



AGENDA

Regular Council Meeting
Thursday, July 14th, 2016 – 6:00PM
Council Chambers of the Town Office, Sedgewick, AB

Call to Order:

Opening Values Ceremony:

Adoption of Agenda:

Delegation: n/a

Minutes:

1. Regular Meeting Minutes –June 23rd, 2016

Matters Arising:

Financials:

1. Financial Statement – June 30th, 2016
2. List of Accounts – June 30th, 2016

Reports for the period ending July 14th, 2016:

1. **Council Committee Reports**

- *Matters Arising*

2. **Public Works Report**

- *Matters Arising*

3. **CAO Report**

- *Matters Arising*

BUSINESS– Old

1. **Delegation Preparation** – MLA, Wes Taylor **OB1**
2. **Public Works** – Operating Upgrades – SCADA **OB2**
3. **Recreation Centre** – Capital Upgrades – Heating Unit **OB3 ADDITION**
- 4.
- 5.
- 6.

BUSINESS– New

1. **Assessment Review Board Agreement** – Amended **NB1**
2. **Subdivision and Development Appeal Board Agreement** – Amended **NB2**
3. **Intermunicipal Development Plan** – Development Permit **NB3**
4. **SKNGS** – Year End Financials **NB4**
- 5.
- 6.

AGENDA

Correspondence:

- | | |
|---|-----------|
| 1. Flagstaff Community Adult Learning – Request for Funding | A1 |
| 2. Flagstaff County – Community Resource Officer | A2 |
| 3. Sedgewick Community Hall – June 21 st , 2016 Minutes | A3 |
| 4. Interagency – June 7 th , 2016 Minutes | A4 |

File of Correspondence – Attached

Round Table:

Adjournment:

The regular meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday, June 23rd, 2016 at 6:00 pm.

Present	Perry Robinson Greg Sparrow Grant Imlah Shawn Higginson Stephen Levy Tim Schmutz Cindy Rose	Mayor Councillor Councillor Councillor Councillor Councillor Councillor
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Present	Amanda Davis Maxine Steil	Chief Administrative Officer Recording Secretary
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Call to Order Mayor Robinson called the meeting to order at 6:00 PM.

Opening Council conducted an opening values ceremony.

Agenda

2016.06.118 MOTION by Clr. S. Levy that the agenda be approved with the following additions:

Committee Reports:

1. Mayor P. Robinson
2. Clr. G. Sparrow

Old Business:

1. Entrance Upgrades

CARRIED.

Delegation:

Entrance E. Whitehead entered the meeting at 6:00 PM.

Land Proposal Plan 3825P; Block 7; Lots 5P-9 was offered to the Town of Sedgewick for \$115,000.

Departure E. Whitehead departed the meeting at 6:03 PM.

Minutes Council reviewed the minutes of the May 26th, 2016 regular meeting.

2016.06.119 MOTION by Clr. G. Sparrow that the May 26th, 2016 regular meeting minutes be approved with the following amendment:

1. 2016.05.114 should state, "Sedgewick Golf" *not* "Sedgwick Golf".

CARRIED.

Matters Arising:

Speed Control Discussion held regarding motion 2016.05.102.

2016.06.120 MOTION by Clr. G. Sparrow directing administration to install 10/KmH and Children at Play signage at the Sedgewick Recreation Centre grounds and parking lot.

CARRIED.

Financials:

Financial Statement Council reviewed the Financial Statement for the month ending May 31st, 2016 as attached to and forming part of these minutes.

2016.06.121 MOTION by Clr. C. Rose that the Financial Statement ending May 31st, 2016 be approved as presented.

CARRIED.

Withdraw Pursuant to Section 172 of the Municipal Government Act (MGA), Clr. C. Rose withdrew from discussions on the next business matter.

List of Accounts Council reviewed the issuance of General Cheques and Payroll Cheques for the month ending May 31st, 2016.

2016.06.122 MOTION by Clr. T. Schmutz to approve the issuance of General Cheques #4631-4701 totalling \$125,025.60 and Payroll Cheques #0684-0699 totalling \$22,874.99.

CARRIED.

Entrance Clr. C. Rose resumed discussions.

14-Jul-16
Mayor

14-Jul-16
CAO

Reports:

Committee Rep.	Council provided written Committee Reports to June 23 rd , 2016 as attached to and forming part of these minutes.	
Rec Board	Discussion held regarding the replacement of the Zamboni at the Sedgewick Recreation Centre.	
2016.06.123	MOTION by G. Sparrow that discussion regarding the Zamboni be deferred to the July 14 th , 2016 council meeting pending more information.	<u>CARRIED.</u>
FIP	Discussion held regarding the Flagstaff Intermunicipal Partnership (FIP)'s Regional Governance Initiative and its current progress.	
2016.06.124	MOTION by Mayor P. Robinson directing administration to request B. Coutts attend a summer council meeting and present an update regarding the Regional Governance Project.	<u>CARRIED.</u>
2016.06.125	MOTION by Clr. G. Imlah to accept the committee reports as presented.	<u>CARRIED.</u>
Public Works	A written Public Works Report was provided to June 23 rd , 2016 as attached to and forming part of these minutes.	
2016.06.126	MOTION by Clr. C. Rose that the Public Works Report be approved as presented.	<u>CARRIED.</u>
Departure	Clr. T. Schmutz departed the meeting at 7:35 PM.	
CAO Report	CAO Davis provided a written Administrative Report to June 23 rd , 2016 as attached to and forming part of these minutes.	
Policy C.2.f	Pursuant to Policy C.2.f expenses were reviewed for infrastructure repairs.	
2016.06.127	MOTION by Clr. G. Imlah that the quote from Border Paving (2016-1129) be approved as follows: <ol style="list-style-type: none"> 1. Asphalt patching, various locations, \$13,000 2. Heavy duty asphalt paving, Spruce Drive and 50th Street, \$15,680. 	<u>CARRIED.</u>
2016.06.128	MOTION by Clr. S. Higginson that the CAO Report be approved as presented.	<u>CARRIED.</u>
Recess		
2016.06.129	MOTION by Mayor P. Robinson to recess the meeting at 7:41 PM.	<u>CARRIED.</u>
Reconvene		
2016.06.130	MOTION by Mayor P. Robinson to reconvene the meeting at 7:46 PM.	<u>CARRIED.</u>
<u>Old Business:</u>		
Strategic Plan	Council reviewed the revised 2016-2021 Strategic Plan.	
LT Priority	Discussion held regarding long term (LT) priority II.	
2016.06.131	MOTION by Clr. S. Levy that Council decline the 'purchase of land offer' for Plan 3825P; Block 7; Lots 5P-9 from the delegate as the offer is not financially feasible at this time and further to encourage private development of the said lands and/or other private lands.	<u>CARRIED.</u>
2016.06.132	MOTION by Clr. C. Rose that the 2016-2021 Strategic Plan be approved as presented.	<u>CARRIED.</u>
Strategic Plan Priority III	In accordance with short term (ST) priority III council reviewed an encroachment agreement between the Town and the Sedgewick Agricultural (Ag) Society.	
2016.06.133	MOTION by Clr. G. Imlah that effective January 1 st , 2016 the annual lease fee of \$500 paid by the Sedgewick Ag Society to the Town be waived in lieu of the walking trail encroachment on Plan 9121568; Block 28.	<u>CARRIED.</u>

Entrance Upgrades	In accordance with ST priority I a final design for the entrance feature upgrade was presented.	
2016.06.134	MOTION by Clr. G. Imlah that Council approve the final design for the entrance feature upgrade as presented and further directs administration to proceed with a development permit application to Alberta Transportation.	<u>CARRIED.</u>
<u>New Business:</u>		
Strategic Plan Priority II	Council reviewed a proposal to be addressing ST priority II.	
2016.06.135	MOTION by Clr. S. Levy that: <ol style="list-style-type: none"> 1. 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 recreation operating grant be allocated to professional consult fees for the remainder of June to December 31st, 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. 	<u>CARRIED.</u>
Council Meetings	Proposed council meeting changes were presented to accommodate pending obligations.	
2016.06.136	MOTION by Mayor P. Robinson that the July 21 st , 2016 council meeting be rescheduled for July 14 th at 6:00PM to allow for attendance at the Flagstaff Intermunicipal Partnership (FIP) networking BBQ.	<u>CARRIED.</u>
2016.06.137	MOTION by Mayor P. Robinson that the August 18 th , 2016 council meeting be rescheduled to commence at 5:00PM in support of the proposed delegation MLA, Wes Taylor.	<u>CARRIED.</u>
<u>Correspondence:</u>		
SKNGS	The Sedgewick Killam Natural Gas System (SKNGS) financials ending April 30 th , 2016 were reviewed.	
SPL	Minutes from the Sedgewick Public Library (SPL), May 17 th , 2016 regular board meeting were reviewed.	
FRSWMA	Unapproved minutes from the Flagstaff Regional Solid Waste Management Association (FRSWMA), June 13 th , 2016 regular board meeting were reviewed.	
BRAED	The Battle River Alliance for Economic Development (BRAED), June 2 nd , 2016 project overview was reviewed.	
FRHG	Minutes from the Flagstaff Regional Housing Group (FRHG), March 15 th , 2016 regular meeting were reviewed.	
WCPA	West Central Planning Agency (WCPA) provided acceptance of the Town's letter or withdrawal.	
LOC	A list of correspondence (LOC) items was reviewed by Council, as per the list attached to and forming part of these minutes.	
2016.06.138	MOTION by Clr. G. Imlah to accept the correspondence items and file as information.	<u>CARRIED.</u>
Round Table	A round table session was held; discussion ensued.	
Traffic Control	Mayor P. Robinson received a donation of two (2) Children at Play signs with a request that they be installed on MacKenzie Drive.	

2016.06.139 MOTION by Mayor P. Robinson that the "Children at Play" signs be installed along MacKenzie Drive and that a thank you letter be sent to the donating party.

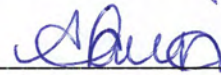
CARRIED.

Adjournment

2016.06.140 MOTION by Mayor P. Robinson for adjournment at 9:36 PM.

CARRIED.

Perry Robinson, Mayor



Amanda Davis, CAO

14-Jul-16
Mayor

14-Jul-16
CAO

Town of Sedgewick Monthly Statement
Month Ending June 30, 2016

As Per Books							
	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG	FGTF
Previous Month Balance	2,395,969.97	3,628.68	131,394.51	66,926.48	958,088.35	166,184.94	100,212.46
Receipts for Month	316,617.30						
Outstanding Receipts							
Interest Received	1,443.29	2.08	75.39	38.40	549.72	95.35	57.50
Subtotal	2,714,030.56	3,630.76	131,469.90	66,964.88	958,638.07	166,280.29	100,269.96
Less Disbursements	155,162.78						
First Data Charges	43.85						
AB Education	59,028.13						
Month End Balance	\$2,499,795.80	\$3,630.76	\$131,469.90	\$66,964.88	\$958,638.07	\$166,280.29	\$100,269.96

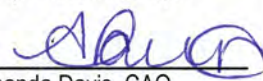
As Per Bank							
Month End Balance	2,565,010.34	3,630.76	131,469.90	66,964.88	958,638.07	166,280.29	100,269.96
Cash on Hand	300.00						
Cash in Transit	2,886.04						
Subtotal	2,568,196.38	3,630.76	131,469.90	66,964.88	958,638.07	166,280.29	100,269.96
Less Outstanding Cheques	68,400.58						
Month End Balance	\$2,499,795.80	\$3,630.76	\$131,469.90	\$66,964.88	\$958,638.07	\$166,280.29	\$100,269.96

Outstanding Cheques			
	Number	Amount	
Payroll Cheques			
			4743 21.00
707	2,947.55	4746	270.27
708	1,815.07	4747	1,263.93
709	2,226.80	4748	16,789.50
710	1,482.03	4749	450.65
711	308.04	4751	1,304.31
712	2,542.35	4752	400.00
713	150.00	4753	140.15
714	1,217.44	4754	6,447.77
715	1,119.63	4755	420.16
General Cheques			4756 62.00
4574	235.00	4758	2,836.05
4587	50.00	4759	840.00
4594	150.00	4760	72.88
4602	85.00	4761	21,651.63
4696	500.00	4762	52.45
4723	130.00	4763	277.83
4741	18.15	4764	25.06
4742	97.88		
Outstanding Cheque Total	\$68,400.58		

Submitted to Council this 14 day of July 2016

Interested Earned/June \$2,261.73
 GIC - 5-yr @ VCU \$11,740.32
 GIC -1-yr @ ATB \$20,652.30
 Total Cash and Investments \$3,959,442.28

Perry Robinson, Mayor


 Amanda Davis, CAO

14-Jul-16
 Mayor

14-Jul-16
 CAO

Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: AP - VCU				
Computer Cheques:				
4702	6/08/16	AAMD&C	June Stmt	166.69
4703	6/08/16	Government of Alberta	A/R- Tax Arrears	30.00
4704	6/08/16	Arnett & Burgess Oilfield	May Stmt	716.58
4705	6/08/16	Associated Engineering Alberta	Walking Trail Scope Ph.1	4,488.75
4706	6/08/16	Camrose Dynamic Sales & Serv	May Stmt	281.80
4707	6/08/16	CCI Wireless	Office - June 2016 Charges	78.74
4708	6/08/16	Cleartech Industries Inc	WTP - Chemicals	1,836.14
4709	6/08/16	Flagstaff Regional Solid Wast	May 2016 Stmt	464.01
4710	6/08/16	John Deere Financial	May Stmt	548.14
4711	6/08/16	Loomis Express	Cleartech freight	40.55
4712	6/08/16	Munisoft Ltd	Munisoft USB update	52.50
4713	6/08/16	Nicks Oilfield Welding	Service removal- 4937 51St.	136.50
4714	6/08/16	Niconna's Greenhouse	2016 Flowers & Baskets	1,351.67
4715	6/08/16	Petty Cash Fund	Replenish Petty Cash	85.10
4716	6/08/16	Brent Polege	BP-Water Op. Level 2 Test	204.12
4717	6/08/16	Reynolds Mirth Richards & Farm	A/R- FRHG & ASHC DA	2,336.90
4718	6/08/16	Reykein Services Ltd.	6 cements blocks	630.00
4719	6/08/16	RTS Diesel Repair & Parts Ltd.	A/R- Lake	725.29
4720	6/08/16	Russell & Russell Design Studi	Entrance Concept Design Ph.1	3,097.50
4721	6/08/16	Watkins Holdings Ltd.	May Stmt	1,130.24
4722	6/08/16	Sedgewick Building Supplies	May Stmt	7.80
4723	6/08/16	Sedgewick Legion Branch 55	Strategic Planning rental	130.00
4724	6/08/16	Maxine Steil	Triathlon Expense	27.00
4725	6/08/16	Telus	May 2016 Statement	851.10
4726	6/08/16	The Wooden Spoon	Council -Strategic Meal	126.00
4727	6/08/16	Town Of Sedgewick	May 2016 Utility Billing	486.85
4728	6/08/16	Wainwright Assessment	June 2016 Contract	1,100.40
4729	6/08/16	Voided by the print process		0.00
4730	6/08/16	Voided by the print process		0.00
4731	6/08/16	Wild Rose Co-operative Ltd.	May Stmt	855.16
4732	6/08/16	Xerox Canada Ltd	photocopier maintenance	390.47
4733	6/16/16	AMSC Insurance Services Ltd.	July 2016 Remittance	2,271.61
4734	6/16/16	AMSC	May 2016 Charges	7,430.29
4735	6/16/16	Battle River R.E.A. Ltd	May 2016 Charges	58.26
4736	6/16/16	Battle River Implements Inc.	PW-JD Z970R mower	19,687.50
4737	6/16/16	CUETS Financial Mastercard	April Stmt	2,216.94
4738	6/16/16	SKNGS - Sedgewick Killam	May 2016 Billing	7,026.94
4739	6/16/16	The Barrelman Inc.	Rain Barrels - 50	2,493.75
4740	6/24/16	Perry Robinson	PR-Mayors Caucus lodging	144.82
4741	6/28/16	Air Liquide Canada Inc.	Shop-Cylinder Rental May	18.15
4742	6/28/16	AAMD&C	June Stmt	97.88
4743	6/28/16	Government of Alberta	A/R- Tax Adv.3825P/08/06	21.00
4744	6/28/16	AltaLIS Ltd	Altalis -GIS Mapping 2016-19	163.80
4745	6/28/16	Amanda Davis	AD-Excut. Educ- Res 3 travel	911.83
4746	6/28/16	Camrose Dynamic Sales & Serv	May Stmt	270.27
4747	6/28/16	Cleartech Industries Inc	May Stmt	1,263.93
4748	6/28/16	DGE 3DMM Inc.	GIS Mapping Base Maps	16,789.50
4749	6/28/16	Duckering's Transport Ltd.	A/R- Lake	450.65
4750	6/28/16	Eastlink	FD-Internet July 2016	46.10
4751	6/28/16	KaizenLAB Inc.	WTP-Water Testing	1,304.31
4752	6/28/16	Kathleen Steadman	June 2016 Health & Wellness	400.00
4753	6/28/16	Kelly's Computer Services	Service Call- AD email-phone	140.15
4754	6/28/16	Local Authorities Pension Plan	June 2016 Remittance	6,447.77
4755	6/28/16	Munisoft Ltd	General Cheques	420.16
4756	6/28/16	Purolator Inc.	WTP-Freight/Kaizen	62.00
4757	6/28/16	Ip- direct pay at bank		0.00
4758	6/28/16	Russell & Russell Design Studi	Entrance Pres. Drawings	2,836.05
4759	6/28/16	Sedgewick Community Hall Assoc	A/R Hedeman	840.00
4760	6/28/16	Sedgewick Pharmacy Ltd.	2016 Parade candy	72.88
4761	6/28/16	Superior Safety Codes Inc.	April 2016 Closed Permits	21,651.63
4762	6/28/16	Syban Systems Ltd.	WTP-Internet-July	52.45
4763	6/28/16	TNT Instrumentation Inc.	PW-Calibrate gas monitor	277.83

