



4818 - 47 Street  
P.O. Box 129  
Sedgewick, AB T0B 4C0  
Phone: (780) 384-3504  
Fax: (780) 384-3545  
Website: [www.sedgewick.ca](http://www.sedgewick.ca)



June 19<sup>th</sup>, 2014

### Agenda

**Organizational Meeting** – Call to Order 6:00 pm

**Adjournment** -

**Regular Monthly Meeting** – Call to Order –

**Adoption of Agenda** –

**Correspondence – Items Arising:**

- |   |    |
|---|----|
| 1. Resident Letter - Water                      | 1A |
| 2. FRSWMA – May 26 <sup>th</sup> , 2014 Minutes | 2A |
| 3. FFCS – Letter of Support                     | 3A |
| 4. Flagstaff County – Strategic Plan Update     | 4A |

**Circulation File of Correspondence** – List Attached

**Delegation** –n/a

**Financial Statement** – For the Month Ending May 31<sup>st</sup>, 2014 – Attached

**Budgetary Control** – For the Month Ending May 31<sup>st</sup>, 2014 - Attached

**Accounts** – For Month Ending May 31<sup>st</sup>, 2014 – List Attached

**Committee Reports** – For Period Ending June 19<sup>th</sup>, 2014 – Attached

**Public Works Report** – For the Period Ending June 19<sup>th</sup>, 2014 – Attached

**CAO Report** – For Period Ending June 19<sup>th</sup>, 2014 – Attached

**Matters Arising:**

**Minutes** – Regular Council Meeting of May 21<sup>st</sup>, 2014 – Attached

**Matters Arising:**

**Minutes** – Organizational Council Meeting of May 29<sup>th</sup>, 2014 – Attached

**Matters Arising:**

**Business:**

- |   |    |
|---|----|
| 1) 2014 – 16 Municipal Audit – Proposals          | 1B |
| 2) Fire Services Agreement – Amendments           | 2B |
| 3) In-camera – Land – Closed Session              | 3B |
| 4) Subdivision Proposals                          | 4B |
| 5) Municipal Lot Lease Policy – Review            | 5B |
| 6) NW 6-12-44 W4 & NE 16-44-12 W4M – Lease Expiry | 6B |
| 7) Sedgewick Lake Park – Capital Upgrades         | 7B |

Cont.

8) Public Works – Building Maintenance	8B
9) Water Treatment Plant – Capital Upgrades	9B
10) Public Works – Incident Report	10B
11) Public Works – Paving Request	11B
12) Parade Schedule	12B
13) In-camera – Legal – Closed Session	13B
14) Strategic Plan – Overview	14B
15) Recreation – Job Description – <i>ADDITION</i>	15B
16) Land Use Bylaw – Zoning Request – <i>ADDITION</i>	16B
17) Round Table	17B
18)	
19)	

Adjournment -



Fred Watkins Greg Sparrow Cindy Rose	Land Acquisitions Publicity and Promotions Community Growth Land Agreements and Sales Zoning and Land Use Development Agreements and Minimum Standards
Public Health and Welfare	
Carol Williams	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>
Wayne Dame Carol Williams Cindy Rose	Sedgewick Cemetery
Economic Development	
Wayne Dame	<b>BRAED</b> – Battle River Alliance Economic Development
Cindy Rose	<b>FIP</b> - Flagstaff Intermunicipal Partnership – <i>first Monday</i>

Deputy Mayor:  
2014.06.:  
MOTION: by Clr. \_\_\_\_\_ that Clr. \_\_\_\_\_ be appointed Deputy-Mayor.  
CARRIED.

Signing Authorities:  
2014.06.:  
MOTION: By Clr. \_\_\_\_\_ that the signing authorities be either the Mayor or Clr. \_\_\_\_\_ and the Chief Administrative Officer or the Municipal Secretary.  
CARRIED.

Adjournment:  
2016.06.:  
MOTION: By \_\_\_\_\_ for adjournment at \_\_\_\_\_ pm.  
CARRIED.

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Perry Robinson, Mayor  
  
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Amanda Davis, CAO

-----  
19-Jun-14  
Mayor

-----  
19-Jun-14  
CAO



Received May 27, 2014

To Sedgewick Town Council:

A few weeks ago I read of the Town Council wanting to stop using all shallow wells and plug them properly.

I am sure the shallow wells have been used in Sedgewick for a hundred years or more.

I do not think there have been problems with pollution even with sewage pipes very close.

I once heard of smell of gasoline when some gasoline was spilled close.

As long as shallow wells are being used, they will serve as a test to know if shallow seems are polluted.

As long as some shallow wells are being used, they will serve as test wells to know if there is shallow water pollution.

Unknown shallow pollution might eventually pollute deeper water seems.

If all shallow wells are plugged, I would suggest that the Town should operate some shallow wells to test for pollution routinely.

Andrew R. Cameron  
Ph. 780-384-2366  
Town Resident



**Flagstaff Regional Solid Waste Management Association**

**Regular Monthly Board Meeting  
May 26, 2014  
Sterling Room of the County Office, Sedgewick, AB**



**Minutes**

**PRESENT**

**BOARD MEMBERS PRESENT:**

Barry Bowie	Village of Rosalind
Wayne Dame	Town of Sedgewick
Brenda Grove	Town of Killam
Jeanette Herle	Village of Galahad
Dean Lane	Town of Hardisty
Sonny Losness	Village of Loughheed
Wade Lindseth	Flagstaff County
Gary Matthiessen	Flagstaff County
Dayna Oberg (Chair)	Village of Forestburg
James Robertson	Town of Daysland

**Regrets:**

Dennis Steil	Village of Heisler
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**Absent:**

Rick Manning	Flagstaff County
Dell Wickstrom	Village of Alliance
Ron Williams	Village of Strome

**STAFF:**

Murray Hampshire	Manager
Luis Ramirez	FRSWMA
Rod Krips	Town of Daysland
Nancy Friend	Village of Rosalind
Debra Mofatt	Village of Forestburg
Kevin Miller	Town Hardisty/Village Loughheed

Chairperson D. Oberg called the meeting to order at 7:10 p.m.

Agenda was reviewed.

**Resolution # 76/2014.** Board Member W. Dame moved to adopt agenda.

CARRIED

**2.0) Call to Order**

**3.0) Agenda**

**4.0) Audit**

Peggy Weinzierl of Gitzel Krejci Dand Peterson Chartered Accounts was introduced and provided overview of Financial Statements and audit opinion for operating year 2013. She fielded several questions from the floor and discussion ensued.

**Resolution # 77/2014.** Board Member W. Lindseth moved to approve the 2013 Audited Financial statements as presented, attached hereto and forming part of these minutes.

CARRIED

**Resolution # 78/2014.** Board Member J. Robertson moved to approve the 2013 Board Oversight Letter from Gitzel Krejci Dand Peterson as presented, attached hereto and forming part of these minutes.

CARRIED

**Resolution # 79/2014.** Board Member B. Grove moved to approve the 2013 Management Letter from Gitzel Krejci Dand Peterson as presented, attached hereto and forming part of these minutes.

CARRIED

**5.0) Minutes**

**Resolution # 80/2014.** Board Member S. Losness moved to approve the minutes for the April 28, 2014 regular meeting, as presented.

CARRIED

**Resolution # 81/2014.** Board Member J. Herle moved to approve the minutes for the May 5, 2014 special meeting, as presented.

CARRIED

**6.0) Reports**

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

**Resolution # 82/2014.** Board Member J. Robertson moved that we accept Operations report as presented.

6.2) Financial reports: Manager M. Hampshire provided 2014 P&L and Cash Position reports. Discussion ensued.

**Resolution # 83/2014.** Board Member B. Bowie moved that we accept financial reports as presented.

CARRIED

**7.0) Business**

7.2) Commingled Recycle Program 2014. Manager M. Hampshire presented the concept change from Plastic only recycling to Commingled Recycling including metal, plastic and paper in some communities. Discussion ensued.

**Resolution # 84/2014.** Board Member S. Losness moved that FRSWMA adopt the Commingled Recycle Program (2014) attached to and forming part of these minutes.

CARRIED

7.3) Expanded Cardboard Recycle Program (2014). Manager M. Hampshire presented the proposal which would see expansion of the Cardboard Recycling Program. Discussion ensues.

**Resolution # 85/2014.** Board Member W. Lindseth moved that FRSWMA adopt the Expanded Cardboard Recycle Program (2014) attached to and forming part of these minutes

CARRIED

7.4) Recycle Programs Communication Plan (2014). Manager M. Hampshire presented the a marketing and communications plan for both the new commingled recycle program and the Expanded Cardboard Recycle Plan. Questions arose regarding specific details of the communication plan.

**Resolution # 86/2014.** Board Member B. Grove moved that FRSWMA proceed with the Recycle Programs Communication Plan (2014) attached to and forming part of these minutes.

CARRIED

**8.0) Correspondence**

Several information packages were distributed, including:

8.1) 2013 financial statements, oversight letter and Management letter from GKDP

8.2) Strategic Planning & Priority Setting Outcomes Worksheet

8.3) Duly authorized Flagstaff County Management Agreement

8.4) Alberta Recycle Progress Report

**Resolution # 87/2014.** Board Member G. Mattheisen moved that the correspondence & information packages be accepted and attached to and form part of the minutes.

**Next Meeting Date**

Annual Landfill tour will occur Monday June 23 at 5:00 pm at the landfill. No bus will be supplied this year. Following the tour, the annual Board/Staff meet and greet will be at the Sedgewick Golf Club at 7:00 p.m with steak BBQ and long service award presentations. Board members are requested to RSVP for both the tour and the BBQ.

**9.0) Adjournment**

Next Formal Board meeting is scheduled for September 22, 2014 at 7:00 p.m. in Sterling room. Chairman D. Oberg adjourned meeting at 9:11 p.m.

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Chairperson

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Manager

Please refer to Clr. C. Williams FFCS report as to why this *Draft* letter has been submit for municipal support and approval.

Attn: Deputy Commissioner Marianne Ryan:

We are writing to voice our concerns for the safety of our communities and the citizens of East Central Alberta who live within the confines of the Killam-Forestburg RCMP Detachment.

We as Municipalities are aware that there is a staff shortage at the Killam-Forestubrg Detachment and are worried that the safety of our citizens is being decreased because of this. The RCMP swear to serve and protect, but in the Flagstaff and Amisk regions, we note that there has been an apparent increase in crime, at the same time that the RCMP Detachment is losing Officers to attrition, maternity, paternity and sick leaves.

We as Municipalities within this region hope that the RCMP can work to solve the issues at our local Detachment level, by providing extra coverage through whatever means necessary. We support our local RCMP, but have noticed that there is a lack of ability to be seen around such a large area, consistently, with the decrease in staff. The apparent increase in the amount of crime seems to have happened since the time that the RCMP Detachment has lost members to many of the reasons mentioned above.

We commend our local Sergeant Lee Brachmann, who has been working very hard to deal with these matters. We, however feel what is happening in this area is out of his control, but in the control of the RCMP to attend to or deal with.

Our solution would be to backfill positions, which is done in most other professions, when a member takes maternity or paternity leaves. This way the coverage would not suffer, as the number of members would remain the same barring any other circumstances that keeps an RCMP Constable from doing his/her regular duties.

We hope that the RCMP can address this issue in our communities as soon as possible.

We thank you for your time and look forward to discussing our concerns with you.

Please feel free to contact us regarding this matter at your earliest convenience.

Sincerely;



## Strategic Priorities Work Program

STRATEGIC PRIORITY	ACTION	UPDATE/OUTCOME	DATE COMPLETED
<b>NOW</b>			
<b>1. FLAGSTAFF REGIONAL HOUSING GROUP (FRHG) – FUNDING FORMULA</b> <i>How can the County effect change to have more equitable representation relative to our share of requisition?</i>  The County is responsible for 76% of the requisition and 17% of the vote, which is not equitable.  May 2014	<ol style="list-style-type: none"> <li>1. Advocate for change to the voting and funding representation on the FRHG management board.</li> <li>2. Determine rationale for an equitable solution for board representation in relation to funding responsibilities.</li> <li>3. Present to the FRHG seeking alternative solutions for change.</li> </ol>		
<b>2. FIP REGIONAL WORK PLAN UPDATE</b> <i>How can our communities focus on achieving some common goals?</i>  Encourage the Flagstaff Inter-municipal Partnership (FIP) Committee to review the Regional Work Plan to refresh, confirm and/or develop priorities for a regional benefit.  April 2014	Partner with the FIP committee and the CAO group to: <ol style="list-style-type: none"> <li>1. Review the regional protocol.</li> <li>2. Plan a Strategic Priority setting workshop.</li> <li>3. Finalize Strategic Planning priorities for approval at FIP.</li> <li>4. Develop and implement a revised work plan.</li> </ol>	February 2014: <ol style="list-style-type: none"> <li>1. Completed – reviewed by CAO group and Council</li> <li>2. Scheduled for April 23<sup>rd</sup> and 24<sup>th</sup></li> </ol> June 2014: <ol style="list-style-type: none"> <li>1. Awaiting FIP approval of the revised work plan.</li> </ol>	
<b>3. ROAD SURFACE STANDARDS</b> <i>How can we implement the approved Rural Road Study?</i>  The Rural Road Study was approved in 2013 which identified a road network. In the implementation, it is necessary for Council to determine the type of surface that will be applied to particular classifications of roads.  February 2014	<ol style="list-style-type: none"> <li>1. Review the Rural Road Study with Council and determine surface types.</li> <li>2. Communicate the decision made on surface types and associated costs.</li> <li>3. Utilize approved document in planning for future road improvements.</li> </ol>	February 2014: <ol style="list-style-type: none"> <li>1. Completed at the Special Council meeting of February 13<sup>th</sup></li> </ol> June 2014: <ol style="list-style-type: none"> <li>1. A Rural Roads committee has been formed to address the concerns of the Flagstaff Coalition for Better Roads Group regarding a solution for the surface of the arterial road network.</li> </ol>	



# Appendix 14 for 8.1.: Strategic Priorities update

STRATEGIC PRIORITY	ACTION	UPDATE/OUTCOME	DATE COMPLETED
<b>4. RECREATION PLAN REVIEW/REPORT CARD</b> <i>Is the current program achieving our objectives?</i>  In 2009 Council initiated a Regional Recreation review in response to financial pressures to effectively and efficiently allocate resources. The programming and facility master plans were approved in 2012/13.	<ol style="list-style-type: none"> <li>1. Schedule a Recreation Committee meeting to review the objectives of the Regional Recreation Plans.</li> <li>2. Determine if the objectives have been met and discuss/determine future direction of Regional Recreation Plans.</li> </ol>	February 2014: <ol style="list-style-type: none"> <li>1. Meeting has been scheduled for March 24<sup>th</sup>. Brent Hoyland will facilitate. The format will be to review all objectives from each recreation plan and determine if objectives have been met and discuss future direction.</li> </ol> June 2014: <ol style="list-style-type: none"> <li>1. A meeting has been scheduled for June 12<sup>th</sup> to review concerns of county residents group, school funding, the Facility Enhancement Grant and future staff requirements.</li> </ol>	Recommendations from this committee mtg. will be addressed by County Council on June 20, 2014 during
<b>5. ECONOMIC DEVELOPMENT STRATEGIC TARGETS</b> With the expansion of the Economic Development Program, <b>work on a focused effort to identify opportunities and attract investment.</b>	<ol style="list-style-type: none"> <li>1. Review the Economic Development Strategic Plan to determine priorities.</li> <li>2. Partner with Killam and Hardisty to create targets and/or projects for growth areas to benefit the region.</li> </ol>	February 2014 <ol style="list-style-type: none"> <li>1. An Economic Development workshop has been scheduled for March 13<sup>th</sup> with various stakeholders. The focus will be on how to work together as a region. The summary of the workshop will be discussed at the April Economic Development meeting.</li> <li>2. The results of the workshop will be evaluated for potential projects with Hardisty and/or Killam.</li> </ol> June 2014: From the results of the workshop, the direction of the Strategic Priorities and the Economic Development Strategic Plan, the <b>Economic Development Strategic Pathways report</b> was created to determine the new priorities for the department and set three new focus areas to implement and replace the current focus areas in the Economic Development Strategic Plan. <b>Council approved the three new focus areas at the May 28, 2014 Council Meeting.</b>	Action Item 1: Completed June 2014  Requested a copy of this report to see a clear understanding of goals and priorities.



# Appendix 14 for 8.1.: Strategic Priorities update

STRATEGIC PRIORITY	ACTION	UPDATE/OUTCOME	DATE COMPLETED
NEXT			
1. RECREATION FUNDING FORMULA  2015	1. Review the funding formula for granting recreation funds to determine if it meets the objectives set out in the Recreation review/report card.		
2. INDUSTRIAL LAND DEVELOPMENT STRATEGY Due to upcoming industrial growth of the Hardisty Hub, we will initiate partnering to address the lack of industrial and commercial land for growth. October 2014	1. Initiate a feasibility study in partnership with Hardisty to investigate the potential of industrial and commercial lots.	February 2014: - A private developer has proposed to develop industrial/commercial lots in Hardisty. Discussions will continue. If this development does not proceed, we will discuss the feasibility study with Hardisty.	This all aligns with their Intermunicipal Development Plan (IDP)
3. "RETURN TO RURAL" PROGRAM  April 2014	1. Research a 'Return to Rural' program aimed to attract and retain young families and individuals to the rural Flagstaff Community of communities.	February 2014: - Jennifer is researching the possibilities for a Flagstaff 'Return to Rural' program.	
4. REGIONAL VIABILITY INITIATIVE PROCESS (WITH FIP)  No target date	1. Encourage the towns and villages to become familiar with the viability review process and results of Galahad's review. Encourage each town and village to utilize the self-assessment toolkit to assess and enhance regional viability.		
5. FUTURE GOVERNANCE OF THE REGION  No target date	1. Initiate conversations to discuss the concept of regional governance, focusing on the positive outcomes of decision making with regional interests of citizens to strengthen the region in the interest of maintaining viability. (Currently there are 55 elected officials for a population of 8,304 (1 for every 150 citizens)).		

# Appendix 14 for 8.1.: Strategic Priorities update

STRATEGIC PRIORITY	ACTION	UPDATE/OUTCOME	DATE COMPLETED
6. MDP REVIEW OF INDUSTRIAL ZONES  October 2014	1. Identify potential areas to encourage balanced industrial growth; review future land zoning for industrial use in consultation with IDP partners (Hardisty and Killam).		
7. DEPARTMENT PROGRAMS/SERVICES REVIEW  April 2014	1. On an annual basis, each department presents information of the departments programs and services to Council after completion of audited financial statements. Evaluation of the review, to ensure outcomes and performance measures are included.		April 16, 2014
8. DIVERSIFIED HOUSING STRATEGY – FIP  No target date	1. Promote the need with FIP, that our region requires a Diversified Housing Strategy to determine the gaps in all types of housing (rental, attainable, subsidized, low income, and seniors) and a plan to address the gaps.		
<b>Advocacy</b>			
1. Alberta Housing Act Legislation change (AAMDC) The composition of seniors housing management boards is a concern throughout Alberta. The distribution of requisition is not relative to voting power.  No target date	1. Advocate our concern through the AAMDC resolution process.		

**LETTERS:**

1. **Leon Benoit, M.P.:** Informing of a new call for applications under the New Horizons for Seniors Program – Community Based Projects which is a federal grants and contributions program. Deadline for applications is July 4, 2014.
2. **Alberta Agriculture and Rural Development:** Providing the sections from the Agricultural Pests Act (APA) and Alberta Weed Control Act and Regulation that are the responsibilities of the municipality.
3. **Enbridge Pipelines Inc.:** Providing an update on the Edmonton to Hardisty Pipeline Project.
4. **Carillion:** Offering an opportunity to meet with the Town to discuss ways in which Carillion could assist the Town's needs.
5. **Alberta Tourism, Parks and Recreation:** Informing of the opportunity to nominate an individual(s) from the community who have made a significant contribution to recreation development for the Recreation Volunteer Recognition Awards; deadline for submission is June 20<sup>th</sup>, 2014.
6. **Village of Forestburg:** Invitation to participate in the Village of Forestburg parade and check out the festivities at the Mud Bog.
7. **Vision Credit Union:** Announcing their 4<sup>th</sup> Annual Charity Golf Tournament and looking for any donation the Town may provide. Registrations to golf can be done through the Killam and Sedgewick branches.
8. **Vision Credit Union:** Advising that effective May 1<sup>st</sup>, 2014, Battle River Credit Union Ltd. and Caisse Horizon Credit Union Ltd. have merged and changed their name to Vision Credit Union Ltd.
9. **Flagstaff Regional Solid Waste Management (FRSWM):** Informing that the Regional Community Spring Clean-up in May 2014 was a success and provided detailed spreadsheets.
10. **Minister of Canadian Heritage and Official Languages:** Informing that the Town of Sedgewick has been approved a grant in the amount of \$2,000 under the Celebrate Canada Program.

**NOTICES & INVITATIONS:**

1. **AAMDC:** Invitation to the fifth annual golf tournament in support of the Stollery Children's Hospital on June 26<sup>th</sup>, 2014 in Athabasca; registration is at 7:30 am.
2. **Statistics Canada:** A Guide for Data Users. 2011 Census data is available for Federal Electoral Districts.
- 3.

**WORKSHOPS & SEMINARS:**

1. **Battle River Watershed Alliance (BRWA):** "Making the Most of It – *How do we prepare for extreme weather events*" meeting on June 19<sup>th</sup>, 2014 at Stettler County Office from 10:00 a.m. to 3:00 p.m.
2. **Alberta Government:** Public consultation sessions for the North Saskatchewan Regional Plan. The following sessions listed are closest to Sedgewick:
  - a. Wainwright – June 10<sup>th</sup> at the Communiplex
  - b. Killam – June 18<sup>th</sup> at the Community Hall
  - c. Camrose – June 19<sup>th</sup> at the Elk's Hall
3. **Alberta Culture:** Vitalize Conference June 5<sup>th</sup> – June 7<sup>th</sup>, 2014 at the Clagary Telus Convention Centre.
4. **Alberta Urban Municipalities/Alberta Municipal Services Corp. (AUMA/AMSC):** "President's Summit on the MGA" on June 18<sup>th</sup> & 19<sup>th</sup>, 2014 at the Metropolitan Conference Centre in Calgary.
5. **Alberta Tourism, Parks and Recreation:** 2014 Energize Workshop in conjunction with the Alberta Recreation and Parks Association (ARPA) Annual Conference October 23<sup>rd</sup> – 25<sup>th</sup>, 2014 at the Jasper Park Lodge in Jasper, AB.

**MINUTES & FINANCIAL STATEMENTS:**

1. **Community Advisory Committee (CAC):** April 14<sup>th</sup>, 2014 meeting minutes.
2. **CAC:** May 12<sup>th</sup>, 2014 meeting minutes.
3. **Sedgewick Killam Natural Gas System (SKNGS):** May 22<sup>nd</sup>, 2014 meeting minutes.
4. **Sedgewick Rec Centre:** Profit & Loss report for April 2014
5. **Sedgewick Memorial Cemetery:** Financial statement for the month ending April 30<sup>th</sup>, 2014.
6. **Parkland Regional Library:** May 15<sup>th</sup>, 2014 draft meeting minutes.
7. **Flagstaff Regional Housing Group:** 2012-2013 Report to the Community.
8. **Sedgewick Community Hall:** Financial Statement for the month ending May 31<sup>st</sup>, 2014.
9. **Sedgewick Memorial Cemetery:** Financial Statement for the month ending May 31<sup>st</sup>, 2014.

10. **Sedgewick Library Board:** June 5<sup>th</sup>, 2014 meeting minutes.
11. **Sedgewick Public Library:** 2014-2018 Plan of Service.

NEWSLETTERS AND PUBLICATIONS

1. AUMA/AMSC News for Council & CAO's	June 9, 2014
2. Local Government Administration Association (LGAA) Member Bulletin	May 14, 2014
3. LGAA Member Bulletin	May 21, 2014
4. LGAA Member Bulletin	May 28, 2014
5. LGAA Member Bulletin	June 4, 2014
6. Alberta Association of Municipal Districts and Counties (AAMDC) Contact Newsletter	May 21, 2014
7. Municipal World Xtra (MWXtra)	May 21, 2014
8. MWXtra	May 28, 2014
9. MWXtra	June 4, 2014
10. Alberta Urban Municipalities Assoc./Alberta Municipal Services Corp. (AUMA/AMSC) News	May 7, 2014
11. Alberta Urban Municipalities Assoc./Alberta Municipal Services Corp. (AUMA/AMSC) News	May 14, 2014
12. Alberta Urban Municipalities Assoc./Alberta Municipal Services Corp. (AUMA/AMSC) News	June 3, 2014
13. Travel Alberta "Buzz"	May 12, 2014
14. Travel Alberta "Buzz"	May 20, 2014
15. Travel Alberta "Buzz"	May 26, 2014
16. Travel Alberta Connections Newsletter	June 2014
17. Battle River School Division #31 (BRSD) Meeting Highlights News Release	May 12, 2014
18. Parkland Regional Library (PRL) Quatrefoil Newsletter	Summer 2013
19. The Road Runner Magazine	Summer 2014
20. PRL Board Meeting Highlights	May 15, 2014
21. Battle River Community Foundation "Giving Back" Newsletter	May 2014
22. InfraStructure Magazine	May 2014
23. Living and Working Near Pipelines Brochure	2014
24. Guidance for Safe Crossing of NEB-Regulated Pipelines Using Agricultural Vehicles and Mobile Equipment	December 2010

Town of Sedgewick Monthly Statement  
Month Ending May 31, 2014

As Per Books						
	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG
Previous Month Balance	1,640,907.53	3,504.98	107,244.09	64,644.80	633,836.69	160,519.24
Receipts for Month	157,582.99					
void ck 3012	60.47					
Void ck 3023-3027	100,000.00					
Interest Received	1,523.29	2.98	91.08	54.90		136.33
Subtotal	1,900,074.28	3,507.96	107,335.17	64,699.70	633,836.69	160,655.57
Less Disbursements	131,806.83					
Bank charges Chq Stop & NFS	17.00					
Month End Balance	\$1,768,250.45	\$3,507.96	\$107,335.17	\$64,699.70	\$633,836.69	\$160,655.57

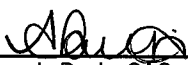
As Per Bank						
Month End Balance	1,806,096.56	3,507.96	107,335.17	64,699.70	633,836.69	160,655.57
Cash on Hand	300.00					
Cash in Transit	7,629.76					
Subtotal	1,814,026.32	3,507.96	107,335.17	64,699.70	633,836.69	160,655.57
Less Outstanding Cheques	45,775.87					
Month End Balance	\$1,768,250.45	\$3,507.96	\$107,335.17	\$64,699.70	\$633,836.69	\$160,655.57

Outstanding Cheques			
	Number	Amount	
Payroll Cheques			
	227	225.00	3342 8938.63
	230	1,710.41	3344 8629.11
	233	1,421.80	3345 114.05
	234	294.30	3346 344.14
	235	2,147.00	
	236	833.57	
General Cheques			
	3293	100.00	
	3303	13,848.71	
	3323	788.34	
	3334	205.81	
	3336	84.00	
	3337	208.68	
	3338	5,681.44	
	3341	200.88	
Outstanding Cheque Total		\$45,775.87	

Submitted to Council this 19 day of June 2014.

Interested Earned/May	\$1,672.25
GIC - 5-yr @ BRCU	\$11,240.30
GIC - 5-yr @ ATB	\$19,083.04
Total Cash and Investments	\$2,607,953.31

Perry Robinson, Mayor

  
Amanda Davis, CAO

19-Jun-14  
Mayor

19-Jun-14  
CAO

Report Date  
6/13/2014 7:49 PM

Town of Sedgewick  
**Budgetary Control**  
For the Period 1/ 1/2014 - 5/31/2014

Page 1

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
<b>General Municipal Revenues</b>						
100111 - Tax Levy - ASFF - Residential		165,692.09	165,692.09	165,767.00	(74.91)	100.0
100112 - Tax Levy - ASFF - Non-Residential		49,601.30	49,601.30	49,970.00	(368.70)	99.3
100113 - Tax Levy - Seniors' Housing		19,574.47	19,574.47	19,602.00	(27.53)	99.9
100114 - Tax Levy - Linear Assessment		16,311.01	16,311.01		16,311.01	
100115 - Tax Levy - Residential Assessment		574,759.71	574,759.71		574,759.71	
100116 - Tax Levy - Commercial Assessment		144,595.71	144,595.71		144,595.71	
100201 - Federal G.I.L.		1,000.00	1,000.00		1,000.00	
100510 - Penalties And Costs		(633.43)	11,600.51	16,000.00	(4,399.49)	72.5
100520 - Legal Cost - Taxes		145.00	265.00	100.00	165.00	265.0
100530 - Fortis AB Franchise Fee		2,655.74	10,787.09	27,000.00	(16,212.91)	40.0
100551 - Dividend Income		265.00	265.00	5,500.00	(5,235.00)	4.8
100552 - Royalties Income		2,400.00	2,400.00	30.00	2,370.00	8000.0
100920 - HTA Fines			291.00	2,000.00	(1,709.00)	14.6
<b>Total General Municipal Revenues:</b>		976,366.60	997,142.89	285,969.00	711,173.89	348.7
<b>General Administration</b>						
112210 - BRCU Interest		1,523.29	7,854.08	15,000.00	(7,145.92)	52.4
112410 - Misc. Admin. Rev.		2,045.43	74,051.49	2,000.00	72,051.49	3702.6
112560 - Bdlg/Land Rental				5,000.00	(5,000.00)	
112561 - Machine Rentals (Copies/Fax)		4.57	44.17	100.00	(55.83)	44.2
112920 - Drawn From Operating Reserves				6,000.00	(6,000.00)	
<b>Total General Administration:</b>		3,573.29	81,949.74	28,100.00	53,849.74	291.6
<b>Fire And Prevention Services</b>						
123410 - Fire Fees Charged		300.00	300.00	8,000.00	(7,700.00)	3.8
123412 - Misc. Fire Revenues		596.96	5,372.55	1,000.00	4,372.55	537.3
123590 - County Agreement				10,000.00	(10,000.00)	
123592 - County Operating Grant				26,735.00	(26,735.00)	
123920 - Tfr. From Reserves				15,000.00	(15,000.00)	
<b>Total Fire And Prevention Services:</b>		896.96	5,672.55	60,735.00	(55,062.45)	9.3
<b>Disaster &amp; Emergency Services</b>						
124840 - Prov. Disaster Services Grant			10,000.00	10,000.00		100.0
<b>Total Disaster &amp; Emergency Services:</b>			10,000.00	10,000.00		100.0
<b>By-Laws Enforcement And Other</b>						
126510 - Municipal BEO Fines			150.00	500.00	(350.00)	30.0



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126521 - Permits - Bldg., Gas, Electric, Plumbing		50.00	220.00	3,000.00	(2,780.00)	7.3
126522 - Hawkers/Pedlar License				150.00	(150.00)	
126525 - Animal Licenses		30.00	1,461.00	1,600.00	(139.00)	91.3
<b>Total By-Laws Enforcement And Other:</b>		80.00	1,831.00	5,250.00	(3,419.00)	34.9
<b>Roads, Streets, Walks, Lights</b>						
132232 - Misc. PW Revs			93.70	500.00	(406.30)	18.7
132561 - Machine Rentals		450.00	1,820.00	3,500.00	(1,680.00)	52.0
132590 - Other Revenues			15,291.04		15,291.04	
132840 - Prov.Cond.Grants BMTG				51,420.00	(51,420.00)	
132890 - FGTF/NDCC Grant				50,000.00	(50,000.00)	
132921 - Transfer from Capital Reserves				20,000.00	(20,000.00)	
<b>Total Roads, Streets, Walks, Lights:</b>		450.00	17,204.74	125,420.00	(108,215.26)	13.7
<b>Water Supply And Distribution</b>						
141410 - Sale Of Water		8,635.05	40,806.72	110,000.00	(69,193.28)	37.1
141510 - Water Penalties		49.86	307.03	500.00	(192.97)	61.4
141590 - Bulk Water Revs			557.70	5,000.00	(4,442.30)	11.2
141820 - Water Infrastructure Renewal		5,146.16	25,743.93	60,960.00	(35,216.07)	42.2
141825 - Water Meter Replacement Reserve		1,917.73	9,593.59	22,680.00	(13,086.41)	42.3
<b>Total Water Supply And Distribution:</b>		15,748.80	77,008.97	199,140.00	(122,131.03)	38.7
<b>Sewage Service And Treatment</b>						
142410 - Sewer Service Fees		10,061.99	50,223.49	120,000.00	(69,776.51)	41.9
142510 - Sewer Penalties		40.75	227.72	400.00	(172.28)	56.9
142820 - Sewer Infrastructure Renewal		4,326.10	21,643.49	51,000.00	(29,356.51)	42.4
142920 - Transfer from Reserves				7,700.00	(7,700.00)	
<b>Total Sewage Service And Treatment:</b>		14,428.84	72,094.70	179,100.00	(107,005.30)	40.3
<b>Garbage Collection &amp; Disposal</b>						
143410 - Collection And Disposal Fees		10,827.00	54,144.24	129,600.00	(75,455.76)	41.8
143510 - Garbage Penalties		44.28	238.92	300.00	(61.08)	79.6
<b>Total Garbage Collection &amp; Disposal:</b>		10,871.28	54,383.16	129,900.00	(75,516.84)	41.9
<b>Cemetery</b>						
156410 - Plot Sales				1,500.00	(1,500.00)	
156415 - Memorial Book Sales				150.00	(150.00)	
156510 - Goods & Services		550.00	3,600.00	3,350.00	250.00	107.5
<b>Total Cemetery:</b>		550.00	3,600.00	5,000.00	(1,400.00)	72.0

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<b>Economic Development</b>						
163840 - Conditional Grant - Provincial				2,000.00	(2,000.00)	
<b>Total Economic Development:</b>				2,000.00	(2,000.00)	
<b>Subdiv. Land And Developments</b>						
166410 - Sales Of Land			3,355.88		3,355.88	
166920 - Land - Misc. Revenue				102,885.00	(102,885.00)	
166940 - Contrib. from Capital				59,600.00	(59,600.00)	
<b>Total Subdiv. Land And Developments:</b>			3,355.88	162,485.00	(159,129.12)	2.1
<b>Recreation/Parks Facilities</b>						
172410 - Recreation Land Rental				500.00	(500.00)	
172540 - Rec.Subdivision Reserve Int.		2.98	14.48		14.48	
172590 - Other Revenues			46,000.00	46,000.00		100.0
172842 - S.T.E.P. Grant				5,400.00	(5,400.00)	
172920 - Tfr. From Reserves				19,400.00	(19,400.00)	
<b>Total Recreation/Parks Facilities:</b>		2.98	46,014.48	71,300.00	(25,285.52)	64.5
<b>Gas Production &amp; Distribution</b>						
191410 - Sale Of Gas		16,529.21	329,861.23	450,450.00	(120,588.77)	73.2
191411 - Gas S/C		7,583.99	37,924.92	89,280.00	(51,355.08)	42.5
191413 - Nat.Gas - Town Facilities		200.67	4,666.83	6,000.00	(1,333.17)	77.8
191510 - Gas Penalties		234.18	1,588.62	1,500.00	88.62	105.9
191590 - Gas Install.& Misc. Revs				3,000.00	(3,000.00)	
<b>Total Gas Production &amp; Distribution:</b>		24,548.05	374,041.60	550,230.00	(176,188.40)	68.0
<b>Revenue Totals:</b>		1,047,516.80	1,744,299.71	1,814,629.00	(70,329.29)	96.1
<b>Requisitions</b>						
202740 - WCPA Requisition			1,571.20	1,570.00	(1.20)	100.1
202741 - ASFF Non Res			12,404.85	49,970.00	37,565.15	24.8
202750 - ASFF Res/Farm			41,529.26	165,767.00	124,237.74	25.1
202751 - Seniors' Housing (FRHG)			19,602.00	19,602.00		100.0
<b>Total Requisitions:</b>			75,107.31	236,909.00	161,801.69	31.7
<b>Council And Other Legislative</b>						
211130 - Clr. - Employer Contrib.		12.96	237.77	500.00	262.23	47.6

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211151 - Clr Fees - Taxable		1,961.44	11,511.42	37,305.00	25,793.58	30.9
211152 - Clr Fees - Non-Taxable		934.02	5,481.64	16,305.00	10,823.36	33.6
211211 - Travel/Subs.		390.69	3,498.82	7,000.00	3,501.18	50.0
211212 - Education			380.00	2,500.00	2,120.00	15.2
211274 - Insurance			412.50	490.00	77.50	84.2
211510 - Council Supplies		22.98	552.90	1,000.00	447.10	55.3
<b>Total Council And Other Legislative:</b>		3,322.09	22,075.05	65,100.00	43,024.95	33.9
<b>General Administration</b>						
212110 - Salaries		14,515.00	72,094.45	159,913.00	87,818.55	45.1
212120 - Salaries - Prt.Time		299.94	1,499.70	3,710.00	2,210.30	40.4
212130 - Employer Contrib.		2,352.20	11,136.73	36,321.00	25,184.27	30.7
212131 - WCB		413.74	413.74	4,500.00	4,086.26	9.2
212211 - Travel/Subs.		484.40	1,745.70	3,500.00	1,754.30	49.9
212212 - Education/Training			1,543.04	5,900.00	4,356.96	26.2
212215 - Freight		1.75	21.75	200.00	178.25	10.9
212216 - Postage			121.21	1,400.00	1,278.79	8.7
212217 - Telephone		418.27	1,753.60	4,900.00	3,146.40	35.8
212218 - Internet/Website Costs		52.95	321.62	800.00	478.38	40.2
212220 - Advertising, Printing, Etc.			3,073.05	6,000.00	2,926.95	51.2
212221 - Municipal Memberships			2,141.13	2,800.00	658.87	76.5
212230 - Audit Fees				11,000.00	11,000.00	
212231 - Assessor		987.00	4,819.00	12,000.00	7,181.00	40.2
212232 - Legal & LTO		135.00	340.00	1,000.00	660.00	34.0
212250 - Buildings R&M				1,000.00	1,000.00	
212251 - Equipment R&M Contracted		223.45	2,658.15	13,500.00	10,841.85	19.7
212274 - Insurance			514.50	12,000.00	11,485.50	4.3
212290 - Other Spec./Prof. Services				500.00	500.00	
212400 - Bad Debts		119.24	120.35		(120.35)	
212510 - Office Supplies		1,440.01	31,099.79	5,000.00	(26,099.79)	622.0
212511 - Janitorial Supplies				750.00	750.00	
212540 - Electricity		146.20	773.81	1,600.00	826.19	48.4
212541 - Natural Gas		67.50	393.24	900.00	506.76	43.7
212810 - Short-Term Borrowing Costs		17.00	17.80	150.00	132.20	11.9
212910 - Tax Rebates & Discounts (ARB/MGB)				500.00	500.00	
212961 - Contrib.Office Equip.Reserves				1,000.00	1,000.00	
<b>Total General Administration:</b>		21,673.65	136,602.36	290,844.00	154,241.64	47.0

**Admin. Other - Election**

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219150 - Election Officer Fees			550.00	400.00	(150.00)	137.5
219290 - Election Costs			6.78	150.00	143.22	4.5
<b>Total Admin. Other - Election:</b>			556.78	550.00	(6.78)	101.2
<b>Police Services</b>						
221350 - Flagstaff Constable Contract		558.00	2,232.00	6,700.00	4,468.00	33.3
<b>Total Police Services:</b>		558.00	2,232.00	6,700.00	4,468.00	33.3
<b>Fire And Prevention Services</b>						
223120 - Fire Fighter Fees				25,000.00	25,000.00	
223130 - Employer Contributions			10.19	500.00	489.81	2.0
223211 - Subs/Km/Misc.		215.80	712.76	1,000.00	287.24	71.3
223212 - Education/Training		2,100.00	5,450.00	8,000.00	2,550.00	68.1
223213 - Occupational Health & Safety				2,500.00	2,500.00	
223215 - Freight		35.16	70.16	200.00	129.84	35.1
223217 - Phones/Alarm		228.87	1,713.78	5,900.00	4,186.22	29.1
223218 - Internet Costs		73.80	221.40	470.00	248.60	47.1
223230 - EMS Regional Dispatch Costs			2,656.70	2,650.00	(6.70)	100.3
223250 - Building R&M (Contractor)			10,275.13	15,250.00	4,974.87	67.4
223251 - Machine R&M				1,500.00	1,500.00	
223252 - Machine R&M (County)			16.60	2,500.00	2,483.40	0.7
223274 - Insurance			378.01	3,700.00	3,321.99	10.2
223350 - Rescue Unit Req.				2,400.00	2,400.00	
223510 - Gen. Goods & Services		323.24	1,131.93	5,000.00	3,868.07	22.6
223511 - Vehicle Fuel			91.42	600.00	508.58	15.2
223512 - Vehicle Fuel (County)		47.61	161.43	600.00	438.57	26.9
223540 - Electricity		293.20	1,532.88	2,150.00	617.12	71.3
223541 - Natural Gas		148.02	873.57	1,500.00	626.43	58.2
223762 - Contrib. To Capital			3,595.80	4,000.00	404.20	89.9
223764 - Cont.To Cap. Reserves-Town/County				10,000.00	10,000.00	
223766 - Transfer to Capital Reserve				5,000.00	5,000.00	
<b>Total Fire And Prevention Services:</b>		3,465.70	28,891.76	100,420.00	71,528.24	28.8
<b>Disaster &amp; Emergency Services</b>						
224510 - Gen. Goods & Services				500.00	500.00	
224512 - Training/Education			387.50	1,500.00	1,112.50	25.8
224762 - Contrib. To Cap.				10,000.00	10,000.00	
<b>Total Disaster &amp; Emergency Services:</b>			387.50	12,000.00	11,612.50	3.2

