



TOWN OF  
**SEDGEWICK**

## Agenda

Regular Meeting of Council

Thursday, December 21<sup>st</sup>, 2017

Town of Sedgewick Council Chambers

6:00pm

### 1. Call to Order

### 2. Adoption of Agenda

### 3. Delegations

3.1 Associated Engineering – Andrew Christopher

### 4. Minutes

4.1 Regular Council Meeting of [November 16th, 2017](#)

### 5. Financials

5.1 Financial Statement – as of [April 30th, 2017](#) (ADDITION)

5.2 Financial Statement – as of [May 31st, 2017](#) (ADDITION)

5.3 Financial Statement – as of [June 30th, 2017](#) (ADDITION)

### 6. Old Business

6.1 [Bylaw #535 – Procedural Bylaw](#)

### 7. New Business

7.1 [Bylaw #534 - Application to Amend Land Use Bylaw #461](#)

7.2 [Sedgewick Library - 2018 Sedgewick Library Budget](#)

7.3 [Recreation Board - 2018 Recreation Centre Budget](#)

7.4 [Bylaw #536 - Fees and Charges Bylaw](#)

7.5 [Battle River Watershed Alliance – Request for Funding](#)

7.6 [NIC.212 Services – Contract Renewal for Bylaw Enforcement Services](#)

7.7 [Councillor Blogs](#)

7.8 [Emergency Services Committee – Request for Funding](#)

7.9 [Policy 17-02 – Human Resources Policy](#)

7.10 [2018 Operational Budget](#)

7.11 [2018 Capital Budget](#)

7.12 [Electronic Messaging Sign](#)

7.13 [Associated Engineering – Services Agreement](#) (ADDITION)

### 8. Reports

8.1 Committee Reports

[Mayor P. Robinson](#)

- Flagstaff Intermunicipal Partnership Committee- Meeting Notes Dec. 11, 2017
- Flagstaff Family & Community Services- Minutes from Dec. 13, 2017 (ADDITION)
- Flagstaff Community Foundation- Minutes from Dec. 13, 2017 (ADDITION)

[Councillor G. Imlah](#)

- Emergency Services Committee- Minutes from Dec. 6, 2017
- Emergency Services Sub-Committee Report (ADDITION)
- Emergency Services Statistical Data

[Councillor S. Levy](#)

- Pow-Wow Initiative
- Flagstaff Regional Solid Waste- Organizational Meeting Minutes from November 27, 2017
- Flagstaff Regional Solid Waste- Regular Meeting Minutes from November 27, 2017
- Sedgewick Public Library- Minutes from November 14<sup>th</sup>, 2017
- Sedgewick Public Library- Minutes from December 12<sup>th</sup>, 2017

[Councillor T. Schmutz](#)

- Nothing to report

[Councillor G. Sparrow](#)

- Flagstaff Regional Housing Group- Minutes from July 25, 2017
- Flagstaff Regional Housing Group- Minutes from Sept. 19, 2017 (No Quorum)
- Flagstaff Regional Housing Group- Minutes from Dec. 5, 2017
- Sedgewick Recreation Board- Minutes from Dec. 11, 2017
- Sedgewick Recreation Board- Monthly financial statement for November 2017

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8.2 Staff Departmental Reports

[Public Works Report](#) – For the period ending December 21<sup>st</sup>, 2017

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8.3 Chief Administrative Officer Report

[CAO Report](#) – For the period ending December 21<sup>st</sup>, 2017

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9. Correspondence

- 9.1 [Bonness Oilfield – Re: Spruce Drive](#)
- 9.2 [Kal-Tire – Re: Spruce Drive](#)

10. In-Camera

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- 10.1 Legal
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11. Round Table/Question Period

12. Adjournment



# TOWN OF SEDGEWICK

## Minutes

### Regular Meeting of Council

November 16<sup>th</sup>, 2017

Town of Sedgewick Town Office

6:00pm

#### Council Present

Mayor Perry Robinson  
Councillor Grant Imlah  
Councillor Stephen Levy  
Councillor Tim Schmutz  
Councillor Greg Sparrow

#### Also Present

Jim Fedyk                      CAO  
Nelson Dos Santos      Associated Engineering

#### 1. Call to Order - 6:05pm

#### 2. Opening Ceremony

Council recited a values statement

#### 3. Agenda

2017-11-203	MOTION by Clr. Imlah		<b>CARRIED</b>
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That the agenda be approved as presented.

#### 4. Delegations

##### 4.1 Associated Engineering – Nelson Dos Santos

Nelson Dos Santos introduced his company, Associated Engineering, to Council and discussed options for a new subdivision and main street revitalization.

Clr. Levy departed the meeting at 6:14pm

Clr. Levy entered the meeting at 6:16pm

Nelson Dos Santos departed the meeting at 7:41 pm.

2017-11-204	MOTION by Mayor Robinson		<b>CARRIED</b>
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That the meeting be recessed at 7:42 pm and reconvened at the call of the Chair.  
Mayor Robinson reconvened the meeting at 7:49 pm.

#### 5. Minutes

2017-11-205	MOTION by Mayor Robinson		<b>CARRIED</b>
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That the Organizational Minutes from October 19<sup>th</sup>, 2017 be approved as presented.

2017-11-206	MOTION by Clr. Imlah		<b>CARRIED</b>
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That the Regular Meeting Minutes from October 19<sup>th</sup>, 2017 be approved as presented.

#### 6. Old Business

None

#### 7. New Business

##### 7.1 Flagstaff Family and Community Services – 2018 Budget

2017-11-207	MOTION by Mayor Robinson		<b>CARRIED</b>
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That Council approve the 2018 FCSS budget as presented with a requisition of \$8.70 per capita.



# TOWN OF SEDGEWICK

## Minutes

### Regular Meeting of Council

November 16<sup>th</sup>, 2017

Town of Sedgewick Town Office

6:00pm

<b>7.2 Bylaw 535/17 – Procedural Bylaw</b>			
<b>2017-11-208</b>	MOTION by Clr. Levy		<b>CARRIED</b>
That Council give first reading to Bylaw 535/17, the Procedural Bylaw.			
<b>7.3 Levels of Service 2017</b>			
<b>2017-11-209</b>	MOTION by Clr. Schmutz		<b>CARRIED</b>
That Council accept the 2017 Levels of Service document as information.			
<b>7.4 Policy 17/01 – Health and Wellness Program Policy</b>			
<b>2017-11-210</b>	MOTION by Clr. Imlah		<b>CARRIED</b>
That Council approve Policy #17-01, the Health and Wellness Program Policy, as presented.			
<b>7.5 Staff Christmas Bonus</b>			
<b>2017-11-211</b>	MOTION by Clr. Sparrow		<b>CARRIED</b>
That Council approve a \$500 Christmas bonus for full-time staff and a prorated percentage of \$500 for part-time staff based off of hours of work relative to a 35 hour a week position.			
<b>7.6 SKNGS – 2018 Budget</b>			
<b>2017-11-212</b>	MOTION by Clr. Imlah		<b>CARRIED</b>
That Council approve the 2018 SKNGS budget (Draft #2) estimating a net profit of \$17,450, as presented.			
<b>2017-11-213</b>	MOTION by Clr. Schmutz		
That Council approve using the Gas Alberta Refund of \$15,855.38 to pay any overages towards the Trans Canada integrity check completed in the summer of 2017 and place the remainder into capital reserves.			
<b>8. Reports</b>			
<b>8.1 Committee Reports</b>			
<b>2017-11-214</b>	MOTION by Mayor Robinson		<b>CARRIED</b>
That the Committee Reports be accepted as information.			
<b>2017-11-215</b>	MOTION by Clr. Imlah		<b>CARRIED</b>
That the Town of Sedgewick purchase liability insurance through Jubilee Insurance on behalf of the following societies: Golf Course Board, Sedgewick Lake Park Board and Community Hall Board.			
<b>8.2 Staff Departmental Reports</b>			
<b>2017-11-216</b>	MOTION by Clr. Levy		<b>CARRIED</b>
That the Public Works Report be accepted as information.			
<b>8.3 CAO Report</b>			
<b>2017-11-217</b>	MOTION by Clr. Schmutz		<b>CARRIED</b>
That the CAO Report be accepted as information.			
<b>9. Correspondence</b>			
<b>9.1 SKNGS Monthly Financial Statement for October 2017</b>			
<b>9.2 Flagstaff's Initiative to Relationship and Spousal Trauma – Support of Auction</b>			





# TOWN OF SEDGEWICK

## Minutes

### Regular Meeting of Council

November 16<sup>th</sup>, 2017

Town of Sedgewick Town Office

6:00pm

2017-11-218	MOTION by Clr. Sparrow		<b>CARRIED</b>
That the correspondence items be accepted as information.			

#### 10. In-Camera

None
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#### 11. Round Table/Question Period

<p>Clr. Imlah asked if the Town has the ability to accept pre-authorized payment for utility bills. CAO Fedyk said administration will look into it.</p> <p>Clr. Imlah asked if the Town had a tree policy for trees located on the boulevards and if residents were allowed to remove damaged trees/branches. CAO Fedyk advised that the Town has a policy regarding maintenance of grass on boulevards and that residents are expected to maintain the grass but not trees. Administration will look into developing a policy for trees on boulevards.</p> <p>Clr. Sparrow asked if the staff at the Recreation Centre should be invited to the Christmas party. Consensus was that administration will send out invites to the staff members.</p>
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#### 12. Adjournment

2017-11-219	MOTION by Mayor Robinson		<b>CARRIED</b>
That the meeting be adjourned at 9:45 pm.			

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Perry Robinson, Mayor

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Jim Fedyk, CAO

**Town of Sedgewick Monthly Statement**  
**Month Ending April 30, 2017**

<b>As Per Books</b>							
	<b>General</b>	<b>Subd. Rec.</b>	<b>Muni Fire</b>	<b>MSI-Op</b>	<b>MSI-Cap</b>	<b>BMTG</b>	<b>FGTF</b>
Previous Month Balance	2,754,596.16	3,649.86	142,200.23	67,316.94	963,678.01	167,154.51	100,797.11
Receipts for Month	134,255.46						
Interest Received	1,572.66	2.10	81.81	38.73	554.44	96.17	57.99
<b>Subtotal</b>	2,890,424.28	3,651.96	142,282.04	67,355.67	964,232.45	167,250.68	100,855.10
Less Disbursements	214,655.95						
Reversed cheques	- 1,079.59						
First Data Charges	43.11						
Bank Error	4.06						
<b>Month End Balance</b>	<b>\$2,676,800.75</b>	<b>\$3,651.96</b>	<b>\$142,282.04</b>	<b>\$67,355.67</b>	<b>\$964,232.45</b>	<b>\$167,250.68</b>	<b>\$100,855.10</b>

<b>As Per Bank</b>							
Month End Balance	2,703,742.23	3,651.96	142,282.04	67,355.67	964,232.45	167,250.68	100,855.10
Received but not posted	- 1,283.89						
Cash in Transit	1,045.80						
<b>Subtotal</b>	2,703,504.14	3,651.96	142,282.04	67,355.67	964,232.45	167,250.68	100,855.10
Less Outstanding Cheques	26,703.39						
<b>Month End Balance</b>	<b>\$2,676,800.75</b>	<b>\$3,651.96</b>	<b>\$142,282.04</b>	<b>\$67,355.67</b>	<b>\$964,232.45</b>	<b>\$167,250.68</b>	<b>\$100,855.10</b>

\$0.00

<b>Outstanding Cheques</b>			
	<b>Number</b>	<b>Amount</b>	<b>Number</b>
<b>Payroll Cheques</b>			
802	80.00	879	642.99
875	6,138.84	880	667.16
876	1,483.48	882	1,296.78
878	897.82		
<b>General Cheques</b>			
5303	560.00	5346	1,709.40
5328	760.56		
5329	3,461.76	5345	8,283.77
5337	720.83		
<b>Outstanding Cheque Total</b>	<b>\$26,703.39</b>		

Submitted to Council this \_\_\_ day of \_\_\_\_\_, 2017

Interested Earned/April \$2,403.90  
 GIC - 5-yr @ VCU \$11,740.32  
 GIC - 5-yr @ ATB \$20,266.19  
 Total Cash and Investments \$4,154,435.16

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

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 Jim Fedyk, CAO

\_\_\_\_\_  
 21-Dec-17  
 Mayor

\_\_\_\_\_  
 21-Dec-17  
 CAO

**Town of Sedgewick Monthly Statement**  
**Month Ending May 31, 2017**

As Per Books							
	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG	FGTF
Previous Month Balance	2,686,368.41	3,651.96	142,282.04	67,355.67	964,232.45	167,250.68	100,855.10
Receipts for Month	119,972.95						
O/S Receipts	712.30						
Interest Received	1,603.19	2.17	84.59	40.04	573.26	99.43	59.96
<b>Subtotal</b>	<b>2,808,656.85</b>	<b>3,654.13</b>	<b>142,366.63</b>	<b>67,395.71</b>	<b>964,805.71</b>	<b>167,350.11</b>	<b>100,915.06</b>
Less Disbursements	171,612.44						
First Data Charges	41.75						
Adjustment to balance	0.01						
<b>Month End Balance</b>	<b>2,637,002.65</b>	<b>3,654.13</b>	<b>142,366.63</b>	<b>67,395.71</b>	<b>964,805.71</b>	<b>167,350.11</b>	<b>100,915.06</b>

As Per Bank							
Month End Balance	2,668,867.01	3,654.13	142,366.63	67,395.71	964,805.71	167,350.11	100,915.06
Cash in Transit	1,228.79						
<b>Subtotal</b>	<b>2,670,095.80</b>	<b>3,654.13</b>	<b>142,366.63</b>	<b>67,395.71</b>	<b>964,805.71</b>	<b>167,350.11</b>	<b>100,915.06</b>
Less Outstanding Cheques	33,093.15						
<b>Month End Balance</b>	<b>2,637,002.65</b>	<b>3,654.13</b>	<b>142,366.63</b>	<b>67,395.71</b>	<b>964,805.71</b>	<b>167,350.11</b>	<b>100,915.06</b>

Outstanding Cheques			
	Number	Amount	Number
Payroll Cheques			
	802	80.00	902
	899	3,830.67	903
	900	3,106.91	904
	901	1,863.09	905
General Cheques			
	5353	812.50	5396
	5381	1,000.00	5397
	5388	610.00	
	5389	698.25	
	5395	53.45	
<b>Outstanding Cheque Total</b>		<b>\$33,093.15</b>	

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

\_\_\_\_\_  
Jim Fedyk, CAO

Submitted to Council this \_\_\_\_ day of \_\_\_\_\_ 2017.

\_\_\_\_\_  
21-Dec-17  
Mayor

Interested Earned/May 2,462.64  
GIC - 5-yr @ VCU 11,740.32  
GIC - 1-yr @ ATB 21,003.39  
Total Cash and Investments 4,116,233.71

\_\_\_\_\_  
21-Dec-17  
CAO

**Town of Sedgewick Monthly Statement**  
**Month Ending June 30, 2017**

<b>As Per Books</b>							
	<b>General</b>	<b>Subd. Rec.</b>	<b>Muni Fire</b>	<b>MSI-Op</b>	<b>MSI-Cap</b>	<b>BMTG</b>	<b>FGTF</b>
Previous Month Balance	2,637,002.65	3,654.13	142,366.63	67,395.71	964,805.71	167,350.11	100,915.06
Receipts for Month	301,367.46						
Outstanding Receipts							
Interest Received	1,574.04	2.10	81.91	38.78	555.09	96.28	58.06
<b>Subtotal</b>	2,939,944.15	3,656.23	142,448.54	67,434.49	965,360.80	167,446.39	100,973.12
Less Disbursements	154,239.17						
First Data Charges	45.12						
Bank Service Charges	7.00						
AB Education	56,612.48						
Bank Deposit Error Jun.16	1.60						
<b>Month End Balance</b>	<b>\$2,729,052.78</b>	<b>\$3,656.23</b>	<b>\$142,448.54</b>	<b>\$67,434.49</b>	<b>\$965,360.80</b>	<b>\$167,446.39</b>	<b>\$100,973.12</b>

<b>As Per Bank</b>							
Month End Balance	2,748,975.36	3,656.23	142,448.54	67,434.49	965,360.80	167,446.39	100,973.12
Cash in Transit	2,660.19						
<b>Subtotal</b>	2,751,635.55	3,656.23	142,448.54	67,434.49	965,360.80	167,446.39	100,973.12
Less Outstanding Cheques	22,582.77						
<b>Month End Balance</b>	<b>\$2,729,052.78</b>	<b>\$3,656.23</b>	<b>\$142,448.54</b>	<b>\$67,434.49</b>	<b>\$965,360.80</b>	<b>\$167,446.39</b>	<b>\$100,973.12</b>

\$0.00

<b>Outstanding Cheques</b>			
	Number	Amount	Number
Payroll Cheques			
	802	80.00	915
	901	1,863.09	916
	907	2,237.60	917
	913	3,064.31	918
	914	1,186.03	919
General Cheques			
	5414	567.00	5446
	5435	86.67	5451
	5439	250.00	5456
	5440	378.00	
	5444	840.88	
<b>Outstanding Cheque Total</b>		<b>\$22,582.77</b>	

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

\_\_\_\_\_  
Jim Fedyk, CAO

Submitted to Council this \_\_\_ day of \_\_\_\_\_ 2017

\_\_\_\_\_  
21-Dec-17  
Mayor

Interested Earned/June \$2,406.26  
GIC - 5-yr @ VCU \$11,998.85  
GIC -1-yr @ ATB 21,003.39  
Total Cash and Investments **\$4,209,374.59**

\_\_\_\_\_  
21-Dec-17  
CAO



# TOWN OF SEDGEWICK

## REQUEST FOR DECISION

DECEMBER 21<sup>ST</sup>, 2017  
PROCEDURAL BYLAW #535/17

### PROCEDURAL BYLAW #535/17

#### EXECUTIVE SUMMARY

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Under the new Modernized Municipal Act all municipalities are required to adopt a Procedural Bylaw.

#### BACKGROUND

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A procedural bylaw provides a standard, familiar format for council meetings and makes it easier for members of Council, staff, the media, and the public to understand the process by which decisions are made. In general, a procedural bylaw will name and describe the responsibilities of Council, provide for the order of business and method of distributing the agenda of the Council meetings, set rules regarding the proceedings at regular meetings at Council, and describe the manner in which items may be put on the Council agenda.

A first draft of a Procedural Bylaw was prepared by Administration and reviewed by Council at their November 16<sup>th</sup> Council meeting. At this time Council gave First Reading to the Bylaw.

#### BUDGET IMPLICATIONS

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None

#### ALTERNATIVES

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1. Council may give Second and Third Reading to Bylaw 535/17, the Procedural Bylaw.
2. Council may direct Administration to modify Bylaw 535/17, the Procedural Bylaw and bring it back to Council at a later date.

#### RECOMMENDATION

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1. That Council give Second and Third Reading to Bylaw 535/17, the Procedural Bylaw.

#### ATTACHMENTS

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1. Bylaw 535/17, the Procedural Bylaw

TOWN OF SEDGEWICK  
BYLAW NO. 535/17  
TOWN OF SEDGEWICK PROCEDURAL BYLAW

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A BYLAW OF THE TOWN OF SEDGEWICK TO PROVIDE FOR THE ORDERLY  
PROCEEDINGS OF MEETINGS OF COUNCIL, COUNCIL COMMITTEES AND OTHER  
BODIES ESTABLISHED BY COUNCIL.

**WHEREAS** Section 145 of the Municipal Government Act, R.S.A. 2000 Chapter M-26 and amendments thereto authorizes Council to pass bylaws to regulate the procedure and conduct of Council, Council Committees, and other bodies established by Council;

**AND WHEREAS** the Council of the Town of Sedgewick wishes to establish and follow a process of governance that reflects transparent government;

**NOW THEREFORE** the Council of the Town of Sedgewick in the Province of Alberta, duly assembled, enacts as follows:

**1. Title**

This bylaw shall be known as the "Procedural Bylaw" of the Town of Sedgewick

**2. Definitions**

**"In-Camera"** means a meeting of Council or Committee which is held in private without the presence of the public pursuant to Section 197 of the Municipal Government Act.

**"Member"** is a duly elected member of Council who continues to hold office.

**"Organizational Meeting"** means a Meeting of Council held in accordance with Section 192 of the Municipal Government Act.

**"Point of Order"** is a statement from a Member to call attention to any departure from the Meeting Procedure Bylaw.

**"Point of Procedure"** is a question directed to the Chair to assist a Member to:

- a) make an appropriate motion;
- b) raise a Point of Order;
- c) understand the procedure; or
- d) understand the effect of a motion.

**"Public Hearing"** means a Meeting or portion of a Meeting held for the purposes of hearing matters as prescribed by the Municipal Government Act or other legislation or hearing other matters which Council directs be considered at a Public Hearing.

**"Quorum"** means the majority of all Members, fifty (50) percent plus one (1).

**"Recorded Vote"** means that where a vote is not unanimous, the Minutes shall record the Members present at the Meeting and shall show which Members voted for or against the Motion or who abstained.

**3. Roles and Responsibilities**

**3.1 The Mayor shall:**

- a) call Council Meetings to order;
- b) chair Council Meetings;
- c) maintain order and preserve decorum in Council Meetings and if necessary, call a member to order;
- d) rule on Points of Order and Points of Procedure;
- e) ensure that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so;
- f) decide, with the permission of Council, who may address Council; and
- g) have all of the same rights and is subject to the same restrictions, as to participation in debate, as all other Councillors.

- 3.2 The Deputy Mayor shall:
- a) chair Council Meetings when the Mayor is absent or unable to act as Mayor and shall have all the powers and responsibilities of the Mayor under this Bylaw.

#### **4. Meetings**

##### **4.1 Organizational Meeting**

4.1.1 An Organizational Meeting shall be held not later than two weeks after the third Monday in October each year.

4.1.2 The business of the meeting shall be limited to:

- a) The administering of an oath of office to the Mayor and all councillors
- b) A review of the Code of Conduct Bylaw
- c) The appointment of a Deputy Mayor by Council
- d) The determination by resolution the dates, times and location of regular Council meetings for the forthcoming year
- e) The appointment of Council representatives to boards and committees for a one year term
- f) Any other business as identified in the MGA

4.1.3 The CAO shall chair the meeting until such a time that the Mayor takes an oath to office. At this time, the Mayor shall take over as chair.

##### **4.2 Regular Meetings of Council**

4.2.1 Regular Council meetings shall adjourn no later than 10 p.m. unless Council adopts a Motion to proceed past that time and in that case shall not adjourn later than 11 p.m.

4.2.2 Should there be no Motion to continue past 10:00 p.m., or if the business of the meeting is not completed by 11 p.m., all Unfinished Business which appears on the Agenda shall be tabled until the next regular Meeting of Council.

4.2.3 If it appears that any Unfinished Business is urgent the Mayor shall call a Special Meeting to deal with such matters.

##### **4.3 Special Meetings**

4.3.1 A Special Meeting shall be scheduled when required to do so by the Mayor or a majority of Council.

4.3.2 Where a Special Meeting is required by a majority of Council, the Mayor shall call such meeting within 14 days of the date on which the request was made.

4.3.3 No less than 24-hours' notice of a Special Meeting shall be provided to each Councillor and to the public. The notice shall state the time, date, place and nature of the business to be transacted.

4.3.4 A Special Meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least two-thirds of the whole Council agrees to this in writing before the beginning of the meeting.

4.3.5 The Agenda for a Special Meeting shall be restricted to the business stated in the notice unless all Councillors are present and a motion is passed to deal with the matter.

##### **4.4 In-Camera Meetings**

4.4.1 The Municipal Government Act permits Council or Committee to close all or part of the meeting to the public if a matter to be discussed is within one of the exceptions to disclosure contained in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.

4.4.2 Council shall pass a Resolution prior to moving to an In-Camera Meeting stating the nature of the In-Camera Meeting and relevant sections of the Freedom of Information and Protection of Privacy Act.

4.4.3 A Meeting held In-Camera subject to the Municipal Government Act and the Freedom of Information and Protection of Privacy Act may exclude Administration, but not Councillors as long as the Councillor is not disqualified from participating in the discussion of the matter due to Pecuniary Interest.

4.4.4 When an In-Camera meeting is held, Council may invite any person or persons to attend the In-Camera Meeting as Council deems appropriate.

4.4.5 When a Meeting is held In-Camera, no resolution or bylaw may be passed except a resolution to revert to a Meeting held in public.

#### 4.5 Cancellations

4.5.1 A regular meeting may be cancelled:

- a) by a vote of the majority of members at a previously held meeting; or
- b) by written consent of a majority of members, proving twenty-four (24) hours' notice is provided to members and the public; or
- c) by written consent of two-thirds (2/3) of the members of Council if twenty-four (24) hours' notice is not provided to the public.

4.5.2 A special meeting of Council may be cancelled:

- a) by the Mayor if twenty-four (24) hours written notice is provided to all members and the public, or
- b) by the Mayor, with the written consent of two-thirds (2/3) of the members, if less than twenty-four (24) hours' notice is provided to all members.

4.5.3 Notice of a cancelled or rescheduled Council or Council committee meeting will be posted in the Town office and on the Town of Sedgewick website.

#### 4.6 Commencement of Meetings

4.6.1 As soon as there is a Quorum after the time for commencement of a Meeting:

4.6.1.1 The Chair shall call the Meeting to order; or if the Mayor or Deputy Mayor are not present within fifteen (15) minutes after the time set for the Meeting and a Quorum is present, the CAO or designate shall call the Meeting to order and the Councillors present shall select a Councillor to Chair the Meeting;

4.6.1.2 Upon their arrival, the Mayor or Deputy Mayor shall assume the Chair.

#### 4.7 Quorum

##### 4.7.1 No Quorum

If there is not a Quorum within fifteen (15) minutes after the time set for the Meeting, the CAO or designate shall record the names of the Members present and the Meeting shall be adjourned to the time of the next regular Meeting.

##### 4.7.2 Lost Quorum

If at any time during a Meeting Quorum is lost, the Meeting shall be Recessed and if Quorum is not achieved within 15 minutes, the Meeting shall be deemed to be adjourned.

### 5. Agenda

#### 5.1 Agenda Preparation

5.1.1 The Agenda for each Council Meeting is established by the CAO

5.1.2 Should members of Council wish for items to be included in the Agenda, a description of the item shall be submitted three (3) business days prior to the Council meeting.

#### 5.2 Agenda Distribution

5.2.1 The CAO or designate shall distribute the Council Meeting Agenda to Members of Council at least two (2) business days prior to the Council Meeting.



5.2.2 The CAO or designate shall post the Council Agenda on the Town's public website at least 24 hours prior to the Council Meeting.

**5.3 Late Submissions**

5.3.1 Administrative reports and submissions received too late to be included with the regular Agenda shall be included on the next regular Council Agenda.

5.3.2 In exceptional circumstances, at the discretion of the CAO or designate, submissions received too late to be included with the regular Agenda, may be added to the regular Council Agenda at the meeting as an emergent business item.

5.3.3 Emergent Business is an Agenda item that is not on the Agenda and because of time constraints must be brought before Council. The Emergent Business item shall be considered as an addendum to the Agenda.

**5.4 Order of Business on the Agenda**

5.4.1 The Order of Business on any regular Agenda shall be:

- a) Call to Order
- b) Adoption of Agenda
- c) Public Hearings
- d) Delegations
- e) Approval of Minutes
- f) Financial Reports
- g) Old Business
- h) New Business
- i) Committee Reports
- j) Staff Reports
- k) Correspondence Items
- l) In-Camera
- m) Round table/Question period
- n) Adjournment

**5.5 Proceedings**

**5.5.1 Discussion Directed Through Chair**

All discussion at a Meeting shall be directed through the Chair.

**5.5.2 Pecuniary Interest**

5.5.2.1 Where a Member has a pecuniary interest in respect to a matter before the Council or Committee, the Member of Council must adhere to the provisions of Section 172 of the Municipal Government Act including:

- a) Disclosing the general nature of the pecuniary interest prior to any discussion of the matter;
- b) Abstaining from voting on the matter;
- c) Abstaining from any discussion of the matter, and
- d) Unless otherwise permitted by Section 172(2) or (3) of the Municipal Government Act to remain in the room, leaving the room in which the Meeting is being held until discussion and voting on the matter are concluded.

5.5.2.2 The Member's abstention and the nature of the pecuniary interest shall be noted in the Minutes.

5.5.2.3 A Member who has a Pecuniary Interest in a matter is not considered part of Quorum for that matter.

**5.5.3 Temporary Absence**

5.5.3.1 If a Member arrives late, leaves before the Meeting is adjourned, or is temporarily absent from the Meeting, the Meeting Minutes shall reflect such absence and the time of the absence.

#### 5.5.4 Speaking to Motions

5.5.4.1 No Member shall speak unless and until recognized by the Chair.

5.5.4.2 Unless permitted by the Chair, Members may speak only twice on any Motion, once in debate and once to ask questions.

5.5.4.3 The Chair may grant further permission to a Member to speak as follows:

- a) to provide an explanation of the Member's previous remarks if misunderstood;
- b) in the case of the mover, to answer questions from the floor directed to the Chair; and
- c) to allow the mover to close debate after the Chair has called for further discussion and all other Members have had an opportunity to be heard.
- d) The Chair may impose limits on the duration that Members shall speak on any matter as long as the amount of time given is the same for all Members.

### 6. Minutes

- 6.1 The CAO or designate shall prepare a written record of all Council Meetings that includes:
- a) The names of the Members present at and absent from the meeting.
  - b) All decisions and other proceedings.
  - c) The names of members of the public who speak to an item.
  - d) The names of the Members voting for or against a Motion that is not unanimous or defeated and those who are absent for the vote.
  - e) Any abstentions made under the Municipal Government Act by any Member and the reason for the abstention.
  - f) Any abstentions made as a result of a pecuniary interest and the reason for the abstention.
  - g) The signatures of the Mayor and the CAO.

### 7. Public Hearing Procedures

- 7.1 The Chair shall call the Public Hearing to order.
- 7.2 The Chair shall outline Public Hearing procedures.
- 7.3 Administration shall introduce the proposed bylaw or question.
- 7.4 The CAO or designate shall confirm the Public Hearing has been advertised in accordance with applicable legislation.
- 7.5 If in attendance, the Chair shall allow the applicant to present the application. The applicant shall state their name and present their application within a time period of 10 minutes. An extension may be granted by a motion of Council.
- 7.5 The Chair shall allow questions of clarification from Members to the applicant.
- 7.6 The Chair shall then open the floor to presentations from the public.
- 7.7 The Chair shall allow questions of clarification from Members to the individuals speaking to the proposed bylaw or resolution.
- 7.8 After hearing from those persons on the Speaker's List in support or in opposition, the Chair shall ask if anyone else present wishes to speak in support or in opposition to the proposed bylaw or resolution.

- 7.9 The Chair shall allow for a rebuttal from the applicant to the points raised by those who spoke in opposition to the application.
- 7.10 Following any rebuttal from the applicant the Chair shall ask for a Motion to close the Public Hearing.
- 7.11 Statutory Public Hearings must be closed before Council votes on the bylaw.
- 7.12 After the Public Hearing is closed, Council may debate the proposed bylaw or resolution and may do one of the following:
  - (a) amend the bylaw or resolution;
  - (b) pass the bylaw or resolution; or
  - (c) defeat the bylaw or resolution.
- 7.13 Members who are absent for the whole Public Hearing must abstain from voting on the matter.
- 7.14 Members who are absent for a part of the Public Hearing may abstain from voting on the matter.
- 7.15 If the number of Members present at a Meeting is less than Quorum after those Members referred to above leave, the debate and vote is adjourned to the time of the next regular Meeting.
- 7.16 The Meeting Minutes shall record the names of all persons who:
  - a) spoke for or against; and
  - b) provided written submissions in response to the Notice of Public Hearing for or against the proposed bylaw.

## **8. Delegations**

- 8.1 Individuals who wish to present an issue in front of Council must submit a written request to the CAO at least three (3) business days prior to the Council Meeting.
- 8.2 Reappearing before Council regarding the same matter shall only be permitted once six (6) months has passed from the original presentation.
- 8.3 No delegation shall address Council for longer than ten minutes, exclusive of the time required to answer questions from council, unless granted a time extension by a majority vote of members present.

## **9. Bylaws**

- 9.1 All proposed bylaws shall:
  - a) have a bylaw number assigned by the CAO or designate;
  - b) have a concise title indicating the purpose of the bylaw;
  - c) be presented in its entirety to all Councillors present at the Meeting prior to any Motion for first reading;
  - d) have three (3) separate and distinct readings;
  - e) be presented in its entirety including any amendments passed after first reading to all Councillors present at the Meeting prior to any Motion for third reading; and not be given more than two (2) readings at one (1) meeting, unless the Councillors present at the Meeting unanimously agree to a Motion to proceed to third reading.
- 9.2 Council shall hear an introduction of the proposed bylaw from Administration prior to first reading.
- 9.3 After first reading has been given, any Member may move the bylaw be read a second time.
- 9.4 Any amendments to the bylaw that are carried prior to the vote on third reading shall be considered to have been given first and second reading and shall be incorporated into the proposed bylaw.

- 9.5 Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw.
- 9.6 Proposed deletions to a bylaw shall be noted by “strikeout” and all proposed additions or amendments shall be reflected in red print.
- 9.7 If a bylaw is defeated on third reading the previous readings shall be rescinded.
- 9.8 A bylaw shall be rescinded if the bylaw does not receive third reading within two years from the date of the first reading.
- 9.9 A bylaw is effective from the date of third reading unless the bylaw provides for another effective date.
- 9.10 The Chair and the CAO shall sign and seal the bylaw as soon as reasonably possible after third reading.
- 9.11 The CAO or designate is designated to consolidate one or more bylaws as deemed convenient and in doing so, must:
  - (a) incorporate all amendments to the bylaw into one bylaw; and
  - (b) omit a provision that has been repealed or that has expired.

## **10. Motions**

- 10.1 Members may ask questions of administration before a motion is made, for the purposes of Amending motions.
- 10.2 Subsequent motions on the same topic may be made by any member.
- 10.3 After a motion is moved, it becomes the property of Council.
- 10.4 The Chair may speak to a motion at any time after it has been moved.
- 10.5 A motion may be withdrawn by the member that made the motion any time before voting occurs, subject to no objection from any member present. Motions withdrawn in this manner shall not be recorded in the minutes.
- 10.6 A friendly amendment, defined as a proposed change in wording that enhances and strengthens the original motion, may be proposed and adopted if the mover of the motion approves. Only the motion as amended by the friendly amendment shall appear in the minutes.
- 10.7 When a motion contains more than one distinct proposition, Council shall vote on each proposition separately if any member so requests or the presiding officer so directs.
- 10.8 After a motion has been made, a member may request further information. The Chair shall provide the information or direct the request to administration or to the appropriate member.
- 10.9 After a motion has been made, no other motion may be made except for:
  - a) A motion to amend the motion on the table;
  - b) A motion to table the motion until a time later in the meeting; or
  - c) A motion to postpone the main motion to a definite date of a future meeting.
- 10.10 Any member may request that the Chair call a vote on a motion, and the Chair shall consider and rule on the request immediately.
- 10.11 Once the presiding officer has called the vote on a motion on the floor, no member may speak to the motion until after the result of the vote has been declared.
- 10.13 Motions shall be recorded in the minutes as “carried” or “defeated” and, in the case of a split vote, the names of those who voted for and against the motion shall be recorded.

10. Severability

If any term of this Bylaw is found to be invalid, illegal, or unenforceable by a court or tribunal having the jurisdiction to do so, that term is to be considered to have been severed from the rest of this bylaw, and the rest of the bylaw remains in force unaffected by that finding or by the severance of that term.

11. Enactment

This Bylaw shall take effect at the date of final passing thereof and rescind any previous Procedural Bylaws of the Town of Sedgewick.

**First Reading** passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this \_\_\_\_ day of \_\_\_\_, 2017.

**Second Reading** passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this \_\_\_\_ day of \_\_\_\_, 2017.

**Third Reading** passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this \_\_\_\_ day of \_\_\_\_, 2017.

TOWN OF SEDGEWICK

MAYOR

CHIEF ADMINISTRATIVE OFFICER



## **APPLICATION TO AMEND LAND USE BYLAW #461**

### **EXECUTIVE SUMMARY**

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The Town of Sedgewick has received an application to amend Bylaw #461, the Land Use Bylaw.

### **BACKGROUND**

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Plan 8221051, Block 31, Lot 5 is currently zoned as "I" Industrial District and intended for such uses as community halls, museums, schools, etc. Historically the property has been a Legion Hall.

An application was received from the owner to rezone the property to "C1" Commercial Central District which is inclusive of restaurants and food and/or beverage service facilities. The future intended use of the property is as a restaurant/lounge.

Town Council may amend the Land Use Bylaw pursuant to the provisions of the Municipal Government Act.

Upon giving first reading, Council shall set a date for the public hearing.

After considering the Municipal Development Plan and any representation made at a public hearing, Council may make such changes as it considers necessary to the proposed amendment, if any, and proceed to pass the proposed amendment or defeat the proposed amendment.

Attached is proposed Bylaw No. 534, an Amendment to Land Use Bylaw #461.

### **BUDGET IMPLICATIONS**

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None

### **ALTERNATIVES**

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1. Council may give first reading to Bylaw No. 534, an Amendment to Land Use Bylaw #461 with a public hearing to take place on January 18<sup>th</sup> at 6pm at the Town office Council Chambers.
2. Council may defeat first reading of Bylaw No. 534.
3. Council may direct Administration to bring back further information on the proposed Bylaw amendment and/or application.



# TOWN OF SEDGEWICK

## REQUEST FOR DECISION

DECEMBER 21<sup>ST</sup>, 2017

APPLICATION TO AMEND LAND USE BYLAW

### RECOMMENDATION

---

1. That Council give first reading to Bylaw No. 534, an Amendment to Land Use Bylaw #461 with a public hearing to take place on January 18<sup>th</sup> at 6pm at the Town office Council Chambers.

### ATTACHMENTS

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1. LUB Application 17.01
2. Map
3. Bylaw No. 534



**Application for Amendment to the Land Use Bylaw – Town of Sedgewick**

Application # \_\_\_\_\_

I/we hereby make an application to Sedgewick Town Council to amend the Land Use Bylaw.

**Applicant(s):**

Name: Clayton Hinkey-The Leaf Corp Phone: 780-385-5555

Address: Box 364 Sedgewick AB T0B 4C0

**Registered Owner of Land:**

Name: The Leaf Corp Phone: <sup>780</sup>385-5555

Address: Box 277 Hardisty AB T0B 1V0

**Land Description:**

Plan 8221051 Block 31 Lot (s) 5

OR \_\_\_\_\_

**Amendment Proposed:**

Current Zoning: <sup>Institutional</sup>  
~~Unknown~~

Proposed Zoning: <sup>Central</sup>  
Commercial <sup>CI</sup>

**Reason in support of Application for Zoning Amendments:**

Creating business to replace empty building in business area. No structural changes or building footprint changes

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## Attachments:

1. Certificate of Title: X
2. Area Structure Plan: No change
3. Site Plan with Map: No change
4. Other: \_\_\_\_\_

Application Fee: \$250  
Digitally signed by Clayton Hinkey  
Date: 2017.10.18 19:27:53 -06'00'

Registered Owner Signature

Oct 17 2017

Date

  
Digitally signed by Clayton  
Hinkey  
Date: 2017.10.18 19:28:27 -06'00'

Applicant's Signature

Oct 17 2017

Date

---

*Town Use Only*Date of Council Meeting: Dec. 21 / 17Public Hearing Date: Jan. 18 / 17

Final Rezoning Decision: \_\_\_\_\_



TOWN OF SEDGEWICK  
BYLAW NO. 534/17  
AMENDMENT TO LAND USE BYLAW #461

A BYLAW OF THE TOWN OF SEDGEWICK, IN THE PROVINCE OF ALBERTA, TO  
AMEND LAND USE BYLAW #461

**WHEREAS** the Council of the Town of Sedgewick deems it necessary to amend the Land Use Bylaw; and

**WHEREAS** the Municipal Government Act, R.S.A 2000, Chapter M26 as amended provides that a Municipal Council may amend its Land Use Bylaw;

**NOW THEREFORE** the Council of the Town of Sedgewick, duly assembled, enacts as follows:

1. That Plan 8221051 - Block 31 – Lot 5 be rezoned from “I” Institutional to “C1” Commercial Central.

This bylaw shall take effect on the date of passing third and final reading .

**FIRST READING** passed in open Council duly assembled in the Town of Sedgewick, in the Province of Alberta this 21st day of December, AD. 2017.

**SECOND READING** passed in open Council duly assembled in the Town of Sedgewick, in the Province of Alberta this \_\_\_\_ day of \_\_\_\_\_, AD. 2018.

**THIRD AND FINAL READING** passed in open Council duly assembled in the Town of Sedgewick, in the Province of Alberta, this \_\_\_\_ day of \_\_\_\_\_, AD. 2018.

TOWN OF SEDGEWICK

MAYOR

CHIEF ADMINISTRATIVE OFFICER



# TOWN OF SEDGEWICK

## REQUEST FOR DECISION

DEC. 21<sup>ST</sup>, 2017  
2018 SEDGEWICK LIBRARY BUDGET

### 2018 SEDGEWICK LIBRARY BUDGET

#### EXECUTIVE SUMMARY

---

The Sedgewick Library Board has submitted their Budget for 2018. Included is a request for \$7500 in funding. In 2017 the Town committed \$7000 to the Sedgewick Library Board.

#### BACKGROUND

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The budget shows income of \$37,279.40 and expenses of \$36,390 for 2018. Included in revenue is \$7500 in the form of an operational grant from the Town of Sedgewick. This is a 7% increase from 2017.

#### BUDGET IMPLICATIONS

---

\$7500 operational grant from the Town.

#### ALTERNATIVES

---

1. Council may approve the 2018 Sedgewick Library budget as presented.
2. Council may choose not to approve the 2018 Sedgewick Library budget as presented.

#### RECOMMENDATION

---

1. That Council approve the 2018 Sedgewick Library budget as presented.

#### ATTACHMENTS

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1. 2018 proposed Sedgewick Library Budget

# Sedgewick Municipal Library

## Profit & Loss Budget Overview

### January through December 2018

	Jan - Dec 18
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Amts rec'd from Federal Gov't	0.00
Book Sales & Overdue Jar	300.00
Donations (not receipted)	
Battle River Community Found	700.00
Friends of the Library	7,040.00
Sedgewick Legion	0.00
Donations (not receipted) - Other	1,500.00
<b>Total Donations (not receipted)</b>	<b>9,240.00</b>
Fines Collected	50.00
Fundraising Income	
Community Spirit Calendar	6,000.00
<b>Total Fundraising Income</b>	<b>6,000.00</b>
Gifts rec' from other charities	0.00
Government Funding	
Parkland Regional Library	2,486.40
Provincial Operating Grant	8,503.00
Town Appropriation Grant	7,500.00
<b>Total Government Funding</b>	<b>18,489.40</b>
Interest Income	0.00
Membership Fees	2,300.00
Printer & Fax Revenue	200.00
Proctoring Exam	300.00
Program Revenue	250.00
Tax-receipted gifts	150.00
<b>Total Income</b>	<b>37,279.40</b>
<b>Expense</b>	
Advertising and Programs	500.00
Bank Service Charges	0.00
Books	2,000.00
Building Maintenance	200.00
Community Spirit Calendar	2,000.00
Donation to Lougheed	0.00
Equipment	50.00
Equipment Maintenance	0.00
Financial Review	100.00
GST Non-recoverable	150.00
Interest Expense	0.00
Library Supplies	250.00
Lost & Damaged Books	0.00
Payroll Expenses	
Casual Staff	4,000.00
CPP Expense	1,300.00
EI Expense	700.00
Library Manager	
Staff Income Tax	3,500.00
Library Manager - Other	14,500.00
<b>Total Library Manager</b>	<b>18,000.00</b>
<b>Total Payroll Expenses</b>	<b>24,000.00</b>
Periodicals	200.00
Postage	50.00
Program Expense	
Building Blocks	0.00
Program Expense - Other	0.00
<b>Total Program Expense</b>	<b>0.00</b>

8:56 PM

14/11/17

Accrual Basis

**Sedgewick Municipal Library**  
**Profit & Loss Budget Overview**  
January through December 2018

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	Jan - Dec 18
Staff Development	350.00
Staff Travel	200.00
Stationery & Printing Expense	500.00
Telephone Expense	800.00
Utilities	5,040.00
Total Expense	36,390.00
Net Ordinary Income	889.40
Net Income	<b>889.40</b>



# TOWN OF SEDGEWICK

## REQUEST FOR DECISION

DEC. 21<sup>ST</sup>, 2017  
2018 RECREATION CENTRE BUDGET

## 2018 RECREATION CENTRE BUDGET

### EXECUTIVE SUMMARY

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The Recreation Centre Board has submitted their Budget for 2018.