Report Date
7/06/16 1:23 PM

Town of Sedgewick
List of Accounts for Approval
As of 7/06/16
Batch: 2016-00033 to 2016-00039

Payment #	Date	Vendor Name	Reference	Payment Amount
4764	6/28/16	Wild Rose Co-operative Ltd.	May Stmt	25.06
Other:				
201606-Man	6/28/16	Receiver General	June 2016 Remittance	11,816.21
Total for AP:				130,085.72

Accounts payable cheques for the month ending June 30, 2016

June 30th, 2016 Payroll

0700-0706	06/15/2016	Mid-Month Payroll	11,268.15
0707-0715	06/30/2016	Month End Payroll	<u>13,808.91</u>
Total for Payroll:			\$25,077.06

14-Jul-16
Mayor

14-Jul-16
CAO

Town of Sedgewick - Council Committee Reports to July 14th, 2016

Councillor C. Rose reported attendance to the following:

Sedgewick Lake Park Board meeting, June 12th, 2016:

- Mechanical issues are being experienced with the Club Cadet and John Deere mowers.
- L. McKay is researching TDG and WHIMIS courses.
- Pool parts have been ordered. The pool was up and running as of June 30th.
- A new pool testing kit has been ordered.
- A new exit sign will be installed on the west side of the cabin that reads "Thank you for staying with us come again."

Battle River Alliance for Economic Development (BRAED) meeting, June 22nd, 2016:

- Three (3) additions to the Policy and Procedures Manual were approved:
 - Board Expenses
 - Procurement
 - Sponsorship
- The Strategic Plan and the Operations Plan were both approved.
- The next RAIL Commons is being deferred until 2017 due to funding shortage.
- The new BRAED website is up and running. A workshop in various areas to introduce it to everyone is being planned.
- D. Alard, Alberta Economic Development and Trade informed us that the Regional Dashboard and Community ED websites are up and running. Websites: www.regionaldashboard.alberta.ca and www.communityeconomicdevelopment.alberta.ca.
- Twenty-three pop-up display banners were presented to various communities; Wes Taylor, MLA was in attendance.

Councillor S. Higginson reported attendance to the following:

Flagstaff Regional Solid Waste Management Association meeting, June 27th, 2016:

- The annual landfill site tour was completed with board members and CAO's.
- All areas were toured with a review of all improvements that had been made throughout the year.
- Discussion with Manager Hampshire regarding the transfer site closures and a public release. Hampshire felt that until he had an opportunity to meet with all towns to discuss the contract and their individual needs, it would be best to hold off on the announcement. He would like to prepare a joint release that will clearly state the board's decision to redesign the way our transfer sites will be set up.

Mayor P. Robinson – Nothing to report

Clr.'s Levy and Schmutz– Nothing to report

Clr. G. Imlah – No report submit

Clr. G. Sparrow – report will be sent as an addition as a result of a committee meeting on July 11th, 2016.

Town of Sedgewick Public Works Report – Period Ending July 14th, 2016

An update on public works activities up to July 14th, 2016.

- Security fencing was installed along the north side of the race track.
- The paving stone sidewalk on 51st Avenue leading to the recreation centre in front of 5201-51 Avenue has been repaired.
- A service line break was identified at 5113 – 50th Street and repaired.
- A thorough overview and clean-up was done at the Main Street Park in preparation for July 1st.
- The fence in front of the lift station has been replaced.

Attachments: n/a

14-Jul-16
Mayor

14-Jul-16
CAO

Town of Sedgewick - CAO Report – Period Ending July 14th, 2016

I attended the following meetings since the June 23rd, 2016 regular council meeting:

July 5th – K Division Audit

- In attendance with Sgt. P. Penny, P. Robinson, Mayor and T. Schmutz, CAC Rep/Councillor.
- Questions and answers attached.

July 5th –ST Priority III – Walking Trail Project

- Meeting with D. Szott and T. Lassu, Flagstaff County to discuss the draft Encroachment Agreement. Flagstaff CAO Armstrong directed staff to obtain a second legal review for the proposed agreement resulting in terminology negotiations with the Town.
- T. Lassu to follow up with their legal counsel and provide alternate terminology for two clauses that is satisfactory to Flagstaff County.

July 8th – ST Priority I – Site Meeting

- A site meeting was held with the consultant, designer and contractor to confirm the exact placement of the entrance feature, to address lighting and discuss remediation of the existing site.
- In addition, the team discussed options for the revitalization of Main Street.

Year at a Glance – Project Updates

Strategic Goals:

1. Walking trail expansion project and environment revitalization (ST priority III)

- The walking trail is fully paved and project walk through has been completed.
- Border Paving is scheduled to complete landscaping within the next 10-14 days (weather permitting). Once the landscaping is completed, public works will be installing a post and rail fence along the perimeter of the trail to prevent inappropriate use.
- Administration is looking into trees/scrubs and trail signage.
- Administration is negotiating on the Encroachment Agreement with Flagstaff County.

2. Replace entrance attraction at the intersection of Highway 13 and Secondary Highway 869 (ST priority I)

- Council approved the final rendering of the entrance feature.
- Final site visit complete as stated above. The development permit application will be sent to Alberta Transportation in mid-July.

3. Address the Recreation Gap (ST priority II)

- Public notice issued regarding changes in office hours.
- I have secured a consultant for this project as directed by council. Seven dates have been set for planning and policy development totaling 49 hours of consultative service.
- In between consultative service I have spent a significant portion of my time drafting policies that support the strategic objective; we are making great progress and will have a formal progress update in September.

4. Website Redevelopment (ST priority I)

- 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**
 - Planning meeting dates sent to 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**
 - Quotes have been received from two companies, business item to follow on this agenda.
- 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**
 - A pre-construction meeting was held and Lambourne is scheduled to be onsite and complete work at the lagoons mid-August.
- 8. GIS Mapping System**
 - No further action to date.

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 – no further update since Mayor Robinson's presentation at the June 23rd council meeting.
 - B. Coutts and T. Morrison will be attending the August 18th council meeting as directed to provide addition information into the project.

Other:

- 1. Installation of the Sedgewick Community Spray Park Project**

Town of Sedgewick - CAO Report – Period Ending July 14th, 2016

- 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**

- Policy development in support of ST priority II.
- Investigated carbon tax application through our accounting program in preparation for January 1st, 2017.
- Provided a letter of support as requested by FFCS regarding an application to fund the Skills Link Program.

(21) By-law Enforcement

- Enforcement is underway in accordance with Traffic Bylaw #511 regarding illegal parking or RV's and trailers.

(72) Recreation

- Project management during walking trail construction and installation.

Attachments:

1. K Division – Audit Response – ACTION REQUIRED
2. Action Items – ACTION REQUIRED

14-Jul-16
Mayor

14-Jul-16
CAO

Dear Amanda Davis, CAO Town of Sedgewick

The following message is provided to you as per your request.

To confirm you will be meeting with Sergeant Phil Penny in the Town Office in Sedgewick on July 5 at 10:00 (and any other people you feel could provide input to the review).

Any questions can be directed to Sergeant Phil Penny who can be contacted at philip.penny@rcmp-grc.gc.ca or you can contact me at my information below.

The following questions are asked of interviewees to determine their level of satisfaction with policing operations in their local area. These are general questions and quite often many areas are captured by asking the open ended question – Do you have any additional comments?

CLIENTS – Elected Officials / Community Consultative Groups / Local Policing Committees

1. Do you feel the employees of your local RCMP Detachment provide your community with a quality core policing service?
2. Do you feel your organization has a good working relationship with the local RCMP commander?
3. Do you find the local RCMP members and/or support personnel accessible and available?
4. Is there sufficient consultation between your group and the RCMP in setting the policing priorities for your community?
5. Are you provided with regular updates on the policing priorities?
6. Do you have any suggestions on how policing services could be improved?
7. Do you have any additional comments related to the delivery of service by the RCMP in your community?

Thank you and Regards

Jennifer Owens
Admin Assistant-Review Services, Corporate & Client Services
RCMP "K" Division
11140 109 Street
Edmonton, Alberta T5G 2T4
780-412-5479

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2016.0.7640 / Virus Database: 4613/12512 - Release Date: 06/28/16

CLIENTS – Elected Officials / Community Consultative Groups / Local Policing Committees

1. Do you feel the employees of your local RCMP Detachment provide your community with a quality core policing service?

Yes, core policing service is provided from crime prevention, traffic control to public safety controls.

2. Do you feel your organization has a good working relationship with the local RCMP commander?

The local RCMP Commander has made herself available when requests have been made from the town office. We do not see her on a regular basis and she does not make contact with the CAO at the town office.

Former commanders made appearances in the town office quarterly to simply touch base.

3. Do you find the local RCMP members and/or support personnel accessible and available?

Yes, the local RCMP makes themselves available when called upon.

4. Is there sufficient consultation between your group and the RCMP in setting the policing priorities for your community?

The Citizen's Advisory Committee (CAC) plays a lead role in discussing policing priorities. Individual councils are given an opportunity to provide comment into policing priorities on an annual basis. There is no follow up/audit communication from the detachment commander once policing priorities are set.

5. Are you provided with regular updates on the policing priorities?

The CAC meets bi-monthly. At times, statistics and reports are provided in advance of the meeting.

Policing priorities are not directly communicated so we cannot comment on successful measurements.

6. Do you have any suggestions on how policing services could be improved?

Improved communication/communiqué with the CAO's at town offices be that email or face-to-face meetings as time permits.

Additional constables to ensure increased public safety.

7. Do you have any additional comments related to the delivery of service by the RCMP in your community?

There is a concern that there are not enough officers in the area as well as concerns with the ability to reach the far boundaries of the region in a timely manner (terrorist attack, concerted effort to commit crime etc.). Has the K Division discussed the service area vs available constables?

Visibility of police force in communities. The abundance of administrative work may hinder the individual members community presence while on duty.



Acknowledgement of Consultation

Attestation de la consultation

District / Detachment Information - Renseignements sur le district ou le détachement

Fiscal Year - Année financière 2015 - 2016

NORTHWEST REGION

K

EAST AB DISTRICT

KILLAM/FORESBURG

KILLAM/FORESBURG PROVINCIAL

Killam/Foresburg Det

Community Name(s) - Nom(s) de la(des) collectivité(s)

1. Sedgewick

This letter acknowledges that the stakeholders of the above-noted detachment / district / unit area or community(ies) and the RCMP have consulted and discussed our progress against last year's priority issues. Further it has been agreed that over the coming year we will collectively focus on the following priority issues.

La présente lettre atteste que les responsables de la région du détachement/district/service ou de la ou des collectivités susmentionnées et de la GRC se sont consultés et ont discuté des progrès accomplis par rapport aux enjeux prioritaires de l'année dernière. Il a aussi été convenu que les enjeux suivants constituent les enjeux prioritaires sur lesquels nous concentrerons conjointement nos efforts au cours de l'année à venir.

Community Priority Issue(s) - Enjeu(x) prioritaire(s) pour la collectivité

1. Property - Auto theft
2. Police / Community Relations - Visibility of police
3. Traffic - Includes speeding and impaired driving
4. Substance Abuse - Drug

District / Detachment Commander - Chef de district / détachement

Judith Devoe

District / Detachment Commander

Signature - Signature

2016/01/20

Date

Community Representative - Représentant(e) de la collectivité

Mayor Perry Robinson

Name - Nom

Signature - Signature

Date



Acknowledgement of Consultation

Attestation de la consultation

District / Detachment Information - Renseignements sur le district ou le détachement

Fiscal Year - Année financière 2016 - 2017

RCMP COST CENTRE STRUCTURE

C

EAST AB DISTRICT

KILLAM/FORESBURG

KILLAM/FORESBURG PROVINCIAL

Killam/Foresburg Det

Community Name(s) - Nom(s) de la(des) collectivité(s)

1. Sedgewick

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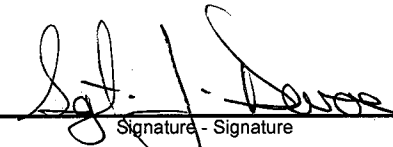
Community Priority Issue(s) - Enjeu(x) prioritaire(s) pour la collectivité

1. Property - Break and enter, mischief and theft (all types)
2. Traffic - Includes speeding and impaired driving
3. Substance Abuse - Drug

District / Detachment Commander - Chef de district / détachement

Judith Devoe

District / Detachment Commander

 2016/07/04
Signature - Signature Date

Community Representative - Représentant(e) de la collectivité

Mayor Perry Robinson

Name - Nom

Signature - Signature

Date

Council Action Items

26-May-16

	For	Item	Action Taken	Completed
3	Amanda	Develop Education Policy for EO.	In progress.	
4	Public Works	Paint fence at SGC - June 15 golf tournament.	No action taken.	

Council Action Items

23-Jun-16

	For	Item	Action Taken	Completed
1	Public Works	Order and install 10/kmH signs in the rec centre parking lot.	Direction provided.	5-Jul-16
2	S. Higginson	Follow up with FRSWMA board and provide an update regarding public communication re: closure of transfer sites.	Update in rep report.	7-Jul-16
3	G. Sparrow	Follow up with Rec Board re: zamboni quotes etc.	Complete - alternate unit found that is within Rec budget.	29-Jun-16
4	G. Sparrow	Follow up with Rec Board re: alternate vendors for ATM.		
5	Council	Follow up with boards that all requests must be made through the proper chain of command being the CAO.		
6	Amanda	Request B. Coutts attendance as a delegate during a summer meeting to discuss regional governance.	Lette emailed to D. Moffat, cc'd to PR.	24-Jun-16
7	Amanda	Follow up with Border Paving re: patch work approval.	Confirmed and signed off. Informed BP.	24-Jun-16
8	Public Works	Assess the soft spot on Spruce Drive.	Disucssion held - to follow up with FC PW and seek repair options.	4-Jul-16
9	Maxine	Letter to Whiteheads re: rejection of land purchase.	Complete and mailed.	24-Jun-16
10	Amanda	Finalize strategic plan and issue to council.	Complete and emailed.	24-Jun-16
11	Maxine	Update all strategic plan content on website and facebook.	Completed.	24-Jun-16
12	Amanda	Letter to S. Ag Society re: approval of request to waive annual payment of lease.	Letter complete, emailed to AH, GS, CG.	24-Jun-16
13	Amanda	Proceed with entrance upgrade development applications.	Email to AR and Peter requesting a site visit.	24-Jun-16

14	Amanda	Proceed with Strategic Plan ST goal #2. Draft public communication for council review.	Complete - authorized by Council.	5-Jul-16
15	Amanda	Reschedule council meetings and email dates to council.	Complete and emailed.	24-Jun-16
16	Amanda	July agenda - business item re: Wes Taylor.	Included	7-Jul-16
17	Amanda	RSVP to FIP BBQ.	Complete and emailed to DM and PR.	24-Jun-16
18	Public Works	Install children at play sign as directed on MacKenzie Drive.	Direction given to BP.	24-Jun-16
19	Maxine	Draft a thank you letter to Moore's re: donation of children at play sign.	Letter complete and mailed.	28-Jun-16
20	Maxine	Follow up with Killam Home Hardware re: tulips.	Lynnette at Home hardware is going to order approx. 300 that will be planted in the fall	24-Jun-16
21	Amanda	Contact the community press re: lightning...it hurts.	Contacted L. Chelowsky and provided update. Also sent copy of Strategic Plan and walking trail update.	24-Jun-16

Open Discussion

Topic:	Delegation Preparation – MLA, Wes Taylor
Initiated by:	Wes Taylor
Prepared by:	Amanda Davis
Attachments:	n/a

Background:

“Wes Taylor was elected to the Legislative Assembly of Alberta as the Member for the constituency of Battle River-Wainwright on May 5, 2015. On June 1 he was appointed by Brian Jean as shadow cabinet spokesman for Innovation and Advanced Education.

