



January 21<sup>st</sup>, 2016

## Agenda

### Organizational Meeting – Call to Order – 6:00 PM

- Swearing of Oath Ceremony
- Committee Appointment

### Adjournment –

### Regular Monthly Meeting – Call to Order –

### Adoption of Agenda –

### Correspondence – Items Arising:

1. **Town of Killam** – Regional Governance Study Recommendations **A1**
2. **Interagency** – January 5<sup>th</sup>, 2016 Minutes **A2**
3. **Flagstaff Community Adult Learning** – Invitation **A3**
4. **Royal Canadian Legion** – Advertisement Request **A4**
5. **ACSRA** – Regional Collaboration Workshop Invitation **A5**
6. **2016 Alberta Smart City Symposium** – Presenters/Invitation **A6**
7. **FRHG** – November 10, 2015 Organizational Minutes **A7**
8. **FRHG** – November 10, 2015 Minutes **A8**
9. **Rec Board** – October 4<sup>th</sup>, 2015 Minutes **A9**
10. **Rec Board** – October 26<sup>th</sup>, 2015 Minutes **A10**
11. **Rec Board** – November 16<sup>th</sup>, 2015 Minutes **A11**
12. **Rec Board** – December 14<sup>th</sup>, 2015 Minutes **A12**
13. **Municipal Affairs** – Workshops **A13**

### Circulation File of Correspondence – List Attached

**Delegation** – Shaunet Petiot and Connie McArthur – Presenting the Recreation Centre’s Unaudited Financial Statements for the Year Ending August 31<sup>st</sup>, 2015 – 6:30PM

**Delegation** – The Bethany Group – Requesting review of Demolition Permit 2015-19DEMO – 7:00 PM

**Financial Statement** – n/a

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

**Committee Reports** – For the Period Ending January 21<sup>st</sup>, 2016 – Attached

**Public Works Report** – For the Period Ending January 21<sup>st</sup>, 2016 - Attached

**CAO Report** – For the Period Ending January 21<sup>st</sup>, 2016 – Attached

**Minutes** - Regular Meeting of Council – December 17<sup>th</sup>, 2015 - Attached

### ***Matters Arising:***

**Minutes** – Public Hearing– December 17<sup>th</sup>, 2015 - Attached

***Matters Arising:***

**Business:**

- |  |                      |
|--|----------------------|
| 1) <b>Sedgewick Golf Club</b> – 2016 Proposed Budget             | <b>B1</b>            |
| 2) <b>Policy C2.4</b> – Banking Contract                         | <b>B2</b>            |
| 3) <b>Unbudgeted Expenditure Policy C. 2.f</b> – Review          | <b>B3</b>            |
| 4) <b>Personnel Committee Policy B.6</b> – Review                | <b>B4</b>            |
| 5) <b>Donation Policy C.6</b> – Review                           | <b>B5</b>            |
| 6) <b>West Central Planning Agency</b> – Service Contract Review | <b>B6</b>            |
| 7) <b>Direct Control – PRT NE8-44-12W4M</b> – 2015-19DEMO Review | <b>B7 – ADDITION</b> |
| 8) <b>Round Table</b>  |                      |
| 9)   |                      |

**Adjournment -**



## OFFICIAL OATH

I, \_\_\_\_\_, do swear 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 the Town of Sedgewick in the Province of Alberta this 21<sup>st</sup> day of January, 2016 A.D.

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Perry D. Robinson  
My Commission Expires October 2017.

An Organizational Meeting of Sedgewick Town Council was held on the above date with the following members present: Mayor P. Robinson, Clr.'s C. Rose, G. Imlah, S. Higginson, T. Schmutz and S. Levy ; also in attendance, CAO Davis and Recording Secretary M. Steil. Clr. G. Sparrow was absent.

**Call to Order:** Mayor Robinson called the meeting to order at \_\_\_\_\_.

**Oath of Office:** Mayor Robinson performed a swearing in ceremony of T. Schmutz and S. Levy

**Committee Appointments:**

**2016.01.:** **MOTION:** by Clr. \_\_\_\_\_ that the members on the standing committees and appointments be approved as follows with all councilors designated as alternate members on all committees. CARRIED.