### BACKGROUND

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The Rec Centre 2018 budget is showing an increase of 4.5% from \$448,020 in 2017 to \$468,484 in 2018. Notables include a budgeted increase of 95% in full-time salaries and a 10% reduction in general goods and services.

### BUDGET IMPLICATIONS

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None

### ALTERNATIVES

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1. Council may approve the 2018 Recreation Centre budget as presented.
2. Council may choose not to approve the 2018 Recreation Centre as presented.

### RECOMMENDATION

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1. That Council approve the 2018 Recreation Centre budget as presented.

### ATTACHMENTS

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1. 2018 proposed Rec Centre Budget

**Sedgewick Recreation Facility 2018 Approved Budget**

Revenues:	2016 Actual	2017 Budget	2017 Actual Jan -Oct 23/17	% of Budget Oct 2017 (83%)	2018 Budget
Ag Society - Annual	\$ 17,500.00	\$ 17,500.00	\$ -	0%	\$ 14,500.00
Facility Room Rentals	\$ 8,261.91	\$ 8,000.00	\$ 10,559.29	132%	\$ 11,000.00
July 1st Revenues	\$ 7,588.15	\$ 7,500.00	\$ 3,079.57	41%	\$ 5,000.00
Fundraisers/Raffles/Signage	\$ 7,268.43	\$ 20,000.00	\$ 16,590.26	83%	\$ 10,000.00
Arena Revenue (winter)	\$ 74,165.38	\$ 78,000.00	\$ 62,344.28	80%	\$ 80,000.00
Arena Revenue (spring/summer)	\$ 6,209.52	\$ 6,000.00	\$ 7,309.52	122%	\$ 10,000.00
Bowling Revenues	\$ 32,629.56	\$ 30,000.00	\$ 30,602.41	102%	\$ 32,000.00
Curling Revenues	\$ 28,742.29	\$ 30,000.00	\$ 22,159.50	74%	\$ 30,000.00
Library Lease/UT	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	100%	\$ 4,800.00
Concession	\$ 93,851.73	\$ 100,000.00	\$ 74,116.87	74%	\$ 109,934.00
Co-op Gift Cards	\$ 89,225.00	\$ 100,000.00	\$ 59,700.00	60%	\$ 100,000.00
Co-op Gift Card - Dividend	\$ 6,485.87	\$ 6,000.00	\$ 3,600.00	60%	\$ 6,000.00
Bank Interest	\$ 19.17	\$ 20.00	\$ 19.84	99%	\$ 50.00
Ag OP Grant	\$ 27,500.00	REMOVED	\$ -	0%	REMOVED
Capital Grants	\$ 20,376.00	REMOVED	\$ 15,000.00	100%	\$ 15,000.00
County Recreation Funding	\$ -	\$ 27,700.00	\$ 27,500.00	99%	\$ 27,500.00
Other	\$ 9,032.53	\$ 500.00	\$ 446.34	89%	\$ 500.00
Donations	\$ 11,500.00	\$ 10,000.00	\$ 11,196.74	112%	\$ 10,000.00
ATM Fee Income	\$ 1,670.50	\$ 2,000.00	\$ 1,322.50	66%	\$ 2,200.00
<b>Total Revenues:</b>	<b>\$ 446,826.04</b>	<b>\$ 448,020.00</b>	<b>\$ 350,347.12</b>	<b>78%</b>	<b>\$ 468,484.00</b>

Minor Ball, Football, Playschool, Table & Chair Rentals

Includes \$6100.00 Invoiced signage for 2017/2018 Season

Lacrosse, Grad, summer rentals

\$28,571.43 Invoiced 2017/2018 season

Utility Rebate

Expenditures:				% of Budget	
Salaries (Full Time)	\$ 43,200.00	\$ 43,200.00	\$ 29,056.59	67%	\$ 84,240.00
Salaries (Part-Time)	\$ 56,897.20	\$ 61,500.00	\$ 41,584.90	68%	\$ 62,700.00
Salaries - Employer Contr.	\$ 7,758.69	\$ 9,120.00	\$ 5,024.83	55%	\$ 14,694.00
Education/Training	\$ 200.00	\$ 1,000.00	\$ -	0%	\$ 1,000.00
Office Supplies	\$ 2,210.41	\$ 2,000.00	\$ 1,486.71	74%	\$ 2,000.00
Advertising/Promotional	\$ -	\$ 1,000.00	\$ 945.59	95%	\$ 1,000.00
Service Charges	\$ 132.30	\$ 200.00	\$ 210.80	105%	\$ 400.00
General Goods & Services	\$ 126,444.64	\$ 110,000.00	\$ 74,630.26	68%	\$ 100,000.00
Janitorial Supplies	\$ 3,542.44	\$ 5,000.00	\$ 2,928.02	59%	\$ 5,000.00
OH&S	\$ 671.25	\$ 750.00	\$ 1,006.75	134%	\$ 750.00
Freight	\$ 1,250.00	\$ 100.00	\$ -	0%	\$ 100.00
Telephones/Alarms	\$ 2,883.72	\$ 3,000.00	\$ 1,893.56	63%	\$ 3,000.00
Audit Fees	\$ 1,960.00	\$ 2,000.00	\$ -	0%	\$ 2,000.00
Waste Management Fees	\$ 1,366.70	\$ 1,400.00	\$ 910.00	65%	\$ 1,400.00
Insurance	\$ 221.72	\$ 270.00	\$ -	0%	\$ 200.00
Building R&M	\$ 17,233.27	\$ 20,000.00	\$ 14,879.23	74%	\$ 20,000.00
Equipment R&M	\$ 14,218.06	\$ 25,000.00	\$ 18,602.25	74%	\$ 25,000.00
Electricity	\$ 64,709.42	\$ 71,240.00	\$ 52,484.16	74%	\$ 70,000.00
Gas	\$ 14,754.35	\$ 26,240.00	\$ 16,010.37	61%	\$ 25,000.00
Concession Exp.	\$ 45,057.48	\$ 65,000.00	\$ 35,831.62	55%	\$ 50,000.00
Capital Contribution	\$ 15,000.00	REMOVED	\$ 7,600.00	0%	REMOVED
<b>Total Expenditures:</b>	<b>\$ 419,711.65</b>	<b>\$ 448,020.00</b>	<b>\$ 305,085.64</b>	<b>68%</b>	<b>\$ 468,484.00</b>
<b>Net Surplus/(Deficit)</b>	<b>\$ 27,114.39</b>	<b>\$ -</b>	<b>\$ 45,261.48</b>		<b>\$ -</b>

Facility Manager & Concession Supervisor

All other staff including \$14,400 Bookkeeper increase of \$200.00 per month, \$13,500.00 for ice man

Receiver General payroll remits \$146,940.00 Employee wage \*10%

Bank Charges

Program Exp's, Bowling Exp's, First Aid/Safety, Fundraising Exp

WCB

All General Repairs to Facility including Arena repairs that are not equip related

Zamboni Repairs, Curling & Arena Ice Plant Repairs

Includes \$7000 for implementation of federal carbon tax

1.5% of exp to account for federal carbon tax is \$7000 which is included in Gas Budget numbers

2017 Concession Reno \$36,063.00

Capital Account \$28,000.00





## **FEES AND CHARGES BYLAW #536/17**

### **EXECUTIVE SUMMARY**

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The Fees and Charges Bylaw is presented to Council for review at the end of each year.

### **BACKGROUND**

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After Council's input during the Strategic Planning Meeting on December 7<sup>th</sup>, 2017 the Fees and Charges Bylaw has been amended as attached to this issue.

Most fees have not been updated in a number of years. In comparing current fees with nearby communities of similar size, in general the Town of Sedgewick has fees that are near the lower end.

### **BUDGET IMPLICATIONS**

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Increase in revenue due to an overall increase in fees

### **ALTERNATIVES**

---

1. Council may give first reading to bylaw 536/17, the Fees and Charges Bylaw.
2. Council may give first, second and third reading to Bylaw 536/17, the Fees and Charges Bylaw.
3. Council may direct administration to make changes to Bylaw 536/17, the Fees and Charges Bylaw and bring back to Council at a later date for further review.

### **RECOMMENDATION**

---

1. Council may give first reading to bylaw 536/17, the Fees and Charges Bylaw.

### **ATTACHMENTS**

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1. Fees and Charges Comparison Spreadsheet
2. Bylaw 536/17 Fees and Charges Bylaw

## ***Fees and Charges Comparison Dec. 2017***

	<b>Sedgewick</b>	<b>Killam</b>	<b>Hardisty</b>	<b>Daysland</b>	<b>Forestburg</b>	<b>Sedgewick New</b>	<b>% Change</b>
<b>Water</b>							
Consumption	\$1.50	\$1.00	\$1.85	\$1.80	\$2.10	\$1.65	10%
Connection/reconnection	\$50.00	\$50.00	\$110.00	\$100.00	\$100.00	\$55.00	10%
Infrastructure maintenance fee	\$11.52	\$20.00	\$19.00	\$36.00	\$23.00	\$12.67	10%
<b>Sewer</b>							
Residential Rate	\$19.65	\$1.50/m <sup>3</sup>	\$1.30/m <sup>3</sup>	0.77/m <sup>3</sup>	\$1.55/m <sup>3</sup>	\$21.62	10%
Infrastructure fee	\$9.75	\$16.00	\$16.00	\$31.00	\$5.00	\$10.73	10%
<b>Solid Waste</b>							
Residential	\$28.75	\$33.00	\$30.50	\$36.00	\$37.00	\$31.00	8%
Non-res	\$28.75	\$33.00	\$50.00	\$36.00	\$37.00	\$31.00	8%
<b>Administration Fees</b>	<b>Sedgewick</b>	<b>Killam</b>	<b>Hardisty</b>	<b>Daysland</b>	<b>Forestburg</b>		
Photocopying B&W	\$0.25	\$0.50	\$0.45	\$0.50	\$0.25	\$0.50	100%
Photocopying color	\$0.50	\$0.50	\$0.65	\$0.50	\$1.00	\$0.75	50%
Fax Services/page	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	0%
NSF cheque	\$30.00	\$50.00	\$60.00	\$50.00	\$35.00	\$35.00	17%
Tax certificate confirming tax payment	\$30.00	\$25.00	\$40.00	\$50.00	\$40.00	\$35.00	17%
Tax certificate with detailed tax statement	\$30.00	\$25.00	\$40.00	\$50.00	\$40.00	\$35.00	17%
Assessment information	\$30.00					\$35.00	17%
Compliance Certificate	\$100.00	\$150.00	\$150.00	\$100.00	\$100.00	\$110.00	10%
MDP	\$30.00		\$20.00	\$30.00	\$30.00	\$35.00	17%
Land Use Bylaw	\$30.00		\$25.00	\$30.00	\$30.00	\$35.00	17%
County map	\$25.00		\$35.00	\$20.00		\$30.00	20%
Prov. Flag	\$72.00	\$100.00	\$110.00			\$80.00	11%
Canadian Flag	\$54.50	\$100.00	\$70.00			\$60.00	10%
LUB amendment app. Fee	\$250.00		\$1,000.00	\$200.00	\$500.00	\$275.00	10%
<b>Cemetery</b>	<b>Sedgewick</b>	<b>Killam</b>	<b>Hardisty</b>	<b>Daysland</b>	<b>Forestburg</b>		
Sale of Plot (casket burial)	\$200.00	\$200.00	\$650.00	\$300.00	\$200.00	\$220.00	10%

Sale of Plot (cremation burial)	\$50.00	\$100.00			\$150.00	\$55.00	10%
Memorial Book Space	\$50.00					\$55.00	10%
Opening & Closing of Plots:							
Casket - summer	\$300.00	\$550.00	\$610.00			\$330.00	10%
Casket - winter	\$900.00	\$750.00				\$900.00	0%
Cremation - summer	\$50.00	\$100.00	105			\$55.00	10%
Cremation - winter	\$150.00	\$150.00				\$165.00	10%
Weekend/holiday buials (Casket)	\$500.00					\$550.00	10%
Weekend/holiday buials (Cremation)	\$100.00					\$110.00	10%
Memorial Book Plaques	per invoice					\$200.00	
Cemetery Monument Application	\$25.00	\$25.00				\$30.00	20%
Grave liners	\$550.00	\$550.00	\$565.00			\$600.00	9%
<b>Development Applications</b>							
Residential permit	\$50.00	\$50.00	\$110+	\$125.00	\$50+	\$55.00	10%
Commercial permit	\$50.00	\$50.00		\$200.00	\$50+	\$55.00	10%
Fences, decks, small structures	\$25.00	\$25.00			\$25.00	\$30.00	20%
<b>Fire</b>							
Pumper callout per unit	\$650.00	\$650.00	\$650.00	\$650.00	\$400.00	\$650.00	0%
Subsequent hours per unit	\$300.00	\$350.00	\$300.00	\$200.00	\$160.00	\$300.00	0%
False Alarm per unit	\$300.00	\$250.00	\$500.00	\$250.00	\$100.00	\$250.00	-17%
firefighter per hour	\$20/hr		\$31/hr			\$20.00	10%
Medical Assists	\$200.00				no charge	\$0.00	-100%
<b>Equipment Rental</b>							
Bucket truck with operator:							
InTown of Sedgewick	\$80.00	per hour				\$90.00	13%
Out of Town of Sedgewick	\$100.00	per hour				\$110.00	10%
Grader with operator	\$137.00	per hour				\$150.00	9%
Gravel Truck (3 ton) with operator	\$105.00	per hour				\$115.00	10%
One Ton Truck	\$60.00	per hour				\$65.00	8%
Tractor Mower	\$60.00	per hour				\$65.00	8%
Hand Tamper	\$60.00	per day				\$65.00	8%

Transit	\$10.00 per day	\$15.00	50%
Street sweeper with operator	\$110.00 per hour	\$125.00	14%
Hotsy with operator	\$60.00 per hour	\$65.00	8%
Waterblaster	\$60.00 per hour	\$65.00	8%
Backhoe with operator	\$125.00 per hour	\$137.00	10%
Metal Detector	NC per day	NC	
Estate Sprayer	\$40.00 per day	\$50.00	25%
Tractor Broom with operator	\$110.00 per hour	\$120.00	9%
Trench shoring	\$25.00 per day	\$30.00	20%
Sidewalk forms	\$10.00 each	\$12.00	20%
Barricades	\$5.00 each	\$5.00	0%
Sewer Camera	\$150.00 per hour	\$165.00	10%
Sanitary Rotorooter	\$150.00 per hour	\$165.00	10%

**TOWN OF SEDGEWICK**  
**BYLAW NO. 536/17**  
**TOWN OF SEDGEWICK FEES AND CHARGES BYLAW**

---

**A BYLAW OF THE TOWN OF SEDGEWICK, IN THE PROVINCE OF ALBERTA, TO  
PROVIDE FOR THE ESTABLISHMENT OF GENERAL FEES AND CHARGES FOR GOODS  
AND SERVICES AS DELIVERED TO THE COMMUNITY**

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

**AND WHEREAS** pursuant to section 8 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, a Council may pass bylaws to establish fees and charges for the provision of certain goods and services;

**NOW THEREFORE** the Council of the Town of Sedgewick in the Province of Alberta, duly assembled, enacts as follows:

**1. Title**

1.1. This bylaw shall be known and cited as the "Fees and Charges Bylaw."

**2. Water Service Charges**

Monthly Water Rates

2.1 Water fee of \$1.65 per m<sup>3</sup> shall be levied.

2.2 Each water account shall be levied a Meter Replacement Fee of \$5.

2.3 Every property with a curb control valve shall be levied an Infrastructure Renewal Fee of \$12.67.

2.4 Reconnection Fee for discontinued service due to non-payment or upon request shall be \$55.00.

2.5 Variances:

- a) Split or shared services served by one meter shall equally fund the Infrastructure Renewal Fee of \$12.67
- b) Non-metered water accounts fees:
  - i) Non-residential accounts \$11.55
  - ii) Residential accounts \$33.00

### **3. Sanitary Sewer Service Charges**

#### Monthly Sanitary Sewer Rates

Sewer Level	Fee
I	20.91
II	21.62
III	54.78
IV	69.82
V	93.31
VI	115.30

- 3.1 All residential properties shall be placed at Level II.
- 3.2 The Town shall have the right to decide which classification any building belongs.
- 3.2 Variations:
  - a) Apartments and commercial properties with residential accommodations shall be placed on Level I for each suite
- 3.4 Infrastructure Renewal Fee shall be \$11 per month, per account.
- 3.5 Properties not connected to the sanitary sewer system are exempt from the Infrastructure Renewal Fee.
- 3.6 Variance:
  - a) Split or shared services served by one service shall equally fund the Infrastructure Renewal Fee.

### **4. Solid Waste Management Charges**

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

- 4.1 The following monthly user fees shall be imposed:
  - a) Residential properties \$31.00
  - b) Non-Residential properties, not renting a bin \$31.00
  - c) Duplex Units, each \$31.00
  - d) All commercial accounts renting a bin will be invoiced separately by the Flagstaff Regional Solid Waste Management Association.

### **5. Natural Gas Service Charges**

The following monthly user fees shall be imposed:

- 5.1 Gas meter maintenance charge \$25.00
- 5.2 Administration fee \$ 0.45/Gj
- 5.3 Delivery Charge \$ 0.95/Gj
- 5.4 Other fees:

**BYLAW 536/17**

**TOWN OF SEDGEWICK FEES AND CHARGES BYLAW**

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- a) Reconnection fee for discontinued service, due to non-payment or upon request  
\$50.00
- b) Gas Line Installation fees:
  - Residential lines
  - Summer \$1,500
  - Winter (Nov.1 – Mar.31) \$1,500 plus extra installation costs
  - Commercial lines
  - Summer \$1,500
  - Winter (Nov.1 – Mar.31) \$1,500 plus extra installation costs
  - Large meters (>AL225 size) \$1,500 plus extra installation costs
  - All Installations over 25 metres length \$1,500 plus extra installation costs

**6. Bulk Water Service Charges**

- 6.1 \$12 per m3 (\$0.055/gallon) at bulk water distribution station
- 6.2 The sale of the water and the amount sold shall be at the discretion of the Town of Sedgewick or its authorized officials, having regard to its own needs and local situation at the time.
- 6.3 The rates hereby imposed shall be payable upon receipt of the invoice from the Town and, if in default over 30 days, the Town shall have the right to deny any future requests for water.
- 6.4 Invoices shall be due on the last day of each and every month. In the event the charges remain unpaid after the last day of each billing month, there shall be added thereto by way of a penalty, an amount which shall be 2% of the then unpaid bill. The said penalty shall be added to and shall form part of the unpaid bulk water bill. The Town may enforce its right to deny future request for water until said outstanding amounts are paid in full.

**7. General Office Fees**

- 7.1. Photocopies:
  - a) Black & white \$0.50/page
  - b) Color \$0.75/page
- 7.2 Fax Services \$1/page
- 7.3 NSF Cheque Charge \$35
- 7.4 Tax Certificate confirming Tax Payment \$35
- 7.5. Tax Certificate with Detailed Tax Statement \$35
- 7.6 Assessment Information \$35
- 7.7 Compliance Certificate \$110
- 7.8 Municipal Development Plan \$35
- 7.9 Land Use Bylaw \$35
- 7.10 County Map \$30
- 7.11 Provincial Flag \$80/each
- 7.12 Canadian Flag \$60/each
- 7.13 Application Fee – Amending LUB \$275 per application plus all advertising fees

**BYLAW 536/17**  
**TOWN OF SEDGEWICK FEES AND CHARGES BYLAW**

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**8. Public Equipment Rentals**

8.1	Bucket truck with operator:	
	a) In the Town of Sedgewick	\$90/hour
	b) Outside of the Town of Sedgewick	\$110/hour + mileage
8.2	Grader with operator:	\$150/hour
8.3	Gravel Truck (3 ton) with operator	\$115/hour
8.4	One Ton Truck	\$65/hour
8.5	Tractor Mower	\$65/hour
8.6	Hand Tamper	\$65/day
8.7	Transit	\$15/day
8.8	Street sweeper with operator	\$125/hour
8.9	Hotsy with operator	\$65/hour
8.10	Waterblaster	\$65/hour
8.11	Backhoe with operator	\$137/hour
8.12	Metal Detector	N/C (\$50 deposit required)
8.13	Estate Sprayer	\$50/day
8.14	Tractor Broom with operator	\$120/hour
8.15	Trench shoring	\$30/day
8.16	Sidewalk forms	\$12/form
8.17	Barricades	\$5/barricade per day
8.18	Sanitary Sewer Camera	\$165/hour plus travel
8.19	Sanitary Rotorooter	\$165/hour

Notes: A \$50 per hour fee shall be charged for a second operator for all equipment rentals.  
Charges per kilometer shall apply to out of town rentals at the prevailing mileage rate.

A 15% administration fee shall be levied on all invoices.

**9. Cemetery and Memorial Cairn Fees**

9.1	Sale of Plot (casket burial)	\$220
9.2	Sale of Plot (cremation burial)	\$ 55
9.3	Memorial Book Space	\$ 55
9.4	Opening & Closing of Plots	
	a) Casket	
	Summer	\$330
	Winter (Nov. 1 April 30)	\$900
	b) Cremation	
	Summer	\$ 55
	Winter (Nov. 1 April 30)	\$165
	c) Weekends/Holidays	
	Weekend/Holiday Burials (Casket)	Additional \$550 fee
	Weekend/Holiday Burials (Cremations)	Additional \$110 fee
9.5	Memorial Book Plaques	\$200
9.6	Cemetery Monument Application	\$30
9.7	Grave liners	\$600
9.8	Conduit Pipes	
	(intended for grave decorations) 24" in length	



**BYLAW 536/17**

**TOWN OF SEDGEWICK FEES AND CHARGES BYLAW**

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a) ¾"	\$2/each
b) 1"	\$3.50/each
c) 1 ½"	\$7/each

**10. Subdivision Applications**

- 10.1 Rates are set as per Municipal Planning Services and are subject to change.
- 10.2 No per lot application fee or endorsement fee is charged for the following:
  - a) Utility lots, reserve lots, or roads
  - b) To separate two or more lots which are on a single title.
  - c) To adjust the boundaries of an existing lot, or
  - d) Where the line of subdivision follows a surveyed intervening ownership.

**11. Development Application Permit Fees**

11.1 Residential Permit Fee	\$55
11.2 Commercial Permit Fee	\$55
11.3 Fences, Decks, Additions, Renovations, Small structures including garages	\$30

**12. Municipal Firefighting Services**

- 12.1 Fire Pumper Call-out – 1st hour (per unit) \$650.00
- 12.2 Each and every subsequent Hour (per unit) \$300
- 12.3 Fire Pumper Call-out – False Alarm (per unit) \$250
- 12.4 Volunteer Firefighter, per hour, per firefighter (in-town, three hours minimum) - \$20.00
- 12.5 Volunteer Firefighter, per hour, per firefighter (out of town RURAL, three hour minimum) - \$20.00
- 12.6 Volunteer Firefighter, per hour, per firefighter (out of town URBAN, three hour minimum) - \$30.00
- 12.7 Medical Assists – In-town – No Charge

**13. Severability**

- 13.1 If any term of this Bylaw is found to be invalid, illegal, or unenforceable by a court or tribunal having the jurisdiction to do so, that term is to be considered to have been severed from the rest of this bylaw, and the rest of the bylaw remains in force unaffected by that finding or by the severance of that term.

**14. Enactment**

- 14.1. This Bylaw shall take effect at the date of final passing thereof.
- 14.2. All previous rates for Goods and Services as delivered to the Community and as noted in this bylaw will be revoked and replaced by the above rates for Goods and Services as delivered in the Community.
- 14.3. All previous rates for Goods and Services as delivered to the Community, and NOT noted in this bylaw, shall be deemed not changed or adjusted by Council and shall remain intact for those Goods and Services as delivered to the Community.
- 14.4. Bylaw 528 is hereby rescinded.

**BYLAW 536/17**

**TOWN OF SEDGEWICK FEES AND CHARGES BYLAW**

---

**First Reading** passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this \_\_\_\_ day of \_\_\_\_, 2017.

**Second Reading** passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this \_\_\_\_ day of \_\_\_\_, 2017.

**Third Reading** passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this \_\_\_\_ day of \_\_\_\_, 2017.

**TOWN OF SEDGEWICK**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**



# TOWN OF SEDGEWICK

## REQUEST FOR DECISION

DEC. 21<sup>ST</sup>, 2017

BATTLE RIVER WATERSHED ALLIANCE

## BATTLE RIVER WATERSHED ALLIANCE – REQUEST FOR FUNDING

### EXECUTIVE SUMMARY

---

The Battle River Watershed Alliance is requesting a commitment of \$0.50 per capita as part of their 2018 municipal funding request.

### BACKGROUND

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The Battle River Watershed Alliance is requesting \$428.50 from the Town of Sedgewick based off of 2014 census numbers which show a population of 857. The 2016 census shows a population of 811 in Sedgewick. The Town of Sedgewick funded the Alliance by \$428.50 in both 2015 and 2016.

### BUDGET IMPLICATIONS

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Requisition of \$428.50

### ALTERNATIVES

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1. Council may approve funding the Battle River Watershed Alliance by \$428.50 for 2018.
2. Council may approve funding the Battle River Watershed at a different amount.
3. Council may decide not to fund the Battle River Watershed in 2018.

### RECOMMENDATION

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1. That Council approve funding the Battle River Watershed Alliance by \$428.50 for 2018

### ATTACHMENTS

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1. Letter from Battle River Watershed Alliance



Town of Sedgewick  
Box 129  
Sedgewick Alberta T0B 4C0

RECEIVED  
NOV 14 2017

October 26, 2017

Dear Town of Sedgewick Council,

**Annual Municipal Funding Request from the Battle River and Sounding Creek Watershed Alliance**

---

We request the Town of Sedgewick make a commitment of fifty cents per capita as part of our annual municipal funding request. Your contribution makes a difference and allows our work to continue. Your funding supports watershed education, stewardship and planning within our watersheds.

It is our vision to have a watershed that sustains abundant life now and for future generations. In order to meet our vision and provide important services in our communities, we rely on the generosity of municipalities, individuals and businesses for financial support. Without your help each year we would be limited in our work across the watershed.

2017 saw the completion of our new Traversing Terrain and Experience Atlas. This watershed atlas is a beautiful book and starting in November we are selling only 1500 copies. If the Town of Sedgewick would like copies of the atlas please use the enclosed order form and we will deliver them to you.

We have enclosed an invoice in the amount of \$428.50 for your convenience. The invoice is based on 2014 census data (857) and the portion of the Town of Sedgewick (100%) located in the Battle River and Sounding Creek Watersheds.

I thank you for your consideration, as local funding is very important and truly appreciated. All funds remain in the watershed to support local programs and initiatives. We are very willing to attend any future meeting to give your Council an update on our current work, especially our Watershed Management Plan.

Sincerely,

A handwritten signature in blue ink, appearing to read "Barb Bosh".

Barb Bosh, Chairperson  
Battle River and Sounding Creek Watershed Alliance



## **CONTRACT RENEWAL FOR BYLAW ENFORCEMENT SERVICES**

### **EXECUTIVE SUMMARY**

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The contract with NIC.212 Services Ltd for bylaw enforcement services expires as of December 31<sup>st</sup>, 2017.

### **BACKGROUND**

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The contractor is based out of Bawlf, Alberta and is contracted by a number of municipalities in the region. The most recent agreement was for the duration of one year and expires at the end of the year.

The contractor is responsible for enforcing the Town's bylaws and investigating complaints. The contractor is contracted to perform a weekly one-hour patrol at a cost of \$135/hour. Work above and beyond this time is extra and stipulated in the contract. There is no fee increase in the new contract.

### **BUDGET IMPLICATIONS**

---

Approximately \$8000 for 2018

### **ALTERNATIVES**

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1. Council may approve entering into an agreement with NIC.212 Services Ltd. for bylaw enforcement services from January 1<sup>st</sup> to December 31<sup>st</sup>, 2018.
2. Council may decide not to approve entering into an agreement with NIC.212 Services Ltd. for bylaw enforcement services from January 1st to December 31st, 2018.

### **RECOMMENDATION**

---

1. Council may approve entering into an agreement with NIC.212 Services Ltd. for bylaw enforcement services from January 1<sup>st</sup> to December 31<sup>st</sup>, 2018.

### **ATTACHMENTS**

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1. 2018 Contract with NIC.212 Services Ltd.

# **NIC.212 SERVICES**

## **CONTRACT**

Between: Town of Sedgewick (municipality)

And

NIC.212 Services Ltd. (Contractor)  
(Daryl Reinke)  
Box 179  
Bawlf, Alberta T0B 0J0

As the above named municipality desires to purchase contract services for the purpose of bylaw enforcement and NIC.212 Services Ltd. is willing to provide such services.

The Municipality and Contractor hereby agree to enter into a contract concerning bylaw services under the following terms and conditions.

1. This agreement shall be effective from January 1 to December 31 of the current year.
2. Bylaw services will be provided for stipulated days/weeks/months as agreed to between both parties.
3. During the term of this contract either party may cancel this agreement by giving two weeks notice.
4. Prior to the end of the current contract the municipality and contractor will review this agreement and then either cancel the agreement, revise and sign the agreement or re-sign the agreement on an annual basis.
5. The contractor agrees to
  - a. Enforce the bylaws of the municipality excluding those relating to municipal development and moving traffic.
  - b. Investigate complaints in the municipality as able within the time frame of this contract.
  - c. At the request of the municipality, prepare documentation for the municipality's legal representative relative to the bylaws in the event of prosecution.

- d. Report all bylaw tickets payable to the CAO of the municipality in a timely manner.
- e. Maintain accurate and complete record of his activities and provide these to the CAO of the municipality at the end of each month.
- f. Keep accurate and complete record of any fines collected and turn same over to the CAO of the municipality in a timely manner.
- g. Maintain communication with the CAO with respect to tours of duty and reporting of time-sensitive information.
- h. Provide call-out services as able and as requested by the CAO (or his/her representative) of the municipality.
- i. Provide the CAO of the municipality with an itemized monthly bill for services rendered.
- j. Obtain the approval of the CAO of the municipality prior to engaging in bylaw services that may fall outside the scope of this agreement.
- k. Rewrite, and offer suggested amendments to, bylaws as requested.
- l. Where the owner of a dog is known, return captured dogs to the owner.
- m. Deliver unidentified captured dogs to a facility approved by the municipality.

6. The municipality agrees to

- a. Provide a complete list of dog owners (as is known) within the municipality and update that list as necessary.
- b. Report to the contractor in a timely manner all complaints that require the contractor's attention.
- c. Forward payment for monthly services within ten days of receipt of bill.
- d. Provide constructive criticism or feedback to the contractor.
- e. Refrain from making comments in the community that would negatively impact the ability of the contractor to function effectively/efficiently.

7. Fee structure

- a. \$135.00 for a one-hour patrol.
- b. \$100.00 per hour to the nearest 15 minutes for additional time spent during one patrol.
- c. \$50.00 per hour, with a minimum charge of \$100.00 for driving time and \$100.00 per hour with a minimum of \$100.00 for working time, plus \$0.60 per kilometer from my residence back to my residence for 'on demand' services.
- d. \$50 per hour for preparation of documents for Court.
- e. \$50.00 per hour plus \$0.60 per kilometer from my residence back to my residence for Court appearances and \$100 per hour while attending Court.
- f. \$50.00 per hour plus \$0.60 per kilometer from the municipality back to the municipality for delivering dogs to a facility approved by the municipality.
- g. \$50.00 per hour for bylaw development or revision; this cost to be divided among the municipalities adopting said bylaw.
- h. \$50.00 per hour for attendance at meetings plus \$0.60 per kilometer.

- i. \$50.00 per hour for bylaw enforcement work done on behalf of the municipality from my office, eg. phone calls, preparing tickets, writing letters and Orders.

8. Frequency of patrols

As agreed between the two parties.

- 9. This agreement shall be binding and enforceable by both parties and their respective heirs, Administrators and executors.

The Town of Sedgewick

Date \_\_\_\_\_

Per \_\_\_\_\_

\_\_\_\_\_

NIC.212 Services

Date \_\_\_\_\_

Per \_\_\_\_\_





## **COUNCILLOR BLOGS**

### **EXECUTIVE SUMMARY**

---

Councillor Levy would like to discuss adding Councillor blogs to the new Town website.

### **BACKGROUND**

---

In recent weeks the town has unveiled a new website. Council is being asked to consider the integration of blog pages into the website with individual councillors being responsible for the content within their respective page.

As administration will receive training and have backend access to the website, the content would flow through staff members who would ultimately post the content.

Other avenues for councillors to have personal blogs include social media sites such as Facebook or Twitter.

### **BUDGET IMPLICATIONS**

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None

### **ALTERNATIVES**

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1. Council may approve the installation of blog pages onto the website with content to be produced by each councillor.
2. Council may direct administration to research other avenues of delivery councillor blogs to the public.
3. Council may decide not to add councillor blog pages to the website.

### **RECOMMENDATION**

---

1. That Council not approve the addition of councillor blog pages to the new website.

### **ATTACHMENTS**

---

- 1.



## **EMERGENCY SERVICES COMMITTEE – REQUEST FOR FUNDING**

### **EXECUTIVE SUMMARY**

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The Emergency Services Committee is requesting funding for the start-up costs of a Regional Emergency Services Society. The Committee would first like to attempt to secure a grant from the Alberta Community Partnership for the full amount. If unsuccessful, the Committee is requesting that each municipality contribute up to \$2200 to help meet their goal of a \$20,000 implementation budget which would mainly go towards legal costs.

### **BACKGROUND**

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At the December 6<sup>th</sup>, 2017 Emergency Services Committee meeting the following resolution was passed:

*Clr. Imlah moved to recommend that each municipality approve to apply for an Alberta Community Partnership (ACP) grant for an implementation budget for the Flagstaff Regional Emergency Services Society with the Town of Killam being the managing partner, and if the grant is not approved, that each municipality approve to fund the \$20,000 implementation budget, with a maximum of \$ 2,200 per municipality, by January 31, 2018.*

The committee is requesting a start-up budget for the society that will be forming with the goal of regionalizing fire services throughout the region. The timeline for the society to be formed is prior to December 31<sup>st</sup>, 2018. The ACP grant is a very competitive grant with a deadline of January 2<sup>nd</sup>, 2018.

### **BUDGET IMPLICATIONS**

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Up to \$2200 per municipality for society implementation costs

### **ALTERNATIVES**

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1. Council may approve that an application to the ACP grant be made through the Emergency Services Committee with the Town of Killam as managing partner with funding to go towards the start-up of the Regional Emergency Services Society and that if the grant should not be successful, the Town of Sedgewick shall contribute up to \$2200 by January 31<sup>st</sup>, 2018 towards the formation of the society.
2. Council may approve that an application to the ACP grant be made through the Emergency Services Committee with the Town of Killam as managing partner with funding to go towards the start-up of the Regional Emergency Services Society.
3. Council may decline supporting an application by the Emergency Services Committee to the ACP grant and also decline providing funding to the start-up costs of the Regional Emergency Services Society.



# TOWN OF SEDGEWICK

## REQUEST FOR DECISION

DECEMBER 21<sup>ST</sup>, 2017  
ESC – REQUEST FOR FUNDING

### RECOMMENDATION

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1. Council may approve that an application to the ACP grant be made through the Emergency Services Committee with the Town of Killam as managing partner with funding to go towards the start-up of the Regional Emergency Services Society and that if the grant should not be successful, the Town of Sedgewick shall contribute up to \$2200 by January 31<sup>st</sup>, 2018 towards the formation of the society.

### ATTACHMENTS

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None



## **HUMAN RESOURCES POLICY**

### **EXECUTIVE SUMMARY**

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Changes to Alberta's Employment Standards Code come into effect January 1, 2018. The Town of Sedgewick's Employee Policy has been updated to reflect the changes and has been renamed as the Human Resources Policy.

### **BACKGROUND**

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Employment standards legislation sets minimum standards for conditions of employment.

Changes that affect Town of Sedgewick Policy mainly include:

- Unpaid, job protected leaves – Maternity Leave, Parental Leave, Compassionate Leave
- Ability to bank overtime hours for 6 months rather than 3

In addition, removed from the policy is what was referred to as 'Flex Leave'. This was used as an alternate word to 'Sick Leave'. In practice, staff has been using Flex Leave (7 days) in addition to Sick Leave (7 days), which was a misunderstanding of policy. To compensate the draft policy has increased Sick Leave from 7 days to 10 days and has added the category of Personal Leave which would amount to 3 days per year. Sick Leave or Personal Leave are not a requirement under the Employment Standards Code.

Bereavement Leave (paid) has been changed from 4 days plus 2 days of travel time at the discretion of the CAO, to 5 days with no additional travel days offered. This is to simplify the policy and with the thinking that 5 days offers a full week, whereas weekends can be used for travel, technically providing up to 9 days off from work. Paid Bereavement Leave is not a requirement of the Employment Standards Code, but 3 days of unpaid leave is.

Added to the policy is the ability to offer Health benefits to part-time employees at the discretion of the CAO. This has not been offered under policy in the past.

Other changes have been made to update or correct the document due to changes in operations (e.g. replacing 'Personnel Committee' with 'Council' or replacing 'supervisor' with 'Public Works Foreman', adding the on-call amount for weekends, etc.).

Administration is seeking Council's feedback on the policy amendment.

### **BUDGET IMPLICATIONS**

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Cited above



# TOWN OF SEDGEWICK

## REQUEST FOR DECISION

DECEMBER 21<sup>ST</sup>, 2017  
HUMAN RESOURCES POLICY

### ALTERNATIVES

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1. Council may approve Policy 17-02 as amended.
2. Council may decide not to approve Policy 17-02 and provide administration with direction to amend the policy further and bring back for Council review at a later meeting.
3. Council may decide not to approve Policy 17-02.

### RECOMMENDATION

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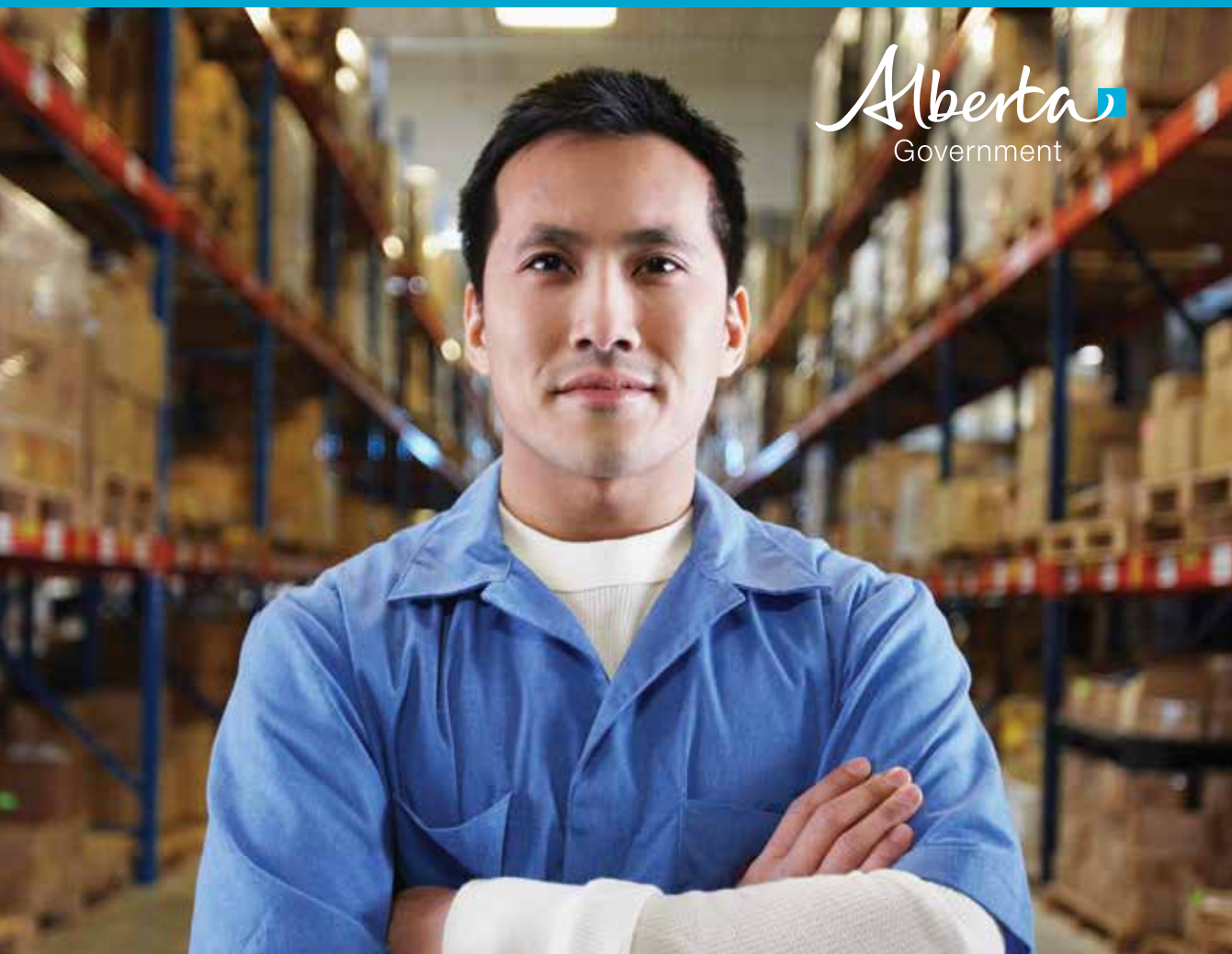
1. That Council may approve Policy 17-02 as amended.

### ATTACHMENTS

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1. Employment Standards Rights and Responsibilities
2. Policy 17-02, Human Resources Policy





Overview

Alberta’s workplaces have evolved since the *Employment Standards Code* was last updated in 1988, including growth in part-time jobs, shift work and flexible schedules. In June 2017, the *Fair and Family-friendly Workplaces Act* was passed, and included changes to the *Code* applicable to employees and employers under provincial jurisdiction. This publication covers the basic standards employers are expected to meet and employees can expect to receive.

What does Employment Standards cover?

Employment Standards legislation sets minimum standards for conditions of employment. These include hours of work, overtime, holidays, vacation, minimum wage and rules for the employment of youth. **Read on for more information on how changes to legislation may affect you.**

When do the new rules apply?

Most changes are effective January 1, 2018. Changes to youth employment are effective May 1, 2018.

For detailed information, visit [alberta.ca/ESchanges](http://alberta.ca/ESchanges)

EMPLOYMENT STANDARDS  
RIGHTS AND  
RESPONSIBILITIES

Effective January 1, 2018



What’s new?