He currently serves as a member of the Standing Committee on the Alberta Heritage Savings Trust Fund and the Standing Committee on Alberta’s Economic Future.

Prior to his service with the Legislative Assembly Mr. Taylor was employed as a realtor from 1998 to 2014. He also has a bachelor of education degree from the University of Alberta and worked as a teacher in the Buffalo Trail school division for five years.

An active member of the community, Mr. Taylor has served as a member of the board for Wainwright Pentecostal Assembly, director of Eastalta Co-op and director of the Alberta Real Estate Association. In addition Mr. Taylor is a volunteer firefighter.”

Current:

Wes is out of assembly and meeting with many of his constituents over the summer before returning to office in the fall.

He will be attending the August 18th, 2016 council meeting as a delegate to present information, answer questions and discuss any matters of business that are of importance to council.

Prior to his arrival, council should have a clear understanding on what is important and what you plan to discuss so that the proper intentions are met.

Request for Decision (RFD)

Topic:	Public Works – Operating Upgrades - SCADA
Initiated by:	Flagstaff Intermunicipal Partnership (FIP)
Prepared by:	Debra Moffat, FIP Coordinator/ Sandy Otto, SCADA Tech
Attachments:	1. Letter dated June 15 th , 2016 2. Overview support letter Town of Hardisty

Recommendations:

To approve FIP's recommendation to move the SCADA server from Flagstaff County to the Town of Hardisty; in an attempt to isolate and eliminate communication issues 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 split equally between all participating municipalities for the remaining 2 years.

Background:

Attached is an overview of the proposed SCADA move as recommended by the FIP Committee.

Ensuring the SCADA system is operational in Sedgewick's water treatment plant it vital for operations, cover and operator relief.

Council approved the preliminary funding request and various upgrades were included in the town's 2016 operational budget (M#2016.02.36).

This is the second formal request from FIP and the recommendation has received support from member municipalities to date.

Flagstaff Intermunicipal Partnership Committee

Box 210, FORESTBURG, AB T0B 1N0

June 15, 2016

Village of Alliance
Town of Daysland
Flagstaff County
Village of Forestburg
Town of Hardisty
Village of Heisler
Town of Killam
Village of Loughheed
Town of Sedgewick

Dear Sirs:

Re: Regional SCADA System Server Relocate

During the Regional Public Works meeting held on May 12, 2016, concerns were brought forward about the continuing mistrust of the regional SCADA system. A discussion was held as to the unreliability of the system, as well as the need for it to be more of a control system, rather than just a monitoring and alarm system. As a result of this discussion the Regional Public Works group requested that moving the SCADA server from Flagstaff County to the Town of Hardisty in an attempt to resolve the communications issues be brought back to the Flagstaff Intermunicipal Partnership Committee (FIP) for consideration.

At the June 13, 2016 FIP meeting the issue was discussed in depth and the following motion was passed:

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.

The cost of moving the server from Flagstaff County to Hardisty would be approximately \$10,930 if we did not enter into a maintenance contract. By entering an ongoing maintenance contract for the server, this cost would be covered within the monthly maintenance fees. As we are well within our current budget year, it was felt that funding the first year of maintenance fees through the FIP reserves would ensure that local budgets would not be adversely affected by this proposal. The 2nd and 3rd year of the contract would be paid by participating municipalities (\$999 divided by the number of municipalities). In the event that municipalities do not choose to continue with the

maintenance contract access to the server would be removed and they would no longer be able to utilize the regional SCADA system.

It should be noted that there may be site specific upgrades that need to be implemented. 2nd Floor Computers has indicated that they would be available to review specific sites and make recommendations as to any hardware or security upgrades that need to be made to ensure that all sites are operating at their optimum and that sufficient security measures are in place to protect our water treatment plants. All costs for site specific upgrades would be the responsibility of each affected municipality.

It should also be noted that this move and IT contract only affects the server hardware and security protocols, it does not cover any maintenance or upgrades to the actual SCADA program. Currently, we are not experiencing any issues with the actual program, but any future upgrades to the SCADA program would need to be undertaken by a different group, most probably Nason who installed the original system. Again, these costs would need to be borne by each municipality and budgeting protocols should be followed to ensure that when this happens there is sufficient funding available to carry out the upgrades. We are unable to provide any potential costs at this time as it depends on what upgrades the public works group would like to see made to the program.

We understand that this issue has been brought to you before and the majority of municipalities did not support the move, primarily due to a misunderstanding of the benefits and costs. FIP feels that this project is of sufficient importance to our region that steps should be taken to ensure its viability into the future. We understand that one of our major issues has been and will continue to be retaining sufficient certified operators to ensure that we are meeting regulations in regard to our water treatment plants. This system will ensure that we are able to do so.

If you have any questions or concerns regarding the enclosed, please do not hesitate to contact the undersigned at cao@forestburg.ca or at 780-582-3668.

Yours truly;



Debra A. Moffatt, Coordinator
Flagstaff Intermunicipal Partnership

Good Afternoon CAO's:

In support of Deb's letter that she sent out regarding the required motions you will be seeking from your Council's and to help you understand what you will require for budget purposes per your water treatment plant I have completed this outline:

WATER TREATMENT PLANT SITE SPECIFIC COSTS: (Not covered through the FIP Budget)
(motion maybe be required for your budget purposes)

\$89.00 APC UPS (you can purchase this on your own through your own IT purchaser but it will have to be spec accordingly)

\$745.00 Watchguard XTM 26 Router (for the water treatment plant, must be this type)

\$74.00 Symantec Endpoint Protection Anti-Virus

\$_____ Network Computer/Tablet – *Municipality's choice* (est. \$0-\$3000)

\$522.22 Deployment Cost to configure routers in (9) locations to communicate to server (This is the \$4700 deployment cost for an IT person to go out to all (9) locations & set up the new router at the water treatment plant, & computer/tablet, configure, test & train the operator on use). This is a moving amount and would be determined on how many municipal sites decide to participate.



\$_____ **Total One Time Cost**

Possible Monthly Costs PER Water Treatment Plant Site:

(motion maybe be required for your budget purposes)

\$149.85/ # of WTP Network Support (based on the contract server amount of \$999/mth Same Business Day Service) **OR**



\$299.70/ # of WTP Workstation Support (based on the contract server amount of \$999/mth Same Business Day Service) **OR**

\$399.60/ # of WTP Network & Workstation Support (combination) (based on the contract server amount of \$999/mth Same Business Day Service) **OR**

\$0 Municipality can pay the hourly cost to have an IT person of their choice maintain their network & workstation or combine it with their existing IT maintenance contract they may have with their supplier.

2yr & 3yr Monthly Costs PER Water Treatment Plant Site: (FIP is only paying for the 1st yr)

\$999/mth / # of water treatment plant sites participating in the regional water operator's SCADA system. (this item you will want to include in your 2017 & 2018 operating budgets).

June 16th, 2016

FIP Budget Costs:

Software & hardware required for the server:

\$74.00 – Symantec Endpoint Protection Anti-Virus for Server

\$1220.00 – Rack, shelving, cooling system, power bar, patch cables (FIP Cost) Hardisty will pay the difference. Total cost of new housing: \$3,050.00

\$1200.00 – Router for SCADA Server – Total cost \$3,000 Hardisty will pay the difference.

N/C for the back-up system – Hardisty will be installing new back-up system that will be able to accommodate the server.

\$2,494.00 TOTAL ONE TIME COST (Covered in the FIP Capital Budget Approval)

PLUS



\$999.00/mth (This will cover the cost to move the SCADA Server from Flagstaff County Office to Hardisty Office and also provide MONTHLY SAME BUSINESS DAY monitoring and support along with daily backup of the SCADA server by 2nd Floor Computers for a period of (3) yrs. (motion required in order to spend reserve money of FIP for this project)

Sandy Otto

CAO

Town of Hardisty

Request for Decision (RFD)

Topic: Intermunicipal Assessment Review Board (ARB) Agreement – Amended
Initiated by: Flagstaff Intermunicipal Partnership (FIP) Committee
Prepared by: Debra Moffat, FIP Coordinator
Attachments: 1. Intermunicipal ARB Agreement
2. Intermunicipal ARB Bylaw #526
3. Member Appointment

Recommendations:

1. That Council approves FIP's recommendation 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.
2. That Council give first reading to Bylaw #526.
3. That Council give second reading to Bylaw #526.
4. That Council have third reading of Bylaw #526.
5. That Council give third and final reading to Bylaw #526.
6. That Jeanette Herle, Jim Chenoweth and Doug Irving be appointed to the Intermunicipal ARB effective immediately.

Background:

Attached is an amended Intermunicipal ARB Agreement that has been recommended for approval by the FIP committee. Details regarding the amendments are included in the attachments.

Flagstaff Intermunicipal Partnership Committee

Box 210, FORESTBURG, AB T0B 1N0

June 14, 2016

Village of Alliance
Town of Daysland
Flagstaff County
Village of Forestburg
Town of Hardisty
Village of Heisler
Town of Killam
Village of Lougheed
Town of Sedgewick

Dear Sirs:

Re: Intermunicipal Assessment Review Boards Agreement and
Intermunicipal Assessment Review Board Bylaw

Please find enclosed a copy of the amended Intermunicipal Assessment Review Boards Agreement and related Intermunicipal Assessment Review Board Bylaw. These documents were reviewed by the Flagstaff Intermunicipal Partnership Committee during their June 13, 2016 meeting and the following motion was passed:

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.

The most significant changes to the agreement were:

- The current agreement refers to the Administrative Coordinator as the Town of Killam – this has been changed to the Managing Partner of FIP; (Section 1b and Section 2a)
- Addition of a clause setting out the process to follow in the event that we had insufficient trained board members; (Section 4g)
- Removal of reference to an organizational meeting, this currently doesn't happen and the Chair is appointed prior to each hearing; (Section 5)
- Addition of a clause allowing the Administrative Coordinator to call a special meeting of the board if necessary; (Section 6a)
- Change in compensation to board members increasing it to \$250 for a full day and \$125 for a half day plus providing compensation if board members are required to take information home with them to review prior to being able to complete a hearing; (Section 7a)

- Addition of a clause setting out the process to be followed if a complaint has been levied against the managing partner, which will require appointing a different clerk. (Section 9)

The bylaw has been amended to:

- Remove references to the Villages of Galahad and Strome;
- Removal references to a specific municipality as the designated officer and setting it to the managing partner of Flagstaff Intermunicipal Partnership.

It would be appreciated if the attached amended Intermunicipal Assessment Review Boards Agreement and related Intermunicipal Assessment Review Board bylaw could be approved by each Council. Please remember to rescind your previous Intermunicipal Assessment Review Board bylaw.

If you have any questions or concerns regarding the enclosed, please do not hesitate to contact the undersigned at cao@forestburg.ca or at 780-582-3668.

Yours truly;



Debra A. Moffatt, Coordinator
Flagstaff Intermunicipal Partnership

Enc.

INTERMUNICIPAL ASSESSMENT REVIEW BOARDS AGREEMENT

DATED THIS ____ DAY OF _____, 2016

BETWEEN:

VILLAGE OF ALLIANCE

and

TOWN OF DAYSLAND

and

FLAGSTAFF COUNTY

and

VILLAGE OF FORESTBURG

and

TOWN OF HARDISTY

and

VILLAGE OF HEISLER

and

TOWN OF KILLAM

and

VILLAGE OF LOUGHEED

and

TOWN OF SEDGEWICK

(Hereinafter referred to "the Municipalities")

THE MUNICIPALITIES AGREE AS FOLLOWS:

1. DEFINITIONS

In this Agreement, unless the context provides otherwise, terms have the meaning given to them in the Act and the regulations passed thereto, and the following words or phrases shall have the following meanings:

- a) "Act" means the *Municipal Government Act*, RSA 2000 M-26, as amended;
- b) "Administrative Coordinator" means the Managing Partner of Flagstaff Intermunicipal Partnership;

- c) "Assistant Clerk" means a staff person hired or appointed by the Administrative Coordinator, who has taken the training required by the Act and regulations, to assist the Clerk with carrying out the requirements of the Act and regulations, and the terms of the Agreement;
- d) "Bylaw" means a bylaw in the form attached as Schedule "A" passed by one or more of the Municipalities in order to establish the Inter-Municipal Assessment Review Boards;
- e) "CARB" is Composite Assessment Review Board established by a Bylaw in the form in Schedule A by one or more of the Municipalities;
- f) "Clerk" is the designated officer hired or appointed by the Administrative Coordinator, who has taken the training required by the Act and regulations, to act as the clerk of the CARBs and LARBs and to carry out the requirements of the Act and the regulations thereunder, and the terms of this Agreement;
- g) "LARB" is Local Assessment Review Board established by a Bylaw in the form in Schedule A by one or more of the Municipalities;
- h) "Member" means a resident of one of the Municipalities, and does not include a councillor, or any other person ineligible pursuant to the Act; and
- i) "Municipality" or "Municipalities" means Village of Alliance, Town of Daysland, Flagstaff County, Village of Forestburg, Town of Hardisty, Village of Heisler, Town of Killam, Village of Loughheed, and the Town of Sedgewick, who have passed a Bylaw in the form attached as Schedule A, and who have signed a copy of this Agreement; and
- j) "Provincial Member" means a person who is not a councillor of one of the Municipalities, or otherwise ineligible pursuant to the Act to be a Member, who is appointed by the Minister to sit on a CARB in accordance with the Act.

2. ADMINISTRATIVE COORDINATOR

- a) The Administrative Coordinator of the Inter-Municipal Assessment Review Boards shall be the Municipality appointed as Managing Partner for Flagstaff Intermunicipal Partnership.

3. FUNCTIONS AND DUTIES

- a) The LARB's and CARB's are established pursuant to the passing of the Bylaw attached as Schedule A to this Agreement, will hear and decide complaints filed under the Act for property located in the Municipalities.

4. MEMBERSHIP, APPOINTMENTS AND VACANCIES

- a) Each Municipality shall appoint by Council resolution the six (6) individuals recommended for appointment by the Clerk.
- b) Provided the Members have taken the necessary training, the same individuals may be appointed to a LARB and CARB.
- c) Each Member is appointed for a three (3) year term.
- d) Each Municipality shall have the right to rescind the appointment of a Member.
- e) The Municipalities must rescind the appointment of a Member if:
 - a. The Member fails to successfully complete the training program set by the Minister; or
 - b. The Member is no longer eligible to be a Member pursuant to the Act and regulations passed thereto, or
 - c. The Member breaches the pecuniary interest provisions of Section 480 of the Act.
- f) Any vacancy created on any LARB or CARB shall be filled within ninety (90) days using the procedure established under this section.
- g) In the event that there are insufficient trained board members, trained board members from other municipalities may be utilized:
 - a. The list of trained board members must be provided to each member for appointment; and
 - b. The appointments do not need to be ratified by all Members, but must be ratified by the Member against which a complaint has been filed.

5. CHAIR AND MEETINGS

- a) Prior to opening the hearing, the Members will select one of the Members to serve as the Chair of the Board for the term of the hearing.
- b) If multiple hearings are being heard on the same day, the Chair selected for the first hearing shall continue for all hearings.