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<b>By-Laws Enforcement And Other</b>						
226234 - Animal Control			102.40	350.00	247.60	29.3
226355 - BEO Contract				500.00	500.00	
<b>Total By-Laws Enforcement And Other:</b>			102.40	850.00	747.60	12.1
<b>Roads, Streets, Walks, Lights</b>						
232110 - Salaries		10,886.67	55,778.35	69,170.00	13,391.65	80.6
232120 - Salaries Prt-Time			285.00	2,000.00	1,715.00	14.3
232130 - Employer Contributions		1,633.06	8,222.07	18,702.00	10,479.93	44.0
232211 - Travel/Subs.		419.31	2,384.18	3,500.00	1,115.82	68.1
232212 - Education/Training			815.00	3,200.00	2,385.00	25.5
232215 - Freight		65.69	115.86	800.00	684.14	14.5
232217 - Telephone		311.60	1,415.77	3,700.00	2,284.23	38.3
232250 - Buildings R&M				1,000.00	1,000.00	
232251 - Machine R&M Contracted			5,369.33	15,000.00	9,630.67	35.8
232252 - Streets/Sidewalks/Curbs R&M			6,947.81	30,000.00	23,052.19	23.2
232274 - Insurance				7,100.00	7,100.00	
232510 - Sm.Equip/Misc.Supplies		958.22	3,226.45	8,500.00	5,273.55	38.0
232511 - Vehicle Fuel		754.54	4,333.76	15,000.00	10,666.24	28.9
232512 - Shop Tools		7.18	370.05	1,500.00	1,129.95	24.7
232540 - Electricity		234.25	1,279.47	2,050.00	770.53	62.4
232541 - Natural Gas		328.58	1,959.69	2,500.00	540.31	78.4
232542 - Street Lites		4,235.70	22,950.56	44,800.00	21,849.44	51.2
232630 - Equipment Purchases				20,000.00	20,000.00	
232760 - Contrib. - Truck Reserve				7,500.00	7,500.00	
232762 - Contr. To Infrastructure Cap. Res.				10,000.00	10,000.00	
232769 - Contrib. to PW Building Res.				5,000.00	5,000.00	
232770 - BMTG + Int Tfr to Reserves				51,420.00	51,420.00	
232780 - NDCC Grant + Int				50,000.00	50,000.00	
232831 - Debenture - Interest			1,610.59	3,000.00	1,389.41	53.7
232832 - Debenture - Principle			41,629.13	83,700.00	42,070.87	49.7
232920 - Cont To PW Equip.Res				10,000.00	10,000.00	
<b>Total Roads, Streets, Walks, Lights:</b>		19,834.80	158,693.07	469,142.00	310,448.93	33.8
<b>Storm Sewers And Drainage</b>						
237251 - Rpr. & Maint.		17.98	68.98	500.00	431.02	13.8
<b>Total Storm Sewers And Drainage:</b>		17.98	68.98	500.00	431.02	13.8

**Water Supply And Distribution**

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241110 - Salaries And Wages				19,008.00	19,008.00	
241130 - Employer Contributions				5,312.00	5,312.00	
241215 - Freight		270.75	1,144.83	2,500.00	1,355.17	45.8
241217 - Telephone		66.28	265.15	1,000.00	734.85	26.5
241218 - WTP Internet		49.95	249.75	700.00	450.25	35.7
241235 - Water Meter Reading Fees				1,800.00	1,800.00	
241250 - Building R&M				1,000.00	1,000.00	
241251 - Equipment R&M Contracted			3,008.05	25,000.00	21,991.95	12.0
241274 - Insurance				850.00	850.00	
241510 - Gen. Goods & Services		91.43	1,934.02	5,000.00	3,065.98	38.7
241530 - Chemicals		196.00	2,306.99	8,000.00	5,693.01	28.8
241540 - Electricity		994.65	4,750.08	11,600.00	6,849.92	41.0
241541 - Natural Gas		150.38	732.50	1,500.00	767.50	48.8
241762 - Contrib. To Capital				10,000.00	10,000.00	
241765 - Transfer to Capital Reserves				60,960.00	60,960.00	
241766 - Transfer to Res. - WMF				22,680.00	22,680.00	
<b>Total Water Supply And Distribution:</b>		1,819.44	14,391.37	176,910.00	162,518.63	8.1
<b>Sewage Service &amp; Treatment</b>						
242110 - Salaries				21,723.00	21,723.00	
242130 - Employer Contributions				5,312.00	5,312.00	
242215 - Freight			167.13		(167.13)	
242217 - Telephone/Alarm		136.51	546.10	1,800.00	1,253.90	30.3
242250 - Building R&M				500.00	500.00	
242251 - Equipment R&M Contracted		13,889.25	16,520.65	19,500.00	2,979.35	84.7
242274 - Insurance				500.00	500.00	
242510 - Supplies		5.99	4,727.50	150.00	(4,577.50)	3151.7
242540 - Electricity		295.38	1,464.81	2,500.00	1,035.19	58.6
242541 - Natural Gas		84.67	438.87	750.00	311.13	58.5
242930 - Tfr. To Infra.Reserve				51,000.00	51,000.00	
<b>Total Sewage Service &amp; Treatment:</b>		14,411.80	23,865.06	103,735.00	79,869.94	23.0
<b>Garbage Collection &amp; Disposal</b>						
243350 - FRSWMA Requisition			62,415.24	124,835.00	62,419.76	50.0
243510 - General Goods & Services		45.00	1,324.62	2,325.00	1,000.38	57.0
<b>Total Garbage Collection &amp; Disposal:</b>		45.00	63,739.86	127,160.00	63,420.14	50.1
<b>Family And Community Support</b>						
251350 - FFCS Req.			6,427.50	6,450.00	22.50	99.7



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251356 - Community Resource Officer			5,142.00	5,350.00	208.00	96.1
<b>Total Family And Community Support:</b>			11,569.50	11,800.00	230.50	98.1
<b>Cemetary</b>						
256250 - Rpr.& Maint.			3.99	2,500.00	2,496.01	0.2
256510 - Gen. Goods & Services		50.00	192.86	500.00	307.14	38.6
256762 - Contrib. to Capital				1,000.00	1,000.00	
<b>Total Cemetary:</b>		50.00	196.85	4,000.00	3,803.15	4.9
<b>Mun. Planning &amp; Zoning, Etc.</b>						
261510 - ARB Costs - LARB, CARB				2,200.00	2,200.00	
<b>Total Mun. Planning &amp; Zoning, Etc.:</b>				2,200.00	2,200.00	
<b>Economic Development</b>						
263350 - BRAED Membership			355.00	560.00	205.00	63.4
263360 - FIP Membership				5,130.00	5,130.00	
263510 - Goods & Supplies				4,000.00	4,000.00	
<b>Total Economic Development:</b>			355.00	9,690.00	9,335.00	3.7
<b>Subdiv. Land And Developments</b>						
266200 - Gen. Service Contr.				59,600.00	59,600.00	
266211 - D.A.B. & S.A.B Fees				500.00	500.00	
266640 - Land for Own Use				118,928.00	118,928.00	
<b>Total Subdiv. Land And Developments:</b>				179,028.00	179,028.00	
<b>Recreation &amp; Parks Facilities</b>						
272110 - Salaries - Fulltime				57,743.00	57,743.00	
272120 - Salaries - Prt-Time		2,688.00	2,688.00	15,539.00	12,851.00	17.3
272130 - Employer Contrib.		305.04	305.04	9,178.00	8,872.96	3.3
272220 - Advert/Promo/Rec				4,000.00	4,000.00	
272251 - Equipment R&M				1,000.00	1,000.00	
272260 - Parks Improvements			4,400.00	61,400.00	57,000.00	7.2
272274 - Insurance				19,500.00	19,500.00	
272510 - Gen. Goods & Services				500.00	500.00	
272540 - Electricity		230.96	1,090.52	1,700.00	609.48	64.2
272541 - Rec Centre - Water		57.00	882.75	3,750.00	2,867.25	23.5
272761 - Lake Capital Grant			10,000.00	10,000.00		100.0
272765 - Tfr To Subdivision Rec Reserve		2.98	14.48		(14.48)	
272769 - Contrib. to Rec Reserves				10,000.00	10,000.00	

Report Date  
6/13/2014 7:49 PM

Town of Sedgewick  
**Budgetary Control**  
For the Period 1/ 1/2014 - 5/31/2014

Page 9

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
272770 - Grant - Lake Park Operating				750.00	750.00	
272779 - Rec Centre Grant - Ag Society Rent				500.00	500.00	
272790 - Grant -Recreation Centre Operating				61,375.00	61,375.00	
<b>Total Recreation &amp; Parks Facilities:</b>		3,283.98	19,380.79	256,935.00	237,554.21	7.5
<b>Culture: Hall, Library, Etc.</b>						
274220 - Membership/Advert/Promo				30.00	30.00	
274251 - Hall R&M			375.60		(375.60)	
274274 - Insurance				2,050.00	2,050.00	
274770 - Grant - Library			6,550.00	6,550.00		100.0
274771 - Grant - Hall Operating			4,000.00	4,000.00		100.0
274774 - P.R.L. Req.			3,213.76	6,450.00	3,236.24	49.8
<b>Total Culture: Hall, Library, Etc.:</b>			14,139.36	19,080.00	4,940.64	74.1
<b>Gas Production &amp; Distribution</b>						
291110 - Salaries				15,167.00	15,167.00	
291130 - Employers Contrib.				3,369.00	3,369.00	
291215 - Freight			32.18	300.00	267.82	10.7
291216 - Postage		642.00	1,517.73	5,000.00	3,482.27	30.4
291220 - Advert/Printing			355.00	400.00	45.00	88.8
291230 - Audit				2,200.00	2,200.00	
291250 - Gas System R&M			5,950.00	14,500.00	8,550.00	41.0
291251 - Mach. R&M			708.73	8,370.00	7,661.27	8.5
291260 - New Install. Costs				2,700.00	2,700.00	
291290 - Taxes/Misc.		8,629.11	8,629.11	8,700.00	70.89	99.2
291350 - Admin. Costs		6,808.93	39,760.89	72,930.00	33,169.11	54.5
291510 - Gen. Goods & Services		297.30	297.30	1,000.00	702.70	29.7
291532 - Gas Purch For Resale		40,613.24	260,025.14	343,200.00	83,174.86	75.8
291541 - Natural Gas		27.23	388.29	500.00	111.71	77.7
<b>Total Gas Production &amp; Distribution:</b>		57,017.81	317,664.37	478,336.00	160,671.63	66.4
<b>Expense Totals:</b>		125,500.25	890,019.37	2,551,889.00	1,661,869.63	34.9
<b>Net Surplus (Deficit):</b>		922,016.55	854,280.34	(737,260.00)	1,591,540.34	215.9

Payment #	Date	Vendor Name	Reference	Payment Amount
<b>Bank Code: AP - BRCU</b>				
Computer Cheques:				
3299	5/ 5/2014	Canada Post Corporation	Apr. 2014 Utility Billing	329.96
3300	5/ 8/2014	Government of Alberta	2014 Tax Arrears DRR/SR	135.00
3301	5/ 8/2014	Corner Gas	Apr. 2014 Fuel Purchases	792.27
3302	5/ 8/2014	Eastlink	FD - May 2014 Service	38.75
3303	5/ 8/2014	J & D Sewer Service Ltd	Flush & Clean Sewer Lines	13,848.71
3304	5/ 8/2014	Losness Drilling (1975) Ltd	Steamer - Frozen Sewer Lines	567.00
3305	5/ 8/2014	Roxanne Barton Upholstery	FD - Mask Bags x 6	157.50
3306	5/ 8/2014	RTS Diesel Repair & Parts Ltd.	Apr. 2014 Statement	751.13
3307	5/ 8/2014	Watkins Holdings Ltd.	FD - Diesel	339.54
3308	5/ 8/2014	SKNGS - Sedgewick Killam	Apr. 2014 Billing	49,793.29
3309	5/ 8/2014	Sedgewick Pharmacy Ltd.	Apr. 2014 Statement	66.33
3310	5/ 8/2014	Syban Systems Ltd.	WTP - May 2014 Internet	52.45
3311	5/ 8/2014	Telus	Apr. 2014 Statement	867.46
3312	5/ 8/2014	Town Of Sedgewick	Apr. 2014 Utility Billing	863.38
3313	5/ 8/2014	Wainwright Assessment	May 2014 Contract	1,036.35
3314	5/ 8/2014	Xerox Canada Ltd	Photocopier Maintenance	234.62
3315	5/ 8/2014	David Zayonce	FD-472 Awareness Level Course	300.00
3316	5/20/2014	Amanda Davis	SLGM Conf. Mileage/Meals- A.D.	508.62
3317	5/20/2014	AMSC Insurance Services Ltd.	Jun. 2014 Remittance	2,330.38
3318	5/20/2014	AMSC	Apr. 2014 Charges	6,775.24
3319	5/20/2014	Battle River R.E.A. Ltd	Apr. 2014 Charges	50.28
3320	5/20/2014	Camrose Dynamic Sales & Serv	Kubota Mower - Grill	49.38
3321	5/20/2014	CUETS Financial Mastercard	Apr. 2014 Statement	247.72
3322	5/20/2014	Fancy Shine Auto Care	Thaw Sewer Line - 50th St.	84.00
3323	5/20/2014	Flagstaff County	Apr. 2014 Statement	788.34
3324	5/20/2014	Flagstaff Printing	Office Env./Compost Bin Decal	1,548.07
3325	5/20/2014	Daryl Johnson	Weekend Burial - May 11/14	50.00
3326	5/20/2014	Lakeland College	FD - S700 Course x 10	800.00
3327	5/20/2014	Loomis Express	Freight - FD/Cleartech	78.98
3328	5/20/2014	Lougheed Gift & Garden	Re-issue Pymt - Park Xmas Tree	60.47
3329	5/20/2014	Town of Provost	FD-Training Facility Apr. 2/14	1,050.00
3330	5/20/2014	Purolator Courier Ltd.	Apr. 2014 Statement	62.37
3331	5/20/2014	Voided by the print process		0.00
3332	5/20/2014	Wild Rose Co-operative Ltd.	Apr. 2014 Statement	425.39
3333	5/20/2014	Worker's Compensation Board	1st Qtr. Installment	413.74
3334	5/29/2014	Cleartech Industries Inc	WTP - Chemicals	205.81
3335	5/29/2014	Eastlink	Jun. 2014 Statement	94.35
3336	5/29/2014	Fancy Shine Auto Care	Thaw Sewer Line - 4813-50 St.	84.00
3337	5/29/2014	Hi-Way 13 Transport Ltd.	WTP - Freight/Cleartech	208.68
3338	5/29/2014	Local Authorities Pension Plan	May 2014 Remittance	5,681.44
3339	5/29/2014	Mizanes Steak & Pizza	May Council Mtg/Supper	75.95
3340	5/29/2014	TransAlta Energy Marketing	May 2014 Charges	45.58
3341	5/29/2014	Brent Polege	AWWOA Level 1 Cert. - Mileage	200.88
3342	5/29/2014	Canada Revenue Agency	May 2014 Remittance	8,938.63
3343	5/29/2014	Telus (Mike)	FD - May 2014 Charges	63.29
3344	5/29/2014	Town Of Sedgewick	2014 Taxes	8,629.11
3345	5/29/2014	Wild Rose Co-operative Ltd.	FD - Food/Cleaning Supplies	114.05
3346	5/30/2014	Canada Post Corporation	2014 Tax Notice Postage	344.14
Total for AP:				110,182.63

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

May 31<sup>st</sup>, 2014 Payroll

0222-0228	15/05/2014	Mid Month Payroll	6,650.24
0229-0237	30/05/2014	Month End Payroll	<u>14,973.96</u>

**Total for Payroll:      \$21,624.20**

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21-May-14  
Mayor

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21-May-14  
CAO

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## **Council Committee Reports to June 19<sup>th</sup>, 2014**

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### **Clr. C. Rose reported attendance to:**

#### **Parkland Regional Library (PRL) Board Meeting – May 15<sup>th</sup>, 2014**

- The financial statements for the year ending December 31<sup>st</sup>, 2013 were approved as presented.
- Summer Village of White Sands is now a member of the PRL.
- Policy amendments – “School” references have been removed by policies as they are no longer part of the PRL.
- ME cards will be accepted province wide by the end of June.
- E-content strategy:
  - Zinio – electronic magazines
  - Hoopla – Streaming media and movies (no charge to PRL members)
- Enhancing disabled accessibility
- Canadian Accessible Library System Participation 10,000 titles
- CELA Implementation – CNIB Book share, downloadable audio books (coming soon)
- Susan Grieshaber-Otto retiring after 20 years with PRL.

#### **Sedgewick Lake Park Board Meeting – May 26<sup>th</sup>, 2014**

- Try it Triathlon: the board shall provide assistance with set up, food and activities as requested.
- Managers report:
  - Winter kill trees and new plants for the park are required;
  - Usage – May Long weekend the park was full; July long weekend the park is full and August long 75%. There are only three long term stalls available.
- T-shirts and name tags are to be ordered for all Park staff.

### **Clr. C. Williams reported attendance to:**

#### **Flagstaff Family & Community Services (FFCS) Meeting – May 14<sup>th</sup>, 2014**

- FFCS has given notice to terminate services provided to Flagstaff Victim Services by FFCS administration effective May 31<sup>st</sup>.
- FFCS keeps trying to attract volunteer drivers for the Care A Van if any ideas, please advise.
- FIRST board agreed that the Community Resource Officer (CRO) become a regular RCMP officer during the months of June 1<sup>st</sup> – August 31<sup>st</sup>, 2014.
- There will be an evaluation of the CRO at the FIRST Board meeting scheduled for July 7<sup>th</sup>.
- Report to be sent out to FFCS Board members.
- The Mexican Mennonite Liaison Program will be receiving \$25,000 a year from the Flagstaff County and \$10,000 a year from the Flagstaff Adult Learning Centre to continue operating the program.

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19-Jun-14  
Mayor

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19-Jun-14  
CAO

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## **Council Committee Reports to June 19<sup>th</sup>, 2014**

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### **Sedgewick Library Board Meeting – June 5<sup>th</sup>, 2014**

- The Financial Statements for the year ending December 31, 2013 were approved as presented (attached).
- The Library received \$2,200 in support of their assistance with the Red Serge Ball;
- The Library Manager is recruiting to hire a student to assist with the summer reading program;
- The board discussed submitting an application to Enbridge for miscellaneous items.
- The Library asset list is to be updated for insurance purposes;
- Parkland Regional Library will be launching “Hoopla” on June 27<sup>th</sup>, 2014. The Hoopla is a digital platform that will be available throughout the province with over 150,000 movies, music and audio books.
- The Library’s 2014-2018 Plan of Service (Strategic Plan) has been approved; available through the list of correspondence.
- The board will resume regular meetings in September.

### **Citizens Advisory Committee (CAC) Meeting - June 9<sup>th</sup>, 2014**

- District Sgt Brent Sawatsky was present to address the issues of staffing.
- There is no replacement for maternity or paternity leave positions. Gail Watt, Daysland Mayor inquired that since EI covers 66% of leave, why isn't this difference going to staffing. No answer could be provided, so she is checking into Provincial policy.
- After several months it was decided that Citizens on Patrol is not viable; no positive feedback and/or no volunteer base.
- The Force is looking into more media coverage to solve community crimes.
- The Community Resource Officer (CRO) started Detachment duty, effective June 6<sup>th</sup> - August 31<sup>st</sup>.
- Flagstaff Victim Services is looking for new board members; we were asked to discuss this vacancy with our councils.
- Attendance at the Municipal Council meeting has not been occurring. Sgt. Brachmann and Lynn Jenkinson, Manager FFCS, will request attendance at local council meetings for open dialogue in regards to community concerns, CRO, etc.
- Killam/ Forestburg RCMP continue to be out and about ensuring our area roadways remain safe.
  - 17 traffic charges were laid;
  - 15 speeding;
  - 1 failing to produce docs;
  - 1 non moving.
- CAC meetings will resume in September.

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19-Jun-14  
Mayor

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19-Jun-14  
CAO



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## Council Committee Reports to June 19<sup>th</sup>, 2014

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### Flagstaff Family & Community Services (FFCS) Meeting – June 11<sup>th</sup>, 2014

- The Persons with Developmental Disabilities (PDD) contract has been cancelled; effective August 29<sup>th</sup>, 2014; this has been in the works for the past few years. Brenda McDermott, Manager resigned as of June 18<sup>th</sup>, 2014. Out of the three remaining patients, two will be placed in Long Term Care and one will be placed in Wainwright.
- The loss of PDD will drastically affect FFCS as it was one of the main sources of operational funding.
- Discussion held regarding the CRO; the local managing body was not advised that the transition of the CRO to RCMP was approved. Confirmation will be reached to ensure there are no expenses for the three month loss of service; effective June 6<sup>th</sup>.
- Discussion held regarding the shortage of staff at the Killam/Forestburg RCMP Detachments. A motion was made that FFCS draft a letter for member municipalities in respect to staff shortages and services within our communities. If approved the letters are to be forwarded to the K Division. It was also discussed that a several members were in favor of arranging a meeting with the K Division to discuss the letters.
- FFCS made a presentation on Nights Alive to Flagstaff County Council. Flagstaff County committed to fund the youth program for an additional year. FFCS was asked to provide a three year budget for discussion.
- Meetings will resume in September.

### Flagstaff Community Foundation Board Meeting – June 11<sup>th</sup>, 2014

- Financials and disbursements were discussed.
- Meetings will resume in September.

### Clr. W. Dame reported attendance to:

#### Flagstaff Regional Solid Waste Management Association (FRSWMA) Board Meeting – May 26<sup>th</sup>, 2014

- Manager Hampshire provided and operations update and financial report.
- Peggy Weinsierl of Girzel Krejci Dand Perterson presented the financial audit for the year ending December 31<sup>st</sup>, 2013; discussion ensued and approved.
- FRSWMA will be proceeding with a commingled recycle program with the inclusion of tin recyclables plastic and paper in those communities that lack an Allied paper bin (no Styrofoam or glass). This should divert overall tonnage with little charge in the trucking and handling costs for the current plastic program. Sorting of plastics will be done using MRF (Evergreen Ecological Solutions). The

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19-Jun-14  
Mayor

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19-Jun-14  
CAO

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**Council Committee Reports to June 19<sup>th</sup>, 2014**


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normal cost trucking (\$55/tonne plus trucking) will be waived as we have a recent agreement with Evergreen to landfill 200 tonnes/month of their dry waste byproduct. The expanded recycling program is a step towards a complete recycling program.

- The cardboard recycling program has expanded; 16 additional bins and additional pickups have been warranted.
- In an effort to produce positive results in regards to the changes in the recycling program a communications plan has been developed for the launch. The promotional plan beginning the second week of June will include newspaper advertizing, promotional brochures, posters, social media and educational materials to schools. A colour coding system is being introduced for the bin system with yellow coloured bins being commingles or plastic, green bins for compost and blue bins for cardboard. Magnetic signs have also been purchased and some bins will be re-stenciled for clear identification.
- Strategic Plan Update (Top 5 Strategic Topics)
  - Expedite closure and post closure of current landfill;
  - Expand landfill;
  - Board size (governance);
  - Improve Recycling
  - Expand business
- The annual landfill tour for the board will be held on June 23<sup>rd</sup>, 2014 at 5:00 pm. A board/staff meet and greet will follow at the Sedgewick Golf Course with a steak BBQ and award presentation. Next meeting is scheduled for September 22<sup>nd</sup>, 2014.

**Clr. G. Sparrow reported attendance to:**
**Sedgewick Recreation Board Meeting – May 19<sup>th</sup>, 2014**

- A profit of \$15,775 was made after all expenses paid by the Diva fundraiser;
- One of the compressors needs an overhaul;
- Some of the interior walls have been painted with assistance from the town's summer student;
- A leak was identified in the roof above the lounge the Town advised that after meeting with the engineer various maintenance issues were addressed. The belt in the vent was burnt out and the new caulking is required around the perimeter; some roof panels have lifted. These issues will be fixed by the Town's public works department;
- The concession will be open from 5-9 pm Monday – Thursday for soccer, lacrosse and ball.

**Sedgewick Killam Natural Gas System Meeting, Killam – May 22<sup>nd</sup>, 2014**

- In attendance with Interim Mayor F. Watkins;

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 19-Jun-14  
 Mayor

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 19-Jun-14  
 CAO

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## Council Committee Reports to June 19<sup>th</sup>, 2014

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- Financials – MOTION passed that the surplus of \$37,977 be transferred to reserves for future capital projects.
- MOTION that the Financials for the Year Ending December 31<sup>st</sup>, 2013 be approved (*Financials are attached for approval by the Town of Sedgewick*).
- Sedgewick is getting a new line heater in July; Killam's replacement is scheduled for 2015;
- Routine maintenance – meters are being changed out in both Killam and Sedgewick.

### Sedgewick Fire Department Meeting – June 5<sup>th</sup>, 2014

- Fireworks have been ordered for July 1<sup>st</sup> ;
- The department will be having a family BBQ on June 29<sup>th</sup> as they prepare the trucks for July 1<sup>st</sup>
- The fire department will be conducting a controlled burn at 4608 – 50<sup>th</sup> Street this fall at the request of the property owner; the burning of the house shall be used as fire training.

### Clr. F. Watkins reported attendance to:

#### Sedgewick Golf Club Meeting – June 2<sup>nd</sup>, 2014

- The new mower and leaf blower have arrived and have been added to the Town's insurance policy; the club applied for a grant to cover 50% of the equipment, \$19,000 – notification is expected for September 2014.
- Jeff Wallace removed all the stumps and built new sand traps;
- All left over gravel was dispersed in the parking lot thanks to Bergum's Oilfield Services, Tyler Sparrow and Sean O'Brian;
- Board is checking into prices for new tarps to cover the greens;
- Discussion held regarding the cleanup at the west end of the parking lot near the burn pit is; cleanup is scheduled for the Fall of 2014, Spring of 2015.
- The board is obtaining quotes for a pole shed to store equipment;
- Discussion regarding new hole signs;
- Four new tables are to be purchased.

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19-Jun-14  
Mayor

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19-Jun-14  
CAO

**SEDGEWICK & DISTRICT MUNICIPAL LIBRARY**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2013**

*(Unaudited - See Notice to Reader)*

# THOMPSON & ZETTEL

*PROFESSIONAL ACCOUNTANTS*

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

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

## NOTICE TO READER

To the Board Members of the Sedgewick & District Municipal Library:

On the basis of information provided by management, we have compiled the statements of financial position of the Sedgewick & District Municipal Library as at December 31, 2013 and the statements of operations and changes in unrestricted net assets and cash flow for the year then ended.

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

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

Killam, Alberta  
June 2, 2014

A handwritten signature in black ink, appearing to read "Thompson & Zettel", written in a cursive style.

**Thompson & Zettel**  
Professional Accountants

**SEDGEWICK & DISTRICT MUNICIPAL LIBRARY**  
**STATEMENT OF FINANCIAL POSITION**  
**DECEMBER 31, 2013**  
*(Unaudited - See Notice to Reader)*

	ASSETS	<u>2013</u>	<u>2012</u>
CURRENT ASSETS			
Cash		\$ 9,183	\$ 7,034
Short-term investments		3,044	3,000
GST recoverable		<u>230</u>	<u>192</u>
		<u>12,457</u>	<u>10,226</u>
PROPERTY AND EQUIPMENT, net of accumulated amortization		<u>98,431</u>	<u>97,751</u>
		<u>\$ 110,888</u>	<u>\$ 107,977</u>
	NET ASSETS		
INVESTMENT IN CAPITAL		\$ 98,431	\$ 97,751
UNRESTRICTED NET ASSETS		<u>12,457</u>	<u>10,226</u>
		<u>\$ 110,888</u>	<u>\$ 107,977</u>

Approved on Behalf of the Board:





**SEDGEWICK & DISTRICT MUNICIPAL LIBRARY**  
**STATEMENT OF OPERATIONS AND CHANGES IN UNRESTRICTED NET ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**  
*(Unaudited - See Notice to Reader)*

	<u>2013</u>	<u>2012</u>
REVENUE		
Memberships	\$ 1,675	\$ 1,410
Book sales	260	67
Printer paper/photocopies	51	53
Fines	154	278
Donations - overdue jar	57	89
Donations - tax receipted	375	5
Donations - non tax receipted	6,307	9,163
Fundraising	1,500	130
Interest income	45	205
Grants	<u>17,195</u>	<u>16,820</u>
	<u>27,619</u>	<u>28,220</u>
OPERATING EXPENSES		
Books	578	61
Magazines and periodicals	240	174
Stationary, printing, copier supplies	219	158
Other library supplies	25	6
Library program expenses	1,332	-
Salaries and wages	13,816	14,164
Employee benefits	790	582
Professional fees	465	440
Advertising and promotion	421	100
Fines	120	48
Office expenses	502	10
Courier and postage	44	152
Utilities	4,686	4,800
Repairs and maintenance	170	380
Telephone	1,006	1,061
Travel and entertainment	89	110
Non-deductible GST	<u>204</u>	<u>188</u>
	<u>24,707</u>	<u>22,434</u>
EXCESS OF REVENUES OVER EXPENSES	2,912	5,786
Unrestricted net assets at beginning of year	10,226	10,067
Investment in capital	<u>(681 )</u>	<u>(5,627 )</u>
UNRESTRICTED NET ASSETS AT END OF YEAR	<u>\$ 12,457</u>	<u>\$ 10,226</u>

**SEDGEWICK & DISTRICT MUNICIPAL LIBRARY**  
**STATEMENT OF CASH FLOW**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**  
*(Unaudited - See Notice to Reader)*

	<u>2013</u>	<u>2012</u>
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>		
Excess of revenues over expenses	\$ <u>2,912</u>	\$ <u>5,786</u>
Changes in non-cash working capital balances		
Accounts payable and accrued liabilities	-	(347 )
GST recoverable/payable	<u>(38 )</u>	<u>152</u>
Cash Flow From Operating Activities	<u>2,874</u>	<u>5,591</u>
<b>CASH FLOWS FROM/USED IN INVESTING ACTIVITIES</b>		
Capital purchases	<u>(681 )</u>	<u>(5,627 )</u>
Net increase (decrease) in cash and cash equivalents	2,193	(36 )
Net cash and cash equivalents, beginning of year	<u>10,034</u>	<u>10,070</u>
<b>NET CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u>\$ <u>12,227</u></u>	<u>\$ <u>10,034</u></u>
 Cash and cash equivalents consist of the following:		
Cash	\$ 9,183	\$ 7,034
Short-term investments	<u>3,044</u>	<u>3,000</u>
Cash and cash equivalents	<u>\$ <u>12,227</u></u>	<u>\$ <u>10,034</u></u>



**SEDGEWICK KILLAM NATURAL GAS SYSTEM**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2013**

*(Unaudited - See Notice to Reader)*

# SEDGEWICK KILLAM NATURAL GAS SYSTEM

AS AT DECEMBER 31, 2013

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Statement of Operations and Changes in Unrestricted Net Assets	5
Statement of Cash Flow	6

# THOMPSON & ZETTEL

PROFESSIONAL ACCOUNTANTS

MELVIN THOMPSON, C.A.

BLAIR ZETTEL, C.G.A.

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[www.thompsonzettel.com](http://www.thompsonzettel.com)

## NOTICE TO READER

To the Board Members

Sedgewick Killam Natural Gas System:

On the basis of information provided by management, we have compiled the statement of financial position of the Sedgewick Killam Natural Gas System as at December 31, 2013 and the statements of operations and changes in unrestricted net assets and cash flow for the year then ended.

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

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

Killam, Alberta

March 24, 2014

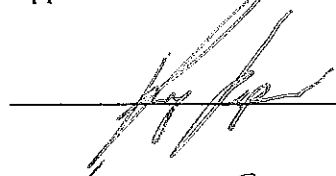


Thompson & Zettel  
Professional Accountants

**SEDGEWICK KILLAM NATURAL GAS SYSTEM**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT DECEMBER 31, 2013**  
*(Unaudited - See Notice to Reader)*

	<u>ASSETS</u>	<u>2013</u>	<u>2012</u>
CURRENT ASSETS			
Cash		\$ 106,022	\$ 86,505
Short-term investments		104,642	101,763
Accounts receivable		166,936	174,908
Prepaid expenses		18,575	17,001
Inventory		<u>22,507</u>	<u>19,269</u>
		<u>418,682</u>	<u>399,446</u>
LONG-TERM INVESTMENTS		<u>111,785</u>	<u>110,016</u>
LOAN - GAS ALBERTA INC.		<u>22,500</u>	<u>22,500</u>
PROPERTY AND EQUIPMENT, net of accumulated amortization		<u>86,641</u>	<u>86,641</u>
		<u>\$ 639,608</u>	<u>\$ 618,603</u>
	<b>LIABILITIES</b>		
CURRENT LIABILITIES			
Accounts payable and accrued liabilities		\$ 137,838	\$ 154,646
GST payable		<u>8,843</u>	<u>9,007</u>
		<u>146,681</u>	<u>163,653</u>
	<b>NET ASSETS</b>		
NET ASSETS INVESTED IN CAPITAL ASSETS		86,641	86,641
NET ASSETS INTERNALLY RESTRICTED FOR FUTURE EXPENSES		75,000	75,000
UNRESTRICTED NET ASSETS		<u>331,286</u>	<u>293,309</u>
		<u>492,927</u>	<u>454,950</u>
		<u>\$ 639,608</u>	<u>\$ 618,603</u>

Approved on Behalf of the Board:

  
 \_\_\_\_\_  
 Kevin Borgel  
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**SEDGEWICK KILLAM NATURAL GAS SYSTEM**  
**STATEMENT OF OPERATIONS AND CHANGES IN UNRESTRICTED NET ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**  
*(Unaudited - See Notice to Reader)*

	<u>2013</u>	<u>2012</u>
REVENUE		
Sale of gas	\$ 672,256	\$ 559,280
Administration fees	172,420	147,357
Sale of materials	13,942	8,791
Transport charges	<u>7,481</u>	<u>7,481</u>
TOTAL REVENUE	<u>866,099</u>	<u>722,909</u>
COST OF GOODS SOLD		
Natural gas purchases	675,818	562,299
Purchase of materials and supplies	<u>14,071</u>	<u>10,433</u>
COST OF GOODS SOLD	<u>689,889</u>	<u>572,732</u>
GROSS PROFIT (21%, 2012 - 21%)	<u>176,210</u>	<u>150,177</u>
OPERATING EXPENSES		
Administration and telephone	13,074	10,814
Bad debt	58	-
Cathodic protection	-	5,561
Insurance	6,046	6,392
Maintenance contract	99,302	96,415
Memberships	12,276	13,851
Professional fees	2,125	2,125
Repairs and maintenance	3,309	2,295
Utilities	5,417	3,887
Training seminars	<u>-</u>	<u>605</u>
	<u>141,607</u>	<u>141,945</u>
EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS	34,603	8,232
OTHER REVENUE		
Interest income	<u>3,374</u>	<u>4,836</u>
Excess of revenues over expenses	37,977	13,068
Unrestricted net assets, beginning of year	<u>293,309</u>	<u>280,241</u>
UNRESTRICTED NET ASSETS, END OF YEAR	<u>\$ 331,286</u>	<u>\$ 293,309</u>

**SEDGEWICK KILLAM NATURAL GAS SYSTEM**  
**STATEMENT OF CASH FLOW**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**  
*(Unaudited - See Notice to Reader)*

	<u>2013</u>	<u>2012</u>
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>		
Excess of revenue over expenses	\$ <u>37,977</u>	\$ <u>13,068</u>
Changes in non-cash working capital balances		
Accounts receivable	7,972	(58,465 )
Inventory	(3,238 )	1,641
Prepaid expenses	(1,574 )	73
Accounts payable and accrued liabilities	(16,808 )	43,294
GST recoverable/payable	<u>(164 )</u>	<u>786</u>
Cash Flow From Operating Activities	<u>24,165</u>	<u>397</u>
<b>CASH FLOWS FROM/USED IN INVESTING ACTIVITIES</b>		
(Increase) in investments	<u>(1,769 )</u>	<u>(105,810 )</u>
Net increase (decrease) in cash and cash equivalents	22,396	(105,413 )
Net cash and cash equivalents, beginning of year	<u>188,268</u>	<u>293,681</u>
<b>NET CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u>\$ 210,664</u>	<u>\$ 188,268</u>
 Cash and cash equivalents consist of the following:		
Cash	\$ 106,022	\$ 86,505
Short-term investments	<u>104,642</u>	<u>101,763</u>
Cash and cash equivalents	<u>\$ 210,664</u>	<u>\$ 188,268</u>

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## Public Works Report – Period Ending June 19<sup>th</sup>, 2014

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### An update on public works activities up to June 19<sup>th</sup>, 2014:

- There have been issues with the bulk water loading station; we have torn apart the pump however it kept losing prime. A new pump has been ordered.
- Mower maintenance – the gear box and bearing in the Kubota had to be replaced. Oil leaked out and caused the gear box to seize; this issue was not identified during our regular routine checks. After removing the gear box we found that the main shaft on the box was bent. A new shaft has been ordered.
- We have received complaints regarding rocks spraying from both the lawn mowers and the bush mower along Spruce Drive. We have taken the broom sweep through the edge of the ditch cleaning the downspill of rock along the 47<sup>th</sup> Avenue corner and Spruce Drive. Normally we have not had an issue with rocks on Spruce Drive however additional gravel was applied to the road last summer. Extra care has been taken while working along these ditches and along 50<sup>th</sup> Street.
- John Deere Tractor Maintenance – the broom on the tractor is starting to wear. A new broom was priced out however due to the age of the tractor additional parts and a new adaptor is required therefore costing between \$8-9,000 to replace. We will continue to replace the wearing parts and look at alternate options for the broom.
- Water Treatment Plant Maintenance – The six diaphragm valves need to be replaced; ½ are being rebuilt and the rest are being upgraded. Replacement will commence as time permits. We have to backwash at the plant manually until the new valves are in.
- Recreation Centre – The exhaust fan above the curling rink has been repaired. Some electrical switches have been upgraded – we need to ensure the fan is still working properly.
  - No repairs have been done to the roof YTD as we are waiting for sealing compound

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19-Jun-14  
Mayor

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19-Jun-14  
CAO

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## Administration Report – Period Ending June 19<sup>th</sup>, 2014

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**CAO Davis reported attended the following meetings since May 21<sup>st</sup>, 2014 Council meeting:**

**May 23<sup>rd</sup> – Try it Triathlon Meeting** – our committee met to complete the final touches of the triathlon. Six (6) late registrations were approved.

**June 28<sup>th</sup> – Recreation Sub Committee Meeting** – in attendance with Clr's Sparrow, Watkins. Our sub-committee met with the Sedgewick Recreation Board to discuss Recreation Manager Position as approved by Council. The Recreation Board was in favor of the new position; the job description was reviewed and no amendments were recommended.

As a group we discussed that "Primary" status of the facility. The committee debated on the need for a management or administrative assistant while awaiting direction from Flagstaff County pertaining to regional recreation. It was later agreed that there are gaps that need to be filled within municipal recreation regardless of Flagstaff County's direction.

The recreation board would like to know how this employment position is to be funded. Will it be through the \$100,000 operating grant that the Town offer's or will it be over and above? There was talk that perhaps this should be a contract position.

**June 29<sup>th</sup> – Town Hall Meeting** – In attendance with Interim Mayor, F. Watkins, Clr's Rose, Dame, Williams and Sparrow and Municipal Secretary L. Polege.

Council presented the 2014 budget and mill rates, reviewed the Town's Strategic Plan, addressed Seniors Housing and answered questions from the public.

**June 31<sup>st</sup> – Try it Triathlon** – In attendance with former Administrative Assistant L. Dallyn. We provided assistance and management with the final stages of the triathlon. The event was successful with approx. 350 persons transitioning throughout the day. Lots of support was provided by our local service groups.

**June 2<sup>nd</sup> – Council Committee Meeting (Housing)** – In attendance with Interim Mayor Watkins, Clr's Dame, Rose, Williams and Dennis Beesley of the Bethany Group. The committee discussed that letter that was sent in support of Flagstaff County's imitative to meet with Municipal Affairs regarding and integrated living facility. There is a misunderstanding regarding the intent of the letter; Interim Mayor Watkins will address this issue at the June 17<sup>th</sup> 2014 Flagstaff Regional Housing Group meeting.

**June 3<sup>rd</sup> – Try it Triathlon Meeting** – In attendance with former Administrative Assistant L. Dallyn. The committee met and completed an overview of the event; what worked and what didn't (notes attached). The event was a huge success; we are preparing to make this an annual event. Financials will be presented once all expenses have been paid.

**June 9 – Finance Committee Meeting** - In attendance with Clr's Rose and Williams. The committee reviewed and discussed the three Audit tenders that were received. A recommendation was put forth that Council approve Brian King's proposal.

**June 11 – Land Acquisition Committee** - In attendance with Clr's Watkins, Dame and Sparrow. The Committee met with John Cheram to further discuss the purchase of SW 9-44-12 W4M. The committee

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19-Jun-14  
Mayor

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19-Jun-14  
CAO



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## Administration Report – Period Ending June 19<sup>th</sup>, 2014

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presented figures for servicing the said lands and advised that it is not feasible for the Town to service the lands at this time. It was also discussed that the Town's only intent for wanting to purchase the lands is to secure the integrity of our water wells.

Cheram advised that he is no longer interested in selling the land however would consider have a long-term surface lease with the Town. The committee counterd Cheram and recommended a 'Park' zoning designation. The meeting adjourned – both parties will meet again in July.

**June 11 – Transportation Committee Meeting** – In attendance with Clr.'s Watkins, Dame and Sparrow. The committee discussed the public works Cold Storage building – site visit followed. Administration was directed to place the upgrades proposal on the Council meeting agenda.

The committee reviewed a request from Kal Tire regarding the paving of the 27- boulevard in front of the business – site visit to follow. Administration was directed to get quotes on paving the entirety of Spruce Drive and present to council once complete.

### (12) Administration

All documentation regarding File# 112053-002-WWD has been compiled and forwarded to RMRF.