The rules apply to most employees in Alberta. Key changes to Employment Standards include:

New leaves:

- Bereavement leave
- Citizenship ceremony leave
- Critical illness leave
- Death or disappearance of a child leave
- Domestic violence leave
- Long-term illness and injury leave
- Personal and family responsibility leave

New eligibility requirements:

- Eligible after 90 days of employment for all leaves, except reservist leave (26 weeks of employment)



Unpaid, job-protected leaves



Youth employment

- 12 year olds and under can be employed in ‘artistic endeavours’
- 13 - 15 year olds can be employed in ‘light work’
- 16 - 17 year olds can be employed in ‘hazardous work’ with a permit



Daily breaks

Employees are entitled to a paid or unpaid 30-minute break for every 5 consecutive hours worked.



General holiday pay

There’s no distinction between a regular and non-regular work day and there’s a new calculation for general holiday pay.



Overtime

Overtime hours banked for paid time off must be banked at a rate of at least 1.5 hours off for each overtime hour worked.

See the next page for a handy poster that provides details on issues including minimum wage, days off, job-protected leaves and more.

Find more detailed information about Alberta’s Employment Standards at [alberta.ca/ESchanges](http://alberta.ca/ESchanges)



Need support? Let’s talk.

The Employment Standards Contact Centre is your direct line to the answers you need.

**780-427-3731**  
within Edmonton

**1-877-427-3731**  
toll free from anywhere in Alberta

Ask a question online at:  
[alberta.ca/ESquestions](http://alberta.ca/ESquestions)

**Disclaimer:** In the event of any discrepancy between this information and Alberta Employment Standards legislation, the legislation is considered correct. This guide is not a comprehensive list of Alberta’s Employment Standards.



# How Alberta's Employment Standards apply to employees and employers



## Unpaid, job protected leaves

Employees are eligible for most unpaid leaves after 90 days of employment.\* The following outlines the maximum length for each unpaid job-protected leave available to employees in Alberta:

Maternity leave	16 weeks
Parental leave	62 weeks
Reservist leave	as needed
Compassionate care leave	27 weeks per year
Bereavement leave	3 days per year
Domestic violence leave	10 days per year
Citizenship ceremony leave	half day – once in a lifetime
Critical illness leave	36 weeks for a child 16 weeks for an adult
Long-term illness and injury leave	16 weeks per year
Personal and family responsibility leave	5 days per year
Death or disappearance of a child leave	52 weeks or 104 weeks

\* Employees are eligible for reservist leave after 26 weeks of employment.



## What are the rules around employing youth?

- **12 year olds and under:** can only be employed in artistic endeavours authorized by a permit from the Director of Employment Standards.
- **13 - 15 year olds:** can only be employed in jobs considered 'light work' or in other non-hazardous work authorized by a permit (requiring parental consent) from the Director of Employment Standards.
- **16 - 17 year olds:** can't be employed in hazardous work unless authorized by a permit from the Director of Employment Standards.

Rules on youth employment are effective May 1, 2018. For detailed information, visit [alberta.ca/ESchanges](http://alberta.ca/ESchanges)



## How long is a regular work day?

Rules apply for work days longer than 8 hours. Typically, no one should be working more than 12 hours in a row. If an employee is working a split shift, the work hours need to remain within a 12-hour period.



## Do employees get days of rest?

They are entitled to at least 1 day of rest each work week. Work weeks can be combined so the employee receives the following days of rest:

Consecutive work weeks per period	Consecutive days of rest in each period
2 weeks	2 days
3 weeks	3 days
4 weeks	4 days

They must receive at least 4 consecutive days of rest after each period of 24 consecutive work days.



## Do employees get breaks at work?

They are allowed at least 30 minutes of rest time during each 5-hour work period. The employer and employee can decide if the break is taken all at once or split up into multiple shorter breaks. Employers don't have to pay employees for breaks.

Find more information on daily rest periods (breaks) at [alberta.ca/ESchanges](http://alberta.ca/ESchanges)



## What if employees can't take breaks?

If an employer prevents them from taking a break during their shift, the break must be paid.

## What are the rules for paying employees?



## General holiday pay

- Employees are entitled to general (statutory) holiday pay, unless:
- they miss their scheduled shifts right before or after the general holiday without their employer's consent
- OR
- they don't work on the general holiday when required to.

## What is an employee entitled to on a general holiday if...

**They don't work?**

- General holiday pay that's at least their average daily wage.\*

**They work?**

- Their average daily wage,\* plus at least 1.5 times their wage rate for each hour worked.

OR

- Their wage rate for each hour worked on the general holiday and a day off with pay that's at least their average daily wage.\*

\*Average daily wage is 5% of an employee's wages, vacation pay and general holiday pay earned in the 4 weeks leading up to the general holiday.



## Minimum wage

Employees must be paid no less than minimum wage (lowest hourly rate) and at least once a month.

Alberta general minimum wage:

\$13.60/hour, effective October 1, 2017

\$15.00/hour, effective October 1, 2018



## Overtime hours and overtime pay

Employers must pay eligible employees at least 1.5 times their regular hourly rate for overtime worked, or provide banked overtime at a rate of 1.5 times for each overtime hour worked.

Overtime pay is calculated on the greater of:

- number of hours worked in a week (in excess of 44 hours)

OR

- number of hours worked in a day (in excess of 8 hours).

Check [alberta.ca/ESchanges](http://alberta.ca/ESchanges) for more information.

Note: Employees in certain industries, occupations and with banked overtime agreements are subject to different rules.



## Pay statements

Employers must provide their employees with a statement of earnings and deductions within 10 days of the end of each pay period.

**Deductions**

- Some deductions are **required** (e.g. income taxes).
- No other deductions are allowed without **advance written permission**.
- Some deductions are **never allowed**: faulty workmanship, uniforms, breakage, "dine-and-dash"/"gas-and-dash" or cash shortages/loss of property.\*

\*If more than one individual has access



## Vacations and vacation pay

**After 1 year, employees are entitled to 2 weeks' paid vacation.** Vacation pay is 4% of wages from the previous year.

**After 5 years, employees are entitled to 3 weeks' paid vacation.** Vacation pay increases to 6% of wages from the previous year.



## An employee quits?

An employee's requirement to provide written notice to an employer depends on their length of employment:

90 days or less	no requirement
Between 91 days and < 2 years	1 week notice
Between 2 years or more	2 weeks notice



## An employee is let go?

An employer's requirement to provide written notice to an employee depends on the length of employment:

Dismissal for just cause	no requirement
90 days or less	no requirement
Between 91 days and < 2 years	1 week notice
Between 2 years and < 4 years	2 weeks' notice
Between 4 years and < 6 years	4 weeks' notice
Between 6 years and < 8 years	5 weeks' notice
Between 8 years and < 10 years	6 weeks' notice
10 years or more	8 weeks' notice

If an employer wants an employee to leave right away, instead of written notice, they can pay the employee what they would have earned had they worked for the full notice period.



# TOWN OF SEDGEWICK

## HUMAN RESOURCES POLICY

POLICY # 17-02

APPROVAL DATE:

RESOLUTION NUMBER:

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## 1. Policy Purpose

- 1.1. The Town of Sedgewick recognizes the need for a consistent policy to govern employment at the Town.
- 1.2. The Town of Sedgewick understands that it must meet minimum standards set out by the Alberta Employment Standards Code.
- 1.3. To achieve these goals, the Town has developed this policy to set out procedures and standards of employment for Town of Sedgewick employees.

## 2. Definitions

“Acting Pay” means pay provided when an employee is authorized to assume the duties of a superior for a period exceeding a continuous period of 5 weeks.

“CAO” means the Chief Administrative Officer for the Town of Sedgewick.

“Date of Delivery” means the date when the pregnancy of any employee terminates with the birth of a child or the pregnancy otherwise terminates.

“Full Time” means employees working 35 or more hours per week.

“Grievance” means a specific complaint, with formal notice of employee dissatisfaction related to inadequacy of job requirements, work conditions or other aspects of employment.

“Immediate family” means spouse, including common-law spouse, son, daughter, step-son, step-daughter, mother, father, step-mother or step-father, mother-in-law, father-in-law.

“Part Time” means employees working 15 or more hours, but less than 35 hours per week or for the purposes of LAPP as employees working not fewer than 14 hours per week or 728 hours in a service year and fewer than 30 hours per week.

“Temporary” means employees who are not guaranteed a position with the Town past a predetermined date of completion of a job.

## 3. Guidelines

### **Municipal Organization**

~~There are four fulltime staff members in the office, one designated as the Chief Administrative Officer, who reports to council. There are three fulltime Public Works positions, one designated as Public Works Foreman, reporting directly to the CAO and to Council as required.~~

~~Council will conduct the hiring and interviewing of the Chief Administrative Officer. The hiring of all other municipal staff is handled by the Chief Administrative Officer.~~

~~All positions will have a three-month probationary period within which time the Chief Administrative Officer will conduct at least two formal evaluations.~~

~~During probation, the Chief Administrative Officer may dismiss staff without cause and without compensation or notice, and staff has no obligation to provide notice of an intention to resign.~~

~~After a satisfactory probation time, staff will be placed on a permanent basis. This will allow for benefits that are not available during probation.~~

### **Staff Positions**

#### **a. ~~Administration Department~~**

- ~~i. Chief Administrative Officer — Bylaw #486~~
- ~~ii. Recreation and Marketing Assistant — see attached job description~~
- ~~iii. Municipal Secretary — see attached job description~~
- ~~iv. Administrative Assistant — see attached job description~~

#### **b. ~~Public Works Department~~**

- ~~i. Public Works Foreman — require job description~~
- ~~ii. Public Works Assistant I — require job description~~
- ~~iii. Public Works Assistant II — require job description~~

#### **c. ~~Temporary Employees~~**

- ~~i. Temporary employment positions may be offered on a seasonal basis for employment in the Administration and Public Works departments.~~
- ~~ii. Employment positions in each department shall have specific tasks as set out at time of hire.~~

### **3.1 Managerial Responsibilities**

- ~~a. The CAO is responsible to hire all office Town of Sedgewick staff~~
- ~~b. The CAO may delegate the responsibility of hiring to designated staff.~~
- ~~c. CAO and PW Foreman shall hire PW Assistants~~
- d. The CAO shall ensure employee hiring practices avoid pecuniary interest.

### **3.2 Hiring of Employees**

- a. All full time and part time employment opportunities shall be advertised.
- b. Temporary employment opportunities may be advertised.
- c. Full time staff employment applicants will undergo an interview process.
- d. Part time and temporary employment applicants may be interviewed.

### **3.3 Probationary Period**

- a. Full time Employees
  - i. All full time employment positions will have a three-month probationary period.
  - ii. During the probationary period two formal evaluations will be conducted.

- iii. During the three-month probationary period staff may be dismissed without cause and without compensation or notice.
- iv. During the three-month probationary period employees have no obligation to provide notice of an intention to resign.
- v. After a satisfactory probationary period, employees will be placed on a permanent basis to allow for benefits not available during probation.
- b. Part time Employees
  - i. All part time permanent positions will have a three-month probationary period.
  - ii. During the probationary period two formal evaluations will be conducted.
  - iii. During the three-month probationary period staff may be dismissed without cause and without compensation or notice.
  - iv. During the three-month probationary period employees have no obligation to provide notice of an intention to resign.
  - v. After a satisfactory probationary period, employees will be placed on a permanent basis to allow for benefits not available during probation.
- c. Temporary Employees
  - i. Temporary employees will have a probationary period determined, if required, at the time of hiring.
  - ii. Requirements for a formal evaluation schedule, if required, will be determined at the time of hiring.

### 3.4 Hours of Work

- a. Administration
  - i. Municipal Office hours are 8:30 a.m. to 4:30 p.m. weekdays.
  - ii. Municipal Office will be closed between 12 Noon and 1:00 p.m. weekdays.
  - iii. Attendance at council meetings after hours will be required.
  - iv. Compensation for attendance to council meetings will be set annually by a motion of Council.
- b. Public Works
  - i. Public Works shall be a 40 hour work week.
- c. On-Call Weekends
  - i. The Town Foreman or his/her designate will be entitled to a weekend on call rate (Saturday and Sunday) per council approval.
  - ii. The employee that is on call shall have a cell phone activated at all times and able to respond to the emergency within 15 minutes.
- d. On-Call Emergencies
  - i. One Public Works staff member shall take calls each night after the regular hours of work.
  - ii. Emergency over time compensation will be provided.
  - iii. Minimum call-out time is pursuant to the Employment Standards Act. (*Employment Standards Reg. AR14/97 Sec.11*)
- e. Standby/Evening Call-Out

- i. One Public Works staff shall be on standby before or after their regulatory hours of work.
- ii. Employees who are on standby and are called in to work receive both standby pay and call-out pay in lieu of time over 30 minutes.
- iii. The ~~supervisor~~ Public Works Foreman shall ensure that an employee is on standby at all times.
- iv. The ~~supervisor~~ Public Works Foreman shall ensure that standby time is assigned to employees in a fair and equitable manner. Standby time shall include weekdays. Only one employee per day shall be eligible for standby time.
- v. When an employee is on standby, they are available for work in various ways:
  - 1. They may be required to leave home or the place where they are contacted and travel to work or some other site to deal with situations that require their presence and;
  - 2. They may be required to deal with problems by working from home, resolve over the phone or using a computer.
- vi. When an employee is on evening call-out they are responsible to conduct a minimum of one (1) check at the water treatment plant and lift station; time spent over and above thirty (30) minutes, employees shall be eligible for overtime.
- vii. If contact cannot be made with an employee who is on standby or if that employee fails to perform the work required, the employee is ineligible for standby pay.
- viii. Employees' on-call will be expected to abstain from the consumption of alcoholic beverages; failure to do so shall constitute grounds for disciplinary action including dismissal.
- ix. Compensation – employees assigned to be on standby shall be eligible for pay as follows:
  - 1. Weekdays: \$20 per day;
  - 2. Weekends and Holidays: \$50 per day.
  - 3. ~~Compensation for weekends and holidays shall be compensated according to "on call weekends" as stated above.~~
- f. Overtime
  - i. Calculation of Overtime
    - 1. Overtime for all employees in permanent positions shall be calculated as the total of the employee's hours worked in excess of their regular hours of work except as follows.
    - 2. Overtime for permanent Public Works employees whose regular hours are eight hours a day or less shall be calculated as the total of the employee's hours worked in excess of eight hours on each day in a work week, or the employee's hours working in a week in excess of 40 hours.
    - 3. Overtime for other contract employees shall be calculated as provided in the employee's contract of employment and in accordance with the Employment Standards Code.

4. When calculating an employee's hours of work in a work day or a work week, any time off shall be included in the total of an employee's hours of work in a work day and a work week.
5. Overtime shall be calculated to the nearest quarter hour.
- ii. Payment of Overtime
  1. Overtime less than fifteen minutes in a work day shall be without pay.
  2. Overtime shall be paid to an employee at a rate of one and a half times his/her hourly rate of pay unless the overtime is banked to be taken as paid time off at a later date in lieu of the overtime.
  3. The Chief Administrative Officer shall not be paid for any overtime.
- iii. Paid Time off in Lieu of Payment of Overtime (*Per Employment Standards Code*)
  1. Overtime shall only be banked if the employee has his/her supervisor's approval to work the overtime.
  2. ~~All employees may bank any overtime hours to a maximum of sixty (60) hours.~~ Employees must use up banked overtime within 6 months of the end of the pay period in which they earned it.
  3. Overtime hours shall be banked at a rate of one and a half times the overtime hours ~~worked~~.
  4. An employee shall take paid time off in lieu of payment of overtime at a time approved by his/her supervisor.
  5. An employee shall take paid time off in lieu of payment of overtime within ~~three~~ six months of the time that the overtime was earned. Any overtime earned and not taken within ~~three~~ six months shall be paid out in the first pay period following the ~~three~~ six month period.

### 3.5 Disciplinary Action

- a. Progressive Discipline is a system whereby discipline is applied for infractions and misconduct on a progressive basis or in a series of steps with each step carrying a more serious penalty than the last step, namely dismissal, is reached. A progressive discipline policy accompanies the Town's performance standards and expectations and holds its employees accountable to those standards, and ensures that misconduct will be dealt with in some uniform fashion. The Town expects high standards of performance and responsible conduct from all of its employees. Should an employee violate known policies or practices, progressive discipline will be implemented in order to correct the unacceptable behavior. In determining whether or not discipline is appropriate or to what extent an employee should be disciplined, the supervisor should consider the following questions:
  - i. How serious is the infraction?
  - ii. What is the employee's past work record?
  - iii. Does this infraction appear to represent a trend or is it an aberration?
  - iv. Are there extenuating circumstances impacting the behavior?
- b. Authority to Discipline is the authority to initiate disciplinary actions which shall be limited to the CAO. This authority shall be delegated as follows:
  - i. Suspension: The supervisor has the authority to suspend an employee as per conditions set out in this Policy. This authority shall be delegated to the CAO.
  - ii. Dismissal: The CAO has the authority to dismiss an employee as per conditions set out in this Policy.

- c. Actions of Discipline shall be enforced as per the following guidelines:
- i. First Warning: Where it is apparent to the supervisor that a performance or behavioral problem is sufficiently serious to bring to the attention of the employee, the CAO shall meet with the employee, in a private, one-on-one session. During this meeting, the supervisor shall explain the behavioral or performance issues which are of concern, the expected change in behavior and/or performance, and the assistance which management is prepared to provide to the employee in overcoming this particular problem. While this step should not be conducted in a manner which is threatening to the employee, the employee should be made to clearly understand that the matters discussed are more than casual concerns to the Town, and that a change is both expected and required. The CAO should record the substance and date of this discussion in the event that reference must be made to the matter in future action under this Policy.
  - ii. Second Warning: Where the supervisor has had previous discussions with the employee regarding a behavioral or performance problem, has provided clear expectations as to the changes required and has also provided assistance in making this change, and where either insufficient change or no change has occurred, it is appropriate that a written warning, signed by the CAO, be issued to the employee. Where a written warning is being considered, the circumstances of the matter shall be discussed with the Department Manager prior to issuing a warning. The written warning will describe the behavior or performance issues which are causing concern, the required or expected changes, and the support which management is prepared to provide. This memorandum should be issued to the employee following a meeting in which the supervisor and a witness (Department Manager or other member of the Town Management group) interview the employee. This written warning is intended to reinforce the seriousness of management's view of the behavioral performance problem. This written warning should be in the form of a letter addressed to the employee. A copy of the letter, which is placed on the employee's official personnel file, must be annotated by the CAO as follows:
    1. The matter was discussed with, and a copy of the memorandum was handed to the employee;
    2. The name of the person who acted as a witness;
    3. The date upon which the memo was given to the employee.
  - iii. Third Warning: Suspension of an employee will occur in one or two general instances. Where it appears that a serious situation has occurred, that further investigation is urgently necessary and where the employee's presence will hamper the investigation or bring about morale or security problems for the Town, ~~or:~~ Where Steps 1 to 2 of the Progressive Discipline Process have been followed, insufficient improvement has occurred and Management wished to reinforce the seriousness of the situation. The CAO identifies in Sections 7b may, at their discretion, suspend an employee, without pay, for the period of up to five (5) working days. Where an employee is suspended without pay, the employee shall be so informed, in writing, by the CAO, with a copy to the employee's official staff file. This letter shall set out:
    1. Performance or behavioral reason for the suspension;

2. Measures previously taken by the Town's CAO;
  3. Evidence pointing to the continued failure of the employee to improve in the areas of concern;
  4. Consequent decision of management to suspend the employee;
  5. Dates on which the suspension is to take place.
- iv. Fourth Warning: The employee shall be dismissed from his/her employment with the Town by the CAO. This action shall be initiated by presenting the employee with a letter of explanation. A copy of this letter shall be placed in the employee's personnel file.
  - v. Exceptions from Standard Warning Guidelines: For any act that the CAO determines to be severe in nature, then the standard warning guidelines listed above shall not be used. The supervisor shall notify the CAO as soon as possible of such violations. The CAO shall then review the case and determine an appropriate action. This action shall be initiated by presenting the employee with a letter of explanation, a copy of which shall be placed in the employee's personnel file.

### **3.6 Appeal Procedure**

- a. Appeals shall be dealt with according to the following guidelines:
  - i. Verbal Warning or Suspensions: An appeal from an employee of verbal warning or suspension shall be directed to the CAO. The CAO shall then interview the employee and the supervisor and decide whether or not to uphold the disciplinary action. This decision shall be documented and presented to both the employee and the supervisor, with a copy of this document placed in the employee's personnel file.

### **3.7 Time Sheets**

- a. Full time employees must submit timesheets within three working days prior to month end.
- b. On-call timesheets must be submitted three working days prior to month end.
- c. Part time employees timesheets must be submitted three working days prior to month end.

### **3.8 Pay Period**

- a. The pay period will be monthly.
- b. Employees may request a mid-month salary advance, which will total no greater than 50% of the monthly net salary.

### **3.9 Annual Grid Advancement**

- a. Additional salary advancements will be approved after Performance Review and approved in November for January implementation annually.
- b. Additional salary advancements will be determined by:
  - i. Results of annual performance review;
  - ii. Work-related experience and knowledge;
  - iii. Recognized further education/training;
  - iv. Additional job responsibilities;
  - v. Budgetary considerations.

### 3.10 Employee Recognition

- a. Extraordinary Performance will be recognized from time to time. The CAO may become aware of an employee who has performed significantly above and beyond the expectations of their job requirements.
  - i. Employee recognition may only be given upon approval of the CAO.
  - ii. The employee's supervisor may recommend to the CAO, that the recognition they feel the employee deserves and why this recognition is recommended, including the form and the timing of the recognition. Small tokens of appreciate may be given throughout the year as long as they are within budget approval by Council.
- b. Performance Bonuses may be given at the time of the performance evaluation prior to the end of November each year.
  - i. The CAO will determine the amount each employee will receive for a performance bonus based on the employee's performance evaluation.
  - ii. Council will approve a budget each year for funds to be used by the CAO for performance bonuses.
- c. Long Service Awards are intended to reward and recognize employees and firefighters to the Town of Sedgewick. The long term service years will be calculated from the start date to November 1<sup>st</sup> of each year.
- d. Long Term Service Schedule is payable as cash value.
 

i.	\$50	5 years of service
ii.	\$100	10 years of service
iii.	\$150	15 years of service
iv.	\$200	20 years of service
v.	\$250	25 years of service
vi.	\$300	30 years of service
vii.	\$350	35 years of service
- e. Farewell Gifts will be given amounting a \$50/year of employment and up to a maximum of \$500.

### 3.11 Designated Holidays

- a. The following days are recognized as General Holidays:
  - i. New Year's Day
  - ii. Family Day (February)
  - iii. Good Friday
  - iv. Easter Monday
  - v. Victoria Day
  - vi. Canada Day
  - vii. August Civic Holiday
  - viii. Labor Day
  - ix. Thanksgiving
  - x. Remembrance Day
  - xi. Christmas Day
  - xii. Boxing Day



- b. All holidays occurring on a weekend, the time off in lieu shall occur the following regular day of work.

### 3.12 Vacation Leave

- a. Full time Permanent Positions – full time permanent employees of the Town of Sedgewick are eligible for vacation time as follows:
 

i. After one year of employment	10 days
ii. After three years of employment	15 days
iii. After ten years of employment	20 days
iv. After fifteen years of employment	25 days
- b. Part time Permanent Positions – part time permanent employees of the Town of Sedgewick are eligible for vacation pay as follows:
 

i. During first three years of employment	4%
ii. From fourth to end of ninth year	6%
iii. From start of tenth to end of fourteenth	8%
iv. From start of fifteenth on	10%
- c. Temporary Positions – temporary employees of the Town of Sedgewick shall be entitled to vacations and vacation pay pursuant to the employment standards legislation in effect. (*Employment Standards Code, C E-9, Section 3.4*)
- d. Anniversary Date – January 1<sup>st</sup> will be deemed the anniversary date for each employee. Any employee with less than one full year of continuous service on the first of January will have vacation time pro-rated. (*Employment Standards Code, S.35.1*)
- e. Vacation Leave – All full time or permanent employees shall be entitled to an annual paid vacation and must take vacation time off. Vacation time shall be booked on an organizational seniority basis and must be approved by his/her supervisor. If an individual has made no decision regarding vacation time by April 1<sup>st</sup> annually, then seniority is waived. All annual vacations are to be taken by the end of December of the applicable year unless otherwise approved by the CAO. Consideration could include carryover of unused vacation time to be taken for an extended holiday that must be taken the following year. Any full time employee with 20 or more vacation days per year must provide six months notice of any 20 day or more consecutively planned vacation period which will provide the employer time to ensure that his/her extended time off will not impact the Town operations. If an employee does not take vacation time, the employer must give the employee at least two week's written notice of when to start annual vacation and the employee must take the vacation at that time. (*Pursuant to Employment Standards Code, S. 38*)

### 3.13 Jury Duty

- a. The Town of Sedgewick shall allow an employee a sufficient leave of absence to serve as a juror when the employee is summoned to serve as a juror. (*Pursuant to Jury Act, CJ-3 Section 24(1)&(2)*)

### 3.14 Court Leave

- a. The Town of Sedgewick shall allow an employee leave of absence with pay if an employee is summoned or subpoenaed as a witness or a defendant to appear in court in his/her official capacity to give evidence or to produce Town of Sedgewick records. (*Pursuant to Alberta Evidence Act, CA-18, Section 21.*)

### 3.15 Maternity & Parental Leave

#### a. Maternity Leave

- i. A pregnant employee, who has completed ~~one-year~~ 90 days of continuous service, shall be granted up to ~~45~~ 16 weeks maternity leave and ~~37~~ 62 weeks parental leave without pay commencing at any time during the ~~42~~ 13 weeks immediately preceding the estimated date of delivery. (*Employment Standards Code, S.45*)
- ii. A pregnant employee should provide notice of her maternity leave as soon as possible prior to her expected date of delivery, but, in any case, shall give the Town at least 6 weeks notice in writing of the date on which she intends to commence maternity leave. (*Employment Standards Code, S.47*)
- iii. Notwithstanding any date initially selected for the start of maternity leave in the notice, if an employee subsequently indicates in writing that she is no longer able to carry out her full normal duties, she may commence her maternity leave at an earlier date. (*Employment Standards Code, S.48*)
- iv. An employee who is eligible to maternity leave shall take at least 6 weeks of such leave immediately following the actual date of delivery. The employee, with agreement of the CAO may shorten this 6 week period by providing medical certificate indicating that resumption of her full duties will not endanger her health. (*Employment Standards Code, S.46(2)*)
- v. If the pregnancy interferes with the performance of an employee's work, during the 12 weeks immediately before the estimated date of delivery, the employee's supervisor, in consultation with the CAO, may require the employee to begin the maternity leave by way of written notice to the employee. (*Employment Standards Code, S.49*)
- vi. A pregnant employee, who presents medical evidence from her physician, in which satisfies the CAO that continued employment in her present position may be hazardous to herself or her unborn child, may request a transfer to a more suitable position if one is available. The employee's salary shall be governed by the wage rate for that wage category. Where no suitable position is available, the employee must request maternity leave as provided by this section if the employee is eligible for such leave. (*Pursuant to the Human Rights, Citizenship and Multiculturalism Act*)
- vii. In the event that a maternity leave must commence before the 12 week period before the estimated date of delivery, that time shall be considered illness and the employee shall be eligible for casual sick leave and weekly indemnity for that time before the commencement of the maternity leave. (*Pursuant to the Human Rights, Citizenship and Multiculturalism Act*)
- viii. If a pregnancy ends in a miscarriage or stillbirth within 16 weeks of the estimated due date, the employee is still entitled to maternity leave but is not entitled to parental leave. The leave will end 16 weeks after it begins.

#### b. Parental Leave

- i. An employee who has completed ~~one (+) year~~ 90 days of continuous service who is a birth parent or adoptive parent of a child shall be granted a parental leave of absence without pay for up to ~~37~~ 62 weeks immediately following the last day of maternity leave, or in the case of an adoptive child, within ~~52~~ 62

weeks of the placement of the child. The employee shall furnish proof of adoption of birth of child. *(Pursuant to Employment Standards Code, S.50)*

- ii. An employee intending to take parental leave shall give the Town reasonable notice in writing of the date on which the leave is to commence. A pregnant employee, who gives notice of maternity leave, need not give further notice of parental leave. *(Pursuant to Employment Standards Code, S.51)*

c. General

- i. An employee granted maternity or parental leave shall, upon return to work, be returned to their former position or be placed in another comparable position within the same department at the same level of benefits and salary that is applicable to employees in their classification. *(Pursuant to Employment Standards Code, S.53(7))*
- ii. Employees on maternity or parental leave shall provide the Town 4 weeks notice in writing of their intention to return to work not later than 4 weeks before the end of the leave period. *(Pursuant to Employment Standards Code, S.53(1))*
- iii. If an employee fails to provide 4 weeks written notice of his/her intention to return to work, or if the employee fails to return to work on the date specified in the notice to return to work, the employee is not entitled to return to work unless the failure to return to work resulted from unforeseeable or unpreventable circumstances. *(Pursuant to Employment Standards Code, S.53(5))*

### 3.16 ~~Flex~~/Sick Leave

- a. Each permanent employee shall be entitled to 1 day of ~~flex-sick~~ leave per month of service. ~~Flex Sick~~ leave shall accumulate to a maximum of ~~7~~ 10 days. After all available ~~flex sick~~ time is utilized employees may be entitled to the benefits of employment insurance and short-term disability for illness-related leave.
- b. Each employee who will be absent from duty shall communicate the reason for his/her absence to his/her supervisor or CAO at least one day prior to the regular commencement of his/her regular hours of work.
- c. Employees who are sick for more than ~~four~~ (4) three (3) consecutive days shall provide the CAO a medical certificate signed by their medical doctor. Failure to provide a medical certificate could result in loss of pay for the period of absence.
- d. ~~Flex Sick~~ leave will not be accrued during leave of illness, leave of absence, accident-caused leave or layoff. ~~Flex~~ Sick leave credits shall accumulate during sick leave for work-related accidents.
- e. An employee granted ~~flex~~ sick leave shall be paid for such leave at his/her regular rate of pay, conditional to any payments from the Worker's Compensation Board being signed over to the Town. The number of days thus paid shall be deducted from the employee's flex leave credits up to the total amount of accumulated credits at the time flex leave for illness commenced.
- f. An employee not able to report to work shall inform the CAO as soon as possible in order that the necessary arrangements may be made. Should the CAO be unable to report to work on a day when the other staff cannot report to work, then the CAO shall inform the Mayor or Deputy Mayor in order that they may make the necessary arrangements. Failure to report as above will result in loss of pay.

### 3.17 Personal Leave

- a. All permanent employees shall be entitled to 3 days of paid personal leave over the course of the year that can be used at the discretion of the employee.
- b. Personal leave days must be used during the year provided and cannot be carried over.

### 3.18 Compassionate Leave

**Policy Statement:** ~~The Town of Sedgewick believes that it is necessary and advantageous to be able to grant leave to its employees when members of their family have fallen gravely ill or have died.~~

**Purpose:** ~~To establish how and when compassionate leave is granted to employees.~~

- a. Short-Term Family Illness
  - i. All permanent employees shall be granted a maximum of five (5) days with pay, upon approval of the CAO, ~~to attend their~~ for short-term care of immediate family members when they have fallen gravely ill.
  - ~~ii. All permanent employees shall be granted two (2) days travel time, upon the approval of the CAO, to travel where distances or travel to isolated areas are required, to attend to their immediate family when they have fallen gravely ill.~~
- b. Compassionate Care Leave
  - i. All permanent employees who provide a medical certificate are eligible for up to 27 weeks of compassionate care leave
  - ii. If after the leave is completed, the family member is still gravely ill and care is required, the employee may request leave again provided a new medical certificate is submitted to the CAO.
  - iii. The leave can be split into multiple installments, however each period must be at least one week in length.
  - iv. When possible, at least two (2) weeks notice should be given to the employer.
- c. Bereavement
  - i. All permanent employees shall be granted a maximum of ~~four (4)~~ five (5) days with pay, upon the approval of the CAO, upon the death of the employee's spouse (including common-law), or any of the following relatives of an employee or spouse: parents, guardian, parent-in-law, grandparent, grandchild, son, daughter, sister, or the husband or wife of any of them.
  - ~~ii. All permanent employees shall be granted two days travel time, upon the approval of the CAO, to travel where distances or travel to isolated areas are required, upon the death of same previously listed in 19b2.~~
  - ~~iii. All permanent employees may be granted time off without pay, upon the approval of the CAO to attend the funeral of anyone other than those provided in 19b2.~~
- ~~d. General~~
  - ~~i. Compassionate leave may be granted more than once within a calendar year, upon approval of the CAO, provided that the total time taken for compassionate leave including family illness, travel time and bereavement does not exceed ten days.~~
  - ~~ii. When the ten days compassionate leave has already been utilized in a calendar year, the employee may be entitled to the benefits of employment insurance, sick leave or short term disability.~~

### 3.19 Occupational Health & Safety

#### 2.19.1 Protective Clothing (Public Works)

- a. Coveralls, gloves, safety eyewear, hearing protection and hard hats will be provided to all ~~Public Works~~ employees **as required by their job description.**
- b. Full-time ~~Public Works~~ employees **whose job requires protective footwear** shall receive an annual allowance for the purchase of CSA-approved protective work boots upon presentation of receipt.
- c. The annual work boot allowance shall be paid pursuant to fees approved by council.

#### 3.19.2 Training & Education

- a. Principles:
  - i. The Town of Sedgewick believes that it is necessary and advantageous to encourage and authorize employees to further their education.
  - ii. An employee who is required to attend a training course, seminar or conference on his/her regular day or work shall be paid his/her regular rate of pay for the hours spend on training to a maximum of his/her regular daily hours of work.
  - iii. An employee who is required to attend a training course, seminar or conference on his/her regularly scheduled day of rest shall be granted a day of in lieu at some other time.
  - iv. An employee who is required to attend a training course, seminar, or conference which necessitates travel outside the Town of Sedgewick shall be paid his/her regular rate of pay for the actual hours spent in travel provided such travel time is outside of his/her regular daily or weekly hours of work.
  - v. Time off to attend a training course, seminar or conference shall be reported on an employee's time sheet and paid as approved by the CAO.
- b. Education Requirements:
  - i. The Chief Administrative Officer must have or be working towards the Local Government Administrator's certification or equivalent.
  - ii. Permanent Public Works staff are required to have, or be working towards the applicable provincial certification for water and wastewater operation in the Town of Sedgewick.
  - ~~iii. Permanent staff are required to annual training that is complimentary to their position, subject to budget and time considerations.~~

### 3.20 Conventions

- a. Town of Sedgewick staff may attend and be reimbursed costs for employment related conventions, upon ~~council CAO~~ approval **and budget constraints.**

### 3.21 Reimbursement of Expenses

- a. When an employee travels outside the Town on approved Town business, the Town of Sedgewick shall reimburse the employee, upon submission of an expense claim form approved by the CAO:
  - i. Any costs of accommodation upon production of receipts if:
    - 1. If the time of departure is earlier than 6:30 a.m., necessitating an overnight stay;
    - 2. One night's accommodation for each two (2) days of business that the employee is required to be outside the Town on business.

- ii. The costs of the following meals may be claimed:
  - 1. Breakfast, if the time of departure is earlier than 6:30 a.m. or the time of return is later than 7:30 a.m.
  - 2. Lunch, if the time is earlier than, or the time of return is later than Noon.
  - 3. Dinner, if the time is earlier than, or the time of return is later than 6:30 p.m.
- b. An employee may claim either the cost of the meal on production of receipts, or the meal allowance established by Council.
- c. The Town of Sedgewick shall reimburse an employee for the use of his/her personal vehicle, when authorized by the CAO at rates established by Council.
- d. The employee may request an advance to cover the anticipated costs of accommodation, meals and travel.
- e. The Town of Sedgewick shall pay the employee the advance requested upon approval of the CAO.
- f. The Town will not refund any alcohol costs.

### 3.22 Employee Health & Insurance Benefits

- ~~a. Policy~~
  - ~~i. The Town of Sedgewick believes it is necessary and advantageous to make insurance benefits available to its permanent employees~~
- b. Full and Part Time Employees
  - i. Extended Health Care Insurance
    - 1. The Town shall determine from time to time which insurance company will provide Extended Health Care Coverage to its employees.
    - 2. The plan shall provide:
      - 100% reimbursement of prescription drugs;
      - 100% reimbursement of vision care costs up to a maximum of \$250 every two (2) years.
      - Other eligible coverage including such areas a semi-private hospital accommodation, ambulance and paramedical services and medical devices at 100%.
      - Emergency Out of Country Medical Coverage with a \$1,000,000 per insurance maximum for persons under age 65 and \$10,000 Lifetime maximum for persons age 65 and above which will be in effect for the first 60 days of travel out of country.
    - 3. Participation in the Extended Health Care Coverage is a mandatory term of employment for all employees in full time permanent positions and at the discretion of the CAO for part time employees upon successful completion of their probation.
    - 4. Employees may be exempted from participation in Extended Health Care Coverage if they can demonstrate that they have equivalent coverage under their spouse's group coverage.
    - 5. An employee who, immediately prior to the commencement of employee in a full time permanent position, was a contract employee of the Town shall commence participation in Extended Health Care Coverage immediately upon commencement of employment in the full time permanent position, provided that the period of employment in the



contract position was greater than three (3) months. Otherwise, participation shall begin in the three (3) months.

6. The Town shall contribute 100% towards the cost of each participating employee's Extended Health Care Premiums.
7. The employee's share of the cost of the Extended Health Care monthly premiums shall be paid one month in advance of the effective coverage month.
8. The Town shall not carry terminated or retired employees on its Extended Health Care Coverage.
9. The Town shall contribute 100% of the costs of each participating employee's Extended Health Care Insurance premiums while an employee is qualified for short term disability under the Weekly Indemnity Group Benefits Coverage plan.
10. The Town will be registered in a Retiree Benefit Plan that provides optional enrollment for extended health and vision care to retired employees, age 55 or older.

ii. Dental Care

1. Town Council shall determine from time to time which insurance company will provide Dental Care Coverage to its employees.
2. Participation in Dental Care Group Coverage is a mandatory term of employment for all employees in full time permanent positions **and at the discretion of the CAO for part time employees** upon successful completion of their probation.
3. Employees may be exempted from participation in Dental Care Group Coverage if they can demonstrate that they have equivalent coverage under their spouse's group coverage.
4. An employee who, immediately prior to the commencement of employment in a full time permanent position, was a contract employee of the Town shall commence participation in Dental Care Group Coverage immediately upon commencement of full time permanent position, provided that the period of employment in the contract position was greater than three (3) months. Otherwise, participation shall begin in three (3) months.
5. The Town shall contribute 100% towards the cost of each participating employee's Dental Care premiums.
6. The employee's share of the cost of the Dental Care Group monthly premiums shall be paid one month in advance of the effective coverage month.
7. The Town shall not carry terminated or retired employees on its Dental Care Group Coverage.
8. The Town shall contribute 100% towards the costs of each participating employees Dental Care premiums while an employee is qualified for short term disability under the Weekly Indemnity Group Benefits Coverage plan.
9. The Town will be registered in a Retiree Benefit Plan that provides optional enrollment for dental care to retired employees, age 55 or older.

iii. Short Term Disability – Weekly Indemnity

1. Council shall determine from time to time which insurance company will provide Weekly Indemnity Benefits Group Coverage to its employees.

2. The plan shall provide a non-taxable weekly indemnity of 75% of an employee's wage or salary, to a maximum of \$750 per week, to an employee who is off work due to illness or injury from the first day of accident or hospitalization, or on the eighth (8) day of illness, for a maximum of seventeen (17) weeks.
  3. Participation in Weekly Indemnity Benefits Group Coverage is a mandatory term of employment for all employees in full time permanent positions **and at the discretion of the CAO for part time employees** upon successful completion of their probation.
  4. An employee who, immediately prior to the commencement of employment in a full time permanent position, was a contract employee of the Town shall commence participation in Weekly Indemnity Benefits Group Coverage immediately upon commencement of employment in the full time permanent position, provided that the period of employment in the contract position was greater than three (3) months. Otherwise participation shall begin in three (3) months.
  5. The employee shall pay 100% of the cost of the premiums for participation in the Weekly Indemnity Benefits Group Coverage.
  6. The employee's cost of the Weekly Indemnity Benefits Group monthly premiums shall be deducted on month in advance of the effective coverage month from his/her month end pay cheque.
  7. The Town shall not carry terminated or retired employees on its Weekly Indemnity Benefits Group Coverage.
  8. The Town shall contribute 100% towards the costs of each participating employee's Weekly Indemnity Group Benefits premiums while an employee is qualified for short term disability under the Weekly Indemnity Group Benefits Coverage Plan.
- iv. Long Term Disability
1. Town Council shall determine from time to time which insurance company will provide Long Term Disability Group Coverage to its employees.
  2. The plan shall provide a taxable income replacement of three quarters of an employee's wage or salary to an employee who is off work due to illness or injury after seventeen (17) weeks from the first day of accident or illness.
  3. Participation in Long Term Disability Group Coverage is a mandatory term of employment for all employees in full time permanent positions **and at the discretion of the CAO for part time employees** upon successful completion of their probation.
  4. An employee who, immediately prior to the commencement of employment in a full time permanent position, was a contract employee of the Town shall commence participation in Long Term Disability Group Coverage immediately upon commencement of employment in the full time permanent position, provided that the period of employment in the contract position was greater than three (3) months. Otherwise, participation shall begin in three (3) months.
  5. The Employee shall pay 100% of the premiums for participation in the Long Term Disability Group Coverage.



6. The Town shall not carry terminated or retired employees on its Long Term Disability Group Coverage.
  7. The employee's cost of the Long Term Disability Group Coverage monthly premiums shall be deducted one (1) month in advance of the effective coverage month from his/her month end pay cheque.
  8. The Long Term Disability Group Coverage Premiums shall include a 'waiver of premium' provision. Upon approval of a claim, premiums for Long Term Disability will not be due for the duration of the disability. Premiums must be remitted during the elimination period and until such a time as the employee receives notification of a waiver. Premium payments during that time shall be remitted pursuant to No. 5 above.
- v. Life and Accidental Death and Dismemberment Insurance
1. Town Council shall determine from time to time which insurance company will provide Life and Accidental Death and Dismemberment Group Insurance Coverage to its employees.
  2. The plan shall provide a life insurance of twice an employee's basic annual wage or salary, and an additional amount of insurance in the event of accidental death or dismemberment with the principal sum equivalent to the employee's basic life insurance.
  3. Participation in Life and Accidental Death and Dismemberment Group Insurance is a mandatory term of employment for all employees in full time permanent positions **and at the discretion of the CAO for part time employees** upon successful completion of their probation.
  4. An employee who, immediately prior to the commencement of employment in a full time permanent position, was a contract employee of the Town shall commence participation in Life and Accidental Death and Dismemberment Group Insurance immediately upon commencement of employment in the full time permanent position, provided that the period of employment in the contract position was greater than three (3) months. Otherwise, participation shall begin in three (3) months.
  5. The Town shall contribute 100% of the cost of the employees Life and Accidental Death and Dismemberment Group Insurance Premiums.
  6. The employer's cost of the Life and Accidental Death and Dismemberment Insurance monthly premiums shall be paid one month in advance of the effective coverage month.
  7. The Town shall contribute 100% towards the costs of each participating employee's Life and Accidental Death and Dismemberment Group Life Insurance premiums while an employee is qualified for short term disability under the Weekly Indemnity Group Benefits Coverage plan.
  8. The Town shall not carry terminated or retired employees on its Life and Accidental Death and Dismemberment Group Insurance.
  9. The Town will be registered in a Retiree Benefit Plan that provides optional enrollment for life insurance to retired employees age 55 or older.
- vi. Dependent Life Insurance
1. Town Council shall determine from time to time which insurance company will provide Dependant Life Insurance Coverage to its employees.
  2. Participation in Dependent Life Insurance Coverage is optional for all employees in full time permanent positions **and offered at the discretion**

of the CAO for part time employees upon successful completion of their probation.

