

February 20th, 2014

Agenda

Organizational Meeting – Call to Order(Council Chambers, Sedgewick Town Office, 4818 – 47th Street)

1. **Opening – 7:00 pm – Oath of Office**
2. **Call to Order**
3. **Committee Appointments**

Regular Monthly Meeting – Call to Order

Adoption of Agenda –

Correspondence – Items Arising:

- | | |
|--|-----------|
| 1. Tri-County Job Fair | 1A |
| 2. PFFF – Movie in the Park | 2A |
| 3. Flagstaff Victim Services – Red Serge Ball | 3A |
| 4. Flagstaff County – Letter to the Minister FRHG | 4A |
| 5. Flagstaff County – Economic Development Workshop | 5A |

Circulation File of Correspondence – List Attached

Delegation – Auditor, Brian King Professional Corporation, 8:30 pm

Financial Statement – For Month Ending January 31st, 2014 – Attached

Accounts – For Month Ending January 31st, 2014 – List Attached

Committee Reports – For Period Ending February 20th, 2014 – Attached

Public Works Report – For the Period Ending February 20th, 2014 – Attached

CAO Report – For Period Ending February 20th, 2014 – Attached

Matters Arising:

Minutes – Regular Council Meeting of January 23rd, 2014 - Attached

Matters Arising:

Business:

- | | |
|---|-----------|
| 1) MSI Operating – Funding Expenditure | 1B |
| 2) CHSPS Parent Support Association – Playground Sponsorship | 2B |
| 3) Emergency Management & Disaster Services – Appointments | 3B |
| 4) RESC – Regional Fire Chief Agreement | 4B |
| 5) RESC – Fire Services Agreement | 5B |
| 6) Fees & Charges Bylaw #508 – Draft | 6B |
| 7) Town of Sedgewick – Code of Conduct | 7B |
| 8) Phoenix Land Agents – Enbridge Crossing Agreements | 8B |
| 9) BRWA Involvement – Request for Direction | 9B |
| 10) | |

Adjournment -

OFFICIAL OATH

I, _____, do sward that I will diligently, faithfully and to the best of my ability, execute according to law, the office of ***Councillor*** for the Town of Sedgewick.

So Help Me God.

Sworn before me at that Town of Sedgewick in the Province of Alberta this 20 Day of February, 2014 A.D.

Clem St. Pierre
My Commission Expires October, 2017

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

Adjournment:
2013.10.274:

MOTION: By Clr. _____ for adjournment at _____ pm.

CARRIED.

Clem St. Pierre, Mayor

Amanda Davis, CAO

20-Feb-14
Mayor

20-Feb-14
CAO

Tri County Job & Career Fair

Wednesday, May 21, 2014

at the
Killam Arena

Find a job & check out
further education options

Who should attend this event?

- Students grade 9-12
- Parents
- Business and Industry
- Job Seekers
- General Public



Brought to by Battle River Training Hub, Flagstaff County, Beaver County, Paintearth County and Alberta Works

For more information contact: Kimberley Bonnett, Executive Coordinator
kimberley@brtraininghub.com 780-385-2233





5th Annual End of Summer Celebration

Movie in the Park 2014

TUESDAY, AUGUST 26th, 2014 is the date!!!!

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

We are a Flagstaff society operating a Flagstaff facility and are proud that this event reflects our county-wide focus, with sponsors and attendees from all over Flagstaff and beyond. This event is one of our main fundraisers in support of the Family Resource Centre – which is quite the busy place these days. Last year's stats show that we had over 3100 children walk through our doors in 2013! That's 600 more children than 2012.

We are so grateful to the Town of Sedgewick for stepping up to host our End of Summer Celebration last year at the CHSPS School Grounds. We're now on a search for this year's fabulous location. Please let us know if your community would like to partner with us and have us bring our family fun event to your town or village this summer.

What's in it for you?

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

How can you get involved?

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

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

We have a dedicated group of volunteers committed to making this event a continued success in 2014. We are willing to work WITH YOU on all of these areas and are open to any new ideas or suggestions, to make this event a success in your town or village.

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

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

Or by e-mail: funinflagstaff@telus.net

DEADLINE MARCH 31ST, 2014

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

A Little About Our Organization:

Parents for Fun in Flagstaff is a group of volunteer parents from our community whose vision was to provide a safe place where the parents, families and children of Flagstaff County could be supported in a designated indoor space. Thanks to the dedication of our volunteers and the support of our community, this dream was realized when the Family Resource Centre was opened in February 2010.

But our work is far from being done! We are continuing to fundraise so that we are able to keep our admission price low enough to ensure access for all families in our community, and to ensure our sustainability as a fixture of Flagstaff County far into the future.

A Few Statistics from the Family Resource Centre:

# of Families in 2013	# of Families in 2012	Town/Village
890	775	Killam
365	361	Sedgewick
68	61	Lougheed
27	11	Hardisty
51	30	Daysland
16	24	Forestburg
25	16	Alliance
18	1	Strome
2	7	Heisler
32	17	Galahad
101	54	Other Communities

Our number of users consistently keeps rising and the flow of new families walking in the door is awesome!!

The total number of families that used this facility in 2013 is 1595 and total number of children is 3191! We also welcomed 74 NEW families to our facility this past year!!!



8TH ANNUAL RED SERGE BALL



**SATURDAY MARCH 29TH, 2014
KILLAM COMMUNITY HALL**

5:30 PM COCKTAILS

6:15 SUPPER

LIVE AND SILENT AUCTION

DANCE TO FOLLOW

TICKETS

\$50 EACH OR

\$400 FOR A TABLE OF

EIGHT

AVAILABLE AT FFCS OR

BY PHONE AT

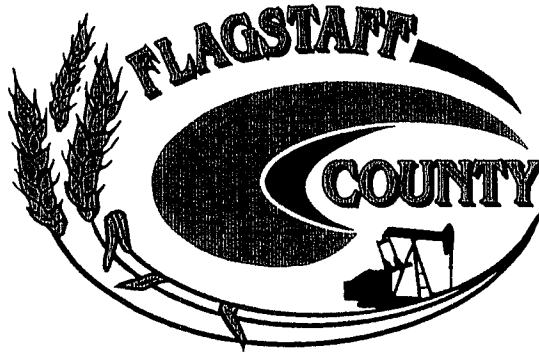
780-385-3976



**PROCEEDS TO FLAGSTAFF VICTIM SERVICES
AND FLAGSTAFF PUBLIC LIBRARIES**

**DONATIONS OF ITEMS CAN BE DROPPED OFF AT
HOLBIE'S GLASS IN KILLAM**

**COME OUT AND SUPPORT YOUR LOCAL RCMP AND RECOGNIZE THE VITAL WORK THEY
DO IN YOUR COMMUNITY**



RECEIVED
JAN 27 2014

January 24, 2014

Honourable Ken Hughes

Minister of Municipal Affairs

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

Dear Mr. Hughes;

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

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

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

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

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

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

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

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

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

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

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

Yours truly,

A handwritten signature in black ink, appearing to read "Gerald Kuefler". The signature is fluid and cursive, with a large initial "G".

Gerald Kuefler, Reeve

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



February 4, 2014

Town of Sedgewick
Box 129
Sedgewick, AB
T0b 4C0

Attn: Council

Re: Flagstaff Regional Economic Development Workshop

Flagstaff County would like to invite two members of your council and/or administration to attend an Economic Development Workshop on March 13, 2014 from 3:00p.m. - 8:00p.m. at the Flagstaff County Office.

The workshop will focus on working together as a region to understand and address challenges within Economic Development for the "Community of communities".

Chris Field, the facilitator will assist with the progression of the workshop to ensure its success. Chris has twenty two years of marketing, communication and economic development experience in enterprise, government and non-profit settings. Chris challenges his clients to think outside the box together and do things differently for community development. As a result his client communities have received 24 provincial, national and international awards.

The agenda for the workshop will include:

Introductions
The Prairie Canada Future Game*
Dinner
Facilitated Session
Wrap Up

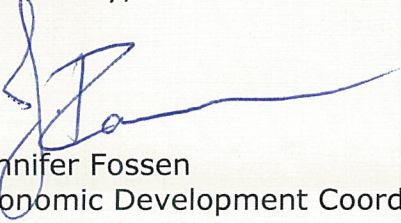
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FEB 05 2014

*The Prairie Futures Game is an interactive tool that allows participants to tackle the challenges of economic and community development in a fun and engaging

manner. Teams make a series of crucial decisions that shape the future of a typical prairie region over a 25 year period.

Flagstaff County looks forward to your attendance at the workshop for the opportunity to provide input into economic development for the Flagstaff Region. For any questions or further information Please contact myself at 780-384-4121 or jfossen@flagstaff.ab.ca. Please RSVP no later than March 3, 2014.

Yours truly,

A handwritten signature in blue ink, appearing to be 'J. Fossen', with a long horizontal flourish extending to the right.

Jennifer Fossen
Economic Development Coordinator

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FEB 05 2014

LETTERS:

1. **Village of Lougheed:** Informing that the '14 budget for Flagstaff Regional Solid Waste Management Association (FRSWMA) was approved at January 16th, 2014 Council Meeting.
2. **Government of Alberta Human Services:** Advising that East Central Child and Family Service Authorities (CFSA) and Central Alberta CFSA have joined together and is now referred to as Central Alberta Child and Family Services (CFS).
3. **Village of Strome:** Advising that the Village of Strome approved the Flagstaff Intermunicipal Partnership Committee's (FIP) recommendation to adopt the '14 budget and accept the proposal from Village of Forestburg to become the Managing Partner for one year.
4. **Flagstaff Family & Community Services (FFCS):** Informing of the Care-A-Van Project coordinated by FFCS providing a service to any resident of Flagstaff for pick up to take residents to any medical appoint within Flagstaff or for appointments to the city. The only payment required is the cost of gas.
5. **Village of Alliance:** Advising that the Village of Alliance approved the FIP '14 budget along with Forestburg's proposal for managing partner.
6. **Village of Strome:** Informing that the '14 budget for FRSWMA was approved at the January 16th, 2014 Council Meeting.
7. **Legacy Partners Executive Search:** Congratulating Council on recent election and advising Council that executive search firms are available if the need may arise to recruit and hire a CAO.
8. **Alberta Sport Connection:** Informing that the 2013 Municipal Recreation/Tourism Areas Program grant for Sedgewick Centennial Golf Course will be forwarded by direct deposit.
9. **Government of Alberta Human Services:** Informing that the "Building Families and Communities Act" received Royal Assent on December 11th, 2013. Applications are now being accepted for membership on the Family and Community Engagement Council (FCEC).
10. **TransCanada:** Informing that NOVA Gas Transmission Ltd. (NGTL) and ATCO Pipelines had entered into an Asset Swap Agreement to exchange ownership of approximately 3,100 km of natural gas pipelines and related facilities in Alberta.
11. **National Energy Board:** Informing that the National Energy Board received an application from NGTL for the NGTL Integration Asset Transfer Project. Following its review, the application is complete to proceed to assessment.

NOTICES & INVITATIONS:

1. **Audio Cine` Films (ACF):** Spring Break Movie Events.
2. **Claude Gravelle, MP:** Resolution in Support of a National Dementia Strategy.
3. **Sedgewick Library Speaker:** Saturday April 5th from 6:30 – 8:30 p.m. William Boulton will be speaking about his book "I Miss Me" highlighting his journey with Multiple Sclerosis.
4. **Federation of Canadian Municipalities (FCM):** Changes to Canada's Antenna Tower Sitting Policy

WORKSHOPS & SEMINARS:

1. **Creating Rural Connections 2014 Event Series:** "Vulnerable Populations" held Apr. 5, 2014 in Calgary, "Workforce Development" held May 9th, 2014 in Grande Prairie, "Municipal Sustainability" held May 26th, 2014 in Edmonton; registration coming soon.
2. **Canadian Training Resources:** "Advanced Skills for Administrative Assistants" Feb. 26, 2014 in Medicine Hat or Feb. 28, 2014 in Red Deer.

MINUTES & FINANCIAL STATEMENTS:

1. **FRSWMA:** January 27th, 2014 meeting minutes.
2. **Sedgewick Memorial Cemetery:** Financial Statement for the month ending January 31st, 2014.
3. **Sedgewick Community Hall:** Financial Statement for the month ending January 31st, 2014.

NEWSLETTERS AND PUBLICATIONS

- | | |
|---|-------------------|
| 1. Becoming a Community Builder | 2014 |
| 2. Alberta Urban Municipalities Assoc. (AUMA) Digest | January 20, 2014 |
| 3. AUMA Digest | January 27, 2014 |
| 4. AUMA Digest | February 10, 2014 |

5.	AUMA Job Postings	January 24, 2014
6.	Travel Alberta “Buzz”	February 10, 2014
7.	Alberta Association of Municipal Districts & Counties (AAMDC) Contact	February 5, 2014
8.	Local Government Administration Association of Alberta (LGAA) Member Bulletin	January 22, 2014
9.	Alberta Tourism Market Monitor	January 2014
10.	Battle River Watershed Alliance (BRWA) “The Current”	Winter 2014
11.	Alberta Municipal Health and Safety Association (AMHSA)	February 2014
12.	Blue Imp Recreational Catalogue	2014
13.	The Road Runner	2013-2014
14.	RV West	2014
15.	The Furrow	February 2014
16.	Globe	2014
17.	LGAA Member Bulletin	February 2014

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

Name of Delegation: Brian King Professional Corporation

Contact Name/Person(s) making presentation: Brian King, Auditor

Issue to be discussed:

Town of Sedgewick's audited Financial Statement for the year ending December 31st, 2013

Request of Council: n/a

Date of Council Meeting: Feb. 20th, 2014

Delegation Time: 8:30 pm

Attached: Town of Sedgewick's Audited financial statement for the year ending December 31st, 2013.

20-Feb-14
Mayor

20-Feb-14
CAO

Scheduled Time Frame –15 minutes

TOWN OF SEDGEWICK
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2013

AUDITOR'S REPORT

To the Mayor and Council of the Town of Sedgewick:

Report on the Consolidated Financial Statements

I have audited the accompanying consolidated financial statements of the Town of Sedgewick, which comprise the statement of financial position as at December 31, 2013, and the statements of operations, change in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these consolidated financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Town of Sedgewick as at December 31, 2013, the results of its operations, change in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

M.D. of Wainwright

February 20, 2014

Certified General Accountant

TOWN OF SEDGEWICK

CONSOLIDATED STATEMENT OF FINANCIAL POSITION DECEMBER 31, 2013

	<u>2013</u>	<u>2012</u>
FINANCIAL ASSETS		
Cash (Note 2)	2,779,919	2,209,927
Taxes and grants in place of taxes (Note 3)	80,941	78,660
Trade, government transfers and other receivables	259,902	411,994
Inventory held for resale	117,192	117,192
Other financial assets	50,220	46,829
	<u>3,288,174</u>	<u>2,864,602</u>
LIABILITIES		
Accounts payable and accrued liabilities	180,343	515,483
Deposits held in trust	10,560	11,593
Deferred revenue (Note 5)	828,136	484,961
Long term debt (Note 6)	168,913	250,996
	<u>1,187,952</u>	<u>1,263,033</u>
NET FINANCIAL ASSETS	<u>2,100,222</u>	<u>1,601,569</u>
NON-FINANCIAL ASSETS		
Tangible capital assets	7,283,083	7,550,286
Prepaid expenses	42,349	17,264
	<u>7,325,432</u>	<u>7,567,550</u>
ACCUMULATED SURPLUS (NOTE 8)	<u>9,425,654</u>	<u>9,169,119</u>

TOWN OF SEDGEWICK

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED DECEMBER 31, 2013

	Budget (unaudited)	2013	2012
REVENUE			
Net municipal property taxes (Schedule 3)	714,844	708,230	701,102
User fees and sales of goods	1,001,650	1,035,773	953,935
Penalties	16,800	20,908	19,667
Licenses and permits	4,150	4,920	6,160
Fines	4,750	2,208	5,479
Franchise and concession contracts	27,000	27,861	26,500
Investment income	20,630	37,508	30,754
Rentals	49,500	49,940	13,993
Government transfers for operating	88,550	68,739	188,575
Other	8,250	10,628	34,575
	<u>1,936,124</u>	<u>1,966,715</u>	<u>1,980,740</u>
EXPENSES			
Legislative	64,950	56,252	49,746
Administration	247,750	228,800	201,181
Protective services	77,670	83,662	67,091
Transportation	262,520	207,801	197,581
Water supply and distribution	117,100	75,456	88,815
Wastewater treatment and disposal	43,750	40,404	37,741
Waste management	123,500	124,179	123,517
Public health and welfare	12,350	11,750	14,232
Planning and development	97,870	49,744	199,986
Recreation	196,850	173,550	232,239
Culture	18,930	18,746	18,513
Gas system	409,490	388,166	336,391
Amortization	-	286,987	267,791
	<u>1,672,730</u>	<u>1,745,497</u>	<u>1,834,824</u>
EXCESS OF REVENUE OVER EXPENSES BEFORE OTHER	263,394	221,218	145,916
OTHER			
Government transfers for capital (Schedule 4)	101,420	35,317	924,254
EXCESS OF REVENUE OVER EXPENSES	364,814	256,535	1,070,170
ACCUMULATED SURPLUS, BEGINNING OF YEAR	<u>9,169,119</u>	<u>9,169,119</u>	<u>8,098,949</u>
ACCUMULATED SURPLUS, END OF YEAR	<u><u>9,533,933</u></u>	<u><u>9,425,654</u></u>	<u><u>9,169,119</u></u>

TOWN OF SEDGEWICK

CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2013

	Budget (unaudited)	2013	2012
EXCESS OF REVENUE OVER EXPENSES	<u>364,814</u>	<u>256,535</u>	<u>1,070,170</u>
Acquisition of tangible capital assets	(114,533)	(19,784)	(1,094,222)
Amortization of tangible capital assets	<u>-</u>	<u>286,987</u>	<u>267,791</u>
	<u>(114,533)</u>	<u>267,203</u>	<u>(826,431)</u>
Net (increase) decrease of prepaid assets	<u>-</u>	<u>(25,085)</u>	<u>20,532</u>
INCREASE IN NET FINANCIAL ASSETS	250,281	498,653	264,271
NET FINANCIAL ASSETS, BEGINNING OF YEAR	<u>1,601,569</u>	<u>1,601,569</u>	<u>1,337,298</u>
NET FINANCIAL ASSETS, END OF YEAR	<u>1,851,850</u>	<u>2,100,222</u>	<u>1,601,569</u>

TOWN OF SEDGEWICK

CONSOLIDATED STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2013

	<u>2013</u>	<u>2012</u>
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING		
Excess of revenues over expenses	256,535	1,070,170
Non-cash items included in excess of revenue over expenses:		
Amortization of tangible capital assets	286,987	267,791
Non-cash charges to operations (net change):		
Decrease (increase) in taxes and grants in place of taxes	(2,281)	(28,133)
Decrease (increase) in trade and other receivables	152,092	5,387
Decrease (increase) in prepaid expenses	(25,085)	20,532
Decrease (increase) in other financial assets	(3,391)	(2,159)
Increase (decrease) in accounts payable and accrued liabilities	(335,140)	306,977
Increase (decrease) in deposits held in trust	(1,033)	1,033
Increase (decrease) in deferred revenue	343,175	(225,746)
	<u>671,859</u>	<u>1,415,852</u>
CAPITAL		
Acquisition of tangible capital assets	(19,784)	(1,094,222)
	<u>(19,784)</u>	<u>(1,094,222)</u>
FINANCING		
Long-term debt repaid	(82,083)	(80,539)
	<u>(82,083)</u>	<u>(80,539)</u>
CHANGE IN CASH AND EQUIVALENTS DURING THE YEAR	569,992	241,091
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>2,209,927</u>	<u>1,968,836</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u><u>2,779,919</u></u>	<u><u>2,209,927</u></u>
CASH AND CASH EQUIVALENTS IS MADE UP OF:		
Cash on hand	300	300
Cash in bank	<u>2,779,619</u>	<u>2,209,627</u>
	<u><u>2,779,919</u></u>	<u><u>2,209,927</u></u>

TOWN OF SEDGEWICK

SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS FOR THE YEAR ENDED DECEMBER 31, 2013 (Schedule 1)

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2013	2012
BALANCE, BEGINNING OF YEAR	<u>818,898</u>	<u>1,050,931</u>	<u>7,299,290</u>	9,169,119	<u>8,098,949</u>
Excess (deficiency) of revenues over expenses	256,535	-	-	256,535	1,070,170
Unrestricted funds designated for future use	(180,682)	180,682	-	-	-
Current year funds used for tangible capital assets	(19,784)	-	19,784	-	-
Annual amortization expense	286,987	-	(286,987)	-	-
Net long term debt repaid or issued	<u>(82,083)</u>	<u>-</u>	<u>82,083</u>	<u>-</u>	<u>-</u>
Change in accumulated surplus	<u>260,973</u>	<u>180,682</u>	<u>(185,120)</u>	256,535	1,070,170
BALANCE, END OF YEAR	<u><u>1,079,871</u></u>	<u><u>1,231,613</u></u>	<u><u>7,114,170</u></u>	9,425,654	<u><u>9,169,119</u></u>

TOWN OF SEDGEWICK

CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2013 (Schedule 2)

	LAND	LAND IMPROVEMENTS	BUILDINGS	ENGINEERED STRUCTURES	MACHINERY AND EQUIPMENT	VEHICLES	2013	2012
COST:								
Balance - beginning of year	182,836	237,901	321,045	9,830,025	569,457	79,978	11,221,242	10,127,020
Acquisition of tangible capital assets	-	-	-	19,784	-	-	19,784	1,094,222
Balance - end of year	182,836	237,901	321,045	9,849,809	569,457	79,978	11,241,026	11,221,242
ACCUMULATED AMORTIZATION								
Balance - beginning of year	-	14,589	205,479	3,064,804	324,332	61,752	3,670,956	3,403,165
Annual amortization	-	5,021	7,169	242,940	27,807	4,050	286,987	267,791
Balance - end of year	-	19,610	212,648	3,307,744	352,139	65,802	3,957,943	3,670,956
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	182,836	218,291	108,397	6,542,065	217,318	14,176	7,283,083	7,550,286
PRIOR YEAR NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	182,836	223,312	115,566	6,765,221	245,125	18,226	<u>7,550,286</u>	

TOWN OF SEDGEWICK

CONSOLIDATED SCHEDULE OF PROPERTY TAXES LEVIED FOR THE YEAR ENDED DECEMBER 31, 2013 (Schedule 3)

	Budget (Unaudited)	2013	2012
TAXATION			
Real property taxes	933,746	927,131	891,075
Linear property taxes	16,127	16,127	15,818
Government grants in place of property taxes	1,327	1,327	1,282
	<u>951,200</u>	<u>944,585</u>	<u>908,175</u>
REQUISITIONS			
Alberta School Foundation	219,753	219,752	191,679
Flagstaff Regional Housing Group	16,603	16,603	15,394
	<u>236,356</u>	<u>236,355</u>	<u>207,073</u>
NET MUNICIPAL TAXES	<u>714,844</u>	<u>708,230</u>	<u>701,102</u>

TOWN OF SEDGEWICK

CONSOLIDATED SCHEDULE OF GOVERNMENT TRANSFERS FOR THE YEAR ENDED DECEMBER 31, 2013 (Schedule 4)

	Budget (Unaudited)	2013	2012
TRANSFERS FOR OPERATING			
Federal Government	1,800	2,000	4,425
Provincial Government	47,050	38,819	142,587
Local Governments	39,700	27,920	41,563
	<u>88,550</u>	<u>68,739</u>	<u>188,575</u>
TRANSFERS FOR CAPITAL			
Federal Government	50,000	-	100,000
Provincial Government	51,420	35,317	824,254
	<u>101,420</u>	<u>35,317</u>	<u>924,254</u>
TOTAL GOVERNMENT TRANSFERS	<u>189,970</u>	<u>104,056</u>	<u>1,112,829</u>

TOWN OF SEDGEWICK

CONSOLIDATED SCHEDULE OF EXPENDITURE BY OBJECT FOR THE YEAR ENDED DECEMBER 31, 2013 (Schedule 5)

	Budget (Unaudited)	2013	2012
Expenditures			
Salaries, wages and benefits	436,450	373,901	375,786
Contracted and general services	586,060	474,936	594,170
Purchases from other governments	10,820	11,383	9,730
Materials, goods and utilities	487,620	444,999	390,315
Provision for allowances	-	3,223	-
Transfers to local boards and agencies	147,230	145,989	191,209
Bank charges and short term interest	150	141	333
Interest on capital long term debt	4,400	3,938	5,490
Amortization of tangible capital assets	-	286,987	267,791
	<u>1,672,730</u>	<u>1,745,497</u>	<u>1,834,824</u>