- Tax notices were mailed on May 31<sup>st</sup>, 2014 – rebranding pamphlets were sent with all notices.
- Administration has continued to advertize for the administrative assistant position;

Nominations were accepted on June 10<sup>th</sup>, 2014 for the positions of Mayor and Councillor. Perry Robinson was acclaimed Mayor for the Town. Two candidates ran for the Councillor position:

1. Erik Skoberg
2. Aleska Johnson

An Advance Vote is scheduled for June 26<sup>th</sup> between 5-8 pm; Election Day is scheduled for July 7<sup>th</sup> between 10:00 am – 8:00 pm.

A Town Hall meeting has been scheduled for June 25<sup>th</sup>, 2014 at 7:00 pm. The meeting will begin with a Candidates Forum and followed by a think tank session. The beautification committee will be requesting assistance from the public regarding the development of Plan 3825P; Block 2; Lots 28P-31 (former Co-op lot) "what would the public like to see on this lot?".

Audit tenders were received at a public opening on June 2<sup>nd</sup>, 2014 at the Town Office.

### (23) Fire Services

Pursuant to the request of the Village of Loughheed; Sedgewick's Fire Chief offered to provide Fire Chief duties on a 6 month trial basis. Over the past two months, two meeting have been called and there have only been one-two members attending. This was not conducive to Hebert's time; he advised that he is no longer interested in providing such services as there does not appear to be support from the Loughheed department. The Village also began formally recruiting for a Fire Chief without notice to Sedgewick.

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## **Administration Report – Period Ending June 19<sup>th</sup>, 2014**

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### **(26) Bylaw Enforcement**

An Unsightly Premises clean up order was issued against Plan 3825P; Block 13; Lot 25 (5017 – 48<sup>th</sup> Street). A 7-day extension was request and granted as the property is in the midst of transitioning owners; exterior deadline, June 20<sup>th</sup>.

### **(32) Public Works**

The Town has scheduled to paint to exterior of the cold storage building this summer. As an alternative, we are seeking quotes to strap and reside the building. Quotes will be presented to Council upon availability.

Weed Control – Laurie Hillaby (routine contractor) has been contracted to continue spraying for dandelion on public property throughout the municipality.

### **(41) Water**

Pursuant to the Water Treatment Plant (WTP) Inspection Summary, the Town was responsible to update variance procedures to meet compliance. Updates were submit to Alberta Environment on June 3<sup>rd</sup>, 2014:

1. Submit photos of the Town's water wells;
2. Update all MSDS chemical sheets;
3. Separate annual online reporting; WTP and Lift Station

Public Works sought permission to bypass the UV filtration system in the WTP on April 4<sup>th</sup>, 2014 – permission was granted. A 7-day report has been issued to Alberta Environment.

### **(56) Cemetery**

Weed Control – Laurie Hillaby (routine contractor) sprayed the Sedgewick Cemetery for dandelions on May 30<sup>th</sup>, 2014.

Various complaints have been submit regarding the Town of Sedgewick's Cemetery Bylaw #509. A committee meeting has been scheduled for July 8<sup>th</sup>, 2014 to address the concerns.

### **(66) Development**

A development permit was issued for Plan 802 1829; Block 4; Lot 10 (#5 Canary Crescent) – construction is scheduled to start on June 25<sup>th</sup>, 2014.

Permission was granted that the developers of Plan 802 1829; Block 3; Lot 5 (#35 Bluebird Place) be permitted to stock pile construction dirt on Plan 802 1829; Block 3; Lot 54 (#54 Oriole Place). The dirt shall be remove and the site leveled and cleaned by the developer.

On July 8<sup>th</sup>, 2014 the Town will be the host of an information session; Municipal Affairs will be presenting on the New Home Buyers Protection Act. Flagstaff County offered their assistance; posters have been mailed to surrounding communities.

### **(72) Recreation**

Beautification – the Town ordered 360 mayday trees under Flagstaff County's shelterbelt program. The beautification committee was distressed as these trees have a potential of black knot. Administration

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## **Administration Report – Period Ending June 19<sup>th</sup>, 2014**

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researched the trees extensively prior to ordering them. The committee asked that we get rid on the trees and not plant them near Sedgewick. The Town of Wainwright offered to take the 360 trees; cost to the Town \$270.

Pursuant to Auditor B. King the Town printed the 2012/13 \$100,000 recreation operating cheques – the cheques have lapsed and are stale dated. The \$100,000 has been transferred to a Recreation Operating Reserve account. This will be reflected on the June 30<sup>th</sup>, 2013 financial statement.

### **Attachments:**

1. Try it Triathlon Meeting Notes – June 5<sup>th</sup>, 2014
2. Action Item List - no action required

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19-Jun-14  
Mayor

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19-Jun-14  
CAO

The Try-It Triathlon Meeting was held in the Flagstaff County Office, Sedgewick, Alberta on Thursday June 5<sup>th</sup>, 2014 at 9:00 a.m.

<b>Present</b>	Kate Richards	Flagstaff County
	Charlene Jackson	Town of Killam
	Amanda Davis	Town of Sedgewick
	Lindsay Dallyn	Town of Sedgewick

**Call to Order**                   The meeting was called to order at 9:10 a.m.

The following topics were addressed and highlighted, attached to this update you will find an action item list:

**Review**                         Discussion was held regarding the overall review of the triathlon and any feedback that has been received thus far.

**Swimming**                   C. Jackson shared the following comments regarding the swimming portion:

- Two (2) people per lane worked well.
- Carpet runners will be needed in the hallway for next year to mitigate any slippery floors for the participants once transitioning out of the pool to the bike station.
- The gaps between heats could be shortened for next year.
- Ensure that participants have their number visible so their number can be recorded when leaving transition stations.

**Biking**                       K. Richards shared the following comments regarding the biking portion:

- A water dispenser would be helpful for the water stations for next year.
- At least three (3) volunteers would be needed for the bike/run transition station.
- Garbage cans spread along the route while leaving water stations would be helpful so participants can take their water and rid of it when needed.
- Look into how next year we can transport bikes for participants to different stations.

**Walking/Runnnng**       A. Davis and L. Dallyn shared the following comments regarding the walking/running and finish line portion:

- The bus should be booked for a longer duration next year.
- Look at the possibilities of staking off the finish line entrance so only participants are utilizing that entrance.
- Look into having prizes for participants which can be publicized on a board for them to check once they have crossed the finish line.
- Recommendation that the triathlon committee make the opening and closing remarks.
- Inform participants and have it more visible that the BBQ is free of charge for participants and volunteers.

**Survey**                       K. Richards will be creating a survey via survey monkey and sending the link to C. Jackson to forward to all participants to receive feedback regarding the triathlon.

**Financials**                   C. Jackson will be finalizing the financials and will provide a copy to the Town of Sedgewick and Flagstaff County. Discussion held in regards to creating a separate “Triathlon” account for the funds and creating a collaborative agreement between Town of Killam, Town of Sedgewick and Flagstaff County.

**Profit**                         It was consensus of the committee to submit a “Thank You” ad in the paper and roll over any profit made to offset costs for next years Triathlon.

**Next Year**                   The committee provided the following comments regarding plans for hosting next year’s Try-it Triathlon:

- Next year’s Triathlon will be held on Saturday May 30<sup>th</sup>, 2015.
- C. Jackson has tentatively booked the finish line, bike racks, and has our name on a list for time bands.
- K. Richards is looking into the possibility of hosting running training or creating a running group in preparation for next year.
- Discussion held that the committee touch base in December 2014 to tentively schedule a meeting for January 2015.
- K. Richards will be conducting research as to regulations and etc. required to register this event as a “formal” triathlon as well as hosting a speed sprint along with the Try-it Triathlon.
- C. Jackson will be completing a grant for programming for next year’s triathlon.

**Adjournment**               Meeting adjourned at 9:50 a.m.

## Council Action Items

### 20-Feb-14

	For	Item	Action Taken	Date Completed
7	Amanda	Investigate the Facility Enhancement Program Grant re: recreation roof replacement	Roof replacement is not required. AD met with Wade Engineering on May 19 there are three areas that require maintenance work.	19-May-14
8	Public Works	Provide an overview as to water loss/reporting at the WTP		
20	Amanda	Develop an information/fact sheet on ways to protect our water source - request and provide feedback as per Council request	Ongoing updates in the Scoop.	

## Council Action Items

### 17-Apr-14

	For	Item	Action Taken	Date Completed
1	Amanda	Investigate Constituency leader change - Benoit to Soreson how will this affect our grant revenues etc.		
3	Lindsay	Submit Premiere application for approving parties - additionally seek letters of support for each party from within the municipality.	Complete/submit	5-Jun-14
	Lorna	Contact Jami Hale and inquire the estimate for the generator installation at the community hall.	Info provided from Hale Electric. Admin to get in contact with Engineers.	
7	Lorna	Contact Banjo Electric re: transfer switch and generator hook at Hall (immediately). Additionally we must request an internal electrical inspection.	electrical inspection on April 28 - an assessment will be presented to Council in June.	5-May-14
19	Lorna	Prepare background for an LED scrolling sign for the Town Office - similar to the one at the Rec Centre		

## Council Action Items

### 21-May-14

	For	Item	Action Taken	Date Completed
1	Lindsay	Proclamation of Seniors Week; June 2-8, 2014	Signed by Deputy Mayor C. Rose and hung for display.	26-May-14
2	Lorna	Advertise Alberta Culture Days Sept. 26-28, 2014		
3	Lindsay	Update committee appointments	Draft organizational minutes completed and copy hung in safe.	26-May-14

4	Amanda	Develop a safe work policy "Vehicle Walk Arouns"	Emailed S. Sheedy for a draft policy	22-May-14
5	Amanda	Contact F. County that we will not be requesting their services for dust supressent on Spruce Drive and 47th Ave.	Emailed D. Szott	22-May-14
6	Amanda	Complete Tax Rate Bylaw #510 - update all tax accounts and prepare tax notices	Complete	26-May-14
7	Amanda	Finalize and process 2014 budget	Complete	26-May-14
8	Amanda	Letter to A. Specka re: council decision on traffic amendment.	Letter drafted and mailed	22-May-14
9	Amanda	Letter to FIP re: protocol for cooperation	Letter complete and emaile to D. Moffat. Cc'd to Munis and C.Rose.	22-May-14
10	Amanda	Forward CRO Evaluation form as completed.	Evaluation complete and emailed. CC'd to FFCS Town Rep C. Williams.	28-May-14
11	Amanda	Amendment to Plan 3825P; Block 3; Lot 15 - taxation update	Lorna is completing tax entires/spreadsheet	23-May-14
12	Amanda	Letter to owners of Plan 3825P; Block 3; Lot 15 re: update on taxation request	Letter complete and mailed.	26-May-14
13	Amanda	Letter to Sloboda re: non payment of sewer invoice.	Letter complete and mailed.	27-May-14
14	Admin	Begin rebranding strategy	Lindsay drafting brochure - strategy sent with all tax notices.	
15	Lorna	Research & order GoCam for rebranding prize	Camera and accessories ordered - \$500 value	22-May-14
16	Amanda	Update Strategic Plan - removal of bulk water loading facility.	Plan updated - RFP received from Stantec on May 23/14	23-May-14
17	Amanda	Develop ad for removal of trees on the rec ground following the May 28th meeting with the rec board.	Discussed with Stantec. A schematic will be designed to show the before and after effects of tree removal and replacement.	4-Jun-14
18	Amanda	Contact J. Cheram renegotiation of land purchase. Set up committee meeting.	Meeting held on June 11. Still in negotiations.	11-Jun-14
19	Amanda	Talk to Rick at Flagstaff Printing re: logo removal on signs.	Spoke to him this am; he hasn't started signs yet, logo has been removed,	22-May-14
20	Admin	Advertise for the By-Election	Complete - ads to the press, online, notices around town.	22-May-14

21	Lorna	Contact all officers and set up workers for the election.	Complete	2-Jun-14
22	Lorna	Shred old ballots	Complete	2-Jun-14
23	Lorna	Email LGS update re: [2] vancancy positions & necessary election info.	Complete	29-May-14
24	Lindsay	Complete draft meeting minutes for signing authorites at bank.	Minutes complete.	22-May-14
25	Amanda	Update all signing authorities at the BRCU	Minutes delivered to Susan at BRCU - signing updated.	22-May-14
26	Amanda	Forward CW & CR a budget for the farewell/staff gathering.	answers as per her email - event postponed until Sept.	22-May-14
27	Admin	Advertise time change for regular Council meeting; 6:00 pm.	Complete on whiteboard at entrance of office.	22-May-14
28	Amanda	Email nomination forms to Councillors.	Forms emailed	22-May-14
29	Lorna	Distribute nomination forms.	Complete - on front counter	22-May-14
30	Lorna	Develop posters for the byelection and hang around town	Complete - hung around town	22-May-14
31	Lorna	Forward all nomination/election ads to the Community Press.	Nominations ads forwarded to the Press.	22-May-14
	Amanda	Contact Allied & Border re: walking trail project rejection	Notifed both companies via email.	22-May-14
32	Lindsay	Newletter highlights.	Drafted and emailed to Amanda for review.	22-May-14
14	Lindsay	Letter to J. Sparrow re: approved amendments to the Cemetery Bylaw.	Letter drafted, reviewed, and emailed; bylaw attached.	17-Apr-14
15	Lorna	Forward new Cemetery Bylaw to Fee and Sons for their files.	Complete	6-May-14
16	Amanda	Contact J. Cheram and set up a meeting on April 23 to negotiate the purchase of SW 9-44-12 W4M.	Spoke with John and confirmed his interest in meeting with the Land Committee on April 23 at 9:00 am.	17-Apr-14

17	Public Works	Traffic Sign Change - 45th Street North & South to change to YIELD and 51 Ave STOP plus the "NEW" sign installation.	Memo printed for PW and emailed with the inclusion of rec light updates/	23-Apr-14
18	Amanda	Amend TOS & TOK Terms of Ref and email to TOK for review.	TOR amended and letter sent and emailed to TOK CAO, Borgel.	17-Apr-14
19	Lorna	Prepare background for an LED scrolling sign for the Town Office - similar to the one at the Rec Centre		
20	Lindsay	Newsletter Highlights	Highlights drafted and forwarded for review.	17-Apr-14



The Regular Meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Wednesday May 21<sup>st</sup>, 2014 at 5:30 pm.

<b>Present</b>	Perry Robinson	Interim Mayor
	Fred Watkins	Councillor
	Carol Williams	Councillor
	Wayne Dame	Councillor
	Greg Sparrow	Councillor
	Cindy Rose	Councillor

<b>Present</b>	Amanda Davis	Chief Administrative Officer
	Lindsay Dallyn	Recording Secretary

**Call to Order** Interim Mayor P. Robinson called the meeting to order at 5:51 pm.

**Agenda**

**2014.05.35** MOTION by Clr. F. Watkins that the agenda be approved with the following additions and that business item “13B Round Table” be transitioned to ‘14B’.

**Additions**

Public Works Report

**Business**

**13B. Municipal By-Election**

**CARRIED.**

**Correspondence:**

**FCMRRC**

Council reviewed the April 14<sup>th</sup>, 2014 Flagstaff Community Medical Recruitment and Retention Committee (FCMRRC) meeting minutes.

**Municipal Affairs**

Municipal Affairs provided a letter in response to the Town of Sedgewick addressing concerns related to seniors housing in Flagstaff County.

**LOC**

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

**2014.05.36**

MOTION by Clr. G. Sparrow that the Town of Sedgewick proclaim June 2<sup>nd</sup> – 8<sup>th</sup>, 2014 as Seniors’ Week. **CARRIED.**

**2014.05.37**

MOTION by Clr. C. Rose to accept correspondence items and file as information. **CARRIED.**

**Recess**

**2014.05.38**

MOTION by Clr. W. Dame to recess the meeting at 6:09 p.m.

**CARRIED.**

**Reconvene**

**2014.05.39**

MOTION by Clr. W. Dame that the meeting reconvene at 6:33 p.m.

**CARRIED.**

**Financial  
Statements**

Council reviewed the Financial Statement for the month ending April 30<sup>th</sup>, 2014, as attached to and forming part of these minutes.

**2014.05.40**

MOTION by Clr. G. Sparrow to approve the financial statement for the month ending April 30<sup>th</sup>, 2014 as presented. **CARRIED.**

**MGA Section 172**

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

**Accounts**

Council reviewed the issuance of General Cheques and Payroll Cheques for the month ending April 30<sup>th</sup>, 2014 as attached to and forming part of these minutes.

**2014.05.41**


MOTION by Clr. G. Sparrow to approve issuance of General Cheques # 3229 - 3298, totaling \$228,739.70 and Payroll Cheques #0202 - 0221, totaling \$31,585.49 for the month ending April 30<sup>th</sup>, 2014. **CARRIED.**

- Committee Reports:** Council provided written reports to May 21<sup>st</sup>, 2014 as attached to and forming parts of the minutes.
- 2014.05.42** MOTION by Clr. W. Dame that the committee reports be approved as presented. CARRIED.
- Public Works Report:** CAO Davis provided a verbal report on behalf of Public Works as provided to May 21<sup>st</sup>, 2014 as attached to and forming part of these minutes.
- 2014.05.43** MOTION by Clr. G. Sparrow that the Public Works report be approved as presented. CARRIED.
- CAO Report:** CAO Davis provided a written Administration report to May 21<sup>st</sup>, 2014 as attached to and forming part of these minutes.
- Roads** CAO Davis sought clarification regarding Council's intent to use calcium chloride on Spruce Drive and 47<sup>th</sup> Avenue as a dust suppressant.
- 2014.05.44** MOTION by Clr. W. Dame that the Town of Sedgewick withhold the use of any dust suppressant products on Spruce Drive and 47<sup>th</sup> Avenue and further evaluate the 2013 application. CARRIED.
- Rec Roof** CAO Davis provided an update on the status of the recreation roof following a meeting with Wade Engineering on May 19<sup>th</sup>, 2014. It was noted that general maintenance is required; a belt is burnt out and the fan vent is broken on the vent system above the curling lounge as well as some of the metal sheeting has lifted. Wade Engineering shall provide a recommendation on the most effective sealant material. Public Works shall address the general maintenance issues.
- 2014.05.45** MOTION by Clr. G. Sparrow that the CAO report be approved as presented. CARRIED.
- Minutes:** Council reviewed the minutes of the April 16<sup>th</sup>, 2014 regular council meeting.
- 2014.05.46** MOTION by Clr. F. Watkins that the minutes of the April 16<sup>th</sup>, 2014 regular council meeting be approved as presented. CARRIED.
- Business:**
- Tax Rate Bylaw #510** Tax Rate Bylaw #510 was presented for Council review.
- 2014.05.47** MOTION by Clr. G. Sparrow to have third reading to Bylaw #510. CARRIED.
- Traffic Amendment** Council reviewed a complaint received in regards to the recent traffic amendment authorizing the removal of the 3-way STOP signs at the corner of 45<sup>th</sup> Street and 51<sup>st</sup> Avenue. Discussion ensued.
- 2014.05.48** MOTION by Clr. F. Watkins directing Administration to send a letter to the complainant advising that after reviewing all possible traffic solutions Council is firm on their traffic amendment to replace the 3-way STOP at the intersection of 45<sup>th</sup> Street and 51<sup>st</sup> Avenue and that the previous motion be upheld. CARRIED.
- FIP** Revisions to the Flagstaff Intermunicipal Partnership (FIP) Protocol for Regional Cooperation were presented.
- 2014.05.49** MOTION by Clr. C. Williams that the revised FIP Protocol for Regional Cooperation be approved with the following amendments:  
2.2.1.5 state "CAO's shall attend all Steering Committee meetings as support" and;  
6.4.4 state "...within ten (10) working days" not "...ten (1) working days". CARRIED.
- Community Resource Officer** Pursuant to the request of the F.I.R.S.T Committee, Council completed an evaluation of the Community Resource Officer (CRO).
- Plan 3825P; Block 3; Lot 15** Pursuant to Section 347 (1) (b) of the MGA RSA 2000 Council received a request to refund a portion of the 2013municipal taxes on Plan 3825P; Block 3; Lot 15; Roll #20003036.

<b>2014.05.50</b>	MOTION by Clr. G. Sparrow that Council apply a credit of \$2,409.76 to Roll #20003036 800. <u>CARRIED.</u>
<b>Public Works</b>	Council received a request regarding the reimbursement of sanitary sewer related charges from the property owners of Plan 2282NY; Block 18; Lot 01.
<b>2014.05.51</b>	MOTION by Clr. F. Watkins that Council reject reimbursement of Invoice #7725 in the amount of \$278.25 pursuant to Policy F.4.b for sanitary sewer related plumbing charges on Plan 2282NY, Block 18, Lot 01. <u>CARRIED.</u>
<b>Economic Development</b>	Discussion held regarding the Town's Strategic Plan - Short Term Priority #5 Municipal Rebranding.
<b>2014.05.52</b>	MOTION by Clr. C. Rose directing Administration to launch a rebranding initiative within the Town and to advertize for the appointment of community member's involvement on a rebranding committee. Proposal deadline shall be September 30 <sup>th</sup> , 2014. <u>CARRIED.</u>
<b>MGA Section 172</b>	Pursuant to Section 172 of the Municipal Government Act (MGA) Interim Mayor P. Robinson declared a pecuniary interest in the next item.
<b>In-Camera 2014.05.53</b>	MOTION by Clr. F. Watkins to go in-camera at 7:43 p.m. to discuss land with all persons excluded except Town Council, CAO Davis and the Recording Secretary L. Dallyn. <u>CARRIED.</u>
<b>Revert 2014.05.54</b>	MOTION by Clr. F. Watkins to revert to the regular meeting at 7:53 p.m. <u>CARRIED.</u>
<b>2014.05.55</b>	MOTION by Clr. G. Sparrow that Short Term Priority #4, Bulk Water Loading Station be removed from the Strategic Plan. <u>CARRIED.</u>
<b>Walking Trail Expansion</b>	Council reviewed recommendations on behalf of the Beautification Committee regarding the Town's Strategic Plan – Short Term Priority #7 Walking Trail Expansion Project. Discussion ensued.  Council directed Administration to begin site prep in the Fall of 2014 and notify the public of the tree removal and replacement program.
<b>Land</b>	Pursuant to direction by the Land Acquisition Committee Council reviewed costs for the development SW 9-44-12-W4. Discussion ensued.
<b>2014.05.56</b>	MOTION by Clr. F. Watkins that pursuant to Council discussion the Land Acquisition Committee re-enter negotiations with the property owner of SW 9-44-12-W4 and that the committee focus negotiations solely on securing the integrity of the Town's water wells. <u>CARRIED.</u>
<b>In-Camera 2014.05.57</b>	MOTION by Clr. G. Sparrow to go in-camera at 8:19 p.m. to discuss legal matters with all persons excluded except Town Council, CAO Davis and Recording Secretary, L. Dallyn. <u>CARRIED.</u>
<b>Revert 2014.05.58</b>	MOTION by Clr. W. Dame to revert to the regular meeting at 8:25 p.m. <u>CARRIED.</u>
<b>Strategic Plan</b>	Strategic Plan project updates were presented.
<b>Recess 2014.05.59</b>	MOTION by Interim Mayor P. Robinson to recess the meeting at 8:33 p.m.
<b>Reconvene 2014.05.60</b>	MOTION by Clr. C. Williams to reconvene the regular meeting at 8:50 p.m. <u>CARRIED.</u>
<b>Resignation</b>	CAO Davis reported on Perry Robinson's resignation as Councillor for the Town of Sedgewick. Robinson's resignation was received during the recess and noted to be effectively immediately; May 21 <sup>st</sup> , 2014 at 8:45 pm.  Deputy Mayor C. Rose assumed the Chair.

- By-Election** Options were presented for a Municipal By-Election.
- 2014.05.61** MOTION by Clr. C. Williams that the following dates be set for the Municipal By-Election:
1. Nomination Day - June 10<sup>th</sup>, 2014 from 10:00 a.m. to 12 noon;
  2. Election Day - July 7<sup>th</sup>, 2014 from 10:00 a.m. to 8 p.m.
  3. Advanced Vote June 26<sup>th</sup>, 2014 from 5:00 p.m. to 8:00 p.m. CARRIED.
- Signing Authorities**
- 2014.05.62** MOTION by Clr. F. Watkins that the signing authorities be either the Clr. C. Rose or Clr. W. Dame and the Chief Administrative Officer or Municipal Secretary. CARRIED.
- Round Table** Council conducted a round table discussion.
- 2014.05.63** MOTION by Clr. C. Williams that pursuant to Section 193 (3) of the MGA RSA 2000 that Sedgewick Council Meetings time be changed from 7:00 p.m. to 6:00 p.m. CARRIED.
- Adjournment**
- 2014.05.64** MOTION by Deputy Mayor C. Rose for adjournment at 9:03 p.m. CARRIED.

\_\_\_\_\_  
Perry Robinson, Mayor

  
\_\_\_\_\_  
Amanda Davis, CAO

An Organizational Meeting of Sedgewick Town Council was held on the above date with the following members present: Clr. G. Sparrow, Clr. W. Dame, Clr. F Watkins, Clr. C. Williams, Clr. C. Rose; CAO Davis was also in attendance.

**Call to Order:** CAO Davis called the meeting to order at 6:05 pm.

**Open Nominations:** CAO Davis called for nominations for the position of Interim Mayor.

Clr. G. Sparrow nominated Clr. F. Watkins.

CAO Davis called for any further nominations.

Clr. F. Watkins accepted.

**2014.05.65: MOTION:** by Clr. C. Rose that nominations cease. CARRIED.

Interim Mayor Watkins took over the meeting.

**Committee Appointments:**

**2014.05.66: MOTION:** by Clr. C. Williams that the members on the standing committees and appointments be approved as follows: 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
Carol Williams Wayne Dame Cindy Rose	
Cindy Rose Wayne Dame Greg Sparrow	Town Personnel Salary and Performance reviews
Wayne Dame Fred Watkins Carol Williams	Policy Review Committee
<b>Economic Development</b>	
Council	Economic Development Public Relations Citizen Complaints
<b>Protection to Persons and Property</b>	
Carol Williams	<b>Policing and Bylaw Enforcement</b> Citizens’ Advisory Committee - <i>Second Monday</i>
Greg Sparrow	Volunteer Fire Department - <i>first Thursday</i>
Greg Sparrow	Regional Emergency Services Committee – <i>second Wednesday, quarterly</i>
Ian Malcolm	Director of Emergency Management
<b>Transportation &amp; Utilities – Public Works</b>	
Greg Sparrow Fred Watkins Wayne Dame	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>	
Cindy Rose Greg Sparrow Fred Watkins	Sedgewick Killam Natural Gas System – <i>Quarterly</i>
Wayne Dame	Flagstaff Regional Solid Waste Management Association – <i>fourth Monday</i>
<b>Parks, Recreation and Culture - Town Parks and Town owned Facilities</b>	
Wayne Dame Carol Williams Cindy Rose	Sedgewick Beatification – Parks & Signage
Greg Sparrow	Sedgewick & District Recreation Board – <i>third Monday</i>
Greg Sparrow, Fred Watkins, Amanda Davis	Regional Recreation Sub Committee
Fred Watkins	Sedgewick Golf Club
Cindy Rose	Sedgewick Lake Park Committee– <i>call of chair</i>


Carol Williams	Sedgewick Library Board – <i>second Thursday</i>
Cindy Rose	Parkland Regional Library Board
Wayne Dame	Sedgewick Community Hall Association – <i>call of chair</i>
Fred Watkins Greg Sparrow Cindy Rose	Land Acquisitions Publicity and Promotions Community Growth Land Agreements and Sales Zoning and Land Use Development Agreements and Minimum Standards
<b>Public Health and Welfare</b>	
Carol Williams	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>
Wayne Dame Carol Williams Cindy Rose	Sedgewick Cemetery
<b>Economic Development</b>	
Wayne Dame	<b>BRAED</b> – Battle River Alliance Economic Development
Cindy Rose	<b>FIP</b> - Flagstaff Intermunicipal Partnership – <i>first Monday</i>

Adjournment:  
2014.05.67:

MOTION: By Clr. W. Dame for adjournment at 6:10 pm.

CARRIED.

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Perry Robinson, Mayor

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-----  
Amanda Davis, CAO

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19- Jun-14  
Mayor

-----  
19-Jun-14  
CAO

## Request for Decision (RFD)

**Topic:** 2014-16 Municipal Audit Proposals  
**Initiated by:** S. 280 of the MGA  
**Prepared by:** Amanda Davis  
**Attachments:** 1. TOS RFP – Professional Audit Services  
 2. Brian King Professional Corp. Proposal  
 3. Collins Barrow – Proposal  
 4. Grant Thornton – Proposal

**Recommendations:**

**That the Town of Sedgewick approve Brian King Professional Corporation's three (3) year Municipal Audit Proposal (SEDAUD14-16) as presented.**

**Background:**

On June 9<sup>th</sup>, 2014 the Finance Committee (Cindy and Carol) met to review the attached proposals. The committee discussed the pros and cons and recommends that the Town proceed with Brian King's proposal.

*Below is the supplementary information that was presented to the committee:*

S. 280 (1) Each council must appoint one or more auditors for the municipality.

Administration tendered a Request for Proposal (RFP) for Professional Audit Services (Proposal #SEDAUD14) for the Town of Sedgewick as our contract expired with Brian King. The tender deadline was June 2<sup>nd</sup> at 10:00 pm.

Three proposals were received:

1. Brian King Professional Corp.
2. Collins Barrow, Edmonton
3. Grant Thornton, Camrose

	2014	2015	2016
<b>Brian King Prof. Corp.</b>	9,000	9,100	9,200
<b>Collins Barrow</b>	16,500	17,000	17,500
<b>Grant Thornton</b>	21,000	21,500	22,000
<b>TOS Budget Alloc.</b>	11,000		

Brian King Profession Corp:

PROS	CONS
1. Familiar with the Town of Sedgewick accounting system, grants, book keeping etc.;	1. As this is a one man show, King may not have the same network and expertise when working on our files.

2. Local business owner; 3. Services multiple municipal organizations 4. Sedgewick is the first annual municipal audit completed; our audit is conducted at the end of January at the request of Administration.	
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Collins Barrow:

PROS	CONS
1. The firm has qualified personnel designated to our portfolio – indicating the potential for a higher level of expertise; 2. Leon Pfeiffer, CA made a site visit in Sedgewick to discuss the proposal in introduce the company.	3. Their municipal portfolio is not that substantial; 4. Being that this firm is located in Edmonton we may question the professional care given within our community.

\*If there is a recommendation to move forward with Collins Barrow I would request that it be contingent upon the exception of the audit. I would prefer the Year End field work begins the end of January, beginning of February.

Grant Thornton:

PROS	CONS
1. The firm has qualified personnel designated to our portfolio – indicating the potential for a higher level of expertise;	1. Proposal fees are excessive; 2. Being that this firm is located in Edmonton we may question the professional care given within our community.

**Current:**

As the Town of Sedgewick has contracted services from Brian King Corp for the past 6 years we are aware of the services provided. To ensure the Town has taken all steps to ensure the continuity of our municipal audit it is important that we discuss the advantages and disadvantages of a new audit firm.

There is a standard guideline for municipal reporting. Regardless of the firm the end result would remain the same.

## Discussion points:

1. Was Council satisfied with Brian Kings 2013 Audit?
2. Are there things that we would like to see done differently?
3. Can we justify an increase in our audit fees if our expectations haven't changed?



# Town of Sedgewick REQUEST FOR PROPOSAL

## PROFESSIONAL AUDIT SERVICES

### 1. SCOPE

#### (a) Purpose

The Town of Sedgewick is presently accepting Request for Proposals for professional financial auditing services for the years ending December 31<sup>st</sup>, 2014, 2015 and 2016.

The deadline for proposals is Monday, June 2, 2014 at 10:00 am.

**Proposals must be received by the Town of Sedgewick by the specified time. Any proposals received after this deadline will not be considered. All proposals must quote the following proposal number SEDAUD14-16.**

**Proposals will cover all professional financial auditing needs for the Town as specified in this document. Any further services offered as “optional” or “in addition to” the services required in this proposal may be included in the proposal. However, only the services required under this proposal will be given consideration during the review process. The Town reserves the right to take advantage of any additional services included in the successful proposal.**

All required items in this proposal should be clearly addressed in the proposal. Any costs (exclusive of GST) should be included as well as the nature of the fee structure. **ANY SERVICE THAT CANNOT BE PROVIDED AS DESCRIBED SHOULD BE NOTED IN THE PROPOSAL.**

Proposals should be marked “Proposal for Professional Auditing Services SEDAUD14-16” and addressed to:

Town of Sedgewick  
Attn: Amanda Davis, CAO  
P.O. Box 129  
Sedgewick, AB T0B 4C0

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

Proposals for the Request for Proposal will be accepted by facsimile, e-mail, regular mail or delivered in person. However, it is the responsibility of the Proponent to ensure delivery of their proposal to the above-mentioned individual. The Town assumes no responsibility for misdirected or improperly addressed proposals.

The Proponent is requested to submit a name and telephone number of a contact that the Town may contact regarding any questions of clarifications relating to the Proponent's response on the Request for Proposal.

Proposals received by the proposed deadline will be opened immediately following the deadline. As this is a request for proposal, the opening of the proposals is intended to publicly record the proposal received. No awarding or announcing of the successful proposal will take place at this time.

The Town of Sedgewick may accept or reject any or all proposal as may be in the best interest of the Town. The final decision rests with Town Council who will select the successful proposal at a regular meeting of Council.

**(b) Restrictions and Conditions**

Proponents are advised that all of the following instructions to proponents and condition of proposals must be strictly complied with and any non-compliance may invalidate the proposal in question.

All rates/pricing are to be quoted in Canadian dollars and are to be Goods and Services Tax extra.

The Town of Sedgewick shall not be responsible for any costs incurred by the proponent in the preparation of their response.

Any questions regarding the details of the specifications of the submission and review process should be directed to:

Amanda Davis,  
Chief Administrative Officer  
Town of Sedgewick  
P.O. Box 129,  
Sedgewick, AB T0B 4C0

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

The Town reserves the right to request and have supplied any clarifications. However, if numerous clarifications are required from a proponent, their proposal may be disqualified at the discretion of the Town of Sedgewick. Therefore, please ensure that all areas of the Proposals are properly and fully addressed.

The resultant outline agreement cannot be assigned to a third party without prior notification to the Town of Sedgewick and requires the Town's acceptance of the change.

Proponents may be individuals, partnership, and or limited corporations. Proponents must be professional designated accountants (i.e. Chartered Accountant, Certified Management Accountant or Certified General Accountant) and the individual in direct supervision of audit activities must be at all times a member in good standing with their respective professional accounting society. Preference will also be given to proposals where a senior partner or principal of the successful audit firm is in direct supervision of the various audits.

**(c) Response Submission**

In preparing the proposal, the proponent should take into consideration the requirements outlined in Schedule "A" of this Request for Proposal. Additional information, as delineated below, should be attached and be organized in separate sections. Proponents are urged to be concise in providing information. Each page should clearly delineate the name of the respondent. Information should be in the following order:

1. An overview of your firm and the individual who would be in charge of the audits including any historical information which delineates your professional capabilities and capability that your firm has in providing management advisory services to governmental entities.
2. A description of your firm's governmental auditing experience during the past five (5) years.
3. A list of firms (preferably governmental entities) for whom your firm has provided professional auditing services during the past five (5) years. These references shall include the entity name, a contact person, contact information, and the number of years in which service was provided and synopsis of the services provided.

**(d) Disclosure of Information**

The bidder acknowledges that any information or documents provided by it to the Town of Sedgewick may be released pursuant to the provisions of the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, F-25. This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documents.

2014-2016

## **SCHEDULE “A” AUDIT OVERVIEW**

### **Audit Program**

#### **Timing of Engagement**

##### **Interim Audit**

- Middle/end of November

##### **Final Audit**

- Last portion of January or middle of February

##### **Issuance of Draft Financial Statements**

- End of March

##### **Presentation to Council**

- No later than the third Thursday in April

#### **Working Papers Provided by Chief Administrative Officer and Administrative Personnel:**

Detailed Transaction Report Year to Date – General Ledger

Analysis of Balance Sheet with supporting documentation

General Ledger Trial Balance

Bank Reconciliations

Reconciled Aging Reports for Subsidiary Ledgers

Analysis of Reserve Activity

Analysis of Capital Project Funding

Budget Values

Various Schedules for the Financial Statement

Regional Fire Services Financial Report

Quarterly GST Remittance's

Other Schedules as detailed by the auditor

#### **Facilities Available**

Secured conference room (Council Chambers)

Computer access

Telephone

Photocopying

Office Hours 8:30 AM to 4:30 PM

#### **Items included in the Audit Fee**

- Preparation & certification of the Financial Information Return for municipal operations
- Preparation of the Audited Local Authorities Pension Plan (LAPP) Statement
- Preparation of the Audited Financial Statement
- Reporting and allocation of all Tangible Capital Assets

- Report of all required year end Journal Entries
- Presentation of the Financial Statements to Council at a regular meeting
- Seven (7) copies of the Financial Statement with original signatures
- One (1) unbound set of Financial Statements on plain paper for duplication and publication purposes
- Travel, Accommodations, Meals, etc., as applicable
- Preparation of a management report addressing any opportunities to improve effectiveness and efficiency that were noted during the audit. The management report to be reviewed with CAO and then presented to entire Council at a regular meeting of Council along with the Audited Financial Statements.
- Be available to provide ongoing advice and counsel related to new requirements, interpretations of rules, and regulations and ensure the Town is informed as to new developments and trends pertinent to finance and accounting

### **Responsibility for Accounting Functions**

#### **Chief Administrative Officer:**

- Develops financial strategies and policies
- Responsible for internal control functions
- Completes year end analysis for operating and capital accounts
- Capital and Operating Grant applications
- Statutory Treasurer and Financial Administration duties
- Supervisor of accounting operations and staff
- Property Assessment maintenance and Tax bill calculations, penalty calculations
- Reconciling Bank accounts, preparation of GST Returns
- Preparation of the Annual Budgets

#### **Administrative Personnel:**

- Manages Computer System hardware and software requirements
- Manages the Utility sub-ledger adjustments
- Normal Payroll functions from time sheet management to cheque writing
- Administers payroll, pension, and benefits
- Manages the Tax Roll sub-ledger adjustments
- Normal Payables functions from coding to cheque writing
- Normal receivable functions with invoice creations and statement preparation
- Manages the Utility Accounts, bill calculation, printing, collections
- Property Tax record maintenance include title changes
- Manages Municipal Gas Utility balancing

**All Administration Staff**

- Assist CAO with special projects
- Cashier duties, deposit preparation
- Sale of licenses

**Computer System and Software**

**Hardware**

- Financial records and other data are processed on 1 Backup server – Atom Raid Dual Drive 0 500 GB, 2 GB RAM, 1 File Server Quad Core 6600 – 3 GB RAM, 3 Dual Core 2.6 GHz, 250 GB Hard Drive, 3 GB RAM computer system

**Finance Software**

- Munisoft

**Modules Installed**

Accounts Payable

Cash Receipting

General Ledger

Property Taxes

Utilities (Water, Sewer, and Garbage)

Cemetery Record Keeping (DOS)

Accounts Receivable (external) any additional accounts receivables are developed and logged in Microsoft Excel.

**Control Issues**

**Preparation and Printing of Invoices & Bills**

All invoices, utility and tax bills are prepared and printed by the Accounting Department.

**Collection of Cash**

Cashier's Counter, Accounting Department

Utility and Tax payments are available through various banking services. Notification of payment is by fax or email. Some utility and tax payments are made on a monthly plan through Electronic File Transfer. Some utility and tax payments are paid by submission of post-dated cheques.

**Where and how purchases are made**

Payment is made by statement and supported by invoice and/or invoice alone.

**Payroll**

Employees are paid mid month advances and at month end. There are five full-time and one part-time and up to three seasonal employees. The Town also provides payroll services once annually for the remuneration of the Volunteer Fire Department ranging up to thirty volunteers. Council remuneration is paid quarterly upon submission of a claim form. Cheques are prepared and printed by the accounting department. Payroll payments are a issuance of a pay cheque.

**Issue and Signing of Cheques**

**General Account**

Cheques are prepared and printed by the accounting department. Two signatures are required: one Administration and one elected official.

**Signing Officers**

Administration – one of:

- Chief Administrative Officer
- Municipal Secretary

And,

Council – one of

- Mayor
- Deputy Mayor

**Tax Levy**

Assessment/Tax Notices are issued in May of each year  
Approximately 511 notices issued

**Utility Levies (Water, Sewer, Garbage and Gas)**

Approximately 562 utility customers  
Bills are sent out every month based on actual readings of water and gas meters.

**Brian King Professional Corporation  
Certified General Accountant**



May 28, 2014

Town of Sedgewick  
Box 129  
Sedgewick, Alberta  
T0B 4C0

Dear Madam:

Re: SEDAUD14-16 quote

At present, my quote for future auditing services has expired and I would like to provide you with a quote for a further three years. I am proposing the following rates for 2014 of \$9,000, 2015 \$9,100 and 2016 \$9,200. Should you find the increases too high, I will be more than willing to revisit the prices as I do appreciate our continued business relationship. In the event that any further consulting or accounting advice is required I would be pleased to be of assistance at the rate of \$150.00 per hour of work plus travel and expenses.

The audit price includes the Audited Financial Statements, and preparation of the audited Financial Information Return and filing with Alberta Municipal Affairs, as well as preparation and filing of the LAPP audit. The price assumes that the accounting records are in an acceptable manner and that the Grant reporting has been completed or close to being completed. Extra charges would be required in the event that there are major bookkeeping problems such as an unbalanced bank account, unbalanced subledger's, change in accounting system that changes account numbers or data generation in a way that extends the time required to do the audit, or a significant change in personnel. Extra charges may also be required in the event that the reporting bodies significantly change the presentation of the financial statements or required disclosure as well as the information required in the financial information return. In the unlikely event that I feel that an extra charge should be made, I will discuss it with yourself for your approval or to be discussed by council before proceeding.

This quote is valid up until and including June 20, 2014 at which point in time will expire if not accepted in writing and a new quote will be required.

