016

Happy June Everyone!

The following is provided as a brief update on some of the BRAED activities for the month of May. Should you have any questions or wish to discuss any of these initiatives in more detail please do not hesitate to call or email. My contact info is listed below.

Economic Developers Association of Alberta (EDA) Response to Fort McMurray

As a Director on the Board of EDA I wanted to share some information about the Economic Development response to the fires in Fort McMurray:

On Tuesday, May 31st the Regional Municipality of Wood Buffalo (RMWB) with the support of Economic Developers Alberta and the Canadian Red Cross launched the Business Recovery Hotline, a resource designed to provide business owners access to information as well as assistance in identifying what their needs are to get their businesses operational after the devastating forest fires.

Operating 24 hours a day; seven days a week for the first two weeks, this hotline will provide updates for business owners and link them to local resources that will assist them with issues or concerns. The hotline will also be the point of entry for business owners to complete a business recovery survey that will identify their distinct short-term and long-term needs. The information will then be used by the community to accelerate the business recovery process.

The hotline phone number is **1-855-RMWB-BIZ (1-855-769-2249)**.

EDA is pleased to support the RMWB in its business and economic recovery strategy. Economic developers play a critical role in this process. In 2013, after the floods that swept through southern Alberta, EDA developed the Economic Disaster Recovery Project (EDRP). The EDRP is being used as a valuable template for the RMWB's economic disaster recovery strategy.

On a personal note I spent some time volunteering at the Welcome Centre in Camrose and had the opportunity to see first hand the incredibly positive impact that the generosity of our communities has had on the families evacuated from Fort Mac. It made me very proud to be a (new) Albertan.

Strategic Plan

A final report of the Strategic Planning process has been received and will be incorporated into the Operational Plan for FY 2016-2017. The Operational Plan will be circulated in advance of the June 22nd Annual General Meeting and will be presented at that time for review and approval.

AGM

Invitations to BRAED's Annual General Meeting **Wednesday, June 22 from 4-7 pm** have been distributed and responses are coming in. The formal meeting will now take place at the Ag Society Hall in Bruce with a steak supper social to follow at the Bruce Hotel.

If you are planning to attend please RSVP to Debi by June 17th so we can make sure that there is plenty of steak for everyone.

Debi Anderson can be reached at: debi.braed@gmail.com or 780-385-2450

Community Banners

The Community Banners are now in production and are scheduled to be delivered in time for them to be distributed at the upcoming AGM. Thank you to the members for your quick responses and for your enthusiasm for this project. I'm excited to see the finished products!

Community Visits

During the past month BRAED was invited to participate in meetings with the Paintearth Economic Partnership Society (which encompasses Castor, Coronation, Halkirk and the respective County councils) as well as the ICE Partnership (which is a joint initiative of Irma, Chauvin and Edgerton).

These meetings are an invaluable opportunity to share what BRAED is doing and to learn more about our member community events and priorities. I look forward to continuing to get out to our member communities as often as possible. If you have a meeting or event coming up, please let me know!

Rural Transportation Steering Committee

The Association for Life-wide Living (ALL) of Alberta is leading an effort to identify solutions to the challenges of rural transportation in the hopes of developing and implementing a viable, sustainable regional transportation model. BRAED is participating as a member of the steering committee.

Updates to follow.

Eastern Alberta Trade Corridor – Global Petroleum Show

The Eastern Alberta Trade Corridor is a joint initiative of three Regional Economic Development Alliances; BRAED, Alberta Information Hub, and the Palliser Economic Partnership. It exists to promote investment and trade along the corridor that runs from Fort McMurray to the US Border and beyond.

As part of this organization, BRAED will be participating in the Global Petroleum Show June 7-9 in Calgary. During the event we will be promoting opportunities along the corridor and throughout the Battle River region.

If there are additional companies or opportunities in your community that you would like to showcase at this event, please contact asap me so that I can share their information (and any promotional materials).

Ongoing Projects

The REACH Program is currently underway in both Camrose and Wainwright. Currently the Aspiring and Early Stage Entrepreneurs who are participating in the Wainwright REACH Program have been working on their business plans and will soon be ready to present their plans to potential lenders or investors. As a next step they will be presenting to a volunteer panel of business mentors in order to further refine their plans.

A Regional “Shop Local” initiative is currently being developed to support member communities in their efforts to promote the benefits of shopping locally.