TOWN OF SEDGEWICK

SCHEDULE OF SEGMENTED DISCLOSURE FOR THE YEAR ENDED DECEMBER 31, 2013 (Schedule 6)

	General Government	Protective Services	Transportation services	Environmental Services	Public Health & Welfare	Planning & Development	Recreation & Culture	Gas system	Total
REVENUE									
Net municipal property taxes (Schedule 2)	708,230	-	-	-	-	-	-	-	708,230
User fees and sales of goods	5,070	25,571	5,000	499,435	2,850	22,133	-	475,714	1,035,773
Penalties and costs on taxes	18,554	-	-	817	-	-	-	1,537	20,908
Licenses and permits	-	2,138	-	-	-	2,782	-	-	4,920
Fines	1,983	225	-	-	-	-	-	-	2,208
Franchise and concession contracts	27,861	-	-	-	-	-	-	-	27,861
Investment income	36,398	959	-	-	-	-	35	116	37,508
Rentals	49,440	-	-	-	-	-	500	-	49,940
Government transfers	28,819	27,920	-	-	-	2,000	10,000	-	68,739
Other	-	-	1,828	300	-	-	8,500	-	10,628
	<u>876,355</u>	<u>56,813</u>	<u>6,828</u>	<u>500,552</u>	<u>2,850</u>	<u>26,915</u>	<u>19,035</u>	<u>477,367</u>	<u>1,966,715</u>
EXPENSES									
Salaries, wages and benefits	187,855	23,562	59,036	49,006	-	-	36,073	18,369	373,901
Contracted and general services	75,079	30,731	68,441	157,603	-	40,569	24,331	78,182	474,936
Purchases from other governments	-	11,383	-	-	-	-	-	-	11,383
Materials, goods and utilities	18,754	17,986	76,386	33,430	180	4,045	2,603	291,615	444,999
Transfers to local boards and agencies	-	-	-	-	11,570	5,130	129,289	-	145,989
Bank charges and short term interest	141	-	-	-	-	-	-	-	141
Interest on capital long term debt	-	-	3,938	-	-	-	-	-	3,938
	<u>285,052</u>	<u>83,662</u>	<u>207,801</u>	<u>240,039</u>	<u>11,750</u>	<u>49,744</u>	<u>192,296</u>	<u>388,166</u>	<u>1,458,510</u>
NET REVENUE, BEFORE AMORTIZATION	<u>591,303</u>	<u>(26,849)</u>	<u>(200,973)</u>	<u>260,513</u>	<u>(8,900)</u>	<u>(22,829)</u>	<u>(173,261)</u>	<u>89,201</u>	<u>508,205</u>
AMORTIZATION AND DISPOSAL OF ASSETS									
Amortization of tangible capital assets	<u>4,299</u>	<u>6,094</u>	<u>140,977</u>	<u>125,877</u>	<u>-</u>	<u>-</u>	<u>5,021</u>	<u>4,719</u>	<u>286,987</u>
NET REVENUE	<u>587,004</u>	<u>(32,943)</u>	<u>(341,950)</u>	<u>134,636</u>	<u>(8,900)</u>	<u>(22,829)</u>	<u>(178,282)</u>	<u>84,482</u>	<u>221,218</u>

TOWN OF SEDGEWICK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2013

1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of the Town of Sedgewick are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

Significant aspects of the accounting policies adopted by the town are as follows:

a) Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenditures, changes in fund balances and change in financial position of the reporting entity. This entity is comprised of the municipal operations plus all of the organizations that are owned or controlled by the town are, therefore accountable to the Council for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education, health, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

b) Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

TOWN OF SEDGEWICK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2013

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

c) Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

d) Requisition Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

e) Inventories for Resale

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and levelling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as physical assets under the respective function.

f) Government Transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

TOWN OF SEDGEWICK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2013

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

g) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets for the year.

i. Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

	YEARS
Buildings	50
Engineered structures - other	25-75
Engineered structures - water system	50-75
Engineered structures - wastewater system	50
Land improvements	20
Machinery and equipment	5-15
Vehicles	10-25

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

ii. Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

iii. Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

iv. Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

v. Cultural and Historical Tangible Capital Assets

Works of art for display are not recorded as tangible capital assets but are disclosed.

TOWN OF SEDGEWICK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2013

2. CASH AND TERM DEPOSITS

	<u>2013</u>	<u>2012</u>
Included in cash and term deposits are amounts received from various grant funding programs that are held for use in accordance with the funding agreements. (Note 4)	763,945	534,961
Included in cash and term deposits are amounts held for deposits in trust	10,560	11,593
Included in cash and term deposits are amounts designated by council for future expenses and tangible capital asset acquisitions. (Note 8)	1,231,613	1,050,931
Total restricted cash and term deposits	<u>2,006,118</u>	<u>1,597,485</u>
Total unrestricted cash and term deposits	<u>773,801</u>	<u>612,442</u>

3. TAXES AND GRANTS IN PLACE OF TAXES RECEIVABLES

	<u>2013</u>	<u>2012</u>
Current taxes and grants in place of taxes	40,269	37,287
Arrears taxes	28,072	26,971
Property held by the village as a result of tax forfeiture	14,753	14,402
	83,094	78,660
Less: allowance for doubtful accounts	2,153	-
	<u>80,941</u>	<u>78,660</u>

4. DEFERRED INCOME

Deferred income consists of the following:	<u>2013</u>	<u>2012</u>
Basic Municipal Transportation Grant	158,340	106,920
Municipal Sustainability Initiative - Capital	605,605	399,222
Municipal Sustainability Initiative - Operating	64,191	28,819
Federal Gas Tax	-	(50,000)
	<u>828,136</u>	<u>484,961</u>

TOWN OF SEDGEWICK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2013

5. LONG TERM DEBT

	2013	2012
Alberta Capital Finance Authority	168,913	250,996
Principal and interest payments are as follows:		
	Principal	Interest
2014	83,655	2,824
2015	85,258	1,222
	168,913	4,046
		172,959

Debenture debt repayable to the Alberta Capital Finance Authority bears interest at 1.907%, matures in 2015 and is secured by the credit and security of the town at large.

The town's total cash payments for interest in 2013 were \$4,397 (2012 - \$5,490).

6. DEBT LIMITS

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Town of Sedgewick be disclosed as follows:

	2013	2012
Total debt limit	2,950,073	2,971,110
Total debt	168,913	250,996
Surplus debt limit	2,781,160	2,720,114
Debt servicing limit	491,679	495,185
Debt servicing	86,479	86,479
Surplus debt servicing	405,200	408,706

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities, which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

7. EQUITY IN TANGIBLE CAPITAL ASSETS

	2013	2012
Tangible capital assets (Schedule 2)	11,241,026	11,221,242
Accumulated amortization (Schedule 2)	(3,957,943)	(3,670,956)
Long-term debt (Note 6)	(168,913)	(250,996)
	7,114,170	7,299,290

TOWN OF SEDGEWICK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2013

8. ACCUMULATED SURPLUS

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	<u>2013</u>	<u>2012</u>
Unrestricted surplus	<u>1,079,871</u>	<u>818,898</u>
Restricted surplus		
Operating		
General	123,165	123,165
Occupational health	1,200	1,200
Lagoon maintenance	10,500	10,500
Physician recruitment	2,000	2,000
Recreation	8,564	8,564
	<u>145,429</u>	<u>145,429</u>
Capital reserves		
Administration	6,250	6,250
Fire building	40,000	35,000
Fire equipment	112,069	112,110
Public works equipment	125,399	107,899
Public works building	45,000	40,000
Infrastructure improvement	64,836	64,836
Street work	40,000	30,000
Grant interest	1,653	207
Water infrastructure and meters	159,501	80,497
Sewer system	131,967	80,228
Cemetery	1,000	-
Subdivision recreation reserve	3,493	3,459
Future development	131,684	131,684
Recreation	174,574	164,574
Natural gas	48,758	48,758
	<u>1,086,184</u>	<u>905,502</u>
	<u>1,231,613</u>	<u>1,050,931</u>
Equity in tangible capital assets	<u>7,114,170</u>	<u>7,299,290</u>
	<u>9,425,654</u>	<u>9,169,119</u>

TOWN OF SEDGEWICK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2013

9. SEGMENTED DISCLOSURE

The Town of Sedgewick provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the Schedule of Segmented Disclosure (schedule 6)

10. SALARY AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for municipal officials, the chief administrative officer as required by Alberta Regulation 313/2000 is as follows:

	2013			2012
	Salary	Benefits & Allowances	Total	Total
Chaisson	3,687	76	3,763	5,786
Dame	1,500	35	1,535	-
Gagnon	3,175	60	3,235	5,339
McArthur	1,775	30	1,805	4,755
Robinson	1,537	36	1,573	-
Sparrow	1,437	32	1,469	-
St. Pierre	10,597	-	10,597	7,431
Watkins	1,400	32	1,432	-
Whitehead	2,863	-	2,863	4,803
Whitten	7,628	-	7,628	8,727
Williams	1,687	41	1,728	-
Wylie	4,225	-	4,225	5,334
CAO	63,249	12,421	75,670	62,870

1. Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

2. Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short-term disability plans, professional memberships and tuition.

TOWN OF SEDGEWICK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2013

11. LOCAL AUTHORITIES PENSION PLAN

Employees of the town participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves 223,643 people and 428 employers. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The town is required to make current service contributions to the LAPP of 10.43% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 14.47% on pensionable earnings above this amount. Employees of the town are required to make current service contributions of 9.43% of pensionable salary up to the year's maximum pensionable salary and 13.47% on pensionable salary above this amount.

Total current service contributions by the town to the LAPP were \$21,045. Total current service contributions by the employees of the town to the LAPP were \$19,097.

At December 31, 2012, the LAPP disclosed an actuarial deficiency of \$4.98 billion.

12. CONTINGENCIES

The town is a member of the Jubilee/Genesis Reciprocal Insurance Exchange (JRIE/GRIE). Under the terms of the membership, the town could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

The town is a member of the Flagstaff Regional Solid Waste Management Association. Under the terms of the membership, the town could become liable for its proportionate share of any landfill closure and post-closure costs in excess of the funds held by the association. Any liability incurred would be accounted for as a current transaction in the year the shortfall is determined.

TOWN OF SEDGEWICK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2013

13. FINANCIAL INSTRUMENTS

The Town's financial instruments consist of cash and temporary investments, accounts receivable, investments, bank indebtedness, accounts payable and accrued liabilities, deposit liabilities and long-term debt. It is management's opinion that the town is not exposed to significant interest or currency risks arising from these financial instruments.

The town is subject to credit risk with respect to taxes receivable and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the town provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the fair value of these financial instruments approximates their fair value.

14. RECONCILIATION OF OPERATING RESULTS TO BUDGETING SYSTEM

The town has prepared its budget according to the former accounting standards that were in place which tracked all municipal activities including capital projects and reserves for future use. The reconciliation below to encompass these items is provided for information purposes only to provide users with supplementary comparative information. It should not be used as a replacement for the consolidated statement of financial activities and accumulated surplus and users should note that this information may not be appropriate for their purposes.

	Budget (unaudited)	2013	2012
Excess of revenue over expenditures, per financial statements	364,814	256,535	1,070,170
Adjustments			
Amortization expense	-	286,987	267,791
Acquisition of tangible capital assets	(114,533)	(19,784)	(1,094,222)
Results of operations - previous methods	250,281	523,738	243,739
Net transfers (to) from reserves	(168,180)	(180,682)	68,605
Debenture repaid	(82,100)	(82,083)	(80,539)
Increase (decrease) in unrestricted surplus	1	260,973	231,805

15. COMPARITIVE FIGURES

Certain comparative figures have been restated to conform to the current year's presentation.

16. APPROVAL OF FINANCIAL STATEMENTS

Council and Management have approved these financial statements.

Town of Sedgewick Monthly Statement
Month Ending January 31, 2014

As Per Books						
	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG
Previous Month Balance	1,817,941.69	3,493.48	96,897.44	29,135.96	642,618.32	159,992.59
Receipts for Month	186,758.55					
Transfer from MSI CAP			10,000.00			
Interest Received	1,662.51	2.97	85.58	24.75	542.50	135.88
Outstanding Receipt	185.00					
Subtotal	2,006,547.75	3,496.45	106,983.02	29,160.71	643,160.82	160,128.47
Less Disbursements	244,549.68					
Transfer to MUNI FIRE					10,000.80	
Month End Balance	\$1,761,998.07	\$3,496.45	\$106,983.02	\$29,160.71	\$633,160.02	\$160,128.47

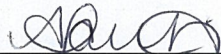
As Per Bank						
Month End Balance	1,883,533.47	3,496.45	106,983.02	29,160.71	633,160.02	160,128.47
Cash on Hand	300.00					
Cash in Transit	1,010.00					
Subtotal	1,884,843.47	3,496.45	106,983.02	29,160.71	633,160.02	160,128.47
Less Outstanding Cheques	122,845.40					
Month End Balance	\$1,761,998.07	\$3,496.45	\$106,983.02	\$29,160.71	\$633,160.02	\$160,128.47

Outstanding Cheques				
	Number	Amount	Number	Amount
Payroll Cheques	131	180.00	3113	45.00
	171	2,660.99	3114	577.50
	172	1,698.86	3115	359.10
	173	2,631.28	3117	158.20
	174	2,090.43	3118	104.53
	175	1,566.36	3119	1,338.12
	176	294.30	3120	697.26
			3121	4,888.64
			3123	35.12
			3126	3,100.00
General Cheques	3012	60.47		
	3023	20,000.00		
	3024	20,000.00		
	3025	20,000.00		
	3026	20,000.00		
	3027	20,000.00		
	3061	217.24		
	3082	100.00		
	3100	42.00		
Outstanding Cheque Total		\$122,845.40		

Submitted to Council this 20 day of February 2014.

Interested Earned/January	\$2,318.31
GIC - 5-yr @ BRCU	\$11,240.30
GIC - 5-yr @ ATB	\$18,599.45
Total Cash and Investments	\$2,564,638.02

Mayor Clem St. Pierre



CAO, Amanda Davis

20-Feb-14

Mayor

20-Feb-14

CAO

Report Date
2/12/2014 1:44 PM

Town of Sedgewick
List of Accounts for Approval
As of 2/12/2014
Batch: 2014-00002 to 2014-00007

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Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: AP - BRCU				
Computer Cheques:				
3055	1/ 8/2014	AAMD&C	Kal Tire-Truck Maint./Ignition	364.25
3056	1/ 8/2014	Wrong Vendor/Address		0.00
3057	1/ 8/2014	Canada Post Corporation	Dec. 2013 Utility Billing	289.08
3058	1/ 8/2014	Ted Djos	Snow Removal	510.00
3059	1/ 8/2014	Eastlink	Jan. 2014 Service	94.35
3060	1/ 8/2014	Fancy Shine Auto Care	Office - Carpet Cleaning	325.50
3061	1/ 8/2014	Federation Of Canadian	FCM Membership 2014/15	217.24
3062	1/ 8/2014	Flagstaff County	Peace Officer Svc.- Nov. 2013	558.00
3063	1/ 8/2014	Hi-Way 13 Transport Ltd.	WTP - Cleartech/Freight	200.66
3064	1/ 8/2014	Local Government Admin Assoc.	'14 LGAA Memberships-AD/LD	267.75
3065	1/ 8/2014	Loomis Express	Freight - Cleartech	40.29
3066	1/ 8/2014	TransAlta Energy Marketing	Dec. 2013 Charges	7,092.49
3067	1/ 8/2014	Parkland Regional Library	P.R.L. - 1st Qtr. Req.	1,687.22
3068	1/ 8/2014	R&I Schuurman Construction	Snow Removal	1,561.87
3069	1/ 8/2014	Watkins Holdings Ltd.	December 2013 Statement	163.96
3070	1/ 8/2014	Sedgewick Building Supplies	Park Block Heater Cord	7.65
3071	1/ 8/2014	Sedgewick Community Hall Assoc	BRCF- Community Hall	500.00
3072	1/ 8/2014	Sedgewick Lake Park Assoc.	BRCF - S. Lake Wading Pool	1,000.00
3073	1/ 8/2014	Syban Systems Ltd.	WTP - Jan. 2014 Internet	52.45
3074	1/ 8/2014	Telus	Dec. 2013 Statement	867.09
3075	1/ 8/2014	Telus (Mike)	FD - Dec. 2013 Charges	62.37
3076	1/ 8/2014	Telus (Mobility)	Dec. 2013 Charges	33.19
3077	1/ 8/2014	TNT Instrumentation Inc.	FD- Gas. Mon. Calibrate/Sensor	234.36
3078	1/ 8/2014	Town Of Sedgewick	Dec. 2013 Utility Billing	1,410.16
3079	1/ 8/2014	West Central Planning Agency	2014 Requisition	1,571.20
3080	1/ 8/2014	Xerox Canada Ltd	Photocopier Maintenance	146.40
3081	1/ 9/2014	Canada Revenue Agency	Jun. & Nov. Correcting Remit.	3,046.40
3082	1/20/2014	Amanda Davis	January 2014 Phone	100.00
3083	1/20/2014	AMSC Insurance Services Ltd.	February 2014 Remittance	2,391.65
3084	1/20/2014	AUMA	'14 AUMA Membership	1,703.29
3085	1/20/2014	Battle River R.E.A. Ltd	Dec. 2013 Charges	48.63
3086	1/20/2014	Blaser Printing Ltd.	Promo. Items/Golf Balls	1,343.63
3087	1/20/2014	Budding Ideas	2013 Public Citations	147.00
3088	1/20/2014	Cleartech Industries Inc	January 2014 Statement	792.37
3089	1/20/2014	The Community Press	Christmas Greeting Ad	93.08
3090	1/20/2014	Corner Gas	Dec. 2013 Fuel Purchases	1,642.34
3091	1/20/2014	CUETS Financial Mastercard	December 2013 Statement	2,176.48
3092	1/20/2014	Flagstaff County	December 2013 Statement	2,344.21
3093	1/20/2014	Flagstaff Waste Management	1st Qtr. Req.	31,391.25
3094	1/20/2014	Hale Electric Ltd.	FD Hall - Flange/Connector	88.01
3095	1/20/2014	Hi-Way 13 Transport Ltd.	WTP - Cleartech Freight	45.89
3096	1/20/2014	Daryl Johnson	January 2014 Phone	100.00
3097	1/20/2014	Jubilee Insurance Agencies Ltd	Umbrella Lia. - 1st-4th Excess	19,111.65
3098	1/20/2014	KaizenLAB Inc.	WTP - Water Testing	112.35
3099	1/20/2014	Local Government Admin Assoc.	'14 LGAA Conf. Reg'n - AD/LD	840.00
3100	1/20/2014	Main Street Medley	Office - Name Tags	42.00
3101	1/20/2014	Brent Polege	January 2014 Phone	75.00
3102	1/20/2014	R&I Schuurman Construction	Snow Removal - Jan. 6	1,745.62
3103	1/20/2014	Sedgewick Community Hall Assoc	2014 Op. Grant	4,000.00
3104	1/20/2014	Sedgewick Lake Park Assoc.	Enbridge/Lake Upgrades	25,000.00
3105	1/20/2014	Sedgewick & Dist. Library Brd.	2014 Op. Grant	6,550.00
3106	1/20/2014	SKNGS - Sedgewick Killam	Dec. 2013 Billing	73,137.21
3107	1/20/2014	Superior Safety Codes Inc.	December 2013 Closed Permits	444.68
3108	1/20/2014	The Wooden Spoon	2 Baking Trays- Strategic Game	36.75
3109	1/20/2014	Wainwright Assessment	Jan. 2014 Contract	1,005.90
3110	1/20/2014	Voided by the print process		0.00
3111	1/20/2014	Wild Rose Co-operative Ltd.	December 2013 Statement	1,646.35
3112	1/24/2014	FIRST	F.I.R.S.T. Bronze Sponsor	100.00
3113	1/29/2014	Government of Alberta	A/R Bergum - Plan Cancellation	45.00
3114	1/29/2014	AWWOA	B.P. - AWWOA Level 1 #4	577.50
3115	1/29/2014	Cleartech Industries Inc	WTP - Chemicals	359.10
3116	1/29/2014	Eastlink	February 2014 Service	95.46

Payment #	Date	Vendor Name	Reference	Payment Amount
3117	1/29/2014	Flagstaff County	'13 Communication Tower-SBA	158.20
3118	1/29/2014	John Deere Financial	Shop - Chain Sprocket	104.53
3119	1/29/2014	KaizenLAB Inc.	WTP - Water Testing	1,338.12
3120	1/29/2014	Lamb Ford Sales Ltd.	Snow Removal Damages	697.26
3121	1/29/2014	Local Authorities Pension Plan	Jan. 2014 Remittance	4,888.64
3122	1/29/2014	TransAlta Energy Marketing	Dec. 2013 Charges	8,008.40
3123	1/29/2014	Purolator Courier Ltd.	WTP - Kaizen Freight	35.12
3124	1/29/2014	Canada Revenue Agency	Jan. 2014 Remittance	8,043.53
3125	1/29/2014	Telus (Mike)	FD - Jan. 2014 Charges	63.62
3126	1/29/2014	James Williams	Fire Hall Upgrades - Flooring	3,100.00
Total for AP:				228,073.75

Accounts payable cheques for the month ending in January 31, 2014.

January 31st, 2014 Payroll

0165-0170	15/01/2014	Mid Month Payroll	5,533.71
0171-0176	31/01/2014	Month End Payroll	<u>10,942.22</u>
Total for Payroll:			\$16,475.93

20-Feb-14
Mayor

20-Feb-14
CAO

Council Committee Reports to February 20th, 2014

Clr. C. Williams reported attendance to:

Sedgewick Library Meeting – January 23rd, 2014

- As this meeting conflicted with our Town Council I was unable to attend; the Library Board was unable to reschedule an alternate date. However, below is an update from the meeting;
- Reported that phone bills are now set up for auto payments
- Motion passed to apply for funding through Enbridge for children's summer programs and books

Community Advisory Committee (CAC) – January 28th, 2014

- Discussed priorities: Traffic (speeding and impaired), Visibility (increase police presence), Property Crime, Organized Crime (drug enforcement/awareness).
- As per Council's request, the deer incident of January 21st was discussed;
 - **Reply as follows:** An issue was identified that occurred last week when a train hit three deer in Sedgewick. Two died and one was still alive. Fish and Wildlife were unable to attend and RCMP were tied up with other matters. A citizen ended up shooting the deer. Sgt Brachmann advised that he had heard about this occurrence and all RCMP members were tied up at that time. Sgt. Brachmann was going to send a night shift member out early to deal with the issue. Sgt. Brachmann expressed concern about people carrying and using firearms in town. He advised that it is difficult to gauge how far a rifle round would go if it had exited the body of the animal. It would be terrible to have a bystander hit because someone was unaware or unfamiliar with what is behind them while using a firearm to put down a deer. It was reiterated that people should call the RCMP in these types of instances and the RCMP will assist if at all possible. The RCMP routinely gets calls to put down animals in similar instances, typically on the side of the road. Having otherwise law abiding community members using firearms in that type of atmosphere also opens up to possible criminal consequences as far as possible careless use or storage of a firearm and related offences, which is less desirable.
- Discussion held regarding an issue involving the 47th Street and 49th Avenue intersection in Sedgewick by Post Office/Mizane's Restaurant being very icy; motorists have been crossing the centre line, turning left to park in angle parking. This is considered an illegal U-Turn and will be brought to the attention of the RCMP members for their information.
- Discussion held regarding the intersection on Highway 13 and Secondary Highway 881 with respect to the number of "close call" collisions. The Town of Hardisty will be contacting Alberta Transportation requesting the speed zone be reduced at that location from the current 100 km/h.

Sedgewick Royal Canadian Legion Meeting – February 4th, 2014

- On behalf of the Town of Sedgewick, I received two cheques for our local organizations:
 - Sedgewick Cemetery \$233.73
 - Sedgewick Library \$350.60

20-Feb-14
Mayor

20-Feb-14
CAO

Council Committee Reports to February 20th, 2014

Clr. G. Sparrow reported attendance to:

Sedgewick Fire Department Meeting – February 6th, 2014

- Renovations are complete; new flooring and bathrooms are re-done, everything looks great
- The Fire Department will be burning an old house down North of town as a practice drill on February 23rd, 2014
- The Fire Department is donating \$200 for the Teddy Bear Toss at the Killam Provincials Hockey Tournament
- Automated External Defibrillator (AED) Training will be offered at the March meeting
- Harvest Energy donated \$750 and ConocoPhillips donated \$2,000 towards new bunker gear
- The department responded to one false alarm call
- Fire Department is in search of an old house for fire training and would like to be notified if anyone has anything available they could practice in

Clr. P. Robinson reported attendance to:

Mayor's Symposium – January 15th – 17th, 2014 (Radisson Hotel in Edmonton)

- In attendance with Mayor St. Pierre
- This three day event allowed for excellent opportunities to network and attend valuable workshops and conferences regarding municipal responsibilities, legal considerations, the changing political and business landscape of the Province, as well as lively discussion and question and answer period between Former Premier Ed Stelmach and the Hon. Anne McLellan; prior to that we attended a dinner with the newly appoint Minister of Municipal Affairs Hughes.