**Municipal audit experience**

I am currently appointed as municipal auditor for one to three year terms for the following municipalities:

Town of Hardisty	Town of Sedgewick	Village of Chauvin	Village of Edgerton
Village of Irma	Village of Czar	Village of Hughenden	Village of Amisk
Village of Lougheed	Village of Alliance	Village of Heisler	Village of Bawlf

I have been the appointed auditor for these municipalities for periods ranging from two to eleven years. With the Town of Sedgewick for the previous six years.



**Firm profile**

My firm consists of myself and my wife as an assistant. I am the principal auditor for the majority of the audit. When I deem it necessary, my wife assists me with data entry and verification procedures. There will be no change in audit staff during my appointment as I have no plans now or in the future to make additional hires.

**Audit timeline**

The audit will be conducted during the January/February time frame at a time that is mutually agreed upon by myself and the CAO, keeping in mind that I do have a number of municipalities that I audit with all of the same deadlines

Completed financial statements will be available approximately one week prior to the council meeting where they are presented.

Every reasonable effort will be made to prepare the financial statements and be presented and ready for filing prior to the deadline established by Alberta Municipal Affairs (currently April 30 of each year)

Please advise me as soon as possible if you are in agreement with the above fee quote or have any concerns regarding it.

Sincerely yours,

BRIAN KING PROFESSIONAL CORPORATION

A handwritten signature in black ink, appearing to be 'BK' followed by a long horizontal stroke.

Brian King, CGA

/bk

Audit | Tax | Advisory

Clarity Defined.™

2014

**PROF**

**PRIVATE & CONFIDENTIAL**

*Proposal for Professional Auditing Services (SEDAUD14-16)*

**Town of Sedgewick**

May 30, 2014

*For more information contact:*

Leon Pfeiffer, CA or Curtis Dorfman, CA

T. 780.428.1522

E. [lpfeiffer@collinsbarrow.com](mailto:lpfeiffer@collinsbarrow.com) or

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**Collins Barrow**

Chartered Accountants

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## EXECUTIVE SUMMARY

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Collins Barrow (the "Firm") has been established in Edmonton for over 40 years. Our Firm has extensive knowledge and experience of governmental entities and departments through our long standing contract with the Federal government of Canada and through conducting financial statement audits of towns and municipalities across Canada. Collins Barrow is Canada's only cooperative of Chartered Accountancy Firms with offices across the country and associate firms around the world. This means that we are managed at the local level but we have the benefit of national and international resources. This allows us to understand our marketplace and to be responsive to the needs of our clients.

At Collins Barrow we are aware of the importance of providing our clients with the attention and responsiveness they require in order to meet each individual client's needs. Collins Barrow will be committed to providing the Town of Sedgewick (the "Town") with timely professional services based on the timeframe proposed by Town Council and Town management which will include the following:

- Preliminary planning meeting with management and Council to discuss the audit scope;
- Comprehensive planning, interim and year-end onsite audit testing;
- Preparation and submission of a management letter;
- Submission of auditors' report and audited financial statements for the year ended December 31, 2014;
- Preparation and certification of the Financial Information Return for municipal operations;
- Preparation of the Audited Local Authorities Pension Plan (LAPP) Statement;
- Reporting and allocation of all Tangible Capital assets;
- Attendance at management and Town Council meetings to present audited financial statements, final audit findings and ancillary reports; and
- Ongoing advice to management and Council as they require.

Collins Barrow is dedicated to delivering quality audit services on a timely basis. We achieve these goals by ensuring significant audit planning is done upfront before interim and year-end audit work commences. This includes holding kick-off meetings with management and key accounting staff to gain knowledge of the Town's operation that is necessary in order to efficiently execute and design the audit plan. Our audit teams are designed in a manner that requires integrated Partner involvement from the planning stage all the way through to the completion of the reporting stage.

To ensure the quality of audit services provided to the Town are of the highest standard our Firm employs a full-time Standards and Quality Control Partner, and we have Professional Practice standards that are overseen by Collins Barrow National. Having said that, it is our belief that the high quality of the audit services we provide is due to the experience and expertise of our audit team.

### The Collins Barrow Advantage

We provide our clients with the attention and responsiveness of a local accounting firm but still offer the national reach and expertise of an international accounting firm through the Collins Barrow Network. The following are some of the ways we ensure our clients benefit from the Collins Barrow advantage:

<b>Attention</b>	<ul style="list-style-type: none"><li>• Integrated Partner involvement in the audit engagement from the planning stage all the way through to the completion of the reporting stage</li><li>• Key audit team member accessibility and attentiveness</li><li>• <b>Building strong long term relations with clients through direct communication with the engagement Partner</b></li><li>• <b>We encourage our clients to call us and we do not charge our clients for those calls</b></li></ul>
<b>Client-Focused</b>	<ul style="list-style-type: none"><li>• Our audit team will act as an extension of the management team by providing practical financial advice</li><li>• The client is our focus in all that we do, keeping in mind the objectives that have been set by management and Council</li><li>• Understanding our client's business, marketplace and motives is paramount and we tailor our advice accordingly – we do not recommend expensive solutions to minor problems</li></ul>
<b>Speed</b>	<ul style="list-style-type: none"><li>• Through our extensive experience with governmental audit engagements and our mid-market focus, we make sure there is less bureaucracy for faster turnaround</li></ul>

	<ul style="list-style-type: none"> <li>• Our Partners work together to be flexible in job scheduling taking a joint approach to ensure the appropriate engagement team is assigned to each audit in order to meet management timelines and objectives</li> </ul>
<b>Quality Control</b>	<ul style="list-style-type: none"> <li>• Collins Barrow has a full-time Standards and Quality Control Partner</li> <li>• We have Professional Practice standards that are overseen by a National office. Doug Kroetsch (Edmonton Office – Managing Partner) is the Collins Barrow National Chair of Professional Practice. Joseph Man (Edmonton Office – Partner) is a member of the Collins Barrow National's Not-for-Profit/Public Sector Committee.</li> </ul>
<b>Practical and Pragmatic Knowledge</b>	<ul style="list-style-type: none"> <li>• Broad range of experience including municipality, assurance and tax specialists;</li> </ul>
<b>Knowledge Building</b>	<ul style="list-style-type: none"> <li>• Internal knowledge and insight groups through various National committees including the Public Sector/NPO Committee</li> </ul>

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## 1. FIRM OVERVIEW

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### **Collins Barrow**

Collins Barrow is Canada's largest association of Chartered Accounting firms and the eighth largest group of chartered accountants in Canada. Known as Canada's mid-market alternative for audit, tax and advisory solutions, the professionals of Collins Barrow have developed a reputation for quality and value added financial advice due to the depth and breadth of our in-house skills, customized offerings, commitment to excellence in client service and our global reach. Our unmatched service and extensive resources make Collins Barrow the right choice for maximizing your potential.

Tracing our roots back more than 85 years, today Collins Barrow is one of the fastest growing mid market organizations in Canada. Collins Barrow is truly a national presence with over 160 partners, more than 800 professional staff, operating in over 40 offices from coast-to-coast between Vancouver and Halifax. This unique association provides its members with resources, training and access to like-minded entrepreneurial firms, serving similar markets.

### **Baker Tilly International**

Our reach extends beyond our borders into 110 countries worldwide through Baker Tilly International, the 8th largest accountancy and business advisory network in the world. Through our affiliation with Baker Tilly International, we offer international accounting and taxation services thereby servicing the global needs of our clients, while maintaining the entrepreneurial spirit of an independent operating professional services firm.

### **Collins Barrow – Edmonton Office**

Collins Barrow Edmonton LLP will lead the audit of the Town and all the work on this engagement will be performed out of our Edmonton Office.

Collins Barrow Edmonton LLP is the leading mid market firm in Edmonton. Our reputation as the mid market firm of choice is highlighted by our extensive technical knowledge and experience auditing public sector organizations and NPOs.

Clients and prospective clients recognize that we offer the national reach of our competitors but go beyond in service delivery. In a recent survey among a large segment of our client base, the top five points of differentiation cited over the competitive market place included:

- Partner Attention
- A Highly Collaborate Culture
- Accountability to the client, the engagement and our people
- Extensive technical expertise
- Proactive and practical approach to the needs of our clients

### **Firm Qualifications**

Collins Barrow has a large public sector organization and not-for-profit organization practice, serving over 75 public sector organization and 275 not-for-profit organizations nationally across Canada.

Our Edmonton office has over 35 employees including 12 designated professional accountants. Our governmental audit pool is made up of 15 staff members and represents a significant portion of our Firm due to standing offers with large Federal government departments.

Joseph Man, Quality Assurance Partner, is a member of the Collins Barrow National Not-for-Profit/Public Sector group. Our office will leverage off the collective experience of this group to provide technical support to accounting issues faced by your organization.

### **Firm Practice Review Results**

Collins Barrow Edmonton LLP has received clean professional practice reviews during the past three years and throughout the history of our Firm. This includes professional practice reviews from the Institute of Chartered Accountants of Alberta (ICAA), the Canadian Public Accountability Board (CPAB) and internal reviews from Collins Barrow National.

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## 2. PARTNER, SUPERVISORY AND STAFF QUALIFICATIONS AND EXPERIENCE

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The Town of Sedgewick will be a valued client for Collins Barrow. We will commit ourselves to ensuring that there is an experienced client service team in place familiar with the affairs of your organization. We will ensure that the engagement is conducted in an efficient and cost effective manner and that the Engagement Partner and knowledgeable senior staff will address your ongoing questions and concerns in a timely manner. The core of our service is developing client relationships. We focus on building relationships based on trust and responsiveness; therefore, we strive for continuity on the engagement team from year-to-year. Continuity on the engagement team will minimize disruptions to your staff and will also ensure that the individuals performing your audit are familiar with your organization. We will ensure that at least one of the senior auditors will be part of the engagement team each subsequent year. The Town's management should not be concerned about the task of "retraining" their external auditors.

**Leon Pfeiffer, CA** will be the Engagement Partner responsible for the delivery of services. Leon Pfeiffer is an Accounting and Assurance Partner in our Edmonton office.

**Curtis Dorfman, CA** will be the Audit Manger responsible for the supervision of audit activities and the audit team. Curtis is a Senior Manager in our Edmonton office.

In addition to Leon and Curtis, the professional services team we have assembled includes a Quality Assurance Partner and a Tax Partner. Staffing has been designed such that adequate professionals will be available to complete the audit with additional time set aside in the event of unexpected delays to ensure deadlines are met. We will review the files in the field to ensure efficiency in file completion. The senior professional services leaders are as follows:

### ***Engagement Partner***

#### ***Leon Pfeiffer, CA – Audit & Assurance Partner (Edmonton)***

Leon has over 20 years of public accounting and auditing experience with an emphasis on not-for-profit organizations and publicly accountable enterprises. Leon grew up in Provost, Alberta and has an agricultural background. He understands and appreciates the importance of the rural lifestyle and supporting local businesses.

Leon's role as Engagement Partner will require his involvement in each stage of the audit process. This includes:

- Communication with the audit team to ensure they possess a sufficient working knowledge of the Town's operations and accounting policies so as to be able to identify significant audit issues and to facilitate a non-disruptive audit.
- Communication with senior level management to outline audit objectives and approach
- Provide Public sector audit knowledge and insight into the development of the audit plan and provide final approval of the audit plan
- Perform a general review of the audit teams working papers
- Perform a detailed review of the audited financial statements and audited LAPP statements
- Present audit findings and management letter to management and to Council
- Exercise final sign-off authority on the audit report
- Communication with management and Council on a frequent and go forward basis

### ***Quality Assurance Partner***

#### ***Joseph Man, CA – Audit & Assurance Partner (Edmonton)***

Joseph Man has over 17 years of public accounting and auditing experience and has been involved in the audit of a number of not-for-profit organizations and public companies. He is a member of Collins Barrow National's Not-for-Profit/Public Sector Committee. Joseph articulated with the Auditor General of Alberta where he was directly involved in the audit of the Capital Health Authority, Alberta Treasury Investments and Alberta Securities Commission. Prior to joining Collins Barrow, Joseph was a manager with Ernst & Young LLP in Vancouver where he had the opportunity to manage the audit of \$2.5 billion in pension plan assets as an agent for the Auditor General of British Columbia. In addition to public sector audits, Joseph has also managed numerous small (<100 hours) and large audits (6,000 hours) in a variety of industries. Joseph will be responsible for all aspects of client service, quality and value.

Joseph's role as Engagement Partner will require his involvement in each stage of the audit process. This includes:

- Provide municipality audit knowledge and insight into the development of the audit plan
- Perform a detailed technical review of the audited financial statements

***Tax Partner (Edmonton)***  
***Cody Marson, CA***

Cody will be the tax partner responsible for providing tax services for the engagement. Cody has been in public practice for over 10 years and has accumulated a diverse range of experience in a variety of industries, including public sector, not-for-profit organizations and private entities. He has also completed the CICA in-depth tax course. Cody's responsibilities are as follows:

- Provide public sector tax knowledge and insight
- Review all income tax filings
- Present any income tax filing issues to management and Council

***Audit Manager***  
***Curtis Dorfman, CA – Senior Manager (Edmonton)***

Curtis Dorfman has over 8 years of public accounting and auditing experience. Curtis has had the opportunity to manage audits in a variety of industries that include not-for-profit organizations, public sector organizations, public companies, real estate and financial services. He has acted as the Manager on the audit of Alexis Nakota Sioux Nation, which is similar to a municipality in that its revenues (including revenue from property taxes) supports aspects of the community such as (child welfare, culture, education, economic development, health, housing, justice, public works, recreation and social development). Curtis has also managed a number of compliance audits of public sector organizations on behalf of the Federal Government of Canada, including audits of the City of Salmon Arm, the City of Kamloops, the Corporation of the Township of Langley, the Town of Oliver, the City of Prince George, the Corporation of the District of Summerland, the Corporation of the Township of Esquimalt, the Regional District of North Okanagan, and the Regional District of Central Kootenay.

Curtis' role as Manager will require his involvement throughout the audit process. This includes:

- Communication with management regarding audit timelines and milestones
- Communicate with senior level management our expectation for client prepared documents
- Provide audit knowledge and insight into the development of the audit plan and review audit plan in detail
- Communicate with the audit team in the field to ensure significant audit risks are being addressed during the testing phase
- Perform a detailed review of the audit teams working papers
- Perform a detailed review of the audited financial statements
- Aid the Engagement Partner in the presentation of audit findings to management and the Council

***Other Engagement Staff***

The remainder of the engagement team will be selected based upon their experience.

Other engagement staff, including Auditors and Junior Auditors, will be involved primarily in executing the audit fieldwork. This includes:

- Participate in audit planning meeting
- Execute onsite testing at clients office



### 3. SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES

At Collins Barrow, we are fully trained in the accounting standards for public sector reporting organizations and municipalities. Over the years we have acted as auditors for a number of public sector organizations including audits for the Office of the Auditor General, municipalities, and towns including specifically the Town of Bentley and the Town of Sylvan Lake. Our attentiveness to the needs and requirements of our clients and our experience is an asset to our not-for-profit and public sector clientele.

#### Town of Bentley

Reporting entity	<ul style="list-style-type: none"><li>The consolidated financial statements reflect the financial assets, liabilities, revenues and expenditures and changes in fund balances and in financial position of the Town of Bentley. The Town of Bentley is comprised of the municipal operations plus all organizations that are owned or controlled by the Town of Bentley, therefore, accountable to the Town Council for the administration of their financial affairs and resources.</li></ul>
Number of years of service	<ul style="list-style-type: none"><li>17+ years (1996 to current)</li></ul>
Engagement Partner	<ul style="list-style-type: none"><li>Grant Stange, CA</li></ul>
Scope	<ul style="list-style-type: none"><li>Consolidated financial statement audit of the entity in accordance with prescribed auditing standards</li><li>Review of internal controls and accounting system</li></ul>
Deliverables	<ul style="list-style-type: none"><li>Audit opinion in conformity with Canadian Auditing Standards</li><li>Audited financial statements in accordance with Public Sector Accounting Standards</li><li>Annual income tax return and financial information return</li><li>Management letter</li></ul>
Contact person	<ul style="list-style-type: none"><li>Elizabeth Smart, Chief Administrative Officer</li><li>Telephone: (403) 748.4044</li><li>Email: <a href="mailto:liz.bentley@telus.net">liz.bentley@telus.net</a></li></ul>

#### Mountain View County

Reporting entity	<ul style="list-style-type: none"><li>The consolidated financial statements reflect the assets, liabilities, revenues and expenditures and changes in fund balances and in financial position of Mountain View County, which comprises of all the organizations that are accountable for the administration of their financial affairs and resources to Mountain View County Council and are owned or controlled by the municipality.</li></ul>
Number of years of service	<ul style="list-style-type: none"><li>26+ years (1987 to current)</li></ul>
Engagement Partner	<ul style="list-style-type: none"><li>Grant Stange, CA</li></ul>
Scope	<ul style="list-style-type: none"><li>Consolidated financial statement audit of the entity in accordance with prescribed auditing standards</li><li>Review of internal controls and accounting system</li></ul>
Deliverables	<ul style="list-style-type: none"><li>Audit opinion in conformity with Canadian Auditing Standards</li><li>Audited financial statements in accordance with Public Sector Accounting Standards</li><li>Annual income tax return and financial information return</li><li>Audited Local Authorities Pension Plan (LAPP)</li><li>Management letter</li></ul>
Contact person	<ul style="list-style-type: none"><li>Greg Weins, Director of Corporate Services</li><li>Telephone: (403) 335.3311</li><li>Email: <a href="mailto:gwiens@mvcounty.com">gwiens@mvcounty.com</a></li></ul>

### Town of Sylvan Lake

Reporting entity	<ul style="list-style-type: none"> <li>The consolidated financial statements reflect the financial assets, liabilities, revenues and expenditures and changes in fund balances and in financial position of the Town of Sylvan Lake. The Town of Sylvan Lake is comprised of the municipal operations plus all organizations that are owned or controlled by the Town of Sylvan Lake, therefore, accountable to the Town Council for the administration of their financial affairs and resources.</li> </ul>
Number of years of service	<ul style="list-style-type: none"> <li>3+ years (2010 to current)</li> </ul>
Engagement Partner	<ul style="list-style-type: none"> <li>Grant Stange, CA</li> </ul>
Scope	<ul style="list-style-type: none"> <li>Consolidated financial statement audit of the entity in accordance with prescribed auditing standards</li> <li>Review of internal controls and accounting system</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>Audit opinion in conformity with Canadian Auditing Standards</li> <li>Audited financial statements in accordance with Public Sector Accounting Standards</li> <li>Annual income tax return and financial information return</li> <li>Management letter</li> </ul>
Contact person	<ul style="list-style-type: none"> <li>Darren Moore, Director of Corporate Services</li> <li>Telephone: (403) 887.2141</li> <li>Email: dmoore@sylvanlake.ca</li> </ul>

### Alexis Nakota Sioux First Nation

Reporting entity	<ul style="list-style-type: none"> <li>The Alexis Nakota Sioux First Nation is similar to a municipality in that its revenues (including revenue from property taxes) supports aspects of the community such as (child welfare, culture, education, economic development, health, housing, justice, public works, recreation and social development).</li> <li>Alexis Nakota Sioux First Nation is a reserve located near Edmonton, Alberta and is a member of Treaty</li> </ul>
Number of years of service	<ul style="list-style-type: none"> <li>2 years (2013 to current)</li> <li>3 years (2007 to 2010)</li> <li>9 years (1996 to 2005)</li> </ul>
Engagement Partner	<ul style="list-style-type: none"> <li>Joseph Man, CA</li> <li>Darryl Borle, CA, acts as the client relationship partner as a result of his extensive history with the Alexis Nakota Sioux First Nation</li> </ul>
Scope	<ul style="list-style-type: none"> <li>Consolidated financial statement audit of the entity in accordance with prescribed auditing standards</li> <li>Review of internal controls and accounting system</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>Audit opinion in conformity with Canadian Auditing Standards</li> <li>Audited financial statements in accordance with Public Sector Accounting Standards</li> <li>Annual income tax filings</li> <li>Management letter</li> </ul>
Contact person	<ul style="list-style-type: none"> <li>Willis Kootenay, Director of Administration &amp; Operations</li> <li>Telephone: (780) 967.2225 ext. 237</li> <li>Email: willis.kootenay@ansn.ca</li> </ul>

## Western Economic Diversification Canada

Municipalities audited	<ul style="list-style-type: none"> <li>Regional District of North Okanagan – audited \$5,409,619 related to the construction of a 10 mega-litre water reservoir at the Duteau Creek Water Treatment Plant Site</li> <li>Town of Osoyoos – audited \$1,017,673 related to the extension of the sanitary sewage collection system</li> <li>Village of Belcarra – audited \$697,290 to tie-in the water distribution system of the Village of Belcarra to Metro Vancouver's water supply system</li> <li>City of Salmon Arm – audited \$5,057,549 related to the construction of a new Trans Canada Highway underpass structure at 21<sup>st</sup> Street NE</li> <li>Regional District of Central Kootenay – audited \$4,650,571 related to the expansion, renovation and upgrade of the Creston and District Community Complex</li> <li>The Corporation of the Township of Esquimalt – audited \$2,994,497 related to the upgrade of the Craigflower Road Corridor in Esquimalt, BC</li> <li>The City of Kamloops – audited \$4,871,495 related to the construction of the North Westsyde and Noble Creek Area Water System</li> <li>The Corporation of the Township of Langley – audited \$11,424,609 related to the diversion of sewage flow in the Township of Langley's communities of Aldergrove and Gloucester by connecting to Metro Vancouver's collection system and disconnecting from Abbotsford's collection system</li> <li>The District of Lantzville – audited \$3,552,878 related to the installation of approximately 4,700 metres of gravity sanitary sewer collection mains in the District of Lantzville's commercial core and adjacent residential neighbourhoods</li> <li>The Town of Oliver – audited \$3,573,695 related to the installation of 1.8 kilometres of distribution water mains, 220 water service connects and 220 water meters in the Town of Oliver, BC</li> <li>The Corporation of the District of Peachland – audited \$4,290,599 related to the amalgamation of the existing water sources into one unified water treatment and distribution system with the District of Peachland</li> <li>City of Prince George – audited \$3,020,872 related to the replacement of the existing Cameron Street Bridge in the City of Prince George, BC</li> <li>The Corporation of the District of Summerland – audited \$2,559,164 for the purposes of providing approximately 7900 metres of new water mains with required appurtenances, a hydraulic dividing structure at the existing Aileen Avenue chlorination building including associated pipe work/valve chambers and re-commissioning of the chlorination system plus the addition of universal domestic eater metering to approximately 4000 homes in Summerland</li> <li>Thompson-Nicola Regional District – audited \$6,164,413 related to the construction of a new library facility within the City of Kamloops</li> </ul>
Number of years of service	<ul style="list-style-type: none"> <li>2 years (2011 and 2012)</li> </ul>
Engagement Partners	<ul style="list-style-type: none"> <li>Joseph Man, CA and Douglas G. Kroetsch, CA</li> </ul>
Scope	<ul style="list-style-type: none"> <li>Conducted contribution agreement audits of the accounting books and records</li> <li>Performed a review of accounting procedures, financial systems and an assessment of internal controls within the scope of the project</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>Audit opinion in conformity with Canadian Auditing Standards</li> <li>Audit report in accordance with section 5815 of the Canadian Institute of Chartered Accountants Handbook</li> <li>Management letter</li> </ul>
Contact person	<ul style="list-style-type: none"> <li>Donna Mandelkau Krotec, Manager Infrastructure</li> <li>Telephone: (604) 666-9212</li> <li>Email: donna.mandelkaukrotec@wd-deo.gc.ca</li> </ul>

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## 4. SPECIFIC AUDIT APPROACH

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### Audit Approach and Methodology

#### A. Audit Compliance

To meet the needs of our clients, we have developed an audit approach, which emphasizes flexibility and efficiency while fully observing all of the requirements of Canadian generally accepted auditing standards as set out by the Canadian Institute of Chartered Accountants. Our risk-based approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the financial statements to an appropriately low level. This means that we focus our audit effort in areas that we believe have a higher risk of being materially misstated and do less audit work in areas that are of lower risk. To assess risk accurately, we need to have a clear understanding of the entity's activities and the environment in which the entity is managed. Much of this understanding will be obtained through discussions with management. As auditors we are always alert to possible improvements in our client's accounting systems to enhance the information available to management. Our philosophy is to encourage a co-operative relationship between our staff and client management to ensure that our services meet your expectations.

#### B. Audit Tools

In today's complex environment, the tools we use to perform our audits need to be as updated as our audit methodology. After all, an efficient and effective audit requires the right complement of technology, staff and experience. We use a very advanced and customized version of Caseware for documenting and managing our audits. All of our planning and documentation will be completed in the Caseware file. There is also an array of other audit tools that we use to complete our audits efficiently and effectively.

#### C. Timing

##### Planning

As part of this process, we will co-ordinate with your personnel to obtain the required data and schedules necessary to work efficiently and effectively. We can provide a listing of the required working papers in advance in order to expedite the process and keep disruptions in your office to a minimum. We will also communicate with management and Council as part of our planning process.

##### Execution

We will evaluate the control structure including its various systems and control environment. Our goal is to minimize the time and effort otherwise required for the fieldwork, both for your staff and ours. We will efficiently and effectively complete our audit procedures to substantiate our opinion. Our timing will be arranged with your staff to ensure that we are working to a mutually agreed schedule in order to minimize disruptions.

The following timetable for the engagement is proposed:

October, 2014	Meet with Amanda Davis to review information requirements, business developments, accounting developments, operational changes, and to set year-end audit timetable.
October, 2014	Initial meeting with management and Council to review Audit Scope Memorandum.
November, 2014	Interim audit fieldwork.
Last 2 weeks of February, 2015	Year-end audit fieldwork.
3 <sup>rd</sup> week of March, 2015	Draft financial statements, final audit findings, and management letter reviewed with management.
Mid April, 2015	Draft financial statements, final audit findings, and management letter presented to Council.
To be determined	Final financial statements issued.

## **Management Letter**

All significant weaknesses in internal controls, operating controls and other matters of material importance that come to our attention will be reported together with our recommendations for corrective action.

We view the management letter as an opportunity to provide a value added service. The preparation of the letter receives the same degree of care and attention as the audited financial statements. We also stress that the management letter should be issued on a timely basis.

We provide this information initially in a draft letter to the appropriate officials; as soon as possible after the audit field work is complete. We then meet with management to determine the importance of the identified issues and discuss our comments, concerns and potential solutions.

The management letter (amended as necessary), together with management responses thereto is then submitted to and discussed with Council.

Upon issuance of the audit report, we will also issue the management letter. Our letter contains, if applicable, reportable conditions as defined by professional standards. We will also include in this letter matters that are not reportable conditions but which we feel are deserving of your attention.

## **C. Workplan**

### **Proposed Segmentation**

Collins Barrow anticipates focusing its audit procedures using a risk-based approach. Our risk based approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the financial statements to an appropriately low level.

Collins Barrow will interview key contacts within the organization to obtain an understanding of the Town and formulate an audit plan based on the results obtained. These interviews will also function as a means to obtain an understanding of the Town's internal controls as well as determining laws and regulations that affect the organization.

### **Audit Procedures**

In responding to our risk assessment, we will use a combination of tests of details and substantive analytical procedures. The objective of the tests of details is to detect material misstatements in the account balances and transaction streams. Substantive analytical procedures are used to identify differences between recorded amounts and predictable expectations in larger volumes of transactions over time.

### **Sample Size**

Collins Barrow uses a risk-based matrix to formulate its sample sizes. This matrix uses a percentage for risk tolerance and materiality when determining its sample size.

### **Review of Audit Work**

Collins Barrow believes that in order to ensure a high level of quality in each and every engagement, the tone has to start from the top. For this reason the Partner is directly involved in the planning stage of each audit. This enables the Partner to ensure all necessary steps are being taken right from the start of the audit process, thereby eliminating unforeseen issues that may not be seen by audit team members with less experience.

Our Firm also ensures that for each audit the team consists of personnel with the necessary experience and skill set to complete the audit effectively and efficiently. A second partner will complete a concurring review of the audited financial statements. We believe by having these quality assurance processes, we will be able to ensure the audit process is efficient and the final audit product is of the highest quality.

The following summarizes the additional quality assurance processes that will be used to complete each audit:

- The Partner and Manager will play a major role in the development of the audit program by providing their expertise and insight into its development.
- The audit program will be reviewed and approved by both the Manager and the Partner.
- The Senior Auditor will supervise the junior staff assigned to the audit and the Manager will review their working papers in detail either in the field or immediately after completion of the onsite testing.
- The Senior Auditor will stay in constant contact with the Manager, and if necessary the Partner, throughout the execution phase.
- The Manager will provide their experience and insight to the execution phase on an as needed basis.

- The draft audit report will be reviewed in detail by both the Partner and the Manager.
- The final audit report will be reviewed by the Partner, the Concurring Partner and our technical resource partner.

### Value Added Services

At Collins Barrow we pride ourselves on our ability to provide quality value added services to our clients. Regardless of the size or the complexities of the organization we are committed to this goal. Below are some of the ways that we work to bring value to your organization:

1. **Specialization** – We have focused on developing our depth of knowledge and expertise in our public sector/not-for-profit organization practice. This specialization allows us to share insights and best practices from other similar organizations. One way we do this is through Collins Barrow National Public Sector/Not-for-Profit Organization Committee, which meets quarterly to discuss issues that are affecting public sector organizations, NPOs and charities across Canada. Joseph Man represents the Edmonton office on this committee that serves as a value tool to expand our Firm's expertise through reaching over 75 public sector and 275 not-for-profit organizations that Collins Barrow serves across Canada.
2. **Quality** – We continue to be committed to quality and technical expertise. This will ensure that management and the Board can place appropriate reliance on the audited financial statements. In order to ensure the Edmonton office is accomplishing this goal, Douglas Kroetsch (Edmonton Office – Managing Partner) chairs Collins Barrow National's Professional Practice Advisory Committee, which meets on a monthly basis. Also, the Collins Barrow Network completes peer practice reviews of each office, in addition, to the practice review completed by Provincial regulating bodies and CPAB.
3. **Automation and Customization** – We understand the need to customize and tailor our audit approach to your organization's situation by focusing our efforts on understanding your organization, the risks your organization faces and what we can do to help alleviate those risks. A manner in which we do this is customization of our audit program to tailor the extensive accounting and auditing standards to your organization. This results in a more effective and efficient audit process.
4. **Relationship** – We build our client relationships based on trust and responsiveness so that our clients can continue to draw on the wealth of knowledge that Collins Barrow has to share.

## 5. PROFESSIONAL FEES

### Quoted Audit Fee

Our philosophy in performing each of our audit engagements is to provide the maximum in professional client service at the minimum cost. The cost of any engagement is materially influenced by the degree of co-operation between the client and the auditor. Our fees are based primarily on the complexity of the work undertaken and the amount of time required. **Costs associated with transition, prior year file review and new file setup will not be charged to the Town by Collins Barrow. Collins Barrow will not charge additional fees for telephone, faxes, copying, etc. We also have a policy that we do not charge our clients for telephone calls and we encourage our clients to contact us regularly if they have questions or if we can be of assistance. Collins Barrow honours our fee quotes.**

We have based this quote on the understanding that we will be provided with schedules, working papers, detailed financial information to prepare the statements and notes to the consolidated audited financial statements. The Town will be responsible for the completeness of accounting records and management reports. We have provided a fee quote below for the 2014 to 2016 fiscal years.

Deliverables	Annual Fee
Auditors' report and consolidated audited financial statements	\$ 16,500
Management letter and Report to Town Council	Included
Financial information return for municipal operations	Included
Audited local authorities pension plan (LAPP) statement	Included
Reporting and allocation of all tangible capital assets	Included
Report of all required year-end journal entries	Included
Presentation of the financial statements to Council and management	Included
Travel, incidentals and other charges	Included
Consultations with management and Council on general matters	<u>Included</u>
<b>Total fee (excluding GST)</b>	<b><u>\$ 16,500</u></b>

Should Collins Barrow be appointed in years subsequent to 2014, the following fee structure is proposed for a period of two additional years:

- 2015 - \$17,000;
- 2016 - \$17,500;

The proposed fee structure for the 2015 and 2016 year-ends assumes no significant changes in your business or regulatory audit requirements. Should specific circumstances arise that the Town and Collins Barrow agree have an impact on the scope of the audit, Collins Barrow will work with the Town to determine a fee that is deemed acceptable by you in advance of starting work.

### Advisory and Non-Core Work

We are committed to honouring quotes provided to our clients and will only provide additional billings if the scope of the audit changes between submission of this proposal and the completion of the audit or advisory services are requested by Town management.

In no circumstances will there be amounts invoiced in excess of the proposed quoted fee without written consent of management. Any additional services provided to the Town would require prior approval by Council.

Should the Town request or require advisory and non-core work services, Collins Barrow will select resources to provide these services based on a number of factors including expertise, technical strengths and relationship with the Town. Our current hourly rate for value-added services such as enterprise effectiveness and internal control analysis ranges from \$150 to \$300 per hour.



**Grant Thornton**

An instinct for growth™

# Town of Sedgewick

An Audit Proposal

Proposal #: SEDAUD14.

Submitted: June 2, 2014

By:

**Grant Thornton LLP**  
Grant Burgess, CA  
Principal  
Suite 201  
4870 – 51 Street  
Camrose, Alberta T4V 1S1  
T +1 780 679 6447  
E [Grant.Burgess@ca.gt.com](mailto:Grant.Burgess@ca.gt.com)





June 2, 2014

Ms. Amanda Davis  
Chief Administrative Officer  
Town of Sedgewick  
PO Box 129  
Sedgewick, AB T0B 4C0

Dear Ms. Davis:

The Town of Sedgewick (“Sedgewick”) has been an incorporated entity in East Central Alberta since 1907, first as a village prior to becoming a town in 1966. Located in the midst of prime agricultural land as well as having a very active petroleum industry presence nearby Sedgewick provides a variety of services to both its residents and the population of the surrounding area. The Town has done well financially with regular surpluses and cash reserves available for capital projects. As you consider a new provider for assurance services, we are sensitive to the direct and indirect ways that our professional team can impact your continued success.

At Grant Thornton, we understand the challenges you face as a local government, but we also know that Sedgewick is unique in its own right. As your service provider, we’ll invest time getting to know you, and align our services to help you achieve some of your broader strategic goals which have been articulated in your 2013 – 2020 Strategic Plan:

- **Providing a pleasant, active and affordable community for both current and future residents.** Unless a community can provide these aspects its long term viability will be in jeopardy. We understand this. As professionals living and working in our own communities we know that there is more to a community than just the financial aspects of tax rates, budgets and property assessments.
- **Ensuring financial sustainability.** You strive to use financial resources wisely by making informed decisions that take into consideration the effect on current and future operations. Using our risk-based audit methodology, we’ll zero in on your highest-risk areas, helping you strengthen those internal controls and deliver greater accuracy in your financial reporting—leading to more confident decision-making.
- **Managing growth and economic well-being.** Your strategic plan focuses on expanding the residential tax base and attracting new residents to the Town. It is important that development be undertaken in a systematic, carefully considered and cost effective manner to ensure that any new development is affordable for potential new owners. As a firm we have experience with capital budgeting and can provide assistance in this area.

Engaging Grant Thornton means working with a responsive, local team of experienced advisers who are driving success in our profession. We are supported by a national/global network of audit, tax and advisory professionals who specialize in your sector and can provide the necessary bench strength to help you meet your current and future needs.

In addition to the needs you have expressed, we bring some distinct advantages to the audit process:

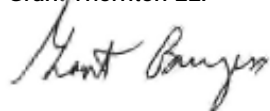
- As a mid-tier firm, unlike our larger competitors, we have the **agility to respond quickly** to your needs and opportunities but also the **infrastructure to manage change** that many smaller firms do not
- With a partner/principal-to-professional staff ratio of 1:9, versus the 'Big 4' average ratio of 1:15, we offer **more hands-on involvement from your proposed engagement principal**, meaning more personal attention and valuable insights from someone who understands you best
- We are an award-winning employer-of-choice, both in Canada and globally, for our industry's most talented and ambitious professionals, translating to advisers who think outside of the box for you as well as a **higher likelihood of engagement team continuity**

**Sedgewick will be a very important client to our firm.** We value your time and have structured this proposal to give you the information you need to make a well-informed decision. Additionally, the **Appendices** section includes detailed resumes of our proposed team members.

Thank you for the opportunity to provide this proposal for audit services. If you require clarification or additional information please do not hesitate to contact me directly at +1 780 679 6447 or [Grant.Burgess@ca.gt.com](mailto:Grant.Burgess@ca.gt.com).

Yours sincerely,

Grant Thornton LLP



Grant Burgess, CA, BBA  
Principal

## Contents

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# Your priorities

Every organization has a unique set of needs and interests. This section of our proposal captures the specific needs that Sedgewick has expressed, describes how we will address those needs, and provides evidence to assure you that we will deliver.



# Understanding your key needs

As a local government, you are focused on fulfilling your mission and vision, providing mandated services to your ratepayers, and managing the critical elements that make growth possible. In doing so, you face a variety of challenges: staying on top of regulatory requirements, understanding your risk threshold, safeguarding your organization against fraud, and being prepared for a host of other ever-changing, external factors.

To believe that Grant Thornton is the right fit to address these and other important issues, **you need to find answers to the following questions:**



Does Grant Thornton have proven experience in our sector? Pg. 3

Will our engagement team have the technical skills and background to address our issues? Pg. 5

Will we receive true value for a reasonable fee? Pg. 7

**Every business decision presents risks.** As advisers, we apply reason and instinct to the decisions we make, and understand that you do the same. Our goal is to give you assurance that, at Grant Thornton, we at understand the instincts that drive you and your organization, and offer the necessary solutions to meet the needs you have said are most important to you.

# Sector experience and insight

You need to be prepared for emerging regulations and address inherent sector challenges the right way. You want to be “in the know” about current trends and developments and learn from others like you who are achieving success.

To help Sedgewick achieve these outcomes, we will deliver these distinct benefits:

- **proactive updates and guidance** related to new or changing legislation, carefully monitored by a dedicated National Accounting Standards team;
- **practical solutions to sector-related issues** based on real successes of similar organizations we have helped;

In addition to assurance, we also provide support in the following areas:

- **GST**; the rules are complicated, much more so than for typical owner-managed businesses
- **Special purpose audits/reviews**; local governments receiving government funding often require these services
- **Risk management/internal control**; councils are increasingly concerned about their risk levels and the literature in this area continues to increase
- **IT security**; a subset of risk management, but sufficiently important to be of separate note
- **Operational and efficiency reviews**; local governments are typically held to high standards of efficiency and transparency and, consequently, are very interested in solutions that improve the return to ratepayers
- **Governance reviews**; local governments often struggle with best governance practices, particularly as they change in size and complexity or add a new facet of operations.

## Recent sector trends

- **Anti-spam legislation**: The Canadian government has taken its “do not call” legislation a step further and developed new Canadian Anti-Spam Legislation (<http://fightspam.gc.ca>)—and all organizations must be aware of the implications. Consent is the key. In other words, anyone receiving a commercial electronic message (CEM) must consent to its receipt.
- **GST compliance**: Although local governments often assume wide-scale GST rebates, GST rules for local governments are quite sophisticated and can present a real minefield for unwary organizations. What if you’re not currently charging GST on a taxable revenue source? What if you are charging GST on a revenue source that is explicitly non-taxable for your organization? What are the implications of those, very often, innocent mistakes? Liabilities that you’re unaware of can suddenly creep up and result in a large tax bill from the Canada Revenue Agency (CRA). The rules are different for local governments and, unfortunately, pleading innocence will not eliminate an obligation.

## Representative clients

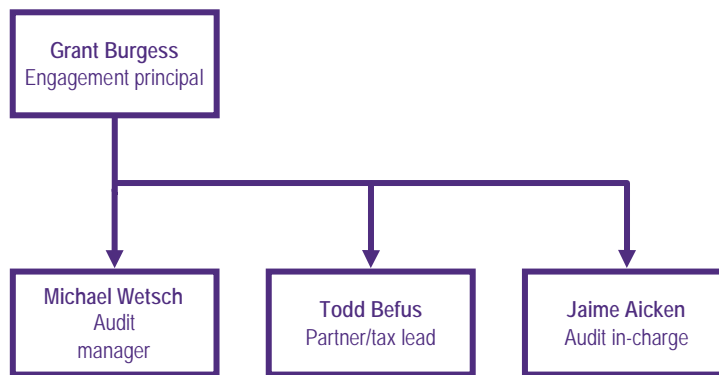
Many local governments currently rely on Grant Thornton for audit, tax and advisory services. As was indicated in the RFP's cover letter we provide audit services to your neighbour, the Village of Forestburg. In addition to this entity we also provide audit and advisory services to a number of other local governments from the Camrose office. Beyond the Camrose office we provide audit, advisory and tax services to dozens of local governments, both large and small, regionally in Northern Alberta as well as nationally.

# A qualified, principal-led team

You require a service team who are up to speed, so you can keep your organization's momentum going. You also want to engage in meaningful discussions that will help you achieve real growth.

To help Sedgewick achieve these outcomes, we will deliver

- **high-quality audit staff** from an award-winning employer-of-choice<sup>1</sup>, and the bench strength of a local and national local government practice. They are also residents of the local area and are therefore familiar with the environment that you operate in;
- **greater team continuity** from people who have devoted their careers to making a difference in your sector; and
- **more hands-on senior involvement**, achieved by a partner/principal-to-professional staff ratio of 1:9, versus the 'Big 4' average ratio of 1:15<sup>2</sup>.



Your senior audit staff will be handpicked from our local team of professionals. You can expect they will possess strong knowledge of your environment and experience with similar organizations.

<sup>1</sup> "Best Workplaces in Canada," Great Place to Work® Institute Canada, 2008-2013  
"Top 50 World's Most Attractive Employers," Universum Annual Student Survey, 2013

<sup>2</sup> International Accounting Bulletin, Jan 2013



## Team member profiles

You need advisers you can trust. Your proposed engagement team are well-versed in your regulatory environment and the inherent business challenges of local governments. As members of our local professional services team, we work collaboratively with Grant Thornton sector specialists across Northern Alberta and Canada, supplementing our direct expertise with the broader insights of our peers.