6. ADMINISTRATION

- a) The Administrative Coordinator shall have the following duties:
 - i. Schedule any special meetings for the Members, the Clerk and the Assistant Clerks;
 - ii. Organize and schedule training for the Members, the Clerk and Assistant Clerks;
 - iii. Invoice each Municipality for costs pursuant to the terms of this Agreement.
- b) The Clerk shall have the following duties:
 - i. Schedule Members for hearings pursuant to the Bylaw and this Agreement;
 - ii. Provide support for the Assistant Clerks;
 - iii. Obtain legal opinions and advice;
 - iv. Schedule the hearing in the Municipality in which the property under complaint is located, or other convenient locations; and
 - v. Coordinator the hearing responsibilities with the Assistant Clerks pursuant to the Act and the regulations.
- c) When substituting Members from one LARB or CARB pursuant to the Bylaw, the Clerk will try to have a majority of Members who do not reside in the Municipality in which the property under complaint is located.

7. REMUNERATION

- a) Members will receive remuneration for training sessions, meetings, document review, decision meetings, decision writing, reviewing draft decisions, and hearings in accordance with the following schedule:
 - i. Full Day Rate (over 4 hours) \$250.00
 - ii. Half Day Rate (under 4 hours) \$125.00
- b) Members will receive reimbursement for traveling expenses as follows:
 - i. Rate shall be determined annually based on Canada Revenue Agency (CRA). Each year CRA determines automobile Deduction Limits and Expense Benefits Rates for Business.

8. BOARD AND HEARING COSTS

- a) The Municipalities agree to share equally the costs associated with the preparation of this Agreement and the Bylaw as per Schedule A.
- b) If revisions to the Agreement or Bylaw are necessary, the Administrative Coordinator will undertake those revisions and the costs will be shared equally by the Municipalities.
- c) All costs and expenses, including member per diems and expenses, the cost of holding the hearing and any legal fees incurred by the Intermunicipal Assessment Review Board, shall be paid by the Municipality to which the complaint relates.
- d) If more than one hearing is held in a day, then the remuneration for the Members shall be divided equally per complaint and billed to the Municipality in which the property under complaint is located.
- e) The Clerk shall determine the location of the hearings within the Municipality.

9. COMPLAINT LODGED AGAINST ADMINISTRATIVE COORDINATOR

- a) In the event that a complaint is lodged against the municipality designated as the Administrative Coordinator an assistant clerk will be assigned to coordinate the hearing.

10. COMPLAINT FEES

- a) The fees payable pursuant to Section 481(1) of the Act, shall be the maximum fee in the *Matters Relating to Assessment Complaints Regulations* (AR 310/2009) as amended.
- b) Each Municipality shall collect the fees for complaints in its own Municipality.

11. GENERAL

- a) The term of this Agreement shall be continuous.
- b) The Municipalities agree to review this Agreement in January, 2021, after the completion of the complaints for the 2019 assessment year (for taxation in 2020). Thereafter on request of any Municipality, the Agreement may be reviewed in January of each year the Agreement is in force.
- c) Should a Municipality wish to withdraw from participation in the Agreement, they may do so by serving notice on the Administrative Coordinator and all of the other

Municipalities, prior to April 1st of any given year, with such withdrawal to take effect on January 1st of the following year.

- d) The Schedules form part of this Agreement.

12. DISPUTE RESOLUTION

- a) In the event a dispute arises regarding any of the clauses of this Agreement, or over a financial matter regarding the operation of the LARB's and CARB's, the Chief Administrative Officers of the Municipalities shall meet to consider the matter.
- b) The decision of the panel of Chief Administrative Officers will be final.

13. PRIVACY

- a) The Administrative Coordinator is subject to the Freedom of Information and Protection of Privacy Act (FOIPPA) and will protect confidential information from unauthorized access or disclosure.
- b) The Municipalities will ensure that any information of a confidential nature that it provides to the Administrative Coordinator is clearly marked as such.

14. COUNTERPART

- a) This Agreement may be executed in any number of counterparts by the Municipalities. All counterparts so executed shall have the same effect as if all Municipalities actually had joined in executing one copy of the Agreement.

IN WITNESS WHEREOF, the Municipalities have executed this Agreement as evidenced by the duly authorized signatures below:

VILLAGE OF ALLIANCE

Mayor

Chief Administrative Officer

TOWN OF DAYSLAND

Mayor

Chief Administrative Officer

FLAGSTAFF COUNTY

Reeve

Chief Administrative Officer

TOWN OF HARDISTY

Mayor

Chief Administrative Officer

TOWN OF KILLAM

Mayor

Chief Administrative Officer

TOWN OF SEDGEWICK

Mayor

Chief Administrative Officer

VILLAGE OF FORESTBURG

Mayor

Chief Administrative Officer

VILLAGE OF HEISLER

Mayor

Chief Administrative Officer

VILLAGE OF LOUGHEED

Mayor

Chief Administrative Officer

Bylaw #526
Of the Town of Sedgewick
(hereinafter referred to as "the Municipality")
Province of Alberta

A BYLAW OF THE TOWN OF SEDGEWICK, IN THE PROVINCE OF ALBERTA, IN RELATION TO THE ESTABLISHMENT OF INTERMUNICIPAL ASSESSMENT REVIEW BOARDS

WHEREAS, pursuant to section 456, two or more councils may agree to jointly establish the assessment review boards to have jurisdiction in their municipalities;

WHEREAS, Flagstaff County, the Town of Hardisty, the Village of Loughheed, the Town of Sedgewick, the Town of Killam, the Village of Forestburg, the Village of Alliance, the Town of Daysland and the Village of Heisler, wish to establish assessment review boards to have jurisdiction in these municipalities;

WHEREAS, pursuant to section 454 of the *Municipal Government Act*, RSA 2000, M-26 and amendments thereto, a council may establish one or more local assessment review boards and one or more composite assessment review boards;

WHEREAS, pursuant to sections 454.1 and 454.2 of the *Municipal Government Act*, a council must appoint three persons as members of a local assessment review board or one person as a member of a local assessment review board and two persons as members to each composite assessment review board;

WHEREAS, pursuant to section 454.1(1)(b) of the *Municipal Government Act*, a council must prescribe the term of office of each member appointed to a local assessment review board or a composite assessment review board;

WHEREAS, pursuant to section 484 (1) of the *Municipal Government Act*, a council may set fees payable by persons wishing to make complaints;

WHEREAS, pursuant to section 455 of the *Municipal Government Act*, a council must appoint a designated officer to act as the Clerk of the assessment review boards;

NOW THEREFORE, the council of the Town of Sedgewick, in the Province of Alberta, duly assembled hereby enacts:

Title

1. This Bylaw may be cited as the Intermunicipal Assessment Review Board Bylaw.

Definitions

2. Except as otherwise provided herein, words in this Bylaw shall have the meaning prescribed in the *Municipal Government Act*. In this Bylaw:
 - a. "Agreement" means the contract entered into between the Municipalities to coordinate the assessment review boards;
 - b. "Authorized Substitute" means a Member who is authorized for appointment to fill a Vacancy;
 - c. "Council" means the Council of the Town of Sedgewick;

- d. "Member" means a resident of a Member Municipality who is not a councillor or otherwise ineligible pursuant to the *Municipal Government Act* and regulations passed thereto, appointed to a Local Assessment Review Board or Composite Assessment Review Board;
- e. "Municipality" or "Municipalities" means those municipalities which enter into an Agreement to jointly establish assessment review boards and who enact a Bylaw in this format;
- f. "Vacancy" means an absence from a hearing due to:
 - i. a pecuniary interest in the subject matter of the complaint;
 - ii. a direct or indirect interest in the complaint;
 - iii. a Member's ill health or other emergency; or
 - iv. a Member's unavailability.

Assessment Review Boards

- 3. Council hereby establishes jointly and by agreement with the Municipalities, the following assessment review boards to have jurisdiction in the Municipalities:
 - a. Local Assessment Review Board No. 1 shall consist of three (3) Members;
 - b. Local Assessment Review Board No. 2 shall consist of three (3) Members;
 - c. Local Assessment Review Board No. 3 shall consist of one (1) Member;
 - d. Composite Assessment Review Board No. 1 shall consist of one (1) Provincial Member and two (2) Members;
 - e. Composite Assessment Review Board No. 2 shall consist of one (1) Provincial Member and two (2) Members;
 - f. Composite Assessment Review Board No. 3 shall consist of one (1) Provincial Member and two (2) Members;

Membership and Vacancies

- 4. Pursuant to the terms of the Agreement, each Municipality may appoint by council resolution six (6) Members.
- 5. Unless otherwise specified in the Council resolution, all Members are appointed for three (3) year terms.
- 6. A Member is an Authorized Substitute for any other Member due to a Vacancy (as defined in this Bylaw), at any Local Assessment Review Board or Composite Assessment Review Board Hearing.
- 7. In the event a Member resigns prior to the end of their term, the Municipality may appoint a replacement for the resigning Member to fill the remainder of the resigning Member's term.
- 8. A Member may be re-appointed at the expiration of the Member's term.

9. A Member may resign at any time on written notice to the designated officer.
10. A Municipality may remove a Member appointed by the Municipality at any time, and upon doing so must notify the Member and the designated officer in writing.
11. A Member who fails to comply with the pecuniary interest provisions in section 480 of the *Municipal Government Act*, ceases to be a Member.

Remuneration

12. Remuneration and traveling expenses for Members shall be in accordance with remuneration as specified in the Agreement signed by the Municipalities.

Designated Officer

13.
 - a. The designated officer pursuant to section 455 of the *Municipal Government Act*, shall be the Managing Partner for the Flagstaff Intermunicipal Partnership.
 - b. The duties and remuneration of the designated officer pursuant to s. 455 of the *Municipal Government Act*, shall be as directed by the *Municipal Government Act*, the *Matters Relating to Assessment Complaints Regulations*, and the Agreement signed by the Municipalities.

Assessment Complaint Fees

14. The fees payable pursuant to section 481 (1) of the *Municipal Government Act*, shall be those established by the *Matters Relating to Assessment Complaints Regulation*, as amended.

Severability

15. If any clause in this Bylaw is found to be invalid, it shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.

Repeal

16. Bylaw No.479 is hereby repealed.

FIRST READING given this 14 day of July 2016.

SECOND READING given this 14 day of July 2016.

UNANIMOUS CONSENT for third and Final reading given this 14 day of July 2016.

PASSED AT THIRD READING given this 14 day of July 2016.

Perry Robinson, Mayor

Amanda Davis, Chief Administrative Officer

Intermunicipal Assessment Review Board

Box 210
Forestburg, AB T0B 1N0
(780)582-3668

RECEIVED
JUN 30 2016

March 20, 2015

Town of Sedgewick
PO Box 129
Sedgewick, AB T0B 4C0

Dear Sirs:

Re: Intermunicipal Assessment Review Board Member Appointments

Currently the Intermunicipal Assessment Review Board has no members, as all appointments expired earlier this year. As per the ARB Agreement each Council must appoint by resolution six (6) individuals as recommended by the Secretary. The term of the appointment is three (3) years. Three individuals have indicated that they would like to serve on this board.

The three individuals recommended by the Secretary are:

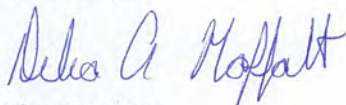
Jeanette Herle (Galahad)
Jim Chenoweth (Forestburg)
Doug Irving (Hardisty)

Mrs. Herle was previously the Mayor of Galahad, Mr. Chenoweth has served on the ARB in the past and is renewing his appointment and Mr. Irving is a business owner in Hardisty. The secretary believes that these three individuals will serve our communities well on the ARB.

We are still seeking another three members and names with contact information can be submitted to the ARB Clerk.

The ARB Clerk is respectfully requesting that Council approve the appointment of Mrs. Herle, Mr. Chenoweth and Mr. Irving to the Intermunicipal Assessment Review Board for a term of 3 years to expire in June, 2019. Upon ratification, training will be arranged for these members.

Yours truly,



Debra Moffatt
Intermunicipal Assessment Review Board Clerk

Request for Decision (RFD)

Topic: Flagstaff Regional Subdivision & Development Appeal Board (SDAB)
Agreement - Amended
Initiated by: Flagstaff Intermunicipal Partnership (FIP) Committee
Prepared by: Debra Moffat, FIP Coordinator
Attachments: SDAB Agreement

Recommendations:

That Council approves FIP's recommendation to accept the amended Flagstaff Regional Subdivision & Development Appeal Board Agreement with a change to board member remuneration to be \$250 per full day and \$125 per half day as presented.

Background:

Attached is an amended Flagstaff Regional SDAB Agreement that has been recommended for approval by the FIP committee. Details regarding the amendments are included in the attachment.

Flagstaff Intermunicipal Partnership Committee

Box 210, FORESTBURG, AB T0B 1N0

June 14, 2016

Village of Alliance
Town of Daysland
Flagstaff County
Village of Forestburg
Town of Hardisty
Village of Heisler
Town of Killam
Village of Lougheed
Town of Sedgewick

Dear Sirs:

Re: Flagstaff Regional Subdivision & Development Appeal Board Agreement

Please find enclosed a copy of the amended Flagstaff Regional Subdivision & Development Appeal Board Agreement. This documents were reviewed by the Flagstaff Intermunicipal Partnership Committee during their June 13, 2016 meeting and the following motion was passed:

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.

The most significant changes to the agreement were:

- Addition of a clause to ensure that there was a process to follow in the event that we had insufficient trained board members; (Section 3.11)
- Removal of the clause indicating that the Secretary is an individual appointed by each municipality and changing the Secretary to be the FIP Coordinator; (Section 4.1)
- Addition of a clause setting out the process to be followed in event the Secretary cannot sit at a hearing due to a conflict of interest; (Section 4.2)
- Change in compensation to board members increasing it to \$250 for a full day and \$125 for a half day plus providing compensation if board members are required to take information home with them to review prior to being able to complete a hearing; (Section 7a)

It would be appreciated if the attached amended Flagstaff Regional Subdivision & Development Appeal Board Agreement could be approved by each Council.

If you have any questions or concerns regarding the enclosed, please do not hesitate to contact the undersigned at cao@forestburg.ca or at 780-582-3668.

Yours truly;

A handwritten signature in blue ink, reading "Debra A. Moffatt". The signature is written in a cursive style with a large, stylized "D" and "M".

Debra A. Moffatt, Coordinator
Flagstaff Intermunicipal Partnership

Enc.

**FLAGSTAFF REGIONAL SUBDIVISION & DEVELOPMENT APPEAL BOARD
AGREEMENT**

**AN AGREEMENT DATED THIS _____ DAY OF _____, A.D. 2016,
BETWEEN**

THE VILLAGE OF ALLIANCE

And

THE TOWN OF DAYSLAND

And

FLAGSTAFF COUNTY

And

THE VILLAGE OF FORESTBURG

And

THE TOWN OF HARDISTY

And

THE VILLAGE OF HEISLER

And

THE TOWN OF KILLAM

And

THE VILLAGE OF LOUGHEED

And

THE TOWN OF SEDGEWICK

(Hereinafter referred to as the "Municipalities")

WHEREAS Section 627 of the *Municipal Government Act, R.S.A. 2000, M-26*, as amended, authorizes municipalities to enter into an agreement to establish an Intermunicipal subdivision and development appeal board;

AND WHEREAS the Councils for the respective Municipalities have determined that it is appropriate to establish an intermunicipal subdivision and development appeal board for the purposes of hearing appeals from decisions made by the Development Authority and Subdivision Authority of the respective Municipalities;

NOW THEREFORE, in consideration of the promises, mutual terms, covenants and conditions herein, the Municipalities agree as follows:

1. DEFINITIONS

1.1. In this Agreement, the following terms shall have the following meanings, unless the context specifically requires otherwise:

- (a) "Act" means the *Municipal Government Act, R.S.A. 2000, Chapter M-26*, as amended from time to time;

- (b) "Council" means the Council of any of the Municipalities;
- (c) "Committee" means a Committee of the Flagstaff Regional Subdivision and Development Appeal Board;
- (d) "Development Authority" means the authority established by Council to exercise development powers and duties on behalf of the municipality;
- (e) "Flagstaff Regional Subdivision and Development Appeal Board" ("FRSDAB") means the appeal board established by the Municipalities by this Agreement pursuant to Sections 627 and 628 of the Act;
- (f) "Member" means a member of the FRSDAB;
- (g) "Secretary" means the person(s) appointed to act as the Coordinator for Flagstaff Intermunicipal Partnership; and
- (h) "Subdivision Authority" means the authority established by Council to exercise subdivision powers and duties on behalf of the municipality.