3. An employee who, immediately prior to the commencement of employment in a full time permanent position, was a contract employee of the Town shall commence participation in Dependent Life Insurance immediately upon commencement of employment in the full time permanent position, provided that the period of employment in the contract position was great than three (3) months. Otherwise, participation shall begin in three (3) months.
  4. For each participating employee the Town shall contribute 100% of the cost of his/her Dependent Life Insurance Coverage premiums.
  5. The Town shall contribute 100% towards the costs of each participating employee's Dependent Life premiums while an employee is qualified for short term disability under the Weekly Indemnity Group Benefits Coverage plan.
  6. The employee's share of the cost of the Dependent Life Insurance monthly premiums shall be paid one month in advance of the effective coverage month.
- vii. Optional Life Insurance and Optional Spousal Life Insurance
1. Employees may purchase Optional Life Insurance and Optional Spousal Insurance upon successful completion of their probation.
  2. The employee shall pay 100% of the cost of the Optional Life and/or Optional Spousal Life Insurance premiums.
  3. The employee's cost of the Optional Life Insurance monthly premiums shall be deducted one month in advance of the effective coverage month from his/her month end pay cheque.
  4. The Town shall not carry terminated or retired employees on its Optional Life Insurance Coverage plan.
  5. The Town will be registered in a Retiree Benefit Plan that provides optional enrollment for additional life insurance to retired employees age 55 or older if the retiree wants to convert their existing coverage to an individual policy.
- viii. Optional Critical Illness
1. Employees may purchase Optional Critical Illness Insurance and/or Optional Spousal Critical Illness Insurance upon successful completion of their probation.
  2. The employee shall pay 100% of the cost of the Optional Critical and Optional Spousal Critical Illness Insurance premiums.
  3. The employees cost to the Optional Critical Illness Insurance monthly premiums shall be deducted one month in advance of the effective coverage month from his/her month end pay cheque.
  4. The Town shall not carry terminated or retired employees on its Optional Critical Illness Insurance Coverage.

~~c. Part Time Employees~~

- ~~i. The Town of Sedgewick will not provide health or insurance benefits to part time employees at this time.~~

d. Temporary Employees

- i. The Town of Sedgewick will not provide health or insurance benefits to temporary employees.

### **3.23 Employee Pension Plan**

- a. Participation/Membership
  - i. Town Council has determined that the Local Authorities Pension Plan is the pension plan that will be provided to its employees.
  - ii. The Town of Sedgewick will advise all employees of their membership status at the time of hire and shall provide a copy of the member handbook.
  - iii. Participation in the pension plan shall be mandatory term of employment for all employees in full time permanent positions upon successful completion of a three (3) month probationary period.
  - iv. Participation in the pension plan shall be an optional term of employment for all employees in part time permanent positions upon successful completion of a three (3) month probationary period.
  - v. Participation in the pension plan shall not be available to any Town of Sedgewick temporary employees.
  - vi. Notwithstanding the above sub-sections, participation in the pension plan is available on the first day of employment if the employee is continuing from a previous employment at which the employee was enrolled in the Local Authorities Pension Plan.
- b. Pensionable Salary
  - i. Regular gross pay and acting pay shall be included as pensionable salary.
  - ii. Holiday pay will be included as pensionable salary when paid on a monthly basis but will not be included when paid as a lump sum.
  - iii. Over-time and on-call pay shall be excluded as pensionable salary.
  - iv. There shall be no automobile allowance for personal use provisions included as pensionable salary.
  - v. The pension plan will determine the amount of the employee and the employer's contributions to the pension plan.
- c. Pensionable Service
  - i. Base Unit:
    - 1. Administration: 1820 hours = 1.0000 Service to be reported
    - 2. Public Works: 2080 hours = 1.0000 Service to be reported
  - ii. Pensionable service shall be calculated pursuant to the policies and regulations of the Local Authorities Pension Plan.
- d. Contributions
  - i. The employee's contribution shall be deducted from the employee's month end pay cheque.
  - ii. The employer's contribution shall be contributed at the end of each monthly pay period.
  - iii. Contributions shall be calculated and remitted pursuant to the policies and regulations of the Local Authorities Pension Plan.
  - iv. The Town shall not contribute towards any terminated or retire employee's plan.

### **3.24 Acting Pay**

- a. Purpose

- i. The purpose of this policy is to outline the circumstances under which an employee may be compensated for work performed at a higher level in the absence of another employer and to establish procedures for granting such pay.
- b. Applicability
  - i. This policy applies to all full time and permanent part time employees in Town service.
- c. Policy
  - i. It is the policy of the Town of Sedgewick to compensate employees for assuming, on a temporary basis, some or all of the duties of a higher paid position from which an employee is absent when all of the following conditions have been met:
    - 1. The duties of the higher paid position are assigned to, and performed by, the designated employee for twenty-five (25) or more consecutive work days;
    - 2. ~~The Personnel Committee Council~~ is notified of the designated employee absence as soon as possible and ~~the Personnel Committee Council~~ determines the acting pay compensation rate.
    - 3. ~~The Personnel Committee reports said absence to council at the first council meeting after the said notice and receive approval from council for such acting pay.~~
- d. Procedures
  - i. Employees who perform the duties of a higher paid position under the above provisions shall receive acting pay beginning on, or retroactive to the first day of the assignment.
  - ii. Acting pay may be requested by the employee for absence due to termination or extended leave, whether paid or unpaid, if the employee is sufficiently qualified to perform the absent employee's duties.
  - iii. If there is no single employee sufficiently trained, the council will exercise the following options:
    - 1. Distribute the responsibilities evenly among several employees; or
    - 2. Hire temporary workers who are sufficiently trained.
  - iv. Acting pay may be authorized by ~~the Personnel Committee Council~~ for partial absences when the employer of a higher paid position is absent from his/her position for more than 50% of his/her regularly scheduled hours for more than twenty-five (25) working days.
  - v. In the case of partial acting pay, the employee shall be compensated at the authorized higher rate only for that portion of regularly scheduled hours that the employee of the higher paid position is absent.

### 3.25 Grievance Policy

- a. Purpose
  - i. The purpose of this policy is to resolve problems and grievances promptly and as close to the source as possible.
- b. Applicability
  - i. This policy applies to all full time and permanent part time employees in Town service.
- c. Policy

- i. The Town aims to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary.
- d. General Principles
  - i. Complaints must be fully described by the person with the grievance.
  - ii. The person(s) should be given the full details of the allegation(s) against them.
  - iii. The person(s) against who the grievance/complaint is made should have the opportunity and be given a reasonable time to give their side of the story before resolution is attempted.
  - iv. Proceedings should be conducted honestly, fairly and without bias opinion.
  - v. Proceedings should not be unduly delayed.
- e. Procedures
  - i. When an employee thinks any condition affecting the employee is unjust, inequitable, or creates a problem, the employee should use the following procedure for a solution without fear or recrimination and without stoppage of work, or refusal to perform work (unless the condition to perform the work is deemed unsafe):
    - 1. The employee attempts to resolve the complaint as close to the source as possible. This level is quite informal and verbal. If the matter is not resolved:
    - 2. The employee notifies the Supervisor in writing as to the substance of the grievance and states the remedy sought. Discussion should be held between employee and any other relevant party. This level will usually be informal, but either party may request written statements and agreements. This level should not exceed on a week. If the matter is not resolved:
    - 3. The Supervisor must refer the matter to the Chief Administrative Officer. A grievance taken to this level must be in writing from the employee and shall include.
      - The date of the action they are grieving;
      - The nature of the employee's grievance;
      - The circumstances from which it arose;
      - The remedy or the correction the employer is requested to make;
      - The employee's view of how policy has been violated;
      - The employees signature;
      - The date of submission.
    - 4. The Supervisor will forward to the CAO any additional information thought relevant. The CAO will provide a written response to the employee. The CAO will also communicate with any other parties involved or deemed relevant. This level should not exceed one week following the next scheduled meeting. If the matter is not resolved:
    - 5. Within fourteen (14) working days, the unresolved conflict must be presented to the Personnel Committee of the Town. **Personnel Committee Council** Members will then:
      - Meet with the griever privately;
      - Meet with the CAO privately;
      - Discuss the matter;

- Meet with both the CAO and griever. Having then followed all the above steps, every effort will be made to resolve the issue;
  - A decision of ~~the Personnel Committee Council~~ with respect to the grievance will be final.
6. A copy of all grievances and resolutions of same to be place in the respective employee(s) personnel file.
  7. ~~The Personnel Committee Council~~ to be given notice of all grievances and resolutions.

#### 4. Persons Affected

Town of Sedgewick staff

#### 5. Revision/Review History

	Date	Resolution Number
Approved	May 20, 2010	2010-05-139
Amended	June 17, 2010	2010-06-180
Amended	August 16, 2012	2012.08.226
Amended	June 20 <sup>th</sup> , 2013	2013.06.154
Amended	November 28 <sup>th</sup> , 2013	2013.11.318
Amended	January 22 <sup>nd</sup> , 2015	2015.01.24
Amended	October 22 <sup>nd</sup> , 2015	2015.10.301

TOWN OF SEDGEWICK

DATE

MAYOR

DATE

CHIEF ADMINISTRATIVE OFFICER



# TOWN OF SEDGEWICK

## REQUEST FOR DECISION

DECEMBER 21<sup>ST</sup>, 2017  
2018 OPERATIONAL BUDGET

## 2018 OPERATIONAL BUDGET

### EXECUTIVE SUMMARY

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Attached is the 2018 Operational Budget for Council's review.

### BACKGROUND

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Highlights of the 2018 Operational Budget include:

2018 Revenues without taxes	\$1,515,757
2018 Expenses	\$1,972,405
2018 Transfer to Reserves	\$337,552
2018 Amount Required from Taxes	<u>\$794,200</u>
2017 Amount Required from Taxes	<u>\$798,434</u>

#### By Department:

**Council** – 10% increase in operations due to increase in councillor honorariums and 2018 Christmas party.

**Administration** – 13% decrease in operations due to expected reduction in legal fees and office renovations generally completed in 2017. Salaries include a 2% COLA increase. Item line added for OT and staff bonuses. Increase in website costs due to hosting and maintenance. Increase to Telephone due to phone system being updated.

**Legislative** – No change. One by-election budgeted for.

**Fire** – 7.5% decrease in operations as there were no further requests from the department from 2017

**Disaster Services** – No change

**Public Works** – 10% increase in operations due to COLA salary adjustment, 18% increase in Machine R&M, 25% increase in Small Equipment. OT, on-call and bonuses will be recorded in separate item lines and have been entirely moved to the Public Works department from other departments.

**Bylaw** – 20% decrease in operations due to lower estimation of hours worked by contractor.

**Storm Sewer** – 92% decrease in operations



# TOWN OF SEDGEWICK

## REQUEST FOR DECISION

DECEMBER 21<sup>ST</sup>, 2017  
2018 OPERATIONAL BUDGET

### BACKGROUND (CONT.)

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**Waste Management** - 0.05% increase in general operations

**Water** – 3% general decrease in operations.

**Sewer** – 5% general decrease in operations.

**Social Services** – 5% decrease due to decrease in requisitions.

**Cemetery** – 80% decrease due to no planned grave cover replacements in 2018

**Planning** – 13% increase due to budgeting for Intermunicipal Development Plan review with Flagstaff County

**Economic Development** – 8% decrease in general operations.

**Land and Development** – Nothing budgeted for in 2018

**Recreation** – 54% decrease in operations in the areas of salaries and recreation programming.

**Culture** – 24% decrease in operations due to ending an annual grant to the Hall board.

**Gas** – 7% general decrease in operations.

### ALTERNATIVES

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1. Council may approve the 2018 Operational Budget as presented
2. Council may choose not to approve the 2018 Operational Budget and direct administration to make changes to bring back to the next Council meeting.

### RECOMMENDATION

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1. That Council approve the 2018 Operational Budget as presented

### ATTACHMENTS

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1. 2018 Draft Operational Budget



TOWN OF SEDGEWICK BUDGET

2018

OPERATIONAL CONSOLIDATED



BUDGETED				
Name	2017 Expenses	2018 Revenue	2018 Expenses	Funded from Taxes
(10) General Municipal Revenue	\$256,569.00	\$352,673.00	\$270,000.00	
(11) Council	\$52,775.00	\$0.00	\$58,160.00	\$58,160.00
(12) Administration	\$445,751.00	\$26,425.00	\$393,252.00	\$366,827.00
(19) Legislative	\$550.00	\$0.00	\$550.00	\$550.00
(23) Fire Services	\$65,066.00	\$33,974.00	\$62,360.00	\$28,386.00
(24) Disaster Services	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00
(26) Bylaw Enforcement	\$10,200.00	\$11,600.00	\$8,200.00	\$0.00
(32) Public Works	\$264,199.00	\$2,000.00	\$290,796.00	\$288,796.00
(37) Storm Sewer	\$3,000.00	\$0.00	\$250.00	\$250.00
(41) Water	\$286,355.00	\$190,260.00	\$104,760.00	\$0.00
(42) Sewer	\$140,593.00	\$172,250.00	\$62,100.00	\$0.00
(43) Waste Management	\$138,140.00	\$138,500.00	\$138,685.04	\$185.04
(51) Social Services	\$13,226.00	\$4,866.00	\$12,546.70	\$7,680.70
(56) Cemetery	\$5,000.00	\$1,000.00	\$1,000.00	\$0.00
(61) Planning	\$3,100.00	\$0.00	\$3,500.00	\$3,500.00
(63) Economic Development	\$166,995.00	\$2,000.00	\$10,108.25	\$8,108.25
(66) Land and Development	\$750.00	\$0.00	\$0.00	\$0.00
(72) Recreation	\$230,775.00	\$0.00	\$83,653.00	\$83,653.00
(74) Culture	\$23,055.00	\$13,958.84	\$17,958.84	\$4,000.00
(91) Natural Gas	\$484,678.00	\$566,250.00	\$453,025.00	\$0.00
	\$2,592,277.00	\$1,515,756.84	\$1,972,404.83	
Less Capital	\$388,000.00		\$0.00	
Total Operational Expenses	\$2,204,277.00		\$1,972,404.83	

	2017	2018
Balance		\$456,647.99
Transfer to Reserves	\$299,240.00	\$337,552.01
Required from Taxes	\$798,434.00	\$794,200.00

Transfer to Reserves

	2017 Expenses	2018 Expenses
Fire		
223762 - Contrib. To Capital - Fire Truc	\$5,000.00	\$5,000.00
223764 - Cont.To Cap. Reserves-Fire H	\$10,000.00	\$10,000.00
Public Works		
232760 - Cont. to cap. - Truck	\$7,500.00	\$7,500.00
232762 - Cont. to cap. - Infrastructure	\$60,000.00	\$60,000.00
232769 - Cont. to cap. - Building	\$5,000.00	\$5,000.00
232920 - Cont. to cap. - Equipment	\$20,000.00	\$20,000.00
Water		
241765 - Transfer to Capital Reserves	\$61,500.00	\$75,000.00
241766 - Transfer to Res. - WMF	\$23,000.00	\$23,000.00
Sewer		
242930 - Tfr. To Infra.Reserve	\$51,700.00	\$76,552.01
Waste		
243762 - Contrib. to Capital - Landfill E	\$1,000.00	\$1,000.00
Cemetery		
256762 - Contrib. to Capital	\$1,500.00	\$1,500.00
Recreation		
272769 - Contrib. to Rec Reserves	\$10,000.00	\$10,000.00
272790 - Grant -Recreation Centre Op	\$15,000.00	\$15,000.00
Culture		
274920 - Contribution to Capital- Hall	\$5,000.00	\$5,000.00
Natural Gas		
291760 - Reserve Fund	\$23,040.00	\$23,000.00
Total Reserves	\$299,240.00	\$337,552.01
Total Expenses	\$2,891,517.00	\$2,309,956.84

# TOWN OF SEDGEWICK OPERATIONAL BUDGET 2018

## COUNCIL



### REVENUE

Name	2017 Budget	2018 Budget
Prov. Conditional Grant	\$6,000.00	\$0.00
	<b>\$6,000.00</b>	<b>\$0.00</b>

### EXPENSES

Name	2017 Budget	2018 Budget
211130 - Clr. - Employer Contrib.	\$600.00	\$600.00
211151 - Clr Fees - Taxable	\$24,050.00	\$26,000.00
211152 - Clr Fees - Non-Taxable	\$12,025.00	\$13,000.00
211211 - Travel/Subs.	\$9,400.00	\$10,000.00
211212 - Education	\$6,000.00	\$3,000.00
212250 - Christmas party		\$5,000.00
211274 - Insurance	\$500.00	\$360.00
211510 - Council Supplies	\$200.00	\$200.00
	<b>\$52,775.00</b>	<b>\$58,160.00</b>

## ADMINISTRATION



### REVENUE

Name	2017 Budget	2018 Budget
112210 - VCU Interest	\$21,000.00	\$7,200.00
112410 - Misc. Admin. Rev.	\$3,500.00	\$3,000.00
112560 - Bdlg/Land Rental	\$7,000.00	\$7,125.00
112561 - Machine Rentals	\$125.00	\$100.00
112845 - Cond. Operating Grant	\$22,656.00	\$9,000.00
112920 - Drawn From Operating	\$85,800.00	\$0.00
	<b>\$140,081.00</b>	<b>\$26,425.00</b>

### EXPENSES

Name	2017 Budget	2018 Budget
212110 - Salaries	\$162,207.00	\$136,034.00
212120 - Salaries - Prt.Time	\$49,078.00	\$75,582.00

212121 - Overtime		\$1,000.00
212123 - Bonuses		\$1,660.00
212130 - Employer Contrib.	\$22,404.00	\$51,166.00
212131 - WCB	\$6,000.00	\$7,000.00
212211 - Travel/Subs.	\$4,000.00	\$4,000.00
212212 - Education/Training	\$58,530.00	\$6,000.00
212213 - Occupational Health	\$7,680.00	\$8,000.00
212215 - Freight	\$100.00	\$100.00
212216 - Postage	\$1,100.00	\$1,100.00
212217 - Telephone	\$5,280.00	\$8,800.00
212218 - Internet/Website	\$975.00	\$4,260.00
212220 - Advertising, Printing	\$4,700.00	\$4,000.00
212221 - Municipal Members	\$6,855.00	\$6,500.00
212230 - Audit Fees	\$9,476.00	\$9,500.00
212231 - Assessor	\$12,860.00	\$13,500.00
212232 - Legal & LTO	\$8,500.00	\$5,000.00
212250 - Buildings R&M	\$25,500.00	\$16,000.00
212251 - Equipment R&M	\$40,786.00	\$10,500.00
212274 - Insurance	\$9,000.00	\$12,850.00
212401 - Carbon Tax		\$100.00
212510 - Office Supplies	\$5,000.00	\$5,000.00
212511 - Janitorial Supplies	\$1,000.00	\$1,000.00
212540 - Electricity	\$2,500.00	\$2,300.00
212541 - Natural Gas	\$700.00	\$700.00
212630 - Unamortized Equip	\$520.00	
212915 - Other Expenses		\$600.00
212961 - Contrib.Office Equip	\$1,000.00	\$1,000.00
	<b>\$445,751.00</b>	<b>\$393,252.00</b>

## LEGISLATIVE

## REVENUE



Name	2017 Budget	2018 Budget
		\$0.00
	<b>\$0.00</b>	<b>\$0.00</b>

## EXPENSES

Name	2017 Budget	2018 Budget
219150 - Election Officer Fees	\$400.00	\$400.00
219290 - Election Costs	\$150.00	\$150.00
	<b>\$550.00</b>	<b>\$550.00</b>

## FIRE SERVICES



### REVENUE

Name	2017 Budget	2018 Budget
123410 - Fire Fees Charged	\$7,680.00	\$5,000.00
123590 - County Agreement	\$10,000.00	\$10,000.00
123592 - County Operating Grant	\$18,974.00	\$18,974.00
123850 - Other Grants (BRCF)	\$1,500.00	
	<b>\$38,154.00</b>	<b>\$33,974.00</b>

### EXPENSES

Name	2017 Budget	2018 Budget
223120 - Fire Fighter Fees	\$24,080.00	\$24,600.00
223130 - Employer Contributions	\$350.00	
223211 - Subs/Km/Misc.	\$1,000.00	\$500.00
223212 - Education/Training	\$1,200.00	\$1,200.00
223213 - Occupational Health & Safety	\$2,000.00	\$0.00
223215 - Freight	\$200.00	\$200.00
223217 - Phones/Alarm	\$4,836.00	\$4,500.00
223218 - Internet Costs	\$530.00	\$735.00
223230 - EMS Regional Dispatch Cost	\$2,850.00	\$2,700.00
223250 - Building R&M (Contractor)	\$500.00	\$500.00
223251 - Machine R&M	\$3,000.00	\$2,000.00
223252 - Machine R&M (County)	\$3,500.00	\$2,500.00
223274 - Insurance	\$3,320.00	\$3,575.00
223300 - Regional Emergency Services Society		\$2,200.00
223350 - Rescue Unit Req.	\$1,800.00	\$1,800.00
223401 - Carbon Tax - Fire		\$350.00
223510 - Gen. Goods & Services	\$10,550.00	\$10,000.00
223511 - Vehicle Fuel	\$600.00	\$500.00
223512 - Vehicle Fuel (County)	\$750.00	\$500.00
223540 - Electricity	\$3,000.00	\$3,000.00
223541 - Natural Gas	\$1,000.00	\$1,000.00
	<b>\$65,066.00</b>	<b>\$62,360.00</b>

## DISASTER SERVICES



### REVENUE

Name	2017 Budget	2018 Budget
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\$0.00

\$0.00

## EXPENSES

Name	2017 Budget	2018 Budget
224512 - Training/Education	\$1,500.00	\$1,500.00
	\$1,500.00	\$1,500.00

## BYLAW ENFORCEMENT



### REVENUE

Name	2017 Budget	2018 Budget
126510 - Municipal BEO Fines	\$500.00	\$250.00
126521 - Permits - Bldg.,Gas,Electric	\$1,500.00	\$1,000.00
126522 - Hawkers/Pedlar License	\$350.00	\$350.00
126525 - Animal Licenses	\$1,750.00	\$2,000.00
112840 - Provincial Grant - Operating	\$10,000.00	\$8,000.00
	\$14,100.00	\$11,600.00

## EXPENSES

Name	2017 Budget	2018 Budget
226234 - Animal Control	\$200.00	\$200.00
226355 - BEO Contract	\$10,000.00	\$8,000.00
	\$10,200.00	\$8,200.00

## PUBLIC WORKS



### REVENUE

Name	2017 Budget	2018 Budget
132561 - Machine Rentals	\$4,000.00	\$2,000.00
132824 - MSI Operating Grant	\$5,000.00	\$0.00
	\$9,000.00	\$2,000.00

## EXPENSES

Name	2017 Budget	2018 Budget
232110 - Salaries	\$76,743.00	\$80,052.00

232120 - Salaries Prt-Time	\$21,696.00	\$19,228.00
232121 - Overtime		\$2,500.00
232122 - Oncall		\$11,500.00
232123 - Bonuses		\$1,000
232130 - Employer Contributions	\$17,750.00	\$19,166.00
232211 - Travel/Subs.	\$3,000.00	\$2,500.00
232212 - Education/Training	\$5,000.00	\$3,000.00
232215 - Freight	\$500.00	\$1,000.00
232217 - Telephone	\$3,780.00	\$4,100.00
232250 - Buildings R&M	\$500.00	\$4,500.00
232251 - Machine R&M Contracted	\$17,000.00	\$20,000.00
232252 - Streets/Sidewalks/Curbs R&M	\$34,000.00	\$30,000.00
232274 - Insurance	\$5,730.00	\$5,250.00
232401 - Carbon Tax - Public Works		\$5,500.00
232510 - Sm.Equip/Misc.Supplies	\$8,000.00	\$10,000.00
232511 - Vehicle Fuel	\$9,000.00	\$9,000.00
232512 - Shop Tools	\$1,000.00	\$2,000.00
232540 - Electricity	\$3,500.00	\$3,500.00
232541 - Natural Gas	\$2,000.00	\$2,000.00
232542 - Street Lites	\$55,000.00	\$55,000.00
	<b>\$264,199.00</b>	<b>\$290,796.00</b>

## STORM SEWER



### REVENUE

Name	2017 Budget	2018 Budget
		\$0.00
	<b>\$0.00</b>	<b>\$0.00</b>

### EXPENSES

Name	2017 Budget	2018 Budget
237251 - Rpr. & Maint.	\$3,000.00	\$250.00
	<b>\$3,000.00</b>	<b>\$250.00</b>

## WATER



### REVENUE

Name	2017 Budget	2018 Budget
141410 - Sale Of Water	\$100,000.00	\$100,000.00

141510 - Water Penalties	\$600.00	\$600.00
141590 - Bulk Water Revs	\$2,500.00	\$5,000.00
141820 - Water Infrastructure Renewal	\$61,500.00	\$61,500.00
141825 - Water Meter Replacement Reserve	\$23,000.00	\$23,160.00
141846 - Prov. Grant - Operating	\$35,000.00	
141940 - Contr. From Capital Function	\$124,000.00	
	<b>\$346,600.00</b>	<b>\$190,260.00</b>

## EXPENSES

Name	2017 Budget	2018 Budget
241110 - Salaries And Wages	\$24,488.00	\$23,100.00
241130 - Employer Contributions	\$5,917.00	\$5,850.00
241215 - Freight	\$4,500.00	\$4,000.00
241217 - Telephone	\$800.00	\$800.00
241218 - WTP Internet	\$600.00	\$2,100.00
241235 - Water Meter Reading Fees	\$3,900.00	\$4,560.00
241250 - Building R&M	\$20,000.00	\$5,000.00
241251 - Equipment R&M Contracted	\$190,500.00	\$25,000.00
241274 - Insurance	\$3,700.00	\$3,900.00
241401 - Carbon Tax - Water		\$350.00
241510 - Gen. Goods & Services	\$6,000.00	\$6,000.00
241530 - Chemicals	\$8,500.00	\$8,500.00
241540 - Electricity	\$16,000.00	\$14,000.00
241541 - Natural Gas	\$1,450.00	\$1,600.00
	<b>\$286,355.00</b>	<b>\$104,760.00</b>

## SEWER



## REVENUE

Name	2017 Budget	2018 Budget
142410 - Sewer Service Fees	\$120,000.00	\$120,000.00
142510 - Sewer Penalties	\$400.00	\$400.00
142820 - Sewer Infrastructure Renewal	\$51,700.00	\$51,850.00
142930 - Contr. From Other Oper. Fund	\$12,829.00	
142940 - Contr. From Capital Function	\$75,000.00	
	<b>\$259,929.00</b>	<b>\$172,250.00</b>

## EXPENSES

Name	2017 Budget	2018 Budget
242110 - Salaries	\$24,467.00	\$23,100.00
242130 - Employer Contributions	\$5,917.00	\$5,850.00

242217 - Telephone/Alarm	\$1,650.00	\$1,650.00
242250 - Building R&M	\$500.00	\$500.00
242251 - Equipment R&M Contracted	\$21,329.00	\$20,000.00
242255 - Sewage Lagoon	\$80,800.00	\$5,000.00
242274 - Insurance	\$1,000.00	\$950.00
242401 - Carbon Tax - Sewer		\$100.00
242510 - Supplies	\$500.00	\$500.00
242540 - Electricity	\$3,800.00	\$3,800.00
242541 - Natural Gas	\$630.00	\$650.00
	<b>\$140,593.00</b>	<b>\$62,100.00</b>

## WASTE



## REVENUE

Name	2017 Budget	2018 Budget
143410 - Collection And Disposal Fees	\$138,690.00	\$138,000.00
143510 - Garbage Penalties	\$400.00	\$500.00
143590 - Misc. Revenue	\$50.00	
	<b>\$139,140.00</b>	<b>\$138,500.00</b>

## EXPENSES

Name	2017 Budget	2018 Budget
243350 - FRSWMA Requisition	\$126,590.00	\$123,685.04
243360 - Curbside Recycling Program	\$10,400.00	\$14,000.00
243510 - General Goods & Services	\$1,150.00	\$1,000.00
	<b>\$138,140.00</b>	<b>\$138,685.04</b>

## SOCIAL SERVICES



## REVENUE

Name	2017 Budget	2018 Budget
Provincial Grants - Operating		\$4,866.00
	<b>\$0.00</b>	<b>\$4,866.00</b>

## EXPENSES

Name	2017 Budget	2018 Budget
251350 - FFCS Req.	\$7,456.00	\$7,055.70
251356 - Community Resource Officer	\$5,145.00	\$4,866.00



251770 - Grants-Other-FIRST & STAR

\$625.00

\$625.00

\$13,226.00

\$12,546.70

## CEMETERY



### REVENUE

Name	2017 Budget	2018 Budget
156410 - Plot Sales	\$600.00	\$500.00
156415 - Memorial Book Sales	\$100.00	\$0.00
156510 - Goods & Services	\$500.00	\$500.00
156590 - Cemetery Donations	\$4,500.00	\$0.00
	\$5,700.00	\$1,000.00

### EXPENSES

Name	2017 Budget	2018 Budget
256250 - Rpr.& Maint.	\$4,500.00	\$500.00
256510 - Gen. Goods & Services	\$500.00	\$500.00
	\$5,000.00	\$1,000.00

## PLANNING



### REVENUE

Name	2017 Budget	2018 Budget
161840 - Grants - MSI	\$1,600.00	\$0.00
	\$1,600.00	\$0.00

### EXPENSES

Name	2017 Budget	2018 Budget
261200 - Gen. Services Contr.	\$1,600.00	\$2,000.00
261510 - ARB Costs - LARB, CARB	\$1,500.00	\$1,500.00
	\$3,100.00	\$3,500.00

## ECONOMIC DEVELOPMENT



### REVENUE

**Name**

163590 - Grants - Federal  
163840 - Conditional Grant - Provincial  
163921 - Transfer from Capital Reserves

**2017 Budget**

\$2,000.00  
\$25,350.00  
\$139,000.00

**2018 Budget**

\$2,000.00  
  
  
\$2,000.00

## EXPENSES

**Name**

263350 - BRAED Membership  
263360 - FIP Membership  
263510 - Goods & Supplies

**2017 Budget**

\$645.00  
\$8,350.00  
\$158,000.00  
\$166,995.00

**2018 Budget**

\$608.25  
\$7,000.00  
\$2,500.00  
\$10,108.25

## LAND AND DEVELOPMENT



### REVENUE

**Name****2017 Budget****2018 Budget**

\$0.00

\$0.00

## EXPENSES

**Name**

266200 - Gen. Service Contr.

**2017 Budget**

\$750.00  
\$750.00

**2018 Budget**

\$0.00

## RECREATION



### REVENUE

**Name**

172410 - Recreation Land Rental  
172920 - Tfr. From Reserves

**2017 Budget**

\$500.00  
\$54,000.00  
\$54,500.00

**2018 Budget**

\$0.00  
  
\$0.00

## EXPENSES

**Name**

272110 - Salaries - Fulltime

**2017 Budget**

\$24,497.00

**2018 Budget**

\$23,100.00

272120 - Salaries - Prt-Time	\$111,957.00	\$21,791.00
272130 - Employer Contrib.	\$7,521.00	\$7,962.00
272214 - Recreation Programming	\$50,000.00	\$0.00
272251 - Equipment R&M	\$3,000.00	\$500.00
272252 - Building R&M	\$500.00	\$500.00
272260 - Parks Improvements	\$9,000.00	\$7,000.00
272274 - Insurance	\$18,100.00	\$16,600.00
272510 - Gen. Goods & Services	\$500.00	\$500.00
272540 - Electricity	\$3,300.00	\$3,300.00
272541 - Rec Centre - Water	\$2,400.00	\$2,400.00
272779 - Rec Centre Grant - Ag Societ	\$500.00	\$0.00
	<b>\$230,775.00</b>	<b>\$83,653.00</b>

## CULTURE



### REVENUE

Name	2017 Budget	2018 Budget
174840 - Provincial Grants - Operating		\$13,958.84
	<b>\$0.00</b>	<b>\$13,958.84</b>

### EXPENSES

Name	2017 Budget	2018 Budget
274120 - Salaries - Prt. Time		\$1,989.00
274130 - Employer Contrib.		\$859.00
274274 - Insurance	\$3,300.00	\$3,500.00
274770 - Grant - Library	\$7,000.00	\$7,500.00
274771 - Grant - Hall Operating	\$6,000.00	\$0.00
274774 - P.R.L. Req.	\$6,755.00	\$6,958.84
	<b>\$23,055.00</b>	<b>\$17,958.84</b>

## NATURAL GAS



### REVENUE

Name	2017 Budget	2018 Budget
191410 - Sale Of Gas	\$403,750.00	\$412,250.00
191411 - Gas S/C	\$120,960.00	\$120,960.00
191412 - SKNGS Reserve Fund Incom	\$23,040.00	\$23,040.00
191413 - Nat.Gas - Town Facilities	\$6,000.00	\$4,000.00
191510 - Gas Penalties	\$1,500.00	\$1,500.00

191590 - Gas Install.& Misc. Revs

\$1,500.00

\$4,500.00

**\$556,750.00**

**\$566,250.00**

## EXPENSES

### Name

### 2017 Budget

### 2018 Budget

291110 - Salaries

\$11,041.00

\$6,807.00

291130 - Employers Contrib.

\$622.00

\$2,168.00

291215 - Freight

\$300.00

\$300.00

291216 - Postage

\$6,500.00

\$6,000.00

291220 - Advert/Printing

\$400.00

\$400.00

291250 - Gas System R&M

\$26,425.00

\$14,250.00

291251 - Mach. R&M

\$4,000.00

\$3,500.00

291260 - New Install. Costs

\$4,500.00

\$4,500.00

291290 - Taxes/Misc.

\$8,700.00

\$7,000.00

291350 - Admin. Costs

\$72,250.00

\$80,750.00

291401 - Carbon Tax - Gas

\$200.00

291532 - Gas Purch For Resale

\$297,500.00

\$297,500.00

291541 - Natural Gas

\$600.00

\$850.00

291760 - SKNGS Reserve Fund

\$51,840.00

\$28,800.00

**\$484,678.00**

**\$453,025.00**



## **2018 CAPITAL BUDGET**

### **EXECUTIVE SUMMARY**

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Attached is the 2018 draft Capital Budget for Council's review.

### **BACKGROUND**

---

Budget highlights:

12 capital projects have been identified

- Water infrastructure replacement
- Sewer infrastructure replacement
- 20 lot subdivision
- Main Street revitalization
- Fire hydrant replacement (25 hydrants)
- Cathodic bed replacement (nat. gas)
- 65 new nat. gas meters
- Water treatment plant genset replacement
- Water well drilling
- John Deere 50" 2-stage snow blower
- Scraper attachment
- John Deere 3046R Utility Tractor

Total amount of all projects is \$4.7 million. Of this, approximately \$2.4 million will be funded by grants, \$1.4 million by reserves and \$0.9 million by debenture.

### **ALTERNATIVES**

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1. Council may approve the 2018 Capital Budget, as presented.
2. Council may choose not to approve the 2018 Capital Budget, as presented and direct administration to make changes to bring back to Council at the next Council meeting.

### **RECOMMENDATION**

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1. That Council approve the 2018 Capital Budget, as presented.

### **ATTACHMENTS**

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1. 2018 Draft Capital Budget

# TOWN OF SEDGEWICK BUDGET

2018

## CAPITAL



Project	2018 Budget	Funded by Sale of Asset	Funded by Grants	Funded by Reserves	Funded by Debenture	Funded by Taxes
Water infrastructure replacement	\$900,000.00		\$703,356.56	\$196,643.44		
Sewer infrastructure replacement	\$900,000.00		\$484,224.19	\$415,775.81		
20 lot subdivision	\$1,100,000.00			\$170,422.59	\$929,577.41	
Main Street Revitalization	\$1,500,000.00		\$1,189,780.00	\$310,220.00		
Fire Hydrant Replacement (10)	\$25,000.00			\$25,000.00		
Cathodic Bed Replacement (nat gas)	\$18,000.00			\$18,000.00		
65 new meters (nat gas)	\$9,100.00			\$9,100.00		
WTP genset	\$140,000.00			\$140,000.00		
Water well	\$35,000.00			\$35,000.00		
John Deere 50" 2-stage snow blower	\$5,000.00			\$5,000.00		
Scraper attachment	\$1,700.00			\$1,700.00		
John Deere 3046R Utility Tractor	\$44,000.00	\$7,000.00		\$37,000.00		
	\$4,677,800.00	\$7,000.00	\$2,377,360.75	\$1,363,861.84	\$929,577.41	\$0.00



## **ELECTRONIC MESSAGING SIGN**

### **EXECUTIVE SUMMARY**

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At the December 7<sup>th</sup> Strategic Priorities meeting, Council directed administration to look further into the costs of installing an electronic messaging sign near Highway 13, but within corporate Town limits.

### **BACKGROUND**

---

Council was informed at the September 21<sup>st</sup>, 2017 Council Meeting that Alberta Transportation does not permit the attachment of electronic signs to Welcome Signs and does not allow electronic message signs within the development control zone of rural provincial highways. The Town of Sedgewick sign is located predominantly within the provincial right-of-way.

The cost of two 7' x 2.5' single color electronic LED signs (one for each direction) is approximately \$10,000.

Administration has received a quote for the installation of a 25' tall pylon sign that would house the electronic sign for \$30,000. This estimate includes Line locating, First calls, Hydrovac, Installing piles, cut and cap, Building sign posts, sign frame, painting and installation.

The pylon sign would be placed several feet to the north of the Welcome Sign and would require permission from the property owner to install there.

An additional option would be to add three light boxes beneath the electronic portion of the sign of approximately 2' in height each that could be sold to local businesses in the form of advertising that could help with the cost of building the pylon sign.

#### Considerations:

- *Is there a better place to install the sign?*
- *Are the proposed dimensions adequate?*
- *Single Color, multi color, graphics, video?*
- *Should advertising panels be added to the sign?*
- *If Council would like to move forward, where will funding for the sign come from?*

### **BUDGET IMPLICATIONS**

---

\$44000 from capital reserves



# TOWN OF SEDGEWICK

## REQUEST FOR DECISION

DECEMBER 21<sup>ST</sup> 2017  
ELECTRONIC MESSAGING SIGN

### ALTERNATIVES

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1. Council may approve the addition of an electronic sign to the 2018 capital budget at an amount of \$40,000 plus \$4000 in contingency to be taken out of capital reserves.
2. Council may approve the addition of an electronic sign to the 2018 capital budget at a different amount to be taken out of capital reserves.
3. Council may direct administration to bring back to Council further information regarding the electronic sign.
4. Council may accept the above as information.

### RECOMMENDATION

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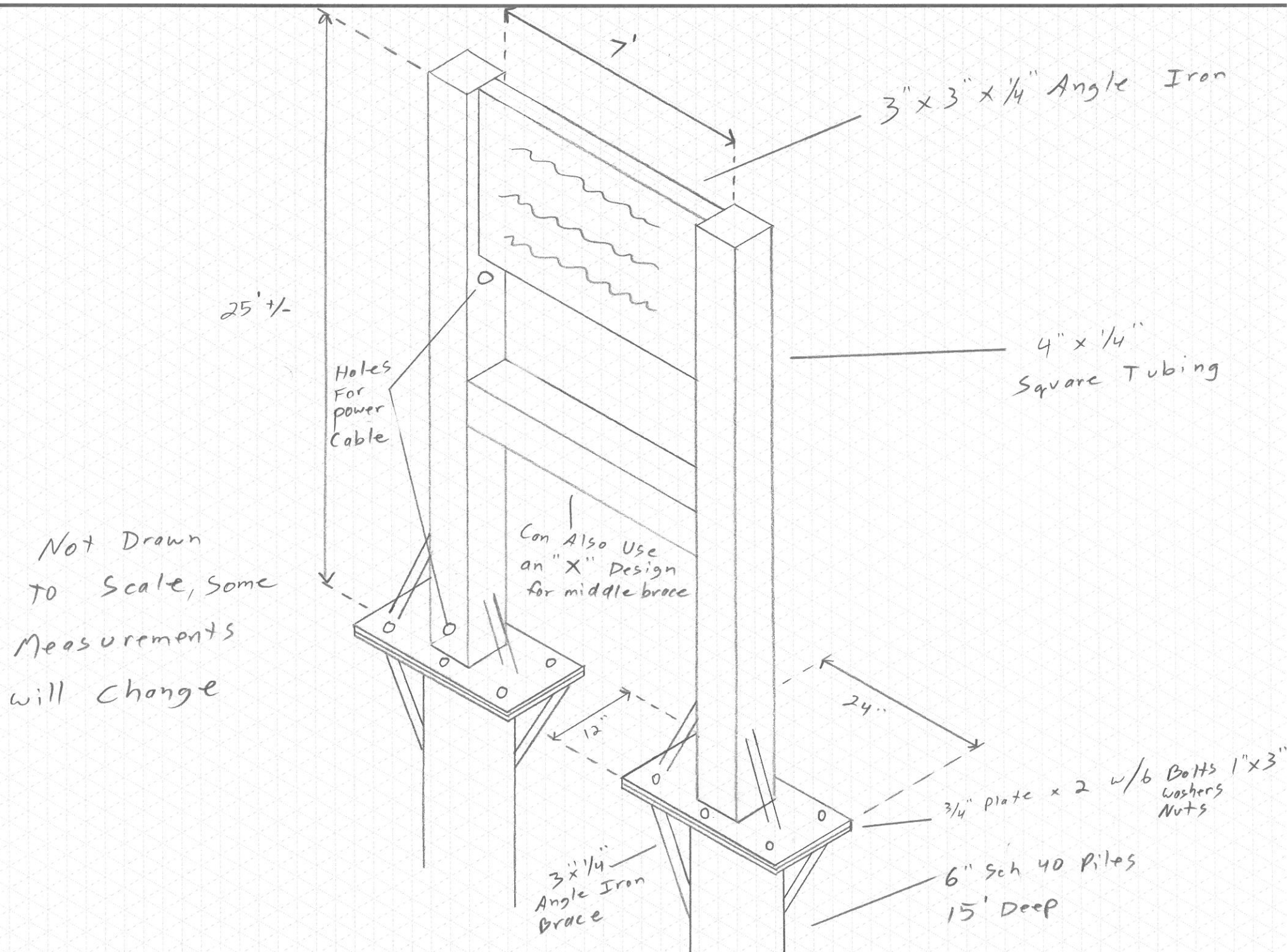
1. That Council approve the addition of an electronic sign to the 2018 capital budget at an amount of \$40,000 plus \$4000 in contingency to be taken out of capital reserves.

### ATTACHMENTS

---

1. Electronic sign diagram







# TOWN OF SEDGEWICK

## REQUEST FOR DECISION DECEMBER 21<sup>ST</sup>, 2017 ENGINEERING SERVICES AGREEMENT

### ENGINEERING SERVICES AGREEMENT

#### EXECUTIVE SUMMARY

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Associated Engineering has provided a 3-year Engineering Services Agreement for Council's review.

#### BACKGROUND

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#### BUDGET IMPLICATIONS

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Fees as per agreement

#### ALTERNATIVES

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1. Council may approve entering into a 3-year Engineering Services Agreement with Associated Engineering
2. Council may choose not to enter into a 3-year Engineering Services Agreement with Associated Engineering

#### RECOMMENDATION

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- 1.

#### ATTACHMENTS

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1. Standing Form of Agreement

**STANDARD FORM OF AGREEMENT  
BETWEEN  
CLIENT AND ENGINEER**

THIS AGREEMENT made in duplicate the \_\_\_\_\_ day of \_\_\_\_\_ in the  
year \_\_\_\_\_

**by and between the Parties:**

Town of Sedgewick  
4818 47 Street  
Sedgewick, AB T0B 4C0

hereinafter called the "Client"

and

Associated Engineering Alberta Ltd.  
500, 9888 Jasper Avenue  
Edmonton, AB T5J 5C6

hereinafter called the "Engineer"

WHEREAS the Client desires that engineering services be rendered by the Engineer for the  
following project (the "Project"):

**SERVICE AGREEMENT FOR CONSULTING SERVICES**

and as detailed in Schedule B - Project Description, annexed hereto.