Flagstaff County – Invitational Supper Meeting – January 20th, 2014

- Along with CAO Davis, Mayor St. Pierre, Clr.'s Dame, Williams, Watkins and Sparrow, I attended the supper meeting with the Flagstaff County and Forestburg Councils at the County Administration Building.
- This gathering allowed me to become more acutely aware of issues affecting our municipality in relationship to aforementioned governing bodies
- The meeting brought to focus urgent issues that have become imperative for our council to address, such as recreation and senior's accommodations, which have come to the fore since

Battle River Watershed Alliance (BRWA) Meeting – January 21st, 2014

- In attendance to a water forum which I verbally reported on at the last council meeting and which is being followed up on by Town Administration.

Candidates Forum – January 30th, 2014

- In attendance with CAO Davis, Mayor St. Pierre, Clr.'s Watkins, Sparrow, Williams and Dame.
- The forum was in regards to the upcoming by-election

Regional Recreation Meeting (Flagstaff County Office) – February 4th, 2014

- In attendance with CAO Davis, Clr. Sparrow and Rec. Board representative Kari Sanders
- Our committee met with the County representatives to discuss regional recreation
- As our Facility has been deemed a priority facility by the County, we wished to assure them that the Town of Sedgewick Council was one hundred percent behind maintaining that status and cooperating with Flagstaff County in moving forward with regional recreation

20-Feb-14
Mayor

20-Feb-14
CAO

Council Committee Reports to February 20th, 2014

- We understand that we, as a Town, shall promote this to the surrounding communities in our area including recreational organizations such as Minor Hockey
- This may also require us to re-evaluate our stance on other issues relating to inter-municipal sharing of facilities and resources, along with financial support as well

Regional Emergency Services Committee (RESC) Meeting – February 4th, 2014

- I was elected and accepted the position of Deputy Chair during the Organizational Meeting portion
- I chaired the ensuing regular meeting in the absence of Darcy Eskra, elected Chair
- It was established that several Agreements are coming up for renewal or ratification before December of this year, including the County Fire Agreement, Rescue Agreement and the All Hazards Agreement. Councils and Administration are hereby asked to review these agreements and bring any concerns to the next meeting which is scheduled for April 1st, 2014 at the County Building at 7:30 p.m.
- Clr. G. Sparrow has kindly agreed to attend in my stead as I will be returning from my vacation at that time

As I shall be away from February 25th until April 4th, I respectfully ask council to excuse my absence during that time. As I shall have a Lake Board Meeting on Monday night February 10th, I will report verbally to Council concerning this, or any subsequent meetings, on the 20th instant at our regularly scheduled Council meeting.

Clr. F. Watkins reported attendance to:

Sedgewick Recreation Board Meeting – January 28th, 2014

- Concerns were expressed regarding unsupervised children playing upstairs at the Rec Centre and issues with liabilities; board to investigate
- Investigating and getting prices on a new sound system
- Discussed installation of a stairway enclosure to the Library (external)
- Fire inspection complete; passed
- The roof is leaking between the bowling alley and curling lounge. This is a major concern and requires attention; Town and Rec Board to further investigate
- Free skating, bowling and curling from 9 – 6 on Family Day
- Snowmobile and cutter rally will be held on Sunday February 16th, 2014
- As the Town rep., I provided a brief update on Sedgewick's stance regarding regional recreation and Flagstaff County
- New lights are in and to be installed at the end of the hockey season
- Discussion held regarding servicing of the zamboni. It was suggested that oil samples be taken when serviced to determine if there is anything wrong with the unit

Mayor St. Pierre – no reports submitted

Clr. W. Dame - no reports submitted

20-Feb-14
Mayor

20-Feb-14
CAO

Public Works Report – Period Ending February 20th, 2014

An update on public works activities up to February 20th, 2014:

- For the month of January the Town's water consumption was about double what it normally is. After water meters were read (month end) we found a major water break in the basement of 4934 – 49th Street. The curb stop was located and water was shut off to the house. The house was vacant, no heat or power, we assume the line froze. Administration got in contact with the Estate, from what we know they have been to the property.
- The proper chain for the sander was finally delivered; the first chain delivered was the wrong one and the second one was on a freight car that was derailed in the U.S. We contracted the Town of Killam to provide sanding twice throughout the month of January as we were without equipment until February 7th.
- Continuing to work on Standard Operating Procedures (SOP) for the water treatment plant; slowly starting on the development of a preventative maintenance manual.
- As directed by Administration, we have cleared the snow off the roof between the bowling alley and curling rink and around all vents; we will investigate any potential damages that have caused the leak in the Spring
- We have been tearing apart the sno-blower completing in depth maintenance looking for solutions to increase the performance of the machine
- Routine public works duties

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CAO

Administration Report – Period Ending February 20th, 2014

CAO Davis reported attended the following meetings since January 23rd, 2014 Council meeting:

January 30th – CAO Meeting (Hardisty)

- The group completed the Personality Assessment which led to a round table discussion. We addressed the need to be working together with free flowing information. We addressed concerns regarding lack of commitment pertaining to regionalization and sought avenues for partnerships.
- Discussed Flagstaff County's letter to the minister regarding the expansion of Big Knife Villa in Forestburg. S. Armstrong advised, Flagstaff County is the largest financial contributor of the Flagstaff Regional Housing Group requisition, there were concerns from Flagstaff County as the Seniors' Housing Needs Assessment Study was not taken into consideration; no parties have seen a design or know anything further to the expansion. They voiced their opinion numerous times at the FRHG level however continued to be out voted, this was their step for action.
- Discussion held regarding the need to increase communication; the notion of forwarding Council meeting Agenda's was addressed; it has been agreed that monthly CAO meetings are required in an attempt for increased communication and collaboration. Next meeting date, February 24th, 2014 in Alliance.
- Killam's Public Works (PW) Foremen is in charge of setting up annual PW Superintendents meetings prior to fiscal year construction, budgeting etc. The intent of this meeting is to collaborate on resources.
- Pursuant to the direction of the Flagstaff Intermunicipal Partnership (FIP) Committee, the CAO Group was tasked with hiring a facilitator for a Strategic Planning Session. It was agreed to hire Gordon McIntosh; April 23-24, 2014. This session is to be attended by all members of Council and CAO's
- The signed Protocol for Regional Collaboration was distributed for review; amendments are to be proposed at the February CAO meeting and presented to the FIP Committee (see attached)
- Discussion held regarding By-law Enforcement Services; the Town of Killam will be sending out and Request for Proposal (RFP) in search of services as their contracted personnel is retiring in 2014. The majority of CAO's were interested in the results on a joint proposal.
- Forestburg advised that will be hosting Secor training as offered by Alberta Municipal Health and Safety Association and sought further participation and interest. Secor is a health and safety program that is available to small employers.
- S. Armstrong recommended that all CAO's attend the Municipal Administrators Leadership Workshop in Kananaskis on May 13-16, 2014. She advised of her attendance over the years and highly recommends the workshop, she also highlighted that this work shop combines urban and rural community leaders.
- Galahad and Forestburg provided an update on funding received for a shared water treatment plant operator through the Regional Collaboration Program; \$250,000 for two years (covers the costs of an operator's salary and expenses combined for four communities).

January 31st – Candidates Forum

- Attended the Candidates Forum as the moderator for the evening

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Mayor

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CAO

Administration Report – Period Ending February 20th, 2014

February 3rd - Strategic Planning Overview

- Met with Victor Moison with Alberta Culture, Community and Voluntary Services
- We discussed and he prepared a Strategic Planning Agenda from our conversation which has since been emailed to Council for comments

February 4th – Regional Recreation Meeting, Flagstaff County

- In attendance with Clr's Sparrow, Watkins and Recreation Board Representative, Kari Sanders;
- The group met with Shelly Armstrong, CAO, Brent Hoyland, Assistant CAO and J. Fedyk, Community Recreation Liaison/Coordinator
- The group discussed and identified the designation of the Sedgewick Recreation Centre as a primary facility. We discussed the need to seek membership on the Recreation Committee from surrounding Towns and Villages as well as combined financial support
- We identified the need to build a strengthened relationship with the Town of Killam, potentially combine Minor Hockey within Flagstaff County and various other projects
- Council must also determine how we are going to proceed with Management and Recreation Board status, are we going to consume the position of Recreation Manager as a Town employee and amend the structure of the current committee.
- We must set up a meeting with the Minor Hockey reps from Hardisty, Sedgewick and Killam coordinated by J. Fedyk to begin discussion for the 2014/15 season.
- A supper meeting request has been sent to the Town of Killam for Monday, February 24th at 6:00 pm at the Sedgewick Community Hall to begin a collaborative discussion.

February 6-7 – AUMA Come Together Conference, Calgary

- Built a relationship with S. Gruszczynska, Cultural Diversity for the City of Calgary – she offered to post any employment postings that we have available in their database for immigrants and foreign workers. Our responsibility will be to sell the benefits of small town living, rental accommodations, activities etc. She advised that most immigrants are used to living in small villages, however, due to lack of education coming to Canada they don't know what rural communities have to offer. Any career opportunities whether public or private can be sent to her in detail.
- Honorable, Thomas Lukaszuk, Minister of Jobs, Skills, Training and Labour spoke on the importance of diversity.
 - He advised that we need to work immigrants to the maximum of their capacity, ie. education and skills. Offer them the opportunities they are currently trained for in the homelands.
 - Noted, other countries are competing with the Canadian labour market; Canadian's are leaving to work in other countries; continuing to stress the importance of keeping workers in Canada
 - Immigrant workers; Alberta has the highest retention rate of immigrant workers with 85% success. The province is seeing approximately 130,000 newcomers per year and they are distributed evenly through the entire province.
 - In 2006-2008 during the economic boom Alberta has 750,000 temporary foreign workers, currently we have 70,000 (look at the gap). The federal government has a program that only allows temporary foreign workers to stay in Canada for four years, meaning we have a revolving door of names and faces. There has been a push to have this program rescinded.

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Mayor

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CAO

Administration Report – Period Ending February 20th, 2014

- Meghan Brooks, Programme Officer for UNESCO (United, Educational, Science and Cultural Organizations) presented on the Canadian Coalition of Municipalities Against Racism and Discrimination
 - Opportunities to become a part of the CCMARD Coalition against racism, there are fourteen municipalities in Alberta and fifty eight in Canada that have joined
- Tymmarah Zehr, WIC Program Manager at AUMA provided an overview on Tool and Resources for Welcoming and Inclusive Communities
- Discussion on the importance of moving awareness into action, quality engagement determines if we feel inclusive or not. Inclusion = Diversity + Engagement
- Intercultural sensitivity > intercultural competence = balance, there is more than one way of being
- Presentation on Diverse Communities, Strong Communities: Developing the Immigrant Workforce in Small Towns – stressed the importance of settlement services in our communities
 - Immigrants always come for work opportunities especially in small communities
 - Services that must be available for immigrants in small towns:
 - Basic needs, language training, career development, settlement support
 - Settlement services are key in preparing for success
 - Main barriers, language, limited professional networks and weak soft skills, basic needs, foreign qualification recognition
- Attended the Trade Show Meet n’ Greet – Met with Multicultural Association of Wood Buffalo and learnt tips on building a culturally vibrant community
 - Norquest College – direction for immigrants in trades and professional careers
 - Paul Yuzuk Award for Multiculturalism – accepting nominations by March 1st for eligibility to receive a \$20,000 grant
- Breakout session – discussion that the Federal Government has the overall say in settlement, immigration and refugees
 - December 1, 2013 stats 39,000 of 68,000 immigrants work in Edmonton and Calgary, the remaining are in rural communities throughout the province
 - Newcomers have stated they are pleased with settlement services
 - Recommendation that communities need to be prepared and celebrate the benefits of immigration, this can be done by hosting community events

From attending this conference it became very evident in the need for our Communities to be supporting all initiative through the Flagstaff Community and Adult Learning Center as well as FFCS. At this time and from my observation Adult Learning provides most of the settlement services. This is an area our region may consider focusing on so we can encourage growth and settlement.

February 10 – By-Election Count Room

- In attendance with Municipal Secretary L. Polege
- Completed ballot counts and reporting to Municipal Affairs regarding the 2014 By-Election Unofficial results:
 - Cindy Rose – 82
 - Lindsey St. Laurent – 20
 - Aleska Johnson – 13

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Mayor

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CAO

Administration Report – Period Ending February 20th, 2014

Administrative Assistant L. Dallyn attended the following meetings since the January 23rd Council Meeting:

January 30th – Ironcreek Watershed Improvement Society Annual General Meeting, (Flagstaff County)

- Election of Directors and Officers: Chairperson, Don Ruzika, Vice-Chair, Fred Wilson, Secretary, Roy Johnson, Treasurer, Garth Johnson; making up the board of directors along with James Brodie and Mike Kueber
- The Committee had a consensus to make the necessary repairs to the portable solar powered pumping system they have that can be rented out
- Discussion held regarding the Annual Supper and Information Evening and who to recruit for public speakers along with caterers. The Annual Supper and Information Evening is usually held in March and a date will be set depending on what dates aligns with the Speakers
- Discussion held regarding partnering up with the Town of Sedgewick to help promote or sponsor their initiative to plant trees with the school kids
- Discussion held regarding the Society starting a website or any type of social media website to bring the Ironcreek Watershed Society some publicity.
- Discussion held regarding decommissioning wells in the Town of Sedgewick and how Brent at Flagstaff County would be a great contact to further investigate possibly the start of decommissioning wells.

February 3rd – Try-Triathlon Meeting, Killam:

- In attendance with Town of Killam (TOK) CAO, Kim Borgel, TOK Director of Community Services, Charlene Jackson, Flagstaff County Community Recreation Liaison, Jim Fedyk and Flagstaff County Recreation Programmer, Kate Richards
- Discussion held regarding the responsibilities of each party involved and what they can do to work in together to make this event possible
- An information session is to be held at Flagstaff County office February 26th, 2014 from 6:30 – 7:30 p.m.
- The try-triathlon is to be held Saturday May 31st, 2014
- Next meeting date: February 13th, 2014

(12) Administration

Complete the municipal audit with Brian King for the year ending December 31st, 2013.

Statement of Funding Expenditures (SFE's):

- MSI Capital – Complete and submit
- MSI Operating – awaiting direction from Council on carry forward funds
- AMWWP WTP Electrical Upgrades – Complete and submit
- AMWWP UV Upgrades – Awaiting one final invoice
- FGTF – Complete and submit
- BMTG – Complete and submit
- Flagstaff County, Cemetery Assistance Grant – Complete and submit

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CAO

Administration Report – Period Ending February 20th, 2014

The following grant applications are in process:

1. Fortis AB Community Naturalization Grant (community garden focus)
2. Tree Canada (fruit trees)
3. Flagstaff County Shelterbelt Grant (trees for the perimeter of the driving range) submit January 28th
4. Flagstaff County, Cemetery Assistance Grant
5. Alberta Blue Cross, Healthy Community Grant (playground assistance)
6. Fortis AB, Energy Your Way (new program, looking into requirements)

Due to the Town's attendance at the Iron Creek Watershed Society AGM, we have received various new funding opportunities. Updates will be provided upon applications.

2014 flower colors are red, yellow and purple.

Family Care Clinic (FCC) – At the November 14th, 2013 Special Council meeting Council authorized a letter in support of the FCC with one condition that should the FCC proposal be accepted by the Minister, Sedgewick encourages review of potential viable housing solutions in Sedgewick. With the new information Sedgewick has received regarding regionalization and the continued efforts instilled for the FCC, it would be advisable for Council to re-evaluate the FCC housing letter.

Attached to this report is a copy of the Seniors' Housing Needs Assessment Study completed by IBI Group, March 2012.

Summer Employment Opportunities – we have begun advertizing for two summer students for the Town as well as seeking a maintenance contract for the cemetery.

Attached is the Action Item list following the January council meeting.

(23) Fire Hall

Capital upgrades at the fire hall have been completed – flooring, baseboards, bathrooms and entrance revitalization.

(24) Disaster Services

There are various appointments that need to be made pursuant to the Town of Sedgewick's Disaster Plan and Emergency Management Bylaw #485; all recommendations have been included as a business item on the agenda.

(26) By-law Enforcement

Pursuant to the Dog Control Bylaw #464 sixteen warning letters were sent to individuals who did not register their dogs by January 31st, 2014. As of February 11th five remain outstanding, if registration is not received \$75 fines will be sent out on February 21st.

(41) Water

SCADA Project Update – the total project cost for the Regional SCADA Project (remote monitoring system in the water treatment plants) was \$1,158,983.95; provincial grant funding received \$1,043,085.56; municipal portion \$115,898.39 (divided by Towns and Villages). All municipalities were charged \$17,500 we were recently informed that we will be reimbursed \$6,963.79.

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Administration Report – Period Ending February 20th, 2014

Bulk Water Loading Station –

- Administration is investigating a bulk water loading station. We have since identified that the Town may need to consider drilling a new municipal well as it is only pumping ½ the capacity
- We need to identify the market – does the water need to be raw or treated
- What type of facility/footprint would the bulk water loading
- Where would the ideal location be, what type of fill station would be required
- We have been in contact with Flowpoint Environmental Systems and have received various design applications. At this time, we do not have enough information to present to Council

The Town of Sedgewick received approval of our Water License on January 27th, 2014; expiry date, February 1st, 2019.

Attachments:

1. FIP Protocol for Regional Cooperation
 - a. Action Required – review and provide any comments regarding amendments
2. Seniors' Housing Needs Assessment Study
 - a. Action Required – provided as back-up information – additional information to assist when making recommendations
3. 2014 Action Item List
 - a. No action required

20-Feb-14
Mayor

20-Feb-14
CAO

PROTOCOL for REGIONAL COOPERATION

BETWEEN:

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

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

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

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

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

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

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

1.0 GUIDING PRINCIPLES

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

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

2.0 STRUCTURE

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

Steering Committee

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

2.2 The Steering Committee is responsible to:

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

CAO Committee

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

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

Coordinator

2.4 The designated coordinator is responsible to:

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

Regional Cooperation Forum

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

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

3.0 COMMUNICATIONS

Steering Committee

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

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

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

Referrals

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

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

4.0 SHARED SERVICES & STRATEGIC TOPICS

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

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

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

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

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

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

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

5.0 **PROJECT PROCESS**

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

Shared Services

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

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

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

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

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

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

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

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

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

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

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

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

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

Strategic Topics

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

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

6.0 CONCERNS PROCESS

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

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

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

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

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

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

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

7.0 CONDITIONS

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

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

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

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

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

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

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

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

Due Thomas

Mayor
Village of Alliance

Laurie Davis

CAO
Village of Alliance

Janette Helle

Mayor
Village of Galahad

S. Armstrong

CAO
Village of Galahad

Bruce P.

Mayor
Village of Strome

S. Armstrong

CAO
Village of Strome

Debra Smith

Mayor
Village of Loughed

[Signature]

CAO
Village of Loughed

[Signature]

Reeve
Flagstaff County

S. Armstrong

CAO
Flagstaff County

Edual Kusaf

Mayor
Town of Daysland

[Signature]

CAO
Town of Daysland

[Signature]

Mayor
Village of Forestburg

[Signature]

CAO
Village of Forestburg

[Signature]

Mayor
Town of Killam

[Signature]

CAO
Town of Killam

[Signature]

Mayor
Town of Sedgewick

[Signature]

CAO
Town of Sedgewick

[Signature]

Mayor
Town of Hardisty

[Signature]

CAO
Town of Hardisty

SHARED SERVICE REVIEW CRITERIA (Details)

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

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

FLAGSTAFF REGIONAL HOUSING GROUP



Seniors' Housing Needs Assessment Study



March 2012



30489



Flagstaff Regional Housing Group

SENIORS' HOUSING NEEDS ASSESSMENT

REPORT

MARCH 23, 2012

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EXECUTIVE SUMMARY

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

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

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

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

Supply Analysis

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

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

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

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

Population Projections

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

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

Housing Demand Analysis – 2011 to 2021

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

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

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

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

Conclusions and Recommendations

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

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

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

1. INTRODUCTION

1.1 Background

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

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

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

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

1.2 Study Objectives

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

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

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

2. STUDY APPROACH

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

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

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

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

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

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

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

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

3. CATCHMENT AREA

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

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

4. INVENTORY ANALYSIS

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

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

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

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

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

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

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

5. DEMAND – THE HOUSING NEEDS ASSESSMENT FINDINGS

5.1 Population Projection

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

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

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

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

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

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

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

5.2 Seniors' Housing Demand Projection

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

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

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

5.2.1 CURRENT PROJECTED HOUSING DEMAND 2011

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

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

5.2.2 10 YEAR DEMAND - 2011 TO 2021

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

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

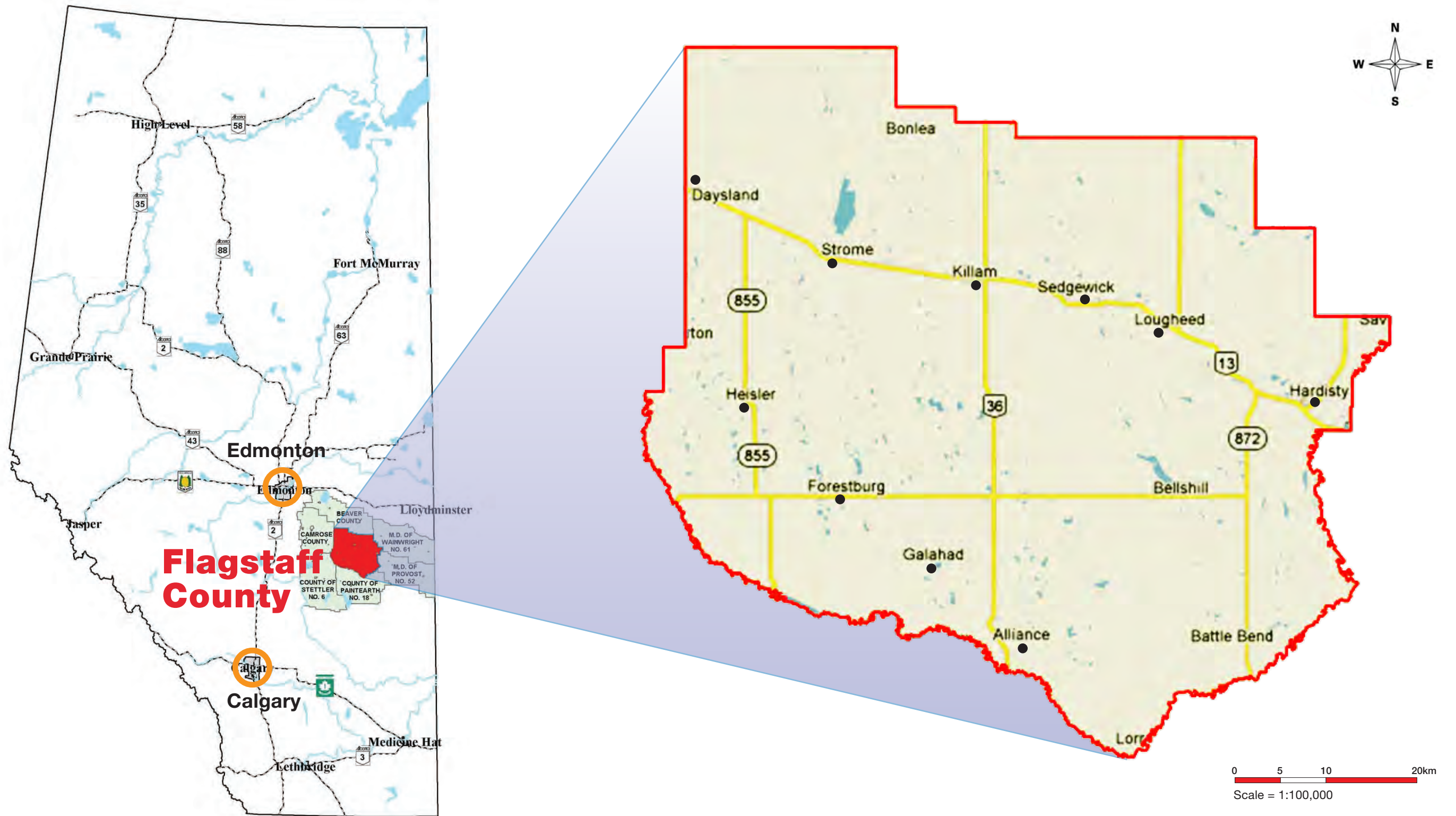
6. CONCLUSIONS AND RECOMMENDATIONS

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

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

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

Context Map



Flagstaff County Inventory of Seniors Housing 2011

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

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

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

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

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

Levels of Seniors Supportive Living in Alberta

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

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

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

* Average annual growth rate from preceding date

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

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

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

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

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

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

Council Action Items

19-Dec-13

	For	Item	Action Taken	Completed
1	Amanda	Complete 2014 JE's pursuant to business item #5B		
2	Amanda	Finalize budget in GL system	Entered in G/L system - not posted through until tax rate bylaw is approved.	29-Jan-14
3	Council	Set a date for the Advanced Poll - By Election	Completed at the Jan. 23 Council meeting	23-Jan-14