1.2 All other terms used in this Agreement shall have the meaning assigned to them in the Act.

2. FRSDAB ESTABLISHMENT

- 2.1. The FRSDAB is hereby established.
- 2.2. The FRSDAB shall hear all appeals from decisions made by the Subdivision Authority and the Development Authority of the respective Municipalities in accordance with Division 10 of Part 17 of the Act.
- 2.3. The FRSDAB has all the powers, duties and responsibilities of a Subdivision Development Appeal Board under the Act and the *Subdivision and Development Regulation, A.R. 43/2002*, as amended, passed pursuant to the Act.
- 2.4. A Committee has all the powers, duties and responsibilities of the FRSDAB.
- 2.5. A decision of a Committee is a decision of the FRSDAB.
- 2.6. The FRSDAB shall operate in accordance with the Policies and Procedures attached hereto as Schedule "A".

3. FRSDAB MEMBERSHIP

- 3.1. Each Municipality shall appoint by Council resolution the six (6) individuals recommended for appointment by the Secretary.
- 3.2. No person who is an employee of or a member of the Subdivision Authority, Development Authority or Municipal Planning Commission, of any of the Municipalities shall be appointed as a Member.
- 3.3. Upon the departure of any Member from the FRSDAB during the Member's term, each Municipality shall appoint by Council resolution the individual recommended for appointment by the Secretary as the replacement Member for the balance of the term.
- 3.4. Members shall be appointed by the Councils of the Municipalities for a term not to exceed three (3) years.
- 3.5. A retiring Member may be re-appointed to the FRSDAB upon the expiration of the Member's term but the person must re-apply for appointment to the FRSDAB.

- 3.6. Each Municipality shall have the right to rescind the appointment of a Member.
- 3.7. Members shall adhere to the Member Rules of Conduct set out in Schedule “B” attached hereto.
- 3.8. Members shall adhere to the Policies and Procedures set out in Schedule “A” attached hereto.
- 3.9. A Member’s appointment shall be rescinded if the Member is no longer eligible to be a Member pursuant to the Act.
- 3.10. A Member’s appointment may be rescinded if the Member:
 - (a) fails or refuses to adhere to the Policies and Procedures as set out in Schedule “A”; or,
 - (b) has contravened the standards for Member Rules of Conduct as set out in Schedule “B”.
- 3.11. In the event that there are insufficient board members, board members from other municipalities may be utilized:
 - (a) The list of board members must be provided to the Municipalities for appointment; and
 - (b) The appointments do not need to be ratified by all Municipalities, but must be ratified by the Municipality against which an appeal has been filed.

4. FRSDAB SECRETARY

- 4.1. The Secretary shall be the Coordinator of Flagstaff Intermunicipal Partnership.
- 4.2. In the event that the Secretary is unable to assist with the hearing due to the appeal being launched against their Municipality, an alternate secretary will be appointed to assist with the affected hearing.
- 4.3. The responsibilities of the Secretary are as follows:
 - (a) Ensure that all statutory requirements of the FRSDAB are met;
 - (b) Inform all affected parties of the appeal hearing in accordance with the Act;
 - (c) Inform all statutory parties of the appeal hearing in accordance with the Act;
 - (d) Compile necessary documentation for distribution to the Members;
 - (e) Attend all FRSDAB appeal hearings;
 - (f) Provide services for the recording of the proceedings of the FRSDAB and for retention of exhibits including all written submissions to the FRSDAB;
 - (g) Prepare the FRSDAB hearing minutes including the names and addresses of all parties making representations to the FRSDAB and a summary of the evidence presented;
 - (h) Communicate decisions of the FRSDAB to the affected parties in accordance with the Act; and
 - (i) Such others matters as the FRSDAB may direct.

5. MEMBER REMUNERATION

- 5.1. Members shall be entitled to remuneration for attending FRSDAB training sessions, meetings hearings, document review and deliberations as follows:
 - (a) Half day (under 4 hours) \$125.00
 - (b) Full day (over 4 hours) \$250.00
- 5.2. Members shall be entitled to reimbursement for travel expenses in accordance with the rates set by Canada Revenue Agency ("CRA") for mileage and meals for the year in which the expense was incurred. A claim for reimbursement for meals must be accompanied by receipts and the Member will be reimbursed the lesser of the receipted cost of the meal or the per diem meal rate set by the CRA.
- 5.3. Member remuneration and reimbursement for travel expenses related to an appeal hearing shall be paid by the Municipality from which the appeal originates. The costs of all other Member remuneration and reimbursement payable in accordance with this Section shall be shared equally among the Municipalities.

6. APPEAL FILING AND FEES

- 6.1. Appeals shall be received by the Municipality to which the appeal relates and any such appeals shall be forwarded to the Secretary without delay.
- 6.2. The fee for an appeal will be \$300.00, which is non-refundable.
- 6.3. The appeal fee shall be collected and retained by the Municipality to which the appeal relates.

7. FRSDAB COSTS

- 7.1. All FRSDAB costs and expenses, including the costs of holding the hearing and any legal fees the FRSDAB may incur, shall be paid by the Municipality to which the appeal relates.
- 7.2. Should a hearing deal with appeals from more than one Municipality, the costs shall be divided equally amongst each appeal and billed to each Municipality to which the appeal relates.

8. GENERAL

- 8.1. This Agreement may not be altered or amended in any of its provisions, except where any such changes are reduced to writing and executed by the Municipalities.
- 8.2. This Agreement may be executed in several counterparts each of which when so executed shall be deemed to be an original, and such counterparts shall constitute one and the same instrument and notwithstanding their date of execution shall be deemed to bear date as of the date first written above.

IN WITNESS WHEREOF, the Municipalities have executed this Agreement as evidenced by the duly authorized signatures below:

Village of Alliance

Mayor

Chief Administrative Officer

Flagstaff County

Reeve

Chief Administrative Officer

Village of Hardisty

Mayor

Chief Administrative Officer

Town of Killam

Mayor

Chief Administrative Officer

Town of Sedgewick

Mayor

Chief Administrative Officer

Town of Daysland

Mayor

Chief Administrative Officer

Village of Forestburg

Mayor

Chief Administrative Officer

Village of Heisler

Mayor

Chief Administrative Officer

Village of Lougheed

Mayor

Chief Administrative Officer

SCHEDULE "A"
FLAGSTAFF REGIONAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD
POLICIES AND PROCEDURES

1. DEFINITIONS

- 1.1. Unless otherwise specified herein, all terms shall have the meaning assigned to them in the Agreement or, where not specified in the Agreement, in the *Municipal Government Act*.
 - (a) "Agreement" means the Flagstaff Regional Subdivision and Development Appeal Board Agreement dated _____, 2016.
 - (b) "Appellant" means a person who, pursuant to the Act, has served a notice of appeal on the Board.
 - (c) "Board" means the FRSDAB.
 - (d) "In Camera" means a meeting of the Board which is held in private pursuant to Section 197 of the Act.
 - (e) "Point of Order" means the raising of a question by a Member with the view of calling attention to any departure from the Policies or Procedures, or the customary modes or proceedings in debate, or in the conduct of the Board's business.
 - (f) "Staff" means a member of the planning department, or planning consultant, of one of the Municipalities.

2. APPLICATION

- 2.1. These Policies and Procedures shall apply to all meetings of the Board.
- 2.2. Any matter of meeting procedure which is not herein provided for, shall be determined according to the most current edition of Robert's Rules of Order.
- 2.3. Procedure is a matter of interpretation by the Chair.
- 2.4. In the event of a conflict between the provisions of these Policies and Procedures and *Roberts Rules of Order*, the provisions of these Policies and Procedures shall prevail.

3. CHAIR & VICE CHAIR

- 3.1. At the first meeting of the Board, the Members shall elect from their membership a Chair and Vice-Chair by majority vote.
- 3.2. The Chair:
 - (a) Shall preside at the Board meetings,
 - (b) Shall ensure that all Board hearings are conducted in a fair and impartial manner, in accordance with the rules for such hearings as set out in the Act and the rules of natural justice;
 - (c) Is authorized to rule that evidence presented at a hearing is irrelevant to the matter at issue and may direct the Members to disregard the evidence, and
 - (d) May limit a submission if the Chair determines it to be repetitious.
- 3.3. In the event of absence or inability of the Chair to preside at a Board meeting, the Vice-Chair shall preside.

- 3.4 In the event of the absence or inability of both the Chair and the Vice-Chair to preside at a meeting, the Members present constituting a quorum shall elect one of the Members to preside as acting Chair for that meeting.

4. MEETINGS

- 4.1 The Board shall hold meetings as necessary to consider and decide appeals filed with it in accordance with the requirements of the Act, at a date and time to be determined by the Secretary.
- 4.2 Should the hearing deal with appeals from more than one Municipality, the hearing shall be held in the most central location for those Municipalities.

5. QUORUM

- 5.1 Three (3) Members shall constitute a quorum of the Board.

6. DECISIONS

- 6.1 Only Members present for the entire Board meeting shall participate in the making of a decision on any matter before it.
- 6.2 The decision of the majority of Members present at the meeting shall be deemed to be the decision of the whole Board.
- 6.3 In the event of a tie vote, the appeal shall be denied.
- 6.4 The Board may make its decision with or without conditions in accordance with the Act.
- 6.5 If an appeal hearing is recessed for any reason following the submission of evidence, the appeal hearing may be recessed to the next scheduled meeting. However, only those Members present at the original hearing shall render a decision on the matter.

7. APPEAL HEARINGS

- 7.1 The Board shall consider and decide all subdivision and development appeals which have been properly filed in accordance with the Act.
- 7.2 The Board shall hold a public hearing respecting the appeal within thirty (3) days from the date of receipt of the written notice of appeal.
- 7.3 The Board shall give notice of the hearing in accordance with the Act.
- 7.4 The Board shall make available for public inspection prior to the hearing all relevant documents and materials respecting the appeal.
- 7.5 The Board shall hear from parties in accordance with the Act.
- 7.6 Letters previously submitted to the Development Authority or Subdivision Authority will not be considered by the Board unless resubmitted for the appeal hearing. The author of the letter must be identified on the document.
- 7.7 The Board shall hear appeals in public, but it may at any time recess and deliberate in private.
- 7.8 At the hearing of the appeal, if the Board desires to request further technical information, legal opinions, or other assistance, it may recess the hearing pending receipt of such information.
- 7.9 Electronic or similar recording devices shall not be used during the hearing by anyone in attendance except the Secretary. Such electronic recordings are for ensuring the accuracy of the minutes and will be destroyed once the minutes are adopted.

- 7.10. The Board shall make and keep a written record of its proceedings which may be in the form of a summary of evidence presented at the hearing.
- 7.11. The Board shall give a written decision together with the reasons for the decision within fifteen (15) days after concluding the hearing.

8. HEARING PROCEDURE

- 8.1. At appeal hearings, the following procedure will be followed, subject to the discretion of the Chair to modify these procedures as circumstances require to obtain a full hearing:
 - (a) The Chair will call the meeting to order and ask if the Appellant is present to speak to the appeal.
 - (b) If the Appellant indicates his/her present to speak to the appeal, then the Chair will outline the public hearing procedures.
 - (c) The Secretary will confirm that notice of the appeal has been provided to all parties in accordance with the Act.
 - (d) The Chair will ask if anyone objects to any Member hearing the appeal.
 - (e) A member of Staff will introduce the appeal and present the administrative report outlining the background to the appeal.
 - (f) The Chair shall call upon the Appellant to present his/her appeal submissions.
 - (g) After identifying him/herself, the Appellant will be requested to present his/her appeal within a reasonable time period.
 - (h) The Chair shall then call upon any persons in attendance at the Public Hearing who are entitled to be heard by the Board under the Act and who wish to speak in favour of the appeal.
 - (i) After identifying themselves, persons or representatives of any group or persons, in favour of the appeal may address the Board in turn. The Board reserves the right to abbreviate repetitious oral submissions.
 - (j) The Chair shall then call upon any persons in attendance at the Public Hearing who are entitled to be heard by the Board under the Act and who wish to speak in opposition to the appeal.
 - (k) After identifying themselves, persons or representatives of any group or persons, in opposition to the appeal may address the Board in turn. The Board reserves the right to abbreviate repetitious oral submissions.
 - (l) The Chairperson shall then call upon the Appellant and those persons in attendance at the public hearing who spoke in favour of the appeal for any rebuttal to the points raised by those who spoke in opposition to the appeal. Rebuttal comments are restricted to addressing new points raised by those who spoke in opposition to the appeal.
 - (m) After a presentation is concluded, any Member may ask the presenter relevant questions.
 - (n) After all presentations from the public have been completed any Member may ask Staff relevant questions.
 - (o) Following the public presentation and Member questions the Chair shall close the public hearing.

- (p) Following the close of the public hearing, the Board shall deliberate and makes its decision. The Board may deliberate and make its decision in Camera.

Petitions and Letters

- 8.2 Persons signing petitions are deemed to have had their position advanced by the petition and accordingly they may not speak unless they remove their names from the petition.
- 8.3 Individuals who have submitted a letter may only address the Board on new non-repetitious information not contained in the letter.
- 8.4 With the Board's approval, an individual or group may submit written submissions as part of their presentation at the public hearing, by providing six (6) copies of the same to the Board at the start of their presentation.

Presentation Materials

- 8.5 The use of slides, maps, videos and Power Point presentations are permitted and these materials along with any written submissions becomes the property of the Board as exhibits to the public hearing.

Introduction of Speakers

- 8.6 Persons addressing the Board shall give their name, location of residence and indication as to whether they are speaking on their own behalf or for another person or for a group, and shall address the Chair when responding to questions or providing information.
- 8.7 A person who does not identify him/herself will not be given the opportunity to address the Board.

9. CONDUCT AT HEARINGS

- 9.1. Members of the public in attendance at a hearing:
- (a) Shall address the Board through the Chair;
 - (b) Shall maintain order and quiet; and
 - (c) Shall not applaud or otherwise interrupt any speech or action of the Members or any other person addressing the Board.
- 9.2 The Chair may order a member of the public who disturbs or acts improperly at a hearing by words or actions be expelled. The Chair may request the assistance from a Peace Officer to remove the person.

10. MEMBER CONDUCT

- 10.1. A member wishing to speak at a hearing shall obtain the approval of the Chair before speaking.
- 10.2. When a Member or member of the public is addressing the Chair, every other Member shall:
- (a) Remain quiet and seated;
 - (b) Not interrupt the speaker except on a Point of Order;
 - (c) Not carry on a private conversation; or
 - (d) Not cross between the speaker and the Chair.
- 10.3 When a Member is addressing the Board, the Member shall:

- (a) Not use offensive words in referring to a Member, and official of the Municipalities or a member of the public;
- (b) Not reflect on a vote except when moving to rescind and when so doing, shall not reflect on the motives of the Members who voted for the motion, or the mover of the motion;
- (c) Not shout or immediately raise the Member's voice or use profane, vulgar, or offensive language or disturb the hearing; and
- (d) Assume personal responsibility for any statement of the Member quotes to the Board or upon request of the Board, shall give the source of the information.

SCHEDULE "B"
FLAGSTAFF REGIONAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD
RULES OF CONDUCT

1. Unless otherwise specified herein, all terms shall have the meaning assigned to them in the Agreement (including Schedule "A") or, where not specified in the Agreement, in the Municipal Government Act.
2. For the purpose of this Schedule, the following terms shall have the same meaning as in Section 169 of the Act:
 - 2.1. "Corporation", "Director", "Distributing Corporation", "Officer", "Shareholder", "Voting Rights", and "Voting Shares";
 - 2.2. "Spouse".
3. For the purpose of this Schedule, the term "Member's Family" shall have the same meaning as the term "Councillor's Family" under Section 169 of the Act.
4. No Member shall participate in the hearing of any matter before the Board in which that Member has a pecuniary interest.
5. A Member has a pecuniary interest in a matter if:
 - 5.1. The matter could monetarily affect the Member or an employer of the Member; or
 - 5.2. The Member knows or ought to know the matter could monetarily affect the Member's family.
6. For the purposes of Section 5, a Member is monetarily affected by a matter if the matter monetarily affects:
 - 6.1. The Member directly;
 - 6.2. A corporation other than a Distributing Corporation, in which the person is a Shareholder, Director or Officer;
 - 6.3. A Distributing Corporation in which the Member beneficially owns Voting Shares carrying at least 10% of the Voting Rights attached to the Voting Shares of the Corporation or of which the Member is a Director or Officer; or
 - 6.4. A partnership or firm in which the Member is a member.
7. For the purposes of determining whether a Member has a pecuniary interest in the matter before the Board, the provisions of Section 170(3) of the Act shall apply, substituting the term "Member" for the term "Councillor".
8. Where a Member has a pecuniary interest of the matter before the Board, that Member shall:
 - 8.1. Disclose the nature of the pecuniary interest to the Chair and Secretary of the Board prior to discussion of the matter.
 - 8.2. Abstain from participating in the hearing of the matter;
 - 8.3. Abstain from any discussion or voting on the matter;
 - 8.4. Be absent from the room in which the appeal is heard, except to the extent that the Member is entitled to be heard before the Board as an Appellant or a person affected by the matter before the Board.
9. Where Council becomes aware of a breach of these provisions by the Member of the Board, the Council shall review the facts of the case and make a determination as to whether the Member, in the opinion of Council, has breached the pecuniary interest provisions of this Schedule.