Margot Bégin, Executive Director

margot.begin@braedalberta.ca

780-678-4145



**Flagstaff Regional Housing Group
Bi-Monthly Board of Director's Meeting
March 15, 2016 @ 7:00 pm, Big Knife Lodge**

MINUTES

Present:	Donna Buelow, Chair	Town of Hardisty
	Peter Miller, Vice Chair	Village of Forestburg
	Rick Krys, Second Vice Chair	Town of Killam
	Gerald Kuefler (regrets)	Flagstaff County
	Wade Lindseth	Flagstaff County
	Ed Kusalik	Town of Daysland
	Susan Armer	Village of Lougheed
	Sven Bernard	Village of Heisler
	Dell Wickstrom	Village of Alliance
	Greg Sparrow	Town of Sedgewick
	Denis Beesley (regrets)	The Bethany Group
	John Davis (regrets)	The Bethany Group
	Dave Buist	The Bethany Group
Michelle Wideman (recorder)	The Bethany Group	

1.	CALL TO ORDER Donna Buelow called the meeting to order at 7:00pm
2.	REVIEW OF THE AGENDA FRHG 16-03-01 MOVED by Peter Miller to accept the Agenda with the addition of Resident Enhancement Funds under New Business. CARRIED
3.	REVIEW OF MINUTES FRHG 16-03-02 MOVED by Wade Lindseth to accept the Minutes of the January 5, 2016 Board Meeting as presented. CARRIED
4.	AUDITED FINANCIAL STATEMENTS 2015 The amortization of equipment disbursed from Flagstaff Lodge is reflected in the financial statements under ‘Loss on Write-Down of Assets’. The building itself is fully amortized, but the more recent renovations will be on the books until next year when the demolition has been completed.

	<p>Discussion regarding the use of reserve funds and an appropriate amount to keep in reserves. Three notes were identified as Internal Controls and management is working on those items.</p> <p>FRHG 06-03-03 MOVED by Ed Kusalik to accept the Audited Financial Statements 2015 as presented. CARRIED</p>	
5.	<p>OPERATIONAL REPORT & HOUSING UPDATE</p> <p>There are two ATB Resident Enhancement Fund accounts, one for each Lodge. As Flagstaff Lodge is decommissioned and the account has not seen any activity since 2012, would recommend combining the two accounts.</p> <p>The \$20,000 allocated to furnishing the new building in Sedgewick will be transferred from the combined account once the new building is complete.</p> <p>FRHG 16-03-04 MOVED by Rick Kryz to combine the two ATB Resident Enhancement Funds. CARRIED</p> <p>Government received a query regarding the processes and communications surrounding the closure of Flagstaff Lodge. Information was provided so government could respond to the request.</p> <p>FRHG 16-03-05 MOVED by Ed Kusalik to accept the Operational Report as presented. CARRIED</p>	
6.	<p>CEO REPORT</p> <p>No report was provided.</p>	
7.	<p>PREVIOUS BUSINESS</p>	
	a.	<p>Projects Update</p> <p>Forestburg</p> <ul style="list-style-type: none"> – Construction is progressing and the project remains on track for a July/August turnover. <p>Sedgewick</p> <ul style="list-style-type: none"> – Government has chosen to manage construction of the Sedgewick Project without involvement from The Bethany Group. Bethany will manage the demolition. <p><i>Peter Miller left the meeting at 8:00pm</i></p>

8.	NEW BUSINESS	
	a.	<p>Meals on Wheels</p> <p>Review of correspondence received from Sedgewick Meals on Wheels requesting a donation/ reimbursement from FRHG.</p> <p>FRHG 16-01-06 MOVED by Ed Kusalik that Flagstaff Regional Housing Group make a one-time donation of \$500.00 to the Sedgewick Meals on Wheels program out of the Resident Enhancement Fund. CARRIED</p> <p>FRHG 16-01-07 MOVED by Wade Lindseth that Management investigate whether FRHG may transfer monies into an Enhancement Fund to benefit similar programs in other communities. CARRIED</p>
	b.	<p>Resident Enhancement Funds</p> <p>Discussed under Operational Report, above.</p>
9.	DATE & LOCATION OF NEXT MEETING The next meeting will be scheduled for Tuesday June 21, 2016 at 7pm in Big Knife Lodge.	
10.	ADJOURNMENT The meeting was declared adjourned at 8:20pm.	

Donna Buelow
Board Chair

John Davis
Director, Client Services

Date

Date

CAO Town of Sedgewick

From: Jason Tran <jtran@westcentralplanning.ca>
Sent: May-31-16 1:29 PM
To: Amanda Davis, CAO - Town of Sedgewick
Subject: Update from our last board meeting

Dear Amanda,

After bringing up that Sedgewick will be leaving the Agency, the Board discussed my proposed options ie. pay as you go service fee contract and other alternatives.

However, they came to a conclusion that it would not be fair for other members paying different fees or have a different setup compared to yours.