Council Action Items

23-Jan-14

	For	Item	Action Taken	Completed
1	Lindsay	Register AD & LD for LGAA Conference/book hotel	Completed registration/hotel	24-Jan-14
2	Lindsay	Process a \$100 chq. FIRST and send a sponsor letter to FFCS no later than January 28.	Chq. Processed, C. Williams picked up, letter emailed to FFSC	24-Jan-14
3	Lindsay	Register Mayor St. Pierre for the Mayors Caucus, March 5 (muni's under 2,500)/book hotel	Registered/hotel confirmed	24-Jan-14
4	Amanda	Letter to TOK re: involvement in Try-Triathlon,	Letter complete and emailed to C. Jackson, TOK.	24-Jan-14
5	Amanda	Letter to S. Lake board re: Try-Triathlon	Letter complete and sent as correspondence for their upcoming agenda	24-Jan-14
6	Amanda	Email to the Bethany Group re: receipt of lodge req.	Complete - emailed update	24-Jan-14
7	Lindsay	Register AD for the Come Together Conference/book hotel	Registered/hotel confirmed	24-Jan-14
8	Amanda	Investigate BRWA and how to activate a support group/info to be included on Feb. agenda	Contacted BRWA and investigated stewardship offerings. I was advised that the things were premature for us to develop a support group as the board is currently gathering info to make recommendations moving forward.	27-Jan-14
9	Amanda	Letter to FIP Committee re budget/managing partner approval	Letter complete and emailed to Flagstaff Muni's	24-Jan-14
10	Amanda	Set up a meeting with FC - Regional Recreation for January 31	Sent a letter of request via email to S. Armstong	24-Jan-14
11	Lindsay	Letter to FRSWMA re: 2014 budget approval; cc. to Clr. W. Dame	Letter complete and emailed to M. Hampshire and Flagstaff Muni's	24-Jan-14

12	Amanda	Forward traffic data and backup tp Sgt. Brachmann	Emailed 4B Correspondence to Sgt. B and cc's Clr. Williams	24-Jan-14
13	Amanda	Enter discussion with AB Transport and send letter requesting additional attention to the highway intersection marking visibility and increased traffic etc.	Letter sent to B. Haeslip with Transport via email and forwarded to Sgt. B.	29-Jan-14
14	Amanda	Letter to F. County re: approved walking trail expansion project.	Letter complete and emailed to D. Szott	24-Jan-14
15	Amanda	Contact Vic re: Strategic Planning session date and expectations.	Email sent, still requires and update on expecations	24-Jan-14
16	Lindsay	Book venue and meals for Strategic Planning Session, Feb. 21	Sedgewick Legion confirmed for Feb. 21	28-Jan-14
17	Lorna	Advertize for the Advance Poll - investigate requirements for ballot boxes etc.	Complete/prepared - election workers lined up	28-Jan-14
18	Lorna	Make ballots for 2014 by election x 2 days	Complete/counted	24-Jan-14
19	Lorna	Shed old ballots and finsih prep	Complete	24-Jan-14
20	Lorna	Advetize office closure on Feb. 21 for the strategic planning session	To be complete a week prior	
21	Lindsay	Draft Council meeting highlights for the Community Press - must be submit the 4:30 pm Friday Jan. 24	Reviewed and confirmed/submit to the Press	24-Jan-14

A Regular Meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday, January 23rd, 2014 at 7:00 pm.

Present

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

Present

Amanda Davis	Chief Administrative Officer
Lindsay Dallyn	Recording Secretary

Call to Order

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

Agenda**2014.01.01**

MOTION by Clr. F. Watkins that the agenda be approved with the following additions:

Correspondence:

- 5A. Town of Killam – Try Triathlon
- 6A. Fortis Alberta – Interim Rates
- 7A. Flagstaff Regional Housing Group (FRHG) 2014 Requisition
- 8A. AUMA “Come Together Alberta Provincial Conference”

CAO Report: for the period ending January 23rd, 2014

Business:

8B. Municipal By-Election – Advance Vote

CARRIED.

Correspondence:**LGAA Convention**

The annual Local Government Administration Association (LGAA) Conference will be held in Red Deer on March 5th - 7th, 2014.

2014.01.02

MOTION by Clr. P. Robinson authorizing CAO Davis and Administrative Assistant Dallyns' attendance to the 2014 LGAA Convention in Red Deer; March 5th – 7th, 2014. CARRIED.

FIRST

Flagstaff's Initiative to Relationship and Spousal Trauma (FIRST) submit a letter seeking support for the 16th Annual Supper and Auction.

2014.01.03

MOTION by Clr. C. Williams authorizing the Town of Sedgewick as a bronze sponsor in the amount of \$100 in support to FIRST's Annual Supper and Auction. CARRIED.

Mayors' Caucus

The Alberta Urban Municipalities Association (AUMA) will be hosting the 2014 annual Mayors' Caucus March 5th – 7th, 2014 in Edmonton; RSVP required.

2014.01.04

MOTION by Clr. P. Robinson authorizing Mayor St. Pierre's attendance to the AUMA Mayors' Caucus March 5th, 2014 in Edmonton. CARRIED.

Excellence Award

Council received a letter from The Alberta Order of Excellence Council inviting the Town of Sedgewick to nominate an Albertan to become a member of the Alberta Order of Excellence.

Try Triathlon

Town of Killam submit a letter inviting the Town of Sedgewick's involvement in the Try-triathlon being held on May 31st, 2014.

2014.01.05

MOTION by Clr. F. Watkins authorizing the Town of Sedgewick's involvement in the try triathlon on May 31st, 2014. CARRIED.

Fortis Alberta

Council reviewed Fortis Alberta's interim rates effective January 1st, 2014.

FRHG

The 2014 Flagstaff Regional Housing Group (FRHG) requisition was reviewed.

AUMA Conference

AUMA will be hosting a “Come Together Alberta Provincial Conference” free workshop February 6th - 7th, 2014 in Calgary.

20-Feb-14
Mayor

20-Feb-14
CAO

- 2014.01.06** MOTION by Clr. P. Robinson authorizing CAO Davis' attendance to the AUMA "Come Together Alberta Province Conference", on February 6th - 7th, 2014. CARRIED.
- LOC** A list of correspondence items was reviewed by Council, as per the list attached and forming part of these minutes.
- 2014.01.07** MOTION by Clr. C. Williams to accept correspondence items and file as information. CARRIED.
- Financial Statements** Council reviewed the Financial Statement for the month ending December 31st, 2013, as attached to and forming part of these minutes.
- 2014.01.08** MOTION by Clr. F. Watkins to approve the financial statement for the month ending December 31st, 2013 as presented. CARRIED.
- Accounts** Council reviewed issuance of General Cheques and Payroll Cheques for the month ending December 31st, 2013 as attached to and forming part of these minutes.
- 2014.01.09** MOTION by Clr. W. Dame to approve issuance of General Cheques #2998-3054, totaling \$215,326.48 and Payroll Cheques #0145-0164, totaling \$26,982.91 for the month ending December 31st, 2013. CARRIED.
- Committee Reports:** Council provided written reports to January 23rd, 2014 as attached to and forming parts of the minutes.
- BRWA** Clr. P. Robinson reported attendance to the Battle River Watershed Alliance (BRWA), "You Are What You Drink Source Water Protection Workshop" held in Sedgewick on January 21st, 2014.
- 2014.01.10** MOTION by Clr. P. Robinson directing Administration to further research BRWA stewardship initiatives and report back at the February 20th, 2014 council meeting. CARRIED.
- 2014.01.11** MOTION by Clr. G. Sparrow that the committee reports be approved as presented. CARRIED.
- Public Works Report:** A written Public Works report was provided to January 23rd, 2014 as attached to and forming part of these minutes.
- 2014.01.12** MOTION by Clr. P. Robinson that the Public Works report be approved as presented. CARRIED.
- CAO Report:** CAO Davis provided a written Administration report to January 23rd, 2014 as attached to and forming part of these minutes.
- Disaster Services** Administration reviewed the disaster plan with I. Malcolm, DEM and provided assistance with online registration for the ICS 100 training course.
- 2014.01.13** MOTION by Clr. G. Sparrow that the CAO report be approved as presented. CARRIED.
- Minutes** Council reviewed the minutes of the December 19th, 2013 regular council meeting.
- 2014.01.14** MOTION by Clr. W. Dame that the minutes of the December 19th, 2013 regular council meeting be approved as presented. CARRIED.
- Business:**
- FIP** The 2014 Flagstaff Intermunicipal Partnership (FIP) budget and managing partner proposal was presented.
- 2014.01.15** MOTION by Clr. P. Robinson that the Town of Sedgewick approve the 2014 FIP budget as presented. CARRIED.
- 2014.01.16** MOTION by Clr. F. Watkins that the Town of Sedgewick approve the FIP Committees recommendation to accept the Village of Forestburg's proposal as managing partner for one year. CARRIED.

20-Feb-14
Mayor

20-Feb-14
CAO

- Recreation** Discussion held regarding Flagstaff County's Regional Recreation Plan.
- 2014.01.17** MOTION by Clr. G. Sparrow appointing Mayor St. Pierre, Clr.'s Watkins, Sparrow and CAO Davis on a recreation subcommittee; Clr. P. Robinson as an alternate. CARRIED.
- 2014.01.18** MOTION by Clr. G. Sparrow directing Administration to schedule a meeting with Flagstaff County to discuss regional recreation and the designation of Sedgewick's facility. CARRIED.
- Recess**
- 2014.01.19** MOTION by. Clr. P. Robinson to recess the meeting at 8:45 p.m. CARRIED.
- Reconvene**
- 2014.01.20** MOTION by Clr. P Robinson that the meeting reconvene at 8:51 p.m. CARRIED.
- FRSWMA** The 2014 Flagstaff Regional Solid Waste Management Association (FRSWMA) draft budget was presented.
- 2014.01.21** MOTION by Clr. P. Robinson that the 2014 FRSWMA budget be approved as presented with a municipal requisition of \$125,564.99. CARRIED.
- Alberta Transportation** Council revisited the discussion pertaining to amending the speed limit at the intersection of Highway 13 and Secondary Highway 869.
- 2014.01.22** MOTION by Clr. W. Dame directing Administration to send a letter to Alberta Transportation and Infrastructure requesting an up-to-date Safety Assessment at the Intersection of Highway 13 and Second Highway 869 as traffic volumes appear to have increased; and further to that request, the increase of highway safety and visibility markings. CARRIED.
- Walking Trail Expansion** Discussion held regarding Flagstaff County's proposal to construct a walking trail from the Flagstaff County Administration Building to the Sedgewick Golf Course.
- 2014.01.23** MOTION by Clr. G. Sparrow that the Town of Sedgewick approve Flagstaff County's proposal for the installation of a walking trail from the Administration Building to the Golf Course entrance and further that any project details be discussed and approved by Administration. CARRIED.
- Strategic Planning** Council discussed the 2014 Strategic Planning Session.
- 2014.01.24** MOTION by Clr. P. Robinson that Friday, February 21st be set for the 2014 Strategic Planning Session. CARRIED.
- Encroachment** Discussion held regarding encroachment on public property; 16R and 56MR.
- Advance Vote**
- 2014.01.25** MOTION by Clr. G. Sparrow that Sedgewick's municipal by-election advance vote be held on February 3rd, 2014 from 5:00 – 7:00 p.m. at the Sedgewick Community Hall. CARRIED.
- Adjournment**
- 2014.01.26** MOTION by Clr. P. Robinson for adjournment at 9:40 p.m. CARRIED.

Clem St. Pierre, Mayor

Amanda Davis, CAO

20-Feb-14
Mayor

20-Feb-14
CAO

Request for Decision (RFD)

Topic: MSI Operating – Funding Expenditure
Initiated by: Administration
Prepared by: Amanda Davis
Attachments: n/a

Recommendations:

1. That Council provide direction on the use/allocation of the 2012 MSI Operating funding in the amount of \$28,819.
-

Background:

In 2013 Sedgewick Town Council approved the following allocations for our Municipal Sustainability Initiative (MSI) Operating funds:

2013 allocation - \$64,191

Water treatment plant roofing - \$15,000 (unspent, Public Works further advised there is no repairs required).

Reserves - \$49,191 (these reserve funds were to be allocated for engineering fees during one of our upcoming project, sanitary sewer priorities project, area structure planning etc).

2012 carry forward (unspent funds carrying forward from previous years) \$28,819

Program Description:

3.1 Overview

The MSI is the Province of Alberta's commitment to provide significant long-term funding to enhance municipal sustainability and to enable municipalities to meet the demands of growth.

Municipalities determine projects and activities to be funded by the MSI based on local priorities, within the general qualification criteria set out in the program guide lines:

3.2 Program Objectives:

The objectives of the MSI are:

- To work in partnership with municipalities to manage growth pressures
- To provide municipalities with sustainable funding; and
- To support infrastructure needs

4.5 Time Period to Use Allocated Funds

Operating funding should be spent on an annual (calendar year basis). However, if the current year's operating funding cannot be completely expended as planned, the unexpended funds can be carried forward to the next calendar year.

Funds can only be carried forward for one calendar year. That is, any 2012 funds that are carried forward to the 2013 program year must be spent by December 31st, 2013.

Current:

With that being said, the 2012 carry forward must be allocated to a project, in previous years, Council allocated MSI Operating to offset the \$100,000 recreation allocation. A draft Statement of Funding Expenditure (SFE) has been completed allocating the \$28,819 to recreation.

****Note**** Minimum threshold that must be allocated per project is 5% of current funding allocation, if Council was in favor of allocating a portion of the MSI Operating to the CHSPS Playground replacement the minimum amount would have to be \$3,208. This allocation would fall under the recreation expense category.

If Council is not in favor of this allocation we can amend the SFE as long as we have projects to apply the funds towards.

As the Town did not utilize any 2013 MSI Operating funds in 2013 we must ensure they are allocated for by December 31st, 2014.

Project ideas:

- Area structure plans prior to potential land acquisition on the East side of Town around the water wells
- Engineering fees for the Sedgewick Recreation Roof – if major reparation is required over the bowling and curling areas
- Engineering fees for sanitary sewer and paving upgrades

(following our strategic planning session, Council should have a better idea as to what projects we are proceeding with).

Request for Decision (RFD)

Topic:	CHSPS Parent Support Association - Playground Sponsorship
Initiated by:	Administration
Prepared by:	Amanda Davis
Attachments:	n/a

Recommendations:

That Council provide direction whether the Town of Sedgewick will provide sponsorship for the new playground at the Sedgewick School grounds.

Background:

Jill Price and Janine Warren, representatives of the CHSPS Parent Support Association attended the November 14th, 2013 special Council meeting as a delegation seeking financial support/sponsorship towards the purchase and installation of a new playground on the school grounds.

Following their presentation, Council decided to wait until the 2013 audit was complete prior to committing any funds.

Current:

Refresher:

All funds have been received through donations, grants and community events/silent auctions.

Total budget: \$196,000 with an estimated start date of May 2014. The CHSPS Parent Support Association advised they will be conducting one final drive for donations during the week of February 3rd, 2014.

To date, amount to be fundraised is \$30,000. Attached is an updated list of funding that has been received.

As discussed in business item #1 MSI Operating - Funding Expenditures, the Town has the option to allocate some or all of the 2012 carry forward funds (\$28,817) to the playground project; minimum contribution 5% of 2012 MSI allocation, \$3,208.

It has been confirmed in previous correspondence that this playground is classified as a public playground (email from Percy Roberts, Director of Operations & Maintenance, Battle River School Division #31, September 23, 2013).

As our communities continue to seek ways of remaining sustainable, Sedgewick is fortunate to be the home of the K-12 school, the playground would contribute to the overall health and well being of children within our community and children attending school in Sedgewick.

The playground supports Sedgewick's mission statement and goals, "A vibrant, growing, safe community focusing on opportunities for both families and businesses". As well, with the recent shift in recreation, the new playground would further compliment the Town's direction to provide enhanced recreation for all ages.

PLAYGROUND FUND AS OF JANUARY 25, 2014

Sunscreen	348.75
Bottle Drive	1,688.40
Bumper to Bumper	1,165.40
Reunion Bartending	2,000.00
Hampshire Wedding Bar	400.00
50/50 Reunion	632.50
Flip Phonebooks	9,049.72
Trip Lottery	7,300.00
Swainson Donation	150.00
Kindergarten Donation	1,000.00
A & B Donation	1,000.00
Duelling Pianos	14,076.35
Hot Lunches	15,051.79
CoCo Brooks Fundraisers	5,689.41
Gibson Donation	500.00
Wallace Donation	1,000.00
Sedgewick Lions Club Donation	2,000.00
Lougheed Minor Ball (worked Concession)	2,000.00
Frank and Anita McGowan	75.00
Community Facility Enhancement Program	45,000.00
Movie in the Park 50/50	742.50
Total	110,869.82
Less Downpayment to BLU IMP	<u>47,456.00</u>
Total Playground Funds in general account	63,413.82

Bergum's Oilfield Donation	5,000.00
Cenovu Donation	5,000.00
Kal Tire Donation	500.00
East-Central Oilmens donation	1,000.00
Kudu Industries donation	2,000.00
Enbridge Donation	10,000.00
A & B Oilfield Donation	<u>10,000.00</u>
KINDERGARTEN ACCOUNT	33,500.00

Parent Support Association (Promised Money)	5,000.00
Total Playground Funds available	<u>101,913.82</u>

Request for Decision (RFD)

Topic: Emergency Management & Disaster Services
Initiated by: Administration/Bylaw#485
Prepared by: Amanda Davis
Attachments: 1. Municipal Emergency Management Bylaw #485
2. Updated Disaster Plan – Feb. 2014

Recommendations:

1. That Council appoint Mayor St. Pierre and Clr. _____ to serve on the Emergency Management Committee pursuant to the Municipal Emergency Management Bylaw #485.
 2. That Council appoint Richard Debock as the Deputy Director of Emergency Management effective February 20th, 2014.
 3. That Council appoint Clr. _____ as the Public Information Officer.
 4. That Council appoint Clr. _____ as the Security Officer.
 5. That Council appoint Clr. _____ or CAO Davis as the Scribe.
-

Background:

Pursuant to the Town of Sedgewick's Municipal Emergency management Bylaw#485, Section 5 Council shall:

- (a) By resolution, appoint two of its members to serve on the Emergency Management Committee;
- (b) Council wishes to appoint the Mayor as one of the members
- (c) Provide for the payment of expenses of the members of the Emergency management Committee;
- (d) By resolution; on the recommendation of the Emergency Management Committee, appoint a Director of Emergency Management and a Deputy Director of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence

Disaster Plan Member Appointments:

The following appointments are required pursuant to vacancies within the disaster plan and the transition of the former Council:

1. Public Information Officer (PIO):

- a. Be prepared to provide medial with honest, non speculative answers related to these basic questions:
 - i. Who is involved?
 - ii. What happened?
 - iii. Where did it happen?
 - iv. When did it happen?
 - v. What is the current status?

2. Security:

- a. To secure the EOC when activated. This could be a sign-in and sign-out procedure, or a name tag procedure with pre-authorized EOC staff name tags at entry. There may be separate security procedures for EOC, media room, and/or council changer, if those facilities are used during emergency operations.

3. Scribe:

- a. Assists the DEM and DDEM by recording the incident

Current:

The Town of Sedgewick has been successful in the recruitment of a Deputy Director of Emergency Management (DDEM) is approved by Council.

Richard Debock expressed an interest in the position of DDEM. Richard is a ex-volunteer fire fighter (10+ years) therefore possessing a background in emergent situations.

BYLAW NO. 485

A BYLAW OF THE TOWN OF SEDGEWICK

IN THE PROVINCE OF ALBERTA

MUNICIPAL EMERGENCY MANAGEMENT BYLAW

WHEREAS the Council of the Town of Sedgewick is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000, to appoint an Emergency Management Committee and to establish and maintain a Municipal Emergency Management Agency; and

WHEREAS it is desirable in the public interest, and the interest of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF SEDGEWICK, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the Municipal Emergency Management Bylaw.
2. In this Bylaw,
 - (a) "Act" means the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000
 - (b) "Council" means the Council of the Town of Sedgewick
 - (c) "disaster" means an event that has resulted or may result in serious harm to the safety, health, or welfare of people, or in widespread damage to property;
 - (d) "Emergency Management Committee" means the committee established under this By-law;
 - (e) "emergency" means a present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
 - (f) "Minister" means the Minister charged with administration of the Act;
 - (g) "Municipal Emergency Management Agency" means the agency established under this Bylaw; and
 - (h) "Municipal Emergency Plan" means the emergency plan prepared by Director of Emergency Management to co-ordinate response to an emergency or disaster.
3. There is hereby established an Emergency Management Committee to advise Council on the development of emergency plans and programs.
4. There is hereby established a Municipal Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the powers contained in Section 12 of this Bylaw.
5. Council shall
 - (a) By resolution, appoint two of its members to serve on the Emergency Management Committee;
 - (b) Council wishes to appoint the Mayor as one of the members
 - (c) Provide for the payment of expenses of the members of the Emergency Management Committee;
 - (d) By resolution; on the recommendation of the Emergency Management Committee, appoint a Director of Emergency Management and a Deputy Director of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence ;

- (e) Ensure that emergency plans and programs are prepared to address potential emergencies or disaster in the Town of Sedgewick;
 - (f) Approve the Town of Sedgewick emergency plans and programs; and
 - (g) Review the status of the Municipal Emergency Plan and related plans and programs at least once each year.
6. Council may
- (a) by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency; and
 - (b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.
7. The Emergency Management Committee shall
- (a) Review the Municipal Emergency Plan and related plans and programs on a regular basis; and
 - (b) Advise Council, duly assembled on the status of the Municipal Emergency Plan and related plans and programs at least once each year.
8. The Municipal Emergency Management Agency shall be comprised of one or more of the following:
- (a) The Director of Emergency Management ;
 - (b) The Deputy Director of Emergency Management;
 - (c) Other administrative staff member(s) as may be required;
 - (d) The Police Chief or designate or the N.C.O. in charge, R.C.M Police or designate;
 - (e) The Fire Chief or designate;
 - (f) The Public Works Foreman or designate;
 - (g) The Ambulance Service manger or designate;
 - (h) The Health Unit Manager or designate;
 - (i) The School Board Chairman or designate;
 - (j) The Social Services Manager or designate;
 - (k) Representative(s) from adjacent communities which have entered into mutual aid agreements;
 - (l) Representative(s) from local business or business associations (e.g. Chamber of Commerce)
 - (m) Representative(s) from local industry or industrial associations; and
 - (n) Anybody else who might serve a useful purpose in the preparation or implementation of the Municipal Emergency Plan
9. The Director of Emergency Management shall
- (a) Prepare and coordinate the Municipal Emergency Plan and related plans and programs for the Town of Sedgewick
 - (b) Act as director or emergency operations, or ensure that someone is designated under the municipal Emergency to so act, on behalf of the Municipal Emergency Management Agency; and
 - (c) Co-ordinate all emergency services and other resources used in an emergency; or
 - (d) Ensure that someone is designated to discharge the responsibilities specified in paragraphs (a), (b) and (c).
10. The power to declare or renew a state of local emergency under the Act, the powers specified in Section 12 of this Bylaw, and the requirement specified in Section 15 of this Bylaw, are hereby delegated to a committee comprised of the Mayor, and failing the availability of the Mayor, two Councilors. This committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.