10. Where, after its review pursuant to Section 9, Council determines that a breach of the pecuniary interest provisions has occurred, Council may remove the Member from the Board, in accordance with powers respecting appointment and removal of Members set out in the Agreement.
11. A Member of the Board shall:
 - 11.1. Not discuss any matter under appeal with any party to that appeal, outside of the formal hearing process;
 - 11.2. Keep in-camera discussions of the Board, any legal advice provided to the Board confidential, except where required to disclose that information by law;
 - 11.3. Attend all Board hearings to which he or she has been assigned unless prior written consent has been received from the Chair; and
 - 11.4. Participate in the deliberation and decision making process on all matters to which he or she has been assigned and has attended the public hearing for.
12. Where the appointing Council has reasonable grounds to believe that a Member has breached any of the provision of Section 11, Council may remove the Member from the Board.

Flagstaff Regional Subdivision & Development Appeal Board

Box 210
Forestburg, AB T0B 1N0
(780)582-3668

RECEIVED
JUN 30 2016

June 24, 2016

Town of Sedgewick
PO Box 129
Sedgewick, AB T0B 4C0

Dear Sirs:

Re: Subdivision & Development Appeal Board Member Appointments

Recruitment for additional members for the Flagstaff Regional Subdivision & Development Appeal Board has continued and we are pleased to inform you that two additional individuals have indicated that they would be willing to serve on this board. As per the FRSDAB Agreement each Council must appoint by resolution six (6) individuals as recommended by the Secretary. The term of the appointment is three (3) years.

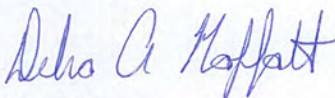
The new members being recommended by the Secretary are:

Doug Irving (Hardisty)
Dan Hochhausen (Strome)

Mr. Irving is a business owner in Hardisty and Mr. Hochhausen is a farmer in the Strome area who has previously been a member of the Drainage Board. The secretary believes that they will be good additions to our SDAB and these appointments would fulfill our requirement to have six (6) board members.

We are therefore requesting that Council appoint Mr. Irving and Mr. Hochhausen to serve on the Flagstaff Regional Subdivision & Development Appeal Board for a three year term expiring June, 2019.

Yours truly,



Debra Moffatt
Flagstaff Regional SDAB Clerk

Request for Decision (RFD)

Topic: Intermunicipal Development Plan (IDP) – Development Permit
Initiated by: IDP Bylaw #466
Prepared by: Amanda Davis
Attachments: 1. Development Permit Application PRT NW4-44-12 W4M
2. Site Map

Recommendations:

In accordance with Bylaw #466 the Town of Sedgewick notify Flagstaff County to agree with the terms of the Development Permit application for PRT NW4-44-12 W4M for a commercial repair shop.

Background:

In accordance with Bylaw #466 development outside the Town's boundaries that are identified as future growth areas will be referred to the town for comment.

1.2 (4)"The County's Municipal Development Plan contains inter-municipal policies and supports the protection of a 3.2 kilometer area around each urban municipality for urban expansion plans and industrial parks."

Current:

The owner of PRTNW 4-44-12 W4M has submitted a second Development Permit application to Flagstaff County which is considered discretionary.

3. Referral Area

a) In accordance with the County Municipal Development Plan all subdivision applications and discretionary development permits will be forwarded to the Town of review and comment.

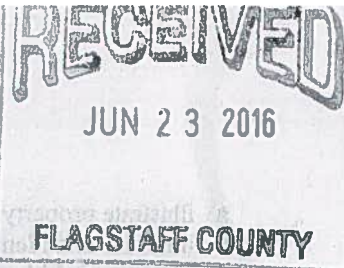
Development Permit Application (approved) was for a shop and residence.

Development Permit Application (discretionary) that the shop be converted to a commercial property.

The urban expansion area indicates the future development as commercial/light industrial business. This development would not negatively impact future use at this time.



FORM A
FLAGSTAFF COUNTY



APPLICATION FOR DEVELOPMENT

For office use only:

Permit No. _____ Application Fee \$100.00
☐ Agricultural ☐ County Residential ☒ Highway Commercial ☐ Industrial ☐ Rural Industrial
☐ Permitted ☒ Discretionary
☒ Paid ☐ Invoice

I/We hereby make application under the provisions of the Land Use Bylaw for a Development Permit in accordance with the plans and supporting information submitted herewith and which form part of this application.

Applicant(s) Scott Bownes Telephone 780-385-0086

Address P.O. Box 689 Sedgewick AB T0B 4C0

(If Applicant is not the owner – this approval is required.) I, the registered owner of the lands proposed for development hereby authorize the above mentioned party to make application for the development below.

☒ Registered Owner(s) Brent Stednick (signature)
(please print)

☐ Certificate of Title Required. Please include a copy with your Application for Development.

Address of Property to be Developed _____

NW 1/4 Sec. 4 Twp. 44 Range 12 West of the 4 Meridian

_____ Lot _____ Block _____ Registered Plan _____

☒ Parcel Size (number of hectares (acres)) 2500 sq ft of parcel size

Existing Use of Parcel Agricultural/Res Proposed use of Parcel Commercial Repair

Type of Development CVEP inspection station/Repairs

Size of Development (sq. metres/sq. feet) 50% of site Estimated cost zero

Construction Permits Required: ☐ Building ☐ Plumbing ☐ Electrical ☐ Gas ☐ Private Sewage

Do you have Rural Addressing Signage ☒ Yes ☐ No

☒ ERCB report required covering the presence or absence of abandoned oil and gas wells on the proposed development site. The request is made to ERCB from this office.

☐ One Complete Set of Construction Drawings (drawings are to include elevation, floor plan, foundation and cross section). Please include a copy with your Application for Development.

Please note: The County Assessor will be entering the property to check on the progress for assessment purposes.

Estimated Date of Commencement and Completion Upon Development
Date of Application June 16/2016 Permit's conditional approval

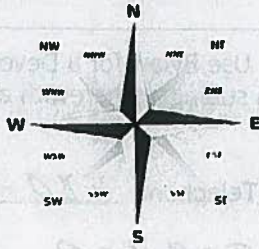
Signature of Applicant(s) Scott Bownes

Confirmed on
Webmap
ERCB info.
no abandoned
wells w/in
required
setbacks.

Form A (1)
Flagstaff County

- a) illustrate property boundaries, and any adjacent roadways
- b) illustrate and identify any current buildings on site and distances from boundaries/roads in a)
- c) illustrate and identify new proposed buildings and distances from boundaries/roads in a)
- d) illustrate and identify any existing or proposed locations of water wells and septic tanks or fields
- e) illustrate any shelterbelts, hedges or planted trees on site and distances from boundaries/roads in a)
- f) illustrate any approaches into the property and indicate whether they will be suitable for the use

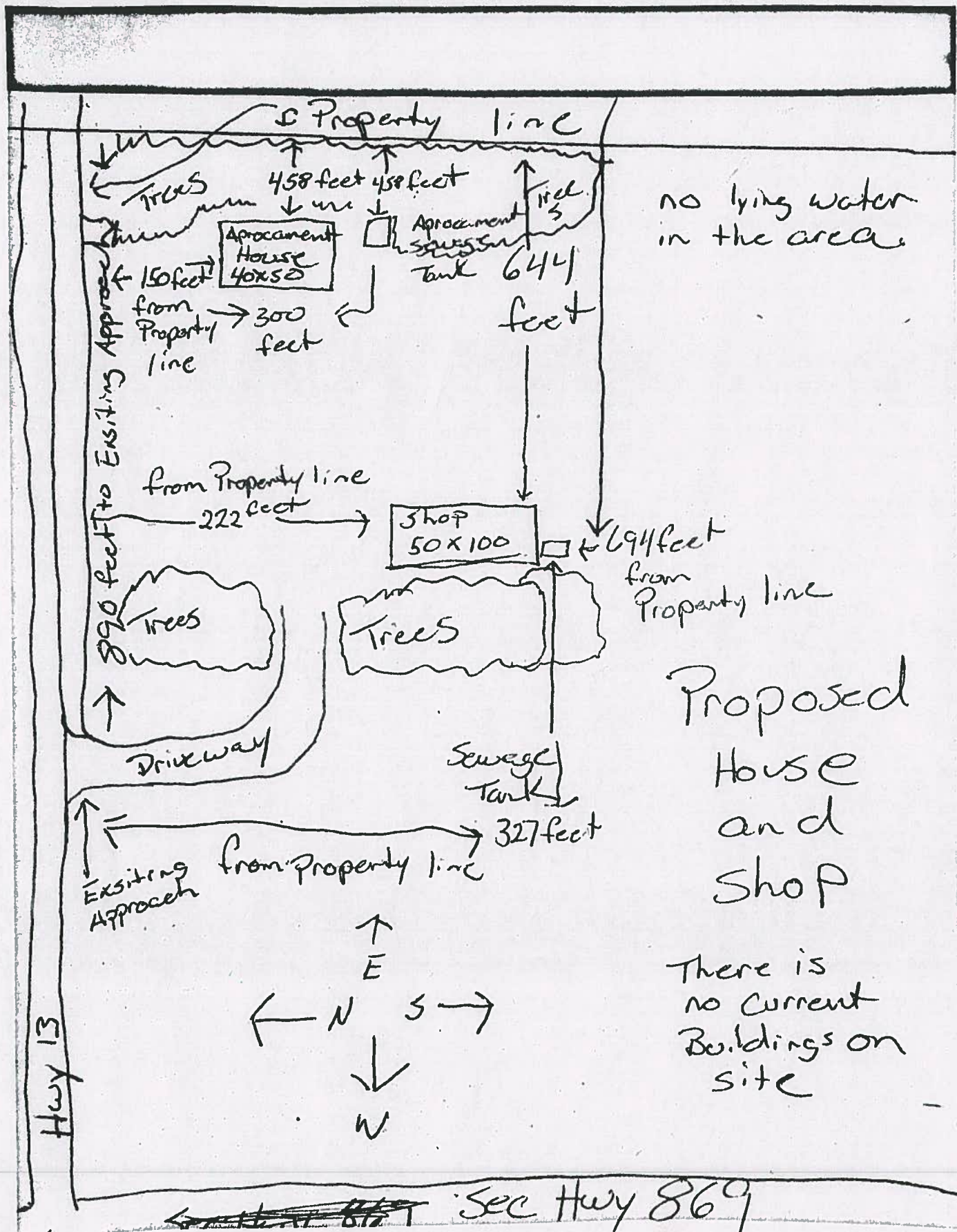
See Attached Example



Name: _____

Legal Description: _____

Proposed Development: _____



Request for Decision (RFD)

Topic: SKNGS – Year End Financials
Initiated by: SKNGS
Prepared by: Amanda Davis
Attachments: 1. June 9th, 2016 SKNGS Minutes
2. Financial Statement for the Year Ending December 31st, 2016

Recommendations:

That the unaudited Sedgewick Killam Natural Gas System Financial Statement for the year ending December 31st, 2015 be approved as presented and further that the \$11,055 operating surplus be dedicated to a future capital reserve account.

Background:

At the June 9th, 2016 Sedgewick Killam Natural Gas System (SKNGS) meeting the following motions were made:

1. That the 2016 Financial Statement be approved as presented.
2. That the \$11,055 operating surplus be dedicated to a future capital reserve account.

Surplus overview:

SKNGS collects a portion of the service charge from the municipalities (Killam and Sedgewick) each year. The intention of the service charge is intention of it was to put the funds into dedicated reserves for future capital projects.

**The Town of Killam has approved both recommendations.*

SEDGEWICK KILLAM NATURAL GAS SYSTEM**June 9, 2016**

Minutes of the Sedgewick Killam Natural Gas System regular meeting held at the Town of Killam Office in the Council Chambers, Killam, Alberta, on Thursday, June 9, 2016 commencing at 5:30 p.m.

PRESENT	Rick Krys, Chairperson Shawn Higginson Darcy Eskra Tim Schmutz Brenda McDermott Dave Gordash Kim Borgel	Killam Sedgewick Killam Sedgewick Killam Manager Administration/Recording Secretary
REGRETS	Greg Sparrow	Sedgewick
CALL TO ORDER	R. Krys called the meeting to order at 5:30 p.m.	
AGENDA	MOVED by D. Eskra to accept the Agenda as presented.	CARRIED
REGULAR MEETING MINUTES	<u>MINUTES</u> MOVED by B McDermott to accept the minutes of the November 12, 2015 meeting as presented.	CARRIED
ELECTION FOR VICE-CHAIRPERSON	<u>NEW BUSINESS</u> R. Krys called for nominations of Vice Chairperson. Tim Schmutz nominated Shawn Higginson. R. Krys called twice more for nominations for the position of Vice Chairperson. MOVED by D. Eskra that nominations cease. Shawn Higginson was declared Vice-Chairperson by acclamation. Kim Borgel will have Shawn Higginson added as a signing authority at Vision Credit Union for Sedgewick Killam Natural Gas System.	
2015 FINANCIAL STATEMENTS	The group reviewed the financial statements, noting that the increase of the delivery charge of \$2.00/month per customer amounted to \$23,830 which is recorded on page 4 of the Financial Statements under the Restricted fund column. MOVED by T. Schmutz to accept the 2015 Financial Statements as presented.	
2015 SURPLUS	MOVED by D. Eskra, that the operating surplus of \$11,055 be put into dedicated reserves for future capital projects.	CARRIED
FINANCIALS	Kim Borgel presented a copy of the November 2015 to April 2016 financials to the board.	
MANAGER'S REPORT	Dave Gordash reported on the following: <ul style="list-style-type: none">• The Operations and Maintenance Evaluation took place in April. Dave is infixing the deficiencies:	

adding (780) to all signs, fencing RMO stations and relocating the heater cables to the outside of the buildings.

- No problems over the winter
- CorPro was out to complete the cathodic protection
- The federation was here and a new modem was purchased at a cost of \$3,000 (he had them do it now because there was no charge for installation)
- Meter inspections/replacements: Killam is $\frac{3}{4}$ complete and Sedgewick is $\frac{1}{4}$ complete. He is replacing the meters as it is more cost effective in the long run.

MOVED by Shawn Higginson to accept the Manager's Report for information.

CARRIED

NEXT MEETING

The next meeting will be held in October and we will tour the RMO station and Dave Gordash will give an overview of the Sedgewick Killam Natural Gas System and Organization for the new members.

ADJOURNMENT:

R. Krys adjourned the meeting at 5:45 p.m.

Chairperson

Secretary

SEDGEWICK KILLAM NATURAL GAS SYSTEM

Financial Statements

Year Ended December 31, 2015

(Unaudited - See Notice To Reader)

THOMPSON & ZETTEL

PROFESSIONAL ACCOUNTANTS

MELVIN THOMPSON, C.A.
BLAIR ZETTEL, C.G.A.