<b>Administration</b>	Budgeting and Finance Contracts, Agreements and Requisitions Bylaws Memberships and Subscriptions Legal Engineers Town Office - building and equipment Insurance Licenses and Permits Assessor and Assessments Auditor Grants – Local, Provincial and Federal
Perry Robinson Cindy Rose Grant Imlah	
<del>Wayne Dame</del> Greg Sparrow <del>Shawn Higginson</del>	Town Personnel Salary and Performance reviews
Greg Sparrow, Shawn Higginson, Tim Schmutz	Policy Review Committee
<b>Economic Development</b>	
Council	Economic Development Public Relations Citizen Complaints
<b>Protection to Persons and Property</b>	
Tim Schmutz	<b>Policing and Bylaw Enforcement</b> Citizens' Advisory Committee - <i>Second Monday</i>
Grant Imlah	Volunteer Fire Department - <i>first Thursday</i>
Grant Imlah	Regional Emergency Services Committee – <i>second Wednesday, quarterly</i>
Ian Malcolm	Director of Emergency Management
<b>Transportation &amp; Utilities – Public Works</b>	
Tim Schmutz Greg Sparrow Grant Imlah	Streets and Sidewalks, sanding, gravel, oil, paving, lighting, storm sewers, and snow removal Public Works – building and equipment Water System Sanitary Sewer System
<b>Environmental Health Services and Utilities</b>	
Greg Sparrow Tim Schmutz Shawn Higginson	Sedgewick Killam Natural Gas System – <i>Quarterly</i>
Shawn Higginson	Flagstaff Regional Solid Waste Management Association – <i>fourth Monday</i>
<b>Parks, Recreation and Culture - Town Parks and Town owned Facilities</b>	
Cindy Rose Stephen Levy Shawn Higginson	Sedgewick Beautification – Parks & Signage
Greg Sparrow	Sedgewick & District Recreation Board – <i>third Monday</i>
Shawn Higginson	Sedgewick Golf Club
Cindy Rose	Sedgewick Lake Park Committee– <i>call of chair</i>
Stephen Levy	Sedgewick Library Board – <i>second Thursday</i>
Stephen Levy	Parkland Regional Library Board - <i>quarterly</i>
Tim Schmutz	Sedgewick Community Hall Association – <i>call of chair</i>
Tim Schmutz Stephen Levy Grant Imlah	Land Acquisitions Publicity and Promotions Community Growth Land Agreements and Sales Zoning and Land Use Development Agreements and Minimum Standards

**Comment [A1]:** Administration recommends removal of this committee due to policy updates. Any issues regarding Town personnel would be addressed under contract requirements with the Administration Committee or addressed in-camera.

<b>Public Health and Welfare</b>	
Grant Imlah	Health Unit contact and communication
Perry Robinson	Flagstaff Family & Community Services – <i>second Wednesday</i>
Greg Sparrow	Flagstaff Regional Housing (Lodge) – <i>call of chair – third Tuesday bimonthly</i>
Perry Robinson Cindy Rose Stephen Levy	Sedgewick Cemetery
<b>Economic Development</b>	
Cindy Rose Perry Robinson (alt.)	<b>BRAED</b> – Battle River Alliance Economic Development
Perry Robinson	<b>FIP</b> - Flagstaff Intermunicipal Partnership – <i>first Monday</i>
Perry Robinson	<b>Mayors Meetings</b> – <i>Call of chair</i>

**Adjournment:**

**2016.01.:**

MOTION by \_\_\_\_\_ for adjournment at \_\_\_\_ PM.

CARRIED.

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Perry Robinson, Mayor

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Amanda Davis, CAO

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21-Jan-16  
Mayor

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21-Jan-16  
CAO

Proposed Committee Appointment - January 21, 2016 Organizational Meeting Overview

**Internal Committees:**

Administration	3 Perry, Grant, Cindy
Policy Review	3 Greg, Shawn, Tim
Transportation	3 Tim, Greg, Grant
Beautification	3 Cindy, Stephen, Shawn
Land	3 Grant, Stephen, Tim
Cemetery	3 Perry, Cindy, Stephen

<b>Perry</b>	Administration Cemetery FFCS FIP Mayors Meeting
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**External Committee (regional):**

CAC	1 Tim
RESC	1 Grant
SKNGS	3 Greg, Tim, Shawn
FRSWMA	1 Shawn
PRL	1 Stephen
FFCS	1 Perry
FRHG	1 Greg
BRAED	1 Cindy
FIP	1 Perry
Mayors Mtg.	1 Perry

<b>Greg</b>	FRHG Policy Transportation SKNGS Recreation
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<b>Grant</b>	Administration Transportation Land RESC Fire Health Unit
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**External Committee (local):**

Fire Dept.	1 Grant
Recreation	1 Greg
Golf	1 Shawn
Lake	1 Cindy
Library	1 Stephen
Hall	1 Tim
Health Unit	1 Grant

<b>Cindy</b>	Administration Beautification Cemetery BRAED Lake
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<b>Shawn</b>	Beautification Policy SKNGS FRSWMA Golf
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<b>Stephen</b>	Beautification Cemetery PRL Library Land
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<b>Tim</b>	Policy Transportation Land CAC Hall SKNGS
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