11. When a state of local emergency is declared, the person(s) making the declaration shall
 - (a) Ensure that the declaration identifies the nature of the emergency and the area of the Town in which it exists;
 - (b) Cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - (c) Forward a copy of declaration to the Minister forthwith.
12. Subject to Section 15, when a state of local emergency is declared, the person(s) making the declaration may
 - (a) Cause the Municipal Emergency Plan or any related plans or programs to be put into operation;
 - (b) Acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - (c) Authorize or require any qualified person to render aid of a type he or she is qualified to provide;
 - (d) Control or prohibit travel to or from any area of the Town;
 - (e) Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the Town;
 - (f) Cause the evacuation of persons and the removal of livestock and personal property from any area of the Town that is or may be affected by a disaster and make arrangements from the adequate care and protection of those persons or livestock and of the personal property;
 - (g) Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
 - (h) Cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
 - (i) Procure or fix prices for food, clothing fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within the Town for the duration of the state of emergency;
 - (j) Authorize the conscription of persons needed to meet an emergency ; and
 - (k) Authorize any persons at any time to exercise, in the operation of the Municipal Emergency Plan and related plans or programs, any power specified in Paragraph (b) through (j) in relation to any part of the municipality affected by declaration of state of local emergency.
13. When a state of local emergency is declared,
 - (a) Neither Council nor any member of council, and
 - (b) No person appointed by Council to carry out measures relating to emergencies or disasters, are liable in respect of damage caused through any action taken under this Bylaw, nor are they subject to any proceedings by prohibition, certiorari mandamus or injunction.
14. Notwithstanding Section 13,
 - (a) Council and any member of Council, and
 - (b) Any person acting under the direction or authorization of Council is liable for gross negligence in carrying out their duties under this Bylaw.
15. When, in the opinion of the person(s) declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
16. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when
 - (a) A resolution is passed under Section 15;
 - (b) A period of seven days has lapsed since it was declared, unless it is renewed by resolution

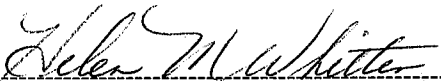
- (c) The Lieutenant governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
- (d) The Minister cancels the state of local emergency


17. When a declaration of state of local emergency has been terminated, the person(s) who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

18. This rescinds Bylaw#389/96 and supersedes any preexisting Bylaw in regards to Municipal Emergency Management.

This Bylaw shall come into force and effect on the date of its final reading.

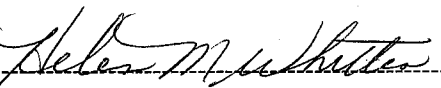
FIRST READING carried this 15th Day of September, 2011.


MAYOR HELEN M. WHITTEN


THELMA ROGERS, CAO

SECOND READING this 20 Day of October, 2011.

THIRD READING this 20 Day of October, 2011.


MAYOR HELEN M. WHITTEN



Request for Decision (RFD)

Topic:	Regional Fire Chief Services Agreement - Renewal
Initiated by:	RESC Committee
Prepared by:	Amanda Davis
Attachments:	Regional Fire Chief Services Agreement

Recommendations:

That Council support the renewal of the Regional Fire Chief Services Agreement as presented.

Background:

Pursuant to the direction of the Regional Emergency Services Committee (RESC) all municipal Council's are responsible to review the Regional Fire Chief Services Agreement as it expires on December 31st, 2014.

Upon review of the agreement, Administration has not determined any discrepancies or areas for improvement. We are satisfied with the services and expertise provided by K. Cannady and Flagstaff County.

Current:

The RESC would like a response prior to their April 1st, 2014 meeting. If there are no objections, we recommend supporting the renewal of the Regional Fire Chief Services Agreement as presented.

The agreement has been sent to Fire Chief Hebert however we have been unable to connect prior to the distribution of this package.

REGIONAL FIRE CHIEF SERVICES AGREEMENT

THIS AGREEMENT made this 17 day of August, 2012 *AD*
24 day of October, 2012 *HK*

BETWEEN:

FLAGSTAFF COUNTY
(the "County")

AND:

MAR - 7 2013

TOWN OF SEDGEWICK
(the "Municipality")

WHEREAS the County employs the Regional Fire Chief;

AND WHEREAS the Municipality employs its own fire chief, but desires to obtain the services of the Regional Fire Chief to assist the Municipality and its fire protection services within the Municipality's municipal boundaries;

AND WHEREAS the County is willing to cause the Regional Fire Chief to assist the Municipality and provide services to the Municipality under the terms and conditions contained herein;

NOW THEREFORE IN CONSIDERATION of the sum of one dollar (\$1.00), the receipt and sufficiency of which is acknowledged, and the mutual covenants, terms and conditions contained herein, the parties hereto agree as follows:

ARTICLE 1

1.1 Definitions

In this Agreement the following words and expressions shall have the meanings herein set forth unless inconsistent with the subject matter or context:

- (a) "Fire Call" means each occasion on which the Municipality responds to a request for fire suppression and associated loss mitigation services within the Service Area;
- (b) "Incident Command" means control and command at a Fire Call and the ability to provide instructions to the Municipality's fire fighters;
- (c) "Regional Fire Chief" means the employee of the County who is designated the regional fire chief, and has the appropriate training and qualifications to act as the Regional Fire Chief, which may include the following qualifications: 1001 Level 2 Fire Fighter, Fire Officer training, and Safety Codes Officer (Fire);
- (d) "Service Area" means the municipal boundaries of the Municipality, as may be amended from time to time; and
- (e) "Services" means the assistance, advice, and training related to those activities reasonably related to fire suppression and associated loss mitigation provided by the Regional Fire Chief and/ may involve the Regional Fire Chief assuming Incident Command at a Fire Call, as determined necessary in the Regional Fire Chief's sole discretion.

ARTICLE 2

2.1 Engagement

The Municipality hereby authorizes the Regional Fire Chief to provide the Municipality with the Services within the Service Area and the Municipality hereby grants the Regional Fire Chief permission to provide the Services to the Municipality within the Service Area.

2.2 Term of Agreement

This Agreement shall continue in full force and effect for a period of 3 years from the 1st day of January, 2012, until the 31st day of December, 2014 (the "Term"). Notwithstanding the foregoing, the County has an option to renew this Agreement on the same terms and conditions, except the option to renew, for an additional term of 3 years by providing written notice to the Municipality if its intention to renew at least 90 calendar days prior to the expiry of the initial Term.

2.3 Purpose of Agreement

The parties acknowledge and agree that the purpose of this Agreement is to allow the Municipality to benefit from the Regional Fire Chief's expertise and experience. The Municipality shall ensure that it has its own fire chief appointed at all times and the Municipality's fire chief shall be responsible for all aspects of supervising and operating the Municipality's fire protection services to the same standard as a prudent municipality would provide within the Service Area.

2.4 Availability of Regional Fire Chief

The parties acknowledge and agree that the Regional Fire Chief shall not be required to attend any Fire Call or provide Services at any specific times. The Regional Fire Chief may assist the Municipality by providing the Services when the Regional Fire Chief is available to do so, as determined in the Regional Fire Chief's sole discretion.

2.5 No Fees Payable

The parties acknowledge and agree that there shall be no fees or other compensation payable to the County for the Services. The benefit that both parties receive from the Regional Fire Chief providing the Services is the development of improved fire protection services by the Municipality, as the Municipality provides fire protection services to the County within the County's municipal boundaries.

ARTICLE 3

3.1 Covenants of the Municipality

The Municipality shall:

- (a) allow the Regional Fire Chief access to the Service Area to provide the Services at any time;
- (b) notify the Regional Fire Chief of all Fire Calls within the Service Area upon receipt of the Fire Call;
- (c) allow the Regional Fire Chief to assume Incident Command at the Fire Call as required, as determined in the Regional Fire Chief's sole discretion, or as requested by the municipality's fire department and cause all fire fighters and other staff of the Municipality to follow the advice and the direction of the Regional Fire Chief; and

- (d) cause its fire chief and fire fighters to cooperate with the Regional Fire Chief.

ARTICLE 4

4.1 Covenants of the Regional Fire Chief

The Regional Fire Chief:

- (a) may attend any Fire Call within the Service Area to provide Services to the Municipality; and
- (b) may assume Incident Command at any Fire Call, as determined in the Regional Fire Chief's sole discretion; and
- (c) shall cooperate with the Municipality's fire chief.

ARTICLE 5

5.1 Termination upon Notice

Notwithstanding any other provisions contained herein to the contrary, either party may terminate this Agreement by providing ninety (90) calendar days written notice to the other party.

ARTICLE 6

6.1 Cure

In the event that one party fails to properly discharge all of its obligations pursuant to this Agreement (the "Defaulting Party"), the party not in default of its obligations (the "Non-Defaulting Party") may terminate this Agreement by delivering notice to that effect to the Defaulting Party. Such termination shall be subject to a thirty (30) day cure period during which the Defaulting Party will be given a reasonable opportunity to cure the default or to provide evidence reasonable satisfactory to the Non-Defaulting Party that all reasonable steps have been taken to cure the default. If the default continues or remains in existence upon the expiry of the cure period, the Non-Defaulting Party may terminate the Agreement in writing effective upon delivery of written notice to the Defaulting Party.

ARTICLE 7

7.1 Municipality's Insurance

Without in any way limiting the liability of the Municipality under this Agreement, the Municipality shall obtain and maintain in force during the Term:

- (a) commercial general liability insurance in the amount of not less than Five Million (\$5,000,000.00) Dollars inclusive per occurrence, against bodily injury, death and property damage, including loss of use thereof; and
- (b) auto liability insurance for all motor vehicles used by the Municipality hereunder with limits of not less than Five Million (\$5,000,000.00) Dollars for accidental injury or death to one or more persons, or damage to or destruction of property as a result of any one (1) accident or occurrence; and

- (c) property insurance for all vehicles used by the Municipality to perform the Services which is Shared Equipment at full replacement cost.

All insurance required to be maintained by the Municipality hereunder shall be on terms and conditions and with insurers reasonably acceptable to the County and shall provide that such insurer shall provide to the County thirty (30) days prior written notice of cancellation or alteration of such policies.

Each policy for general and comprehensive liability shall name the County as an additional named insured except for coverage for the Municipality's own personal property and equipment.

The Municipality's comprehensive general liability policy shall contain a cross-liability clause.

From time to time throughout the Term, the Municipality shall furnish to the County certificates, or, if required by the County, certified copies of the policies (signed by the insurers) of insurance from time to time required hereunder and evidence reasonably acceptable to the County of their continuation in force.

If the Municipality fails to satisfy the requirements of Article 7, the County may obtain any such insurance for the benefit of the Municipality and/or the County and any premiums paid by the County for such insurance shall be a debt due from the Municipality to the County and shall be immediately payable to the County on demand. Without restricting the generality of the foregoing, the County may set off and deduct the cost of any such premium against any amount payable by the County to the Municipality from time to time.

7.2. County's Insurance

Without in any way limiting the liability of the County under this Agreement, the County shall obtain and maintain in force during the Term commercial general liability insurance in the amount of not less than Five Million (\$5,000,000.00) Dollars inclusive per occurrence, against bodily injury, death and property damage, including loss of use thereof.

ARTICLE 8

8.1 Indemnity

Each of the parties hereto shall be responsible for and indemnify and save harmless the other party, for any damages or losses (including legal fees on a solicitor and his own client full indemnity basis), injuries or loss of life, resulting from the acts or omissions of their respective employees, servants, agents or contractors which may occur in the performance, purported performance, or non-performance of their respective obligations under this Agreement; provided that, such indemnity shall be limited to an amount in proportion to the degree to which the indemnifying party, its employees, servants, agents or contractors are at fault or otherwise held responsible in law.

The indemnifications set forth above, hereof, will survive the expiration of the Term or the termination of this Agreement for whatever cause and any renewal or extension of the Term, as the case may be.

8.2 No Service Level Required

Notwithstanding Section 8.1, the parties acknowledge and agree that the County shall not be responsible or liable for the Regional Fire Chief's failure to respond to any Fire Call or failure to provide the Services. The County's obligations under this Agreement do not involve a promise to deliver Services at any specific time, in response to any Fire Calls, or to provide Services at any specific service level.

ARTICLE 9

9.1 Dispute Resolution

If any dispute arises between the parties with respect to any of the provisions of this Agreement that cannot be resolved by mutual agreement between the parties, such dispute may be referred to non-binding mediation upon the parties' mutual agreement of the mediator. The parties shall each pay half the costs of the mediation.

9.2 If the dispute cannot be resolved in accordance with mediation as set out in Section 9.1 or the parties fail to agree to the identity of a mediator within 30 days of one party giving notice to the other party that they would like to resolve the dispute through mediation, the dispute shall be determined by arbitration in accordance with the following terms and conditions:

- (a) the party desiring to refer a dispute to arbitration shall notify the other party in writing of the details of the nature and extent of the dispute;
- (b) within five (5) days of receipt of notice contemplated in Section 9.2(a), the parties shall agree upon a single arbitrator (the "Arbitrator") and in the event that the parties are unable to agree upon the Arbitrator, the matter shall be referred to the Court of Queen's Bench of Alberta for the appointment of the Arbitrator;
- (c) the decision of the Arbitrator shall be binding upon the parties hereto;
- (d) the cost of each arbitration shall be borne by the party against which the award is made by the Arbitrator, unless the Arbitrator decides otherwise;
- (e) the Arbitrator shall not alter, amend or otherwise change the terms and conditions of this Agreement;
- (f) except as modified herein, the provisions of the *Arbitration Act*, RSA 2000, c. A-43, as amended from time to time, shall apply to any arbitration conducted pursuant to this Agreement; and
- (g) notwithstanding any provision contained herein to the contrary, if any dispute which has been submitted to the Arbitrator has not been determined by the Arbitrator within forty-five (45) days of receipt of the notice to arbitrate, either party at any time thereafter, but prior to a determination being made by the Arbitrator shall have the right of recourse to the Court of Alberta having jurisdiction for the determination of the dispute and upon the commencement of any action for such purpose, the jurisdiction of the Arbitrator with respect of such dispute shall cease.

ARTICLE 10

10.1 Waiver

No consent or waiver, express or implied, by either party to or of any breach or default by the other party in the performance by the other party of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by such party hereunder. Failure on the part of either party to complain of any act or failure to act of the other party or to declare the other party in default, irrespective of how long such failure continues, shall not constitute a waiver by such party of its rights hereunder.

10.2 Unenforceability

If any term, covenant or condition of this Agreement or the application thereof to any party or circumstance shall be invalid or unenforceable to any extent the remainder of this Agreement or application of such term, covenant or condition to a party or circumstance other than those to which it is held invalid or unenforceable shall not be affected

thereby and each remaining term, covenant or condition of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law.

10.3 Entire Agreement

This Agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement or the subject matter hereof except as specifically set forth herein.

10.4 Amendments

This Agreement may be altered or amended in any of its provisions when any such changes are reduced to writing and signed by the parties hereto but not otherwise.

10.5 Further Assurances

The parties hereto and each of them do hereby covenant and agree to do such things and execute such further documents, agreements and assurances as may be necessary or advisable from time to time in order to carry out the terms and conditions of this Agreement in accordance with their true intent.

10.6 Notices

Whether or not so stipulated herein, all notices, communication, requests and statements (the "Notice") required or permitted hereunder shall be in writing. Notice shall be served by one of the following means:

- (a) personally, by delivering it to the party on whom it is to be served at the address set out herein, provided such delivery shall be during normal business hours. Personally delivered Notice shall be deemed received when actually delivered as aforesaid; or
- (b) by telecopier, email, or by any other like method by which a written or recorded message may be sent, directed to the party on whom it is to be served at that address set out herein. Notice so served shall be deemed received on the earlier of:
 - (i) upon transmission with answer back confirmation, or email receipt confirmation, as the case may be, if received within the normal working hours of the business day; or
 - (ii) at the commencement of the next ensuing business day following transmission with answer back confirmation thereof; or
- (c) by mailing via first class registered post, postage prepaid, to the party on whom it is served. Notice so served shall be deemed to be received seventy-two (72) hours after the date it is postmarked. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of such postal interruption shall be deemed to have been received unless actually received.
- (d) Except as herein otherwise provided, Notice required to be given pursuant to this Agreement shall be deemed to have been received by the addressee on the date received when served by hand or courier, or five (5) days after the same has been mailed in a prepaid envelope by single registered mail to:
 - (i) the County:

Flagstaff County
Box 358
Sedgewick, Alberta
T0B 4C0

Phone: (780) 384-4100
Fax: (780) 384-3635
Email: county@flagstaff.ab.ca

Attention: Chief Administrative Officer

(ii) the Municipality:

Town of Sedgewick
Box 129
Sedgewick, Alberta
T0B 4C0

Phone: (780) 384-3504
Fax: (780) 388-3545
Email: sedgewick@persona.ca

Attention: Chief Administrative Officer

or to such other address as each party may from time to time direct in writing.

10.7 Headings

The headings in this Agreement have been inserted for reference and as a matter of convenience only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision hereof.

10.8 Singular, Plural and Gender

Wherever the singular, plural, masculine, feminine or neuter is used throughout this Agreement the same shall be construed as meaning the singular, plural, masculine, feminine, neuter, body politic or body corporate where the fact or context so requires and the provisions hereof and all covenants herein shall be construed to be joint and several when applicable to more than one party.

10.9 Assignment

This Agreement shall not be assignable by either party without the prior written consent of the other party which consent may be arbitrarily withheld.

10.10 Enurement

This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

10.11 Governing Law and Submission to Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and the parties hereto hereby submit to the jurisdiction of the Courts in the Province of Alberta.


10.12 Survival

The parties acknowledge and agree that the provisions of this Agreement which, by their context, are meant to survive the termination or expiry of the Term shall survive the termination or expiry of the Term and shall not be merged therein or therewith.

IN WITNESS WHEREOF the parties have set their seals and hands of their proper officers in that behalf on the day and year first above written.

FLAGSTAFF COUNTY signed Oct 24/12

Per: 

Per: 

TOWN OF SEDGEWICK

Per: 

Per: 

Request for Decision (RFD)

Topic: Fire Services Agreement
Initiated by: RESC Committee
Prepared by: Amanda Davis
Attachments: Fire Services Agreement

Recommendations:

That Council support the renewal of the Fire Services Agreement as presented.

Background:

The Town of Sedgewick and Flagstaff County have a Fire Services Agreement that is up for renewal on December 31st, 2014.

Through this agreement the Town of Sedgewick's agrees to provide fire services within Flagstaff County's boundaries. The Town and the County have a 50% co-owned fire pumper (2008 Freightliner) and Flagstaff County provides 50% of all approved expense for the operation of the co-owned unit. Additionally, they provide \$10,000 for housing the truck. The \$10,000 is intended to cover costs of building maintenance, utilities, capital upgrades etc.

Naturally, the Town has transferred the \$10,000 housing grant into reserves for truck replacement. Currently, we have 96,897.44 in this reserve account.

Previous controversial discussions that prolonged signatures to the agreement:

- Compensation for additional equipment used at the scene – reimbursement for municipally owned pumper trucks. The group settled on the use of the AB Road Builders rates for heavy equipment to sustain consistency in equipment costs
- Flat rate of reimbursement for Fire Fighters \$20/hr – again to sustain consistency

At this time the compensation received from Flagstaff County adequately covers the costs associated with the fire department.

Current:

If Council is satisfied with the terms of the agreement, we recommend renewal of the Fire Services Agreement.

Again this agreement was sent to Fire Chief Hebert however, we have been unable to connect prior to the distribution of this Council package.

THIS AGREEMENT made this 23 day of July, 2012

BETWEEN:

FLAGSTAFF COUNTY
(the "Customer")

AND:

TOWN OF SEDGEWICK
(the "Operator")



MAR - 7 2013

WHEREAS the Customer is desirous to have the Operator provide such fire suppression services as are possible in a certain designated area within Flagstaff County; and

AND WHEREAS the Operator is willing to provide the Customer with such fire suppression in such area under the terms and conditions contained herein;

NOW THEREFORE IN CONSIDERATION of the mutual covenants, terms and conditions contained herein, the parties hereto agree as follows:

ARTICLE 1

1.1 Definitions

In this Agreement the following words and expressions shall have the meanings herein set forth unless inconsistent with the subject matter or context:

- (a) "Customer Owned Equipment" means the equipment that is owned solely by the Customer as set out in Schedule "D";
- (b) "Fire Call" means each occasion on which the Operator responds to a request within the Service Area, or as a secondary responder within the Secondary Service Area, as may be requested from time to time, to provide fire suppression and associated loss mitigation;
- (c) "Fire Fighter" means a person employed or otherwise retained by the Operator to provide or facilitate the provision of fire suppression and associated loss mitigation on behalf of the Operator and includes a person performing the duties of a fire fighter for the Operator on a volunteer basis;
- (d) "Incident Report" means a written report setting out the particulars of response to a request for assistance made within the Service Area;
- (e) "Regional Fire Chief" means the employee of the Customer who is designated the regional fire chief, and has the appropriate training and qualifications to act as the Regional Fire Chief, which may include the following qualifications: 1001 Level 2 Fire Fighter, Fire Officer training, and Safety Codes Officer (Fire);
- (f) "Secondary Service Area" means the area located within the municipal boundaries of the Customer, as set out in Schedule "A" - Map of Service Area and Secondary Service Area;
- (g) "Service Area" means the area contained within the boundaries of Flagstaff County as illustrated in the attached Schedule "A" - Map of Service Area and Secondary Service Area;

- (h) "Service Fee" means that amount set forth in Schedule "C" hereto;
- (i) "Services" means those activities reasonably related to fire suppression and associated loss mitigation to the standard of service normally provided throughout the municipal boundaries of the Operator, as are more particularly set out in Schedule "B";
- (j) "Shared Costs" means the costs that the parties are each 50% responsible for, as set out in Schedule "D"; and
- (k) "Shared Equipment" means that equipment that is owned 50% by the Operator and 50% by the Customer as set out in Schedule "D".

ARTICLE 2

2.1 Schedules

Schedules to this Agreement are the following:

- (a) Schedule "A" – Map of Service Area and Secondary Service Area
- (b) Schedule "B" - Services
- (c) Schedule "C" – Service Fee
- (d) Schedule "D" – Shared Equipment, Shared Costs and Customer Owned Equipment
- (e) Schedule "E" – Shared Equipment Replacement Schedule

ARTICLE 3

3.1 Engagement

The Customer hereby engages the Operator to provide the Customer with the Services and the Operator hereby agrees to provide the Customer with the Services.

3.2 Term of Agreement

This Agreement shall continue in full force and effect for a period of 3 years from the 1st day of January, 2012, until the 31st day of December, 2014 (the "Term"). Notwithstanding the foregoing, the Customer has an option to renew this Agreement on the same terms and conditions, except the option to renew, for an additional term of 3 years by providing written notice to the Operator of its intention to renew at least 90 calendar days prior to the expiry of the initial Term.

ARTICLE 4

4.1 Covenants of the Operator

The Operator will:

- (a) provide the Services within the Service Area on a year round, 24 hours per day, seven (7) days per week basis;
- (b) assist other operators with Fire Calls in the Secondary Service Area by providing the Services as may be requested from time to time;

- (c) be responsible to incur all of the costs incurred to perform the Services and ultimately be responsible for 50% of the Shared Costs;
- (d) on or before February 1 in each year of the Term, prepare and submit to the Customer a budget in a form acceptable to the Customer identifying the estimated Shared Costs for the year;
- (e) on or before February 28 in each year of the Term, provide a summary of actual expenditures from the previous year for the Shared Costs with copies of all invoices to the Customer. The summary shall indicate the difference between the budgeted and actual expenditures for the Shared Costs;
- (f) respond to any fire call by the Customer, the RCMP or any person situated within the Service Area as soon as possible and notify the Customer that it is responding by calling the Customer telephone number that is provided by the Customer to the Operator as soon as practicable if the Regional Fire Chief is not already at the scene of the Fire Call;
- (g) take all reasonable steps to control or extinguish fires, handle or participate in the handling of any other hazard or emergency of a type normally handled by a fire department or requiring its participation in such handling;
- (h) maintain adequate levels of skilled personnel to provide the Services in accordance with the standard operating guidelines of the Operator, as they may exist from time to time;
- (i) comply with *Occupational Health and Safety Regulation* section 13 AR62/2003 and provide evidence of training conducted by the Operator to the Customer on a quarterly basis or as more frequently requested by the Customer from time to time;
- (j) subject to the discretion of the Regional Fire Chief, or the duly authorized representative thereof, assure that each fire fighting vehicle attending a Fire Call within the Service Area is properly equipped and staffed with the appropriate number of Fire Fighters;
- (k) maintain coverage under the *Workers' Compensation Act* for all Fire Fighters in accordance with that Act;
- (l) submit to the Customer copies of all Incident Reports within thirty (30) days of the incident that is the subject of such Incident Report and submit to the Customer an invoice for the Service Fees monthly. For clarity, the Operator shall not be entitled to invoice the Customer's rate payers directly;
- (m) obtain and maintain in good standing at its own expense all necessary licenses, permits and other authorizations in order to permit it to carry out its obligations pursuant to this Agreement;
- (n) perform all administrative, accounting and record-keeping functions relating to the proper discharge of its obligations pursuant to this Agreement;
- (o) at all times comply with all statutes, regulations and by-laws applicable to the operations of the Operator and affecting its employees engaged in carrying out its obligations pursuant to this Agreement;
- (p) at all times respond to and attend at the location which is the subject of a Fire Call as soon as reasonably possible giving proper consideration to road and weather conditions; and
- (q) provide the Services in accordance with Flagstaff County Bylaw 02/12 or any applicable bylaw, as may be amended from time to time.