They would like to keep the fee the way it is since the Agency started. Also, they understand that it is a difficult time with a lot of small municipalities wanting to reduce their expenses.

Please forward the following message to your Council on behalf of our Board of Directors.

“The Board accepted Sedgewick letter of withdrawal and thank you the Town for contributing to the Agency for over the years. They also said that the Agency is here and welcome any questions or concerns from the Town in the future. If you wished for any assistance in the future with any planning projects or concerns, feel free to contact me regarding those projects.”

They instructed me to work with you to have all of your files back in the New Year of 2017. We will communicate further as it reaches the end of 2016.

Yours truly,

Jason T. Tran, RPP, MCIP
Manager, WCPA
Suite 101, 5111-50 Avenue,
Wetaskiwin, AB T9A 0S5

Web: www.westcentralplanning.ca
Email: jtran@westcentralplanning.ca
Phone: 780-352-2215
Fax: 780-352-2211

No virus found in this message.

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LETTERS:

1. **Municipal Affairs:** Letter advising of the 2016 Gas Tax Fund (GTF) allocation is \$50,000 for the town.
2. **Valley Ski Club:** Thank you to the Recreation Funding Committee (RFC) for the generous contribution of funds.
3. **Municipal Affairs:** Letter confirming Municipal Sustainability Initiative (MSI) funding of \$331,746 for 2016.
4. **MA:** Letter from MA and the Safety Codes Council expressing thanks and congratulation by presenting the town with the Municipal Safety Recognition Award.
5. **Alberta Seniors and Housing:** Letter encouraging municipalities to proclaim seniors’ Week from June 6th-10th, 2016.
6. **K. Praski:** Letter and notification of the 2016 Alberta Wide Used Glycol and Antifreeze Roundup.
7. **Town of Killam:** Letter to Flagstaff County “...that Killam Council approved to participate in a facilitated Emergency Services Committee meeting to determine the direction of the fire services agreements.”
8. **Ted Falk, Member of Parliament:** Letter updating the Private Members Bill - The Fairness in Charitable Gifts Act (c-239) and a request the Municipalities consider support of the bill by way of email to specific government officials.

NOTICES AND INVITATIONS

1. **House of Commons:** Invitation to “Pray for Canada” on June 22nd, 2016.
2. **Battle River Watershed Alliance (BRWA):** Invitation to the 2016 Annual General Meeting on June 16th, 2016.
3. **Decentralized Energy Canada (DEC):** Notification of various upcoming events.
4. **Enbridge:** Invitation to the Enbridge Social on June 4th, 2016.
5. **Canadian Safe Boating Council:** Annual safe boating information.
6. **Canadian Safe Boating Council:** Notification of Safe Boating Awareness week May 21st - 27th, 2016.

WORKSHOPS and SEMINARS:

1. **Communities Choose Well:** May 10th, 2016 Forum entitled “Food for Thought” in Edmonton, AB.
2. **Canadian Professions Management Services:** Leadership program schedule of courses.

MINUTES and FINANCIAL STATEMENTS:

1. **Parkland Regional Library (PRL):** May 19th, 2016 Meeting Highlights
2. **Sedgewick Recreation Centre:** April 2016 Profit and Loss Statement
3. **RFC:** September 2015 to March 2016 Financial Statement
4. **Sedgewick Recreation Centre:** March 2016 Profit & Loss Statement
5. **RFC:** February 16th, 2016 Minutes
6. **PRL:** December 31st, 2016 Financials and Auditors Report
7. **RFC:** October 8th, 2015 Minutes

NEWSLETTERS AND PUBLICATIONS:

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| 1. AAMDC: | June 1 st , 2016 |
| 2. FCM: | June 1 st , 2016 |
| 3. FCM: | May 26 th , 2016 |
| 4. AUMA: | May 26 th , 2016 |
| 5. Economic Development eNews: | May 20 th , 2016 |
| 6. FCM: | May 20 th , 2016 |
| 7. AUMA: | May 18 th , 2016 |
| 8. Communities ChooseWell: | May 10 th , 2016 |
| 9. AUMA: | May 12 th , 2016 |
| 10. AAMDC: | May 11 th , 2016 |
| 11. AAMDC: | May 5 th , 2016 |
| 12. AUMA: | May 5 th , 2016 |
| 13. Battle River Power Co-op: | May 2016 |
| 14. Infrastructure: | May 2016 |
| 15. Roadrunner: | Summer 2016 |
| 16. Battle River Community Foundation: | Spring 2016 |
| 17. Oilsands Review: | 2016 |
| 18. Donalda Tourism Guide: | 2016 |
| 19. Lacombe County: | 2016 |