**Grant Burgess, CA**  
Engagement principal  
T +1 780 679 6447  
E [Grant.Burgess@ca.gt.com](mailto:Grant.Burgess@ca.gt.com)

Grant will serve as Sedgewick's primary contact for all matters related to the engagement.

**Michael Wetsch, CGA**  
Audit manager  
T +1 780 679 6430  
E [Michael.Wetsch@ca.gt.com](mailto:Michael.Wetsch@ca.gt.com)

Michael will be responsible for the day-to-day management of the Sedgewick audit.

**Todd Befus, CPA, CA**  
Tax partner  
T +1 780 361 1612  
E [Todd.Befus@ca.gt.com](mailto:Todd.Befus@ca.gt.com)

Todd will be the lead tax support to Sedgewick's engagement team.

**Jaime Aicken, CGA**  
Audit in-charge  
T +1 780 679 6431  
E [Jaime.Aicken@ca.gt.com](mailto:Jaime.Aicken@ca.gt.com)

Jaime will carry out the audit work at your premises and supervise any assistants during the course of Sedgewick's audit.

Please refer to the Appendices section for complete resumes of our team members.

## References

You need assurance that we will deliver. The individuals below represent organizations with similar needs to Sedgewick, and have worked with your engagement team members personally. We encourage you to contact them to **verify our value**.



**Village of Forestburg**  
Debra Moffat  
Chief Administrative Officer  
T +1 780 582 3668  
E [Forestburg-debra@eastlink.ca](mailto:Forestburg-debra@eastlink.ca)



**Village of Rosalind**  
Nancy Friend  
Chief Administrative Officer  
T +1 780 375 3996  
E [rosalindvillage@explornet.com](mailto:rosalindvillage@explornet.com)



**Camrose County**  
Paul King  
Chief Administrative Officer  
T +1 780 672 4446  
E [pkings@county.camrose.ab.ca](mailto:pkings@county.camrose.ab.ca)

# High value for fair fees

You want to know exactly what you're getting, at what cost, with no surprises. Also, while professional services are often viewed as a commodity, you expect additional value from your service provider.

To help Sedgewick achieve peace of mind and more value for money, you can expect

- **no start-up costs**; we absorb all first-year costs—equivalent to about 25 percent of fees—to demonstrate our long-term commitment to working with you
- **no surprise or hidden fees**; any additional work outside the scope of this engagement will be discussed with you prior to carrying it out
- **advice on routine matters** through encouraged and frequent communication with us—at no additional cost

Annual fees for professional services	2014	2015	2016
Audit of books and records of the Town	\$18,000	\$18,500	\$19,000
Preparation of financial statements and FIR	\$2,000	\$2,000	\$2,000
LAPP audit	\$1,000	\$1,000	\$1,000
Total	\$21,000	\$21,500	\$22,000

## Assumptions

Our proposed fee is based on experience providing audit services to other local governments of similar size and characteristics. We also assume

- the assignment is pure audit and does not involve significant accounting work
- management accounts, together with the agreed supporting schedules for audit are available on commencement of the audit with the exception of tangible capital asset working papers
- key personnel are available during normal business hours throughout the audit to deal address queries and respond to additional requests for information in a timely manner

## Special work or ancillary services

To the extent that significant special work or ancillary services are required, we ensure that:

- prior to the commencement of special work, we will review the scope of the work to be performed and provide an estimate of fees for your approval; and
- based on our review of the scope of any special work, we will identify and assign staff of the appropriate skill-level necessary to keep fees at a reasonable amount.

## Acceptance of the engagement

This proposal is being submitted in advance of our completion of certain customary engagement acceptance procedures, and our acceptance of your appointment of Grant Thornton as auditors is conditional upon the satisfactory completion of these procedures (including background checks of management, conversations with your attorneys, bankers, and current auditors) as applicable.

# Solutions for Sedgewick

This section outlines the phases of our audit approach and preliminary audit timetable. We also discuss how we will manage critical aspects of the engagement, and the actions we will take to continuously enhance your experience with us.



# An impactful approach

Your audit should be efficient and effective, but the right approach should also give you value for money. We will work with you to identify outcomes that are most critical to you and your stakeholders.

To ensure Sedgewick receives your definition of value, we will provide:

- a team who specialize in your sector, including advisers in accounting, tax and IT, by providing insights and observations about topics important to you—insights which may lead to **operational improvements or even new ways of thinking**;
- regular communication with management and the Council, for **constant awareness of our progress**;
- an efficient and effective, risk-based methodology, substantiated by more than 500 Grant Thornton offices worldwide; and
- proprietary technology that **reduces manual efforts, saving significant time and money**.

## Five key phases of our audit approach



Transition and planning



Assessing risk



Evaluating internal controls



Testing accounts and transactions



Concluding and reporting

Audit phase	Activities	Benefits to you
1. Transition and planning	<ul style="list-style-type: none"><li>• Gain understanding of your operations, internal controls and information systems</li><li>• Plan audit timetable</li></ul>	<ul style="list-style-type: none"><li>• An agreed-upon timetable</li><li>• Less burden on your staff, saving time</li><li>• Opportunity to address concerns</li></ul>
2. Assessing risk	<ul style="list-style-type: none"><li>• Assess financial reporting risks based on knowledge gained during Planning phase</li><li>• Customize audit approach to focus on key risk areas</li></ul>	<ul style="list-style-type: none"><li>• Customized audit focused on risks</li><li>• Issues identified early in the process</li><li>• More effective audit with extent of audit effort commensurate with the level of risk</li></ul>
3. Evaluating internal controls	<ul style="list-style-type: none"><li>• Evaluate design of internal controls over financial reporting risks</li><li>• Identify areas whether audit could be more effective or efficient by taking an approach that includes testing controls</li><li>• Provide information on areas where controls could potentially be improved</li></ul>	<ul style="list-style-type: none"><li>• Comprehensive assessment of internal controls and suggestions for improving</li><li>• Stronger internal controls over time can reduce the extent of our audit testing</li></ul>
4. Testing accounts and transactions	<ul style="list-style-type: none"><li>• Perform tests of balances and transactions using technology, including data and interrogation tools, that enhances effectiveness and efficiency</li></ul>	<ul style="list-style-type: none"><li>• Testing focused on risk areas</li><li>• Less time spent gathering and analyzing data</li></ul>
5. Concluding and reporting	<ul style="list-style-type: none"><li>• Conclude on the sufficiency and appropriateness of our testing</li><li>• Finalize report</li><li>• Provide observations and recommendations</li></ul>	<ul style="list-style-type: none"><li>• Advice and recommendations from the engagement team on time</li><li>• An audit opinion from a firm with a reputation for high-quality audits</li></ul>

# 1

## Transition and planning

You need your transition to new auditors to run as smoothly as possible. Planning is the first and most important phase of our audit approach, and critical to a successful transition. First, we will organize a planning meeting with key members of your team, with the following objectives in mind.

- Identify the roles of Sedgewick and Grant Thornton personnel
- Discuss general business including performance against KPIs, changes in structure, areas of concern, likely audit and accounting issues
- Discuss prior year issues and management letters
- Agree on timing for key audit fieldwork visits
- Agree on protocol for communications
- Agree on deadlines for deliverables
- Arrange other important meetings (e.g., key process owners, IT specialists)
- Provide an update on recent and upcoming technical accounting standards

### Initial communication on audit planning

Following our planning meeting, we will provide management our draft audit plan, detailing our recommended approach and key risk areas. This allows management the opportunity to contribute to the development of the final strategy, and ensure all areas of potential concern are addressed prior to our presentation to the Audit Committee.

### Client requirements list

We will also provide a draft list of information, analysis, reconciliations, etc. we would like to receive on our first day of fieldwork for maximum efficiency. We will explain why each item is needed and respond to any requests for clarification.

# 2

## Assessing risk

Before any detailed procedures are performed, we'll evaluate your operating environment and internal controls structure to assess financial reporting risks. We'll review the financial reporting implications arising from your strategic goals and business plans. We also consider factors such as

- sector trends;
- Sedgewick's financial condition;
- legal and regulatory environment;
- the IT systems that support financial reporting
- discussions with management and those charged with governance;
- emphasis placed by management on a positive control environment
- related party transactions;
- overall design of the entity and financial reporting controls; and

# 3

## Evaluating internal controls

To develop an audit strategy, professional standards require us to obtain an understanding the entity and its environment, including its internal controls. We begin this process by evaluating controls at the entity level that relate to financial reporting. This assessment includes aspects of your control environment, risk assessment, monitoring, information system (including information technology) and financial reporting processes. We also obtain an understanding of controls over financial reporting activities such as the recording and processing of transactions.

We use this understanding to:

- identify the types of misstatements that could occur
- evaluate the internal control deficiencies that may increase the risk of material misstatement; and
- design internal control testing strategies, where such an approach would be appropriate.

Based on this evaluation, we will identify areas where our audit could be more effective or efficient by taking an approach that includes testing the controls.

## 4

### Audit testing

Our risk-based audit approach focuses our audit efforts on those financial statement assertions that have an increased risk of material misstatement. Based on our knowledge of Sedgewick and experience with other local governments, we expect to perform a combination of substantive tests of details and analytical procedures, such as:

- confirmation of balances or transactions
- testing high value, unusual and other key items and items selected through sampling routines
- recalculation, inspection, observation procedures
- analytical procedures, including trend, ratio, and reasonableness tests

Our focus on upfront planning and understanding of the business allows us to tailor our substantive audit procedures to achieve an effective and efficient audit.

Our approach will include interim and year-end testing. We would expect to perform interim testing in the following areas:

- Property and equipment additions
- Revenue process review and preliminary analytics
- Legal and professional fee analysis
- Inventory testing
- Journal entry testing

## 5

### Concluding and reporting

Our deliverables include:

- Grant Thornton's report on the fair presentation of Sedgewick's consolidated financial statements
- An internal control letter that describes control deficiencies identified during the audit, our recommendations on addressing them and other observations and recommendations on other business matters
- Communications to the audit committee such as:
  - our observations on the quality and acceptability of the accounting principles
  - summary of misstatements and disclosure matters
  - significant findings from the audit
  - updates on regulatory matters, accounting and auditing standards

### Service delivery timetable

Well thought out timing of the various phases of the audit process is critical to the success of any audit. It allows for enough time to develop an effective and efficient audit plan and the client to be fully prepared for the audit fieldwork. It is also important for the audit team to have sufficient time to complete their audit procedures effectively. Often issues arise during the course of the audit work, especially in the riskier areas, and it is important to have adequate time to address them appropriately. Adequate time is also important when it comes to the review and communication of results of the audit with management and council. Ultimately the province requires that they receive the financial statements and FIR by May 1. We never wish to be in a position where filings are being

done at the last possible moment. The dates listed below are approximate. As part of the communication with management and council during the planning phase of the audit more exact timeframes with specific dates are mutually agreed to. We also provide, at this time, a summary of required information from the client, dates that it is required and potentially who is responsible for providing it.

Timetable	
Description	Timing
Planning and initial communication with management and council	October
Interim procedures, including commencement of audit procedures on key risk areas	November
Final audit procedures	February/March
Closing meeting with management, including provision of draft audit report	Late March
Finalization of audit including our observations and recommendations	Early April
Reporting deadline	Late April



# Effective management

You may need our rigour at times to test your ideas, or consider new options based on our advice. This is why we won't bill you for routine inquiries. You will have an open line of communication with your engagement principal, Grant Burgess, throughout the year. You can engage in meaningful discussions that will help your organization, without the worry of cost implications.

## Continuous communication

While management letter recommendations are an important benefit of our audit approach, we do not wait until the end of your audit to share our thoughts with you.

During the audit, we will communicate extensively with your financial and operating personnel. These discussions make us more effective by providing a real-time understanding of your business and the opportunities and challenges you face.

We will discuss these observations with you during the audit process, and a draft of our letter to management will be submitted for your review before it is issued. A final letter will then be presented to management for their consideration.

## Issue resolution

Timely issue resolution allows you to move forward in your business as scheduled. At Grant Thornton, we have deliberately structured a flat approach to resolving and managing technical issues.

Your engagement team and our technical resources get involved before a transaction occurs. By engaging our regionally-located professional standards team up front, issues are addressed early, surprises are minimized, operational efficiency is maximized, and the possibility of error and restatements is lessened.

Sedgewick will have access to our professional standards team so all relevant facts are presented to achieve timely, practical resolutions.

## Meeting timelines

The planning process involves reaching a consensus among Sedgewick and Grant Thornton personnel as to the agreed-upon time frame for the deliverables.

We maintain a comprehensive listing of open issues/items that is circulated on a regular basis. Your engagement team will meet at least weekly during fieldwork with your senior accounting/ finance personnel to communicate the status of our work and share our findings to date.

# A distinctive experience

You'll have the opportunity to evaluate your Grant Thornton experience with an objective third party. Our Client Satisfaction Measurement (CSM) program is entirely independent of our assurance practice. It is designed to measure your satisfaction as openly as possible and help our engagement teams respond promptly to opportunities that will enhance your experience with us.

## How does it work?

On an annual basis, we send a brief survey questionnaire to our clients asking them to evaluate our performance and their overall service experience. This questionnaire enables you to:

- provide candid feedback
- evaluate our performance in relation to your priorities and expectations
- identify areas for improvement
- provide praise if desired
- enjoy a better working relationship with members of our team

This feedback enables us to:

- better tailor future service delivery to your preferences and priorities
- increase service efficiency and value
- understand what we are doing well and how to improve
- resolve any issues strengthen our relationships within your organization

## Using your feedback

Without question, the most important phase of the CSM process is acting on your feedback. We use this tool to understand what you value and appreciate about our service; we also want to learn how we can improve in ways that are meaningful to you. Grant Thornton's overall client satisfaction rating consistently exceeds 8.5 (on a 0–10 scale)—the benchmark for world-class service. While ratings are important as an objective metric, developing open, trusted relationships is what matters most to us.

# Why Grant Thornton?

This section provides information about Grant Thornton LLP, the Canadian member firm of Grant Thornton International Ltd, and explains how we are different from other firms. We also provide a complete list of our services, so you know you'll have options.



# Local feel, national team

Sedgewick will be served by sector specialists of Grant Thornton's Northern Alberta Business Unit, which consists of 3 offices in Central Alberta. Our practice is comprised of audit, tax and advisory professionals based throughout these locations, who work together under the same administrative structure. We can quickly and seamlessly provide qualified resources to meet your evolving needs.

## National reach and expertise

Grant Thornton LLP is the Canadian member firm of Grant Thornton International Ltd (GTIL), one of the world's leading organizations of independent audit, tax and advisory firms. In Canada, we serve a broad range of clients, including privately-held and publicly-listed companies, governmental agencies, financial institutions, and civic and religious organizations. Our core industry focuses include charity and not-for-profit; manufacturing and distribution; construction, real estate and hospitality; mining; financial services; and professional services.



Reported combined statistics for Grant Thornton LLP and Raymond Chabot Grant Thornton, who together form Grant Thornton in Canada, the Canadian member firms of GTIL.

### Collective figures of GTIL member firms<sup>3</sup>

\$4.5 billion in revenue (USD)  
38,500+ personnel  
2,900+ partners  
690+ offices

<sup>3</sup> As at September 30, 2013

# How we are different

We are centred on serving dynamic organizations in pursuit of holistic growth—whether through revenue improvement, leadership, mission fulfilment or innovation.



## An instinct for growth

Dynamic organizations know they need to apply both reason and instinct to decision-making. At Grant Thornton, this is how we operate and advise our clients every day.

Highest reported revenue growth (5.8%) in Canada, and globally (10.4%), among the six largest global accounting organizations in 2012 (*The Bottom Line*, "Top 30" issue, April 2013; *International Accounting Bulletin*, 2013)

## The perfect balance

Unlike our larger competitors, we are agile enough to respond quickly to opportunities, but also have the infrastructure to manage change that the smaller firms cannot.

Global "Network of the Year" (*International Accounting Bulletin*, 2013)

"Best Managed International Firm" (MPF Partners' Forum, 2014)



## Exceptional people and team continuity

We are an award-winning employer-of-choice, both in Canada and globally, for our industry's most talented and ambitious professionals, presenting you with people who think outside of the box, and a higher likelihood of engagement team continuity.

"Best Workplaces in Canada" (Great Place to Work® Institute Canada, 2008-2014)

"Top 50 World's Most Attractive Employers" (Universum Annual Student Survey, 2013)

## A better client experience

We measure client satisfaction on an annual basis. In comparisons of the industry-standard benchmark, Net Promoter Score™, Grant Thornton clients around the world continuously rank as highly-satisfied.

In Canada, our Client Satisfaction Measurement (CSM) survey indicates that one of the top reasons our clients find Grant Thornton distinctive, and why they're most loyal to us, is our high level of responsiveness.



## Greater partner/principal involvement

Our ratio of partner/principal to professional staff is 1:9, while the average ratio at 'Big 4' firms is 1:15. This means more personal attention and valuable insight from our most experienced and knowledgeable professionals.

(*International Accounting Bulletin*, Jan 2013)



# Other services we provide

While you are currently only seeking audit services, our sector specialists provide a broad range of additional services to local governments, and we will introduce our colleagues when we believe it is appropriate and would improve how you operate today.

Assurance	Tax	Advisory	
Financial statement audit	<b>Domestic tax</b> Personal tax planning	<b>Corporate finance</b> Financial advisory	<b>Litigation advisory services</b> Family law matters
International audit services	Owner-manager tax planning	Financial modelling	Forensic technology services
Review	Corporate tax planning	Infrastructure advisory	Insurance claim losses
Complex accounting matters	<b>Expatriate tax</b>	Mergers and acquisitions	Intellectual property matters
Financial statement preparation	<b>International tax</b>	Transaction advisory services	Litigation consulting and damage quantification
	<b>Sales tax</b> Advisory services	Valuations	Professional negligence claims
	Planning strategies	<b>Forensic investigations and security consulting</b> Asset tracing	<b>Operational improvement</b> Accelerated financial close
	Recovery reviews	Corporate intelligence	Financial restatement
	Compliance reviews	Forensic technology services	Performance and process management
	Audit defence and negotiating with tax authorities	Fraud investigations	Planning, budgeting and forecasting
	<b>Scientific research and experimental development (SRED)</b>	Regulatory and anti-money laundering consulting	Shared services
	<b>Succession and estate planning</b> Facilitation services	Security consulting and investigations	<b>Productivity improvement</b>
	Business succession planning	Workplace ethics reporting service	<b>Recovery and reorganization</b> Corporate insolvency
	Trust planning	<b>Governance, risk and compliance</b> Certification support services	Personal insolvency
	Domestic and cross-jurisdictional tax minimization strategies	Governance and standards compliance	<b>Specialized assurance services</b> SOC 1, SOC 2, SOC 3
	Will planning and review	Internal audit	CSAE 3416
	Post-mortem planning	SME Board Effectiveness Program	<b>Strategic advisory</b> Post-merger integration
	Asset disposition planning	<b>Information technology</b> IT assessment	Program review
	Charitable gift planning	IT due diligence	Project and program management
	<b>Transfer pricing</b>	IT strategy	Strategy
	<b>US corporate tax</b>	Payment Card Industry Data Security Standard (PCI DSS) compliance	
		Security	
		System/solution selection	

# Appendices

In this section, you will find complete resumes of your proposed engagement team members. You'll also find a recent Grant Thornton publication that offers valuable insights from advisers who work with organizations like yours on a regular basis.



# Resumes



# Grant Burgess

CA, BBA



## Principal, Assurance Services

Grant Burgess, CA, BBA is a Principal in Grant Thornton's Camrose office, having joined the firm in 1984. Grant transferred to Camrose in 2013 after many years in the Sydney, Nova Scotia office of the Firm....

## Experience

In Grant's 30 years of public practice he has gained extensive experience in leading assurance engagements of all sizes over a wide range of clients and industries. In addition to his assurance experience he has also gained a great deal of experience in taxation, both personal and corporate.

## Industry experience

Grant works in our Camrose office assurance group serving a wide range of clients, including those in municipal government, health care as well as agricultural enterprises, transportation and construction. He has extensive experience in public presentations having presented to the CRTC, municipal councils and other public boards.

## Professional qualifications and memberships

- \* Chartered Accountant - Nova Scotia (1986)
- \* Bachelor of Business Administration - Acadia University (1984)

\* Various professional development courses offered by Grant Thornton, including courses on taxation, technology skills, and business advisory services.

Professional Memberships

\* Institute of Chartered Accountants of Alberta

\* The Canadian Institute of Chartered Accountants

## Community involvement

Member of the Camrose Rotary Club

## Contact details

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E [Grant.Burgess@ca.gt.com](mailto:Grant.Burgess@ca.gt.com)



Grant Thornton

# Michael Wetsch

CGA



## Manager, Assurance Services

Michael Wetsch, BBA., CGA is a Manager in our assurance services group.

## Experience

Michael has 9 years of experience in audit, assurance, business advisory and tax services to private business, not-for-profit, and government clients.

## Industry experience

Michael has a variety of audit experience in sectors including municipal government, colleges, hospitals, charities, and other not-for-profit entities. He also has experience with owner managed businesses accounting and tax planning.

## Professional qualifications and memberships

- Certified General Accountant, (2009)
- Bachelor of Business Administration with distinction Grant MacEwan (2005)
- Member of the Certified General Accountants' of Alberta
- Member of the Certified General Accountants' of Canada

## Community involvement

- Current member of City Center Camrose board
- Volunteer treasurer for the Armena Athletic Association
- Current member of Hay Lakes & Area Regional Recreation board

## Selected previous client engagements

- City of Camrose
- Alberta Canola Producers Commission
- Village of Rosalind
- Canadian Lutheran Bible Institute
- Battle River Community Foundation
- Canada's Aviation Hall of Fame

## Contact details

**Michael Wetsch, CGA**  
Manager  
Assurance and Business Advisory Services

**Grant Thornton LLP**  
Suite #201 - 4870 - 51 Street  
Camrose, AB  
T4V 1S1

**T** +1 780 672 9217  
**E** Michael.Wetsch@ca.gt.com

# Todd Befus

CA



## **Partner, Tax Services**

Todd is currently involved in the management of our tax planning and various other tax services our current clients require in the Wetaskiwin and Camrose offices. He is also involved in the management of several assurance engagements in a variety of industry sectors, including the agricultural and automotive industries. Todd's primary activities include developing tax plans that meets our client's needs while complying with the relevant tax provisions.

## **Experience**

Through his 16 years of association with the Wetaskiwin office, Todd has been exposed to a wide variety of privately held business. He has developed and implemented numerous tax plans for incorporation of the sole proprietor, transferring share ownership as well as succession planning for the farming families and other privately held enterprises.

## **Industry experience**

Agriculture

Automotive Dealerships

## **Professional qualifications and memberships**

Bachelor of Commerce with an Accounting Major from the University of Alberta (2000)

Chartered Accountant (2002)

Completed the Canadian Institute of Chartered Accountants In-depth Tax Course (2006)

Member of the Institute of Chartered Accountants of Alberta

## **Presentations and publications**

Joint presentation with Wetaskiwin Credit Union called "Farm Financing Growing Forward".

Presentation to Auctioneers of Alberta

Presentation to a group of young farmers in the Wetaskiwin area of taxation.

Presentation for Farm Succession Planning

## **Contact details**

5108-51st Avenue -  
Wetaskiwin, AB  
T9A 0V2

T +1 780 361 1612  
E [Todd.Befus@ca.gt.com](mailto:Todd.Befus@ca.gt.com)

# Jaime Aicken

B.MGT.

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## Senior Accountant, Assurance Services

Jaime Aicken, B.Mgmt, CGA is a Senior Accountant in Grant Thornton's Camrose office

## Experience

Jaime has 7 years of experience in public practice, and has provided financial accounting, tax, and audit services to a variety of clients

## Industry experience

Jaime has worked on a variety of Municipal and Not-for-Profit audits for governments, charities, and other not-for-profit entities

## Professional qualifications and memberships

Certified General Accountant - Alberta (2013)

Bachelor of Management, University of Lethbridge (2005)

Member of the Certified General Accountants' Association of Alberta

Member of the Certified General Accountants' Association of Canada

## Community involvement

Treasurer of the Hospice Society of Camrose & District

## Contact details

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## Request for Decision (RFD)

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

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**Recommendations:**

**That upon review of the recommended changes, Council refine and forward necessary amendments pertaining to the Fire Services Agreement to the RESC Committee.**

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**Background:**

At the April 1<sup>st</sup>, 2014 Regional Emergency Services Committee (RESC) meeting recommendations from each municipality were reviewed in regards to the Fire Services Agreement. The committee has asked that each Council review the proposed changes and make further suggestions and/or recommendation before the next RESC meeting on June 24<sup>th</sup>, 2014.

**Current:**

Below is a list of the requested changes:

1. Killam – Would like to see the financial reporting changed so that the municipalities are not required to submit every fire invoice as it is very time consuming. Instead, they are proposing to compile a spreadsheet of invoices and expenses that the Regional Fire Chief can randomly choose from to perform a system of checks.

**Amanda's Recommendation: No issue either way.**

2. Hardisty:
  - a. would like to add "Industrial Rescue" to definitions (g) and (k) to include activity that happens at the tank farm;

**Amanda's Recommendation: To include in the new agreement.**

- b. Section 8.2: Would like to clarify what is meant by "promptly": There was a consensus that 30 days reasonable and would be added to the new agreement;

**Amanda's Recommendation: To include in the new agreement.**

- c. Section 8.3: This was discussed for clarification. **K. Cannady will have the lawyers add in a line such as "Including the operator's municipality".**
  - d. Master Rate Bylaw – Would like to add a clause which allows municipalities to change the service rates in their Master Bylaw, upon written notice to the County;

**History – after many meetings a consensus was reached that municipalities would be compensated for non fire related equipment pursuant to the Alberta Road Builders rates. The County was persistent that a flat rate of \$200 would be compensated for our pumper truck and \$20/man hour; this was not the same as many of our Fees & Charges bylaw rates however it was**

agreed upon at that time. This clause was in place to maintain consistence rates throughout the contract.

Amanda Recommendation: Discussion required by Council

- e. Clause 5 – Schedule C – Would like to remove this clause from the agreement;

Amanda's Recommendation: Remove clause – discussion by Council.

(Flagstaff County does not want this clause removed from the new agreement as Alberta Transportation pays a maximum fee for responding to calls on highways regardless of the equipment or manpower required. The cap in the current agreement ensure the County is not stuck with fees over and above that Alberta Transportation is paying for).

- f. All Hazards Mutual Aid Agreement – would like to see one agreement encompassing all agreements such as the Fire Services Agreement, Regional Fire Chief Services Agreement, Mutual Aid Agreement and any other applicable agreement.

Amanda's recommendation – no preference (Flagstaff County notes that their lawyers advised against one encompassing agreement).

3. Forestburg:

- a. 4.1.D: would like to add a written report be submitted from the Regional Fire Chief if he assumes Incident Command without the request of the Municipalities fire department.

Amanda's Recommendation: To include in the new agreement.

- b. 7.1: Would like to change the insurance clause so that Flagstaff County may terminate agreement with any municipality not carrying proper insurance;

Amanda's Recommendation: To include in the new agreement.

- c. 4.1.D: Would like to amend this clause to accommodate municipalities that have not yet approved their budget.

Amanda's Recommendation: To include in the new agreement.

- d. 4.1.E: Would like to receive a summary of the actual expenditures from the previous year for the Shared Costs to the Customer.

Amanda's Recommendation: To include in the new agreement.

- e. 4.1.Q: Would like the Flagstaff County Fire Bylaw 02/12 to be attached to the agreement as Schedule F.

Amanda's Recommendation: To include in the new agreement.

- f. 7.1 Would like to add a clause which allows a municipality to request contributions for the construction of a new Fire Hall.

Amanda's Recommendation: To include in the new agreement.

- g. 8.3 Would like to add a written report be submitted from the Regional Fire Chief if he assumes Incident Command without a request from the Municipality's fire department.

Amanda's Recommendation: To include in the new agreement.

- h. 13.1: Would like to change the reference "additional named insured" to "additional insured". This was previously agreed upon and will be changed in the new agreement.

Amanda's Recommendation: To include in the new agreement.

4. Heisler:

- a. Would like to add a fee for the 2013 Freightliner fire truck

Amanda's Recommendation: Rate should remain consistent other equipment fees throughout the agreement.

5. Flagstaff County:

- a. 1.1 (f) & (g): Would like to include the phrase "outside of the municipal boundaries of the Operator " to these clauses:
  - i. 4.1 (1): Would like to receive copies of Incident Reports within 14 days versus 30 days which is in the current agreement.

Amanda's Recommendation: To include in the new agreement.

- b. 13.1: Would like to change the insurance clause so that Flagstaff County may terminate agreement with any municipality not carrying the proper insurance.

Amanda's Recommendation: To include in the new agreement.

- c. Schedule C – 4: Would like to remove this clause completely. Waste Management is its own business entity with its own insurance, and therefore shall be billed for any fire calls.

Amanda's Recommendation: that this NOT be removed from the Agreement. Following discussions with M. Hampshire no consultation was had with Flagstaff Waste Management. The removal of this clause would affect the operations of our transfer site and the dealings with the board (ie. who's responsibility is it to do the burns at the sites, this could mean that the muni's are responsible to do their own burns). The majority of the municipalities own their own transfer sites; Flagstaff County owns a few therefore we would be charging ourselves to work on our own property. \*Waste Management's deductible is \$15,000. – This should be discussed in greater detail with waste management before being voted on by the RESC committee.

- d. Schedule C – Service Fee: Would like to add a clause which allows the Regional Fire Chief to determine what equipment was required of a call and therefore what will be compensated for: add "in consultation with the municipality's fire chief".

Amanda's Recommendation: To include in the new agreement.

- e. False Alarms: Would like to add a clause stating that since there is no service provided there will be no charge for false alarms:



Amanda's Recommendation: Reject this suggestion and further recommend that a flat rate be set for false alarms calls.

- f. Responding Trucks: Would like to include that one pumper will respond to calls, and if additional backup is required then other trucks may respond.

Amanda's Recommendation: Discussion required - (our department sends both pumps to the scenes for manpower and only one pumper is compensated. If one truck was left and additional equipment was required someone would have to drive back to town to get it which is ineffective). Our Fire Chief is not in favor of leaving on truck at the department; at this time Sedgewick has not charged for the second pumper unless it was request.

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 1<sup>st</sup> day of January, 2012, until the 31<sup>st</sup> 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.

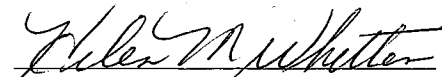
**FLAGSTAFF COUNTY**

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]

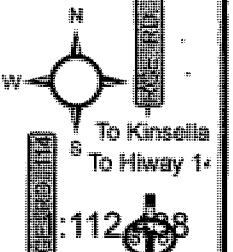
# Legend

## SURFACE

- GRAVEL
- Fire Department Boundaries

## Fire Department Area

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



Killam

Sedgewick  
Fire  
Agreement  
Area

## SURFACE

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

14











13

42-12

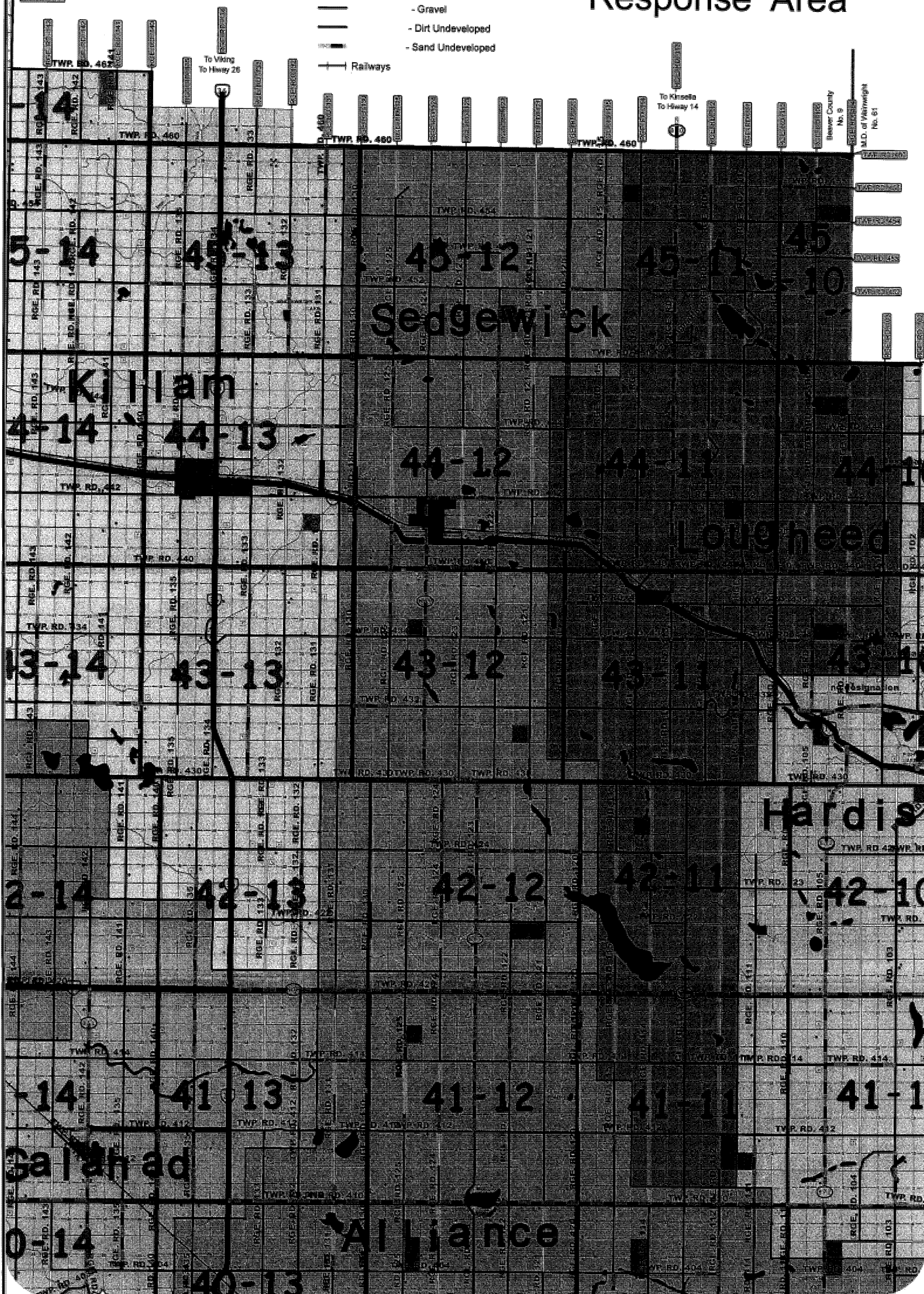
42-1





 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]

<del>Grader w/ OP</del>	<del>\$125/hr</del>	<del>OK OK</del>
-------------------------	---------------------	------------------

<del>Backhoe w/ OP</del>	<del>\$125/hr</del>	<del>OK OK</del>
--------------------------	---------------------	------------------

<del>Fire Pumper Call out</del>	<del>\$650/unit</del>	<del>OK OK</del>
---------------------------------	-----------------------	------------------

<del>Fire Pumper</del>	<del>\$300/call and every subsequent</del>	<del>hour.</del>
------------------------	--	------------------

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:

Type of Equipment

\$ / Hour

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

Fire Pumper

\$200/hr

*AO / new*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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:

<b>Location</b>	<b>Equipment</b>	<b>Town / Village Purchase price</b>	<b>County Contribution</b>
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# 1FVACYBSIADAR9762	\$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:

<b>Location and Replacement Schedule</b>	<b>Equipment</b>	<b>Operator Contribution</b>	<b>County Contribution</b>
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.

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**FIRE SERVICES AGREEMENT**

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**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:

<b>Location and Replacement Schedule</b>	<b>Equipment</b>	<b>Town / Village Contribution</b>	<b>Customer Contribution</b>
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:** Subdivision Proposals  
**Initiated by:** Strategic Plan – Long Term Goal #1  
**Prepared by:** Amanda Davis  
**Attachments:** 1. Morrison Hershfield Proposal  
 2. Stantec Proposal  
 3. Approved Subdivision  
 4. MH Overview of expenditures

-----

**Recommendations:**

That council review the two engineering proposal and provide comments. No formal recommendation shall be made by administration until clarity is received from both firms. I anticipate this information will be received prior to the council meeting.

-----

**Background:**

Pursuant to the Town of Sedgewick's Strategic Plan, Long Term Goal #1 the development of a residential subdivision is required.

Administration sent an expression of interest to two firms for this project:

1. Morrison Hershfield (MH) – MH designed the subdivision in 2009 however software is no longer compatible therefore much of the project has to be redone.
  - a. \$55,371.06 was spent on this design in 2009 until the project was put on hold. (see attached breakdown).
2. Stantec

After reviewing the proposals Administration variances between the proposals were detected. Emails have been sent to both firms seeking clarification on the items found. The variances could add substantial increases to the bottom line amount presented. Neither firm has responded to the queries.

**Current:**

Morrison Hershfield's Proposal: \$150,500 – Dated June 10<sup>th</sup>, 2014

Stantec Proposal: \$150,000 – Dated June 6<sup>th</sup>, 2014

Current funds available for this project:

2013/14 MSI Operating (Engineering Fees)	102,833
2013/14 MSI Capital	468,005
BMTG Allocation	211,939
FGTF Allocation	50,000
MSI Capital Carry Forward (approx).	134,087
Future Development Reserve	131,684
Subdivision Rec Reserve	3,508
<b>Subtotal:</b>	<b>1,102,056</b>

An in depth review of each line item can be addressed and discussed during the council meeting.; ie. use of grant funding, potential federal funding sources etc. However this is a brief overview of what can be allocated immediately by the Town for the project.

June 10, 2014

4140136.00

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

Dear Amanda Davis, CAO

**Re: Fee Proposal for Completion of Detailed Design of 32 Lot Subdivision in the Town of Sedgewick.**

**Back Ground**

Morrison Hershfield had been engaged by the Town of Sedgewick to complete the detailed design and construction administration of a 32 Lot subdivision on the corner of 50<sup>th</sup> Street and 52<sup>nd</sup> Ave in 2009.

The project was put on hold in December of 2009 by the Town before the detailed design of the project had been completed.

The Town of Sedgewick has now requested Morrison Hershfield to provide fees to complete the detailed design and construction administration of the project picking it up where it was left off in December of 2009.

Morrison Hershfield has teamed up with Magna IV Engineering. Magna IV will be responsible for the Power distribution design as well as the street lighting design.

**Scope of Work / Methodology**

To complete the design in the required timeline proposed by the Town, Morrison Hershfield will need to have its senior staff work on the project. This will ensure that the project is delivered to meet the Towns projected construction date.

Morrison Hershfield has also engaged Magna IV Engineering as a sub consultant to assist with the design and construction administration services for the power and street lighting design.

The entire project management and design team has changed from the 2009 team. This will cause some overlap of work that has been completed already.

We have performed some investigation into the existing files that were prepared and have discovered that they will need to be updated to the new Civil 3D modeling standards. New models will need to be created to ensure the design is completed in the most effective way.



The engineering design services consist of the following:

- Progress Reporting, on-going Project Monitoring & Control
- Creating Base plans
- Develop Water and Sanitary Layouts
- Stormwater Runoff Analysis
- Develop Roadway Layout
- Confirm water and sanitary system capacities and line sizes
- Design Plan and Profiles (water/san/storm/roads)
- Develop Lot Grading Plan with earth balance
- Develop design details and cross sections
- Develop Cost Estimates
- Coordinate Shallow Utilities.
- Submit Final Design Package
- Coordinate approvals ( AENV, Town )
- Tender Services, Contract Documents,
- Construction Administration Services
- Design of Shallow Utilities.

We understand that the Town of Sedgewick will provide Morrison Hershfield with the most current approved legal plan of the subdivision. Any changes to the approved subdivision plan will require a revisit of the scope of services and fees.

We do not anticipate the requirement of the following however these services are not included in this fee.

Services not included in this fee structure:

- Lift Station Design
- Retaining Wall Designs

We understand that geotechnical investigations will be engaged by the <sup>Town</sup>county and coordinated with Morrison Hershfield.

The Town is the gas provider and hence will be responsible for the design of the gas distribution. Morrison Hershfield will coordinate with the town to ensure provisions are made in utility right of ways for the gas distribution.

The Town should also be aware that geotechnical testing will be required during the construction of the project. This fee can be estimated as 2% of the construction costs. Once a cost estimate is completed for the subdivision we will have a better idea of these costs.

### **Schedule**

Should the Town decide to engage Morrison Hershfield we can commit to an 8 week turnaround to produce the final design drawings. This also allows for 1 review by the Town of Sedgewick assuming the review will take place in 1 week. We understand that the Town would like to tender the project in late fall 2014 and commence construction of the subdivision in 2015. This will require a swift approval of this proposal. We currently have the senior staff to begin work right away on the project however this may change if the fees are not approved in a timely manner.

### **Fee**

See fee table below for a breakdown of the fees for completion of this project.

<b>Task</b>	<b>Consultant</b>	<b>Fee</b>
Preliminary and Detailed Design (Lump Sum)	Morrison Hershfield	\$65,000
Construction Administration (Hourly to Approved Budget)	Morrison Hershfield	\$70,000
Shallow Utility Design (Lump Sum)	Magna IV	\$10,300
Shallow Utility Construction Administration (% of Construction-Estimated)	Magna IV	\$5,200
<b>Total</b>		<b>\$150,500</b>

- This does not include GST

Please note that the Construction Administration phase fee is hourly to an approved budget. Should scope change and the Town require more presence on site from our team this budget may increase on approval of the Town only. Magna IV will invoice Morrison Hershfield on a % of construction base fee which will in turn be invoiced to the Town. The Fee in the table is an estimate based on the % of construction as noted in the Magna IV proposal.

Morrison Hershfield will be the Prime Consultant during the design and Construction of the project. Magna IV will be contracted to Morrison Hershfield.

We have taken into the account that we can use some existing data that we have on file from 2009 however major tasks still need to be completed and the entire drawing set needs to be produced with new models.