NOW THEREFORE, the Client and the Engineer, for the consideration and upon the terms and  
conditions hereinafter named, **agree as follows:**

**ARTICLE I. GENERAL CONDITIONS OF AGREEMENT**

The General Conditions of Agreement, annexed hereto in Schedule A, form a part of this  
Agreement.

**ARTICLE II. ENGINEERING SERVICES**

The Engineer will perform the services (the "Services") described in Schedule C - Scope of  
Services, annexed hereto.

**ARTICLE III. FEE**

The Client agrees to pay the Engineer the fees and charges as detailed in Schedule D - Fee  
Basis, annexed hereto, for furnishing the engineering Services described in Article II. Value Added Taxes  
are not included in the fees and charges and are payable additional thereto.

#### ARTICLE IV. ENTIRE AGREEMENT

This Agreement, including Schedules A, B, C and D annexed hereto, constitutes the sole and entire agreement between the Client and Engineer relating to the Project. This Agreement may be amended only by written instrument signed by both the Client and the Engineer. This Agreement is for the exclusive benefit of the Parties signatory thereto. It does not create a contractual relationship with or exist for the benefit of any third party, including contractors, subcontractors and their sureties.

IN WITNESS WHEREOF the Parties hereto have duly executed this Agreement.

##### **Town of Sedgewick**

---

Per:

---

Authorized Signatory

Title

Per:

---

Witness

Title

##### **Associated Engineering Alberta Ltd.**

---

Per:

---

Authorized Signatory

Title

Per:

---

Authorized Signatory

Title

## SCHEDULE A

### GENERAL CONDITIONS OF AGREEMENT

The following provisions, terms and conditions shall apply hereto:

#### 1. DEFINITIONS

1.1 **Agreement:** This form; the Standard Form of Agreement between Client and Engineer, including any and all Schedules annexed hereto.

1.2 **Additional Services:** Services required of the Engineer, which are outside the scope of Services defined in this Agreement and for which the Engineer will be additionally compensated by the Client.

1.3 **Consultant:** Registered professional engineers, architects and other technical specialists, other than the Engineer, engaged by the Client directly.

1.4 **Contractor:** The party contracting with the Client or Owner for the provision of labour, materials and equipment for the execution of the Work.

1.5 **Contract:** The agreement between the Client or Owner and the Contractor for the provision of labour, materials and equipment for the execution of the Work by the Contractor.

1.6 **Contract Documents:** All documents relating to the Work issued by or through the Engineer which are incorporated into the Contract, and all variations and modifications thereto issued by or approved by the Engineer.

1.7 **Contract Time:** The period from the notice to proceed with the Work to the projected completion date for the Contract as agreed to between the Client or Owner and the Contractor in the Contract.

1.8 **Field Services:** Shall mean making such periodic visits to the Project site at intervals appropriate to the stage of construction as the Engineer, in the Engineer's sole professional discretion, considers necessary to enable the Engineer to ascertain whether the Contractor is carrying out the Work in general conformity with the Contract Documents, or such other Field Services as are stipulated herein.

1.9 **Owner:** Where different from the Client, Owner shall mean the party contracting with the Contractor for the execution of the Work, and the party providing the funding for the Project. In such a

case, it is assumed and understood that the Client has a master agreement with the Owner authorizing the Client to act on the Owner's behalf in the provision of services or the execution of the work under this Agreement.

1.10 **Project:** The Project described in the recitals to the Agreement.

1.11 **Services:** The Engineer's Services as set forth in this Agreement and the attached schedules.

1.12 **Shop Drawings:** Drawings, diagrams, illustrations, schedules, performance charts and data, technical brochures and other data provided by the Contractor or other third parties to illustrate details of a component or portion of the Work.

1.13 **Substantial Performance:** Shall have the meaning set out in lien legislation in effect at the place of the Work or, if such legislation does not contain a definition, it shall mean that point in time at which the Work is ready to be used or is being used for its intended purpose and is so certified by the Engineer. The term Substantial Completion, used in some jurisdictions, shall have the same meaning.

1.14 **Subconsultant:** Any registered/licensed professional engineer, architect or other technical specialist engaged directly by the Engineer in connection with the Project.

1.15 **Termination Expenses or Suspension Expenses:** Expenses incurred by the Engineer which are directly attributable to termination or suspension of the Services by the Client for reasons beyond the control of the Engineer, and shall include the Engineer's expenses reasonably and necessarily incurred in winding down the Engineer's Services.

1.16 **Total Performance:** Shall mean that the Work as appraised by the Engineer has been performed to the total requirements of the Contract Documents, and is so certified by the Engineer. The terms Total Completion or Final Completion, used in some jurisdictions, shall have the same meaning.

1.17 **Value Added Taxes:** Value Added Taxes means such sums as levied upon fees and charges by a Federal, Provincial or Territorial Government and is computed as a percentage of the same and includes the Goods and Services Tax, the Harmonized Sales Tax, the Quebec Sales Tax, the

## SCHEDULE A GENERAL CONDITIONS OF AGREEMENT

Saskatchewan Sales Tax and any similar tax, the payment or collection of which is imposed by legislation.

1.18 **Work:** The totality of all labour, materials and equipment used or incorporated into the Project by the Contractor pursuant to the Contract Documents.

### 2. Client's Responsibilities

The Client shall give due consideration to all sketches, drawings, reports, bids, proposals and other information provided to the Client by the Engineer and shall render decisions in a timely manner so as not to delay the work of the Engineer.

The Client shall make available to the Engineer all relevant information or data pertinent to the Project which is required by the Engineer. The Engineer 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 the Client's Consultants, whether such Consultants are engaged at the request of the Engineer or otherwise. Where such information or data originates either with the Client or with the Client's Consultants, then the Engineer shall not be responsible to the Client for any consequences of any error or omission contained therein.

The Client shall arrange and make provision for the Engineer's entry and ready access to public and/or private property as well as to the Project site, as necessary to enable the Engineer to perform the Services of this Agreement.

The Client shall designate in writing an individual to act as the Client's representative, such person to have complete and exclusive authority to transmit instructions to and receive information from the Engineer.

The Client shall give prompt written notice to the Engineer whenever the Client or the Client's representative becomes aware of any defects or deficiencies in the Work or in the Contract Documents.

The Client shall obtain required approvals, licences and permits from municipal, governmental or

other authorities having jurisdiction over the Project so as to not delay the Engineer in the performance of the Services being rendered under this Agreement.

The Client shall expressly undertake not to enter into contracts in connection with the Project with Contractors or Consultants (or with the Owner, when the Client is not the Owner) which describe duties and responsibilities of the Engineer which are inconsistent with the duties and responsibilities of the Engineer provided for in this Agreement, without first obtaining the Engineer's written agreement thereto.

Where the work to be rendered by the Engineer under this Agreement is for discipline work on a building project designed by others, the Client shall provide electronic drawing files of all applicable building and structural elements, in AutoCAD® format and metric configuration, finalized as to design layout and suitable for use as a reference, prior to the Engineer commencing design Services under this Agreement. Revisions, changes or re-work required to be done by the Engineer as a result of subsequent changes to the finalized design layout, for reasons beyond the Engineer's control, will be deemed Additional Services and, as such, will be at the Client's expense.

In accordance with Canadian anti-spam legislation, the Client consents to the Engineer and its Subconsultants contacting the Client and its personnel through electronic messages relating to the Engineer's Services and other matters of interest to the Client. After the completion of this Agreement, the Client may withdraw any such consent by contacting the Engineer at [unsubscribe@ae.ca](mailto:unsubscribe@ae.ca).

### 3. Payment of Engineer's Fee

The Client shall pay the Engineer as provided in this Agreement.

The Engineer's invoices are due and payable when presented. Accounts unpaid by the Client thirty (30) days after presentation are subject to monthly interest charges at the rate of 12.0% per annum.

No deduction, holdback or set-off shall be made by the Client from the fee payable to the Engineer.

## **SCHEDULE A**

### **GENERAL CONDITIONS OF AGREEMENT**

#### **4. Additional Services**

If the Client authorizes the Engineer to do additional work over and above that contemplated in this Agreement, including re-work of plans and specifications for reasons beyond the Engineer's control, the Engineer shall be additionally compensated based on the time basis fee rate schedule annexed hereto or, lacking such a schedule, such other fee rates as mutually agreed between the Client and the Engineer prior to the commencement of such Additional Services.

#### **5. Construction Emergencies**

In the event of any construction emergency which, in the opinion of the Engineer, requires immediate action in the Client's interests, the Engineer shall have authority to issue such orders on behalf of and at the expense of the Client as he may deem necessary or expedient.

#### **6. Variations in Design**

The Engineer is empowered to make such deviations, alterations, additions and omissions in carrying out the Services, as the Engineer may reasonably consider desirable in the Client's interests, provided that no additions to the costs of the Contract are caused thereby, and no additional charge is made in the design of the work.

#### **7. Field Services**

The level of Field Services to be provided by the Engineer shall be as detailed elsewhere in this Agreement and the schedules annexed thereto.

#### **8. Documents**

All documents and drawings prepared by the Engineer, or by others on behalf of the Engineer, in connection with this Project are instruments of professional service for the execution of the Project. The Engineer retains the property and copyright in

these documents and drawings, whether the Project is executed or not. These documents and drawings may not be used on any other project or for any other purpose without the prior written agreement of the Engineer.

#### **9. Standard of Care**

The standard of care for all services performed by the Engineer pursuant to this Agreement shall be the care and skill ordinarily used by members of the design profession practicing under similar conditions at the same time and locality as the Project. The Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Services.

#### **10. Insurance, Damages & Liability of the Engineer**

10.1 The Engineer shall provide and maintain, at its own expense, standard Automobile Liability insurance on all vehicles owned, operated or licensed in the name of the Engineer in an amount not less than \$1,000,000.00 inclusive for bodily injury and/or property damage.

10.2 The Engineer shall, at its own expense and without limiting its liabilities herein, insure its operations under a policy of Comprehensive or Commercial General Liability, with an insurer licensed in the Province or Territory where the Project is located, in an amount not less than \$2,000,000.00 per occurrence, insuring against bodily injury, personal injury, and property damage including loss of use thereof. Such insurance shall include blanket contractual liability.

10.3 The Engineer shall provide and maintain, at its own expense, Professional Liability Insurance in an amount not less than \$1,000,000.00 per claim. Such insurance shall be applicable to the Services.

10.4 Prior to the date of the execution of this Agreement, if the Client wishes to increase the amount of the coverage, or to obtain other special insurance coverage for this Project, then the Engineer shall cooperate with the Client to obtain such

## SCHEDULE A GENERAL CONDITIONS OF AGREEMENT

increased or special insurance coverage at the Client's expense.

10.5 In consideration of the provision of the Services rendered by the Engineer to the Client under this Agreement, the Client agrees that any and all claims which the Client has or hereafter may have against the Engineer, the Engineer's servants, employees, subconsultants or representatives, in respect of the Services, howsoever arising, whether in contract or in tort, shall be absolutely limited to:

10.5.1 A period of six years from the date of the Certificate of Substantial Performance or the date of the termination or suspension of the Engineer's Services, or within such shorter period as may be prescribed by any limitation statute in the Province or Territory where the Project is located.

10.5.2 The lesser of the total amount of the Engineer's fee paid by the Client under the terms of this Agreement or \$250,000.00.

10.6 If for any reason the Engineer's Professional Liability Insurance is not available or does not apply to any claim made by the Client against the Engineer in respect of the Services, then the liability of the Engineer to the Client under this Agreement shall be absolutely limited to the re-performance at the Engineer's own cost of those Services which are proven at law to constitute errors, omissions or negligent acts on the part of the Engineer or anyone for whom the Engineer may be responsible at law.

10.7 The Engineer'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 the Engineer shall bear no liability whatsoever for any consequential loss, injury or damages incurred by the Client, including but not limited to loss of profit, revenue, production, business, contracts or opportunity and increased cost of capital, financing or overhead.

10.8 It is further agreed that the Engineer shall not be liable for damages, interest, costs or any other expense arising out of the failure of any manufactured product or any manufactured or factory assembled system or components to perform in accordance with the manufacturer's specifications, advertising, product literature or written documentation on which the

Engineer reasonably relied during the preparation of the design or the Contract Documents.

10.9 In those instances where the Engineer makes use of third party software and other intellectual property in the course of providing the Services, the limitation of liability that exists between the third party provider and the Engineer shall, with the necessary changes, apply equally between the Engineer and the Client.

10.10 For the purposes of the limitation provisions contained in the Agreement of the Parties herein, the Client expressly agrees that it has entered into this Agreement with the Engineer, both on its own behalf and as an agent on behalf of its employees and principals. The Client expressly agrees that the Engineer's employees and principals shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or any other cause of action in law. Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of the Engineer's employees or principals in their personal capacity.

10.11 Where the Client is any form of municipal, local, provincial or federal government or agency, the Client expressly agrees that if the services provided by the Engineer or its principals, employees and subconsultants are the type that if provided by the officers or employees of the Client would bring into play statutory indemnification protection for the benefit of the Client or its officers and employees, the Client will indemnify the Engineer and its principals and employees to the same extent and under the same circumstances as the statutory indemnification would extend to the Client and its officers and employees. Examples of the services that are to be covered by this provision include but are not limited to the following:

- (i) review of rezoning applications;
- (ii) review of land use plans;
- (iii) review of subdivision submissions;
- (iv) review of building permit applications;
- (v) review for building code compliance;
- (vi) review of stormwater management, flood routing, or drainage plans; and



## **SCHEDULE A**

### **GENERAL CONDITIONS OF AGREEMENT**

(vii) review of environment management plans.

#### **11. Occupational Health and Safety Act**

The Engineer acknowledges that the Engineer is an employer as defined in the Occupational Health and Safety Act, and will, as a condition of this Agreement, comply with the Occupational Health and Safety Act of the authority having jurisdiction and the regulations thereto in relation to the Engineer's own employees.

It is agreed that the Engineer shall not be responsible for the Contractor's means, methods, techniques, sequences, procedures or the safety and coordination of the Work. The Contractor shall be solely responsible for ensuring that any and all Occupational Health and Safety Acts and regulations are complied with. In particular, the Engineer shall not be required to accept the role or obligations of Prime Contractor with respect to such Acts.

#### **12. Termination or Suspension by the Client**

12.1 If the Engineer is shown to be in default in the performance of any of the Engineer's material obligations as set forth in this Agreement, then the Client may, by written notice to the Engineer, require such default to be corrected. If, within 30 days of receipt of such notice, such default has not been corrected or reasonable steps to correct such default have not been taken, the Client may, without limiting any other right or remedy the Client may have, immediately terminate this Agreement and make such settlement for the cost of the Services rendered and disbursements incurred by the Engineer pursuant to this Agreement and remaining unpaid as of the effective date of such termination.

12.2 If the Client is unable or unwilling to proceed with the Project, the Client may suspend or terminate this Agreement by giving 30 days written notice to the Engineer. Upon receipt of such written notice, the Engineer shall perform no further Services other than those reasonably necessary to suspend or close out

the Project. In such event, the Engineer shall be paid by the Client for all Services performed and for all disbursements incurred pursuant to this Agreement, plus expenses incurred by the Engineer which are directly attributable to termination or suspension, including expenses reasonably and necessarily incurred in winding down the Engineer's Services under this Agreement.

12.3 If the Project or any part thereof is abandoned at any stage or if any stage of the Engineer's Services is unduly delayed for reasons beyond his control, or if the contracts for the construction and installation of the Work are not awarded within 60 days after the completion of the drawings and specifications, the Engineer shall be entitled to payment as called for in this Agreement, including, if applicable, termination expenses.

#### **13. Termination by the Engineer**

13.1 If the Client is shown to be in default in the performance of any of the Client's material obligations set forth in this Agreement, including payment of the Engineer's fee as required herein, then the Engineer may, by written notice to the Client, require such default to be corrected. If, within 30 days after receipt of such notice, such default has not been corrected, the Engineer may, without limiting any other right or remedy he may have, immediately terminate this Agreement. In such an event, the Engineer shall not be liable for delay or damages as a result of the suspension or termination and the Client shall pay the Engineer for all Services performed and for all disbursements incurred by the Engineer pursuant to this Agreement and remaining unpaid as of the effective date of such termination, plus expenses incurred by the Engineer which are directly attributable to termination or suspension, including expenses reasonably and necessarily incurred in winding down the Engineer's Services under this Agreement, in addition to any other rights or remedies the Engineer may have.

13.2 If the Engineer's Services are suspended by the Client for any time for more than 30 cumulative consecutive or non-consecutive days through no fault

## **SCHEDULE A**

### **GENERAL CONDITIONS OF AGREEMENT**

of the Engineer, then the Engineer shall have the right at any time until such suspension is lifted by the Client, without limiting any other right or remedy the Engineer may have, to terminate this Agreement upon written notice thereof to the Client. In such an event, the Client shall pay the Engineer for all Services performed and for all disbursements incurred by the Engineer pursuant to this Agreement and remaining unpaid as of the effective date of such suspension, plus expenses incurred by the Engineer which are directly attributable to suspension, including expenses reasonably and necessarily incurred in winding down the Engineer's Services under this Agreement.

#### **14. Dispute Resolution**

In the event of a dispute arising the Client and the Engineer shall first use their best efforts to resolve the dispute or difference of opinion under or in connection with this Agreement by good faith amicable negotiations on a "without prejudice" basis, and shall provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.

If a claim, dispute or controversy cannot be resolved by the project personnel, senior executives of the Client and Engineer, upon the request of either party, shall meet as soon as conveniently possible, but in no case later than thirty (30) days after such a request is made, to attempt to resolve such claim, dispute or controversy. If after meeting the senior executives determine that the claim, dispute or controversy cannot be resolved on terms satisfactory to both parties, the parties shall submit the claim, dispute or controversy for legal remedy.

#### **15. Notices**

All notices required by this Agreement to be given by either Party shall be deemed to be properly given and received within three business days if made in writing to either Party by certified mail, facsimile or personal delivery, addressed to the regular business address of such other Party. Notices sent by email shall not be deemed properly given and received

unless proof of receipt can be furnished by the sender.

#### **16. Successors and Assignment**

This Agreement shall inure to the benefit of and be binding upon the Parties hereto, and except as hereinafter otherwise provided, their executors, administrators, and successors and permitted assigns.

If a Party to this Agreement who is an individual should desire to bring in a partner or partners, or if a Party which is a partnership should desire to bring in a new partner or partners to share the benefit and burden of this Agreement, he or they may do so provided the additional parties covenant directly in writing with the other parties to be bound by the provisions of this Agreement.

Except as aforesaid, neither Party may assign this Agreement without the consent in writing of the other.

#### **17. Joint and Several Liability**

Where the Client is a joint venture, partnership or consortium each member of such joint venture, partnership or consortium shall be jointly and severally liable for the obligations of the Client under this Agreement.

**SCHEDULE B**  
**PROJECT DESCRIPTION**

Associated Engineering Alberta Ltd. will provide engineering services on an as-required basis to the Town of Sedgewick based on this service agreement. The services include, but are not limited to the following:

- Engineering Consultation
- Engineering Studies
- Asset Management
- Engineering Pre-Design
- Project Management
- Construction Management
- Construction Administration
- Construction Inspection
- Post-Construction Services

The Town of Sedgewick will confirm and authorize all services provided.

## **SCHEDULE C**

### **SCOPE OF SERVICES**

Associated Engineering Alberta Ltd. is to provide the following services to the Town of Sedgewick as the need is identified and confirmed by a scoping letter and/or work authorization:

- Engineering Consultation
- Engineering Studies
- Asset Management
- Engineering Pre-Design
- Engineering Design
- Project Management
- Construction Management
- Construction Administration
- Construction Inspection
- Post-Construction Services

It is understood that services will be approved by the Town of Sedgewick. Each individual project will require a Project Management Plan, financial reporting, cost control, and communication plan.

This Service Agreement will be in effect from January 1, 2018 until December 31, 2021. It may be reviewed and amended from time-to-time.

## **SCHEDULE D**

### **FEE BASIS**

The fees for each project will be determined based on the attached Rate Schedule and agreed terms of reference and scope of work.

# 2018 PREFERRED RATE SCHEDULE

## Associated Engineering Alberta Ltd.

Rates Effective January 01, 2018 – December 31, 2018

Level	Engineer	Landscape Architect	Geoscientist, Biologist, Agrologist	Technician	Support Staff
1	\$110.00	\$105.00	\$100.00	\$90.00	\$65.00
2	\$130.00	\$125.00	\$120.00	\$100.00	\$75.00
3	\$165.00	\$150.00	\$145.00	\$120.00	\$90.00
4	\$195.00	\$185.00	\$175.00	\$140.00	\$100.00
5	\$235.00	\$220.00	\$205.00	\$155.00	\$120.00
6	\$270.00	\$265.00	\$225.00	\$185.00	—
7	\$295.00	\$295.00	\$255.00	\$225.00	—

### NOTES:

1. Classification and level are as defined by the Consulting Engineers of Alberta (CEA) in their publication entitled "Consulting Engineers Fee Guideline".
2. Overtime for professional staff will be billed at straight time; overtime for technicians and support staff will be billed at straight time rates plus twenty percent (20%). Overtime is calculated for hours worked beyond the regular hours per day.
3. Rates in effect to the earlier of project completion or December 31, 2018.
4. Disbursements for reproduction, communications, local transportation (within one hour radius of office) and computer charges will be billed at eight percent (8%) of labour fees. Other disbursements such as travel expenses, accommodations and meals will be billed at invoiced cost additional to the 8% base disbursement fee.
5. Sub-consultants retained by Associated Engineering Alberta Ltd. will be billed at cost plus a mark-up of five percent (5%) to cover costs of handling, financing and liability insurance.
6. Federal Government Goods and Services tax will be applied in addition to the charge-out rates.
7. Invoices are due and payable upon receipt. Overdue invoices will accrue interest at eighteen percent (18%) per annum, calculated monthly or as stipulated in the Client/Engineer Agreement.

**Flagstaff Intermunicipal Partnership Committee**  
**Meeting Notes**  
**Regional Meeting held Monday, December 11, 2017 at 6:00 p.m.**  
**Killam Community Centre**

Attendance:	Council Members	Allan McLeod	Town of Daysland
		James Robertson	Town of Daysland
		Murray Candlish	Town of Daysland
		Edward Kusalik	Town of Daysland
		Jeanny Fisher	Town of Daysland
		Stephen Levy	Town of Sedgewick
		Tim Schmutz	Town of Sedgewick
		Brenda Groves	Town of Killam
		Ben Kellert	Town of Killam
		Heidi Pierce	Town of Killam
		Rick Krys	Town of Killam
		Bonita Wood	Village of Heisler
		Jon Williams	Village of Heisler
		Elaine Fossen	Village of Forestburg
		Dwayne Giroux	Village of Forestburg
		Blaise A. Young	Village of Forestburg
		Bob Coutts	Village of Forestburg/Chair
		Jeanette Herle	Flagstaff County
		Howard Shield	Flagstaff County
		Melvin Thompson	Flagstaff County
		Jeff Eckstrand	Flagstaff County
		Don Kroetch	Flagstaff County
		Erik Skoberg	Flagstaff County
		Debra Smith	Village of Lougheed
		Roger Gaetzman	Town of Hardisty
		Penny Wurz	Town of Hardisty
		Josephine MacKenzie	Village of Alliance
		Leslie Ganshirt	Village of Alliance
		Dell Wickstrom	Village of Alliance
	CAOs	Debra Moffatt	Village of Forestburg/Coordinator
		Shelly Armstrong	Flagstaff County
		Rod Krips	Town of Daysland
		Jim Fedyk	Town of Sedgewick
		Amanda Howell	Village of Heisler
		Karen O'Connor	Village of Lougheed
		Jolene Sinclair	Village of Allilance
		Sandy Otto	Town of Hardisty
	Observers/Presenters	Cpl. T.A. Cleveland	RCMP Killam
		Cst. T. Norton	RCMP Killam
		Murray Hampshire	FRSWMA
		Wes Taylor	MLA
		Melodie Stol	FRHG (Bethany Group)
		Ron Sheppard	Parkland Regional Library
		Lois Polege	Flagstaff County Adult Learning
		Nanette Jones	Flagstaff County Adult Learning
		Lynne Jenkinson	FFCS
		Brooke Grove	FFCS

This session was convened in order to allow for presentations from the following regional groups to all elected officials in attendance:

- Flagstaff Family & Community Services – Lynne Jenkinson
- Flagstaff Adulting Learning – Lois Polege
- Parkland Regional Library System – Ron Sheppard
- Flagstaff Regional Housing Group – Melodie Stol
- Flagstaff Regional Solid Waste Management Association – Murray Hampshire
- Citizens Action Committee – Cpl. T.A. Cleveland
- Regional Emergency Services Committee – Debra Smith
- Battle River Alliance for Economic Development – Cathy Goulet
- Flagstaff Intermunicipal Partnership – Bob Coutts

The evening included dinner at 6:30 p.m.

The session concluded at 9:25 p.m.



## **FLAGSTAFF FAMILY & COMMUNITY SERVICES**

### **BOARD MINUTES – DECEMBER 13, 2017**

**PRESENT:** Perry Robinson Town of Sedgewick  
Mel Thompson, Flagstaff County  
Heidi Pierce, Town of Killam  
Kim Martin, Village of Loughheed  
Elaine Fossen, Village of Forestburg  
Penny Wurz, Town of Hardisty  
Bonnie Wood, Village of Heisler  
Del Wickstrom, Village of Alliance  
Murray Candlish, Town of Daysland

**APPROVED**

**FFCS Staff:** Lynne Jenkinson, Director  
Brooke Grove, Finance Manager  
Sue Freadrich, Recording Secretary

.....  
Perry Robinson called the meeting to order at 5:46 PM

#### **Approval of Agenda**

12-30-2017

Mel Thompson made a motion to approve the November 1, 2017 agenda, with the additions of financial statement for November, and October disbursements, and add Code of Conduct to information.

Carried

#### **Approval of Minutes**

12-31-2017

Elaine Fossen made a motion to correct the minutes, to read Penny Wurz accepted the position of Vice Chairperson, and approve the November minutes.

Carried

#### **Financial Statements**

##### **1. Financial Statements**

Brooke Grove presented the October and November 2017 financials.

They were accepted as information.

## **2. Disbursements List**

Brooke Grove presented the October and November 2017 disbursements. The reports were accepted as information.

### **Program Reports**

#### **1. Director's Report – Lynne Jenkinson**

- Presented at meeting
- Handout in booklet

#### **2. Counsellor's Report**

- Presented at meeting
- Handout in booklet

The reports were accepted as information.

### **Correspondence**

1. Thank you from CP Train.
2. FCSSAA Christmas card.
3. LAPP pension rates to decrease.
4. FFCS Budget has been approved from all towns and villages.

### **Information**

#### **1. Counsellor Outreach Program**

Previously discussed under Counsellor's report.

#### **2. Skills Link Program**

17 students still enrolled so far.

#### **3. Christmas Sharing Program**

103 Hampers to date. Sunday Dec 17, is pick up day.

#### **4. Provincial Conference**

Enjoyed all speakers.

#### **5. Highlight Reel**

Included in booklet for information.

#### **6. Code of Conduct**

All Board members signed Code of Conduct.

12-32-2017

Murray Candlish made a motion to accept information.  
Carried

### **New Business**

#### **1. Email vote on new Accountant**

The new accountants will be Gitzel and Company. All in favour.

#### **2. Policy Updates**

FFCS employees will be required to provide current criminal record check, every 2 years.

12-33-2017

Mel Thompson made a motion that FFCS employees are required to provide a current Criminal Record check and a Vulnerable Sector Search obtained from the RCMP every 2 years.

Carried

#### **3. New labour law**

No more overtime at FFCS, it will be flex time, which will be banked 1 hour for every one hour worked. FFCS hours of operation are 8:30 am to 12 pm. Open again from 1 pm to 4:30 pm.

12-34-2017

Kim Martin made a motion to accept the flex time instead of overtime for FFCS employees.

Carried

#### **4. In Camera**

12-35-2017

Elaine Fossen made a motion for board members and staff to go in camera.

Carried

12-36-2017

Perry Robinson made a motion for board members and staff to go out of camera.

Carried

12-37-2017

Heidi Pierce made a motion to do retroactive payment from January of \$11,000 total, \$ 5,000 to Lynne Jenkinson, \$3,000 to Brooke Grove, and \$3,000 to Sue Freadrich.

Carried

#### **5. Date of next meeting, Wednesday, February 14, 2018, at 6pm.**

Perry Robinson adjourned the meeting at 6:34 PM.

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Perry Robinson, Chairperson

# FLAGSTAFF COMMUNITY FOUNDATION

## BOARD MINUTES – December 13, 2017

**PRESENT:** Mel Thompson, Flagstaff County  
Heidi Pierce, Town of Killam  
Elaine Fossen, Village of Forestburg  
Penny Wurz, Town of Hardisty  
Kim Martin, Village of Loughheed  
Bonnie Wood, Village of Heisler  
Murray Candlish, Town of Daysland  
Dell Wickstrom, Town of Alliance  
Perry Robinson

**APPROVED**

**FFCS Staff:** Lynne Jenkinson, Director  
Brooke Grove, Finance Manager  
Sue Freadrich, Recording Secretary

.....  
Perry Robinson called the meeting to order at 6:36 pm.

### **Approval of Agenda**

12-20-2017

Bonnie Wood made a motion to approve the November 1, 2017 agenda, with the addition of November financials and October disbursements.

Carried

### **Approval of Minutes**

12-21-2017

Elaine Fossen made a motion to approve the minutes from November 1, 2017.

Carried

### **Financial Statements**

Brooke Grove presented the Financial Statements for Oct-Nov, 2017.

### **Disbursements**

Brooke Grove presented the Disbursements Lists for Oct-Nov 2017

Bonnie Wood made a motion to accept as information.

Carried

**1. Date of next meeting – February 14, 2018.**

Perry Robinson adjourned the meeting at 6:45 PM.

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Perry Robinson, Chairperson

## **Emergency Services Committee**

Date : Wednesday, December 06, 2017

Location : County Office, Sedgewick, AB

### **Minutes**

#### **ATTENDANCE**

Debra Smith	Chairman	Village of Lougheed
Brenda Grove	Councillor	Town of Killam
Joey Hebert	Fire Chief	Town of Sedgewick
Tyson Armitage	Deputy Fire Chief	Town of Sedgewick
Grant Imlah	Councillor	Town of Sedgewick
Bob Coutts	Deputy Mayor	Village of Forestburg
Jon Williams	Councillor	Village of Heisler
Roger Gaetzman	Councillor	Town of Hardisty
Josephine Mackenzie	Councillor	Village of Alliance
Ed Kusalik	Mayor	Town of Daysland
Erik Skoberg	Councillor	Flagstaff County
Howard Shield	Councillor	Flagstaff County
Don Kroetch	Reeve	Flagstaff County
Jolene Sinclair	CAO	Village of Alliance
Rod Krips	CAO	Town of Daysland
Debra Moffatt	CAO	Village of Forestburg
Kevin Lundy	Fire Chief	Village of Forestburg
Amanda Howell	CAO	Village of Heisler
Kim Borgel	CAO	Town of Killam
Joe Knieval	Fire Chief	Town of Killam
Jim Fedyk	CAO	Town of Sedgewick
Sara Ahlstrom		Municipal Affairs
Jennifer Paton		Municipal Affairs
Don Rosland	Field Officer	Office of the Fire Commissioner
Shelly Armstrong	CAO	Flagstaff County
Kim Cannady	RESC	Flagstaff County
Cheryl Bergman	Recording Secretary	Flagstaff County

#### **CALL TO ORDER**

Chair Smith called the meeting to order at 7:03 p.m.

## **AGENDA**

### **Resolution**

Clr. Coutts moved to approve the agenda for the Emergency Services Committee of (2017/12/06) as presented.

**Carried**

## **MINUTES**

### **Resolution**

Clr. Grove moved to approve the minutes for the Emergency Services Committee of (2017/11/07) as presented.

**Carried**

## **Emergency Services Business Plan Sub-Committee Presentation**

Kim Borgel, Chair of the working sub-committee, provided the committee with a presentation on the following draft documents for review and discussion:

1. Development and Implementation Timeline
  - Comments:
  - Fairly aggressive timeline; however, in order to have the Society in place before the Fire Services agreements expire on December 31, 2018, the timeline will need to be met.
2. Operating budgets for 2019 to 2023
  - Comments:
  - In order for each municipality to compare their previous actual costs to the draft budget presented, Shelly Armstrong offered to provide a five (5) year average of the fire services actuals for each municipality using the Municipal Affairs data. This information will be brought back to the committee.
  - Discussed what would happen if the Society had a really bad year for fires, where would the additional funds come from? It was noted that some of the additional expenses would be offset by the additional revenue received; however, Kim Borgel will look into what others are doing and make a recommendation for this.
3. Capital Replacement plan for 2019 to 2023 which includes four (4) options
  - Comments:
  - The four (4) different options were reviewed with option 3 being the recommendation from the sub-committee.
  - In order to clarify the 'life in years' of the fire engines (20 years), Don Rosland provided some information on the Fire Underwriters' Survey regarding the age/acceptance of firefighting apparatus. In smaller municipalities, with low call volumes, they will allow up to 20 years in first line service.
  - Kim Borgel advised that another option that could be considered is to close a few of the fire departments. We could provide an option that reduces the departments by three (3) or four (4), without naming which ones would be closed, and leave that up to the Society once it is formed.
4. Funding formula options
  - The three options for funding formulas presented were:



1. Population, Parcel Count, Call Volume and Total Equalized Assessment (recommended option)
  2. Population, Parcel Count and Call Volume
  3. Population only
5. Implementation budget
- An implementation budget of \$20,000 for legal costs to form a Society was discussed.
  - Jennifer Paton advised that the committee could apply for an Alberta Community Partnership (ACP) grant under the Intermunicipal Collaboration (IC) component as this would be eligible. This is a very competitive grant and the deadline to apply is January 2, 2018, but applicants have until February 2, 2018 to obtain supporting council resolutions from partnership municipalities.

The committee then split into groups to discuss the following:

1. What stood out for you?
2. Any outstanding questions?
3. What additional information/support do you need to bring this back to your Council?

The following is a summary of the feedback:

What stood out for you?

- The budgets are realistic and yet the numbers are scary, especially for some communities
- The formation of a Society should provide an increased service level with multiple fire departments responding
- Consensus was that the committee agreed with the recommendation for the funding formula of utilizing Population, Parcel Count, Call Volume and Total Equalized Assessment as it is very fair and equitable
- The formation of the Society would take the liability risk away from the municipalities
  - there was further discussion as to whether this is accurate as the municipalities are still members of the Society
  - there is possibly a 'reduced' liability risk as more firefighters will be attending fires and there will be more trained firefighters
  - talk to insurance companies to see what the criteria is for risk and the liability implications for municipalities as well as homeowners (risk of not having someone enforcing training)
  - it was decided that this could be done after the business plan is approved during the formation of the Society.

Any outstanding questions?

- What is equalized assessment? The sub-committee will include a definition in the business plan.
- What is the organizational structure of the Society? This is also in the business plan.

What additional information/support do you need to bring this back to your Council?

- If we were to start from scratch, what would the region look like for fire services? (ie. what would an ideal fire services plan look like in the region?)
- Provide a fifth budget option that reduces one (1) or more fire departments.
- Provide a five (5) year average of the fire services actuals for fire services for each municipality in order to accurately compare costs of prior to Society and if a Society is formed.
- Clarify why the capital budget option 3 was chosen.
- Provide a synopsis of why we are doing this and why we are here? (ie. lowering budgets, reducing risks, etc)
- It was determined that the sub-committee will finalize the business plan utilizing option 3 with the funding formula with the four (4) factors and present the full business plan for consideration.

The implementation budget was further discussed.

### **Resolution**

Clr. Imlah moved to recommend that each municipality approve to apply for an Alberta Community Partnership (ACP) grant for an implementation budget for the Flagstaff Regional Emergency Services Society with the Town of Killam being the managing partner, and if the grant is not approved, that each municipality approve to fund the \$20,000 implementation budget, with a maximum of \$2,200 per municipality, by January 31, 2018.

Clr. Kusalik requested a recorded vote.

### **Votes:**

**In Favour:** Jon Williams, Josephine Mackenzie, Grant Imlah, Bob Coutts, Don Kroetch, Erik Skoberg, Howard Shield, Deb Smith, Ed Kusalik, Brenda Grove, and Roger Gaetzman

**Carried Unanimously**

### **NEXT MEETING DATE**

The next meeting will be held on January 23, 2018 at 7:30 p.m. at the County Office.

### **ADJOURNMENT**

#### **Resolution**

Clr. Grove moved to adjourn the meeting at 9:36 p.m.

**Carried**

.....  
Chairman

.....  
Recording Secretary



# Issue Summary Report

## 5.1. Emergency Services Business Plan Sub-Committee Presentation #20171205004

**Meeting :** Emergency Services Committee

**Meeting Date :** 2017/12/06 19:00

**Meeting Type :** Emergency Services Committee

### Background

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Attached is the presentation information from the sub-committee which includes the following documents that have been provided and will be reviewed:

1. Development and Implementation Timeline
2. Operating budgets for 2019 to 2023
3. Capital Replacement plan for 2019 to 2023 which includes four options
4. Funding formula options
5. Implementation budget: The sub-committee has developed a \$20,000 implementation budget for legal expenses for the formation of the society.

### Recommendation

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The following recommendation requires a resolution:

To recommend that each municipality approve a \$20,000 implementation budget for the Flagstaff Regional Emergency Services Society with a maximum of \$2,000 per municipality.

### Emergency Services Business Plan Sub-Committee Presentation to the Emergency Services Committee December 6, 2017

The Emergency Services Business Plan Sub-Committee consists of the following members:

- Deb Smith, Mayor, Village of Loughheed
- Joey Hebert, Fire Chief, Town of Sedgewick
- Kim Borgel, Chief Administrative Officer, Town of Killam
- Don Rosland, Field Officer, Office of the Fire Commissioner
- Kim Cannady, Regional Emergency Services Coordinator, Flagstaff County
- Cheryl Bergman, Executive Assistant, Flagstaff County

This sub-committee has been tasked at developing a Business Plan for a Regional Emergency Services Society and will be providing a review of the progress. The sub-committee is requesting feedback on the recommendations in order to understand if they are proceeding in the right direction which will assist them in continuing with this process.

The following documents have been provided and will be reviewed:

1. Development and Implementation Timeline
2. Operating budgets for 2019 to 2023
3. Capital Replacement plan for 2019 to 2023 with the following four options:
  - Option 1: Budget with ALL equipment currently in place as if we would replace everything new. This is provided as a comparison only – this is not a Committee recommendation.
  - Option 2: Budget eliminating some trucks and replace with new. Units not being replaced will be kept until they reach their end of life span.
  - Option 3: Budget similar to Option 2 eliminating some trucks and replace new, except the wildland units will only replace with new chassis but use same deck, hose etc. Units not being replaced will be kept until they reach their end of life span. **(Recommended Option)**
  - Option 4: Budget for the trucks that are required to be replaced in that specific year and put an additional amount in reserves for the first 5 years. The Board will decide on capital replacement during strategic planning after the first 5 years.
4. Funding formula options as follows:
  - 1/4 1/4 1/4 1/4: **Population, Parcel Count, Call Volume, and Total Equalized Assessment** combined operating and capital budgets with all four options for 2019 to 2023. **(Recommended Option)**
  - 1/3 1/3 1/3: **Population, Parcel Count, Call Volume** combined operating and capital budgets with all four options for 2019 only.
  - **Population only:** combined operating and capital budgets with all four options for 2019 only.
5. Implementation budget: The sub-committee has developed a \$20,000 implementation budget for legal expenses for the formation of the society. **Recommendation: To recommend that each municipality approve a \$20,000 implementation budget for the Flagstaff Regional Emergency Services Society with a maximum of \$2,000 per municipality.**

The sub-committee will be completing the draft Business Plan with the goal of distributing it in early January 2018 with the recommendation that it be reviewed at an Emergency Services Committee meeting on January 23, 2018.