ARTICLE 5

5.1 Covenants of the Customer

The Customer will:

- (a) pay the Service Fee to the Operator within thirty (30) days following submission invoice to the Customer by the Operator;
- (b) review the budget for the Shared Costs provided by the Operator, as set out in Section 4.1(c) and, upon approval of the budget, pay to the Operator an advance of 25% of the estimated Shared Costs plus the sum of \$10,000.00 as compensation for housing the Shared Equipment on or before April 1 in each year of the Term; and
- (c) upon receipt of the summary of expenditures of the Shared Costs from the Operator, as set out in Section 4.1(d), reimburse the Operator for the Shared Costs such that the total reimbursement provided to the Operator pursuant to Sections 5.1(b) and 5.1(c) shall equal 50% of the actual value of the Shared Costs.

ARTICLE 6

6.1 Shared Equipment

The parties acknowledge and agree that the Shared Equipment shall be registered jointly in the name of both parties.

6.2 Shared Equipment Upon Termination

Upon the termination of this Agreement, in accordance with Section 10.1 or Section 11.1, the Shared Equipment will be dealt with as follows:

- (a) In the event of termination as per Section 10.1, the party that did not provide notice to terminate the Agreement, or in the event of termination as per Section 11.1, the Non- Defaulting Party, shall have the option to purchase the terminating party's interest in the Shared Equipment for a purchase price equal to 50% of the fair market value of the Shared Equipment. In the case of termination of the Agreement pursuant to Section 10.1, the party that did not provide notice to terminate the Agreement must provide notice to the other party of its intention to purchase the Shared Equipment at least 90 days prior to the effective date of termination. In the event of termination under the Agreement under Section 11.1, the Non - Defaulting Party must provide notice in writing to the Defaulting Party of its intention to exercise the option to purchase Defaulting party's interest in the Shared Equipment upon the effective date of termination;
- (b) If the party with the option to purchase as set out in Section 6.2(a) does not provide notice to the other party of its intention to exercise its option to purchase the Shared Equipment, the other party shall be obligated to purchase the non - terminating party's interest, or the Non - Defaulting Party's interest, as the case may be, in the Shared Equipment for a purchase price equal to 50% of the fair market value of the Shared Equipment; and
- (c) Fair market value of the Shared Equipment shall be determined by a third party agreed upon by the parties. The closing date for the purchase of the 50% interest in the Shared Equipment shall be within 10 days of the effective date of termination of this Agreement and the parties agree to provide all normal conveyancing documents to the other in order to complete the sale transaction.

6.3 Shared Equipment Upon Expiry

Upon the expiry of the Term of this Agreement, the Shared Equipment will be dealt with as follows:

- (a) The Operator has an option to purchase the Customer's 50% interest in the Shared Equipment for a purchase price equal to 50% of the fair market value of the Shared Equipment. If the Operator desires to exercise this option, the Operator must provide notice to the Customer of its intention to purchase the Shared Equipment at least 90 days prior to the expiry date of the Agreement;
- (b) If the Operator does not exercise its option to purchase the Customer's interest in the Shared Equipment as set out in Section 6.3(a), then the Customer has the option to purchase the Operator's interest in the Shared Equipment for a purchase price equal to 50% of the fair market value of the Shared Equipment. If the Customer desires to exercise this option, the Customer must provide notice to the Operator of its intention to purchase the Shared Equipment at least 60 days prior to the expiry date of the Agreement;
- (c) Fair market value of the Shared Equipment shall be determined by a third party agreed upon by the parties. The closing date for the purchase of the 50% interest in the Shared Equipment shall be within 10 days of the expiry of this Agreement and the parties agree to provide all normal conveyancing documents to the other in order to complete the sale transaction; and
- (d) If neither party exercises its option to purchase the other party's interest in the Shared Equipment pursuant to this Section 6.3, the Shared Equipment shall be sold to a third party on terms agreed to by the parties and the sale proceeds shall be split equally between the Customer and the Operator.

6.4 The parties shall consult each other at least 18 months prior to the anticipated replacement of the Shared Equipment, as determined by the Regional Fire Chief, and, subject to the parties agreeing that the replacement Shared Equipment is suitable for the provision of Services, each party shall pay 50% of the cost of the replacement equipment for the Shared Equipment.

ARTICLE 7

7.1 Request for Capital Contributions

Capital contributions from the Customer may be requested by the Operator from time to time for the purchase of any equipment that is not Shared Equipment and is not intended to replace the Shared Equipment. The Operator may submit a written request to the Customer specifying the amount of money requested for a capital contribution from the Customer and the purposes that the funds will be used for. Upon approval of the request by the Customer, as determined in its sole discretion, the Customer may provide such capital contribution to the Operator on such terms and conditions as may be agreed to by the parties.

ARTICLE 8

8.1 Purpose of Regional Fire Chief

The purpose of the Regional Fire Chief is to provide an individual with the requisite skill and training with the authority to make appropriate recommendations to improve training, communication, response, purchase, capital budgeting, public education and technical support to the Operator's fire department and administration. The Operator's fire chief has authority over the Operator's fire department, taking into consideration the recommendations of the Regional Fire Chief.

8.2 Reporting to Regional Fire Chief

The fire chief of the Operator shall promptly report to the Regional Fire Chief on any matters relating to the Services, Fire Calls, Shared Equipment, training or other matters as requested from time to time by the Regional Fire Chief.

8.3 Authority of Regional Fire Chief at Fire Calls

Notwithstanding any other provision of this Agreement, the Operator acknowledges and agrees that the Regional Fire Chief shall have the authority to attend any Fire Call and may assume command of the Fire Call as required, as determined in the Regional Fire Chief's sole discretion, or as requested by the Operator's fire department. If the Regional Fire Chief assumes command of the Fire Call, the Operator's Fire Fighters shall follow the direction of the Regional Fire Chief.

ARTICLE 9

9.1 Conflicting Emergency Requirements

If, at the time of a Fire Call, the Operator is occupied with a conflicting emergency incident:

- (a) the Customer shall make reasonable efforts to call on the assistance of the next available operator;
- (b) the parties acknowledge and agree that the Operator will use the following criteria to prioritize and respond to requests for the Operator's Services:
 - (i) fire calls where human life is in danger;
 - (ii) fire calls within the municipal boundaries of the Operator;
 - (iii) fire calls within the municipal boundaries of the Customer; and
 - (iv) motor vehicle accidents within an 80 km radius of the Operator ;
- (c) the Operator agrees that it will respond to the Customer's Fire Call as soon as its Services are no longer required at the conflicting emergency incident.

ARTICLE 10

10.1 Termination upon Notice

Notwithstanding any other provisions contained herein to the contrary, either party may terminate this Agreement by providing written notice to the other party to that effect on or before June 30 of any year of the Term, such termination to take effect on December 31 immediately following.

ARTICLE 11

11.1 Cure

In the event that one party fails to properly discharge all of its obligations pursuant to this Agreement (the "Defaulting Party"), the party not in default of its obligations (the "Non-Defaulting Party") may terminate this Agreement by delivering notice to that effect to the Defaulting Party. Such termination shall be subject to a sixty (60) day cure period during which the Defaulting Party will be given a reasonable opportunity to cure the default or to provide evidence reasonably satisfactory to the Non-Defaulting Party that all reasonable steps have been taken to cure the default. If the default continues or remains in existence upon the expiry of the cure period, the Non-Defaulting Party may terminate the Agreement in writing effective upon delivery of written notice to the Defaulting Party.

ARTICLE 12

12.1 Payment of GST

All amounts payable by the Customer to the Operator hereunder shall be inclusive of any Goods and Services Tax ("GST") payable thereon. The Operator's GST Registration Number is 18129651RT0001

ARTICLE 13

13.1 Insurance

Without in any way limiting the liability of the Operator under this Agreement, the Operator shall obtain and maintain in force during the Term:

- (a) commercial general liability insurance in the amount of not less than Five Million (\$5,000,000.00) Dollars inclusive per occurrence, against bodily injury, death and property damage, including loss of use thereof; and
- (b) auto liability insurance for all motor vehicles used by the Operator hereunder with limits of not less than Five Million (\$5,000,000.00) Dollars for accidental injury or death to one or more persons, or damage to or destruction of property as a result of any one (1) accident or occurrence; and
- (c) property insurance for all vehicles used by the Operator to perform the Services which is Shared Equipment at full replacement cost.

All insurance required to be maintained by the Operator hereunder shall be on terms and conditions and with insurers reasonably acceptable to the Customer and shall provide that such insurer shall provide to the Customer thirty (30) days prior written notice of cancellation or alteration of such policies.

Each policy for general and comprehensive liability shall name the Customer as an additional named insured except for coverage for the Operator's own personal property and equipment.

The Operator's comprehensive general liability policy shall contain a cross-liability clause.

From time to time throughout the Term, the Operator shall furnish to the Customer certificates, or, if required by the Customer, certified copies of the policies (signed by the insurers) of insurance from time to time required hereunder and evidence reasonably acceptable to the Customer of their continuation in force.

If the Operator fails to satisfy the requirements of Article 13, the Customer may obtain any such insurance for the benefit of the Operator and/or the Customer and any premiums paid by the Customer for such insurance shall be a debt due from the Operator to the Customer and shall be immediately payable to the Customer on demand. Without restricting the generality of the foregoing, the Customer may set off and deduct the cost of any such premium against any amount payable by the Customer to the Operator from time to time.

ARTICLE 14

14.1 Indemnity

Each of the parties hereto shall be responsible for and indemnify and save harmless the other party, for any damages or losses (including legal fees on a solicitor and his own client full indemnity basis), injuries or loss of life, resulting from the acts or omissions of their respective employees, servants, agents or contractors which may occur in the performance, purported performance, or non-performance of their respective obligations under this Agreement; provided that, such indemnity shall be limited to an amount in proportion to the degree to which the indemnifying party, its employees, servants, agents or contractors are at fault or otherwise held responsible in law.

The indemnifications set forth above, hereof, will survive the expiration of the Term or the termination of this Agreement for whatever cause and any renewal or extension of the Term, as the case may be.

ARTICLE 15

15.1 Dispute Resolution

If any dispute arises between the parties with respect to any of the provisions of this Agreement that cannot be resolved by mutual agreement between the parties, such dispute may be referred to non-binding mediation upon the parties' mutual agreement of the mediator. The parties shall each pay half the costs of the mediation.

15.2 If the dispute cannot be resolved in accordance with mediation as set out in Section 15.1 or the parties fail to agree to the identity of a mediator within 30 days of one party giving notice to the other party that they would like to resolve the dispute through mediation, the dispute shall be determined by arbitration in accordance with the following terms and conditions:

- (a) the party desiring to refer a dispute to arbitration shall notify the other party in writing of the details of the nature and extent of the dispute;
- (b) within five (5) days of receipt of notice contemplated in Section 15.2(a), the parties shall agree upon a single arbitrator (the "Arbitrator") and in the event that the parties are unable to agree upon the Arbitrator, the matter shall be referred to the Court of Queen's Bench of Alberta for the appointment of the Arbitrator;
- (c) the decision of the Arbitrator shall be binding upon the parties hereto;
- (d) the cost of each arbitration shall be borne by the party against which the award is made by the Arbitrator, unless the Arbitrator decides otherwise;
- (e) the Arbitrator shall not alter, amend or otherwise change the terms and conditions of this Agreement;
- (f) except as modified herein, the provisions of the *Arbitration Act*, RSA 2000, c. A-43, as amended from time to time, shall apply to any arbitration conducted pursuant to this Agreement; and
- (g) notwithstanding any provision contained herein to the contrary, if any dispute which has been submitted to the Arbitrator has not been determined by the Arbitrator within forty-five (45) days of receipt of the notice to arbitrate, either party at any time thereafter, but prior to a determination being made by the Arbitrator shall have the right of recourse to the Court of Alberta having jurisdiction for the determination of the dispute and upon the commencement of any action for such purpose, the jurisdiction of the Arbitrator with respect of such dispute shall cease.

ARTICLE 16

16.1 Force Majeure

The Operator shall not be liable to the Customer for any failure of or delay in the performance of its obligations hereunder nor be deemed to be in breach of this Agreement, if such failure or delay has arisen from "Force Majeure". For the purposes of this Agreement, "Force Majeure" means any cause not within the control of the Operator including, without limitation, interruption of telecommunications, gas, electric or other utility service, acts of God, strikes, lockouts, or other industrial disturbances, acts of the public enemy, wars, blockades, insurrections, riots, epidemics, landslides, earthquakes, fires, lightning, storms, floods, high water, washouts, inclement weather, orders or acts of military authorities, civil disturbances and explosions.

Where the Operator is prevented from carrying out its obligations hereunder due to Force Majeure, the Operator shall, as soon as possible, give notice of the occurrence of such Force Majeure to the Customer and the

Operator shall thereupon be excused from the performance of such obligations for the period of time directly attributable to the effect of the Force Majeure.

16.2 Waiver

No consent or waiver, express or implied, by either party to or of any breach or default by the other party in the performance by the other party of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by such party hereunder. Failure on the part of either party to complain of any act or failure to act of the other party or to declare the other party in default, irrespective of how long such failure continues, shall not constitute a waiver by such party of its rights hereunder.

16.3 Unenforceability

If any term, covenant or condition of this Agreement or the application thereof to any party or circumstance shall be invalid or unenforceable to any extent the remainder of this Agreement or application of such term, covenant or condition to a party or circumstance other than those to which it is held invalid or unenforceable shall not be affected thereby and each remaining term, covenant or condition of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law.

16.4 Entire Agreement

This Agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement or the subject matter hereof except as specifically set forth herein.

16.5 Amendments

This Agreement may be altered or amended in any of its provisions when any such changes are reduced to writing and signed by the parties hereto but not otherwise.

16.6 Further Assurances

The parties hereto and each of them do hereby covenant and agree to do such things and execute such further documents, agreements and assurances as may be necessary or advisable from time to time in order to carry out the terms and conditions of this Agreement in accordance with their true intent.

16.7 Notices

Whether or not so stipulated herein, all notices, communication, requests and statements (the "Notice") required or permitted hereunder shall be in writing. Notice shall be served by one of the following means:

- (a) personally, by delivering it to the party on whom it is to be served at the address set out herein, provided such delivery shall be during normal business hours. Personally delivered Notice shall be deemed received when actually delivered as aforesaid; or
- (b) by telecopier, email, or by any other like method by which a written or recorded message may be sent, directed to the party on whom it is to be served at that address set out herein. Notice so served shall be deemed received on the earlier of:
 - (i) upon transmission with answer back confirmation, or email receipt confirmation, as the case may be, if received within the normal working hours of the business day; or
 - (ii) at the commencement of the next ensuing business day following transmission with answer back confirmation thereof; or

- (c) by mailing via first class registered post, postage prepaid, to the party on whom it is served. Notice so served shall be deemed to be received seventy-two (72) hours after the date it is postmarked. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of such postal interruption shall be deemed to have been received unless actually received.
- (d) Except as herein otherwise provided, Notice required to be given pursuant to this Agreement shall be deemed to have been received by the addressee on the date received when served by hand or courier, or five (5) days after the same has been mailed in a prepaid envelope by single registered mail to:

- (i) the Customer:

Flagstaff County
Box 358
Sedgewick, Alberta
T0B 4C0

Phone: (780) 384-4100
Fax: (780) 384-3635
Email: county@flagstaff.ab.ca

Attention: Chief Administrative Officer

- (ii) the Operator:

Town of Sedgewick
Box 129
Sedgewick, Alberta
T0B 4C0

Phone: (780) 384-3504
Fax: (780) 384-3545
Email: sedgewick@persona.ca

Attention: Chief Administrative Officer

or to such other address as each party may from time to time direct in writing.

16.8 Headings

The headings in this Agreement have been inserted for reference and as a matter of convenience only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision hereof.

16.9 Singular, Plural and Gender

Wherever the singular, plural, masculine, feminine or neuter is used throughout this Agreement the same shall be construed as meaning the singular, plural, masculine, feminine, neuter, body politic or body corporate where the fact or context so requires and the provisions hereof and all covenants herein shall be construed to be joint and several when applicable to more than one party.

16.10 Assignment

This Agreement shall not be assignable by the Operator to any other person, firm or corporation without the prior written consent of the Customer, which consent may be arbitrarily withheld.

16.11 Enurement

This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

16.12 Governing Law and Submission to Jurisdiction

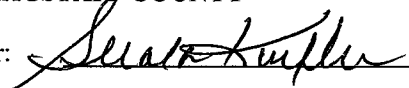
This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and the parties hereto hereby submit to the jurisdiction of the Courts in the Province of Alberta.


16.13 Survival

The parties acknowledge and agree that the provisions of this Agreement which, by their context, are meant to survive the termination or expiry of the Term shall survive the termination or expiry of the Term and shall not be merged therein or therewith.


IN WITNESS WHEREOF the parties have set their seals and hands of their proper officers in that behalf on the day and year first above written.

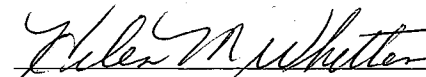
FLAGSTAFF COUNTY

Per: 

Per: 

TOWN OF SEDGEWICK

Per: 

Per: 

SCHEDULE "A"

MAP OF SERVICE AREA

(Emergency Service Zone for 911 purposes)

[See attached map of boundaries of Flagstaff County]

MAP OF SECONDARY SERVICE AREA

[See attached map of boundaries of Flagstaff County]

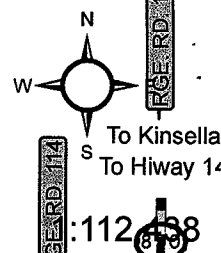
Legend

SURFACE

- GRAVEL
- Fire Department Boundaries

Fire Department Area

- Alliance
- Daysland
- Forestburg
- Galahad
- Hardisty
- Heisler
- Killam
- Lougheed
- Sedgewick
- Strome



Killam

14 44-13

Sedgewick
Fire
Agreement
Area

14 43-13

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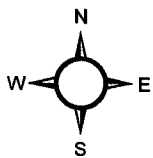
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SURFACE

- GRAVEL
- Primary Highways
- Secondary Highways - Paved
 - Oiled
 - Gravel
- District Roads - Paved
 - Oiled
 - Gravel
 - Dirt Undeveloped
 - Sand Undeveloped
- Railways

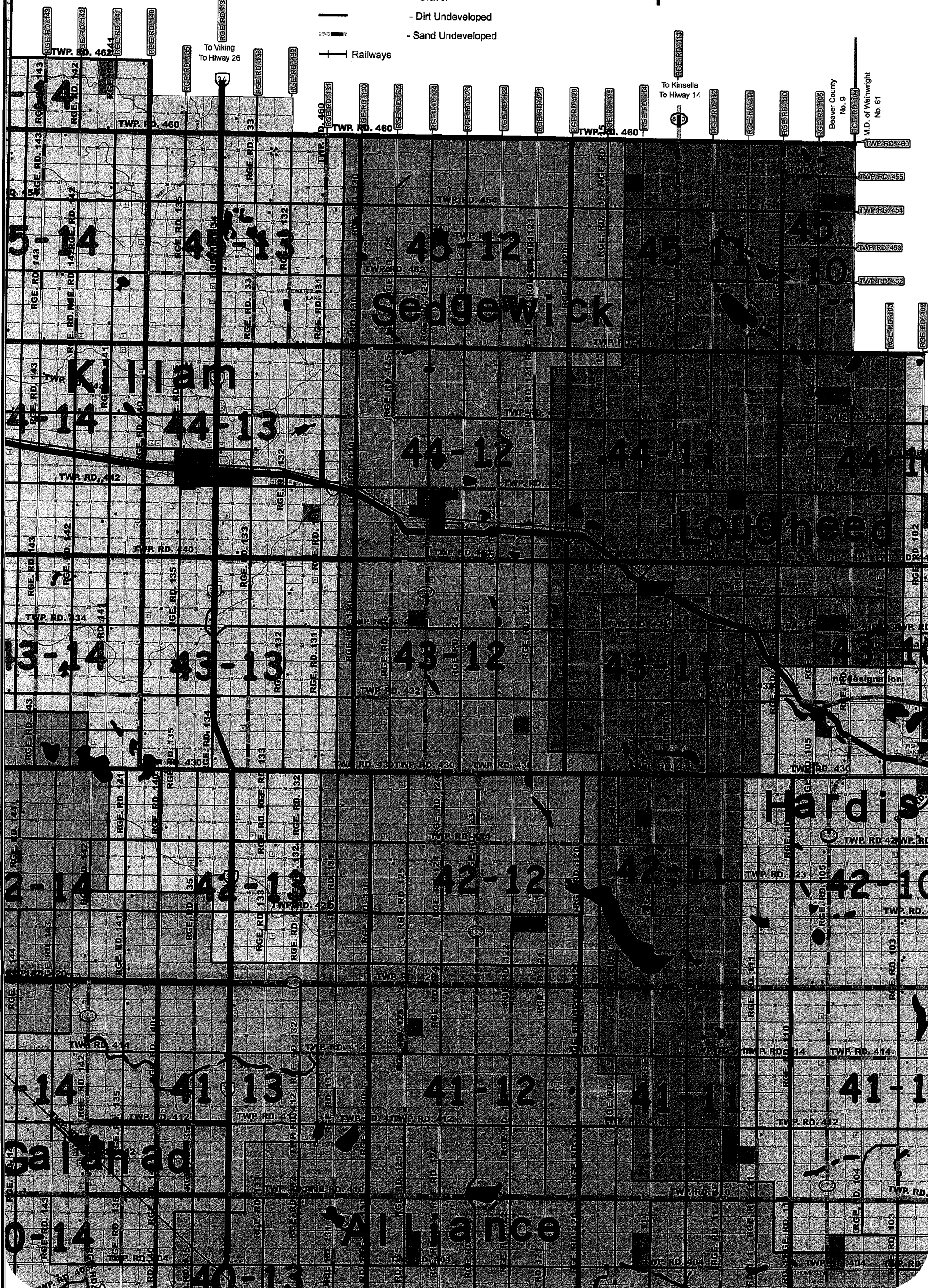
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- Primary Highways
- Secondary Highways - Paved
 - Oiled
 - Gravel
- District Roads - Paved
 - Oiled
 - Gravel
 - Dirt Undeveloped
 - Sand Undeveloped
- Railways

Sedgewick Fire Primary & Secondary Response Area



SCHEDULE "B"

SERVICES

The Operator agrees to provide the following Services to the Customer:

For further certainty, the parties acknowledge that the applicable Services, as identified above include, but are not limited to, the description for each particular Service as set out below:

Scene Size-up may include:

- Looking for obvious hazards, determining if rescue is required, determining if additional fire apparatus or RCMP or Ambulance are required.

Scene Security may include:

- Mitigating any hazards, isolating the area from unwanted bystanders; and
- Securing a staging area for equipment.

Evacuation may include:

- Evacuation of the immediate area and/or surrounding area.

Wildland Fire Suppression and Control may include:

- Fire suppression and control and related services.

Hazardous Materials Response (Awareness Level) may include:

- Identification of any hazardous materials that may be involved;
- Determining hazards of product through Emergency Response Guide;
- Determining if evacuation is required, and completing if necessary; and
- Calling in assistance to mitigate spills or hazards.

Exterior Structural Fire Suppression (Exposure Protection) may include:

- Preventing the spread of fire to adjacent exposures and containing fire to building of origin; and
- Extinguishing the fire without entering an involved building.

Motor Vehicle Collision Response may include:

- Prevention or extinguishment of fire in vehicles involved in a collision;
- Traffic control to reduce danger from passing vehicles and allow emergency vehicles to access scene; and
- Performing First Aid of injured people.

Medical / Trauma First Response may include:

- Performing First Aid to injured or sick people that may result from a traumatic event; and
- Assisting ambulance crews with patient care, lift assists.

Interior Structural Fire Suppression may include:

- Containment of fire to the area of origin, room of origin, building of origin, and extinguishment of the fire through entry into the involved building, where doing so will not cause an unmanageable amount of risk to fire fighters
- Perform rescue from an involved building where doing so will not cause an unmanageable amount of risk to fire fighters

Other unspecified services as may be required from time to time that the fire department members are trained in and willing to perform.