We have attached a detailed breakdown structure showing tasks and hourly rates of the personal on the project.

We have also included Magna IV's fee proposal as an appendix to this letter.

Morrison Hershfield looks forward to work with the Town on this project and to further build our relationship with the Town of Sedgwick.

Please contact me should you have any questions.

Yours truly,

Morrison Hershfield Limited

Imy Kassam, P.Eng., Principal  
Manager of Land Development

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# Engineering Manhour Estimate

## Town of Sedgewick

### Residential Subdivision



PROJECT TASK	Rate	Imy Kassam, P.Eng. Project Sponsor	Linda Hajjar, P.Eng. Project Manager/Engineer	Nedal Barber, P.Eng. Stormwater Engineer	Mike Eadie Senior Designer	Administrative Assistant	Raul Alpajaro Construction Supervisor	Sub-Total Hours	Sub-Total Fees	Sub-Total Disbursements	Total Morrison Hershfield	TOTAL HOURS	TOTAL FEES	TOTAL DISB.	TOTAL
		\$180	\$150	\$135	\$150	\$65	\$125								
100 PROJECT MANAGEMENT															
Progress Reporting, on-going Project Monitoring & Control	8	20			5			33	4,765	381	5,146	33	\$4,765	\$381	\$5,146
Sub-Total Hours	8	20	0	0	5			33				33			
Sub-Total Fees	1,440	3,000	0	0	325				4,765	381	5,146		\$4,765	\$381	\$5,146
200 PRELIMINARY DESIGN REVIEW															
Base plans	4	1	2	2				9	1,440	115	1,555	9	\$1,440	\$115	\$1,555
Develop Water and Sanitary Layouts		2		15				17	2,550	204	2,754	17	\$2,550	\$204	\$2,754
Stormwater Runoff Analysis		2	15					17	2,325	186	2,511	17	\$2,325	\$186	\$2,511
Develop Roadway Layout		2						2	300	24	324	2	\$300	\$24	\$324
Sub-Total Hours	4	7	17	17	0			45				45			
Sub-Total Fees	720	1,050	2,295	2,550	0				6,615	529	7,144		\$6,615	\$529	\$7,144
300 DETAILED DESIGN															
Confirm water and sanitary system capacities and line sizes		4	15	5				24	3,375	270	3,645	24	\$3,375	\$270	\$3,645
Design Plan and Profiles (water/san/storm/roads)		4	10	40				54	7,950	636	8,586	54	\$7,950	\$636	\$8,586
Develop Lot Grading Plan with earth balance		4	5	40				49	7,275	582	7,857	49	\$7,275	\$582	\$7,857
Submit 90% Design		4			1			5	665	67	732	5	\$665	\$67	\$732
Develop design details and cross sections		4		20				24	3,600	288	3,888	24	\$3,600	\$288	\$3,888
Develop Cost Estimates		16		10				26	3,900	312	4,212	26	\$3,900	\$312	\$4,212
Coordinate Shallow Utilities		16		8			8	32	3,600	288	3,888	32	\$3,600	\$288	\$3,888
Submit Final Design Package	4	1			1			6	935	94	1,029	6	\$935	\$94	\$1,029
Coordinate approvals ( AENV, Town )		8						8	1,200	120	1,320	8	\$1,200	\$120	\$1,320
Sub-Total Hours	4	61	30	123	2			220				228			
Sub-Total Fees	720	9,150	4,050	18,450	130				32,500	2,656	35,156		\$32,500	\$2,656	\$35,156
400 TENDER DOCUMENTS															
Build a Schedule of Quantities		4					16	20	2,600	208	2,808	20	\$2,600	\$208	\$2,808
Take offs from Design Drawings		4		16			16	36	5,000	400	5,400	36	\$5,000	\$400	\$5,400
Compiling of Specs and Documents		4			16	16	16	36	3,640	291	3,931	36	\$3,640	\$291	\$3,931
Tender Review and Process	4	16			4	8	8	32	4,380	350	4,730	32	\$4,380	\$350	\$4,730
Sub-Total Hours	4	28	0	16	20	56	124					124			
Sub-Total Fees	720	4,200	0	2,400	1,300	7,000			15,620	1,250	16,870		\$15,620	\$1,250	\$16,870
500 CONSTRUCTION ADMINISTRATION															
Site visits and Inspections 3 Days a Week (Assume 3 months)	4			24			360	388	49,320	9,864	59,184	388	\$49,320	\$9,864	\$59,184
Communications with Town	4	8					16	28	3,920	784	4,704	28	\$3,920	\$784	\$4,704
Produce Construction Completion Certificates (CCC's)		4			16	16	16	36	3,640	728	4,368	36	\$3,640	\$728	\$4,368
Sub-Total Hours	8	12	0	24	16	392	452					452			
Sub-Total Fees	1,440	1,800	0	3,600	1,040	49,000			56,880	11,376	68,256		\$56,880	\$11,376	\$68,256
TOTAL HOURS	28	128	47	180	43	448	874					874			
TOTAL FEES	\$5,040	\$19,200	\$6,345	\$27,000	\$2,795	\$56,000			\$116,380	\$16,192	\$132,572		\$116,380	\$16,192	\$132,572



**File:** M1457-E14-03411

May 28, 2014

**MORRISON HERSHFIELD LTD.**  
SUITE 300, 1603 – 91 STREET SW  
Edmonton, AB T6X 0W8

Via: ☒ email  
☐ fax  
☐ mail

**Attention:** Imy Kassam, P.Eng.  
Manager, Land Development

Dear Sir:

**Re:** Town of Sedgewick - 32 Lots

Thank you for providing us the opportunity to respond to your request for proposal on the above mentioned project. We submit the following, containing scope of work, fee structure and list of personnel to provide complete electrical consulting services, for your review and consideration.

## **1. WORK SCOPE**

### **1.1. ENGINEERING DESIGN WORK SCOPE**

- 1.1.1. Preliminary design of power distribution.
- 1.1.2. Detailed design, including preparation of 1:1000 facility layout drawing and single line drawing of the power distribution system suitable for submission to FORTIS.
- 1.1.3. Submission and follow up with FORTIS to facilitate timely approval.
- 1.1.4. Forward preliminary design drawings to TELUS and the CABLE TV provider.
- 1.1.5. Communicate and work with FORTIS, TELUS and the CABLE TV provider to ensure proper coordination of the total design and to satisfy approving authority requirements.
- 1.1.6. Work with MORRISON HERSHFIELD as required to provide suitable locations for electrical facilities with the intent to integrate our drawings with other underground and surface improvements thus providing an economic and aesthetically acceptable design.
- 1.1.7. Provide roadway lighting options for consideration.
- 1.1.8. When approved by MORRISON HERSHFIELD and authorized in advance on a case-by-case basis, redesign or restaging after FORTIS approves the original design (for example, landbase changes, or lot additions/removals) will be completed at Magna's hourly rates current at that time.

### **1.2. GENERAL ENGINEERING WORK SCOPE DURING CONSTRUCTION**

- 1.2.1. Prepare a list of unit quantities and estimated construction cost to MORRISON HERSHFIELD for review.
- 1.2.2. Prepare a list of prequalified contractors and make recommendations to the Owner regarding negotiation or tendering of the power contract.
- 1.2.3. Prepare specifications, tender the work, evaluate the tenders and recommend award.
- 1.2.4. Prepare construction contracts for execution by the Owner and contractor.
- 1.2.5. Prepare hard copy construction packages for the electrical contractor.
- 1.2.6. Interface as necessary with FORTIS, TELUS and the CABLE TV provider to coordinate construction activities.



- 1.2.7. Provide AutoCad or PDF drawing to contractor for staking/survey requirements.
- 1.2.8. Attend Pre-Construction meeting to assess onsite conditions.
- 1.2.9. Review and authorize progress payment certificates for the electrical contractor.
- 1.2.10. Provide information on TELUS and the CABLE TV provider rebates, where applicable.
- 1.2.11. Submit Construction Completion Certificate to FORTIS for approval.
- 1.2.12. Prepare record drawings incorporating construction field markups from the contractor and submit As-Built drawings to FORTIS.

## **2. FEE STRUCTURE**

### **2.1. ENGINEERING DESIGN**

- 2.1.1. \$10,300.00 Fixed Fee plus GST to be invoiced as follows:
  - 70% of design fee to be invoiced at submission of initial design drawings to MORRISON HERSHFIELD.
  - 30% of design fee to be invoiced upon approval by FORTIS.

### **2.2. GENERAL ENGINEERING DURING CONSTRUCTION**

- 2.2.1. Variable fee of 2.5% of the construction amount plus GST, to be invoiced as follows:
  - With each progress claim submitted by the electrical contractor, we submit our own invoice for 2.5% of the contractor invoice amount before tax. GST is additional.
  - For example, based on a forecasted electrical construction amount of \$208,000 the projected engineering fee for this scope would be \$5,200.00.

### **2.3. BASIS FOR FEE AMOUNTS**

- 2.2.2. The above fixed fee amount is based on the completion of both design and construction work scopes.
- 2.2.3. This quotation is valid until June 28, 2014.
- 2.2.4. Completion of construction works by June 28, 2015.

## **3. PERSONNEL**

### **Senior Management**

- Taurick Hoven, P.Eng., MIEAust.
- Mandeep Parmar, P.Eng., MBA

### **Design and Construction**

- Emil Andaya, C.E.T.
- Mustafa Zein, E.I.T.

### **Drafting and Design**

- John Liu, Design Tech.





As the project manager for this project, I will ensure our representatives execute all required activities in the design and construction phases of the project. We will tailor our approach and activities to meet the construction schedule.

Please contact me if you have any questions regarding this proposal. You may use the attached document to confirm your agreement with this plan. I look forward to your response to our proposal and the successful completion of this project.

Yours Truly,

**MAGNA IV ENGINEERING**

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Taurick Hoven, P.Eng., MIEAust.

**Land Services Manager, Utilities**



## PROPOSAL TERMS & CONDITIONS

### 1. Contract Terms

All contracts for the sale of goods and services between Magna IV Engineering ("MIV") and the legal entity purchasing the goods and services ("Purchaser") are subject to the following terms and conditions ("Magna Sale Terms"). Any variation from the terms and conditions herein contained require the signed consent of an authorized MIV representative. Purchase orders received from the Purchaser for MIV products will be subject to the standard MIV terms and conditions. These Magna Sale Terms shall prevail and exclude all other terms, including without limitation, any purchase orders and MIV will not be bound by any terms, conditions or pricing stated on the purchase order, unless agreed to in writing by MIV.

### 2. Prices

Unless otherwise stated prices quoted are valid for a period of 30 days from tender offer date. Should the decision to accept our offer be delayed to a later date, we would be pleased to either confirm our offer or rebid. Hourly Rates, "Miscellaneous Costs", Tools and Test equipment will be as set out in the current MIV Standard Rate Sheet.

Purchaser will provide free and clear access to perform the stated work. There will be additional charges for any delays or site issues not caused by MIV and for additional trips to the site as a result of work cancellation. MIV has not included on-site orientation, safety training or other site specific requirements unless specifically identified in a quotation. Any such site requirements shall be at Purchaser's expense.

MIV's work estimates are based on normal work hours (8 hours) (approximately 8:00 a.m. to 5:00 p.m. local time) and no overtime or premium hours are included. If work is completed outside these times, extra charges will apply.

Minimum Billing: Field specialists are billed at a 4-hour minimum for travel and services performed in less than 4 hours, and a 8-hour minimum charge for services otherwise performed in 5-8 hours. Equipment usage shall be billed at a 1 day minimum.

The price must be renegotiated for any delays more than 60 days from originally anticipated release or start date or scheduled shipment date (except where the delay is solely caused by MIV). Furthermore any customer request to delay any goods or services with less than 48 hours' notice will be subject to a charge not exceeding 5% of the project value. Prices do not include the arrangement and cost of a shutdown. Prices quoted are based on foreign exchange rates, customs tariffs and other direct taxes in effect at the date of quotation. Any changes in foreign exchange rates, sales taxes, customs tariffs or other taxes shall be chargeable to the Purchaser.

Cost Escalation: In the event of any changes in any taxes, charges, levies, duties or other government or administrative bodies after the date of execution of this Terms and Conditions of Sale. The current MIV rates are published annually and are available upon request. Each revision will automatically replace the previous and shall be incorporated by reference into these Magna Sales Terms.

### 3. Taxes

Prices quoted do not include taxes, duties or any other governmental levies all of which are extra payable by Purchaser.

### 4. Terms of Payment

Terms are net thirty (30) days from date of invoice. Late payments will be subject to interest charges at the rate of two percent (2%) per month. Pricing shall be in the currency stated on the proposal. Invoices for pro rata payments become due on the date of shipment. If at Purchaser's request, shipments are delayed, payments for the product will be invoiced to the Purchaser to the extent of completion, as a percentage of the total contract price. Equipment held for the Purchaser shall be at the risk and expense of the Purchaser.

### 5. Delivery

Delivery dates quoted are subject to confirmation at the time of contract award and until such confirmation may change solely based on MIV's circumstances. All confirmed dates are based on the prompt receipt by MIV of all necessary information enabling work to proceed without interruption. For contracts of supply and installation of equipment, a delivery date will be established at the time of contract award. Should the installation of the equipment be delayed beyond that date, MIV reserves the right to invoice for the supply portion of the contract and ship or place the material into storage at the customer's option and expense.

### 6. Force Majeure

MIV will be excused and not be liable for any non-performance of a contract if such delay or non-performance is due to any cause beyond the reasonable control of MIV or which MIV could not reasonably foresee or reasonably provide against, and which prevents MIV from carrying out the terms of the contract. This includes, but is not limited to, the following: war, revolution, insurrection or hostilities (whether declared or not), riot, civil commotion or uprising; flood, earthquake, tempest, hurricane, lightning or other natural disaster; fire or explosion; strike, lockout or other industrial disturbance whether at MIV or one of its suppliers; sabotage, accident, embargo, car shortage, wrecks or delays in transportation, non-delivery of materials or order or action of government authority. Any delay resulting from such cause shall extend the date of delivery accordingly. MIV reserves the right to cancel the contract if in its option such circumstances threaten or cause extended delay in the performance thereof.

### 7. Cancellation

Purchase orders placed by the Purchaser and accepted by MIV may be cancelled only with the consent of MIV. A cancellation charge may be payable by the Purchaser to cover costs, including design and engineering, materials purchased and production costs incurred to a maximum of 100% of the selling price.

### 8. Liability

MIV shall not be liable, whether in contract or in tort (including negligence or strict liability) or otherwise for any damages arising from the use of the goods supplied there under or for any special, indirect or consequential damages arising from delays however caused through non-delivery or through defects in materials or workmanship or from any other cause whatsoever. No claim of any kind whether as to a product delivery or for nondelivery of a product or for Service, whether in contract or in tort (including negligence or strict liability) or otherwise, shall be greater in amount than the purchase price of the product or the charges for the Services in respect of which the claim is made.

These disclaimers and limitations of remedies apply to all warranties offered to Purchaser and to all purchase orders. The warranties and conditions set forth in this Magna Sale Terms are exclusive and in lieu of all other expressed or implied warranties, conditions representations and guarantees (except warranties of title). Including but not limited to implied warranties of merchantability, merchantable quality, and fitness for a particular purpose. Except as may be expressly provided in an authorized writing by MIV, MIV shall not be subject to any other obligations or liabilities whatsoever, other than as stated above, with respect to equipment sold or services rendered by MIV.



## PROPOSAL TERMS & CONDITIONS

### 9. Warranty

To the extent applicable, MIV warrants that the services required as part of their purchase order will be performed by qualified personnel with care, skill and diligence in accordance with the applicable generally accepted professional standards recognized by the industry.

MIV warrants the goods, if any supplied of its own manufacture, against defects in material or workmanship arising under normal use and service for a period of 12 months from the date of invoice. Further, MIV warrants refurbished goods, if any supplied of its own manufacture, against defects in material arising under normal use and service for a period of 6 months from the date of invoice. The obligation of MIV under this warranty is limited to the replacement or repair, without charge, EXW MIV provided that the Purchaser will give MIV written notice of the defect immediately after the defect has come to the Purchaser's attention.

MIV shall not be responsible for defects in material or workmanship of, or work done, goods furnished or repairs made by third parties.

### 10. Lost or Damage of Goods In Transit

Delivery of goods by MIV will be deemed to be made to the Purchaser upon obtaining a signed receipt from the carrier showing receipt of the goods in good order. Title to the goods will remain with MIV until payment in full is made by the Purchaser and all risk for safekeeping and condition of the goods will become the responsibility of the Purchaser upon deemed delivery.

MIV is not liable for any loss or damage, delay or non-delivery. MIV's responsibility ceases upon receipt of acknowledgment in writing from the carrier of shipments in good order.

### 11. Safety

MIV employees shall not perform work that, in their sole opinion, is not free of reasonably foreseeable harm. This includes working on electrical equipment that, in their sole opinion, has not been placed in an electrically safe working condition. Site and working conditions shall meet or exceed those specified by applicable Occupational Health and Safety Act and Regulations.

The purchaser shall inform MIV of:

(a) Known hazards, or reasonably foreseeable hazards, that are related to Magna IV Engineering's scope of work and the site where the work will be performed; and

(b) Information about the worksite necessary to identify hazards and assess risk for the protection of the health and safety of MIV personnel. This information might include, but is not limited to:

(a) Providing an accurate, up-to date, single line diagram of the electrical distribution system;

(b) Providing relevant Workplace Hazardous Materials Information System (WHMIS) information such as Material Safety Data Sheets (MSDS) and floor plans indicating areas where hazardous materials are located and emergency exits for service rooms and other areas of operation; and

(c) Other site specific information relative to the purchaser's operation, process and safety systems.

### 12. Confidential Information

It means any information provided by a party ("Disclosing Party") to the other party ("Recipient Party") or to which the Recipient Party had access as a result of the negotiation or performance of the order, which is not generally known to the public, including without limitation, information relating to (a) the design specifications and content of the equipment or documentation as contained with the equipment or otherwise; and (b) the terms of this Terms and Conditions of Sale; Each party agree that all such confidential information will be received in confidence and will be used only for the purpose of carrying out the obligations of, or with respect to the Purchaser, for the purpose of installing, operating, maintaining and repairing the equipment purchased pursuant to this Conditions of Sale (the "Purpose"). Notwithstanding anything to the contrary in this Section 12, the Recipient may, on a need basis and for the purpose, disclose the Confidential Information to third parties, provided that such third party recipient is legally bound by a non-disclosure agreement consistent and no less constraining than the terms of this Section and that the disclosing Recipient remains liable to for any breach of the terms of this Section 12 by the third party recipient.

### 13. Intellectual Property

MIV retains ownership of all right, title and interest (including copyright) in and to the intellectual property. Nothing in this Terms and Conditions constitutes a transfer or conveyance of any right, title or interest in the intellectual property, except the limited right to use it as provided in the documentation.

The Purchaser agrees not to breach or infringe Intellectual Property of others and will defend and save harmless MIV, its directors, partners, officers and employees for all demands, actions, losses, damages and expenses, including legal fees, arising from any such breach or infringement. The Purchaser also agrees to pay all MIV costs related to defend and save harmless the Purchaser, its directors, officers, and employees for all demands, actions, losses, damages and expenses, including legal fees, arising from any such breach or infringement.

### 14. Nature of the Relationship

For all purposes of this Magna Sale Terms, MIV shall be an independent contractor and does not constitute the Parties as partners, joint ventures or except as provided in this Terms and Conditions, agents of each other, and no Party may so represent itself in this manner.

### 15. Amendments

No amendment, supplement, modification, waiver or termination of the purchase order or this Magna Sale Terms is binding unless executed in writing by both parties.

### 16. Governing Law

All matters arising out of or relating to the execution, construction, interpretation or breach thereof, are to be governed by the provincial/state laws where services are performed and the federal laws of the Country applicable therein. MIV agrees to bring any action, claims or legal proceedings in any way pertaining to this order, or the execution, construction, interpretation or breach thereof in the courts of the jurisdiction specified above and in no other court or tribunal whatsoever.

**Approval:**

If you are satisfied with this quote, and would like to proceed with the project, please sign below and return to sender.

E-mail: [thoven@magnaiv.com](mailto:thoven@magnaiv.com)  
Fax: (780) 430-9799  
Mail: 1103 Parsons Road SW  
Edmonton, AB T6X 0X2

**Questions:**

If you have any questions, feel free to contact myself

Taurick Hoven, P.Eng  
E-mail: [thoven@magnaiv.com](mailto:thoven@magnaiv.com)  
Direct: (780) 462-3122, ext. 3326  
  
Office: (780) 462-3111 (Local)  
1 (800) 462-3157 (Toll-free)  
[info@magnaiv.com](mailto:info@magnaiv.com)

I hereby approve all above items and conditions and instruct Magna IV Engineering to proceed with work based on this quote

X \_\_\_\_\_  
Signature of client

Please attach a PO, or provide information below if Billing Address is different than Address shown on Proposal:

Street Address:	
City/Province:	
Postal Code:	
Phone:	
Billing Contact:	
PO or Ref. Number	

For Magna IV Internal Use	
Quote File:	M1457-E14-03411
Project Name:	Town of Sedgewick - 32 Lots
Client name:	Morrison Hershfield Ltd.
Contact:	Imy Kassam, P.Eng.





**Stantec Consulting Ltd.**  
1100 - 4900 50th Street, Red Deer AB T4N 1X7

June 6, 2014  
File: 113999000

**Attention: Amanda Davis, CAO**  
Town of Sedgewick  
Box 129  
Sedgewick, AB T0B 4C0

Dear Ms. Davis,

**Reference: Town of Sedgewick Residential Subdivision Development**

Thank you for the opportunity to submit this proposal for Engineering Services for the Town's proposed new 32 lot subdivision. This document serves to outline the scope of work and services, which we will deliver as part of the project, based on our understanding of the work as described herein and our professional services rates for work to be completed in 2014. We understand that the Town may elect to phase the construction, and that the first phase would be in 2015.

**PROJECT UNDERSTANDING AND SCOPE OF WORK**

The Town is considering developing 32 lots bounded by 52 Avenue to the south, 54 Avenue to the north, 50 Street to the east and the race track to the west. The lots to the west of 51 Street will be zoned for mobile homes, while the remainder will be typical single family detached lots.

There is an existing waterline extending along 51 Street which can be used to service the subdivision, and the internal wastewater collection system will connect to the existing gravity wastewater collection system on the east side of 50 Street at approximately 54 Avenue. Storm drainage is proposed to consist primarily of curb and gutter with a buried storm system as required to direct drainage to the existing ditch on the west side of 50 Street.

Stantec's role on this project will be to complete topographical and legal surveys, subdivision registration, detailed design, tendering services and provide construction monitoring on an average 3 day per week basis for an estimated 8 week construction period. **At this time it is assumed that construction layout surveys will be completed by the contractor.**

**DETAILED ENGINEERING AND CONSTRUCTION SERVICES**

The following services will be provided in the preparation of detailed engineering design drawings:





**Reference: Town of Sedgewick Residential Subdivision Development**

**Detailed Design**

Prepare all detailed design plans and construction documents necessary to produce a residential subdivision in accordance with the appropriate Municipal Standards set by the Town of Sedgewick and Alberta Environment, under which the development agreement is in force, and shall include the collection of data, attending of meetings and corresponding with all appropriate authorities necessary for the preparation, calling and recommendation of award, for all contracts required to construct all services to be installed in the area, including but not limited to:

1. Storm sewers and appurtenances thereto;
2. Sanitary sewers and appurtenances thereto;
3. Watermains and appurtenances thereto;
4. Lot services and appurtenances thereto;
5. Sidewalks, curb and gutter;
6. Surface improvements and pavement elevations;
7. Lane construction;
8. Area drainage requirements;
9. Pavement markings and signage;
10. Coordinate details with the work of other utility companies; and
11. Advise Legal Surveyor of easements and/or restrictive covenants required by the Town in order to complete the design of the development and preparation of easement plan and setback plan.

**Survey**

- Stantec will conduct a boundary survey to determine accurate dimensions and area of the parcel as well as a topographical survey for elevation purposes. These surveys will be conducted prior to detailed design so that all engineering and planning design is based on accurate dimensions and information.
- Once the detailed engineering and planning is completed the Stantec Geomatic Group will determine the coordinate positions of all new property corners. A final subdivision plan and right of way plan will be prepared. All associated documents pertaining to the registration of the subdivision plan and right of way plan will be prepared including the utility right of way documents. All documents will be circulated to the appropriate parties for execution. Once all documents are returned to our attention fully executed, Stantec will submit the package to Land Titles for registration. Our fees include the Land Titles' registration fees.
- Stantec will prepare and submit a Tentative Plan of Subdivision to West Central Planning Agency which is the Subdivision Approving Authority for the Town of





**Reference: Town of Sedgewick Residential Subdivision Development**

**Sedgewick.** If re-zoning is required, a formal application will be made to the Town of Sedgewick.

**Alberta Environment Approval**

- On behalf of the Town of Sedgewick, submit an application for Permit to Construct Water and Sewer Improvements to Alberta Environment.

**Detailed Design Review**

- Submit plans, specifications and tender documents to the Town, attend meetings and correspond with utility companies and other approving authorities to obtain detailed engineering design approval.
- Complete scheduled project review meetings with the Town at the 50% and 90% completion stages.

**DETAILED DESIGN OPINION OF PROBABLE COST AND FINAL SCHEDULE**

- Prepare construction opinion of probable cost and schedules of all work to be carried out, in accordance with the unit price schedule in the tender documents.

**CONTRACT DOCUMENTS**

- Prepare individual complete sets of contract documents for Underground Utilities and Surface Improvements, Electrical servicing and streetlights, and Landscaping. **Prepare individual project unit prices and completion schedules for each contract.**
- Negotiate unit rates for work to be completed under each contract as required Pre-Construction Services.
- Convene a Pre-Construction Meeting, which will include representation from the successful Contractor, Stantec, Geotechnical Engineer and representatives of utility companies as required.

The objectives of this meeting will include review and clarification of the following:

- Official representation of all parties;
- Administration procedures and requirements including:
- Contract documentation;
- Contract Security;
- Evidence of insurance, etc.;
- Progress claim/payment procedures;
- Traffic and pedestrian accommodation during construction;
- Temporary protection and traffic control;





**Reference: Town of Sedgewick Residential Subdivision Development**

- Temporary project facilities;
- Safety; and
- Project schedule.
- Meeting Notes for this and subsequent project construction meetings will be prepared and distributed by Stantec.

**NOTIFICATION**

- Notify of all affected residents, businesses, or utility companies as to the approved construction schedule and expected start dates.
- Arrange for the scheduling and installation of telephones, cable TV and gas utilities. Supply all plans required by these utilities in order that they can complete their work. Review their layouts and notify the Town of possible conflict with other works.

**DOCUMENTATION - EXISTING CONDITIONS**

- Photograph all adjoining properties and adjacent structures in close proximity to the work and inventory of all existing signs to be provided to the Town for record purposes.

**SERVICES DURING CONSTRUCTION**

- This activity includes the interpretation of the contract documents in all matters related thereto.
- Maintain contact with the Construction monitor ensuring the construction activities conform to the contract documents. Provide assistance in the interpretation of the contract documents.
- Arrange and attend bi-weekly on-site meetings to monitor construction progress, address any special concerns and prepare meeting minutes.
- Review all Contractor submissions and payment certificates (progress claims) prior to forwarding to client. Issue final inspection reports, deficiency list and Final Completion Certificate.
- Quantify changes to work due to revisions of the construction drawings and/or changes to site conditions.
- Coordinate scheduling requirements of utility companies.
- Prepare monthly progress reports, complete with description of work completed, material testing reports, adherence to schedule and construction report and photos.
- Prepare monthly expenditure reports for client's review.

**PROJECT REVIEW**





**Reference: Town of Sedgewick Residential Subdivision Development**

- The project engineers and/or project manager will regularly inspect the work to provide a further level of quality assurance to ensure work proceeds in accordance with design and specifications.

**PROJECT MEETINGS DURING CONSTRUCTION**

- Hold regular on-site meetings. The objective of these meetings will be to address such issues as:
  - Technical questions;
  - Contract / administration matters;
  - Quality of work;
  - Performance versus project schedule;
  - Worker safety on the job site;
  - Public Safety (i.e. traffic control, etc.); and
  - Changes in the work.

These meeting would be chaired by the project engineer/manager who would also record and distribute meeting notes.

**RESIDENT ENGINEERING**

- Provide Construction monitoring services on site. This Construction monitor will provide assurance that the work generally proceeds in accordance with the physical intent of the contract documents and in accordance with the approved project schedule. The monitor will report any deviations from these immediately to the Contractor and Project Manager. This activity will also include arranging materials compliance testing by the Geotechnical Engineer and coordinating the work by shallow utility companies.
- Maintain records of construction details necessary for the preparation of record drawings. Survey, measure and record quantities for payment.
- Coordinate the Stantec surveyor and other required support staff on site.
- Prepare weekly Safety Inspection Reports.
- Review test results of the geotechnical quality control testing and arrange for re-testing of any deficient sections.
- Consider, review and forward, where necessary, alternatives in construction methods, materials and in the design and specifications. Coordinate and process contract change orders.
- Prepare construction photographs and assemble labeled photos, with negatives in an album and submit to client following the completion of the project.





**Reference: Town of Sedgewick Residential Subdivision Development**

- Review all claims submitted by the Contractor for payment and make recommendations.
- Liaise with the affected public and Contractor to respond immediately to any concerns or project issues that may arise as a result of the construction activities.
- Report construction deficiencies to the Contractor and identify responsibility for rectification if necessary.
- Monitor correction of deficiencies by the Contractor.
- Perform final inspection after construction is complete and issue substantial Completion Certificate. Issue report of inspection to the Client.

**POST CONSTRUCTION SERVICES**

- Complete final inspections with representatives of Client and Contractor and the preparation of a list of deficiency items (copy to be distributed to the Client and Contractor).
- Expedite the correction of any deficiencies by the Contractor including establishment of a reasonable completion date for each deficiency.
- Prepare, submit and expedite Construction Completion Certificates.
- Update design drawings to Plan of Record status for the project and arrangements for the completed project to be photographed for record purposes. Copies of all these record drawings and photographs will then be provided to the Town.

**CONTRACT ADMINISTRATION**

- Provide contract administration for submission of Maintenance Bond, Statutory Declarations, Workers Compensation Board Declaration, release of holdback, etc.

**WARRANTY INSPECTION**

- During the warranty period, provide engineering services as authorized, in relation to maintenance of the work constructed. At the end of the warranty period complete a final inspection of all the works with the Town and the Contractor. Note any outstanding deficiencies and issue an inspection report to all involved parties.

**FINAL ACCEPTANCE CERTIFICATE**

- Issue Final Acceptance Certificate for the signature of the Town after rectification of all deficiencies by the Contractor.

**OUT OF SCOPE ITEMS**





June 6, 2014  
Amanda Davis, CAO  
Page 7 of 9

**Reference: Town of Sedgewick Residential Subdivision Development**

- Construction Surveys.
- Geotechnical engineering investigations.
- Additional design not covered under the agreed upon scope of work.
- Attendance of site meetings, which pertain to any aspect of the site work in addition to the scope of work listed above.
- Preparation of marketing materials and architectural controls.
- Preparation of Development Agreement Submission items.

**PROJECT SCHEDULE**

Given the size of the project, the Town's objective of a late fall tender can be easily met. We estimate that topographic survey and design will require 6-7 weeks after award, and tendering will require a 3 week period. As such, an August tender is feasible and could enable fall construction, should the Town wish to do so.

**PROJECT FEE BUDGET**

For the design and tendering of this project, we propose to complete the work on a fixed fee basis for \$150,000 plus GST, allocated as follows:



June 6, 2014  
Amanda Davis, CAO  
Page 8 of 9

**Reference: Town of Sedgewick Residential Subdivision Development**

<b>Work Component</b>	<b>Fixed Fee</b>
Topographic Survey	\$8,000
Detailed Design	\$30,000
Tendering	\$12,000
Construction Monitoring	\$50,000
Legal Survey and Subdivision Registration – Professional Services	\$32,000
<b>Subtotal – Professional Services</b>	<b>\$132,000</b>
Legal Survey and Subdivision Registration – Fees paid to Development Authority and Land Titles (includes Land re-designation fee, Subdivision Application Fee, Subdivision Endorsement Fee & Land Titles Registration Fee)	\$18,000
<b>Total – Professional Services and Fees</b>	<b>\$150,000</b>

Please note the following with respect to our Engineering Services fees:

- Construction Monitoring Services assume a 3 day per week commitment for an 8 week construction period.
- The fees assume that the project is completed as a single phase. Dividing the project into 2 phases will increase tendering and construction monitoring costs.
- Any extension in the project beyond 2015 may require an escalation adjustment.

We are available to meet with the Town of Sedgewick and answer any questions regarding our proposal and discuss moving forward in completing this project. We look forward to continuing our involvement with the Town.



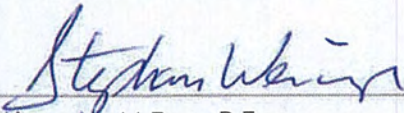


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Amanda Davis, CAO  
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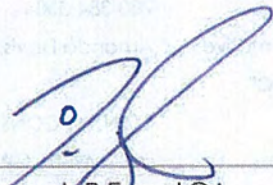
**Reference: Town of Sedgewick Residential Subdivision Development**

Regards,

**STANTEC CONSULTING LTD.**

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

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

**Attachment: Professional Services Agreement**



THIS AGREEMENT is made and entered into effective June 6, 2014 (the "Agreement Date") by and between:

**"CLIENT"**

Name: TOWN OF SEDGEWICK  
Address: Box 129 Sedgewick, AB T0B 4C0  
Phone: 780-384-3504 Fax: 780-384-3545  
Representative: Amanda Davis, CAO

**"STANTEC"**

Name: STANTEC CONSULTING LTD.  
Address: 1100, 4900 - 50th Street Red Deer, AB T4N 1X7  
Phone: 403-341-3320 Fax: 403-342-0969  
Representative: Tim Ainscough, Principal, BCML

**PROJECT NAME (the "PROJECT"):**

Town of Sedgewick Residential Subdivision Development

**DESCRIPTION OF WORK:** STANTEC shall render the services described in Attachment "A" (hereinafter called the "SERVICES") in accordance with this AGREEMENT. STANTEC may, at its discretion and at any stage, engage subconsultants to perform all or any part of the SERVICES. The CLIENT and STANTEC by written amendment to this AGREEMENT may from time to time make changes to the SERVICES. All changed work shall be carried out under this AGREEMENT. The time for completion of the SERVICES shall be adjusted accordingly.

**COMPENSATION:** Charges for the SERVICES rendered will be made in accordance with the CONTRACT PRICE indicated in Attachment "A", or, if no CONTRACT PRICE is indicated, in accordance with STANTEC's Schedule of Fees and Disbursements in effect from time to time as the SERVICES are rendered.

Invoices shall be paid by the CLIENT in the currency of the jurisdiction in which the SERVICES are provided without deduction or setoff upon receipt. Failure to make any payment when due is a material breach of this Agreement and will entitle STANTEC, at its option, to suspend or terminate this Agreement and the provision of the SERVICES. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest.

**REPRESENTATIVES:** Each party shall designate in the space provided above a representative who is authorized to act on behalf of that party and receive notices under this AGREEMENT. Such representatives have complete authority to act on behalf of their principals in respect to all matters arising under this AGREEMENT.

**NOTICES:** All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party. All notices required by this AGREEMENT to be given by either party shall be deemed to be properly given and received within two (2) business days if made in writing to the other party by certified mail, telegram, email, facsimile or telex, addressed to the regular business address of such party as identified above.

**CLIENT'S RESPONSIBILITIES:** The CLIENT shall provide to STANTEC in writing, the CLIENT's total requirements in connection with the PROJECT, including the PROJECT budget and time constraints. The CLIENT shall make available to STANTEC all relevant information or data pertinent to the PROJECT which is required by STANTEC to perform the SERVICES. STANTEC shall be entitled to rely upon the accuracy and completeness of all information and data furnished by the CLIENT, including information and data originating with other consultants employed by the CLIENT whether such consultants are engaged at the request of STANTEC or otherwise. Where such information or data originates either with the CLIENT or its consultants then STANTEC shall not be responsible to the CLIENT for the consequences of any error or omission contained therein.

When required by STANTEC, the CLIENT shall engage specialist consultants directly to perform items of work necessary to enable STANTEC to carry out the SERVICES. Whether arranged by the CLIENT or STANTEC, these services shall be deemed to be provided under direct contracts to the CLIENT unless expressly provided otherwise.

The CLIENT shall give prompt consideration to all documentation related to the PROJECT prepared by STANTEC and whenever prompt action is necessary shall inform STANTEC of CLIENT's decisions in such reasonable time so as not to delay the schedule for providing the SERVICES.

When applicable, the CLIENT shall arrange and make provision for STANTEC's entry to the PROJECT site as well as other public and private property as necessary for STANTEC to perform the SERVICES. The CLIENT shall obtain any required



approvals, licenses and permits from governmental or other authorities having jurisdiction over the PROJECT so as not to delay STANTEC in the performance of the SERVICES.

**STANTEC's RESPONSIBILITIES:** STANTEC shall furnish the necessary qualified personnel to provide the SERVICES. STANTEC represents that it has access to the experience and capability necessary to and agrees to perform the SERVICES with the reasonable skill and diligence required by customarily accepted professional practices and procedures normally provided in the performance of the SERVICES at the time when and the location in which the SERVICES were performed. This undertaking does not imply or guarantee a perfect PROJECT and in the event of failure or partial failure of the product of the SERVICES, STANTEC will be liable only for its failure to exercise diligence, reasonable care and professional skill. This standard of care is the sole and exclusive standard of care that will be applied to measure STANTEC's performance. There are no other representations or warranties expressed or implied made by STANTEC. In particular, but not by way of limitation, no implied warranty of merchantability or fitness for a particular purpose shall apply to the SERVICES provided by STANTEC nor shall STANTEC warrant or guarantee economic, market or financial conditions, proforma projections, schedules for public agency approvals, or other factors beyond STANTEC's reasonable control. STANTEC does not warrant the SERVICES to any third party and the CLIENT shall indemnify and hold harmless STANTEC from any demands, claims, suits or actions of third parties arising out of STANTEC's performance of the SERVICES.

In performing the SERVICES under this AGREEMENT, STANTEC shall operate as and have the status of an independent contractor and shall not act as, or be an employee of the CLIENT.

The SERVICES performed by STANTEC shall be subject to the inspection and the review of the CLIENT at all times but such inspection and review shall not relieve STANTEC from its responsibility for the proper performance of the SERVICES.

**TERMINATION:** Either party may terminate this AGREEMENT without cause upon thirty (30) days' notice in writing. If either party breaches this AGREEMENT, the non-defaulting party may terminate this AGREEMENT after giving seven (7) days' notice to remedy the breach. On termination of this AGREEMENT, the CLIENT shall forthwith pay STANTEC for the SERVICES performed to the date of termination. Non-payment by the CLIENT of STANTEC's invoices within 30 days of STANTEC rendering same is agreed to constitute a material breach of this AGREEMENT and, upon written notice as prescribed above, the duties, obligations and responsibilities of STANTEC are terminated.

**SUSPENSION OF SERVICES:** If the project is suspended for more than thirty (30) calendar days in the aggregate, STANTEC shall be compensated for services performed and charges incurred prior to receipt of notice to suspend and, upon resumption, an equitable adjustment in fees to accommodate the resulting demobilization and remobilization costs. In addition, there shall be an equitable adjustment in the project schedule based on the delay caused by the suspension. If the PROJECT is suspended for more than ninety (90) days, STANTEC may, at its option, terminate this agreement upon giving notice in writing to the CLIENT.

**ENVIRONMENTAL:** Except as specifically described in this AGREEMENT, STANTEC's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater.

Where the services include storm water pollution prevention (SWPP), sedimentation or erosion control plans, specifications, procedures or related construction observation or administrative field functions, CLIENT acknowledges that such SERVICES proposed or performed by STANTEC are not guaranteed to provide complete SWPP, sedimentation or erosion control, capture all run off or siltation, that any physical works are to be constructed and maintained by the CLIENT's contractor or others and that STANTEC has no control over the ultimate effectiveness of any such works or procedures. Except to the extent that there were errors or omissions in the SERVICES provided by STANTEC, CLIENT agrees to indemnify and hold STANTEC harmless from and against all claims, costs, liabilities or damages whatsoever arising from any storm water pollution, erosion, sedimentation, or discharge of silt or other deleterious substances into any waterway, wetland or woodland and any resulting charges, fines, legal action, cleanup or related costs.

**BUILDING CODES, BYLAWS AND OTHER PUBLIC REGULATIONS:** STANTEC shall, to the best of its ability, interpret building codes, by-laws and other public regulations as they apply to the PROJECT and as they are published at the time SERVICES commence. Furthermore, STANTEC shall observe and comply with all applicable laws, ordinances, codes and regulations of government agencies, including federal, state, provincial, municipal and local governing bodies having jurisdiction over the conduct of the SERVICES ("LAWS"). However, it is expressly acknowledged and agreed by the CLIENT that as the PROJECT progresses such building codes, by-laws, other public regulations and LAWS may change or the interpretation of any public authority may differ from the interpretation of STANTEC, through no fault of STANTEC, and any extra costs necessary to conform to such changes or interpretations during or after execution of the SERVICES will be paid by the CLIENT.

STANTEC shall continue to provide equal employment opportunity to all qualified persons and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

**COST AND SCHEDULE OF CONSTRUCTION WORK:** In providing opinions of probable cost and project schedule, it is recognized that neither the CLIENT nor STANTEC has control over the costs of labor, equipment or materials, or over the Contractor's methods of determining prices or time. The opinions of probable cost or project duration are based on



STANTEC's reasonable professional judgment and experience and do not constitute a warranty, express or implied, that the Contractors' bids, project schedules, or the negotiated price of the Work or schedule will not vary from the CLIENT's budget or schedule or from any opinion of probable cost or project schedule prepared by STANTEC. Exact costs and times will be determined only when bids have been received for the PROJECT and when the construction work has been performed and payments finalized.