***Flagstaff Regional Emergency Services Society  
Development & Implementation Timeline***

Steps	Assigned to:	Methodology:	Due Date:	Status:
Councils appoint Committee members	9 - Flagstaff Region Councils		December 2016	Complete
Establish a Terms of Reference	Committee		December 2016	Complete
Establish Timeline	Committee		December 2016	Complete
Draft Business Plan (Agreement)	Sub-Committee		January 2018	
Choose a name for the Society	Sub-Committee		Dec 31, 2017	
Position Design/Job Description	Sub-Committee		Dec 31, 2017	
Draft Interim Budget	Sub-Committee		Dec 31, 2017	
Establish Funding Formula	Sub-Committee		Dec 31, 2017	
Develop an inventory of fire equipment	Sub-Committee		Dec 31, 2017	
Determine Capital equipment replacement program using existing apparatus and if additional apparatus is required immediately	Sub-Committee		Dec 31, 2017	
Draft an implementation budget	Sub-Committee	legal fees to review documents \$20,000	December 2017	
Councils to commit funding for the implementation costs (up to \$2,000 per municipality)	Sub-Committee		December '17-January '18	
Select a managing partner municipality for the implementation & Financial Host Municipality for the interim	Committee	Killam?	December '17-January '18	
Review Draft Business Plan, agreement and projected budget as presented by Sub-Committee	Committee		Jan-18	

## Appendix 1 for 5.1.: 2017-12-06 Emergency Services Committee meeting presentation

Update draft business plan, agreement & budget after committee review	Sub-Committee		February 2018	
Draft business plan, agreement & budget adopted	Committee		February 2018	
Create list of assets (equipment) to be transferred to new society	Committee		February 2018	
Investigate insurance/benefits coverage	Committee	Quote from AMSC for equipment & liability	February 2018	
Draft bylaws				
Appointment of Directors & Chair	Committee		MARCH 2018	
Fee schedule	Committee		March 2018	
Membership	Committee		March 2018	
Legal Review of Business Plan & Agreement	Brownlee LLP		April 2018	
Legal review of bylaws	Brownlee LLP		April 2018	
Draft business plan, agreement & bylaws presented to councils for approval by resolution Once reviewed by legal	9 - Flagstaff Region Councils		May 2018	
Send application to achieve society status	Committee		July 1, 2018	
Resolution appointing board members	9 - Flagstaff Region Councils		Fall 2018	
Draft bylaws to delegate authority & transfer all fire assets	Committee		Fall 2018	

## Appendix 1 for 5.1.: 2017-12-06 Emergency Services Committee meeting presentation

Legal review of the delegate & transfer of fire assets draft bylaws	Brownlee LLP		Fall 2018	
Hire Regional Coordinator - Start of employment date Jan 1	Society Board		Fall 2018	
Adoption of Bylaws to delegate & transfer of fire assets	9 - Flagstaff Region Councils		Fall 2018	
Determine process for hiring/contracting financial and admin services	Society Board		Fall 2018	
Find/renovate office space	Society Board		Fall 2018	
Purchase office equipment, computers, supplies, etc, if necessary	Society Board		Fall 2018	
Prepare and approve Lease agreement for the fire halls	Society Board		Fall 2018	
Have financial/admin services put in place	Regional Coordinator		Jan 2019	
Set up an accounting system for financial services	Regional Coordinator		Jan 2019	
RFP & purchase Pickup Truck	Regional Coordinator & Board		Jan 2019	
Set up a specialized software system to track firefighter training, inspections and equipment and apparatus maintenance	Regional Coordinator		Jan 2019	
Draft & approve policies of Society	Regional Coordinator & Board		Begin Jan 2019	
Develop and implement Standard Operating Procedures	Regional Coordinator		Begin Jan 2019	

## Appendix 1 for 5.1.: 2017-12-06 Emergency Services Committee meeting presentation

Draft & approve Quality Management Plan - Safety Codes - Fire Discipline	Regional Coordinator & Board		Begin Jan 2019	
Apply for Accreditation as an Agency - Safety Codes - Fire Discipline	Regional Coordinator & Board		Begin Jan 2019	
Acquire Insurance Coverage	Regional Coordinator		1-Jan-19	
Register Motor Vehicles	Regional Coordinator		January 2019	
Determine and develop a level of service policy	Regional Coordinator & Board		January 2019	
Develop a long range Strategic Plan	Regional Coordinator & Board		2019	
Determine and develop a long term capital replacement program be developed	Regional Coordinator & Board		2019	
Establish Capital Equipment Plan	Regional Coordinator & Board		2019	
Establish Captial Facility Plan	Regional Coordinator & Board		2019	
Set annual operating and capital budgets	Regional Coordinator, Board, Flagstaff Councils		Ongoing	
Develop and adopt other policies as required	Regional Coordinator & Board		Ongoing	

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# Appendix 1 for 5.1.: 2017-12-06 Emergency Services Committee meeting presentation

Flagstaff Regional Emergency Service Society Draft Operating Budgets								
Operating Revenue		Budget 2017	Y2019	Y2020	Y2021	Y2022	Y2023	Budget Notes
1-23-	Fire Fighting Fee	175,754.00	200,000.00	206,000.00	212,180.00	218,545.40	225,101.76	More fire personnel responding to each fire
1-23-	Misc Revenue	24,900.00	0.00	0.00	0.00	0.00	0.00	Hall Rentals
1-23-	Municipal Contributions	115,500.00	0.00	0.00	0.00	0.00	0.00	
1-23-	Donations	21,000.00	20,000.00	20,600.00	21,218.00	21,854.54	22,510.18	
1-23-	Provincial Grants	0.00	0.00	0.00	0.00	0.00	0.00	
1-23-	Cont. from Reserves	1,850.00	0.00	0.00	0.00	0.00	0.00	
	<b>TOTAL FIRE REVENUE</b>	<b>339,004.00</b>	<b>220,000.00</b>	<b>226,600.00</b>	<b>233,398.00</b>	<b>240,399.94</b>	<b>247,611.94</b>	
Operating Expenditures		Budget 2017	Y2019	Y2020	Y2021	Y2022	Y2023	Budget Notes
2-23-	Salaries	158,409.67	150,000.00	154,500.00	159,135.00	163,909.05	168,826.32	Regional Coordinator and part-time Finance/Admin Assistant
2-23-	Honorariums for firefighters	116,950.00	165,000.00	169,950.00	175,048.50	180,299.96	185,708.95	More fire personnel responding to fire and rescue calls
2-23-	Honorariums for Fire Chiefs	7,390.00	18,000.00	18,540.00	19,096.20	19,669.09	20,259.16	Only Killam, Daysland, Heisler \$3,000*9
2-23-	Board of Director Expenses		3,500.00	3,605.00	3,713.15	3,824.54	3,939.28	
2-23-	EI Employer Expense	447.37	1,000.00	1,030.00	1,060.90	1,092.73	1,125.51	
	CPP Eployer Expense	200.00	3,000.00	3,090.00	3,182.70	3,278.18	3,376.53	
	WCB	6,215.00	7,200.00	7,416.00	7,638.48	7,867.63	8,103.66	\$800 * 10
	LAPP		15,000.00	15,450.00	15,913.50	16,390.91	16,882.63	
	Group Benefits	6,973.28	11,880.00	12,236.40	12,603.49	12,981.60	13,371.04	Budget only from Forestburg, Galahad & Strome
	Firefighter recognition/appreciation	4,000.00	10,000.00	10,300.00	10,609.00	10,927.27	11,255.09	\$1,000*10
COUNTY	Fire Protection Grant to other munis	275,000.00		0.00	0.00	0.00	0.00	
	Travel & Subsistence	7,400.00	20,000.00	20,600.00	21,218.00	21,854.54	22,510.18	More training
	Training	21,200.00	35,000.00	36,050.00	37,131.50	38,245.45	39,392.81	
	Freight	2,280.00	5,000.00	5,150.00	5,304.50	5,463.64	5,627.54	
	Telephone	39,901.00	40,000.00	41,200.00	42,436.00	43,709.08	45,020.35	
	Advertising	1,460.00	2,000.00	2,060.00	2,121.80	2,185.45	2,251.02	
	Dispatch Services	33,647.20	35,000.00	36,050.00	37,131.50	38,245.45	39,392.81	Budget Only Killam, Sedgewick Daysland Forestburg
	Contracted Services	1,225.00	2,000.00	2,060.00	2,121.80	2,185.45	2,251.02	

Appendix 1 for 5.1.: 2017-12-06 Emergency Services Committee meeting presentation

	Auditor			3,500.00	3,605.00	3,713.15	3,824.54	3,939.28	
	Insurance		42,010.99	45,000.00	46,350.00	47,740.50	49,172.72	50,647.90	
	Membership/Subsctiption Fees		\$ 6,460.00	\$ 7,500.00	7,725.00	7,956.75	8,195.45	8,441.32	
	Licenses & Permits		\$ 5,422.00	\$ 5,000.00	5,150.00	5,304.50	5,463.64	5,627.54	
	Legal		\$ 2,500.00	\$ 5,000.00	5,150.00	5,304.50	5,463.64	5,627.54	
	Miscellaneous Goods		\$ 23,235.93	\$ 30,000.00	30,900.00	31,827.00	32,781.81	33,765.26	
	Safety Equipment		\$ 2,000.00	\$ 10,000.00	10,300.00	10,609.00	10,927.27	11,255.09	More fire personnel responding to each fire
	Fuel		\$ 15,850.00	\$ 30,000.00	30,900.00	31,827.00	32,781.81	33,765.26	
	Office Supplies		\$ -	\$ 5,000.00	5,150.00	5,304.50	5,463.64	5,627.54	
	Repair & Maintenance Equip, Trucks		\$ 55,687.14	\$ 70,000.00	72,100.00	74,263.00	76,490.89	78,785.62	Including Rescue
	Repairs & Maintenance Buildings		\$ 15,729.89	\$ -	0.00	0.00	0.00	0.00	
	Rescue Requisition		\$ 18,109.00	\$ -	0.00	0.00	0.00	0.00	Rescue distributed amongst other GLs
	Small Tools		\$ 1,900.00	\$ 2,500.00	2,575.00	2,652.25	2,731.82	2,813.77	
	Fire Fighting Equipment		\$ 65,800.00	\$ 50,000.00	51,500.00	53,045.00	54,636.35	56,275.44	Need to look at inventory list for more accurate number
	Utilities		\$ 33,975.00	\$ 40,000.00	41,200.00	42,436.00	43,709.08	45,020.35	
	Bunker Gear		\$ -	\$ 52,000.00	53,560.00	55,166.80	56,821.80	58,526.46	13 sets * \$4,000 per year (based on 130 fire fighters)
	Debenture		\$ 3,721.92	\$ -	0.00	0.00	0.00	0.00	
	<b>TOTAL FIRE EXPENDITURES</b>		<b>\$ 975,100.39</b>	<b>\$ 879,080.00</b>	<b>\$ 905,452.40</b>	<b>\$ 932,615.97</b>	<b>\$ 960,594.45</b>	<b>\$ 989,412.28</b>	
	SURPLIS/DEFICIT		\$ (636,096.39)	\$ (659,080.00)	\$ (678,852.40)	\$ (699,217.97)	\$ (720,194.51)	\$ (741,800.35)	
	Please NOTE: The sub-committee understands that there may be grants available and savings in areas such as bulk purchasing but we don't know what those will be at this time.								

Appendix 1 for 5.1.: 2017-12-06 Emergency Services Committee meeting presentation

Flagstaff Regional Emergency Services Society      Capital Replacement Program OPTION 1 - TRUCKS							
Option 1 -Budget with all equipment currently in place as if we would replace everything new. This is provided as a comparison only - this is not a Committee Recommendation.							
Fire Department	Year of Truck	Replace Year	Annual Replacement Costs				
			2019	2020	2021	2022	2023
Flagstaff County:							
Command Truck	2013	2018	\$65,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00
Wildland	2011	2031	\$7,692.31	\$7,692.31	\$7,692.31	\$7,692.31	\$7,692.31
Daysland:							
Engine	2007	2027	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
Wildland	1987	2019	\$100,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Strome							
Engine 1	2004	2024	\$66,666.67	\$66,666.67	\$66,666.67	\$66,666.67	\$66,666.67
Engine 2		2019	\$400,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
Wildland	2014	2034	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00
Killam:							
Engine 1	2012	2032	\$28,571.43	\$28,571.43	\$28,571.43	\$28,571.43	\$28,571.43
Engine 2	1998	2019	\$400,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
Wildland	2002	2022	\$33,333.33	\$33,333.33	\$33,333.33	\$6,666.67	\$6,666.67
Rescue Unit	1996	2022	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$16,000.00
Tender	2013	2038	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
Sedgewick:							
Engine 1	2008	2028	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00
Engine 2	1979	2019	\$400,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
Pick Up Truck	2008	2019	\$65,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00
Lougheed:							
Wildland	2005	2025	\$13,571.43	\$13,571.43	\$13,571.43	\$13,571.43	\$13,571.43
Engine	1999	2019	\$400,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
Tender	2005	2030	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
Hardisty:							
Engine 1	2010	2030	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33
Engine 2	1999	2019	\$400,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
Rescue Unit	2010	2035	\$23,529.41	\$23,529.41	\$23,529.41	\$23,529.41	\$23,529.41
Tender	2009	2034	\$18,750.00	\$18,750.00	\$18,750.00	\$18,750.00	\$18,750.00
Alliance:							
Wildland	2014	2034	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00
Engine	2002	2022	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$20,000.00
Squad Van		2019	\$65,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00
Galahad:							
Wildland	2014	2034	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00
Tender	1992	2019	\$300,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
Forestburg:							
Engine 1	2011	2031	\$30,769.23	\$30,769.23	\$30,769.23	\$30,769.23	\$30,769.23
Wildland	1999	2019	\$100,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Engine 2	1990	2019	\$400,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
Heisler:							
Wildland	2011	2031	\$7,692.31	\$7,692.31	\$7,692.31	\$7,692.31	\$7,692.31
Engine	2014	2034	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
TOTAL REPLACEMENT COSTS			\$3,737,659.45	\$823,659.45	\$823,659.45	\$796,992.78	\$632,992.78
5 YEAR CAPITAL REPLACEMENT			TRUCK	REPLACEMENT COST		LIFE IN YEARS	
2019	\$3,737,659.45		Engines	\$400,000.00		20 yrs	
2020	\$823,659.45		Wildland	\$100,000.00		20 yrs	
2021	\$823,659.45		Tenders	\$300,000.00		25 yrs	
2022	\$796,992.78		Rescue	\$400,000.00		25 yrs	
2023	\$632,992.78		Command Truck	\$65,000.00		5 yrs	

Appendix 1 for 5.1.: 2017-12-06 Emergency Services Committee meeting presentation

Flagstaff Regional Emergency Services Society      Capital Replacement Program OPTION2 - TRUCKS									
Option 2 -Budget eliminating some trucks and replace new. Units not being replaced will be kept until they reach their end of life span.									
Fire Department	Year of Truck	Replace Year	Annual Replacement Costs						
			2019	2020	2021	2022	2023		
Flagstaff County:									
Command Truck	2013	2018	\$65,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00		
Daysland:									
Engine	2007	2027	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00		
Wildland	2011	2031	\$7,692.31	\$7,692.31	\$7,692.31	\$7,692.31	\$7,692.31	Moved from Flagstaff	
Strome									
Engine 1	2004	Not Replacing							
Engine 2		Not Replacing							
Wildland	2014	2034	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00		
Killam:									
Engine 1	2012	2032	\$28,571.43	\$28,571.43	\$28,571.43	\$28,571.43	\$28,571.43		
Engine 2	1998	Not Replacing							
Wildland	2002	2022	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$5,000.00		
Rescue Unit	1996	2022	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$16,000.00		
Tender	2013	2038	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00		
Sedgewick:									
Engine 1	2008	2028	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00		
Engine 2	1978	Not Replacing							
Pick Up Truck	2008	Not Replacing							
Lougheed:									
Wildland	2005	2025	\$14,285.71	\$14,285.71	\$14,285.71	\$14,285.71	\$14,285.71		
Engine	1999	Not Replacing							
Tender	2005	Not Replacing							
Hardisty:									
Engine 1	2010	2030	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33		
Engine 2	1999	Not Replacing							
Wildland		2020	\$50,000.00	\$50,000.00	\$10,000.00	\$10,000.00	\$10,000.00		
Rescue Unit	2010	2035	\$23,529.41	\$23,529.41	\$23,529.41	\$23,529.41	\$23,529.41		
Tender	2009	2034	\$18,750.00	\$18,750.00	\$18,750.00	\$18,750.00	\$18,750.00		
Alliance:									
Wildland	2014	2034	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00		
Engine - To Be replaced with Tender	2002	2022	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$12,000.00		
Squad Van		Not Replacing							
Galahad:									
Wildland	Moved to Forestburg								
Tender	1992	2019	\$300,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00		
Forestburg:									
Engine 1	2011	2031	\$30,769.23	\$30,769.23	\$30,769.23	\$30,769.23	\$30,769.23		
Wildland	2014	2034	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00	Moved from Galahad	
Wildland	1999	Not Replacing							
Engine 2	1990	Not Replacing							
Heisler:									
Wildland	2011	2031	\$7,692.31	\$7,692.31	\$7,692.31	\$7,692.31	\$7,692.31		
Engine	2014	Not Replacing							
TOTAL REPLACEMENT COSTS			\$903,373.73	\$563,373.73	\$523,373.73	\$523,373.73	\$356,373.73		
5 YEAR CAPITAL REPLACEMENT FOR TRUCKS			LIFE IN						
			TRUCK	REPLACEMENT COST	YEARS				
2019	\$903,373.73		Engines	\$400,000.00	20 yrs				
2020	\$563,373.73		Wildland	\$100,000.00	20 yrs				
2021	\$523,373.73		Tenders	\$300,000.00	25 yrs				
2022	\$523,373.73		Rescue	\$400,000.00	25 yrs				
2023	\$356,373.73		Command Truck	\$65,000.00	5 yrs				

Appendix 1 for 5.1.: 2017-12-06 Emergency Services Committee meeting presentation

Flagstaff Regional Emergency Services Society      Capital Replacement Program OPTION 3 - TRUCKS									
Option 3-Budget similar to Option 2 eliminating some trucks and replace new, except wildland not all new. Wildland uints replace with a new chassis but use same deck, hose, etc. Units not being replaced will be kept until they reach their end of life span.									
Fire Department	Year of Truck	Replace Year	Annual Replacement Costs						
			2019	2020	2021	2022	2023		
Flagstaff County:									
Command Truck	2013	2018	\$65,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00		
Daysland:									
Engine	2007	2027	50000	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00		
Wildland	2011	2031	\$3,846.15	\$3,846.15	\$3,846.15	\$3,846.15	\$3,846.15	Moved from Flagstaff	
Strome									
Engine 1	2004	Not Replacing							
Engine 2		Not Replacing							
Wildland	2014	2034	\$3,125.00	\$3,125.00	\$3,125.00	\$3,125.00	\$3,125.00		
Killam:									
Engine 1	2012	2032	\$28,571.43	\$28,571.43	\$28,571.43	\$28,571.43	\$28,571.43		
Engine 2	1998	Not Replacing							
Wildland	2002	2022	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$5,000.00		
Rescue Unit	1996	2022	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$16,000.00		
Tender	2013	2038	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00		
Sedgewick:									
Engine 1	2008	2028	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00		
Engine 2	1979	Not Replacing							
Pick Up Truck	2008	Not Replacing							
Lougheed:									
Wildland	2005	2025	\$7,142.86	\$7,142.86	\$7,142.86	\$7,142.86	\$7,142.86		
Engine	1999	Not Replacing							
Tender	2005	Not Replacing							
Hardisty:									
Engine 1	2010	2030	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33		
Engine 2	1999	Not Replacing							
Wildland		2020	\$25,000.00	\$25,000.00	\$5,000.00	\$5,000.00	\$5,000.00		
Rescue Unit	2010	2035	\$23,529.41	\$23,529.41	\$23,529.41	\$23,529.41	\$23,529.41		
Tender	2009	2034	\$18,750.00	\$18,750.00	\$18,750.00	\$18,750.00	\$18,750.00		
Alliance:									
Wildland	2014	2034	\$3,125.00	\$3,125.00	\$3,125.00	\$3,125.00	\$3,125.00		
Engine - To Be replaced with Tender	2002	2022	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$12,000.00		
Squad Van		Not Replacing							
Galahad:									
Wildland	Moved to Forestburg								
Tender	1992	2019	\$300,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00		
Forestburg:									
Engine 1	2011	2031	\$30,769.23	\$30,769.23	\$30,769.23	\$30,769.23	\$30,769.23		
Wildland	2014	2034	\$3,125.00	\$3,125.00	\$3,125.00	\$3,125.00	\$3,125.00	Moved from Galahad	
Wildland	1999	Not Replacing							
Engine 2	1990	Not Replacing							
Heisler:									
Wildland	2011	2031	\$3,846.15	\$3,846.15	\$3,846.15	\$3,846.15	\$3,846.15		
Engine	2014	Not Replacing							
TOTAL REPLACEMENT COSTS			\$841,663.57	\$501,663.57	\$481,663.57	\$481,663.57	\$327,163.57		
5 YEAR CAPITAL REPLACEMENT FOR TRUCKS									
2019	\$841,663.57	TRUCK		REPLACEMENT COST		LIFE IN YEARS			
		Engines		\$400,000.00		20 yrs			
		Wildland							
2020	\$501,663.57	(Used)		\$50,000.00		20 yrs			
2021	\$481,663.57	Tenders		\$300,000.00		25 yrs			
2022	\$481,663.57	Rescue		\$400,000.00		25 yrs			
		Command							
2023	\$327,163.57	Truck		\$65,000.00		5 yrs			

Option 4-Budget for the trucks that are required to be replaced in that specific year and put an additional amount in reserves for the first 5 years.The Society Board will decide on capital replacement during strategic planning after the first 5 years.

Fire Department	Year of Truck	Replace Year	Annual Replacement Costs					
			2019	2020	2021	2022	2023	
Flagstaff County:								
Command Truck	2013	2018	\$ 65,000					
Daysland:								
Engine	2007	2027						Moved from Flagstaff
Wildland	2011	2031						
Strome								
Engine 1	2004	Not Replacing						
Engine 2		Not Replacing						
Wildland	2014	2034						
Killam:								
Engine 1	2012	2032						
Engine 2	1998	Not Replacing						
Wildland	2002	2022				\$ 50,000		
Rescue Unit	1996	2022				\$ 400,000		
Tender	2013	2038						
Sedgewick:								
Engine 1	2008	2028						
Engine 2	1979	Not Replacing						
Pick Up Truck	2008	Not Replacing						
Lougheed:								
Wildland	2005	2025						
Engine	1999	Not Replacing						
Tender	2005	Not Replacing						
Hardisty:								
Engine 1	2010	2030						
Engine 2	1999	Not Replacing						
Wildland		2020		\$ 50,000				
Rescue Unit	2010	2035						
Tender	2009	2034						
Alliance:								
Wildland	2014	2034						
Engine - To Be replaced with Tender	2002	2022				\$ 300,000		
Squad Van		Not Replacing						
Galahad:								
Wildland	Moved to Forestburg							
Tender	1992	2019	\$ 300,000					
Forestburg:								
Engine 1	2011	2031						Moved from Galahad
Wildland	2014	2034						
Wildland	1999	Not Replacing						
Engine 2	1990	Not Replacing						
Heisler:								
Wildland	2011	2031						
Engine	2014	Not Replacing						
Contribution to Reserves		\$ 135,000		\$ 450,000	\$ 500,000		\$ 500,000	
TOTAL REPLACEMENT COSTS			\$ 500,000	\$ 500,000	\$ 500,000	\$ 750,000	\$ 500,000	

5 YEAR CAPITAL REPLACEMENT FOR TRUCKS		TRUCK	REPLACEMENT COST	LIFE IN YEARS	
2019	\$500,000.00	Engines	\$ 400,000	20 yrs	
		Wildland			
2020	\$500,000.00	(Used)	\$ 50,000	20 yrs	
2021	\$500,000.00	Tenders	\$ 300,000	25 yrs	
2022	\$750,000.00	Rescue	\$ 400,000	25 yrs	
		Command			
2023	\$500,000.00	Truck	\$ 65,000	5 yrs	

## Appendix 1 for 5.1.: 2017-12-06 Emergency Services Committee meeting presentation

### Funding Formula 1/4 1/4 1/4 1/4 - OPTION 1 2019 Combined Operating & Capital Budget

	%	Operating	Capital - Option 1	Total
Flagstaff County	60.64%	\$ 399,645.89	\$ 2,266,402.00	\$ 2,666,047.89
Alliance	1.52%	\$ 10,042.88	\$ 56,953.45	\$ 66,996.33
Daysland	6.96%	\$ 45,901.69	\$ 260,309.66	\$ 306,211.35
Forestburg	6.89%	\$ 45,397.55	\$ 257,450.65	\$ 302,848.20
Hardisty	6.36%	\$ 41,928.59	\$ 237,778.08	\$ 279,706.67
Heisler	1.01%	\$ 6,650.46	\$ 37,714.94	\$ 44,365.40
Killam	8.26%	\$ 54,439.98	\$ 308,730.52	\$ 363,170.50
Lougheed	1.94%	\$ 12,782.43	\$ 72,489.49	\$ 85,271.92
Sedgewick	6.42%	\$ 42,290.53	\$ 239,830.66	\$ 282,121.19
Total Costs	100.00%	\$ 659,080.00	\$ 3,737,659.45	\$ 4,396,739.45

#### Utilizing:

Population (2016 census)

Parcel Count

Call Volume (the number of incidents within the fire department response area)

TOTAL Equalized Assessment

### Funding Formula 1/4 1/4 1/4 1/4 - OPTION 1 2020 Combined Operating & Capital Budget

	%	Operating	Capital - Option 1	Total
Flagstaff County	60.64%	\$ 411,635.28	\$ 499,441.82	\$ 911,077.10
Alliance	1.52%	\$ 10,344.17	\$ 12,550.70	\$ 22,894.87
Daysland	6.96%	\$ 47,278.74	\$ 57,363.84	\$ 104,642.58
Forestburg	6.89%	\$ 46,759.47	\$ 56,733.81	\$ 103,493.28
Hardisty	6.36%	\$ 43,186.44	\$ 52,398.61	\$ 95,585.05
Heisler	1.01%	\$ 6,849.98	\$ 8,311.16	\$ 15,161.14
Killam	8.26%	\$ 56,073.18	\$ 68,034.24	\$ 124,107.42
Lougheed	1.94%	\$ 13,165.90	\$ 15,974.34	\$ 29,140.24
Sedgewick	6.42%	\$ 43,559.24	\$ 52,850.93	\$ 96,410.17
Total Costs	100.00%	\$ 678,852.40	\$ 823,659.45	\$ 1,502,511.85

#### Utilizing:

Population (2016 census)

Parcel Count

Call Volume (the number of incidents within the fire department response area)

TOTAL Equalized Assessment

## Appendix 1 for 5.1.: 2017-12-06 Emergency Services Committee meeting presentation

### Funding Formula 1/4 1/4 1/4 1/4 - OPTION 1

#### 2021 Combined Operating & Capital Budget

	%	Operating	Capital - Option 1	Total
Flagstaff County	60.64%	\$ 423,984.31	\$ 499,441.82	\$ 923,426.13
Alliance	1.52%	\$ 10,654.50	\$ 12,550.70	\$ 23,205.20
Daysland	6.96%	\$ 48,697.10	\$ 57,363.84	\$ 106,060.94
Forestburg	6.89%	\$ 48,162.26	\$ 56,733.81	\$ 104,896.07
Hardisty	6.36%	\$ 44,482.04	\$ 52,398.61	\$ 96,880.65
Heisler	1.01%	\$ 7,055.48	\$ 8,311.16	\$ 15,366.64
Killam	8.26%	\$ 57,755.38	\$ 68,034.24	\$ 125,789.62
Lougheed	1.94%	\$ 13,560.88	\$ 15,974.34	\$ 29,535.22
Sedgewick	6.42%	\$ 44,866.02	\$ 52,850.93	\$ 97,716.95
Total Costs	100.00%	\$ 699,217.97	\$ 823,659.45	\$ 1,522,877.42

#### Utilizing:

Population (2016 census)

Parcel Count

Call Volume (the number of incidents within the fire department response area)

TOTAL Equalized Assessment

### Funding Formula 1/4 1/4 1/4 1/4 - OPTION 1

#### 2022 Combined Operating & Capital Budget

	%	Operating	Capital - Option 1	Total
Flagstaff County	60.64%	\$ 436,703.84	\$ 483,271.97	\$ 919,975.81
Alliance	1.52%	\$ 10,974.13	\$ 12,144.36	\$ 23,118.49
Daysland	6.96%	\$ 50,158.02	\$ 55,506.64	\$ 105,664.66
Forestburg	6.89%	\$ 49,607.13	\$ 54,897.00	\$ 104,504.13
Hardisty	6.36%	\$ 45,816.50	\$ 50,702.16	\$ 96,518.66
Heisler	1.01%	\$ 7,267.14	\$ 8,042.08	\$ 15,309.22
Killam	8.26%	\$ 59,488.04	\$ 65,831.57	\$ 125,319.61
Lougheed	1.94%	\$ 13,967.71	\$ 15,457.16	\$ 29,424.87
Sedgewick	6.42%	\$ 46,212.00	\$ 51,139.84	\$ 97,351.84
Total Costs	100.00%	\$ 720,194.51	\$ 796,992.78	\$ 1,517,187.29

#### Utilizing:

Population (2016 census)

Parcel Count

Call Volume (the number of incidents within the fire department response area)

TOTAL Equalized Assessment



## Appendix 1 for 5.1.: 2017-12-06 Emergency Services Committee meeting presentation

Funding Formula 1/4 1/4 1/4 1/4 - OPTION 1				
2023 Combined Operating & Capital Budget				
	%	Operating	Capital - Option 1	Total
Flagstaff County	60.64%	\$ 449,804.97	\$ 383,827.40	\$ 833,632.37
Alliance	1.52%	\$ 11,303.36	\$ 9,645.37	\$ 20,948.73
Daysland	6.96%	\$ 51,662.76	\$ 44,084.84	\$ 95,747.60
Forestburg	6.89%	\$ 51,095.34	\$ 43,600.65	\$ 94,695.99
Hardisty	6.36%	\$ 47,190.99	\$ 40,269.00	\$ 87,459.99
Heisler	1.01%	\$ 7,485.15	\$ 6,387.23	\$ 13,872.38
Killam	8.26%	\$ 61,272.68	\$ 52,285.18	\$ 113,557.86
Lougheed	1.94%	\$ 14,386.74	\$ 12,276.49	\$ 26,663.23
Sedgewick	6.42%	\$ 47,598.36	\$ 40,616.62	\$ 88,214.98
Total Costs	100.00%	\$ 741,800.35	\$ 632,992.78	\$ 1,374,793.13
<b>Utilizing:</b>				
Population (2016 census)				
Parcel Count				
Call Volume (the number of incidents within the fire department response area)				
TOTAL Equalized Assessment				

	Operating	Capital - Option 1	Total
2019	\$ 659,080.00	\$ 3,737,659.45	\$ 4,396,739.45
2020	\$ 678,852.40	\$ 823,659.45	\$ 1,502,511.85
2021	\$ 699,217.97	\$ 823,659.45	\$ 1,522,877.42
2022	\$ 720,194.51	\$ 796,992.78	\$ 1,517,187.29
2023	\$ 741,800.35	\$ 632,992.78	\$ 1,374,793.13

## Appendix 1 for 5.1.: 2017-12-06 Emergency Services Committee meeting presentation

### Funding Formula 1/4 1/4 1/4 1/4 - OPTION 2 2019 Combined Operating & Capital Budget

	%	Operating	Capital - Option 2	Total
Flagstaff County	60.64%	\$ 399,645.89	\$ 547,778.11	\$ 947,424.00
Alliance	1.52%	\$ 10,042.88	\$ 13,765.37	\$ 23,808.25
Daysland	6.96%	\$ 45,901.69	\$ 62,915.55	\$ 108,817.24
Forestburg	6.89%	\$ 45,397.55	\$ 62,224.54	\$ 107,622.09
Hardisty	6.36%	\$ 41,928.59	\$ 57,469.78	\$ 99,398.37
Heisler	1.01%	\$ 6,650.46	\$ 9,115.51	\$ 15,765.97
Killam	8.26%	\$ 54,439.98	\$ 74,618.63	\$ 129,058.61
Lougheed	1.94%	\$ 12,782.43	\$ 17,520.35	\$ 30,302.78
Sedgewick	6.42%	\$ 42,290.53	\$ 57,965.88	\$ 100,256.41
Total Costs	100.00%	\$ 659,080.00	\$ 903,373.73	\$ 1,562,453.73

#### Utilizing:

Population (2016 census)

Parcel Count

Call Volume (the number of incidents within the fire department response area)

TOTAL Equalized Assessment

### Funding Formula 1/4 1/4 1/4 1/4 - OPTION 2 2020 Combined Operating & Capital Budget

	%	Operating	Capital - Option 2	Total
Flagstaff County	60.64%	\$ 411,635.28	\$ 341,612.53	\$ 753,247.81
Alliance	1.52%	\$ 10,344.17	\$ 8,584.54	\$ 18,928.71
Daysland	6.96%	\$ 47,278.74	\$ 39,236.22	\$ 86,514.96
Forestburg	6.89%	\$ 46,759.47	\$ 38,805.28	\$ 85,564.75
Hardisty	6.36%	\$ 43,186.44	\$ 35,840.06	\$ 79,026.50
Heisler	1.01%	\$ 6,849.98	\$ 5,684.74	\$ 12,534.72
Killam	8.26%	\$ 56,073.18	\$ 46,534.65	\$ 102,607.83
Lougheed	1.94%	\$ 13,165.90	\$ 10,926.27	\$ 24,092.17
Sedgewick	6.42%	\$ 43,559.24	\$ 36,149.44	\$ 79,708.68
Total Costs	100.00%	\$ 678,852.40	\$ 563,373.73	\$ 1,242,226.13

#### Utilizing:

Population (2016 census)

Parcel Count

Call Volume (the number of incidents within the fire department response area)

TOTAL Equalized Assessment

## Appendix 1 for 5.1.: 2017-12-06 Emergency Services Committee meeting presentation

### Funding Formula 1/4 1/4 1/4 1/4 - OPTION 2

#### 2021 Combined Operating & Capital Budget

	%	Operating	Capital - Option 2	Total
Flagstaff County	60.64%	\$ 423,984.31	\$ 317,357.76	\$ 741,342.07
Alliance	1.52%	\$ 10,654.50	\$ 7,975.03	\$ 18,629.53
Daysland	6.96%	\$ 48,697.10	\$ 36,450.41	\$ 85,147.51
Forestburg	6.89%	\$ 48,162.26	\$ 36,050.08	\$ 84,212.34
Hardisty	6.36%	\$ 44,482.04	\$ 33,295.38	\$ 77,777.42
Heisler	1.01%	\$ 7,055.48	\$ 5,281.12	\$ 12,336.60
Killam	8.26%	\$ 57,755.38	\$ 43,230.65	\$ 100,986.03
Lougheed	1.94%	\$ 13,560.88	\$ 10,150.50	\$ 23,711.38
Sedgewick	6.42%	\$ 44,866.02	\$ 33,582.80	\$ 78,448.82
Total Costs	100.00%	\$ 699,217.97	\$ 523,373.73	\$ 1,222,591.70

#### Utilizing:

Population (2016 census)

Parcel Count

Call Volume (the number of incidents within the fire department response area)

TOTAL Equalized Assessment

### Funding Formula 1/4 1/4 1/4 1/4 - OPTION 2

#### 2022 Combined Operating & Capital Budget

	%	Operating	Capital - Option 2	Total
Flagstaff County	60.64%	\$ 436,703.84	\$ 317,357.76	\$ 754,061.60
Alliance	1.52%	\$ 10,974.13	\$ 7,975.03	\$ 18,949.16
Daysland	6.96%	\$ 50,158.02	\$ 36,450.41	\$ 86,608.43
Forestburg	6.89%	\$ 49,607.13	\$ 36,050.08	\$ 85,657.21
Hardisty	6.36%	\$ 45,816.50	\$ 33,295.38	\$ 79,111.88
Heisler	1.01%	\$ 7,267.14	\$ 5,281.12	\$ 12,548.26
Killam	8.26%	\$ 59,488.04	\$ 43,230.65	\$ 102,718.69
Lougheed	1.94%	\$ 13,967.71	\$ 10,150.50	\$ 24,118.21
Sedgewick	6.42%	\$ 46,212.00	\$ 33,582.80	\$ 79,794.80
Total Costs	100.00%	\$ 720,194.51	\$ 523,373.73	\$ 1,243,568.24

#### Utilizing:

Population (2016 census)

Parcel Count

Call Volume (the number of incidents within the fire department response area)

TOTAL Equalized Assessment

## Appendix 1 for 5.1.: 2017-12-06 Emergency Services Committee meeting presentation

Funding Formula 1/4 1/4 1/4 1/4 - OPTION 2				
2023 Combined Operating & Capital Budget				
	%	Operating	Capital - Option 2	Total
Flagstaff County	60.64%	\$ 449,804.97	\$ 216,094.08	\$ 665,899.05
Alliance	1.52%	\$ 11,303.36	\$ 5,430.33	\$ 16,733.69
Daysland	6.96%	\$ 51,662.76	\$ 24,819.68	\$ 76,482.44
Forestburg	6.89%	\$ 51,095.34	\$ 24,547.09	\$ 75,642.43
Hardisty	6.36%	\$ 47,190.99	\$ 22,671.37	\$ 69,862.36
Heisler	1.01%	\$ 7,485.15	\$ 3,596.00	\$ 11,081.15
Killam	8.26%	\$ 61,272.68	\$ 29,436.46	\$ 90,709.14
Lougheed	1.94%	\$ 14,386.74	\$ 6,911.64	\$ 21,298.38
Sedgewick	6.42%	\$ 47,598.36	\$ 22,867.08	\$ 70,465.44
Total Costs	100.00%	\$ 741,800.35	\$ 356,373.73	\$ 1,098,174.08
<b>Utilizing:</b>				
Population (2016 census)				
Parcel Count				
Call Volume (the number of incidents within the fire department response area)				
TOTAL Equalized Assessment				

	Operating	Capital - Option 2	Total
2019	\$ 659,080.00	\$ 903,373.73	\$ 1,562,453.73
2020	\$ 678,852.40	\$ 563,373.73	\$ 1,242,226.13
2021	\$ 699,217.97	\$ 523,373.73	\$ 1,222,591.70
2022	\$ 720,194.51	\$ 523,373.73	\$ 1,243,568.24
2023	\$ 741,800.35	\$ 356,373.73	\$ 1,098,174.08

## Appendix 1 for 5.1.: 2017-12-06 Emergency Services Committee meeting presentation

### Funding Formula 1/4 1/4 1/4 1/4 - OPTION 3 2019 Combined Operating & Capital Budget

	%	Operating	Capital - Option 3	Total
Flagstaff County	60.64%	\$ 399,645.89	\$ 510,358.95	\$ 910,004.84
Alliance	1.52%	\$ 10,042.88	\$ 12,825.04	\$ 22,867.92
Daysland	6.96%	\$ 45,901.69	\$ 58,617.74	\$ 104,519.43
Forestburg	6.89%	\$ 45,397.55	\$ 57,973.94	\$ 103,371.49
Hardisty	6.36%	\$ 41,928.59	\$ 53,543.98	\$ 95,472.57
Heisler	1.01%	\$ 6,650.46	\$ 8,492.83	\$ 15,143.29
Killam	8.26%	\$ 54,439.98	\$ 69,521.38	\$ 123,961.36
Lougheed	1.94%	\$ 12,782.43	\$ 16,323.52	\$ 29,105.95
Sedgewick	6.42%	\$ 42,290.53	\$ 54,006.19	\$ 96,296.72
Total Costs	100.00%	\$ 659,080.00	\$ 841,663.57	\$ 1,500,743.57

#### Utilizing:

Population (2016 census)

Parcel Count

Call Volume (the number of incidents within the fire department response area)

TOTAL Equalized Assessment

### Funding Formula 1/4 1/4 1/4 1/4 - OPTION 3 2020 Combined Operating & Capital Budget

	%	Operating	Capital - Option 3	Total
Flagstaff County	60.64%	\$ 411,635.28	\$ 304,193.39	\$ 715,828.67
Alliance	1.52%	\$ 10,344.17	\$ 7,644.22	\$ 17,988.39
Daysland	6.96%	\$ 47,278.74	\$ 34,938.41	\$ 82,217.15
Forestburg	6.89%	\$ 46,759.47	\$ 34,554.68	\$ 81,314.15
Hardisty	6.36%	\$ 43,186.44	\$ 31,914.25	\$ 75,100.69
Heisler	1.01%	\$ 6,849.98	\$ 5,062.05	\$ 11,912.03
Killam	8.26%	\$ 56,073.18	\$ 41,437.39	\$ 97,510.57
Lougheed	1.94%	\$ 13,165.90	\$ 9,729.44	\$ 22,895.34
Sedgewick	6.42%	\$ 43,559.24	\$ 32,189.74	\$ 75,748.98
Total Costs	100.00%	\$ 678,852.40	\$ 501,663.57	\$ 1,180,515.97

#### Utilizing:

Population (2016 census)

Parcel Count

Call Volume (the number of incidents within the fire department response area)

TOTAL Equalized Assessment

## Appendix 1 for 5.1.: 2017-12-06 Emergency Services Committee meeting presentation

### Funding Formula 1/4 1/4 1/4 1/4 - OPTION 3

#### 2021 Combined Operating & Capital Budget

	%	Operating	Capital - Option 3	Total
Flagstaff County	60.64%	\$ 423,984.31	\$ 292,066.02	\$ 716,050.33
Alliance	1.52%	\$ 10,654.50	\$ 7,339.46	\$ 17,993.96
Daysland	6.96%	\$ 48,697.10	\$ 33,545.51	\$ 82,242.61
Forestburg	6.89%	\$ 48,162.26	\$ 33,177.07	\$ 81,339.33
Hardisty	6.36%	\$ 44,482.04	\$ 30,641.91	\$ 75,123.95
Heisler	1.01%	\$ 7,055.48	\$ 4,860.24	\$ 11,915.72
Killam	8.26%	\$ 57,755.38	\$ 39,785.39	\$ 97,540.77
Lougheed	1.94%	\$ 13,560.88	\$ 9,341.55	\$ 22,902.43
Sedgewick	6.42%	\$ 44,866.02	\$ 30,906.42	\$ 75,772.44
Total Costs	100.00%	\$ 699,217.97	\$ 481,663.57	\$ 1,180,881.54

#### Utilizing:

Population (2016 census)

Parcel Count

Call Volume (the number of incidents within the fire department response area)

TOTAL Equalized Assessment

### Funding Formula 1/4 1/4 1/4 1/4 - OPTION 3

#### 2022 Combined Operating & Capital Budget

	%	Operating	Capital - Option 3	Total
Flagstaff County	60.64%	\$ 436,703.84	\$ 292,066.02	\$ 728,769.86
Alliance	1.52%	\$ 10,974.13	\$ 7,339.46	\$ 18,313.59
Daysland	6.96%	\$ 50,158.02	\$ 33,545.51	\$ 83,703.53
Forestburg	6.89%	\$ 49,607.13	\$ 33,177.07	\$ 82,784.20
Hardisty	6.36%	\$ 45,816.50	\$ 30,641.91	\$ 76,458.41
Heisler	1.01%	\$ 7,267.14	\$ 4,860.24	\$ 12,127.38
Killam	8.26%	\$ 59,488.04	\$ 39,785.39	\$ 99,273.43
Lougheed	1.94%	\$ 13,967.71	\$ 9,341.55	\$ 23,309.26
Sedgewick	6.42%	\$ 46,212.00	\$ 30,906.42	\$ 77,118.42
Total Costs	100.00%	\$ 720,194.51	\$ 481,663.57	\$ 1,201,858.08

#### Utilizing:

Population (2016 census)

Parcel Count

Call Volume (the number of incidents within the fire department response area)

TOTAL Equalized Assessment

## Appendix 1 for 5.1.: 2017-12-06 Emergency Services Committee meeting presentation

Funding Formula 1/4 1/4 1/4 1/4 - OPTION 3				
2023 Combined Operating & Capital Budget				
	%	Operating	Capital - Option 3	Total
Flagstaff County	60.64%	\$ 449,804.97	\$ 198,381.95	\$ 648,186.92
Alliance	1.52%	\$ 11,303.36	\$ 4,985.23	\$ 16,288.59
Daysland	6.96%	\$ 51,662.76	\$ 22,785.34	\$ 74,448.10
Forestburg	6.89%	\$ 51,095.34	\$ 22,535.08	\$ 73,630.42
Hardisty	6.36%	\$ 47,190.99	\$ 20,813.11	\$ 68,004.10
Heisler	1.01%	\$ 7,485.15	\$ 3,301.25	\$ 10,786.40
Killam	8.26%	\$ 61,272.68	\$ 27,023.70	\$ 88,296.38
Lougheed	1.94%	\$ 14,386.74	\$ 6,345.13	\$ 20,731.87
Sedgewick	6.42%	\$ 47,598.36	\$ 20,992.78	\$ 68,591.14
Total Costs	100.00%	\$ 741,800.35	\$ 327,163.57	\$ 1,068,963.92
<b>Utilizing:</b>				
Population (2016 census)				
Parcel Count				
Call Volume (the number of incidents within the fire department response area)				
TOTAL Equalized Assessment				

	Operating	Capital - Option 3	Total
2019	\$ 659,080.00	\$ 841,663.57	\$ 1,500,743.57
2020	\$ 678,852.40	\$ 501,663.57	\$ 1,180,515.97
2021	\$ 699,217.97	\$ 481,663.57	\$ 1,180,881.54
2022	\$ 720,194.51	\$ 481,663.57	\$ 1,201,858.08
2023	\$ 741,800.35	\$ 327,163.57	\$ 1,068,963.92

## Appendix 1 for 5.1.: 2017-12-06 Emergency Services Committee meeting presentation

### Funding Formula 1/4 1/4 1/4 1/4 - OPTION 4 2019 Combined Operating & Capital Budget

	%	Operating	Capital - Option 4	Total
Flagstaff County	60.64%	\$ 399,645.89	\$ 303,184.66	\$ 702,830.55
Alliance	1.52%	\$ 10,042.88	\$ 7,618.87	\$ 17,661.75
Daysland	6.96%	\$ 45,901.69	\$ 34,822.55	\$ 80,724.24
Forestburg	6.89%	\$ 45,397.55	\$ 34,440.09	\$ 79,837.64
Hardisty	6.36%	\$ 41,928.59	\$ 31,808.42	\$ 73,737.01
Heisler	1.01%	\$ 6,650.46	\$ 5,045.26	\$ 11,695.72
Killam	8.26%	\$ 54,439.98	\$ 41,299.98	\$ 95,739.96
Lougheed	1.94%	\$ 12,782.43	\$ 9,697.18	\$ 22,479.61
Sedgewick	6.42%	\$ 42,290.53	\$ 32,083.00	\$ 74,373.53
Total Costs	100.00%	\$ 659,080.00	\$ 500,000.00	\$ 1,159,080.00

#### Utilizing:

Population (2016 census)

Parcel Count

Call Volume (the number of incidents within the fire department response area)