P.O. BOX 55
KILLAM, ALBERTA
T0B 2L0
TELEPHONE: (780) 385-3949
FAX: (780) 385-2129
www.thompsonzettel.com

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Sedgewick Killam Natural Gas System as at December 31, 2015 and the statements of revenues and expenditures, changes in net assets and cash flow for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Killam, Alberta
March 18, 2016


Thompson & Zettel
Professional Accountants

SEDGEWICK KILLAM NATURAL GAS SYSTEM**Statement of Financial Position****December 31, 2015***(Unaudited - See Notice To Reader)*

	2015	2014
ASSETS		
CURRENT		
Cash	\$ 102,630	\$ 98,245
Term deposits	-	212,999
Accounts receivable	119,710	186,183
Inventory	19,223	20,341
Interest receivable	4,337	2,338
Prepaid expenses	16,457	17,109
	<u>262,357</u>	<u>537,215</u>
PROPERTY, PLANT AND EQUIPMENT	164,943	120,799
LOANS AND NOTES RECEIVABLE	22,500	22,500
LONG TERM INVESTMENTS	<u>221,322</u>	<u>5,397</u>
	<u>\$ 671,122</u>	<u>\$ 685,911</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 92,091	\$ 140,553
Goods and services tax payable	6,722	7,934
	<u>98,813</u>	<u>148,487</u>
NET ASSETS		
General fund	270,559	303,648
Restricted fund	136,807	112,977
Capital fund	164,943	120,799
	<u>572,309</u>	<u>537,424</u>
	<u>\$ 671,122</u>	<u>\$ 685,911</u>

SEDGEWICK KILLAM NATURAL GAS SYSTEM
Statement of Revenues and Expenditures
For the Year Ended December 31, 2015
(Unaudited - See Notice To Reader)

	2015	2014
REVENUE		
Sale of gas	\$ 561,860	\$ 1,026,588
Administration fees	166,054	178,608
Sale of materials	9,957	12,719
Transport charges	7,497	7,481
	<u>745,368</u>	<u>1,225,396</u>
COST OF SALES	<u>581,440</u>	<u>1,035,617</u>
GROSS PROFIT (22%; 2014 - 15%)	<u>163,928</u>	<u>189,779</u>
EXPENSES		
Administration and telephone	17,208	12,252
Insurance	6,065	5,944
Memberships	13,203	14,597
Cathodic protection	-	6,118
Professional fees	2,165	2,125
Repairs and maintenance	5,805	3,675
Sub-contracts	109,584	99,300
Utilities	4,376	5,200
	<u>158,406</u>	<u>149,211</u>
EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS	<u>5,522</u>	<u>40,568</u>
OTHER INCOME		
Interest income	<u>5,533</u>	<u>3,930</u>
EXCESS OF REVENUE OVER EXPENSES	<u>\$ 11,055</u>	<u>\$ 44,498</u>

SEDGEWICK KILLAM NATURAL GAS SYSTEM**Statement of Changes in Net Assets****Year Ended December 31, 2015***(Unaudited - See Notice To Reader)*

	General Fund	Restricted Fund	Capital Fund	2015	2014
NET ASSETS - BEGINNING OF YEAR	\$ 303,648	\$ 112,977	\$ 120,799	\$ 537,424	\$ 492,926
Excess of revenue over expenses	11,055	-	-	11,055	44,498
Contributions (withdrawals)	(44,144)	23,830	44,144	23,830	-
NET ASSETS - END OF YEAR	\$ 270,559	\$ 136,807	\$ 164,943	\$ 572,309	\$ 537,424

SEDGEWICK KILLAM NATURAL GAS SYSTEM**Statement of Cash Flow****Year Ended December 31, 2015***(Unaudited - See Notice To Reader)*

	2015	2014
OPERATING ACTIVITIES		
Excess of revenue over expenses	\$ 11,055	\$ 44,498
Changes in non-cash working capital:		
Accounts receivable	66,473	(20,541)
Interest receivable	(1,999)	(1,044)
Inventory	1,118	2,166
Accounts payable	(48,462)	2,714
Prepaid expenses	652	1,466
Goods and services tax payable	(1,212)	(909)
	<u>16,570</u>	<u>(16,148)</u>
Cash flow from operating activities	<u>27,625</u>	<u>28,350</u>
INVESTING ACTIVITIES		
Purchase of property, plant and equipment	(44,144)	(34,158)
Long term investments	(215,925)	106,388
Reserve contributions received	<u>23,830</u>	<u>-</u>
Cash flow from (used by) investing activities	<u>(236,239)</u>	<u>72,230</u>
INCREASE (DECREASE) IN CASH FLOW	<u>(208,614)</u>	<u>100,580</u>
Cash - beginning of year	<u>311,244</u>	<u>210,664</u>
CASH - END OF YEAR	<u>\$ 102,630</u>	<u>\$ 311,244</u>
CASH CONSISTS OF:		
Cash	\$ 102,630	\$ 98,245
Term deposits	<u>-</u>	<u>212,999</u>
	<u>\$ 102,630</u>	<u>\$ 311,244</u>
CASH FLOW SUPPLEMENTARY INFORMATION		
Interest received	<u>\$ (3,534)</u>	<u>\$ (2,885)</u>

Flagstaff Community Adult Learning

Building a sense of community through opportunities to learn.

June 28, 2016

Sedgewick Town Council
Box 129
Sedgewick, AB T0B 4C0

Re: Flagstaff Welcoming Community Project

Dear Council Members,

As many of you are aware, for the past five years Flagstaff Community Adult Learning has partnered with Flagstaff County to provide settlement and language training support to newcomers to our region. We have appreciated the help that Municipal Staff have given in distributing information and Welcome Bags. Then in 2015 we also began to offer the Flagstaff Job Board, which has been very successful at meeting the needs of residents and newcomers, and in helping us to design classes and programs to fit their needs.

I am very happy to share with you that the County has agreed to continue funding the Welcoming project for two more years, but they have offered a challenge as well. Our proposed budget for 2017 and 2018 comes to \$55 600, and the County will invest \$50 000 toward that goal. However, they have also promised to match up to \$5000 per year of any funds that the other municipalities in the region can provide. Would your council be able to contribute \$625 toward that challenge in 2017 and 2018? If each of the eight communities can match your contribution, we would be able to maintain these services which I firmly believe are necessary for both our "old" and new residents.

I have attached an outline of what this project involves, and we would be glad to discuss any other questions you have about it, and to provide an outline of what we have accomplished through this outreach thus far. Our office will be closed from June 30 to August 16, but we can still be reached by email (coach@fcal.net) or by phone (780-384-2126). Thank you for your time and the part you play in making this region a great place to "live, work and play"!

Sincerely,

Lois Polege
Adult Learning Coordinator

RECEIVED
JUL - 4 2016

Learn Here.
Connect Here.
Belong Here.

5005 50 Street
Box 677
Killam, AB T0B 2L0
www.fcal.net

Welcoming Community Project 2017 – 2018: “Live, Work, Play”

Flagstaff County is an amazing place to build a life. With your continued partnership, our goal is to make it easier and more attractive for newcomers to make that choice. Through our needs assessment process, we have identified three main ways to help a wide range of newcomers to “live, work and play” in our community.

1. Newcomer Classes

Based on the identified priorities of newcomers, we plan to offer the following classes in each of the following two years:

- 64 English Language Learning (2-hour) classes. Locations include Forestburg, Sedgewick and Loughheed, but may vary depending on learner needs.
- 8 “Loughheed Ladies Day” sessions which provide networking, parenting and resource sharing opportunities to Mennonite women
- 3 Test Preparation Series – Citizenship Test Preparation, Driver’s License Preparation, and Language Test Prep (*International English Language Testing System “IELTS” or Canadian English Language Proficiency Index Program “CELPPI”*)
- Three “Learn to Play” introductions to sports and activities
- Two Education Days – mini conferences that bring newcomers together for a selection of useful and fun workshops
- One Financial Literacy training – banking, budgeting, credit
- One Health & Safety series – personal health, First Aid/CPR, injury prevention

With your support, we will be able to offer these classes without registration costs, in order to ensure the widest accessibility. We believe these are the topics that will meet the needs and interests of newcomers, helping them to be safe, comfortable and engaged.

2. Job Search Support

The Flagstaff Job Board has become a very valuable community resource, with at least 400 different individuals checking the online list every week. It provides a foundation for the individual job search and resume coaching which we provide by appointment.

This service meets the needs of all residents, but particularly those who are new to the area and don’t have the networks in place that longer term residents have been able to develop. The print versions of the board are valuable to those who are less comfortable online.

- The Job Board will be updated 2 to 3 times per week. Along with the online list, printed ads are available in the Killam Learning Centre and at the Forestburg Library. A list of rental openings is also updated weekly.
- Job search coaching includes preparing a resume, assisting with cover letters, developing a search plan, giving tips on interview preparation and helping with online applications. We anticipate 50 + clients each year, depending on the economic situation.

3. Newcomer Resources

In support of the first two strategies, we will also continue to develop and maintain resources to be shared with newcomers and other community members.

- Welcome Bags (fill and distribute 100/year)
- Handouts providing local community information and recreation options
- Online Events Calendar
- Job search tools – handouts and manipulatives
- Info Sheets (Getting Your Alberta Health Card, SIN, Learner's License, Your First Paycheque, Income Tax 101, etc.)

Budget Request

	Annual
Newcomer Classes	
Advertising	400
Childcare	400
Facility Rental	1 500
Personnel	20 800
Supplies	600
Travel	2 500
	26 200
Job Search Support	
Advertising	400
Printing	700
Personnel	20 800
	21 900
Newcomer Resources	
Printing	1 000
Personnel	6 500
	7 500
Annual Total	\$ 55 600
2 Year Total	\$ 111 200

Flagstaff Community Adult Learning will cover administrative costs: bookkeeping, office expenses, and website maintenance.

Flagstaff County has committed \$50 000 per year, as well as matching up to \$5 000 per year of any funds contributed by other municipalities.



July 4th, 2016

Town of Sedgewick
Box 129
Sedgewick, AB T0B 4C0

Dear Amanda:

Re: Community Resource Officer Project

Please be advised that at the June 22nd, 2016 Flagstaff County Council meeting, Council approved to enter into a Memorandum of Understanding with the RCMP "K" Division for a Community Resource Officer, which outlines the duties and responsibilities of the RCMP Member employed for the Enhanced Police Officer Position from 2016 to 2019.


In December 2015 we contacted previous financial partners and sought their input to assist us in determining the duties and responsibilities of the RCMP Member employed under the Enhanced Police Officer position.

We are also aware that many communities within the Flagstaff Region understand the importance of this position and have expressed interest in helping fund this project.

Enclosed is a copy of the approved Memorandum of Understanding with the RCMP "K" Division. Please review and let us know as to whether or not you wish to partner financially with Flagstaff County for this position.

If you have any questions or concerns, please advise.

Yours truly,


Brent Hoyland,
Assistant Chief Administrative Officer

Enclosure

/gb

RECEIVED
JUL - 6 2016

Memorandum of Understanding

THIS ARRANGEMENT, made in duplicate as of the 20th day of January 2016

BETWEEN

THE ROYAL CANADIAN MOUNTED POLICE
(Hereinafter referred to as the "**RCMP**")

AND

FLAGSTAFF COUNTY
as represented by the Reeve
(Hereinafter referred to as the "**County**")

Collectively referred to as the "Participants".

BACKGROUND:

WHEREAS the County wishes to provide an enhanced level of provincial policing service and the Province of Alberta, Minister of Justice and Solicitor General has entered into such an Agreement with the County pursuant to Section 22(1) of the *Police Act* R.S.A. 2000, c.P-17; and,

WHEREAS the County shall enter into a Memorandum of Understanding (MOU) with the RCMP "K" Division to determine the duties and responsibilities of the RCMP Member employed by the said Agreement; and,

WHEREAS it is acknowledged and agreed that, notwithstanding anything contained herein, the MOU does not create any enforceable legal or equitable rights or any obligations, but merely serves to document the parameters and understanding in principle which have been reached and in respect to the duties and responsibilities of the RCMP Member providing services under this said Agreement.

NOW THEREFORE THE PARTICIPANTS INTEND AS FOLLOWS:

1.0 DEFINITIONS:

1.1 In this Memorandum of Understanding (MOU) the following terms, in singular or plural form according to the context, are defined as follows:

- i. "RCMP" means the Royal Canadian Mounted Police;
- ii. "MOU" means Memorandum of Understanding;
- iii. "Agreement" means Memorandum of Understanding;
- iv. "Arrangement" means Memorandum of Understanding;
- v. "EAD" means Eastern Alberta District of the RCMP;
- vi. "Detachment Commander" means Non-Commissioned Officer in Charge;
- vii. "OIC" means Officer in Charge;
- viii. "Member" means police officer employed by the RCMP and assigned to the enhanced position; and,
- ix. "RCMP Detachment" means the Killam/Forestburg RCMP detachment.

2.0 PURPOSE AND SCOPE:

- 2.1 This Agreement shall commence on April 1, 2016 and expire on March 31, 2019 and will provide the terms of reference for the RCMP Member, RCMP Detachment, and the County in relation to the Option 1 Enhanced Policing Agreement between the County and the Minister of Justice, Solicitor General of Alberta dated 20th day of January, 2016.
- 2.2 This MOU sets out the general duties and responsibilities of the RCMP Member providing services to the County.
- 2.3 This MOU does not form a contractually binding Agreement and the Participants acknowledge their mutual intention to resolve all matters arising from this MOU in a fair and amicable way.

3.0 DUTIES AND RESPONSIBILITIES OF THE RCMP MEMBER:

3.1 The role of the RCMP Member under this MOU will be to provide an enhanced level of policing, focused on the prevention of crime, pursuant to the duties and responsibilities under the Provincial Police Service Agreement between the Government of Canada and the Government of the Province of Alberta. The RCMP Member shall not be required to perform any duties or provide any services which are not appropriate to the effective and efficient delivery of police services in the Province.

3.2 The primary function of the RCMP Member under this MOU will be to provide selective enforcement duties and responsibilities, including, but not limited to:

- Perform the duties and responsibilities of a Community and School Resource Officer;
- Attend meetings with local council as required to report on programs and issues and the steps being taken on those programs and issues;
- Delivering education and training to schools within the Detachment boundaries relating to the Drug Abuse Resistance Education (D.A.R.E.);
- Bring awareness to the community with respect to:
 - Bullying
 - Vandalism
 - Young Offenders Act:
 - As well as building relationships with the youth, providing support to schools regarding out-of-school incidents, and promoting open communications between the RCMP and participating schools.

3.3 Additionally, the RCMP Member may participate and offer other public safety programs which may include:

- General duty policing services in accordance with the Provincial Police Service Agreement.
- Traffic Enforcement, under the Traffic Safety Act of Alberta.
- Enforcement of the Environmental Protection and Enhancement Act of Alberta (Illegal Dumping, etc.).
- Enforcement of the Gaming and Liquor Act of Alberta.

- 3.4 The role of the RCMP Member assigned to the County will be to provide an enhanced level of policing. The RCMP Member will not provide assistance or service in regulatory control or licenses of by-laws (for example: by laws relating to animals and building inspections).

4.0 OBLIGATIONS OF THE RCMP:

- 4.1 The RCMP Member position will be maintained as a permanent posting in the County; however, the RCMP will not be held liable for any vacancy should such occur.
- 4.2 The Detachment Commander will have sole responsibility for determining the appropriate operational and administrative use of the enhanced policing RCMP Member providing services to the County.
- 4.3 The RCMP Member will assist other RCMP detachment / unit locations during emergencies with the understanding that the RCMP will return services to the County in an amount equal to the time utilized by other detachment / unit locations.
- 4.4 The RCMP Member is an employee of the RCMP and as such, the RCMP has exclusive responsibility for investigating public / internal complaints involving the RCMP Member and for administering any discipline against the RCMP Member in accordance with the RCMP Act and applicable RCMP Policies / Directives.
- 4.5 The Detachment Commander will continue to provide the County's Chief Administrator with the Mayor's Report and the Flagstaff County Person Hour Tracking Report.

5.0 OBLIGATIONS OF FLAGSTAFF COUNTY:

- 5.1 The County intends to participate in ongoing communication with the Detachment Commander with regards to feedback and priorities concerning the enhanced policing position.
- 5.2 To ensure that all articles contained within the Option 1 Enhanced Policing Agreement between the County and the Minister of Justice, Solicitor General of Alberta dated 20th day of January, 2016 are upheld and kept current / in good standing.