**ADMINISTRATION OF CONSTRUCTION CONTRACTS:** When applicable, STANTEC shall provide field services during the construction of the PROJECT only to the extent that such SERVICES are included and defined in this AGREEMENT. The performance of the construction contract is not STANTEC's responsibility nor are STANTEC's field services rendered for the construction contractor's benefit.

It is understood and agreed by the CLIENT and STANTEC that only work which has been seen during an examination by STANTEC can be said to have been appraised and comments on the balance of any construction work are assumptions only.

When field services are provided by STANTEC, the authority for general administration of the PROJECT shall reside with STANTEC only to the extent defined in this AGREEMENT. In such case, STANTEC shall coordinate the activities of other consultants employed by the CLIENT, only to the extent that STANTEC is empowered to do so by such other consultants' contracts with the CLIENT.

STANTEC shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents nor for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the PROJECT. When field services are provided, no acceptance by STANTEC of the work or services of a construction contractor or other consultants, whether express or implied, shall relieve such construction contractor or other consultants from their responsibilities to the CLIENT for the proper performance of such work or services and further, STANTEC shall not be responsible to the CLIENT or to the construction contractor or to the other consultants for the means, methods, techniques, sequences, procedures and use of equipment of any nature whatsoever, whether reviewed by STANTEC or not, which are employed by the construction contractor or the other consultants in executing, designing, or administering any phases of the PROJECT, or for placing into operation any plant or equipment or for safety precautions and programs incidental thereto.

When field services are provided, STANTEC will not be designated as the party responsible for the compliance by others on the construction work site with the purposes or requirements of applicable environmental, occupational health and safety, or similar legislation. The CLIENT shall designate a responsible party, other than STANTEC, for the coordination and performance of environmental, occupational health and safety activities on the construction work site as required by applicable legislation and associated regulations.

**JOBSITE SAFETY:** Neither the professional activities of STANTEC, nor the presence of STANTEC or its employees and subconsultants at a construction site, shall relieve the CLIENT and any other entity of their obligations, duties and responsibilities with respect to job site safety. Subject only to applicable legislation, STANTEC and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions.

**LIMITATION OF LIABILITY:** The CLIENT releases STANTEC from any liability and agrees to defend, indemnify and hold STANTEC harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the SERVICES, excepting liability arising from the negligence or willful misconduct of STANTEC.

It is further agreed that the total amount of all claims the CLIENT may have against STANTEC under this AGREEMENT or arising from the performance or non-performance of the SERVICES under any theory of law, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall be strictly limited to the lesser of the fees paid to STANTEC for the SERVICES or \$500,000. No claim may be brought against STANTEC in contract or tort more than two (2) years after the cause of action arose. As the CLIENT's sole and exclusive remedy under this AGREEMENT any claim, demand or suit shall be directed and/or asserted only against STANTEC and not against any of STANTEC's employees, officers or directors.

STANTEC's liability with respect to any claims arising out of this AGREEMENT shall be absolutely limited to direct damages arising out of the SERVICES and STANTEC shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the CLIENT, including but not limited to claims for loss of use, loss of profits and loss of markets.

**INDEMNITY FOR MOLD CLAIMS:** It is understood by the parties that existing or constructed buildings may contain mold substances that can present health hazards and result in bodily injury, property damage and/or necessary remedial measures. If, during performance of the SERVICES, STANTEC knowingly encounters any such substances, STANTEC shall notify the CLIENT and, without liability for consequential or any other damages, suspend performance of services until the CLIENT retains a qualified specialist to abate and/or remove the mold substances. The CLIENT agrees to release and waive all claims, including consequential damages, against STANTEC, its subconsultants and their officers, directors and employees arising from or in any way connected with the existence of mold on or about the project site whether during



or after completion of the SERVICES. The CLIENT further agrees to indemnify and hold STANTEC harmless from and against all claims, costs, liabilities and damages, including reasonable attorneys' fees and costs, arising in any way from the existence of mold on the project site whether during or after completion of the SERVICES, except for those claims, liabilities, costs or damages caused by the sole gross negligence and/or knowing or willful misconduct of STANTEC. STANTEC and the CLIENT waive all rights against each other for mold damages to the extent that such damages sustained by either party are covered by insurance.

**DOCUMENTS:** All documents prepared by STANTEC or on behalf of STANTEC in connection with the PROJECT are instruments of service for the execution of the PROJECT. STANTEC retains the property and copyright in these documents, whether the PROJECT is executed or not. Payment to STANTEC of the compensation prescribed in this AGREEMENT shall be a condition precedent to the CLIENT's right to use documentation prepared by STANTEC. These documents may not be used for any other purpose without the prior written agreement of STANTEC. The CLIENT shall have a permanent non-exclusive, royalty-free license to use any concept, product or process which is patentable or capable of trademark, produced by or resulting from the SERVICES rendered by STANTEC in connection with the PROJECT, for the life of the PROJECT. The CLIENT shall not use, infringe upon or appropriate such concepts, products or processes without the express written agreement of STANTEC. In the event STANTEC's documents are subsequently reused or modified in any material respect without the prior consent of STANTEC, the CLIENT agrees to indemnify STANTEC from any claims advanced on account of said reuse or modification.

Any document produced by STANTEC in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of STANTEC, which may be withheld at STANTEC's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract, and will only be authorized pursuant to the conditions of STANTEC's standard form reliance letter.

STANTEC cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). CLIENT shall release, indemnify and hold STANTEC, its officers, employees, consultants and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of STANTEC, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without STANTEC's written consent.

**PROJECT PROMOTION:** Where the Client has control or influence over construction signage, press releases and/or other promotional information identifying the project ("Project Promotion"), the Client agrees to include STANTEC in such Project Promotion.

**FORCE MAJEURE:** Any default in the performance of this AGREEMENT caused by any of the following events and without fault or negligence on the part of the defaulting party shall not constitute a breach of contract: labor strikes, riots, war, acts of governmental authorities, unusually severe weather conditions or other natural catastrophe, or any other cause beyond the reasonable control or contemplation of either party.

**GOVERNING LAW:** This AGREEMENT shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the SERVICES are performed.

**DISPUTE RESOLUTION:** If requested in writing by either the CLIENT or STANTEC, the CLIENT and STANTEC shall attempt to resolve any dispute between them arising out of or in connection with this AGREEMENT by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, if mutually agreed, the dispute shall be referred to arbitration pursuant to laws of the jurisdiction in which the majority of the SERVICES are performed or elsewhere by mutual agreement.

**ATTORNEYS FEES:** In the event of a dispute hereunder, the prevailing party is entitled to recover from the other party all costs incurred by the prevailing party in enforcing this AGREEMENT and prosecuting the dispute, including reasonable attorney's and expert's fees, whether incurred through formal legal proceedings or otherwise.

**ASSIGNMENT AND SUCCESSORS:** Neither the CLIENT nor STANTEC shall, without the prior written consent of the other party, assign the benefit or in any way transfer the obligations of this AGREEMENT or any part hereof. This AGREEMENT shall inure to the benefit of and be binding upon the parties hereto, and except as otherwise provided herein, upon their executors, administrators, successors, and assigns.

**PROTECTION OF PRIVACY LAWS:** STANTEC will comply with its statutory obligations respecting the collection, use, disclosure, access to, correction, protection, accuracy, retention and disposition of personal information that may be collected or created under this AGREEMENT. STANTEC will refer any request for access to or correction of personal information that is made under statute to the CLIENT and will comply with any directions from the CLIENT respecting the access request, or respecting correction and annotation of personal information. STANTEC will, at reasonable times and on reasonable notice, allow the CLIENT to enter its premises and inspect any personal information of the CLIENT's that is in the custody of STANTEC or any of STANTEC's policies or practices relevant to the management of personal information subject to this AGREEMENT.



**ENTIRE AGREEMENT:** This AGREEMENT constitutes the sole and entire agreement between the CLIENT and STANTEC relating to the PROJECT and supersedes all prior agreements between them, whether written or oral respecting the subject matter hereof and no other terms, conditions or warranties, whether express or implied, shall form a part hereof. This AGREEMENT may be amended only by written instrument signed by both the CLIENT and STANTEC. All attachments referred to in this AGREEMENT are incorporated herein by this reference; however, in the event of any conflict between attachments and the terms and conditions of this AGREEMENT, the terms and conditions of this AGREEMENT shall take precedence.

**SEVERABILITY:** If any term, condition or covenant of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this AGREEMENT shall be binding on the CLIENT and STANTEC.

**THE PARTIES EXPRESSLY ACKNOWLEDGE THAT THIS AGREEMENT CONTAINS LIMITATION OF LIABILITY PROVISIONS RESTRICTING RIGHTS FOR THE RECOVERY OF DAMAGES.**

The Parties, intending to be legally bound, have made, accepted and executed this AGREEMENT as of the Agreement Date noted above.

**TOWN OF SEDGEWICK****STANTEC CONSULTING LTD.**

Amanda Davis, CAO  
Print Name and Title

Signature

Print Name and Title

Signature

Tim Ainscough, Principal, BCML  
Print Name and Title

Signature

Stephan Weninger, BCDL  
Print Name and Title

Signature



Attached to and forming part of the AGREEMENT BETWEEN:

TOWN OF SEDGEWICK

(hereinafter called the "CLIENT")

- and -

STANTEC CONSULTING LTD.

(hereinafter called "STANTEC")

EFFECTIVE: June 6, 2014

This Attachment details the SERVICES, CONTRACT TIME, CONTRACT PRICE, ADDITIONAL CONDITIONS and ADDITIONAL ATTACHMENTS forming part of the above described AGREEMENT.

SERVICES: STANTEC shall perform the following SERVICES:

Engineering services for the Town's proposed new 32 lot subdivision

(hereinafter called the "SERVICES")

CONTRACT TIME: Commencement Date: June 2014

Estimated Completion Date: December 2014

CONTRACT PRICE: Subject to the terms below, CLIENT will compensate STANTEC as follows:

\$150,000 including a flat rate disbursement and project specific expenses plus GST (Fixed Fee)

An eight percent (8%) flat rate disbursement (FRD) recovery charge will be applied to the STANTEC fees to cover miscellaneous project expenses, internal incidental printing, copying and plots, film, CDs and report materials; communications expenses (e.g., faxes, office and mobile phones, blackberries, pagers, and other devices); office expenses (e.g., postage, couriers, equipment, common software and other supplies); staff local mileage/kilometrage; and archive maintenance. As this is a FRD, no supporting document will be provided with invoices.

Project specific charges, such as subconsultants; travel, accommodations and meals; project-specific printing of deliverables; consumables; usage charges for specialized field equipment and company-owned, leased or rented project vehicles; external testing lab charges and other external services charges; specialized computer software costs; and other significant project-specific expenses will be invoiced in addition to labor fees and to the FRD.

Where not stated as being included in the fees, project specific subconsultant, contractor, lab and other similar third party charges will be charged as invoiced to STANTEC with a 0 percent (0%) markup.

Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

Where the SERVICES or services conditions change, STANTEC shall submit to the CLIENT in a timely manner, documentation of the revisions to Attachment "A" adjusting the Contract Services Time and Price as required.

Unless otherwise specified, charges for SERVICES are based on STANTEC's hourly billing rate table ("Rate Table"), attached hereto. The Rate Table is subject to escalation from time to time.

ADDITIONAL  
CONDITIONS:

The following additional conditions shall be read in conjunction with and constitute part of this AGREEMENT:

No additional conditions



# PROFESSIONAL SERVICES AGREEMENT ATTACHMENT "A"

**ADDITIONAL  
ATTACHMENTS:**

The following additional attachments shall be read in conjunction with and constitute part of this AGREEMENT:

Town of Sedgewick Residential Subdivision Development Proposal dated June 6, 2014  
2014 Rate Table (attached)

**INSURANCE  
REQUIREMENTS:**

Before any services are provided under this agreement, STANTEC shall procure, and maintain in effect during the term of this agreement, insurance coverage in amounts and on terms not less than set forth below.

**General Liability:** Commercial general liability insurance for personal and bodily injury, including death, and property damage in the amount of \$1,000,000 each occurrence and not less than \$2,000,000 in the aggregate.

**Automobile Liability:** Automobile liability insurance for bodily injury, including death, and property damage in the amount of \$1,000,000 each occurrence.

**Professional Liability:** Professional liability insurance for damages incurred by reason of any negligent act, error or omission committed or alleged to have been committed by STANTEC in the amount of \$1,000,000 per claim and in the aggregate.

**Workers' Compensation:** As prescribed by applicable law.

**Certificates:** Upon request, STANTEC shall provide certificates of insurance evidencing coverage required above. Each certificate shall provide that the coverage therein afforded shall not be cancelled except with thirty (30) days prior written notice to the CLIENT.

## 2014 CHARGE OUT RATES

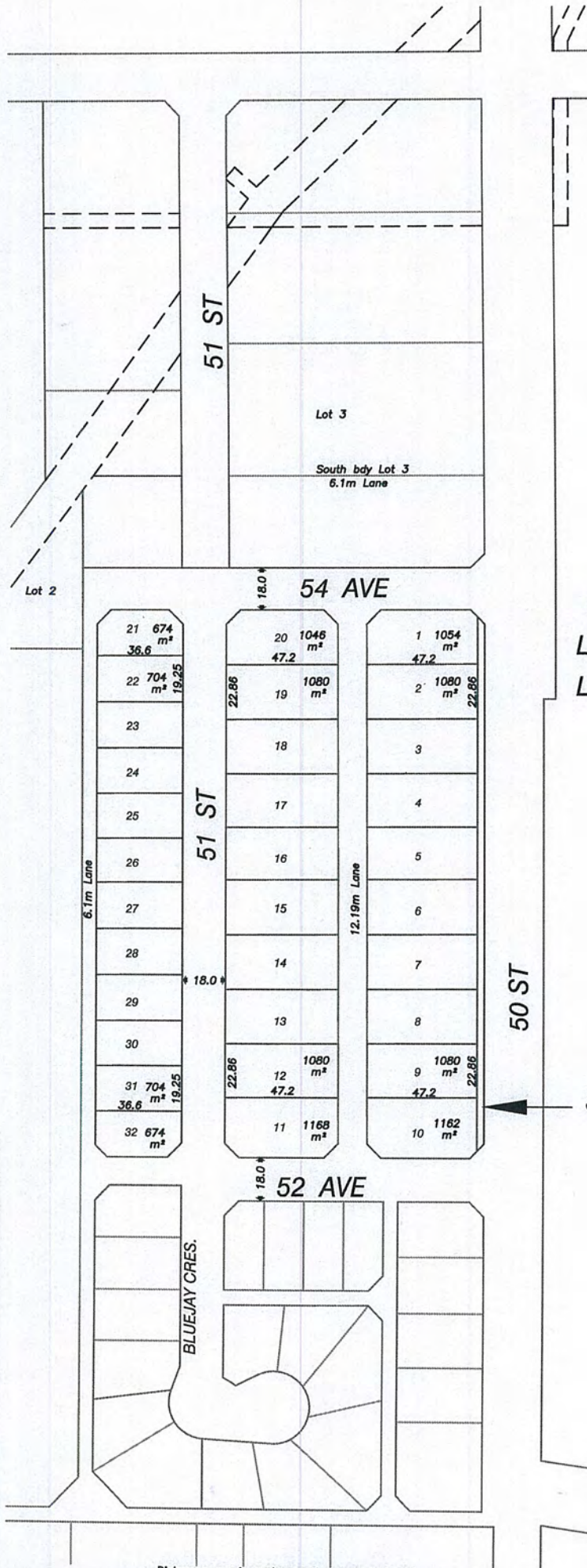
Staff Description	Hourly Rates (\$)	Ave. Rates (\$)
Principal/Specialist	185 - 200	
Project Manager/Senior Engineer	150 - 185	
Project Engineer	115 - 150	135
Junior Project Engineer	105 - 115	110
Senior Engineering Technologist	145 - 165	155
Intermediate Engineering Technologist	115 - 145	130
Junior Engineering Technologist	95 - 115	105
CADD Technologist	80 - 100	90
Senior Administration	80 - 100	90
Clerical	70 - 80	75
Two Man Survey Crew		
AB N&C	162.50	
Ft. McMurray	175.00	

Disbursements @ 8%

GPS Station	\$35/hour
Vehicles	\$20/hour
Expenses	\$cost + 10%







Approved Residential  
Future Subdivision

Option 4B  
Block 27 Plan 912 1568  
Lot 4 Blk 26 Plan 852 0469  
Lot 2 Blk 24 Plan 852 0469

Expenses paid by the Town to MH in 2009 with regards to the Residential Subdivision.

**Budget estimate – 65,360            4094016.00**

Inv. 120305 (May 2009) 14,809.81

- Base plan creation
- Preliminary engineering water, sanitary, grading and shallow utilities
- Topographic survey

Inv. 124393 (Sept. 2009)            4,000

- Detailed engineering of road and utilities (75% complete)

Inv. 125313 (Oct. 2009)            12,030

- Meeting with Fortis to discuss power servicing (Sept. 21, 2009)
- Detailed engineering of road and utilities (85% complete)

Inv. 126917 (Dec. 2009) 9,500

- Review of power service layouts
- Detailed engineering of road and utilities (90% complete)
- 72% invoiced of the estimated \$65,360 budget

**Budget estimate – 37,525            409403.00**

Inv. 120306 (May 2009) 6,651.25

- Base plan creation for priority areas 1-3
- Preliminary quantity takeoff of priority areas 1-3
- Cost estimates for priority areas 1-3

Inv. 126919 (Dec. 2009) 8,380

- CCTV review
- Prep of progress cert. #2
- Prep of draft construction summary report (80% complete)
- Record drawing prep (90% complete)

As per the Sept. 15 Construction Administration scope letter, the fee upset limits was \$147,980 plus GST. 48% has been invoiced to dates.

YTD: 55,371.06



## **Request for Decision (RFD)**

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**Topic:** Municipal Lot Lease Policy - Review  
**Initiated by:** Administration  
**Prepared by:** Amanda Davis  
**Attachments:** 1. Lease Agreement  
2. Traffic Control Bylaw #440

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**Recommendations:**  
**That Council review the policy.**

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### **Background:**

In 2009 Sedgewick Town Council addressed concerns regarding the unkempt appearance of town-owned vacant property. The Town Public Works Department takes pride in their ability to maintain the town's parks and lands so that they present a well-maintained appearance to residents and visitors alike and complement the neighbourhoods they are located in.

There are privately owned recreational vehicles and various automobiles parked on town-owned lands. There are several issues that arise from this unauthorized use of the Town lands:

1. Public Works cannot mow within several feet of the personal property that is parked on the town lot due to liability issues. There are concerns that the private property could be damaged by flying debris or an inadvertent collision.
2. With the private vehicles on town-owned lots, the tall grass around the vehicle area that cannot be mowed gives the area an unkempt appearance.
3. There is an environmental concern that there could be some leakage of fluids from a private vehicle onto the land that is for sale.
4. The parking of vehicles on the town-owned lots gives the appearance that the lots are occupied and in use and are not for sale.

In order to address these issues, and provide local residents an option, Town Council adopted a Municipal Lot Lease Policy. This policy will permit an individual to use a town-owned lot with requirements for certain lot maintenance and public liability provisions.

***All residents with private property parked on town-owned lands must either enter into a Municipal Lot Lease Agreement or remove their private property from the town-owned lands***

***Regulations of Traffic Bylaw#440 must be complied with in regards to parking of recreational and non-registered vehicles on public roads.***

**Current:**

This policy is not currently being adhered to. Administration is requesting that Council's review of the policy.

Costs: vacant public land was to be leased at the rate of minimum tax, \$700.



**Lease:** Lot \_\_\_\_\_, Block \_\_\_\_\_, Plan \_\_\_\_\_

**Lessee:** \_\_\_\_\_ (\_\_\_\_\_, 201\_\_ – \_\_\_\_\_, 201\_\_)

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**Lease Lot Agreement**

In this agreement:

- a) "the lessor" means the Town of Sedgewick
- b) "the Land" means all that piece of land in the Province of Alberta which includes Lot \_\_\_\_\_, Block \_\_\_\_\_, Plan \_\_\_\_\_
- c) "the lessee" means Mr./Mrs. \_\_\_\_\_

Subject to the conditions and covenants as stipulated herein, the lessor, being the registered owner of the land, subject however, to such reservations, exceptions, encumbrances, liens and interests as are presently noted on or registered on the title(s) to the land,

DOES HEREBY LEASE to the Lessee the land to be held by the tenant as follows:

For the term of \_\_\_\_\_ (\_\_\_\_) years, commencing from the \_\_\_\_ day of \_\_\_\_\_, 201\_\_ to the \_\_\_\_ day of \_\_\_\_\_, 201\_\_ at an annual rental rate of six hundred dollars (\$600.00), exclusive of the Goods and Services Tax, due the 1<sup>st</sup> day of \_\_\_\_\_ annually.

**COVENANTS BY THE LESSEE:**

1. (1) The lessee covenants and agrees with the lessor to pay rent to the Town of Sedgewick in the amount stipulated above, without any deduction whatsoever.  
  
(2) The lessee will pay all utility charges and other expenses now or hereafter payable in respect of any activity carried on by the lessee in connection with the land, during the term of this lease.  
  
(3) The lessee will maintain and keep in repair all structures including fences for use by the lessee which may be hereafter on the land.  
  
(4) The lessee will not, without prior written consent of the lessor:
  - a) Transfer, assign or sublet the land or any part thereof or otherwise by any act or deed procure the land or any part thereof to be transferred or sublet, or assign their interest in this lease without the prior written consent of the lessor.
  - b) Change the natural course of any waterways on the land, or
  - c) Alter, destroy or remove any buildings or other structures and equipment situated on the land, or
  - d) Terminate the use of the lands pursuant to Land Use Bylaw #461
  - e) Make improvements to the land (other than what is consider normal repair and maintenance), or sell, remove dispose of or encumber any improvements, and for the purposes of the lease, improvements include, but are not restricted to water development, erosion control, fencing and building construction, clearing.
2. The lessee will not, at any time during the term, use, exercise of, carry on, or permit or suffer to be used, exercised or carried on, in or upon the land, or any part thereof any noxious, noisome or offensive act, trade, business, occupation or calling; and no act, matter or thing shall at any time during the term be done in or upon the land or any part thereof, which shall or may be or grow to the annoyance, nuisance, damage or any disturbance of the occupiers or owners of adjoining land or properties.
3. The lessee will not do or suffer to be done on the land any act or thing which shall or may increase the risk of fire to any buildings or other improvements on the land.
4. a.) If the lessee fulfills the terms and conditions of this lease they shall and may peaceably possess and enjoy the land for the term without any interruption or disturbance for the lessor or any representative of the lessor.  
b.) The lessor or his representative has the right at all reasonable times to attend and inspect the land.

Lease: Lot \_\_\_\_\_, Block \_\_\_\_\_, Plan \_\_\_\_\_

Lessee: \_\_\_\_\_ (\_\_\_\_\_, 201\_\_ – \_\_\_\_\_, 201\_\_)

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5. The lessee will:

- a.) carry liability insurance and agrees upon the request of the lessor to provide the lessor with a copy of the said insurance policy.
- b.) undertake weed control and general land maintenance as required by good husbandry practices.

6. The lessee does hereby indemnify and save harmless the lessor, it's employees and agents from and against any and all claims, demands, damages, losses, costs and charges howsoever occasion to or suffered by or imposed upon the lessor in respect of any manner or thing in consequence of or in connection with or arising out of the lessee occupancy or use of the land or any operation connected herewith or any business connected thereon, including injury or the death of any person and damage to or destruction of property.

7. The lessee will promptly pay all expenses and costs relating to its use of the lands and save the lessor harmless in respect thereof.

#### OPTION TO RENEW

8. So long as the covenants in the lease have been performed by the lessee, the lessor grants the lessee, anytime prior to \_\_\_\_\_, 201\_\_ the right to renew this lease on the same terms and conditions except rent which shall be negotiated. In the event the parties cannot agree to rent payment, the parties agree to determine the same pursuant to the Arbitrations Act. R.S.A.

#### OPTION TO CANCEL AGREEMENT

- 9. The lessor may cancel this agreement by providing 30 days' notice for the express reason that the land has been sold to a willing developer.
- 10. The lessor will promptly refund to the lessee, that portion of the lease payment pro-rated over the term of the agreement for the portion of the term for which the Lessee will not enjoy use of said property.

#### MUTUAL CONVENANTS

11. The lessor shall not be liable to the lessee for any damage to the property whatsoever at any time in or upon the land, nor shall it be liable to make any repairs of any nature to any personal property or other improvements upon the land or for injury or death to any person on the land.

12. Upon termination of the lease, or renewal thereof, the lessee shall have the right to remove the personal property from the said lands, providing the lessee pays all moving costs and leaves the premises in the same condition as a normal and prudent owner. In the event the Lessee does not remove the said personal property within thirty (30)days from the termination of the lease, the Lessor shall have the same property removed at the expense of the Lessee.

AND the Lessee does hereby accept this lease of the land, to be held by us, as lessee and subject to the conditions, restrictions and covenants above set forth.

Dated this \_\_\_\_ day of \_\_\_\_\_ 201\_\_ A.D.

Signed by the Lessee in the presence of:

\_\_\_\_\_

\_\_\_\_\_  
Lessee

Signed by the Lessor in the presence of:

\_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
C.A.O.

## Request for Decision (RFD)

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**Topic:** NW 6-12-44 W4 & NE 16-44-12 W4M – Lease Expiry  
**Initiated by:** Administration  
**Prepared by:** Amanda Davis  
**Attachments:** Lease Agreement

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**Recommendations:**

That the Council authorize signatures on a three year extension lease between the Town and Tim Guhle at a rate of \$3,500/year.

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**OR**

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**Recommendations:**

That the Town of Sedgewick retender the 195 acres of pasture land for 2015.

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**Background:**

The Town of Sedgewick leases approx. 195 acres of pasture land North of Sedgewick Lake Park. This lease expires on March 31<sup>st</sup>, 2015.

In the past the Town has advertized that they are accepting tenders for the land if they did not extend leases with the renters.

The Town also used to rent the two parcels of land separately. From 2008-2010 this garnered approx. \$2,600/year.

**Current:**

Tim Guhle advised that he is interested in extending the lease for another three years at a rate of \$3,500/year plus taxes.

\*Pasture land is rented/leased at a rate of \$20-25 per head per month (cow/calf pair) – unsupervised.

Tim advised that he has approx. 20 pairs (cow/calf) = \$14.60 pair

\*Rates confirmed by the Ag Info Centre @ 310-FARM

**Town of Sedgewick Pasture Lease Agreement**

In this agreement:

- a) "the lessor" means the Town of Sedgewick
- b) "the Land" means all that piece of land in the Province of Alberta which includes part of the NW 16-12-44-W4 containing 50 acres more or less, which abuts a lake known as Sedgewick Lake and all that portion of the NE Quarter of Section 16-44-12-W4 containing 145 acres more or less (EXCEPTING THEREOUT, 31.68 acres, more or less subdivided under plan 772 2695).
- c) "the lessee" means Tim Guhle.

Subject to the conditions and covenants as stipulated herein, the lessor, being the registered owner of the land, subject however, to such reservations, exceptions, encumbrances, liens and interests as are presently noted on or registered on the title(s) to the land,

DOES HEREBY LEASE to the Lessee the land to be held by the tenant as follows:

For the term of three (3) years, commencing from the 1<sup>st</sup> day of April, 2012 to the 31<sup>st</sup> day of March, 2015 at a rental rate of three thousand five hundred dollars (\$3,500.00), exclusive of the Goods and Services Tax, due the 1<sup>st</sup> day of June annually or when cattle enter the property whichever comes first.

**COVENANTS BY THE LESSEE:**

1. (1) The lessee covenants and agrees with the lessor to pay rent to the Town of Sedgewick in the amount stipulated above, without any deduction whatsoever.  
  
(2) The lessee will pay all utility charges and other expenses now or hereafter payable in respect of any activity carried on by the lessee in connection with the land, during the term of this lease.  
  
(3) The lessee will maintain and keep in repair all buildings or other structures including fences for use by the lessee which may be hereafter on the land.  
  
(4) The lessee will not, without prior written consent of the lessor:
  - a) transfer, assign or sublet the land or any part thereof or otherwise by any act or deed procure the land or any part thereof to be transferred or sublet, or assign their interest in this lease without the prior written consent of the lessor.
  - b) Change the natural course of any waterways on the land, or
  - c) Alter, destroy or remove any buildings or other structures and equipment situated on the land, or
  - d) Terminate the use of the lands as a pasture
  - e) Make improvements to the land (other than what is consider normal repair and maintenance), or sell, remove dispose of or encumber any improvements, and for the purposes of the lease, improvements include, but are not restricted to water development, erosion control, fencing and building construction, clearing.
2. The lessee will not, at any time during the term, use, exercise of, carry on, or permit or suffer to be used, exercised or carried on, in or upon the land, or any part thereof any noxious, noisome or offensive act, trade, business, occupation or calling; and no act, matter or thing shall at any time during the term be done in or upon the land or any part thereof, which shall or may be or grow to the annoyance, nuisance, damage or any disturbance of the occupiers or owners of adjoining land or properties.
3. The lessee will not do or suffer to be done on the land any act or thing which shall or may increase the risk of fire to any buildings or other improvements on the land.

**Town of Sedgewick:**

**NW 6-12-44-W4 & NE 16-44-12 W4**

**Lessee: Tim Guhle (April 1, 2012 – March 31, 2015)**

2

4. a.) If the lessee fulfills the terms and conditions of this lease they shall and may peaceably possess and enjoy the land for the term without any interruption or disturbance for the lessor or any representative of the lessor.  
b.) The lessor or his representative has the right at all reasonable times to attend and inspect the land.
5. The lessee will:
  - a.) carry liability insurance and agrees upon the request of the lessor to provide the lessor with a copy of the said insurance policy.
  - b.) Undertake weed control as required by good husbandry practices.
6. The lessee does hereby indemnify and save harmless the lessor, it's employees and agents from and against any and all claims, demands, damages, losses, costs and charges howsoever occasion to or suffered by or imposed upon the lessor in respect of any manner or thing in consequence of or in connection with or arising out of the lessee occupancy or use of the land or any operation connected herewith or any business connected thereon, including injury or the death of any person and damage to or destruction of property.
7. The lessee will promptly pay all expenses and costs relating to its use of the lands and save the lessor harmless in respect thereof.

**OPTION TO RENEW**

8. So long as the covenants in the lease have been performed by the lessee, the lessor grants the lessee, anytime prior to March 31<sup>st</sup>, 2015 the right to renew this lease on the same terms and conditions except rent which shall be negotiated. In the event the parties cannot agree to rent payment, the parties agree to determine the same pursuant to the Arbitrations Act. R.S.A.

**MUTUAL CONVENANTS**

9. The lessor shall not be liable to the lessee for any damage to the property whatsoever at any time in or upon the land, nor shall it be liable to make any repairs of any nature to any buildings or other improvements upon the land or for injury or death to any person on the land.
10. Upon termination of the lease, or renewal thereof, the lessee shall have the right to remove the buildings from the said lands, providing the lessee pays all moving costs and leaves the premises in the same condition as a normal and prudent owner. In the event the Lessee does not remove the said buildings within thirty (30) days from the termination of the lease, the title to the same buildings shall rest with the Lessor.

AND the Lessee does hereby accept this lease of the land, to be held by us, as lessee and subject to the conditions, restrictions and covenants above set forth.

April 4, 2012 *AO*

Dated this \_\_\_\_ day of March 2008 A.D.

Signed by the Lessee in the presence of:

*Betty May*

*Tim Guhle*  
Tim Guhle, Lessee

Signed by the Lessor in the presence of:

*Betty May*

*Helen M. Whitten*  
Mayor Helen M. Whitten

*Amanda Davis*  
Amanda Davis, Acting C.A.O.

## Request for Decision (RFD)

**Topic:** Sedgewick Lake Park – Capital Project  
**Initiated by:** Sedgewick Lake Park Association  
**Prepared by:** Amanda Davis  
**Attachments:** Letter from Sedgewick Lake Park

### **Recommendations:**

**That Council determine if they are in support of the Spray Park initiative.**

### **Background:**

The Sedgewick Lake Park Association is seeking support from the Town of Sedgewick with their endeavour to install a Spray Park near the wading pool at the lake.

The initiative was brought forth as an attempt to offer greater services and recreational opportunities within the region. It was also identified that no other community in Flagstaff County has a Spray Park; Sedgewick Lake would be an ideal location.

At this time the board is in the preliminary stages of designing a spray park. Municipal support is required in advance of an application to Flagstaff County for the capital project.

### **Current:**

<u>Expenses:</u>	
Projected Spray Park Budget:	200,000
<u>Revenues:</u>	
Flagstaff County Recreation Capital Grant (50% match)	100,000
Town of Sedgewick - Grant	28,000
Enbridge (Walking Trail funds)	15,000
Sedgewick Lake Park Reserves	20,000
Sedgewick Lions Club	25,000
Subtotal:	188,000
Additional funding required:	(12,000)

### **\*Town of Sedgewick Funding**

Council allocated \$28,819 of MSI Operating funds to the CHSPS Parent Support Association for the playground project; funds were recently returned to the Town and deposited. An unexpected provincial grant came through for the committee therefore the Town's funds were no longer required.





To:

Sedgewick Town Council:

The Sedgewick Lake Board is looking to pursue the installation of a spray park at the Sedgewick Lake Park and would like to know if there is an interest to join us in this undertaking.

The lake would be an ideal location and the spray park would be a great asset in our community, but would need the support from a few other community minded organizations and the Town of Sedgewick to make this venture a reality. The county has a recreation grant deadline of June 30th for all operating and capital projects for the 2015 projects and we like to apply to capitalize on this money.

We have established a cost figure of \$200,000 with 50% to come from the county grant process if successful. At this point we would ask if the Town would be interested to support this project and if there is a potential to allocate any funds to this project. As we are still in the discovery days for what all is required and with the grant deadline, we would like to hear back if this is an area of interest to you.

We have contacted a couple for spray park providers as well as obtained some initial feedback from the Town of Wainwright and Rotary Club on how they established their goal, and we are very pleased with their comments.

Thank you for your consideration.

Sedgewick Lake Park Board.

## Request for Decision (RFD)

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**Topic:** Public Works - Building Maintenance  
**Initiated by:** Administration  
**Prepared by:** Amanda Davis  
**Attachments:** 1. Pictures  
2. Quote from Sedgewick Building Supplies  
3. Quote from Wild Rose Co-op  
4. Westman Steel – Colour Chart

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**Recommendations:**

**That Council approve repairs and upgrades to the Cold Storage Shop as presented and that the upgrades be funded from the Public Works Building R&M Reserve account (49732904) with a maximum expenditure of \$37,853.60.**

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**Background:**

The Town's Cold Storage building located at 4813 – 47<sup>th</sup> Avenue (Railway Ave.) is in extremely poor condition. The appearance does not enhance curb appeal along Railway Ave. nor does it encourage development within our town.

Public Works was directed by Administration to have the broken windows replaced, removal of the deteriorated sidewalks and to repaint the exterior in 2014. These are low cost general maintenance measures that can be funded within the 2014 operating budget.

**This matter was discussed by the Transportation Committee (Fred, Greg and Wayne) on June 11<sup>th</sup> and Administration was directed to include this item on the agenda. The committee completed a site visit to observe the location.**

**Current:**

It is doubtful that the Town will be investing funds into the replacement of a new Public Works Shop, Yard and/or Cold Storage facility. The Town allocates \$5,000 to reserves annually for Public Works Building R&M.

The Public Works Building R&M reserve account balance is: \$45,000

As an alternate to the general maintenance of the building, we have obtained a quote for residing the cold storage shop, repairing the roof, replacing the access doors (not overhead), installation of picture windows etc. The Town's Public Work's Foreman, D. Johnson confirmed that this building appears to be structurally sound and has no concern regarding the longevity of the structure.

Material and labour has been quoted at \$32,916.17 plus GST; if approved this project could commence in the Fall of 2014.

As the Town has initiated a rebranding strategy I would not recommend that we use a more neutral color if Council is in favor of moving forward with this option.

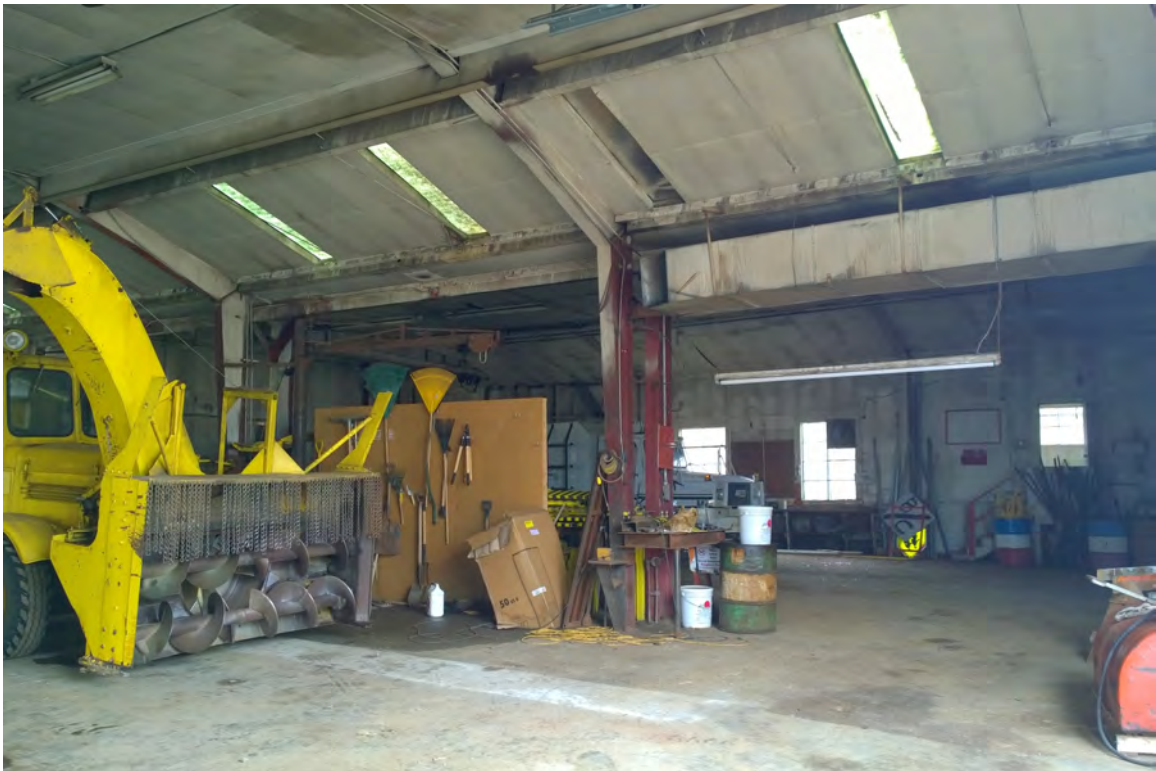
- Light Stone (QC 18367) exterior with Buckskin (QC 18055) trim

Estimated cost: 32,916.17

15% Contingency: 4,937.43

Grand total: ***\$37,853.60***









Sedgewick Building Supplies Inc  
5102A-47 Ave East  
PO Box 246, Sedgewick, AB T0B 4C0  
Phone: 780-384-3023 : Fax: 780-384-2737  
Toll Free: 1-888-384-3023

<b>Customer:</b>	TOWN OF SEDGEWICK	<b>JUNE 03/14</b>
<b>Project:</b>	COLORED METAL ON COLD STORAGE SHOP	
<b>Particulars:</b>		
<b>Emails</b>	sedgewick.cao@persona.ca	

CUSTOM ROOF FLASH	27" X 244" 26 GAUGE GALVALUME	8	\$ 96.95	\$ 775.60
TEK SCREWS	#10 X 1" TEK SCREWS GALV	200	\$ 0.15	\$ 30.00
	ALL PURPOSE SILICONE FOR METAL	20	\$ 7.95	\$ 159.00
COLORED METAL	936 COLORED METAL 29 GUAGE	1427	\$ 2.52	\$ 3,596.04
TRIMS	COLORED J TRIM	40	\$ 9.10	\$ 364.00
	COLORED BASE FLASH CUSTOM	24	\$ 11.95	\$ 286.80
	COLORED OS CORNERS	7	\$ 21.00	\$ 147.00
	COLORED CUSTOM EAVE FLASH 12"	16	\$ 26.95	\$ 431.20
	COLORED GABLE FLASH	19	\$ 21.00	\$ 399.00
	COLORED OH DOOR CAPPING	82	\$ 3.60	\$ 295.20
	COLORED DRIP FLASHING	11	\$ 11.95	\$ 131.45
	#14 X 1-1/4" COLORED SCREWS	4000	\$ 0.10	\$ 400.00
	#14 X 1-1/4" COLORED SCREWS	500	\$ 0.10	\$ 50.00
ENTRY DOORS	3/0 X 6/8 STEEL COMMERCIAL			\$ -
	OUTSWING KEYED LOCK EXP JAMB	2	\$ 526.00	\$ 1,052.00
WINDOWS	40" X 36" DUAL LOW E ARGON			\$ -
	PICTURE WINDOW	12	\$ 120.00	\$ 1,440.00
WINDOW FRAMING	2 X 4-16 SPRUCE	30	\$ 6.50	\$ 195.00
BOTTOM ROW	2 X 4-16 PWF TREATED	16	\$ 9.85	\$ 157.60
WALL STRAPPING	2 X 4-16 SPRUCE	100	\$ 6.50	\$ 650.00
SCREWS	#8 X 3" SELF DRILL SCREWS	1	\$ 150.00	\$ 150.00
REPAIR WALL	2 X 6-14 SPRUCE STUDS	10	\$ 7.89	\$ 78.90
BOTTOM PLATES	2 X 6-16 PWF	1	\$ 14.30	\$ 14.30
TOP PLATES	2 X 6-16 SPRUCE	2	\$ 8.85	\$ 17.70
WALL SHEETING	3/8 OSB	7	\$ 10.49	\$ 73.43
NAILS	3-1/4" AIR NAILS 2000	1	\$ 22.49	\$ 22.49
				\$ 10,916.71
	PLEASE NOTE PRICES ARE GOOD FOR			\$ 545.84
	30 DAYS			\$ 11,462.55
				\$ -
LABOUR	PEDRO & JAKES CONSTRUCTION			\$ -
	\$22,000.00 PLUS GST			\$ -
	TOTAL= \$23,100.00			\$ -



**WILDROSE CO-OP**  
**SEDGEWICK AB**  
**Phone: (780)384-3877**  
**Fax: (780)384-2474**  
**b.james@wildrosecoop.ca**

**Estimate Supplied For:**

Darryl.  
Sedgewick  
Town of Sedgewick

**Estimator:**  
**Salesperson:**  
**Estimate Date:**  
**Valid To:**  
**Reference:**

Ben James  
Ben James (5)  
June 13, 2014  
July 13, 2014

Estimate # 10590 cold storage unit. Page 1 of 4

Component	Description	Price	Total
ROOF SHTG.METAL	936 COLORED METAL ROOF	\$3.18	\$5,469.60
RIDGE ROLL	LR30 ROLLED RIDGE VENT	\$74.95	\$9,743.50
ROOF PAPER	36X144 #15 ROOF FELT	\$31.99	\$415.87
ROOF SCREWS	#14 X 1-1/4 COLORED SCREWS	\$0.12	\$750.00
	<i>Subtotal</i>		<b>\$16,378.97</b>
	<b>Doors and Windows</b>		
WINDOWS	60 X 36 PICTURE WINDOW	\$256.00	\$2,560.00
WINDOW FRAMING	SPRUCE 2X6-16 FT #2 & BTR KD	\$9.99	\$79.92
ENTRY DOORS	2/8 X 6/8 6 PANEL RH 6-1/2 DOOR	\$189.95	\$569.85
E.DOOR FRAMING	SPRUCE 2X6-14 FT #2 & BTR KD	\$7.53	\$45.18
DOOR KNOB	BEV KEYED KNOB	\$39.99	\$119.97
	<i>Subtotal</i>		<b>\$3,374.92</b>
SHTG. NLS	#14 X 1-1/4 COLORED SCREWS	\$0.12	\$6.60
	<i>Subtotal</i>		<b>\$6.60</b>
	<b>Sliding Door</b>		
	<i>Subtotal</i>		<b>\$0.00</b>
	<b>Siding</b>		
BLDG PAPER	TYVEK HOUSEWRAP 9X100FT	\$109.99	\$879.92
BLDG PAPER TAPE	TAPE SHEATHING TUCK	\$8.99	\$35.96
WALL SHTG.METAL	PROFILE 936 COLORED METAL LF	\$2.64	\$3,960.00
WALL SCREWS	#14 X 1-1/4 COLORED SCREWS	\$0.12	\$720.00
O.S. CORNER	OSC COLORED 10'6" METAL	\$22.80	\$136.80
J-CHNL	J CHANNEL 3/4 COLORED METAL	\$9.99	\$549.45
DRIP CAP	DRIP CAP ALUM WHITE 12'	\$7.49	\$112.35
	<i>Subtotal</i>		<b>\$6,394.48</b>
	<b>3D Post Frame - 1 (Level - 2)</b>		

THE INFORMATION GIVEN IS NOT A GUARANTEE BUT A SUGGESTED AMOUNT BASED ON COMMON BUILDING PRACTICE. BUILDER IS RESPONSIBLE TO CONFIRM ALL QUANTITIES. ERRORS AND OMISSIONS ACCEPTED.