TOTAL Equalized Assessment

### Funding Formula 1/4 1/4 1/4 1/4 - OPTION 4 2020 Combined Operating & Capital Budget

	%	Operating	Capital - Option 4	Total
Flagstaff County	60.64%	\$ 411,635.28	\$ 303,184.65	\$ 714,819.93
Alliance	1.52%	\$ 10,344.17	\$ 7,618.87	\$ 17,963.04
Daysland	6.96%	\$ 47,278.74	\$ 34,822.55	\$ 82,101.29
Forestburg	6.89%	\$ 46,759.47	\$ 34,440.09	\$ 81,199.56
Hardisty	6.36%	\$ 43,186.44	\$ 31,808.42	\$ 74,994.86
Heisler	1.01%	\$ 6,849.98	\$ 5,045.26	\$ 11,895.24
Killam	8.26%	\$ 56,073.18	\$ 41,299.98	\$ 97,373.16
Lougheed	1.94%	\$ 13,165.90	\$ 9,697.18	\$ 22,863.08
Sedgewick	6.42%	\$ 43,559.24	\$ 32,083.00	\$ 75,642.24
Total Costs	100.00%	\$ 678,852.40	\$ 500,000.00	\$ 1,178,852.40

#### Utilizing:

Population (2016 census)

Parcel Count

Call Volume (the number of incidents within the fire department response area)

TOTAL Equalized Assessment



## Appendix 1 for 5.1.: 2017-12-06 Emergency Services Committee meeting presentation

### Funding Formula 1/4 1/4 1/4 1/4 - OPTION 4

#### 2021 Combined Operating & Capital Budget

	%	Operating	Capital - Option 4	Total
Flagstaff County	60.64%	\$ 423,984.31	\$ 303,184.65	\$ 727,168.96
Alliance	1.52%	\$ 10,654.50	\$ 7,618.87	\$ 18,273.37
Daysland	6.96%	\$ 48,697.10	\$ 34,822.55	\$ 83,519.65
Forestburg	6.89%	\$ 48,162.26	\$ 34,440.09	\$ 82,602.35
Hardisty	6.36%	\$ 44,482.04	\$ 31,808.42	\$ 76,290.46
Heisler	1.01%	\$ 7,055.48	\$ 5,045.26	\$ 12,100.74
Killam	8.26%	\$ 57,755.38	\$ 41,299.98	\$ 99,055.36
Lougheed	1.94%	\$ 13,560.88	\$ 9,697.18	\$ 23,258.06
Sedgewick	6.42%	\$ 44,866.02	\$ 32,083.00	\$ 76,949.02
Total Costs	100.00%	\$ 699,217.97	\$ 500,000.00	\$ 1,199,217.97

#### Utilizing:

Population (2016 census)

Parcel Count

Call Volume (the number of incidents within the fire department response area)

TOTAL Equalized Assessment

### Funding Formula 1/4 1/4 1/4 1/4 - OPTION 4

#### 2022 Combined Operating & Capital Budget

	%	Operating	Capital - Option 4	Total
Flagstaff County	60.64%	\$ 436,703.84	\$ 454,776.99	\$ 891,480.83
Alliance	1.52%	\$ 10,974.13	\$ 11,428.30	\$ 22,402.43
Daysland	6.96%	\$ 50,158.02	\$ 52,233.82	\$ 102,391.84
Forestburg	6.89%	\$ 49,607.13	\$ 51,660.13	\$ 101,267.26
Hardisty	6.36%	\$ 45,816.50	\$ 47,712.63	\$ 93,529.13
Heisler	1.01%	\$ 7,267.14	\$ 7,567.89	\$ 14,835.03
Killam	8.26%	\$ 59,488.04	\$ 61,949.97	\$ 121,438.01
Lougheed	1.94%	\$ 13,967.71	\$ 14,545.77	\$ 28,513.48
Sedgewick	6.42%	\$ 46,212.00	\$ 48,124.50	\$ 94,336.50
Total Costs	100.00%	\$ 720,194.51	\$ 750,000.00	\$ 1,470,194.51

#### Utilizing:

Population (2016 census)

Parcel Count

Call Volume (the number of incidents within the fire department response area)

TOTAL Equalized Assessment

## Appendix 1 for 5.1.: 2017-12-06 Emergency Services Committee meeting presentation

### Funding Formula 1/4 1/4 1/4 1/4 - OPTION 4

#### 2023 Combined Operating & Capital Budget

	%	Operating	Capital - Option 4	Total
Flagstaff County	60.64%	\$ 449,804.97	\$ 303,184.65	\$ 752,989.62
Alliance	1.52%	\$ 11,303.36	\$ 7,618.87	\$ 18,922.23
Daysland	6.96%	\$ 51,662.76	\$ 34,822.55	\$ 86,485.31
Forestburg	6.89%	\$ 51,095.34	\$ 34,440.09	\$ 85,535.43
Hardisty	6.36%	\$ 47,190.99	\$ 31,808.42	\$ 78,999.41
Heisler	1.01%	\$ 7,485.15	\$ 5,045.26	\$ 12,530.41
Killam	8.26%	\$ 61,272.68	\$ 41,299.98	\$ 102,572.66
Lougheed	1.94%	\$ 14,386.74	\$ 9,697.18	\$ 24,083.92
Sedgewick	6.42%	\$ 47,598.36	\$ 32,083.00	\$ 79,681.36
Total Costs	100.00%	\$ 741,800.35	\$ 500,000.00	\$ 1,241,800.35

#### Utilizing:

Population (2016 census)

Parcel Count

Call Volume (the number of incidents within the fire department response area)

TOTAL Equalized Assessment

	Operating	Capital - Option 4	Total
2019	\$ 659,080.00	\$ 500,000.00	\$ 1,159,080.00
2020	\$ 678,852.40	\$ 500,000.00	\$ 1,178,852.40
2021	\$ 699,217.97	\$ 500,000.00	\$ 1,199,217.97
2022	\$ 720,194.51	\$ 750,000.00	\$ 1,470,194.51
2023	\$ 741,800.35	\$ 500,000.00	\$ 1,241,800.35

## Appendix 1 for 5.1.: 2017-12-06 Emergency Services Committee meeting presentation

### Funding Formula - 1/3 1/3 1/3 - OPTION 1 2019 Combined Operating & Capital Budget

	%	Operating	Capital - Option 1	Total
Flagstaff County	55.53%	\$ 365,972.03	\$ 2,075,436.67	\$ 2,441,408.69
Alliance	1.88%	\$ 12,362.98	\$ 70,110.76	\$ 82,473.74
Daysland	7.99%	\$ 52,629.34	\$ 298,462.31	\$ 351,091.65
Forestburg	8.04%	\$ 53,021.07	\$ 300,683.83	\$ 353,704.90
Hardisty	6.74%	\$ 44,439.74	\$ 252,018.88	\$ 296,458.62
Heisler	1.20%	\$ 7,932.26	\$ 44,984.03	\$ 52,916.29
Killam	9.33%	\$ 61,491.98	\$ 348,722.57	\$ 410,214.55
Lougheed	2.29%	\$ 15,105.05	\$ 85,661.10	\$ 100,766.14
Sedgewick	7.00%	\$ 46,125.57	\$ 261,579.30	\$ 307,704.88
Total Costs	100.00%	\$ 659,080.00	\$ 3,737,659.45	\$ 4,396,739.45

#### Utilizing:

Population (2016 census)  
Parcel Count  
Call Volume

### Funding Formula - 1/3 1/3 1/3 - OPTION 2 2019 Combined Operating & Capital Budget

	%	Operating	Capital - Option 2	Total
Flagstaff County	55.53%	\$ 365,972.03	\$ 501,622.74	\$ 867,594.76
Alliance	1.88%	\$ 12,362.98	\$ 16,945.42	\$ 29,308.40
Daysland	7.99%	\$ 52,629.34	\$ 72,136.86	\$ 124,766.20
Forestburg	8.04%	\$ 53,021.07	\$ 72,673.79	\$ 125,694.86
Hardisty	6.74%	\$ 44,439.74	\$ 60,911.71	\$ 105,351.45
Heisler	1.20%	\$ 7,932.26	\$ 10,872.42	\$ 18,804.67
Killam	9.33%	\$ 61,491.98	\$ 84,284.51	\$ 145,776.49
Lougheed	2.29%	\$ 15,105.05	\$ 20,703.86	\$ 35,808.91
Sedgewick	7.00%	\$ 46,125.57	\$ 63,222.42	\$ 109,347.99
Total Costs	100.00%	\$ 659,080.00	\$ 903,373.73	\$ 1,562,453.73

#### Utilizing:

Population (2016 census)  
Parcel Count  
Call Volume

## Appendix 1 for 5.1.: 2017-12-06 Emergency Services Committee meeting presentation

### Funding Formula - 1/3 1/3 1/3 - OPTION 3 2019 Combined Operating & Capital Budget

	%	Operating	Capital - Option 3	Total
Flagstaff County	55.53%	\$ 365,972.03	\$ 467,356.50	\$ 833,328.52
Alliance	1.88%	\$ 12,362.98	\$ 15,787.87	\$ 28,150.85
Daysland	7.99%	\$ 52,629.34	\$ 67,209.13	\$ 119,838.47
Forestburg	8.04%	\$ 53,021.07	\$ 67,709.39	\$ 120,730.45
Hardisty	6.74%	\$ 44,439.74	\$ 56,750.79	\$ 101,190.52
Heisler	1.20%	\$ 7,932.26	\$ 10,129.71	\$ 18,061.97
Killam	9.33%	\$ 61,491.98	\$ 78,526.97	\$ 140,018.95
Lougheed	2.29%	\$ 15,105.05	\$ 19,289.56	\$ 34,394.61
Sedgewick	7.00%	\$ 46,125.57	\$ 58,903.65	\$ 105,029.22
Total Costs	100.00%	\$ 659,080.00	\$ 841,663.57	\$ 1,500,743.57

#### Utilizing:

Population (2016 census)  
Parcel Count  
Call Volume

### Funding Formula - 1/3 1/3 1/3 - OPTION 4 2019 Combined Operating & Capital Budget

	%	Operating	Capital - Option 4	Total
Flagstaff County	55.53%	\$ 365,972.03	\$ 277,638.55	\$ 643,610.57
Alliance	1.88%	\$ 12,362.98	\$ 9,378.97	\$ 21,741.94
Daysland	7.99%	\$ 52,629.34	\$ 39,926.37	\$ 92,555.70
Forestburg	8.04%	\$ 53,021.07	\$ 40,223.55	\$ 93,244.61
Hardisty	6.74%	\$ 44,439.74	\$ 33,713.46	\$ 78,153.20
Heisler	1.20%	\$ 7,932.26	\$ 6,017.67	\$ 13,949.93
Killam	9.33%	\$ 61,491.98	\$ 46,649.86	\$ 108,141.84
Lougheed	2.29%	\$ 15,105.05	\$ 11,459.19	\$ 26,564.23
Sedgewick	7.00%	\$ 46,125.57	\$ 34,992.39	\$ 81,117.97
Total Costs	100.00%	\$ 659,080.00	\$ 500,000.00	\$ 1,159,080.00

#### Utilizing:

Population (2016 census)  
Parcel Count  
Call Volume

## Appendix 1 for 5.1.: 2017-12-06 Emergency Services Committee meeting presentation

### Funding Formula - Population Only - OPTION 1

#### 2019 Combined Operating & Capital Budget

	%	Operating	Capital - Option 1	Total
Flagstaff County	44.71%	\$ 294,658.66	\$ 1,671,016.75	\$ 1,965,675.41
Alliance	1.84%	\$ 12,139.50	\$ 68,843.39	\$ 80,982.88
Daysland	9.86%	\$ 64,954.18	\$ 368,356.82	\$ 433,311.00
Forestburg	10.47%	\$ 68,974.40	\$ 391,155.61	\$ 460,130.01
Hardisty	6.63%	\$ 43,670.65	\$ 247,657.38	\$ 291,328.03
Heisler	1.91%	\$ 12,612.46	\$ 71,525.60	\$ 84,138.06
Killam	11.83%	\$ 77,960.78	\$ 442,117.59	\$ 520,078.38
Lougheed	3.06%	\$ 20,179.94	\$ 114,440.95	\$ 134,620.89
Sedgewick	9.70%	\$ 63,929.42	\$ 362,545.37	\$ 426,474.79
Total Costs	100.00%	\$ 659,080.00	\$ 3,737,659.45	\$ 4,396,739.45

#### Utilizing:

Population (2016 census)

### Funding Formula - Population Only - OPTION 2

#### 2019 Combined Operating & Capital Budget

	%	Operating	Capital - Option 2	Total
Flagstaff County	44.71%	\$ 294,658.66	\$ 403,876.45	\$ 698,535.11
Alliance	1.84%	\$ 12,139.50	\$ 16,639.10	\$ 28,778.60
Daysland	9.86%	\$ 64,954.18	\$ 89,030.01	\$ 153,984.20
Forestburg	10.47%	\$ 68,974.40	\$ 94,540.37	\$ 163,514.77
Hardisty	6.63%	\$ 43,670.65	\$ 59,857.56	\$ 103,528.21
Heisler	1.91%	\$ 12,612.46	\$ 17,287.38	\$ 29,899.84
Killam	11.83%	\$ 77,960.78	\$ 106,857.63	\$ 184,818.41
Lougheed	3.06%	\$ 20,179.94	\$ 27,659.81	\$ 47,839.75
Sedgewick	9.70%	\$ 63,929.42	\$ 87,625.42	\$ 151,554.83
Total Costs	100.00%	\$ 659,080.00	\$ 903,373.73	\$ 1,562,453.73

#### Utilizing:

Population (2016 census)

**Funding Formula - Population Only - OPTION 3**  
**2019 Combined Operating & Capital Budget**

	%	Operating	Capital - Option 3	Total
Flagstaff County	44.71%	\$ 294,658.66	\$ 376,287.34	\$ 670,946.00
Alliance	1.84%	\$ 12,139.50	\$ 15,502.47	\$ 27,641.97
Daysland	9.86%	\$ 64,954.18	\$ 82,948.31	\$ 147,902.49
Forestburg	10.47%	\$ 68,974.40	\$ 88,082.24	\$ 157,056.65
Hardisty	6.63%	\$ 43,670.65	\$ 55,768.64	\$ 99,439.29
Heisler	1.91%	\$ 12,612.46	\$ 16,106.47	\$ 28,718.93
Killam	11.83%	\$ 77,960.78	\$ 99,558.10	\$ 177,518.88
Lougheed	3.06%	\$ 20,179.94	\$ 25,770.35	\$ 45,950.29
Sedgewick	9.70%	\$ 63,929.42	\$ 81,639.65	\$ 145,569.07
Total Costs	100.00%	\$ 659,080.00	\$ 841,663.57	\$ 1,500,743.57

**Utilizing:**

Population (2016 census)

**Funding Formula - Population Only - OPTION 4**  
**2019 Combined Operating & Capital Budget**

	%	Operating	Capital - Option 4	Total
Flagstaff County	44.71%	\$ 294,658.66	\$ 223,537.85	\$ 518,196.51
Alliance	1.84%	\$ 12,139.50	\$ 9,209.42	\$ 21,348.92
Daysland	9.86%	\$ 64,954.18	\$ 49,276.40	\$ 114,230.58
Forestburg	10.47%	\$ 68,974.40	\$ 52,326.28	\$ 121,300.68
Hardisty	6.63%	\$ 43,670.65	\$ 33,130.01	\$ 76,800.66
Heisler	1.91%	\$ 12,612.46	\$ 9,568.23	\$ 22,180.70
Killam	11.83%	\$ 77,960.78	\$ 59,143.64	\$ 137,104.43
Lougheed	3.06%	\$ 20,179.94	\$ 15,309.17	\$ 35,489.11
Sedgewick	9.70%	\$ 63,929.42	\$ 48,498.98	\$ 112,428.40
Total Costs	100.00%	\$ 659,080.00	\$ 500,000.00	\$ 1,159,080.00

**Utilizing:**

Population (2016 census)

	OPERATING			NET COST	OPERATING			NET COST	OPERATING			NET COST	OPERATING			NET COST	OPERATING			NET COST	5 year Average			
	2012		2012		2013		2013		2014		2014		2015		2015		2016		2016			Sub Committee	Increase/ Decrease	% Change
	Revenue	Expenses	Capital		Revenue	Expenses	Capital		Revenue	Expenses	Capital		Revenue	Expenses	Capital		Revenue	Expenses	Capital					
Flagstaff	76,712	422,568	70,179	416,035	193,353	510,038	331,946	648,631	81,422	478,352	0	396,930	135,754	457,586	358,567	680,399	262,606	596,187		333,581	\$ 495,115	\$ 910,005	\$ 414,890	84%
Daysland	63,461	122,563	0	59,102	59,446	90,067	0	30,621	42,838	57,647	0	14,809	44,920	28,384	0	-16,536	32,869	43,628		10,759	\$ 19,751	\$ 104,519	\$ 84,768	429%
Hardisty	74,525	81,876	32,352	39,703	48,410	105,107	0	56,697	62,946	92,806	35,264	65,124	53,614	123,990	0	70,376	60,000	120,000		60,000	\$ 58,380	\$ 95,473	\$ 37,093	64%
Killam	218,294	93,190	262,978	137,874	42,917	113,443	11,172	81,698	53,380	100,023	12,462	59,105	54,244	89,311	16,758	51,825	83,119	103,262	14,329	20,143	\$ 70,129	\$ 123,961	\$ 53,832	77%
Sedgewick	54,004	63,455	0	9,451	54,450	83,123	0	28,673	53,429	94,078	0	40,649	50,591	76,383	22,521	48,313	36,101	60,217		24,116	\$ 30,240	\$ 96,297	\$ 66,057	218%
Alliance	23,296	46,640	0	23,344	32,570	45,692	0	13,122	18,209	47,700	0	29,491	19,368	49,706	0	30,338	27,835	40,526		12,691	\$ 21,797	\$ 22,868	\$ 1,071	5%
Forestburg	32,198	60,796	0	28,598	32,507	78,207	11,397	57,097	32,264	69,656	0	37,392	21,821	79,231	0	57,410	33,987	73,415		39,428	\$ 43,985	\$ 103,371	\$ 59,386	135%
Galahad	21,109	23,612	0	2,503	29,629	24,862	7,350	2,583	17,335	21,317	0	3,982	16,399	19,069	0	2,670					\$ 2,348	Not applicable		
Heisler	8,984	39,167	0	30,183	231,163	37,240	213,463	19,540	28,371	39,031	0	10,660	18,088	30,695	0	12,607	16,803	36,646		19,843	\$ 18,567	\$ 15,143	\$ (3,424)	-18%
Lougheed	20,529	26,743	0	6,214	19,976	47,481	0	27,505	15,324	41,043	0	25,719	23,468	37,350	0	13,882	9,401	30,753		21,352	\$ 18,934	\$ 29,106	\$ 10,172	54%
Strome	20,166	28,564	0	8,398	16,914	24,177	0	7,263	14,340	19,439	0	5,099	16,250	21,426	0	5,176					\$ 5,187	Not applicable		
TOTAL	613,278	1,009,174	365,509	761,405	761,335	1,159,437	575,328	973,430	419,858	1,061,092	47,726	688,960	454,517	1,013,131	397,846	956,460	562,721	1,104,634	14,329	541,913	\$ 784,434	\$ 1,500,743	\$ 723,844	91%

\*Donated Capital Assets not included  
\*Hardisty's 2016 Information is not available on website - Estimated only

2016 Average for Alberta Municipalites under a poulation of 10,000

68.00/capita

Operating

**FRSWMA Organizational Board Meeting**

**Nov 27, 2017**

**Sterling Room of the County Office, Sedgewick, AB**

**Minutes**

**1.0) Attendance**

**Directors:**

Elaine Fossen	Village of Forestburg
Jeanette Herle	Flagstaff County
Dean Lane	Town of Hardisty
Stephen Levy	Town of Sedgewick
Josephine Mackenzie	Village of Alliance
Janice McTavish	Village of Rosalind
James Robertson	Town of Daysland
Deb Smith	Village of Loughheed

**Regrets:**

Brandon Martz	Village of Heisler
Rick Kryz	Town of Killam

**STAFF:**

Murray Hampshire	Executive Director
David Dahl	FRSWMA
Cliff Hill	FRSWMA

With a quorum in attendance, the meeting was called to order at 7:01 p.m. by Executive Director M. Hampshire. He gave a brief overview of the purpose of the organizational meeting and the meeting began with an introduction of all directors in attendance.

**3.0) Agenda**

**Resolution # 322/2017.** Director S. Levy moved to accept agenda as presented.

CARRIED

**4) Appointment of Chair**

Executive Director M. Hampshire called for nominations for the election of Chair for the following year. Director J. Robertson nominated Director D. Smith. With no further nomination, J. Robertson called for nominations to cease.

**Resolution # 323/2017.** There being only one nomination, Director D. Smith was declared Chair for the 2017/2018 year. D. Smith assumed role of Chair for the remainder of the meeting.

**5) Appointment of Vice Chair**

Chair D. Smith called for nominations for the appointment of Vice Chair. Director E. Fossen nominated Director J. Herle. Chair D. Smith called for further nominations. Director J. Robertson moved nominations cease.

**Resolution # 324/2017.** There being only one nomination, Director J. Herle was declared Vice-Chair for the 2017/2018 year.

**6) Nomination of FRSWMA Board Management Committee**

Chair D. Smith called for nomination for Management Committee. After some discussion, Director J. Robertson volunteered for the third position on the Management Committee.

**Resolution #325/2017.** Director J. Herle moved that the Management Committee for 2017/2018 year shall be the Chair, Vice-Chair and Director J. Robertson.

CARRIED



- 7) Appointment of Signing Authority**     **Resolution # 326/2017.** Director J. Herle moved that Executive Director M. Hampshire, Chair D. Smith, Director S. Levy and Director R. Krys act as the signing authorities for FRSWMA for the 2017/2018 year. For checks and online banking, any two of the four signatures are required.
- CARRIED.
- 8) Appointment of Auditor**     Chair D. Smith called for the appointment of Auditor.
- Resolution #327/2017** Director J. Robertson made a motion to appoint the Audit firm of Gitzel Krejci Dand Peterson to conduct the 2017 financial audit at the bid price of \$8500 (+CPI), plus \$1250 for the annual LAPP audit.
- CARRIED
- Adjournment**     Director E. Fossen adjourned the meeting @ 7:14 p.m.

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Chair

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Manager

**FRSWMA Regular Monthly Board Meeting**

**Nov 27, 2017**

**Sterling Room of the County Office, Sedgewick, AB**

**Minutes**

**1.0) Attendance**

**DIRECTORS:**

Elaine Fossen	Village of Forestburg
Jeanette Herle	Flagstaff County
Rick Krys	Town of Killam
Dean Lane	Town of Hardisty
Stephen Levy	Town of Sedgewick
Josephine Mackenzie	Village of Alliance
Janice McTavish	Village of Rosalind
James Robertson	Town of Daysland
Deb Smith	Village of Lougheed

**Regrets:**

Brandon Martz	Village of Heisler
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**STAFF:**

Murray Hampshire	Manager
David Dahl	FRSWMA
Cliff Hill	FRSWMA

**2.0) Call to Order**

Chair D. Smith called the meeting to order at 7:15 p.m.

**3.0) Agenda**

**Resolution # 328/2017.** Director S. Levy moved to accept agenda as presented.  
CARRIED

**4.0) Adoption of Minutes**

Minutes of the Sept 25, 2017 Regular Board Meeting were reviewed  
**Resolution # 329/2017.** Director D. Lane moved to approve the minutes of the Sept 25, 2017 Regular Board Meeting, attached to and forming part of these minutes.  
CARRIED

**5.0) Reports**

**5.1) Board Orientation:** It was decided to begin the reporting section with a quick review of the Business Summary Package and Strategic Planning outcomes as means to give a quick overview of the scope of business operations at Flagstaff Waste. Considerable questions and discussion followed.

**Resolution #330/2017:** Director R. Krys moved to accept the Business Summary and Strategic Planning documents as Information.  
CARRIED

**5.2) Operations update:** Executive Director M. Hampshire provided operations update attached to and forming part of these minutes. Discussion ensued.

**Resolution # 331/2017.** Board member S. Levy moved to accept operations report as presented.  
CARRIED

Discussion arose from the operations report about 2017 Board Christmas Gift.

**Resolution #332/2017** Director E. Fossen moved that Flagstaff Waste gift \$125 to all permanent staff and \$50 to all casual staff for Christmas on behalf of the Board.  
CARRIED

5.3) Financial reports: Executive Director M. Hampshire provided Oct 31, 2017 P&L and Nov 22, 2017 cash position. Discussion ensued.

**Resolution # 333/2017.** Board member P. Robinson moved that we accept financial reports as presented.

CARRIED

**6.0) Business**

6.1) 2018 DRAFT Budget Status: Executive Director M. Hampshire provided status of 2018 budget approvals from members. We currently have 3 members who have not approved the budget, therefore the 80% approval required to ratify has not been met. Considerable discussion revolved around the letters received from those members who did not approve the proposed budget. Executive Director M. Hampshire provided a modified Capital Purchase worksheet which identified an amount to be borrowed to purchase the new truck if necessary.

**Resolution # 334/2017.** Director J. Robertson made a motion that Executive Director M. Hampshire arrange to meet directly with Municipal councilors for Village of Forestburg, Village of Heisler, Town of Daysland and Flagstaff County to provide information and address concerns raised by each council.

CARRIED

**7.0)**

**Correspondence  
and Information**

**Resolution # 335/2017.** Director J. Herle moved that the correspondence from members appointing each director and the letters addressing the 2018 budget be accepted as information

CARRIED

**8.0) Adjourn**

**Resolution # 336/2017.** Director E. Fossen moved that the meeting adjourn at 9:45.

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Chair

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Manager

**Next Meeting**

Regular Board Meeting – Jan 22, 2018 – 7:00 p.m.



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# PRL BOARD TALK

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## Highlights of the Parkland Regional Library Board Meeting

NOVEMBER 9, 2017

### Elder-in-Residence

Parkland introduced Roy Louis as our Elder-in-Residence for the Parkland region. A member of the Samson Cree Nation, Roy is descended from a family of traditional leaders. Roy will be available to our member libraries for programs, consultation, and knowledge sharing.

### Organizational Meeting

Parkland's board has 29 new members. Board Members in attendance elected the new executive committee, and Board Chair. Debra Smith was re-appointed Board Chair by acclamation.

### Executive Committee

The Executive Committee has many new faces, along with a few returning members.

**Debra Smith**, Board Chair (Village of Loughheed)

**Dana Depalme**, Red Deer County

**Deb Cryderman**, City of Camrose

**Jason Alderson**, West Country (Town of Rocky Mountain House)

**Kevin Ferguson**, West Central (Town of Ponoka)

**Janine Stannard**, South East (County of Paintearth)

**Stephen Levy**, North East (Town of Sedgewick)

**Ray Olfert**, Central (Town of Blackfalds)

**Bob Green**, South (Town of Carstairs)

**Sharolyn Sanchez**, South Central (Town of Penhold)

### 2018 Budget Approval

Parklands 2018 budget requisition increase of 1% has been overwhelmingly approved by municipalities.

### PRL Governing Service Points

There is interest in Parkland taking on governance of two new outlet libraries. Current policy states that Parkland will not take on any more outlets. The board has requested that the Executive Committee investigate the possibility further and report back.

### 2018 Board Meeting Dates

**February 22** – Approve 2017 annual report, review strategic plan.

**May 24** – Approval of 2017 Audit

**September 13** – Approval of 2019 Budget

**November 8** – Organizational Meeting

### Alberta Library Conference 2018

Parkland will cover costs for 3 board members and the board chair to attend this conference in Jasper, Alberta. Corby Parsons (Village of Caroline), Dana Kreil (Lacombe County), and Rosella Peterman (Town of Bashaw) will attend ALC 2018.

### 2018 PLSB Symposium

February 23-24 Public Library Services Branch's will host a symposium focused on topics relevant to library board trustees. Topics include: the Libraries Act, employment standards, OH&S, board & staff relations, personnel policies, minimum wage and salary grids, benefits, etc. Space is limited with only 125 seats. Parkland will provide a limited subsidy to help our members attend.

### Community News from Trustees

**Blackfalds** Library Board submitted a budget to council that would allow them to completely eliminate card fees.

**Coronation** has started plenty of new programming for children and youth. They have had up to 18 kids show up for their chess club, with regular attendance hovering around 10-12. Create Club has been very popular, and they have a Lego table coming soon to engage creative minds.

**Next Meeting: February 22, 2018, 1:00 PM.**

**Sedgewick Public Library Board**  
**Board Meeting Minutes: November 14, 2017**  
**7:00pm Sedgewick Library**

**Board Members:**

Present: Micaela McConnell, Trish McGowan, Carol Williams, Stephen Levy, Marie MacLeod, Sherry Mayne

Absent: Shelley Wakefield

**Others Present:**

Other: Barbara McConnell

Meeting called to order at 7:00pm by the Chair, Carol Williams.

The meeting agenda is reviewed. Stephen Levy makes a motion that we make an addition to the agenda to Reports– to be added in is information updates from Parkland. No further additions or propositions to the agenda, agenda approved.

Marie MacLeod seconds, all in favor, carried.

The October 10<sup>th</sup> meeting minutes were read by Micaela McConnell, she then moved the minutes be adopted as read and approved by the board. Trish McGowan seconds, all in favor, carried.

**Reports**

a) Chair Report

No Report to be presented.

b) Treasurers' Report (attached)

Trish McGowan read the Treasurers' report, we currently have \$11 820.52 in our chequing account and \$57.69 on a pre-paid Visa card. Current total assets come to a total of \$11 878.21.

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

The 2018 Financial Budget was discussed. Sherry Mayne makes a motion that we approve the budget with the changes as discussed. All in favor, carried.

c) Librarians' Report (attached)

Barb McConnell read the Librarians' report which highlighted our increasing monthly wireless usage, upcoming Soap Class dates and the Knittin' Ladies club.

Marie MacLeod moves the Librarians' report be accepted as information.

d) Parkland Report

Stephen Levy spoke about his new position on the Executive Parkland Library board. Discussed what upcoming projects Parkland Regional Library is involved in.

Trish McGowan moves Stephen's report be accepted as information.

**New Business**

The craft for the upcoming Caroling in the Park event held on December 9<sup>th</sup> was discussed. It was decided that we will do the same craft as last year due to supplies and budget. We will also have a draw to win a Free Family membership.

The Board Christmas party was discussed. We decided to have it after our next meeting on December 12th. All attending members will provide an appetizer followed by games.

Community Calendars have arrived and were divided amongst the board members to deliver.

Library Accessibility was discussed. To be discussed more at a later date.

### **Correspondence**

A letter from the Battle River Community Foundation was received. The letter was the regarding the library providing acknowledgment of recent funding received from the Janice Jesswein Fund.

Next meeting will be held on December 12, 2017 @ 6:00 pm unless called by the Chair prior to this date.

Carol Williams makes a motion to adjourn the meeting at 8:30pm, all in favor, carried.

- Submitted by Micaela McConnell

**Sedgewick Public Library  
Board Regular Meeting**

**Nov 14, 2017**

**Sedgewick Public Library**

- 1) Approval of agenda**
- 2) Approval of minutes of previous meeting date**
- 3) Delegations**
- 4) Business arising from the minutes**
  - a)**
  - b)**
  - c)**
- 5) Reports**
  - A) Chair**
  - B) Treasurer (2018 Budget)**
  - C) Librarian's Report**
- 6) New Business**
  - A) Organization for Caroling in the Park Dec\_\_ '17**
  - B) Board Christmas Party**
  - C) Community Spirit Calendar & organize delivery**
  - D)**
- 7) Information Items**
- 8) Correspondence**
- 9) Next meeting**
- 10) Adjournment**

5:36 PM

14/11/17

Accrual Basis

**Sedgewick Municipal Library****Balance Sheet**

As of 14 November 2017

14 Nov 17**ASSETS****Current Assets****Chequing/Savings****Sedgewick & District Municipal**11,820.52**Total Chequing/Savings**11,820.52**Other Current Assets****Prepaid Visa Card**57.69**Total Other Current Assets**57.69**Total Current Assets**11,878.21**Fixed Assets****Furniture and Equipment**98,431.00**Total Fixed Assets**98,431.00**TOTAL ASSETS**110,309.21**LIABILITIES & EQUITY****Liabilities****Current Liabilities****Other Current Liabilities****GST/HST Payable**-162.71**Total Other Current Liabilities**-162.71**Total Current Liabilities**-162.71**Total Liabilities**-162.71**Equity****Opening Balance Equity**116,651.98**Unrestricted Net Assets**-15,165.85**Net Income**8,985.59**Total Equity**110,471.82**TOTAL LIABILITIES & EQUITY**110,309.21



# **Sedgewick Public Library**

## **Librarian's Report**

**November 14/2017**

### **Items for Information:**

**Our monthly wireless report has steadily been moving up, now that Rec Centre is going again this season. From August to September the amount of sessions were 543, from September to October 2745 and October to November 3577.**

**Soap class that was advertised for November 15/2017 was cancelled due to not enough people registered or paid. We will have to see how many people will register for the bath bombs session to be held November 29/2017.**

**First Session of Monkey Business held on November 9 had no participants attending.**

**Knittin' Ladies are still quite popular with at least four in attendance every Wednesday night.**

### **Items for Discussion:**

**Donated items from patron?**

**Christmas craft for December 9/2017. Have prize wheel booked too. Suggestions and volunteers to get stuff prepared.**

*Barbara McConnell*

*Library Manager*

November 14

Michelle McConnell

Barbara McConnell

Stephen Levy

Carol Williams

Marie MacLeod

Donna Mager

Trisha McEwan

**Sedgewick Public Library Board Meeting**

**Meeting Date: December 12, 2017**

**Location: Sedgewick Library**

**Prepared by: Micaela McConnell**

**Call to Order**

Board Chair Carol Williams called the meeting to order at 7:23pm with the following members of the board present: Micaela McConnell, Shelley Wakefield, Carol Williams, Stephen Levy, Marie MacLeod, Sherry Mayne. Trish McGowan sent her regrets.

Also Present: Barbara McConnell

**1) Approval of the Agenda**

Moved by: Carol Williams

Seconded by Marie MacLeod

THAT the agenda of December 12, 2017 be approved as circulated, Carried.

**2) Previous Minutes**

Moved By: Stephen Levy

Seconded by Micaela McConnell

THAT the Sedgewick Public Library Board minutes of:

November 14, 2017 Library Board Meeting

Be approved as circulated, including any revision to be made, Carried.

**3) Delegations**

**4) Business Arising From The Minutes**

- a) Caroling in the Park – to be discussed in the Librarians' Report.

**5) Reports**

a) Chair Report

An email that Carol Williams had received from the Public Library Services Board regarding changes to the employment standards in place for public library boards was reviewed.

b) Treasurers' Report (attached)

Carol Williams read the Treasurers' report. To date we have \$10 805.74 in our chequing/savings account.

Carol Williams moves the report be adopted as read, Sherry Mayne seconds, Carried.

c) Librarians' Report (attached)

Barb McConnell read the Librarians' report which highlighted an upcoming Art Journaling class in partnership with FCAL that will be held in February 2018. Due to the cancellation of Caroling in the Park, it was discussed that the library should take the lead next year to ensure some event/celebration takes place.

Marie MacLeod moves the Librarians' report be accepted as information, Sherry Mayne seconds, Carried.

d) Parkland & Town Council

Stephen Levy spoke about upcoming projects Parkland Regional Library would like to put on while partnering with the Sedgewick Public Library.

Marie MacLeod moves Stephen's report be accepted as information, Shelly Wakefield seconds, Carried.

**6) New Business**

- a) Library Policies & Bylaws –Discussion took place regarding the importance of reviewing our library's' policies and bylaws on a regular basis and updating as needed.

**7) Information Items**

**8) Correspondence**

**9) Next Meeting**

Next meeting will be held on January 9, 2017 at 7:00pm at the Sedgewick Public Library

**10) Adjournment**

Moved By: Carol Williams

Seconded By: Marie MacLeod

That this Library Board does now adjourn at 8:10 p.m. to meet again at the call of the Chair, Carried.

**Sedgewick Public Library  
Board Regular Meeting**

**Dec 12, 2017**

**Sedgewick Public Library**

- 1) Approval of agenda**
- 2) Approval of minutes of previous meeting date**
- 3) Delegations**
- 4) Business arising from the minutes**
  - a) Caroling in the Park Dec**
  - b)**
  - c)**
- 5) Reports**
  - A) Chair**
  - B) Treasurer**
  - C) Librarian's Report**
  - D) Parkland & Town Council (Stephen Levy)**
- 6) New Business**
  - A) Library Policies & Bylaws**
  - B) Employment Standards Changes for Public Library Boards**
  - C)**
  - D)**
- 7) Information Items**
- 8) Correspondence**
- 9) Next meeting**
- 10) Adjournment    Party Time!**

1:02 PM

## Sedgewick Municipal Library

12/12/17

## Balance Sheet

Accrual Basis

As of 12 December 2017

	12 Dec 17
<b>ASSETS</b>	
<b>Current Assets</b>	
Chequing/Savings	
Sedgewick & District Municipal	10,805.74
Total Chequing/Savings	10,805.74
<b>Total Current Assets</b>	10,805.74
<b>Fixed Assets</b>	
Furniture and Equipment	98,431.00
<b>Total Fixed Assets</b>	98,431.00
<b>TOTAL ASSETS</b>	<b>109,236.74</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
GST/HST Payable	-174.59
Total Other Current Liabilities	-174.59
<b>Total Current Liabilities</b>	-174.59
<b>Total Liabilities</b>	-174.59
<b>Equity</b>	
Opening Balance Equity	116,651.98
Unrestricted Net Assets	-15,165.65
Net Income	7,925.00
<b>Total Equity</b>	109,411.33
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>109,236.74</b>

# Sedgewick Community Library

## Librarian's Report

December 12/2107

### Items for Information:

As you are all aware, there was no celebration for the children held in Sedgewick, so I would like to suggest we try to plan something for next year. Just an idea, but I would like the Library to rent the hall, or use the recreation center and have a craft fair, and a little something for the children. So maybe think on this and we will revisit the idea next year.

On February 8 from 7-9, the Sedgewick Library and FCAL will host an Art Journaling class in the concourse. It will be at a cost of \$45.00, which covers all the supplies needed. We will need a min. of six people and max of 12. The instructor is Katrina Prevost, from Camrose and I have seen some of her work. I hope that there will be enough interest.

In the New Year, we will be taking a few minutes each meeting to look over our policies and bylaws and make changes as needed.

There was not enough interest for our Bath Bomb session so it was cancelled.

New magazine subscriptions we have gotten this year are Reader's Digest, Guideposts, and Family Circle.

*Barbara McConnell*

*Library Manager*

*Sedgewick Public Library*

Alberta's employment standards are changing, effective **January 1 2018**. Listed below are those changes which may be of special interest to Alberta public library boards and library managers:

- Rest periods will require a 30-minute rest period for shifts 5 hours and above.
  - Currently, a 30-minute rest period is required for shifts in excess of 5 hours.
- All employees will be eligible for general holiday pay, no matter how long they have worked in the previous 12 months. It will be calculated simply as 5% of wages from the previous 4 weeks worked.
  - Currently, an employee must have worked for the employer for at least 30 working days in the year before the general holiday to be eligible for general holiday pay.
- With the exception of artistic endeavours, youth under the age of 13 will not be allowed to work. (Youth under 13 will be allowed to be employed in artistic endeavours such as a theatre production with a permit.)
  - Currently, a person as young as 12 may work in selected occupations.
- The age at which a young person may be employed in any position is being increased to 16. Those under the age of 16 will require a permit to work in any occupation except those on the "light work" list (See point below).
  - Currently, the age at which a young person may be employed in any position is 15.
- The list of allowable 'light work' jobs for youth under the age of 16 will be modernized based on consultation. These jobs may include, for example, accommodation and food service tasks such as setting tables, golf caddying or working in a pro shop (not including cash registers) and tutoring, etc. The list will then be reviewed and updated every 3 years. Taking a job that is not on the list will require a permit.

No changes are being made immediately. These changes will come into effect after the Ministry finishes consultations on the list of light work.

- Currently, "providing customer service" is on the list of those jobs that do not require a permit for those between 12 and 14, though employers must submit a safety checklist in advance.



- Currently, overtime may be banked for 3 months and is calculated on an hour-for-hour basis.
- A new administrative penalty system (i.e. fines) will be implemented for employers found to be in contravention of the Code. The time period to commence prosecution will be two years.
  - Current enforcement processes include audit, prosecution, issuance of orders by an officer, or seizure of monies. The time period to commence prosecution is currently one year.
- There will be a variety of new job-protected leaves available to employees. Employees will be eligible for these leaves after 90 days of employment:
  - **Long-Term Illness and Injury Leave** – A new unpaid leave will provide up to 16 weeks of job protection per year for long-term personal sickness or injury. Medical certificate and reasonable notice will be required. This will align with the federal Employment Insurance program.
  - **Personal and Family Responsibility Leave** – A new unpaid leave will provide up to 5 days of job protection per year for personal sickness or short-term care of an immediate family member. Includes attending to personal emergencies and caregiving responsibilities related to education of a child.
  - **Bereavement Leave** – A new unpaid leave will provide up to 3 days of job protection per year for bereavement of an immediate family member.
  - **Domestic Violence Leave** – A new unpaid leave will provide up to 10 days of job protection per year for employees addressing a situation of domestic violence.
  - **Citizenship Ceremony Leave** – A new unpaid leave will provide up to a half-day of job protection for employees attending a citizenship ceremony.
  - **Critical Illness of a Child** – A new unpaid leave will provide up to 36 weeks of job protection for parents of critically ill or injured children. This will align with the federal Employment Insurance program.
  - **Death or disappearance of a Child** – A new unpaid leave will provide up to 52 weeks of job protection for employees whose child disappeared as a result of a crime, or up to 104 weeks if a child died as a result of a crime. This will align with the federal Employment Insurance program.
  - Currently, employees are eligible for work-related leaves after a year of employment.

A complete summary of all employment standards changes and contact information for any questions can be found at <https://www.alberta.ca/employment-standards-changes.aspx>.