FIRE SERVICES AGREEMENT

SCHEDULE "C"

SERVICE FEE

1. The Customer shall not pay any Service Fees for equipment when the Operator responds to a Fire Call using Shared Equipment only. For clarity, the Customer shall still pay the rates for the Fire Fighters as set out in Section 3 of this Schedule for any responses to Fire Calls (whether involving Shared Equipment only or additional equipment of the Operator).
2. The Customer will pay the Operator Service Fees for the use of equipment that is required at a Fire Call that is not Shared Equipment at the following rates:

<u>Type of Equipment</u>	<u>\$ / Hour</u>
--------------------------	------------------

[Insert list of Equipment that is not Shared Equipment and corresponding hourly rates]

Grader w/ OP	\$125/hr	OK OK
-------------------------	---------------------	------------------

Backhoe w/ OP	\$125/hr	OK OK
--------------------------	---------------------	------------------

Fire Pumper Call out	\$650/unit	OK OK
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Fire Pumper	\$300/call and every subsequent	hour.
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3. The Customer shall pay the Operator for the services of the Fire Fighters at the following rates:
 - (a) \$20.00 per hour for each Fire Fighter who responds to a Fire Call (minimum of 3 hours per Fire Fighter for each Fire Fighter who responds to the scene of a Fire Call);
 - (b) \$20.00 for each Fire Fighter who responds to the Fire Call by attending the Operator's fire hall but does not respond to the scene of the Fire Call; and
 - (c) for any equipment that is used by the Operator to perform the Services not listed in Schedules "C" and "D" (for example, graders), the Customer shall pay the Operator at the then current rate set by the Alberta Road Builders and Heavy Construction Association.
4. No Service Fees will be charged by the Operator or paid by the Customer for Services at any waste management transfer sites located within the Service Area.
5. For Fire Calls relating to motor vehicle collisions and fires on highway property, the Customer will compensate the Operator at rates agreed to between the parties, and such rates shall be no greater than the rates provided by Alberta Transportation.

VOID - Feb. 21/13

[Signature]
[Signature]

SCHEDULE "C"

SERVICE FEE

1. The Customer shall not pay any Service Fees for equipment when the Operator responds to a Fire Call using Shared Equipment only. For clarity, the Customer shall still pay the rates for the Fire Fighters as set out in Section 3 of this Schedule for any responses to Fire Calls (whether involving Shared Equipment only or additional equipment of the Operator).
2. The Customer will pay the Operator Service Fees for the use of equipment that is required at a Fire Call that is not Shared Equipment at the following rates:

<u>Type of Equipment</u>	<u>\$ / Hour</u>
[Insert list of Equipment that is not Shared Equipment and corresponding hourly rates]	
<u>Fire Pumper</u>	<u>\$200/hr</u>
_____	_____
_____	_____
_____	_____

3. The Customer shall pay the Operator for the services of the Fire Fighters at the following rates:
 - (a) \$20.00 per hour for each Fire Fighter who responds to a Fire Call (minimum of 3 hours per Fire Fighter for each Fire Fighter who responds to the scene of a Fire Call);
 - (b) \$20.00 for each Fire Fighter who responds to the Fire Call by attending the Operator's fire hall but does not respond to the scene of the Fire Call; and
 - (c) for any equipment that is used by the Operator to perform the Services not listed in Schedules "C" and "D" (for example, graders) , the Customer shall pay the Operator at the then current rate set by the Alberta Road Builders and Heavy Construction Association.
4. No Service Fees will be charged by the Operator or paid by the Customer for Services at any waste management transfer sites located within the Service Area.
5. For Fire Calls relating to motor vehicle collisions and fires on highway property, the Customer will compensate the Operator at rates agreed to between the parties, and such rates shall be no greater than the rates provided by Alberta Transportation.

SCHEDULE "D"**SHARED EQUIPMENT AND SHARED COSTS****A. SHARED EQUIPMENT**

The parties acknowledge and agree that the following equipment is Shared Equipment between the Customer and each respective Operator and acknowledge the corresponding contribution from the Customer:

Location	Equipment	Town / Village Purchase price	County Contribution
Alliance	Pumper – Front Mount 2002 Chev Top Kick VIN# 1GDL7H1E52J504960	\$115,000	\$57,500
Daysland	Pumper – Midship 2005 Freightliner M2-106 VIN# 1FVACYDJ45HN70898	\$256,000	\$128,000
Forestburg	Pumper Midship Crown 2011 International Chassis VIN# 1HTWCAZR6BJ338074	\$310,278	\$155,139
Galahad	Pumper/Tanker 1992 IHC VIN# 1HTSCPEP7NH461190	\$123,000	\$61,500
Hardisty	Pumper – Midship 2010 Freightliner FL M2 Chassis Ser# 1FVACYBS1ADAR9762	\$280,356	\$140,178
Heisler	Pumper – Mid Ship 1991 Ford Pumper	\$65,000	\$50,000
Killam	Pumper – Mid-ship 1999 IHC 4900 Superior Fire Pumper VIN# 1HTSDAAR0XH589050	\$176,000	\$88,000
Lougheed	1999 GMC Top Kick Pumper - Front Mount	\$160,000	\$80,000
Sedgewick	Pumper – Midship Side Control 2008 Freightliner LLC Chassis Ser# 1FVACYBS68HZ81008	\$277,746	\$138,873
Strome	Pumper - Midship 2004 Freightliner FL 70 Chassis SE: 3336 Vin# 1FVABUCS84HM79539	\$196,000	\$98,000

The parties acknowledge and agree that the Shared Equipment will be replaced in accordance with Schedule "E", as applicable.

B. SHARED COSTS

The Shared Costs include the following costs:

- Dispatch, telephone and communications costs;
- Radio equipment;
- Repairs and maintenance of the Shared Equipment;

- Equipment and Hose replacement related to the Shared Equipment;
- Property insurance and automobile liability insurance on Shared Equipment (full replacement cost property insurance shall be required);
- Fuel for Shared Equipment;
- Firefighters insurance and Workers Compensation Board expenses;
- Firefighter training costs (which may include course costs and wages if paid by the Operator);
- Firefighters gear;
- Breathing apparatus;
- Supplies (and related fuel and freight); and
- Such other items that the parties may agree to from time to time.

The parties specifically acknowledge and agree that the cost of maintaining the Operator's commercial general liability insurance, as set out in Section 13.1(a) shall be the sole responsibility of the Operator.

C. CUSTOMER OWNED EQUIPMENT

The Operator acknowledges and agrees that the following equipment is Customer Owned Equipment:

Location and Replacement Schedule	Equipment	Operator Contribution	County Contribution
2012 Galahad	Quick Response Truck	0 %	100 %
2013 Heisler	Quick Response Truck	0 %	100 %
2019 Loughheed	Quick Response Truck	0 %	100 %
2022 Alliance	Quick Response Truck	0 %	100 %
2024 Strome	Quick Response Truck	0 %	100 %

The Operator agrees to contribute 50% towards the operating cost of the Customer Owned Equipment located within its municipal boundaries, as determined by the Customer, and, subject to making payments for operating costs are requested by the Customer from time to time, is allowed to use this equipment for training purposes and calls within the Operator's municipal limits.

FIRE SERVICES AGREEMENT

SCHEDULE "E"**SHARED EQUIPMENT REPLACEMENT SCHEDULE**

The parties acknowledge and agree that the Shared Equipment set out below will be replaced in accordance with the following schedule and that the parties' contributions toward the replacement will be as follows:

Location and Replacement Schedule	Equipment	Town / Village Contribution	Customer Contribution
2019 Killam	Pumper	50 %	50 %
2025 Daysland	Pumper	50 %	50 %
2028 Sedgewick	Pumper	50 %	50 %
2030 Hardisty	Pumper	50 %	50%
2031 Forestburg	Pumper	50 %	50 %

Request for Decision (RFD)

Topic: Fees & Charges Bylaw #508 - *Draft*
Initiated by: Auditor/Administration
Prepared by: Amanda Davis
Attachments: Fees & Charges Bylaw #508 - *Draft*

Recommendations:

1. That Council give 1st reading to Bylaw #508
 2. That Council give 2nd reading to Bylaw #508
 3. That Council have third reading of Bylaw #508
 4. That Council give 3rd and final reading of Bylaw #508
-

Background:

A clerical error was found in the Town of Sedgewick's Fees & Charges bylaw pertaining to Section D. Natural Gas Service Charges:

2. Administration fee \$.60/Gj should be **\$.40/Gj**

When the Fees & Charges By-law was passed in 2013 the variable rate of \$.20/Gj amount that is included in the gas cost was added to the Administration Fee.

The variable rate fluctuates from month to month and is not a separate line item for collection. The total amount that is to be collected per Gj is \$1.25 (confirmed by Dave Gordash during the 2013 audit).

Delivery charge: \$.75/profit
 \$.10/replacement

Admin. Fee: \$.40/on retail

Total: \$1.25/Gj

Current:

Three readings of Fees & Charges Bylaw #508 are required for correction.

BEING a bylaw of the Town of Sedgewick, in the Province of Alberta, providing for the establishment of General Fees and charges for Goods and Services as delivered to the community.

PURSUANT TO provisions of the Municipal Government Act, Chapter M-26, 2000 and amendments thereto:

WHEREAS it is expedient for the Council of the Town of Sedgewick to enact a bylaw that establishes and maintains the General Fees and Charges for services rendered within the Town of Sedgewick;

THEREFORE, the Council of the Town of Sedgewick establishes the following rates for Goods and Services delivered to the Community, and **ENACTS AS FOLLOWS**:

- Title: This bylaw shall be known and may be cited as the “Fees and Charges Bylaw.”
- All previous rates for Goods and Services as delivered to the Community and as noted in this bylaw will be revoked and replaced by the following rates for Goods and Services as delivered in the Community.
- All previous rates for Goods and Services as delivered to the Community, and NOT noted in this bylaw, shall be deemed not changed or adjusted by Council and shall remain intact for those Goods and Services as delivered to the Community.

A. WATER SERVICE CHARGES:

Monthly Water Rates

- Water fee of \$1.50 per m³ shall be levied.
- Each water account shall be levied a Meter Replacement Fee of \$5.
- Every property with a curb control valve shall be levied an Infrastructure Renewal Fee of \$11.52.
- Reconnection Fee for discontinued service due to non-payment or upon request: \$50.00
- Variances:
 - Split or shared services served by one meter shall equally fund the Infrastructure Renewal Fee of \$11.52
 - Non-metered water accounts fees:
 - Non-residential accounts \$10.50
 - Residential accounts \$30.00
 - Flagstaff Lodge non-use: \$10.00

B. SANITARY SEWER SERVICE CHARGES:

Monthly Sanitary Sewer Rates

<u>Sewer Level</u>	<u>Fee</u>
I	19.01
II	19.65
III	49.80
IV	63.47
V	84.83
VI	104.82

- All residential properties shall be placed at Level II.
- The Town shall have the right to decide which classification any building belongs.
- Variances:
 - Flagstaff Lodge shall be placed at level VI
 - Apartments and commercial properties with residential accommodations shall be placed on Level I for each suite
- Infrastructure Renewal Fee: \$9.75 per month, per account
- Properties not connected to the sanitary sewer system are exempt from the Infrastructure Renewal Fee.
- Variance:

Split or shared services served by one service shall equally fund the Infrastructure Renewal Fee.

C. SOLID WASTE MANAGEMENT CHARGES:

The Town of Sedgewick contracts the removal of solid waste in the municipality from the Flagstaff Regional Solid Waste Management Association.

The following monthly user fees shall be imposed:

- | | |
|--|---------|
| 1. Residential properties: | \$27.00 |
| 2. Non-Residential properties, not renting a bin | \$27.00 |
| 3. Duplex Units, each | \$27.00 |
| 4. All commercial accounts renting a bin will be invoiced separately by the Flagstaff Regional Solid Waste Management Association. | |

D. NATURAL GAS SERVICE CHARGES:

The following monthly user fees shall be imposed:

- | | |
|----------------------------------|-----------|
| 1. Gas meter maintenance charge: | \$16.00 |
| 2. Administration fee | \$.40/Gj |
| 3. Delivery Charge | \$.85/Gj |

Other fees:

Reconnection fee for discontinued service, due to non-payment or upon request \$50.00

Gas Line Installation fees:

Residential lines	Summer	\$1,000	Winter (Nov.1 – Mar.31)	\$1,000 plus extra installation costs
Commercial lines	Summer	\$1,000	Winter (Nov.1 – Mar.31)	\$1,000 plus extra installation costs
Large meters (>AL225 size)				\$1,000 plus extra installation costs
All Installations over 25 metres length				\$1,000 plus extra installation costs

E. BULK WATER SERVICE CHARGES:

- \$11 per m³ (\$0.05/gallon) at bulk water distribution station
- The sale of the water and the amount sold shall be at the discretion of the Town of Sedgewick or its authorized officials, having regard to its own needs and local situation at the time.
- The rates hereby imposed shall be payable upon receipt of the invoice from the Town and, if in default over 30 days, the Town shall have the right to deny any future requests for water.
- Invoices shall be due on the last day of each and every month. In the event the charges remain unpaid after the last day of each billing month, there shall be added thereto by way of a penalty, an amount which shall be 2% of the then unpaid bill. The said penalty shall be added to and shall form part of the unpaid bulk water bill. The Town may enforce its right to deny future request for water until said outstanding amounts are paid in full.

F. GENERAL OFFICE FEES:

- | | |
|--|---|
| 1. Photocopies: | |
| a. Black & white | \$.25/page |
| b. Color | \$.50/page |
| 2. Fax Services | \$1/page |
| 3. NSF Cheque Charge | \$30 |
| 4. Tax Certificate confirming Tax Payment | \$30 |
| 5. Tax Certificate with Detailed Tax Statement | \$30 |
| 6. Assessment Information | \$30 |
| 7. Compliance Certificate | \$100 |
| 8. Municipal Development Plan | \$30 |
| 9. Land Use Bylaw | \$30 |
| 10. County Map | \$25 |
| 11. Provincial Flag | \$72/each |
| 12. Canadian Flag | \$54.50/each |
| 13. Application Fee – Amending LUB | \$250 per application plus all advertizing fees |

G. PUBLIC EQUIPMENT RENTALS:

- | | | |
|---------------------------------------|----------------------|-----------------------|
| 1. Bucket truck with operator: | | |
| In Town of Sedgewick | \$80/hour | |
| Out of Town of Sedgewick | \$100/hour + mileage | |
| 2. Grader with operator: | \$137/hour | |
| 3. Gravel Truck (3 ton) with operator | \$105/hour | |
| 4. One Ton Truck | \$60/hour | |
| 5. Tractor Mower | \$60/hour | |
| 6. Wacker Packer (Tamper) | \$60/day | |
| 7. Transit | \$10/day | |
| 8. Street sweeper with operator | \$110/hour | |
| 9. Hotsy with operator | \$60/hour | |
| 10. Waterblaster | \$60/hour | |
| 11. Backhoe with operator | \$125/hour | |
| 12. Metal Detector | N/C | \$50 deposit required |
| 13. Estate Sprayer | \$40/day | |

14. Tractor Broom with operator	\$110/hour
15. Trench shoring	\$25/day
16. Sidewalk forms	\$10/form
17. Barricades	\$5/barricade per day
18. Sanitary Sewer Camera	\$150/hour plus travel
19. Sanitary Rotorooter	\$150/hour
20. Truck-Mounted Snowblower	\$125/hour

Notes: A \$50 per hour fee shall be charged for a second operator for all equipment rentals.
Kilometrage charges shall apply to out of town rentals at the prevailing mileage rate.
A 15% administration fee shall be levied on all invoices.

H. CEMETERY & MEMORIAL CAIRN FEES:

1. Sale of Plot (casket burial)	\$200
2. Sale of Plot (cremation burial)	\$ 50
3. Memorial Book Space	\$ 50
4. Opening & Closing of Plots:	
Casket	Summer \$300
Cremation	Summer \$ 50
Weekend/Holiday Burials (Casket)	Winter (Nov. 1 April 30) \$450
Weekend/Holiday Burials (Cremations)	Winter (Nov. 1 April 30) \$150
	Additional \$500 fee
	Additional \$100 fee
5. Memorial Book Plaques	per supplier's invoice
6. Cemetery Monument Application	\$25
7. Grave liners	\$550

I. SUBDIVISION APPLICATIONS:

Application fee:	\$450 plus \$100 for each new lot to be created
Endorsement fee:	\$100 per lot
Extension of Approval period	\$100 per approval

No per lot application fee or endorsement fee is charged for the following:

Utility lots, reserve lots, or roads
To separate two or more lots which are on a single title
To adjust the boundaries of an existing lot, or
where the line of subdivision follows a surveyed intervening ownership.

J. DEVELOPMENT APPLICATION PERMIT FEES:

Residential Permit Fee	\$50
Commercial Permit Fee	\$50
Fences, Decks, Additions, Renovations, Small structures including garages	\$25

K. MUNICIPAL FIREFIGHTING SERVICES:

1. Fire Pumper Call-out – 1st hour (per unit) \$650.00
2. Each and every subsequent Hour (per unit) \$300
3. Fire Pumper Call-out – False Alarm (per unit) \$300
4. Volunteer Firefighter, per hour, per firefighter (in-town) - \$15.00
5. Volunteer Firefighter, per hour, per firefighter (out of town) - \$20.00
6. Medical Assists – In-town – Flat Rate - \$200

SEVERABILITY

Should any provisions of this Bylaw be declared invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.

AMENDMENT OF BYLAW

Bylaw 507 is hereby rescinded.

EFFECTIVE DATE

This bylaw shall come into effect upon 20 Day of February, 2014 A.D.

Read a First Time this 20 Day of February, 2014 A.D.

Read a Second Time this 20 Day of February, 2014 A.D.

Read a Third Time by Unanimous Consent and Finally Passed this 20 Day of February 2014 A.D.

MAYOR CLEM ST. PIERRE

AMANDA DAVIS, CAO

Request for Decision (RFD)

Topic:	Code of Conduct
Initiated by:	Mayor St. Pierre
Prepared by:	Amanda Davis
Attachments:	Town of Sedgewick Code of Conduct

Recommendations:

That Council adopt the Town of Sedgewick's Municipal Code of Conduct as presented.

Background:

There is no provision within the Municipal Government Act that states a municipal council must follow a Code of Conduct. In many instances there is a clause within the municipal procedural bylaw that states such a requirement.

Although it is not a requirement it is highly advisable that the municipal corporation follow Ethical Guidelines of Conduct.

Current:

What is a Code of Conduct?

"A code of conduct is a set of rules outlining the responsibilities of or proper practices for an individual, party or organization".

What is a Code of Ethics?

"Ethical codes are adopted by organizations to assist members in understanding the difference between 'right' and 'wrong' and in applying that understanding to their decisions".

Pursuant to Mayor St. Pierre's request, attached is the Town of Sedgewick's Code of Conduct for review and approval.

Town of Sedgewick

Municipality

Ethical Guidelines of Conduct for Members of Council

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

To this end it is imperative that:

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

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

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

Member of Council Shall:

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

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

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

Adopted by resolution this ____ of _____, AD ____

Mayor

Chief Administrative Officer

Request for Decision (RFD)

Topic: Phoenix Land Services - Request
Initiated by: Enbridge Pipelines
Prepared by: Amanda Davis
Attachments: 1. Enbridge Pipelines Inc. – Road Use Request
2. Enbridge Pipelines Inc. – Request for Permanent Pipeline Crossing

Recommendations:

1. That Council approve the temporary use of existing road as described in Schedule A.
 2. That Council approve the permanent pipeline crossing as described in Schedule A and provide further comments regarding action during the crossing.
-

Background:

In 2013 Sedgewick Town Council authorized signatures on two separate pipelines lease agreements:

EEH – 0329 – road bore at Sedgewick Lake Park

EEH – 0027 – bore/open cut at the Sedgewick Transfer Site

Enbridge Pipelines Inc. is planning to construct a new pipeline between its existing Edmonton Terminal (NW 32-52-23 W4M) and Hardisty Terminal (NE 19-42-09 W4M, SE 19-42-09 W4M); construction is scheduled to commence in the early Fall of 2014.

Current:

At this time Phoenix Land Services on behalf of Enbridge Pipelines Inc. is requesting permission on the following:

1. “To temporarily utilize your existing road in order to access the proposed pipeline. Please see Schedule “A” for more information.
2. Request for Permanent Pipeline Crossing Consent for you: Various Locations and Dispositions. Please Schedule “A” for more information



Suite 152, 11870 – 88 Avenue, Heartland Centre I
Fort Saskatchewan, AB T8L 0K1
Phone : 780-589-4400 Toll Free : 1-877-589-4404
Fax : 1-877-402-0215 www.phoenixland.ca

February 6, 2014

THE TOWN OF SEDGEWICK.
BOX 129
SEDEWICK ALBERTA T0B 4C0

Via Email: sedgewick.cao@persona.ca
Phoenix File #: P10-1141

**RE: Enbridge Pipelines Inc.
Road Use Request
Location(s): See Attached Schedule "A"**

Enbridge Pipelines Inc. is planning to construct a new pipeline between its existing Edmonton Terminal (NW 32-52-23 W4M) and Hardisty Terminal (NE 19-42-09 W4M, SE 19-42-09 W4M and SE 30-42-9 W4M). The proposed pipeline will enable the delivery to existing pipelines and facilities, including delivery onto the Enbridge Mainline system. In accordance with the National Energy Board (NEB), construction of the pipeline will begin in the summer of 2014.

Phoenix Land Services, acting as agents on behalf of Enbridge Pipelines Inc., respectfully requests your approval and conditions with regard to the following:

- 1. To temporarily utilize your existing road in order to access the proposed pipeline. Please see Schedule "A" for more information.***

Drawing(s) outlining the request in more detail are included for your reference.

In order to expedite matters, if at all possible, please forward your *agreement(s)* via email to thirdpartyrequests@phoenixland.ca and if necessary, forward the original by mail to Phoenix Land Services at the following address:

Phoenix Land Services
#152, 11870-88 Avenue, Heartland Centre I
Fort Saskatchewan, AB T8L 0K1

For the purpose of your agreement, Enbridge Pipelines Inc. information is as follows:

Enbridge Pipelines Inc.
10130-103 Street
Edmonton AB T5J 3N9

Should you have any questions, please contact our office at thirdpartyrequests@phoenixland.ca or Brock Stoyko (Project Manager) at brock.stoyko@phoenixland.ca.

Yours truly,

Chelsea Baylon
Land Administrator

Your Land Team

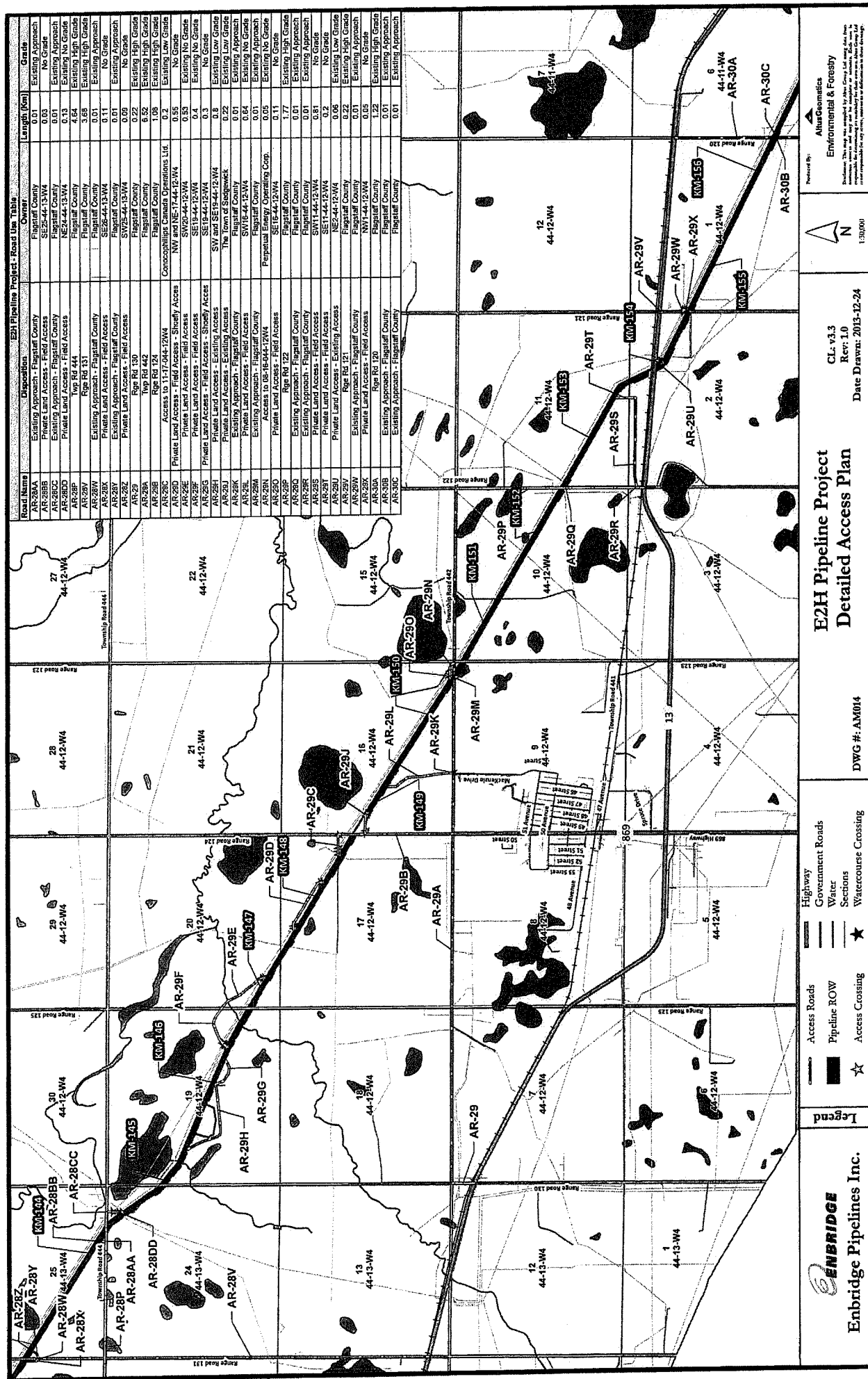


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Phone : 780-589-4400 Toll Free : 1-877-589-4404
Fax : 1-877-402-0215 www.phoenixland.ca

Schedule "A"
Road Use Request
The Town of Sedgewick.