6.0 JOINT OBLIGATIONS OF BOTH PARTICIPANTS:

- 6.1 The County may provide input on the staffing selection process to fill the enhanced RCMP Member position. The RCMP will have exclusive authority to determine the appropriate and successful candidate for the position.
- 6.2 The RCMP agrees to provide the RCMP Member providing services under this MOU with a suitable work station in the Killam/Forestburg RCMP Detachment. Should it be agreed upon that an alternative work site to the RCMP Detachment is required, the County agrees to provide such alternate work site at no cost to the RCMP. Further the County agrees to ensure that any such alternative work site selected meets all RCMP security standards and protocols and any cost associated with the County meeting such security standards and protocol will not be transferred to the RCMP and financially assumed exclusively by the County.
- 6.3 The RCMP will be responsible for providing basic equipment and training for the enhanced policing RCMP Member in order that he or she may perform those services directly related to enforcement of all Federal and Provincial Statutes and the Criminal Code of Canada. The County will provide for any specialized training or equipment needs which may be required by the RCMP Member to perform services directly related to the County by-laws pertinent to public safety, traffic law enforcement and protection of County and public infrastructures.
- 6.4 As required by either the County or the RCMP, any unresolved issues between the County and the RCMP shall be referred to the representatives for resolution pursuant to Article 10.0.

7.0 FINANCIAL ARRANGEMENTS:

- 7.1 The County shall be charged as per Sections 5 to 8 inclusive, as outlined in the Enhanced Policing Agreement between the Province of Alberta and the County made the 20th day of January, 2016.

8.0 TERM:

- 8.1 Notwithstanding the date on which this MOU is signed by each of the Participants, this MOU shall come into effect on the 1st day of April 2016 and will expire on 31st day of March 2019. This agreement may be renewed or extended upon such terms as may be mutually agreed to at that time.

9.0 DEPARTMENTAL REPRESENTATIVES:

- 9.1 The following officials are designated as the departmental representatives for purposes of this Arrangement and any notices required under this Arrangement will be delivered as follows:

For the RCMP: Detachment Commander: Killam/Forestburg Detachment 4915 49th Avenue Killam, Alberta T0B 2L0 Phone: 780-385-3509	For Flagstaff County: Chief Administrative Officer Flagstaff County PO Box 358 Sedgewick AB T0B 4C0 Phone: 780-384-4101
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10.0 DISPUTE RESOLUTION:

- 10.1 In the event of a dispute arising from the interpretation or operation of this Arrangement, it will be referred to the Participants' representatives set out in Article 9.0, above, who will use their best efforts to resolve the matter amicably. If such negotiation fails, the Participants intend to refer the matter to the below noted senior parties for resolution:

For the RCMP: District Commander Eastern Alberta District 4806-55 Street St Paul, Alberta T0A 3A1	For Flagstaff County Reeve Flagstaff County PO Box 358 Sedgewick AB T0B 4C0
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11.0 LIABILITY:

- 11.1 Each Participant will be responsible for any damages caused by the conduct of its employees or agents in carrying out the terms of this Arrangement.

12.0 MONITORING:

- 12.1 The Participants will meet on an annual basis to review and assess the operation and effectiveness of this Arrangement or as requested to discuss matters of mutual interest.
- 12.2 The Detachment Commander or designate will meet with the County Reeve and Council, or designate, at least once every quarter to discuss matters of mutual interest or concern.
- 12.3 The District Commander for EAD may meet with the County Reeve and Council, or designate, on a yearly basis, or as requested to discuss matters of mutual interest concerning this MOU.

13.0 TERMINATION:

- 13.1 This Arrangement may be terminated by either Participant at any time, without cause, upon one calendar year's written notice (365 days) to the other.
- 13.2 Termination does not release a Participant from any obligations which accrued while the Arrangement was in force.

14.0 AMENDMENT TO THE ARRANGEMENT:

- 14.1 Amendment to this Arrangement may be negotiated by either Participant and may only be amended by the written consent of all the Participants.
- 14.2 This Arrangement shall not be varied by an oral agreement or representation or otherwise than by an instrument in writing of concurrent or subsequent date hereto duly executed by the Participants.


Recommended by:

Sgt Judith Devoe
Detachment Commander
NCO i/c Killam/Forestburg Detachment

Date: _____

Signed by the authorized officers of the Participants:

For Flagstaff County:


per/ Mr. Gerald Kuefler
Reeve
Flagstaff County
Gunnar
Albrecht
Deputy Reeve -

Date: June 27, 2016

For the RCMP:

M.C. (Marianne) Ryan, M.O.M.
Deputy Commissioner
Commanding Officer "K" Division

Date: _____

Sedgewick Hall Board Meeting

June 21, 2016

Meeting called to order at 7:30 pm. Members present – Steen Hardon, Lorna Polege, Cheryl Rempel, Kim Rempel, Richard Debock, Barb St Pierre, Town rep -Tim Schmutz

The board reviewed the financial statements ending May/16.

Minutes from the previous meeting were read.

Business discussed: A letter was sent in April/16 to the Masons (Harmony Lodge) requesting they review the rate they are paying for rent on their meeting room. They have since agreed to pay the Sedgewick Community Hall Association \$600.00 annually for room rent as stated in the letter received from Sean Sheedy, Secretary of the Masons as per June 13/16.

The Sedgewick Lions Club have verbally agreed to pay the Sedgewick Community Hall Association \$1000.00 rent annually.

Sedgewick Saturday Night function: The Flagstaff Players will keep \$1000.00 of the proceeds from Sedgewick Saturday Night as per the letter that Michelle Edey sent us on October 24/15. Richard Debock will get a cheque for the balance from the players group and deliver it to Lorna, made payable to the Sedgewick Community Hall Association.

Sound System: The sound system that was dropped off in March will have to be picked up and used “as is” until an upgraded system can be purchased. We will apply for a CIP grant once we have the details on what we want. We would like to get a user friendly system that uses Wifi with 4-6 mikes. Lorna reported that we have \$1000.00 in the fundraising acct that we could use as the “matching” funds for the grant. Rempels will pick up old amp and mixer that are at Axe Music and get a price estimate for a new sound system minus the speakers.

July 1st: The groceries for the breakfast have been ordered. We will set up tables and pick up groceries on Wed. **June 29 at 7:00 pm.** Lorna, Cheryl and Barb will take the sausages home and precook them. Barb and Tim will bring counter top roasters for heating up sausages in the morning.

-Lorna will get the float. Richard and Elaine will work at the door. Richard will print off signs for cost of breakfast.

-Kim will get Inter Pipe banner for hall as they are sponsoring the breakfast. Also bring “heat gun!”.

-Barb will borrow the pancake dispenser, mixing batter pail, giant whisk from the golf course

Ideas for Community Hall future events:

- Duelling piano or dance in the spring of 2017 targetting the 30-40 yr olds.

-Family dance in fall with a block party theme.

-Farmers Market/home based vendors in September. We sell hamburgers, rent cotton candy machine, face painting for kids?

Meeting adjourned at 9:00 pm. Next Meeting in August.

**Interagency Minutes
June 7, 2016**

Lynne Jenkinson – Flagstaff Family and Community Services
Tracey Boast Radley – Viking/Beaver FCSS
Chantelle Schmidt – Flagstaff Family and Community Services
Judith Acres – Viking Council
Stacy Graff – Prairie Central FASD Network
Amanda Lindholm – Prairie Central FASD Network
Katherine Gagnon – Alberta Health Services
Sandra Loades – Alberta Health Services
Jessica Dockstader – Parents for Fun in Flagstaff
Cherise Backen – Flagstaff Day Home Society
Kelly Poitras – Alberta Works
Lisa Bortnak – Alberta Works
Chantal Fadden – Children’s Services
Lois Polege – Flagstaff Adult Learning
Deanna Cox – Killam, Daysland, Rosaling United Church
Tammy Lang – Home Care
Helen Samm – Flagstaff Family and Community Services
Pam Sherman – Camrose Primary Care Network

Lisa Bortnak and Kelly Poitras – Alberta Works

- Lisa is the Alberta Works Supervisor for Camrose and Wetaskiwin
- Kelly is the Alberta Works Supervisor for Lloyd, Vermillion and Wainwright
- Alberta Works provides:
 1. Income Supports
 2. Employment and Training
 3. Child Support Services

Income Supports

- Alberta works operates on permeable boundaries, which means that individuals have an option of where services are provided.
- Income Support Applications can be completed using two options:
 1. Physically go to an office location and fill out the form
- Online through Alberta Supports: this allows the individual to start the application process. Albertans would need to attend an Alberta Works location prior to finalizing an Income Support application. Information on how to apply online handed out at meeting and attached to minutes
- Click, Call or Come In
- Alberta Supports <http://www.alberta.ca/alberta-supports.aspx>
- Great resources for Albertans

Employment and Training through local Alberta Works Centers

- Services include: job board with postings from Job Bank, Monster, Indeed, etc. potential of job ads that are not advertised elsewhere

- Computers people can utilize for work purposes such as working on resumes, searching for jobs, etc.
- Photocopiers, phones available
- Career Employment Consultants are available
Contracted Service Providers

1. One on one Individual Services

- To provide one on one individualized services to referred Human Services clients to enable individuals to achieve their employability goals.
- Individual can phone Alberta Works to be assessed for program eligibility
- Once individual is connected with the contractor they will meet on a mutual agreed upon arrangement

2. Learner Benefits

- Pamphlets and brochures handed out at meeting and attached to minutes
- BGS Career and Corporate Development
- Unemployed/underemployed Albertans who are considering attending training and may require learner benefits.
 - English as a Second Language (ESL)
 - Short term Skill Training
 - specific skill training for select occupations
 - Basic Skills Training (Grade 1-6)
 - Adult Basic Education (Grade 7-9)
 - Academic Upgrading (Grade 10-12)

3. New Futures

- Two week job finding club. Clients can self refer or be referred by Alberta Works.
- This contract is for unemployed Albertans who have found their connection with the labour Market affected with the changes in the economy. Sessions are designed to assist clients in adjusting their outlook, increase their resiliency and building skills to reconnect and develop a strong future in the labour Market.
- Workshop Content: Job Loss, Change Management, Resiliency and Goal Setting, Job Search Skills, Career Planning, Transferable Skills and Networking.
- Brochure handed out at meeting and attached to minutes

4. Multi-Channel Career Services

- services for Albertans to support rapid reconnection to the labour market through resume writing, job coaching, interview preparation and more.

Q: How long can someone be on Income Support?

A: - Eligibility for Income Support is based on a client's circumstances. Ongoing eligibility is determined by a number of factors including need, income, life circumstances, expectations, family situation. Each case is assessed individually to determine their ongoing eligibility for financial support.

- There is a great appreciation for all the work organizations do to help people in their communities
- phone has been utilized a lot more for intakes

Q: What do you do or can be done when individuals have been treated poorly at an office?

A: Alberta Works prides itself in providing comprehensive professional community service. If there is a concern in relation to a file clients may contact the Program Supervisor.

Q: Can someone with a disability have a support worker present during the meeting?

A: - All clients have the opportunity to have another individual advocate or assistant in the application for programs and services. Career Employment Consultant would require approval from the Albertan to have an advocate present during an interview.

Integrated Training

- Helps to directly connect trainees to employment opportunities in the retail and hospitality industries
- 12 weeks duration – with the initial 8 weeks consisting of a combination of classroom (personal life management skills, workplace essential skills, employability/job search skill development, computer training, specific skill development to targeted industries) and the final 2-4 weeks will focus on work experience and job search.
- 3A Academy facilitating this training in Lloydminster and BGS is responsible for assessment and referral of clients to training. BGS will work with the clients to complete the application for Learner Benefits for clients who require them. Once the Learner Benefits have been approved, the client will be referred to BOAST (Building Opportunities and Skills Training) at 3A Academy

Class 1 and Class 3

- Refer to the Alberta Job Grant if they are wanting to get their Class 1 or 3

Career Information Hotline

- Help with career and employment needs

ALIS

- Grants, post-secondary information, occupation profiles, etc.
- Information handed out at meeting and attached to minutes
- People can call the Alberta Works emergency line 24/7
- Emergency phone number: 1-866-644-5135
- Income Support rates vary
 - Legislated amounts
 - Depends on family size
 - Private housing, living with family or social housing

Denied Income Support

- All Albertans are provided the right to appeal a decision of Alberta Works.

- Individual has 30 days to have documentation submitted for appeal
- Once appeal has been completed, the supervisor will review with Albertan to determine if the outcome will change or if it will proceed to an appeal panel
- Kelly and Lisa both work out of a few different offices but call their local office and they will get back to you.
- The Career Employment Consultant are available on a daily basis
- Kelly and Lisa handed out their business cards and their information will be attached to the minutes

LETTERS:

- Workers’ Compensation Board:** Letter advising of better-than-expected investment returns in 2015 and advising of an upcoming surplus distribution cheque.
- Flagstaff County:** Letter seeking support by displaying the 2016 County Roots Tour brochure within the Town. The tour is scheduled for August 19th, 2016.
- Canadian Union of Postal Workers (CUPW):** Letter advising of the upcoming review of Canada Post, information package and a resolution for council’s consideration.
- Town of Daysland:** Letter to Flagstaff Inter-municipal Partnership (FIP) that the following recommendations have been approved: 1. “....approved Bylaw 2016-620-Joint ARB...”; 2. “....enter into amended Flagstaff Regional Subdivision Development Appeal Board Agreement...”; 3. “...to enter into the amended Intermunicipal Assessment Review Boards Agreement as presented....”; 4. “...to approve the move of the SCADA server from Flagstaff County to the Town of Hardisty....”
- Municipal Affairs:** Letter advising of the 2016 Gas Tax Fund (GTF) allocation is \$50,000 for the town.
- Norquest College:** Information letter regarding a selection of training and services offered for corporate training.
- Society of Local Government Managers of Alberta:** Thank you letter for attending the 2016 Municipal Administration Leadership Workshop in Kananaskis and update of next year’s workshop scheduled for May 16th – 19th, 2017.

NOTICES AND INVITATIONS

- Flagstaff County/Economic Development:** Notification of the 2016 Job Fair that will be held in partnership with the County of Paintearth on September 14th, 2016.
- Charity Auction Committee:** Invitation to participate in the county-wide 20th Annual Charity Auction and Garage Sale in Killam on July 15th – 16th, 2016.
- Alberta Parks:** Invitation to provide input and comment for the deregulation and sale of a small portion of land within the Bow Valley Wildland.
- Federation of Canadian Municipalities (FCM):** Provided clarification on the powers of local government with regard to the siting of radio and telecommunications infrastructure.
- Decentralized Energy Canada:** Invitation to provide input into a survey regarding renewal energy.
- FCM:** Call to action to participate in the Canada Post Review task force.
- Alberta Bikes:** Invitation to the Alberta Bikes Conference 2016 on September 17th-18th, 2016 in Canmore.
- Government of Alberta:** Alberta Agriculture provided information on the control of Dutch elm disease.

WORKSHOPS and SEMINARS:

- Recycling Council of Alberta (RCA):** Information on the 2016 Waste Reduction Conference on September 28th – 30th, 2016 in Jasper.
- University of Alberta:** Faculty of Extension Course Guide 2016-2017.
- Alberta Recreation & Parks Association:** Invitation to the annual Conference and Energize Workshop in Fairmont on October 20th – October 22nd, 2016.

MINUTES and FINANCIAL STATEMENTS:

- Sedgewick Killam Natural Gas System (SKNGS):** Financial Statement ending May 31st, 2016.
- Sedgewick Memorial Cemetery:** Financial Statement ending May 31st, 2016.
- Sedgewick Community Hall:** Financial Statement ending May 31st, 2016.
- Sedgewick Community Hall:** Financial Statement ending April 30th, 2016.

NEWSLETTERS AND PUBLICATIONS:

- | | |
|---|------------------------------|
| 1. Battle River Watershed Alliance: | July 7 th , 2016 |
| 2. FCM: | June 30 th , 2016 |
| 3. Communities Choose Well: | June 30 th , 2016 |
| 4. Alberta Urban Municipalities Association (AUMA): | June 30 th , 2016 |
| 5. Canadian Safe Boating Council: | June 27 th , 2016 |
| 6. AUMA: | June 24 th , 2016 |
| 7. Flagstaff County/Economic Development: | June 23 rd , 2016 |
| 8. Alberta Urban Municipalities Districts and Counties (AAMDC): | June 22 nd , 2016 |
| 9. Battle River School Division (BRSD): | June 16 th , 2016 |

10. AAMDC:	June 16 th , 2016
11. AUMA:	June 15 th , 2016
12. FCM:	June 13 th , 2016
13. AADMC:	June 9 th , 2016
14. FCM:	June 6 th , 2016
15. Communities Choose Well:	June 2016
16. FCM:	June 2016
17. Canadian Process Equipment and Control News:	June 2016
18. Award:	June 2016
19. The Furrow:	Summer 2016
20. The Real Dirt:	Summer 2016
21. The River Current:	Summer 2016
22. PEG:	Summer 2016