**You're At Home Here.**

Component	Description	Price	Total
<b>Wall System</b>			
		<i>Subtotal</i>	<b>\$0.00</b>
ROOF SHTG.METAL	936 COLORED METAL ROOF	\$3.18	\$283.02
ROOF PAPER	36X144 #15 ROOF FELT	\$31.99	\$31.99
EAVE SUB FASCIA	SPRUCE 2X6-16 FT #2 & BTR KD	\$9.99	\$149.85
ROOF SCREWS	#14 X 1-1/4 COLORED SCREWS	\$0.12	\$30.00
		<i>Subtotal</i>	<b>\$494.86</b>
<b>Siding</b>			
WALL SHTG.METAL	PROFILE 936 COLORED METAL LF	\$2.64	\$454.08
WALL SCREWS	#14 X 1-1/4 COLORED SCREWS	\$0.12	\$60.00
O.S. CORNER	OSC COLORED 10'6" METAL	\$22.80	\$45.60
VS I.S. CORNER	INSIDE CORNER COLOR 10'6" METAL	\$12.05	\$12.05
		<i>Subtotal</i>	<b>\$571.73</b>

THE INFORMATION GIVEN IS NOT A GUARANTEE BUT A SUGGESTED AMOUNT BASED ON COMMON BUILDING PRACTICE. BUILDER IS RESPONSIBLE TO CONFIRM ALL QUANTITIES. ERRORS AND OMISSIONS ACCEPTED.

**You're At Home Here.**

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<b>Customer Options</b>	Selected	
	DOORS AND WINDOWS - Doors and Windows	\$3,381.52
	SIDING - Siding	\$6,966.21
	WALL SYSTEM - Wall System	\$494.86
	Selected Subtotal:	\$10,842.59
	Additional Products:	\$16,378.97
	Subtotal:	\$27,221.56
	GST:	\$1,361.08
	<b>Grand Total:</b>	<b>\$28,582.64</b>



## Specifications

Level 2 - PurlinsOnEdge	False	
Level 1		
Level 1 - Width	38'-6"	
Level 1 - Length	62'-9"	
Level 1 - WallHeight	162	inches
Level 1 - RoofPitch	4	
Level 1 - TrussSpacing	48	
Level 1 - HeelHeight	4	inches
Level 1 - EaveOverhang	0	inches
Level 1 - GableOverhang	0	inches
Level 1 - WallCovering	Purlins/Metal	
Level 1 - RoofCovering	Plywood/Metal	
Level 1 - WindowCount	10	
Level 1 - EntryDoorCount	3	
Level 1 - LargeDoorCount	1	
Level 1 - PurlinsOnEdge	False	
Wall 1 - PoleSpacing	96	inches
Wall 2 - PoleSpacing	96	inches
Wall 3 - PoleSpacing	96	inches
Wall 4 - PoleSpacing	96	inches
Level 2	False	
Level 2 - Width	12	feet
Level 2 - Length	20	feet
Level 2 - WallHeight	114	inches
Level 2 - RoofPitch	4	
Level 2 - TrussSpacing	48	
Level 2 - HeelHeight	4	inches
Level 2 - EaveOverhang	0	inches
Level 2 - GableOverhang	0	inches
Level 2 - WallCovering	Purlins/Metal	
Level 2 - RoofCovering	Plywood/Metal	
Level 2 - WindowCount	0	
Level 2 - EntryDoorCount	0	
Level 2 - LargeDoorCount	0	
Level 2 - PurlinsOnEdge	False	
Wall 1 - PoleSpacing	96	inches
Wall 2 - PoleSpacing	96	inches
Wall 3 - PoleSpacing	96	inches
Level 2 - PurlinsOnEdge	False	





# WESTMAN STEEL

STATEMENTS IN STEEL™



## Colour Chart

REV. 04.11.12

BRIGHT WHITE QC 18783	WHITE WHITE QC 18317	BONE WHITE QC 18273	STONE GREY QC 18305	REGENT GREY QC 18730
IVORY QC 18802	LIGHT STONE QC 18367	GOLD QC 18276	HICKORY MOSS QC 18368	TAN QC 18315
BUCKSKIN QC 18055	INTERNATIONAL ORANGE QC 18234	BRIGHT RED QC 18386	TILE RED QC 18259	DARK RED QC 18250
PACIFIC TURQUOISE QC 18258	MEDIUM GREEN QC 18329	DEEP WATER GREEN QC 18684	MELCHER'S GREEN QC 18307	WHISTLER GREEN QC 18093
SAPPHIRE BLUE QC 18261	SLATE BLUE QC 18260	ROYAL BLUE QC 18790	HERON BLUE QC 18330	CHARCOAL QC 18306
COFFEE QC 18326	METRO BROWN QC 18228	BURGUNDY QC 18011	COPPER METALLIC QC 13234*	BLACK QC 18262

Note: Colours may not appear exactly as shown above and may vary slightly. Colour selection may vary by branch location \* = Special Pricing

## Request for Decision (RFD)

---

**Topic:** Water Treatment Plant (WTP) – Capital Upgrades  
**Initiated by:** Administration/Public Works  
**Prepared by:** Amanda Davis  
**Attachments:** Stantec – Expression of Interest

---

---

**Recommendations:**

**That Council approve Stantec's proposal to design and tender for a WTP Standby Power Generator at a cost of \$6,000.**

---

**Background:**

The Town of Sedgewick's WTP does not have a back-up generator; it is absolutely necessary that one be installed.

1. Pursuant to MGA, RSA 200, Part 1 Purposes, Powers and Capacity of Municipalities:

Municipal Purposes

(3) the purposes of a municipality are

- (a) to provide good government;
  - (b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or part of the municipality, and
  - (c) to develop and maintain safe and viable communities.
2. In an emergent situation where there is a loss of power there is no system in place to get the water pumping into the distribution system therefore residents would be without water for an extended period of time.
  3. Additionally, in an emergent situation as there is no back-up generator in place there would be little to no fire protection offered within our community.

**Current:**

The Town engaged with Stantec requesting a proposal for the design of a Standby Power Generator (see attached). Funds are available in the 2014 budget to cover the costs of the engineering design.

Project funding options:

49741991 – Water Reserve Cont. to Capital = \$90,920

Stantec advised delivery time on many generators are 4-8 months. Therefore if Council is in favor of moving forward with the project we need to get quotes and order ASAP if the generator is to be up and running in 2014.

\*Note – The Town discussed such upgrades with Jami Hale, Hale Electric; he advised that since this is municipal work he would request an engineered design and from that he could complete the ordering installation etc.



May 5, 2014

**Attention: Amanda Davis, CAO**  
Town of Sedgewick  
Box 129  
Sedgewick, AB T0B 4C0

Dear Ms. Davis,

**Reference: Town of Sedgewick WTP Standby Power Generator Upgrades**

The Town of Sedgewick Water Treatment Plant (WTP) had completed several upgrades in last two years including the overall Electrical upgrades, UV Disinfection System Upgrades and SCADA System Upgrades. However without the installation of a Standby Power Generation Unit at the existing Water Treatment Plant, the WTP does not have an alternative electrical power source during condition when the Utility power source is not available.

As per the discussions during Stantec's site visit on April 11<sup>th</sup>, 2014, The Town of Sedgewick has requested a proposal from Stantec to complete a design and provide technical services for the installation of a Standby Generator unit with associated transfer equipment into the existing water treatment facility.

Stantec has prepared this scope of work to conduct the standby generator upgrade for the Town of Sedgewick WTP for review. Should you feel that the scope of work could be modified in any way, we would be pleased to discuss such modifications with you in detail.

**Task 1 – Data Collection and Design Basis Generation**

This task will be carried out to review the current WTP electrical plan of record drawings and list the electrical loads for all the plant components and verify any future electrical load required.

Stantec will provide a design basis technical memorandum to summarize the findings and provide the recommended standby generator Capacity to Town for review.

**Task 2 – Generator Quotation and System Design**

At this stage, Stantec will complete the following subtasks:

- Stantec will send out a quotation request to three generator suppliers and select the most suitable one for the Town of Sedgewick WTP.
- Complete the standby generator related design including civil, electrical and structural design;



May 5, 2014  
Amanda Davis., CAO  
Page 2 of 3

**Reference: Town of Sedgewick WTP Standby Power Generator Upgrades**

- The design deliverable will include:
  - One civil site layout drawing;
  - One structural layout and detail drawing;
  - Electrical single line diagram and Automatic Transfer Switch (ATS) integration;
  - The generator electrical layout and details.

**Task 3 – Construction Services**

Stantec will provide construction services until the system commissioning. This task will include technical supports along the construction, review shop drawings and O & M manual and provide a post-construction assessment.

**FEES**

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

Work Component	Fixed Fee
<b>Task 1 – Data Collection and Design Basis Generation</b>	\$500
<b>Task 2 –Generator Quotation and System Design</b>	\$3000
<b>Task 3 – Construction Services</b>	\$1,500
<b>Project Management and Expenses</b>	\$1,000
<b>Total</b>	<b>\$6,000</b>

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

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



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

**Reference: Town of Sedgewick WTP Standby Power Generator Upgrades**

Regards,  
**Stantec Consulting Ltd.**

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

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

Attachment: Professional Services Terms and Conditions

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

---

Amanda Davis, CAO  
Town of Sedgewick

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Signature

---

Date

## **Professional Services Terms and Conditions**





## PROFESSIONAL SERVICES TERMS AND CONDITIONS

Page 2 of 2

caused by the sole gross negligence and/or knowing or willful misconduct of STANTEC. STANTEC and the CLIENT waive all rights against each other for mold damages to the extent that such damages sustained by either party are covered by insurance.

**DOCUMENTS:** All of the documents prepared by or on behalf of STANTEC in connection with the PROJECT are instruments of service for the execution of the PROJECT. STANTEC retains the property and copyright in these documents, whether the PROJECT is executed or not. These documents may not be used for any other purpose without the prior written consent of STANTEC. In the event STANTEC's documents are subsequently reused or modified in any material respect without the prior consent of STANTEC, the CLIENT agrees to defend, hold harmless and indemnify STANTEC from any claims advanced on account of said reuse or modification.

Any document produced by STANTEC in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of STANTEC, which may be withheld at STANTEC's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract, and will only be authorized pursuant to the conditions of STANTEC's standard form reliance letter.

STANTEC cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). CLIENT shall release, indemnify and hold STANTEC, its officers, employees, consultants and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of STANTEC, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without STANTEC's written consent.

**FIELD SERVICES:** STANTEC shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the PROJECT, and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. STANTEC shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the PROJECT.

**GOVERNING LAW/COMPLIANCE WITH LAWS:** The AGREEMENT shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the SERVICES are performed. STANTEC shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

**DISPUTE RESOLUTION:** If requested in writing by either the CLIENT or STANTEC, the CLIENT and STANTEC shall attempt to resolve any dispute between them arising out of or in connection with this AGREEMENT by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, if mutually agreed, the dispute shall be referred to arbitration pursuant to laws of the jurisdiction in which the majority of the SERVICES are performed or elsewhere by mutual agreement.

**ASSIGNMENT:** The CLIENT and STANTEC shall not, without the prior written consent of the other party, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

**SEVERABILITY:** If any term, condition or covenant of the AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the AGREEMENT shall be binding on the CLIENT and STANTEC.



## Request for Decision (RFD)

---

**Topic:** Public Works – Incident Report  
**Initiated by:** Dillon Klein  
**Prepared by:** Amanda Davis  
**Attachments:** 1. Letter from Klein  
2. Quote #1 – O’Brien’s Collision Centre  
3. Quote #2 – Flagstaff Collision

---

---

**Recommendations:**

**That Council provide direction whether the Town will compensate for this incident or not.**

---

**Background:**

Letter addressed to the Town of Sedgewick:

*“On June 3<sup>rd</sup>, 2014 at about 1:30 pm, Brent was mowing the ditch on the other side of A&B. He was at the top of the ditch mowing the edge of the road when I had to pass him. As I passed the ride-on-mower he was using, it picked up a rock and launched it at the passenger side door of my car. It made a dent in the door and chipped some paint away”.*

**Current:**

Statement by the Public Works Department:

*“Brent advised that he was mowing with the reflector pointing into the ditch and that yes, rocks spray or shoot out on occasion. Traffic was flowing and it specific vehicle did not make an impression on him. He was unaware that anything happened until the letter was reviewed with him”.*

**Mitigation:**

Continue to be aware of their surrounding – stop mowing when vehicles are near and wait for them to pass.

Klein is requesting that the Town cover the cost to repair his vehicle. Two quotes were obtained (attached):

- |                             |            |
|-----------------------------|------------|
| 1. O’Brien Collision Centre | \$612.05   |
| 2. Flagstaff Collision Ltd. | \$1,067.23 |



To The Town Of Sedgewick

RECEIVED

JUN - 5 2014

On June 3, 2014 at about 1:30pm, Brent was mowing the ditch on the other side of A&B. He was at the top of the ditch mowing the edge of the road when I had to pass him. As I passed the ride-on-mower he was using, it picked up a rock and launched it at the passenger side door of my car. It made a dent in the door and chipped some of the paint away.

*Dillon Klein*

Dillon Klein

**RECEIVED****JUN - 5 2014**

Date: 6/ 5/2014 12:56 PM  
 Estimate ID: 390  
 Estimate Version: 0  
 Preliminary  
 Profile ID: O'Brien's

**O'BRIEN COLLISION CENTER**

#9 Sedgewick Avenue PO Box 195, Sedgewick, AB T0B 4C0  
 (780) 384-3080  
 Fax: (866) 384-1022  
 Email: contact@obriencollisioncenter.ca

Damage Assessed By: Jack O'Brien

Deductible: UNKNOWN

Insured: dillon klein

Mitchell Service: 911468

Description: 2013 Dodge Dart Rallye  
 Body Style: 4D Sed  
 VIN: 1C3CDFBA2DD230703  
 OEM/ALT: O

Drive Train: 2.0L Inj 4 Cyl 6A FWD

Search Code: None

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
1	100827	BDY	REPAIR	R Frt Door Shell	Existing		2.5* #
2	AUTO	REF	REFINISH	R Frt Door Outside			C 2.3
3	AUTO	REF	ADD'L OPR	Clear Coat			0.9
4	AUTO		ADD'L COST	Paint/Materials		108.80 *	
5	AUTO		ADD'L COST	Shop Materials		45.00 *	
6	AUTO		ADD'L COST	Hazardous Waste Disposal		1.60 *	

\* - Judgment Item

# - Labor Note Applies

C - Included in Clear Coat Calc

**Estimate Totals**

I. Labor Subtotals	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals	II. Part Replacement Summary	Amount
Body	2.5	75.00	0.00	0.00	187.50		
Refinish	3.2	75.00	0.00	0.00	240.00	Total Replacement Parts Amount	0.00
Non-Taxable Labor					427.50		
GST - E Tax @ 5.000 %					21.38		
Labor Summary	5.7				448.88		

ESTIMATE RECALL NUMBER: 06/05/2014 12:56:25 390

Mitchell Data Version: OEM: APR\_14\_V

Software Version: 7.0.487

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Page 1 of 2



III. Additional Costs				Amount	IV. Adjustments		Amount
Non-Taxable Costs				155.40	Customer Responsibility		0.00
GST - E Tax @ 5.000%				7.77			
Total Additional Costs				163.17			
Paint Material Method: Rates							
Init Rate = 34.00 , Init Max Hours = 99.9, Addl Rate = 0.00							
					I.	Total Labor:	448.88
					II.	Total Replacement Parts:	0.00
					III.	Total Additional Costs:	163.17
						Gross Total:	612.05
						Total GST:	29.15
					IV.	Total Adjustments:	0.00
						Net Total:	612.05

**This is a preliminary estimate.**

**Additional changes to the estimate may be required for the actual repair.**

Date: 05/06/2014 04:31 PM  
Estimate ID: 1939  
Estimate Version: 0  
Preliminary  
Profile ID: Wawanesa

flagstaffcollision@telus.net

## FLAGSTAFF COLLISION LTD.

P.O. Box 308, Killam, AB T0B 2L0  
(780) 385-3766  
Fax: (780) 385-3769

Damage Assessed By: Kevin Nelson

Condition Code: Excellent  
Deductible: UNKNOWN

Insured: Dillon Klein  
Address: Box 557, Sedgewick, AB T0B 4C0  
Telephone: Home Phone: (587) 218-0094

Mitchell Service: 911468

Description: 2013 Dodge Dart Rallye  
Body Style: 4D Sed  
VIN: 1C3CDFBA2DD230703  
Mileage: 31,153  
OEM/ALT: O

Drive Train: 2.0L Inj 4 Cyl 6A FWD  
License: BJD-8663 AB

Search Code: None

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
1	101704	BDY	REMOVE/INSTALL	Frt Bumper Cover			1.5
2	101801	BDY	REMOVE/INSTALL	R Front Combination Lamp			0.4 #
3	101594	REF	BLEND	R Fender Outside			C 0.8
4	100049	BDY	REMOVE/INSTALL	R Fender Liner	Existing		0.4 r
5	101599	BDY	REMOVE/INSTALL	Cowl Top Grille			0.6 #
6	100827	BDY	REPAIR	R Frt Door Shell	Existing		3.0* #
7	AUTO	REF	REFINISH	R Frt Door Outside			C 2.3
8	101494	BDY	REMOVE/INSTALL	R Frt Rear View Mirror			0.3 #
9	101496	BDY	REMOVE/INSTALL	R Frt Door Front Applique			0.2 #
10	101490	BDY	REMOVE/INSTALL	R Frt Otr Door Handle			0.3
11	AUTO	REF	ADD'L OPR	Clear Coat			1.1
12	AUTO		ADD'L COST	Paint/Materials		142.80 *	
13	AUTO		ADD'L COST	Shop Materials		54.00 *	
14	AUTO		ADD'L COST	Hazardous Waste Disposal		2.10 *	

\* - Judgment Item

# - Labor Note Applies

C - Included in Clear Coat Calc

r - CEG R&R Time Used For This Labor Operation

RECEIVED  
JUN - 6 2014

ESTIMATE RECALL NUMBER: 06/05/2014 16:25:15 1939  
Mitchell Data Version: OEM: MAY\_14\_V

Software Version: 7.0.487

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Page 1 of 2

## Estimate Totals

I. Labor Subtotals	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals	II. Part Replacement Summary	Amount
Body	6.7	75.00	0.00	0.00	502.50		
Refinish	4.2	75.00	0.00	0.00	315.00	Total Replacement Parts Amount	0.00
Non-Taxable Labor					817.50		
GST - E Tax @ 5.000 %					40.88		
Labor Summary	10.9				858.38		
III. Additional Costs					Amount	IV. Adjustments	Amount
Non-Taxable Costs					198.90	Customer Responsibility	0.00
GST - E Tax @ 5.000%					9.95		
Total Additional Costs					208.85		
Paint Material Method: Rates							
Init Rate = 34.00 , Init Max Hours = 99.9, Addl Rate = 0.00							
						I. Total Labor:	858.38
						II. Total Replacement Parts:	0.00
						III. Total Additional Costs:	208.85
						Gross Total:	1,067.23
						Total GST:	50.83
						IV. Total Adjustments:	0.00
						Net Total:	1,067.23

**This is a preliminary estimate.**  
**Additional changes to the estimate may be required for the actual repair.**

**Point(s) of Impact**

3 Right Side (P)

## Request for Decision (RFD)

---

**Topic:** Public Works – Paving Request  
**Initiated by:** Kal-Tire  
**Prepared by:** Amanda Davis  
**Attachments:** Letter from Kal Tire – Dated May 12, 2014

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---

**Recommendations:**

**That Council defer this matter until adequate information is obtained.**

---

**Background:**

In 2010 the Town of Sedgewick completed a roads paving project; tenders came in below budget therefore providing the Town an opportunity to complete additional paving that was not in the original scope of work.

The Town paved the Recreation Centre's parking lot and the entrance of Spruce Drive. Only the width of the road was paving during this project.

A 42' patch near the entrance of Kal Tire remains unpaved. 27' of that land is the Town's boulevard. Kal Tire is requesting that Council consider paving the 27'.

Kal Tire present the same request to Council in 2012 and the following motion was made:

2012.09.260 "Motion by Clr. C. St. Pierre that council decline entering into a cost sharing agreement for the asphalt expansion project at the entrance of Plan 992 2523; Block 3, lot 2 and Spruce Drive".  
*CARRIED.*

**Current:**

On June 11<sup>th</sup>, 2014 the Transportation Committee conducted a site visit pursuant to the attached request. The committee evaluated the structure on the road and noted that the sides of the pavement are starting to deteriorate as there is no "completed" edge. Deterioration is also caused from the heavy loads that enter/exit at this location.

The committee directed Administration to obtain quotes for the paving project as well as for the completion of Spruce Drive.

Administration has been awaiting contact with Border Paving for several weeks – Border Paving is expected to meet with Administration in the upcoming weeks however have been backlogged with other projects. A request has been sent to Morrison Hershfield in search of any density testing that may be conducted when the paving was originally complete. This testing should provide details regarding the structure of the road and the ability to have it paved. No response has been received.

Allied Paving submit a quote to pave Spruce Drive however Administration found a substantial error in the quotation; this is being revisited.



**True Service.**

RECEIVED

MAY 12 2014

May 12, 2014

To: The Sedgewick Town Council:


At our business location, 1 Spruce Drive, we paved our west and north side of the business approximately 7 years ago. Two years ago from the intersection to the east for a short distance pavement was laid down to control the dust. Now there is a narrow strip between the two paved areas. This creates a similar dust problem, a perception issue, and would ask town council to consider doing a cost sharing agreement with our company to have this small area paved.

The size is 190' x 42'. The town portion from the property line is 190' x 27'. Our portion is 190' x 15'. We have Border Paving coming to quote on the front of our business which is gravel and plan to get it paved this year. It would be an opportune time to have them do this other area.

Please consider the proposal.

I may be contacted at any time to further discuss.

Regards,



Hal Sparrow, Owner

Kal Tire-Sedgewick #256

Ph. 780-384-3665

Cell: 780-385-0108

E-mail: [hal\\_sparrow@kaltire.com](mailto:hal_sparrow@kaltire.com)

## Request for Decision (RFD)

---

**Topic:** Parade Schedule  
**Initiated by:** Administration  
**Prepared by:** Amanda Davis  
**Attachments:** n/a

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**Recommendations:**

**That Council appoint members to attend the various Parades.**

---

**Background:**

A parade schedule is prepared for Council annually; attendance is not mandatory however the opportunity for Sedgewick's presence is available. Typically a member of Council attends the parades however from time to time, Administration and/or the summer students have taken the float.

Attendance at parades is a great way to advertize our community:

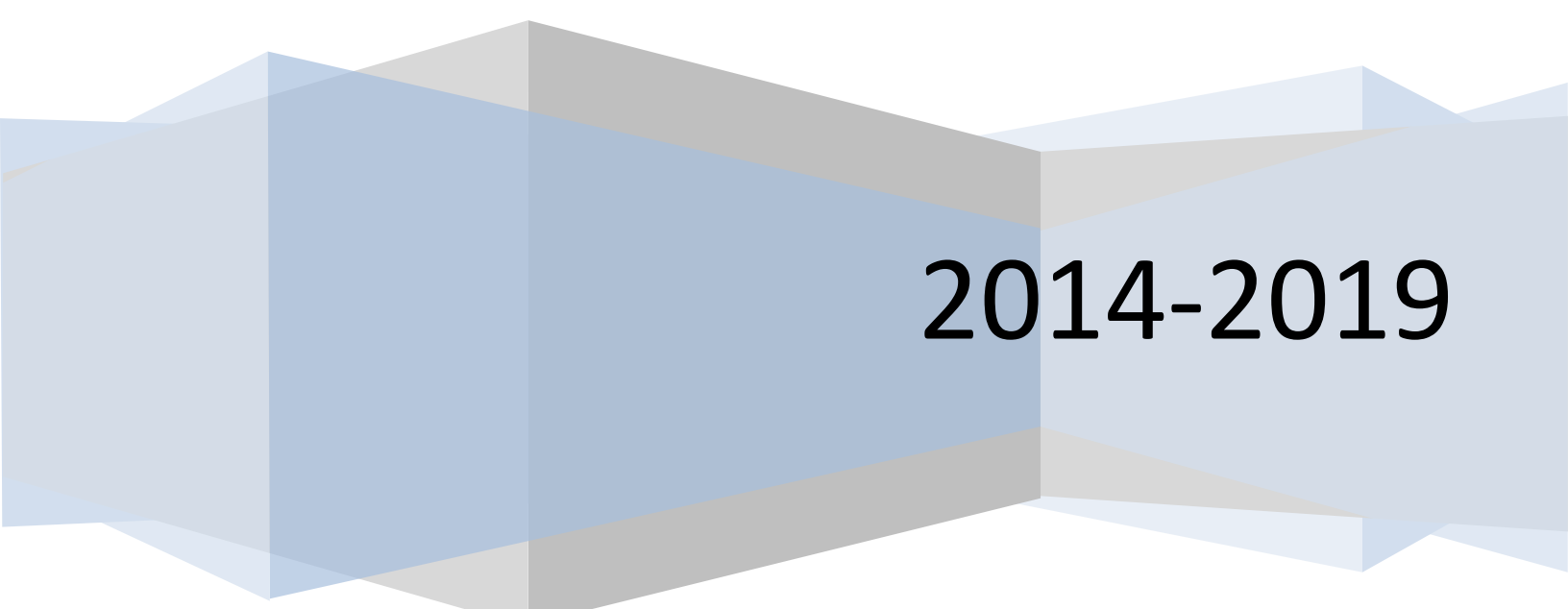
Forestburg	June 21 <sup>st</sup> , 2014	10:00 am
Sedgewick	July 1 <sup>st</sup> , 2014	9:00 am
Hardisty	July 19 <sup>th</sup> , 2014	11:00 am
Lougheed	August 9 <sup>th</sup> , 2014	9:30 am



# Strategic Plan

Town of Sedgewick

Approved – April 17<sup>th</sup>, 2014



2014-2019

**Vision Statement:**

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

**Mission Statement:**

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

**Values Statements:**

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

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

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

**Short Term Goals:**

**1. PRIORITY 1 - Erect Signage throughout Town**

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

<p><b>Step 2:</b> Set a budget and present funding scenario to Council:</p> <ol style="list-style-type: none"> <li>1. Coordinate a meeting with the Beautification Committee, present signage options</li> <li>2. Purchase and erect new signage</li> </ol>	
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## 2. PRIORITY 2 - Regional Recreation

<p><b>Step 1.</b> Engage with Flagstaff County to better associate and implement the Regional Recreation Study</p> <ol style="list-style-type: none"> <li>1. Council to appoint a recreation subcommittee – the subcommittees responsibility would be to liaison and engage with Flagstaff County, Recreation User Groups, the Recreation Board and surrounding Towns and Villages</li> </ol> <p><b>Step 2:</b> Employment Opportunity – develop a new position – Recreation Programmer and Facility Manager</p> <ol style="list-style-type: none"> <li>1. Administration to prepare and present a job description and salary chart to the subcommittee for review and recommendations to Council;</li> <li>2. Present the proposed position to Council for approval;</li> <li>3. Funds allocation</li> <li>4. Engage with user groups and stakeholder regarding the new employment position</li> <li>5. Advertise the new position</li> <li>6. Secure personnel</li> </ol> <p><b>Step 3:</b></p> <ol style="list-style-type: none"> <li>1. Begin restructuring of the Recreation Board,</li> <li>2. Update policies and bylaws</li> </ol> <p><b>Step 4:</b> PROMOTE, PROMOTE, PROMOTE – Engage Healthy Living Initiatives</p> <ol style="list-style-type: none"> <li>1. Walking trails</li> <li>2. Sedgewick Arena</li> <li>3. Sedgewick Golf Course</li> <li>4. Sedgewick Lake</li> <li>5. Regional Recreation Initiatives</li> <li>6. Agricultural events</li> <li>7. Cultural events</li> </ol>	<p>Action Taken:</p> <p>The Recreation Sub Committee set up a meeting with the Rec Board on May 28<sup>th</sup> to review and discuss the Town's initiative with this project. Following this meeting the job position shall be advertised.</p> <p>No recommendations have been set forth by the Rec Board pursuant to the Job Description.</p> <p>Flagstaff County will be addressing the status of regional recreation at the June 20<sup>th</sup>, 2014 Council meeting.</p> <p>This item shall be included on the Town's June 19<sup>th</sup>, 2014 Agenda.</p>
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<b>Ongoing Steps:</b> Engage with Flagstaff County and surrounding Towns and Villages to promote regional recreation – eliminate the duplication of services and increase programming	
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### 3. PRIORITY 3 – Purchase of SW9-44-12 W4M

<b>Step 1:</b> Define location: <ol style="list-style-type: none"> <li>1. Obtain a quote to survey the proposed land purchase;</li> <li>2. Obtain a quote for an Area Structure</li> <li>3. Obtain a quote to fence the “potential” land purchase;</li> <li>4. Obtain an estimated market value from Wainwright Assessment Group</li> <li>5. Present cost analysis to Council</li> </ol> <b>Step 2:</b> Determine method and action to engage with the private land owner: <ol style="list-style-type: none"> <li>1. Council to allocate funds for the purchase of the lands;</li> <li>2. Council to set the direction on the purchase proposal</li> </ol> <b>Step 3:</b> Follow through with Step 1, purchase land.  <b>Rationale:</b> The purchase of the lands has been addressed by Alberta Environment and the Town of Sedgewick as a priority as we need to protect and secure the integrity of the Towns water source.	<b>Action Taken:</b>  The Land Acquisition Committee met with Mr. Cheram on April 23 <sup>rd</sup> to negotiate on the purchase of the said lands.  Cheram placed one condition on the proposal; that the Town consider developing residential lots and that one be provided to him for future development.  Administration is to gather figures on development and present scenarios to Council.  MOTION 2014.05.56 the Land Committee renegotiate with Cheram with the intent of purchasing to secure the integrity of our wells and refrain from residential development.  June 11, 2014 Committee met, in negotiations, Cheram presented the option of the Town leasing. Various alternatives were
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	discussed. Another meeting is scheduled for mid July.
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<b>4. <del>PRIORITY 4 – Bulk Water Loading Facility</del></b> <b>Deleted pursuant to MOTION 2014.05.55</b>	
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#### 5. PRIORITY 5 - Rebranding

<p><b>Step 1:</b> Set the stage and the guidelines to proceed with the rebranding of the Town of Sedgewick:</p> <ol style="list-style-type: none"> <li>1. Administration to investigate potential funding sources;</li> <li>2. Administration to present information and variables to Council;</li> </ol> <p><b>Step 2:</b> Funds allocation:</p> <ol style="list-style-type: none"> <li>1. Determine an allocation for 'rebranding';</li> <li>2. Website redevelopment;</li> <li>3. Stationary updates – letterhead, envelopes,;</li> <li>4. Town Signage – Logos etc</li> <li>5. Registration of Trademark</li> </ol> <p><b>Step 3:</b> Community building and engagement.</p>	<p>Action Taken:</p> <p>Pursuant to Council direction community rebranding posters have been sent out in the community. Gopro camera was purchased as per our discussion. 4 drop box locations available.</p> <p>Next steps: Initiate a collaborative committee with elected officials and citizens – “rebranding committee” . This item is to be addressed by Council.</p> <p>Admin is still researching website development companies.</p>
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#### 6. PRIORITY 6 - Main Street Lot Development

<p><b>Step 1:</b></p> <ol style="list-style-type: none"> <li>1. Address the development on Plan 3825P; Block 2; Lots 28P-31</li> <li>2. Attempt to secure business development</li> <li>3. If unsuccessful develop a construction design for the site</li> </ol> <p><b>Step 2:</b> Funds allocation – funds are confirmed with the use of MSI Capital.</p> <ol style="list-style-type: none"> <li>1. Seek public input as to the design and construction;</li> </ol> <p><b>Step 3:</b></p>	<p>Action Taken:</p> <p>Town Hall meeting scheduled for June 25<sup>th</sup> – open discussion to ask what the public would like to see on this lot.</p> <p>The meeting will be held by the beautification</p>
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<ol style="list-style-type: none"> <li>1. Tender project</li> <li>2. Begin construction</li> </ol>	committee.
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## 7. PRIORITY 7 – Walking Trail Expansion

<p><b>Step 1.</b></p> <ol style="list-style-type: none"> <li>1. Draft and design new walking trails around the recreation grounds;</li> <li>2. Meet with the beautification committee to review tree removal, product options, layout etc.</li> <li>3. Engage with Flagstaff County regarding cost and job share of the project;</li> <li>4. Engage with the Recreation Centre pertaining to the location of the trail;</li> <li>5. Request and easement with Flagstaff County</li> </ol> <p><b>Step 2:</b></p> <ol style="list-style-type: none"> <li>1. Funds allocation;</li> <li>2. Surveying,</li> <li>3. Tender project</li> <li>4. Begin construction.</li> </ol>	<p>Action Taken:</p> <p>Pursuant to discussions held at the May 21<sup>st</sup> council meeting Admin was directed to hold off on paving tenders and proceed with tree removal in the fall.</p> <p>Admin is working with Stantec to develop a site plan to present to Council and the public.</p>
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### Long term goals:

## 1. PRIORITY 1 - Development of Residential Subdivision

<p><b>Step 1.</b></p> <p>Strategies – Growth and expansion</p> <ol style="list-style-type: none"> <li>1. Land availability – identify all public and private serviced land within the Town that is or could be saleable</li> <li>2. Engage with private vacant land owners and encourage sales of private land for residential development – cost efficiencies</li> <li>3. Ensure developments remain affordable</li> </ol> <p><b>Step 2:</b></p> <p>Determine potential residential land for development:</p> <ol style="list-style-type: none"> <li>1. 45<sup>th</sup> Street (East) – private;</li> <li>2. Bluejay Cres. (North) – public land;</li> </ol> <p><b>Step 3:</b></p> <p>Cost analysis – Administration</p> <ol style="list-style-type: none"> <li>1. Prepare a cost analysis for Council with the inclusion of pros and cons for all identified sites</li> </ol> <p><b>Step 4:</b></p>	<p>Action Taken:</p> <p>Material is continually being removed from the location.</p> <p>Engineering tenders are in and on the June 19<sup>th</sup> agenda. Council councils approval regarding an engineering firm – we will proceed on design, tenders etc.</p>
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<p><b>Public Land Development</b></p> <ol style="list-style-type: none"> <li>1. Site clean-up – removal of debris</li> <li>2. Review engineered residential subdivision</li> <li>3. Fund allocation (potential to split development into phases)</li> <li>4. Market upcoming residential subdivision</li> <li>5. Submit and RFP for Engineering services to develop the tender for site construction and the installation of municipal services</li> <li>6. Tender project</li> <li>7. Award project</li> <li>8. Begin construction</li> </ol> <p><b>Tactics and Performance Indicators</b> – Who is accountable to ensure the goal is delivered and success is measured:</p> <ol style="list-style-type: none"> <li>a. Administration to develop an RFP to Council which includes pros and cons for residential development by August 31<sup>st</sup>, 2014;</li> <li>b. Council to provide a motion for Administration to proceed with development</li> </ol>	
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## 2. PRIORITY 2 – Main Street Redevelopment

Task	Action Taken:
<b>Step 1:</b> Identify required upgrades for Main Street and consult with stakeholders: <ol style="list-style-type: none"> <li>1. Identify if the Main Street redevelopment aligns with rebranding;</li> <li>2. Begin Stakeholder Meetings/Consultation</li> <li>3. Investigate the potential for underground storage tanks;</li> <li>4. Discuss drainage issues (back alleys) seek solutions to mitigate future issues.</li> </ol>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>Step 2:</b> Prepare and RFP for Engineering Services: <ol style="list-style-type: none"> <li>1. Tender RFP;</li> <li>2. Present results and recommendation to council – appoint engineering company</li> </ol>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>Step 3:</b> Cost analysis and breakdown: <ol style="list-style-type: none"> <li>1. Seek potential federal and provincial funding initiatives</li> <li>2. Submit grant applications</li> </ol>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>Step 4:</b> Tender Construction Project: <ol style="list-style-type: none"> <li>1. Present results and recommendation to Council</li> <li>2. Appoint project Contractor;</li> <li>3. Begin construction;</li> </ol>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<p><b>Ongoing Steps:</b> Work with Main Street Business Owners to address business entry disruptions during construction.</p> <p><b>Tactics and Performance Indicators</b> – Who is accountable to ensure the goal is delivered and success is measured:</p> <ol style="list-style-type: none"> <li>1. Administration to prepare all necessary documents and background for engineering, construction, public consultation.</li> <li>2. Council and Administration – responsible to engage with all stakeholders grading upgrades.</li> <li>3. Council is responsible to allocate all project funding and provide final authorization for development.</li> </ol>	

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

<p><b>Step 1:</b> Identify and confirm remaining areas that require replacement:</p> <ol style="list-style-type: none"> <li>1. Transportation Committee – Sidewalks</li> <li>2. Administration/Public Works – Identify Drainage Issues</li> <li>3. Council/Administration – Research and identify potential underground storage tanks</li> </ol> <p><b>Step 2:</b> Prepare reserve budget for capital upgrades:</p> <ol style="list-style-type: none"> <li>1. Present to Council</li> </ol> <p><b>Step 3:</b> Prepare a Request for Proposal (RFP) for Engineering Services</p> <ol style="list-style-type: none"> <li>1. Present proposals and recommendation to Council for approval</li> </ol> <p><b>Step 4:</b> Secure funding (federal and provincial)</p> <ol style="list-style-type: none"> <li>1. Submit grant applications</li> </ol> <p><b>Step 5:</b> Tender Project</p> <ol style="list-style-type: none"> <li>4. Present tenders to Council and present recommendation for approval in conjunction with the Engineer</li> </ol> <p><b>Step 6:</b> Begin Construction</p> <p><b>Tactics and Performance Indicators</b> – Who is accountable to ensure the</p>	<p>Action Taken:</p>

goal is delivered and success is measured:	
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Administration shall be responsible to present ongoing dialogue regarding research pertaining to development.	
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Council to approve proposed plan of action pursuant to tendering process.	
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**Secondary Short-Term Goals:**

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| <p>a. Waste reduction and improve recycling (Implement waste diversion policies, reduce the limit of weekly bag allotment, utilize the expertise at FRSWMA and support new recycling initiatives, household composting).</p> |
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Last updated: June 13<sup>th</sup>, 2014.

## Open Discussion

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**Topic:** Round Table  
**Initiated by:** Mayor Robinson  
**Prepared by:** Amanda Davis  
**Attachments:** n/a

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**Background:**

Mayor Robinson identified the need to continue with round table discussions. The intent of the discussion is to provide members of council an opportunity to address ideas or concerns in a open manner.

Process for a round table:

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

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