December 12 meeting Attendance

Micaela McConnell

Sherry Mayne

Barbara McConnell

Stephen Levy

Shelley Wakefield

Marie Macleod

Carol Williams

Flagstaff Regional Housing Group  
Wednesday, July 25, 2017 @ 7:00 pm  
Prairie Rose Place, Sedgewick

## Minutes

Attendees:	Rick Kryz, Board Chair	Town of Killam
	Peter Miller, Vice Chair	Village of Forestburg
	Dean Lane <i>(Regrets)</i>	Town of Hardisty
	Gunnar Albrecht <i>(Regrets)</i>	Flagstaff County
	Wade Lindseth <i>(Regrets)</i>	Flagstaff County
	Gerald Kuefler (Alternate) <i>(Regrets)</i>	Flagstaff County
	Ed Kusalik	Town of Daysland
	Susan Armer	Village of Loughheed
	Dennis Steil <i>(alternate)</i>	Village of Heisler
	Morgan Doege <i>(Regrets)</i>	Village of Heisler
	Dell Wickstrom	Village of Alliance
	Greg Sparrow	Town of Sedgewick
	Mike Leathwood	The Bethany Group
	John Davis / Dave Buist	The Bethany Group
	Gretel Pepper <i>(recorder)</i>	The Bethany Group

1.	<b>CALL TO ORDER – 7:05 pm</b>	
2.	<b>REVIEW OF AGENDA</b> <ul style="list-style-type: none"> <li>Additions under New Business: Parking in Alliance and Business Plans - Updating</li> </ul> <b>FRHG 17-07-01      Moved by Peter Miller to accept the Agenda with additions.      CARRIED</b>	
3.	<b>MINUTES OF PREVIOUS MEETING</b> <ul style="list-style-type: none"> <li>One change noted to correct the spelling of Gunnar Albrecht's last name.</li> </ul> <b>FRHG 17-07-02      Moved by Ed Kusalik to accept the Minutes of the May 24, 2017 Meeting as corrected.      CARRIED</b>	
4.	<b>Correspondence – N/A</b>	
5.	<b>FINANCIAL STATEMENTS</b>	
	a.	Unaudited for the 5-month period ending May 31, 2017 <i>(circulated)</i> <ul style="list-style-type: none"> <li>The Financial Statements were reviewed and explanations provided.</li> <li>There was some discussion regarding equipment and furniture purchase items.</li> </ul> <b>FRHG 17-07-03      Moved by Peter Miller that the \$45,000 for furniture and equipment for the additional lodge rooms remain in the current year expenses.      CARRIED</b>
	b.	Balance Sheet for May 2017 <ul style="list-style-type: none"> <li>Balance Sheet was provided and reviewed for information.</li> </ul>
6.	<b>OPERATIONAL REPORT &amp; HOUSING UPDATE <i>(circulated)</i></b> <ul style="list-style-type: none"> <li>Vacancies were discussed specifically higher rates at Parkland Manor. There is a potential for rental opportunities in the community and will be something that will be looked at in the event of an increase of workers coming into the area.</li> </ul>	

Flagstaff Regional Housing Group  
Wednesday, July 25, 2017 @ 7:00 pm  
**Prairie Rose Place, Sedgewick**

7.	<b>CEO REPORT</b> <ul style="list-style-type: none"> <li>Annual Report – draft circulated as information and no changes recommended.</li> </ul>
8.	<b>PREVIOUS BUSINESS</b>
	<p>a. Project Update (Sedgewick)</p> <ul style="list-style-type: none"> <li>Everything proceeding very well and target date for occupancy is September 1.</li> <li>Town of Sedgewick will approve when paving is done (bids coming in to Government now).</li> <li>A consideration to include in “occupancy requirements” that applicants must live in the town/community for a minimum length of time to apply.</li> <li>Advertising will be done locally first, allowing Sedgewick people to have first opportunity for occupancy providing they meet criteria. Contact details will be included in local newsletter ad.</li> </ul>
	<p>b. Quotes to Renovate Cabinets (<i>circulated</i>)</p> <ul style="list-style-type: none"> <li>As a follow-up, to the last meeting, quotes for the completion of one or more units requested and two received and shared. The idea is to blend cabinet heights.</li> <li>A survey questionnaire to residents living in the new units was done and results shared.</li> </ul> <p><b>FRHG 17-07-04 Moved by Ed Kusalik that The Bethany Group utilize the services of Ernie Bertschi up to a maximum \$10,000 for Big Knife Villa kitchen upgrades (including the purchase of full size fridges for some of these units). CARRIED</b></p>
	<p>c. Big Knife Villa (New Addition) – Grand Opening</p> <ul style="list-style-type: none"> <li>Suggested date: Thursday, September 7, 2017.</li> <li>Board recommended date: Friday, Sept. 8. Resident BBQ and ceremony starting at 5:00 pm.</li> <li>Board Members would like to invite their local MLA and local Councilors.</li> <li>Legion requested a photo taken at the event to present the \$2,500 donated for furniture.</li> </ul>
9.	<b>NEW BUSINESS</b>
	<p>a. Policy SL 02-01: Long Service Awards (Staff Recognition)</p> <ul style="list-style-type: none"> <li>TBG is looking for a consistent approach for all staff with Board approval.</li> </ul> <p><b>FRHG 17-07-05 Moved by Ed Kusalik that FRHG accept the employee recognition guidelines as presented and to come into effect August 1, 2017. CARRIED</b></p>
	<p>b. Policy SL 02-02: Staff Guest Meals</p> <ul style="list-style-type: none"> <li>Discussion focused on the policy and the positive effect it will have on staff.</li> </ul> <p><b>FRHG 17-07-06 Moved by Peter Miller that FRHG accept the Staff Guest Meal Policy. CARRIED</b></p>
	<p>c. Organizational Changes</p> <ul style="list-style-type: none"> <li>One change at FRHG: looking to move towards one manager per site to create a better community. Current lodge manager will be responsible for entire facility and will report to the Director of Client Services. The Housing Manager will report to the Director of Housing and Community Services.</li> </ul>

Flagstaff Regional Housing Group  
 Wednesday, July 25, 2017 @ 7:00 pm  
 Prairie Rose Place, Sedgewick

	d.	<b>Parking In Alliance</b> <ul style="list-style-type: none"> <li>Town Foreman has expressed frustration at the way residents are parking as it has created problems for them.</li> <li>TBG to write a letter to residents asking them to park in their assigned spots. Letters will be distributed through the FRHG Housing Manager with a note advising D. Wickstrom when distributed.</li> </ul>
	e.	<b>HMB Business Plan and Ministry Reporting Documents – email (Mike)</b> <ul style="list-style-type: none"> <li>Current plan will be reviewed by the Board in September to finalize prior to submitting to Government.</li> </ul>
10.	<b>DATE &amp; LOCATION OF NEXT MEETING – September 19, 2017 FRHG at 7:00 pm</b>	
11.	<b>ADJOURNMENT – The Board Chair adjourned the meeting at 8:15 pm</b>	

*Summary of Action Items:*

<b>Action</b>	<b>By Whom</b>	<b>Timeline (if any)</b>
Confirm BKV Grand Opening Date as Friday, September 8 (Board recommendation)	Gretel	DONE
TBG to write letter to Alliance residents requesting them to park in assigned parking spots to avoid issues during street cleaning.	TBG	DONE
Circulate HMB Business Plan to Board members to review and provide feedback before next meeting.	TBG FRHG Board	Sep 19, 2017
Bring Draft Business Plan Update to next meeting	TBG	Sep 19, 2017



Board Chair

DEC 05 2017

Date



John Davis, Director Client Services  
 The Bethany Group

DEC 05 2017

Date

Flagstaff Regional Housing Group  
September 19, 2017 @ 7:00 pm  
Big Knife Villa, Forestburg

## BOARD MEETING & STRATEGIC PLANNING – MINUTES

*\*Quorum Not Achieved\**

Attendees:	Rick Krys, Board Chair	Town of Killam
	Peter Miller, Vice Chair	Village of Forestburg
	Greg Sparrow	Town of Sedgewick
	Dean Lane (regrets)	Town of Hardisty
	Gunnar Albrecht (regrets)	Flagstaff County
	Wade Lindseth (regrets)	Flagstaff County
	Gerald Kuefler	Flagstaff County
	Ed Kusalik (regrets)	Town of Daysland
	Susan Armer (regrets)	Village of Loughheed
	Morgan Doege (regrets)	Village of Heisler
	Dell Wickstrom (regrets)	Village of Alliance
	Mike Leathwood	The Bethany Group
	John Davis	The Bethany Group
	Dave Buist	The Bethany Group
	Michelle Wideman (recorder)	The Bethany Group

1.	<b>CALL TO ORDER</b> Quorum not achieved. The meeting was called to order at 7:07pm by Board Chair, Rick Krys.
2.	<b>REVIEW OF AGENDA</b>
3.	<b>MINUTES OF PREVIOUS MEETING</b> – Review of Minutes from July 25, 2017.
4.	<b>CORRESPONDENCE</b>
a.	Senior's Lodge Program Advisory Committee – For information.

<b>5.</b>	<b>FINANCIAL STATEMENTS</b> <ul style="list-style-type: none"> <li>For the seven months ended July 2017.</li> </ul>
<b>6.</b>	<b>OPERATIONAL REPORT &amp; HOUSING UPDATE</b> <ul style="list-style-type: none"> <li>Review of Occupancy Report. Continue to have several vacancies in Big Knife Lodge.</li> <li>Big Knife Grand Opening was very well received, with over 150 people in attendance.</li> <li>Occupancy for Prairie Rose Place has been approved for October 1<sup>st</sup>. A Grand Opening will be scheduled in October to increase community awareness.</li> </ul>
<b>7.</b>	<b>CEO REPORT</b> <ul style="list-style-type: none"> <li>Review of list of capital maintenance projects completed recently, including Galahad, Forestburg, Heisler, Loughheed, Daysland and Killam.</li> </ul>
<b>8.</b>	<b>PREVIOUS BUSINESS</b>
	a. Project Updates <ul style="list-style-type: none"> <li>Discussed under Operational Report.</li> </ul>
<b>9.</b>	<b>NEW BUSINESS</b>
	a. Request to Purchase Adjacent Property from FRHG <ul style="list-style-type: none"> <li>Board has not yet established a plan for the parcel of land, and are not interested in selling any portion at this time.</li> </ul>
	b. Alberta Provincial Affordable Housing Strategy <ul style="list-style-type: none"> <li>For information.</li> </ul>
	c. 2018 Business Plan <ul style="list-style-type: none"> <li>Review of draft Business Plan, formatted to align with the Alberta Provincial Affordable Housing Strategy. Will include that a Strategic Planning Session will be held with the new Board following the election.</li> <li>Vacancies in Hardisty have been identified as an area of concern, as have the aging Daysland units. Consideration will be given for future social housing initiatives to better meet community needs and utilize the assets.</li> </ul>

Flagstaff Regional Housing Group  
September 19, 2017 @ 7:00 pm  
Big Knife Villa, Forestburg

10.	<b>DATE &amp; LOCATION OF NEXT MEETING</b> - TBD
11.	<b>ADJOURNMENT</b> - The meeting was adjourned at 8:08pm

*Summary of Action Items:*

<i>Action</i>	<i>By Whom</i>	<i>Timeline (if any)</i>
Circulate Business Plan electronically for Board approval	TBG	First week of October

  
\_\_\_\_\_  
Board Chair

DEC 05 2017

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
John Davis, Director Client Services  
The Bethany Group

DEC 05 2017

\_\_\_\_\_  
Date



Flagstaff Regional Housing Group  
December 5, 2017 @ 7:00 pm  
Big Knife Lodge, Forestburg

## MINUTES

Attendees:	Dell Wickstrom	Village of Alliance
	Murray Candlish	Town of Daysland
	Rick Manning	Flagstaff County
	Jeff Eckstrand	Flagstaff County
	Blaise Young	Village of Forestburg
	Doug Irving	Town of Hardisty
	Bonnie Wood	Village of Heisler
	Brenda McDermott	Town of Killam
	Janice Bishop	Village of Loughheed
	Greg Sparrow	Town of Sedgewick
	Mike Leathwood	The Bethany Group
	Dave Buist	The Bethany Group
	John Davis	The Bethany Group
	Melodie Stol	The Bethany Group
	Michelle Wideman (recorder)	The Bethany Group

1.	<b>CALL TO ORDER</b>	
		The meeting was called to order at 7:00pm and introductions were made.
2.	<b>ORGANIZATIONAL MEETING</b>	
	a.	Welcome and Orientation
	b.	<p>Board Chair</p> <p>The Chair was handed over to Mike Leathwood who called for nominations for the position of Board Chairperson. Greg Sparrow nominated Dell Wickstrom who accepted the nomination.</p> <p>A third and final call was made and Dell Wickstrom was declared Chairperson of the Flagstaff Regional Housing Group. The Chair was relinquished to Dell Wickstrom.</p>
	c.	<p>Vice Chair</p> <p>Dell Wickstrom nominated Greg Sparrow as Board Vice Chair, who accepted the nomination.</p> <p>A third and final call was made and Greg Sparrow was declared Vice Chairperson of the Flagstaff Regional Housing Group.</p>

Flagstaff Regional Housing Group  
December 5, 2017 @ 7:00 pm  
Big Knife Lodge, Forestburg

	d.	Review of Honorarium & Board Expenses Board Honourarium of \$85.00 for meetings ½ day or less, with mileage at \$0.52/km.
3.	<b>APPROVAL OF AGENDA</b>	
	FRHG 17-12-01	<b>MOVED by Rick Manning and SECONDED by Doug Irving to accept the Agenda as presented. <i>CARRIED</i></b>
4.	<b>MINUTES OF PREVIOUS MEETINGS</b>	
	FRHG 17-12-02	<b>MOVED by Greg Sparrow and SECONDED by Dell Wickstrom to approve the Minutes of July 25, 2017 and September 19, 2017 as presented. <i>CARRIED</i></b>
5.	<b>FINANCIAL STATEMENTS</b>	
	Unaudited for the period ended October 31, 2017.	
	FRHG 17-12-03	<b>MOVED by Murray Candlish and SECONDED by Janice Bishop to accept the Unaudited Financial Statements for the period ended October 31, 2017 as information. <i>CARRIED</i></b>
6.	<b>2018 PROPOSED BUDGET</b>	
	Review of proposed Budget and Assumptions Notes.	
	FRHG 17-12-04	<b>MOVED by Rick Manning and SECONDED by Blaise Young to approve the 2018 Budget as presented, with the requisition to remain at \$300,000. <i>CARRIED</i></b>
7.	<b>OPERATIONAL REPORT &amp; CHRISTMAS ACTIVITIES</b>	
	Dates were provided for Christmas Activities in the buildings; Board Members are welcome to attend any events.	
	Review of Occupancy Stats for the Region.	
	FRHG 17-12-05	<b>MOVED by Brenda McDermott and SECONDED by Doug Irving to accept the Operational Report as information. <i>CARRIED</i></b>

Flagstaff Regional Housing Group  
December 5, 2017 @ 7:00 pm  
Big Knife Lodge, Forestburg

<b>8.</b>	<b>NEW BUSINESS</b>
a.	<p>Appointment of the Auditor Review of Briefing Note for background information.</p> <p><b>FRHG 17-12-06      MOVED by Brenda McDermott and SECONDED by Greg Sparrow to appoint Avail LLP as Auditors for the Flagstaff Regional Housing Group for a three year term beginning in 2017.      CARRIED</b></p>
b.	<p>Reserve Fund Analysis Review of information provided regarding equipment replacement reserve. A comprehensive review will be completed regarding reserve minimums and maximums, and a recommendation will be brought in March 2018.</p>
c.	<p>The Resident and Family Councils Act For information. Legislation goes into effect April 2018.</p>
d.	<p>Provincial Affordable Housing Strategy &amp; National Housing Strategy For information.</p>
e.	<p>ASCHA Dates were provided for information; when further details are available they will be shared. Value of membership will be reviewed in 2019.</p>
<b>9.</b>	<p><b>ITEMS PREVIOUSLY CIRCULATED BY EMAIL</b></p> <p>— Business Plan 2018-2022 (copy in board binder)</p>
<b>10.</b>	<p><b>2018 MEETING DATES</b></p> <p>The next meeting will be held on Tuesday April 3, 2018 at 5:00pm in Big Knife Lodge.</p>
<b>11.</b>	<p><b>ADJOURNMENT</b></p> <p>The meeting was adjourned at 8:50pm.</p>

Flagstaff Regional Housing Group  
December 5, 2017 @ 7:00 pm  
Big Knife Lodge, Forestburg

*Summary of Action Items:*

<i>Action</i>	<i>By Whom</i>	<i>Timeline (if any)</i>
Complete Reserve Fund Analysis	Finance	March 2018

\_\_\_\_\_  
Dell Wickstrom  
Board Chair

\_\_\_\_\_  
John Davis  
Director, Client Services

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

## **Sedgewick Rec Board Meeting-Dec.11/2017**

**Call to Order-**Cory called the meeting to order at 6:40. In attendance: Cory, Kari, Greg, Connie, Aleska, and Marta.

**Additions and Approval of Agenda-** Addition-Year end report Aug 31/2017

-Car break in

Greg moved the approval of agenda with additions. Carried.

**Treasurer's Report-**Connie gave the treasurer's report. Aleska moved to approve the financial report. Carried.

-Connie presented the unaudited financial report for the year ending August 31/2017. Kari moved to adopt the report as presented. Carried.

**Minutes of Last Meeting-**Kari read the minutes from the Nov. 13/17 meeting.

Greg moved the approval of the minutes. Carried.

**Business Arising From Minutes- Hard ball diamond- Motion**-Greg moved to spend an additional \$6670.00 to pay for the new hard ball diamond. Carried.

**Town Council Report-**Greg gave the town council report. The rec board is covered for liability under the town.

-The town council had a strategic planning meeting. Kari moved to approve the town council report. Carried.

**User Group Issues/Concerns- Curling-**Discussion regarding the curling club bar. It was brought forward that with the changing of the liquor licence, should the bar be run and bills be paid through the rec centre? Discussion. The curling club will call a meeting to discuss.

**Hockey-**Glass was broken on the weekend. We need more extra pieces to have on hand for broken glass incidents. Cory will look into having some pieces of wood cut to put in until glass can be repaired.

**New Business- Kari's email re speeders and ice melt-**Kari received a complaint about students speeding around the rec centre at lunch time. The playschool kids are getting out at the same time and there have been some close calls of accidents happening. Speed limit signs are posted. Marta notified the town and they called the police to have them do some checking. Ice melt issue- Outside the doors is cleared from snow and ice by the rec staff. The town has the rec centre on priority for snow removal. Not all ice can be removed so users will have to take caution when walking.

**-Car break in-**A vehicle had a window smashed and purse stolen. It was too far for camera to see.

**Manager's Report-**Marta gave the manager's report. (attached).

**-First Aid-**Not everyone has first aid. Marta will look into adult kitchen staff getting first aid.

**-OH and S-**Inspection was done on Dec. 4. Most issues were resolved. Marta will look into implementing an emergency exit plan and drill for all employees in case of fire.

-Kim Cannady will train employees on fire extinguisher use.

-Marta looking for guidance on setting up an Emergency Response Manual and Safety Manual. Greg will look into.

**Floor scrubber**-Still having some problems . Marta will look into finding out about battery warranty and charge cord.

**Heaters**- Not in service. Waiting for quotes for repair.

**Concession**-Concession report (attached) Concern regarding possible overstaffing. A profit in kitchen.

**In Camera-Personnel-**

**Adjournment**-Cory adjourned the meeting at 9:30. Next meeting scheduled for Jan.15/17 at 6;30. AGM this date as well.

Sedgewick Recreation Board  
Regular Meeting: December 11, 2017  
Manager's Report

**Arena:**

- ✓ We are on a regular schedule that is significantly less than previous months.
- ✓ Novice Tournament Nov 25 – 26 was a success with both the arena side and bowling alleys being utilized with the purchase of hotdogs included.
- ✓ School has utilized bowling, skating and this week curling for high school students.
- ✓ Radiant heaters above bleachers were examined and estimates will be submitted by Keith's Refrigeration.
- ✓ Fire Extinguisher Company came and recertified all extinguishers.
- ✓ OHS came in for an unexpected inspection. I was able to resolve all issues except I need to implement an emergency exit procedure and trial run for all employees in case of fire or ammonia emergency.
- ✓ Purchased new eye wash attachments for faucets in janitor room and kitchen; sent information about Zamboni safety operations; proof of training for Zamboni drivers; inspection schedule from Gateway Mechanical.
- ✓ Setting up new Emergency Safety Manual and MSDS. Spoke to Joey Hebert about a mock fire/ammonia drill. Kim Cannady will come and train employees on fire extinguisher use. Consideration to hire to set up Emergency Response Manual and Safety Manual.
- ✓ Trying to find out information about floor scrubber and battery issues.
- ✓ Replaced old portable phones with a new set.
- ✓

**Curling:**

- ✓ No issues
- ✓ Farmers Bonspiel on December 13-16 if enough teams register

**Bowling:**

- ✓ Shoe prices were examined and Verna and I sorted through all shoes with myself taking a number of shoes to the shoe repair to salvage what we could. Otherwise Verna will be ordering shoes from Red Deer representative.
- ✓ Ball returns had welding break on both ball returns. The particular items were removed and were repaired.
- ✓ Started new 'Bowling for Tweens' on collaboration days ((Fridays) we had eight children the first Friday and a return of two children for this last Friday.
- ✓ Bowling Alley has been quite busy with 4-H groups booking, birthday parties, Christmas parties, and social get togethers for young people.

**Concession:**

- ✓ All concession staff trained and in place – scheduling as required
- ✓ Need training for staff for emergency incidents for OHS standards.
- ✓ Maxine's report attached.

**Administration, Personnel, Governance**

- ✓ AGLC
  - Application for the new liquor license has been submitted with the expectation of a new license in place as soon as possible.
  - Fashion show was a success with 44 tickets sold and feedback being positive. Break down included.
  - The next endeavor is a plant night January 15. Still in planning stage with Budding Ideas.
  - Would like to look at replacing chairs in facility not only in concourse but for use when there are rentals. Examining using a grant.

**Considerations for Board**

- What is the financial goal for the kitchen and recreation Center? Do we wish to break even, lose money or make a profit?
  - Biggest month of the year and we didn't break even.
  - Is there a town policy for clearing of snow and ice around the recreation facility?
  - Some of our staff have not taken First Aid or it has expired. What would board like to see with this situation, Job descriptions called for First Aid or do we pay to have individuals take course?
  - Christmas staffing?
  - Who do all staff members report to?
  - Clarification of position.
-



## **Sedgewick Recreation Board Meeting December 11<sup>th</sup>, 2017**

### **Concession Report**

#### **Staffing**

- Staffing remains stable with both students and part time adult workers.
- Ember Kowalchuk has found full time employment and will be a casual pending her full time schedule. A part time replacement has been added to cover when needed.
- Staff meeting was held on December 8<sup>th</sup> with all in attendance with the exception of 2 employees with work commitments and 1 away sick.
  - Points of discussions were:
    - Portioning
    - Cleaning deficiencies
    - Cash handling
    - Round table discussion
    - January meeting will entail emergency measures in the Rec Centre

#### **Sales**

- November sales were \$20,161. (2,740. in liquor sales)
- December to date are \$5,616. (733. in liquor sales)
- A detailed breakdown is attached.

#### **Special Events**

Three events scheduled since the last report were the Ladies Curling Bonspiel, Hockey Tournament and Fashion Show.

All three were a success, however the concession did not record any income from the Fashion Show event to reflect this.

---

Contact Report

Government of Alberta ■

Occupational Health and Safety

10th Floor, South Tower, 10030 - 107 Street, Edmonton, Alberta, T5J 3E4 Phone: 780-638-1397 Fax: 780-427-0999  
Occupational Health and Safety Contact Centre 1-866-415-8690 (24 hrs)

<b>Name</b> SEGEWICK AGRICULTURAL RECREATION CENTRE	<b>Location</b> 5011-51 Ave, Sedgewick, AB
<b>Representative/Title</b> Marta Hampshire / Manager	<b>Site Description</b> Hockey/Curling Arena
<b>Phone Number:</b> (780) 384-3751	<b>Completed by:</b> Timothy Reteff & Russell Rivard
<b>Fax Number:</b>	<b>Date &amp; Time of Contact:</b> December 04, 2017 11:30 AM
<b>Email Address:</b> sedgewickrec@gmail.com	

Contact Activities

Item	Details	Date
Inspection	<p>An inspection was conducted at the worksite as part of a proactive inspection program.</p> <p>The Officers arrived at the worksite at 11:20am.</p> <p>The Officers met with the Manager for the worksite.</p> <p>Below is a summary of the inspection:</p> <ul style="list-style-type: none"><li>-the facility consists of a hockey rink, a curling rink, a restaurant/food counter, a skate sharpener and a bowling alley.</li><li>-the furnace room for the facility showed no insulation that could potentially contain asbestos</li><li>-the electrical meter room has an ammonia warning sign posted on the door</li><li>-the room is equipped with a fixed monitor to measure ammonia levels inside the space. The alarm system was working at the time of the inspection. This system is inspected once a year at the start up.</li><li>-the employer uses a third party contractor to start up, maintain and shut down the equipment that is part of the ice making system.</li><li>-multiple products onsite indicated the need for a 15 minute continuous flush eyewash. At the time of the inspection there was no eyewash equipment onsite that met this level of exposure. The employer has purchased and installed two emergency continuous flush eyewash stations at the worksite at the time of this report being authored.</li><li>-site emergency response plan drawings indicating muster points and the location of first aid equipment are posted throughout the facility. When questioned about if the employer ever practices or trains their staff on the emergency response plan the employer stated that no training takes place.</li><li>-the Zamboni operators receive external train the trainer type of training on the</li></ul>	December 04, 2017

Item	Details	Date
	<p>operation of the Zamboni.</p> <p>-a copy of the manufacturers specifications for the Zamboni was available for review by the Officer at the time of the inspection.</p> <p>-there was a question at the time of the inspection as to whether a yellow bar used to prop up the snow dump bin of the Zamboni is actually designed for that purpose. The employer was able to provide to the Officer evidence that the bar used to support the snow dump does in fact come with the unit and is designed for that intended purpose.</p> <p>See below for additional information on the order.</p>	

Orders Issued

Item	Details	Date
Order Open 01	<p>This order is made under the authority of Section 9 of the Alberta Occupational Health &amp; Safety Act.</p> <p><b>OBSERVATION(S)/FINDING(S):</b></p> <p>Although an emergency response plan exists for the worksite there is no training of staff that takes place.</p> <p><b>REQUIREMENT:</b></p> <p>To comply with this order the employer must prove to the Officer that workers working at the site have been trained in the emergency response plan requirements.</p> <p><b>APPLICABLE OHS LEGISLATION:</b></p> <p><b>Emergency Preparedness and Response - Contents of Plan</b></p> <p><b>OHS Code 2009</b></p> <p><b>116</b></p> <p>116 An emergency response plan must include the following:</p> <p>(a) the identification of potential emergencies;</p> <p>(b) procedures for dealing with the identified emergencies;</p> <p>(c) the identification of, location of and operational procedures for emergency equipment;</p> <p>(d) the emergency response training requirements;</p> <p>(e) the location and use of emergency facilities;</p> <p>(f) the fire protection requirements;</p> <p>(g) the alarm and emergency communication requirements;</p> <p>(h) the first aid services required;</p>	<p><b>Compliance</b></p> <p><b>Date</b></p> <p>January 05, 2018</p>

Item	Details	Date
	(i) procedures for rescue and evacuation;  (j) the designated rescue and evacuation workers.	

**Comments:**

An inspection was conducted at the worksite as part of a proactive inspection program.  
If you have any questions concerning any of the information contained in this report do not hesitate to contact Tim Reteff at 780-638-1397.  
Thank you for your cooperation in this matter.

This Contact Report was delivered electronically to: Marta Hampshire on December 05, 2017

Issued by Occupational Health and Safety

- Orders can be appealed within 30 days of the date of service.
- The Alberta Occupational Health and Safety Regulation requires that Orders Issued be posted in a conspicuous place as soon as practicable until conditions have been met.

Month: November

	Concession Sales		Bowling Sales		Liquor Sales		Daily Total
Date	Day	Evening	Day	Evening	Day	Evening	
1	\$ 20.50	\$ 183.25		\$ 122.50		\$ 72.50	\$ 398.75
2	\$ 87.50	\$ 152.50		\$ 31.50		\$ 460.00	\$ 731.50
3	\$ 110.00	\$ 454.00					\$ 564.00
4	\$ 747.00	\$ 578.50					\$ 1,325.50
5	\$ 1,085.25						\$ 1,085.25
6	\$ 92.00	\$ 147.25		\$ 20.50		\$ 91.00	\$ 350.75
7	\$ 277.50	\$ 169.50	\$ 33.00	\$ 33.50	\$ 23.00	\$ 41.00	\$ 577.50
8	\$ 167.50	\$ 208.00	\$ 22.00	\$ 23.50	\$ 23.00	\$ 79.00	\$ 523.00
9	\$ 70.50	\$ 121.50	\$ 12.00	\$ 70.50		\$ 394.00	\$ 668.50
10	\$ 78.00						\$ 78.00
11	\$ 448.50						\$ 448.50
12	Closed						\$ -
13		\$ 116.50		\$ 57.00	\$ 27.00		\$ 200.50
14	\$ 218.50		\$ 47.00	\$ 45.00		\$ 69.50	\$ 380.00
15	\$ 374.50			\$ 82.00		\$ 95.50	\$ 552.00
16	\$ 81.00	\$ 188.50	\$ 10.00	\$ 76.75		\$ 447.00	\$ 803.25
17		\$ 163.50					\$ 163.50
18	\$ 628.75	\$ 162.50	\$ 534.00	\$ 19.50			\$ 1,344.75
19	\$ 660.50	\$ 441.75	\$ 357.00	\$ 92.50			\$ 1,551.75
20	\$ 82.50	\$ 153.50					\$ 236.00
21	\$ 205.00	\$ 68.50	\$ 29.50	\$ 36.00	\$ 19.00	\$ 53.50	\$ 411.50
22	\$ 123.50	\$ 237.00	\$ 11.00	\$ 28.50		\$ 33.50	\$ 433.50
23	\$ 183.25	\$ 177.25	\$ 10.00	\$ 25.00		\$ 440.00	\$ 835.50
24		\$ 421.00					\$ 421.00
25	\$ 1,368.50	\$ 843.00					\$ 2,211.50
26	\$ 1,092.25	\$ 1,062.25					\$ 2,154.50
27	\$ 110.00	\$ 121.00		\$ 12.00		\$ 92.50	\$ 335.50
28	\$ 68.50	\$ 227.25	\$ 15.00	\$ 39.00	\$ 17.00	\$ 352.00	\$ 718.75
29	\$ 179.50		\$ 13.00	\$ 23.00	\$ 76.50		\$ 292.00
30	\$ 212.00	\$ 15.00	\$ 25.00	\$ 74.75	\$ 18.50	\$ 19.00	\$ 364.25
31							
Monthly Total	\$ 8,772.50	\$ 6,413.00	\$ 1,118.50	\$ 913.00	\$ 204.00	\$ 2,740.00	\$ 20,161.00

Month: December

Date	Concession Sales		Bowling Sales		Liquor Sales		Daily Total
	Day	Evening	Day	Evening	Day	Evening	
1	\$ 88.00	\$ 444.25					\$ 532.25
2	\$ 343.50	\$ 157.00					\$ 500.50
3	CLOSED						\$ -
4	\$ 102.00	\$ 202.25		\$ 47.50		\$ 165.50	\$ 517.25
5	\$ 265.50	\$ 37.00	\$ 37.50	\$ 31.75			\$ 371.75
6	\$ 184.50	\$ 133.00	\$ 40.50	\$ 21.00	\$ 14.00	\$ 60.00	\$ 453.00
7	\$ 169.00	\$ 80.00	\$ 6.00	\$ 12.50		\$ 508.00	\$ 775.50
8	\$ 145.00	\$ 84.50					\$ 229.50
9	\$ 683.50	\$ 411.00					\$ 1,094.50
10	\$ 1,142.00						\$ 1,142.00
11							\$ -
12							\$ -
13							\$ -
14							\$ -
15							\$ -
16							\$ -
17							\$ -
18							\$ -
19							\$ -
20							\$ -
21							\$ -
22							\$ -
23							\$ -
24							\$ -
25							\$ -
26							\$ -
27							\$ -
28							\$ -
29							\$ -
30							\$ -
31							
Monthly Total	\$ 3,123.00	\$ 1,549.00	\$ 84.00	\$ 112.75	\$ 14.00	\$ 733.50	\$ 5,616.25

## Sedgewick Rec Centre

## Profit &amp; Loss

November 2017

	Nov 17
<b>Income</b>	
4100 · Bowling	
4115 · YBC	76.19
4125 · Bowling Facility Rentals	742.86
Total 4100 · Bowling	819.05
4200 · Arena	
4201 · Minor Hockey Ice Rental	22,659.34
4205 · Rec Hockey	975.00
4207 · Wheat Kings Ice Rent	390.00
4210 · Sabres	1,430.00
4212 · Canskate	2,114.00
4220 · Arena Facility Rental	195.00
Total 4200 · Arena	27,763.34
4400 · Concession	
4401 · Concession Sales	15,956.18
4410 · Liquor Sales	2,193.81
4415 · Bottle depot	226.10
Total 4400 · Concession	18,376.09
4500 · Facility	
4501 · Facility Misc Rental	150.00
4510 · Fundraising	
4511 · Raffle Tickets	1,687.00
Total 4510 · Fundraising	1,687.00
4731 · Donations	7,610.00
Total 4500 · Facility	9,447.00
4901 · Rec Board Fundraising	
4902 · Wildrose Gift Card Sales	7,250.00
4905 · Wildrose Co-op Rebate	1,050.00
Total 4901 · Rec Board Fundraising	8,300.00
Total Income	64,705.48
<b>Expense</b>	
6000 · Bowling Expense	
6001 · Bowling Miscellaneous	80.00
6002 · Bowling Janitorial	270.00
6005 · Bowling Repair & Maint	8.00
Total 6000 · Bowling Expense	358.00
6010 · Arena Expenses	
6040 · Arena Program Expense	92.00
Total 6010 · Arena Expenses	92.00
6063 · New Baseball Diamond	20,638.60
6200 · Concession Expense	
6205 · Concession Merchandise	9,624.92
6210 · Concession Equip/Supplies	1,581.96
6215 · Liquor Expenses	1,009.05
Total 6200 · Concession Expense	12,215.93

# Sedgewick Rec Centre

## Profit & Loss

### November 2017

	Nov 17
6300 · Facility Expenses	
6301 · Bookkeeping	1,000.00
6305 · Bank charges	18.70
6315 · Facility Repair & Maint	793.80
6325 · Custodial Supplies	550.99
6328 · First Aid/Safety	197.60
6331 · Facility Liquor Licence	600.00
6350 · Waste Management Fees	126.10
6355 · Equipment R&M (facility)	3,601.67
6360 · Office Supplies	479.52
6365 · Telephone Costs	186.45
Total 6300 · Facility Expenses	7,554.83
6400 · Utilities	
6410 · Natural Gas	
6411 · Bowling Nat. Gas 10% in season	135.92
6412 · Arena Nat. Gas - 20% in season	271.84
6414 · Facility Nat Gas - 55% or rest	951.46
6415 · Carbon Levy	439.38
Total 6410 · Natural Gas	1,798.60
6430 · Lighting	
6431 · Bowling Lighting - 10% in use	307.25
6432 · Arena Lighting - 30% - in use	921.76
6434 · Facility Light 40% or rest	1,843.51
Total 6430 · Lighting	3,072.52
6440 · Power Plant	
6441 · Arena Power Plant - 50%	6,198.33
Total 6440 · Power Plant	6,198.33
Total 6400 · Utilities	11,069.45
6500 · Fundraising Expenses	
6501 · Wildrose Gift Card Purchases	17,500.00
Total 6500 · Fundraising Expenses	17,500.00
6700 · Payroll Expenses	
6710 · Facility Manager Hours	
6712 · Facility Manager OT Hours	0.00
6710 · Facility Manager Hours - Other	3,116.25
Total 6710 · Facility Manager Hours	3,116.25
6715 · Arena hours	
6717 · Arena overtime hours	0.00
6715 · Arena hours - Other	3,523.50
Total 6715 · Arena hours	3,523.50
6720 · Concession hours	
6722 · Concession overtime hours	0.00
6720 · Concession hours - Other	8,392.20
Total 6720 · Concession hours	8,392.20
6723 · Concession Supervisor	
6724 · Concession Supervisor OT Hours	0.00
6723 · Concession Supervisor - Other	3,073.50
Total 6723 · Concession Supervisor	3,073.50
6725 · Janitorial hours	616.00



6:30 PM

2017-12-12

Accrual Basis

# Sedgewick Rec Centre

## Profit & Loss

November 2017

	Nov 17
6700 · Payroll Expenses - Other	1,863.71
Total 6700 · Payroll Expenses	20,585.16
Total Expense	90,013.97
Net Income	-25,308.49

### Sedgewick Recreation Facility 2017 Approved Budget

	2017 Budget	2017 Actual	% of Budget Nov 2017 (92%)
<b>Revenues:</b>			
Ag Society - Annual	\$ 17,500.00	\$ -	0%
Facility Room Rentals	\$ 8,000.00	\$ 10,609.29	133%
July 1st Revenues	\$ 7,500.00	\$ 3,079.57	41%
Fundraisers/Raffles/Signage	\$ 20,000.00	\$ 18,727.26	94%
Arena Revenue (winter)	\$ 78,000.00	\$ 115,457.62	148%
Arena Revenue (spring/summer)	\$ 6,000.00	\$ 7,309.52	122%
Bowling Revenues	\$ 30,000.00	\$ 31,471.46	105%
Curling Revenues	\$ 30,000.00	\$ 22,159.50	74%
Library Lease/UT	\$ 4,800.00	\$ 4,800.00	100%
Concession	\$ 100,000.00	\$ 111,113.84	111%
Co-op Gift Cards	\$ 100,000.00	\$ 67,450.00	67%
Co-op Gift Card - Dividend	\$ 6,000.00	\$ 5,250.00	88%
Bank Interest	\$ 20.00	\$ 21.96	110%
Ag OP Grant	REMOVED	\$ -	
Capital Grants	\$ 7,600.00	\$ 15,000.00	197%
Town OP Grant/Capital Reserves	\$ 27,700.00	\$ 27,500.00	99%
Other	\$ 500.00	\$ 446.34	89%
Donations	\$ 10,000.00	\$ 18,806.74	188%
ATM Fee Income	\$ 2,000.00	\$ 2,035.00	102%
<b>Total Revenues:</b>	<b>\$ 455,620.00</b>	<b>\$ 461,238.10</b>	<b>101%</b>
<b>Expenditures:</b>			<b>% of Budget</b>
Salaries (Full Time)	\$ 43,200.00	\$ 42,964.97	99%
Salaries (Part-Time)	\$ 61,500.00	\$ 68,022.90	111%
Salaries - Employer Contr.	\$ 9,120.00	\$ 8,742.32	96%
Education/Training	\$ 1,000.00	\$ -	0%
Office Supplies	\$ 2,000.00	\$ 1,966.23	98%
Advertising/Promotional	\$ 1,000.00	\$ 945.59	95%
Service Charges	\$ 200.00	\$ 246.85	123%
General Goods & Services	\$ 110,000.00	\$ 103,557.86	94%
Janitorial Supplies	\$ 5,000.00	\$ 5,823.79	116%
OH&S	\$ 750.00	\$ 1,006.75	134%
Freight	\$ 100.00	\$ -	0%
Telephones/Alarms	\$ 3,000.00	\$ 2,153.96	72%
Audit Fees	\$ 2,000.00	\$ -	0%
Waste Management Fees	\$ 1,400.00	\$ 1,036.10	74%
Insurance	\$ 270.00	\$ -	0%
Building R&M	\$ 20,000.00	\$ 15,876.46	79%
Equipment R&M	\$ 25,000.00	\$ 22,310.92	89%
Electricity	\$ 71,240.00	\$ 61,755.01	87%
Gas	\$ 26,240.00	\$ 17,808.97	68%
Concession Exp.	\$ 65,000.00	\$ 57,123.01	88%
Contribution to Capital	\$ 7,600.00	\$ 7,600.00	
<b>Total Expenditures:</b>	<b>\$ 455,620.00</b>	<b>\$ 418,941.69</b>	<b>92%</b>
<b>Net Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ 42,296.41</b>	
<b>Concession Reno</b>	Capital Exp	<b>\$ 36,063.92</b>	
<b>New Hardball Diamond</b>	Capital Exp	<b>\$ 20,638.60</b>	



# TOWN OF SEDGEWICK

## DEPARTMENTAL REPORT

MEETING DATE: DECEMBER 21<sup>ST</sup>, 2017

DEPARTMENT: PUBLIC WORKS

### SUMMARY

We have a few jobs we would like to do while the weather is cooperating:

- pump and flyght bulbs at lift station,
- UV(ultraviolet)at waterplant,
- hole in cement wall downstairs in hall and
- Christmas decorations.

We also ordered flyght bulbs (level controlers)for the lift station from xylem water solutions, grader blades from wearpro, enzymes for the liftstation from actizyme, broom segments for the john deer broom from battlriver, headlights for the grader from the county

### ACCOMPLISHMENTS

- New sign for Town office was put up on November 14.
- Christmas decorations got put up on main street on November 23, had issues with a couple of them,but I replaced the lights on them.
- Got main street park Christmas tree from Home Hardware on Nov 24,I decorated it and put it up on Nov 27.
- Christmas banners got put up at highway and golf course signs on Nov23.
- Replaced broom segments on John Deer sidewalk broom,old broom only had about 1/3 left.
- Repaired heater for mens bathroom in hall, problem was a breaker, we just had to find out where the panel was.
- Had a hard time finding 24 volt headlights for the grader,we had six not working. We got the county to pick us up some,now we can see what were doing
- Got the alley behind the community press cleand up and sanded for food hamper pick up on Dec 17.

### PRESENT AND FUTURE ACTIVITIES

- Weather permitting we have a few inside jobs we would like get at in the next two to three weeks:
  - rebuild pump #2 at the lift station
  - replace a couple of flight bulbs(level controlers)at the lift station,we have had some issues with the pumps not shutting off.
  - pulling UV (ultraviolet)apart,inspecting tubes and cleaning bulbs.
  - repairing a hole in the wall in the northwest corner of the hall basement,moisture has been leaking in.
- We will be taking down Christmas banners and decorations shortly after Ukranian Christmas.

APPENDIX:

**NONE**

PREPARED BY:

DARYL JOHNSON, PUBLIC WORKS FOREMAN



# TOWN OF SEDGEWICK

## CAO REPORT TO COUNCIL

MEETING DATE: DEC. 21<sup>ST</sup>, 2017

### SUMMARY

Completed a strategic planning session with Council and 2018 draft Operational and Capital budgets.

### MEETINGS

- Met with Electrotel on November 28<sup>th</sup> regarding updating the Town office phone system. Work is to be done on December 21<sup>st</sup>.
- Attended a CAO Regional Level of Service meeting on November 30<sup>th</sup>.
- Attended a Regional Emergency Services Committee meeting on December 13<sup>th</sup>.
- Conducted a Strategic Meeting with Council on December 7<sup>th</sup>.
- Attended a FIP forum on December 18<sup>th</sup>.
- Attended a Roof inspection meeting at the Rec Centre with Associated Engineering and a contractor on December 18<sup>th</sup>.

### ACCOMPLISHMENTS

- Staff Christmas party had 75 attendees
- Property owner who was not in compliance with an Order to Remedy Unsightly Condition cleaned up the property to the CAO's satisfaction a day prior to the Town committing to take action
- All Rec Programming is completed for 2017
- Completed 2018 draft Operational and Capital Budgets
- Secured a liquor licence with AGLC inclusive of the curling lounges, concourse area and skybox at the Rec Centre
- Have added a Twitter account for the Town of Sedgewick

### PRESENT AND FUTURE

- Have a conference call with AMSC regarding process of changing over our insurance provider on December 20<sup>th</sup>.
- Have a kick-off meeting in Hardisty on December 21<sup>st</sup> regarding SCADA. The meeting is to go over the scope of the upcoming WTP inspection with the contractor, Bi-systems Controls.
- Will begin working on a Recreation Plan in the New Year
- Will begin working on a revised IDP with the County in the New Year

APPENDIX:

NONE

PREPARED BY:

JIM FEDYK, CAO



RECEIVED

NOV - 9 2017

BONNESS OILFIELD SUPPLY LTD  
#5 SPRUCE DRIVE  
SEDGEWICK, ALBERTA, T0B 4C0

November 9<sup>th</sup> 2017

Town of Sedgewick

We would like Town Council to address the following 2 concerns we have:

- 1) Sewer line at the Iron Creek Vet Clinic – we are requesting your consideration into routing the sewer line that the Town installed to the vet clinic be extended to the Wheatland's Clinic. With the huge increase of water consumption by the clinic we are having to empty the septic tank at least twice a month at the cost of \$450.00 per month. Dr. Weighman has refused to help pick up the costs and we don't want to force the issue for fear of losing the Clinic.
- 2) #5 Spruce Drive Road – with the new A&B shop, Wheatland's Clinic, Iron Creek Vet Clinic and Mantl, the traffic has increase substantially over the past year. As well, Kal Tire is using the road for testing the equipment they are working on. The dust has become a huge problem not only for Bonness but all of the businesses on the road. We feel that all of these companies contribute a huge amount of Municipal Taxes and that some kind of improvement is warranted on #5 Spruce Dr.

Sincerely

Derek Ness



Mark Bonnett



Bonness Oilfield Supply Ltd  
Box 277  
Sedgewick, Ab. T0B 4C0  
780-384-2338

Nov 28, 2017

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

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