ItemNumber	Crossing Type	TractID	LegalDescription	Disposition #	Drawing #	Length (KM)
AR-29J	ACCESS ROAD	EEH-0329	NW 16-44-12 W4M	PRIVATE LAND ACCESS	AM014	0.22

Your Land Team





Suite 152, 11870 – 88 Avenue, Heartland Centre I
Fort Saskatchewan, AB T8L 0K1
Phone : 780-589-4400 Toll Free : 1-877-589-4404
Fax : 1-877-402-0215 www.phoenixland.ca

February 4, 2014

THE TOWN OF SEDGEWICK.
BOX 129
SEDEWICK ALBERTA T0B 4C0

Via Email: sedgewick.cao@persona.ca
Phoenix File #: P10-1141

RE: Enbridge Pipelines Inc.
Request for Permanent Pipeline Crossing Consent for you: Various Locations and Dispositions
Location(s): See Attached Schedule "A"

Enbridge Pipelines Inc. is planning to construct a new pipeline between its existing Edmonton Terminal (NW 32-52-23 W4M) and Hardisty Terminal (NE 19-42-09 W4M, SE 19-42-09 W4M and SE 30-42-9 W4M). The proposed pipeline will enable the delivery to existing pipelines and facilities, including delivery onto the Enbridge Mainline system. In accordance with the National Energy Board (NEB), construction of the pipeline will begin in the summer of 2014.

Phoenix Land Services, acting as agents on behalf of Enbridge Pipelines Inc., respectfully requests your approval and conditions with regard to the above mentioned request(s).

Drawing(s) outlining the request in more detail as well as an equipment list are included for your reference.

In order to expedite matters, if at all possible, please forward your *agreement(s)* via email to thirdpartyrequests@phoenixland.ca and if necessary, forward the original by mail to Phoenix Land Services at the following address:

Phoenix Land Services
#152, 11870-88 Avenue, Heartland Centre I
Fort Saskatchewan, AB T8L 0K1

For the purpose of your agreement, Enbridge Pipelines Inc. information is as follows:

Enbridge Pipelines Inc.
10130-103 Street
Edmonton AB T5J 3N9

Should you have any questions, please contact our office at thirdpartyrequests@phoenixland.ca or Brock Stoyko (Project Manager) at brock.stoyko@phoenixland.ca.

Yours truly,

Chelsea Baylon
Land Administrator

Your Land Team



Suite 152, 11870 – 88 Avenue, Heartland Centre I
Fort Saskatchewan, AB T8L 0K1
Phone : 780-589-4400 Toll Free : 1-877-589-4404
Fax : 1-877-402-0215 www.phoenixland.ca

Schedule "A"
Permanent Crossing
The Town of Sedgewick.

ItemNumber	Crossing Type	TractID	LegalDescription	Disposition #	TractUCI	Drawing #
5	PIPELINE	EEH-0320	NE 24-44-13 W4M	LIC 5199-6	44-GL-5	35722-TYPX-44-GL-5-R1
1	PIPELINE	EEH-0331	SW 16-44-12 W4M		44-WL-1	35722-TYPX-44-WL-1-R2

Equipment and Vehicle Crossing Information

Your Land Team



Suite 152, 11870 – 88 Avenue, Heartland Centre I
 Fort Saskatchewan, AB T8L 0K1
 Phone : 780-589-4400 Toll Free : 1-877-589-4404
 Fax : 1-877-402-0215 www.phoenixland.ca

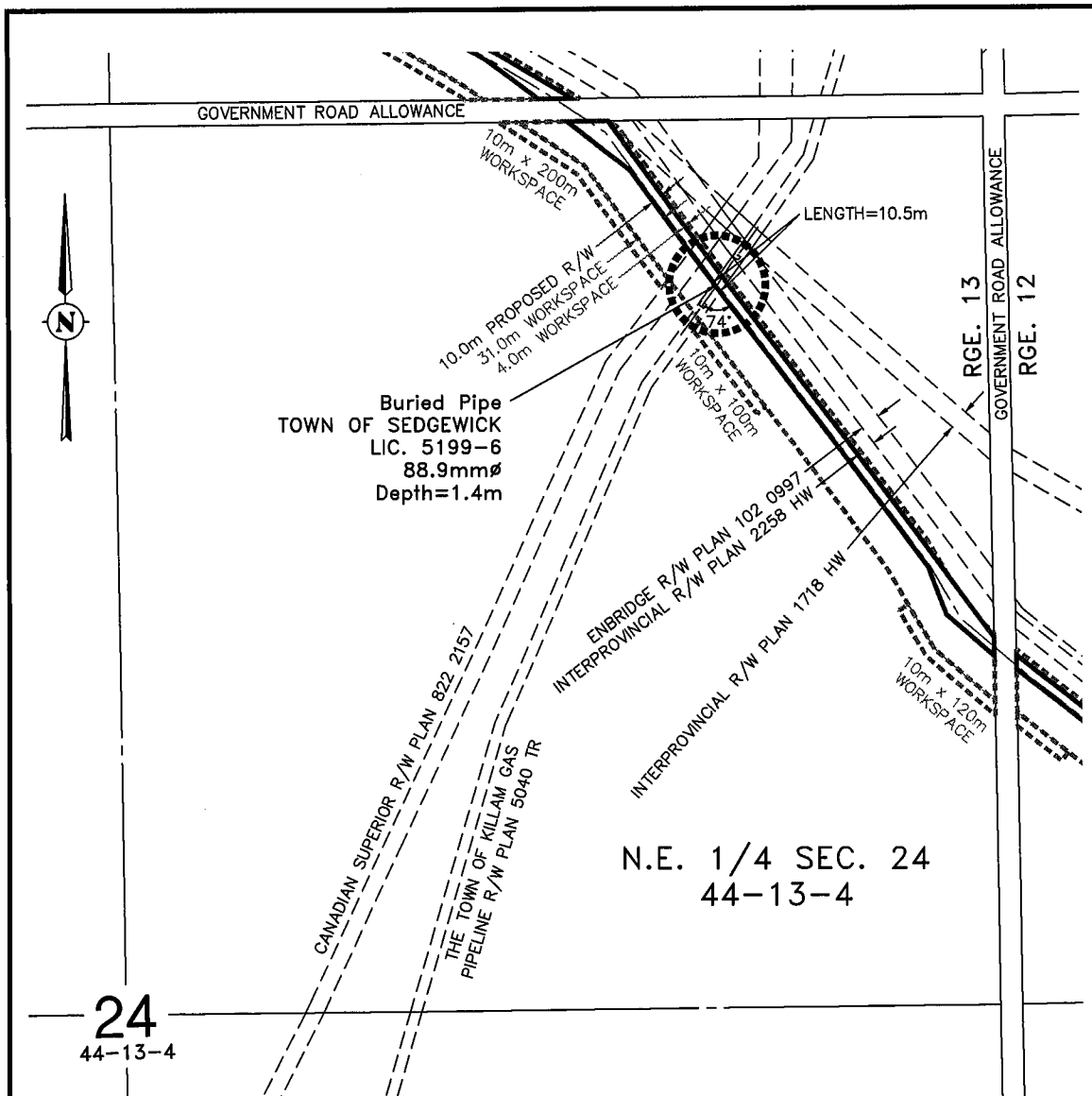
Requesting Company: Enbridge Pipelines Inc.		Company File #: P10-1141
Phone No.:	Fax No.:	
Legal Location(s): See Schedule "A" above		
Description of the heaviest tired and tracked vehicle/equipment: Trailer Highboy Tri-Axle, Ditching Machine 1375 Trencher		
Will the vehicle be highway permissible : <input type="checkbox"/> Yes <input type="checkbox"/> No		Will Rig Mats be used for the Crossing: : As Required

TIRED VEHICLE:

Axle Grouping	Axle/Wheel Configuration	Tires per Axle	Weight per Axle Group
Single		<input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8	kg
Tandem		<input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8	kg
Tridem		<input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8	24000 kg
Other	Insert Configuration Below:		kg
Total Vehicle Weight (GVWR)			24000 kg

TRACK VEHICLE

Make	Model	Max. Vehicle Weight	Track Length	Track Width
Tesmec	1375	79,379 kg	3.72 m	.864 m



REVISION 1: DEC. 15, 2013

NOTE:
BURIED FACILITIES ARE LOCATED ELECTRONICALLY. FIELD VERIFICATION REQUIRED PRIOR TO CONSTRUCTION

NOTES:

1. DIMENSIONS SHOWN IN METRES UNLESS OTHERWISE NOTED.
2. METHOD OF INSTALLATION - OPEN CUT.
3. COPY OF CROSSING AGREEMENT TO BE ON SITE.
4. FOLLOW NOTIFICATION PERIOD AS PER CROSSING AGREEMENT.
5. MAINTAIN DEPTH ACROSS FULL WIDTH OF FOREIGN R/W.

LEGEND:

PROPOSED R/W

PROPOSED WORKSPACE

PIPE SPECIFICATIONS

THIS LINE WILL CARRY - OIL
OUTSIDE DIAMETER - 914mm
WALL THICKNESS - 11.8mm
PIPE MATERIAL - STEEL
PIPE COATING - FBE
CATHODIC PROTECTION - YES

ENBRIDGE DRAWING NAME:

L-5.8-SK3022-1-10

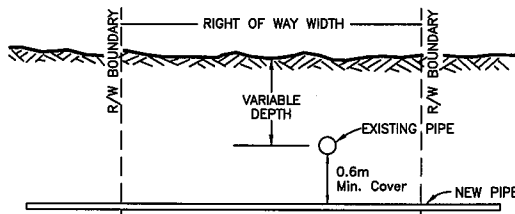
ENBRIDGE PIPELINES INC.

PROPOSED EDMONTON TO HARDISTY PIPELINE
CROSSING

TOWN OF SEDGEWICH BURIED GAS PIPELINE

WITHIN

N.E. 1/4 SEC.24 - TWP.44 - RGE.13 - W.4MER.
FLAGSTAFF COUNTY - ALBERTA



TYPICAL PIPELINE CROSSING
NOT TO SCALE

DWG. NAME: 35722-TYPX-44-GL-5-R1 SCALE: 1:5000

FILE No.: ED41-35722

DATE: FEB. 1, 2013

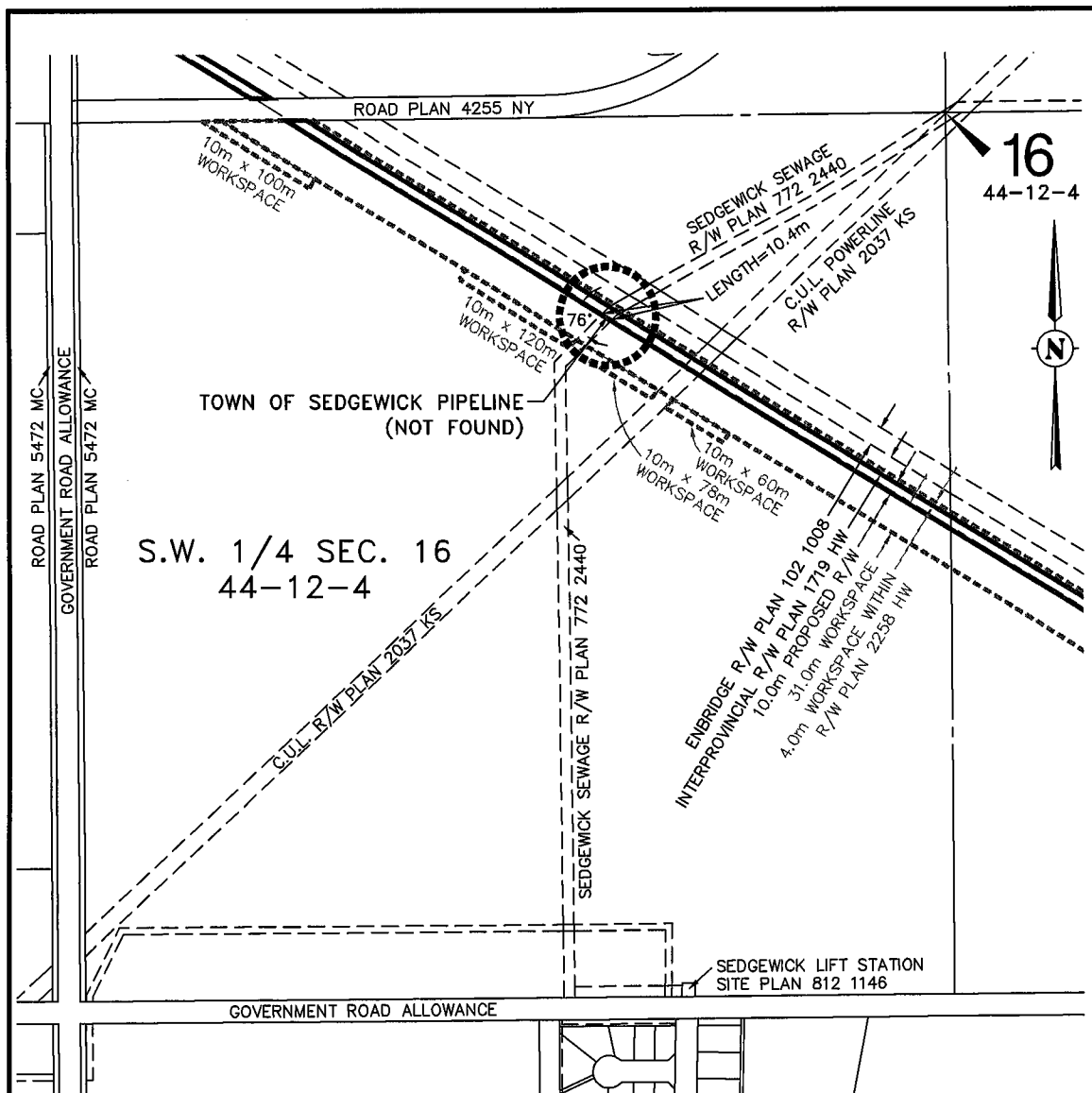
DRAFTED BY: AD

CHECKED BY: AB



Stewart Weir

#140, 2121 Premier Way
Sherwood Park, Alberta
780.410.2580



REVISION 2: JAN. 10, 2014

NOTE:
BURIED FACILITIES ARE LOCATED ELECTRONICALLY. FIELD VERIFICATION REQUIRED PRIOR TO CONSTRUCTION

NOTES:

1. DIMENSIONS SHOWN IN METRES UNLESS OTHERWISE NOTED.
2. METHOD OF INSTALLATION - OPEN CUT.
3. COPY OF CROSSING AGREEMENT TO BE ON SITE.
4. FOLLOW NOTIFICATION PERIOD AS PER CROSSING AGREEMENT.
5. MAINTAIN DEPTH ACROSS FULL WIDTH OF FOREIGN R/W.

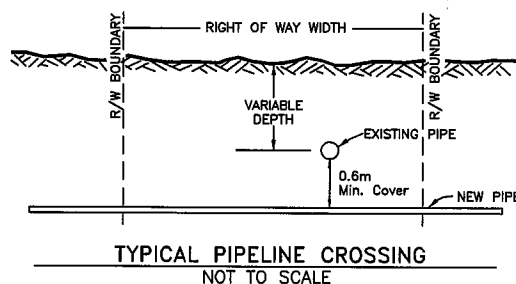
LEGEND:

PROPOSED R/W —————
PROPOSED WORKSPACE - - - - -

PIPE SPECIFICATIONS

THIS LINE WILL CARRY - OIL
OUTSIDE DIAMETER - 914mm
WALL THICKNESS - 11.8mm
PIPE MATERIAL - STEEL
PIPE COATING - FBE
CATHODIC PROTECTION - YES

ENBRIDGE DRAWING NAME:
L-5.8-SK3073-2-10



ENBRIDGE PIPELINES INC.

PROPOSED EDMONTON TO HARDISTY PIPELINE
CROSSING

TOWN OF SEDGEWICK BURIED SEWAGE PIPE
WITHIN

S.W. 1/4 SEC.16 - TWP.44 - RGE.12 - W.4MER.
FLAGSTAFF COUNTY - ALBERTA

DWG. NAME: 35722-TYPX-44-WL-1-R2 SCALE: 1:5000

FILE No.: ED41-35722

DATE: FEB. 1, 2013

DRAFTED BY: AD

CHECKED BY: AB



#140, 2121 Premier Way
Sherwood Park, Alberta
780.410.2580

Request for Direction (RFD)

Topic:	Battle River Watershed Alliance (BRWA) Involvement
Initiated by:	Clr. P. Robinson
Prepared by:	Amanda Davis
Attachments:	n/a

At the January 23rd regular Council meeting, Clr. P. Robinson reported attendance to the Battle River Watershed Alliance Workshop: You are what you drink, source water protection. From the information presented Council directed Administration to further investigate how Sedgewick could become an active member of this alliance and perhaps develop a support group or stewardship initiatives.

Administration was in contact with Sarah Skinner, Watershed Planning Coordinator; below is her response to our inquiry:

“Hi Amanda,

It was nice to talk with you on the phone last week. Thanks for your interest in our work related to source water protection (SWP), which is one component of our watershed management planning (WMP) process. Over the past several months, we've been developing a background research report to better understand how SWP planning has been undertaken across Canada and how it could be applied in the Battle River and Sounding Creek watersheds of Alberta. This report will be available on our website in March.

Right now we're holding a number of workshops across east-central Alberta to hear from residents, stakeholders and decision-makers about what they see as the major risks to our water sources and what they think should be done to protect against those risks (i.e. how SWP could best be undertaken in our region). This feedback, along with the research we've conducted, will then inform the development of management recommendations for SWP in the Battle River and Sounding Creek watersheds.

It was wonderful to have Perry Robinson at our Sedgewick workshop. His enthusiasm and support for this important work is very much appreciated! We talked at the workshop about what a regional, collaborative approach to SWP might look like in our region. We'll be gathering additional input through our remaining public workshops before formulating a recommendation on the most desirable SWP governance structure for our watersheds (for example, determining the most appropriate geographic scale at which multi-stakeholder SWP working committees should be formed to lead SWP planning efforts).

Here's what our timeline looks like for finalizing and beginning to implement SWP recommendations for the Battle River and Sounding Creek watersheds:

- February 2014: continue gathering input through remaining SWP workshops
- March/April 2014: formulate draft SWP recommendations and distribute to watershed stakeholders for a final round of feedback
- May 2014: finalize SWP recommendations
- Summer/Fall 2014: meet with municipalities to discuss their potential role in regional SWP efforts, and hopefully start to get some action happening on the ground!

**Please note that all work after March 2014 is dependent on whether we are able to secure funding for the continuation of this work.

If you have any questions, please let me know.

Sarah”

In other words, the BRWA Workshops are intended to address source water protection – key role is to undertake watershed management. Currently they are gathering information to create management recommendations:

- How the watershed could be best managed
- Watershed self sustaining
- What source water protection may look like
- BRWA is taking the lead
 - Forming a committee is premature; they are gathering information for their recommendation - more in depth conversation at that time upon recommendation completion.
 - Large focus on protecting drinking water at the source – landscape, county side etc.

Facts about our watershed:

Our water source is fed through groundwater and rainwater, unlike most water sources that are fed through glaciers. That puts us in a higher risk category due to drought, farming, cattle and municipal use. There is an increasing pressure on the battle river water supply and we are the sub basin of the North Saskatchewan River.

Everything we do affects downstream and future users, from drinking water, doing laundry to watering the lawn, fishing or for industry and agricultural uses. Everyone impacts the watershed we live in.

Climate change projections suggest that the prairies could become even drier than they are now. Scientists have found that natural flows in Alberta rivers have declined by about 20% over the last century. This means that a further 10% decline in natural flows can be expected by 2050.

Percent of Battle River's natural flow used by humans

- Albertans consume about 60,000 cubic decameters of water from the Battle River every year.
- This water is used for domestic, industrial and agricultural purposes.
- Natural water flows in the Battle River vary from year to year.
- Legally, Alberta must ensure that 50% of the Battle River’s water reaches Saskatchewan.
- In drought years, there is not enough water in the Battle River to meet the needs of water users.
- Based on flow records from the last century, over a 100 year time period, there will likely be:
 - 25 years where the Battle’s natural flow is more than that shown for a ‘wet’ year.
 - 25 years where the Battle’s flow is less than that shown for the ‘dry’ year.
 - 10 years where the Battle’s flow is less than that shown for the ‘drought’ year

Water quality in the Battle River

- Nutrients: such as nitrogen, ammonia and phosphorous enter the river from agricultural run-off, fertilizers, gas plants and municipal wastewater. High nutrient levels may cause algal blooms. Some blue-green algae can poison animals and people.
- Bacteria: E. coli and fecal coliform bacteria come from humans and animals. Bacteria enter the river from municipal wastewater and agricultural run-off.
- Dissolved Oxygen: fish and aquatic invertebrates need oxygen to survive. Algal blooms may deplete water of oxygen.
- pH: is a measure of acidity. Most aquatic animals can only survive small shifts in the pH they're naturally adapted to. pH can be affected by pollution, algal blooms or geology.
- Metals: levels of chromium, cadmium and copper in the Battle River occasionally exceed Canadian Water Quality guidelines. These metals are mostly from natural sources.

What can we do to protect the Battle River Water Shed?

- Participate in local community activities and initiatives
- Iron Creek Watershed Improvement Society (as reported in the Administration report, Dallyn attended the most recent ICWIS meeting, please reference back for an update)

Simple ways to protect our water source:

- Picking up pet waste or avoiding putting toxic products down the drain
- Using environmentally friendly products around the home and garden is also a step in the right direction in protecting our watershed. It also helps to soil test to prevent over using phosphorous fertilizers
- Implement a low flush policy in the municipality
- Reduce permitted municipal watering (TOS Watering Restriction Bylaw# 473)
- Brown town, flow for the natural environment to take over
- Eliminate the use of toxins within the Town of Sedgewick
- Require 100% municipal water hookups (see below)
- Eliminate/abandon all personal wells – provide bursaries for this (see below)

An inquiry was sent out to Flagstaff municipalities seeking any water conservation policies. Hardisty was the only respondent that confirmed they have a low-flush toilet policy in place.

Further investigation is required pertaining to the decommissioning on private wells. In 2008 the Town of Sedgewick contracted Stantec Engineering to conduct a Hydrogeological Assessment and Groundwater protection Plan; within that plan it was identified that there are approx. 90 private water wells in Town, many of which are no longer in service.

It is recommended in the Executive Summary (page 1) that “all the private water wells should be removed in order to protect the aquifer from potential contamination and also to protect the residents of the town from physical harm”.

Examples of physical harm may be— if someone’s sewer were to back up in their basement and they were living off a private well, the sewer back up would contaminate their water source; this should be of great concern do to the health and safety of the homeowner.

I've been in contact with Alberta Environment and Flagstaff County seeking their expertise in the decommissioning of private water well. Their number one comment/recommendation was that if the Town is considering this venture to deliver the message first at the awareness level, get people working with us first. Educate the citizens on the hazards and the need to protect our ground water.

Preliminary Steps:

- a) Take various samples of private well water throughout town (identify what we are dealing with)
- b) Educate citizens on the need to protect our ground water
- c) Encourage citizens to privately decommission their water well prior to Alberta Environment involvement; make a deal with water well drillers to potentially decommission
 - a. Disinfect their well with chlorine/bleach
 - b. Purchase bentonite whole seal/whole plug and put in well (this absorbs water and plugs it off)
 - c. Fill the remainder with readymade concrete
- d) Determine actual cost for hooking up to town water
 - a. Institute an improvement levy on properties that cannot afford decommissioning and hook-up
- e) Develop a decommissioning policy following accurate recommendations from Alberta Environment
- f) Consider implementing the municipal water hook up during the next phase of sanitary sewer replacement and road paving

(to clarify, we are awaiting for clarification on legislative requirements from Alberta Environment at that time greater direction can be sought)

Request for Direction:

Where does Council want to go with the information provided?